

BALIS Administrative Council Meeting

AGENDA

July 8, 2022

10:00 a.m. via Zoom

<https://us02web.zoom.us/j/85298283263?pwd=dmtDRzFKV1c0cTB5SWRueWhNcXJpQT09>

Meeting ID: 852 9828 3263 ; Passcode: 315380

Call-in Option: (669) 900-6833

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|--------------|---|--------|----------------------|
| I. | Call to Order and Introductions | McKee | |
| II. | Adoption of Agenda (Action Item) | McKee | |
| III. | Approval of Consent Calendar (Action Item) | | |
| | A. Approval of the April 1, 2022 Minutes | McKee | Attachment 1, pg. 3 |
| IV. | Old Business | | |
| | A. COVID-19 Reopening Updates and Shareouts | McKee | |
| | B. Staff Development Funding Updates | McKee | Attachment 2, pg. 9 |
| V. | New Business | | |
| | A. Review and Determine Continuation of
BALIS Staff Development Support (Action Item) | McKee | Attachment 3, pg. 21 |
| | B. Consideration and Approval of Request from
San Leandro Public Library to Join BALIS, and,
by Default, PLP (Action Item) | Simons | Attachment 4, pg. 26 |
| VI. | Reports | | |
| | A. Report of System Chair | McKee | |
| | B. Report of System Administration | Frost | |
| 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 Location for Next Meeting on October 7, 2022 | | |
| IX. | Announcements | | |
| X. | Adjournment | | |

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

PLS/PLP Admin office, 32 W. 25th Ave., Suite 201, San Mateo, CA 94403

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

Alameda Free Library, 1550 Oak St., Alameda, CA 94501

Contra Costa County Library, 777 Arnold Dr., #210, Martinez, CA 94553

Hayward Public Library, 888 C St., Hayward, CA 94541

Livermore Public Library, 1188 S. Livermore Ave., Livermore, CA 94550

Oakland Public Library, 125 14th St., Oakland, CA 94612

Pleasanton Public Library, 400 Old Bernal Ave., Pleasanton, CA 94566

San Francisco Public Library, 100 Larkin St., San Francisco, CA 94102

BALIS Administrative Council

MINUTES

April 1, 2022

10:00 a.m. via Zoom

Attendees:

Council:

Alison McKee, Chair, Contra Costa County
Cindy Chadwick, Alameda County
Jane Chisaki, Alameda Free
Tess Mayer, Berkeley Public
Anwan Baker, Livermore Public
Jamie Turbak, Oakland Public
Heidi Murphy, Pleasanton Public
Melinda Cervantes, Richmond Public
Bill Kolb, San Francisco Public

Staff:

Carol Frost, PLP/BALIS
Mary Nino, PLP/BALIS

Guest:

Brian Simons, San Leandro

I. Call to Order and Introductions

The meeting was called to order at 10:03 a.m. by Chair McKee. The libraries shared introductions and welcomed Brian Simons (San Leandro Public Library Director) as a guest.

II. Approval of Consent Calendar

A. Adoption of Agenda

B. Approval of the January 7, 2022 Minutes

A motion was made and approved unanimously by roll-call vote to approve the Consent Calendar as presented. (M/S Cervantes/Chisaki)

III. Old Business

A. Review and Approval of Lawyers in the Library

It was asked if wet signatures are still required by Livermore, and Baker responded that he will confirm the City's requirements. A motion was made and approved unanimously by roll-call vote to approve the Lawyers in the Library contract as presented. (M/S Turbak/Chisaki)

B. Review of Delivery Schedule

Frost reviewed the delivery schedule and reminded the group that CLSA covers these expenses. She asked the Council to provide her with any updates within the next few weeks.

C. Strategic Planning Sharing

Many libraries are currently involved in Strategic Planning specifically focusing on developing authentic, inclusive, and realistic plans. There was consensus that traditional strategic planning is often ineffective and not nimble enough to adapt to rapid change. A desire to develop working roadmaps with clear, focused priorities appears to be a common goal. Several systems shared their experiences and expressed satisfaction with current processes.

Mayer talked about how 5-year scenarios are not as effective as they once were and how strategic planning can help to focus work, although the pandemic has complicated the process. She asked if other libraries have explored alternative models.

Murphy noted that Pleasanton did joint strategic planning in 2019 and will be reviewing the update at the next meeting. She stressed that the mission, vision, values, and goals are still relevant and attributes that to broad input from staff and community. A detailed list is in the Action Plan, which identifies leads for each activity. The Plan includes both short and high-level goals and can be adapted to changing conditions. Even during the pandemic, they were able to complete the micro-goals. The team has embraced the mission/vision and incorporates it into marketing and outreach. Pleasanton expressed their appreciation for the level of support from their consulting firm Management Partners.

Turbak expressed similar sentiments of Mayer. Oakland uses a Racial Equity Action Plan that includes components of strategic planning. Incorporating an equity focus is used to analyze budget, programming, and hiring and retention of BIPOC employees. How to merge an equity focus with strategic planning was discussed.

McKee expressed appreciation for Oakland's Plan, noting that race is the most predictive element of health and wellness.

Baker shared that Livermore has a similar approach and has solicited feedback from public and staff. They created a 5-year plan with three strategic objectives: 1. Literacy, 2. Equity and Inclusion, and 3. Awareness and Accessibility. Having just three objectives has helped to stay focused.

McKee mentioned the Contra Costa County Library's current strategic plan does not have an end date, which allows time to respond, rather than having a false deadline.

Cervantes reported that Richmond needs a new strategic plan and the desire for it to incorporate the equity needs of Richmond.

There was a suggestion that PLP develop a strategic plan document repository. Frost noted that CLSAinfo.org is a statewide depository on library policies. Frost will investigate options for PLP.

Mayer also asked about other experiences that could help create authentic public feedback. Murphy shared that they have standing city commissions which they leveraged to elicit feedback.

McKee noted that OrangeBoy has a service where non-library using community members are identified. It was discussed whether OrangeBoy might be able to survey the non-library members for feedback.

D. COVID-19 Reopening Updates and Shareouts Including Staff Morale

Richmond filled 9 positions and is working to fill other vacant positions. Expanded hours start April 18th. An added security guard arrives a half hour before the library opens and remains a half hour after the library closes. Staff are feeling more excited about the expanded hours. The library will be eliminating overdue fines. A \$10M library infrastructure upgrade grant application has been submitted. There is an open recruitment for the library director.

Chadwick joined the meeting at 10:35 a.m.

Chisaki reported that Alameda Free libraries are open now at pre-pandemic hours. They have completed strategic planning, which includes many services the library is already performing, but which will be enhanced. The City eliminated the mask mandate on March 14th, which has relieved staff from having to enforce that requirement. The Friends have reopened café and bookstore. In-person children's programming will begin on April 4th. No meeting room reservations are currently allowed.

Turbak reported that library hours are expanding, and storytime will start next week. Mask mandate is still in effect. Employees not complying with vaccination mandate have gone through the Skelly process and will be terminated April 1st. McKee noted that Contra Costa will start in-person storytime in June. No mask mandate in the County, but Health Department highly recommends that staff continue to wear masks and maintain social distancing because of concern for another wave of COVID-19.

Murphy reported storytimes have been happening in the theater with staff on stage, to promote social distancing. They have also prioritized programming for youth 5 yrs. of age and older since that age group is eligible for vaccination. This involved lots of staff discussion which has helped buy-in.

Baker reported that in-person storytime starts April 1st. Parents can choose virtual or in-person sessions. Some staff are reluctant to do in-person programming inside, so they have the option to perform it outside. Sneeze guards have been installed. Programs being held by Zoom have been highly successful with nearly 100 people attending. All furniture has been moved back in. Sunday hours will be restored once more staff are hired.

Mayer noted that Berkeley is significantly understaffed so not ready to expand hours, noting that it will be difficult to add evenings and Sunday hours back, since staff are used to not working those hours. Some staff are fatigued with enforcing the mask rule, and others feel that even if it is lifted from the City, they would like to continue to enforce the rule. A possible resurgence of Covid is complicating matters.

Cervantes noted that the mask mandate, sneeze guards, and other safety measures are still in place.

Chadwick reported a similar situation to Berkeley's with mask requirement in all buildings, although some of the cities they serve do not require masks. Large numbers of County staff are still working remotely. No vaccination requirement but there is a requirement for self-reporting, and if employees choose not to self-report, they must do mandatory regular testing. No in-person programming is happening.

Kolb reported that 20 of 28 locations have returned to 7-day-a-week service, and others are in the planning stages. Pre-pandemic hours are in effect at Main. The City and County of San Francisco lost 70,000 residents during pandemic (815,000 current population). Concerns about tax revenue exist but San Francisco Library budget was secured before this change. SFPL has multiple vacancies at higher levels. Storytimes are returning to in-person. The mask mandate has been lifted. Employees who did not comply with vaccination mandate have been terminated. In-person programs began large but have been moving to smaller events.

There was overall sharing about in-person vs. virtual programming and Friends in-person book sales.

E. Staff Development Funding Updates

Frost reviewed the document and reported that two additional libraries have requested funds.

New Business**A. Review of BALIS Staff Development Fund Use**

McKee reviewed the memo and noted that the Richmond Library has asked for clarification about the use of BALIS staff development funds, and whether they could be used to pay for membership in professional organizations. McKee mentioned interest in potentially using these funds for the Palace Project. Murphy expressed interest in discussing an expansion of the definition next year. Frost shared some background on why BALIS has a fund balance, and that the BALIS Council has the discretion on its use, acknowledging that some funds are reserved for a retiree's health benefits. Discussion ensued with concerns regarding how funding can be dispersed and for what purposes. The role of equity was brought up as well as concerns about funding drying up in the future. Frost recommended setting up an ad hoc group to discuss and present at the July meeting. McKee, Murphy, and Cervantes volunteered to form the Ad Hoc Group. No action was taken.

B. Day in the District Discussion

McKee noted that Contra Costa County has had one meeting. Currently, most of the group shared that there has not been much success meeting with legislators. The group acknowledged and thanked Frost for sharing information on Bonta's Assembly Bill. Several members expressed concern that the staffing needed to carry out this Bill's resulting workload could be onerous.

C. Review of BALIS Meeting Schedule for FY 2022-23

July meeting has been rescheduled for July 8th, 2022.

IV. Reports**A. Report of System Chair**

McKee had no report other than to share that Jayanti Addleman was very appreciative and thankful for the support considering recent Hayward Public Library events.

B. Report of System Administration

Frost expressed thanks to the Assistant Director search committee, noting that second interviews are scheduled. The PLP Staff Development Committee Spring Workshop will include a presentation from Dr. Michele Villagran on organizational change. Dr. Villagran will summarize all PLP trainings at the May 13th PLP Annual Directors' Meeting. A new slate of officers is in place. Staff

Development Committee Brown Bags for front-line staff have been very successful this year. Over 100 attendees were at the last one and an additional meeting is scheduled for May 5th. The focus will be on how to move up within the organization.

V. Public Comment

Brian Simons expressed that San Leandro Public is interested in joining BALIS and Link+. Non-resident fees have been eliminated and fines will also be eliminated. San Leandro has many of the same challenges expressed by BALIS members. Simons mentioned that San Leandro is also going through strategic planning and highly recommended the book *The Advantage* by Patrick Lencioni. Frost shared that several procedures must be followed to join BALIS. A special meeting may be necessary as things progress. Simons will follow up as San Leandro moves forward.

VI. Agenda Building for Next Meeting on July 8, 2022 (virtual)

A. Staff Development Funding Update and Discussion

B. Covid and Programming Shareouts

Email Frost with any additional agenda items.

VII. Announcements

All BALIS Staff Development funds need to be claimed before July 30th, 2022.

VIII. Adjournment

The meeting was adjourned at 12:02 p.m. by McKee.

BALIS Financial Support for Libraries

FISCAL YEAR	LIBRARY	PROJECT DESCRIPTION	AMOUNT CLAIMED	DATE CLAIMED
2021-2022	Alameda County Library	Dr Lori Watson - REAP and Jedi Support and Leaders of Leaders Seminars	\$7,000	9/17/2021
		All staff DEI training around Conscious Conversations and DEI Work Group Coaching Sessions through Circle Up (\$3000)		
2021-2022	Pleasanton Public Library	All staff workshop to update the Strategic Plan Implementation Action Plan, facilitated by Management Partners (\$4000)	\$7,000	10/19/2021
2021-2022	Hayward	Community Needs Assessment and Strategic Planning for Weekes Branch Library. Total cost \$17,000 but library will fund \$10,000 with their own budget.	\$7,000	12/2/2021
2021-2022	Contra Costa	Expansion of EDI work through trainings with Dr. Lori Watson. Total training is \$38,500, and \$7,000 of BALIS funds will be applied to this.	\$7,000	1/10/2022
2021-2022	Richmond	For staff development registration for staff for online DEI training, team building, leadership development, user experience and other library specific skill building activities.	\$7,000	2/4/2022
2021-2022	Oakland	Teen programming, specifically the Youth Poet Laureate program and the Teen Passport program	\$7,000	6/17/2022
2021-2022	Berkeley	Declined disbursement		
2021-2022	Livermore	Declined disbursement		
2021-2022	Alameda Free Library	Declined disbursement		
2021-2022	San Francisco	Declined disbursement		
		Total disbursement	\$42,000	
		Budgeted	\$70,000	
		Variance	\$28,000	

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Alameda County Library
Grant Amount:	\$7,000

1. Briefly describe how you used the financial support funding.

Training with Dr. Lori Watson of Race-Work (www.race-work.com) with the goal of deepening internal organizational JEDI (Justice, Equity, Diversity & Inclusion) commitments. The sessions included readings and group discussions facilitated by Dr. Watson with various groupings of our staff JEDI teams and all management employees.

2. Identify barriers or challenges encountered throughout your funded initiative.

Had several break-through conversations in which deep learning occurred. Some staff resistance & discomfort surfaced, which prompted helpful follow-up conversations. Continuing the momentum internally, and translating our learnings to public services and programs, are the ongoing challenges.

3. Report final findings and observations from the project, including any evaluation efforts or statistics gathered (e.g., total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

Total staff served was approximately 50 (JEDI staff teams and all management employees). Rollout to all staff is being planned for Fall 2022-Spring 2023, with consultation from Dr. Watson.

Outline of Sessions:**Phase 1: Setting the Trajectory**

Session 1: November 9th from 1:30-3:30 with JEDI Planning Team

Session 2: December 15th from 1:30-3:30 with Joint Leadership

Session 3: Sept 29th from 10:00-11:00 with Central Leadership (CL) to review AC Library Racial Equity Action Plan (REAP)

Session 4: Oct 20th from 10:00-11:00 with CL: Personal “why am I doing this”

Session 5: Oct 27th from 10:00-11:00 with CL: Organizational “why are we doing this”

Session 6: Nov 3rd from 10:00-11:00 with CL to discuss work achieved on REAP and the process ahead with Dr. Watson

Phase 2: Two 2-hr sessions FRAMING THE FOUNDATION

Session 1: February 9th from 9:00-1:00 with JEDIs (Planning, Participation & Book Club) and Joint Leadership + Coalition of the Interested (same group both days)

Session 2: February 14th from 9:00-1:00 with JEDIs (Planning, Participation & Book Club) and Joint Leadership + Coalition of the Interested (same group both days)

Phase 3: Two 2-hr sessions DEEPER DIVE (aka D2)

Session 1: March 10th from 1:00-3:00 with JEDIs (Planning Team) and Joint Leadership (same group both days) Must have taken E2T as prerequisite

Session 2: March 21st from 1:00-3:00 with JEDIs (Planning Team) and Joint Leadership (same group both days) Must have taken E2T as prerequisite

Phase 4: Four 4-hr sessions LEADER of LEADERS

Session 1: April 13th from 1:00-5:00 with Joint Leadership

Session 2: April 20th from 1:00-5:00 with Joint Leadership

Session 3: April 27th from 1:00-5:00 with Joint Leadership

Session 4: May 4th from 1:00-5:00 with Joint Leadership

Phase 5: Road Show for All Staff

JEDIs (with the support of Dr. Watson) are planning site visits with the support of leadership. A status report on the REAP will also be a part of this phase.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Contra Costa County Library
Grant Amount:	\$7,000

1. Briefly describe how you used the financial support funding.

The \$7,000 was used to help fund Racial Equity training for all Library staff in the Contra Costa County Library System. The training for staff consisted of two half-day sessions focusing on personally reflective exercises, thought provoking dialogue and race centered instruction. Training was mandatory for all staff.

This training was an important step in furthering the Library's goal of equitable access for all and in becoming an anti-racist institution.

2. Identify barriers or challenges encountered throughout your funded initiative.

Challenges due to the pandemic have been an ongoing issue. Staffing has been tight at branches, and it was challenging for branches to accommodate staff to attend trainings. Since all trainings were through Zoom, not being able to meet in person created a challenge for staff in finding a private location at their branch to take the training. Also, since the training was mandatory for staff, there were some staff who resisted. Library staff were ultimately able to work through these challenges.

3. Report final findings and observations from the project, including any evaluation efforts or statistics gathered (e.g., total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

In 2021, the Racial Equity training was offered to Library staff a total of four times. Thus far, 233 staff have taken the training (all but three permanent staff members).

Staff were surveyed after each training. 80% of staff responding to the survey after each training agreed or strongly agreed that their perception of racism was changed, reported that they learned a new skill to help eliminate racism and racial bias in the organization, and gained a greater awareness of how issues of equity, diversity, and inclusion impact choices they make at work. The survey had about a 50% response rate.

After one training, several participants participated in a 21-day racial equity challenge and continued their racial equity work beyond the training.

The Library has renewed their contract with the Racial Equity trainer and is planning additional training this year for managers to help them support their BIPOC staff. The Library will also offer Racial Equity training to Friends and Foundation groups and to the County's Library Commission. Finally, the Library will repeat the mandatory Racial Equity training for all new staff and those staff who were unable to take the training last year.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Hayward Public Library
Grant Amount:	\$7,000

1. Briefly describe how you used the financial support funding.

The intended use for these funds was to do a community needs assessment before we start the architectural review of the Weekes Branch to make sure we are responding to community needs as well as library staff's professional recommendations. An outside consultant, Sam McBane Mulford was selected to assist with this project. Unfortunately, Ms McBane's unexpected death earlier this year, brought the project to a halt and HPL is currently working with OrangeBoy on some preliminary surveys and is seeking out a new consultant to assist with the project. Both the \$10,000 from HPL's own budget and the additional \$7,000 from PLP are being carried into the new fiscal year to continue the project.

2. Identify barriers or challenges encountered throughout your funded initiative.

The major challenge in this case was that we had delayed the project till we were closer to resumption of normal services and then our consultant died, so that brought the project to a complete halt. We have not yet had a chance to regroup properly.

3. Report final findings and observations from the project, including any evaluation efforts or statistics gathered (e.g. total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

A report will be provided promptly once the project is completed, hopefully by the end of December 2022. We apologize for this delay and hope we do not have to return the funding and can carry the funds forward to complete the project.

Respectfully submitted:
Jayanti Addleman
Director of Library Services
Hayward Public Library

June 27, 2022

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Oakland Public Library
Grant Amount:	\$7,000

1. Briefly describe how you used the financial support funding.

Beginning in 2012, Oakland Public Library created an Oakland Youth Poet Laureate (OYPL) program. This is an unprecedented citywide effort to celebrate literacy through poetry and connect young writers to far-reaching opportunities.

Each year, a new winning Laureate represents Oakland and its youth at public and private events. They also share their experiences with the press and through blogs, videos, and social media. Extremely talented youth poets participate in the program and several have begun to make successful writing or performing careers. A past winner, Leila Mottley, was recently named the youngest author selected to Oprah's famous book club list for "Nightcrawling".

More details about the OYPL program can be found here:

<https://oaklandlibrary.org/oakland-youth-poet-laureate/>

Also, this summer, Oakland Public Library holds many exciting teen events as part of our summer reading program. This a welcome return to "in-person" events following two summers of covid-related inactivity. Full details about the programs can be found here: <https://oaklandlibrary.org/opl-summer/opl-summer-for-teens/opl-summer-teen-events/> (screen shots of the program calendar are at the end of this report.)

2. Identify barriers or challenges encountered throughout your funded initiative.

For the October OYPL showcase, the event was held outdoors for covid-related reasons and the weather was freezing cold, but worth it.

Tongo Eisen-Martin was a co-organizer and was supposed to MC but he had a family tragedy and was unable to participate. We got a Youth Speaks partner to do it, quite last minute, and he was amazing, so we hope to tap him again for future events.

3. Report final findings and observations from the project, including any evaluation efforts or statistics gathered (e.g. total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

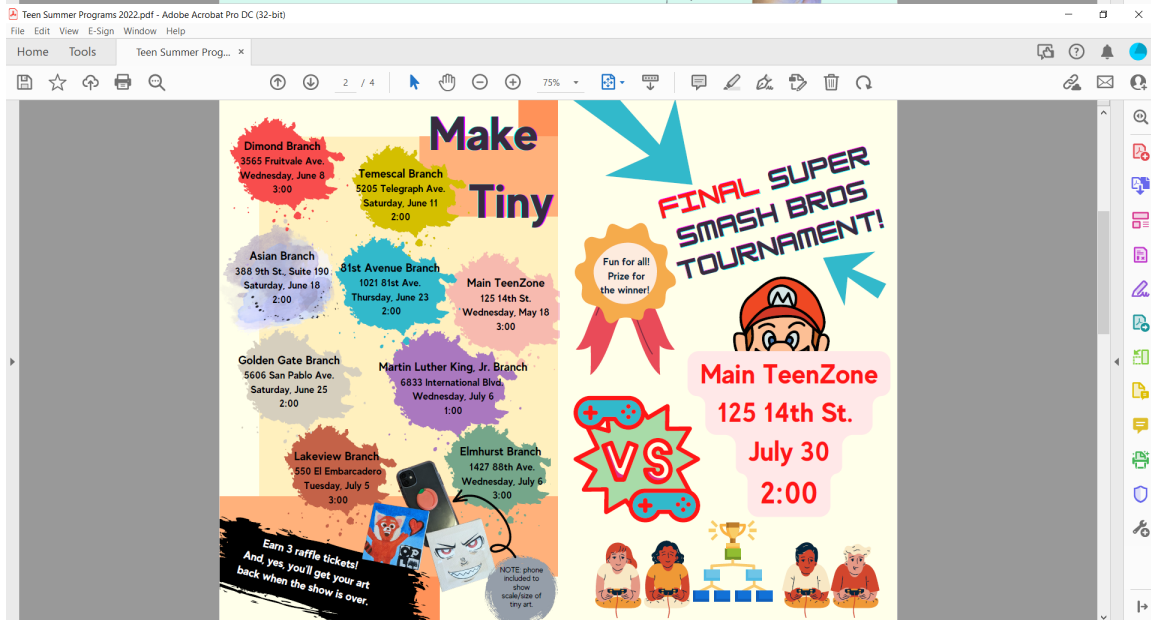
As mentioned above, in the fall of 2021, there was an Oakland Youth Poet Laureate event in Golden Gate Park. There were performances of 10 poets, going back to 2015, and a nice engaged large audience.

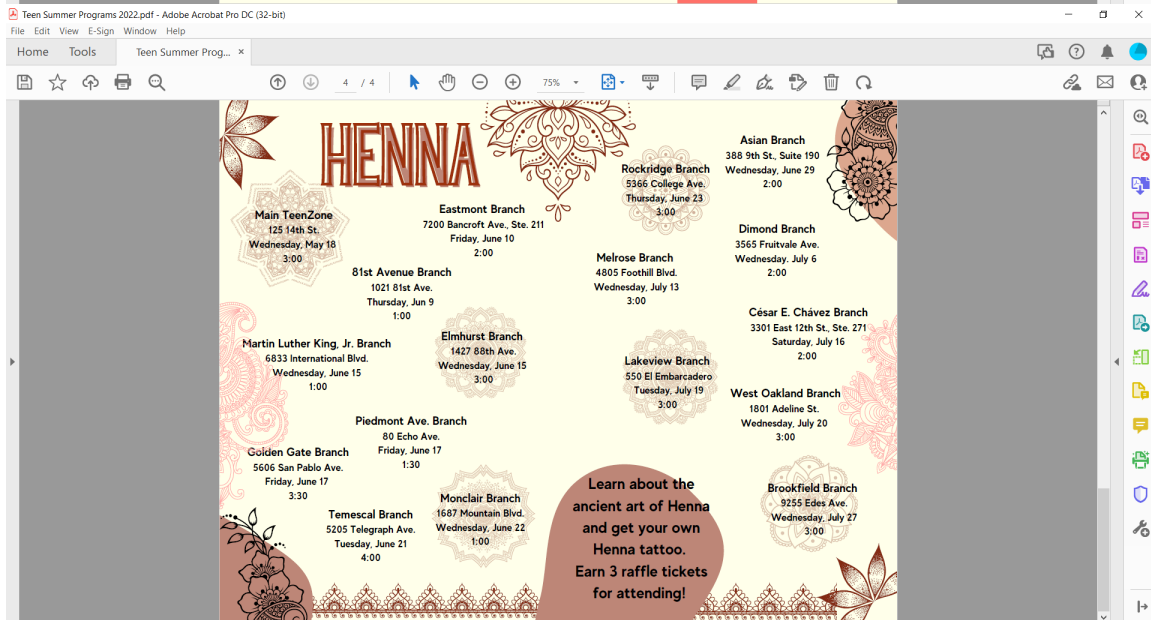
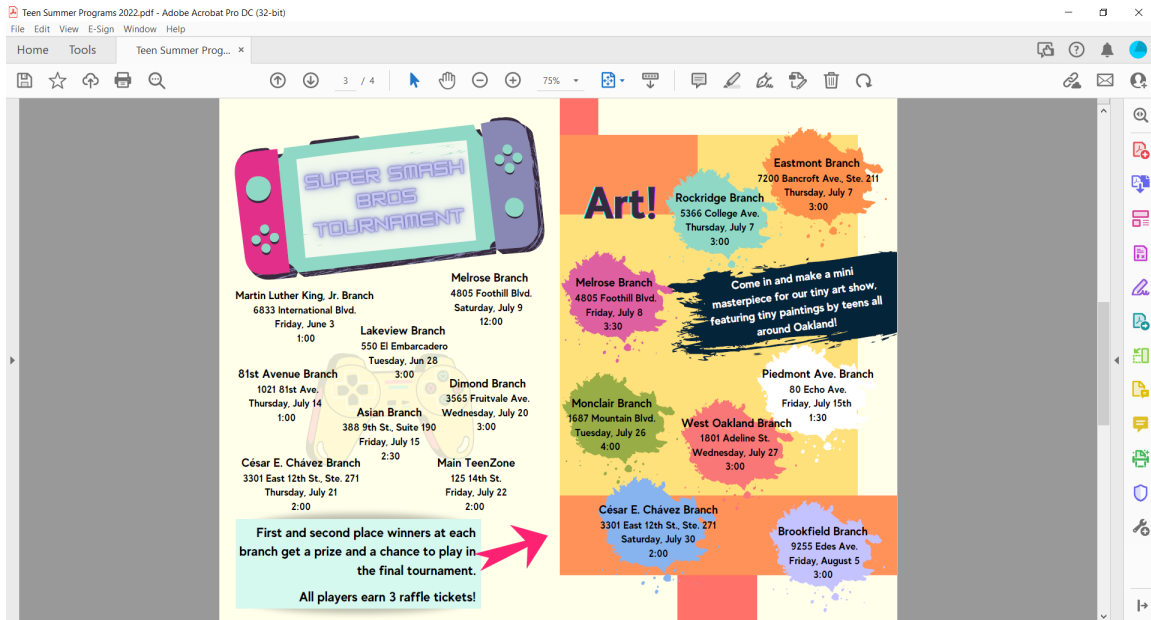
Here is a link to photos of the event:

<https://sharonmckellar.pic-time.com/-oaklandyouthpoetlaureatethealterverse/gallery>

The 2022 Oakland Youth Poet Laureate and Vice Laureate on was announced on May 21st at the Lake Merritt Amphitheater. Seven Finalists performed as well as our 2021 Laureate, Myra Estrada, and OYPL Alum and Judge, Shanga Goman. The winner was announced by Oakland Mayor, Libby Schaaf.







BALIS Staff Development Initiatives Reporting Form

Grantee (Library):	Pleasanton Public Library
Grant Amount:	\$7,000

1. Briefly describe how you used the staff development funding.

\$3000 was used for a virtual staff training that focused on Conscious Conversations and Interrupting Unconscious Bias in the workplace as well Coaching for our Diversity, Equity, and Inclusion Staff Work Group.

\$4000 was used to update the Implementation Action Plan for the Department Strategic Plan.

2. Identify barriers or challenges encountered throughout your staff development initiative.

I believe the virtual environment created a bit of a barrier for both projects. While the DEI training received high ratings and strong interaction from the staff team, many said they felt it would have been more impactful in person.

With the Implementation Action Plan update, the session was also successful, but more bumpy and less interactive than it would have been in person.

3. Report final findings and observations from the staff development project, including any evaluation efforts or statistics gathered (e.g. total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

Evaluations were conducted for the DEI training. This was our department's second session with CircleUp, the first was a city-wide effort. CircleUp has a fantastic training team and offers a very approachable format and content. Our team preferred doing this type of work just within the department, rather than with the broader city for their own comfort level. I would highly recommend CircleUP.

From the evaluation, 100% of respondents agreed or strongly agreed that:

- The format of this training appealed to different learning styles
- The instructors were knowledgeable about the subject matter
- The instructors created a positive and inclusive learning environment
- It was helpful getting to experience a conscious conversation
- The conscious conversation tool is something I will use with other employees
- The conscious conversation tool is something I will use with people I serve
- Our team benefitted from this experience today

One employee commented, “More employee-public scenarios would be helpful for future trainings for our department and I hope there will be another session that builds on the first two!”

To: BALIS Administrative Council
From: Carol Frost
Subject: FY 2022-23 Staff Development Fund Distribution
Date: July 8, 2022

Background

BALIS has previously identified staff development activities as a priority for use of BALIS reserves. At the July 10, 2020 BALIS meeting, the Council approved a pilot program to allow PLP to develop a mechanism for managing distribution of BALIS reserves back to the BALIS libraries for use on staff development and training initiatives or activities. In FY 2020-21, \$30,000 of BALIS reserves was allocated, with funds used for staff development opportunities focused on diversity, equity, and inclusion issues.

In FY 2021-22, the Council increased the total funds available to \$70,000 to support work related to DEI, community assessment activities, leadership development, team building, user experience, and library-specific skill building.

During the April 2022 meeting, the Council noted an interest in distributing the funds in a more equitable way. An Ad Hoc Group of Alison McKee, Heidi Murphy and Melinda Cervantes was formed to review this and provide a recommendation for the July meeting.

The purpose of this memo is to specify how much reserves to allocate for staff development purposes, determine a distribution model based on equity, and determine allowable activities for the use of funds and a priority for FY 2022-23. Additionally, the Council must determine if San Leandro Public Library will have access to staff development funds in FY 2022-23 after they join BALIS.

Consideration of Allocation for FY 2022-23

Below is a chart of the allocations and amounts claimed from the last two years:

	Allocation for Staff Development	Individual Award Amount	Amount Claimed
FY 2020-21	\$30,000	\$3,000	\$21,000
FY 2021-22	\$70,000	\$7,000	\$42,000

BALIS uses some of its reserves annually to pay for two retirees' health benefits, so it is important that a healthy reserve balance be retained for these annual costs. The current reserve balance is approximately \$270,000 not including the additional \$150,000 of reserve funding that is set aside to cover retiree benefits.

It is recommended that the Council determine whether they would like to allocate some of the Fund Balance to support staff development activities for FY 2022-23, including the amount an individual library jurisdiction may claim, and the overall allocation.

Discussion of Allocation by Equity

Previously, the total allocation of staff development funds has been split evenly across library jurisdictions. The Ad Hoc Group created three new potential models for distribution with a focus on equity. A model based on Local Income Per Capita (LIPC) levels addresses differences in local funding and financial support between library jurisdictions. A model based on staff size accounts for the additional resources needed to provide training to a larger number of staff. A third model adjusts for both metrics. For the purposes of these models, a total allocation similar to FY 2021-22 of \$70,000 is used. The Council may determine a different total allocation amount.

LIPC Level Model

In the LIPC Level Model, libraries are grouped into three tiers by their LIPC Level. Tier 1 libraries receive lower amounts of local funding and financial support from their municipalities and counties. Because of this, the distribution of funds in this model prioritizes these libraries. 40% of the total allocated funds is split among the three Tier 1 libraries resulting in each jurisdiction able to claim up to \$9,333. 45% of the total allocated funds is split among the five Tier 2 libraries with each jurisdiction able to claim \$6,300. And 15% of the total allocated funds is split between the two Tier 3 libraries with each jurisdiction able to claim \$5,250.

Tier	Total Funds for LIPC Level
Level 1 (40% of total funds)	\$ 28,000
Level 2 (45% of total funds)	\$ 31,500
Level 3 (15% of total funds)	\$ 10,500

Library	Local Income Per Capita Tier	Local Income per Capita*	Population of Legal Service Area 2020-21	Local Government Income FY 20-21**	Disbursement
Contra Costa County	1	\$33.58	1,043,724	\$ 35,051,527	\$ 9,333
Hayward	1	\$37.70	158,089	\$ 5,960,563	\$ 9,333
Richmond	1	\$39.86	110,130	\$ 4,389,636	\$ 9,333
Alameda County	2	\$55.68	584,585	\$ 32,552,471	\$ 6,300
Pleasanton	2	\$58.95	78,371	\$ 4,619,768	\$ 6,300
Livermore	2	\$60.49	91,216	\$ 5,517,720	\$ 6,300
Alameda Free	2	\$72.39	80,884	\$ 5,855,334	\$ 6,300
Oakland	2	\$94.42	459,396	\$ 43,377,948	\$ 6,300
San Francisco	3	\$165.09	875,010	\$ 144,455,741	\$ 5,250
Berkeley	3	\$176.40	116,761	\$ 20,596,293	\$ 5,250

*Local Income Per Capita = Local Government Income/Population of Legal Service Area.

**Local Government Income data from <https://www.library.ca.gov/wp-content/uploads/2022/02/LIPC-FY2021.xlsx>

Staff Level Model

In the Staff Level Model, libraries were grouped in three tiers according to their staff size: less than 100 employees, between 100-499 employees, and more than 500 employees. The intention with this model is to provide additional resources for jurisdictions that have more staff to train. The five library jurisdictions with less than 100 employees share 40% of total available funds with each jurisdiction able to claim up to \$5,600. The four library jurisdictions with between 100-400 employees share 45% of total available funds with each jurisdiction able to claim \$7,875. And the one library with more than 500 employees can claim up to 15% of the total available funds (\$10,500).

Tier based on staff size	Total Funds for Tier
<99 Employees (40% of total funds)	\$ 28,000
100-499 Employees (45% of total funds)	\$ 31,500
>500 employees (15% of total funds)	\$ 10,500
	\$ 70,000.00

Library	# of staff *	Disbursement
Richmond	29	\$ 5,600
Pleasanton	33	\$ 5,600
Alameda Free	50	\$ 5,600
Hayward	61	\$ 5,600
Livermore	92	\$ 5,600
Berkeley	154	\$ 7,875
Contra Costa County	225	\$ 7,875
Alameda County	272	\$ 7,875
Oakland	360	\$ 7,875
San Francisco	876	\$ 10,500

*FY2020-21 staffing levels from California State Library
www.library.ca.gov/stats/

LIPC Modified by Staff Model

The LIPC Modified by Staff Model attempts to address both inequities in local funding and additional resources needed for training a larger staff. The three tier levels and funds available to each tier remain the same as the initial LIPC Model above. However, this model creates subgroups in each tier for libraries with less than 100 employees and libraries with more than 100 employees. Libraries in each subgroup split 50% of the overall funding for that tier level. The exception to this is Tier 3. As both libraries have more than 100 employees, they split the overall funding for that tier evenly.

Tier	Funds Available Per LIPC Level
Level 1 (40% dist)	\$ 28,000
Level 2 (45% dist)	\$ 31,500
Level 3 (15% dist)	\$ 10,500
Staff Size	Shared Percentage of Tier Funds
1 to 99	50% divided by qualifying libraries in tier
100+	50% divided by qualifying libraries in tier

Library	Local Income Per Capita Tier	Local Income per Capita*	Population of Legal Service Area 2020-21	Local Government Income FY 20-21**	# of Employees	Disbursement
Contra Costa County	1	\$33.58	1,043,724	\$ 35,051,527	225	\$ 14,000
Hayward	1	\$37.70	158,089	\$ 5,960,563	61	\$ 7,000
Richmond	1	\$39.86	110,130	\$ 4,389,636	29	\$ 7,000
Alameda County	2	\$55.68	584,585	\$ 32,552,471	272	\$ 7,875
Pleasanton	2	\$58.95	78,371	\$ 4,619,768	33	\$ 5,250
Livermore	2	\$60.49	91,216	\$ 5,517,720	92	\$ 5,250
Alameda Free	2	\$72.39	80,884	\$ 5,855,334	50	\$ 5,250
Oakland	2	\$94.42	459,396	\$ 43,377,948	360	\$ 7,875
San Francisco***	3	\$165.09	875,010	\$ 144,455,741	876	\$ 5,250
Berkeley***	3	\$176.40	116,761	\$ 20,596,293	154	\$ 5,250

*Local Income Per Capita = Local Government Income/Population of Legal Service Area.

**Local Government Income data from <https://www.library.ca.gov/wp-content/uploads/2022/02/LIPC-FY2021.xlsx>

***Exception: Tier 3 splits available funds evenly.

In all three models, the choice of tier percentage (40%, 45%, or 15%) provided individual library jurisdiction totals to remain within a range that was not significantly unbalanced.

Discussion of Allowable Uses and Priorities for Funds for FY 2022-23

During the April 2022 Council meeting, there was discussion related to whether staff development funds could be used to pay for professional organization memberships. During the discussion, additional potential uses were brought up. There was interest in expanding the definition of allowable use for staff development funds in FY 2022-23.

The Ad Hoc Group did not recommend a specific priority for FY 2022-23. The Ad Hoc Group proposes the following uses:

- collection
- facility improvement or planning
- training
- professional membership dues for staff or institutions
- strategic planning
- equity action planning
- research

The Council may consider the recommendations listed above.

Consideration of the San Leandro Library Participating in the Staff Development Funds

Before PLP was formed, BALIS was its own library cooperative. When PLP was formed, BALIS paid off its CalPERS obligations, and earmarked ongoing funds for the health benefits for retirees. The remaining BALIS reserves have been used in the past for a variety of reasons, including paying for speakers, and for staff development. Each of the existing ten participating libraries contributed to the funds.

The Council should determine whether the San Leandro Public Library will have access to staff development funds in FY 2022-23 and on an ongoing basis.

Recommendation

The Council should specify the total allocation of staff development funds for FY 2022-23, decide how the funds will be distributed across library jurisdictions, determine the priorities and allowable uses, and decide if San Leandro will have access to staff development funds in FY 2022-23 and on an ongoing basis.

City of San Leandro

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San Leandro, California 94577
www.sanleandro.org



June 23, 2022

Alison McKee, Chair, Bay Area Library and Information System (BALIS)
c/o Pacific Library Partnership
32 W. 25th Avenue, Suite 201
San Mateo, CA 94403

Dear Alison,

I am writing to formally request that the San Leandro Public Library join the Bay Area Library and Information System (BALIS), and, by extension, the Pacific Library Partnership (PLP). The San Leandro Public Library eliminated library card fees for non-city residents and all fines associated with late fees for library materials on March 1, 2021, with the City Council's approval, effective back dated to January 4, 2021. See item 8.E. of the attached Minutes of that City Council meeting.

This was an historic moment for the San Leandro Public Library and the community as these changes to policies remove barriers to service. We found that the people who need the library the most were the ones who wound up being impacted by and eventually excluded from use of the library due to overdue fines they could not afford. Also, we know for a long time that the non-resident fee card was a barrier to people of color who lived just outside the incorporated city limits. Eliminating these barriers are just a few ways we are taking our commitment to Diversity, Equity, and Inclusion very seriously.

With this City Council action, the San Leandro Library is now eligible to join a library cooperative.

On June 21, 2022 the San Leandro City Council approved the attached Resolution #22-099 which affirms our membership to BALIS and, by extension PLP.

We have been working with Carol Frost, the CEO of the Pacific Library Partnership, to establish a reduced membership to PLP for FY 2022-23, based on the need to receive approval from the California Library Service Board for joining PLP. At the May 13, 2022 PLP Executive Committee meeting, the Committee approved a reduced membership of \$4,999.

San Leandro Public Library has never been a part of a cooperative. We are very excited to finally be a part of the greater library community in California. Sharing resources, benefiting from the training opportunities, and gaining better access to the collective brain

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trust of the profession is something that will help elevate library services at the San Leandro Public Library and provide growth opportunities for our staff.

We look forward to working together. In the meantime, if you have questions, please do not hesitate to reach me.

Sincerely,

Brian Simons

Library Director
San Leandro Public Library
300 Estudillo Ave.
San Leandro, CA 94577
510-577-3942
bsimons@sanleandro.org



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

City Council

Welcome to your City of San Leandro City Council meeting.

Your City Councilmembers are:

Mayor Pauline Russo Cutter

Deborah Cox, District 1

Bryan Azevedo, District 2

Victor Aguilar, Jr., District 3

Fred Simon, District 4

Corina N. Lopez, District 5

Pete Ballew, District 6

Monday, March 1, 2021

7:00 PM

Access the meeting remotely by using this URL
<https://zoom.us/j/506831637>

**Joint Meeting of the City Council and the Successor Agency to the San Leandro
Redevelopment Agency of the City of San Leandro, and the San Leandro Public
Financing Authority**

San Leandro City Council conducted this meeting in accordance with the State
Emergency Services Act, the Governor's Emergency Declaration related to
COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020.

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

1.A. PLEDGE OF ALLEGIANCE TO THE FLAG

1.B. ROLL CALL

Present 7 - Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Cutter

1.C. ANNOUNCEMENTS

None.

2. RECOGNITIONS

None.

3. PUBLIC COMMENTS

There were approximately 6 public speakers.

Comments were made by the following individuals:

Douglas Spalding, Ms. Hewitt King, Leo T. West, Mike Katz-Lacabe, Robbie, Pearl and Larry Johnson

4. PRESENTATIONS

4.A. [21-099](#) San Leandro Improvement Association Update

Public Comment was received by Robbie and Emily Griego.

This matter was Presented

4.B. [21-068](#) Staff Report for a Presentation on proposed funding for the Capital Improvement Program

There were approximately 5 public speakers.

Comments were made by the following individuals:

Douglas Spalding, Virginia Madsen, Leo T. West, Emily Griego, and Anthony Tejada

This matter was Presented

5. PUBLIC HEARINGS

None.

6. CITY MANAGER AND CITY ATTORNEY REPORTS AND COMMENTS

Public Comment was received by Douglas Spalding and Leo T. West.

7. AMENDMENT OF CONSENT CALENDAR

Item 8.B. was removed from the Consent Calendar to Item 9, Items Removed from Consent Calendar

8. CONSENT CALENDAR

Approval of the Consent Calendar

A motion was made by Councilmember Lopez, seconded by Councilmember Ballew, to Approve the Consent Calendar. The motion carried by the following vote.

Aye: 7 - Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Cutter

8.A. [21-103](#) Minutes of the City Council Meeting of February 16, 2021

Approved as Submitted on the Consent Calendar.

8.C. [21-104](#) MOTION Nominating Luis Mendoza as District 2 Representative to the Planning Commission and Board of Zoning Adjustments

Adopted on the Consent Calendar.

Enactment No: Min Order 2021-010

8.D. [21-049](#)

Staff Report for a City of San Leandro City Council Resolution to Award a \$1,874,058 Construction Contract to Westland Contractors, Inc. for the Sanitary Sewer Point Repairs 2021 Project, Project No. 2021.0120; to Authorize the City Manager to Negotiate and Approve Individual Change Orders Up to 5% (or \$93,703) of the Original Contract Amount; to Authorize the City Manager to Negotiate and Approve Change Orders up to a Cumulative Value not to Exceed 35% (or \$655,920) of the Original Contract Amount; and to Appropriate \$1,500,000 from the WPCP Enterprise Fund

Received and Filed on the Consent Calendar.**[21-050](#)**

RESOLUTION of the City of San Leandro City Council to Award a \$1,874,058 Construction Contract to Westland Contractors for the Sanitary Sewer Point Repairs 2021 Project, Project No. 2021.0120; to Authorize the City Manager to Negotiate and Approve Individual Change Orders Up to 5% (or \$93,703) of the Original Contract Amount; and to Authorize the City Manager to Negotiate and Approve Change Orders up to a Cumulative Value not to Exceed 35% (or \$655,920) of the Original Contract Amount and Appropriation of \$1,500,000 of WPCP Enterprise Funds (Provides for the repair and replacement of defective sanitary sewer pipelines and manholes at various locations within the City, authorization for the City Manager to negotiate and execute individual contract change orders up to 5% and cumulatively up to 35% of the contract amount and appropriation of WPCP Enterprise Funds for the work)

Adopted on the Consent Calendar.

Enactment No: Reso 2021-036

8.E. [21-077](#)

Staff Report for a City of San Leandro City Council Resolution to approve a one-time amnesty program that waives all outstanding uncollectable overdue fines as of January 4, 2021, and to remove Overdue Fines and the Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule

Received and Filed on the Consent Calendar.**[21-079](#)**

RESOLUTION of the City of San Leandro City Council Approving a One-time Amnesty Program that Waives the Collection of All Outstanding Uncollectable Overdue Fines, and Approving the Removal of the San Leandro Public Library's Overdue Fines and the Charges for Non-Resident San Leandro Worker and Non-Resident Family Fee Card from the City of San Leandro's Fee Schedule.

Adopted on the Consent Calendar.

Enactment No: Reso 2021-037

8.F. [21-092](#)

Staff Report for City of San Leandro City Council Resolutions Updating Designations of Persons Authorized to Make Financial Transactions and Investments of Funds

Received and Filed on the Consent Calendar.**[21-093](#)**

RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2020-081 and Designating Signers on City Checks and Persons Authorized to Make Fund Transfers by Telephone and Wire (Updates Names of City Officials Authorized to Deposit, Withdraw, and Transfer Funds for the City Treasury)

Adopted on the Consent Calendar.

Enactment No: Reso 2021-038

[21-094](#)

RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2020-082 and Authorizing Investment of Monies in the Local Agency Investment Fund and Designating Certain Depositories and Further Authorizing Specified City Officials to Remit Money in the City Treasury to the State Treasury for Deposit in the Local Agency Investment Fund

Adopted on the Consent Calendar.

Enactment No: Reso 2021-039

[21-095](#)

RESOLUTION of the City of San Leandro City Council, Acting in its Capacity as the Successor Agency to the Redevelopment Agency of the City of San Leandro, Rescinding Resolution No. 2020-003 SA and Authorizing Investment of Monies by the Successor Agency to the Redevelopment Agency of the City of San Leandro in the Local Agency Investment Fund and Designating Certain Depositories and Further Authorizing Specified Officers to Remit Money in the City Treasury to the State Treasury for Deposit in the Local Agency Investment Fund (LAIF) (Updating Successor Agency to the Redevelopment Agency of the City of San Leandro Signature Authority for LAIF)

Adopted on the Consent Calendar.

Enactment No: Reso 2021-002 SA

8.G. [21-069](#)

Staff report for a City of San Leandro City Council Resolution to Authorize the City Manager to Execute a \$2,670,000 Consulting Services Agreement with Leland Environmental Solutions Corporation for Remediation of Soil at the Water Pollution Control Plant, Project 2015.0300; to Authorize the City Manager to Negotiate and Approve

Contract Amendments Up to 10% (or \$267,000) of the Original Contract Amount; and to Appropriate \$500,000 for the Project in Fiscal Year 2020-2021

Received and Filed on the Consent Calendar.

[21-070](#)

RESOLUTION of the City of San Leandro City Council to Authorize the City Manager to Execute a \$2,670,000 Consulting Services Agreement with Leland Environmental Solutions Corporation for Remediation of Soil at the Water Pollution Control Plant, Project 2015.0300; to Authorize the City Manager to Negotiate and Approve Contract Amendments Up to 10% (or \$267,000) of the Original Contract Amount; and to Appropriate \$500,000 for the Project in Fiscal Year 2020-2021 (provides for the design and supply of soil remediation material for the WPCP)

Adopted on the Consent Calendar.

Enactment No: Reso 2021-040

8.H. [21-105](#)

Staff Report for a City of San Leandro City Council Resolution Approving the Investment Report for the Quarter Ended December 31, 2020

Received and Filed on the Consent Calendar.

[21-109](#)

RESOLUTION of the City of San Leandro City Council Accepting the City Council Investment Report for the Quarter Ended December 31, 2020

Adopted on the Consent Calendar.

Enactment No: Reso 2021-041

8.I. [21-106](#)

RESOLUTION of the City of San Leandro City Council Extending the Confirmation of a Proclamation of Local Emergency and State of Emergency by the City's Director of Emergency Services Pursuant to California Government Code Section 8630 and Public Contract Code Section 22050(c) because of the COVID-19 Pandemic

Adopted on the Consent Calendar.

Enactment No: Reso 2021-042

9. ITEMS REMOVED FROM CONSENT CALENDAR

8.B. [21-064](#)

Minutes of the Facilities and Transportation Committee Meeting of December 2, 2020

A motion was made by Mayor Cutter, seconded by Councilmember Cox, that this Minutes be Approved as Submitted. The motion CARRIED by the following vote:

Aye: 7 - Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Cutter

10. ACTION ITEMS**10.A. [21-101](#)**

City of San Leandro City Council Ordinance to Require Large Grocery Stores in San Leandro to Pay Employees an Additional Five Dollars per Hour in Temporary Hazard Pay During a Specified Period of Time Associated with the Covid-19 Pandemic

There were approximately 5 public speakers.

Comments were made by the following individuals:

Emily Griego, Douglas Spalding, Lawrence Abbott, Leo T. West and Jim Prola

A motion was made by Councilmember Azevedo, seconded by Councilmember Cox, that this Ordinance be Adopted. The motion carried by the following vote.

Aye: 5 - Aguilar, Azevedo, Cox, Lopez, Simon

Nay: 1 - Ballew

Recused: 1 - Cutter

Enactment No: Ordinance 2021-002

11. REPORT ON CLOSED SESSION ACTIONS TAKEN

City Attorney Richard Pio Roda reported there was no reportable action taken however direction was provided to staff.

12. CITY COUNCIL REPORTS

City Councilmembers reported on attendance at intergovernmental agency meetings, conferences, and seminars since the last meeting.

13. CITY COUNCIL CALENDAR AND ANNOUNCEMENTS

City Councilmembers announced calendar of upcoming events and coordinated attendance; reported on local events attended since the last meeting; and made brief comments on issues of concern.

14. COUNCIL REQUESTS TO SCHEDULE AGENDA ITEMS

-A motion was made by Councilmember Azevedo, seconded by Councilmember Lopez to schedule a discussion on an Emergency Broad Band Benefit Program for discount on computing devices and internet services.

Roll call was taken as follows:

Aye: Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Mayor Cutter

Nay: None

Absent: None

Abstain: None

-A motion was made by Councilmember Azevedo, seconded by Mayor Cuttler to work with federal lobbyist Simon & Co. and schedule a discussion on Earmarks in House and Senate for CIPs.

Roll call was taken as follows:

Aye: Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Mayor Cutter

Nay: None

Absent: None

Abstain: None

-A motion was made by Councilmember Ballew, seconded by Vice Mayor Aguilar to request to do a feasibility study within the next 12-18 months to put a tax on ballot on Public Storage units and if viable, plan for the November 2022 Election.

Roll call was taken as follows:

Aye: Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Mayor Cutter

Nay: None

Absent: None

Abstain: None

-A motion was made by Vice Mayor Aguilar, seconded by Councilmember Ballew to schedule a discussion on bringing in a consultant to review In-lieu fees.

Roll call was taken as follows:

Aye: Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Mayor Cutter

Nay: None

Absent: None

Abstain: None

-A motion was made by Councilmember Simon, seconded by Councilmember Azevedo to schedule a discussion on dredging the Marina for ferry service and use the dredge spoils to protect the Manor from floods in the next 12-15 months and look to Lobbyist for Federal funding.

Roll call was taken as follows:

Aye: Aguilar, Azevedo, Ballew, Cox, Lopez, Simon, Mayor Cutter

Nay: None

Absent: None

Abstain: None

15. ADJOURN

The meeting was adjourned at 10:44 p.m. In honor of all COVID-19 victims.

RESPECTFULLY SUBMITTED:

LETICIA I. MIGUEL

City Clerk of the City of San Leandro

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

RESOLUTION NO. 2022-099

**RESOLUTION OF THE CITY OF SAN LEANDRO CITY COUNCIL TO
AUTHORIZE THE CITY MANAGER TO APPROVE AND EXECUTE ALL
DOCUMENTS NECESSARY FOR THE SAN LEANDRO PUBLIC LIBRARY TO JOIN
THE BAY AREA LIBRARY AND INFORMATION SYSTEM (BALIS), AND BY
DEFAULT, THE PACIFIC LIBRARY PARTNERSHIP (PLP) WITH A FIRST-YEAR
MEMBERSHIP FEE OF \$4,999 FOR FISCAL YEAR 2022-2023 AND FUTURE FISCAL
YEAR MEMBERSHIP FEES BASED ON THE PLP MEMBERSHIP FEE SCHEDULE**

WHEREAS, the Bay Area Library and Information System (BALIS) is a part of the Pacific Library Partnership (PLP); and

WHEREAS, BALIS and PLP offer monetary, service, and staff enrichment benefit opportunities that can enhance library services; and

WHEREAS, the San Leandro Public Library has been interested in joining BALIS and by default PLP, since 2009; and

WHEREAS, the former City policy that required a non-resident fee card at the San Leandro Public Library precluded BALIS and PLP membership; and

WHEREAS, on March 1, 2021 the City of San Leandro City Council eliminated the non-resident fee card policy for library service at San Leandro Public Library making it possible for the San Leandro Public Library to join BALIS and PLP; and

WHEREAS, the PLP Executive Committee approved a reduced membership cost of \$4,999 for the San Leandro Public Library for FY 2022-2023 that includes participation in all PLP activities except those related to California Library Service Act (CLSA) funding, and that the PLP Executive Committee approved the full membership of the San Leandro Public Library for FY 2023-2024 at the full membership rate and with full benefits, pending BALIS and California Library Service Board (CLSB) approval; and

WHEREAS, once approved by BALIS and CLSB as a full member of BALIS and by default PLP, San Leandro Public Library is eligible for CLSA funding; and

WHEREAS, sufficient funds are included in the General Fund – Library Account in the Fiscal Year 2022-2023 budget and will not require additional requested funds for Fiscal Year 2023-2024; and

WHEREAS, PLP has agreed to the terms of the membership pending Council approval; and

WHEREAS, the City Council is familiar with the benefits and commitments of the memberships; and

WHEREAS, the City Manager recommends approval of said memberships.

NOW, THEREFORE, the City of San Leandro City Council hereby **RESOLVES** as

follows:

That said memberships are hereby approved and execution of all documents by the City Manager to effect this resolution is hereby authorized.

Introduced by Councilmember Aguilar and passed and adopted this 21st day of June 2022, by the following vote:

Members of the Council:

AYES: Councilmembers Aguilar, Azevedo, Cox, Lopez, and Cutter (5)

NOES: None (0)

ABSENT: Councilmembers Ballew and Simon (2)

ATTEST: Kelly B. Blaney for
Leticia I. Miguel, City Clerk