

**Chelsea District Library**  
**Director's Report**  
*January 2010*

**Questions from last Board Meeting**

- None

**Finance**

- Audit
  - Dave Fisher of Rehmann Robson will be sending a checklist of items needed for audit
  - Audit will be scheduled during 3<sup>rd</sup> week of February. I will share results of the audit with the library board when I receive them
- Operational performance
  - It is the beginning of a new fiscal year. The management staff and I will be monitoring the budget much more closely this year with regular status updates during our mgt. meetings
  - Wrapping up 2009 spending and preparing for the audit
- Library Investments
  - A CD Matured in December and was rolled over into new 12 month CD
  - Diane Winner of CSB met with Finance Committee to provide investment update on CDs and bonds

**Building Update**

- We are looking to set up meetings with Fuller Heating & Johnson Controls to resolve some ongoing HVAC issues, including Zones not getting to temp

**Library Operations**

- Staff
  - Winter Music is underway! Paul Keller kicked it off this year on Jan 10
  - Staff is working hard to meet spring programming and newsletter deadlines by Jan 15
  - Management team fine-tuning strategic planning, including timeline
  - Bill and Linda have scheduled follow up meeting with a facilitator to work with on strategic plan, plus the upcoming board and staff retreats
  - Linda Ballard became Asst. Director effective Jan 1
  - Next big event for the library is the opening of READ, which kicks off March – our theme is “Wheels to Reels”
  - Management staff registered for PLA Annual Conference in March
  - Bill will be working with management team to complete State Aid report by end of January
  - Bill will also work with staff to create an annual report for the library. An annual report for the library has not been completed in a few years now
- New Website
  - Our new website was launched on Dec 1!
  - In addition to a totally fresh look, the new site will provide quick and easy access to many standard as well as new library resources
  - A quick search, located at the top of every page, to search across the library's website, catalog, and our extensive lists of electronic databases
  - Access to our most popular new services, like Mango languages or downloadable audio books, with one click of the mouse
  - Departmental blogs that provide information on the latest programs, upcoming classes, books, movies, and resources
  - Color-coded pages that should make navigating library resources, services, and information more consistent and clear
- Reminder that board retreat Feb 20 at St Paul's United Church of Christ
- Received personnel policy revisions. Linda Ballard will coordinate next Policy Committee meeting to review revisions

## **TLN & State News**

- New Monday thru Friday delivery system running smoothly
- Transition to new OCLC interlibrary loan program is complete. We are accepting ILL request again
- Karen will be hosting both the TLN Children's Services and Teen Services meetings here on Friday, Jan. 15

## **Community Update**

- Sounds & Sights
  - Organized & coordinated Sounds & Sights Strategic planning meeting at library, 12/14
- Rotary
  - Rotary "classification" speech, 12/21
  - Karen and Sara will be my guest in February to discuss READ program
  - Attended annual holiday party with my family
- DDA/Daniels Marketing Group
  - Library presentation for Daniels/DDA Marketing Group at River Gallery, 1/6
  - Worked with committee to schedule Focus Group meetings at library
  - Participated in focus group
- The library staff wishes to express its gratitude to Gary Galvin (Chelsea Gallery) and Jan Loveland (Cranesbill Books) for all of their support and collaborative efforts over the years!
- The Washtenaw County Library for the Blind visited the library for a meeting and discussion about providing free services to individuals of all ages who are unable to read as a result of temporary or permanent visual or physical limitations.
- Chelsea Lions
  - Volunteered during holiday candy cane drive

## **Meetings/Conferences Attended**

- Management Meeting, 12/8, 12/15, 12/29, 1/5
- Rotary, 12/8, 12/13 (Xmas party), 12/15
- DDA President – Mike Jackson – review library's role in marketing Chelsea, 12/9
- Bob Daniels – Chelsea Marketing Campaign– review library's role in marketing Chelsea, 12/9
- Arts Alliance Council, 12/9
- Washtenaw County Library for the Blind, 12/10
- Strategic Planning, 12/10
- Kleinschmidt Insurance – review policy, 12/11
- Review Library Marketing plan w/Anna & Sara, 12/11
- Sounds & Sights, 12/14, 1/7
- Personnel Committee, 12/14
- Library Board Meeting, 12/15
- Chamber Citizen of the Year Banquet, 12/16
- DDA Meeting, 12/17
- Monthly Meeting – Head of Adult Services, 12/17
- Monthly Meeting – Head of Circulation, 12/17
- Oral History – Farming Families Christmas Party, 12/17
- Staff Holiday Party, 12/17
- Diane Winner of Chelsea State Bank, 12/17
- All staff meeting, 12/18
- Monthly Meeting – Head of Technology, 12/18
- Monthly Meeting – Head of Youth & Teen Services, 12/18
- Finance Committee, 1/4
- Programming Committee Meeting, 1/5
- Sounds & Sights, 1/7
- Downtown Merchants, 1/8