

**BALIS Administrative Council Meeting  
 San Francisco Public Library  
 100 Larkin Street  
 Room 601  
 San Francisco, CA 94102**

**Thursday, December 12, 2013  
 9:30 a.m.  
 (Directions enclosed)**

**AGENDA**

- |   |                    |              |
|---|--------------------|--------------|
| <b>I. Call to Order</b>   | Corbeil            |              |
| <b>II. Adoption of the Agenda (Action Item)</b>   | Corbeil            |              |
| <b>III. Approval of the Minutes</b>   |                    |              |
| A. Approval of the September 13, 2013 minutes (Action Item)   | Corbeil            | Attachment 1 |
| <b>IV. Old Business</b>   |                    |              |
| A. Determine how to allocate BALIS reserves in the amount of \$400,000 (Action Item)  | Crowe/Jackson      | Attachment 2 |
| B. Authorize PLS to hold \$150,000 in reserve in order to administer the BALIS retirees' benefits (Action Item)   | Crowe/Jackson      |              |
| <b>V. Reports</b>   |                    |              |
| A. PLP Executive Committee Report   | Farnsworth/Chisaki |              |
| B. Report of System Chair   | Corbeil            |              |
| 1. Selection of BALIS Vice-Chair  |                    |              |
| C. Report of System Administration  | Crowe/Jackson      |              |
| <b>VI. Public Comment</b> - (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.) |                    |              |
| <b>VII. Agenda Building and Date for Next Meeting</b>   | Corbeil            |              |
| <b>VIII. Announcements</b>  | All                |              |
| <b>IX. Adjournment</b>  | Corbeil            |              |



**TRAVEL INSTRUCTIONS:**

Highway 101 (Northbound): Take US-101 North toward San Francisco. Take exit 434A to merge onto Mission Street/US-101 North toward Golden Gate Bridge. Turn left at South Van Ness Avenue. Turn right at Grove Street. Library will be on the left.

**Parking:** Parking available at the Civic Center Parking Garage, 355 McAllister Street. It is across the street from the library. Street parking also available.

**BALIS Administrative Council Meeting  
Berkeley Public Library  
South Branch  
1901 Russell Street  
Berkeley, CA 94703**

**Friday, September 13, 2013**

**ACTION MINUTES**

**Attendees:**

**Council**

Donna Corbeil, Berkeley Public  
Barbara Flynn, Contra Costa County  
Sean Reinhart, Hayward Public  
Katy Curl, Richmond Public  
Julie Farnsworth, Pleasanton Public  
Tamera LeBeau, Livermore Public  
Jamie Turbak, Oakland Public

**Staff**

Linda Crowe, PLP/BALIS  
Terry Jackson, PLP/BALIS

- I. **Call to Order:** Donna Corbeil chaired the meeting, with a call to order at 10:00 a.m.
- II. **Adoption of the Agenda:** The agenda was approved as distributed.
- III. **Minutes:** The minutes of the July 26, 2013 meeting were approved as distributed. (M/S Reinhart/Flynn)
- IV. **Old Business**
  - A. **BALIS Three-Year Fund Allocation and Project Plan:** Linda Crowe and Terry Jackson presented two options (Attachment 2). Option One included three grant cycles of Innovation Grants for \$150,000 each year and Option Two included \$75,000 for ENKI and three rounds of Innovation Grants for \$125,000 each year. Both options recommended that the Council reserve \$150,000 for future expenses for the two BALIS retirees' medical coverage.  
The Council agreed to authorize PLP to reserve these funds and make the payments. There was discussion as to the purpose of existing just to expend the fund balance. There were questions as to how best to sunset the organization if that was the direction the Council chose and staff said they would look into the logistics and report back. Sean Reinhart said that rather than funding the projects detailed in the two options, he would prefer to see the fund balance be divided up among the member libraries according to the formula. No action was taken on the presented options with any funding requests tabled until there is a broader discussion of the disposition of the reserve fund balance. Staff was directed to come back with the

numbers as to how the funds would be distributed with a goal of offering maximum flexibility in how the funds are made available to the library jurisdictions.

**V. New Business**

- A. DPLA (Digital Public Library of America) and Digitization Initiatives in California:** Luis Herrera was unable to attend the meeting due to illness, so Linda Crowe shared the information and the survey that Luis had given her with the Council. The Council was interested but wanted to better understand the local application and implications. They thought this would be an appropriate project for the PLP arena and hoped that Luis could work with the Executive Committee to provide background that could then be shared with all of the PLP libraries, perhaps using a “pay to play” business model.

**VI. Reports**

- A. BALIS Committees Update:** Terry Jackson reported that the Adult Services and E-Services Committees have merged and that Cosette Ratliff of Alameda Free Library is the new chair. Their next meeting is November 7<sup>th</sup>. They have a draft 2012-13 Annual Report and a 2013-14 Work Plan. The Children’s Services Committee continues to meet quarterly on the third Thursday of January, April, July and October. Terry also distributed the Annual Report for 2012-13 from the PLP Staff Development Committee.
- B. System Chair’s Report:** None.
- C. Report of System Administration:** Linda gave an update on the State Library and CENIC survey and the importance of gathering this information to better assess the need for increased bandwidth statewide. This information will be used to develop a funding proposal for the State budget. Linda also reminded the Council that the PLP Legislative Breakfast is scheduled for Saturday, September 14<sup>th</sup>.

**VII. Public Comment:** No public comment.

**VIII. Agenda Building for the next Meeting:** A future meeting was not scheduled at this time.

TO: BALIS Administrative Council

FROM: Linda Crowe  
Terry Jackson  
Donna Truong

SUBJECT: Allocation of BALIS Reserves

At the last BALIS Administrative Council meeting on September 13th, there was discussion on how to best allocate the BALIS reserves and the implications for BALIS as a system.

The Council agreed to reserve \$150,000 for future expenses for the two BALIS retirees' medical coverage, and authorize PLS to reserve these funds, monitor the accounts, and make the necessary payments. A motion to that effect is item IV. B. on the agenda. As discussed at the last meeting, because of this contractual obligation, BALIS needs to remain a system, if in name only.

Attached for your review are:

- the itemized fund balance statement with a remaining fund balance of approximately \$400,000.
- the fund balance dispersed according to the BALIS formula and the current amount that is being paid in PLP Member Participation fees (previously distributed in an email attachment after the last Council meeting)
- grant totals that each jurisdiction has received in the past five years (also distributed in the email attachment after the last Council meeting)

BALIS FUND BALANCE

7/1/2013 Beginning Fund Balance	<b>873,299.50</b>	
Innovation Grants		199,800.00
Califa ENKI E-book Collection		100,000.00
PLP Membership subsidize FY 12/13		16,206.00
Health care for BALIS retirees		7,671.31
Total Amount Used FY 12/13	323,677.31	
##### Ending Fund Balance	<b>549,622.19</b>	

	BALIS Formula		13/14 PLP membership
	%	\$ Amount	
ACI	5.85%	23,395	11,354.00
ACO	12.29%	49,168	33,821.00
BPL	7.40%	29,619	23,502.00
CCO	15.35%	61,395	35,584.00
HPL	6.45%	25,788	12,449.00
LPL	6.15%	24,614	12,280.00
OPL	13.44%	53,749	33,099.00
PPL	5.94%	23,749	12,155.00
RPL	6.38%	25,509	15,409.00
SFPL	20.75%	83,013	57,451.00
	100.0%	400,000	247,104.00

BALIS INNOVATION AND TECHNOLOGY GRANTS

FY	LIBRARY	GRANT TITLE	FUNDING	ANNUAL TOTAL
FY 06/07	CONTRA COSTA COUNTY LIBRARY	PIONEERING TECHNOLOGY TO SERVE COMMUTERS (GO LIBRARY)	50,000	
	LIVERMORE PUBLIC LIBRARY	SUMMER READING IS FOR EVERYONE	25,000	
	RICHMOND PUBLIC LIBRARY	BAYVIEW BRANCH BOOMER PROJECT	25,000	
				<b>100,000</b>
FY 08/09	HAYWARD PUBLIC LIBRARY	CAMINO A LA LECTUREA/SPANISH LITERACY	13,500	
	LIVERMORE PUBLIC LIBRARY	FREE2 SUCCEED JOB CENTER	47,200	
				<b>60,700</b>
FY 09/10	BERKELEY PUBLIC LIBRARY	CULTURAL ARTS LITERACY PRGRM	3,750	
	CONTRA COSTA COUNTY LIBRARY	SNAP&GO: SUPPORT MOBILE	60,000	
	HAYWARD PUBLIC LIBRARY	CAMINO A LA LECTUREA/SPANISH LITERACY - EXTENDED	13,500	
	LIVERMORE PUBLIC LIBRARY	FREE2 SUCCEED JOB CENTER - EXTENDED	20,000	
	SAN FRANCISCO PUBLIC LIBRARY	ACCESSIBILITY TOOLKIT	11,550	
	SAN FRANCISCO PUBLIC LIBRARY	ONLINE TRAINING TUTORIALS	3,000	
				<b>111,800</b>
FY 10/11	ALAMEDA FREE LIBRARY	GREEN THUMBS GREEN MINDS	3,660	
	BERKELEY PUBLIC LIBRARY	USE OF IPADS TO MAKE TECHNOLOGY MAKE TECHNOLOGY MORE ACCESSIBLE & TRANSPAREN	20,000	
	BERKELEY PUBLIC LIBRARY	CONSTRUCTION PRODUCTION: BERKELEY TEENS FILM & PROMOTE IMPROVED	3,000	
	CONTRA COSTA COUNTY LIBRARY	DISCOVERY & GO: A VIRTUAL MUSEUM PASS SYSTEM FOR LIBRARY CONSORTIA	45,000	
	HAYWARD PUBLIC LIBRARY	TOP SCHOOLS PROJECT SEARCHING SUPPORT	40,000	
	LIVERMORE PUBLIC LIBRARY	SPRINTOWN GRAB N' GO LIBRARY	63,000	
	OAKLAND PUBLIC LIBRARY	TEEN MULTIMEDIA CREATION LAB	73,000	
	SAN FRANCISCO PUBLIC LIBRARY	ONLINE LEARNING-CAREER & JOB SEARCHING SUPPORT	10,000	
	SAN FRANCISCO PUBLIC LIBRARY	DIGITAL ARCHIVE KIT	15,000	
	SAN FRANCISCO PUBLIC LIBRARY	LIBRARY 2 U	27,000	
FY 12/13	ALAMEDA COUNTY LIBRARY	P.U.L.S.E.(POP-UP LIBRARY SERVICE FOR EVERYONE)	38,000	
	BERKELEY PUBLIC LIBRARY	INCIDENT TOOLKIT	35,691	
	CONTRA COSTA COUNTY LIBRARY	MARKETING DISCOVER & GO AND BUILDING THE DISCOVER & GO NETWORK	15,000	
	OAKLAND PUBLIC LIBRARY	PLAY @ YOUR LIBRARY	53,500	
	SAN FRANCISCO PUBLIC LIBRARY	ALL TOGETHER NOW SENSORY STORYTIME	6,500	
	SAN FRANCISCO PUBLIC LIBRARY	MAIN LIB. PERIODICALS IPAD CORRAL	23,659	
	SAN FRANCISCO PUBLIC LIBRARY	POINT OH! A MAKE-IT SPACE MEDIA LAB	27,450	
				<b>199,800</b>