

**South San Francisco Friends of the Library
Meeting Minutes for Tuesday, October 14, 2025 at 6:00 p.m.**

The South San Francisco Friends of the Library (SSFFOL) held their Quarterly Public Meeting on Tuesday, October 14, 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 6:03 pm.

PRESENT: President Armando Altamirano, Treasurer Gail Davison, Secretary Julie Baldocchi, Membership Ramona Altamirano, Assistant Library Director Adam Elsholz, Staff Liaison Brian Malibiran, Member At Large Joanne Gordon and Tabitha Lee, Becky Bayardo, Christina Hong and Joe Lee.

MEETING MINUTES: Meeting minutes from the July 8, 2025, meeting were posted to the SSFFOL website. No corrections or additions were submitted; minutes are approved as filed.

REPORTS:

President's Report by Armando Altamirano:

President Altamirano reported that book store sales to date have matched last year's sales. He was happy to announce the introduction of electronic payments for membership, donations and book sales. This will give us the opportunity to potentially sell valuable books that have been donated to SSFFOL online. Changes are being made to our investments: we are splitting the \$20,000.00 in the Monterra savings account between our Edwards Jones account and a short-term CD at Monterra to benefit from a higher interest rate.

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

Income/Total Receipts from 7/1/2025 to 9/30/2025	\$ 2,651.00
Total Disbursements from 7/1/2025 to 9/30/2025	\$ 5,129.83
Checking Account balance as of 9/30/2025	\$ 21,579.83
Savings Account balance as of 9/30/2025	\$ 20,015.54
Investment Account Value as of 9/30/2025	\$610,765.32
CD Investment Value as of 9/30/2025	\$136,054.09

Secretary's Report by Julie Baldocchi:

Working with Tabitha Lee and Stacy Lein to update the membership forms and website with the new electronic payment information. Will be doing outreach to the Chamber of Commerce and Everything SSF to promote SSFFOL and our book sales.

Membership Report given by Ramona Altamirano:

Total membership donations and dues received in the Third Quarter (7/1/2025 to 9/30/2025) is \$435.00. We received a total of seven (7) membership donations: three (3) new members and four (4) renewing members.

CD and DVD Donations and Sales Report given by Becky Bayardo:

A big thank you to Tabitha Lee for setting up the online payment system and for working with President Altamirano to make positive changes to the book store. SSFFOL received a mystery donation of 98 DVDs and 39 Blue Rays without cases. We were able to use the cases we have and create labels. They are selling well.

Library Director's Report given by Assistant Library Director Adam Elholz:

During the last fiscal year both libraries had over 430,000 visitors. The programs that SSFFOL support are popular with 51,575 people participating in 2,022 programs. Both libraries received 57 field trip classes. The Summer Learning Program had over 9,000 attendees and distributed over 10,000 books.

NEW BUSINESS:

Project Read 32nd Annual Trivia Challenge:

Gail Davison reported the Trivia Challenge is scheduled for Friday, November 7, 2025. The fundraiser has a buffet dinner and silent auction in addition to the Trivia Challenge. If any FOL member would like to be on a team FOL would pay the team fee. SSFFOL sponsors a high school team level of \$1,250.00.

Motion made by Julie Baldocchi, seconded by Armando Altamirano and unanimously approved by general vote by all those attending to sponsor a team at the Trivia Challenge for \$1,250.00.

Book Sale:

The fall book sale is scheduled for Friday, November 14, 2025 and Saturday, November 15, 2025. The new online payment system will be available for transactions. A volunteer sign-up sheet was circulated.

Digital Payments with Zeffy given by Tabitha Lee:

Tabitha Lee presented the new Zeffy digital payment system. Zeffy.com is a 100% free online fundraising platform designed for nonprofits and can be used for membership, donor management, event ticketing, product sales and more. The platform is free for nonprofits.

Nomination of Officers for 2026:

Joanne Gordon explained the SSFFOL bylaws stipulate that Nomination of Officers shall be presented at the October meeting for the positions of President, Secretary and Treasurer. All terms are for one year and shall be elected by members present at the January meeting.

Slate of officers was presented by Joanne Gordon:

Treasurer: Gail Davison, second nomination pending
Secretary: Julie Baldocchi, second nomination pending
President: Armando Altamirano, second nomination pending

Donation to SSFFOL for the purchase of e-books:

Jackie Thai and Jason Cheng donated \$300.00 to purchase e-books for the main library. This is an annual donation made to the SSFFOL on behalf of the library. The SSFFOL is asked to accept the check for \$300.00 and make a check to the library for purchase of e-books.

Motion made by Ramona Altamirano, seconded by Christina Hong and unanimously approved by general vote by all those attending to receive the \$300.00 donation and write a check to the main library for the purchase of e-books.

Library Requests for the Fourth Quarter 2025 given by Adam Elsholz

Items Requested	Request Amount
America250 Programming – initial request	\$ 350.00
Film screening for Filipino American History Month	\$ 400.00
Grand Ave Library Programming – supplies and performers	\$ 500.00
Lunar New Year Lion Dancers – annual event	\$ 500.00
Makerspace -Glowforge Laser Cutter Filter	\$ 274.70
Makerspace – 3D Printer Core	\$ 373.59
Makerspace – mBot Robot	\$ 164.82

Youth Library Programming – supplies and performer	\$1,900.00
Youth Poet Stipend for 2024-25	\$ 500.00
Total Requested for the Fourth Quarter 2025	\$4,963.11

Motion made by Armando Altamirano, seconded by Joanne Gordon and unanimously approved by general vote by all those attending to approve the library requests of \$4,963.11 for programs and services scheduled during the Fourth Quarter 2025.

Membership/Public Comments:

Brien Malibiran reported the library had an increase in volunteers over the summer and asked if the SSFFOL would be interested in sharing the volunteers. President Altamirano stated the Board decided to have a book sale next summer and having volunteers would be helpful.

Julie Baldocchi announced that Jess Koshi-Lum, Youth Services Manager will give a presentation about the Youth Library Programs at our next meeting schedule for Tuesday, January 13, 2026.

Announcements and Adjournment:

Motion made by Joanne Gordon, seconded by Christina Hong and unanimously approved by general vote to adjourn the meeting. The meeting was adjourned by President Armando Altamirano at 7:05 p.m.

Respectfully submitted by,

Julie Baldocchi
Secretary