

City Librarian Report to Board of Trustees
17 February 2020



Personnel Updates:

Comings and Goings

- N/A

Recruitments

- Children's Dept will be recruiting for a Children's Librarian to replace Jenny Miner. Recruitment will begin in Feb or March.
- Circulation is recruiting for new Library Aides.

General Updates:

- **Monthly Topic** – Davis Whitman, Volunteer Coordinator
- **Strategic Plan 2019/2020** – managers will be reviewing the validity of the 5 current goals in the new year.
- **Passport Intake update** – N/A
- **Policy** –
 - Library Security Camera policy -- pending
 - Community Board Posting policy – pending
 - Law Enforcement/ICE Records Requests policy – pending
- **The Lab update** –
- **Training** –
 - Staff held a Census a train the trainer event Feb 6th. And attending another at SMPL on Feb 25th
- **Significant Upcoming Events** –
 - Staff Appreciation event was well received.
- **Facilities update** –
 - Public Works will be updating HVAC soon and will be looking into these issues Lower level,
 - Community Room = Large group events, hard to cool space
 - Tech lab = would like to have exhaust fan installed for laser cutter and other equipment.
 - Front door/main entrance is very breezy at times
 - Café- = food smell going to other parts of the building. Would like to exhaust the smell
 - Reading Room = used for special reading events with large amount of people, difficult to cool

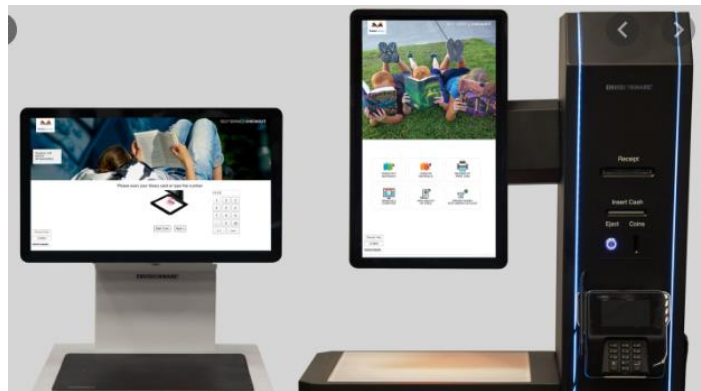
- Upper level --ULMR – no independent thermostat

○ **Foundation report –**

- Kim Sajet event quite a success. Very well received with many compliments about presentation and interview.
- Foundation pop-up book sale in Media Room raised \$1200.
- Library has requested approximately \$148,000 in programming and technology funding for 2020.
- Feb 21st 4:30pm the Foundation will hold a small plaque ceremony for longtime resident/library user Rhoda Laks

○ **PLS/PLP –**

- PLS news: Burlingame is working with Redwood City Library to replace self-check units at Main and Easton and possibly negotiate a bulk rate.



- PLP news: In his role as PLP president for 2019/2020 the City Librarian will be attending ALA Legislative Days in Washington D.C. May 4-5 to strengthen relationships with our CA lawmakers and advocate for Library funding. And possibly a visit with Kim Sajet, Director of National Portrait Gallery.