BALIS Administrative Council Meeting

AGENDA

October 4, 2024

San Leandro Public Library
Conference Room B
300 Estudillo Avenue, San Leandro, CA 94577
10:00 a.m.

BALIS Administrative Council

Tess Mayer – Berkeley Public Library (Chair)   Jamie Turbak – Oakland Public Library
Deb Sica – Alameda County Library   Heidi Murphy – Pleasanton Public Library
Mike Eitner – Alameda Free Library   Kate Eppler – Richmond Public Library
Alison McKee – Contra Costa County Library   Michael Lambert – San Francisco Public Library
Jayanti Addleman – Hayward Public Library   Brian Simons – San Leandro Public Library
Anwan Baker – Livermore Public Library

I.	**Call to Order and Introductions**	Mayer	
II.	**Approval of Consent Items (Action Item)**	Mayer	
	A. Adoption of Agenda		
	B. Approval of the July 26, 2024 Minutes		Attachment 1, pg. 3
	C. FY 2023-24 BALIS Financial Support for Libraries Reports		Attachment 2, pg. 6
	D. FY 2024-25 BALIS Financial Support for Libraries Update		Attachment 3, pg. 24
III.	**Old Business**		
	A. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update	McKee	
IV.	**New Business**		
	A. Strategies for Single Point of Service Operations	Mayer	
	B. Hiring and Recruitment Discussion	Mayer	
	C. Discontinuing Databases Discussion	Mayer	
	D. Budget Reduction 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 January 10, 2025 Meeting**

VIII. **Announcements**

IX. **Adjournment**

BALIS Administrative Council Meeting
MINUTES

July 26, 2024
Pleasanton Public Library, 400 Old Bernal Ave, Pleasanton, CA 94566
10:00 a.m.

Attendees:

Council:
Tess Mayer, Chair, Berkeley Public
Deb Sica, Alameda County
Mike Eitner, Alameda Free
Alison McKee, Contra Costa County
Jayanti Addleman, Hayward Public
Anwan Baker, Livermore Public
Jamie Turbak, Oakland Public
Heidi Murphy, Pleasanton 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

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 April 19, 2024 Minutes**

C. **FY 2023-24 BALIS Financial Support for Libraries Recipients**
A motion was made, and unanimously approved, to approve the Consent Items.
(M/S Simons/Eppler)

III. **Old Business**

A. **Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update**
McKee stated the group was working with OverDrive to develop messaging for a new campaign.

B. **FY 2024-25 BALIS Financial Support for Libraries Update**
Wasterlain provided an update of the funds available to libraries as well as guidelines on its usage. He requested libraries who used funds in FY 2023-24 provide final reports of how the funds were utilized.

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IV. **New Business**

A. **Incorporating DEI Coordinators into Staff Structure**
Sica reported Alameda County had not hired a DEI Coordinator yet, prioritizing developing the structure and function that position will support before bringing someone onboard. McKee spoke of the need to incorporate leadership positions in DEI workgroups to ensure there was authority to enact the group's proposals. She also noted that the difference between leadership and other staff can create issues around power dynamics. Baker discussed the structure and activities of Livermore's successful DEI Committee and the importance of finding the right person for the position. Addleman noted DEI would be a key component in Hayward's new strategic plan. Mayer discussed the structure of Berkeley's DEI committee and efforts in expanding its focus towards public facing issues. Bushong noted a DEI Coordinator position was not filled due to budget changes. Goyal described San Francisco Public's Office of Racial Equity and its activities. Simons noted the importance of inserting positions where there are gaps creating barriers to upward promotion. Eitner discussed the potentially negative effect California Civil Service rules have on creating diverse candidate pools.

B. **Strategies for Single Point of Service Operations**
Simons described efforts to move towards a single point of service operation. He noted the large decrease of reference questions since 2009 and the need to adjust service to meet current demands. The group discussed issues of space, staff classification, and culture change that affect the ability to create a single point of service. Turbak noted a loss of collegiality that occurred due to reducing staff interactions with one another on desk.

C. **Re-engaging Library Boards**
Bushong discussed a recent restructuring of city commissions. She noted the library commission was not consolidated with another, but the process has resulted in identifying work the Commission could be doing. Simons discussed a consolidation of San Leandro's Library and Civic Arts commissions and the positive effect it has had.

D. **SB 1383 Compliance and Tracking**
The Committee discussed the impact of SB 1383 on library materials, noting the challenges the regulation would create and the time that would be required to track materials. Directors shared language they have used with city, county, and other officials to ask for library materials to be exempt from the regulation. It was suggested CLA should work to address this issue on a statewide level rather than individual jurisdictions asking for exemptions.

E. **Workplace Violence Prevention Policies**
The Committee discussed process of establishing a workplace violence prevention policy with city and county agencies as well as with labor organizations.

V.   **Reports**

    A. Report of System Chair
    No report.

    B. Report of System Administration
    Frost provided a brief report of upcoming PLP related events.

VI.   **Public Comment**
No public comment.

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

    A. Hiring and recruitment

    B. Single point of service strategies

    C. Discussion about discontinuing databases

    D. Reduced library budgets

VIII.   **Announcements**
No announcements.

IX.   **Adjournment**
The meeting was adjourned at 12:00 p.m.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	AC Library
Grant Amount:	$6183

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

PAVE Prevention Training

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

Non-SLEB (Small, Local, Emerging Business) with AC so the barrier was process, not a PLP barrier.

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.)**

Pre- and post-training surveys were conducted with participants of the PAVE Stewards Training to measure its impact and effectiveness. Below are the indicators and outcomes results.

I feel confident in teaching how to recognize a potentially dangerous situation.	Increased from 50% to **100%**
I feel confident in leading a discussion on boundary setting.	Increased from 37% to **75%**
I feel confident in teaching situational awareness skills.	Increased from 62% to **87%**
I feel confident in teaching de-escalation techniques	Increased from 25% to **87%**
I feel confident in teaching adaptive strategies to respond to stress	Increased from 37 % to **87%**
I feel confident in teaching how to use a trauma informed approach at work	Increased from 25% to **87%**
I feel confident in teaching how to provide a safe space for clients.	Increased from 37 % to **100%**
I feel confident in leading discussions around non-violent communication.	Increased from 25% to **75%**
I feel confident in leading a discussion on bystander/upstander interventions.	Increased from 12% to **100%**
I feel confident in teaching adrenaline management skills.	Increased from 37 % to **87%**
I feel confident in teaching how to recognize trauma activation.	Increased from 0 % to **50%**
I feel confident in teaching grounding techniques in stressful situations.	Increased from 50 % to **75%**
I feel confident in practicing communication techniques	Increased from 50 % to **87%**

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MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL)
Annual Report for ACL – 2024

COMPANY INFORMATION
Name: PAVE Prevention, Inc.
CEO: Arlene Limas, OLY
Phone: +1 (703) 209-2349
Email: Arlene@Paveprevention.com
Address: 3320 West Eastwood Ave,
Chicago, IL 60625
Website: www.paveprevention.com

Dear partners at Alameda County Library,

We thank you for your genuine respect for the training PAVE delivered to 121 ACL staff in 2024. We appreciate your collaboration in making this possible and value your efforts in providing human safety skills to your staff. It has been an honor and a privilege to create a culture change around safety for your library workers.

This is a Monitoring, Evaluation, Accountability, and Learning (MEAL) annual report for all the training facilitated by PAVE for Alameda County Library in 2024. It measures the impact of PAVE's work and incorporates knowledge management, lessons learned, and best practices.

The in-person training was facilitated by PAVE Trainers Stephanie Cyr, Rudy Trejo, and Dawn Hofmeister, under the supervision of CEO Arlene Limas OLY. Pre- and post-training surveys were shared anonymously with all participants. The first cohort received digital surveys, while subsequent cohorts received paper surveys to accommodate those with a tech skills gap, increasing participation. In 2024, an average of 80% of participants completed the pre- and post-training surveys.

"I learned how to create clear behavior expectations for youth library members and de-escalate conflicts that involve different power dynamics."~ Participant 1, Fourth Cohort 2024, Alameda County Library

Fig.1 PAVE CEO Arlene Limas OLY is practicing a physical self-defense skill with a participant.

The data collection is divided into three significant areas of focus: human safety skills, empowerment and self-confidence, and the PAVE approach. Please find below the indicators and outcomes per each area of focus divided by cohorts.

First Area of Focus: Human Safety Skills

I feel confident to practice verbal self-defense skills			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 50% to 75%	Increased from 50% to 75%	Increased from 11% to 85%	Increased from 11% to 85%

I feel confident to use a trauma response approach to address a crisis			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 6% to 56%	Increased from 46% to 86%	Increased from 21% to 75%	Increased from 57% to 92%

I feel confident to use adaptive strategies to respond to stress			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 18% to 75%	Increased from 18% to 95%	Increased from 25% to 90%	Increased from 36% to 88%

I feel confident to practice grounding techniques in stressful situations			
First cohort	Second cohort	Third cohort	Fourth cohort
increased from 0% to 81%	increased from 40% to 95%	Increased from 37% to 95%	Increased from 54% to 92%

I feel confident in using a human safety and empathetic approach			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 47% to 82%	Increased from 47% to 100%	Increased from 53% to 80%	Increased from 82% to 100%

I feel confident in providing a safe space for my clients and beneficiaries			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 59% to 81%	Increased from 67% to 90%	Increased from 53% to 90%	Increased from 68% to 96%

I feel confident to practice communication techniques in my personal and professional life			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 23% to 88%	Increased from 67% to 90%	Increased from 39% to 85%	Increased from 77% to 100%

I feel confident to recognize trauma activation			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 12% to 56%	Increased from 46% to 81%	Increased from 3% to 70%	Increased from 57% to 95%

I feel confident to using adrenaline management skills			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 0% to 60%	Increased from 20% to 67%	Increased from 11% to 60%	Increased from 29% to 71%

Fig.2 A group of participants is practicing a real-life role play scenario with upstander and bystander interventions.

"The scenarios were really important as were the activities. Loved the board breaking. The staff were so excellent and warm and friendly. Just what we needed." ~ Participant 1, First Cohort 2024, Alameda County Library

"I think the most valuable part of the training was learning (and accepting) that not every outcome will be positive and that a negative outcome is not necessarily failure but can be learned from. Prioritizing self-care and safety." ~ Participant 2, First Cohort 2024, Alameda County Library

Second Area of Focus: Empowerment and Self-Confidence

I feel I am in control of my body and emotions			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 38% to 75%	Increased from 67% to 81%	Increased from 61% to 90%	Increased from 68% to 86%

I feel powerful			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 16% to 62%	Increased from 33% to 81%	Increased from 32% to 70%	Increased from 35% to 90%

I feel confident about myself			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 33% to 81%	Increased from 66% to 95%	Increased from 57% to 90%	Increased from 64% to 86%

I feel comfortable in talking with strangers			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 39% to 81%	Increased from 73% to 90%	Increased from 46% to 70%	Increased from 41% to 77%

I feel safe in my daily life			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 55% to 81%	Increased from 67% to 81%	Increased from 86% to 92%	Increased from 91% to 95%

I feel confident in my ability to recognize a potentially dangerous situation			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 66% to 81%	Increased from 73% to 90%	Increased from 64% to 80%	Increased from 73% to 100%

I feel confident in my ability to use situational awareness skills			
First cohort	Second cohort	Third cohort	Fourth cohort
Increased from 58% to 73%	Increased from 40% to 92%	Increased from 53% to 90%	Increased from 54% to 100%

"I realized how important for me is to check-in with myself before dealing with conflicts." ~ Participant 1, Third Cohort 2024, Alameda County Library

"The most valuable part of this training has been learning multiple approaches to deal with conflicts." ~ Participant 2, Fourth Cohort 2024, Alameda County Library

Fig.3 PAVE Trainers Stephanie Cyr and Rudy Trejo are holding a training session.

Third Area of Focus: PAVE Approach

I feel comfortable in setting healthy boundaries with clients			
First cohort	Second cohort	Third cohort	Fourth cohort
94%	90%	95%	94%

I feel comfortable in setting healthy boundaries with supervisors.			
First cohort	Second cohort	Third cohort	Fourth cohort
59%	90%	90%	94%

I feel comfortable in setting healthy boundaries with a co-worker.			
First cohort	Second cohort	Third cohort	Fourth cohort
80%	90%	90%	89%

I feel confident to set physical and verbal boundaries in their daily life.			
First cohort	Second cohort	Third cohort	Fourth cohort
76%	86%	85%	92%

I feel confident to use verbal skills to de-escalate a potentially dangerous situation.			
First cohort	Second cohort	Third cohort	Fourth cohort
67%	81%	80%	92%

PAVE training program included an adult learning approach.			
First cohort	Second cohort	Third cohort	Fourth cohort
94%	95%	100%	91%

PAVE training program presented materials that can be applied to their work immediately.			
First cohort	Second cohort	Third cohort	Fourth cohort
81%	100%	90%	88%

We have observed a clear improvement in the indicator outcomes across the cohorts trained. This is due to the increased confidence gained by each group of trainees throughout the process and PAVE's ability to incorporate the suggestions and recommendations from participants to tailor our services effectively.

Participants have also expressed a need for further training in the following areas:

- Physical self-defense skills
- DiSC assessment review and analysis
- De-escalation techniques
- Adrenaline management skills

PAVE has already addressed most of these needs during the 6-month post-training coaching program.

"After the first day of PAVE training I was able to recognize the different personality styles of my colleagues analyzed in the DiSC assessment and approach them accordingly." ~ Participant 3, Fourth Cohort 2024, Alameda County Library

"The immediate step I am applying in my life is to speak up and share my opinion even if it's not popular." ~ Participant 4, Fourth Cohort 2024, Alameda County Library

Fig. 4 Participants attending a training session.

Participants from the four cohorts of 2024 have identified the following parts of the training as the most valuable:

1. Real-life role-playing scenarios
2. The DiSC assessment and review
3. Grounding exercises
4. Boundary setting
5. Situational awareness
6. Communication techniques
7. Conflicts resolution
8. Stress management
9. Meeting with and getting to know colleagues from other branches
10. Bystander intervention and de-escalation techniques
11. Being able to connect with themselves and do self-check ins
12. Learning how to state personal needs and honoring personal strengths and weaknesses
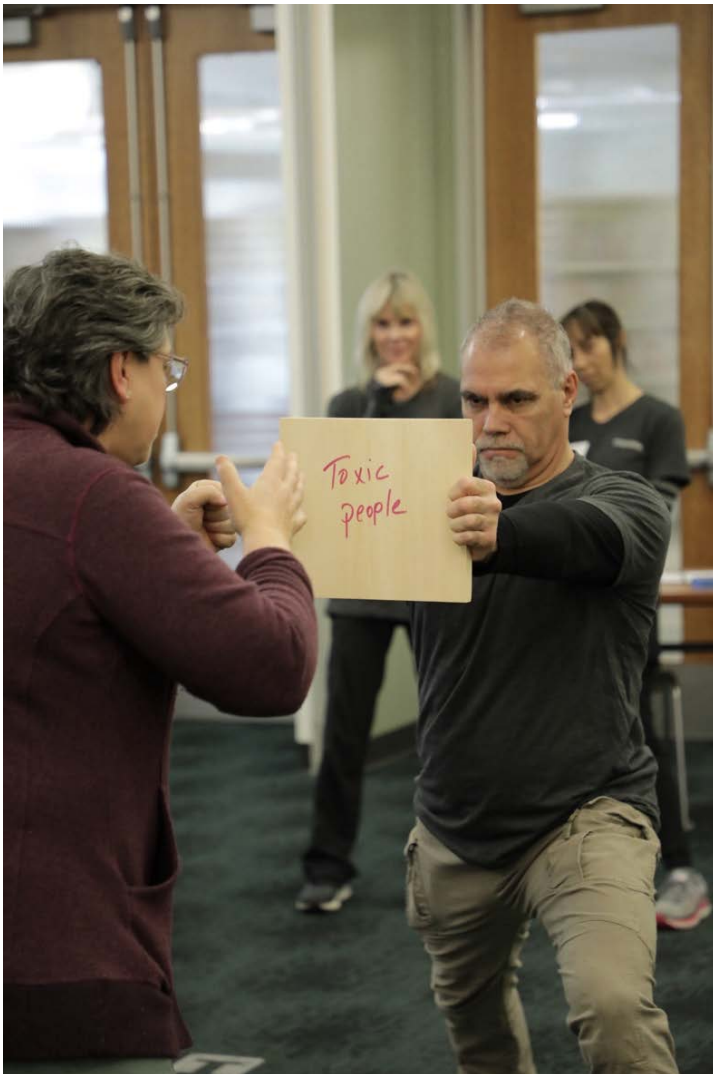
"I learned that saying no to someone is still saying yes to myself." ~ Participant 1, Second Cohort 2024, Alameda County

Fig.5 PAVE Trainer Rudy Trejo and PAVE CEO Arlene Limas demonstrating an exercise during the training.

PAVE Stewards Training

In May 2024, PAVE delivered a weeklong PAVE Steward Training to nine staff members identified by ACL leadership who had already participated in the PAVE human safety skills training. The PAVE Stewards Training builds knowledge on existing PAVE skills to certify individuals to facilitate refresher courses on PAVE training materials for fellow co-workers and act as a referral person in the ACL branch when safety issues arise.

Fig.6 Participants taking part in training exercises.

"I feel like I can better address fears and let them go in the moment and move onto my empathy and de-escalation tools." **~ Participant 2, Second Cohort 2024, Alameda County Library**

Pre- and post-training surveys were conducted with participants of the PAVE Stewards Training to measure its impact and effectiveness. Below are the indicators and outcomes results.

I feel confident in teaching how to recognize a potentially dangerous situation.	Increased from 50% to **100%**
I feel confident in leading a discussion on boundary setting.	Increased from 37% to **75%**
I feel confident in teaching situational awareness skills.	Increased from 62% to **87%**
I feel confident in teaching de-escalation techniques	Increased from 25% to **87%**
I feel confident in teaching adaptive strategies to respond to stress	Increased from 37 % to **87%**
I feel confident in teaching how to use a trauma informed approach at work	Increased from 25% to **87%**
I feel confident in teaching how to provide a safe space for clients.	Increased from 37 % to **100%**
I feel confident in leading discussions around non-violent communication.	Increased from 25% to **75%**
I feel confident in leading a discussion on bystander/upstander interventions.	Increased from 12% to **100%**
I feel confident in teaching adrenaline management skills.	Increased from 37 % to **87%**
I feel confident in teaching how to recognize trauma activation.	Increased from 0 % to **50%**
I feel confident in teaching grounding techniques in stressful situations.	Increased from 50 % to **75%**
I feel confident in practicing communication techniques	Increased from 50 % to **87%**

Fig 7. Participants practicing boundary setting.

"I am finally able to set better boundaries as a manager." ~ Participant 3, Second Cohort 2024, Alameda County Library

PAVE is grateful for this chance to serve the Alameda County Library Staff. We are continuously adapting our training curriculum to the needs of the library workers and learning from each session how to present our material in the most efficient learning style for them. We are open to receiving further feedback and working on additional areas of improvement that might arise throughout our collaboration. This is a living partnership that keeps growing based on our open and honest conversations. We have witnessed an exponential increase in trust-building from Cohort 1 to Cohort 4 participants, and we look forward to bringing more human safety skills to the ACL training cohorts in 2025. PAVE Prevention staff and trainers are available to discuss this report with you further.

Sincerely,

Arlene Limas OLY

Fig.8 and 9 Participants receiving their PAVE training certificates of completion.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Alameda Free Library
Grant Amount:	$ 6,183

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

   The fund were used to pay for two staff members to attend ALA annual conference in San Diego as well as registration fees for the CLA annual conference in Pasadena.

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

   There were no barriers to using the funds as intended.

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.)**

   Staff who attended ALA reported on their takeaways from the conference to their colleagues upon their return to work and intend to implement some of the key takeaways in their work.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Hayward Public Library
Grant Amount:	$8,633

1. **Briefly describe how you used the financial support funding.**
   Hayward Public Library's funds were used to fully or partially support registration and/or hotel and/or travel for five HPL employees who are all presenting at either the Association of Bookmobile and Outreach Services conference in Indianapolis, and the California Library Association Conference in Pasadena later this year. Topics of presentations:
   - Curbie Cares – A grant program for Immigrant Seniors
   - Family Literacy: Best Practices to Fill Everyone's Cup
   - Remaining Authentic as a Leader: Embracing Empathy, Flexibility, Joy, and Fun as you move up in your Career
   - Planning for, and Surviving, a Cybersecurity attack

   Part of the funding was also used to pay for membership in both organizations.

2. **Identify barriers or challenges encountered throughout your funded initiative.**
   The only major challenges we faced were on our own end because we were so busy and so late claiming the funds. However, we did manage to spend the money on time!

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.)**
   Both these conferences are in October, but we are reasonably sure we will have pretty good attendance at our presentations, and that our staff will all benefit from attending the conference. We expect our team members to come back and share their observations/bits of wisdom from the conferences at our All-Staff meetings.
   Jayanti and her copresenter have already received an invitation and are planning to make their presentation on leadership to audiences outside the conference.

   Thank you BALIS for this financial support!

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Livermore Public Library
Grant Amount:	$6,183

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

This funding was used to purchase additional e-content for the Livermore Public Library's OverDrive platform.

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

Holds on e-books especially have been rising at our library. Demand for more content from the Library's OverDrive platform continues to increase for recent titles.

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.)**

This funding allowed for additional content credit to be purchased and add additional content to be purchased for readers over the busy summer. Approximately 154 e-books were added to the collection thanks to these funds. This reduced wait times on holds and allowed a greater quantity of new releases to be offered by Livermore Public Library.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Oakland Public Library
Grant Amount:	$6,183 – fiscal year ending June 30, 2024

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

The Oakland Public Library (OPL) used this grant to further an ongoing project to improve safety in our libraries. Over the past 18 months, security consultant Joseph Maurer has applied his experience with conflict resolution, self-defense, and boundary setting to the complex safety issues facing OPL. He met with over 50 staff in individual sessions at multiple locations, studied our facilities, policies, and systems, researched best practices, and wrote a comprehensive report with suggestions on how to improve safety and security for library staff.

Specifically, this grant paid for Mr. Mauer's time in creating recommendations, follow-up site visits, staff check-ins, support for OPL's new Library Safety Manager.

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

The safety issues facing most public libraries – including OPL – are enormous, and the challenges often feel overwhelming. Staff frequently experience difficult and traumatic incidents on the job, and many patrons who create safety issues are themselves dealing with extremely challenging situations.

While this project could not come close to resolving OPL's safety and security issues, the work moved us forward and provided much-needed support. The report was shared with City leadership to explain and emphasize the investment needed to improve safety and resulted in additional budget allocation for this purpose.

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.)

Two of Mr. Mauer's primary recommendations were to create a new staff position, Library Safety Manager, and to increase staff training in de-escalation and boundary setting.

While not paid for with this grant, the activities below happened because of recommendations by Mr. Mauer:

- Thanita Adams started as OPL's first Library Safety Manager on February 20, 2024.

- The Mental Health Association of San Francisco provided two staff trainings on managing boundaries, one on 1/12/24 and the other on 2/23/24. On 4/18/24, OPL offered a self-defense training for staff taught by an instructor with local marital arts dojo Suigetsukan.

Mr. Mauer's work has given us informed recommendations which we've also taken to other City departments for collaborations. In particular, the library's work with the Department of Violence Prevention and the Mobile Assistance Community Responders of Oakland (MACRO) has deepened thanks to this project.

This project has helped OPL to raise awareness, plan remedies, and take active steps to improve safety for OPL staff. Thank you for supporting this important work.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Pleasanton Public Library
Grant Amount:	$6,183

1.   Briefly describe how you used the financial support funding.
The Pleasanton Public Library used the BALIS Financial support funds for:
- A. Municipal Resources Group's team building training for the entire Library and Recreation Department in October 2023 ($5,586)
- B. Consultant costs ($597) for the development of a new 2025-2030 Library and Recreation Strategic Plan

2.   Identify barriers or challenges encountered throughout your funded initiative.
The main challenge encountered was finding a day in which the entire department could come together and work together on the team building training. The Department was proactive and set a calendar hold on October 9 (Columbus Day) for staff. We closed our facilities for the day and had an educational experience.

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 department had a positive experience coming together for a day of learning and team building. All permanent staff in the Library and Recreation Department were required to attend. We learned about generational stereotypes and the importance to find common ground with employees of different generations.

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Richmond Public Library
Grant Amount:	$8,363

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

The funding was used to support institutional memberships in Urban Libraries Council, American Library Association, and California Library Association. These memberships were intended to benefit all library staff as we proceed through a major renovation, revision of many of our systems and processes, and continued staff development.

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

This was the first year in many, many years that Richmond Public Library had been a member of these associations. Our institutional ALA membership, for instance, had expired more than a decade prior. In FY24 and now in FY25, funding had been allocated for staff to attend professional conferences, but we had difficulty convincing staff to go. Institutional memberships in these organizations have since helped pave the way for greater interaction and staff development; while these memberships are of course not required for conference attendance, it signals to staff that RPL is part of a greater professional community that has something to offer.

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.)

Since purchase of the institutional memberships, 5 full time librarians (representing 25% of our full time librarian staff) have elected to attend statewide or national library conferences, including ALA! Several staff also opted to attend CLA in Sacramento in 2023. Staff have also benefited from participation in ULC listservs and other community resources. This conference attendance and general engagement marks a positive change from the previous

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	San Leandro Public Library
Grant Amount:	$6,183

1. **Briefly describe how you used the financial support funding.**
The funds were used to send staff to PLA in Columbus, OH.

2. **Identify barriers or challenges encountered throughout your funded initiative.**
The only barrier or challenge was having enough staff to cover work for staff who attended the conference.

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.)**

2 staff were sent to PLA national conference. Staff were able to attend the full conference. This was the first time in over 20 years the library was able to send staff to this conference. This was invaluable as staff were able to become more aware of the broader library world and gain critical perspective as well as talk with new colleagues to help solve shared challenges.

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County		$6,183		
Alameda Free		$6,183		
Berkeley Public		$3,500		
Contra Costa County		$8,633		
Hayward Public		$8,633		
Livermore Public		$6,183		
Oakland Public		$6,183		
Pleasanton Public		$6,183		
Richmond Public		$8,633		
San Francisco Public		$3,500		
San Leandro Public		$6,183		
	Total disbursement		**$0**	
	Budgeted		**$70,000**	
	Variance		**$70,000**	