

**South San Francisco Friends of the Library
Meeting Minutes from Tuesday, January 13, 2025 at 6:00 p.m.**

The South San Francisco Friends of the Library (SSFFOL) held their Annual Membership Meeting on Tuesday, January 13, 2025. The meeting was held at the Library/Parks & Recreation Center located at 901 Civic Campus Way, in the 2nd Floor Community Room.

OPENING: The meeting was called to order by President Armando Altamirano at 6:00 pm.

PRESENT: President Armando Altamirano, Treasurer Gail Davison, Secretary Julie Baldocchi, Member At Large, Tabitha Lee, Membership Ramona Altamirano, Becky Bayardo, Leslie Fong and Joseph Lee, Library Director Valerie Sommer, Assistant Library Director Adam Elsholz and Staff Members: Jess Koshi-Lum and Stacy Lein.

MEETING MINUTES: Meeting minutes from the October 14, 2025 regular meeting were posted to the SSFFOL website on November 4, 2025. No corrections or additions were submitted; the minutes are approved as filed.

REPORTS:

President's Report by Armando Altamirano: President Altamirano reported average book sales in the Fourth Quarter averaged \$550.00 per month with close to 1/3 of monthly sales from patrons using the Zeffy payment platform. Book donations are increasing and, depending on the quality of the book, they are placed for sale or in the free cart at the bookstore or donated to Project Read Learning Wheels. A big thank you to volunteers Carol Fay, Cathy Dick, Dalia Grybinas and Tabitha Lee for all their hard work to keep the bookstore stocked and looking good.

Treasurer's Report for the Fourth Quarter 2025 by Gail Davison:

Income/Total Receipts from 10/1/2025 to 12/31/2025	\$ 4,490.00
Total Disbursements from 10/1/2025 to 12/31/2025	\$ 8,666.73
Checking Account balance as of 12/31/2025	\$ 17,503.60
Savings Account balance as of 12/31/2025	\$ 20,018.06
Investment Account Value as of 12/31/2025	\$622,829.89
CD Investment Value as of 9/30/2025	\$140,360.56

Secretary's Report by Julie Baldocchi: The SSFFOL website has been updated with the Zeffy payment platform information. Focus for the First Quarter will be to update website with 2026 Board Members, current photos from programs and events supported by SSFFOL. In addition, the membership brochure will be updated.

Membership Report by Ramona Altamirano: In the Fourth Quarter of 2025, we received a total of 10 member renewals. Total membership dues received is \$335.00. Total active members are 52.

CD and DVD Donations and Sales Report by Becky Bayardo: In the Fourth Quarter of 2025, over 1,300 DVDs, Blu-rays and CDs were donated to the library and sales are going well. What we are unable to sell or repurpose we donate to the Senior Center or the Salvation Army.

Election of Officers for Year 2026 by Tabitha Lee: Explained the SSFFOL bylaws indicate that annual elections must be held for the positions of President, Treasurer, and Secretary. At the October 14, 2025 meeting, President Altamirano asked for nominations with the following results: President: Armando Altamirano, Treasurer: Gail Davison and Secretary: Julie Baldocchi. Tabitha opened the floor for other nominations; no nominations were made.

Motion made by Tabitha Lee, seconded by Armando Altamirano and unanimously approved by general vote by all those attending to approve to accept the nominees for to serve for a 12-month term.

Book Sale Update by Armando Altamirano: Announced a total of three large scale book sales this year. The first is scheduled for Saturday, April 11th and Sunday, 12th. The others will be scheduled in August and November.

Library Director's Report by Valerie Sommer: Director Sommer announced the first program to kick off America250 Celebrations will be two (2) screenings of the musical Hamilton in the City Council Chambers on January 17, 2026 and the Lunar New Year Celebration is scheduled for February 7, 2026. She reported in 2025 that the library circulated over 600,000 items with e-materials being 132,640. Library visits were similar reaching nearly 600,000 with thousands more attending programs, studying and using wi-fi in shared spaces. Wireless sessions on PLS wireless reached almost 1.6 million users. The library hosted 57 class visits reaching 2,000 students learning about library programs and resources and engaging in hand-on activities. She thanked the SSFFOL for their support which helps make the library programs a success.

Youth Services Updates presentation by Dr. Jess Koshi-Kim, Youth Services Manager: Dr Koshi-Kim reported the Summer Learning Performances received 9,000 attendees and distributed 10,000 books to children and families. The Storytime programs offer crafts and bilingual stories in Spanish, Filipino and Cantonese which has 130 attendees every Saturday. The most popular program in the Year-Round Events is KPOP with over 200 attendees. The Discovery Center supports teens teaching kids STEAM and there is a strong Makerspace class participation which includes ability path programs.

Library Requests for the First Quarter 2026 by Adam Elsholz, Dr. Jess Koshi-Kim and Stacy Lein:

Items Requested	Request Amount
America250 Programming	\$ 350.00
Grand Ave Library Programming – supplies and performers	\$ 600.00
Makerspace - supplies	\$ 200.00
Green Room acoustic sound reducing wall panels, DJ controller turntable, light kit and cloth drops	\$1,100.00
Youth Library Programming – supplies and performers	\$1,900.00
Promotional Giveaways	\$ 500.00
Free Comic Book Day Books	\$ 600.00
Total Requested for the First Quarter 2026	\$5,250.00

Motion made by Ramona Altamirano, seconded by Armando Altamirano and unanimously approved by general vote by all those attending to approve the library requests of \$5,250.00 for programs, event and services during the First Quarter of 2026.

Membership/Public Comments: Tabitha Lee introduced the new bookmark she created to promote the SSFFOL. All those attending agreed the bookmark is a great addition and can be used by patrons. Suggestions were made to make the bookmarks available at programs and events supported by SSFFOL and place them inside books on HOLD at the library.

Announcements and Adjournment:

Motion made by Armando Altamirano, seconded by Tabitha Lee and unanimously approved by general vote to adjourn the meeting. The meeting was adjourned at 7:15 p.m.

Respectfully submitted by,

Julie Baldocchi
Secretary