



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda - Final Library Board of Trustees

Tuesday, July 15, 2025

5:30 PM

Library Conference Room

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Minutes - May 20, 2025

Attachments: [Minutes - May 20, 2025](#)

4. PUBLIC COMMENT

5. CORRESPONDENCE AND INFORMATION

Library Statistics - May 2025

Attachments: [Library Statistics - May 2025](#)

Library Statistics - June 2025

Attachments: [Library Statistics - June 2025](#)

6. REPORTS

City Librarian's Report - June 2025

Attachments: [City Librarian's Report - June 2025](#)

City Librarian's Report - July 2025

Attachments: [City Librarian's Report - July 2025](#)

Foundation Report

Monthly Report - SVCF and Budget Update

Attachments: [Monthly Report - SVCF and Budget Update](#)

7. UNFINISHED BUSINESS

8. NEW BUSINESS

Patron Suspension

Collection Development Policy

Attachments: [Collection Development Policy 2025 Draft](#)

9. FUTURE AGENDA ITEMS

10. ANNOUNCEMENTS

Roger Krakow

11. ADJOURNMENT

Any writings or documents provided to a majority of the Traffic, Safety and Parking Commission regarding any item on this agenda will be made available for public inspection at the Engineering Counter at City Hall located at 501 Primrose Road during normal business hours.

Burlingame Library Trustee Minutes

May 20, 2025

I. Roll Call

Trustees: Danielle Garcia, Jill Goldsmith, Mark Lucchesi,
Sid Palani
Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder
Guest: Patti Flynn, Manager Easton Branch Library
Kerry Bitner, Applicant for Library Trustee Board

II. Agenda Items Approved by Trustees Approval of the April 15, 2025 Trustee Minutes.

III. Library Board of Trustee Minutes The Trustees approved the April 15, 2025 Board of Trustee Minutes. M/S/C (Lucchesi/Palani)

IV. Correspondence and Information — Circulation

- The decrease in Circulation of 15% at Main is due to the fact that GERALYN O'Brien, Circulation Manager, changed the ranking of the number of holds the main library would process each day to a lower level.
- Decreasing the number of holds sent to other libraries each day, caused a large drop in the circulation count
- Easton statistics do not show a significant decrease in circulation.

V. Reports

A. **City Librarian's Report**

- Three candidates have been interviewed for the position on the Art Commission. The main purpose of the selected candidate would be to create a database of public art for the City of Burlingame.
- Federal funding and state funding to libraries is most uncertain at this time. Therefore, the state cannot commit to funding specific library programs and services. A list of these programs is available in the May Trustee packet.

B. **Foundation Report**

- Trivia night was successful and grossed \$21,000.
- There will be a Pop Up Book Sale on May 31st at the grand opening of Summer Reading.

C. **Easton Report** — Patti Flynn

Patti gave a short history of the Easton Library emphasizing two interesting events.

- Easton Library opened in 1942. Up to this time this was the site of North Burlingame Women's Club.
- In 1978 Proposition 13 nearly closed Easton. Fortunately, a group of Burlingame residents formed a committee to initiate a fundraiser to keep the Easton Library open. Sufficient funds were raised to keep the library open with a decrease in hours.

Burlingame Library Trustee Minutes

May 20, 2025

VI. **Old Business**

- Lane Room Upgrade
 - Group 4 is in the process of assessing the scope of work for the project.
 - Next step will be to determine cost of the project.
 - Architects will then map a draft of the work schedule.
- Stickley Chairs — There is no update currently.
- Easton A/C Update
The Facilities Manager is working with a contractor on an assessment for the project since both units will be installed on the roof and weight might be more than code allows.

VII. **New Business** — There was not any New Business

VIII. **Announcements**

- Congratulations to Danielle Garca for 6years of service as a Library Trustee.
- Sid Palami will assume the full duties of Chairman of the Board of Trustees in July and acting chair in June as Trustee Goldsmith will be on vacation.

IX. **Future Meeting Topics**

Legislative Advisory will be an agenda item for the June meeting.

X. **Adjournment**

The meeting was adjourned at 7:45.

Burlingame Public Library Statistics

May 2025

Adult Programs

2024-2025

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	31	32	33	29	26	31	31	42	52	53	49		
Attendance	210	417	395	284	245	145	237	380	320	322	259		

2023-2024 (Previous Year)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	21	30	35	29	31	16	36	36	39	35	33	16	357
Attendance	270	153	405	149	343	100	251	345	228	439	426	119	3,228

Children's, Teen, and Easton Programs

2024-2025

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	43	23	48	67	51	34	41	55	54	60	101		
Attendance	3,323	1,918	2,328	3,815	2,285	2,509	2,305	2,500	2,233	3,956	4,272		

2023-2024 (Previous Year)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	27	27	65	76	55	33	47	54	63	64	135	84	729
Attendance	2,101	3,324	2,029	3,611	1,845	2,054	1,325	2,112	1,854	3,440	4,737	4,695	33,127

May Program Highlights

Burlingame Historical Society - Bruce Cumming & Nick Veronico, authors of the new book <i>Lost Gas Stations of San Mateo County</i> 43 patrons
Chinese Classical Music Concert 42 patrons
Make-Your-Own Boba Party for Teens A Friday afternoon treat for the end of the school year! 29 patrons
Teen Finals Café – The Lane Room was open for teens only, with snacks and extra study space. 4 sessions, 121 patrons
Storytime with Mychal Threats, Ambassador of Library Joy Celebrating Mental Health Awareness Month 85 patrons

Circulation

	May 2025	May 2024
Circulation at Main Library	42,170	43,743
Circulation at Easton Branch	6,616	6,525
E-media checkouts	12,652	10,756
Total Circulation	61,438	61,024

People Counters

	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025
Main	21,127	22,751	19,641	23,555	23,920	24,450
Easton	2,688	3,400	3,340	2,896	4,128	3,463

Note: Easton does not have people counters on the side and back doors.

Streaming, Research, and eLearning Statistics

May 2025

Streaming Statistics

Kanopy – Streaming Movies

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Tickets used	680	662	638	775	746	858	921	895	776	610	631		
Cost	\$688	\$667	\$658	\$791	\$766	\$890	\$933	\$911	\$792	\$618	\$651		
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Total views	300	286	289	311	637	729	755	665	709	701	790	711	6883
Cost	\$660	\$617	\$620	\$706	\$657	\$694	\$795	\$685	\$721	\$721	\$794	\$727	\$8397

Hoopla – eBooks, audio, music, comics, movies, etc.

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	47	50	37	39	47	44	53	44	46	40	49		
Total Circulations	821	786	810	963	899	1030	1048	981	1125	1064	1152		
Average Circ per person	3.75	3.5	3.6	3.9	3.3	3.7	3.7	3.4	3.8	3.7	3.8		
Average (\$) cost per circulation	2.09	2.18	2.20	2.07	2.03	2.09	2.14	2.08	2.14	2.18	2.20		
Total cost	\$1720	\$1716	\$1778	\$1991	\$1826	\$2152	\$2243	\$2039	\$2409	\$2318	\$2528		
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	76	75	54	39	53	50	56	49	58	57	51	53	671
Total Circulations	308	459	384	402	476	504	573	643	671	704	726	792	6642
Average Circ per person	2.9	3.5	3	3.3	3.6	3.4	3.5	3.6	3.5	3.3	3.5	3.8	3.4
Average cost per circulation	2.01	2.01	2.11	2.07	2.05	2.14	2.14	2.10	2.08	2.04	2.13	2.04	2.07
Total cost	\$619	\$922	\$837	\$866	\$1007	\$1081	\$1226	\$1351	\$1395	\$1436	\$1548	\$1618	\$13,906

Overdrive – eBooks, eAudiobooks, and eMagazines

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
eMagazines	1043	1060	1365	1468	1647	1543	1778	1753	2136	1912	1905		
eBooks	4930	4907	4617	4636	4655	5329	5403	4965	5399	5040	5512		
eAudiobooks	3254	3178	3183	3094	3042	3233	3453	3179	3443	3223	3452		
Total	9227	9145	9165	9198	9344	10105	10634	9897	10978	10175	10869		
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
eMagazines	377	370	549	1482	1389	1331	1404	1206	1504	1430	1505	1229	13,776
eBooks	4313	3962	3994	3885	4082	4405	4510	4256	4900	4663	4702	5325	52,997
eAudiobooks	2392	2310	2518	2486	2309	2441	2844	2742	2976	2714	3033	3185	31,950
Total	7082	6642	7061	7853	7780	8177	8758	8204	9380	8807	9240	9739	98,723

Streaming, Research, and eLearning Statistics

May 2025

Research and eLearning

Ancestry.com – Genealogy (in-library use only)

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Sessions	27	26	18	4	6	7	8	9	11	2	5		
Searches run	253	735	147	28	16	93	88	202	90	32	68		
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Sessions	41	47	41	47	30	26	30	21	30	25	28	26	392
Searches run	1754	2218	1379	1211	422	292	539	241	300	354	354	207	9271

Pronunciator – Language Learning

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	1	3	0	1	2	5	7	2	6	0	1		
Total registered users	247	249	249	250	252	257	263	265	271	271	277		
Sessions	1	4	0	2	4	8	20	5	10	0	1		
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	2	4	4	4	6	0	5	5	4	5	4	2	45
Total registered users	203	207	211	220	220	220	227	230	234	241	243	245	245
Sessions	9	9	6	9	13	0	14	12	11	9	10	6	108

Universal Class – Online Learning

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	0	2	0	0	discontinued								2
Sessions	1	1	1	0									3
Lessons Viewed	7	3	2	0									12
Videos watched	2	13	1	0									16
Student Submissions	3	2	2	0									7
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	0	0	0	1	1	2	2	3	4	1	2	1	17
Sessions	0	0	0	1	1	3	5	2	1	4	3	3	23
Lessons Viewed	0	0	0	6	4	20	36	8	17	72	19	15	197
Videos watched	0	0	0	3	2	18	22	13	11	66	21	10	166
Student Submissions	0	0	0	3	4	26	26	1	36	77	7	17	197

- We decided not to renew this contract due to low usage and will investigate alternatives.

CIRCULATION ACTIVITY - May 2025
including Auto-Renewals and App Renewals

MAIN	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	120 220 720	At public desks, at self-checks, and online renewals inside library	19,049	347	19,396
	399	Telephone renewals of BPL Main items		9	9
	888	Online renewals outside firewall of BPL Main items		40	40
	0	App renewals of BPL Main items		866	866
	900	Auto-renewals of BPL Main items		21,859	21,859
	TOTAL		19,049	23,121	42,170
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,049	73	3,122
	399	Telephone renewals of Easton items		0	0
	888	Online renewals outside firewall of Easton items		2	2
	0	App renewals of Easton items		137	137
	900	Auto-renewals of Easton items		3,355	3,355
	TOTAL		3,049	3,567	6,616
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts to BPL Main patrons	9,864		9,864
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts to Easton patrons	1,005		1,005
	E-MEDIA	Kanopy tickets used (Main + Easton)	631		631
	E-MEDIA	Hoopla checkouts (Main + Easton)	1,152		1,152
	TOTAL		12,652		12,652
			TOTAL CIRCULATION		61,438

CIRCULATION ACTIVITY - May 2024
including Auto-Renewals and App Renewals

MAIN	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	120 220 720	At public desks, at self-checks, and online renewals inside library	18,822	296	19,118
	399	Telephone renewals of BPL Main items		13	13
	888	Online renewals outside firewall of BPL Main items		57	57
	0	App renewals of BPL Main items		931	931
	900	Auto-renewals of BPL Main items		23,624	23,624
	TOTAL		18,822	24,921	43,743
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,075	68	3,143
	399	Telephone renewals of Easton items		1	1
	888	Online renewals outside firewall of Easton items		0	0
	0	App renewals of Easton items		124	124
	900	Auto-renewals of Easton items		3,257	3,257
	TOTAL		3,075	3,450	6,525
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts to BPL Main patrons	8,391		8,391
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts to Easton patrons	849		849
	E-MEDIA	Kanopy tickets used (Main + Easton)	790		790
	E-MEDIA	Hoopla checkouts (Main + Easton)	726		726
	TOTAL		10,756		10,756
			TOTAL CIRCULATION		61,024

Burlingame Public Library Statistics

June 2025

Adult Programs

2024-2025

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	31	32	33	29	26	31	31	42	52	53	49	52	461
Attendance	210	417	395	284	245	145	237	380	320	322	259	292	3,506

2023-2024 (Previous Year)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	21	30	35	29	31	16	36	36	39	35	33	16	357
Attendance	270	153	405	149	343	100	251	345	228	439	426	119	3,228

Children's, Teen, and Easton Programs

2024-2025

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	43	23	48	67	51	34	41	55	54	60	101	149	726
Attendance	3,323	1,918	2,328	3,815	2,285	2,509	2,305	2,500	2,233	3,956	4,272	5,747	37,191

2023-2024 (Previous Year)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	27	27	65	76	55	33	47	54	63	64	135	84	729
Attendance	2,101	3,324	2,029	3,611	1,845	2,054	1,325	2,112	1,854	3,440	4,737	4,695	33,127

June Program Highlights

Drop-in Sewing in the Tech Lab on Mondays and Tuesdays 8 sessions, 36 patrons
Puzzle and Board Game Swap 53 patrons
Unique Derique – program for Juneteenth 100 patrons
Family Fun Nights on the lawn at City Hall 2 programs in June, 614 patrons
Over 1,000 children completed the Summer Reading “Legendary” scavenger hunt at Main and Easton!

Circulation

	June 2025	June 2024
Circulation at Main Library	43,643	44,292
Circulation at Easton Branch	6,761	6,417
E-media checkouts	13,542	11,242
Total Circulation	63,946	61,951

People Counters

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025
Main	22,751	19,641	23,555	23,920	24,450	24,903
Easton	3,400	3,340	2,896	4,128	3,463	4,141

Note: Easton does not have people counters on the side and back doors.

Streaming, Research, and eLearning Statistics

June 2025

Streaming Statistics

Kanopy – Streaming Movies

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Tickets used	680	662	638	775	746	858	921	895	776	610	631	604	8796
Cost	\$688	\$667	\$658	\$791	\$766	\$890	\$933	\$911	\$792	\$618	\$651	\$612	\$8977
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Total views	300	286	289	311	637	729	755	665	709	701	790	711	6883
Cost	\$660	\$617	\$620	\$706	\$657	\$694	\$795	\$685	\$721	\$721	\$794	\$727	\$8397

Hoopla – eBooks, audio, music, comics, movies, etc.

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	47	50	37	39	47	44	53	44	46	40	49	43	539
Total Circulations	821	786	810	963	899	1030	1048	981	1125	1064	1152	1097	11776
Average Circ per person	3.75	3.5	3.6	3.9	3.3	3.7	3.7	3.4	3.8	3.7	3.8	3.8	3.65
Average (\$) cost per circulation	2.09	2.18	2.20	2.07	2.03	2.09	2.14	2.08	2.14	2.18	2.20	2.17	2.13
Total cost	\$1720	\$1716	\$1778	\$1991	\$1826	\$2152	\$2243	\$2039	\$2409	\$2318	\$2528	\$2384	\$25,104
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	76	75	54	39	53	50	56	49	58	57	51	53	671
Total Circulations	308	459	384	402	476	504	573	643	671	704	726	792	6642
Average Circ per person	2.9	3.5	3	3.3	3.6	3.4	3.5	3.6	3.5	3.3	3.5	3.8	3.4
Average cost per circulation	2.01	2.01	2.11	2.07	2.05	2.14	2.14	2.10	2.08	2.04	2.13	2.04	2.07
Total cost	\$619	\$922	\$837	\$866	\$1007	\$1081	\$1226	\$1351	\$1395	\$1436	\$1548	\$1618	\$13,906

Overdrive – eBooks, eAudiobooks, and eMagazines

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
eMagazines	1043	1060	1365	1468	1647	1543	1778	1753	2136	1912	1905	2061	19,671
eBooks	4930	4907	4617	4636	4655	5329	5403	4965	5399	5040	5512	6198	61,591
eAudiobooks	3254	3178	3183	3094	3042	3233	3453	3179	3443	3223	3452	3582	39,316
Total	9227	9145	9165	9198	9344	10105	10634	9897	10978	10175	10869	11,841	120,578
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
eMagazines	377	370	549	1482	1389	1331	1404	1206	1504	1430	1505	1229	13776
eBooks	4313	3962	3994	3885	4082	4405	4510	4256	4900	4663	4702	5325	52997
eAudiobooks	2392	2310	2518	2486	2309	2441	2844	2742	2976	2714	3033	3185	31950
Total	7082	6642	7061	7853	7780	8177	8758	8204	9380	8807	9240	9739	98723

Streaming, Research, and eLearning Statistics

June 2025

Research and eLearning

Ancestry.com – Genealogy (in-library use only)

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Sessions	27	26	18	4	6	7	8	9	11	2	5	11	134
Searches run	253	735	147	28	16	93	88	202	90	32	68	1220	2972
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Sessions	41	47	41	47	30	26	30	21	30	25	28	26	392
Searches run	1754	2218	1379	1211	422	292	539	241	300	354	354	207	9271

Pronunciator – Language Learning

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	1	3	0	1	2	5	7	2	6	0	1	6	34
Total registered users	247	249	249	250	252	257	263	265	271	271	277	283	283
Sessions	1	4	0	2	4	8	20	5	10	0	1	13	68
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	2	4	4	4	6	0	5	5	4	5	4	2	45
Total registered users	203	207	211	220	220	220	227	230	234	241	243	245	245
Sessions	9	9	6	9	13	0	14	12	11	9	10	6	108

Universal Class – Online Learning

2024-2025	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	0	2	0	0	discontinued								2
Sessions	1	1	1	0									3
Lessons Viewed	7	3	2	0									12
Videos watched	2	13	1	0									16
Student Submissions	3	2	2	0									7
2023-2024	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	0	0	0	1	1	2	2	3	4	1	2	1	17
Sessions	0	0	0	1	1	3	5	2	1	4	3	3	23
Lessons Viewed	0	0	0	6	4	20	36	8	17	72	19	15	197
Videos watched	0	0	0	3	2	18	22	13	11	66	21	10	166
Student Submissions	0	0	0	3	4	26	26	1	36	77	7	17	197

- We decided not to renew this contract due to low usage and will investigate alternatives.

CIRCULATION ACTIVITY - June 2025
including Auto-Renewals and App Renewals

MAIN	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	120 220 720	At public desks, at self-checks, and online renewals inside library	22,161	356	22,517
	399	Telephone renewals of BPL Main items		9	9
	888	Online renewals outside firewall of BPL Main items		40	40
	0	App renewals of BPL Main items		905	905
	900	Auto-renewals of BPL Main items		20,172	20,172
	TOTAL		22,161	21,482	43,643
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,242	132	3,374
	399	Telephone renewals of Easton items		0	0
	888	Online renewals outside firewall of Easton items		3	3
	0	App renewals of Easton items		128	128
	900	Auto-renewals of Easton items		3,256	3,256
	TOTAL		3,242	3,519	6,761
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts	11,841		11,841
	E-MEDIA	Kanopy tickets used (Main + Easton)	604		604
	E-MEDIA	Hoopla checkouts (Main + Easton)	1,097		1,097
	TOTAL		13,542		13,542
			TOTAL CIRCULATION		63,946

CIRCULATION ACTIVITY - June 2024
including Auto-Renewals and App Renewals

MAIN	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	120 220 720	At public desks, at self-checks, and online renewals inside library	21,942	413	22,355
	399	Telephone renewals of BPL Main items		3	3
	888	Online renewals outside firewall of BPL Main items		78	78
	0	App renewals of BPL Main items		838	838
	900	Auto-renewals of BPL Main items		21,018	21,018
	TOTAL		21,942	22,350	44,292
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,053	53	3,106
	399	Telephone renewals of Easton items		1	1
	888	Online renewals outside firewall of Easton items		1	1
	0	App renewals of Easton items		112	112
	900	Auto-renewals of Easton items		3,197	3,197
	TOTAL		3,053	3,364	6,417
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts	9,739		9,739
	E-MEDIA	Kanopy tickets used (Main + Easton)	711		711
	E-MEDIA	Hoopla checkouts (Main + Easton)	792		792
	TOTAL		11,242		11,242
			TOTAL CIRCULATION		61,951



***City Librarian Report to Board of Trustees
24 June 2025***

Personnel Updates: Jodi Jirsa, Adult Services Librarian has accepted a job at SFPL Chinatown Branch as of June 5th -- we wish her success in her new endeavors.

Easton Update: N/A

General Updates:

- Childrens Div – Prepping for Summer Reading Childrens librarians have visited 123 classrooms reaching approx. 3,100 students with 1,500 signed up so far. This is very time/staff intensive but the dividends really pay off. Burlingame always has some of the highest numbers of participants and finishers in the County.
- Trustees are invited to **Finisher Challenge June 20th 2 – 3pm** on Front Porch – handing out popsicles to kids reminding them to finish their reading logs and turn them in by Aug 15th
- Trustees are also invited to **Summer Reading Open House August 14th 5pm** – This years theme “Legendary” Renaissance Faire style with music food and give-aways etc...

Policy Review: N/A

Main-Facilities Update:

An obstruction in the sewer line caused both bathrooms to be closed most of the day and later a leak into the 300 sections of the Lower-Level stacks on Monday 6/9/25. The following day the water fountain on the main level began trickling water that couldn't be turned off. Facilities has dealt with both situations.

PLS/PLP (*Peninsula Library System / Pacific Library Partnership*)

SMC County Supervisor Jacquie Speier and board voted to allot \$50,000 for PLS programming grant. Each library will get a portion based on a PLS formula.

- [Upcoming Library EVENTS](#)
- [State Library News Desk](#)
- <https://www.sfchronicle.com/bayarea/article/public-library-bay-area-20349392.php>



***City Librarian Report to Board of Trustees
15 July 2025***

Personnel Updates:

- Staff are excited to announce a project partnering with Ability Path to have a crew of interns who will work with our Circ Dept training to become Library Aides. The goal of the project is that once trained the interns could be hired internally or gainfully employed at another PLS (Peninsula Library System) library
- Adult Svcs remains short one permanent parttime 30-hour librarian

Easton Update: Diana Garza – Library Asst at Easton Branch – will be out on medical leave indefinitely. She is in our thoughts.

General Updates:

- Trustees are invited to **Summer Reading Open House August 14th 5pm** – This year's theme "Legendary" Renaissance Faire style with music food and give-aways etc...
- **Oct 17th Commissioner's Dinner @ Top Golf – Save the date**

Policy Review: [Brown Act](#) refresher video

Main-Facilities Update: N/A

PLS/PLP (*Peninsula Library System / Pacific Library Partnership*)

- [Upcoming Library EVENTS](#)
- [State Library News Desk](#)

Interesting article

- <https://www.sfchronicle.com/bayarea/article/public-library-bay-area-20349392.php>



Statement Period
January 1, 2025 through March 31, 2025

Fund Name/Number
Roger and Jean Hunt Duncan Fund (1012)

SVCF Main Contact:
Jennifer Mante

jmante@siliconvalleycf.org

Thank you for your partnership.

The whole team at SVCF wants to help ensure your philanthropy is both effective and meaningful to you. Please let us know how we can be of assistance! You can get in touch using the contact information shown at the top of this statement.

For your commitment to strengthening our Silicon Valley region and the global community: Thank you!

Fund Activity

	Statement Period	YTD
Beginning Balance	\$2,132,807.90	\$2,132,807.90
Contributions	\$0.00	\$0.00
Contribution Refunds	\$0.00	\$0.00
Interfund Contributions	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Investment Activity	\$10,422.96	\$10,422.96
Gains (Losses) on Gifted Assets	\$0.00	\$0.00
Grants Authorized	\$0.00	\$0.00
Grant Bill Refunds	\$0.00	\$0.00
Interfund Grants	\$0.00	\$0.00
Transfers	\$0.00	\$0.00
Support Fees	(\$2,679.15)	(\$2,679.15)
Other Expenses	\$0.00	\$0.00
Ending Balance	\$2,140,551.71	\$2,140,551.71

Restricted Balance

Grants Payable	\$0.00
Other Payables	\$0.00
Illiquid Assets	\$0.00
Total Restricted Balance	\$0.00

Fund Assets

Assets to be Invested	\$0.00
Investment Pools:	
Short-Term	\$0.00
Medium-Term	\$0.00
Long-Term	\$0.00
Endowment	\$2,140,551.71
Other Investments	\$0.00
Illiquid Assets	\$0.00
Total Fund Assets	\$2,140,551.71

Fund Name/Number
Roger and Jean Hunt Duncan Fund (1012)

Terms and Definitions

ACCOUNTS PAYABLE: Expenses that have been approved but are scheduled for payment on a future date.

ASSETS TO BE INVESTED: Assets that have yet to be invested but will be at the beginning of the following month.

CONTRIBUTIONS: Donations made to your fund.

GAINS (LOSSES) ON GIFTED ASSETS: The difference in the value of property when donated and the value when liquidated.

GRANTS AUTHORIZED: Grants to qualified organizations that have been recommended by the fund advisor and approved by Silicon Valley Community Foundation. If the grant is scheduled for payment on a future date, it will also appear in the Restricted Balance section as Grants Payable, reducing the balance available for grants.

GRANTS PAYABLE: Grants that have been approved but are scheduled for payment on a future date.

ILLIQUID ASSETS: Donated property that cannot be sold upon receipt due to the nature of the asset or the liquidation plan for the asset, as well as assets in the form of obligations due from others.

INTERFUND CONTRIBUTIONS: Transfers to your fund from another fund at Silicon Valley Community Foundation.

INTERFUND GRANTS: Transfers from your fund to another fund at Silicon Valley Community Foundation.

INVESTMENT RETURNS: Total return in the investment pool net of investment management fees.

OTHER INCOME: Deposits to your fund that do not represent a contribution, e.g., partnership income, dividends/interest earned on gifted securities, other income.

OTHER EXPENSES: Administrative expenses paid from your fund, e.g., legal, consulting, credit card processing fees.

RESTRICTED BALANCE: Fund balance that cannot be used for grantmaking.

SUPPORT FEES: An allocation to the Silicon Valley Community Foundation's operating fund to enable ongoing work with donors and the nonprofit community. Fees are generally assessed monthly per the fee schedule.

Investment Pool Allocation Guidelines

LONG-TERM POOL: For funds seeking long-term growth through a diversified portfolio of global stocks, bonds and alternative investment strategies. Appropriate for funds with a grantmaking timeline of 7 years or more.

MEDIUM-TERM POOL: For funds seeking moderate growth and risk through a balanced portfolio of global stocks and bonds. Appropriate for funds with a grantmaking timeline of 3-6 years.

SHORT-TERM POOL: For funds seeking to maintain the value of contributions for short-term grantmaking. Appropriate for funds with a grantmaking timeline of 0-2 years.

Fund Name/Number

Roger and Jean Hunt Duncan Fund (1012)

Detailed Schedule(s)



CITY OF BURLINGAME

YEAR-TO-DATE BUDGET REPORT

FISCAL YEAR: 2026 PERIOD: 1 TO 13

101550 - GF - LIBRARY

CATEGORY	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	AVAILABLE	% USED
PERSONNEL COSTS	50010	SALARIES/WAGES - REGULAR	\$2,483,831	\$2,483,831	0.0%
	50020	SALARIES/WAGES - PART-TIME	\$420,000	\$420,000	0.0%
	50030	SALARIES/WAGES - OVERTIME	\$0	\$0	0.0%
	50090	CASH OUT - COMPTIME	\$0	\$0	0.0%
	50091	CASH OUT - ADMINLEAVE/VACATION	\$48,992	\$48,992	0.0%
	50110	BENEFITS - SOCIAL SECURITY	\$26,040	\$26,040	0.0%
	50111	BENEFITS - MEDICARE	\$41,320	\$41,320	0.0%
	50115	BENEFITS - PERS PENSION	\$293,298	\$293,298	0.0%
	50116	BENEFITS - PENSION UAL	\$483,986	\$483,986	0.0%
	50120	BENEFITS - HEALTH	\$380,297	\$380,297	0.0%
	50121	BENEFITS - DENTAL - CITY PLAN	\$29,616	\$29,616	0.0%
	50130	BENEFITS - VISION	\$15,336	\$15,336	0.0%
	50135	BENEFITS - LIFE	\$3,075	\$3,075	0.0%
	50136	BENEFITS - LTD	\$4,700	\$4,700	0.0%
	50140	BENEFITS - UNEMPL. INSURANCE	\$15,000	\$15,000	0.0%
	50145	BENEFITS - WORKERS COMP	\$14,101	\$14,101	0.0%
	50151	BENEFITS - VEHICLE ALLOWANCE	\$2,401	\$2,401	0.0%
	50160	BENEFITS - DEF COMP - CITY	\$26,910	\$26,910	0.0%
	50161	BENEFITS - HRA	\$58,657	\$58,657	0.0%
	50163	BENEFITS - TSM REIMBURSEMENT	\$0	\$0	0.0%
	50175	BENEFITS - OPEB - CURRENT	\$86,946	\$86,946	0.0%
	TOTAL PERSONNEL COSTS:		\$4,434,506	\$4,434,506	0.0%
CONTRACTUAL SERVICES	51000	CONTRACTUAL SERVICES	\$310,181	\$310,181	0.0%
	51401	MAINT. CONTRACT - BLDG&GROUNDS	\$1,200	\$1,200	0.0%
	51402	MAINT. CONTRACT - COMPUTER/IT	\$55,650	\$55,650	0.0%
	51403	MAINT. CONTRACT - EQUIPMENT	\$14,041	\$14,041	0.0%
	51408	MAINT. CONTRACT - RADIO	\$0	\$0	0.0%
	51500	SBITA CONTRACTS	\$0	\$0	0.0%
	TOTAL CONTRACTUAL SERVICES:		\$381,072	\$381,072	0.0%
SUPPLIES & MATERIALS	52010	OFFICE EXPENSE	\$35,000	\$35,000	0.0%
	52030	PRINTING CHARGES	\$6,500	\$6,500	0.0%
	52050	DUES, FEES, SUBS. & PERMITS	\$2,000	\$2,000	0.0%
	52070	RENTS AND LEASES	\$0	\$0	0.0%
	52075	EQUIPMENT REPAIRS	\$11,000	\$11,000	0.0%
	52085	COMPUTER/IT PARTS	\$12,000	\$12,000	0.0%



CITY OF BURLINGAME

YEAR-TO-DATE BUDGET REPORT

FISCAL YEAR: 2026 PERIOD: 1 TO 13

101550 - GF - LIBRARY

CATEGORY	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	AVAILABLE	% USED
SUPPLIES & MATERIALS	52110	SUPPLIES & MATERIALS	\$4,000	\$4,000	0.0%
	52150	LIB - BINDING/MICROFILM	\$250	\$250	0.0%
	52151	LIB - BOOKS/PRINT MEDIA	\$246,000	\$246,000	0.0%
	52152	LIB - CATALOGING EXPENSE	\$72,000	\$72,000	0.0%
	52153	LIB - NON-PRINT MEDIA	\$23,500	\$23,500	0.0%
	52154	LIB - PERIODICALS	\$24,500	\$24,500	0.0%
	52155	LIB - ELECTRONIC RESOURCES	\$15,000	\$15,000	0.0%
	TOTAL SUPPLIES & MATERIALS:		\$451,750	\$451,750	0.0%
OTHER OPERATING EXP	53020	CREDIT CARD FEES	\$1,200	\$1,200	0.0%
	53040	EMPLOYEE WELLNESS&RECOGNITION	\$1,000	\$1,000	0.0%
	53100	TRAINING	\$2,000	\$2,000	0.0%
	53200	TRAVEL, CONFERENCES & MEETINGS	\$10,000	\$10,000	0.0%
	53400	PROPERTY DAMAGE/LOSS	\$0	\$0	0.0%
	53700	OPEB UAL AMORT.	\$315,458	\$315,458	0.0%
	TOTAL OTHER OPERATING EXP:		\$329,658	\$329,658	0.0%
UTILITIES	54100	COMMUNICATIONS-PHONE, INTERNET	\$5,000	\$5,000	0.0%
	54200	GASOLINE, OIL & GREASE	\$0	\$0	0.0%
	54300	DEPT WATER CONSUMPTION	\$12,500	\$12,500	0.0%
	54400	ELECTRIC & GAS	\$170,000	\$170,000	0.0%
	TOTAL UTILITIES:		\$187,500	\$187,500	0.0%
NON-CAPITAL EQPT	55000	NON-CAPITAL EQUIPMENT	\$0	\$0	0.0%
	TOTAL NON-CAPITAL EQPT:		\$0	\$0	0.0%
CAPITAL OUTLAY	56000	CAPITAL OUTLAY	\$0	\$0	0.0%
	TOTAL CAPITAL OUTLAY:		\$0	\$0	0.0%
ISF ALLOCATION	57010	COMPUTER COST ALLOCATION	\$315,580	\$315,580	0.0%
	57020	FACILITIES COST ALLOCATION	\$604,119	\$604,119	0.0%
	57030	INSURANCE COST ALLOCATION	\$18,911	\$18,911	0.0%
	57035	EMPLOYMENT INS COST ALLOCATION	\$42,944	\$42,944	0.0%
	57040	VEHICLE SERVICES ALLOCATION	\$6,445	\$6,445	0.0%
	TOTAL ISF ALLOCATION:		\$987,999	\$987,999	0.0%
TOTAL FOR GF - LIBRARY (101550):			\$6,772,485	\$6,772,485	0.0%

FY 2025-26
PROPOSED PLS ALL FEES

	BPL 25/26	BPL 24/25	BPL 23/24
JPA Fees (Pay to PLP)	\$16,641	\$15,641	\$15,641
DELIVERY	\$107,759	\$91,193	\$73,354
PLAN CENTRAL	\$135,278	\$127,217	\$117,109
Total PLS Fees	\$259,679	\$234,050	\$206,103
PLAN LOCAL - Cost Recovery			
(-) RFID Maint. (SelfChks+ AMH+Other Eqp)		\$10,398	\$27,913
(+) Bibliotheca Maint. (SelfChks+other equipment)	\$3,994		
(+) Envisionware Maint. (SelfChks+other equipment)	\$10,520	\$6,778	\$6,455
(+) AMH Lyngsoe Maint.	\$13,274		
Domain Controller/Additional servers	\$400	\$400	\$400
CENIC 1 G with E-rate discount	\$2,462	\$3,850	\$3,378
Authority Control Maint. Charge	\$1,167	\$1,174	\$962
BiblioCommons (fine + language)	\$9,219	\$9,275	\$8,756
Innovative Mobile App	\$3,939	\$3,810	
DeepFreeze	\$8,020	\$7,610	\$7,610
TeamViewer (Discontinued)		\$294	\$288
eResources			
Content Café Ebsco	\$2,022	\$2,044	\$2,031
Data Axle	\$1,098	\$1,105	\$1,085
EBSCO	\$9,781	\$9,841	\$9,641
eMagazine	\$3,330	\$3,153	\$3,089
OverDrive Collection	\$63,119	\$59,124	\$51,723
O'Reilly (Safari) eBooks	\$1,608	\$1,618	\$1,470
Pronunciator	\$1,122	\$1,125	\$1,135
Future Purchases		\$1,728	\$1,692
Total PLAN LOCAL	\$135,076	\$123,328	\$130,333
Grand Total	\$394,754	\$357,378	\$336,436
Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local			



Collection Development Policy

The Burlingame Public Library was founded as a municipal public library in 1908. Beginning with a few thousand books, the Library now has over 203,000 items in two library buildings. The service area of the Burlingame Public Library is the city of Burlingame and 2/3 of the of the population of the Town of Hillsborough. The total service population is approximately 38,000. This policy was approved by the Burlingame Library Board of Trustees in July 2023.

I. Library Values, Vision, and Mission Statement

We value:

- Encouraging inclusion and welcoming diversity
- Fostering literacy and life-long learning
- Making access to accurate information easy and free
- Building community
- Delivering excellent customer service by an expert staff
- Nurturing innovation
- Guarding confidentiality and privacy
- Providing an equitable workplace with opportunity for growth
- Preserving intellectual freedom

Our Vision:

A community where everyone has the opportunity to explore their full potential

Our Mission:

We provide free and equitable access to knowledge, inspiration, and cultural enrichment in a welcoming environment

II. Main Library and Easton Branch

The main library serves as the central service point for most of the city and Hillsborough. The main occupies a 50,000 square foot building with a maximum collection size of approximately 225,000 volumes. The Easton Branch Library is a 3,000 square foot facility, with approximately 18,000 items in the collection. Easton was renovated in 2004 as a popular materials library, with an emphasis on serving children.

III. Purpose of the Collection Development Policy

This policy forms the guidelines for which library staff selects, acquires, and maintains library materials. Selection staff evaluates existing collections for current and community interest. The library seeks to support the values, vision, mission and needs of the community it serves.

IV. Collection Development Core Objectives

- The Burlingame Public Library and its collection of books and materials:
 - Provides materials and information in a timely manner to meet customer's interests and needs, anticipating and responding to changing situations.
 - Meets the broad and diverse interests of the community and respects both the Library's autonomy and the community's needs.
 - Serves as a center for voluntary inquiry and the dissemination of information and ideas.
 - Furnish materials for lifelong learning, and work with parents, educators, and students to strengthen community partnerships that help children achieve success in educational goals.
 - Acknowledging customers rights to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.
 - Provide materials and programs for the interest, information, and enlightenment of all people, and should present diverse viewpoints of view in the collection as a whole.

V. Selection Criteria

Among the criteria selectors use for inclusion of materials in the library collections are:

- Popular interest
- Critical reviews, accuracy, literary merit
- Local or national significance
- Importance of the subject matter to the community

- Enduring value
- Clear presentation and readability for the intended audience
- Need for materials reflecting all sides of issues
- Author's reputation and significance as a writer
- Reputation of publisher
- Price, budget, space considerations
- Availability of material elsewhere
- Format
- Quality of the physical format

NOTE: To be selected, materials should meet some, but not necessarily all, of the above criteria.

VI. Materials Selection Responsibility

Selection of materials rests ultimately with the City Librarian. The City Librarian oversees the selection process and fund allocation. The professional staff is responsible for areas of the actual selection, maintenance and currency of the collection. Library materials are ordered centrally at the main library, to coordinate and streamline the order process. Ordering is done electronically to streamline the order process and give the selectors more tools to provide greater timeliness and efficiency of ordering. eBooks are also ordered online and the responsibility for selection is shared by all PLS libraries.

VII. Current Trends in Selection of Materials

The major collection-finding tool is the Peninsula Library System database integrated library system, which is a shared service database of all holdings of the 9 library jurisdictions in the Peninsula Library System. The system also shares expenses in subscriptions for selected electronic databases to streamline the finding of information on the Internet.

Professional librarians are skilled in accessing information in books, media, and electronically.

VIII. Selection Tools

Librarians use a wide variety of selection tools including the traditional professional journals such as Library Journal, Kirkus Review and Publisher's Weekly. Librarians and library staff are encouraged to review local and national bestseller lists, read widely in magazines and newspapers. This helps selectors keep in tune with our community.

IX. Material Formats

Materials are purchased in a variety of formats, which are appropriate for library use.

- Books / Printed Materials

By far the largest portion of our libraries square footage is currently devoted to books and the printed word. Both hardback and paperback books are purchased. Quality paperbacks are cataloged and added to the collection. Mass-market paperbacks are purchased or arrive as gifts and are added to a non-cataloged collection.

- Media

The library collects media in a variety of formats. The current media types include audio-book CD's; music CD's; DVD's. Media formats change often, so librarians remain aware of trends in media publishing formats and popularity. Several staff members who specialize in this area select materials, but all selectors are encouraged to give input on the process, particularly in the area of audio books.

- Electronic Resources

Due to the often-high price tag of electronic resources, the cost of expensive electronic resources is shared in partnership with other Peninsula Library System libraries. This helps with obtaining the best price for the databases ordered and helps all of the libraries promote the materials to our communities. Staff do not purchase an electronic database when the information in it can be found more readily and more economically in a print source or on the Internet. The necessity of training staff and public is a major consideration in the selection of electronic resources. Related issues include:

- Ease of use
- Type of searching provided
- Subject matter
- Back files for subscription databases
- Timeliness of information
- Open-source availability
- Patron use

X. Language of Materials

Although the library service area consists primarily of English-speaking residents, there is a significant number of the population who speak:

- Chinese
- Japanese
- Korean
- Spanish
- Russian

The Library has cataloged (searchable) materials in a variety of languages. When the Library is unable to fully catalog an item because of a lack of cataloging librarians who speak other languages, we may choose to add the item as a non-cataloged item, which can be found while browsing in the library but will not show up in the online catalog. The Library has non-English language materials in both the adult and children's collections.

XI. Selection of Materials- Fiction

- Fiction Guidelines: The Library collects current popular fiction and genres such as romance, mystery, science fiction, and fantasy, etc. Titles selected should be well reviewed in major sources such as Publisher's Weekly, Library Journal, Kirkus Reviews, and Booklist. Marginal purchases should be avoided but will be considered based on potential usage across the Peninsula Library System. The library is seeking to create a diverse collection that balances popular titles that meet community demand and a breadth of titles that meet long term needs.
- Multiple copies: Multiple copies of titles by a bestselling author might include from 2 -5 copies and should be monitored on a monthly basis by the fiction selectors as well as the non-fiction selectors. Author interviews, online, in local newspapers, or on television, and speakers at local lecture series are good authors to consider for additional copies in the collection.
- Fiction "Classics": Fiction classics from the last two centuries should be represented in multiple copies in the collection as needed. Many of these are suggested reading for high school and college students and clean, well-produced editions of Twain, Hemingway, Toni Morrison, Tim O'Brien, Barbara Kingsolver, etc. should always be available.

XII. Selection of Materials- Non-Fiction

- Non-Fiction Guidelines.

The Library collects current, popular non-fiction in a wide variety of subject areas to provide a well-rounded collection. Books and other material should meet the standard of wide-ranging interest to our community, including social, cultural, informational, and recreational needs. Collection purchases should be aimed at potential use and quality of materials. Materials should be available for student use, lifelong learning, children beginning to read, support of school curriculums, and appreciation of literature. Balance should be obtained as much as possible in political, religious, and other areas of the collection where there are many sides to an issue.

- Non-Fiction Academic to Popular Approach

A more popular collection policy emphasis is replacing Burlingame's former emphasis on a more academic approach to collections. The public library serves the general reader as its first priority. College students, writers and others in the academic world should certainly be considered when selecting materials for the collection, but we are not specifically purchasing materials for an academic setting. There are other local resources for these users.

We purchase popular items, which will be used in both the short term and the long term by library users. For example, multiple copies of best sellers should be purchased, but multiple copies of Emily Dickinson's poetry should also be available.

Multiple copies of popular travel guides (one of the highest circulating areas) should be available to the user.

- Monthly Management Reports

Popular areas, as seen on our Monthly Management reports help staff decide whether to purchase multiple copies in high interest areas: civil service exam books, gardening, cooking, computers, travel, and large print.

- Multiple copies of Bestsellers

If multiple copies of best sellers are purchased in the non-fiction areas, care will need to be taken by the selector to weed the multiples down to a manageable number before they are relocated to the main stacks.

- What constitutes a Bestseller?

As with fiction, selectors should use the bestseller lists in newspapers, magazines and on the PLS web page for local holds. This is a good indication of what is being read and requested.

"Hold" lists should be checked weekly against holds in the online system. Care should be taken to be aware of authors who are appearing locally, have a regular television show, or other public relations, which could make the books more popular with readers. The demand portion of Baker and Taylor's TS360 can be a valuable guide for gauging demand for BPL.

- Formula for Holds

In general, BPL has purchased a second copy at the point where we have 7 holds on a title. This may continue at the selector's discretion for highly popular items.

- Guidelines for Reference Books.

Reference materials in all formats should be purchased to support the mission of the library to assist users in finding information. In some cases, information is best sought in printed sources; in other cases information is better presented on the Internet or in an online database to which the library subscribes. Staff will attempt to balance the collection formats for usefulness, accessibility, and cost control. Less reference materials are being printed these days, since information may change frequently and are more easily updated online.

- Guidelines for Standing Orders.

Standing Orders with a vendor for every edition or every other edition of a title when published is a handy means of acquiring materials we know we wish to have on an on-going basis. However, the Standing Order List should be reviewed at least bi-annually to monitor usefulness of materials and cost. In the past, many standing orders have risen dramatically in cost over time, when there are actually other titles, which have taken their place, which are less expensive.

- Guidelines for Periodical Collections

As of FY 24/25, the Library holds approximately 270 subscriptions to magazines and periodicals. Following the Renovation of 2015, a number of decisions were made to reduce the number of titles received, reduce the retention of back runs, and increase an awareness of the accessibility of information in e-magazines. Print magazines selected for the library collection should:

1. Enhance the library's print collections given the limitations of the magazine publishing industry
2. Enhance electronic magazine collection
3. Be of a popular nature
4. Circulate well to our users.

XIII. **Gifts to the Library**

Library users are welcome to donate to the library books and media in good condition, with the understanding that all gifts become the property of the library with no donor restrictions. **Once given, no gift material can be returned to the donor.**

All items must comply with some basic criteria: no mold, no damp books, etc. There is a specific policy for donations of books to the library.

Textbooks are generally not added to the collection. Staff reviews titles donated and if a selector wishes to add items to the collection they will initiate the action with Technical Services staff to do so. Books, which are not added to the collection, are given to the Foundation for their on-

going sales. The library does not have the expertise to appraise books for tax purposes. However, a receipt may be given to the donor stating the number of items given and she/he may assign a value to the items for tax purposes. Gift materials will be added to the collection only when they meet the same criteria and standards as for purchased materials. In no case will a gift be added to the collection solely because it is a gift.

XIV. Request for Reconsideration

Material in the collection will be reconsidered upon completion of a "Request for Reconsideration" form (see attached). The form will be considered by a committee of staff librarians, and they will make a recommendation to the Library Board of Trustees. The Board of Trustees defends the principles of Freedom to Read and to view and declares that whenever censorship is involved no materials shall be removed from the library except by a unanimous vote of the Board of Trustees. Once an item has been considered for removal and it remains in the collection, it cannot be reconsidered for another 3 years.

XV. De-Selection and Maintenance of the Collection

The Burlingame Public Library's collection has been built to reflect the needs of the community we serve over time. Since our public is using materials in new ways with many resources available online, our analysis of the use of the collection has changed.

De-selecting, or weeding, is an integral part of collection development. Weeding studies have shown that circulation increases with weeding because users are better able to find materials they are seeking, and because the collection looks more inviting and appealing. Weeding keeps the collection current, vital and useful for the community and makes room for newer materials.

Briefly, items, which are weeded, are:

- Outdated, misleading, inaccurate
- In poor physical condition (moldy, shabby, torn, yellowed, etc.)
- No longer being used
- Duplicate copies that are no longer in demand

Weeded materials in reasonable condition are sold in the on-going Library Foundation book sales. We regret that we are unable to save items for our users to purchase.

Items which do not meet the above criteria may still be kept if they are historical or of local interest. The Special Collections room contains a number of unique items, which are either a valuable example of the bookmaker's art or of local historical interest.

XVI. Recycling of Library Discards

In an effort to honor the environment and make the best use of the taxpayer's investment in the library, the Library recycles discarded library materials in a variety of ways.

- Discards may be sold in the Burlingame Library Foundation book sales, which raises funds for new collections and programs.
- Discards may be sold by the Foundation on eBay, Amazon, or other online systems to raise funds for on-going library operations.
- Discards, which do not meet the above criteria, may be physically recycled through local organizations such as St. Vincent De Paul or other organizations that are able to use these materials rather than going to landfill.
- After exhausting all other sales sources some books may be recycled in accordance with the City of Burlingame's solid waste program.

Collection Development Policy: Children and Teens Materials

The following policy relates to the collection development for library materials for younger readers. It is a permanent part of the library's collection development policy. (Revised July 2023)

I. Children's and Teen Collections

Burlingame Public Library encourages children, teens, and families to become life-long readers and library users. This love of books and learning helps develop reading ability and imagination, informs about the world, and entertains. The collections are developed primarily for the intended audience of children and teens. As in all literature, any given item may be controversial to someone, and it is the parent or guardian who has responsibility for the library use and reading choice of minors. Selection criteria for juvenile and young adult materials are the same as for all other library materials and include popular interest, positive critical reviews, and importance of the subject matter to the community, as well as other considerations detailed in Section V of this policy. Staff particularly note that the collections are built with equity in mind to be sure that all viewpoints are represented. Our diverse collection will include content by and about many cultures, races, genders, and abilities allowing for a wide variety of experiences and stories to be represented. Selection tools include such professional journals as *Kirkus Reviews*, *Booklist*, *School Library Journal*, *Bulletin of the Center for Children's Books*, *the Horn Book*, and *VOYA* as well as a wide variety of current diversity and equity resources highlighted by Association of

Library Service to Children (ALSC) such as, but not limited to *We Need Diverse Books* or *Diverse BookFinder* for example.

II. Children's Materials

The Children's collections serve children from birth through approximately fifth grade and early middle school, as well as their parents, caregivers and teachers. The library provides fiction and non-fiction books and other media at all reading, viewing and listening levels, for recreational use, general information and for homework and curriculum support. Priority is given to materials of current interest to children. Those works that contain information that is dated, or misleading will be reviewed.

III. Children's Collections for Different Age Groups

- **JP** --Picture Books. These are usually written and illustrated for the young child, and generally designed for adults to read to children. While the text and pictures complement each other, these books are primarily pictures.
- **JBR** -- Beginning to Read. This collection is intended for children learning to read on their own, and characterized by controlled vocabulary, large print, limited words per page and a limited number of pages. (Grades K-2)
- **JY**-Beginning Chapter Books. This collection includes short fiction that is not primarily pictures, usually has chapters, with simple vocabulary and a limited number of pages. (Gr. 1-3)
- **J**-Fiction. This collection serves children from approximately late third grade through early middle school and includes all genres such as realistic fiction, mystery, science fiction, and fantasy. These books are usually more than one hundred pages in length, in chapters, and with few illustrations. There is also a small large-type juvenile fiction collection filed within the J-Fiction collection area.
- Juvenile Graphic Novels: This collection may include fiction and non-fiction and is intended to provide entertainment and information for readers using primarily images, with text and dialog working together to propel the narrative.
- Juvenile Non-fiction. This collection includes material intended to cover information needs of preschool through early middle school students. The subject matter, vocabulary, and format are age-appropriate to enhance the understanding of the reader.
- International Languages – This collection includes both print and audiovisual materials in Spanish. Also included are print materials for children in Japanese, Chinese, Korean, French and Italian.
- Browsing collections: These non-cataloged collections include board books for toddlers, paperback fiction for all ages as well as a small non-cataloged non-fiction collection.

- Books on CD. Primarily fiction for children from kindergarten through early middle school. There is also a small collection of children's non-fiction and picture books with CD.
- DVD's. Primarily feature films for children of all ages, although age- appropriateness varies widely between preschool and older children. There is also a small collection of children's non-fiction DVDs and Spanish feature films for children.
- Children's Music – This collection's format is compact discs and contains film soundtracks, folk music, children's artists, pop music, and world music. It is selected specifically for children under the age of 13.

IV. Teen Materials

The Teen collection is a transitional one, developed for readers between the Children's and Adult collections. It serves youth in middle school, approximately seventh and eighth grades, and high school and is developed with teen readers in mind.

The Teen collection is a popular collection including fiction in print and audio as well as a small, cataloged non-fiction section for teens. It also includes graphic novels and manga written for a teen audience. There is a small collection of Spanish fiction. As teen popular interests are rapidly changing, this collection is ephemeral so is updated and weeded frequently.

Most material in this collection is popular fiction written for and marketed to youth in the 12 to 18- year-old age group. Teen fiction usually features teen characters and current subject matter specifically of interest to teens. That subject matter may include more mature and controversial topics. Because adolescence is a time of emerging independence and transition to adulthood, teens are interested in exploring controversial developmental and social issues. The literature in this collection will include a wide range of age-appropriateness, as the experience and maturation level of a 12-year-old entering middle school may be quite different from that of an 18-year-old high school senior.

It is the responsibility of parents to assist their teen children with the selection of appropriate materials. All children mature at different rates, and material selected by one child may not be appropriate for another, even another child of the same age.

Citizen Request for Reconsideration of Library Materials

Contact Information

Name:

Last

First

Address:

Street Address

Unit #

City

State

ZIP Code

Home Phone:

Email

Is this complaint representing yourself? Yes or No

If no, Name of
Organization
representing:

Material Information

Title:

Author:

Publisher:

Pub.
date:

Circle one:

Book/eBook

Magazine/periodical

CD

DVD

Objection Questionnaire (please use back side if needed)

1. To what in the material do you object? [please be specific/cite page #]

2. What do you feel might be the result of being exposed to this material?

3. Is there anything good about the material, in your opinion?

4. Did you read/listen/view the entire work? If no, what parts of it?

5. What do you believe is the theme of this material?

6. Are you aware of the judgement of this work by any literary critics?

7. Other comments about this item?

Signature: _____

Timeline for Request for Reconsideration Procedure:

1. Please return this form fully filled out to either the Main or Easton Branch attention City Librarian. Or email it to bplref@burlingame.org
2. Once the form has been received it will be reviewed and discussed by a committee of a minimum of three Librarians including the Selecting Librarian. They will then make a recommendation to either keep or remove the material(s) to the Library Board of Trustees.
3. The Library Board of Trustees will then review the material(s) and consider the recommendation from Library Staff. A formal vote will be taken to either keep or remove the material in this meeting. A unanimous vote is needed to remove an item. You will be sent a letter informing you of their decision or you may attend the meeting in person.
4. Once an item has been considered for removal and it remains in the collection, it cannot be reconsidered for another 3 years.

*Please note: Because the Library Board of Trustees meet monthly on the 3rd Tuesday of the month this process may take anywhere from 30 to 60 days depending on staff workload and when it falls on the calendar.