

**Chelsea District Library  
Interim Director's Report  
September 2015**

**Questions from Last Board Meeting**

- None

**Library Board**

- Board vacancies- Three letters of interest have been received for the At Large opening. The City's posting runs through October 15<sup>th</sup>.

**Budget & Finances**

- Our budget is tracking well. The end of September represents 75% of the year and we have brought in 100% of our projected income (with a bit more to come) and spent 69% of our expenses. We are working on year-end projections also.
- I attended a seminar sponsored by the Michigan Chamber of Commerce about the pending changes to the FLSA. It reviewed much of what I already knew but covered some new information also. The two attorneys presenting felt strongly that the increased salary requirement being considered will most likely go into effect close to the first of the year. The DOL should release a "proposed rule" before it is final and have another comment period but it may still all happen by January 2016. I am reviewing our staffing situation and will make a recommendation to the new director as to how we should handle this change.
- I have completed the pre-renewal paperwork for the general liability and directors/officers insurance that will be renewed by the end of the year, and I expect to get the health insurance and Life/ST/LT insurance renewals by the time you read this.

**Programming**

- 5H Community Read
  - Final preparations are in the works for author Jack Gantos' visit on October 16 & 17. Patty prepared an evite for the staff to send out to their networks. We are hearing good feedback about people seeing the books all over town, and our coloring sheets in the lobby are getting lots of use. The finished products are being posted around the library.
  - I represented CDL at a Hometown Holidays committee meeting. We host the Common Chords Bell Choir, a teen/tween gift making class, and do story times as part of this event.

**Staffing**

- We had several anniversaries in September: Library Assistants Mindy Kinner and Deb Pilarz (both 9 years) and Amy Zoran (3 years), Adult Librarian Cathy Kamil (9 years), Network Admin Melanie Bell (3 years), Substitute Librarian Robin Linkowski (4 years). And we have one brand new staff person this month- Julie Pecka, library aide. Julie has been a long-time book sale volunteer so now we just get to see her more often. ☺
- At our all-staff meeting for September we were treated to a presentation by Emily Meloche about her experience as a librarian in South Africa. Staff really enjoyed hearing about her visit and had some good questions for her. Melanie also gave us an overview of the Envisionware upgrade we will be doing in early October that involves the printing and filtering functions on our public computers.

## **Outreach**

- Patty and I attended the Chelsea Senior Center breakfast fundraiser on Sept. 16<sup>th</sup>. It was well attended and the program was informative and entertaining.
- Terri, Karen, Mel, Edith and I attended the Chamber After-Hours event this month. It was a progressive-style format that allowed us to visit four downtown Chamber members- Underground Gallery, Moran's Consignment, Village Barn Boutique, and La Maison.
- Patty and I will be representing the library at the Citizen of the Year and the Lifetime Achievement Awards dinner on October 22<sup>nd</sup>. Lynda Collins is the Citizen of the Year and Ed Vlcek received the Lifetime Achievement Award.

## **Continuing Ed**

- Several staff members will be attending an all-day webinar on Oct. 14<sup>th</sup> called ***The Digital Shift: Libraries Connecting Communities*** sponsored by Library Journal and School Library Journal. There are three tracks so we will set up three viewing stations and any interested staff can watch what interests them throughout the day as their schedules allow.

## **Technology**

- Our new Toshiba staff copier is up and running and we love it. Not only does it make much better color copies, we can scan documents directly to our email- so cool! We will report more on the filtering and printing changes next month but so far, so good.

## **Facility**

- LED update- the news here is mixed this month. Dwight Hawks was out to replace the bulb in the spine fixture and it is still working- hurrah! Unfortunately, one of the two four-pin bulbs at Check-out has gone out ☹️ Hawks is working with a new manufacturer of these bulbs and will be visiting in October to bring us a new bulb and look over our remaining bulb needs so they can give us a proposal for getting all of our bulbs changed over to LED.
- Cintas was here this month to inspect our fire suppression system (sprinklers) and found no issues. Our five backflow devices will be inspected next month.
- We had work done to repair two of our outside water hydrants. One was not able to be repaired and just had to be turned off. They will be out again to scope the spigot to see if they can get a better idea of the problem. I would prefer to fix it now so it is ready to go in the spring when our watering need is the greatest.
- Our electrician was here to look at the water issue in the main electrical room. We think that putting in a larger ground box might keep the water from coming into the building through the PVC wire runs and he will return to do that soon.

## **Volunteers**

- We logged 131.75 non-book sale volunteer hours this month, and 276 book sale hours. They did have a Friends meeting this month but I was unable to attend. They are still looking for a president and president-elect for 2016 and are making plans for National Friends of Libraries week Oct. 18<sup>th</sup>-24<sup>th</sup>.

Respectfully,  
Linda Ballard  
Interim Director