BURLINGAME PUBLIC LIBRARY

Board of Trustees Agenda
June 16, 2015– *5:30pm*
480 Primrose Road – Library Conference Room

	SUGGESTED ACTION
I. CALL TO ORDER	
II. ROLL CALL	
III. Library Board of Trustee Minutes for May 19, 2015	Approval
IV. Correspondence and Information	Information
A. Library Statistics May 2015	
V. From The Floor (Public Comments)	
VI. REPORTS	
A. City Librarian's Report – McCulley	Information/Discussion
B. Foundation Report	Information/Discussion
VII. UNFINISHED BUSINESS	
A. Our Library Our Future	Information
B. Joint Council Commission Meeting on June 15, 2015	Information
C. Donor Wall and Plaques	Information
VIII. NEW BUSINESS	
A. Summer Meeting Schedule	Discussion
B. Trustee Website	Information
C. New Trustee Position	Information
IX. ANNOUNCEMENTS	
X. ADJOURNMENT	Adjourn

Any writings or documents provided to a majority of the Library Board of Trustees regarding any item on this agenda will be made available for public inspection at the Reference Desk of the Burlingame Public Library, 480 Primrose Road, Burlingame, California

BURLINGAME PUBLIC LIBRARY

Library Board of Trustee Minutes

May 19, 2015

I. **Call to Order**

President Deborah Donaldson called the meeting to order at 5:30 p.m.

II. Trustees Present: Kerbey Altmann, Mike Nagler, Deborah Donaldson, Lisa Rosenthal, Betsy Corcoran
Staff Present: Brad Mc Culley, City Librarian
Public: Joanna Storey

III. **Library Board of Trustee Minutes**

The minutes of the April 21, 2015 meeting were unanimously approved. M/S/C (Altmann/Nagler)

IV. **Correspondence and Information**

A. **Statistics**:

April 2014/2015-Brad mentioned some folks haven't realized that the Main Library has reopened. It will be a gradual return to patronage.

Stats for new study rooms will be available next month. Trustee Rosenthal suggested that down the road the study rooms should be publicized in the city enews

Trustee Corcoran asked what the guidelines are for use of the study rooms and reservations. Brad mentioned that these guidelines are "in beta." Right now reservations are done through library admin. Looking toward the future, the librarians will look into some kind of online registration system.

B. **Discussion of marketing efforts**:

Trustee Nagler raised his concern that the sign announcing the reopening outside the Main Library seems a little funky. He suggested having a brighter banner with more vibrant colors. Trustee Rosenthal suggested it say "Come check us out! Open and renovated!"

Trustee Nagler noted the Burlingame realtor roundtable will make an announcement about how BLF picks up used books and will also mention the library reopening and renovation. He also suggested that Brad do a guest column for the SM Daily Journal about the reopening of the library.

V. **A. City Librarian's Report**

Brad is looking into hiring new pages. The librarians are gearing up for summer reading.

The library will do adult summer reading along the lines of One Book, One Community. The adult program will have as a requirement to participate in several library programs about the book. June 6th is the kick-off date.

The Scan it PS 80 photo scanner will soon be up and running. It will be able to scan VHS tapes as well.

John Piche's second place entry in the grant competition for lending Kindles will probably be funded by the BLF. With this program the library will be able to download books not available on Overdrive and lend out Kindles to patrons

Ray Delara and John are in the final round on a third grant from the state for the W.H.E.E.L.S. library bike.

The Library truck cannot be driven by anyone who is not a library employee. A work around is in place.

B. **Foundation Report**

The Book and Author Luncheon was a huge success. Final figures for the event will be available at the next meeting.

VI. **Unfinished Business**

A. **Our Library Our Future**

Signage is in process and there is still work to do on the donor wall. We have most plaque verbage in place.

Café floor work will be done next week. It will be smelly so a lot of the work will be done at night so as not to disturb employees and patrons. We are anticipating an August opening.

Jeannine is still finalizing the budget for the project. Trustees will be paying for overage.

The CD units that have been ordered do not hold the library's whole collection and we will need 3 more CD units. Each unit costs $7,000. Brad will get us firmer numbers on the total budget as soon as possible.

B. Joint commission meeting June 15.

Trustee Donaldson will send talking points to trustees Nagler and Rosenthal. Trustees Donaldson, Nagler and Rosenthal will attend the meeting.

VIII. New Business

A. Patron complaints

Trustee Altmann got a phone call from an angry patron because sprinklers at the library were spraying water on the sidewalk. Brad explained that the City has gone to 2-day watering at night protocol. Trustee Altmann asked what procedure the library has for patrons registering complaints. Brad will look into making sure librarians are aware of how to get a message to the board and be aware of agenda and board meetings.

Brad mentioned that most comments have been positive about the renovation. Trustee Donaldson asked that librarians be aware that patrons are welcome at our meetings. Brad said our new website will also have a place for comments. Trustee Nagler reiterated his request for a survey of patrons. Brad said he is considering conducting a strategic planning process and the survey would be rolled into that.

IX. Announcements

A. Trustee Corcoran announced that her last trustee meeting would be today as she will be out of town for the next meeting. She expressed her gratitude for being part of the board. She informed the other trustees that the black box on top of the cabinets in the trustee conference room is our time capsule from our anniversary event. Trustee Donaldson thanked her for her passion, insight, and diplomacy.

B. Trustee Rosenthal informed the board that there will be a Bay Area Book Festival free to the public on June 6 and June 7. 300 authors will be present to give talks. Information is available at www.baybookfest.org.

X. Adjournment

The meeting was adjourned at 7:00 p.m. The next meeting of the Library Board of Trustees will be held on June 16, 2015 in the Library Conference Room at 5:30 p.m. M/S/C (Corcoran/Altmann)

Respectfully Submitted

Brad McCulley
City Librarian

BURLINGAME PUBLIC LIBRARY STATISTICS
Month: May 2015

*Burlingame Registered Borrowers	Burlingame	Hillsborough	Other	Total
Adult Patrons	15,788	2,449	0	18,237
Juvenile Patrons	5,749	1,312	0	7,061
Others	188	11	1,571	1,770
	21,725	3,772	1,571	27,068

Circulation	Total Circulation	Previous Year	Percent Change
Main	48,744	51,813	-5.92%
Easton	7,020	7,261	-3.32%
Total	55,764	59,074	-5.60%

E-Content/Total Downloads or Sessions	E-Content/Total Downloads or Sessions
Overdrive: e-books 1,354 audio e books 491	Safari: 148 readable pdf
Enki-e-books	35
Flipster Online Magazines	175 (magazine checkouts)

On-Line Resources	
Databases	1,168
BPL Website	7,787
Discover and Go (downloadable museum passes)	43 reservations

Self Check Usage	Total Items	Percent of Initial Check Outs
Main	24,123	81%
Branch	3,202	69%
Total	27,325	

Online Renewals	Total Items	Percent of Total Renewals
Main	14,772	83%
Branch	1,823	80%
Total	16,595	

Gate Count	Monthly	Average per day
Main	24,011	827
Branch	4,254	170
Total	28,265	997

Internet Usage		Total User Sessions
Main Adult		3,201
Main Childrens'		
Branch		423
Grand Total		3,624

Total Items Added to Collection (Main & Branch)	1,258

BURLINGAME PUBLIC LIBRARY STATISTICS
Month: May 2015

Total Number Outreach Materials Delivered	11

Community Room Usage	Number of Meetings	Attendance
City Meetings – Env. Council, AFSCME	2	27
Library Meetings – PLS Info	1	20
Public Meetings	1	45
Library Educational Programs Great Books, Small Business Seminar - Ron Visconti	2	65
Foundation	1	20
Girls Who Code	4	160
Total Educational Programs and Meetings	11	337
Adult Programs		
Yoga Meditation	1	20
Historical Society - Two Notable Women & 3 Mansions	1	35
Zero Waste Challenge	1	39
Total Adult Programs	3	94
Total Meetings and Programs	14	346

Conference Room		
Book Club	1	15
Library Staff Meetings	6	13
Foundation Meetings	1	5
Trustee Meeting	1	7
Neighborhood Network	1	8
Total Events	9	48
Upper Level Meeting Room	14	98

Study Room Statistics

	Study Room A	Study Room B	Study Room C	Study Room D	Total
Sessions	60	38	60	64	222
Patrons	136	102	155	182	575

BURLINGAME PUBLIC LIBRARY STATISTICS
Month: May 2015

Children's and Young Adult Programs--Main		
	Number	Attendance
Preschool Story Times	4	229
Toddler Story Times	8	548
Baby Story Times	4	272
Total Story Times	16	1,049
Special Programs for Children		
Legos at the Library	1	75
Maker	1	18
Bingo	1	39
Dad and Me	1	134
Parent/Child Book Club	1	16
Comic Art Workshop	1	28
Mandarin Story Time	1	125
Kids Get Crafty	4	220
Total Special Programs for Children	11	555
Special Programs for Teens		
Teen Advisory.....	1	14
Open Mic Night	1	8
Poetry Contest	1	7
Comic Book Workshop	1	28
Crafts	1	8
Finals Café.....	1	30
Free Comic Book Day	1	130
Total	7	225

Easton Story Times & Special Programs		
	Number	Attendance
Story Times		
Preschool Story Times	4	129
Toddler Story Times	4	318
Total Story Times	8	447
Class Visits)	1	38
Special Programs	0	

Easton Circulation

barrymlls1@gmail.com

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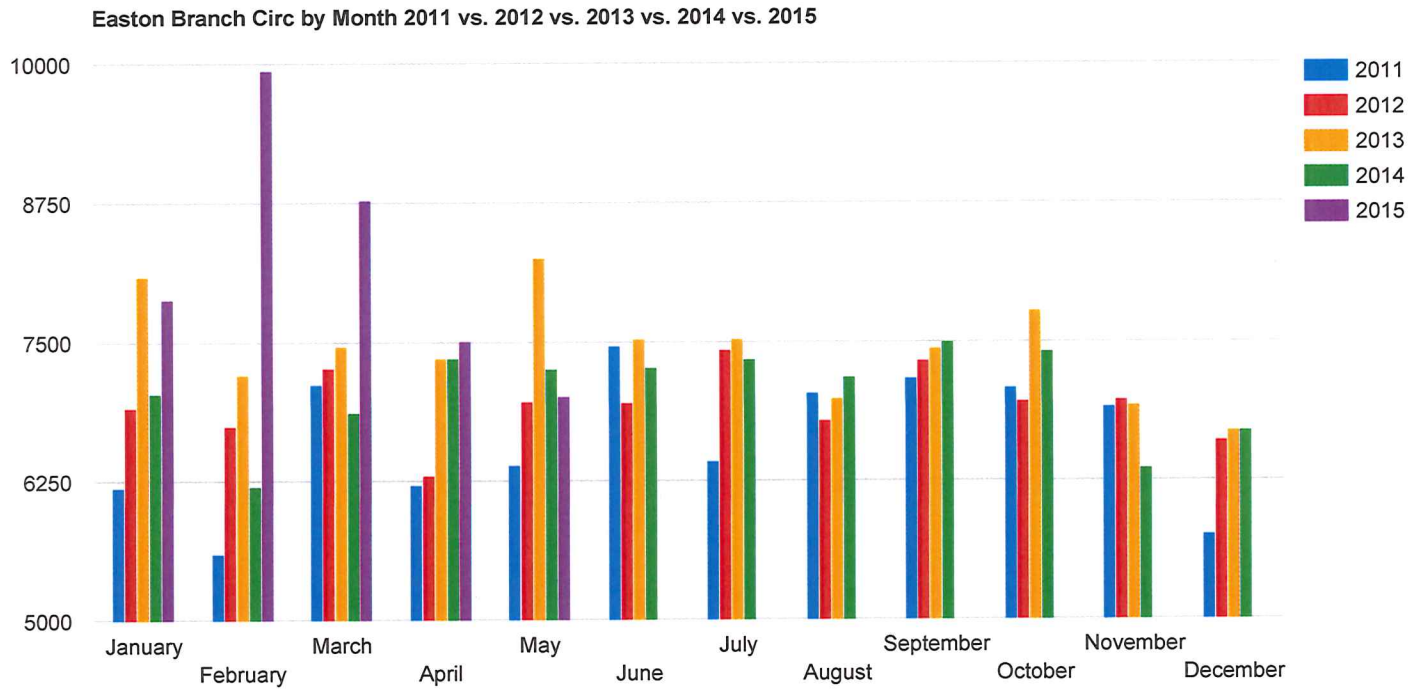
Comments Share

Click the area of the chart you want to edit

Advanced edit... Publish chart Save image Delete chart



Sheet1 Chart1

BPL Main Circulation

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

barrymlls1@gmail.com

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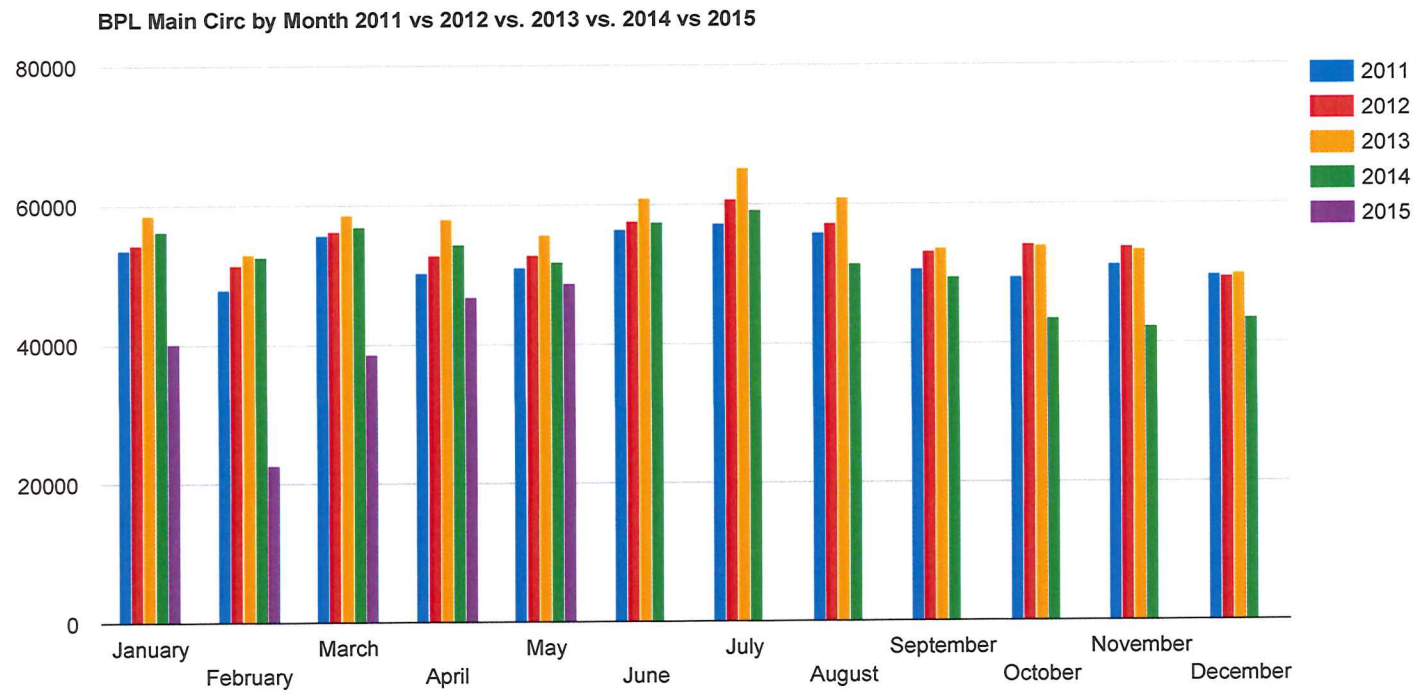
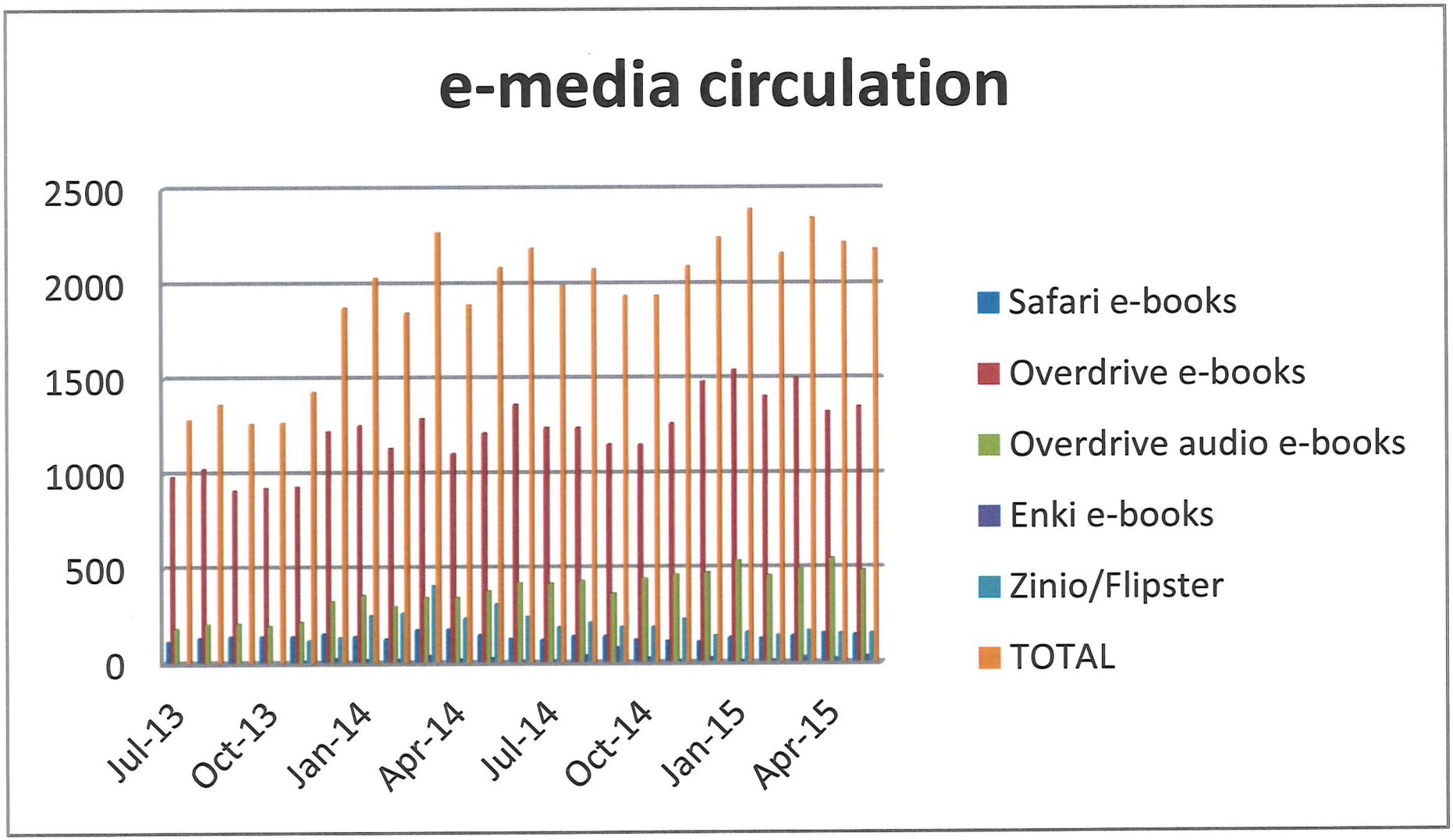
Advanced edit... Publish chart Save image Delete chart



Sheet1 Chart1


e-media circulation
2500
2000
1500
1000
500
0
Jul-13
Oct-13
Jan-14
Apr-14
Jul-14
Oct-14
Jan-15
Apr-15
Safari e-books
Overdrive e-books
Overdrive audio e-books
Enki e-books
Zinio/Flipster
TOTAL

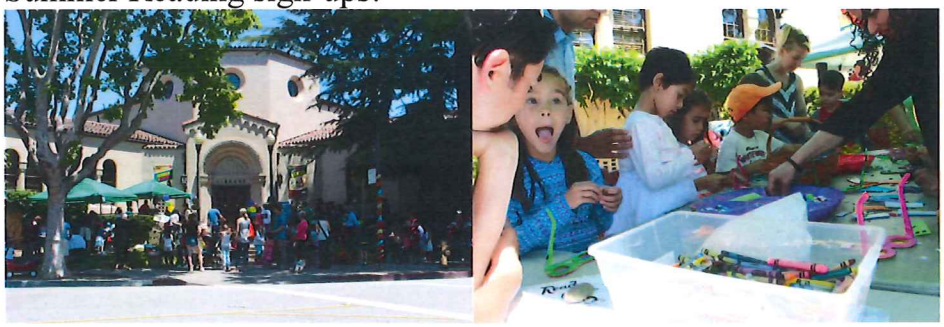
City Librarian Report to Trustees

Tues June 16th, 2015

Personnel – Circulation Dept has hired Leslie McDaniel and Chelsie Bell as new pages so we welcome them into the fold and the recruitment for an 18 hr/week Library Assistant position begins this week. Tech Svcs is starting recruitment for a 30 hr/wk cataloger and Library Assistant III Tech/Lab supervisor.

News –

- Congrats to Maryam Refahi and Ray "Cecil B" DeLara for their ALA PR Awards!! Maryam received hers for the Summer Reading Log 2014 and Ray for his famous Instagram #bookfaces. They will receive their awards June 28th in San Francisco at the ALA Conference
- Summer Reading Kick-off was a big success Sat June 6th with PhotoBooth, face painting, balloons, crafts, treats, and a steel drum band!! And of course plenty of Summer Reading sign-ups!



- We have almost completed a deal with Discover Books, a company that will take our donation discards, pay us by the pound for books, remove books after a book sale, and keep books out of the landfill.

Millennium Project –Signage is 95% complete (need to move RETURNS sign). Café floor is complete, plumbing almost complete, and café architect has almost completed the design plans. John Klug hopes to be done with the project by the end of this month.

Programs at the Library - Upcoming Dates:

Adult Programs

Sit 'n Stitch Drop In -- Every Tuesday 11:00 AM - 1:00 PM (June 2, 9 16, 23, and 30)
Great Books -- 1st Tues of the month 10-12
Computer Help Drop-in is back!! Mondays 3:30-5:30 in Tech/Media Lab

June 17th CEC Film "Fed Up" 7pm Lane Rm
June 24th Summer Reading Film Fest "Pride and Prejudice" (2005) 6:30 Lane Rm
June 25th Sumer Reading Adult Book Discussion: Pride and Prejudice 10:30-11:30am LaneRm

Teen Programs

Teen Advisory Board – 3rd Friday of the month 3:30-4:30 Lane Rm
Every Sunday – Girls Who Code 1-4pm

June 20th New SAT/ACT Combo Test 11-3:30 Lane Rm
June 22nd Summer Teen Event DJ Workshop for grades 6-12 4pm Lane Rm
June 27th Class of 2K15 Young Adult Author Event 3pm Lane Rm
June 29th Summer Teen Event: Lip Sync Showdown 4pm Lane Rm

Family Programs

First Sat of month – Mandarin Story Time – 11 AM
Second Tues of month – Parent-Child Book Group – 6 -7:30 PM (on hiatus until Sept)
June 4th Legos @ your Library 4pm Lane Rm
June 6th Mandarin Story Time 11am Childrens Rm
June 8th Easton Summer Reading Kick-off 6:30
June 16th Family fun Night – Magic Show 5pm & 7pm Lane Rm Tickets Req
June 23rd Family fun Night – Puppet Show 5pm & 7pm Lane Rm Tickets Req
June 30 Family fun Night – Clown Show 5pm & 7pm Lane Rm Tickets Req

Kids' Story Times

Just Baby and Me
Ages 0 - 18 mo. Every Friday 10:30 AM

Preschool Story Times
Ages 3 - 5 years old
Tuesdays 10:30 AM

Toddler Story Times
Ages 18 mo - 3 years old
Wednesdays 10:30 AM
Thursdays 10:30 AM

Bedtime Story Time – Easton
Ages 2 - 5 years old
Wednesdays 7:00 PM

Toddler Story Time – Easton
Ages 18 mo - 3 years old
Thursdays 11:30 AM