

BURLINGAME PUBLIC LIBRARY



Board of Trustees Agenda

April 21, 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 March 17, 2015	Approval
IV. Correspondence and Information	Information
A. Library Statistics March 2015	
B. PLS Statistics April 2010-2013-2015	
C. Library Trustees Account	
D. Message from Pat	
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. New Internet Policy	Discussion/Approval
VIII. NEW BUSINESS	
A. Agreement for Cafe	Discussion
B. Request for Donor Wall and Plaque Funding	Discussion/Approval
C. Donor Wall	
1. Additional Donor Plates	Discussion
2. Wording Request for Trustee Plate	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 Trustee Minutes
March 17, 2015

I. **Call to Order**

President Donaldson called the meeting to order at 5:30PM.

II. **Roll Call**

Trustees Present: Kerbey Altmann, Betsy Corcoran, Debra Donaldson,
Mike Nagler, and Lisa Rosenthal

Staff Present: Pat Harding, City Librarian
Sidney Poland, Recorder

Brad McCulley Adult Services Manager

III. **Library Board of Trustee Minutes**

The February 20, 2015 Board of Trustee minutes were unanimously approved.
M/S/C (Rosenthal/Altmann)

IV. **Correspondence and Information**

A. **Statistics**

Easton's circulation statistics showed a 60.21% percent increase over January of 2014. Some of the increase can be attributed to the Children's Department at the main library being closed due to construction. The Children's Department opened to the public on March 2nd and Easton Library returned to its regular hours.

B. **Completion of Renovation**

The staff is planning for a soft opening of the main floor March 23rd. The Capital Campaign Committee is considering a formal ribbon cutting on June 7th. It was suggested that Susan Hildreth and Jackie Speier be invited to participate in the event. Trustee Nagler will contact Jackie Speier.

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

1. **Personnel** - Brad McCulley has been appointed to the position of City Librarian of the Burlingame Public Library as of April 6, 2015. Lisa Shaner has joined the Children's Department. Lisa is fluent in Spanish and will hold a Spanish story time the 3rd Saturday of every month beginning in June. Ashley Larsen, the new on-call Children's Librarian, will initiate a series of science, technology, engineering and math programs, also known as STEM, for older elementary children in July.

2. **Millennium Project**

- **Café** - Request for Proposals have been sent out with the intent to have responses by mid-April. The Café will not be finished for the ribbon cutting event.

- **Automated Materials Handling System** – The system has been installed in the former Circulation Office. Staff is currently being trained on the operation of the system. Circulation will continue to keep the upper level office in operation for a short period of time in order to make certain that the automated system is working effectively.
3. **Capital Campaign** – The committee is seeking bids for the estimated \$ 15K donor wall project. Bids are due on March 20th.

B. Foundation Report

- Trustee Donaldson attended the last Foundation meeting.
- Noreen West has reported that the Book and Author Luncheon is 60% sold out.
- The Foundation has agreed to fund a new book and media collection in the amount of \$25,000 to be made available to patrons on opening day. Staff decided to keep the new materials in house and therefore will wait 3 weeks before placing holds.
- The Trustees suggested that the local newspapers should be requested to cover the opening emphasizing the new book and media collection.
- Maryam Refahi, the staff artist, will design a colorful banner for the front lawn welcoming our patrons back to their library.

VI. **Unfinished Business**

A. Donor Wall

1. **Plate Inscriptions** – Donors who contributed in the amounts of \$1,000 to \$50,000 will receive a formatted letter with instructions on how to customize their individual plate with names and/or a message. The number of lines per plate is determined by the amount of the donation.
2. **Return Envelope** – Donors will be requested to return this form with their inscription in a stamped enclosed envelope.
3. **On-Line Responses** – Trustee Corcoran will create 3 Google letters for donors who wish to use the on-line option to confirm their inscription.

B. Our Library Our Future

Donor Event – June 7th has been selected as the date to acknowledge donors who contributed \$1,000 and above to the Capital Campaign. The donors will be given a guided tour of the newly remodeled library.

C. Joint Council Commission Meeting June 15, 2015

The Trustees are scheduled to meet with Mayor Nagel to inform her of current happenings at the library from 6:00-6:15PM on June 15th. The meeting will be held in Conference Room A and will not be a closed session.

VII. **New Business**

A. New Internet Policy

The Trustees reviewed the new Internet Policy and requested that changes be made in the sections entitled “Public Internet Policy” and “Regulations For Using Library Computers”. This item will be placed on the April agenda for further review and approval.

B. Acknowledgement of Griffith Plate

The Trustees verified their motion passed at the February 17, 2015 Trustee meeting to designate \$ 10K of its contribution to the Capital Campaign to celebrate the many contributions of Jeffery and Deborah Griffith to the Burlingame Library.

C. Trustees Approval of Funding For Griffith Sample Plate

At the request of Pat Harding, The Trustees unanimously passed the motion of Trustee Nagler to allocate \$425 from the copier account to fund the sample donor plate for Deborah and Jeffery Griffith.

M/S/C (Nagler/Rosenthal)

Pat Harding will ask Maryam Refahi, the staff artist, to design the sample plate.

D. Trustees Plan for Recognition of Pat Harding as City Librarian

The Trustees chose to honor Pat for her many years of service and devotion to our Library and especially for her role as City Librarian in initiating and managing the recent renovation by giving her a plate on the new Donor Wall. Therefore the Trustees passed a motion to designate \$10K of its original contribution to the Capital Campaign to have a plate made for Pat Harding's retirement gift. M/S/C (Rosenthal/Donaldson). Trustee Corcoran volunteered to draft the wording for the plate and e-mail it to the Trustees for approval. Maryam Refahi will be asked to design a sturdy paper mockup to give to Pat at her party.

VIII. Announcement

A. Donor Recognition

The Trustees requested that an item entitled "Additional Donor Plates" be placed on the April agenda.

B. California Public Library Advocates Spring Workshop.

The workshop will be held Saturday March 28th from 9:30-1:30 in Saratoga. Trustees Nagler and Rosenthal will attend along with Brad McCulley, the new City Librarian.

IX. Adjournment

The meeting was adjourned at 7:00PM. The next meeting of the Library Board of Trustees will be held April 21, 2015, in the Library Conference Room at 5:30PM. M/S/C (Corcoran/Doaldson)

Respectfully Submitted,



Brad McCulley
City Librarian

BURLINGAME PUBLIC LIBRARY STATISTICS

Month: March 2015

*Burlingame Registered Borrowers	Burlingame	Hillsborough	Other	Total
Adult Patrons	15,607	2,435	0	18,042
Juvenile Patrons	5,709	1,305	0	7,014
Others	191	11	1,550	1,752
	21,507	3,751	1,550	26,808

Circulation	Total Circulation	Previous Year	Percent Change
Main	38,614	56,874	-32.11%
Easton	8,773	6,869	27.72%
Total	47,387	63,743	-25.66%

E-Content/Total Downloads or Sessions	E-Content/Total Downloads or Sessions
Overdrive: 1,505 e-books - 497 audio e books	Safari: 141 readable pdf
Enki-e-books	31
Flipster Online Magazines	172 (magazine checkouts)

On-Line Resources	
Databases	1,241
BPL Website	
Discover and Go (downloadable museum passes)	30 reservations

Self Check Usage	Total Items	Percent of Initial Check Outs
Main	19,856	78%
Branch	3,715	65%
Total	23,571	

Online Renewals	Total Items	Percent of Total Renewals
Main	9,207	77%
Branch	2,393	78%
Total	11,600	

Gate Count	Monthly	Average per day
Main	22,017	
Branch	4,647	179
Total	26,664	

Internet Usage	Total User Sessions
Main Adult	2,990
Main Childrens'	
Branch	200
Grand Total	3,190

Total Items Added to Collection (Main & Branch)	1,218
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BURLINGAME PUBLIC LIBRARY STATISTICS

Month: March 2015

Total Number Outreach Materials Delivered	10
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Community Room Usage	Number of Meetings	Attendance
City Meetings – Env. Council, Jt. City/Planning, Neighborhood Network, City Council/Planning Workers' Comp. Meetings	5	110
Library Meetings – PLS Info-	1	20
Public Meetings	1	40
Library Educational Programs Great Books, Small Business program – Ron Visconti	3	115
Foundation	2	25
Girls Who Code	5	240
Total Educational Programs and Meetings	17	550
Adult Programs		
Crocheting	3	24
Bouquet to Art	1	32
Author Event J.A.Jance	1	40
Around the World in 60 Minutes	1	22
Total Adult Programs	6	118
Total Meetings and Programs	23	668

Conference Room		
Book Club	1	15
Library Staff Meetings	6	25
Foundation Meetings	2	30
Trustee Meeting	1	7
Neighborhood Network	1	8
Educational Program – Small Businesses – R. Visconti	3	36
Total Events	14	121

Group Study Room		
Users	Patrons	
Lower Level Study Rooms Open		Statistics were not kept
Children's and Young Adult Programs--Main		
	Number	Attendance
Library Class Visits – Preschool	1	32
Library Class Visits - Elementary	3	96
Special Programs for Children		
Legos at the Library	1	45

BURLINGAME PUBLIC LIBRARY STATISTICS

Month: March 2015

Maker Program	1	20
St. Patrick's Crafts	1	25
Parent/Child Book Club	1	13
Mandarin Story Time	1	52
Total Special Programs for Children		155
Special Programs for Teens		
Teen Advisory.....	1	15
Book Crew	1	2
SAT	1	45
Total Special Programs for Teens	3	62

Easton Story Times & Special Programs		
	Number	Attendance
Story Times		
Preschool Story Times	4	160
Toddler Story Times	4	246
Total Story Times	8	406
Class Visits)	1	38

BPL Main Circulation

barrymlis1@gmail.com

BPL Main Circulation

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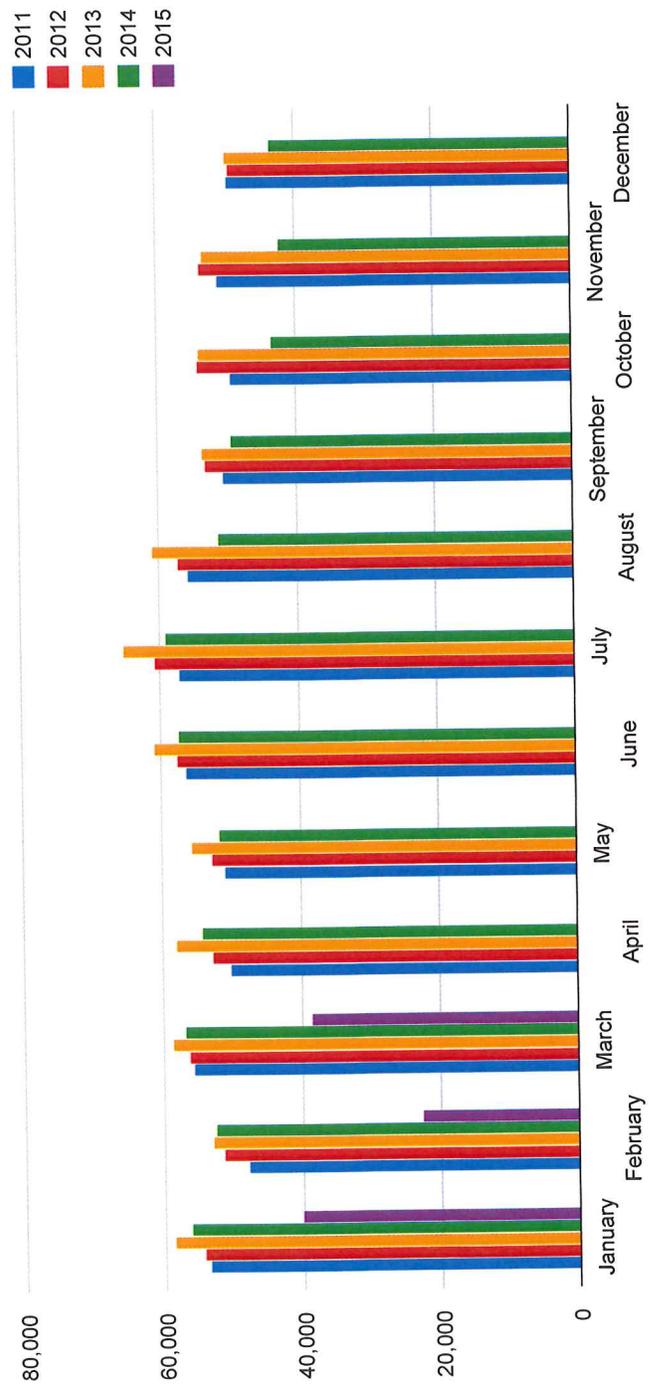
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BPL Main Circ by Month 2011 vs 2012 vs. 2013 vs. 2014 vs 2015



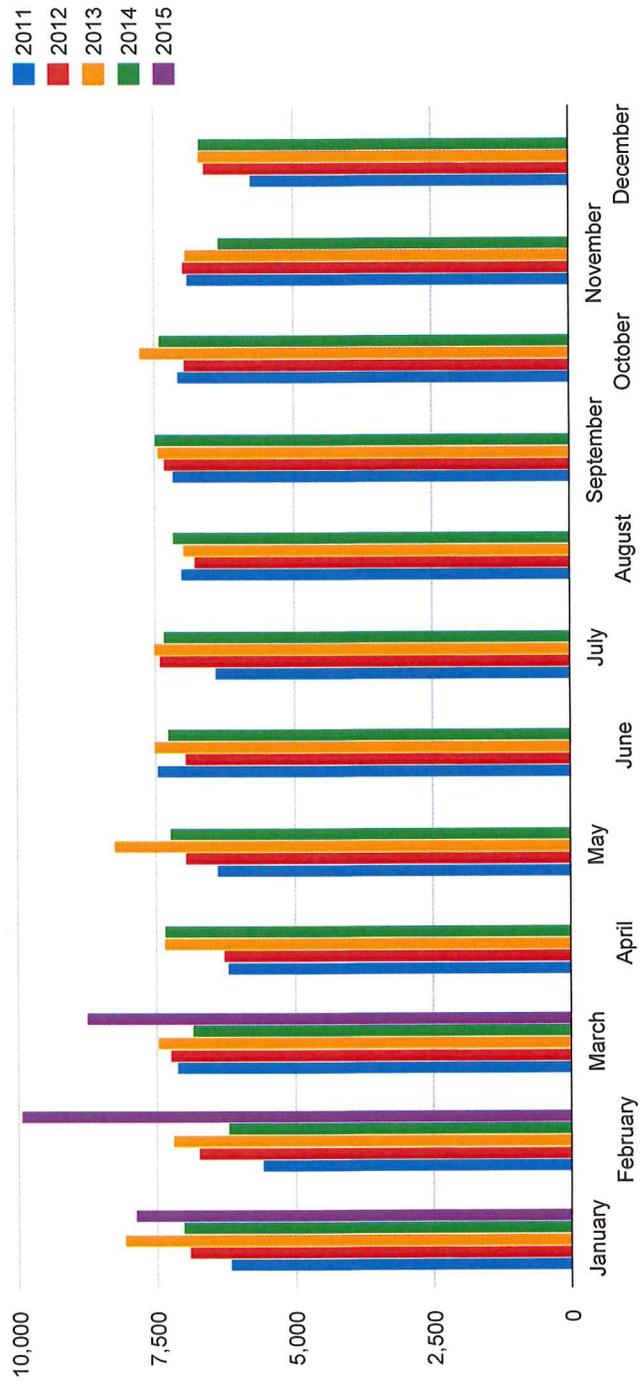
Sheet1 Chart1

barryml1@gmail.com
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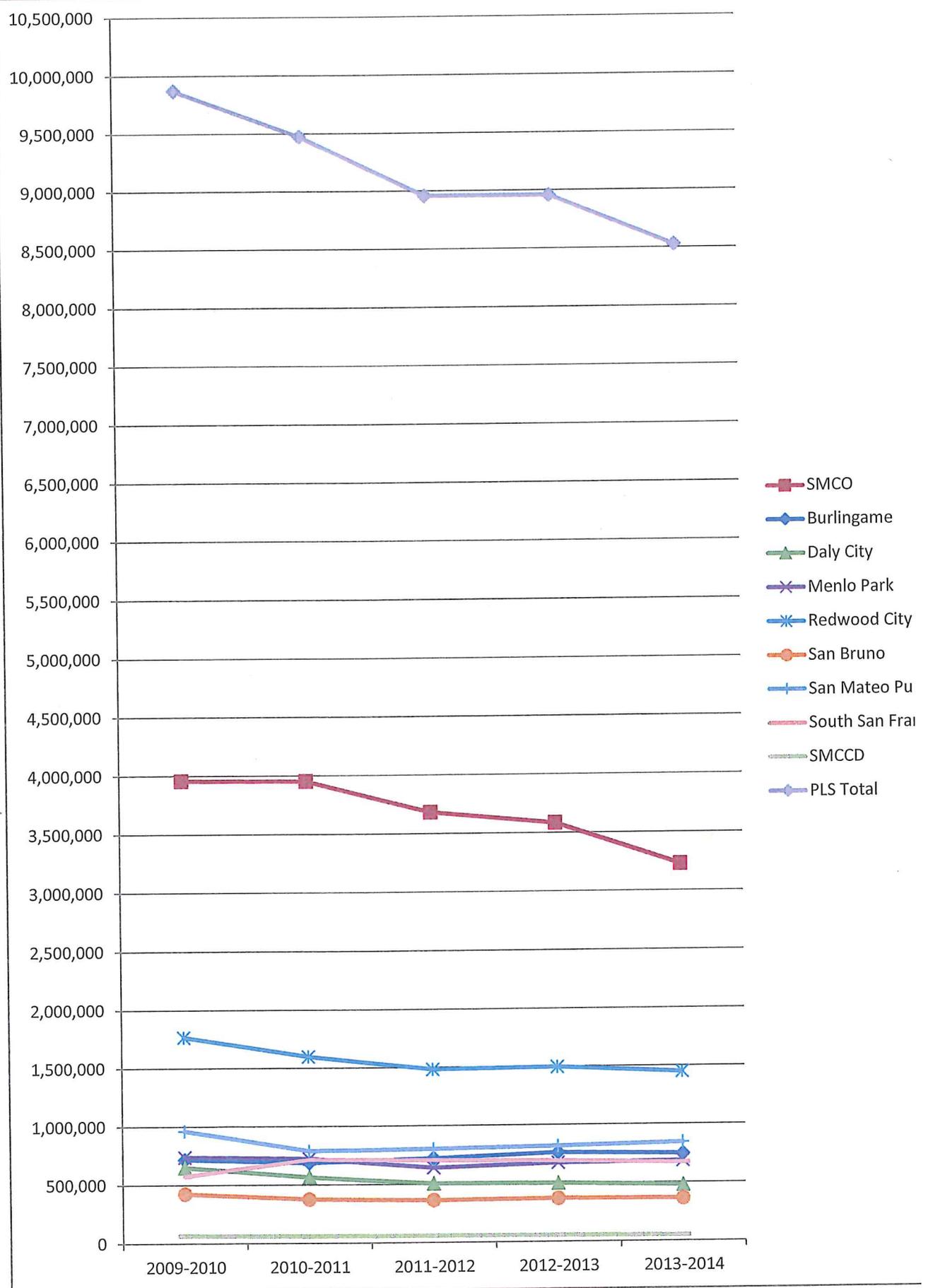
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Easton Branch Circ by Month 2011 vs. 2012 vs. 2013 vs. 2014 vs. 2015



Sheet1 Chart1

PLS Circulation Statistics FY 09/10 - FY 13/14



PLS Circulation Statistics FY 09/10 - FY 13/14

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
SMCO	3,959,770	3,954,535	3,682,295	3,584,407	3,230,534
Atherton	96,534	91,282	89327	70724	59093
	1,460	1,504	1260	962	775
	31,234	28,474	26927	26481	23216
					405
	129,228	121,260	117,514	98,167	83,489
Belmont	412,647	386,510	350139	334985	342604
	6,789	5,985	5410	5705	5756
	135,444	125,749	121944	126983	147908
					1707
	554,880	518,244	477,493	467,673	497,975
Bookmobile	52,658	54,101	56994	52625	46070
	60	37	58	157	125
	1,210	1,227	1227	2317	3457
					33
	53,928	55,365	58,279	55,099	49,685
Brisbane	80,675	70,316	64496	58204	47077
	1,444	1,009	1118	872	626
	14,253	14,094	14329	14574	12870
					221
	96,372	85,419	79,943	73,650	60,794
County Central	14,710	13,411	9505	119907	48846
	0	0	0	0	0
	24	53	8	7	14
					0
	14,734	13,464	9,513	119,914	48,860
East Palo Alto	101,861	112,342	105127	102612	87867
	1,712	3,172	2587	2151	1760
	7,623	7,633	6957	7561	7784
					67
	111,196	123,147	114,671	112,324	97,478
Foster City	549,872	673,840	616430	580084	530917
	6,767	8,310	8524	10054	7899
	168,929	227,269	215827	230282	241615
					2259
	725,568	909,419	840,781	820,420	782,690
Half Moon Bay	338,554	325,434	283177	260725	235554

	4,242	4,142	3391	3822	3070
	64,529	62,884	55909	56253	55069
					848
	407,325	392,460	342,477	320,800	294,541
Millbrae	497,373	450,889	421646	384578	356719
	10,465	8,726	8309	9047	7321
	125,403	119,124	118055	127521	139923
					1247
	633,241	578,739	548,010	521,146	505,210
Pacifica-Sanchez	146,873	135,312	127739	112772	102518
	2,388	1,892	1701	1956	1623
	33,529	30,447	29213	29819	29102
					572
	182,790	167,651	158,653	144,547	133,815
Pacifica-Sharp Park	174,958	162,605	147095	130821	118334
	3,286	2,766	2177	2495	2426
	41,700	42,918	38832	37375	37466
					507
	219,944	208,289	188,104	170,691	158,733
Portola Valley	78,060	77,469	76178	73430	65844
	827	807	810	453	413
	16,794	17,119	18267	19459	18528
					504
	95,681	95,395	95,255	93,342	85,289
San Carlos	486,191	454,091	426055	357476	251327
	8,735	7,732	7225	7428	4112
	127,852	117,912	117169	118595	81273
					1078
	622,778	579,735	550,449	483,499	337,790
Woodside	87,922	83,620	80122	78871	71974
	1,329	981	1052	1427	1490
	22,854	21,347	19979	22837	20430
					291
	112,105	105,948	101,153	103,135	94,185
BPL	718,543	688,790	721,052	762,687	747,529
Burlingame - Main	494,071	479,129	482703	475897	453453
	12,168	9,023	7025	7597	7035
	141,855	129,273	149899	191195	199319
					2662

	648,094	617,425	639,627	674,689	662,469
Easton	56,753	57,882	64909	66191	62758
	705	500	536	394	312
	12,991	12,983	15980	21413	21695
					295
	70,449	71,365	81,425	87,998	85,060
DCL	651,317	564,903	504,340	501,046	479,254
Bayshore	25,404	19,736	16281	16781	10623
	755	807	440	307	120
	4,140	4,122	4418	3987	4105
					183
	30,299	24,665	21,139	21,075	15,031
John Daly	86,684	74,939	66874	64337	55698
	2,597	1,797	1654	1706	1344
	11,460	10,689	9656	10914	11101
					193
	100,741	87,425	78,184	76,957	68,336
Serramonte	244,766	210,906	194015	183778	183800
	10,131	7,935	5403	5437	5209
	48,927	41,880	38414	50216	55303
					600
	303,824	260,721	237,832	239,431	244,912
Westlake	179,087	159,868	139821	128342	116765
	5,056	4,095	3314	2696	2767
	32,310	28,129	24050	32545	31194
					249
	216,453	192,092	167,185	163,583	150,975
MPL	739,380	723,680	640,289	675,362	686,654
Menlo Park - Main	547,973	528,046	463277	470676	466914
	6,923	6,588	5135	4290	4888
	171,856	175,419	155980	188008	198051
					3603
	726,752	710,053	624,392	662,974	673,456
Bellehaven	11,162	11,883	14170	10322	10875
	37	55	78	142	48
	1,429	1,689	1649	1924	2219
					56
	12,628	13,627	15,897	12,388	13,198

RCL	1,768,153	1,598,380	1,483,136	1,496,679	1,449,360
Redwood City - Main	628,063	598,423	549,084	545,890	519,154
	16,589	13,523	11,436	12,552	11,289
	152,582	160,286	158,056	189,989	193,992
					3,760
	797,234	772,232	718,576	748,431	728,195
Fair Oaks	123,942	121,325	118,481	104,303	92,860
	1,882	1,760	1,916	1,599	1,508
	5,668	9,919	11,058	15,738	15,913
					123
	131,492	133,004	131,455	121,640	110,404
Redwood Shores	455,096	397,549	370,609	347,698	329,169
	5,598	4,716	3,825	3,620	3,965
	175,425	155,963	149,200	167,939	175,143
					2,597
	636,119	558,228	523,634	519,257	510,874
Schaberg	156,584	102,199	82,515	75,351	68,300
	2,918	1,780	1,517	1,415	1,311
	43,806	30,937	25,439	30,585	29,814
					462
	203,308	134,916	109,471	107,351	99,887
SBL	426,331	377,847	362,736	371,692	366,227
San Bruno	341,103	300,496	282,359	275,073	259,249
	10,217	7,630	7,205	6,834	7,244
	75,011	69,721	73,172	89,785	98,279
					1,455
	426,331	377,847	362,736	371,692	366,227
SMPL	962,446	789,026	800,790	818,403	844,401
San Mateo Main	537,550	430,832	455,141	432,959	438,405
	11,376	9,774	10,183	10,740	10,568
	148,295	134,323	134,593	166,291	191,552
					2,422
	697,221	574,929	599,917	609,990	642,947
Hillsdale	89,301	85,818	79,462	81,228	80,673
	1,544	1,350	1,409	1,599	1,616
	23,603	21,149	23,033	29,616	30,986
					766

	114,448	108,317	103,904	112,443	114,041
Marina	117,946	80,963	73,787	68,241	58,468
	2,582	1,603	1,655	1,871	2,195
	30,249	23,214	21,527	25,858	26,411
					339
	150,777	105,780	96,969	95,970	87,413
SSF	577,081	715,180	704,564	691,020	672,788
South San Francisco - Main	315,188	502,280	493,160	444,345	412,409
	9,961	15,388	13,932	13,705	11,584
	76,696	123,264	133,374	167,824	176,969
					1,931
	401,845	640,932	640,466	625,874	602,893
Grand Ave	152,957	64,958	53,873	51,852	53,911
	3,458	1,485	1,946	1,714	2,780
	18,821	7,805	8,279	11,580	13,072
					132
	175,236	74,248	64,098	65,146	69,895
SMCCD	68,334	61,882	59,204	56,913	50,579
Canada College	17,581	16,958	18,899	16,038	13,112
	92	58	58	67	43
	1,256	1,175	1,209	1,539	1,246
					32
	18,929	18,191	20,166	17,644	14,433
College of San Mateo	18,347	15,403	12,999	10,623	11,037
	200	158	125	166	142
	2,422	2,144	2,068	3,056	3,067
					37
	20,969	17,705	15,192	13,845	14,283
Skyline	25,400	23,406	21,461	23,082	19,668
	212	147	121	132	121
	2,824	2,433	2,264	2,210	2,050
					24
	28,436	25,986	23,846	25,424	21,863
PLS Total	9,871,355	9,474,223	8,958,406	8,958,209	8,527,326

Dear Debra, Lisa, Patsy, Mike & Kerby,
Thank you so much for the plaque for
the donor wall. Sam & Kelly
honored and overwhelmed. I so
appreciate all of your sentiments on
the plaque and in the beautiful book.
Working with all of you has been a
pleasure and a privilege. I feel
so lucky to have served as City
Librarian the past 5+ years. I also
feel confident in the future
success of BPL because of all of
you and the leadership of the
new City Librarian, Brad!

Thank you again for everything!
CJ

City Librarian Report to Trustees

April 21st, 2015

Personnel – Pat’s last day was Friday the 3rd. Staff will all miss her guidance and vast library knowledge. Adult Services and Children’s department hired a new hourly librarian (to be shared between departments), Julie Dean. Julie worked as a Children’s librarian in Portland, Oregon and currently as an on-call librarian in San Bruno. She will help fill staff Adult Services to assist Tommy McMahon and John Piche working as acting-managers until September. Klara Kim (Children’s librarian) will be back from maternity leave starting April 28th.

Millennium Project – The Library is taking shape. Staff had a busy “soft opening” on March 24th with everyone pitching in to get the Main Level ready. The composite counter-tops are installed in Children’s and the Joint Services desk. Signage will be installed soon. Donor wall is starting to take shape but The Foundation had to postpone ribbon cutting due to unknown completion date of donor wall – future date TBA. The second and last delivery of furniture will be delivered Monday April 20th. Book store is looking great and very popular and the Spring Book Sale . The renovation punch list is getting shorter and John Klug has moved out of the building. Peter V. will not be in the building unless we ask him to stop by as he has almost reached the limit of his contract hours.

Summer Reading 2015 – Staff met with San Mateo County representatives and Susan Hildreth to attempt to find a compromise regarding Measure A funding of the Summer Learning program and our hybrid program of 2014. Unfortunately, common ground was not reached and we will not have access to the \$1000. scholarship this year.

Programs at the Library - Upcoming Dates:

Adult Programs

Every Tuesday 11:00 AM - 1:00 PM

Sit 'n Stitch Drop In -- Work on your crochet, knitting, needlework projects along with other like-minded stitchers.

Thursday, April 2, 2015 at 7:00 PM

Northern California Waterfalls -- Hike, Bike, or Drive to Spectacular Cascades in the Bay Area and Beyond.

1st Tues of the month 10-12 (April 7th)

Great Books

Wednesday, April 8, 2015 from 10:00AM - 12 noon

Phase2Careers' Employment Roundtable will feature four to six Bay Area wide employers representing a wide variety of industries.

Monday, April 13, 2015 at 7PM

Film Screening of the Documentary "**The Day The World Series Stopped**"

Video and photography shot from October 17 to October 27, 1989 to transport the viewer back to the 1989 World Series game that was postponed due to the Loma Prieta Earthquake.

Tuesday, April 28, 2015 at 7:00 PM

Botticelli to Braque: Masterpieces from the National Galleries of Scotland

A slide show and lecture presented by museum docent, **Alfred Escoffier**.

Wednesday, April 29, 2015 at 7:00 PM

Save Energy, Water, and Money: Make your home more energy and water efficient and save money

Teen Programs

April 7th – Teen Poetry Slam Workshop 6pm – 8pm

April 17th – Teen Advisory Board meeting – 3:30-4:30 PM

April 18th – SAT Practice Test 11 AM – 3:30 PM

April 25th – Teens Take a Bite Out of Reality: Financial literacy simulation 2-3:30pm

April 27th – Teen Poetry Contest deadline

Family Programs

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

April 5 – Legos @ Your Library – 4 PM

April 11 - Light Impressions with Green Art Workshop – 11:00 AM

April 14 – The Fratello Marionettes THE FROG PRINCE - 7:00 PM

April 16 – Special Author Visit, Geoff Rodkey: The Tapper Twins Go To War – 4pm

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

PUBLIC INTERNET POLICY:

The Burlingame Public Library as part of its services to provide information and support educational pursuits provides computer workstations and network resources for patrons to access the Library catalog (OPAC) and other electronic library resources and to access the Internet. The Burlingame Public Library Internet Access Policy defines Internet access in the Library. This policy establishes the regulations and procedures for customer use of Library computers.

PRIVACY POLICY:

It is the policy of the Burlingame Public Library to protect the privacy of library patrons consistent with the law. However, the library may keep statistical records of customer use of internet computers; for example, the number of users each day or average session time.

DISCLAIMER:

- Personal information may not be secure or may be observed by others. Library patrons use the internet at their own risk.
- Material on the internet may be copyrighted. It is the patron's responsibility to be aware of the display of any notices concerning the copyright of information and to respect the copyright laws of the United States.

REGULATIONS FOR USING LIBRARY COMPUTERS:

- All users must read and agree to comply with the provisions of the Burlingame Library Internet Access Policy and the Library Computer and Network Use Policy.
- All users are expected to use these resources in a responsible manner, consistent with the educational and information purposes for which they are provided. Users are expected to exercise good judgment, be considerate of others and follow the Library's Behavior Policy.
- Users who do not use the Library computers and network appropriately will be asked to end a search or session and may be prohibited from using the Library.
- Unacceptable, inappropriate uses include:
 - Viewing material that violates Federal, State or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography. Accessing pornography

in such a manner that minors may be exposed

- Users who view harmful matter in the presence of a minor may be subject to legal action including criminal prosecution. (**California Penal Code 313.1**)
- Violating copyright laws or licensing agreements pertaining to software, files and other resources obtained electronically.
- Violating another user's privacy.
- Engaging in any activity that is libelous, slanderous or deliberately offensive to the average reasonable person.

PROCEDURES FOR USING LIBRARY COMPUTERS:

- Use the equipment with care. It is illegal to physically or electronically modify computer equipment, or tamper with hardware, software, or network services (**California Penal Code, Section 502 et. seq.**)
- Please ask the library staff for assistance if you are having problems with the computers. Users are responsible for any damage to equipment, network or software as a result of unacceptable use.

STAFF ASSISTANCE:

Librarians are available to assist you in finding the information you seek, however basic computer literacy is required. For those who wish to learn more about accessing the Internet, contact staff about class/tutor availability. Staff cannot control the accuracy and validity of the information, the availability of the links users would like to visit, or materials users may find offensive.

TIME LIMITS

- There is a 2 hour time limit on all workstations with your valid library card (one hour time limit for Easton Branch Library)
- A library card and a valid pin number (the last 4 digits of your phone number) will be necessary to log on to an Internet computer.
- Patrons who do not qualify for a library card or do not want one may get a one-hour guest pass at any of the service desks.

USER LIMITS

- No more than two persons are allowed at a terminal at one time.

PRINTING CHARGES

- The first three pages per person per day are free.
- There is a charge of 15 cents per page after the first three pages.

- Please use the APM machines on lower level to add money to your print account.

FILTERED ACCESS:

Filtered access to the Internet is available to children in the Children's Library. Our librarians share parents' concern for safety on the web. Parents are encouraged to explore the Internet with their children. Even with filters there is no real control over the content of Internet sites. Children should be aware that many sites are funded through advertising. Other sites may be offensive or contain inappropriate material.

BURLINGAME PUBLIC LIBRARY AND THE USA PATRIOT ACT:

The USA Patriot Act (the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, reauthorized 2011). The Patriot Act amended over 15 federal statutes, including the laws governing criminal procedure, computer fraud and abuse, foreign intelligence, wiretapping, and immigration. These amendments expanded the authority of the FBI [or federal government] and law enforcement to gain access to stored Internet and electronic communications. Libraries that provide access to the Internet and e-mail service to patrons may be subject to a court order or other legal process requiring the library to disclose patron data. Burlingame Public Library complies with court orders from law enforcement agencies.

Inquiries regarding review of library files by a law enforcement officer or anyone else should be referred to the City Librarian or their designate and/or to the City Attorney for review before any access is allowed.

480 Primrose Road • Burlingame • California 94010-4083
Phone (650) 558-7400 • Fax (650) 342-1948 • www.burlingame.org/library

From: Brad McCulley, Burlingame City Librarian

To: Burlingame Library Board of Trustees

Subj: Request for funding regarding Donor Wall and Plaques

I would like to formally request the funding for the Donor Wall and for the Donor Plaques. The Trustees graciously approved this funding from the Duncan Fund in October 2014 with detailed cost totals for both from VKK Signage Inc.

Donor Wall	17,531.36
Donor Plaques	4,311.50
Sub-total	21,842.86
<i>20% for possible overage</i>	<i>4,368.57</i>
Total	26,211.43

Respectfully,



Bradley McCulley
City Librarian



Proposal

Date 3/19/15

Client Burlingame Library

Contact Gary Ching

Project Donor Wall

Phone 650.871.0709

Description ITEM 01 - SUBMITTALS AS SPECIFIED IN BID PACKAGE DATED 3/6/15.

Qty	Unit Cost	Sub-Total	Tax Rate	Tax Total	Ship	Misc	Install / Del	Extension
1	\$1,864.00	\$1,864.00	9.000%	\$167.76	\$0.00	\$0.00	\$0.00	\$2,031.76

Description ITEM 02 - MANUFACTURE AND INSTALL (1) DONOR WALL AS SPECIFIED IN BID PACKAGE DATED 3/6/15.

Qty	Unit Cost	Sub-Total	Tax Rate	Tax Total	Ship	Misc	Install / Del	Extension
1	\$12,040.00	\$12,040.00	9.000%	\$1,083.60	\$0.00	\$0.00	\$2376.00	\$15,499.60

Estimate Summary

Total Qty	Sub-Total	Total Tax	Total Ship	Total Misc	Total Install / Del	Total Extension
2	\$13,904.00	\$1251.36	\$0.00	\$0.00	\$2,376.00	\$17,531.36

Terms 50% deposit; remainder due upon completion

Most credit cards accepted. Deposits or purchase order numbers are required prior to commencement of work.

Schedule 25-30 Estimated calendar days from date of acceptance of proposal and submittals.

Acceptance

VKK proposes to furnish material and labor in accordance with the above specifications and terms. This proposal may be withdrawn if not accepted within 30 days.

Authorized VKK Project Manager: Dan Kitzmiller Date 3/19/15

Acceptance of Proposal: Specifications, prices and terms are accepted as outlined above. VKK is authorized to do the work as specified.

Please select one of the following payment methods.

Check Credit Card EFT

Purchase Order #: _____

Authorized Client Signature _____ Date _____

California State Contractors License #737261 - Classifications: C45, C61 & D42 - Bonded and Insured



Client City of Burlingame Library

Contact Patricia Harding

Project Bronze Donor Plaques

Phone 650-558-7401

Description Option 2B - Rectangular Shaped Etched Stainless Steel Plaques - Manufacture and install (10) etched stainless steel plaques measuring approximately 9" x 12" as requested. Cost includes scaled drawing and full size proof for approval prior to manufacture.

Qty	Unit Cost	Sub-Total	Tax Rate	Tax Total	Ship	Misc	Install / Del	Extension
10	\$335.00	\$3,350.00	9.000%	\$301.50	\$0.00	\$0.00	\$660.00	\$4,311.50

Estimate Summary

Total Qty	Sub-Total	Total Tax	Total Ship	Total Misc	Total Install / Del	Total Extension
10	\$3,350.00	\$301.50	\$0.00	\$0.00	\$660.00	\$4,311.50

Terms 50% deposit; remainder due upon completion

Most credit cards accepted. Deposits or purchase order numbers are required prior to commencement of work.

Schedule 35-40 Estimated calendar days from date of acceptance of proposal and submittals.

Acceptance

VKK proposes to furnish material and labor in accordance with the above specifications and terms. This proposal may be withdrawn if not accepted within 30 days.

Authorized VKK Project Manager: Michelle Savage-Conley Date 4/9/15

Acceptance of Proposal: Specifications, prices and terms are accepted as outlined above. VKK is authorized to do the work as specified.

Please select one of the following payment methods.

Check Credit Card EFT

Purchase Order #: _____

Authorized Client Signature _____ Date _____

California State Contractors License #737261 - Classifications: C45, C61 & D42 - Bonded and Insured