



LIBRARY BOARD OF TRUSTEES STAFF REPORT

ITEM NO. 4.6

DATE: March 26, 2026
TO: Chairperson and Members of the Library Board of Trustees
FROM: Anwan Baker, Library Director
SUBJECT: Discussion of new name badges for the Library Board of Trustees

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report.

DECISION TYPE

Not Applicable

SUMMARY

Name badges have been ordered for each Library Board of Trustees member to use when representing the Board in a formal capacity.

DISCUSSION

In the past, Library staff has discussed the possibility of issuing formal name badges that Board Members can use when attending events in a formal capacity. The idea of creating name badges was put on hold while planning was ongoing for all advisory body members to receive T-shirts. Although the T-shirt planning is still ongoing, these two efforts are not mutually exclusive, and staff moved forward with the order of the name badges. Name badges, if received prior to the meeting, will be distributed during the discussion of this item.

It is important that Board Members only use the name badges when acting in a formal capacity on behalf of the Library Board of Trustees. Examples of formal participation include, but are not limited to:

- Appearances at Library sponsored/arranged events
- Annual Update to the City Council
- Formal City events

ATTACHMENTS

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Management Analyst II