

BEST PRACTICES

Administrative Council Meetings

Approved 3/15/2024.

- The council will meet a minimum of 6 times per fiscal year with the option of scheduling additional meetings as needed.
- Each library will host a council meeting at their library and provide a tour of the library.
- Council meetings will meet for a maximum of 4 hours.
 - Scheduled meeting time of 10:00 a.m. to 2:00 p.m.
 - Schedule will include one 5-minute break and a working lunch.
 - The host library will offer a best practices presentation (15 minutes) at 1:45 p.m. or earlier before adjourning.
- Agenda topics will be given a predetermined time limit with a 1-minute warning before moving onto the next agenda item.

The New Agenda Format:

ADMINISTRATIVE COUNCIL AGENDA
DATE
LIBRARY LOCATION
Presiding: FY 20--/-- CHAIR

* Item accompanies the agenda

	<ul style="list-style-type: none">• Scheduled break at 11:00 a.m.• Working lunch scheduled at 12:00 p.m. with library tour to follow.
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
**	Item to be provided later

1. **10:00a.m. CALL TO ORDER**
2. *M* - **ADOPTION OF AGENDA**
3. **PUBLIC TESTIMONY**
4. *M* - **CONSENT CALENDAR**
 - a. *Administrative Council Minutes – DATE
 - b. *Financial Reports – DATE
 - c. *Net Borrowing/Lending - DATE
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - Checkout & Renewal Statistics – DATE
 - ii. Cataloging - DATE
 - iii. Hoopla Recap – DATE
6. **STATE LIBRARY REPORT** –presented by Bev Schwartzberg (15 minutes)
7. **DIRECTOR HIGHLIGHTS** – (20 minutes)
8. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
9. **OLD BUSINESS**
 - a. *M*–.
10. **NEW BUSINESS**
 - a. * *M*–
11. **LIBRARY PRESENTATION** (15 minutes)
12. *M*–**ADJOURNMENT**

NEXT MEETING: DATE (LOCATION)

Distribution - Email notice of web-posted agenda to Justin Formanek, SP; Sarah Bleyl, LM; Dawn Jackson, SM; Eric Lashley, PR; Elizabeth Saucedo, GV, Jaime Valdez, GV; Jody Thomas, CC; Glynis Fitzgerald, BG.

Committees/User Group Meetings

Approved 3/15/2024.

- Reduce the number of Standing Committees and replace with User groups with no voting requirements.
- Rename the ATS Ops Committee to Library Operations Committee
- Disband the RAS Committee and the Youth Services Committee.
- Establish the following User Groups:
 - Youth Services
 - Adult Services
 - Collection Development
 - Outreach and Marketing.
- Establish a scheduled training/workshop calendar for Cataloging.

Library Operations Committee

Members: The Library Operations Committee consists of at least one representative from each of the six Black Gold Libraries. Libraries can send more representatives to meetings as needed. Each Black Gold member library jurisdiction has one vote. The Black Gold System Director and Black Gold staff are ex-officio members.

Meetings: Ten (10) meetings a year, generally four (4) in-person meetings the first Wednesday of July, October, February, and May and six (6) online meetings the first Wednesday of August, September, November, January, March, and April. The committee will not meet in June or December. Any meeting can be canceled if there are not sufficient agenda items. The in-person location rotates among Santa Maria, Lompoc, and Goleta. Meetings are from 10:00 a.m. to about 1:00 p.m.

Officers: The Chair of the Committee is the designated Black Gold staff member. The recorder rotates geographically from north to south for each meeting.

Liaison: Black Gold System Director: The liaison ensures prompt feedback between Council and the Committee.

Purpose:

- To benefit the Black Gold Cooperative Library System by providing a mechanism whereby the Administrative Council can receive input, feedback, and recommendations on policy in library operations activities.
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To evaluate and recommend actions and policies designed to standardize system-wide activities whenever possible.
- To develop procedures and routines, which facilitate resource sharing.
- To actively participate in identifying new technologies.
- To assist in the conduct of system business related to library operations and provide information to the Black Gold System Director and other Black Gold staff to help them with their duties.
- Serve as liaison with the Library Director and staff from each jurisdiction. Responsible for distributing, explaining, and training of new policies and procedures.
- Identify and recommend opportunities for staff training pertaining to hardware and software products in use by Black Gold libraries.

Minutes template: Keep minutes concise and include any relevant information. Submit minutes draft to Black Gold by Monday following the LOC meeting.

LIBRARY OPERATIONS COMMITTEE MINUTES

Date
Location

Attending: Name (Library); Name (library); etc.

- 1) **10:05 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Name (Library)
- 2) **ADOPT AGENDA** —1st ___/ 2nd ___. Approved
- 3) ***APPROVE MINUTES** — (Date), by Name (Library). 1st ___/ 2nd ___. Approved
- 4) **CIRCULATION**
 - a) Topic – Summary Notes
M - LOC recommends (action). 1st ___/ 2nd ___. Approved.
- 5) **TECHNICAL**
 - a) **Koha/Aspen Issues** – Discussion
- 6) **BLACK GOLD UPDATE** -
- 7) **ROUNDTABLE** – N/A
- 8) **ITEMS TO BE FORWARDED** – (To Administrative Council)
- 9) **AGENDA BUILDING** –
- 10) **NEXT MEETING** — Time/Date/Location
- 11) **ADJOURNMENT** at (time) 1st ___/2nd ___.

* denotes attachment to agenda packet

USER GROUPS –

No voting requirements; makes recommendations for operations.

Youth Services User Group

Members: User Groups will have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.

Meetings: Two (2) meetings a year on the third Wednesday of January (in-person) and September (online) with one (1) optional meeting for training. In-person meetings rotate between Santa Maria, Lompoc, and Goleta. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.

Officers: The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.

Liaison: Black Gold System Director: The liaison ensures prompt feedback between Council and the Youth Services Group.

Purpose:

- To assist in planning, implementing, and evaluating the Summer Reading Programs for Black Gold libraries. (All library staff members who attend the meetings can participate.) To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to youth services, and to participate in the sharing of activities between member libraries and non-system libraries.

Adult Services User Group

Members: User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.

Meetings: Two (2) meetings a year on the second Wednesday of February (online) and August (in-person) with one (1) optional meeting for training. In-person meetings rotate between Santa Maria, Lompoc, and Goleta. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.

Officers: The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.

Liaison: Black Gold System Director: The liaison ensures prompt feedback between the Council and the Adult Services Group.

Purpose:

- To assist in planning, implementing, and evaluating the Adult Reading Programs for Black Gold libraries. (All library staff members who attend the meetings can participate.)
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to adult services, and to participate in the sharing of activities between member libraries and non-system libraries.

Collection Development User Group

Members: User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.

Meetings: Four (4) meetings a year on the second Wednesday of March, June, September, and December. Meetings will be held online. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.

Officers: The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.

Liaison: Black Gold System Director: The liaison ensures prompt feedback between Council and the Collection Development Group.

Purpose:

- To assist in planning, implementing, and evaluating the shared physical collection for Black Gold libraries. (All library staff members who attend the meetings can participate.)
- To review shared OverDrive statistics and suggest digital collection guidelines at least annually in June each year.
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to youth services, and to participate in the sharing of activities between member libraries and non-system libraries.

Outreach/Marketing User Group

- Members:** User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.
- Meetings:** Two (2) meetings a year on the third Wednesday of April (online) and October (in-person). Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.
- Liaison:** Black Gold System Director: The liaison ensures prompt feedback between Council and the Outreach/Marketing Group.
- Purpose:**
- To assist in planning, implementing, and evaluating the Outreach and Marketing programs for Black Gold libraries. (All library staff members who attend the meetings can participate.)
 - To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
 - To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to outreach, marketing, and to participate in the sharing of activities between member libraries and non-system libraries.

Cataloging Training and Workshops

Purpose: To provide training opportunities to library cataloguers in policies and procedures in using the Koha and/or Aspen systems to add, modify item records, BIB records and the EDI ordering process.

Frequency of trainings: Two training sessions per year

Trainer: Black Gold staff