

BALIS Administrative Council Meeting

**San Ramon Library
100 Montgomery Street, San Ramon, CA, 94583**

January 10, 2020

10:00 a.m.

AGENDA

- | | | | |
|--------------|--|-----------|--------------|
| I. | Call to Order and Introductions | Chadwick | |
| II. | Adoption of Agenda (Action Item) | Chadwick | |
| III. | Approval of the October 4, 2019 Minutes (Action Item) | Chadwick | Attachment 1 |
| IV. | New Business | | |
| | A. World Trust Workshop Proposal (Action Item) | Chadwick | Attachment 2 |
| | B. BALIS Priorities for Use of Reserves | Chadwick | Attachment 3 |
| | C. BALIS Presence at Alameda County Fair (Action Item) | Chadwick | |
| | D. Day in the District Planning | Chadwick | Attachment 4 |
| | E. Macmillan eBook Discussion | Chadwick | |
| | F. Library Staff Development Day Shareouts | Cervantes | |
| V. | Reports | | |
| | A. Report of System Chair | Chadwick | |
| | B. Report of System Administration | Alvarez | |
| 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 agendaized pursuant to state law.) | | |
| VII. | Agenda Building for Next Meeting on April 3, 2020 | | |
| VIII. | Announcements | | |
| IX. | Adjournment | | |

**BALIS Administrative Council Meeting
Hayward Public Library
888 C St, Hayward, CA 94541
October 4, 2019
10:00 a.m.**

MINUTES

Attendees:

Council:

Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Elliot Warren, Berkeley
Melina Cervantes, Contra Costa County
Jayanti Addleman, Hayward Public
Tamera LeBeau, Livermore Public
Jamie Turbak, Oakland Public
Heidi Murphy, Pleasanton Public
Katy Curl, Richmond Public
Michael Lambert, San Francisco Public

Staff:

Carol Frost, PLP/BALIS

Other:

Cindy Randall, Cornerstones of Science

I. Call to Order and Introductions

The meeting was called to order at 10:05 am by Chair Chadwick. Introductions were made.

II. Adoption of Agenda

The Agenda was adopted as presented. (M/S Chisaki/Lambert)

III. Approval of the July 17, 2019 Minutes

Cervantes abstained. The Minutes were approved as presented. (M/S LeBeau/Chisaki)

IV. Old Business

A. Strategic Plan Processes Updates

Chadwick reported that it might benefit the Directors to check in with each other regarding their strategic planning processes and would like to keep this on the agenda as a recurring item. Chadwick shared a one-page brochure intended for elected officials which is a high-level easy-to-read marketing piece that can remind them of the service area, the vision, and areas of exploration/focus areas. Chadwick shared the Salt Lake City Library "Strategic Roadmap Field Guide" which Salt Lake City library gives to all staff, which promotes ownership and active participation. Alameda County has created their own "Field Guide" which highlights their five-year plan. Chadwick, along with her Deputy and Communication staff visited each library as a Road Show and handed out the Field Guide and pencils to staff. Part of the process is to receive feedback to update their Mission Statement. Cervantes shared their Five-Year Strategic Plan, which was developed with the use of Orange Boy and an outside consultant. Several years ago, they did the massive community input, but little assessment had been done since that time. After reviewing the mission, vision and goals, it was determined they were still relevant. They engaged Orange Boy for a survey to the public which resulted in 18,000 results. After their assessment, the Strategic Plan and Value Statement were developed

with input from staff as well as their Friends, Boards and Commissioners. Chisaki mentioned she is working with Ruth Metz (consultant) in developing their Strategic Plan, and they are halfway through their process. Their Board is pleased with the progress, and their staff will be working on this at their Staff Day. Curl mentioned the restructuring at Richmond, which has changed the focus of their Strategic Plan. Addleman mentioned that the City Council would like to increase library hours. She had thought that it could be part of the Strategic Plan, but the timeline is accelerated. They are considering a survey to receive public comment and are also studying the increased staffing needs to achieve this goal. LeBeau shared about their all-staff meeting where brainstorming was done, and with that data they have developed a draft Mission and Vision Statement which was presented to their Board. She hopes to take their final Strategic Plan to their Board in December. Lambert reported they are considering updating their Strategic Plan, which is still in place for another year. Lambert will go on a Road Show to San Francisco library branches to receive input and will be able to adapt their new plan to the priorities of the Mayor. Their vision is “Connected Community” which aligns with programming, outreach and community engagement. San Francisco is considering using the PLA tool for measuring community impact. Turbak received a PLP Innovation Grant to bring in Los Angeles County to do the iCount: Removing Barriers to Equity training. Warren reported that they are using the Berkeley Library Board to help update their Strategic Plan and are engaging a local firm to guide the discussion.

B. BALIS Leadership Development Program Update

Chadwick reviewed previous agendas to review the basic goal of this project. The discussion from 2017 was staff development, which shifted into internships in 2018, then training staff around soft skills. Since there has been two years of discussion without a product, Chadwick recommends the Council discontinue pursuing the development of this training. Cervantes said that there may still be a need, but it may be that if an RFP was released using the previous person’s scope, it may not be successful. Addleman shared that CLA has leadership training which could be relevant. Lambert supports stopping, noting this was aspirational. Cervantes asked if BALIS could give money to its members for training. There was a recommendation that at the next meeting the BALIS Council review finances and discuss ideas for the use of the Fund Balance.

V. New Business

A. Cornerstones of Science: Building Science Literacy Capacity in Public Libraries

Berkeley has been working with Cornerstones of Science for over two years. The goal is to engage and empower staff with the correct tools to offer STEM training and to develop a shift in mindset about the community needs in relation to STEM programming. There are many community perceptions of what Berkeley is, and the difference between perceptions and reality is the nexus of developing STEM training. Berkeley is a university town, and many residents are highly educated. There are many tech, science and education jobs, and this was an opportunity to review staff’s perception about the community to ensure it was matching the demographics. BPL had been working with their Foundation to garner funds to partner with Cornerstones of Science, which aligns with their Strategic Plan’s focus on science and technology. Staff now are doing more STEM programming, and the training gives them the tools to feel more confident. BPL has also purchased microscopes that they lend out. They have a

collaboration with a Paleontology Museum. Cindy Randall from Cornerstones of Science reported they are interested in expanding this to other libraries in the Bay Area. Their group works with libraries to foster a deeper understanding of the world around us and do this in 2 ways: creating science kits specifically designed for the library that can be checked out and, and through professional development training. She mentioned that some corporations have expressed interest in partnering with libraries to support STEM programming. There was a discussion about how to build librarian capacity so that STEM programming and literacy is seen as an essential and strategic literacy skill. Randall mentioned a 20-30% increase in library card membership because people want to check out telescopes, which tells a story about the public demand and interest for STEM. The public is looking to the library for things beyond books, and this is a way to help libraries build capacity to meet this need. Cornerstones of Science was awarded an IMLS National Leadership grant to codify a methodology for STEM literacy. Cornerstones of Science would be willing to bring a staff person to California to help develop a STEM plan. To expand this to other libraries, libraries would need to dedicate staff, and that commitment would vary depending upon the priority of that library. Once a plan is developed, then a funding source would be identified. There was a discussion about the shift from programming for the people coming into the library to developing programming for people to that of the public walking into the library for the programming, and to include adults and youth.

VI. Reports

A. Report of System Chair

There was no report.

B. Report of System Administration

Frost shared the PLP has been awarded to be the fiscal agent for the California State Library's Lunch at the Library grant. The Gale Cengage's Analytics on Demand contract has been amended to include stronger language for data and patron privacy. MOBAC and PLS systems have been discussing the new Macmillan eBook pricing model and associated local actions. Libraries should be notified next week about their Innovation Grants. Frost shared a proposal from Dynamic Digital Content about analysis of eBooks. As part of PLP's Data Privacy grant, Focus Groups will be helping to design the training.

VII. Public Comment

There was no public comment

VIII. Agenda Building for Next Meeting on January 10, 2020 at the San Ramon Library

- A. Strategic Plan Processes Updates
- B. BALIS Priorities for Use of Reserves (Action Item)
- C. Macmillan/eBooks
- D. Day in the District Planning

IX. Announcements

There were no announcements.

X. Adjournment

The meeting was adjourned at 12:15 by Chair Chadwick.

I. Project Description – World Trust Workshop

- A. Keynotes to bridge between people of color and white people interested in building a more equitable and inclusive way of being together; helping our organization build the capacity to challenge both the internal and external systems that reinforce racial inequality.
 - 1. Addressing Unconscious Bias in Your Organization/Institution
 - 2. For Pacific Library Partnership (PLP) Members (Open to 60-75 people)
- B. Library & Group Information
 - 1. Alameda County Libraries (ACL) & Justice, Equity Diversity & Inclusion (JEDI) Group
 - 2. ACL is an organizational member of the six caucuses of the American Library Association and we have active participants in Alameda County's interdepartmental GARE team. One of ACL's areas of exploration in our 2019-2024 Strategic Plan is the formation of the JEDI group. ACL included RACE equity because of the historical legacy of slavery and legal systems in the U.S has worked against full inclusion of people of color and that librarianship has also historically been a white profession. We believe that white dominance of libraries affects everything, from who enters the profession, to who enters our libraries.

II. Project Beneficiaries & Community Impact

- A. Key Beneficiaries (PLP Members and neighboring library staff)
- B. Library Services Impact
 - 1. Improved recruiting processes; retention of underrepresented groups and ways of confronting our own unconscious biases.
 - 2. Improved service relationships with community members.
 - 3. Build talent pool for future employment in libraries with diverse and robust skill sets.

III. Execution

- A. Estimated date of Program
 - 1. Week of April 26, 2020
 - 2. We will try to get a central library with BART access (Fremont or Castro Valley)

Budget Summary - \$4,300

- A. Program cost \$4000 (Ginny Berson, Director of Outreach with World Trust may go down to \$3,000)
- B. Refreshments \$300

IV. Evaluation and Measurement (Outcomes)

- A. Survey given before program and once again after program or at later date.

To: Bay Area Library and Information System Administrative Council
From: Cindy Chadwick, Chair
Subject: Use of BALIS Reserves
Date: January 10, 2019

Background

When BALIS joined the Pacific Library Partnerships, there were remaining funds. Some of those funds are currently used to pay for the annual health benefits for two BALIS retiree, which is approximately \$8,500 annually. There are no ongoing CalPERS obligations for BALIS.

At the July 2017 BALIS Council meeting, the Council requested a survey of the directors to identify priorities for which the remaining Fund Balance may be used. The priorities were as follows (in ranked order):

Analytics: Running analytical reports (such as AOD) can be cumbersome. SFPL has an analytics person, and there is potential to share this resource throughout BALIS.

Link+: Resource sharing remains a priority, and there may be opportunities to support a regional Link+ model.

Discover & Go: the model for this growing service could be re-imaged.

Innovation Grants: BALIS used to fund Innovation Grants, which PLP now offers. BALIS could consider offering Innovation Grants to BALIS members.

Digital Platform: SFPL has purchased Islandora as a digital platform. BALIS libraries could consider scalable digitization efforts, with SFPL hosting the content.

Digital Health Literacy: Richmond Public Library developed this tool, and it may be possible to extend connections to other libraries.

At the October 2018 meeting, the Council discussed the results of the survey of priorities. There was no consensus as to how best to proceed, so it was agreed to revisit this at future meetings until there was an identified and compelling initiative that was of great value and benefit to the BALIS libraries. At future meetings, it was agreed that BALIS should consider some type of shared training for staff. After much research and discussion, it was agreed at the October 2019 meeting that this project is too large and cumbersome for BALIS, and that other priorities may be considered.

Discussion

It should be anticipated that BALIS will need to continue with ongoing costs for retiree health benefits. BALIS may choose a priority which may require funding, or one which does not require the use of Fund Balance.

To: Bay Area Library and Information System Administrative Council
From: Cindy Chadwick, Chair
Subject: BALIS Day in the District
Date: January 10, 2019

Background

At the October 2018 Council meeting, the Council discussed coordination for Day in the District. A list of representatives and their library districts was distributed and each jurisdiction selected representatives to take the lead in scheduling meetings and sharing out dates and times of secured appointments to the full BALIS list so that other jurisdictions can join them for the visits. Attached is a list of current Congressional Representatives and California State Assembly Representatives for BALIS.

Recommendation

It is recommended that the Council determine the best way to schedule appointments with current BALIS representatives.

BALIS Day in the District Representatives

Congressional Reps

District	Name	PLP Libraries	Party	Capital Room	Phone
11th	DeSaulnier, Mark	Contra Costa Richmond	D	115 CHOB	(202) 225-2095
12th	Pelosi, Nancy	San Francisco	D	233 CHOB	(202) 225-4965
13th	Lee, Barbara	Alameda Free Berkeley Oakland	D	2267 RHOB	(202) 225-2661
14th	Speier, Jackie	San Francisco	D	2465 RHOB	(202) 225-3531
15th	Swalwell, Eric	Livermore Pleasanton	D	129 CHOB	(202) 225-5065
17th	Khanna, Ro	Alameda County	D	513 CHOB	(202) 225-2631

Assembly Reps

District	Name	PLP Libraries	Party	Capital Room	Phone
11	Frazier, Jim	Contra Costa County Library	Democratic	3091	(916) 319-2011
14	Grayson, Tim	Contra Costa County Library	Democratic	4164	(916) 319-2014
15	Wicks, Buffy	Alameda County Library Berkeley Public Library Contra Costa County Library Oakland Public Library Richmond Public Library	Democratic	4005	(916) 319-2015
16	Bauer-Kahan, Rebecca	Contra Costa County Library Livermore Public Library Pleasanton Public Library	Republican	2130	(916) 319-2016
17	Chiu, David	San Francisco Public Library	Democratic	4112	(916) 319-2017
18	Bonta, Rob	Oakland Public Library Alameda County Library Alameda Free Library	Democratic	2148	(916) 319-2018
19	Ting, Phil	San Francisco Public Library	Democratic	6026	(916) 319-2019
20	Quirk, Bill	Alameda County Library Hayward Public Library	Democratic	2163	(916) 319-2020
25	Chu, Kansen	Alameda County Library	Democratic	3126	(916) 319-2025