

BALIS Administrative Council Meeting

AGENDA

July 21, 2023

10:00 a.m.

**San Leandro Public Library – Conference Room C
300 Estudillo Avenue, San Leandro, CA 94577**

- I. **Call to Order and Introductions** Mayer
- II. **Approval of Consent Items (Action Item)**
 - A. Adoption of Agenda Mayer
 - B. Approval of the April 7, 2023 Minutes Mayer Attachment 1, pg. 2
- III. **Old Business**
 - A. Operational Updates and Shareouts Mayer
 - B. FY 2022-23 Staff Development Funding Reports Mayer Attachment 2, pg. 5
- IV. **New Business**
 - A. Recommendation from Cross-Marketing For Downloadable AudioBooks Ad Hoc Group (**Action Item**) Turbak Attachment 3, pg. 15
 - B. Review and Determine Continuation of BALIS Staff Development Support (**Action Item**) Frost Attachment 4, pg. 16
 - C. Discussion of Lawyers in the Library Service and Review of Legal Access Alameda MOU Addendum (**Action Item**) Wasterlain Attachment 5, pg. 19
 - D. Sunday Hours Discussion Mayer
- V. **Reports**
 - A. Report of System Chair Mayer
 - 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 Location for Next Meeting on October 6, 2023**
- VIII. **Announcements**
- IX. **Adjournment**

BALIS Administrative Council Meeting**MINUTES****April 7, 2023****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
 Jayanti Addleman, Hayward Public
 Jamie Turbak, Oakland Public
 Heidi Murphy, Pleasanton Public
 LaShonda White, Richmond Public
 Michael Lambert, San Francisco Public
 Brian Simons, San Leandro Public

Staff:

Carol Frost, PLP/BALIS
 Justin Wasterlain, PLP/BALIS
 Christopher Larsen, Richmond Public
 Davida Scott, Raising Leaders

I. Call to Order and Introductions

President McKee called the meeting to order at 10:03 a.m.

II. Approval of Consent Items**A. Approval of Agenda****B. Approval of the January 6, 2023 minutes**

A motion was made to approve the Consent Items. Simons and Murphy were not present, all others approved the motion via roll-call vote. (M/S Lambert/Addleman)

III. Old Business**A. COVID-19 Reopening Updates and Share Outs**

Directors discussed the restoration of hours, the removal of mask mandates in most jurisdictions, and removal or maintaining of plexiglass barriers erected during COVID.

B. Staff Development Funding Updates

Frost noted which libraries have claimed funds. She encouraged others to submit their claim forms.

IV. New Business**A. Raising Leaders Discussion Guest Speaker: Ms. Davida Scott, Teacher, Hayward Adult School**

Scott provided a presentation introducing the Alameda County-wide Raising Leaders program. She explained how the program provided meaningful paid internship opportunities for at-risk youth with governmental agencies in their own cities. Scott pointed out that some of her participants were given internship positions through the Alameda County Library system. She asked for other libraries in the County and region to consider hosting Raising Leaders interns at their locations. Scott noted that the demand for internships currently outpaces the availability of positions. Turbak asked what type of work interns have done in libraries. Chadwick answered they were given tasks like program assistance, but libraries need to be careful to work within union rules for volunteers. Scott noted that participating organizations sign on for a one-year agreement.

B. Recommendations from Nominating Committee for FY 2023-24 BALIS Offices

The Nominating Committee of Addleman, Chadwick, and Simons recommended Mayer for Chair and Baker for Vice-Chair in FY 2023-24. A motion was made, and unanimously approved via roll-call vote, to approve the recommendations of the Nominating Committee for the FY 2023-24 BALIS officers. (M/S Murphy/Chadwick)

C. Review and Approval of Lawyers in the Library Contract

A motion was made, and unanimously approved via roll-call vote, to approve the Lawyers in the Library contract with Legal Access Alameda for FY 2023-24. Wasterlain was thanked by the Council for his work on the contract. (M/S Addleman/Lambert)

D. Cross-Marketing of Downloadable Audiobooks Update

McKee reported the Cross-Marketing Ad Hoc Group met twice since January. The group will provide a campaign proposal for BALIS members to consider at the July 2023 meeting. The Ad Hoc Group chose to focus a campaign on Libby since all BALIS members have access to that service. McKee noted there is a choice to market in BART trains and stations or market through Spotify. Simons reported using Spotify for an adult learner campaign and received over 50,000 impressions for \$1,000. Turbak noted if Spotify was used, select zip codes should be chosen that could focus on equity to ensure people with less access to resources receive the ads. Murphy asked how the campaign would direct people to their local libraries. McKee noted the goal would be for patrons to download the Libby app. The app would lead them to their local library. Frost asked for more information on how contracts and payment would be handled. Addleman voiced a preference for BART ads since it could reach a wider variety of people. Murphy asked if the scope of the campaign could include using funds to purchase titles for a shared collection of audiobooks. Frost noted BALIS could consider using their allotment of staff development funds for FY 2023-24 collectively for purchasing audiobook titles instead of staff training.

E. Strategic Planning Update from San Francisco Public Library

Lambert introduced San Francisco Public Library's new Strategic Planning process. Simons noted he would like San Leandro Public Library to undergo a similar process to help adjust to the new environment libraries are in. Mayer stated Berkeley had

recently contracted with a consulting firm to start strategic planning. Murphy shared Pleasanton was doing a city-wide Strategic Plan.

F. Review of BALIS Council Meeting Schedule for FY 2023-24

Mayer asked for the July meeting date to be moved further away from the July 4th holiday. The Council rescheduled the meeting to July 21, 2023.

V. Reports

A. Report of System Chair

No report.

B. Report of System Administration

Frost announced the PLP Annual Administrative Council meeting would be held virtually on May 19, 2023.

VI. Public Comment

No public comment.

VII. Agenda Building and Location for Next Meeting on July 21, 2023

The meeting is tentatively scheduled to be held at the San Leandro Public Library.

A. Sunday hours

B. Marketing recommendations

VIII. Announcements

Chisaki announced she will retire in June. The Council thanked Chisaki for her years of service to libraries.

IX. Adjournment

The meeting was adjourned at 12:05 p.m. by Chair McKee.

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County	The funds will be used to provide training for Justice Equity Diversity Inclusion (JDEI) and Racial Equity Action Plan (REAP).	\$6,300	\$6,300	8/17/2022
Alameda Free		\$6,300		
Berkeley Public		\$5,250		
Contra Costa County	Racial Equity training with Lori Watson	\$9,333	\$9,333	6/1/2023
Hayward Public	2 DEI trainings, institutional membership, conference attendance	\$9,333	\$9,333	12/28/2022
Livermore Public	LGBT Connection Training	\$6,300	\$6,300	1/17/2023
Oakland Public	Training library staff on restorative practices	\$6,300	\$6,300	2/8/2023
Pleasanton Public	Advancing EDI Workshop, inclusive services, conference attendance	\$6,300	\$6,300	8/9/2022
Richmond Public	Freedom Lifted: Justice at Work in Public Libraries Subscription	\$9,333	\$9,333	9/8/2022
San Francisco Public		\$5,250		
	Total disbursement		\$53,199	
	Budgeted		\$70,000	
	Variance		\$16,801	

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Alameda County Library
Grant Amount:	\$6300

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

In support of our Library’s strategic focus on Justice, Equity, Diversity and Inclusion (JEDI), and implementation of our Racial Equity Action Plan (REAP), these funds were used to hire Dr. Lori Watson (www.race-work.com) for all staff training.

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

Scheduling all staff was challenging, but we were able to train almost all staff through either in person or virtual trainings. One staff member refused to attend the training. How quickly and deeply the concepts will seep into our culture remains to be seen.

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.)

- Final staff participation rate: over 95%
 - In person trainings: 12 sessions at 9 locations over 8 days. 10 locations had 92% or higher staff attendance, with a total of 175 staff attending in person.
 - Virtual trainings (offered as make-up sessions): 2 sessions over 2 days.
- JEDI Field Guide created and distributed to all staff, with an invitation to create personal and team SMARTER goals (SMART goals with an “E”quity focus)

Sample Team SMARTER Goal: INCREASE AWARENESS/ENGAGEMENT OF STAFF WITH JEDI+ GROUPS BY AT LEAST 50% BY AUGUST 1, 2023

 - S: Use pages 22 & 23 of the guide
 - M: Staff should each consider a JEDI+ group
 - A: Staff shares their pick with the group
 - R: Can be done in 1 or 2 meetings
 - T: Engage during next meeting (June)
 - É: Furthers JEDI principles of engagement and reduction of silos between staff teams

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Contra Costa County Library
Grant Amount:	\$9,333.00

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

The \$9,333 was used to help fund continued Racial Equity training for all Library staff in the Contra Costa County Library System. This training for staff is ongoing and required. The training consists of two half day sessions focusing on personally reflective exercises, thought provoking dialogue and race centered instruction. In addition, this past year, all managers took a four-month training titled Leader of Leaders focusing on supporting BIPOC staff. This training was also mandatory.

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

Challenges due to the pandemic continue to be an issue. Staffing continues to be tight at branches, and it was sometimes challenging for branches to accommodate staff to attend trainings. All training courses were through Zoom, however, some staff found it difficult to find a private location at their branch to take the training. Also, since both trainings offered were 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 2022, the two-day Racial Equity Training was offered one time. A total of 31 staff participated in this training. Over the last two years, 264 staff members have participated in this training. Also in 2022, 41 managers participated in the four-day (one training per month for four months) training.

The Library has renewed their contract with the Racial Equity trainer and is planning additional training this year. There will be two opportunities for staff to take the mandatory two-day training (offered to new staff and staff who have been unable to take past trainings). There will also be three two-hour moderated sessions offered every three months to provide safe space to discuss racial equity issues staff are encountering each day. Additionally, the trainer will be working with specific age level/departmental groups to continue moving the Library’s racial equity goals forward.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Hayward Public Library
Grant Amount:	\$9,333

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

Hayward Public Library had planned to use the funds for 2 DEI training sessions. After some research and at the recommendation of our IDEAL (Inclusiveness, Diversity, Equity, Accessibility, & Learning) team, the funds were used for an all-day training offered by r-EVOL-ution, an “anti-oppression organization working toward liberation by supporting more equitable organizations and relationships within them.”

The workshop was preceded by a detailed (and at times uncomfortable but anonymous) demographic survey and an opinions/hopes survey which made for a more relevant presentation for attendees. The training package included some customized coaching for key managers after the training.

As the training was held on Juneteenth, the trainer from r-EVOL-ution recommended adding a cultural element related to African American/Black culture and a “Musical Program with Segued Narration: Diaspora from Africa to America” was included as part of the training session.

The remainder of the funds were used towards our ALA institutional membership and supporting the cost of the 2 staff members to attend ALA.

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

Most of the barriers encountered centered around difficulty in finding a good training program that is affordable (r-EVOL-ution ended up giving us a significant discount to make it easier for us). Planning a training date that includes all staff usually requires some kind of closure of the branches so we chose a business closure day, Juneteenth.

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.)

50 staff members attended the full-day and appreciated the training and trainer Natalie Thoreson from r-EVOL-ution very much. Attendees commented that they felt the workshop prompted conversations that were needed, and led to discussions amongst colleagues after the training ended. Staff felt that the “trainer provided an adaptive safe space and made those who felt uncomfortable coming into it initially feel more comfortable with the way she allowed for people to participate in different capacities depending on their level of comfort.” We will be doing a formal evaluation survey after staff have had a chance to use the skills/knowledge that they received at the training.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Livermore Public Library
Grant Amount:	\$1,275

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

Livermore Public Library utilized grant funds to hire LGBTQ Connection, who provided an LGBTQ Best Practices workshop for staff on 6/21/2023. This training included:

- 4 hours (1 day) In-Person Training led by members of the LGBTQ community.
- A deep dive into LGBTQ identities, participants’ own personal biases and issues impacting the most marginalized individuals.
- Interactive exercises designed to increase staff confidence in their ability to support LGBTQ library patrons and coworkers.
- Time dedicated to exploring specific LGBTQ-related scenarios and answering participant questions.
- Technical Assistance is offered following the training.

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

The full \$6,300 wasn’t utilized because of difficulties in locating training opportunities and the required expertise, scheduling conflicts/extended timelines, and low staffing levels created a challenge for a significant portion of our workforce to participate.

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.)

Eleven library employees attended the training. Overall, the comments received from staff post training were positive. The experience was ultimately a vulnerable one, which ended up being best for a smaller group of attendees. There was a lot of sharing and learning about each other that might not have happened in a larger group setting. Other libraries considering hosting this training should absolutely reach out.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Oakland Public Library
Grant Amount:	\$6,300 – fiscal year ending June 30, 2023

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

Oakland Public Library utilized these funds for three days of training on restorative practices to improve skills for:

- communicating with challenging patrons
- communicating with colleagues
- building community at a location
- supporting patrons, especially youth, to resolve conflict amongst themselves

This pilot attempted to ensure that staff are ready to develop and offer restorative practices when needed. Developing restorative practices is part of goal #2 of OPL’s racial equity action plan. The training sessions taught what restorative practices are, shared successful experiences from other library systems, and explored how these practices could be used at OPL.

Participation involved a 1-day training plus monthly follow-up meetings to support the application of the practices onsite and develop best practices for OPL.

Trainers: [Facing In](#): Kusum and [Malachi](#)

OPL’s Restorative Practices Workgroup researched restorative practices for over a year, especially as they have been integrated into public libraries’ policies and practices throughout the country and used in local schools and organizations. This group recommended the pilot program and trainers.

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

There was greater interest than expected and a wait list for several of the dates.

During session 2, a few participants would not agree to community agreements yet would not say how they disagreed. Because it took so long, a few exercises were dropped, but they still got to the final exercise.

The cost for planning and a follow-up debrief with OPL’s Management Team was about \$15K. This was a significant portion of OPL’s annual training budget, so we could not have accomplished this effort without BALIS support. Thank you!

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.)

About 60 employees joined the initial sessions and another 10 participated in the Management Team review and debrief. Overall, the experience was rated as “very satisfactory”. Our assessment is that participants came wanting specific tools and during the training they recognized they really hungered for a sense of community.

One of the strengths of the training is that it is very deep; the group goes through a day of gradually building trust, learning different ways to do so and gaining an understanding how protective factors impact communication. The challenges were that each full day training was a significant investment (money and time).

One memorable takeaway for me:

Malachi shared a phrase from Ubuntu philosophy, *“I am because we are.”*

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Pleasanton Public Library
Grant Amount:	\$6,300

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

The Pleasanton Library and Recreation Department used \$4,342.12 of the BALIS funds on a half-day, in-person Diversity, Equity, and Inclusion speaker, Ozy Aloziem. Ozy was the Denver Public Library's first Equity, Diversity & Inclusion Manager during which time she was named as a 2021 Library Journal "Movers & Shakers" award winner for her racial equity research and advocacy. She is a well-regarded skilled facilitator & speaker and has served as a racial equity & racial healing consultant for numerous organizations across the nation and globe.

Ozy provided a programming-focused DEI workshop in which there were many opportunities to apply what she was teaching staff. After teaching about DEI, each table was asked to create a program and policy through a DEI lens.

The remainder of the funds were used in the following ways

- One Library staff member attending the Internet Conference for Librarians and Information Managers (\$374.49)
- One Library staff member attending the California Library Association Conference (\$1,005.14)
- Two Library staff and two Library Commissioners attending the 10th annual Serving with a Purpose Conference (\$578.25)

These conferences had an emphasis on inclusion and equity.

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

Thankfully the barriers and challenges were minimal throughout these initiatives. Ozy lives out of state so there were some logistical challenges to ensure she could attend on the Library and Recreation Department's all-staff retreat day in October, but ultimately it was a wonderful DEI workshop.

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.)

The City of Pleasanton Library and Recreation Department had approximately 100 staff members attend Ozy's in-person workshop. Photos of the presentation and staff can be seen below. Since this workshop in October, the department has done an excellent job of thinking through a DEI lens when creating policy, programming, and initiatives.



BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Richmond Public Library
Grant Amount:	\$9,333

- 1. Briefly describe how you used the financial support funding.**
 The Richmond Public Library used the grant funding to subscribe to Mia Henry/Freedom Lifted “Justice at Work in Public Libraries”.

- 2. Identify barriers or challenges encountered throughout your funded initiative.**
 Funding had to be appropriated and then the subscription with Freedom Lifted approved through the City purchasing process. There was considerable internal turnover during the grant period which delayed the completion of this process.

- 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.)**
 We have successfully acquired the subscription to Freedom Lifted and are working to roll out the training for library staff. This program will be required for 42 staff members, and we will be working with our City GARE coordinator to facilitate group discussions of course materials, as recommended by Freedom Lifted. The discussions will allow staff to flesh out the course material with local history and issues, so that the Library and its staff have concrete actions to address DEI in our work and programs.



CITY OF OAKLAND

MEMORANDUM

TO: BALIS

FROM: Jamie Turbak
Library Director

SUBJECT: Recommendation to fund Spotify ad

DATE: July 3, 2023

Hello, BALIS colleagues,

An Ad Hoc Committee consisting of representatives from Contra Costa County PL, Oakland PL, San Leandro PL and San Francisco PL investigated options for an ad campaign to drive an increase in e-audiobook users across all BALIS libraries.

The committee discussed and researched AC Transit, BART and Spotify ad campaigns.

After receiving quotes and considering various options, the committee focused on Spotify as the best delivery platform to pilot for this campaign at this time.

A wonderful committee member, Brooke Converse, met with a Spotify sales representative to understand campaign reach, pricing and payment models. After getting this information from Spotify, having discussions with Overdrive (whose product will be promoted) and several additional committee meetings, the Ad Hoc Committee makes the following recommendation:

BALIS shall approve up to a maximum of \$15,000 in FY 23-24 for the purpose of a 1-2 month Spotify ad campaign(s) to promote Overdrive at public libraries. The ads will be promoted to Spotify members in the BALIS jurisdiction. The initial pilot ad campaign will not exceed \$5,000. After the initial campaign, results will be reported back to BALIS and, if BALIS determines the campaign to be a success, further funds (up to the maximum of \$15K) can be expended.

The Spotify account will be established by Overdrive who will make the required credit card payments for the ad campaign activity. Overdrive will bill Oakland Public Library who, in turn, will be reimbursed by BALIS.

Thank you for considering this recommendation. Please let me know if you have any questions.

Sincerely,

Jamie Turbak
Library Director

To: BALIS Council
From: Carol Frost
Subject: Review of BALIS Staff Development Fund Use
Date: July 21, 2023

Background

The BALIS council has previously identified staff development activities as a priority for use of BALIS reserves. At the July 2020 BALIS meeting, the Council approved a pilot program to distribute BALIS reserves back to the BALIS libraries for use on staff development and training initiatives and activities. This has been reviewed annually at the July meeting.

FY 2020-21: \$30,000. Focus on equity, diversity and inclusion (DEI).

FY 2021-22: \$70,000. Focus on DEI, community assessment, leadership and team development, user experience, and library-specific skill-building.

FY 2022-23: \$70,000 (with revised allocation model) Focus on institutional memberships to any professional library organization or DEI related program or service.

The purpose of this memo is to discuss whether to continue the allocation in FY 2023-24 in light of the other recommendation for use of reserves to support promotion of collections, and, if continued, to determine the allocation.

Discussion

At the April 2023 BALIS Council meeting, there was discussion about cross marketing for downloadable audiobooks. At the July 2023 BALIS Council meeting, there is a recommendation for funding of this project in FY 2023-24. The BALIS Council should determine whether the marketing project will be the BALIS priority for FY 2023-24, or whether the BALIS Council would also like to continue supporting the staff development initiative.

Should it be determined that staff development remains a priority, the Council should determine the amount, how it will be distributed, and the priority.

The following chart shows the staff development funds claimed each year.

Fiscal Year	# of Libraries Claiming Funds	Total Funds Claimed	Total Funds Allocated	% of Funds Claimed
FY 2020-21	6	\$18,000	\$30,000	60%
FY 2021-22	6	\$42,000	\$70,000	60%
FY 2022-23	7	\$53,199	\$70,000	76%

During the July 2022 meeting, an equity-based allocation model determined by local income per capita was approved. The model utilized a three-tier system grouping libraries with local income per capita below \$50, libraries with local income per capita between \$50-\$100, and libraries with local income per capita above \$100. This distribution has been updated with recently released FY 2021-22 income and service population information provided by the California State Library (<https://www.library.ca.gov/wp-content/uploads/2022/02/LIPC-FY2021.xlsx?2022-10-12>). All libraries have remained in the same tier as FY 2022-23 and would be allowed to claim the same amount.

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				
	\$70,000				

Library	Local Income Per Capita Tier	Local Income per Capita*	Population of Legal Service Area 2021-22	Local Government Income FY 21-22**	Disbursement
Contra Costa County	1	\$35.98	1,042,066	\$ 37,490,105	\$ 9,333
Hayward	1	\$39.86	160,591	\$ 6,401,480	\$ 9,333
Richmond	1	\$47.64	114,489	\$ 5,454,820	\$ 9,333
Alameda County	2	\$57.16	588,941	\$ 33,664,887	\$ 6,300
Pleasanton	2	\$61.21	77,609	\$ 4,750,440	\$ 6,300
Alameda Free	2	\$69.83	77,784	\$ 5,431,323	\$ 6,300
Livermore	2	\$72.20	86,149	\$ 6,220,333	\$ 6,300
Oakland	2	\$98.76	447,938	\$ 44,237,156	\$ 6,300
Berkeley	3	\$180.06	124,563	\$ 22,429,364	\$ 5,250
San Francisco	3	\$196.72	842,754	\$ 165,790,546	\$ 5,250
					\$ 70,000

During the July 2022 meeting, there was a discussion about San Leandro Public Library’s participation in the use of BALIS reserves, as their library joined in 2022 and was not one of the members which had originally contributed resources to its creation. It was agreed that for FY 2022-23, the San Leandro Library would not receive an allocation.

The BALIS Council approved the San Leandro Public Library’s request to join BALIS and, by association, PLP, at their July 2022 meeting. The San Leandro Public Library paid a revised PLP membership fee for FY 2022-23, and the California Library Services Board approved the San Leandro Public Library’s full membership into PLP for FY 2023-24. In FY 2023-24 the San Leandro Public Library will pay its full PLP membership and be eligible to all PLP benefits including access to CLSA funds.

The BALIS Council should determine if the San Leandro Public Library will be eligible for any future disbursements of BALIS reserves, which are derived from funds from participating BALIS members from BALIS’s existence prior to joining PLP. If the San Leandro Public Library is eligible to benefit from these funds for staff development, the

distribution of funds using local income per capita would need to be adjusted to better balance the tiers. An option would be the following:

Tier	Total Funds for LIPC Level				
Level 1 (37% of total funds)	\$25,900.00				
Level 2 (53% of total funds)	\$37,100.00				
Level 3 (10% of total funds)	\$7,000.00				
	\$70,000.00				

Library	Local Income Per Capita Tier	Local Income per Capita*	Population of Legal Service Area 2021-22	Local Government Income FY 21-22**	Disbursement
Contra Costa County	1	\$35.98	1,042,066	\$37,490,105.00	\$ 8,633
Hayward	1	\$39.86	160,591	\$6,401,480.00	\$ 8,633
Richmond	1	\$47.64	114,489	\$5,454,820.00	\$ 8,633
Alameda County	2	\$57.16	588,941	\$33,664,887.00	\$ 6,183
Pleasanton	2	\$61.21	77,609	\$4,750,440.00	\$ 6,183
Alameda Free	2	\$69.83	77,784	\$5,431,323.00	\$ 6,183
Livermore	2	\$72.20	86,149	\$6,220,333.00	\$ 6,183
San Leandro	2	\$72.39	88,404	\$6,399,598.00	\$ 6,183
Oakland	2	\$98.76	447,938	\$44,237,156.00	\$ 6,183
Berkeley	3	\$180.06	124,563	\$22,429,364.00	\$ 3,500
San Francisco	3	\$196.72	842,754	\$165,790,546.00	\$ 3,500
					\$ 70,000

Recommendation

The Council should determine whether staff development is a priority for FY 2023-24, how much of reserve funds shall be allocated to support this, whether the San Leandro Public library will have access to those funds on an ongoing basis, and what each library’s allocation will be.



1st Addendum to the FY 2023-24 Memorandum of Understanding – Lawyers in the Library

The purpose of this amendment is to modify the Memorandum of Understanding entered on [INSERT DATE] between Legal Access Alameda, and Alameda County Library, Alameda Free Library, Berkeley Public Library, Hayward Library, Livermore Public Library, Oakland Public Library, City of Pleasanton Library, and San Leandro Public Library (collectively “the Libraries”), on the other. The modifications listed in this amendment will be effective [INSERT DATE].

It is mutually understood that:

- Alameda County Library will change from 7-8 sessions per month to 1-3 sessions per month.
- The section named Number of Sessions will be updated to read, “Alameda County Library: 1-3 session/month.”
- The section named Amounts Paid will modify Alameda County Library cost as such, “Alameda County Library: \$900.”
- The section named Amounts Paid will decrease the total cost paid by the Libraries from \$16,800 to \$12,900.
- All other remaining provisions contained within the currently existing Memorandum of Understanding shall remain if full force and effect.
- Alameda County Library agrees to all provisions of this Memorandum of Understanding.

Amendment of MOU Approval

This agreement is amended upon this _____th day of _____, 2023 by and between the undersigned agencies.

Legal Access Alameda

By: _____ Date: _____

Name: _____ Title: _____

Alameda County Library

By: _____ Date: _____

Name: _____ Title: _____

LEGAL ACCESS
ALAMEDA

Berkeley Public Library

By: _____ Date: _____
Name: _____ Title: _____

Hayward Library

By: _____ Date: _____
Name: _____ Title: _____

Livermore Public Library

By: _____ Date: _____
Name: _____ Title: _____

Oakland Public Library

By: _____ Date: _____
Name: _____ Title: _____

Pleasanton Public Library

By: _____ Date: _____
Name: _____ Title: _____

San Leandro Public Library

By: _____ Date: _____
Name: _____ Title: _____