

# BURLINGAME PUBLIC LIBRARY



*Board of Trustees Agenda*

*September 15, 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 August 18, 2015	Approval
IV. Correspondence and Information	Information
A. Library Statistics August 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 – Ribbon Cutting Event	Information
B. Donor Wall and Plaques	Information
C. Updating Library Website with Trustee Bios & Photos	Information
D. ALA Meeting Report & Request To Subscribe To Online Services (modest fee) – President Donaldson	Discussion/Approval
VIII. NEW BUSINESS	
A. Kim Day – Teen Happenings	Information
B. Strategic Planning	Discussion
C. Collection Development Policy	Information/Discussion
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 Trustees Minutes  
August 18, 2015

I. **Call to Order**

Debra Donaldson (president) called the meeting to order at 5:30.

II. **Roll Call**

Trustees Present: Kerbey Altmann and Lisa Rosenthal by phone, Mike Nagler,  
Debra Donaldson, Randi Murray

Staff Present: Brad McCulley, City Librarian

Introductions were made all around and congratulations extended to our new library trustee, Randi Murray. Randi brings a wealth of experience relevant to the library board including time on the Berkeley Library Board and her years working in the publishing industry. She currently sits on the board for the Neuro-Oncology Gordon Murray Caregiver Program at UCSF in honor of her late husband.

III. **Library Board of Trustee Minutes**

The June 16, 2015 Board of Trustee minutes were unanimously approved.  
M/S/C (Rosenthal/Altmann)

IV. **Correspondence and Information**

A. **Statistics**

Circulation for June and July were reviewed and it was noted that while activity has improved now that construction has been completed it lags 5% from last year. This is consistent with recent national library statistics showing a trend for decreased circulation over the last decade. It was noted that 2013 appears to be an outlier in our data, on the high side, compared to other recent years. Brad will follow up to see if any explanation for this resides in the method of data collecting etc.

B. **Study Rooms**

Patron use of the study rooms increased 40% (339 to 485) from June to July.

C. **PLS Subject Browsing Method**

Brad noted that some members of the PLS are now using a subject browsing method for organizing the stacks rather than the Dewey decimal system. It was suggested we visit the Millbrae library to see how this is being done. A "soft change" could be achieved at BPL by adding elevated subject signage over the stacks while maintaining the Dewey system.

V. **No members of the public attended.**

VI. **Reports**

A. **City Librarian**

Adult summer reading, (500 participants!) Fun nights and children's summer reading all had excellent attendance and were considered very successful.

The indoor mechanical check-in system needed a part replaced and this was done in a timely fashion by the manufacturer. Signage will be added outside to direct attention to the outdoor mechanical check-in which is up and running. Soft date for installation of Cafe cabinets is Sept. 14.

#### **B. Foundation**

All donations are now in receipt which completes the campaign for OLOF reflecting an exceptional fundraising effort by the Library Foundation and the continued generosity of our patrons. A data base of donors is being updated and an effort is under way to identify expertise/contract to improve functionality/flexibility of the Foundation Website.

Foundation meetings are held on the 2nd Thursday of every month in the Lane Room with no meetings in July and December. Randi Murray will attend Sept. 10th for the trustees.

The 2016 author luncheon will be May 7th at Green Hills CC. Two authors, Jan Ellison and David Talbot, have agreed to present. Lisa Rosenthal is working with Janice Scattini on this and Randi Murray may have additional contacts in the Bay Area for the third slot.

### **VII. Unfinished Business**

A. **OLOF** as above

B. **Donor Wall** will be installed Sept. 2nd. It only takes a day.

Ribbon cutting is Sept. 11. Plaques are already installed inside the library.

C. **Library Website Update** - Trustees agreed to have photos taken at next meeting by Ray DeLara. Deb Donaldson asked trustees to bring a short, one paragraph "bio" to the next meeting. John Piche will upload these materials to the library section of the city website. The City Librarian also invited the trustees to a future staff meeting for purposes of introduction. The date and timing is TBD and will be communicated to trustees.

D. **Study reservation policies** - Brad shared print outs of signs to be posted at study rooms. Deb Donaldson requested electronic version to distribute to trustees. It was suggested that a line be added to direct patrons on where to sign up for study rooms.

### **VIII. New Business**

A. The trustees discussed the nomination of the next trustee for President. Trustee Nagler was agreeable to hold the position starting in October. Trustee Donaldson would continue as President for the month of September. Trustee Donaldson agreed to take the role of Secretary. The Trustees passed a motion to nominate and appoint Mike Nagler President and Deb Donaldson Secretary of the Library Board of Trustees for the term beginning October 1, 2015 and ending June 30, 2016 M/S/C.

B. In the interest of time the ALA meeting report was postponed.

C. The trustees were informed about a regular patron who carries his possessions with him to the library. Currently they are left in front of the library in order to minimize making an obstacle inside the library. They are not considered an immediate safety issue so the trustees asked the City Librarian to follow up with local resources for further advice on the situation.

D. Brad McCulley also informed the trustees that electrical improvements for the library are occurring in the near term which include installation of closed circuit monitoring. It was agreed that for patron safety cameras also be installed in study rooms.

IX. Adjournment

- A. The meeting was adjourned at 7:10. The next meeting of the Library Board will be Sept. 15, 2015 in the Library Conference Room.

Respectfully Submitted



Brad McCulley  
City Librarian

**BURLINGAME PUBLIC LIBRARY STATISTICS**

Month: August 2015

<b>*Burlingame Registered Borrowers</b>	<b>Burlingame</b>	<b>Hillsborough</b>	<b>Other</b>	<b>Total</b>
<b>Adult Patrons</b>	16,112	2,478	0	18,590
<b>Juvenile Patrons</b>	5,848	1,329	0	7,177
<b>Others</b>	170	12	1,587	1,769
	22,130	3,819	1,587	27,536
<b>Circulation</b>	<b>Total Circulation</b>	<b>Previous Year</b>	<b>Percent Change</b>	
<b>Main</b>	55,749	51,489	8.27%	
<b>Easton</b>	6,666	7,184	-7.21%	
<b>Total</b>	62,415	58,673	6.38%	

<b>E-Content/Total Downloads or Sessions</b>	<b>E-Content/Total Downloads or Sessions</b>
<b>Overdrive: 1,815 e-books 557 audio e books</b>	<b>Safari:139 readable pdf</b>
<b>Enki-e-books</b>	148
<b>Flipster Online Magazines</b>	139 (magazine checkouts)

<b>On-Line Resources</b>	
<b>Databases</b>	847
<b>BPL Website</b>	8,391
<b>Discover and Go (downloadable museum passes)</b>	55 reservations

<b>Self Check Usage</b>	<b>Total Items</b>	<b>Percent of Initial Check Outs</b>
<b>Main</b>	28,425	81%
<b>Branch</b>	3,158	71%
<b>Total</b>	31,583	

<b>Online Renewals</b>	<b>Total Items</b>	<b>Percent of Total Renewals</b>
<b>Main</b>	15,562	80%
<b>Branch</b>	1,609	79%
<b>Total</b>	17,171	

<b>Gate Count</b>	<b>Monthly</b>	<b>Average per day</b>
<b>Main</b>	32,675	1,054
<b>Branch</b>	3,962	153
<b>Total</b>	36,637	1,207

<b>Internet Usage</b>	<b>Total User Sessions</b>
<b>Main Adult</b>	3,688
<b>Main Childrens'</b>	0
<b>Branch</b>	392
<b>Grand Total</b>	4,080

<b>Total Items Added to Collection (Main &amp; Branch)</b>	2,243
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# BURLINGAME PUBLIC LIBRARY STATISTICS

Month: August 2015

<b>Total Number Outreach Materials Delivered</b>	<b>13</b>
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Community Room Usage	Number of Meetings	Attendance
City Meetings Program – Env. Council – Union Negotiations	2	22
Library Meetings- PLS Info/	2	15
Great Books	1	17
Washington/Lincoln Staff Retreats	2	52
Beacon College Funding	1	45
Radio Drama – Kathy Foxhoven	1	35
<b>Public Workshop on Social Security for Woman</b>	1	36
<b>Adult Summer Reading – Jane Austin movie Sense &amp; Sensibility</b>	1	18
<b>Env. Program – Movie – Chasing Ice</b>	1	46
<b>Total Meetings and Programs</b>	<b>12</b>	<b>286</b>

Conference Room		
Book Club	1	15
Library Staff Meetings	4	15
Foundation Meetings	4	25
Neighborhood Network	1	8
<b>Total Events</b>	<b>10</b>	<b>63</b>
<b>Upper Level Meeting Room Statistics</b>		
	<b>Sessions</b>	<b>Attendance</b>
Staff Meetings	2	5
Public Meetings	2	37
Summer Reading Book Chat/Jane Austin & the Zombies	1	5
<b>Total</b>	<b>5</b>	<b>47</b>

<b>Study Room Statistics</b>					
	Study Room A	Study Room B	Study Room C	Study Room D	Total
Sessions	72	31	71	55	229
Patrons	173	86	163	114	536

<b>Tech Lab</b>	
Patrons	240

**BURLINGAME PUBLIC LIBRARY STATISTICS**

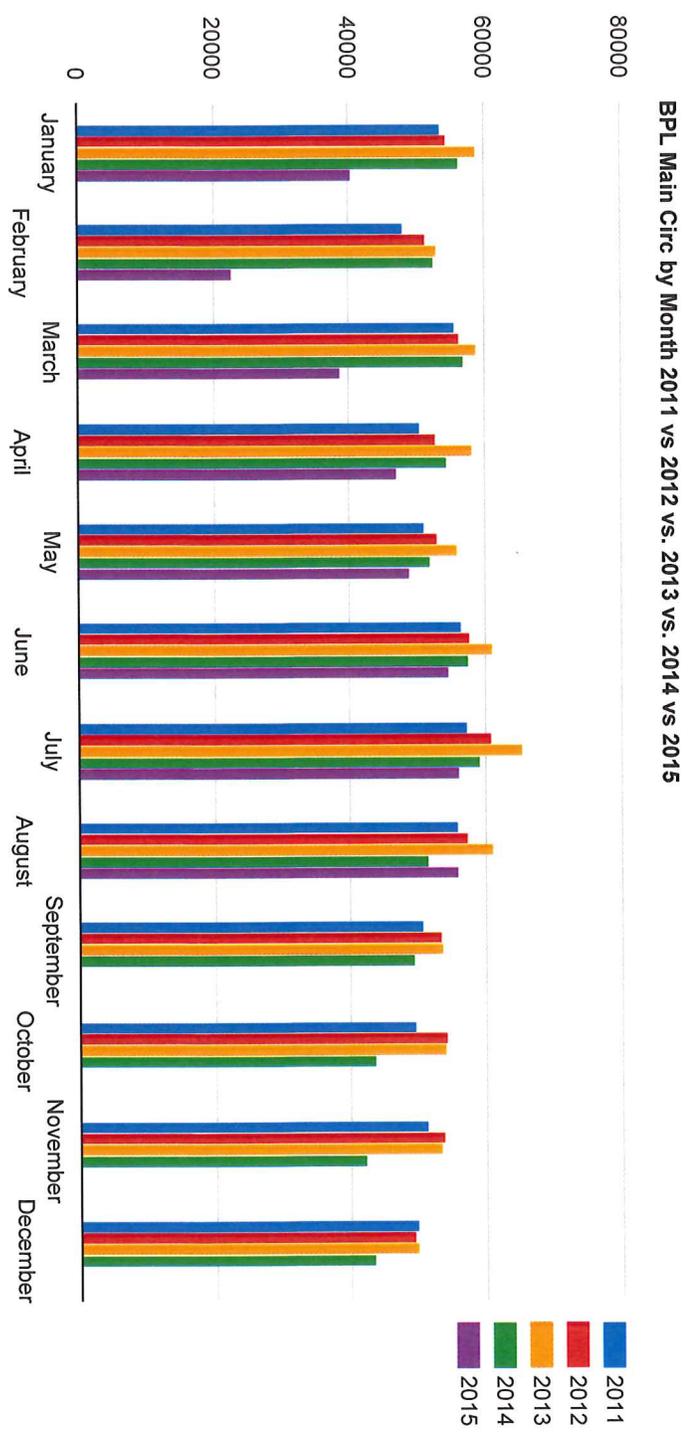
**Month: August 2015**

<b>Children's and Young Adult Programs--Main</b>		
	<b>Number</b>	<b>Attendance</b>
<b>Special Programs for Children</b>		
<b>Magic Show</b>	<b>1</b>	<b>172</b>
<b>Crafts</b>	<b>2</b>	<b>117</b>
<b>Mandarin Story Time</b>	<b>1</b>	<b>56</b>
<b>Spanish Story Time</b>	<b>1</b>	<b>14</b>
<b>Legos</b>	<b>1</b>	<b>63</b>
<b>Total</b>	<b>6</b>	<b>422</b>
<b>Special Programs For Teens</b>		
<b>Teen Advisory</b>	<b>1</b>	<b>10</b>
<b>PSAT Practice Test</b>	<b>1</b>	<b>33</b>
<b>Total</b>	<b>2</b>	<b>43</b>

<b>Easton Story Times &amp; Special Programs</b>		
	<b>Number</b>	<b>Attendance</b>
<b>Story Times</b>		
<b>Preschool Story Times</b>		
<b>Toddler Story Times</b>		
<b>Total</b>		
<b>Class Visits</b>		
<b>Special Programs</b>		
<b>Easton Family Fun Night</b>		

**BPL Main Circulation**  
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive  
Click the area of the chart you want to edit

barymills1@gmail.com  
Comments Share  
Advanced edit... Publish chart Save image Delete chart



Sheet1 Chart1



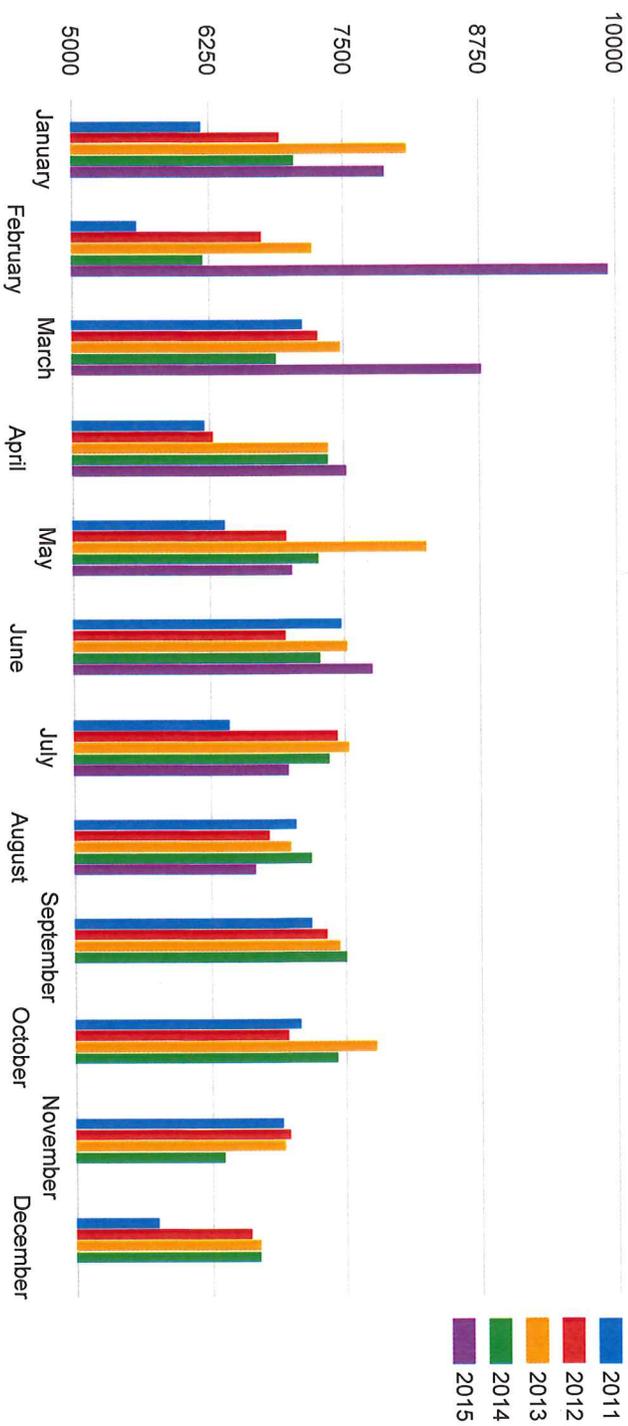
### Easton Circulation

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

- Advanced edit...
- Publish chart
- Save image
- Delete chart

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Comments

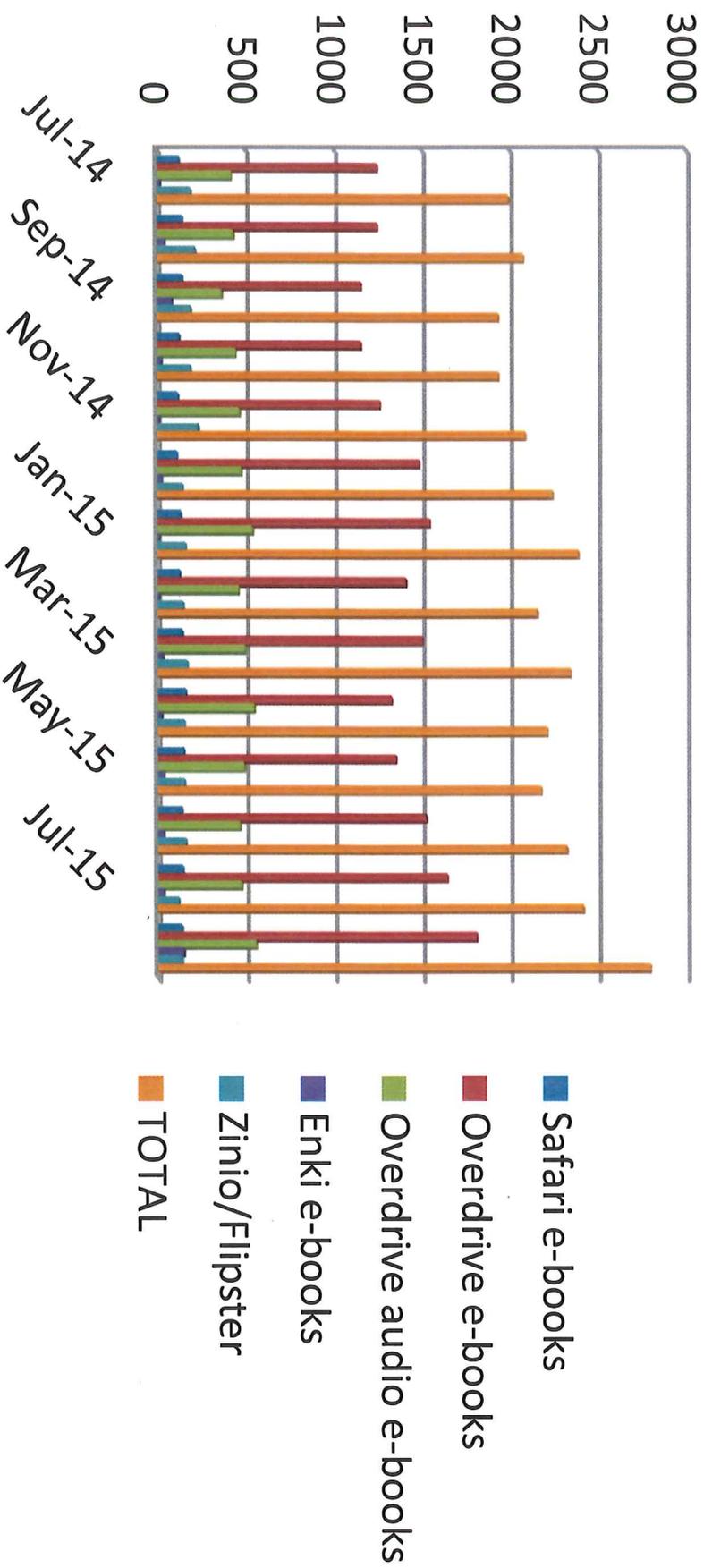
Easton Branch Circ by Month 2011 vs. 2012 vs. 2013 vs. 2014 vs. 2015



Sheet1 Chart1



# e-media circulation



*City Librarian Report to Library Board of Trustees*

*September 15th, 2015*

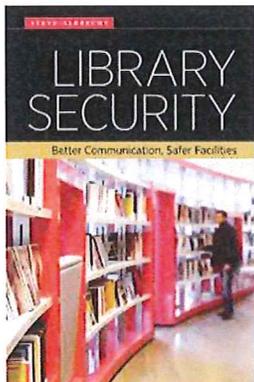
**Personnel** – Circulation Dept has been hit with a wave of hourly library page resignations so we have hired three new pages and fourth hired soon. We have posted internally for a Library Assistant III Tech/Lab supervisor, as well as for an Adult Services Manager. Also, I must unfortunately relay the bad news that John Piche has tendered his resignation due to family issues and we wish him well.

Future recruitments needed for:

- Library asst. III (current)
- Adult Services Manager (current)
- Adult Services Librarian (mid-October)
- Tech Services Manager (January)
- Circulation Supervisor (January)
- Page Supervisor (TBD)
- Pages (TBA)

**News** –

- Congrats to the Michael Ma (president of Library Foundation) & Family on the birth of their second child, Brandon Ma.
- We recently held a very informative security seminar with Dr. Steve Albrecht, retired police officer and author of the book aptly titled “Library Security.” What he lacks in “titular” imagination he makes up for with his powers of observation. One weakness he noticed with our library was the number of doors propped open that lead to public areas or to the outside.



- We held our first First Friday! all staff meeting 8:30am – 9:45 which we are using to discuss “big ticket” topics (topics that effect all library staff) e.g. strategic plan, security, customer service etc... It was very well received and there was a high degree of participation. In the future, Trustees please feel free to join us for any of these meetings, first Friday of the month 8:30am

### ***Programs at the Library - Upcoming Dates:***

#### **Adult Programs**

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Sit 'n Stitch Drop In -- Every Tuesday 11:00 AM - 1:00 PM

Great Books -- 1<sup>st</sup> Tues of the month 10-12

Computer Help Drop-in!! Mondays 3:30-5:30pm and NOW Saturdays as well 10am -12pm in Tech/Media Lab

Sept 8<sup>th</sup> Carlos Pavan Guitar Recital 7pm Lane Room

Sept 8<sup>th</sup>, 15<sup>th</sup>, 29<sup>th</sup> Start and Grow Smart Workshop 10am UL meeting room (RSVP)

Sept 9<sup>th</sup> Peninsula Recruitment Mixer 6pm Lane room

#### **Teen Programs**

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Teen Advisory Board – 3<sup>rd</sup> Friday of the month 3:30-4:30 Lane Room

Every Sunday – Girls Who Code 1-4pm

Sept 12, 19, 26 App Development Workshop 10am-Noon Tech Lab

Sept 19<sup>th</sup> New SAT Practice Test 11am – 3:30 pm Lane Room

#### **Family Programs**

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First Sat of month – Mandarin Story Time – 11 AM

Second Tues of month – Parent-Child Book Group for Grades 3-5 – 6:00 -7:30 PM

Every first Thurs of the month Legos @ your Library 4pm Lane Rm

Sept 9<sup>th</sup> Daniel James Brown “Boys in the Boat” author 7pm Childrens room

Sept 12<sup>th</sup> You Can Make It @ Your Library – The Knitted Cord 10:30am age 10+ 1pm–  
Teen and Adult Lane Room

Sept 15<sup>th</sup> Mock Newberry Book Club grades 4-6 3:30pm UL Meeting Room

Sept 19<sup>th</sup> Spanish Story Time 11am Childrens Room

Sept 29<sup>th</sup> Firefighter’s Story Time 10:30am Lane Room

#### **Kids’ Story Times**

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*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