

BALIS Administrative Council Meeting

**Berkeley Public Library
West Branch
1125 University Avenue
Berkeley, CA 94702
Friday, October 6, 2017**

10:00 a.m.

AGENDA

- | | | |
|--------------|---|-----------------------|
| I. | Call to Order and Introductions | Chadwick |
| II. | Adoption of Agenda (Action Item) | Chadwick |
| III. | Approval of the Minutes | |
| | A. Approval of the July 7, 2017 Minutes (Action Item) | Chadwick Attachment 1 |
| IV. | Old Business | |
| | A. BALIS Priorities for Use of Reserves (Action Item) | Jackson Attachment 2 |
| V. | New Business | |
| | A. Election of FY 2017/18 BALIS Chair and Vice-Chair (Action Item) | Jackson |
| VI. | Reports | |
| | A. Report of System Vice-Chair | Chadwick |
| | B. Report of System Administration | Jackson |
| VII. | 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). | |
| VIII. | Agenda Building and Date for Next Meeting | |
| IX. | Announcements | |
| X. | Adjournment | |

BALIS Administrative Council Meeting

**Oakland Public Library
125 14th Street
Oakland, CA 94612-4937**

Friday, July 7, 2017

MINUTES**Attendees:****Council**

Gerry Garzon, Chair, Oakland Public
Melinda Cervantes, Contra Costa County
Cindy Chadwick, Alameda County
Jane Chisaki, Alameda Free
Katy Curl, Richmond Public
Heidi Dolamore, Berkeley Public
Luis Herrera, San Francisco Public
Heidi Murphy, Pleasanton Public (call-in)

Staff

Carol Frost, PLP/BALIS

- I. **Call to Order:** The meeting was called to order at 10 a.m.
- II. **Adoption of Agenda:** The Agenda was approved as distributed. (M/S Cervantes/Chisaki)
- III. **Approval of the Minutes:** A note was made to correct the spelling of “retirees” on item IV.B. The Minutes were approved as amended. (M/S Herrera/Chisaki)
- IV. **New Business**
 - A. **BALIS Fiscal Status**
 - 1) **Fund Balance Update:** The BALIS Fund Balance is \$517, 945.
 - 2) **Pension Liability Update:** Although BALIS has paid off its future retirement liabilities to CalPERS, the Council voted several years ago to designate \$150,000 of the Fund Balance for medical coverage for the two retired employees, at approximately \$8,000 per year for both employees. This would allow for 15-18 years of payments, should the rate not vary significantly. This leaves approximately \$368,000 of unrestricted funds in the Fund Balance. Luis Herrera clarified that any unspent funds of the \$150,000 will be returned to the Fund Balance.

3) **Discussion of Potential Uses of the Fund Balance:** In previous years, BALIS offered Innovation Grants with their Fund Balance. As PLP began to offer Innovation Grants, BALIS discontinued the practice, which has contributed to the growing BALIS Fund Balance. Heidi Dolamore suggested looking at Link+. Luis expressed his concern about the CSUs pulling out of Link+ and the negative repercussions for other participating members. NorthNet is currently doing a study on expanding Link+ to all of its members. It was agreed that resource sharing is important and that BALIS should watch for the results of this study. San Francisco Public Library has purchased Islandora for digitization, and BALIS may consider scalable digitization efforts, with SFPL as the host. Richmond Public Library has developed a digital health literacy tool, and it may be possible to extend connections to other libraries. Melinda Cervantes mentioned that Discover and Go is growing too large for Contra Costa Library staff. The costs are not being recouped and they are looking for a new model. Heidi Dolamore mentioned the disparity in local funding, and that without standards in California libraries, it is difficult to advocate for funds. She suggested that, as a region, BALIS could identify where more funding is needed and quantify how the libraries give back to the communities to support additional funding, perhaps by adapting the RIPL standards. SFPL has hired an analytics person, and perhaps there is a way for BALIS libraries to pay SFPL to run analytical reports from different sources, including the Edge, Analytics on Demand, etc. Equity in delivery of services, and considering race and equity in data analysis were mentioned. It was agreed that PLP staff would issue a survey to BALIS libraries to determine priorities. The topics will include:

- Discover & Go
- Digital Platform
- Digital Health Literacy
- Analytics
- Link+
- Innovation Grants
- Additional Ideas

B. **Election of a BALIS Chair and Vice-Chair:** Heidi Dolamore was nominated as Chair of BALIS. (M/S Garzon/Herrera) Cindy Chadwick was nominated as Vice-Chair. (M/S Cervantes/Herrera)

V. Reports

- A. **Report of System Chair:** Gerry Garzon reported his appreciation and said that he has had a wonderful time as Chair.
- B. **Report of System Administration:** The Directors agreed to discontinue printing the BALIS bookmark.

Donna Truong has now retired after 29 years as PLP's CFO. Andrew Yon has been hired as the Controller, and will start on July 17.

The PLP Executive Committee has approved funding for enki, SimplyE, Analytics on Demand, and funding another round of the Innovation and Technology Opportunity Grants.

PLP has received an LSTA grant to expand the Student Success Grant program statewide. The grant helps libraries partner with school districts for library cards for students. The LSTA Pitch-an-Idea Grant for a News Literacy Resource Toolkit has been approved for \$50,000. The grant will focus on one regional meeting with PLP library staff and media partners, the creation of a News Literacy Working Group, and a News Literacy Resource Toolkit to be distributed to PLP libraries and hosted on the PLP website.

The deadline to apply for the Libraries Illuminated Grant is September 15. The \$1M grant is to support hardware and software improvements to help patrons use libraries' broadband. Matching funds are required. The BALIS Council directed staff to set aside \$50,000 of the Fund Balance for wherever a need is within the BALIS libraries for matching funds. The deadline for the grant is September 15.

VI. Public Comment: None.

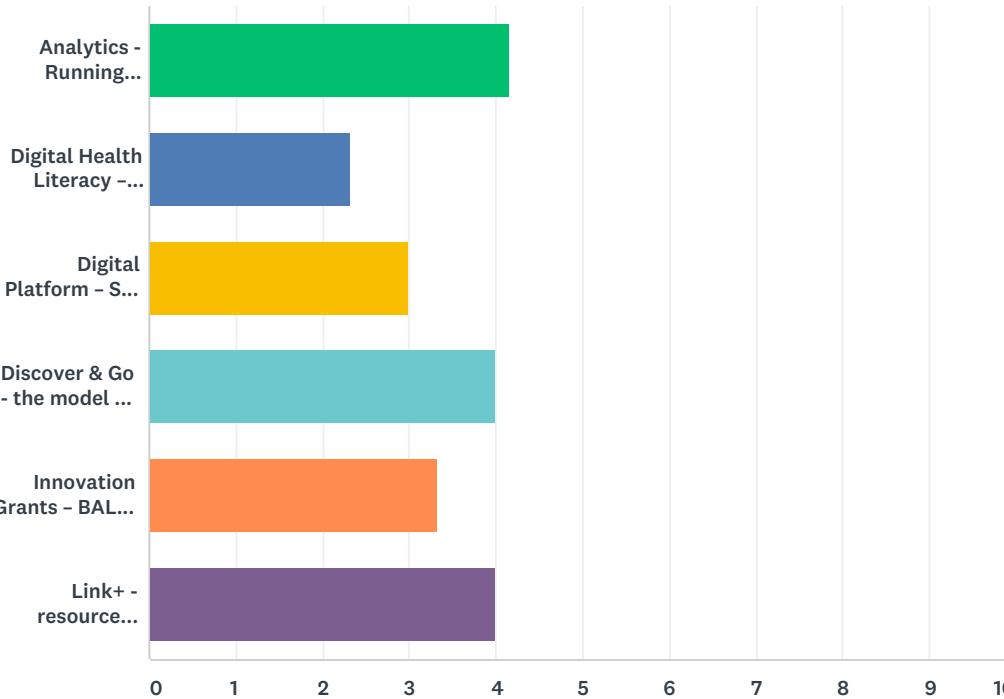
VII. Agenda Building and Date for Next Meeting: The next meeting will be held on October 6, 2017, at one of the Berkeley Public Library locations. Items to be included on the next meeting's agenda include:

- Discussion of Fund Balance (Action Item)

VIII. Adjournment: The meeting adjourned at 12:06 p.m.

Q1 Please rank the list below with your priorities for BALIS. This will help direct the focus of the BALIS Council.

Answered: 6 Skipped: 0



	LOW PRIORITY	AVERAGE	HIGH	HIGHEST	TOTAL	WEIGHTED AVERAGE
Analytics - Running analytical reports (such as AOD) can be cumbersome. SFPL has an analytics person, and there is a potential to share this resource throughout BALIS.	0.00% 0	16.67% 1	50.00% 3	33.33% 2	6	4.17
Digital Health Literacy – Richmond Public Library developed this tool, and it may be possible to extend connections to other libraries.	66.67% 4	33.33% 2	0.00% 0	0.00% 0	6	2.33
Digital Platform – SFPL has purchased Islandora as a digital platform. BALIS libraries could consider scalable digitization efforts, with SFPL hosting the content.	0.00% 0	100.00% 6	0.00% 0	0.00% 0	6	3.00
Discover & Go - the model for this growing service could be re-imaged.	0.00% 0	16.67% 1	66.67% 4	16.67% 1	6	4.00
Innovation Grants – BALIS used to fund Innovation Grants, which PLP now offers. BALIS could consider offering Innovation Grants to BALIS members.	0.00% 0	66.67% 4	33.33% 2	0.00% 0	6	3.33
Link+ - resource sharing remains a priority, and there may be opportunities to support a regional Link+ model.	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00

Q2 Other ideas: Please share any other ideas you may have.

Answered: 1 Skipped: 5

#	RESPONSES	DATE
1	I keep thinking of how helpful it has been to have the 3-D printer on loan and wonder at the possibility of creating a shared mobile resource within the system. Something like a Maker Space(ship) that could be on a shared schedule between libraries.	7/26/2017 1:48 PM