



AGENDA REPORT

Meeting Date: August 19, 2008
Item Number: C-1
To: Honorable Beverly Hills Library Board of Trustees
From: Nancy Hunt-Coffey, Assistant Director of Community Services/City Librarian
Subject: ANNUAL REPORT TO THE BEVERLY HILLS LIBRARY BOARD OF TRUSTEES
Attachments: 1. City of Beverly Hills Ordinance No. 07-O-2537

INTRODUCTION

At its meeting on November 13, 2007, Council adopted Ordinance No. 07-0-2537 which establishes the City Council as the Beverly Hills Library Board of Trustees for the Beverly Hills Public Library. This designation is a legal requirement of the State Education Code. Under this arrangement, the City Council is required to convene as the Beverly Hills Library Board of Trustees at least once per year, prior to August 31st to review the state of the library for the year ending the preceding June 30th. This report and the accompanying presentation recaps the activities of the library from the last fiscal year and discusses upcoming library initiatives and programs.

DISCUSSION

The State of California Education Code requires that every general law city have a library board. On November 13th of last year, the Council adopted an ordinance which formally establishes the City Council as the Library Board of Trustees for Beverly Hills. Under the provisions of this ordinance, the City Council is required to meet at least once per year to review the status of the library for the previous fiscal year. This report and the accompanying presentation will briefly provide that update as well as establish some of the goals for the current fiscal year.

Over the fiscal year 07-08, the library:

- Had 558,853 visits by patrons
- Checked out 656,109 books, movies and CDs
- Held over 1000 events and programs
- Opened the Friends of the Library's new Book Shop which provides the Friends with more room and a more visible location. Preliminary data shows that the sales from the Book Shop are up.
- Completed a space planning effort in preparation for a renovation project for the Library's facility which is now nearly 20 years old.

- Expanded Internet access for the Library's visitors by increasing the number of workstations from 12 to 22.
- Participated with other regional libraries and cultural institutions in the *Big Read*, with students and community members reading *The Grapes of Wrath*. Other related activities included a City produced documentary, *Profiles of Beverly Hills Seniors Remembering the Depression*.
- Supported the Friends of the Library in sponsoring a monthly Book Discussion Group. The facilitator, who formerly led groups at Dutton's Bookstore, has a following of dedicated readers.
- Displayed another "Profiles in History" exhibit entitled *Facing the Depression*.
- Established a new workplace literacy site at the Beverly Hills Mosaic Hotel with volunteers tutoring maid staff.
- Started a new literacy multicultural program called D.E.L.I.C.A.C.Y where students learn English while also learning to cook. This program is taught by a Cordon Bleu Chef and Adult Education Specialist (and sponsored by the Friends of the Beverly Hills Public Library).
- Conducted architect interviews and tours of their buildings for the selection of an architect for the Library's space renovation.
- Converted all music CDs to a new classification scheme for easier public use and access.
- Implemented an internal Library blog to improve staff communication.
- Created another Library meeting room which can be rented by the community (Friends of Library's old bookstore).
- Completed the Planning Phase for the development of a Teen Zone in the Library.

The following are the goals for the fiscal year 08-09:

- Open the Teen Zone. The Teen Zone, located in the heart of the Library is on schedule to open in September. This will be a safe place for teens to hang out after school and on the weekends. The design of the space was driven by input from the Recreation and Parks Teen Advisory Council.
- Complete the Homework Center in the Children's Room. 11 computers will bring homework friendly e-resources to our younger patrons.
- Implement Tutor.com, a grant funded online program which pairs students and tutors together in a web based learning environment.
- Work with architectural firm to gather public input on renovation of the library.
- Work with the Parks team and with architects on the future configuration of the library at Roxbury Park (part of the master plan).
- Kick off marketing campaign to highlight new and current services at the Library.
- Implement Pharos software which will automate the way in which patrons sign up to use a computer and pay for printing. This upgrade will also include loading Microsoft Office onto all of the public computers.
- Enhance the resources the library makes available on sustainability. Put together a "green" display of materials in the Library lobby.
- Relocate various Library resources and services to provide more convenient and streamlined access for the public. Movies and music will move to the Library lobby for quick patron access. Reference services will be relocated as part of the move to create a "quiet zone" on the second floor.
- Conduct customer service training for staff.

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- Add new collections and formats. Playaways (mini MP3 players preloaded with an audio book), BlueRay DVDs, downloadable e-books and e-audiobooks and large type for children will be added.
- Upgrade the integrated library service (the library's online catalog) so that the interface will be in keeping with the City's new web site and so that new e-government features will be available.
- Work with the rest of the Community Services team to conduct strategic audit of library operation.
- Begin exploring new programming opportunities, especially for adults and teens. Offer story times for babies.
- Continue partnership with Profiles in History by offering a fall exhibit on Einstein and a winter exhibit on Lincoln to celebrate the bicentennial of Lincoln's birthday.

FISCAL IMPACT

None.

RECOMMENDATION

That the City Council, acting as the Beverly Hills Library Board of Trustees, accepts the report as presented by the Library staff, and that it be filed with the State of California as official proceedings for the year.



Nancy Hunt-Coffey

Approved By

Attachment 1

City of Beverly Hills
Ordinance No. 08-O-2537

ORDINANCE NO. 07-0-2537

AN ORDINANCE OF THE CITY OF BEVERLY HILLS
RELATED TO THE BEVERLY HILLS PUBLIC LIBRARY
AND ESTABLISHING A LIBRARY BOARD

Whereas, the City Council, pursuant to Ordinance No. 270, adopted on July 23, 1929, as amended, established a public library for the City of Beverly Hills to be known as the Beverly Hills Public Library. On January 15, 1946, the City Council adopted Ordinance No. 648, amending Ordinance 270. Ordinance No. 648 provided that the Beverly Hills Public Library shall be managed and controlled by the City Council of the City of Beverly Hills;

Whereas, the Education Code provides that public libraries shall be managed by a library board of trustees. While the intent of Ordinance No. 648 was to provide that the City Council would serve as the Beverly Hills Library Board of Trustees, the City Council desires to affirm this intent;

Whereas, this Ordinance affirms the intent of the City Council that it has served and will continue to serve as the Beverly Hills Library Board of Trustees;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS
HEREBY ORDAINS AS FOLLOWS:

Section 1. The Beverly Hills Public Library shall be managed by the Beverly Hills Library Board of Trustees. The members of the Beverly Hills City Council shall serve as the Beverly Hills Library Board of Trustees ("Board") and shall comprise the entire Board.

Section 2. The Mayor shall serve as Board president, and the Vice Mayor shall serve as the Board vice president.

Section 3. Meetings.

A. Meetings shall be held at least annually, with a time, date and place noticed in accordance with subsection B of this Section.

B. Special meetings may be called at any time by the Board president or by three (3) trustees when notice is provided as required by the Ralph M. Brown Act.

C. A majority of the Board shall constitute a quorum for conducting business.

D. The City Clerk shall keep a proper record of Board proceedings.

Section 4. Duties and Responsibilities.

A. The Board shall have all of the powers and be subject to all of the duties set forth and contained in the California Education Code 18900 et seq., as may be amended from time to time.

B. The powers of the Board shall be delegated to the City Manager except that, the following actions shall not be final until approved by the Board: (i) approval of the annual operating and capital budgets for the library; (ii) acquisition of real property; and (iii) issuance of debt.

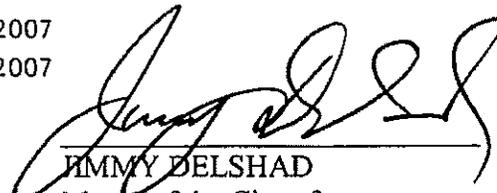
C. The Board, on or before August 31st in each year, shall report to the State Librarian on the condition of the library, for the year ending the preceding June 30th. The reports shall contain the information prescribed in Section 18927 of the California Education Code, as may be amended from time to time.

Section 5. The City Clerk shall cause this ordinance to be published at least once in a newspaper of general circulation published and circulated in the City within fifteen (15) days after its passage, in accordance with Section 36933 of the Government Code, shall certify to the adoption of this ordinance, and shall cause this ordinance and his certification, together with proof of publication, to be entered in the Book of Ordinances of the Council of this City.

Section 6. This ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage.

Adopted: November 20, 2007

Effective: December 31, 2007



JIMMY DELSHAD
Mayor of the City of
Beverly Hills, California

ATTEST:



BYRON POPE (SEAL)
City Clerk

APPROVED AS TO FORM



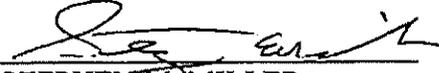
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT



RODERICK J. WOOD
City Manager

[Signatures continue]



STEPHEN M. MILLER
Director of Community Services