

2019 Trustee Briefing

LIBRARY OVERVIEW

BACKGROUND

The Burlingame Public Library was established on October 18, 1909 and includes the Main Library and Easton Branch. The Library is a department of city government and is municipally funded. The City Librarian reports to the City Manager. The Library has a five-member Board of Trustees whose members are appointed by the City Council for three-year terms and are eligible for reappointment. The Trustees function as an advisory board as outlined by the State of California in the California Education Code. This board advises the City Librarian on policy, community, and library issues and acts as an advocate for the Library in the community.

The Library staff is organized into the following four divisions with a manager overseeing each division: the Adult Services Division, the Circulation Division, the Children's Division, and the Technical Service and IT Division. The City Librarian oversees library operations, creates and monitors the budget, and serves as a liaison with other City departments, as well as the Peninsula Library System, the Pacific Library Partnership, the State Library, and other city and county libraries. The Adult Services Division is responsible for professional librarians who assist users with questions, computer training, and recommendations. Librarians are also responsible for the selection and de-selection of library materials, and the creation and implementation of adult programs. The Circulation Division is responsible for check-out and return of materials, issuing library cards, processing overdue fines, and interlibrary loans and holds on requested material. The Children's Division is responsible for assisting children, teens, and their parents by answering questions and providing assistance in areas such as homework and recreational reading. Children's staff offer numerous story times weekly and many special programs throughout the year. The Children's manager also oversees the Easton Branch Library services. The Technical Services and IT Division orders and processes materials for circulation, provides IT maintenance for over 100 computers, and works closely with the Peninsula Library Automated Network (PLAN) and City IT staff.

Children's Services: The Children's Room is a busy place with six story times each week and a wide variety of special programming throughout the year. Staff promote literacy through both a summer reading program and a winter reading program. Poetry Month for elementary age children encourages children to read poetry and then write their own poems. Each year, the children's librarians visit all classrooms in Burlingame and Hillsborough to promote the summer reading program. Staff also host class visits at the Main Library and Easton Branch throughout the school year. Class visits include readings, a tour of the Library, and information about library services.

Teen Services: After our 2015 renovation the Teen Room was designated “Teen Only” so give teens a safe space to be who they want to be without the judgements of adults. It is a vibrant space for young adults to relax and/or study while also offering a large selection of materials for teens. Teens are able to assist the teen librarian by joining the Teen Advisory Board, a group that meets twice a month to give input regarding services and materials for teens. Homework Drop-In, a homework enrichment program where teens assist elementary school students with homework together is one of our newest afterschool program iterations. The teen librarian visits Burlingame Intermediate School and Hillsborough’s Crocker Intermediate School classrooms every spring to inform students of the Library’s summer offerings.

Volunteers: The Burlingame Public Library volunteers contribute approximately 8,400 hours a year, or the equivalent of four full-time staff. Adult and teen volunteers work in all library divisions and perform a variety of tasks from cleaning CDs to maintaining the outdoor terrace to delivering books to homebound patrons. Volunteers also help with special events including the Book and Author Luncheon, and the book sales. The Library has recently hired a half-time dedicated Volunteer Coordinator to help the library create a more robust volunteer program.

The Burlingame Library Foundation: A 24-member board, the Burlingame Library Foundation donates countless hours for many special fundraising events, including an annual Book & Author Luncheon. Book sales is another hugely successful fundraising activity of the Foundation, including online, in-library, and special four-day book sales. The Foundation augments the Library’s budget with funds raised through these sales and donations. All library programs are funded by the Burlingame Library Foundation.

MAJOR DEPARTMENT INITIATIVES

Strategic Plan: The Burlingame Library completed a three-year Strategic Plan in 2017. Staff has been focusing on achieving these goals, using identified strategies and an annual detailed work plan with specific actions to make progress.

Goal A: Provide engaging, customized experiences

Goal B: Build inclusive community connections

Goal C: Foster a wide range of literacy and life skills

Goal D: Listen to our community and share our stories

Goal E: Enable our staff members to thrive, grow and be deeply engaged in realizing our vision and mission

Digitization of Burlingame Advance Star: Staff just recently completed the digitization of the Library's entire collection of Burlingame historical newspapers (1905 – 1973) with a searchable keyword index and is available online within the Library.

“The Lab”: The Library's Tech/Media Lab will be getting a new look and new equipment over the next year including but not limited to updated 3-D printers, archiving equipment, a green screen, sewing machines and laser cutter in order to better educate our young in regards to S.T.E.A.M. (Science, Technology, Engineering, Art, Math)

FURTHER INFORMATION

For further information regarding the Library, please contact Bradley McCulley, City Librarian, at 650-558-7401 or mcculley@plsinfo.org.