

# DIRECTOR'S REPORT

August 2006

## Director's Report and Highlights

August 15, 2006

Submitted by Pam Kiesner

A special note that this Board Meeting begins at 1:30 in order to provide adequate time for discussion on strategic planning: site selection.

### **Strategic Planning**

This Board meeting marks an important step in our site selection process. Each board member is coming prepared to identify up to five sites that they believe should be reviewed on a walking tour. It is our intent to arrive at consensus on the board's top sites to tour by the end of the meeting. We will talk about the process for that "field review" and confirm the date, currently set for August 29th at 1:00.

Included in your Board packet is a list of sites considered since the selection process began in 2002. It provides a snapshot of each site (twenty of them!) – the size, when and whether it was formally reviewed by either the 2002 Site Selection Committee, or by subsequent Library Boards.

Also included in your packet is a list of the site evaluation criteria that was developed in 2002 and revised by the Library Board in 2005.

### **Whatcom Community Foundation**

Welcome to Calene LeBeau, the Foundation's new Chief Executive Officer. Calene will talk with us about the Foundation, the Bellingham Public Library Fund, and other ways we may want to connect with the Foundation.

We've just received a check from the Foundation and it requires your action: \$1,942.63 from the Bayview Fund (see enclosed obituary for Fredericka Bond, who established this fund); and \$7,402.00 from the BPL Fund. In past years the Board has chosen to return the check to the Foundation for re-investment.

### **2007 Budget**

Some highlights of the process so far:

- # All of our capital requests were included in the City's Preliminary Budget to present to Council.
- # The Library's objectives have been turned in and they include suggestions that you sent to me. Our final version is included in your packet.
- # A request for two part-time positions was not approved by the City. I will work with staff to monitor the workload and see how we can accomplish what needs to be done within our current staffing budget.
- # I will submit an increase to our materials budget, with the goal of achieving 15% of our total library budget.

# Additional funds are being included to purchase materials display and signage to assist in our merchandizing and readers advisory efforts.

# All other line items will show inflationary increases, or in some cases, a decrease or zero increase.

Budget preparation is important and time-consuming – and for me, it begins with asking the staff for input. Their requests are weighed and included when justified. The library's department supervisors have been included in preparing the budget, and were also involved in monitoring the 2006 budget throughout the year.

Our budget is due to the City by August 18th. I am working on it up until our Board meeting and hope to have a draft summary to share with you by then.