



## AGENDA REPORT

Meeting Date: August 18, 2009  
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: None

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### INTRODUCTION

City Ordinance No. 07-0-2537 established that the City Council would serve as the 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 to review the state of the library for the year ending the preceding June 30<sup>th</sup>. 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 11/13/07, 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 08-09, the library:

- Had 611,264 visits by patrons, a 9% increase over the previous year.
- Checked out and renewed 716,145 books, movies and CDs, an 8% increase over the previous year.
- Held or hosted over 750 events and programs
- Opened the wildly successful Teen Zone. This space is packed to capacity nearly every day of the week. The design of the space was driven by input from the Recreation and Parks' Teen Advisory Council.
- Completed the Homework Center in the Children's Room. 11 computers bring homework friendly e-resources to our younger patrons.

- Renovated two meeting rooms which are used by City staff and generate revenues through rentals. The renovation of one meeting room was funded by a bequest by the Mary Louise Jackson Trust.
- Implemented Tutor.com, a grant funded online program which pairs students and tutors together in a web based learning environment.
- Worked with an architectural firm to develop a draft master plan and priorities for a modest renovation of the Library.
- Worked with the Rec and Parks team and with architects on the future configuration of the senior library at Roxbury Park (part of the master plan).
- Developed new logo for Library and began implementing signage upgrade throughout Library.
- Worked with the Human Services Division to collect backpacks and canned food for the homeless. Hosted a number of programs as part of Celebrate Your Heritage Week.
- Implemented Pharos software which automates the way in which patrons sign up to use a computer and pay for printing. This upgrade also included loading Microsoft Office onto all of the public computers.
- Enhanced the resources the library makes available on sustainability, job seeking and fiscal planning. Put together a "green" display of materials in the Library lobby.
- Created a series of popular displays from the Library's historic collection, including exhibits on the history of the Beverly Hills School District and on the history of BH restaurants.
- Relocated tens of thousands of Library materials to provide more convenient and streamlined access for the public. Movies and music moved to the Library lobby for quick patron access. Resulted in a 30%+ increase in usage of much of this collection.
- Conducted customer service training for staff. Developed customer service committee to further improve service levels. Began developing a policy manual for the Library.
- Added new collections and formats, including BlueRay DVDs and large type books for children.
- Initiated new programming opportunities, especially for adults and teens. Resulted in new movie musicals program (funded by Friends of the Library), author visits and gaming tournaments for teens. Began offering story times for babies.
- Continued partnership with Profiles in History by offering a fall exhibit on Einstein and a spring exhibit on Lincoln to celebrate the bicentennial of Lincoln's birthday.

The following are the goals for the fiscal year 09-10:

- Relocate reference services as part of the move to create a "quiet zone" on the second floor.
- Add new group study room(s) to the second floor.
- Provide new programming, including a new partnership with the LA Opera
- Complete upgrade of signage throughout the facility.
- Initiate downloadable e-books and e-audiobooks via the Library's web page to augment the resources that are available 24/7.

Meeting Date: August 18, 2009  
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- Upgrade the integrated library system (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.
- Add new, more convenient shelving for the CDs.
- Develop further fundraising strategies to support library services and collections as well as the renovation of the facility.
- Continue working with the rest of the Community Services team to conduct strategic audit of the department.

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.

  
Nancy Hunt-Coffey  
Approved By