



BOARD MEMBERS
Susan Monroe, President
Dr. Albert Acena, Vice President
Elizabeth De Winter, Secretary
Don Hill
Megan Myers



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, May 23, 2016
6:00 p.m.

San Mateo Main Library, Cedar Room
55 West Third Avenue
San Mateo, California 94402

OPENING

- Welcome & Pledge of Allegiance -- Susan Monroe, Library Board President
- Roll Call -- Dena Gomez, Executive Assistant

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion without discussion. If discussion is desired, that item may be removed and considered separately.

1. BOARD OF TRUSTEES MINUTES APPROVAL
Approve the Library Board of Trustees meeting minutes of April 25, 2016.
2. FINANCIAL REPORT
Approve the Financial Report for the month of April 2016.
3. GIFTS
Accept gifts received by the San Mateo Public Library during the month of April 2016.

PUBLIC COMMENT

Persons wishing to comment on any item not appearing on the agenda may submit to the Executive Assistant a "Request to Speak" form. State law prevents the Board from taking action on any matter not on this agenda. Comments may be referred to staff for further review.

COMMUNICATIONS - None

OLD BUSINESS

4. REPORT BY COLLABORATIVE COMMITTEE
Committee members Elizabeth DeWinter and Don Hill will share an update with fellow Library Board members.

NEW BUSINESS

5. 2016 SUMMER LEARNING CHALLENGE

Supervising Librarian Carol Stults will share an overview of the 2016 Summer Learning Challenge, a reading program for children and teens at all three San Mateo libraries this summer.

6. FINE FORGIVENESS PROGRAMS

The Library Board will discuss fine forgiveness programs.

7. 2016 CUSTOMER SATISFACTION SURVEY

City Librarian Ben Ocón will present an overview of the 2016 Customer Satisfaction Survey conducted at all three San Mateo libraries this Spring.

REPORTS

8. LIBRARY BOARD PRESIDENT

9. CITY LIBRARIAN

10. LIBRARY FOUNDATION REPRESENTATIVE

ANNOUNCEMENTS

11. LIBRARY BOARD MEMBERS WILL SHARE UPDATES OF FUNCTIONS ATTENDED IN THEIR ROLE AS TRUSTEES

AGENDA BUILDING

12. LIBRARY BOARD MEMBERS WILL PROPOSE AGENDA TOPICS FOR FUTURE BOARD MEETINGS

SUCCESSION OF OFFICERS

13. SUCCESSION OF OFFICERS FOR 2016-17

Library Board will conduct the annual succession of officer roles for the coming year.

ADJOURNMENT

- Incoming President of the Library Board will adjourn the meeting.

Agendas are posted on the City's website by the Friday preceding each Board Meeting. Any supplemental material distributed to members of the Board of Trustees after the posting of this agenda will be available for public review in the Library's Administrative office.

In compliance with the Americans with Disabilities Act, those with disabilities requiring special accommodations to participate in this meeting may contact the Library Administrative Office at (650) 522-7802 or libraryboard@cityofsanmateo.org. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
April 25, 2016**

Meeting Minutes

1. CALL TO ORDER

Susan Monroe, President of the Library Board of Trustees, called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

Ms. Monroe led those in attendance with the Pledge of Allegiance. Roll call was conducted and present were Library Board members Dr. Albert Acena, Don Hill, Susan Monroe, and Elizabeth De Winter, City Librarian Ben Ocón, and Supervising Library Assistant Nicol White.

3. CONSENT CALENDAR ADOPTION

Motion to approve the consent calendar was made by Ms. De Winter, seconded by Dr. Acena, and the motion passed 4-0.

4. OLD BUSINESS

Report by Collaborative Committee:

Ms. De Winter and Mr. Hill reported that the committee hosted a book discussion program on April 6th on this year's featured Author Gala book, *The Amazing Adventures of Kavalier and Clay* by Michael Chabon.

5. NEW BUSINESS

A. California Public Library Advocates Spring Workshop (April 23, 2016):

Ms. Monroe, Dr. Acena and Mr. Hill shared that this workshop was well attended and informative. Mr. Ocón shared how the annual workshop is an opportunity for Library Trustees to convene with counterparts from other libraries and gain insight of advocacy methods that can benefit their respective libraries.

B. "Libraries Transform" Campaign:

Mr. Ocón shared information about the American Library Association's (ALA) new, multi-year public awareness campaign-"Libraries Transform". Mr. Ocón shared a PowerPoint presentation of "BECAUSE quote bubbles", a sampling of quotes submitted by library users during National Library Week (Apr. 10-16) on how the Library has been a transformative influence in their lives.

C. Technology Lending Service-Project Update: Supervising Library Assistant Nicol White provided an update of the Technology Lending Service that was launched April 11th during National Library Week. This service, which loans out Chromebook laptops and MiFi hotspots for three week loan periods, has been very popular. Funding to launch this service was provided by the Library Foundation. Ms. White will be scheduled to provide the Library Board with another update in about 3 months or so.

7. REPORTS

A. Library Board President: No report.

B. City Librarian:

- Elimination of Overdue Fines on Children's and Teen Library Cards: The Peninsula Library System's Administrative Council has approved the recommendation by a

PLS ad hoc committee to eliminate the overdue fines on children's and teen library cards. The new policy will be enacted at all PLS member libraries effective July 1st.

- Frances Bohannon Nelson Children's Author Program: The Library will host the inaugural Frances Bohannon Nelson Children's Author Program on May 5th featuring Gail Carson Levin, author of over 20 books for young people including *Ella Enchanted* (a Newbery Award Honor book).
 - Statistical Highlights: The first three quarters of 2015-16 (July 2015-March 2016) measured increases in computer use (+44%), circulation of e-books (+33%), circulation of other materials (+4%), library card registrations (+12%), reference questions answered by staff (+5%), and title holds filled (+25%).
 - Calendar of Forthcoming Events: Mr. Ocón shared that the forthcoming events are varied and offer something for everyone. Asian Pacific American Heritage Month programs include:
 - The Silk Road to be presented by Kathleen Braunstein, Asian Art Museum, 5/1, 2:00pm, Oak Room.
 - Meet Author Naomi Hirahara (*Sayonara Slam*; a Mas Arai mystery), 5/3, 6:00pm, Oak Room.
- C. Library Foundation Representative: No report this month. Preparation for the upcoming Author's Gala on April 30th is currently in progress.

8. ANNOUNCEMENTS

Library Board Members Shared Updates of Functions Attended in Their Role as Trustees:

- Dr. Acena shared that he served on the Selection Committee during the RFP for café services; and that 3 Bees Coffee, a business that has been in operation in downtown San Mateo for the past 14 years, has been selected as the Library's new café vendor. The café should be in operation in early June. SMPLF President Paige Meeks also participated on the selection panel.
- Ms. De Winter and Dr. Acena shared that they attended the "Musical Conversation at the Library" program featuring the Israeli Chamber Project on April 2nd and that the program was very enjoyable.
- Ms. De Winter met with Council Member Diane Papan (who serves as the Council's liaison to the Library Board) to share an update from the Library.

9. AGENDA BUILDING

The following topics were approved and scheduled for May 23, 2016:

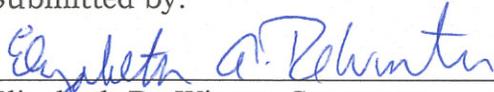
- A discussion on fine forgiveness programs.
- A recap of the Annual Author's Gala (from the SMPLF rep and or from Library Trustees who will attend).

ADJOURNMENT

Ms. Monroe adjourned the meeting at 7:18 p.m.

Next Meeting: The Library Board will next meet on **May 23, 2016, 6:00 p.m. Cedar Room, Main Library**

Submitted by:


Elizabeth De Winter, Secretary

Date: 5/18/2016

SAN MATEO PUBLIC LIBRARY

**Library Board of Trustees
FINANCIAL REPORT**

4/01/16 -4/30/16

Acct #	Description	BALANCE	REVENUE	EXPENSES	BALANCE
		1-Apr-16	1-Apr-16 to 30-Apr-16	1-Apr-16 to 30-Apr-16	30-Apr-16
224903	Crawford Bequest Fund	434.65	0.00	75.00	359.65
224906	Library Collections Accounts				
2000	Branch Media Collection	8,702.15	0.00	0.00	8,702.15
3500	Farsi Materials	650.00	0.00	0.00	650.00
4000	Benson Holocaust Collection	489.74	0.00	95.40	394.34
6000	Adult Collection Branches	520.82	0.00	0.00	520.82
8000	Periodical Subscriptions	1,191.86	0.00	0.00	1,191.86
9000	General Collection	14,518.67	0.00	435.15	14,083.52
	Total:	26,073.24	0.00	530.55	25,542.69
224909	Multimedia AV Materials	3,259.76	0.00	0.00	3,259.76
224910	Bucks for Business (Donations through Business License Renewals)	2,312.46	0.00	0.00	2,312.46
224911	Children's Services	4,904.02	0.00	1,065.55	3,838.47
224913	Miscellaneous Accounts				
1000	Unrestricted SMPLF Grants*	111,626.80	0.00	6,057.68	105,569.12
1050	Tween Services	1,935.10	0.00	0.00	1,935.10
1100	Teen Services*	3,849.51	0.00	266.19	3,583.32
1210	Branch Library Programs	480.32	0.00	0.00	480.32
1220	Public Internet Instruction	1,172.37	0.00	0.00	1,172.37
1230	Latino Cultural Programs	0.00	0.00	0.00	0.00
1250	Iranian American Cultural Programs	865.52	0.00	120.42	745.10
1260	Business Workshops	541.48	0.00	0.00	541.48
1270	African American Cultural Programs	7,348.48	0.00	1,396.00	5,952.48
1280	Asian Cultural Programs	2,182.47	0.00	275.00	1,907.47
1300	Public Printing - Photocopying	18,097.69	575.20	2,649.09	16,023.80

SAN MATEO PUBLIC LIBRARY

**Library Board of Trustees
FINANCIAL REPORT**

4/01/16 -4/30/16

Acct #	Description	BALANCE 1-Apr-16	REVENUE 1-Apr-16 to 30-Apr-16	EXPENSES 1-Apr-16 to 30-Apr-16	BALANCE 30-Apr-16
2700	Memorial Donations	186.99	100.00	0.00	286.99
3100	Misc. Revenue/Honorariums awarded to Library/City Librarian	1,689.13	90.00	125.99	1,653.14
4000	Volunteer Program	2,394.55	0.00	0.00	2,394.55
5100	Tech Services Team Enterprise	2,303.43	0.00	0.00	2,303.43
6000	Robert Weiss Bequest	155,005.72	0.00	0.00	155,005.72
7000	Earl Family Bequest	41,690.10	0.00	0.00	41,690.10
	Total:	351,369.66	765.20	10,890.37	341,244.49
224914	Project Read	19,728.17	0.00	107.51	19,620.66
224917	Foundation Center Collections/Services	22,759.15	0.00	0.00	22,759.15
TOTALS		\$ 430,841.11	\$ 765.20	\$ 12,668.98	\$ 418,937.33

*Beginning balances of sub-accounts 1000 and 1100 adjusted to reflect transfer of \$3,000 from the SMPLF Unrestricted Grants account to the Teen Services account for programs and promotions.

Financial Report -- Revenue

April 1, 2016 - April 30, 2016

ACCOUNT		DESCRIPTION	Date
10-224913		Miscellaneous Accounts	
	\$ 398.70	Main Library printing fees - 3/29 - 4/7	various
	\$ 25.00	Main Library microfilm - 3/29 - 4/7	various
	\$ 56.85	Marina Library printing fees - 3/23 - 4/26	various
	\$ 94.65	Hillsdale Library printing fees - 3/29 - 4/25	various
	\$ 90.00	Sale of Library promotional & misc. merchandise (flash drives, City of San Mateo logo recycle bags, head phones, & tote bags) - 4/1 - 4/30	various
	\$ 70.00	Donations in memory of Library volunteer Stan Johnson	various
	\$ 30.00	Donation in memory of Children's Librarian Margaret Glomb	4/19/16
subtotal	765.20		
TOTAL	\$ 765.20		

Financial Report - Expenses

April 1, 2016 - April 30, 2016

ACCOUNT	AMOUNT	DESCRIPTION OF ITEM	DATE
10-224903		Crawford Fund	
	\$ 75.00	California Public Library Advocates (CPLA) Spring workshop registrations for Trustees S. Monroe, A. Acena and D. Hill	4/4/16
subtotal	\$ 75.00		
10-224906		Collections	
	\$ 95.40	Books for Benson Holocaust Coll (Baker & Taylor)	various
	\$ 435.15	Transport of unwanted Friends of the Library booksale donations and deaccessioned titles of the Library's collection to the Internet Archive, Jan-Mar (PLS)	4/26/16
subtotal	\$ 530.55		
10-224911		Children's Services	
	\$ 150.00	Gift cards for Family Read Aloud program (Books, Inc.)	4/21/16
	\$ 13.07	Supplies for Children's craft projects (Office Depot)	4/21/16
	\$ 80.82	Book prizes at Star Wars program on 5/4 (Amazon)	4/21/16
	\$ 46.28	Misc prizes at Star Wars program on 5/4 (Amazon)	4/21/16
	\$ 21.84	DVD for Star Wars program on 5/4 (Amazon)	4/21/16
	\$ 20.71	Spring wall décor for Children's areas (Dollar Tree)	4/21/16
	\$ 252.37	70 bilingual books for early literacy programs (Scholastic)	4/21/16
	\$ 348.25	855 comic books for distribution at Free Comic Book Day programs (Coastside Comics)	4/25/16
	\$ 132.21	Ellison die cut set for Summer Reading Program (Ellison)	4/21/16
subtotal	\$ 1,065.55		
10-224913		Miscellaneous Accounts	
	\$ 175.00	Final payment for Petting Zoo program held during National Library Week (Friendly Pony Parties)	4/21/16
	\$ 247.10	Promotional materials for National Library Week (ALA)	4/21/16
	\$ 24.22	Refreshment supplies for music programs (Diddams)	4/21/16
	\$ 61.25	Refreshments for Aurio Trio music program on 3/5 (3Bees, Safeway, Draegers)	4/21/16
	\$ 449.35	Printing of flyers and bookmarks to promote Frances Bohannon Nelson Children's Author Program (Print Copy Express)	4/25/16
	\$ 1,335.30	Print ads 3/16 - 3/29 to promote StoryCorps during National Library Week; two complimentary ads were provided as partnership support (<i>Daily Journal</i>)	4/26/16

Financial Report - Expenses

April 1, 2016 - April 30, 2016

ACCOUNT	AMOUNT	DESCRIPTION OF ITEM	DATE
	\$ 290.46	2016-17 public performance movie license (Motion Picture Licensing Corp.)	4/26/16
	\$ 175.00	Tuning of Bösendorfer grand piano in Oak Room (Dr. Michael Kimbell)	4/28/16
	\$ 800.00	Honorarium to Cartoon Art Museum for presentaion of three comics workshops on 5/7	4/28/16
	\$ 2,500.00	Honorarium to Gail Carson Levine for three presentations to launch Frances Bohannon Nelson Children's Author Program on 5/5	4/28/16
	\$ 74.96	Succulents and pots for 3/28 Teen craft program (Amazon, Dollar Tree)	4/14/16
	\$ 18.97	Refreshments for Teen Advisory Group meeting (Safeway)	4/21/16
	\$ 92.26	Supplies and snacks for Teen Anime Club, film screenings & art activites (Amazon, Safeway, Joann Fabric, Etsy, Michaels)	4/21/16
	\$ 80.00	Gift cards for Teen Spring Break program (Jamba Juice, Tpumps)	4/21/16
	\$ 120.42	Refreshments and supplies for Nowruz program 3/27 (Costco)	4/4/16
	\$ 1,200.00	Honorarium to David Morris for African American Cultural Committee musical performance on 5/14	4/28/16
	\$ 196.00	Postage for promotional mailings of David Morris program	4/21/16
	\$ 75.00	Honorarium to Asian Art Museum for Asian Heritage Month <i>The Silk Road</i> program on 5/1	4/28/16
	\$ 200.00	Honorarium to Naomi Hirahara for Asian Heritage Month <i>Sayonara Slam</i> author program on 5/3	4/28/16
	\$ 2,649.09	Toner cartridges for printing public information and program flyers, brochures, posters and public printing. (One Source)	4/28/16
	\$ 125.99	12 Library logo t-shirts for staff and volunteers to wear at outreach events (Promo's)	4/26/16
subtotal	\$ 10,890.37		
10-224914		Project Read	
	\$ 107.51	Lunch and refreshments for 2/27 tutor training session (Trader Joe's, Mr. Pickles, Costco)	various
subtotal	\$ 107.51		
TOTAL	\$ 12,668.98		



GIFTS LIST: APRIL 2016

<i>Funding Source</i>	<i>Amount</i>	<i>Description</i>
Library Employees	\$70.00	Memorial donations honoring deceased volunteer Stan Johnson for purchase of books to be added to the collection
Anonymous	\$30.00	Memorial donation honoring deceased Children's Librarian Margaret Glomb for purchase of books to be added to the collection
Total	\$100.00	

San Mateo Public Library - 2016 Customer Satisfaction Survey [519 surveys submitted]		Ratings
How would you rate the library's services overall?		Excellent 73.2% Good 22.8% Fair 2.9% Poor 0.8% NA/Don't know 0.4%
How would you rate the availability of library materials?		Excellent 47.2% Good 41.4% Fair 9.5% Poor 1.0% NA/Don't know 1.0%
How would you rate the quality of books and other materials?		Excellent 51.5% Good 38.4% Fair 7.2% Poor 0.2% NA/Don't know 2.7%
How would you rate the library's online resources (e-books, databases, catalog)?		Excellent 36.2% Good 29.7% Fair 7.0% Poor 0.8% NA/Don't know 26.2%
How would you rate the Friends of the Library book sale?		Excellent 33.7% Good 21.4% Fair 5.3% Poor 0.6% NA/Don't know 39.1%
How would you rate library staff? Helpfulness		Excellent 77.0% Good 19.1% Fair 2.7% Poor 0.4% NA/Don't know 0.8%
How would you rate library staff? Courtesy		Excellent 74.5% Good 19.2% Fair 3.5% Poor 1.4% NA/Don't know 1.4%
How would you rate library staff? Knowledge		Excellent 69.6% Good 24.4% Fair 1.4% Poor 0.9% NA/Don't know 3.7%
How would you rate library staff? Availability		Excellent 64.1% Good 26.6% Fair 6.5% Poor 1.4% NA/Don't know 1.4%
How would you rate the library's programs?		Excellent 36.3% Good 20.3% Fair 2.0% Poor 0.4% NA/Don't know 41.0%
Which San Mateo library do you use? (check all, if applicable)	489 response count; 729 checks (% of total number of checks)	Main 49.4% Hillsdale 26.5% Marina 24.1%
Are you a resident of the City of San Mateo?		Yes 83.0% No 17.0%
If you are not a City of San Mateo resident, check city of residence.		Belmont 14.1% Burlingame 10.6% Foster City 5.9% Hillsborough 8.2% Other city SMCo 38.8% Outside SMCo 22.4%
Age (optional)		12 yrs. & under 15.0% 13-19 yrs 3.8% 20-39 yrs 23.9% 40-59 yrs 28.4% Over 60 yrs 28.8%
Are you aware of the San Mateo Public Library Foundation and that it raises funds for the library's services and programs?		Yes 51.8% No 48.2%

City Librarian's Report May 2016

Innovation Week at the Library

The Library hosted several activities as part of the 3rd annual San Mateo Innovation Week activities in partnership with the Economic Development Growth Enterprise (EDGE).

- Virtual Reality Demo (5/16)—Local companies demonstrated virtual reality products and software.
- Visionary Hero Awards (5/16)—Emergence Capital and Tile were awarded Visionary Hero awards as companies who have made significant contributions to the growth and recognition of San Mateo as a center for entrepreneurial innovation. Guest speaker was David Baszucki, founder and CEO of Roblox, the largest user-generated online gaming platform.
- Innovation in Tasting and Fashion (5/18)—Local restaurants provided unique appetizers and treats; participating restaurants included Vault 164, 31st Union, Block 34, Sibby Cupcakes, Three Restaurant, Kitchen Town and Melting Pot. Ricochet Wearable Art highlighted a show of innovation in fashion.
- Youth in Innovation (5/19)—Students from Aragon High School, DTech High School, and Nueva School shared STEAM (science, technology, engineering, arts, mathematics) projects that will be entered in a STEAM Competition

Frances Bohannon Nelson Children's Author Program

On May 5th, the Library hosted the inaugural Frances Bohannon Nelson Children's Author Program featuring Gail Carson Levine, author of *Ella Enchanted* (Newbery Award Honor Book). Ms. Levine also presented talks to local elementary schools (North Shoreview, Sunnybrae, Baywood). A total of 240 elementary school students attended Ms. Levine's presentations. The program will be an annual event to honor the legacy of Frances Bohannon Nelson (1922-2013) and the Library's services to children.

Calendar of Forthcoming Events

- Art Exhibit (1st Flr. Gallery): Art Attack Studio, May 2-June 13, 2016.
- Art Exhibit (2nd Flr. Display Case): Pottery by Marina Smelik, May 4-June 16, 2016.
- Emperors' Treasures: Chinese Art from the National Palace Museum, Taipei (Asian Pacific American Heritage Month program), 5/25, Oak Room, 6:00-7:00pm.
- Summer Learning Challenge -- June activities:
 - Downtown Scavenger Hunt for Tweens, June 1 thru July 9
 - Loteria Game Night, 6/16, Oak Room, 6:30pm.
 - Captain Jack Spareribs, 6/21, Oak Room, 6:30pm.
 - Wild Animal Show (Wildlife Associates), 6/28, Oak Room, 2:00pm.
- "Astonish Me!" Diaghilev's Ballets Russes (1909-1929)—An Illustrated Talk presented by Dr. William Eddelman, Associate Professor, Stanford University, 6/4, Oak Room, 2:00pm.
- Anime Club, 6/7, 4:00-5:30pm, Teen Lounge
- Children's Movie: "Shaun the Sheep," 6/9, Oak Room, 3:30pm.
- Paws for Tales (Read-to-a-Dog), 6/13, Children's Book Bubble, 4:00-5:00 p.m.
- Juneteenth Film Festival, all films start at 5:00pm, Oak Room:
 - "War Room" starring Priscilla Shirer, T. C. Stallings, Karen Abercrombie (2 hrs.)
 - "Selma" starring David Oyelowo, Carmen Ejogo, Oprah Winfrey (2 hrs. 7 min.)
 - "Concussion" starring Will Smith, Alec Baldwin, Albert Brooks (2 hrs. 3 min.)
- Beginning Internet Workshops: Computer Lab, Main Library, Tuesday mornings, 10:30am-12:00pm.
 - Computer Basics, 6/14
 - Introduction to the Internet, Pt. 1, 6/21
 - Introduction to the Internet, Pt. 2, 6/28
- Naturalization Ceremony (U.S. Citizenship & Immigration Agency featuring U.S. Representative Jackie Speier); a collaboration of the Library Board & SMPLF Board, 6/17, Oak Room, 10:00am.
- Teen Advisory Group, 6/21, 4:00 p.m., Teen Lounge, Main Library
- Library Board Meeting, 6/27, Cedar Room, Main Library, 6:00 p.m.