BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL AGENDA
Friday, December 3, 2021
10:00 am – Webinar
Presiding: FY 2021/22 Chair Jessica Cadiente, SB

https://blackgold.webex.com/blackgold/j.php?MTID=m3afd8704047879e90b47651309991fc7

Meeting number: 2551 741 1311
Password: 120321

Join by phone: 1-650-479-3208 Call-in toll number (US/Canada)
Access code: 255 174 11311

* Item accompanies the agenda.

Symbol	Key
	• Agenda and business meeting addenda (compiled PDF) @http://ats.blackgold.org • Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org
M	Move to approve
*	PDF accompanies posted agenda
p.	Associated addendum page number(s) located @ **top center** of compiled agenda PDF.
**	Item to be provided later
►	Item updated in the Administrative Council Notebook @ http://ats.blackgold.org

1. **10:00a.m. CALL TO ORDER**

2. *M* - **ADOPTION OF AGENDA**

3. **PUBLIC TESTIMONY**

4. *M* - **CONSENT CALENDAR**
    a. ***Administrative Council Minutes –** 11.19.21

5. ***STATE LIBRARY REPORT –** December Report -provided by Bev Schwartzberg (State Library)

6. **OLD BUSINESS**

    a. *M* - Decide to hold a (AB 361) virtual meeting as allowed by Gov. Code § 54953 (e) (1) option C which states: The legislative body holds a meeting during **a proclaimed state of emergency** and **has determined**, by majority vote, pursuant to subparagraph (B) that, **as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.**

    b. Koha implementation update

7. **NEW BUSINESS**

    a. *_M_ - Approval of Funding for Koha (BG)

    b. *_M_ - Establish a second tier of Automation & Technical Services participation and related budget proposals (SB/SLO)

8. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

9. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**

10. **ROUNDTABLE –** Remarks by Library Directors

11. *M* - **ADJOURNMENT**

Black Gold Cooperative Library System Administrative Council

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.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM UPCOMING MEETINGS		
DATE	MEETING/SUBJECT	LOCATION
01/05/22	ATS Meeting	Webinar
01/21/21	Administrative Council Meeting	Webinar

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL MINUTES
Friday, November 19, 2021
10:00 am – Webinar
Presiding: FY 2021/22 Acting Chair Ned Branch, SP

Attending: Ned Branch, SP; Jessica Cadiente, SB; Sarah Bleyl, LM; Mary Housel, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Glynis Fitzgerald, BG; Kristina Uvalle, BG; John Shupe, Attorney; Bev Schwartzberg, State Library; various members of the public.

1. **10:03a.m. CALL TO ORDER**

2. *M* - **ADOPTION OF AGENDA -** 1st JC (SB)/2nd MH (SM). Roll call: PR – yes, SLO – yes, SM – yes, LM – yes, GV - yes, SB – yes, SP – yes. Approved

3. **PUBLIC TESTIMONY –** Ryder Bailey with the County of Santa Barbara asked the Council to consider recording the meetings so that they might be available to interested parties who are unable to attend the scheduled meeting. NB (SP) said that the Council would take it under advisement.

4. **CONSENT CALENDAR -**

    Administrative Council Minutes – 10.15.21 1st MH/2nd SJB. Roll call: PR – yes, SLO – yes, SM – yes, LM – yes, GV - yes, SB – yes, SP – yes. Approved
    Minutes for 10.25.21 changes: Change to Special Meeting instead of Emergency Meeting. Confirm "council" in 4b (3rd paragraph) refers to attorney counsel) - 1st MH/2nd SJB. Roll call: PR – yes, SLO – yes, SM – yes, LM – yes, GV - yes, SB – abstain, SP – yes. Approved
    a. ***Financial Reports –** September 2021
    b. ***Net Borrowing/Lending** – October 2021

5. **AUXILIARY RECEIVE AND FILE** — [posted @ http://ats.blackgold.org]
    a. Departmental Resources
        i.   Circulation - ATS Checkout & Renewal Statistics –October 2021
        ii. Cataloging – October 2021
        iii. Hoopla Recap – October 2021

6. ***STATE LIBRARY REPORT –** November Report -provided by Bev Schwartzberg (State Library)

7. **OLD BUSINESS**

    a. *M -* Decide to hold a (AB 361) virtual meeting as allowed by Gov. Code § 54953 (e) (1) option C which states: The legislative body holds a meeting during **a proclaimed state of emergency** and **has determined**, by majority vote, pursuant to subparagraph (B) that, **as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.**

    1st AG/2nd MH. Roll call: PR – yes, SLO – yes, SM – yes, LM – yes, GV - yes, SB – yes, SP – yes. Approved for the next 30 days.

8. **NEW BUSINESS**

    a. **RECESS TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION at 10:20 a.m.**

        Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: At least one and possibly several cases."

9. **RECALL TO OPEN SESSION at 10:49 a.m.**

10. **REPORT OF CLOSED SESSION ACTION**

    Council discussed the possibility of litigation. Nothing further to report.

Black Gold Cooperative Library System Administrative Council

11. **Establish a second tier of Automation & Technical Services participation and related budget proposals (SB/SLO)**

    Withdrawn.

12. **BLACK GOLD OPERATIONS DIRECTOR REPORT –** GF (BG) reported that Black Gold has been in contact with Bywater and is ready to sign a contract once SLO confirms whether they are pursuing their own instance of KOHA or not. CB (SLO) confirm that SLO had signed a contract with Bywater yesterday. GF (BG) stated that Black Gold will be hosting KOHA on its own server. CB (SLO) asked if that was through the Data Center. GF (BG) confirmed that our equipment is housed in the Data Center along with the Cenic connections. Orientation meetings will start with Bywater next week for the KOHA implementation. AF (PR) asked that we confirm with the attorney about who to include on the contract given the unresolved litigation. GF (BG) reported we are at the end of our 5-year contract with Utility Telecom and an RFP is going out for the renewal process. Black Gold is also getting quotes for Cenic.

13. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**

    N/A

14. **ROUNDTABLE – Remarks by Library Directors**

    N/A

    $\mathcal{M}$ – **ADJOURNMENT at 11:03 a.m.** 1st JC/2nd CB. Roll call: PR – yes, SLO – yes, SM – yes, LM – yes, GV - yes, SB – yes, SP – yes. 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.

California State Library, Library Development Services
Cooperative System Report, December 2, 2021

*California Library Literacy Services
The application for Round 1 of the new $15 million in ESL services through CLLS programs is now open and closes December 24, 2021 at 5 p.m. These funds are only available to current CLLS libraries. A November 19 webinar introduced the application process. Please note there will be three opportunities for new applications. Round 2 will open in spring of 2022 and Round 3 in spring of 2023. Please contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov for the webinar slides and recording.

Networking Conversations
Networking conversations for California libraries continue, and we encourage you to register to attend. Directors' calls occur once a month in 2021 and invitation to participate is sent out on the directors listserv as dates are scheduled. The upcoming Directors' Networking conversation is on **December 15th, 2021 3:30pm**. Invitations are also sent to the directors listserv from Chris Durr: chris.durr@library.ca.gov Please register in advance for this meeting and suggest topics for the conversation using this link:
https://us06web.zoom.us/meeting/register/tZEscOqpqTMqGdcmmUP7NIXRMAGLjoFRgfim
For interest in other Networking conversations, please contact lena.pham@library.ca.gov

*Digital Learning Platforms for All California Public Libraries.
We are hoping the learning platforms Coursera, GetSetUp, LearningExpress Library (plus Job and Career Accelerator), LinkedIn Learning, Northstar, and/or Skillshare are being set up on your websites. The vendors have contacted the identified library staff with information needed for set up. Each platform has a different access model. The link to information sessions, marketing materials, and FAQs is https://my.nicheacademy.com/callacademy/course/39032. If you have not heard from one of the vendors, or have changed your mind about adding one of the platforms, please email jody.thomas@library.ca.gov AND jen.lemberger@library.ca.gov.

NOTE: If you did not register interest in accessing LinkedIn due to connection issues with SIP2 or Patron API, please contact Jody and Jen (emails above). We are working on a solution.

*Building Forward Infrastructure Funding for California Libraries
The Building Forward infrastructure grant program was made possible by the California Budget Act for the 2021-2022 fiscal year, which contains $439 million in one-time funds to create an equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices.

As stated in SB 129, Section 215 the California State Library:

1. Shall prioritize project requests submitted by local libraries in high-poverty areas of the state. No grant amount shall exceed $10,000,000.
2. Shall prioritize grants for life-safety and other critical maintenance and infrastructure projects.
3. May support more significant modernization and construction capital projects, other infrastructure projects, and device purchases only if funding remains after supporting life-safety and other critical projects.

A link to a recorded information session is available at:
https://www.library.ca.gov/grants/infrastructure/

The preliminary application period, which was an optional step in applying, closed October 27, 2021. Next steps will be announced shortly. If you have questions, please email BuildingForward@library.ca.gov.

California Libraries Learn (CALL)
California Libraries Learn is busier than ever. Start planning your team's professional development by visiting www.callacademy.org and check the frequently updated calendar to explore the options. Free courses, weekly webinars, and
> cohort-based training for directors and senior management on **Incorporating Equity into Public Library Services and Systems** (look for an announcement in early December);
> **CALL for Learning**, cohort-based training on how to build an effective learning culture in your library (registration now open);
> training on inclusive library services focused on those with disabilities; and
> cohort-based community engagement training.

CALL has its own newsletter, *CALL Letters*, and users can subscribe directly for up-to-date information on staff professional development needs. Please subscribe today. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy. This year, CALL's special focus areas are, as requested by CA library staff: mental health and workplace wellbeing; customer service; equity, diversity, inclusion, and belonging; and community engagement.

Funding opportunities through the California State Library
Please visit the grants page of the California State Library website for a listing and timetable of new and upcoming funding opportunities. Community Connections and Library-Workforce Partnership Initiative funding opportunities closed at the end of September and awards will be made by mid-October.

California Revealed
California Revealed previews an upcoming funding opportunities for work with historical records, images, and outreach. For more information, visit www.californiarevealed.org and https://californiarevealed.org/content/news.

> Cataloging California: Description Assistance
> Application due: Friday, December 3, 2021 https://californiarevealed.org/describe

> Our Collections, Our Communities: Outreach Assistance
> Application due: Friday, December 3, 2021 https://californiarevealed.org/community-outreach

BLACK GOLD COOPERATIVE LIBRARY SYSTEM | **ADMINISTRATIVE COUNCIL – AGENDA ITEM REQUEST**

MEETING DATE:	Friday, December 3, 2021	**ESTIMATED TIME FOR ITEM:**	15 minutes
TITLE OF ITEM:	Approval of Funding for Koha	**PRIORITY LEVEL: (1-Low 3 – High)**	☐ 1 ☐ 2 ☒ 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	☐ For Discussion ☒ For Decision/Request Motion ☐ Other: _____		

BACKGROUND STATEMENT

BACKGROUND: *Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.*	At the October 25, 2021, Special Administrative Council Meeting, members voted to move forward with Koha with a Go Live date of April 25, 2022. Black Gold was to proceed with a contract by November 22 as this was the date given by ByWater to begin the project planning phase of Implementation. Although Council voted to move forward with the contract, they failed to vote on a source of funding to pay for it. • The payment for Installation, Data Migration and Training is $59,960 due by 2/21/22 • The payment for 1st year Koha support is $38,230 due 4/25/22 (go live date) • The payment for 2nd year Aspen support and hosting is $16,400 due 4/25/22. The Aspen renewal has been moved to align the renewal dates of both products. I have explained to ByWater that the Admin Council must formally approve the funding source prior to Black Gold signing the contract. ByWater has agreed to start the Implementation with the Project Planning meeting on 11/23/21 with the guarantee that Black Gold fully intends to sign the contract.

OUTCOME(S)

DESIRED OUTCOME(S): *Describe your desired outcome(s)*	Admin Council must agree on the funding source for • the 2/21/22 payment for the Koha Installation, Data Migration and Training • the 4/25/22 payment for the 1st year Koha support • the 4/25/22 payment for the 2nd year Aspen support and hosting
OTHER COMMENTS:	

BLACK GOLD COOPERATIVE LIBRARY SYSTEM   **ADMINISTRATIVE COUNCIL – AGENDA ITEM REQUEST**

MEETING DATE:	11/19/21	**ESTIMATED TIME FOR ITEM:**	1 hour
TITLE OF ITEM:	Establish a second tier of Automation & Technical Services participation and related budget proposals	**PRIORITY LEVEL: (1-Low 3 – High)**	☐ 1 ☐ 2 ☒ 3
SUBMITTED BY:	SBPL & SLO		
TYPE OF ITEM:	☐ For Discussion ☒ For Decision/Request Motion ☐ Other: _____		

	BACKGROUND STATEMENT
BACKGROUND: *Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.*	San Luis Obispo Library and Santa Barbara Public Library are contracting individually with ByWater Solutions to independently operate their own respective instances of the Koha ILS platform beginning FY2022/23. As a consequence of this action, San Luis Obispo and Santa Barbara will be taking on management and oversight of their respective systems and will not rely on Black Gold Cooperative for system administration and cataloging, and will have a reduced need for assistance from Black Gold in other administrative matters. With the structural changes inherent in this action, a rethinking of ILS and ILS-related management costs is needed, with the following changes proposed.

Per the by-laws (article XII), "a tentative budget should be adopted for expenditures in the upcoming fiscal year prior to January 30. The final budget shall be based on the preliminary budget and the total contribution required from all member agencies shall not exceed the amount specified in the preliminary budget."

Per the by-laws (article XV): "System members who share in the benefits of Automation and Technical Services (ATS) pay for the program. The determination of which libraries are participants in the program in a given fiscal year shall be made at the time of the tentative budget. The cost of operating the ATS includes all services defined as Core, plus equipment, including hardware, software, maintenance, communication lines, staff and supplies associated with ATS services." |
| | **OUTCOME(S)** |
| **DESIRED OUTCOME(S):** *Describe your desired outcome(s)* | Create 2 ATS tiers that allow for libraries to opt into the shared ILS if they so choose.

SLO and SB propose the 2nd tier includes network administration only, removes ILS costs and pays for Black Gold staff positions at the following percentages:

- 50% of Director and Administrative Assistant according to current formula
- 0% of Cataloguer and Systems Administrator, since the services they provide will not be used by jurisdictions not participating in a shared catalog
- 100% of Network Administrator according to current formula |

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL – AGENDA ITEM REQUEST

	• 0% of ILS fees as SLO and SB will be independently managing their own ILS($237,519) including:
	    • Authority Control $4,485
	    • System Maintenance $138,176
	    • Add-Ons $52,275
	    • PCI Compliance $11,317
	    • Data Center Lease $0
	    • Reserve for Major System Procurement $0
	    • Skyriver/MARC Records $21,266
	    • Cenic Telecom Equipment and Maintenance $10,000
	
	Additional budget considerations SLO and SB propose:
	
	• e-Content (Overdrive) platform fee should be paid by each jurisdiction according to the funding formula to provide continued access to existing shared content. Any funds contributed to Overdrive for shared content from shared CLSA funds will be purchased by jurisdictions according to the funding formula (rather than the current rotation). Any additional funds contributed by an individual library will go towards Advantage content or whatever platform of their choosing to be purchased by staff at the individual library.
	
	• Maintain current funding formula (20% base + weighted 25% network devices, 25% circulation, and 50% population) and revisit in FY24, per the bylaws (article XV) that stipulate that "every two years the Council examines the contribution formula and decides what changes, if any, are needed. In addition, a review of Core and Supplemental/Fee services associated costs should be done at the same time." The funding formula was last reviewed in October of 2018.
	
	• Use ILS Replacement reserves to fund this migration (SLO and SB using their reserves for their transition, rest of jurisdictions using their funds towards shared Black Gold migration).
	
	• Reducing the frequency of shipment between Black Gold Library jurisdictions, and using the traditional, staff-initiated ILL function in Koha for shared materials. Evaluate workflow and options for patron-initiated ILL through Aspen in FY24.

OTHER COMMENTS:	Both SLO and SB desire and intend to stay a member of Black Gold Library Cooperative and participate in network, shared e-Content (Overdrive, etc.), and sharing of physical materials and believe it is in the best interest of all our jurisdictions to do so.