

BALIS Administrative Council Meeting

AGENDA

July 26, 2024

10:00 a.m.

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

BALIS Administrative Council

Tess Mayer – Berkeley Public Library (Chair)
Deb Sica – Alameda County Library
Mike Eitner – 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 April 19, 2024 Minutes** Mayer Attachment 1, pg. 3
 - C. FY 2023-24 BALIS Financial Support for Libraries Recipients** Wasterlain Attachment 2, pg. 6
- III. Old Business**
 - A. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update (5 min) (Action Item)** Turbak
 - B. FY 2024-25 BALIS Financial Support for Libraries Update** Wasterlain Attachment 3, pg. 7
- IV. New Business**
 - A. Incorporating DEI Coordinators into Staff Structure (20 min)** Mayer
 - B. Strategies for Single Point of Service Operations (20 min)** Mayer
 - C. Re-engaging Library Boards (20 min)** Mayer
 - D. SB 1383 Compliance and Tracking (20 min)** Mayer
 - E. Workplace Violence Prevention Policies (20 min)** 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 agendaized pursuant to state law.)

VII. Agenda Building and Location for October 4, 2024 Meeting

VIII. Announcements

IX. Adjournment

BALIS Administrative Council Meeting**MINUTES****April 19, 2024****San Leandro Public Library, 300 Estudillo Ave, San Leandro, CA 94577****10:00 a.m.****Attendees:****Council:**

Tess Mayer, Chair, Berkeley Public
 Deb Sica, Alameda County
 Alison McKee, Contra Costa County
 Jayanti Addleman, Hayward Public
 Anwan Baker, Livermore Public
 Jamie Turbak, Oakland Public
 Lia Bushong, Pleasanton Public
 Kate Eppler, Richmond Public
 Christy Estrovitz, San Francisco Public
 Brian Simons, San Leandro Public

Staff:

Carol Frost, PLP/BALIS
 Justin Wasterlain, PLP/BALIS

I. Call to Order and Introductions

Chair Mayer called the meeting to order at 10:02 a.m.

II. Approval of Consent Items**A. Adoption of Agenda****B. Approval of the January 5, 2024 Minutes****C. FY 2023-24 Staff Development Funding Updates**

A motion was made, and unanimously approved, to approve the Consent Items.
 (M/S Simons/Turbak)

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

Turbak announced Oakland Public's main branch would be closed for renovation and repairs for five months starting in late May. Simons announced the café at San Leandro would be closing due to lack of staffing. He noted the café will be outsourced and reopened in the future. Baker announced Livermore will be having a 20-year building dedication this summer which will include a time capsule. Eppler discussed Richmond's upcoming electric bookmobile and the renovation of the main library. Sica explained Alameda County's process for appointing a new library director and provided information about the permanent closure of the Irvington

branch. Estrovitz discussed recent findings about the need for security at some, but not all, of SFPL branches. Mayer noted an upcoming ballot measure requiring particular air standards in City buildings could affect the library and may delay a large HVAC project. Bushong stated a lighting project would begin in Pleasanton in May. McKee discussed a new locker service at the North Richmond senior center and phasing out part-time positions. Addleman provided information about an upcoming bookmobile and the potential of renovating the Weekes branch.

B. Strategic Planning Updates

Mayer noted the public-facing portion of Berkeley's strategic plan was complete and the activities for the whole system would be rolled out soon. Simons announced San Leandro's strategic plan would be presented to city executives when the final graphics are complete. Baker explained Livermore was changing its RFP process and would postpone starting a strategic plan until after that is complete.

C. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update

McKee stated the group was working with Spotify to determine details of the next campaign. She noted OverDrive provided additional statistics and the campaign resulted in a 4% usage increase, which was four times better than Spotify originally expected. McKee mentioned the next campaign will be 10 to 12 weeks long and target all free Spotify accounts in the area. OverDrive recommends this summer campaign focus on travel materials. A motion was made, and unanimously approved, to allocate up to \$15,000 of BALIS reserve funds in FY 2024-25 for marketing efforts for Libby/OverDrive for BALIS libraries. (M/S Simons/Sica)

IV. New Business

A. Review of BALIS Staff Development Fund Use for FY 2024-25

The Council discussed the difficulty of using the Staff Development funds in a timely way within the parameters defined in previous years. Simons suggested allowing for additional uses beyond staff development, such as collection support. A motion was made to allocate \$70,000 of BALIS reserve funds in FY 2024-25 to be distributed as described in the attachment and used at the director's discretion, and that it will be renamed "BALIS Financial Support for Libraries" rather than "Staff Development Funds/" (M/S McKee/Simons) It was further agreed that libraries may expand their use of their FY 2023-24 funds.

B. Discontinuation of Lawyers in the Library Program

Wasterlain provided an update on the Lawyers in the Library program, noting it would not be continued in FY 2024-25 due to capacity issues at Legal Access Alameda.

C. BALIS Presentation at PLP Annual Meeting

Frost described the format of the PLP annual meeting. Simons and McKee formed an ad hoc group to create a presentation discussing the Spotify marketing campaign.

D. Strategies for Single Point of Service Operations

Item deferred until July 26, 2024 meeting.

E. Re-engaging Library Boards

Item deferred until July 26, 2024 meeting.

F. Review of BALIS Council Meeting Schedule for FY 2024-25

July meeting date changed to July 26, 2024 at 10 a.m. The January 10th meeting time changed to 1 p.m.

V. Reports

A. Report of System Chair

No report.

B. Report of System Administration

Frost provided information about the PLP annual meeting on May 17, 2024 and discussed pending California legislation that would affect libraries.

VI. Public Comment

No public comment.

VII. Agenda Building and Location for Next Meeting on July 26, 2024

A. Re-engaging boards

B. Strategies for single point of service operations

C. Discussion about discontinuing databases

D. Spotify marketing campaign update

VIII. Announcements

No announcements.

IX. Adjournment

The meeting was adjourned at 12:08 p.m.

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County	PAVE prevention training	\$6,183	\$6,183	8/2/2023
Alameda Free	Conference travel and attendance	\$6,183	\$6,138	6/13/2024
Berkeley Public		\$3,500		
Contra Costa County	Race Work training with Dr. Lori Watson	\$8,633	\$8,633	5/2/2024
Hayward Public	Conference attendance	\$8,633	\$8,633	6/21/2024
Livermore Public	Purchasing eMaterials	\$6,183	\$6,183	5/20/2024
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	Harvard Future of Library Design Registration	\$3,500	\$3,500	5/13/2024
San Leandro Public	PLA conference for 6 staff members	\$6,183	\$ 6,138	4/9/2024
	Total disbursement		\$66,047	
	Budgeted	\$69,997	\$70,000	
	Variance		\$3,953	

To: BALIS Council
From: Justin Wasterlain
Subject: FY 2024-25 BALIS Financial Support for Libraries
Date: July 26, 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.

At the April 19, 2024 meeting, the BALIS Council approved the use of \$70,000 in BALIS reserves in FY 2024-25 and expanded the use of the funds from a focus on staff development to more generalized library financial support with the specific use being at the director's discretion.

Below are the allocations by jurisdiction.

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 2024-25, the Council also approved the use of up to \$15,000 of reserve funds balance for a marketing campaign to promote eMaterials.

**BALIS Financial Support for Libraries
CLAIM FORM**

The BALIS Council has allocated dedicated funding from its reserves for the general support of library programs. The total allocation available per BALIS library is determined by Local Income Per Capita tiers as defined by the California State Library. Individual library allocations can be found on page 2 of this form.

Library: _____

My Library would like to claim \$ _____ of the funds available to be applied towards:

Provide a brief description of the intended use of the funding:

Checks will be made payable and mailed to the agency and address listed below.

Library name or Friends Group: _____

Address: _____

Address: _____

City, State, Zip Code: _____

I certify that my library shall use these funds for the purposes stated above, and I understand all funds should be spent no later than June 30, 2025. I agree to submit a written report of at least one page and any other supporting documentation such as photos, videos, samples of materials. etc. to the BALIS Council by June 30, 2025.

Library Director Name: _____

Library Director Signature: _____ **Date:** _____

To claim funding, please complete and email form to:

PLPClaims@plpinfo.org

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Approved by Carol Frost, CEO, Pacific Library Partnership

Signature: _____ **Date:** _____

Staff: Please charge to Account #928-4448 (BALIS Reserve)

FUNDS AVAILABLE DETERMINED BY LOCAL INCOME PER CAPITA IN FY 2024-25

LIBRARY	Local Income Per Capita Tier	FUNDS AVAILABLE
Contra Costa County Library	1	\$ 8,633
Hayward Public Library	1	\$ 8,633
Richmond Public Library	1	\$ 8,633
Alameda County Library	2	\$ 6,183
Alameda Free Library	2	\$ 6,183
Livermore Public Library	2	\$ 6,183
Pleasanton Public Library	2	\$ 6,183
Oakland Public Library	2	\$ 6,183
San Leandro Public Library	2	\$ 6,183
Berkeley Public Library	3	\$ 3,500
San Francisco Public Library	3	\$ 3,500
TOTAL FUNDS		\$ 70,000

Updated 7/18/24