



**ADMINISTRATIVE COUNCIL AGENDA**  
**Friday, September 15, 2023, at 10:00 a.m.**  
**Lompoc Public Library**

Presiding: FY 2022/23 Chair Sarah Bleyl, LM

\* 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**
3. **PUBLIC TESTIMONY**
4. *M* - **CONSENT CALENDAR**
  - a. \*Administrative Council Minutes – 08.18.23 (*page 3*)
  - b. \*Financials Statements – June 2023 (*page 6*) July 2023 (*page 16*)
  - c. \*Net Borrowing/Lending – August 2023 (*page 25*)
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. Circulation - ATS Checkout & Renewal Statistics – August 2023
    - ii. Cataloging – August 2023
    - iii. Hoopla Recap – August 2023
6. **STATE LIBRARY REPORT** – September 2023 presented by Bev Schwartzberg
7. **OLD BUSINESS**
  - a. **Digital Collection Policy – Discussion.** Update on status of library internal policy submittals. Establish a sub-committee to draft a Digital Collection Policy for the Cooperative.
8. **NEW BUSINESS**
  - a. *\*M* - **Admin Council meeting schedule (CC)** – Discuss changing the meeting schedule for the Administrative Council meetings to bi-monthly. (*page 28*)
  - b. **\*Purpose of Standing Committees (PR) – Discussion only.** Review the purpose of each standing committee (ATS, RAS and Youth Services), discuss the frequency in which each committee needs to meet. (*page 29*)
  - c. *\*M* - **Black Gold Branded LiDA app** - Approval to purchase our own Black Gold branded LiDA app in the app stores (*page 30*)
9. *M* - **RECESS TO CLOSED SESSION**
  - a. **Purpose of Closed Session: Personnel Matter \$54957 (b).** Public Employee Performance evaluation/appointment. Current Title: Administrative Assistant.
10. *M* - **RECALL TO OPEN SESSION**
11. **REPORT OF CLOSED SESSION ACTION**
12. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

## Black Gold Cooperative Library System Administrative Council

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

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

### 15. **M** – **ADJOURNMENT**

### **NEXT MEETING: FRIDAY, OCTOBER 20, 2023 (GOLETA)**

**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; Diane Satchwell, GV; Jody Thomas, CC; Glynis Fitzgerald, BG.



## ADMINISTRATIVE COUNCIL MINUTES

Friday, August 18, 2023, at 10:00 a.m.

**Santa Maria Public Library**

Presiding: FY 2022/23 Chair Sarah Bleyl, LM

Attending: Melissa Bailey, PR; Dawn Jackson, SM; Sarah Bleyl, LM; Jody Thomas, CC; Elizabeth Saucedo, GV; Bev Schwartzberg, State Library; Glynis Fitzgerald, B; Kristina Uvalle, BG.

1. **10:07a.m. CALL TO ORDER**
2. **\*M - ADOPTION OF AGENDA** - 1<sup>st</sup> JT/2<sup>nd</sup> ES. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.
3. **PUBLIC TESTIMONY** – N/A
4. **\*M - CONSENT CALENDAR** - 1<sup>st</sup> DJ/2<sup>nd</sup> SJB Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.
  - a. \*Administrative Council Minutes – 07.21.23
  - b. \*Net Borrowing/Lending – July 2023
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. Circulation - ATS Checkout & Renewal Statistics – July 2023
    - ii. Cataloging – July 2023
    - iii. Hoopla Recap – July 2023
6. **STATE LIBRARY REPORT** – August 2023 presented by Bev Schwartzberg
7. **OLD BUSINESS**
  - a. **\*Digital Collection Policy – Discussion.** Update on status of library internal policies for comparison and review. Goleta policies have been submitted and the State Library has developed a Five-Step Checklist.

GF (BG) reported that Overdrive can pull titles from the shared Advantage Plus collection back into a library's' individual Advantage accounts upon request (for this reason). Bev Schwartzberg said Palace Project can hide items if requested. Disposition of titles within the shared collection would have to be agreed upon by the entire group.

Our current Black Gold Digital Collection policy does not include any policy regarding book challenges/reconsideration. Libraries are currently reviewing and drafting their own policies in-house. MB (PR) reported North Texas form has formed a committee from all libraries that does not include librarians to develop their Digital Collection Policy. DJ (SM) is in favor of a committee but feels like a librarian should be involved in the process.

A possible process might include:

    1. Local library policy
    2. Director's vote (on Cooperative level)
    3. Outside committee – participants would need to live within the library's service area and/or be a library cardholder.

**ACTION ITEM: Libraries will submit their individual policies to BG for reference. Topic to be carried forward to a future meeting. Directors to create a committee to work on a draft of the Cooperative policy.**
  - b. **\*M - eCard Expiration Policy-** revisit this discussion from the July council meeting to

determine the expiration period on the eCards. Libraries are to discuss the policy on purging the cards after expiration.

*A motion was made to block the use of the library address when creating an eCard in Quipu.*

*1<sup>st</sup> JT/2<sup>nd</sup> DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

*A motion was made to expire eCards after 3 months.*

*1<sup>st</sup> JT/2<sup>nd</sup> DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

**ACTION ITEM: GF (BG) will draft an update to the out-going letter and send the draft to directors to review. The ATS committee will review the Koha notifications for consistency and clarity.**

## 8. NEW BUSINESS

- a. **\*M - Capira/LiDA mobile app** - Approval of the use of LiDA – and likewise notify OCLC of our intention to cancel the Capira app due to unacceptable performance of the product.

*A motion was made to make the move to LiDA and cancel Capira due to unacceptable performance.*

*1<sup>st</sup> EL/2<sup>nd</sup> JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

- b. **\*M - Chat App** - Approval to purchase the Library H3lp software.

*A motion was made to approve the purchase of the Library H3lp software for the Cooperative.*

*1<sup>st</sup> JT/2<sup>nd</sup> DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

- c. **\*M - Overdrive Collection Guidelines** – approval of the Digital Collection Guidelines - 2023-2024, forwarded from the RAS Committee.

*A motion was made to approve the Overdrive Collection Guidelines as presented.*

*1<sup>st</sup> EL/2<sup>nd</sup> JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

**ACTION ITEM: Have the RAS committee review the audio vs ebook ratios for ordering purposes.**

- d. **\*M - iTiva parameters** – Review and discuss for approval the recommendation of the ATS committee to adjust the frequency of the iTiva phone calls to patrons for notices of pickup of holds, almost due and past due items.

*A motion was made to change the number of attempts to 3 per day between 9:30 a.m. to 6 p.m. and eliminate the 2 attempts between 7-8 p.m.*

*1<sup>st</sup> SJB/2<sup>nd</sup> JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

- e. **\*M - 2022-23 Annual Report** – Review and approval of yearly statistics used for the ATS website.

*A motion was made to approve the Annual report as presented.*

*1<sup>st</sup> EL/2<sup>nd</sup> JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Absent, GO- Yes. Approved.*

**ACTION ITEM: GF (BG) will see if it is possible to add the total number of Bib records.**

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

The Koha upgrade is scheduled for Monday, August 21<sup>st</sup>.

PR reported SMS messaging not going. Matt discovered that Verizon is stopping its free email to SMS messaging. Bywater suggests using a 3<sup>rd</sup> party. BG is researching Twilio and Unique as options.

The JPA/Bylaws are still being reviewed.

- Some items up for discussion is the possibility of needing to change the Operations Director title to System Director. Whether a jurisdiction can assign voting rights to another individual to vote on financial (budget) issues. Currently, the Executive Director is the treasurer; government code requires the Treasurer to be a CPA or County Treasurer. Glynis is a CPA so it is not an issue but may need to be addressed in the future.
- Some of the changes that have been added are that a withdrawing member cannot have voting rights, must step down as Chair and will not be allowed to participate in closed sessions. Currently, the Bylaws, budget and contribution formula requires a majority vote. The JPA and the accepting of a New Member require a unanimous vote by the directors.

**12:30 TEN MINUTE BREAK** (1<sup>st</sup> MB/2<sup>nd</sup> SJB)

**12:45 RETURN FROM BREAK** (1<sup>st</sup> MB/ES)

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

11. **ROUNDTABLE** – N/A

12. ***M* – ADJOURNMENT** at 1:12 p.m. 1<sup>st</sup> DJ/2<sup>nd</sup> ES. Approved.

**NEXT MEETING: FRIDAY, SEPTEMBER 15, 2023 (LOMPOC)**

**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.



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## **MEMORANDUM**

**DATE:** August 16, 2023  
**TO:** Black Gold CLS Administrative Council  
**FROM:** Glynis Fitzgerald, Director of Operations  
**SUBJECT:** Financial Statements – FY 2022-23 – June 30, 2023

The Financial Statements for the twelve months ended June 30, 2023 are attached. Notes pertaining to the statements are on page seven. A Supplemental report for Reimbursable Expenditures is presented on page eight. To facilitate discussion, a reference number is included for each line in the far-left column on all pages.

The Final Approved Budget for FY 2022-23 anticipates revenues and expenditures each totaling **\$1,122,125** for the entire year, which is a **36.6%** decrease from the previous year.

The actual revenue and equity funding for the twelve months was **104.3%** of the budget for the fiscal year, while the combined total of all expenditures for the twelve months equaled **\$1,144,394** which represents **102.0 %** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM  
Statement of Revenues and Expenditures  
For the Twelve Months Ended June 30, 2023

	FY 22/23 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
<b>TOTAL BGCLS</b>					
Revenues & Equity Funding	1,122,125	1,170,431	(48,306)	104.3%	
Expenditures	1,122,125	1,144,394	(22,269)	102.0%	
Surplus/(Deficit)	0	26,036	26,036		
<b>Total Reimbursables Invoiced</b>		0			
<b>Total Reimbursable Expenditures</b>		0			
<b>Shared Vision Project Revenue</b>		34,880			
<b>Shared Vision Project Expenses</b>		(34,880)			
		0			
<b>Palace Project Grant Revenue</b>		300,457			
<b>Palace Project Grant Expenses</b>		(300,457)			
		0			
<b>Stronger Together Project Revenue</b>		913,794			
<b>Stronger Together Project Expenses</b>		(913,794)			
		0			
<b>Reserves Used This Year</b>		(37,700)			
		(11,664)			

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ended June 30, 2023**  
**Fiscal Year Elapsed: 100%**

Ref		FY 22/23 Final Budget	June 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-	2,044	(2,044)	-	
8	4101	Interest Earnings	3,000	10	16,164	(13,164)	538.8%
9	4331	Grant Management Proceeds	10,120	10,120	36,499	(26,379)	360.6%
10	4402	CLSA - Commun. & Deliv.	138,757	-	138,757	-	100.0%
11	4500	Reserves Used this year	-	37,700	37,700	(37,700)	0.0%
12	4324	SCLC - Broadband Grant	-		-		
13	4706	Erate Refunds(Comm Line)	250,630	233,955	269,710	(19,080)	107.6%
14	4707	California Teleconnect Fund	45,090	16,511	35,097	9,993	77.8%
15	4409	Shared eContent & Subscription	68,585		68,592	(7)	100.0%
16	4302	Member Contributions - Resource	542,009		542,016	(7)	100.0%
17		UAL Contribution	61,551	(37,700)	23,851	37,700	38.7%
18							
19		<b>TOTAL FUNDS AVAILABLE</b>	<b>1,119,742</b>	<b>260,597</b>	<b>1,170,431</b>	<b>(50,688)</b>	<b>104.5%</b>
20							
21							
22							
23							
24							
25							
26							
27							
28		<b>EXPENSE SUMMARY</b>					
29	6000	All Programs	520,422	37,989	532,304	(11,882)	102.3%
30	6100	System Administration	114,794	6,812	100,975	13,819	88.0%
31	6400	Communications and Delivery Service	294,338	58,678	317,706	(23,368)	107.9%
32	6500	Databases/Downloadables	101,030	19,853	111,871	(10,841)	110.7%
33	6700	ILS	91,541	8,822	81,539	10,002	89.1%
34	6800	System Grants	-	8,757	(0)	0	
35		<b>TOTAL EXPENSES</b>	<b>1,122,125</b>	<b>140,911</b>	<b>1,144,394</b>	<b>(22,269)</b>	<b>102.0%</b>
36							
37		<b>Surplus/(Deficit)</b>		119,686	26,036		
38							
39		<b>Expenditure Details</b>					
40							
41		<b>6000-All Programs</b>					
42		<b>All Personnel</b>					
43	6101	Regular Salaries	374,800	31,667	389,780	(14,980)	104.0%
44	6102	Benefits	145,622	6,322	142,523	3,099	97.9%
45		<b>Total All Programs</b>	<b>520,422</b>	<b>37,989</b>	<b>532,304</b>	<b>(11,882)</b>	<b>102.3%</b>
46							
47							
48							
49		<b>6100-System Administration</b>					
50	5011	Office Expense	2,500	381	1,626	875	65.0%
51	5012	Service Charge, Bank etc	250	-	100	150	39.9%



**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ended June 30, 2023**  
**Fiscal Year Elapsed: 100%**

Ref		FY 22/23 Final Budget	June 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
52	5014 Postage & Shipping	400	315	331	69	82.7%	
53	5016 Reimbursement Meeting Expense	500	-	796	(296)	159.2%	
54	5035 Vehicle Fuel & Maintenance	1,000	634	1,448	(448)	144.8%	
55	5051 Auditors	13,150	500	10,450	2,700	79.5%	
56	5054 Payroll Processing Fees	2,000	148	1,714	286	85.7%	
57	5057 Rent	37,574	-	34,479	3,095	91.8%	
58	5058 Utilities	3,000	152	2,332	668	77.7%	
59	5059 Attorney Fees	15,000	1,940	14,575	425	97.2%	
60	5062 Professional Fees	10,000			10,000	0.0%	
61	5082 Janitorial Service	1,320	117	1,404	(84)	106.4%	
62	5115 Travel	-	627	1,539	(1,539)	-	
63	6118 Dues & Subscriptions	2,000	-	1,440	560	72.0%	
64	5153 Insurance	20,000	1,693	20,312	(312)	101.6%	
65	6222 Staff Training	-	-	845	(845)	-	
66	6238 Website Expense	250			250	0.0%	
67	6239 Consulting /Strategic Planning				-	-	
68	6261 System Supplies not billed back	-		889	-	-	
69	6262 Internet Access/Hotspots	1,350	103	1,163	187	86.1%	
70	6266 Library Mailers Billed Back	-	-	4	(4)	-	
71	6291 Office Equipment & Maintenance	500		21	479	4.3%	
72	6292 Software	4,000	203	5,400	(1,400)	135.0%	
73	6296 CLSAinfo.org	-		108	(108)	-	
74	<b>Total System Administration</b>	<b>114,794</b>	<b>6,812</b>	<b>100,975</b>	<b>14,709</b>	<b>88.0%</b>	
75							
76	<b><u>6400-System Communications and Delivery Service</u></b>						
77	5045 Delivery Supplies	1,000			1,000	0.0%	
78	6241 Communication Line Expense	8,657	744	9,201	(544)	106.3%	
79	6294b Cenic Telecom Equipment & Maintenance	8,500	272	3,398	5,102	40.0%	
80	6450 Cenic - Communication Line	215,799	51,911	232,500	(16,701)	107.7%	
81	6485 Delivery Services	60,382	5,751	72,607	(12,225)	120.2%	1
82	<b>Total Communications and Delivery Service</b>	<b>294,338</b>	<b>58,678</b>	<b>317,706</b>	<b>(23,368)</b>	<b>107.9%</b>	
83							
84							
85							
86	<b><u>6500-Databases/Downloadables</u></b>						
87	6147 eContent	98,030	19,595	108,766	(10,736)	111.0%	
88	OverDrive						
89	6147b Subscription Services	3,000	259	3,105	(105)	103.5%	
90	Luna						
91	<b>Total Reference Services</b>	<b>101,030</b>	<b>19,853</b>	<b>111,871</b>	<b>(10,841)</b>	<b>110.7%</b>	
92							
93							
94							
95	<b><u>6700-ILS</u></b>						
96	6227 Cataloging Tools	3,000	130	1,491	1,509	49.7%	
97	6236 ILS Support	30,574	4,553	25,577	4,997	83.7%	
98	Aspen						
99	Koha						
100	6516 ILS Add-Ons	42,158	3,106	40,578	1,580	96.3%	
101	Novelist						
102	Quipu						
103	The Content Café						

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ended June 30, 2023**  
**Fiscal Year Elapsed: 100%**

Ref		FY 22/23 Final Budget	June 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
104	Capira						
105	Talking Tech ITIVA						
106	Dell ITIVA Maintenance						
105	6240 PCI Compliance	6,809	284	4,539	5,674	66.7%	
106	6276 MARC records - Skyriver	9,000	750	9,354	(354)	103.9%	
107	6293 System Equipment	-	-	-	-		
108	6297 RFID Project				-		
109	<b>Total ILS</b>	<b>91,541</b>	<b>8,822</b>	<b>81,539</b>	<b>13,406</b>	<b>89.1%</b>	
110							
111	<b><u>6800-System Grants - State</u></b>						
112	6603 PLSEP Grant Revenue		-	(15,000)	-		
113	6604 PLSEP Grant Expenses		8,757	15,000	-		
114	<b>Total System Grants</b>	<b>-</b>	<b>8,757</b>	<b>(0)</b>	<b>-</b>		
115							
116			119,686	26,036			
117							
118							
119							
120	<b><u>8200-Shared Vision Project</u></b>						
121	8201 Grant Revenue		(17,033)	(34,880)			
122	8205-8207 Grant Expense		17,033	34,880			
123	<b>Net Shared Vision Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
124							
125							
126	<b><u>8300-Palace Project Grant</u></b>						
127	8201 Grant Revenue			(300,457)			
128	8205-8207 Grant Expense			300,457			
129	<b>Net Palace Project Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
130							
131							
132	<b><u>8400-Stronger Together Project</u></b>						
133	8201 Grant Revenue		(2,717)	(913,794)			
134	8205-8207 Grant Expense		2,717	59,818			
135	8411 Sub-Grants		-	853,975			
136	<b>Net Stronger Together Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
137							
138	<b><u>8500 eBooks for All</u></b>						
139	8501 Grant Revenue		-	(878,716)			
140	8508 Grant Expense		-	878,716			
141	<b>Net eBooks-for-All Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
142							
143	<b><u>8600 The California Collection</u></b>						
144	8601 Grant Revenue		(950,449)	(950,449)			
145	8608 Grant Expense		950,449	950,449			
146	<b>Net eBooks-for-All Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
147							
148							
149	<b><u>6900-Gold Coast Library Network</u></b>						
150	4901 Gold Coast Revenues						
151	6901 Gold Coast Expenses		-				

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ended June 30, 2023**  
**Fiscal Year Elapsed: 100%**

<u>Ref</u>		FY 22/23 Final <u>Budget</u>	June 2023 <u>Actual</u>	Year to Date <u>Actual</u>	Bdgt/YTD Unrealized <u>Balance</u>	Bdgt/YTD Realized <u>%</u>	<u>N O T E S</u>
152	<b>Net Gold Coast Library Network</b>	-	-	-	-		
153							
154							
155							

**Black Gold Cooperative Library System  
Statement of Revenues and Expenditures  
For the Twelve Months Ended June 30, 2023  
Fiscal Year Elapsed: 100%**

**Notes to the Financial Statements**

*(Explanation for expenditure variances exceeding 100% of budget to date by 10% and >\$1,000)*

	Description	Total Spent Current FY	Explanation for budget variance YTD
1	Delivery Services	\$ 72,607	Increase to delivery fees (fuel)

**THESE FINANCIAL STATEMENTS APPROVED  
BY THE ADMINISTRATIVE COUNCIL OF THE  
BLACK GOLD COOPERATIVE LIBRARY SYSTEM**

**Sarah Bleyl, Chair, FY 2022-2023**

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ended June 30, 2023**  
**Fiscal Year Elapsed: 100%**

From time to time, Black Gold staff orders supplies and equipment directly for individual libraries and is then reimbursed from the libraries for the cost of those purchases. Those purchases are not budgeted. The expenditures and invoices to the libraries for reimbursement are netted together in the accounts noted here (beginning with "63\_\_"). The balances shown are a result of timing differences between recognition of cost and recognition of reimbursement.

		June 2023 <u>Actual</u>	Year to Date <u>Actual</u>
172	<b><u>Reimbursable Expenditures</u></b>		
173			
174			
175	<b><u>Miscellaneous Orders</u></b>		
176	6361 LOM Misc Orders	686	-
177	6362 PR Misc Orders	1,218	-
178	6363 SLO Misc Orders	-	-
179	6365 SM Misc Orders	1,277	-
180	6366 SP Misc Orders	6	-
181	6367 GOL Misc Orders	938	-
182	6367 CC Misc Orders	263	-
183			
184	Subtotal Misc. Orders	4,388	-
185			
186	<b>Total Reimbursable Expenditures</b>	<b>4,388</b>	<b>-</b>
187			
188			
189	<b>Total Reimbursables Invoiced</b>	<b>-</b>	<b>-</b>
190			
191		4,388	-

**Black Gold Cooperative Library System**  
**Balance Sheet**  
**June 30, 2023**

	<b>G/L</b>			
	<b>Acct. #</b>	<b>Account Description</b>	<b>Debit</b>	<b>Credit</b>
192	1102	Petty Cash	46	
193	1103	Checking WF 0620-028761	125,467	
194	1104	Founders Community Checking	1,559,656	
195	1105	Savings LAIF 16-56-003	943,459	
196	1201	Accounts Receivable - Invoices	30,847	
197	1251	Other Receivables	231,034	
198	1302	ATS Prepaid Expense	80,827	
199	1303	GEN Prepaid Expense	18,963	
200	1304	Prepaid Insurance	24,828	
201	1305	Prepaid Other	27,547	
202	1501	Fixed Assets	219,014	
203	3502	Accumulated Depreciation		172,205
204	1906	Provisions Vacation Payable	29,703	
205				
206	2104	Accounts Payable		404,278
207	2100-2110	Wages & Benefits Payable		22,174
208	2120-2122	Wells Fargo Credit Card Payable		-
209	2199	Accrued Expenses		-
210	2204	Deferred Credit Card Revenue		145
211	2206	Deferred Grant Revenue - Broadband Grant		-
212	2210	Library Gifts (see recap attached)		4
213	2211	Library Deposits (see recap attached)		2,209
214	2208	Deferred Revenue -Shared Vision Grant		51,939
215	2209	Deferred Revenue -Stronger Together Grant		328,959
216	2212	Deferred Revenue -Palace Project Grant		-
217	2215	Deferred Revenue - The California Collection		869,569
218	2309	Deferred Comp Withheld		
219	2602	Longterm Vacation Payable		29,703
220	3002	<b>General Operating Fund (unassigned)</b>		<b>549,908</b>
221	3007	<b>ILS Replacement Fund Committed</b>		<b>298,359</b>
222	3103	<b>Adminstrative Vehicle Fund Committed</b>		<b>28,000</b>
223	3104	<b>Retiree GASB 45 Fund Committed</b>		<b>257,926</b>
224	3105	<b>Library Reserves (see recap attached)</b>		<b>30,548</b>
225	3210	General Reserve for PPD's/Dep.		252,700
226	3300	<b>Gold Coast Library Network Cash</b>		<b>6,387</b>
227	3501	Investment in Fixed Assets		(1,957)
228		FY 22-23 Operating Results		(11,664)
229		rounding		
230			<u>3,291,391</u>	<u>3,291,391</u>

**Black Gold Cooperative Library**  
 Recap of Balances attributed to Individual Libraries  
 June 2023

**Library Gifts**

(Foundation and Friends of the Library gifts)

LOM	\$	0.03	(for OD purchases)
SB	\$	4.08	
PR	\$	-	(for HotSpots)
	\$	<u>4.11</u>	

**Library Deposits**

(Balance of Deposits paid by Libraries to Black Gold)

PR	\$	2,209.12	(for Hoopla)
	\$	<u>2,209.12</u>	

**Library Reserves**

(Balance of reserves from the RFID Project)

LOM	\$	18,240.00	
PR	\$	4,891.07	
SM	\$	13,502.27	
BG	\$	(6,084.84)	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	



580 Camino Mercado  
Arroyo Grande, CA 93420  
805 543 6082  
[Blackgold.org](http://Blackgold.org)

## **MEMORANDUM**

**DATE:** August 23, 2023  
**TO:** Black Gold CLS Administrative Council  
**FROM:** Glynis Fitzgerald, Director of Operations  
**SUBJECT:** Financial Statements – FY 2023-24 – July 31, 2023

The Financial Statements for the twelve months ended July 31, 2023 are attached. Notes pertaining to the statements are on page seven. A Supplemental report for Reimbursable Expenditures is presented on page eight. To facilitate discussion, a reference number is included for each line in the far-left column on all pages.

The Final Approved Budget for FY 2023-24 anticipates revenues and expenditures each totaling **\$1,157,954** for the entire year, which is a **3.2%** increase from the previous year.

The actual revenue and equity funding for the one month was **20.9%** of the budget for the fiscal year, while the combined total of all expenditures for the twelve months equaled **\$124,007** which represents **10.7%** of the budget.



BLACK GOLD COOPERATIVE LIBRARY SYSTEM  
Statement of Revenues and Expenditures  
For the One Monthe Ended July 31, 2023

	FY 23/24 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
<b>TOTAL BGCLS</b>					
Revenues & Equity Funding	1,157,954	242,145	915,809	20.9%	
Expenditures	1,157,954	124,007	1,033,947	10.7%	
Surplus/(Deficit)	0	118,138	118,138		
<b>Total Reimbursables Invoiced</b>		0			
<b>Total Reimbursable Expenditures</b>		<u>27,881</u>			
		27,881			
<b>Shared Vision Project Revenue</b>		8,409			
<b>Shared Vision Project Expenses</b>		<u>(8,409)</u>			
		0			
<b>Stronger Together Project Revenue</b>		4,327			
<b>Stronger Together Project Expenses</b>		<u>(4,327)</u>			
		0			
<b>The California Collection Grant Revenue</b>		49,555			
<b>The California Collection Grant Expenses</b>		<u>(49,555)</u>			
		0			
<b>Reserves Used This Year</b>		<u>0</u>			
		146,019			

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the One Month Ended July 31, 2023**  
**Fiscal Year Elapsed: 8%**

Ref		FY 23/24 Final Budget	July 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-		-	-	
8	4101	Interest Earnings	10,000	7,418	7,418	2,582	74.2%
9	4331	Grant Management Proceeds	80,000		80,000	80,000	0.0%
10	4402	CLSA - Commun. & Deliv.	138,852		138,852	138,852	0.0%
11	4500	Reserves Used this year	-		-	-	0.0%
12	4324	SCLC - Broadband Grant	-		-	-	
13	4706	Erate Refunds(Comm Line)	131,840	43	43	131,797	0.0%
14	4707	California Teleconnect Fund	21,170		21,170	21,170	0.0%
15	4409	Shared eContent & Subscription	53,810	13,453	13,453	40,357	25.0%
16	4302	Member Contributions - Resource	668,068	167,017	167,017	501,051	25.0%
17		UAL Contribution	54,214	54,214	54,214	-	100.0%
18							
19		<b>TOTAL FUNDS AVAILABLE</b>	<b>1,157,954</b>	<b>242,145</b>	<b>242,145</b>	<b>915,809</b>	<b>20.9%</b>
20							
21							
22							
23							
24							
25							
26							
27							
28		<b>EXPENSE SUMMARY</b>					
29	6000	All Programs	543,850	93,326	93,326	450,524	17.2%
30	6100	System Administration	98,940	4,514	4,514	94,426	4.6%
31	6400	Communications and Delivery Service	279,647	7,957	7,957	271,690	2.8%
32	6500	Databases/Downloadables	119,750	9,312	9,312	110,438	7.8%
33	6700	ILS	115,767	8,898	8,898	106,869	7.7%
34	6800	System Grants	-	-	-	-	
35		<b>TOTAL EXPENSES</b>	<b>1,157,954</b>	<b>124,007</b>	<b>124,007</b>	<b>1,033,947</b>	<b>10.7%</b>
36							
37		<b>Surplus/(Deficit)</b>		<b>118,138</b>	<b>118,138</b>		
38							
39		<b>Expenditure Details</b>					
40							
41		<b>6000-All Programs</b>					
42		<b>All Personnel</b>					
43	6101	Regular Salaries	399,678	32,019	32,019	367,659	8.0%
44	6102	Benefits	144,172	61,307	61,307	82,865	42.5%
45		<b>Total All Programs</b>	<b>543,850</b>	<b>93,326</b>	<b>93,326</b>	<b>450,524</b>	<b>17.2%</b>
46							
47							
48							
49		<b>6100-System Administration</b>					
50	5011	Office Expense	2,500	399	399	2,101	15.9%
51	5012	Service Charge, Bank etc	250			250	0.0%

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the One Month Ended July 31, 2023**  
**Fiscal Year Elapsed: 8%**

			FY 23/24	July	Year to Date	Bdgt/YTD	Bdgt/YTD	NOTES
			Final	2023		Unrealized	Realized	
Ref			Budget	Actual	Actual	Balance	%	
52	5014	Postage & Shipping	400			400	0.0%	
53	5016	Reimbursement Meeting Expense	1,000	56	56	944	5.6%	
54	5035	Vehicle Fuel & Maintenance	1,000			1,000	0.0%	
55	5051	Auditors	15,000			15,000	0.0%	
56	5054	Payroll Processing Fees	2,000	135	135	1,865	6.8%	
57	5057	Rent	19,140	1,579	1,579	17,562	8.2%	
58	5058	Utilities	2,500	150	150	2,350	6.0%	
59	5059	Attorney Fees	15,000	371	371	14,629	2.5%	
60	5082	Janitorial Service	1,200	90	90	1,110	7.5%	
61	5115	Travel	1,000			1,000	-	
62	6118	Dues & Subscriptions	2,000			2,000	0.0%	
63	5153	Insurance	20,000	1,693	1,693	18,307	8.5%	
64	6222	Staff Training	-			-	-	
65	6238	Website Expense	250			250	0.0%	
66	6239	Consulting /Strategic Planning	10,000			10,000	-	
67	6261	System Supplies not billed back	-			-	-	
68	6262	Internet Access/Hotspots	1,200			1,200	0.0%	
69	6266	Library Mailers Billed Back	-			-	-	
70	6291	Office Equipment & Maintenance	500			500	0.0%	
71	6292	Software	4,000	43	43	3,957	1.1%	
72	6296	CLSAinfo.org	-			-	-	
73		Total System Administration	98,940	4,514	4,514	94,426	4.6%	
74								
75		6400-System Communications and Delivery Service						
76	5045	Delivery Supplies	1,000			1,000	0.0%	
77	6241	Communication Line Expense	2,220	959	959	1,261	43.2%	
79	6450	Cenic - Communication Line	190,515			190,515	0.0%	
78	6294b	Cenic Telecom Equipment & Maintenance	10,000	672	672	9,328	6.7%	
80	6485	Delivery Services	75,912	6,326	6,326	69,586	8.3%	
81		Total Communications and Delivery Service	279,647	7,957	7,957	271,690	2.8%	
82								
83								
84								
85		6500-Databases/Downloadables						
86	6147	eContent	116,750	9,044	9,044	107,706	7.7%	
87		OverDrive						
88	6147b	Subscription Services	3,000	268	268	2,732	8.9%	
89		Luna						
90		Total Reference Services	119,750	9,312	9,312	110,438	7.8%	
91								
92								
93								
94		6700-ILS						
95	6227	Cataloging Tools	3,000	130	130	2,870	4.3%	
96	6236	ILS Support	60,062	4,553	4,553	55,510	7.6%	
97		Aspen						
98		Koha						
99	6516	ILS Add-Ons	38,705	3,145	3,145	35,560	8.1%	
100		Novelist						
101		Quipu						
102		The Content Café						
103		Capira						

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the One Month Ended July 31, 2023**  
**Fiscal Year Elapsed: 8%**

<u>Ref</u>		<u>FY 23/24</u> <u>Final</u> <u>Budget</u>	<u>July</u> <u>2023</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> <u>Unrealized</u> <u>Balance</u>	<u>Bdgt/YTD</u> <u>Realized</u> <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
104	Talking Tech ITIVA						
105	Dell ITIVA Maintenance						
104	6240 PCI Compliance	3,500	284	284	5,674	8.1%	
105	6276 MARC records - Skyriver	10,500	788	788	9,713	7.5%	
106	6293 System Equipment	-			-		
107	6297 RFID Project				-		
108	<b>Total ILS</b>	<b>115,767</b>	<b>8,898</b>	<b>8,898</b>	<b>109,327</b>	<b>7.7%</b>	
109							
110	<b><u>6800-System Grants - State</u></b>						
111	6603 PLSEP Grant Revenue				-		
112	6604 PLSEP Grant Expenses				-		
113	<b>Total System Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
114							
115			118,138	118,138			
116							
117							
118							
119	<b><u>8200-Shared Vision Project</u></b>						
120	8201 Grant Revenue		(8,409)	(8,409)			
121	8205-8207 Grant Expense		8,409	8,409			
122	<b>Net Shared Vision Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
123							
124							
125							
126	<b><u>8400-Stronger Together Project</u></b>						
127	8201 Grant Revenue		(4,327)	(4,327)			
128	8205-8207 Grant Expense		4,327	4,327			
129	8411 Sub-Grants		-	-			
130	<b>Net Stronger Together Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
131							
132							
133	<b><u>8600 The California Collection</u></b>						
134	8601 Grant Revenue		(49,555)	(49,555)			
135	8608 Grant Expense		49,555	49,555			
136	<b>Net eBooks-for-All Project</b>	<b>-</b>	<b>-</b>	<b>-</b>			
137							
138							
139							
140							

**Black Gold Cooperative Library System  
Statement of Revenues and Expenditures  
For the One Monthe Ended July 31, 2023  
Fiscal Year Elapsed: 8%**

**Notes to the Financial Statements**

*(Explanation for expenditure variances exceeding 100% of budget to date by 10% and >\$1,000)*

	Description	Total Spent Current FY	Explanation for budget variance YTD
1	Benefits	\$ 61,307	\$ 54,214 We prepay the entire year of UAL Pension Liability of \$54,214 in order to save on interest

**THESE FINANCIAL STATEMENTS APPROVED  
BY THE ADMINISTRATIVE COUNCIL OF THE  
BLACK GOLD COOPERATIVE LIBRARY SYSTEM**

**Sarah Bleyl, Chair, FY 2023-2024**

**Black Gold Cooperative Library System**  
**Statement of Revenues and Expenditures**  
**For the One Month Ended July 31, 2023**  
**Fiscal Year Elapsed: 8%**

From time to time, Black Gold staff orders supplies and equipment directly for individual libraries and is then reimbursed from the libraries for the cost of those purchases. Those purchases are not budgeted. The expenditures and invoices to the libraries for reimbursement are netted together in the accounts noted here (beginning with "63\_\_"). The balances shown are a result of timing differences between recognition of cost and recognition of reimbursement.

		<b>July</b>	<b>Year to Date</b>
		<b>2023</b>	
		<b><u>Actual</u></b>	<b><u>Actual</u></b>
157	<b><u>Reimbursable Expenditures</u></b>		
158			
159			
160	<b><u>Miscellaneous Orders</u></b>		
161	6361 LOM Misc Orders	(3,569)	(3,569)
162	6362 PR Misc Orders	(6,052)	(6,052)
163	6365 SM Misc Orders	(4,184)	(4,184)
164	6366 SP Misc Orders	(1,877)	(1,877)
165	6367 GOL Misc Orders	(10,707)	(10,707)
166	6367 CC Misc Orders	(1,492)	(1,492)
167			
168	Subtotal Misc. Orders	(27,881)	(27,881)
169			
170	<b>Total Reimbursable Expenditures</b>	<b><u>(27,881)</u></b>	<b><u>(27,881)</u></b>
171			
172			
173	<b>Total Reimbursables Invoiced</b>	<b><u>-</u></b>	<b><u>-</u></b>
174			
175		(27,881)	(27,881)

**Black Gold Cooperative Library System**  
**Balance Sheet**  
**June 30, 2023**

	<b>G/L</b>			
	<b>Acct. #</b>	<b>Account Description</b>	<b>Debit</b>	<b>Credit</b>
176	1102	Petty Cash	46	
177	1103	Checking WF 0620-028761	126,220	
178	1104	Founders Community Checking	1,026,032	
179	1105	Savings LAIF 16-56-003	950,866	
180	1201	Accounts Receivable - Invoices	299,112	
181	1251	Other Receivables	231,034	
182	1302	ATS Prepaid Expense	72,062	
183	1303	GEN Prepaid Expense	17,383	
184	1304	Prepaid Insurance	22,971	
185	1305	Prepaid Other	18,902	
186	1501	Fixed Assets	219,014	
187	3502	Accumulated Depreciation		173,905
188	1906	Provisions Vacation Payable	29,703	
189				
190	2104	Accounts Payable		39,918
191	2100-2110	Wages & Benefits Payable		24,029
192	2120-2122	Wells Fargo Credit Card Payable		-
193	2199	Accrued Expenses		-
194	2204	Deferred Credit Card Revenue		877
195	2206	Deferred Grant Revenue - Broadband Grant		-
196	2210	Library Gifts (see recap attached)		4
197	2211	Library Deposits (see recap attached)		2,209
198	2208	Deferred Revenue -Shared Vision Grant		43,530
199	2209	Deferred Revenue -Stronger Together Grant		324,633
200	2212	Deferred Revenue -Palace Project Grant		-
201	2215	Deferred Revenue - The California Collection		820,013
202	2309	Deferred Comp Withheld		
203	2602	Longterm Vacation Payable		29,703
204	3002	<b>General Operating Fund (unassigned)</b>		<b>538,244</b>
205	3007	<b>ILS Replacement Fund Committed</b>		<b>298,359</b>
206	3103	<b>Adminstrative Vehicle Fund Committed</b>		<b>28,000</b>
207	3104	<b>Retiree GASB 45 Fund Committed</b>		<b>257,926</b>
208	3105	<b>Library Reserves (see recap attached)</b>		<b>30,548</b>
209	3210	General Reserve for PPD's/Dep.		252,700
210	3300	<b>Gold Coast Library Network Cash</b>		<b>6,387</b>
211	3501	Investment in Fixed Assets		(3,657)
212		FY 22-23 Operating Results		146,019
213		rounding		
214			<u>3,013,346</u>	<u>3,013,346</u>

**Black Gold Cooperative Library**  
Recap of Balances attributed to Individual Libraries  
June 2023

**Library Gifts**

(Foundation and Friends of the Library gifts)

LOM	\$	0.03	(for OD purchases)
SB	\$	4.08	
PR	\$	-	(for HotSpots)
	\$	<u>4.11</u>	

**Library Deposits**

(Balance of Deposits paid by Libraries to Black Gold)

PR	\$	2,209.12	(for Hoopla)
	\$	<u>2,209.12</u>	

**Library Reserves**

(Balance of reserves from the RFID Project)

LOM	\$	18,240.00	
PR	\$	4,891.07	
SM	\$	13,502.27	
BG	\$	<u>(6,084.84)</u>	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	



**Black Gold Cooperative Library System**  
**Non-Owned Items Circulated**  
**August 2023**

Owning Library																										
Circ Library	CC		GBV	GL	GO	GS	GU	GY		LC	LM	LV		MA	MB	MC	MG	MM	MO		PR	PRS		SP	Total Borrowed	Total Borrowed From other Jurisdictions
CC	0		4	0	176	11	26	0		0	61	11		5	5	5	17	119	26		88	6		21	581	581
GBV	12		0	0	74	4	16	0	94	0	8	1		0	0	1	0	20	2		12	0		2	152	58
GL	0		0	0	2	1	0	0	3	0	0	0		0	0	0	0	0	0		0	0		0	3	0
GO	188		24	6	0	248	244	0	522	0	490	111		35	18	14	27	737	135		497	10		140	2924	2402
GS	18		6	3	200	0	35	2	246	0	79	25		4	0	3	12	89	38		63	0		20	597	351
GU	13		3	1	129	24	0	0	157	0	32	6		2	3	0	2	52	34		54	2		7	364	207
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0	0	0
			33	10	405	277	295	2																		
LC	0		0	0	0	0	0	0		0	0	1	1	0	0	0	0	2	0		0	0		0	3	2
LM	33		2	0	129	31	49	0		0	0	106	106	7	0	5	8	312	41		146	1		22	892	786
LV	5		1	0	29	4	6	0	0	0	41	107	41	1	0	7	3	31	6		21	1		9	165	124
MA	3		0	0	1	2	0	0	0	0	2	0		0	3	1	0	14	8	26	5	0		2	41	15
MB	1		0	0	1	0	0	0	0	0	0	0		1	0	0	0	6	4	11	0	0		2	15	4
MC	0		0	0	0	0	0	0	0	0	1	0		0	0	0	0	12	3	15	1	0		1	18	3
MG	4		1	0	6	2	3	0	0	0	3	1		1	1	3	0	27	15	47	8	1		2	78	31
MM	64		1	2	313	61	55	0	0	0	164	36		29	33	19	38	0	2740	2859	241	8		65	3869	1010
MO	3		0	0	6	5	4	0	0	0	3	0		1	0	1	1	30	0	33	10	0		0	64	31
														32	37	24	39	89	2770							
PR	58		3	0	175	66	34	0	0	0	76	25		8	2	1	9	365	47		0	17	17	39	925	908
PRS	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0
																					0	17				
SP	33		2	0	53	27	16	0	0	0	27	10		2	1	0	2	117	13		47	1		0	351	351
Total Lent	435		47	12	1294	486	488	2		0	987	333		96	66	60	119	1933	3112		1193	47		332	11042	6864
Total Lent to other Jurisdictions	435		14	2	889	209	193	0		0	946	226		64	29	36	80	1844	342		1193	30		332	6864	

## Black Gold Cooperative Library

### Non-Owned Items Circulated

Calculated from Aug 2023 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	bc	581	435	8.46%	6.34%	(146)
Goleta Book Van	gbv	58	14	0.84%	0.20%	(44)
Goleta Los Olivos	gl	0	2	0.00%	0.03%	2
Goleta Valley Library	go	2402	889	34.99%	12.95%	(1,513)
Goleta Solvang	gs	351	209	5.11%	3.04%	(142)
Goleta Buellton	gu	207	193	3.02%	2.81%	(14)
Goleta Santa Ynez	gy	0	0	0.00%	0.00%	0
		3018	1,307	43.12%	18.84%	(1,711)
Lompoc Charlotte's Web	lc	2	0	0.03%	0.00%	(2)
Lompoc Main	lm	786	946	11.45%	13.78%	160
Lompoc Village	lv	124	226	1.81%	3.29%	102
		912	1,172	13.29%	17.07%	260
Santa Maria Los Alamos	ma	15	64	0.22%	0.93%	49
Santa Maria Bookmobile	mb	4	29	0.06%	0.42%	25
Santa Maria Cuyama	mc	3	36	0.04%	0.52%	33
Santa Maria Guadalupe	mg	31	80	0.45%	1.17%	49
Santa Maria Main	mm	1,010	1,844	14.71%	26.86%	834
Santa Maria Orcutt	mo	31	342	0.45%	4.98%	311
		1,094	2,395	15.94%	34.89%	1,301
Paso Robles	pr	908	1,193	13.23%	17.38%	285
Paso Robles Study Center	ps	0	30	0.00%	0.44%	30
		908	1,223	13.23%	17.82%	315
Santa Paula	sp	351	332	5.11%	4.84%	(19)
Net of interbranch		6,864	6,864	100%	100%	0
						0

**Black Gold Cooperative Library**  
**SUMMARY OF NON-OWNED ITEMS CIRCULATED**  
**Net (Borrowed)/Lent based on Monthly Circ Reports**  
**Sept 2022 - Aug 2023**

[illegible]

<b>MEETING DATE:</b>	9.15.23	<b>ESTIMATED TIME FOR ITEM:</b>	10 minutes
<b>TITLE OF ITEM:</b>	Admin Council meeting schedule	<b>PRIORITY LEVEL: (1-Low 3 – High)</b>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<b>SUBMITTED BY:</b>	Jody Thomas		
<b>TYPE OF ITEM:</b>	<input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		
<b>BACKGROUND STATEMENT</b>			
<b>BACKGROUND:</b> <i>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.</i>	<p>Black Gold Admin Council currently meets monthly, more than any other Public Library Consortium in California. Travel to meetings is a time-consuming endeavor for all the participants and especially for the two Directors from the jurisdictions outside Santa Barbara County.</p> <p>The monthly meeting, on Fridays, is either on my day off or the other full-time staff day off, which makes scheduling a challenge. As discussed at a previous meeting, changing the meeting day is not necessarily preferred or easy for other Directors.</p> <p>Meeting less often would help support my staffing needs and be more efficient, timewise, for all of us.</p>		
<b>OUTCOME(S)</b>			
<b>DESIRED OUTCOME(S):</b> <i>Describe your desired outcome(s)</i>	<p>I propose that we meet bi-monthly, which meets the requirement set in the By-Laws and would eliminate hours of travel time during each year.</p>		
<b>OTHER COMMENTS:</b>	<p>The only downside to fewer meetings is that if something comes up with a tight deadline or turnaround needed, two months can seem like a long time. Perhaps we can schedule a virtual special meeting on those rare occasions?</p>		

<b>MEETING DATE:</b>	September 15	<b>ESTIMATED TIME FOR ITEM:</b>	10 minutes
<b>TITLE OF ITEM:</b>	Discussion on function and frequency of Committee Meetings	<b>PRIORITY LEVEL: (1-Low 3 – High)</b>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<b>SUBMITTED BY:</b>	Eric Lashley		
<b>TYPE OF ITEM:</b>	<input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		
<b>BACKGROUND STATEMENT</b>			
<b>BACKGROUND:</b> <i>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.</i>	<b>BACKGROUND:</b> <i>Describe why you are bringing this item before the committee. What problem are you trying to solve?</i>	I'm not particularly clear as to the function and frequency of the 3 standing committees (Youth Services, Reference and Adult Services, and ATS). Would just like to get clarification on there purposes and whether less or more meetings are warranted.	
	<b>OUTCOME(S)</b>		
	<b>DESIRED OUTCOME(S):</b> <i>Describe your desired outcome(s)</i>	For discussion only.	
	<b>OTHER COMMENTS:</b>		
<b>OUTCOME(S)</b>			
<b>DESIRED OUTCOME(S):</b> <i>Describe your desired outcome(s)</i>			
<b>OTHER COMMENTS:</b>			

<b>MEETING DATE:</b>	9/15/23	<b>ESTIMATED TIME FOR ITEM:</b>	15 minutes
<b>TITLE OF ITEM:</b>	Black Gold Branded LiDA app	<b>PRIORITY LEVEL:</b> (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<b>SUBMITTED BY:</b>	Glynis Fitzgerald		
<b>TYPE OF ITEM:</b>	<input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> 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.*

Member libraries have been asked to start promoting LiDA as the library catalog app. Capira will not be renewed October 1, so the Capira app will no longer work as of that date. Patrons can currently download the LiDA from the app store



**Aspen LiDA** (4+)  
ByWater Solutions  
★★★★★ 2.3 • 23 Ratings  
Free

After October 1, we can purchase a Black Gold branded LiDA and reactivate the Black Gold logo in the app store but it will be associated with LiDA instead of Capira.



Although LiDA is free to the libraries, for us to get our own branded LiDA the annual cost will be \$820 (5% of annual Aspen support)  
\$ 99 for the Apple store developer account  
\$ 25 for the Google Play developer account  
\$944/year (in comparison to Capira's renewal price of \$9,500)

Once the Black Gold branded LiDA app is downloaded, all members' jurisdictions will appear on the app and can be selected just like you can now on LiDA if you search for Black Gold. The existing search under LiDA will remain as is.

### OUTCOME(S)

#### DESIRED OUTCOME(S):

*Describe your desired outcome(s)*

Approval to purchase our own Black Gold branded LiDA app in the app stores

#### OTHER COMMENTS: