

DIRECTOR'S REPORT

February 2005

Library Director's Report and Highlights

February 22, 2005

Submitted by Pam Kiesner

New Library Board Member

Welcome to **Faye Hill**, newest Library Board member. President Douglas and I met with Faye to provide an orientation to issues facing Bellingham Public Library and to "life as a library trustee". We provided for Faye a copy of the *Public Library Trustee Reference Manual* produced by the Washington State Library. This is an excellent resource that outlines such items as library law, policy development, roles and responsibilities of a trustee and of a library director, budgeting, and intellectual freedom. All Library Trustees should have a manual; please let us know if you need one.

2006 Library Budget

The City Council has moved their planning retreat with Department Heads and city staff to Saturday, March 12. For that meeting I turned in an estimate (in consultation with Dick McKinley) of what library items might require Council action in 2005. In preparation for the retreat, and for upcoming budget deliberations, I met with Kim Krause, Budget Director to talk about how the library's budget can be understandable and accessible - and tools we might use to articulate library services and their associated costs. It's a work in progress, and one in which the Library Board will be directly involved. To that end, Alan Kemble has agreed to be part of a small group to look at our budget.

Circulation Services and Lobby Re-Design

Library staff members have been researching and conceptualizing a re-design of the library's lobby for the purposes of:

Creating a **welcoming** atmosphere;

Implementing "**Express Checkout**" (customers check materials out themselves); and,

Implementing "**Express Pick-up of Holds**" (customers pick up their own holds).

Thank you to **Margaret Ziegler, Iris Kaneshige, Deborah Brewer, and Deb Miller** for their efforts. As part of Iris' presentation to the Library Board about "Circulation Services" she will briefly share the "express" concepts - two efficiencies that many libraries are implementing, and our staff is supporting. Express checkout also represents a way of using **technology** to achieve **efficiency** and capitalize on the self-service trend that is sweeping the country.

Staff Recognition

The Bellingham City Council has a wonderful tradition of personally recognizing city personnel who are marking service milestones. At a ceremony during their regular February 7th City Council meeting, the following library staff members were recognized:

20 years: **Fay Fenske, Helen Scholtz, Gladys Fullford**

25 years: **Jane Lowrey, Shari Emley, Stacy James**

We celebrate with them their many years of dedicated service!

Welcome to Mayor Mark Asmundson

...who is attending the February 22 Library Board meeting and the February 24 All Staff meeting. I've invited Mayor Mark to attend and share a brief "State of the City" message with us. Provided for your review is the *2005 Budget in Brief* which may help you formulate questions you'd like to ask Mayor Mark. This is also available on the City's website at <http://www.cob.org>