

# 2022 City Council Candidate Briefing

## LIBRARY OVERVIEW

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### **BACKGROUND**

The Burlingame Public Library (Library) was established on October 18, 1909, and includes the Main Library and Easton Branch. The City Librarian oversees Library operations, creates and monitors the budget, and serves as a liaison with other City departments, the Peninsula Library System, the Pacific Library Partnership, the State Library, and other city and county libraries. Unlike other City departments, the Library is governed by a five-member Board of Trustees (the Board) whose members are appointed by the City Council for three-year terms. Pursuant to the California Education Code, the Board creates rules for the administration of the Library and advises the City Librarian on policy, community, and library issues. The Board also acts as an advocate for the Library in the community.

Library staff is organized into the following four divisions, with a manager overseeing each division:

- **The Adult Services Division** assists users with questions, computer training, and recommendations. Librarians in this division are also responsible for the selection and de-selection of library materials, as well as the creation and implementation of adult programs.
- **The Circulation Division** is responsible for checking-out and returning 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.
- **The Technical Services and IT Division** orders and processes materials selected by librarians, 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 Division provides recommendations to readers and facilitates access to information. This division also promotes effective use of the Library through a wide variety of programs, including Baby, Toddler, Pre-School, and special language-specific story-times; author events; special programs; college preparation programs for teens; and a Teen Advisory Board. Children's Division staff put a great deal of effort into the yearly Summer Reading Program to promote literacy and help slow "summer slide." Staff members promote the Library's services through local school outreach, community groups, and material selection. The Children's Division also supports local schools by conducting class visits and by providing special privilege teacher cards.

**Teen Services:** After the Library’s 2015 renovation, the Teen Room was designated “Teen Only,” to give teens a safe space to be who they want to be without the judgement 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 in which teens assist elementary school students with homework, is one of the newest afterschool programs. 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:** 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, such as assisting with events, cleaning DVDs and CDs, helping with book donations, and delivering books to homebound patrons. Volunteers also help with special events, including the Foundation Speaker Series and book sales. All volunteers are fingerprinted and background checked for safety reasons. The Library now has a half-time dedicated Volunteer Coordinator to help create a more robust volunteer program.

**The Burlingame Library Foundation:** The Burlingame Library Foundation (the Foundation), which has a 24-member board, donates countless hours for many special fundraising events, including an annual Book & Author Luncheon. Book sales are 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. The Burlingame Library Foundation funds all library programs and eBooks, as well as most of the technology in the Library Tech Lab, including the 3-D printers and Scan It equipment.

## **MAJOR DEPARTMENT INITIATIVES**

**COVID and Lessons Learned:** During the pandemic, the Library quickly pivoted to online services and events and curbside service, using every available full-time employee to get materials in the hands of kids, parents, and older adults. Staff are now using lessons learned during this time to:

- create successful hybrid programs and assess services
- reach out to seniors to help create a more accurate contact list of the most vulnerable community members

- review both staff and public-facing processes that can be done more efficiently

**Technology Upgrades:** Utilizing a generous grant, the Library will be updating technology that has reached the end of its usefulness in the Lane Community Room

**Equity Based Strategic Plan:** Staff from the Library Equity Team have created and begun to implement a strategic plan addressing issues such as programming, collections development, hiring practices, and internal policies.

**FURTHER INFORMATION**

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