

**BALIS Administrative Council Meeting**

**AGENDA**

**April 19, 2024**

**10:00 a.m.**

**San Leandro Public Library – Conference Room B  
300 Estudillo Ave, San Leandro, CA 94577**

**BALIS Administrative Council**

Tess Mayer – Berkeley Public Library (Chair)  
Cindy Chadwick – Alameda County Library  
Marlon Romero – Alameda Free Library  
Alison McKee – Contra Costa County Library  
Jayanti Addleman – Hayward Public Library  
Anwan Baker – Livermore Public Library

Jamie Turbak – Oakland Public Library  
Heidi Murphy – Pleasanton Public Library  
Kate Eppler – Richmond Public Library  
Michael Lambert – San Francisco Public Library  
Brian Simons – San Leandro Public Library

- I. Call to Order and Introductions** Mayer
- II. Approval of Consent Items (Action Item)**
  - A. Adoption of Agenda** Mayer
  - B. Approval of the January 5, 2024 Minutes** Mayer Attachment 1, pg. 3
  - C. FY 2023-24 Staff Development Funding Updates** Wasterlain Attachment 2, pg. 6
- III. Old Business**
  - A. Operational Updates and Shareouts** Mayer
  - B. Strategic Planning Updates** Mayer
  - C. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update (Action Item)** Turbak
- IV. New Business**
  - A. Review of BALIS Staff Development Fund Use for FY 2024-25 (Action Item)** Wasterlain Attachment 3, pg. 7
  - B. Discontinuation of Lawyers in the Library Program** Wasterlain
  - C. BALIS Presentation at PLP Annual Meeting** Frost Attachment 4, pg. 9
  - D. Strategies for Single Point of Service Operations** Mayer
  - E. Reengaging Library Boards** Mayer
  - F. Review of BALIS Council Meeting Schedule for FY 2024-25** Mayer Attachment 5, pg. 11

**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 agendaized pursuant to state law.)

**VII. Agenda Building and Location for July 12, 2024 Meeting**

**VIII. Announcements**

**IX. Adjournment**

**BALIS Administrative Council Meeting****MINUTES****January 5, 2024****Hayward Public Library – 888 C Street, Hayward, CA 94541****10:00 a.m.****Attendees:****Council:**

Tess Mayer, Chair, Berkeley Public  
 Cindy Chadwick, Alameda County  
 Marlon Romero, Alameda Free  
 Alison McKee, Contra Costa County  
 Jayanti Addleman, Hayward Public  
 Lia Bushong, Pleasanton Public  
 Kate Eppler, Richmond Public  
 Dolly Goyal, San Francisco Public  
 Brian Simons, San Leandro Public

**Staff:**

Carol Frost, PLP/BALIS  
 Justin Wasterlain, PLP/BALIS  
 Deb Sica, Alameda County

**I. Call to Order and Introductions**

Chair Mayer called the meeting to order at 10:03 a.m.

**II. Approval of Consent Items****A. Adoption of Agenda****B. Approval of the October 6, 2023 Minutes**

A motion was made to approve the Consent Items. Bushong and Simons were not present. All others voted in the affirmative. (M/S Addleman/Eppler)

**III. Old Business****A. Operational Updates and Share Outs**

McKee announced Contra Costa County would be launching a new, all-electric, literacy van called The Rolling Reader. Eppler noted Richmond Public was reviewing bids for an electric bookmobile. Goyal reported San Francisco Public's program numbers were increasing. Romero discussed the potential location for Alameda Free's new branch and their efforts to hire a part-time social worker. Addleman announced Hayward Public hired Lindsey Vien as its new Deputy Director. Sica announced Chadwick would be retiring at the end of March. She discussed de-escalation training for Alameda County with PAVE Prevention. Mayer reported Berkeley would be reinstating Sunday hours and would likely need to change staffing levels to account for it. She added that the library hired a new EDI manager.

Bushong shared Pleasanton Public has a new City Manager and city website. She discussed the library's effort to restructure some city commissions.

**B. Strategic Planning Updates**

Goyal reported San Francisco Public was in the process of drafting mission and vision statements with an expectation that the Strategic Plan would be completed in March. Simons noted San Leandro Public was also near the completion of its Strategic Plan and should receive a draft from the consultant soon. Mayer reported on the progress of Berkeley Public's Strategic Plan and noted ideas that weren't immediately actionable were being collected for later use. McKee discussed two topics that came from Contra Costa County's Strategic Plan: digital literacy for seniors and afterschool tutoring. Addleman described Hayward Public's challenge in finding a vendor for its Strategic Plan. The plan will help determine if the public is interested in Sunday hours.

**C. FY 2023-24 Staff Development Funding Updates**

Wasterlain encouraged directors to claim their staff development funds.

**D. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update**

McKee reported on the campaign statistics noting that it was very successful. She pointed out an unintended result: a large increase in OverDrive Magazine usage. McKee recommended extending the campaign to utilize the remaining \$10,000 originally approved for the project. The Ad Hoc group will reconvene to discuss the timing of the next campaign and any adjustments to audience demographics. It was suggested that the Ad Hoc Group should report on this campaign during the May 2024 PLP annual meeting.

**IV. New Business**

**A. Classification and Compensation Discussion**

The Council discussed whether or not libraries required an MLIS for librarians, how appropriate experience equivalencies were determined, and the effect the change has had on recruitment.

**B. 1<sup>st</sup> Amendment Audit Procedure Discussion**

This topic was not discussed due to time constraints. The Council did not choose to defer the topic to the next meeting.

**V. Reports**

**A. Report of System Chair**

No report.

**B. Report of System Administration**

No report.

**VI. Public Comment**

No public comment.

**VII. Agenda Building and Location for Next Meeting in April, 2024**

- A. Incorporating DEI Coordinators into Staff Structure
- B. Reengaging Boards
- C. Discussion of Outreach Orientation of Profession
- D. Strategies for Single Point of Service Operations
- E. Another date will be chosen due to the conflict with the PLA conference

**VIII. Announcements**

No announcements.

**IX. Adjournment**

The meeting was adjourned at 12:02 p.m. in honor of Cindy Chadwick's upcoming retirement by Chair Mayer.

DRAFT

BALIS Financial Support  
for Libraries FY 2023-24

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County	PAVE prevention training	\$6,183	\$6,183	8/2/2023
Alameda Free		\$6,183		
Berkeley Public		\$3,500		
Contra Costa County		\$8,633		
Hayward Public		\$8,633		
Livermore Public		\$6,183		
Oakland Public	Consulting for "culture of safety" training recommendation	\$6,183	\$6,138	11/20/2023
Pleasanton Public	Understanding new diversity	\$6,183	\$6,138	11/28/2023
Richmond Public	ULC, ALA, CLA membership	\$8,633	\$8,363	2/22/2024
San Francisco Public		\$3,500		
San Leandro Public	PLA conference for 6 staff members	\$6,183	\$ 6,138	4/9/2024
	<b>Total disbursement</b>		<b>\$32,960</b>	
	<b>Budgeted</b>		<b>\$70,000</b>	
	<b>Variance</b>		<b>\$37,040</b>	

**To:** BALIS Council  
**From:** Justin Wasterlain  
**Subject:** Review of BALIS Staff Development Fund Use for FY 2024-25  
**Date:** April 19, 2024

## 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.

The purpose of this memo is to discuss whether to continue the allocation in FY 2024-25 and, if continued, to determine the amount, how it will be distributed, and the priority.

## Discussion

The following chart shows the priorities, allocations, and staff development funds claimed each year.

Fiscal Year	# Libraries Claiming Funds	Total Funds Claimed	Total Funds Allocated	Priority
FY 2020-21	6	\$18,000	\$30,000	equity, diversity and inclusion (DEI)
FY 2021-22	6	\$42,000	\$70,000	DEI, community assessment, leadership and team development, user experience, and library-specific skill-building
FY 2022-23	7	\$53,199	\$70,000	institutional memberships to any professional library organization or DEI related program or service
FY 2023-24	5	\$32,960	\$70,000	institutional memberships, DEI related programs and services, safety and security training, or conference attendance, particularly for staff presenting at conferences.

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.

The following chart shows the distribution of funds used in FY 2023-24. The State has not released data for local income per capita in FY 2022-23. Due to this, the staff development funds for FY 2024-25 will remain the same as they were in FY 2023-24. If preferred, the Council could approve the overall allocation of \$70,000 for staff development funds, but defer the individual jurisdiction allocation until its July 2024 meeting when updated information is available.

Tier	Total Funds for LIPC Level	
Level 1 (37% of total funds)	\$25,900	
Level 2 (53% of total funds)	\$37,100	
Level 3 (10% of total funds)	\$7,000	
	\$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	\$ 8,633
Hayward	1	\$39.86	160,591	\$6,401,480	\$ 8,633
Richmond	1	\$47.64	114,489	\$5,454,820	\$ 8,633
Alameda County	2	\$57.16	588,941	\$33,664,887	\$ 6,183
Pleasanton	2	\$61.21	77,609	\$4,750,440	\$ 6,183
Alameda Free	2	\$69.83	77,784	\$5,431,323	\$ 6,183
Livermore	2	\$72.20	86,149	\$6,220,333	\$ 6,183
San Leandro	2	\$72.39	88,404	\$6,399,598	\$ 6,183
Oakland	2	\$98.76	447,938	\$44,237,156	\$ 6,183
Berkeley	3	\$180.06	124,563	\$22,429,364	\$ 3,500
San Francisco	3	\$196.72	842,754	\$165,790,546	\$ 3,500
					\$ 70,000

In FY 2023-24, the Council also approved the use of up to \$15,000 of reserve funds balance for a marketing campaign to promote eMaterials.

**Recommendation**

The Council should determine whether staff development is a priority for FY 2024-25, and if this is a priority, how much of the reserve funds shall be allocated to support this, and what each library’s allocation will be.



## PLP STRATEGIC PRIORITIES FY 2023/24 – 2025/26

PLP's mission is to empower member libraries through innovation, collaboration, and training and an ongoing commitment to diversity, equity, and inclusion. The purpose of this regional system is to improve the services of its constituent member libraries by maintaining existing California Library Services Act (CLSA) programs, and leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through programs, services, and collective resource building and sharing. PLP's activities support the work of individuals and institutions to create more equitable and just environments.

### 1. Staff Training and Professional Development

PLP has a tradition of providing member staff training and professional development, placing value on building leadership, supporting collective training opportunities related to diversity, equity, and inclusion, and providing training that is relevant to its membership. This can be accomplished through the following mechanisms:

- a. **Provide meaningful forms of leadership training.** Explore models of leadership training responsive to the interests and needs of members with a focus on building equity in leadership opportunities and activities to promote more diverse representation in higher level positions.
- b. **Support the good work of the long-standing Staff Development Committee.** The Committee plans a fall conference and virtual or in-person workshops and events that address the needs and interests of all levels of staff and respond to the changes in the library profession that help PLP serve its diverse communities.
- c. **Allocate funds to support regional staff development training initiatives.** Recognizing economic differences between jurisdictions, PLP provides access to funds supporting training topics developed by local libraries or regional committees. These topics are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives driven by its membership's needs, interests, and goals.
- d. **Continue exploring additional professional development opportunities.**

### 2. Support Innovation, Technology, and Access

Being in the heart of Silicon Valley, our academic and public libraries are well positioned to develop innovative and transformative ideas, ranging from engaging users with novel technology to providing equitable access to critical resources for community members. While keeping in mind the benefits as well as the disparities technology can unintentionally create, PLP will support this by:

- a. **Annually fund Innovation and Technology Grants.** By continuing to make this a priority, libraries are able to engage in risk-taking to develop new ideas and service models with the seed money provided by the grant.
- b. **Search for new opportunities.** PLP can continue to search for opportunities to share technology and resources among some or all PLP members. This may include best practices for use of technology.

### 3. **Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries**

PLP has a good track record of applying for grants that benefit member libraries which reflect their interests. PLP also facilitates organizational development responsive to demographic, economic, and cultural changes, and works to uplift marginalized communities.

- a. **Seek Opportunities.** Opportunities may include LSTA, CLSA, IMLS and other grants as well as collaborative initiatives.
- b. **Work with the State Library.** PLP will continue as the fiscal and administrative partner for statewide grants, lending its expertise to the greater California community in establishing new initiatives. The three statewide LSTA grants which PLP will support for the next five years include Literacy Initiatives, Networking California Library Services, and Equity Based Data-Driven Decision Making for Community Impact.

### 4. **Support and Strengthen Individual Libraries Through Connections and Collections**

PLP's strength is built from the knowledge, expertise, and passion of member libraries and their staff. Communication, collaboration, and connection allow members to share and gather information, address common unmet needs, amplify the voices of library workers of color and other diverse or underrepresented perspectives, and learn from collective experiences that can expand the understanding and capacity of their libraries and themselves. PLP can facilitate these opportunities for learning and sharing by:

- a. **Continue and Expand the PLP Shared Cataloging/Acquisitions of World Language Materials.** Robust world language collections that mirror jurisdictions' users are critical to equitably serving communities. Since 2016, PLP has continuously developed a mechanism for sharing expertise, selection lists, and vendors to increase PLP libraries' capacity to strengthen their world language collections. Approximately half of PLP has been engaged, and the program can be examined for increased benefit.
- b. **Establish Regional or PLP-wide Community of Interest Groups.** PLP, along with the four regions of PLP, can assist in establishing self-directed communities of interest where members have dedicated space to share their knowledge and ideas. Communities will be formed on topics chosen by the PLP membership.
- c. **Encourage and Support Collaborative Working Groups.** Through communication and input from member libraries, PLP can encourage the formation of working groups tasked with exploring or addressing specific region-wide challenges or opportunities. Library director liaisons will provide guidance to working groups and relay information to the Administrative Council and Executive Committee.
- d. **Support Shared eResources.** PLP can support shared eCollections among libraries, including equitable use of CLSA funds in shared subscriptions among smaller libraries.
- e. **Survey Members.** PLP will continue to respond to member suggestions regarding programs and services, and will survey members on a regular basis to ensure programs and services reflect the interests and needs of the PLP community.

## 2024/25 BALIS Administrative Council Meeting Schedule

Friday, July 12, 2024 (moved for 4<sup>th</sup> of July Holiday)

Friday, October 4, 2024

Friday, January 3, 2025

Friday, April 4, 2025

Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted. The location is to be determined. As per past practice, if there are not sufficient agenda items, the meeting will be cancelled.

Updated 4/19/2024