

Chelsea District Library
Director's Report
December 2010

Questions from last Board Meeting

- None

Finance

- Andrews, Hopper, & Pavlik
 - Met with new auditors on 11/19 to review timeline for next audit
 - Auditors have requested that we provide a series of preliminary documents in advance to begin the process of planning for the audit
- Review Payroll
- Sign checks and review invoices
- Transferred remaining MILAF funds to Bond account
- Budget
 - Copies of final 2011 budget have been printed and are ready for distribution
- As we near the end of the fiscal year, I full anticipate that the library will end this budget year with a surplus

Library Operations

- Low Vision Center
 - Proposal unanimously voted on and accepted by Lions Club of Chelsea to fund this initiative for \$3000
 - Roll out will be near end of January 2011
 - A special, after hours launch of the new service center will be planned in conjunction with the staff, board, and lions club members and their families
 - Staff training on equipment & Merlyn machine will be done by Low Vision Solutions of Chelsea
 - Chelsea Standard story about low vision center published on 11/28
- READ
 - Program has been put on temporary hiatus
 - Discussions with Chelsea Wellness Foundation underway about a comprehensive program that would incorporate its five communities on a theme centered around health and wellness, with possible fall target date
- Staff
 - We celebrated a successful year of collaboration with our partners at the Chelsea Center for the Arts on December 4 at the River Gallery. Special thanks once again to our friends Deb and Patti for making it all possible!
 - Congratulations to Megan Esseltine on her new, full-time position at Westland Public Library. We are sad to see her go.
 - We want to officially welcome back Peg Greisberger! Peg will be joining the adult services staff in January 2011 as a part-time librarian.

Strategic Plan

- Project Management
 - Staff is getting the hang of working with our new communication tool, which has been in place for about six weeks. We adopted the tool to improve transparency so **everyone** at every level of the library can understand what our staff is currently working on
 - Management staff, including Anna & Terri, completed Project Management training course. Project Management will provide us with a common methodology that will allow us to work more efficiently and effectively as we continue to deliver quality programs in the community. Our staff is already utilizing the tools
- Loleta D. Fyan Grant
 - We submitted a \$5000 grant proposal to the ALA to continue our work in developing project management skills & training

- The Fyan grant is awarded to the development and improvement of public libraries and the services they provide and to effect changes in public library services that are innovative and responsive to the future
- Change Management
 - After working with our management staff, our consultant will be surveying the rest of the staff in December about the change management process
 - Staff will be required to complete a survey and then participate in a discussion at our staff meeting to identify their capacity for, as well as their thoughts and feelings about change
- Review of the strategic planning initiatives
 - Staff has been preparing for 2011 by fine tuning and re-affirming the plan
 - Much has already been accomplished regarding staffing, technology, the library space, and preparing our staff for change and a new direction. We look forward to focusing our energies in the new year

Library Board

- Library Board Retreat
 - The retreat will be facilitated this year by Steve Harper, who currently serves on the TLN Executive Board. Steve also spent many years as a board member of the Plymouth District Library
 - Together we have crafted a proposal to focus on how to fulfill the strategic vision for the Chelsea District Library, and define the roles for each of the stakeholders
- Finance Committee Meeting
 - Status update on the library's investments, including bonds, CDs, money market accounts, and our capital improvement fund
- Rescheduled Fundraising Committee meeting for Jan 10, 2011

Friends of the Library

- Monthly Meetings
 - Beginning in January 2011, I will now be attending the Friends of the Library Board meetings each month

TLN, State & National

- Michigan Notable Books Award
 - The Library of Michigan announced its list of the 2011 Michigan Notable Books, which includes former Artist-in-Resident ML Liebler's book *Working Words: Punching the Clock and Kicking Out the Jams*. Congratulations ML!
- METRO (Metropolitan New York Library Council) has gathered 30 case studies for its book *Digitization in the Real World: Lessons Learned from Small and Medium-Sized Digitization Projects*. A section in the book is dedicated to our Library's collection of 15,000 obituaries, created using volunteers and open source software
- MLA
 - \$3 Billion in Budget Cuts Drafted
 - A draft document, highlighting \$ 3 billion in potential cuts from the general fund became public December 1, 2010. These are the types of cuts that would be required in order to achieve the savings from the \$1.6 billion hole in the FY 2012 General Fund plus the \$1.5 billion in lost revenue from eliminating the Michigan Business Tax, as proposed by Governor-Elect Rick Snyder. All state aid to libraries and the Library of Michigan would be eliminated.
- TLN
 - I have been meeting with the TLN Steering Committee to address the proposed cuts to state aid to libraries, which will have an adverse effect on the effectiveness of the Library Network, in particular delivery
 - The Library Network Is Relocating To Novi during the week of December 13, 2010
 - As a result, we may experience temporary interruption in access. TLN staff may be unable to immediately respond to telephone or email inquiries during their move.

Community Update

- Chelsea Area Wellness Foundation Community Coalition
 - Efforts are under way in creating four lists of resources in Chelsea for each vision area of the foundation (**eat better, move more, avoid unhealthy substances, and connect with others in**

healthy ways). To facilitate that effort, sub-committees were formed based on those vision areas. These sub-committees have been meeting or are scheduled to meet before January 4 in order to discuss the resource mapping, gaps, duplications, and big ideas for improving that area of health in Chelsea

- I will be facilitate the *Connect with Others* subcommittee group here at the library either on December 28 or 29
- Once that process is completed, the Coalition's Community Advisory Council will work on a civic assessment to produce a formal document at the request of the Foundation
- Islam in America: Difference without Divisions
 - A coalition of community leaders and stakeholders are planning a special program on MLK Day to provide a forum on the growth and development of Islam in America, to address critical issues in the lives of American Muslims, and to promote understanding
 - A distinguished list of scholarly, university, and community leaders will be coming together to speak at the library. This will be an event that family members of all ages may participate in
- Delegation of Japanese Mayors and Directors of Hospitals
 - The Mayor, City Manager, and a group of city leaders met with a distinguished list of visitors from Japan in a special exchange program in the library's McKune Room
 - I had the pleasure of providing a guided tour of the library for our guest, who marveled at the essential role this library plays in our community
- WSU Presentation
 - I also had the pleasure of addressing a classroom of students for Cathy Russ' Library Management class
 - My discussion focused on innovation, outreach, collaboration, and programming
- Hometown Holidays
 - We had a successful experiment in broadcasting live this year's holiday parade
 - We had feedback from several groups who tied into our live feed on our website. They reported back that the picture quality and sound were very good! Congratulations go to Ron and Andy who worked their magic behind the scene to make it happen!
- Chelsea Area Lions Club
 - I volunteered for this year's White Cane Holiday drive to raise money for the Lions club
 - I also volunteered at the Lions Club annual holiday gift wrap party at the Arctic Coliseum. Each year the Lions donate dozens of presents for local families who are of need
- Rotary
 - I volunteered for the Panera Bread Food Rescue program in November
 - I also participated in this year's Rotary and Chamber of Commerce Tree Lighting ceremony

Meetings/Conferences Attended Meeting

- WWII Film Premiere at CRC, 11/8
- MLA Annual Conference, 11/9-11/12
- Linda Sayers – Monthly Meeting, 11/15
- Rotary, 11/16
- Management Meeting, 11/16
- Library Board Meeting, 11/16
- Stories of Chelsea Marketing Meeting, 11/17
- Islam in America: Diversity without Differences, 11/17
- Chelsea Area Wellness Foundation Community Coalition, 11/17
- DDA, 11/18
- Lynn Fox, 11/19
- Staff Meeting, 11/19
- Anna Cangialosi, 11/19
- Andrews, Hooper, and Pavlich, 11/19
- Karen Persello – Monthly Meeting, 11/22
- Finance Committee Meeting, 11/22
- Sally Hoyle, Project Management Mtg, 11/29
- CCA meeting, w/Vince Castagnacci, 11/29
- Kapnick Insurance, 11/30
- Rotary, 11/30

- Mgt. Meeting, 11/30
- Kapnick, 12/1
- Kleinschmidt Insurance, 12/1
- Wayne State University, 12/1
- Lisa Allmendinger, Ann Arbor.com, 12/2
- WebCom, 12/2
- Terri Lancaster, 12/2
- Keusch Holiday party, 12/2
- Anna Cangialosi, 12/2
- Volunteer Open House, 12/2
- Rotary Holiday party & Tree Lighting, 12/3
- Common Chords, 12/3
- Hometown Holidays Staff party at River Gallery, 12/4
- Mickey Howe, of Islam in America Group, 12/6
- Sara Wedell – Monthly Meeting, 12/6
- Project Management Training, 12/7
- Lions Club Holiday Gift Wrap Party, 12/7
- Maurine Nelson of Adult Learners Institute, 12/8
- Chelsea Area Wellness Foundation Community Coalition, 12/8
- TLN Steering Committee Leadership Meeting, 12/9
- Megan Esseltine, 12/9
- Strategic Planning Meeting w/Anna Cangialosi, 12/10
- Linda Ballard, strategic planning meeting, 12/10