

**SSF Friends of the Library Meeting Tuesday, October 10, 2023
6:00 p.m., Grand Avenue Library**

Minutes

The South San Francisco Friends of the Library (SSF FOL) held their Quarterly Meeting on October 10, 2023. The meeting was held at the Grand Avenue Library and was brought to order by President Eleanor Breite at 6:00 p.m. Thirteen members were in attendance.

Officers Present:

- Officers Present: Eleanor Breite (President). Gail Davison (Treasurer) and
- Julie Baldocchi (Secretary)
- Members at Large: Margaret Abdilova and Armando Altamirano
- Excused: Joanne Gordon (Membership)
- Staff Present: Brian Malibiron, Staff Liaison and Valerie Sommer (Library Director)

Gail Davison - Treasurer Report

Income (7/1/23 - 9/30/23). \$320.00
Disbursements (7/1/23 - 9/30/23). \$5723.00
Balance - Checking Account. \$47,240.03
Balance - Savings Account. \$0.48
Balance - Investment Account (10/10/23). \$542,887.66

President's Report: Nomination of Officers for Year 2023: The SSF FOL bylaws indicate that annual elections must be held for the positions of President, Secretary, and Treasurer. Eleanor Breite, asked for nominations with the below results. Voting will occur in January.

Treasurer – Gail Davison; second nomination pending

Secretary – Julie Baldocchi; second nomination pending

President – Armando Altamirano; second nomination pending

2023 Project Read Trivia Challenge scheduled this year on Friday, December 8, 2023:

Gail Davison presented Save the Date flyers and gave an update on the fundraiser, teams and sponsorship. Streaming will not be available this year. Request made for donations of gift cards and gift baskets. Gail requested the SSF FOL to approve \$1250 to sponsor a High School or College Team. Eleanor presented the vote, there was a motion to approve 1st/2nd ayes were given, and by general vote by those attending, all approved the request.
Gail to write checks. Total=\$1250.

Report from Becky Bayardo – CCD and DVD Donations and Sales:

Becky reported she has been sorting through new donations. Recently she received a 1 box full of good quality CDs; in addition, she received 14 DVD and 1 CD; A discussion ensued re: books, CD & DVD being dropped at the Grand Avenue Library and how the processing of donated items may be at the new library.

Report from Margaret Abdilova – Book Donations and Sales:

1. **Sale of individually Priced Books: \$1,398**
 - Sold about **140** books with an average price of \$10 per book.
 - Staffing: 17 volunteer shifts to set up and manage the boutique, collect money during the sale, and transport books;
 - staff member to arrange tables at the Boutique
2. **\$5 per Bag Books Sale: \$1,165**

- Sold about **3,500** books in 233 bags for \$5 (average of 15 books in the bag).
- Staffing: 24 volunteer shifts in the Lobby and Makerspace (excluding Margaret)
- 6 staff members to set tables, carry boxes with books from the storage to the maker space and back
- Staff to sell \$5 bags from Thursday, 5/4/23 to Monday, 5/8/23 (5 business days)

Grand Total Proceed from the May book sale: \$2,563

Sale of the individually priced books brought in \$233 more than the \$5 per Bag Books Sale with less personal involved

A big thank you to Stacy and Brian and all the volunteers who participated to make the book sales a success.

Library Grand Opening:

1. Friends of the library have to set up a bookstore on the 3rd floor by 10/17/23. On track to organize storage and bookstore, unpacking books, sorting, pricing, and shelving them.
2. Bookstore will start selling books on 10/28/23, after the ribbon-cutting ceremony at 11 a.m. Volunteers needed in the bookstore to keep it tidy, restock, and collect payments. Most of the books will be priced at \$1 or \$2 as it was done before COVID-19. Some books will cost more but are priced to sell.
3. Friends of the Library will have a table in the main hall. Need volunteers to represent FOL.

Two (2) sign-up sheets were distributed for each location for volunteers to sign up. The length of the shifts depends on how many volunteers sign up to help. We have to be there from 11 am to 5 pm. i will follow up with volunteers who will sign up to help at the bookstore with the specifics of the bookstore coverage.

Membership Report given by Gail Davison on behalf of Joanne Gordon:

As of 10/2023, there are 36 paid members, generating \$2,644 in membership. Membership has decreased. Discussion ensued regarding new membership brochure being available soon and available at the new Library Grand Opening.

Request from Library Departments for the Fourth Quarter presented by Eleanor Breite:

Funding request for:

- \$200 – Additional funding for the new Quick Picks Section on the Third Floor Library. Section will include multiple copies of popular print books promoting a certain event or monthly celebration.
- \$400 – Discovery Center supplies to maintain equipment and program materials.
- \$150- Adult Crafternoon supplies
- \$300 – Promotional Giveaway: The Marketing Team offered a Nintendo Switch during National Library Week that was successful with the patrons and would like to do another giveaway after the new Main Library opens to promote the new space.

Total Request for \$1050.00. Eleanor presented the vote, there was a motion to approve 1st/2nd ayes were given, and by general vote by those attending, all approved the request. Gail to write checks. Total=\$1050.

Library Director's Report given by Valerie Sommer:

The Grand Opening for the New Library | Parks and Recreation Center is scheduled for Saturday, 10/28/2023 from 11 a.m. to 5 p.m. They are expecting a big crowd Parking will be limited but there will be free shuttle buses picking up in the neighborhoods. Events taking place in the library before the Grand Opening: The Citizens Academy on 10/17/2023 and Donors Reception on 10/25/2023.

The next meeting will be held on Tuesday, January 9, 2024 at the new library. The meeting was adjourned by Eleanor Breite at 6:45 p.m.

In absence of Secretary Pat FitzPatrick, respectfully submitted by...

Julie Baldocchi
Secretary

SSF FOL is a 501 (3) Federal ID #74-36116201