

# DIRECTOR'S REPORT

May 2006

## **Director's Report and Highlights**

May 16, 2006

Submitted by Pam Kiesner

### **For Your Meeting**

Are you ready? This is a busy month, with many things before you as a Library Board.

#### 2007 Budget

I just received several budget items from the City, and they are attached for your review prior to the meeting.

*Budget calendar:* Library Board meetings are included so you can preview what we will review at each meeting

*Rates and fees:* Reviewed last in January when we revised the Fairhaven Auditorium non-profit fee. Please review all the rates and fees; we will need to approve or change them by our June Board meeting

*Capital requests:* Attached is currently included in the budget. We will discuss necessary updates; due for approval by our June Board meeting

*Revenue history:* Information only

#### Library Statistics

Our lengthy Washington State Annual Report is included in your packet. We submit this report each year; you may enjoy seeing what they ask us for. Madeline Sheplor compiled the report, with input from many library staff members.

#### Communications

A letter to the Library Board, from the Friends of the Bellingham Public Library, Fairhaven Committee, is included for your consideration. It requests that the Board look into the possibility of the City purchasing the land adjacent to the Fairhaven Branch, on behalf of the library.

#### Trustee Education

“Paws, Claws, Scales, and Tales” is coming to our libraries this summer! Helen Scholtz will give us an overview of children’s summer activities.

#### Strategic Planning

# We will discuss the waterfront and Sash & Door site, and our planning timetable

# Staff has researched the draft Long Range Plan, 1999-2010, and apparently it was not approved by the Library Board at that time. You may recall that in January we discussed briefly how this draft may be a starting point, and then engage in a more in-depth planning effort in the future. I will share copies of the draft plan at your meeting.

### **What's up @ the Library?**

#### Thank you to the Friends

In 2005, the Friends of Bellingham Public Library contributed over \$61,000 for library improvements. Their major contributions included funding for:

- v Express checkout software
- v Computers for the public
- v Shelving
- v Book trucks
- v Foreign language CDs
- v Large print books
- v Chairs for the public computer stations
- v Support for “Begin With Books” in partnership with WCLS

### Pandemic Flu Planning

The library staff will be planning, along with other city department staff, how we will operate in the event of a flu pandemic. We will be educating staff and providing information for the public. We will brainstorm what the effects may be, and how library operations may be affected, and staff deployed.

### Library Security Safeguards

We’ve developed some measures to help deal with staff and volunteer identification, and with unsecured areas of the building. Pretty soon you will begin to see that staff is wearing identification badges; we are providing them for our volunteers as well.

### Personnel Update

We are implementing staff **performance appraisals**. Lorna Klemanski from Human Resources is working with me to train our supervisors – then I’ll be conducting appraisals with that staff. The rest of the library staff will review the process in June and begin baseline reviews after our June all staff meeting. This is a time-consuming process, particularly when we are just beginning implementation. However it’s an important staff development tool to help all of us provide constructive feedback to one another on a regular basis.

We are readvertising for the position of **Head of Information and Reader Services**, having found no viable candidates in our first round. We broadened our advertising efforts, and expect great things by the end of this week!

And lastly, welcome to **Lizz Roberts**, our new **Assistant Director**! We know that Lizz will add a tremendous spark! to our team, and we look forward to working with her.