

Chelsea District Library
Director's Report
January 2014

Questions from December Board Meeting

- None

Vacation/PTO

- I took vacation for a good part of the holidays, from December 23 thru January 2, 2014.

Library Board

- Orientation for new board members
 - I have been organizing materials for our new board members Jan Carr and Jerry Wilczynski about the library and the Board of Trustees before their first meeting in January. The orientation included a tour, board by-laws, policy manual, an introduction to available staff, and several other items. We look forward to the two of them joining our team.
- Policy Committee
 - Will be meeting in late January to examine a few dated policies to ensure that they are timely and up-to-date.
- 2014 Board Officers
 - The board will be approving its officers at their January meeting. The proposed board officers are:
 - President: Susan Brown, City of Chelsea
 - Incoming President: Elizabeth Sensoli, Lima Township
 - Treasurer: Robin Wagner, At-large (City of Chelsea)
 - Secretary: Gary Zenz, At-large (Lima Township)
- Annual Board Retreat
 - Has been scheduled for April 12, 2014. The board is planning on examining succession planning and a progress report on the library's strategic plan.

Budget & Finances

- New Grants
 - We received grant funding for two key library programs and collaborations at the end of December. First, we received a \$3500 grant from the Michigan Council for Arts & Cultural Affairs (MCACA) to support the library's annual Midwest Literary Walk program, which takes place in April of every year. We were one of only a handful of libraries across the state to receive funding from MCACA. They have been generous to us in years past and we remain grateful for their ongoing support!
 - In addition, our partners at the Purple Rose Theatre received \$16,000 in grant funding from the Chelsea Community Foundation to support our play reading series partnership with the Purple Rose Theatre.
- State Aid Report
 - Each year the library is expected to complete this annual report. State aid for libraries (also known as state aid for public libraries, state aid, direct aid or state funding) is funding provided to public libraries by the state of Michigan. Each eligible library receives a percentage of state aid based on the library's budget, income and population served. State aid represents a very small percentage of our annual budget each year, roughly \$6000 per year.
 - The state aid report for libraries is due in early February. I will complete work on this report by month's end.
- Audit
 - We are preparing documentation for the 2013 audit. Our first meeting with the auditors will take place in early February.
- Operating Budget 2013 Update
 - We ended the fiscal year under budget, with 95.7% performance. All major line items came in under budget.

Facility/Operations

- Library closings
 - I made a decision to close the library on January 5th and 6th due to disastrous weather conditions. The vast majority of libraries in Southeast, Michigan followed suit. Some were closed for several days due to the conditions.

Staff

- December was a slow month as many senior staff took vacation around the holidays, so there is very little programming to report out on. Staff concentrated their efforts on spending the rest of their material budgets.
- New Marketing Coordinator
 - We are pleased to welcome, Patricia Roberts, to our team at the library. Patty recently accepted our offer to be the library's new marketing coordinator. Patty comes to us with vital marketing experience, most recently, as the Chelsea Community Hospital's Special Events Coordinator, where she successfully led the hospital's major fundraising and marketing efforts. With her deep connections to the community and her strong marketing, project management, and development skills, the future continues to look bright for the library. Her first day of work will be Monday, January 20th.
- New Youth Services Librarian
 - We are also thrilled to announce that Jessica Schmidt has accepted our offer to become a youth librarian, replacing the recently departed Robin Linkowski. Jessica will be a familiar face to the community. She spent last summer with us as an intern from the University of Michigan. We are looking forward to great things from her. Please drop in and welcome her next time your drop in to see us.
- Staff Members Celebrating an Anniversary
 - Peg Greisberger, 6 years
 - Jennie Medeiros, 8 years
- 5H Community Read 2014
 - A committee made up of library leaders from the Chelsea Area Wellness Coalition's 5 Healthy Towns (Dexter, Grass Lake, Manchester, Chelsea, Stockbridge) will be meeting at the end of January to discuss plans for next fall's event. Stay tuned for details by tracking progress on our website at www.5hcommunityread.wordpress.com.

Friends of the Library

- The Friends annual meeting will take place on Saturday, January 25. Sara Wedell, the library's adult services department head will be speaking about the newspaper digitization project, and the Friends will be electing a new slate of offices for the new year.

Strategic Plan

- Michigan Municipal League (MML) Salary Survey
 - The board will be hearing a report from the MML, who the library commissioned to conduct a compensation study of the library, which included detailed market survey of pay and benefits. Undertaking this project will help the library to recruit and retain highly qualified and competent staff within an internally equitable, market competitive and fiscally responsible pay system.
- Broadband (High Speed Internet) Connectivity Surveys
 - The committee has really responded thus far to this community-wide survey. There is still time to provide your feedback. We encourage all community members without convenient access to high speed internet to take the survey, which can be found at <https://www.surveymonkey.com/s/westwashtenawbroadband>.

Professional

- Michigan Library Association (MLA)
- Journal of Library Administration
 - I was asked to contribute an article to an upcoming issue of the journal. The focus of my article was about how to build ongoing community support for the public library. The *Journal of*

Library Administration is a peer-reviewed academic journal that covers library management. It was established in 1980 and is published 8 times a year.

- Public Library Association (PLA) Annual Conference
 - I have been invited to be a guest presenter at the PLA annual conference by Online Computer Library Center (OCLC). The conference is on March 11-15, 2014 in Indianapolis, IN. My presentation will focus on our work with the Geek the Library campaign, focusing on key findings about the ways the program can inform effective advocacy and community engagement activities.
 - As their guest, Geek the Library will cover my travel, hotel, and conference registration costs.
- Indiana Library Association (ILA) Annual Conference
 - I have also been asked to deliver the keynote address at ILA Annual Conference, which takes place on November 17-18. Details about my talk have not been worked out yet.

Outreach

- Lions Club
 - I will be volunteering to emcee the club's annual Charity Bowling Tournament. The tournament will be on Saturday February 8 at Chelsea Lanes. The library is hoping to sponsor its own team of players to participate in the event.
- Rotary Club of Chelsea
 - Tickets are now on sale for the Rotary Club of Chelsea's Annual "CASH BASH" event at the Chelsea Comfort Inn & Village Conference Center on March 8th, 2014. Cocktails starting at 6pm and dinner to follow. Looking forward to a great evening and seeing many people from the community.
 - In December, just before the holidays, our club allocated \$2000 to fund a "Shelter Box" to help with the relief efforts in the Philippines to help with the critical humanitarian efforts after the recent typhoon. For more information about how Rotary contributes worldwide with its shelter box program, please click <http://www.shelterboxusa.org/about.php?page=16>.

Meetings/Conferences Attended

- Panera Bread Food Rescue Program, 12/16
- Rotary Meetings, 12/17, 1/14
- Management Meetings, 12/17, 1/14
- Board of Trustees Monthly Meeting, 12/27
- Rotary Board Meetings, 12/18, 12/19
- Marketing Coordinator job interviews, 12/18, 1/7
- Print-tech (library newsletter), 12/19
- Sara Wedell, 12/19
- All staff meetings, 12/20
- Staff Holiday Party, 12/20
- Karen Persello, 1/9
- Chelsea Wellness Coalition Meetings, 1/9
- ProQuest, 1/10
- New board member orientation, 1/13
- Representative Gretchen Driskell, 1/15
- Friends President, Marie Brooks, 1/15
- SRSLY Executive Meeting, 1/15
- Downtown Development Authority, 1/16
- Washtenaw County Library Director's Meeting, 1/16
- Connect Michigan (Sylvan Twp. Hall), 1/17
- 5H Community Read Meetings, 1/17

Respectfully,

William Harmer