

LSP Governance Committee

September 4, 2020

Attendees: Jeff Karlsen, Michelle Ohnstad, Gregg Atkins, Amy Beadle, Amy Brinkley, Brian Noone (guest/Ex Libris), Cheryl Cruse, Doug Achterman, Eve Miller, Dan Crump, Evelyn Lord, Israel Yáñez (guest/NZ), Jeff Sobol (guest/NZ), Katrina Rahn, Lauren McFall, Lauren Saslow, Leslie Tirapelle, Lori Lisowski, Mary Wahl (guest/NZ), Megan Kinney, Norman Buchwald, Tim Calhoun (CCC Tech Center), Ward Smith (guest/NZ), Monika Chavez, Will Breitbach

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Welcome and Introductions - Michelle Ohnstad/Jeff Karlsen

- Introductions, including new workgroup leads, NZ Task Force, and interim NZ Manager.

Remarks on Committee Structure and Charter

- Partial review of [charter](#); may be changing moving forward (now that LSP moving to CCL), but the Governance Committee will maintain responsibilities; example decisions from this body:
 - Decided on OCLC as bib authority
 - Restructuring of ExL created pricing structure (initially provided by ExL), now based on FTES

REPORTS and updates

- Approval of minutes, June 29-30
 - Motion to approve June 2020 minutes (Lord)
 - Second: Buchwald
 - Discussion: none
 - Vote: approved (Cruse - abstain)
- Ongoing Funding Update - Gregg Atkins
 - Chancellor's Office funding did not come through; CCL has been working with Community College League of CA on agreement to expand the CCL consortium to include the operation of the LSP activity for this fiscal year, and collect the funds from the colleges to pay for it; agreement allows the League to negotiate with Ex Libris to extend the existing contract, or to create a new contract; MOU has not been finalized - CCL has to approve it
 - The League has sent notice to CEOs that this is the new arrangement (that colleges will be absorbing LSP cost); lead to difficult conversations with the CO - considered involving the Foundation, but they cannot legally do that; CEOs/CBOs informed that Foundation will not be involved this year - support the CCL/League approach to keep the LSP going; had promised they would send special letter specifying that CARES funding could be used to cover the LSP fees, but instead it the letter only said that they could use technology funding; some districts interpret this to mean CARES funds are applicable, others not.
 - The League will get LSP commitment letters out to the districts, and invoices will come soon after.
 - Whether to include statewide OCLC contract in the agreements will come later in the meeting.
 - Have been working with Academic Senate - \$315K may become available from them to offset LSP costs; awaiting approval from the CCCCCO to help fund LSP project to support Guided Pathways goals (ensuring student success & completion); will know if it happened before invoicing.
 - CCCCCO budget proposals next year will include budget request for LSP funding
 - Committee discussion:
 - How can we offer support to keep colleges in the ExL system? How can we leverage the expertise among the colleges to help people feel supported?
 - Why are we doing the NZ? Why are we paying for people to do the NZ? Helping people improve their understanding could go a long way in creating more inclusion this LSP process.
 - Benefit: As a group, we have ExL's ear to solve problems together (rather than each college solving everything on their own).

- Network Zone Administration - Israel Yáñez
 - Israel is the Metadata Management Coordinator for Sac State
 - Has been assisting with Reclamation Project, including getting WorldCat master records into NZ, and establishing the NZ Task Force.
 - Reclamation Project
 - 70 colleges participating in various phases.
 - This project ensures that the latest version of WorldCat records get loaded to the NZ; the more accurate - the more successful the integration will be; only colleges who have completed the project or have confirmed accuracy of WorldCat holdings are in the “query” collection set for what gets updated in the NZ.
 - Configured the institutional settings on the CCL WorldShare account (OCLC service platform); ensures that the NZ zone stays up to date; currently excludes e-resources.
 - NZ Task Force will be involved in clean-up of bibs in the NZ w/ no inventory; have been doing monthly (minimum recommendation from Israel); will also monitor OCLC imports and file Salesforce cases; 3 members now, but one or two more members would be helpful; Cataloging Workgroup should have a strong understanding of what NZ Task Force does.
 - List of identified CCC cataloging librarians would be helpful to the NZ task force (when issues arise).
 - Recommendation that we have periodic webinars about best practices for NZ for all.
 - Reclamation support after September undetermined.
 - Committee discussion:
 - CCL is currently covering the NZ Manager contract (until overall LSP funding settles) through the end of September.
 - It would be good for us to be able to articulate how NZ functions and how the collective efforts of NZ Task Force has an impact (that might not be perceived on a daily basis but have important contribution); each college has an obligation to maintain the best possible records to participate in the NZ.
 - Regular training/meetings suggestion to stay up to date would be helpful (maybe by functional experts that bubble up)
- ELUNA/NERS Update - Eve Miller/Lauren Saslow
 - NERS = New Enhancements Request System
 - Represent the colleges in terms of the enhancements (of what would make the system better for all of us); have been surveying to get the priorities for voting, circulating the most popular back to the colleges (to consider in our individual voting).
 - Process: Initial voting period by all. Then, ExL assigns ‘complexity points’ for how feasible something is to do, which alters the points proportionally. Then, libraries

vote again with this adjusted information. ExL is contractually obligated to do the top voted items.

- Eve will send out which enhancements “won.”
- New items being added to the new enhancement wish list all the time; CCL libraries can log in to ELUNA to see the list and add to it. Eve encourages watching the enhancements that are being requested to start understanding now (ahead of next year’s voting).
- “Already supported NERS enhancements” - items that were highly requested within the vote, but are already on ExL’s radar (so you don’t have to waste your votes on them.)
- NERS now for Alma & Primo; “Content” category to be added - ExL is interested in working with 10 new content database for index providers.
- Discussion:
 - How can we add to the new enhancements list?
 - Under your ELUNA login (that came from the CCL purchase of ELUNA for the CCL members)
 - How is this different from Idea Exchange?
 - This is totally separate. If you want something, you put it in both.
 - Do we have a way of finding which colleges voted?
 - Eve can see has who voted within the LSP survey, but can’t see if schools entered their own NERS votes.
 - ELUNA memberships were funded by CCL through Feb/Mar/Apr.
 - Enhancement list starts fresh each year. No enhancements from last year’s voting are carried over. Look at the existing list before submitting an enhancement to avoid duplication/splitting of votes.
 - CALRUG - user group puts on workshops.
 - New training from ELUNA coming soon.
 - Suggestion: flow chart of how you can influence change with ExL.
- EXL search engine bias work group, CCC seats - Jeff Karlsen
 - Came up in April. ExL held a webinar 6/25 on the issue. ExL wants to meet about this more. They have formed a workgroup to advise them on this issue, and they have offered 2 seats to us. Perhaps one of them should come from the Discovery group. The other member could be from Discovery, or from the field more generally (who is attuned to these questions). If you want to serve on this group, send names to Michelle & Jeff ASAP.

NEW BUSINESS

- Possible Statewide OCLC Contract - Amy Beadle
 - Has been pursuing contract decided on this group at the summer retreat; based on an FTE model.

- Issues
 - Historical issues: OCLC proprietary pricing formula (heavily weighted toward years of subscription); lack of meaningful discounts offered; 24 colleges did not have OCLC before LSP project; lots of different needs for different service levels (Cat Express, EZ Proxy).
 - Benefits - OCLC offering 18% discount systemwide, simplified billing; LSP/NZ manager/systems admin access.
 - Survey - 80 respondents; interest: 40/yes, 19/maybe, 21/no;
 - Current issues - lack of response from OCLC; Question as to Opt-in VS All or Nothing contract; Make-up of Yes/Maybe colleges - if we could offer this group the FTEs pricing, that would reduce the current income to OCLC by $\frac{1}{3}$; timing - it would be simple to add OCLC costs to existing CCL invoices/
 - Next steps - consortium direction from LSP Gov Comm. June decision was to implement OCLC costs based on FTEs. Do we still think that?
 - Discussion:
 - If we decided that OCLC would not be part of LSP cost, and a school decided not to, they could not participate in the NZ zone.
 - What is the motivation for colleges to do this?
 - Move toward consortial practices
 - Sharing a core set of standardized records (individual colleges do not have to keep updated on their own)
 - Leaves room for better resource sharing later?
 - Seems like timing issues with OCLC means we have to take this off the table anyway
 - Some schools have already paid (or the payment is under a non-library entity at their colleges)
 - OCLC lagging on providing information
 - Fiscal situation of colleges at the moment
 - A system contract only seems to work if there is statewide funding.
 - Motion: Unbundle OCLC subscription from the LSP bill.
 - First: Breitbach
 - Second: Chavez
 - Discussion: Rationale to our campuses - to have LSP, we have to have OCLC; Amy B - does this leave the option to pursue a consortium opt-in to OCLC option? Yes - still mandatory for NZ participation.
 - Vote: Passes (Abstain: Beadle)
- Expanded League Library Consortium/LSP Operations - Amy Beadle
 - The system does not have funding to go toward operations. Because of the CCL/League relationship, will move forward with the League providing some operations and support.
 - Consortium:

- History - 19 year relationship: League + CCL; Consortium Director is the only dedicated staff; 91 vendor agreements in place; 506 unique products; 17,000 subscriptions; Updated MOU pending - taking on LSP and requirements to hire staff
- 2021-21 Increased Operations: absorbs LSP Program; will add a Project Manager + NZ Manager (systems analyst) - may be interplay between those two depending on candidate skill sets (hopefully librarian with systems background); will negotiate the contract with Ex Libris - new contract effective January 2021
- Timeline:

	Sept	Oct	Nov	Dec	Jan
Messaging to CEOs/CBOs					
Messaging to Library Stakeholders					
Intent to Participate Sent/Received					
Invoices Sent					
Invoices Due					
LSP Program Manager Job Description Drafted					
LSP Network Zone/Systems Analyst Job Description Drafted					
Both Positions Advertised					
Staff Onboarded					

	Sept	Oct	Nov	Dec	Jan
Contract Negotiations with Ex Libris					
New Contract Signed					
New Contract Effective					
Ongoing Funding (2021-22) Pursued via CCCCCO process					
Work with CCCTC to Transfer Project Data					
Enhanced Library Consortium at CCLC Annual Conference					
LSP Wiki Transitioned					
LSP Governance Committee Meets					
LSP Task Force Meets					
Possible OCLC Negotiations					

- Concerns - colleges opting out; colleges approaching ExL directly; Others?
 - FTEs pricing hard for some colleges;
 - need for participation commitments before moving forward with staffing; contract previously was based on a threshold

commitment; ExL supporting the FTEs pricing structure and directing colleges back to us

- In the new MOU, the role of the LSP Gov Committee is identified and remains in place (though committee originally authorized by the CCCCCO); CCL wanted to ensure the structure that exists now will move forward with the project.
 - Some possibility that funding comes in the next funding cycle and the project moves back to the state. We want to keep things stable in case that happens.
 - The new staff would report to Amy B.
- Discussion:
 - Positions - currently thought to be for full time, but could be part-time; program manager - a combination of what the Amys did before (managing workgroups, meetings, messaging), hoping this person would have a financial background to assist with billing and reconciliation; we will have more flexibility with positions, since they no longer have to be college classifications).
 - Job descriptions - since they are centralized administration of parts of LSP, how does this Governance Committee relate? Suggestion: Task Force should weigh in on them. Will require a quick turnaround.
 - Motion: Endorse the cooperation of the CCL & The League on behalf of the LSP.
 - Motion: Lord
 - Second: Buchwald
 - Discussion: None
 - Vote: Passed. (Abstention: Beadle)

Work Group Membership - Michelle Ohnstad

- Have 60 people who have volunteers to join or continue in workgroups. 1/3 classified.
 - Acquisitions - 6 members (Norman + TBD co-lead)
 - Analytics - 7 members (Katrina)
 - Cataloging - 7 (Cheryl)
 - Circulation - 14 (Lori Lisowski)
 - Sub-group: Resource Sharing - 4 (none); Lori will see if anyone in Circ wants to move over to that.
 - Discovery - 8 (Amy Brinkley + Lauren McFall)
 - Instruction - 9 (TBD lead)
 - 2 people to be placed (Had selected Systems + PD workgroups, but these groups have been discontinued.)
- Michelle will be the point person for workgroups until the program manager is hired.
- Discussion:

- Workgroups evolve from suggestions from this committee, as we look at the work. Has led to splitting up the Circulation group to focus on resource sharing.
- This committee will continually assess the work of workgroups, and identify where we have an opportunity to take on something new.

WORK GROUP REPORTS AND POLICY RECOMMENDATIONS

- Work Group Reports and Policy Recommendations (Work Group Leads)
 - No reports submitted.
 - Erin Daniels has stepped down as co-lead of Acquisitions/ERM work group.
 - Should recordings of workgroup meetings still happen?
 - Important to maintain some kind of access to what happens in the meetings to the fields. Notes may be sufficient.
 - The recordings may be helpful for workgroup members who missed the meetings. Workgroup leads can decide if they want to record, but not a requirement to be posted to the wiki.
 - Cataloging workgroup (per Cheryl C) will make sure to make NZ a priority.
 - NZ - Israel recommendation is that the NZ Task Force report to the Cataloging workgroup. We might want to agendize this for the next Governance Committee meeting.
 - Circulation workgroup looking for more information about growth of Resource Sharing. Might need a co-lead at some point (to help with the Resource Sharing group.)

OTHER

- Acknowledgement of the role of
 - The State Academic Senate (ASCCC) for working behind the scenes to help support us.
 - The League for jumping in and staying focused on making the LSP project an on-going success.
- Thanks to Gregg & Leslie for clear communications throughout.