



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda - Final Library Board of Trustees

Tuesday, September 16, 2025

5:30 PM

Library Conference Room

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Board of Trustees Minutes - August 19, 2025

Amend and Correct: Minutes - July 15, 2025

Attachments: [Board of Trustees Minutes - July 15, 2025](#)

4. PUBLIC COMMENT

5. CORRESPONDENCE AND INFORMATION

August 2025 Statistics

Attachments: [August 2025 Statistics](#)

6. REPORTS

City Librarian's Report - September 2025

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

Foundation Report

Monthly Report - Children's Services

Attachments: [SEPT 2025 Children SvcReport](#)

7. UNFINISHED BUSINESS

8. NEW BUSINESS

Meet and Greet

Community Rice Dish Potluck - October 23, 2025

Trustee Staff Report - Time Capsule

Attachments: [Trustee Staff Report Time Capsule Rep](#)

Legislative Advocacy Discussion

Reading Room - electrical work

9. ADJOURNMENT

10. ANNOUNCEMENTS

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
July 15, 2025

I. Roll Call

Trustees: Kerry Bitner, Jill Goldsmith, Uma Krishnan, Mark Lucchesi,
Sid Palani

Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder

II. Library Board of Trustee Minutes

The Trustees approved the May 20, 2025 Board of Trustee Minutes
M/S/C (Goldsmith, Lucchesi)

VIII. New Business

A. Patron Suspension

The Trustees approved the motion of Trustee Goldsmith to move “Patron Suspension” to the next item on the agenda. M/S/C/ (Goldsmith/Lucchesi)

- The Trustees questioned Alisher A. regarding the incident on July 28th when he was found passed out in the library and was arrested by the Burlingame Police for public intoxication.
- The Trustees passed a motion to ban Alisher A. for one year unless he can provide proof to Brad McCulley, City Librarian, that he is in a recovery Program. M/S/C (Goldsmith/Palani)

III. Public Comment

Mr. Aprymov attended his hearing.

IV. Correspondence and Information — May and June Statistics

- The Trustees reviewed the statistics for May and June 2025.
- Brad McCulley, the City Librarian, advised the Trustees that Long Nguyen, our intern, is working on a procedure to gather the statistics more efficiently

V. Reports

A. City Librarian’s Report

There are two important events coming up.

- August 14th beginning at 5:00, the Summer Reading Open House will take place. There will be food, games, and music.
- October 17th Commissioner’s Dinner will be held at Top Golf.

B. Foundation Report

The next Trivia Night will be held September 12th.

C. Silicon Valley Community Foundation & Budget Update

- Brad McCulley, the City Librarian, explained the background of the Duncan Trust to our new Trustees.
- Funds from the Duncan Trust are considered a grant. The City Librarian has to write to our representative at the Silicon Valley Community Foundation and request the funds.
- The Trustees’ latest request was to purchase Stickley chairs in the amount of \$50,000.

VII. Old Business

There was not any Old Business.

Burlingame Library Trustee Minutes
July 15, 2025

VIII. **New Business**

B. **Collection Development Policy**

The Trustees passed a motion to approve the Collection Development Policy as presented. M/S/C (Krishnan/Lucchesi)

IX. **Future Agenda Items**

There were not any Future Agenda Items noted.

X **Announcements**

Brad Mc Culley, the City Librarian, informed the Trustees of Roger Krakow's passing at the age of 101 and gave a brief history of his accomplishments.

XI. **Adjournment**

The meeting was adjourned at 7:30PM. The next meeting of the Library Board of Trustees will be held August 19, 2025 in the Library Conference Room.

Burlingame Public Library Statistics

August 2025

Adult Programs

2025-2026

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	57	50											
Attendance	324	545											

2024-2025 (Previous Year)

	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

Children's, Teen, and Easton Programs

2025-2026

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Programs	36	24											
Attendance	4,050	1,251											

2024-2025 (Previous Year)

	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

August Program Highlights

<p>End-of-Summer Open House to celebrate this year's Summer Reading Program -- "Make Your Summer Legendary." Patrons enjoyed festivities and food throughout the Main Library, and participated in a costume contest on the front porch. 268 patrons</p>
<p>Sound Healing with Restorative Yoga 26 patrons</p>
<p>Happy Birds Program on the lawn at City Hall 139 patrons</p>
<p>International Dog Day Storytime 101 patrons</p>

Circulation

	Aug 2025	Aug 2024
Circulation at Main Library	45,407	44,385
Circulation at Easton Branch	6,561	6,008
E-media checkouts	14,255	10,593
Total Circulation	66,223	60,986

People Counters

	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025
Main	23,555	23,920	24,450	24,903	24,425	25,274
Easton	2,896	4,128	3,463	4,141	3,595	3,311

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

Streaming, Research, and eLearning Statistics

August 2025

Streaming Statistics

Kanopy – Streaming Movies

2025-2026	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Tickets used	733	866											
Cost	\$757	\$881											
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

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

2025-2026	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	37	58											
Total Circulations	1117	1054											
Average Circ per person	3.5	3.5											
Average (\$) cost per circulation	\$2.22	\$2.23											
Total cost	\$2485	\$2352											
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

Overdrive – eBooks, eAudiobooks, and eMagazines

2025-2026	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
eMagazines	1943	2199											
eBooks	6450	6190											
eAudiobooks	3782	3946											
Total	12175	12335											
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

Streaming, Research, and eLearning Statistics

August 2025

Research and eLearning

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

2025-2026	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
Sessions	8	3											
Searches run	465	35											
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

Pronunciator – Language Learning

2025-2026	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	total
New Registrations	5	2											
Total registered users	289	289											
Sessions	13	2											
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

CIRCULATION ACTIVITY - August 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	21,979	446	22,425
	399	Telephone renewals of BPL Main items		4	4
	888	Online renewals outside firewall of BPL Main items		58	58
	0	App renewals of BPL Main items		653	653
	900	Auto-renewals of BPL Main items		22,267	22,267
	TOTAL		21,979	23,428	45,407
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,067	67	3,134
	399	Telephone renewals of Easton items		1	1
	888	Online renewals outside firewall of Easton items		0	0
	0	App renewals of Easton items		130	130
	900	Auto-renewals of Easton items		3,296	3,296
	TOTAL		3,067	3,494	6,561
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts	12,335		12,335
	E-MEDIA	Kanopy tickets used (Main + Easton)	866		866
	E-MEDIA	Hoopla checkouts (Main + Easton)	1,054		1,054
	TOTAL		14,255		14,255
			TOTAL CIRCULATION		66,223

CIRCULATION ACTIVITY - August 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	21,053	269	21,322
	399	Telephone renewals of BPL Main items		20	20
	888	Online renewals outside firewall of BPL Main items		21	21
	0	App renewals of BPL Main items		787	787
	900	Auto-renewals of BPL Main items		22,235	22,235
	TOTAL		21,053	23,332	44,385
EASTON	STAT GROUP		CHECKOUTS	RENEWALS	TOTAL
	121 221 721	At counter, at self-check, and online renewals inside library	3,045	82	3,127
	399	Telephone renewals of Easton items		0	0
	888	Online renewals outside firewall of Easton items		0	0
	0	App renewals of Easton items		108	108
	900	Auto-renewals of Easton items		2,773	2,773
	TOTAL		3,045	2,963	6,008
E-MEDIA			CHECKOUTS	RENEWALS	TOTAL
	E-MEDIA	Overdrive ebook, e-audiobook, and e-magazine checkouts	9,145		9,145
	E-MEDIA	Kanopy tickets used (Main + Easton)	662		662
	E-MEDIA	Hoopla checkouts (Main + Easton)	786		786
	TOTAL		10,593		10,593
			TOTAL CIRCULATION		60,986



***City Librarian Report to Board of Trustees
23 September 2025***

Personnel Updates:

- Tommy McMahon's last day was September 3rd. Tommy was Adult Services Mgr for approximately 10 years. He was recently hired to be the Deputy City Librarian for the City of San Mateo and we wish him much success in his new position.
- Current Staff Vacancies:
 - Adult Services Manager as of September 4.
 - Adult Svcs permanent parttime 30-hour librarian.
 - Admin Assistant as of Sept 27.
 - Children's Librarian out on medical leave until end of September.

Easton Update: N/A

General Updates:

- Sept 17th Constitution Day – Chief Magistrate Speaker 6:30
- Oct 17th Commissioner's Dinner 5:30 – 8:30 @ Top Golf – Save the date
- Oct 23rd United Against Hate "Rice" Potluck 5:30

Policy Review: N/A

Main-Facilities Update: The Main will have gutters cleaned and gutter screens installed beginning around Sept 17th

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

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

Burlingame Public Library Children's Services Report September 2025

The Burlingame Library Children's Services team has four full-time staff members committed to creating joy in reading and learning for children in this community and increasing the likelihood of them becoming lifelong readers and library patrons. We strive to present excellent collections, services, and a wide variety of programming for all ages from babies through age 18. The department is supported by 10 on-call children's librarians who help staff at the busy Children's Desk as we are open seven days a week.



Children's Staff Jennifer Bousquet, Kathy von Mayrhauser, Kelly Grima, and Sarah Tinkham at the Summer Reading Challenge Kickoff of *Make Your Summer Legendary* in May 2025

Kathy von Mayrhauser is the manager for Children's Services and the Easton Branch Library. This year she celebrated 24 years with the Burlingame Public Library. She particularly finds working with elementary age students most rewarding and enjoys the book clubs she initiated – *Book Club Fun* for second and third grade students and *Food & Fiction* for fourth, fifth, and sixth grade students. Seeing families enjoy our seven weeks of Family Fun Nights during Summer Reading Challenge each summer is also a favorite.

This year, **Jennifer Bousquet** celebrated her fifth anniversary as a Children's Department Librarian at BPL. She is passionate about collaborating with her team to create engaging, imaginative programs that spark curiosity in children and bring families together. Jennifer coordinates the monthly guest-led programs *BPL Music Party!* and *Sign Language Storytime*, and she also leads *Baby Storytime* and *All Ages Storytime* each week. In addition to her programming work, she is a regular presence at the customer service desk, where she enjoys connecting with library families.

Kelly Grima loves spending time with the little ones who visit the library. She leads weekly storytimes and recently hosted a wildly popular Peppa Pig special event, with an exciting Dinovember event coming up soon. Kelly also enjoys organizing the bi-monthly Scavenger Hunts in the Children's Room and at the Easton Branch. She takes great pride in decorating and keeping the space cheerful and welcoming. Living by the motto, "Love what you do, and you never work a day in your life," Kelly's passion truly shines through in everything she does.

Sarah Tinkham is the newest member of the Children's Team and first started as a Library Assistant here at Burlingame Public Library back in 2017. As a Teen and Children's librarian, she is passionate about building a lifelong love of reading and helping kids grow into the leaders and creators of tomorrow. She loves helping our teen volunteers build skills serving our community and collaborating with our Teen Advisory Board to get fresh user input and develop new programming. Sarah believes libraries evolve alongside their communities, and as a librarian, figuring out how to better serve her community every day is both an honor and an adventure!

This highlight report will focus on the fiscal year July 2024-June 2025 and spotlight a sampling of the many programs we were able to present because of the generous support of the Burlingame Library Foundation.

Spotlights of the Year:

Young Children

STORYTIMES – Regular storytimes are presented five times each week and bring in large crowds of children, parents, and caregivers. This year we offered 208 storytimes at the Main and Easton serving 14,172 patrons. We offer *storytime kits* to those attending on Thursday and Friday storytimes and songs are incorporated into the storytimes using the bell, shaker egg, and scarf at each storytime. We distributed 513 *storytime kits* this year.

SPECIAL STORYTIMES & PROGRAMS – We offered **special storytimes** for Sign Language, Mandarin Language, Grandparents' Day, Special Summer storytimes in a variety of languages, Autumn Moon storytime, and Native American Heritage storytime offering 27 special storytime programs serving 1,727 patrons. One of our most popular new programs of the year was a Peppa Pig Party for preschool children with 80 in attendance. Our December Santa program (Santa played by BPL Trustee Mark Lucchesi) is wildly popular and brought in 260 participants in December 2024.

IN LIBRARY SCAVENGER HUNTS – We provide every-other-month **scavenger hunts** in the Children's Room and at the Easton Branch Library during the year and they continue to be extremely popular with children asking in the off month when the next scavenger hunt will be! This year we offered eight scavenger hunts at each library for a total of 16 scavenger hunts serving 3,642 patrons at the Main Library and 1,114 patrons at the Easton Branch.

OUR LARGEST CIRCULATING COLLECTION IS PICTURE BOOKS – In this fiscal year, we circulated 35,432 picture books at the Main Library and 6,997 picture books at the Easton Branch Library.

School Age Children

SCHOOL PARTNERSHIP -- CLASS VISITS AT THE LIBRARY, LIBRARY CARD DRIVES & ZOOM AUTHOR EVENTS FOR ELEMENTARY AGE CHILDREN– 170 Kindergarten students received their first library card during our 14th annual Kindergarten Library Card Drive. 62 elementary school classes came to the Main Library Children's Room or Easton Branch for a special class visit during the school year with 1,872 students visiting. Each year in May and June the librarians visit all 10 elementary schools in Burlingame and Hillsborough and go classroom-to-classroom to tell the students about the Summer Reading Challenge. This year we visited 123 elementary classrooms for a total of 3,010 students. Our teen librarian also visited both Crocker School and Burlingame Intermediate School for a total of 44 classrooms and 1,044 students. Three special Zoom author events allowed teachers to bring their classes to hear an author speak and introduce their class to a book ahead of time. 1,403 students enjoyed these three events this year.

HOMEWORK CENTER – We continue to offer a **Homework Center** at the library two days a week in the Fall and Spring semesters. These sessions provide homework assistance by honor students from local high schools for students in kindergarten through eighth grade. Over this year we provided 43 homework sessions with 355 students attending.

WINTER & SUMMER READING – Our two-month **Winter Reading program** for December 2024/January 2025 had 445 children and 45 teens complete the reading log.

Summer Reading Challenge 2025 was our biggest ever! Summer Reading Challenge had 1,243 finishers of the program – 900 elementary age, 148 babies and toddlers, and 195 teens. **We thank the Burlingame Library Foundation for raising a special \$30,000 just to support our book prize giveaway this year.**

SPECIAL BOOK DISCUSSION GROUPS – Two book discussion groups are offered each month during the year. **Book Club Fun** is a monthly program for second and third grade students in which we read a book, discuss it, and then make a fun project that relates to the book. **Food & Fiction** is a monthly discussion group for fourth, fifth, and sixth grade students and features a cooking project after each month's book discussion.

SEWING FOR CHILDREN – Our very popular **Learn to Sew for Kids** continued this year. We offered nine sessions for children age 10 and up in which they were offered a new and exciting sewing project each month.

Teens (Grades 7-12)

TEEN ADVISORY BOARD -- The **Teen Advisory Board** is a panel of high-achieving teens who are passionate about library services. Every month, they meet with the Teen Librarian to help plan library programs, volunteer, contribute to Library social media accounts, and overall provide creativity and user input to help the library better serve its teen community.

BPL HOMEWORK CENTER -- We offer the **BPL Homework Center** on Mondays and Tuesdays during the school year with the help of high-achieving students from area high schools. They apply for this volunteer position and must show proof of a 3.5 GPA or higher in their grades at school.

BURLINGAME-HILLSBOROUGH YOUTH POET LAUREATE – In its fourth year, the **Burlingame-Hillsborough Youth Poet Laureate** is a prestigious position awarded by a panel of librarian and poet judges every National Poetry Month. Candidates are chosen both for their portfolio of poetry, and for their civic engagement. The Burlingame-Hillsborough Youth Poet Laureate serves as an ambassador of both young people and the arts, and hosts several poetry workshops at the library during the school year.

TEEN PROGRAMMING – We offer regular monthly programs for teens during the school year as well as a special series of programs for teens during the summer. Highlights of teen programs this year include a very popular Teen Boba event as well as a wide variety of craft programs including Day of the Dead crafts, teen macrame, cookie decorating in December, and lost art of letter writing during the month of February.

TEEN FINALS CAFE – We offer the **BPL Teen Finals Cafe** in December and May each year to offer a vital space for teens to study and receive snacks and drinks as they prepare for their final exams. 375 teens took advantage of this extra space and sustenance in the December 2024 and May 2025 cafes.

SCHOOL PARTNERSHIP – The teen librarian visited 44 classes at Burlingame Intermediate School and Crocker Middle School in May and June 2025 to promote the Summer Reading Challenge and let the middle school students know about the services we offer at the public library. We also do a Student Success Initiative each September to make library cards for all incoming freshmen at Burlingame High School.



Events from this year featured Burlingame Library Trustee Mark Lucchesi starring as Santa and Easter Bunny and reading stories to the children at Grandparents' Storytime (BLF Member Audrey Bojack also joined Mark at that special storytime).





LIBRARY STAFF REPORT

To: Chair and Board of Trustees

Date: September 16, 2025

From: Brad McCulley, City Librarian

Subject: Appointment of One Commissioner to the Time Capsule Ad Hoc Committee

RECOMMENDATION

Staff recommends that the Board Chair request and appoint one Trustee to the Time Capsule Ad Hoc Committee.

BACKGROUND

The City will be opening a 25-year time capsule in December 2025. The time capsule is located in the lawn of City Hall. The contents of the time capsule will be displayed in the Library.

This opens the opportunity to create a new time capsule, which will be in the Community Center. The City has an old steel footlocker that will serve as the time capsule.

DISCUSSION

The Ad Hoc Committee will be comprised of one commissioner from both the Beautification Commission and Parks and Recreation Commission, one Library Trustee, and a representative from the Historical Society.

The Ad Hoc Committee will meet as needed to determine how items should be submitted for review, which items will ultimately be included in the time capsule, the wording of the plaque on the time capsule, and the schedule for having it ready to be sealed.

The Ad Hoc Committee is expected to be active from October 2025 through April 2026

FISCAL IMPACT

None