



BOARD MEMBERS

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



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Monday, September 26, 2016
6:00 p.m.

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

OPENING

- Welcome & Pledge of Allegiance – Elizabeth De Winter, 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 August 29, 2016.
2. FINANCIAL REPORT
Approve the Financial Report for the month of August 2016.
3. GIFTS
Accept gifts received by the San Mateo Public Library during the month of August 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 [None]

NEW BUSINESS

5. KEY INITIATIVES IN 2016-18 BUSINESS PLAN
City Librarian Ben Ocón will share the Library's key initiatives in the 2016-18 Business Plan; and how the Library assesses requests for new programs and services.
6. OVERVIEW OF PROJECT READ
Supervising Librarian Carol Stults will present an overview of Project Read, the Library's adult literacy program.

7. REPORT FROM THE COLLABORATION COMMITTEE

Ms. De Winter and Mr. Hill will share a report from the Collaboration Committee.

8. TOUR OF MAIN LIBRARY

Mr. Ocón will lead the Library Board on a tour of the Main Library.

REPORTS

9. LIBRARY BOARD PRESIDENT

10. CITY LIBRARIAN

11. LIBRARY FOUNDATION REPRESENTATIVE

ANNOUNCEMENTS

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

AGENDA BUILDING

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

ADJOURNMENT

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.



San Mateo
Public Library

**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
August 29, 2016**

Meeting Minutes

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Elizabeth De Winter, President.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

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

3. CONSENT CALENDAR ADOPTION

Motion to approve the consent calendar was made by Ms. Monroe, seconded by Mr. Hill, and the motion passed 3-0.

4. COMMUNICATIONS

Funding from California Literacy Services: Mr. Ocón shared a letter from Greg Lucas, California State Librarian (dated 7/22/16) that reported funding support in fiscal year 2016-17 to Project Read by the California Library Literacy Services program. The Library received a baseline amount of \$18,000 at the start of the fiscal year. A supplemental amount will be forthcoming upon submission of Project Read's annual report. Mr. Ocón acknowledged the advocacy work of library stakeholders throughout the state which was key in retaining State funding for literacy programs during the difficult economy.

5. NEW BUSINESS

- A. 10th Anniversary Celebration: Library Board members, Mr. Ocón and Ms. Meeks reflected on the variety of activities that were conducted during the week of August 21-27, 2016 to celebrate the 10th anniversary of the opening of the Main Library and the renovation of the Hillside and Marina branches. The weeklong slate of activities was well received by community members and the cake-cutting ceremony on the actual anniversary date (Aug. 27th) was well attended.
- B. Technology Lending Service-Update Report: Nicol White, Supervising Library Assistant (Circulation & Technical Services), provided an update on the Library's very popular Technology Lending Service that was launched in April of this year. All the MiFi units and the Chromebook laptops have been continuously checked out since the launch. Based on the popularity of the new service, Mr. Ocón shared that it is likely that the service will be expanded later this year with more units. Another update will be scheduled at a future Board meeting.
- C. 2015-16 Annual Report: Mr. Ocón distributed copies of the 2015-16 Annual Report brochure. The report provides statistics on library usage, collections, personnel, a financial summary, and highlights of the year: the 30th anniversary of Project Read; the grand opening of 3 Bees Café as the new café services vendor at the Main Library; and the naturalization ceremony hosted jointly by the Library and Library Foundation in collaboration with the U.S. Citizenship & Immigration Services agency and the office of Congress representative Jackie Speier.

- D. Tour of Main Library: The Board discussed the tour of the Main Library that was scheduled as an agenda item. Board members decided to reschedule the tour for the September 26th meeting to accommodate Board member Megan Myers, who requested the tour but could not attend the meeting.

6. REPORTS

- A. Library Board President: Ms. De Winter thanked Mr. Ocón and the library staff for the 10th Anniversary activities that were conducted during the week of August 21-27.
- B. City Librarian: Mr. Ocón shared highlights from his written report including the launch of a Library Instagram page; and the upcoming collaboration with local teachers to host a Coding Club class by the San Mateo County chapter of the Computer Science Teachers Association (Sept. 3); and a history program, *Pompeii: History & Archaeology*, presented by Dr. Michael Anderson (SFSU) on Sept. 26.
- C. Library Foundation (SMPLF) Representative: Ms. Meeks shared the following: the 2015-16 fiscal year was a successful year (\$400K was awarded to the Library); the Library Foundation has four new board members; Amy Himes has been selected as the Library Foundation's new Executive Director; the annual Author's Gala will be held on Saturday, May 6, 2017; Library Foundation members will be supporting the Friends of the Library Annual Book Sale, 9/16-9/18; and the Leadership Circle event is scheduled on October 14th at the Main Library.

7. ANNOUNCEMENTS

10th Anniversary events attended by Library Board members included: Event at the Main Library (8/27) by Ms. De Winter, Mr. Hill, Dr. Acena and Ms. Myers; the music program featuring concert pianist Jeffrey LaDeur (8/21) by Ms. De Winter; the author program featuring Richard Rhodes, *John James Audubon* (8/23) by Ms. De Winter; and the program to launch the library archive of recorded StoryCorps interviews (8/25) by Dr. Acena.

8. AGENDA BUILDING

The following topics were approved for the September 26, 2016 meeting:

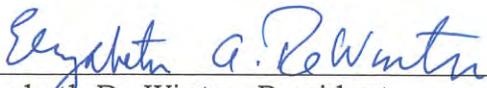
- Tour of the Main Library (rescheduled from August meeting)
- Overview on Project Read
- Overview of the key initiatives of 2016-18 Business Plan; and how the Library assesses requests for new programs and services.
- Report from the Collaboration Committee

ADJOURNMENT

Ms. De Winter adjourned the meeting at 7:15 p.m.

Next Meeting: The Library Board will next meet on **September 26, 2016, 6:00 p.m.**
Cedar Room, Main Library

Submitted by:

 Date: 9/19/2016
Elizabeth De Winter, President
(on behalf of Megan Myers, Secretary, who was unable to attend the meeting)

SAN MATEO PUBLIC LIBRARY

**Library Board of Trustees
FINANCIAL REPORT**

8/01/16 - 8/31/16

Acct #	Description	BALANCE 1-Aug-16	REVENUE 1-Aug-16 to 31-Aug-16	EXPENSES 1-Aug-16 to 31-Aug-16	BALANCE 31-Aug-16
224903	Crawford Bequest Fund	359.65	0.00	0.00	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	306.19	0.00	208.94	97.25
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	35,954.12	0.00	5,204.01	30,750.11
	Total:	47,325.14	0.00	5,412.95	41,912.19
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	2,991.07	0.00	100.01	2,891.06
224913	Miscellaneous Accounts				
1000	Unrestricted SMPLF Grants	211,578.64	0.00	40,539.53	171,039.11
1050	Tween Services	1,908.71	0.00	653.69	1,255.02
1100	Teen Services	2,878.44	0.00	711.14	2,167.30
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	2,455.00	0.00	880.00	1,575.00
1250	Iranian American Cultural Programs	3,026.51	0.00	0.00	3,026.51
1260	Business Workshops	541.48	0.00	0.00	541.48
1270	African American Cultural Programs	7,645.09	0.00	25.98	7,619.11
1280	Asian Cultural Programs	1,762.88	0.00	0.00	1,762.88

SAN MATEO PUBLIC LIBRARY

**Library Board of Trustees
FINANCIAL REPORT**

8/01/16 - 8/31/16

Acct #	Description	BALANCE 1-Aug-16	REVENUE 1-Aug-16 to 31-Aug-16	EXPENSES 1-Aug-16 to 31-Aug-16	BALANCE 31-Aug-16
1300	Public Printing - Photocopying	16,325.27	791.56	3,387.09	13,729.74
2700	Memorial Donations	286.99	0.00	0.00	286.99
3100	Misc. Revenue/Honorariums awarded to Library/City Librarian	2,178.56	56.00	0.00	2,234.56
4000	Volunteer Program	2,394.55	0.00	405.00	1,989.55
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:	453,634.06	847.56	46,602.43	407,879.19
224914	Project Read	22,902.65	0.00	59.89	22,842.76
224917	Foundation Center Collections & Services (SVCF Grant)	22,759.15	0.00	0.00	22,759.15
TOTALS		\$ 555,543.94	\$ 847.56	\$ 52,175.28	504,216.22

Financial Report -- Revenue

August 1, 2016 - August 31, 2016

ACCOUNT		DESCRIPTION	Date
10-224913		Miscellaneous Accounts	
	\$ 650.56	Main Library printing fees - 7/22 - 8/25	various
	\$ 29.30	Marina Library printing fees - 7/29 - 8/16	various
	\$ 111.70	Hillsdale Library printing fees - 7/26 - 8/22	various
		Sale of Library promotional & misc. merchandise (flash	
	\$ 56.00	drives, City of San Mateo logo recycle bags, head phone, & tote bags) - 7/27 - 8/31	various
subtotal	\$ 847.56		
TOTAL	\$ 847.56		

Financial Report - Expenses

August 1, 2016 - August 31, 2016

ACCOUNT	AMOUNT	DESCRIPTION OF ITEM	DATE
10-224906		Collections	
	\$ 146.96	Storage boxes for Friends of the Library book sales (Office Depot)	6/30/16
	\$ 4,495.00	ReferenceUSA Database Package renewal (Infogroup)	7/26/16
	\$ 562.05	Transport of surplus Friends donations to Internet Archive April - June 2016 (Peninsula Library Service)	8/14/16
	\$ 208.94	Book purchases for Benson Holocaust collection (Baker & Taylor)	8/15/16
subtotal	\$ 5,412.95		
10-224911		Children's Services	
	\$ 42.52	Refreshments and supplies for 6/4 Art in Action reception (Target, Smart & Final)	6/30/16
	\$ 47.67	Movies for Children's programs (Amazon)	6/30/16
	\$ 9.82	Supplies for Crafternoon programs (Walgreen's, Ace Hardware)	8/16/16
subtotal	\$ 100.01		
10-224913		Miscellaneous Accounts	
	\$ 17.09	Supplies for outreach events (Safeway, Michaels)	6/30/16
	\$ 58.47	Supplies for 6/17 Naturalization Ceremony (Diddams)	6/30/16
	\$ 13.98	Refreshments for Loteria Game Night (Safeway)	6/30/16
	\$ 1,255.69	July service charge for Technology Lending Service Mi-Fi mobile hot spot devices (Sprint)	8/10/16
	\$ 3,000.00	Honorarium to Jose Luis Orozco for 8/27 Family Music Program for 10th Anniversary celebration week	8/11/16
	\$ 9,289.92	SMPL share of Bibliocommons catalog interface subscription renewal for 2016-17 (Peninsula Library System)	8/12/16
	\$ 6.24	Book for Teen Summer Reading (Baker & Taylor)	8/17/16
	\$ 87.84	Snacks & supplies for 7/8 Adult Trivia Program (Smart & Final)	8/17/16
	\$ 311.86	Cables, adapters and power strips for public device charging trial program (Amazon)	8/17/16
	\$ 446.00	Charging station for Marina Library public device charging trial program (Charge Tech)	8/17/16
	\$ 1,000.00	Honorarium to Jefferey Ladeur for 8/21 music performance for 10th Anniversary Celebration week	8/19/16

Financial Report - Expenses

August 1, 2016 - August 31, 2016

ACCOUNT	AMOUNT	DESCRIPTION OF ITEM	DATE
	\$ 1,000.00	Honorarium to Robert Rhodes for 8/23 author program on <i>The Life and Times of John James Audubon</i> for 10th Anniversary Celebration week	8/22/16
	\$ 1,200.00	Design work for 10th Anniversary logo to brand celebration events marketing (Ellen Silva Creative Services)	8/22/16
	\$ 100.00	Honorarium to San Mateo Buddhist Church for 8/26 Taiko Drum performance for 10th Anniversary Celebration week	8/23/16
	\$ 1,166.45	Magnets to commemorate 10th Anniversary with new service hours for celebration week give-aways (Print Copy Xpress)	8/24/16
	\$ 442.35	Printing of StoryCorp booklets and bound books (Print Copy Xpress)	8/24/16
	\$ 175.00	Tuning of Bösendorfer piano in Oak Room (Dr. Michael Kimbell)	8/24/16
	\$ 627.47	Library logo tote bags (Your Choice or Mine)	8/24/16
	\$ 20,041.00	Renewal of Overdrive Collection of online audio and ebooks (total cost \$45,040; balance paid from Library's general fund budget for library materials) (Peninsula Library System)	8/25/16
	\$ 300.17	Califone headphones for StoryCorps listening stations (Encore Data Products)	8/31/16
	\$ 578.69	Refreshments and supplies for Tween programs (Oriental Trading Co., Target, Toys R Us, Michaels, Home Depot, Cream, Ace Hardware, Safeway)	various
	\$ 75.00	Gift cards for Tween program prizes (Jamba Juice, Talbots, Century Theaters)	various
	\$ 474.00	Gift cards for Teen Summer Reading program (Books Inc., Hillsdale SC, Century Theaters, Pizza My Heart, Jamba Juice)	various
	\$ 116.74	Kindle Fire and case for Teen Summer Reading program prize (Amazon)	6/30/16
	\$ 120.40	Refreshments and supplies for Teen Summer Reading program (Safeway, Joann Fabric, Michaels, Walgreens, Dollar Tree)	various
	\$ 280.00	Honorarium to Peopleologie for 11/3 Day of the Dead and Papel Picado Program	8/10/16
	\$ 600.00	Honorarium to La Familia Peña Govea for 12/17 Las Posadas program of traditional Mexican carols	8/29/16
	\$ 25.98	DVD for AALAC Juneteenth film festival (Amazon)	6/30/16

Financial Report - Expenses

August 1, 2016 - August 31, 2016

ACCOUNT	AMOUNT	DESCRIPTION OF ITEM	DATE
	2,784.93	Toner cartridges for printing public information and program flyers, brochures, posters and public printing. (One Source)	8/24/16
	602.16	Paper for Main, Hillsdale and Marina public printers and flyers (City-Warehouse)	8/31/16
	405.00	\$5 gift cards for volunteer appreciation (3 Bees Cafe, Starbucks)	8/16/16
subtotal	\$ 46,602.43		
10-224914		Project Read	
	\$ 48.77	Supplies for Turnbull program end-of-year celebration (Trader Joe's)	6/30/16
	\$ 11.12	Supplies for tutor training (Walgreens)	8/17/16
subtotal	\$ 59.89		
TOTAL	\$ 52,175.28		



GIFTS LIST: August 2016

No gifts were received during the month of August.

Key Initiatives of 2016-18 Business Plan

San Mateo Public Library

1. Implement the necessary service and operational adjustments associated with the restoration of library hours.
2. Plan and coordinate activities commemorating the 10th anniversary of the Main Library; and initiate a community engagement process to identify service priorities for the next 10 years.
3. Improve the customer experience associated with the circulation of library materials through enhanced self-checkout and self-registration stations.
4. Replace the Automated Materials Handling system and implement systems that will improve efficiencies in the workflow process for checking-in and shelving large quantities of materials.
5. Explore opportunities among City departments and partnerships with community youth service providers to expand the availability of activities that promote youth safety and deter negative behaviors. [City Council priority]
6. Plan for the expansion of the Technology Lending Service.
7. Assess the need to reconfigure space for new services and collections; and prioritize the implementation in the various programs.
8. Complete the implementation of the online time entry payroll system by per diem library employees at the midyear mark.
9. Codify the Library's administrative processes and procedures
10. Enhance the Library's meeting room rental service.
11. Finalize and implement plan to occupy office space in the Main Library created by the move of the Parks and Recreation administrative staff to City Hall.
12. Cultivate partnerships with local organizations, participate in outreach efforts, and develop programming for new audiences.
13. Assess and refresh print and electronic Fiction and Nonfiction collections.
14. Continue to support the early literacy initiative to improve the reading proficiency of children by 3rd grade through reading programs, collections and community outreach.

Project Read-San Mateo

An Adult and Family Literacy Program

More Info: www.smplibrary.org or (650) 522-7848

Project Read-San Mateo

- Founded 31 years ago as part of the California Literacy Campaign, an initiative of the State Library
- Project Read is a partnership between the professional staff of PR and our volunteers
- Tutors attend 9.5 hours of initial training
- Students are assessed by staff and instructional plans drafted

Enjoy, connect, discover and learn @ San Mateo Library

Project Read Programs

- **One-to-one Tutoring and Small Group Instruction**
- **Families for Literacy**
- **Computer Lab**
- **English Tutoring Classes**
- **Project 90**
- **Peninsula Family Services**

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2015-16 Demographics

- **130 students**
 - Majority female (68%), largest ethnic group= Latino (40%) 41% are between 20-39 years old
- **72 tutors**
 - Majority female (76%), Majority White (72%); 60% are 60 years old or older

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Outcomes: What Difference Does Project Read Make?

- The 130 students of Project Read in the 2015-16 fiscal year
 - ☑ Completed a total of 350 achievements
 - ☑ Averaged nearly three achievements each

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More Outcomes ...

- Most Frequent Achievements:
 - ✓ As **Workers**: getting a job, a better job, or a promotion; fill out a Job Application.
 - ✓ As **Family Members** helping with homework and sharing a book with children.
 - ✓ As **Lifelong Learners**: Read Books, Newspapers, or Magazines, Write Letters
 - ✓ As **Community members and Citizens**: Get involved with a community issue.

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Program Needs

- 👉 **Community knowledge of the program**
- 👉 **Community support**

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Project Read's individual goal-setting and one-on-one tutoring approach offers students a highly personalized learning environment that is responsive to specific needs and goals.



Total number of Adult learner instruction hours: **4,032**
Total of volunteer hours: **3,456**
Total number of books given to Family Literacy families: **3,000**
Total number of books given to Adult Learners: **260**

COLLABORATIVE COMMITTEE
LIBRARY FOUNDATION & TRUSTEES

Summary of September 12, 2016 Meeting

**Attendees: Tish Busselle, Liz De Winter, Don Hill, Sue Lempert, Ben Ocon
and Ann Rarden**

As part of our mission to increase collaboration between the Foundation and Trustees, to continually improve access to and usage of the library, we discussed a proposal for future Committee work developed jointly by Ben Ocon and Tish Busselle. This proposal, entitled "Recommended Collaborative Committee Focus for 2016-17," is attached. The general notion is to create outreach opportunities that stimulate community awareness about libraries today and in the future, while also cultivating potential donors.

One specific idea was presented as a potential pilot outreach program that would be directed at the high-technology and start-up communities. We discussed hosting a joint Library and Foundation sponsored roundtable event with a featured speaker of particular interest to this community. This speaker could talk about how libraries may operate in the next decade. We also considered creating an ad hoc committee to plan the event, as well as utilizing a facilitator to stimulate brainstorming about the future of libraries, possible service priorities, and potential cost saving devices.

A second idea was suggested for future outreach that would include our local senior community.

Date for Next Meeting: **November 8, 2016** at 9am in the Cedar Room at the Library.

Recommended Collaborative Committee Focus for 2016-17

Background:

The Library Board established a Collaborative Committee at the November 23, 2016 meeting to recommend a collaborative project involving the San Mateo Public Library Foundation that would strengthen the relationship between the two Boards. Board members Don Hill and Liz De Winter volunteered to serve on the Committee (with City Librarian Ben Ocón who is a standing member on Board committees). Executive Director Kate Korsh canvassed the SMPLF Board for interest to serve on the Committee and Sue Lempert and Ann Rarden volunteered.

Initial Collaborative Projects:

The Committee formulated two collaborative ideas to bring the two Boards closer together in support of the mission of each: a joint session to discuss *The Amazing Adventures of Kavalier and Clay* by Michael Chabon and a naturalization ceremony that would be hosted by the Library. The recommendations were approved by the Library Board (1/25/16) and the functions were held on April 6 (book discussion) and June 17 (naturalization ceremony). The book discussion program was led by Don and Ann but did not generate attendance by the respective Boards. Non-committee members who joined the Committee in attending the naturalization ceremony were Dr. Al Acena, Tina Crisci and Gail Sinquefield. The ceremony was very successful in a generating positive response by the greater community and in providing a meaningful experience for America's newest citizens and their families. Planning future naturalization ceremonies will be transitioned to Library staff who will cultivate a partnership with the U. S. Citizenship and Immigration Services Agency.

A third idea was conceived by the Committee – to reach out to book clubs to let them know about the Library's system for reserving titles as well as to create a vehicle to share recommended reading titles. The idea was transitioned to the Library staff who are responsible for planning and coordinating Library programs. Note: Library staff followed up with an e-newsletter article (e.g. Library's support to book clubs with reading recommendations solicited).

Proposed Collaborative Committee focus for 2016-17:

A collaborative project for the Committee to consider is to assist the Library and the Foundation in stimulating community awareness in San Mateo and Hillsborough about today's SM Public Library's services and programs and the future of libraries. This project would be in alignment with the role of the Collaborative Committee to organize a collaborative project that will strengthen the relationship between the Library Board and SMPLF Board. The project would also be in alignment with the advisory-advocacy-policy making role of the Library Board and the fundraising role of the SMPLF. Elements of the project may include--focus groups comprised of community stakeholders/donors; community forums; surveying—facilitated by pro bono consultants and stimulated by the insight of futurists. The envisioned outcomes are twofold: to spur a better understanding of the Library's wide array of

current offerings and to engage participants in thinking about the future of libraries in general and to cultivate the long term commitment/investment by donors to the SMPL Foundation. This awareness and brainstorming will be an asset to the Library staff, Library Board, SMPLF Board and City Council in positioning the SMPL to develop service priorities that optimally serve the San Mateo and Hillsborough communities in the future and to continue and expand the fundraising mission of the SMPL Foundation to support current and future Library initiatives, programs and services.

Rationale and Summary: The 10th Anniversary of the building of the Main Library and renovation of the Branches provides new opportunities to reflect on the transformative impact of the Library's services in meeting the needs of the community at the start of the 21st Century. The 10th Anniversary is an opportunity to not only celebrate but to reconnect with different segments of the community regarding libraries of the future and the need for community/private support for maintaining the San Mateo Public Library's level of excellence in its services. The Collaborative Committee could provide the leadership to further this conceptual thinking and to advise the Library staff on the service priorities for the next 10 years.

The proposed project is a great fit for the Collaborative Committee for the following reasons: 1.) it will provide the Library with the opportunity to share information about the wide range of Library services currently available; and how the San Mateo Public Library is evolving and gaining insight from the thinking of Library users and donors about future libraries; 2.) it will meet the ongoing interests of the Library Foundation in engaging new and longtime "friends" and donors to maintain and raise additional funding that the Library Foundation can provide the Library; and 3.) it will address the original goal of the Collaborative Committee—to strengthen the relationship between the two Boards and their respective roles and responsibilities.

Initial thinking/suggestions to the Collaborative Committee about planning this concept:

- Goal (as stated in the project proposal): To reconnect and engage community members/donors with the Library and Library Foundation; to stimulate thinking about the future of libraries in general; to provide an opportunity for the Library Foundation to further cultivate past, current and potential donors; and to advise the Library on the service priorities for the next 10 yrs.
- Suggested areas to be included in the Collaborative Committee's advice in planning/implementing:
 1. When/best day and times and timeframe within the year
 2. Where is the best location in the Library to hold these outreach sessions
 3. What—a name is needed for them
 4. What—an agenda is needed
 5. Who—will facilitate
 6. Who—optimal group size
 7. Who to invite, how to invite, follow up if invitations are used
 8. Is there good prior reading—Aspen Report excerpts?
 9. Other logistics
 10. What's the follow up after the sessions
- Develop an approach and pilot it in order to fine tune it
- Focus on corporate and community segments for which the Library has a specific program/mission/focus. Examples of possible groups and the focus of relevant Library services: The leading Biotech companies—the Biotech Center; Small businesses in partnership with the Chamber—the Business Center and Job Seekers; Non profit leaders—the Foundation Center; PTA Presidents—the Children's Library; The City's Teen Advisory group—the Teen Zone; Local tech corporations; downtown start ups
- Have two focuses for each outreach session—celebrating/educating about current Library programs and services, particularly in reference to each group's interest, and inviting discussion about what libraries in general will be in the future
- Be intentional about invitees—those who need to know and will want to engage in broader thinking about the future role of libraries, those with whom the Library and/or Foundation would like to reconnect or connect, and those with whom the Library and/or Foundation would like to engage; plan follow up to continue engagement.

- Follow up after the Outreach sessions: 1.) Library Foundation will follow up with donors who participate in the sessions and will leverage insight gained to cultivate new donors. SMPLF committee members (S. Lempert; A. Rarden) can advise fellow SMPLF members in this effort. 2.) Library staff will leverage insight gained to develop service priorities for the next 10 yrs.; Library Bd. committee members (L. De Winter; D. Hill) can advise fellow Trustees/City Librarian in this effort. No further follow up will be expected from the Collaborative Committee as a whole.

Key parameter: it is important for the participants to understand the purpose of the brainstorming which is not to direct what the Library's future initiatives will be but rather to provide another avenue for gathering information and opinions.

Draft proposed by Tish Busselle (SMPLF) and Ben Ocón

**City Librarian's Report
September 2016**

Friends of the Library Annual Book Sale

The Friends of the Library hosted their annual "Fall Harvest" book sale (Sept. 16-18) that attracted an estimated 1,515 customers and generated sales totaling \$12,034.11. This year's total represents a 6.5% increase in revenue over last year. Congratulations to all of the Friends volunteers who worked hard to select and price titles for the sale; and who organized the set-up and display of titles.

Special thanks to all of the other volunteers who assisted with the book sale -- Library Foundation Board members, Library Trustees, library staff and volunteers, and volunteers from the corporate sector (e.g. Oracle).

Library Employees Reach Anniversary Milestones

Congratulations to the following Library employees who have reached an anniversary milestone this year (per the City's recognition practice using 5-year increments of continuous employment). The annual City Employees Recognition Luncheon which will be held on October 7, 2016.

<i>Staff</i>	<i>Position</i>	<i>Assignment</i>	<i>Service Yrs.</i>
Thomas McEntee	Sr. Library Assistant	Circulation @ Branches	25
Virginia Soletti	Librarian II	Children's Services	20
Donya Sultani	Library Assistant II	Project Read/Tech Serv.	20
Svetlana Beery	Library Aide II	Circulation @ Main Lib.	15
Barbara Blegen	Library Assistant II	Children's Services	10
Huig Bode	Library Aide I	Circulation @ Main Lib.	10
Izumi Cummings	Librarian II	Technical Services	10
Eric Groth	Librarian II	Adult-Teen/Info Services	10
Gina Haldane	Library Aide I	Circulation @ Main Lib.	10
Jonathan Jung	Sr. Library Assistant	Circulation @ Main Lib.	10
Gary Kong	Library Aide II	Technical Services	10
Peggy Mak	Library Aide II	Technical Services	10
Saeed Namdar	Library Aide I	Circulation @ Main Lib.	10
Elizabeth Perry	Librarian I	On-Call Staffing	10
Aisha Washington	Librarian II	Marina/Children's Serv.	10
Gary Welte	Lib. Technology Specialist	Technology Support	10
Pamela Mayer	Librarian I	Children's Services	5
Kevin Terada	Librarian I	On-Call Staffing	5

Summer Learning Program – Final Update

The total number of children and teens who registered for the 2016 Summer Learning Program reached a combined total of 4,809. The total represents a +22% increase over last summer. The total number of attendees at library programs exceeded 12,000 which represents an 11% increase over last summer. In addition to the reading programs for children and teens, the Library also coordinated a reading program for adults of which 75 participated this year.

The Library once again collaborated with the Parks and Recreation summer camps, the Boys and Girls Club and local schools to promote the program. This year, Teen Services Librarian Addie Spanbock visited 28 classes in the local high schools to promote the teen reading program; and this effort resulted with a record number of 784 teens participating in the program.

Kudos to the following staff who played a role in the success of the program: Alison Day, Barbara Blegen, Carol Stults, Virginia Soletti, Aisha Washington, Connie Sutton, Valentina Lerman, Pamela Mayer, Addie Spanbock and Paul Vaughn (who coordinated the reading program for adults).

Anecdotes from Library Staff

Library staff shared public service anecdotes during the past month:

- *"I quickly and successfully found a cookbook a patron was looking for and all she knew was what the cover looked like. Those are always tough!" -- Addie Spanbock, Adult-Teen/Information Services*
- *"Received a thank you from a Benson Family member for my assistance in helping him to obtain a scan of the photo of his father on display at the Library . . . and was very appreciative." -- Paul Vaughn, Adult-Teen/Information Services*
- *"I received an email from a mother of a tween age daughter saying, 'I wanted to thank you for hosting all the wonderful tween events . . . We moved out of the state and look forward to start integrating into our new surroundings . . . San Mateo (libraries and rec centers) have so much more to offer than out here in Oregon....We miss being there already.'" -- Alison Day, Children's Services*

Feedback from Library Users

Feedback from library users received by the City Librarian's office:

- *"I deposited my own book in the book drop at the Hillsdale Library but did not realize it for at least 3 weeks. I spoke with the staff at the branch and they tried their best to locate the book. To my surprise and glee, a copy of the publication arrived in my mailbox. I am overwhelmed with their kindness not only for their generosity, but also for their professionalism." -- Frank Briski, San Mateo*
- *"Recently (Aug. 31st), I visited the Hillsdale Branch during my lunch hour for the first time. I usually use the Main Library. The two women at the front desk went out of their way to help me. I guess I looked a little bit lost. It's a great little library that I will visit again. Just wanted to share with you that it was a great experience." -- Sonya Morrison, City of San Mateo employee (who works at City Hall).*

Calendar of Forthcoming Events

- Art Exhibit (1st Flr. Gallery): "Paintings and Drawings" by Terry Taylor, 9/1-10/30.
- Art 3-D Exhibit (2nd Flr. Display Case): "Tiles" by Joe Vause, 9/16-10/24.
- Pompeii: History and Archeology, presented by Dr. Michael Anderson, 9/26, 6pm, Main Library.
- Latino Heritage Month: All programs start at 6:30 pm, Main Library, Oak Rm.
 - Family Zumba, 9/27
 - Lotería Game Night, 10/6
 - Latino Food Festival, 10/13
- Coding Club, 10/1, Computer Lab, 1:00-2:30 pm [registration required]
- Teen Fright Fest: All films start at 4pm, Main Library, Oak Rm.
 - "Mama", 10/3
 - "The Exorcism of Emily Rose", 10/17
 - "The Ring", 10/24
 - "The Grudge", 10/31
- Anime Club, 10/4, 4:00-5:30pm, Teen Lounge
- The Story of Camp Fremont, 10/8, Main Library, Oak Rm. 2 pm
- Paws for Tales (Read-to-a-Dog), 10/17, Children's Book Bubble, 4:00-5:00 pm.
- Teen Advisory Group, 10/18, 4:00 p.m., Teen Lounge, Main Library
- e-Book Appointments, 10/19, Computer Lab, 2:00-4:00 pm.
- Film Screening/Ctr. for Independence of Individuals w/Disabilities: "Life, Animated, 10/19, Oak Rm., 2pm
- Children's Movie: "Goosebumps", 10/20, Main Library, 3:30 pm.
- Author Program: *The Missing Kennedy* by Elizabeth Koehler-Pentacoff, 10/22, Main Library, 2 pm
- Library Board Meeting, 10/24, Cedar Room, Main Library, 6:00 pm.
- Zombie Tween Evening, 10/28, 5-7:30pm, Main Library [registration required]