**BALIS Administrative Council Meeting**

**Alameda County Library Administration**
**2450 Stevenson Blvd., Fremont, CA 94538**

**Conference Room 3**

**Friday, January 4, 2018**

**10:00 a.m.**

**AGENDA**

| | | | |
|---|---|---|---|
| **I.** | **Call to Order and Introductions** | Chadwick | |
| **II.** | **Adoption of Agenda (Action Item)** | Chadwick | |
| **III.** | **Approval of the October 5, 2018 Minutes (Action Item)** | Chadwick | Attachment 1 |
| **IV.** | **Old Business** | | |
| | A. BALIS Cohort Project for early career Librarians and Paraprofessionals | Cervantes/ Chadwick/Curl | Attachment 2 |
| | B. Day in the District Discussion | Chadwick | |
| | C. CLA Legislative Priorities | Frost | Attachment 3 |
| **V.** | **Reports** | | |
| | A. Report of System Chair | Chadwick | |
| | B. Report of System Administration | Frost | |

**VI.** **Public Comment** - (Individuals are allowed three minutes, groups in attendance, five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to state law.)

**VII.** **Agenda Building and for Next Meeting on April 5, 2019 at San Francisco Public Library**

**VIII.** **Announcements**

**IX.** **Adjournment**

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**BALIS Administrative Council Meeting**

**Berkeley Public Library – North Branch**
**1170 The Alameda, Berkeley, CA 94707**

**Friday, October 5, 2018**

**10:00 a.m.**

**MINUTES**

**Attendees:**

**Council**
Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Elliot Warren, Berkeley Public
Gail McPartland, Contra Costa County
Michael Lambert, San Francisco Public
Lia Bushong, Pleasanton Public
Tamera LeBeau, Livermore Public

**Staff:**
Carol Frost, PLP/BALIS
Yemila Alvarez, PLP/BALIS

**Others:**
Nicole Powell, Berkeley Public Library

I. **Call to Order and Introductions**
The meeting was called to order at 10:12am by Chair Chadwick.

II. **Adoption of Agenda (Action Item)**
The Agenda was adopted as presented (M/S Lambert/Warren).

III. **Approval of the July 6, 2018 Minutes (Action Item)**
The Minutes were approved as presented (M/S Lambert/Chisaki).

IV. **Old Business**
A. **BALIS Cohort Project for New Librarians and Paraprofessionals**
Chadwick apprised the Council of previous Council discussions and the current status of this initiative. There was discussion on what type of training most had expressed interest in, including training focused on full-time and part-time librarians and paraprofessionals with fewer than two years of library experience. A list of priorities was read from the previous Minutes. There was discussion of using an outside person to design the training. PLP administrative staff agreed to forward the list of previously agreed upon topics for inclusion to the working group along with the list of prospective trainers so they can move forward with selecting a coordinator and developing the training.

B. **BALIS Day in the District Coordination: Legislative Priorities, Identification of Lead and Process**
Day in the District is under the overarching umbrella of the California Library Association. CLA has a Legislative and Advocacy Committee that works with CLA and the State Library to identify priorities for the Association to adopt. BALIS as a body has an opportunity to identify priorities in the Bay Area to share with CLA's committee.

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**P 2**

Lieutenant Governor Newsom has a platform he is running for Governor on and a copy of it was reviewed to see how it aligns with libraries. The priorities put forth by State Librarian Lucas for the California Library Services Board were also reviewed. There was discussion of which priorities the group should move forward with for recommendation to the CLA board. There was consensus for 5 priorities: continuing pursuit of a bill similar to SCA3 to lower the voter approval threshold for local library bond measures and special taxes to 55%; continuing support and expansion of broadband and CENIC so that all libraries may achieve full, equal technology services; continuing to explore options for flexible and adaptable library facilities (library construction bonds, needs assessments, etc.);  support for STEM programming and education (possible alignment with schools); and  pursuing innovative, collaborative ways to enhance resource sharing and library usage (e.g. a library card for every child in California, establishment of a Universal Library Card, cooperative loaning and lending models, etc.)

The Council discussed coordination for Day in the District. A list of representatives and their library districts was distributed. Chisaki mentioned that Barbara Lee and Rob Bonta have satellite offices at the Alameda Free Library. There was agreement that each jurisdiction should select representatives to take the lead in scheduling meetings and share out dates and times of secured appointments to the full BALIS list so that other jurisdictions can join them for the visit. Alameda Free Library agreed to be the lead agency for Bonta and Lee; San Francisco Public Library agreed to be the lead agency for Pelosi and Chiu; Contra Costa County Library agreed to be the lead agency for Dodd, Glazer, Grayson, and Baker; Alameda County Library agreed to be the lead for Thurmond and Skinner. The Council requested that the administration check in with PLS and inquire as to what their system is for scheduling meetings and appointments and report back.

V.      **New Business**

A.   **Approval of $400 from BALIS Reserves for Honorariums for Luis Herrera and Susan Hildreth as speakers for BALIS regional networking event**
A motion was made and passed to retroactively approve $400 from BALIS reserves for Honorariums for Luis Herrera and Susan Hildreth as speakers for the BALIS regional networking event that occurred on September 15. (M/S Chisaki/Warren)

B.   **Report on Data Forum at Castro Valley Library**
Chadwick reported that Alameda County Library hosted a Data Forum which was attended by Contra Costa County Library, Livermore Public Library, Oakland Public Library and San Francisco Public Library. All agreed another forum would be useful and are aiming to host another forum in late October at the Cesar Chavez branch in Oakland. The goal is to share successes and tools in making data-informed decisions. Everyone expressed that they are all in the beginning phase of this new process. It was also mentioned that Analytics on Demand is still being funded through December by PLP and could be a useful tool.

C.   **Review of BALIS Meeting Schedule for FY 2018/19**
The Council approved the meeting schedule as presented and agreed to host the January meeting at the Livermore library and the April meeting at the San Francisco library pending availability of space.

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**VI.** **Reports**

    **A. Report of System Chair**
    Nothing further to report.

    **B. Report of System Administration**
    Frost reported that the CLSB Meeting in Sacramento approved the Hayward Public Library rejoining PLP. Hayward will formally reinstate in FY 2019/20. Their grand opening is October 27 at 10AM. The next PLP meeting will be October 19. Frost also reported on the Future of Libraries workshop held at San Francisco Public Library and the keynote speaker, Valerie Gross, who spoke on aligning our profession with education to increase funding.

**VII.** **Public Comment** – No public comment

**VIII.** **Agenda Building and Location for Next Meeting on January 4, 2019**
    A. Location will be Livermore Public Library (pending availability)
    B. Cornerstones for Science - Berkeley
    C. BALIS cohort project for New Librarians and Paraprofessionals
    D. Day in the District Discussion
    E. Data Forum Updates
    F. CLA Legislative Priorities
    G. Consideration of a PLP-wide marketing campaign around education

**IX.** **Announcements**
    Announcements were shared

**X.** **Adjournment**
    Meeting was adjourned at 12:00pm by Chair Chadwick.

Amy Chirman Library Consultancy

**CONSULTING PROPOSAL**

*Project Name*: Early Career Staff Development Program
*Consultant*: Amy Chirman MLIS, CLLM
*Client*: Bay Area Library Information Systems (BALIS)
*Date*: December 9, 2018

## 1. Introduction

This document presents a scope of work for Amy Chirman Library Consultancy to provide the BALIS consortium with services to develop and implement a training program for professional and para-professional employees within their first two years of work. BALIS' Alameda County Librarian (Cindy Chadwick, PhD), Contra Costa County Librarian (Melinda Cervantes), and Richmond Public Library & Cultural Services Director (Katy Curl) will act as Project Coordinators.

The BALIS consortium comprises Alameda County Library, Alameda Free Library, Berkeley Public Library, Contra Costa County Library, Livermore Public Library, Oakland Public Library, Pleasanton Public Library, Richmond Public Library, and San Francisco Public Library. BALIS is part of the Pacific Library Partnership (PLP), a regional cooperative library system.

## 2. Project Background

The BALIS Administrative Council, comprised of the library directors from BALIS, recognize the need for professional and para-professional library staff working primarily within the first two years of their career to receive training in content not necessarily provided by formal educational programs. Those new to the library profession would benefit from professional development in the following topic areas: soft skills including listening, tact, and diplomacy; self-management and self-care; relationship building; political acumen; community engagement and activism; entrepreneurial mindset; project management; grant writing and administration; and mentored learning.

BALIS Directors want the above learning content provided to early career staff in the form of an annual cohort training group that will meet in periodic sessions at locations across the consortium. As part of the training program, professional staff will be identified to provide mentoring to annual cohort participants. These mentors and identified training staff will be coached in the development, provision, and ongoing management of the Early Career Staff Development Program so that the program will be sustained over time and fully managed by BALIS staff.

The BALIS libraries seek a consultant to work with identified trainer and mentoring staff to develop and implement the following Early Career Staff Development training program components:

Development of Program
- Coordinate overall development and implementation of the training program
- Explore and identify issues associated with a cross-system training program
- Implement shared online workspace (Basecamp)
- Define and document learning outcomes
- Identify, develop, and/or procure training materials and resources for topic areas
- Identify and develop content for training program
- Unify presentation content to develop a single program identity
- Differentiate instruction across training materials to meet an array of learning styles
- Develop and coach program training team to effectively provide learning sessions to cohort
- Develop and coach mentoring team to effectively provide guidance to cohort members
- Design training schedule
- Plan for cohort identification, invitation to, and participant tracking in training program
- Identify and develop assessment tools for topical knowledge checks and overall program efficacy
- Implement initial cohort training program
- Identify, develop, and facilitate deployment of session and overall program assessment tools
- Gather, anonymize, and analyze outcomes data of first cohort training program
- Refine training program elements based on outcomes data analysis
- Provide support (as needed) for deployment of second annual training program
- Report program development, deployment process, and outcomes to Project Coordinators

## 3. Scope of Work

Three phases of work are proposed to address the above-stated program needs. All phases will include trainer and mentor coaching, and working group iterative program development processes. The expected timeline from project initiation (first team meeting) to the first cohort training session: six months.

The first phase will include team-building meeting(s) with the identified trainers and identified cohort mentors (some of these may be the same staff); description and discussion of overall program plan, goals, topics, and process; identification and resolution of any issues related to a cross-system training program; implementation of a shared online workspace; definition and documentation of training program learning outcomes; and mentor program development.

The second phase will include identification, development, and acquisition of training materials for topic areas; trainer-content pairing; development and application of program identity across learning materials; trainer and mentor coaching; identification of program assessment needs and development of appropriate tools; development of training program schedule; venue booking and logistics; mentor-mentee pairing; identification and invitation of training cohort to the program; and identification and invitation of potential program guest speakers for specific training topics.

The third phase of the project will include implementation of the training program; session observation and trainer presentation coaching; session check-ins with mentors; participant and trainer evaluation

of the program; mentor assessment of the program; assessment data storage; analysis of individual sessions and overall program outcomes; refinement of program as needed; completion ceremony; provision of all program plan, training, and assessment materials in shared location; project summary report provided to Project Coordinators; identification and invitation of second program trainer and mentor teams; identification of and invitation to second annual trainee cohort; deployment of the second annual training program.

### 3.1. Phase One: Team Building, Trainer/Mentor and Program Development
### Expected timeline: two months

3.1.1 <u>Trainer and Mentor Teams Established</u>
BALIS Directors will identify experienced staff and form an ad hoc trainer group to work with the consultant to develop and provide the Early Career Development Training Program. BALIS Directors will also identify professional staff in their system to participate as mentor to a member of the training cohort from the same system. (Mentors may also be program trainers.)

Specific tasks include:
- Meet with trainer group to team-build and develop team ground rules
- Assess group for training experience
- Identify any cross-system training program logistics issues and plan for resolution
- Implement shared online workspace and data storage (Basecamp)
- Meet with mentors to discuss their role in the staff development program
- Develop mentoring ground rules, expectations, and structure of mentor/mentee program activities
- Trainer/Mentor participation tracking

**<u>Work Required</u>: 12 hours**
**<u>Deliverables</u>: Project commenced: training and mentoring teams introduced and oriented to program work; cross-system logistics issues resolved; online workspace shared and populated with teamwork tools.**

3.1.2 <u>Training Program Plan Development</u>
Meet with trainer group to develop training program and identify training materials and resources.

Specific tasks include:
- Discuss and develop overall program plan, goals, topics, and processes
- Identify trainer interest/expertise in topic areas
- Identify and review existing BALIS library training programs, materials and resources
- Identify trainer experience with developing and presenting training materials

**Work Required: 20 hours**
**Deliverable: Overall program plan developed and documented.**

3.1.3 Learning Outcomes Definition and Documentation
Work with trainer group to identify and document training program learning outcomes (the basis for accurate assessment of program goals).

   Specific tasks include:
   - Provide trainer group with learning outcomes training
   - Define correlation between learning outcomes and program assessment
   - Documentation of assessable learning outcomes

**Work Required: 30 hours**
**Deliverable: Assessable learning outcomes documented by topic.**

**3.2. Phase Two: Training Content Development and Pairing; Assessment Development; Program Logistics; Training Cohort Identified and Invited; Mentor/Mentee Pairings**
**Expected timeline: four months**

3.2.1 Training Content Development and Pairing
Project training materials and resources will be identified by topic and for development by consultant, trainers, or purchase. Trainers will be paired with learning content topics based on learning content experience and interest. Trainers will be coached in learning materials development and the application of universal design, which correlates directly to program assessment. Training content will be developed and reviewed by team in an iterative process as needed. Finalized training content will be gathered and stored for use by all participant library systems in shared online workspace. Possible guest speakers for learning topic sessions will be identified. Prepare trainers for session presentation(s).

   Specific tasks include:
   - Review training topics and available training resources
   - Identify training materials for individual topics as consultant-build, consultant-facilitated trainer-build, or purchase recommended
   - Provide trainers with information about learning materials format options
   - Pair trainers with learning content topics
   - Develop and/or work with trainers to develop topical training materials that address varied learning styles
   - Develop and apply training program identity across learning materials
   - Determine number of program sessions needed to provide training content
   - Work with Project Coordinators to procure training materials identified for purchase

- Identify possible guest speakers for specific topic area learning sessions
- Provide trainers with presentation coaching

**Work Required: 120 hours**
**Deliverables: Training sessions planned and documented; training materials developed or purchased; trainers prepared for session presentation(s).**

3.2.2 Program Assessment Development
The application of learning content by cohort members must be measurable. Learning outcomes defined in Phase One: 3.1.3 will provide the structure upon which to build program assessment. An assessment tool will be built for each topic area and for the overall program. All assessment data will be anonymized by consultant and stored in a shared location.

Specific tasks include:
- Define and select methods to assess learning based on outcomes documentation
- Identify possible assessment tools for program topic areas and overall program
- Work with trainers to build appropriate assessment instruments (quiz, role playing, survey, self-evaluation, etc.)
- Implement assessment data storage
- Stage assessment tools per session and at end of training program
- Refine assessment tools as program evolves over time, as needed

**Work Required: 40 hours**
**Deliverable: Assessment tools developed and documented.**

3.2.3 Program Logistics
Training session logistics will be identified and implemented. Training cohort will receive a descriptive program invitation.

Specific tasks include:
- Develop calendar of training sessions dates, times, and locations including completion celebration
- Identify and book available meeting locations across BALIS
- Identify training session room setup needs
- Confirm meeting rooms and setups bookings
- Identify training session refreshments

**Work Required: 30 hours**
**Deliverable: Session logistics plan developed and documented.**

3.2.4 <u>Program Cohort Identification and Invitation, Mentor/Mentee Pairing</u>
Training program cohort (trainees) will be identified by BALIS Directors. A descriptive program invitation will be developed. Identified mentors will be paired with a mentee.

Specific tasks include:
- Receipt of cohort participant contact list from BALIS Directors
- Develop and implement cohort participation tracking tool
- Develop and send descriptive program invitation to cohort
- Pair mentors with mentees

**<u>Work Required</u>: 15 hours**
**<u>Deliverables</u>: Documented participation tracking tool implemented; first cohort invited to program; mentors paired with mentees.**

**3.3. Phase Three: Program Implementation, Assessment, and Refinement**
**Expected Timeline: two months**

3.3.1 <u>Program Implementation</u>
The training program will commence according to the schedule. Consultant will observe training sessions and provide presentation feedback to trainers.

Specific tasks include:
- Gather developed training session materials and resources
- Gather trainer(s) and trainees at venue at appointed session time
- Session One welcome, cohort and trainer introductions, program overview
- Implementation of ongoing scheduled sessions with consultant observing and providing post-session coaching to trainer(s) as needed

**<u>Work Required</u>: up to 144 hours**
**<u>Deliverable</u>: Documented training session tools assembled, implemented, and stored for future program use.**

3.3.2 <u>Program Assessment</u>
Participant learning will be evaluated with tool(s) defined for use per learning session. Session trainers (and any attendant mentor[s]) will provide narrative cohort assessment and self-evaluation of individual learning sessions (process and performance). Cohort, trainers, and mentors will evaluate program. Overall program assessment by training team, mentors, and consultant will occur utilizing all gathered data and defined learning outcomes.

Specific tasks include:
- Trainer(s) will deploy and gather each session's assessment tool from cohort

- Session trainer(s) and any attendant mentor(s) will provide narrative assessment of cohort and a self-evaluation
- Consultant will review narrative assessments to identify trainer/mentor coaching and program refinement need(s)
- Cohort and trainer/mentor assessment data will be anonymized and stored for the overall program assessment process
- Trainers, mentors, and consultant will review all assessment data to determine achieved program outcomes against defined program learning outcomes
- Program outcomes assessment will be documented

**<u>Work Required</u>: 30 hours**
**<u>Deliverable</u>: Analysis and documentation of program assessment data outcomes.**

3.3.3 <u>Program Refinement and Final Report</u>
Based on identified program outcomes and trainer/mentor input, the program topics, learning outcomes, session learning materials, and assessment tools will be refined as needed. The project final report will be written and provided to the Project Coordinators.

Specific tasks include:
- Trainers, mentors, and consultant will meet to discuss program refinement
- Trainers will update their session learning materials as needed
- Mentors will refine identified practices as needed
- Learning outcomes will be updated as needed
- Session and program assessment tools will be updated as needed
- Consultant will write final report and provide to Project Coordinators

**<u>Work Required</u>: 20 hours**
**<u>Deliverables</u>: Program refinement and completion of final report.**

3.3.4 <u>Program Completion Ceremony</u>
Completion of the first annual Early Career Staff Development Program will be celebrated with a graduation ceremony. Cohort, trainers, mentors, and associated supervisors/managers, and BALIS Directors will be invited to the presentation of completion certificates.

Specific tasks include:
- Trainer/mentor teams will develop a completion ceremony plan
- Ceremony location, date, and time will be identified and booked
- Ceremony supplies will be purchased and prepared (completion certificates, refreshments, etc.)
- Invitations to ceremony speakers, cohort, and guests will be sent

- RSVPs to ceremony will be tracked
- Trainer/mentor teams prepare and present completion ceremony

**Work Required: 12 hours**
**Deliverable: Completion of first annual Early Career Staff Development Program.**

### 3.3.5 Handoff of Early Career Staff Development Program

All program plans, training materials, and assessment tools will be assembled in a manual and provided to participant BALIS libraries in print and/or electronic format via the shared online work space. BALIS Directors will identify the second annual training cohort, and make any modifications to the trainer/mentor teams. The second annual training program will carry on under direction of BALIS Directors and the Early Career Staff Development Program training and mentoring teams.

Specific tasks include:
- Completion meetings with trainer team, mentor team, and Project Coordinators
- BALIS staff repeat steps 3.1.1 through 3.3.4 as needed

**Work Required: 8 hours**
**Deliverable: Completion of consultant work.**

## 4. Client Responsibilities and Travel

BALIS Directors will identify and commit to having trainers and mentors participate in the program. Project Coordinators will identify a regular schedule to meet with Consultant to monitor program progress and to formulate any changes necessary to achieve project objectives.

Identified training and mentoring staff will be made available for training program development meetings, training materials development, training sessions, and completion ceremony. Teams will work with consultant to develop mutually operable training program schedule and logistics.

Travel to BALIS sites will be compensated at mileage only.

## 5. Consultant Responsibilities

Consultant will meet with Project Coordinators upon identified schedule to provide progress reports and provide program activity and purchase recommendations. Consultant will submit invoices for payment upon the completion of either each section or subsection of the deliverable identified above. The invoice will include the hours and associated mileage. Consultant will provide final report to Project Coordinators within thirty days of first cohort completion ceremony.

## 5. Fee Schedule

This proposal is based on the consultant's $50 hourly rate. The cost breakdown is as follows:

| Phase One | Description/Task | Work Required | Cost |
|---|---|---|---|
| 3.1.1 | Introductory trainer/mentor team meetings; identify training experience; identify and resolve cross-system issues; Implement shared online workspace | 12 hours | $600.00 |
| 3.1.2 | Develop program plan/ goals/topics/ processes. Identify: topical interest/experience; available training materials and resources; materials development experience | 20 hours | $1,000.00 |
| 3.1.3 | Development and documentation of program learning outcomes | 30 hours | $1,500.00 |
| | | *Phase One TOTAL:* | *$3,100.00* |
| **Phase Two** | **Description/Task** | **Work Required** | **Cost** |
| 3.2.1 | Development of training session materials and program identity; trainer development; identify guest speakers | 120 hours | $6,000.00 |
| 3.2.2 | Development of program assessment tools | 40 hours | $2,000.00 |
| 3.2.3 | Development of program logistics | 30 hours | $1,500.00 |
| 3.2.4 | Development of program participation tracking tool; Mentor/mentee pairing; Cohort invitation to program | 15 hours | $750.00 |
| | | *Phase Two TOTAL:* | *$10,250.00* |
| **Phase Three** | **Description/Task** | **Work Required** | **Cost** |
| 3.3.1 | Implementation of training sessions; assessment implementation; observation and coaching of trainers and mentors | 12 hours per training session (12 sessions possible); up to 144 hours | $7,200.00 |
| 3.3.2 | Gather and analyze assessment data | 30 hours | $1,500.00 |
| 3.3.3 | Produce final report of Early Career Staff Development Program | 20 hours | $1,000.00 |
| 3.3.4 | Facilitate completion ceremony planning and implementation | 12 hours | $600.00 |
| 3.3.5 | Program handoff: all plan, training, and assessment materials provided; completion meeting with trainers and mentors; meeting with Project Coordinators | 8 hours | $400.00 |
| | | *Phase Three TOTAL:* | *$10,700.00* |
| | | **GRAND TOTAL:** | **$24,050.00** |

**CLA LEGISLATIVE PRIORITIES 2019**
*Presented by the Advocacy & Legislative Committee to further the mission of California libraries*

The Committee works with the CLA Executive Board, CLA lobbyists and association members to make a difference for California libraries and the communities they serve.

These broadly-outlined priorities focus on California legislative and policy activities that support California libraries at the state level; they may also be used for local and national advocacy.

- **Infrastructure Needs**
  - Seek a measure supporting the infrastructure needs of California's public library facilities to benefit Californians in communities throughout the state (building upon the efforts in the 2016-2017 and 2017-2018 sessions with SCA-3); work with the Legislature, the Governor's office and other partners to secure a place on the election ballot and a plan for approval.

- **Broadband Equity and Net Neutrality**
  - Work with the California State Library (CSL) and the Corporation for Education Network Initiatives in California (CENIC) to support implementation of Phases 3 and 4, which expand important broadband access to libraries throughout the state, and advocate for funding for assessment of Phases 1 and 2; advocate for net neutrality, the Federal E-Rate program and the California Teleconnect Fund.

- **After-School and Summer Programs**
  - Seek funding to support California's youth through library after-school and summer programming, such as Lunch at the Library.

- **Libraries as Centers**
  - Seek funding for libraries to serve as centers for early education, literacy, career support, services for vulnerable populations and other educational programs that benefit a wide range of community members.

- **California State Library**
  - Advocate for funding for the California State Library and its staff, initiatives and programs that critically support the vitality of all libraries throughout the state in meeting the library needs of their jurisdictions.

- **Census 2020**
  - Secure adequate funding for libraries to assist with the collection and submission of Census information; work with other library groups (e.g. ALA) to promote libraries as critical partners for a complete count at the local and regional level.

- **Legislation Monitoring**
  - Continue to monitor all legislation that may have a bearing on libraries in California, and continue to work with other library-related groups and stake-holders on promoting libraries and beneficial legislation.

*Adopted by the CLA Advocacy & Legislative Committee and the CLA Executive Board, November 2018*