



**ADMINISTRATIVE COUNCIL MINUTES**  
**Friday, September 17, 2021**  
**10:00 am – Webinar**

Presiding: FY 2021/22 Acting Chair Ned Branch, SP

Attending: Ned Branch, SP; Molly Wetta, SB; Sarah Bleyl, LM; Mary Housel, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Bev Schwartzberg, State Library; Glynis Fitzgerald, BG; Kristina Uvalle, BG.

\* Item accompanies the agenda.

	<ul style="list-style-type: none"> <li>• Agenda and business meeting addenda (compiled PDF) @ <a href="http://ats.blackgold.org">http://ats.blackgold.org</a></li> <li>• Auxiliary Receive and File addenda PDFs @ <a href="http://ats.blackgold.org">http://ats.blackgold.org</a></li> </ul>
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
<i>p.</i>	Associated addendum page number(s) located @ <b>top center</b> of compiled agenda PDF.
**	Item to be provided later
▶	Item updated in the Administrative Council Notebook @ <a href="http://ats.blackgold.org">http://ats.blackgold.org</a>

1. **10:00a.m. CALL TO ORDER**
2. *M* - **ADOPTION OF AGENDA** - 1<sup>st</sup> SJB/2<sup>nd</sup> MW. Approved.
3. **PUBLIC TESTIMONY – N/A**
4. *M* - **CONSENT CALENDAR** - 1<sup>st</sup> AG/2<sup>nd</sup> SJB. Approved.
  - a. \***Administrative Council Minutes** – 08.20.21
  - b. \*\***Financial Reports** – July 2021
  - c. \***Net Borrowing/Lending** – August 2021
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. Circulation - ATS Checkout & Renewal Statistics –August 2021
    - ii. Cataloging – August 2021
    - iii. Hoopla Recap – August 2021
6. \***STATE LIBRARY REPORT** – September Report -provided by Bev Schwartzberg (State Library). Available on the ATS website.
7. **OLD BUSINESS**
  - a. ILS – Aspen Discovery Update
 

GF (BG) reported staff is still working with Bywater to correct minor issues with Aspen. The focus is now on the Spanish translation. Bywater has created a Google Doc spreadsheet and staff from SLO, PR and SM libraries have been working to complete translations. Once that is complete, Bywater will be able to upload the translations into Aspen.
  - b. *M* - Review- Maintain number of holds at 20.
 

A motion was made to keep the number of holds at 20 until further action is requested.

1<sup>st</sup> MH/2<sup>nd</sup> AF. Approved.
  - c. *M* -Review – Maintain 18-month holds policy
 

A motion was made to return to the 12-month holds policy because the catalog is now open. 1<sup>st</sup> CB/2<sup>nd</sup> MW. Approved.

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### 8. NEW BUSINESS

- a. Update on discussion with LCW regarding reviewing the JPA

GF (BG) has contacted LCW regarding preparing for Carpinteria to being added as a jurisdiction. She also discussed the possibility of having the JPA reviewed for compliance and/or needed changes to the way the Cooperative currently conducts business. LCW is willing and able to conduct an initial review and complete any changes requested by the Cooperative. Black Gold will have to present to LCW the changes it wishes to be made to the current JPA. The first step will be to receive an Informed Consent from all jurisdictions who currently do business with LCW. The initial review will take approximately 3-5 hours and cost \$280-290/hr. Directors were asked if there were any issues with conducting an initial review. None were raised. GF (BG) will contact LCW to move forward with the JPA review and adding Carpinteria as a jurisdiction.

**ACTION ITEM: Obtain signed Conflict of Interest acknowledgments from all jurisdictions.**

- b. \* FY23 Budget Discussion – Budget implications for an independent SBPL catalog (SB)

MW (SB) reported that Santa Barbara intends to get its own KOHA installation by the beginning of the FY2022-23. They plan to start the process in October. As a result, she is asking to reevaluate the contribution formula prior to the budget approval for the FY 2022-23.

The following concerns were raised:

- SB intends to share items with other libraries. There is a concern that SB will not share collections with the rest of the Cooperative.
- The inability to verify library patrons having cards for both SB and another Black Gold library. This would give patrons access to twice as many Overdrive selections and other content.
- The potential impact to Goleta and Carpinteria patrons/ libraries.
- Article 13 of the JPA states: *13. Obligation to Accept Service.*

*It is understood and agreed among the parties that System-wide programs shall be accepted by each party. Each party shall have an affirmative obligation to cooperate in the performance and execution of all systemwide programs and System policies.*

- The last contribution formula revision took a full year to be developed and decided upon. The budget process for the FY 2022-23 starts in December.

MW (SB) stated that SB supported sharing through an ILL. They would be able to facilitate sharing once everyone goes to KOHA. SJB (LM) asked for clarification on the move to KOHA. GF (BG) stated that the Council had voted to move ahead with Aspen and to revisit the move to KOHA later. NB (SP) stated that the KOHA move was tabled until we worked through Aspen. GF (BG) stated that an evaluation for KOHA was still planned, but the extended time needed to add Aspen and the work needed to be done to add Carpinteria as a jurisdiction has pushed the evaluation process back. The last ILS conversion took over a year to complete and time is needed to fully vet KOHA considering the Cooperative has high standards for functionality of its ILS. AF (PR) stated she was under the impression that they would look at KOHA once Aspen was live, and we evaluated how it was working.

For clarity, it was stated that any work BG staff did regarding data extraction in Santa Barbara's move to a new ILS is considered work outside the Consortium and will need to be billed to the library.

- c. Discuss the impact of the potential exit of Santa Barbara from the shared ILS.

Council began to address the challenges posed by this potential exit and next steps. It was once again mentioned that the JPA might need to be amended to address this or other potential situations that are not currently addressed in the document. A suggestion

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was made to determine what the BG Core Services are, and what can be considered as optional services. An observation was made that the Cooperative will have to decide if it's a cooperative for state funding or if there is a synergy in purpose. Any decisions will cause a ripple effect to everyone involved. How it affects patron experience is of the utmost importance and changes should be given careful consideration.

**ACTION ITEM: CB (SLO) volunteered to have his staff work on a proposal to look at the core services and budget considerations as a starting point. NB(SP) agreed to investigate creating a process to decide on core services as well.**

### 9. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

GF (BG) reported that RAS viewed demos of Flipster and Press Reader. RAS committee agreed they would like to try 3-4 choices with Flipster to see how it works. Lompoc school went live with Overdrive Connect (SORA) and Orcutt is working on it as well. We show 9600 checkouts by student with 7500 through the Santa Maria Bonita School District which was the first to go live with it.

The simplified version of the Unique ID code was accepted by Ops. Carpinteria is moving forward with its MOU. The Polaris upgrade is scheduled for October 23<sup>rd</sup>. It is currently up on the training server for review and testing. The Value of Libraries grant finally closed. The Shared Vision grant will remain active through 4 /2022. Black Gold has been asked to serve as the fiscal agent for the Stronger Together grant through 2024. BG would receive \$25-30,000.

### 10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES – N/A**

### 11. **ROUNDTABLE – Remarks by Library Directors – N/A**

### 12. **M – ADJOURNMENT – at 12:17 pm. 1<sup>st</sup> CB/2<sup>nd</sup> SJB. Approved.**

**Distribution - Email notice of web-posted agenda to** Ned Branch, SP; Jessica Cadiente, SB; Sarah Bleyl, LM; Mary Housel, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Glynis Fitzgerald, BG.