



## AGENDA REPORT

**Meeting Date:** August 2, 2011  
**Item Number:** D-1  
**To:** Honorable Beverly Hills Library Board of Trustees  
**From:** Nancy Hunt-Coffey, Assistant Director of Community Services  
**Subject:** ANNUAL REPORT TO THE BEVERLY HILLS LIBRARY BOARD OF TRUSTEES  
**Attachments:** None

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### **RECOMMENDATION**

It is recommended that the City Council, acting as the Beverly Hills Library Board of Trustees, accepts the report as presented by the Library staff.

### **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.

For fiscal year 2010-11:

### **Usage & Honors**

- Had 556,434 visits by patrons.
- Checked out and renewed 675,689 books, movies and CDs.
- Answered over 97,589 reference questions.
- Had 114,777 visits to Library web site.
- Accepted and processed over 2,503 passport applications, generating \$77,323 in revenues.
- Generated a total of \$529,793 in revenues
- Patrons used library public computers 81,596 times.
- Marilyn Taniguchi was selected to serve on the Newbery medal committee for 2013.
- 4 library staff members and 1 library team was recognized with Friendly City Awards.

### **Programming & Services**

- Partnered with a local company and the Canon Drive Association on first annual Literary Escapes. A premier literary event which brought well known authors and literature aficionados from across the country to Beverly Hills for a weekend of literary celebration.
- Continued partnership with Profiles in History by offering two exhibits on the American Presidents.
- Streamlined the Summer Reading Club to provide the same great program at a lower cost.
- Worked with the Friends to continue the homebound delivery of library materials to seniors and with the Rotary Club of Beverly Hills and Betty Harris to support the Senior Library at Roxbury.
- Friends of the Library began offering a third session of their very popular monthly reading group.
- Wrapped up our movie program for adults.
- Completed strategic planning process and began implementing initiatives.

### **Facility improvements**

- Recarpeted the Auditorium with funds generously provided by the trust of Ernie Ach.
- Installed new shades in the "niche gallery." These shades provide the UV protection required to begin programming this space for art exhibitions. Additionally, they reduce the amount of energy required to cool the space.
- Converted the "typing room" to a meeting room that can be used by small groups.
- Worked with IT to install three video cameras at entrances to the Library and to upgrade WiFi for the Library.
- Worked with Public Works on upgrade of climate control system, low E lighting, and completing plans for renovation of the lobby and children's library area.
- Worked with Public Works and Recreation and Parks staff on plans for Roxbury library upgrade.

**SMART Initiatives**

- Upgraded the integrated library system (the library's online catalog).
- Continued re-engineering library's collection of materials to meet the needs of library users.
- Began email notification for library patrons

**Collaborations**

- Worked with School District to integrate Summer Reading program with Summer Reading Medalist program.
- Children's library staff began providing regular programming at City preschools.
- Held our second Food for Fines program. Collected over 624 canned goods for the Westside Food Bank.
- Collected food, clothing and personal items in support of Temple Emmanuel's Big Sunday effort.
- Partnered throughout the year with Homeless Collaboration and hosted monthly homeless outreach meetings to help connect clients with services.
- Partnered with AYSO and the Friends of the Library to keep the Library open during the week between Christmas and New Year's holidays.

The following are the goals for the fiscal year 11-12:

- If approved by Council, move forward with plans to renovate children's area of the library; provide for a centralized staff desk in the lobby and provide for efficiencies through space planning.
- Implement RFID and AMHS technologies to facilitate self check in and check out of library materials by patrons.
- Focus on e-resources for children and young adults.
- If approved by Council, work with Recreation and Parks to develop out new library at Roxbury Community Center.

**FISCAL IMPACT**

None.

  
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Nancy Hunt-Coffey  
Approved By