



ADMINISTRATIVE COUNCIL AGENDA
Friday, March 15, 2024, at 10:00 a.m.
Santa Maria Public Library
Presiding: FY 2023/24 Chair Sarah Bleyl, LM

* Item accompanies the agenda.

<ul style="list-style-type: none">• Agenda and business meeting addenda (compiled PDF) @ http://ats.blackgold.org• Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org	
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
<i>p.</i>	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 – 01.19.24 (*page 2*)
 - b. *Financial Reports – January 2024 (*page 5*)
 - c. *Net Borrowing/Lending – February 2024 (*page 14*)
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics – February 2024
 - ii. Cataloging – February 2024
 - iii. Hoopla Recap – February 2024
6. **STATE LIBRARY REPORT** – March 2024 presented by Bev Schwartzberg
7. **OLD BUSINESS**
 - a. *M* - **JPA/Bylaws Review** – Review and discuss the latest updates to the JPA and to the Bylaws before forwarding for final approval.
8. **NEW BUSINESS**
 - a. * *M* - **BEST PRACTICES – Administrative Council Meetings (BG)** – Discuss the best way to make the most of the council meetings considering the reduced meeting schedule and the inclusion of all library locations. (*page 17*)
 - b. * *M* - **BEST PRACTICES - Committees (BG)** - Discuss current staff committees, their purpose and meeting schedule. Discuss a plan to make committees relevant and productive going forward. Items to consider include training and/or workshops, communicating information pertaining to the cooperative and the frequency and location of meetings. (*page 18*)
 - c. * *M* - **2024-25 Preliminary Budget** - Review and approve the second draft of the budget for the FY 2024-25. (*page 26*)
 - d. * *M* - **Circ Manual Patron Section** - Review and approve the latest changes to the Patron section of the Circ Manual for approval. (*page 33*)
9. **BLACK GOLD OPERATIONS DIRECTOR REPORT**
10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**
11. **ROUNDTABLE** – Remarks by Library Directors
12. *M* - **ADJOURNMENT**

NEXT MEETING: FRIDAY, May 17, 2024 (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.



ADMINISTRATIVE COUNCIL MINUTES

Friday, January 19, 2024, at 10:00 a.m.

Paso Robles Public Library

Presiding: FY 2022/23 Chair Sarah Bleyl, LM

Attending: Eric Lashley, PR; Dawn Jackson, SM; Sarah Bleyl, LM; Elizabeth Saucedo, GV; Jody Thomas, CC; Justin Formanek, SP; Bev Schwartzberg, State Library; Glynis Fitzgerald, BG; Kristina Uvalle, BG.

1. **10:05a.m. CALL TO ORDER**
2. **M - ADOPTION OF AGENDA** - 1st JT/2nd JF. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. *Approved.*
3. **PUBLIC TESTIMONY – N/A**
4. **M - CONSENT CALENDAR** - 1st EL/2nd DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. *Approved.*
 - a. *Administrative Council Minutes – 12.01.23
 - b. *Financial Reports – October & November 2023
 - c. *Net Borrowing/Lending – November 2023
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics – December 2023
 - ii. Cataloging – December 2023
 - iii. Hoopla Recap – December 2023
6. **STATE LIBRARY REPORT** – January 2024 presented by Bev Schwartzberg
7. **OLD BUSINESS**
 - a. *** M - Upcoming Strategic Planning session – Discussion.** Review topic list for discussion and finalize meeting schedule.

Potential discussion items include:

- Create rules for physical content.
- Tracking best sellers
- Consistency of best practices for purchasing.
- Sharing data points
- Patron management
- Collection management
- Review items once certain tasks are complete. For example, JPA/Bylaws, Admin Rules and Regulations, Circ Manual

It is preferred that discussions be a part of the regularly scheduled council meetings with the focus on one item at a time to help discuss things in full.

A motion was made to cancel the scheduled Strategic Planning meeting in February.

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

A motion was made to prioritize a strategic meeting for FY 2024-25 to be included in the budget.

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

ACTION ITEMS:

- Vote on the updated JPA and Bylaws at the March Admin. Council meeting.
- Add a 'Best Practices' agenda section to review and discuss topics relating to the form and function of the Cooperative.

Black Gold Cooperative Library System Administrative Council

- Start with Committees as the topic for March's Best Practice discussion.
 - Determine each following month's topic with priority and/or deadline in mind.
- b. * **M - Patron Cleanup** - The ATS committee reviewed the list of current patron types and their expiration dates and has made recommendations for alterations. Included in the discussion are potential items for cleanup within the database.

A motion was made to change the expiration date for 'Foster' cards to 12 months.

1st JF/2nd JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

A motion was made to expire and delete all SLO, SB and PACREG cards from the database.

1st EL/2nd DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

ACTION ITEMS:

- Update all eCards to expire in 3 months.

8. NEW BUSINESS

- a. * **M – Patron information requested by Santa Barbara Library (BG)** - We received a request from Jessica Cadiente of SBPL to share a summary of cardholders within SB County.

A motion to decline the request based on the interpretation of state patron privacy laws. (CA Gov Code 6267 Sec. 7927.105)

1st EL/2nd DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

ACTION ITEM: GF (BG) to research privacy laws and restrictions before releasing any data.

- b. * **M – eCard Registration Age Restrictions (BG)** - Discuss the policy intended by the libraries. Can a child under 13 be issued an eCard?

A motion was made to keep under 13 restrictions as is.

1st JF/2nd JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

ACTION ITEM: Remove PR from Quipu as of 01/31/2024.

- c. * **Courier Service to SLO (PR) – Discussion.** – Black Gold to consider a formal agreement with SLO County Libraries to allow drop off and delivery of items twice per month at no charge to SLO.

ACTION ITEM: GF (BG) to get quote to add pickup at Atascadero with courier service.

- d. * **M – Financial Audits** – Review for approval of Black Gold Single Audit 2021-22 (grant funds) and Black Gold Audit 2021-22. [Black Gold Audit 2022-23](#) [Black Gold Single Audit 2023](#)

A motion was made to approve the financial audits as presented.

1st EL/2nd DJ. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

- e. * **M - RECESS TO CLOSED SESSION:** *Purpose of Closed Session: Anticipated Litigation (Initiation of Litigation) § 54956.9(d)(4).* To discuss whether the agency is to initiate litigation.

A motion was made to go into Closed Session at 1:03 p.m.

1st JF/2nd JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

- f. **RECALL TO OPEN SESSION** at 1:28 p.m.

- g. **REPORT OF CLOSED SESSION ACTION** – No reportable action taken.

- h. * **M - 2024-25 Tentative Budget** - Review the first draft of the budget for the FY 2024-25.

Changes to be made:

- Office equipment should be \$2,500.

Black Gold Cooperative Library System Administrative Council

- Add 10% to Courier contract.
- Add \$5-6, 000 for salary survey.
- Include strategic planning in the budget.

A motion was made to accept the Tentative Budget with the changes listed above.

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

- i. **2024 Public Library Directors Forum** - The State Library is looking for a representative from Black Gold to join their planning team for the 2024 Public Library Directors Forum, which will take place just before the CLA conference in October.

Justin Formanek volunteered to serve this year. Dawn Jackson volunteered to serve next year.

9. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

The move to the new data center is progressing. Matt will be replacing junipers in libraries in the upcoming months.

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

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

12. **~~M~~ – ADJOURNMENT – 3:02 p.m.** 1st DJ/2nd EL. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

NEXT MEETING: FRIDAY, March 15, 2024 (Santa Maria)

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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Blackgold.org

MEMORANDUM

DATE: March 1, 2024
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2023-24 – January 31, 2024

The Financial Statements for the seven months ended January 31, 2024 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 seven months was **76.7%** of the budget for the fiscal year, while the combined total of all expenditures for the seven months equaled **\$642,235** which represents **55.5%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2024

	FY 23/24 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,157,954	887,724	270,230	76.7%	
Expenditures	1,157,954	642,235	515,719	55.5%	
Surplus/(Deficit)	0	245,489	245,489		
Total Reimbursables Invoiced		0			
Total Reimbursable Expenditures		<u>24,636</u>			
		24,636			
Shared Vision Project Revenue		62,059			
Shared Vision Project Expenses		<u>(62,059)</u>			
		0			
Stronger Together Project Revenue		545,579			
Stronger Together Project Expenses		<u>(545,579)</u>			
		0			
The California Collection Grant Revenue		868,569			
The California Collection Grant Expenses		<u>(868,569)</u>			
		0			
Reserves Used This Year		<u>0</u>			
		270,125			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2024
Fiscal Year Elapsed: 58%

<u>Ref</u>		<u>FY 23/24</u> <u>Final</u> <u>Budget</u>	<u>January</u> <u>2024</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>
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-	-	500	(500)	-
8	4101	Interest Earnings	10,000	9,640	25,665	(15,665)	256.7%
9	4331	Grant Management Proceeds	80,000	-	47,900	32,100	59.9%
10	4402	CLSA - Commun. & Deliv.	138,852	-	138,852	-	100.0%
11	4500	Reserves Used this year	-	-	-	-	0.0%
12	4324	SCLC - Broadband Grant	-	23,901	41,397	(41,397)	
13	4706	Erate Refunds(Comm Line)	131,840	153	12,388	119,452	9.4%
14	4707	California Teleconnect Fund	21,170	45	8,087	13,083	38.2%
15	4409	Shared eContent & Subscription	53,810	13,453	40,359	13,451	75.0%
16	4302	Member Contributions - Resource	668,068	167,017	501,051	167,017	75.0%
17		UAL Contribution	54,214		71,524	(17,310)	131.9%
18							
19		TOTAL FUNDS AVAILABLE	1,157,954	214,209	887,724	270,230	76.7%
20							
21							
22							
23							
24							
25							
26							
27							
28		EXPENSE SUMMARY					
29	6000	All Programs	543,850	41,631	337,081	206,769	62.0%
30	6100	System Administration	98,940	9,641	57,064	41,876	57.7%
31	6400	Communications and Delivery Service	279,647	7,517	111,992	167,655	40.0%
32	6500	Databases/Downloadables	119,750	8,699	68,178	51,572	56.9%
33	6700	ILS	115,767	12,218	67,919	47,848	58.7%
34	6800	System Grants	-	-	-	-	
35		TOTAL EXPENSES	1,157,954	79,706	642,235	515,719	55.5%
36							
37		Surplus/(Deficit)		134,503	245,489		
38							
39		Expenditure Details					
40							
41		6000-All Programs					
42		<u>All Personnel</u>					
43	6101	Regular Salaries	399,678	34,155	231,587	168,091	57.9%
44	6102	Benefits	144,172	7,476	105,494	38,678	73.2%
45		Total All Programs	543,850	41,631	337,081	206,769	62.0%
46							
47							
48							
49		6100-System Administration					
50	5011	Office Expense	2,500	128	1,168	1,332	46.7%
51	5012	Service Charge, Bank etc	250		20	230	8.0%
52	5014	Postage & Shipping	400		16	384	3.9%

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2024
Fiscal Year Elapsed: 58%

Ref		FY 23/24 Final Budget	January 2024 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
53	5016 Reimbursement Meeting Expense	1,000	56	348	652	34.8%	2
54	5035 Vehicle Fuel & Maintenance	1,000	224	224	776	22.4%	
55	5051 Auditors	15,000		13,095	1,905	87.3%	
56	5054 Payroll Processing Fees	2,000	211	1,099	901	55.0%	
57	5057 Rent	19,140	1,610	11,113	8,028	58.1%	
58	5058 Utilities	2,500	287	1,133	1,367	45.3%	
59	5059 Attorney Fees	15,000	3,921	9,471	5,529	63.1%	
60	5082 Janitorial Service	1,200	90	630	570	52.5%	
61	5115 Travel	1,000			1,000	-	
62	6118 Dues & Subscriptions	2,000		1,620	380	81.0%	
63	5153 Insurance	20,000	1,898	13,283	6,717	66.4%	3
64	6222 Staff Training	-	450	450	(450)	-	
65	6238 Website Expense	250		180	70	72.0%	
66	6239 Consulting /Strategic Planning	10,000			10,000	-	
67	6261 System Supplies not billed back	-		770	-	-	
68	6262 Internet Access/Hotspots	1,200		200	1,000	16.7%	
69	6266 Library Mailers Billed Back	-			-	-	
70	6291 Office Equipment & Maintenance	500			500	0.0%	
71	6292 Software	4,000	768	2,245	1,755	56.1%	
72	6296 CLSAinfo.org	-			-	-	
73	Total System Administration	98,940	9,641	57,064	42,646	57.7%	
74							
75	<u>6400-System Communications and Delivery Service</u>						
76	5045 Delivery Supplies	1,000			1,000	0.0%	4
77	6241 Communication Line Expense	2,220	823	4,879	(2,659)	219.8%	
78	6450 Cenic - Communication Line	190,515		46,351	144,164	24.3%	
79	6294 Telecom Equipment			13,231	(13,231)		
80	6294b Telecom Equipment Maintenance	10,000	368	3,249	6,751	32.5%	
81	6485 Delivery Services	75,912	6,326	44,282	31,630	58.3%	
82	Total Communications and Delivery Service	279,647	7,517	111,992	167,655	40.0%	
83							
84							
85							
86	<u>6500-Databases/Downloadables</u>						
87	6147 eContent	116,750	8,431	66,304	50,446	56.8%	5
88	OverDrive						
89	6147b Subscription Services	3,000	268	1,875	1,125	62.5%	
90	Luna						
91	Total Reference Services	119,750	8,699	68,178	51,572	56.9%	
92							
93							
94							
95	<u>6700-ILS</u>						
96	6227 Cataloging Tools	3,000	130	910	2,090	30.3%	
97	6236 ILS Support	60,062	4,553	33,683	26,380	56.1%	
98	Aspen						
99	Koha						
100	6516 ILS Add-Ons	38,705	2,489	21,485	17,220	55.5%	
101	Novelist						
102	Quipu						
103	The Content Café						
104	Capira						

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2024
Fiscal Year Elapsed: 58%

<u>Ref</u>		<u>FY 23/24</u> <u>Final</u> <u>Budget</u>	<u>January</u> <u>2024</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>
105	Talking Tech ITIVA						
106	Dell ITIVA Maintenance						
105 6240	PCI Compliance	3,500	284	1,986	5,674	56.7%	
106 6276	MARC records - Skyriver	10,500	788	5,881	4,619	56.0%	
107 6293	System Equipment	-	3,975	3,975	(3,975)		
108 6297	RFID Project				-		
109	Total ILS	115,767	12,218	67,919	52,008	58.7%	
110							
111	<u>6800-System Grants - State</u>						
112 6603	PLSEP Grant Revenue				-		
113 6604	PLSEP Grant Expenses				-		
114	Total System Grants	-	-	-	-		
115							
116			134,503	245,489			
117							
118							
119							
120	<u>8200-Shared Vision Project</u>						
121 8201	Grant Revenue		(50,931)	(62,059)			
122 8205-820	Grant Expense		50,931	62,059			
123	Net Shared Vision Project	-	-	-			
124							
125							
126							
127	<u>8400-Stronger Together Project</u>						
128 8201	Grant Revenue		(10,148)	(545,579)			
129 8205-820	Grant Expense		10,148	34,430			
130 8411	Sub-Grants		-	511,149			
131	Net Stronger Together Project	-	-	-			
132							
133							
134	<u>8600 The California Collection</u>						
135 8601	Grant Revenue		(7,089)	(868,569)			
136 8608	Grant Expense		7,089	868,569			
137	Net eBooks-for-All Project	-	-	-			
138							
139							
140							
141							

**Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Seven Months Ended January 31, 2024
Fiscal Year Elapsed: 58%**

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	\$ 105,494	We prepaid the entire year of UAL Pension Liability of \$54,214 in July to save on interest
2	Auditors	\$ 13,095	Prior year audit fee balance of \$1,950 not billed until current year
3	Communication Line Expense	\$ 4,879	Waiting for erate discounts to be applied back to BG
4	Telecom Equipment	\$ 13,231	New Telecom equipment covered by Broadband Grant

**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 Seven Months Ended January 31, 2024
Fiscal Year Elapsed: 58%

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.

		January 2024 <u>Actual</u>	Year to Date <u>Actual</u>
163	<u>Reimbursable Expenditures</u>		
164			
165			
166	<u>Miscellaneous Orders</u>		
167	6361 LOM Misc Orders	(3,394)	(3,394)
168	6362 PR Misc Orders	(6,022)	(6,022)
169	6365 SM Misc Orders	(3,913)	(2,662)
170	6366 SP Misc Orders	(1,772)	(1,772)
171	6367 GOL Misc Orders	(9,748)	(9,748)
172	6367 CC Misc Orders	(1,037)	(1,037)
173			
174	Subtotal Misc. Orders	(25,886)	(24,636)
175			
176	Total Reimbursable Expenditures	(25,886)	(24,636)
177			
178			
179	Total Reimbursables Invoiced	-	-
180			
181		(25,886)	(24,636)

**Black Gold Cooperative Library System
Balance Sheet
January 31, 2024**

	G/L			
	Acct. #	Account Description	Debit	Credit
182	1102	Petty Cash	46	
183	1103	Checking WF 0620-028761	131,497	
184	1104	Founders Community Checking	316,634	
185	1105	Savings LAIF 16-56-003	969,079	
186	1201	Accounts Receivable - Invoices	240,152	
187	1251	Other Receivables	231,034	
188	1302	ATS Prepaid Expense	35,722	
189	1303	GEN Prepaid Expense	7,901	
190	1304	Prepaid Insurance	10,345	
191	1305	Prepaid Other	108,784	
192	1501	Fixed Assets	194,142	
193	3502	Accumulated Depreciation		159,237
194	1906	Provisions Vacation Payable	29,703	
195				
196	2104	Accounts Payable		28,720
197	2100-2110	Wages & Benefits Payable		11,749
198	2120-2122	Wells Fargo Credit Card Payable		
199	2199	Accrued Expenses		-
200	2204	Deferred Credit Card Revenue		1,493
201	2206	Deferred Grant Revenue - Broadband Grant		60,842
202	2210	Library Gifts (see recap attached)		4
203	2211	Library Deposits (see recap attached)		2,209
204	2208	Deferred Revenue -Shared Vision Grant		-
205	2209	Deferred Revenue -Stronger Together Grant		238,091
206	2212	Deferred Revenue -Palace Project Grant		-
207	2215	Deferred Revenue - The California Collection		-
208	2309	Deferred Comp Withheld		
209	2602	Longterm Vacation Payable		29,703
210	3002	General Operating Fund (unassigned)		606,149
211	3007	ILS Replacement Fund Committed		298,359
212	3103	Adminstrative Vehicle Fund Committed		28,000
213	3104	Retiree GASB 45 Fund Committed		257,926
214	3105	Library Reserves (see recap attached)		30,548
215	3210	General Reserve for PPD's/Dep.		216,981
216	3300	Gold Coast Library Network Cash		-
217	3501	Investment in Fixed Assets		34,906
218		FY 23-24 Operating Results		270,124
219		rounding		
220			<u>2,275,040</u>	<u>2,275,040</u>

Black Gold Cooperative Library
 Recap of Balances attributed to Individual Libraries
 January 31, 2024

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	\$	12,287.27	
BG	\$	(4,869.84)	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	

Black Gold Cooperative Library System
Non-Owned Items Circulated
February 2024

Owning Library																										
Circ Library	CC		GBV	GL	GO	GS	GU	GY		LC	LM	LV		MA	MB	MC	MG	MM	MO		PR	PRD	PRS		SP	Total Borrowed
CC	0		2	1	126	16	5	0		0	67	5		1	1	3	1	173	13		52	0	1		61	528
GBV	4		0	0	51	9	11	0	71	0	10	1		0	1	0	1	25	3		13	0	0		3	132
GL	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0
GO	232		15	0	0	232	261	0	508	0	420	71		25	13	17	23	889	142		387	0	2		379	3108
GS	30		2	0	149	0	51	0	202	0	69	8		2	1	2	4	110	16		67	0	0		55	566
GU	17		2	0	107	20	0	0	129	0	53	4		3	3	0	2	92	16		36	0	1		30	386
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0
			19	0	307	261	323	0																		
LC	0		0	0	0	0	0	0		0	1	0		0	0	0	0	0	0		0	0	0		0	1
LM	27		2	0	165	11	19	0		1	0	80		3	1	4	8	322	29		83	0	2		94	851
LV	6		0	0	36	5	0	0		0	40	0		0	0	1	2	29	6		15	0	0		15	155
										1	41	80														
MA	1		0	0	3	1	0	0		0	5	1		0	0	0	0	5	6		11	2	0	0	1	25
MB	1		0	0	2	0	1	0		0	3	0		0	0	0	1	8	3		12	2	0	0	0	21
MC	0		0	0	1	0	3	0		0	2	0		0	1	0	1	8	0		10	1	0	0	7	24
MG	2		0	0	9	1	0	0		0	10	2		1	0	0	0	0	4		31	4	0	0	3	62
MM	85		2	0	274	25	30	0		0	169	33		25	35	9	41	0	2738		2848	184	0	2	189	3841
MO	3		0	0	14	1	1	0		0	4	1		1	2	0	2	26	0		31	10	0	0	13	78
										27	38	9		45	73	2751										
PR	61		2	0	248	24	16	0		0	179	10		8	2	9	5	334	59		0	0	12	12	163	1132
PRD	0		0	0	0	0	0	0		0	0	0		0	0	0	0	0	0		322	0	142	464	0	464
PRS	0		0	0	1	0	0	0		0	0	0		0	0	0	0	0	0		1	0	0	1	0	2
																					323	0	154			
SP	12		0	0	76	7	6	0		0	37	10		0	2	3	3	107	13		37	0	0		0	313
	481		27	1	1262	352	404	0		1	1069	226		69	62	48	94	2154	3048		1216	0	162		1013	11689

Black Gold Cooperative Library

Non-Owned Items Circulated

Calculated from February 2024 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	bc	528	481	7.30%	6.65%	(47)
Goleta Book Van	gbv	61	8	0.84%	0.11%	(53)
Goleta Los Olivos	gl	0	1	0.00%	0.01%	1
Goleta Valley Library	go	2,600	955	35.93%	13.20%	(1,645)
Goleta Solvang	gs	364	91	5.03%	1.26%	(273)
Goleta Buellton	gu	257	81	3.55%	1.12%	(176)
Goleta Santa Ynez	gy	0	0	0.00%	0.00%	0
		3,282	1,136	44.51%	15.59%	(2,146)
Lompoc Charlotte's Web	lc	0	0	0.00%	0.00%	0
Lompoc Main	lm	770	1,028	10.64%	14.20%	258
Lompoc Village	lv	115	146	1.59%	2.02%	31
		885	1,174	12.23%	16.22%	289
Santa Maria Los Alamos	ma	14	42	0.19%	0.58%	28
Santa Maria Bookmobile	mb	9	24	0.12%	0.33%	15
Santa Maria Cuyama	mc	14	39	0.19%	0.54%	25
Santa Maria Guadalupe	mg	31	49	0.43%	0.68%	18
Santa Maria Main	mm	993	2,081	13.72%	28.76%	1,088
Santa Maria Orcutt	mo	47	297	0.65%	4.10%	250
		1,108	2,532	15.31%	34.99%	1,424
Paso Robles	pr	1,120	893	15.48%	12.34%	(227)
Paso Robles Delivery	prd	0	0			
Paso Robles Study Center	ps	1	8	0.01%	0.11%	7
		1,121	901	15.49%	12.45%	(220)
Santa Paula	sp	313	1,013	4.32%	14.00%	700
Net of interbranch		7,237	7,237	100%	100%	0
						0

Black Gold Cooperative Library
SUMMARY OF NON-OWNED ITEMS CIRCULATED
Net (Borrowed)/Lent based on Monthly Circ Reports
Mar 2023 - Feb 2024

[illegible]



MEETING DATE:	March 15, 2024	ESTIMATED TIME FOR ITEM:	45 minutes
TITLE OF ITEM:	Administrative Council meeting Format/Best Practice	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	<input checked="" type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: <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 is changing in many ways, including the frequency and length of the Administrative Council meetings. We have moved from 10 meetings per year to 6 meetings – every other month. We have moved from a planned 2-hour meeting length to presumably 3 or more hours. We have changed the meeting sites to include every jurisdiction's main library. The reason for this change was so that every Member can visit the other libraries to experience their programs, strengths, uniqueness, etc. We've experienced a change in Membership, Directors, ILS software. With these changes, meeting discussions are also changing. Should the format of the meetings change as well? Of course, we will continue to follow Robert's Rules (Rosenberg's Rules once the JPA is signed).</p> <p>What changes would you like to see in the meeting format? What will best serve the members / consortium? Where can we improve and what practices can be dropped?</p> <p>Ideas already expressed:</p> <ul style="list-style-type: none"> Limit the meeting to 3 hours; maybe 4 with a working lunch / facility tour Scheduled break times State Library report limited to highlights and questions –maybe 15 minutes total Change the Round Table format-just invite members to share anything that is exciting to them – not everything going on at their library. Place the Round Table discussion at the beginning of the meeting Place as many items as possible on the Consent Agenda Be more thorough when writing an agenda item so that others will be informed and prepared Focus on grants for collaborative projects Place a time limit on agenda items being discussed Present some kind of training at each meeting, ie "See the wand in action" 		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	<p>Come to a consensus where members agree on the format of the Administrative Council meetings.</p> <p>Create a best practice to ensure that the needs of the consortium and all members are met.</p>		
OTHER COMMENTS:			



MEETING DATE:	March 15, 2024	ESTIMATED TIME FOR ITEM:	45 minutes
TITLE OF ITEM:	Best Practices – Black Gold Committees	PRIORITY LEVEL: (1-Low 3 – High)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	<input checked="" type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: <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 currently has three staff committees:</p> <ul style="list-style-type: none"> • ATS Operations • Reference and Adult Services • Youth Services <p>The purpose for these committees was last reviewed in 2017. I have attached the Statement of Purpose that was documented at that time.</p> <p>It is far past time to review the State of Purpose for these committees, and to determine the desired output from and benefit to the committee members and Black Gold Libraries.</p> <p>From the Statement of Purpose attached, it appears that in the past, the committee members themselves reviewed and revised the Statement of Purpose. Should this practice continue?</p>		
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	<ul style="list-style-type: none"> • Review the Statement of Purpose for the 3 committees. • Discuss the desired outcomes for each committee. • Determine if the Statement of Purpose should be revised. • Determine if the committee should be disbanded. 		
OTHER COMMENTS:			

The Statement of Purpose for standing staff committees follows this page and they're included in the Orientation Manual for Committee Chairs

From the Orientation Manual for Committee Chairs:

“Statement of Purpose

Within these purposes and general philosophy, each committee develops annual reviews and revisions, if needed, to the Statement of Purpose specific to the committee. The Statement of Purpose for each standing committee guides the work of the each standing committee, its activities and projects.”

Typically, once a year a committee's statement of purpose is added as an attachment to its meeting agenda to be reviewed (or revised) during a committee meeting.

In the meeting minutes, the committee recorder notes any revisions, or if it's only a review.

The Statement of Purpose is updated on the following pages (including last review or revision date) and is added to the next fiscal year version of the Orientation Manual for Committee Chairs.

If the cmte chair chooses, a revised Statement of Purpose can be added to the committee's next agenda as a “receive and file.”

The General Tickler annually notes the next Statement of Purpose review for each standing committee and it's added as a potential agenda item on the next cmte agenda template for the cmte chair's consideration.

COMMITTEE	MOST RECENT REVIEW/REVISION DATE
ATS Operations	November 1, 2017
OPAC	February 22, 2017
Reference and Adults Services	November 8, 2017
Youth Services	April 20, 2017

COMMITTEE CHANGES

COMMITTEE NAME CHANGE

- Children's Services Committee changed to Youth Services Committee; name change approved by Administrative Council, April 22, 2011.
- Reference Services Committee changed to Reference and Adult Services Committee; name change approved by Administrative Council, August 26, 2011.

NEW STANDING CMTEs

- OPAC Committee — Administrative Council approved the standing OPAC Committee's formation on January 25, 2013, after a recommendation at the January 16, 2013, Cataloging Summit. (OPAC Cmte had been an ad-hoc cmte.) OPAC Committee established Statement of Purpose and the Administrative Council approved it on June 7, 2013.

DISBANDED STANDING CMTEs

- June 4, 2014, Cataloging Committee on hiatus; the OPAC Cmte will address cataloging issues. (last Statement of Purpose reviewed June 19, 2013)
- April 22, 2011, ILL Committee disbanded; the ATS Ops Cmte will address ILL issues. (last Statement of Purpose review, July 2, 2009)

ATS Operations Committee Statement of Purpose

Definition:

- Members:** The ATS Operations Committee consists of at least one representative from each of the six ATS Libraries. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director and ATS staff are ex-officio members.
- Meetings:** Ten (10) meetings a year, generally six (6) in-person meetings the first Wednesday of July, September, November, January, March and May and four (4) webinars the first Wednesday of August, October, February 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 1:30 p.m.
- Officers:** The Chair of the Committee is the designated ATS staff member. The recorder rotates geographically from north to south for each meeting.
- Liaison:** Executive Director
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. 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 the area of automated system activities.
2. To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
3. To evaluate and recommend actions and policies designed to standardize system-wide activities whenever possible.
4. To develop procedures and routines, which facilitate resource sharing, including ILL.
5. To actively participate in identifying new technologies related to automated systems.
6. To assist in the conduct of system business related to the automated system and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
7. Serve as liaison with the Library Director and staff from each jurisdiction. Responsible for distributing, explaining and training of new policies and procedures.
8. Identify and recommend opportunities for staff training pertaining to hardware and software products in use by Black Gold libraries.

OPAC Committee Statement of Purpose

Definition:

Members: The OPAC Committee consists of cataloging and public service staff with at least one representative from each member library. The Administrative Council appoints standing committee members in the spring of each year. Each Black Gold member library jurisdiction has one vote.
The Black Gold Executive Director and Supervising Cataloger are the ex-officio members.

Meetings: Five (5) meetings a year, on the fourth Wednesday of February, April, June, August and October. The online meetings are held in the morning and topically driven. When needed, other staff should attend to provide necessary input based on the meeting's subject.

Officers: The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the in-coming chair.

CHAIR ROTATION (south to north)					
2016-17 PR	2017-18 SP	2018-19 SB	2019-20 LM	2020-21 SM	2021-22 SLO

Liaison: Executive Director
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. To assist with the identification, evaluation and implementation of System wide activities for the improvement of OPAC services and optimum OPAC patron access.
2. To identify, evaluate, and implement cataloging practices that will make the OPAC as user-friendly as possible.
3. To provide a timely mechanism whereby the Administrative Council and member library staff can receive input, feedback and recommendations about OPAC issues and policies.
4. To be responsible for the dissemination of information to library directors and member library staff.
5. To participate in the exchange of ideas, exchange of common concerns and problems, and information related to OPAC issues.
6. To assist in the conduct of System business related to the OPAC and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
7. To provide input to other Black Gold committees on decisions related to all public services.

February 22, 2017 OPAC Committee reviewed (April 24, 2013, OPAC Committee established Statement of Purpose and the Administrative Council approved it on June 7, 2013.)

Reference and Adult Services Committee Statement of Purpose

Definition:

Members: The Reference and Adult Services Committee consists of one person from each member library. The Administrative Council appoints Committee members in April of each year. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director and other ATS staff are ex-officio members.

Meetings: Four meetings a year, generally the second Wednesday of February, May, August and November. Meetings are from 10:00 a.m. to about 12:30 p.m. The location rotates among Santa Maria, Lompoc and Goleta.

Officers: The chair serves for the fiscal year beginning in July.
The recorder is the in-coming chair.

CHAIR ROTATION (south to north)					
2017-18 PR	2018-19 SLO	2019-20 SP	2020-21 SB	2021-22 LM	2022-23 SM

Liaison: Executive Director.
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. To participate in the exchange of ideas, collection development, information related to reference services and tools for library users, and to participate in the sharing of activities between member libraries, such as marketing and programming.
2. To be responsible for the dissemination of information to Library Directors and member library staff and to make recommendations to the Administrative Council on policies concerning System-wide reference services and adult services activities.
3. To assist in the conduct of System business related to reference and adult services and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
4. To implement and conduct research assignments determined necessary by the Administrative Council.
5. To provide input to other Black Gold committees on decisions related to all public services.

November 8, 2017, Reference and Adult Services Committee revised

Youth Services Committee Statement of Purpose

Definition:

- Members:** The Youth Services Committee consists of one representative from each Black Gold member library appointed by that jurisdiction's library director. Each Black Gold member library jurisdiction has one vote. In addition, all Black Gold library staff members who work with youth are welcome to attend and participate in all meetings. The Black Gold executive director is an ex-officio member.
- Meetings:** Two meetings a year on the third Wednesday of April and September. The April meeting is at Goleta; September meeting is at Lompoc. Occasionally the meeting moves for a special event. Meetings are from 10:00 a.m. to about 1:00 p.m. At the fall meeting, the committee will recommend a training session.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the in-coming chair.

CHAIR ROTATION (south to north)					
2014-15 LM	2015-16 SM	2016-17 SLO	2017-18 PR	2018-19 SP	2019-20 SB

- Liaison:** Executive Director
The liaison ensures prompt feedback between Council and the committee.

Purpose:

1. To make recommendations (with input from the library directors and youth services colleagues) to the Administrative Council on policy in the youth area of library services.
2. 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.)
3. To provide staff development opportunities to all Black Gold library staff members who work with youth.
4. To participate 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.
5. To assist in the conduct of system business related to youth services and provide information to the Black Gold executive director and other Black Gold program unit managers to help them with their duties.

April 20, 2016, Youth Services Committee revised

(4/22/11 Administrative Council approved name change from Children's Services Committee to Youth Services Committee)

Cataloging Committee Statement of Purpose

Definition:

Members: The Cataloging Committee may have one person from each member library. The Administrative Council appoints Committee members in April of each year. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director and Supervising Cataloger are ex-officio members.

Meetings: Three (3) meetings a year on the first Wednesday of February, June and October and one (1) optional meeting for training. The Cataloging Committee meets in the morning. The location rotates among Santa Maria, Lompoc and Goleta with the option of an online meeting based on length and content of the agenda.

Officers: The Supervising Cataloger is the chair.
The recorder rotates from south to north for each meeting.

Liaison: Executive Director
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
2. To evaluate and recommend actions and policies designed to standardize system-wide cataloging activities.
3. To make recommendations to the Administrative Council on policy in the area of cataloging activities.
4. To develop procedures and routines that facilitate resource sharing.
5. To actively participate in identifying new technologies related to cataloging.
6. To assist in the conduct of System business related to cataloging and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.
7. To improve and maintain the quality of the bibliographic database.

June 19, 2013, Cataloging Committee reviewed

June 4, 2014, Cataloging Committee on hiatus; the OPAC Cmte will address cataloging issues.

Interlibrary Loan Committee Statement of Purpose

Definition:

Members: The Interlibrary Loan Committee consists of one representative from each member library. The Council appoints committee representatives in April each year. Each Black Gold member library jurisdiction has one vote. The Black Gold Executive Director is an ex-officio member.

Meetings: Two meetings a year the third Wednesday of April and September. The location rotates among Santa Maria, Lompoc and Goleta. Meetings begin at 10:00 a.m.

Officers: The Chair serves for the fiscal year beginning in July.
The recorder is the in-coming chair.

CHAIR ROTATION (south to north)					
2009/10 LM	2010-11 SM	2011-12 SLO	2012-13 PR	2013-14 SP	2014-15 SB

Liaison: Executive Director
The liaison ensures prompt feedback between Council and the Committee.

Purpose:

1. To benefit the Black Gold Cooperative Library System by providing a mechanism whereby the Administrative Council can receive input to and feedback about its annual Plan of Service.
2. To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
3. To evaluate and recommend actions and policies designed to standardize system-wide interlibrary loan activities.
4. To make recommendations to the Administrative Council on policy in the area of Interlibrary loan activities.
5. To develop procedures and routines that facilitate resource sharing.
6. To actively participate in identifying new technologies related to interlibrary loan.
7. To assist in the conduct of System business related to Interlibrary Loan and provide information to the Black Gold Executive Director and other Black Gold staff to help them with their duties.

July 22, 2009, Interlibrary Loan Committee reviewed;

4.22.11 ILL Cmte disbanded; the ATS Ops Cmte will address ILL issues

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Preliminary Budget FY 2024-2025

BUDGET SUMMARY

Note: Budget restated to include Unfunded Pension Liability as part of the Total Budget and Local Funding

Preliminary Budget FY 2024-2025

				<u>Previous Fiscal</u> <u>Year's Budget</u> <u>Amount</u>	<u>Percent Change</u> <u>From</u> <u>FY 2023-2024</u>
TOTAL BGCLS	<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>		
REVENUES	\$138,852	1,096,119	\$ 1,234,971	\$ 1,157,954	6.7%
EXPENDITURES	\$138,852	1,096,119	\$ 1,234,971	\$ 1,157,954	6.7%
ANTICIPATED SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	0.0%

Final Budget FY 2023-2024

				<u>Previous Fiscal</u> <u>Year's Budget</u> <u>Amount</u>	<u>Percent Change</u> <u>From</u> <u>FY 2022-2023</u>
TOTAL BGCLS	<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>		
REVENUES	\$ 138,852	\$ 1,019,102	\$ 1,157,954	\$ 1,060,574	4.1%
EXPENDITURES	\$ 138,852	\$ 1,019,102	\$ 1,157,954	\$ 1,060,574	4.1%
ANTICIPATED SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	0.0%

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2024-2025

		<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
<u>Anticipated Revenues & Equity Funding</u>							
4705	Miscellaneous Revenue		0	0		0	0
4101	Interest Earnings		15,000	15,000		10,000	5,000
4402	CLSA - Commun. & Deliv.	138,852		138,852		138,852	0
	(amount allocated to e-content)	(56,508)		(56,508)		(62,940)	6,432
	(amount allocated to ILS)			0		0	
	amount allocated to delivery			0		0	
	State Grant Project Partner-- Administration Proceeds		80,000	80,000		80,000	0
	Broadband Grant Proceeds		0				0
4707	California Teleconnect Fund - non-Cenic		200	200		170	30
4707	California Teleconnect Fund - Cenic		21,000	21,000		21,000	0
4706	Erate Refunds - non-Cenic		1,700	1,700		1,840	(140)
4706	Erate Refunds - Cenic		130,000	130,000		130,000	0
	Shared e Content Contribution	56,508	60,242	116,750	60,242	116,750	0
	Unfunded Pension Contribution		74,656	74,656	74,656	54,214	20,442
	Base Contribution		157,595	157,595	157,595	133,614	23,982
	Resource Contribution		555,726	555,726	555,726	534,455	21,271

TOTAL ANTICIPATED FUNDING

\$138,852 \$1,096,119 \$1,234,971 \$848,219 \$1,103,740 \$77,017

\$1,234,971

\$1,103,740

BUDGETED EXPENDITURES SUMMARY

6000	All Programs	\$0	\$589,272	\$589,272		\$489,636	\$99,636
6100	System Administration	0	\$110,760	110,760		98,940	\$11,820
6400	Communications and Delivery Service	82,344	\$204,875	287,219		279,647	\$7,572
6500	Shared e Content and Subscription Services/Databases	56,508	\$63,242	119,750		119,750	\$0
6700	ILS	0	\$127,970	127,970		115,767	\$12,203

TOTAL BUDGETED EXPENDITURES

\$138,852 \$1,096,119 \$1,234,971 \$1,103,740 \$131,231

Anticipated Surplus/(Deficit)

0

-

-

Budgeted Expenditures

6000-All Programs - Personnel Costs

6101	Regular Salaries	\$0	\$421,281	\$421,281		399,678	21,603
6102	Benefits		167,991	167,991		89,958	78,033

Total All Programs - Personnel Costs

\$0 \$589,272 \$589,272 \$489,636 \$99,636

6100-System Administration

5011	Office Expense	\$0	\$2,500	\$2,500		\$2,500	0
5012	Service Charge, Bank etc		200	200		250	(50)
5014	Postage & Shipping		400	400		400	0

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2024-2025

				<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
5213	Printing				0	-		-	0
5016	Reimbursement Meeting Expense				1,000	1,000		1,000	0
5035	Vehicle Fuel & Maintenance				0	-		1,000	(1,000)
5051	Auditors				15,000	15,000		15,000	0
5054	Payroll Processing Fees				2,000	2,000		2,000	0
5057	Rent				19,600	19,600		19,140	460
5058	Utilities				2,000	2,000		2,500	(500)
5059	Attorney Fees				15,000	15,000		15,000	0
5082	Janitorial Service				1,200	1,200		1,200	0
5115	Travel & Mileage Costs				3,000	3,000		1,000	2,000
6118	Dues & Subscriptions				2,000	2,000		2,000	0
5153	Insurance				23,000	23,000		20,000	3,000
6222	Staff Training				0	-		-	0
6238	Web Design				0	-		250	(250)
6262	Internet Access				360	360		1,200	(840)
	Consultants--Statagic Planning \$10,000 + Salary Survey \$6,000				16,000	16,000		10,000	6,000
6291	Office Equipment and Maintenance				2,500	2,500		500	2,000
6292	Software				5,000	5,000		4,000	1,000
	Total System Administration			\$0	\$110,760	\$110,760		\$98,940	\$11,820
	6400-System Communications and Delivery Service								
5045	Communication Supplies				\$1,000	\$1,000		\$1,000	0
6241	Communication Line Expense				3,360	3,360		2,220	1,140
6450	Communication Line Expense - CENIC				190,515	190,515		190,515	0
6294b	Cenic Telecom Equipment & Maintenance				\$10,000	10,000		10,000	0
6485	Courier Contract - Central Courier (\$6326 per month + 8.5% increase)			82,344	0	82,344		75,912	6,432
	Total Communications and Delivery Service			\$82,344	\$204,875	\$287,219		\$279,647	\$7,572
	6500-Databases/Downloadables								
6147	eContent			\$56,508	60,242	\$116,750		116,750	0
	Overdrive downloadables \$8,000 per month (\$7,440 PY)	\$	96,000						
	Overdrive Service Plan \$ 5,000 (3 year contract)	\$	5,000						
	OverDrive Magazines (\$17,500 less 10%)	\$	15,750						
6147b	Subscription Services				3,350	3,000		3,000	0
	Luna \$ 3,214 + 3.5%	\$	3,326						
	Total Database Services			\$56,508	\$63,592	\$119,750		119,750	\$0
	6700-ILS								
6227	Authority Control - Marcive \$1560 + .06/record	\$	2,985		\$3,000	\$3,000		\$3,000	0
6236	ILS				67,045	67,045		60,062	6,983
	Aspen Discovery \$16,400 + 3%	\$	16,728						
	Koha - \$38,230 +3%	\$	38,995						
	LiDA \$820	\$	820						
	Phone notifications/renewals								

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Preliminary Budget FY 2024-2025

			<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
	Talking Tech ITIVA (\$4,402 per yr thru 2024 renewal)	\$	4,402					
	Utility Telecom	\$	6,100					
6516	ILS AddOns			27,400	27,400		38,705	(11,305)
	Novelist \$18,860 + 3% = \$19,425	\$	19,500					
	The Content Café \$2935 + 5%	\$	3,000					
	Quipu \$3675 + 10%	\$	4,000					
	EZ Proxy \$338 over 2 years +730/yr	\$	900					
6240	PCI Compliance - Comprise	\$	3,500	3,500	3,500		3,500	0
6257	Data Center Facility Service Fees \$1,425/month	\$	17,100	17,100	17,100		-	17,100
6276	Skyriver/MARC records \$9,450 + 10% +WebDewey 370	\$	10,295	9,925	9,925		10,500	(575)
Total ILS			\$0	\$127,970	\$127,970		\$115,767	\$12,203

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Preliminary Budget FY 2024-2025

Contributions and Total payments to Black Gold

Note: This page has been restated to include Unfunded Pension Liability as part of the Total Contribution

2024-2025	Resources							REIMBURSABLES			
	BASE %	CIRC	POP	DEVICES				hoopla	Hotspots	Movie Licensing Year 2 of 3	Total Payments to Black Gold
	20%	25%	50%	25%							
	BASE	RESOURCES	E-CONTENT	CalPERS Unfunded Pension Liability	TOTAL CONTRIBUTION	\$ Increase	% Increase				
Blanchard/Santa Paula	\$ 23,777	\$ 42,736	\$ 1,916	\$ 6,961	\$ 75,390	\$ 11,499	18%	\$ 14,000	\$ 4,234	\$ 140	\$ 93,764
Lompoc	\$ 23,777	\$ 83,318	\$ 5,582	\$ 11,209	\$ 123,886	\$ 16,007	15%	\$ 24,000	\$ 4,234	\$ 272	\$ 152,392
Santa Maria	\$ 23,777	\$ 206,524	\$ 14,073	\$ 24,103	\$ 268,478	\$ 36,112	16%	\$ 21,000	\$ 8,820	\$ 710	\$ 299,008
Paso Robles	\$ 23,777	\$ 57,953	\$ 11,163	\$ 8,554	\$ 101,448	\$ 11,787	13%	\$ 22,000	\$ 9,878	\$ 141	\$ 133,467
Carpinteria	\$ 23,777	\$ 23,151	\$ 3,100	\$ 4,912	\$ 54,940	\$ 9,334	20%	\$ 12,000	\$ 5,645	\$ 63	\$ 72,648
Goleta	\$ 23,777	\$ 156,974	\$ 24,408	\$ 18,917	\$ 224,077	\$ 41,602	23%	\$ 86,000	\$ 15,170	\$ 504	\$ 325,751
	\$ 142,664	\$ 570,657	\$ 60,242	\$ 74,656	\$ 848,219	\$ 126,341	18%	\$ 179,000	\$ 47,981	\$ 1,830	\$ 1,077,030

Final Budget FY 2023-2024

2023-2024	BASE %	Resources								
		CIRC	POP	DEVICES						
	20%	25%	50%	25%						
	BASE	RESOURCES	E-CONTENT	CalPERS Unfunded Pension Liability	TOTAL CONTRIBUTION		HOOPLA	Hotspots	Movie Licensing	Total Payments to Black Gold
Blanchard/Santa Paula	\$ 22,269	\$ 39,563	\$ 2,060	\$ 5,017	\$ 63,891	\$ 8,000	\$ 4,234	\$ 140	\$ 81,282	
Lompoc	\$ 22,269	\$ 79,575	\$ 6,035	\$ 8,265	\$ 107,879	\$ 18,000	\$ 4,234	\$ 272	\$ 138,650	
Santa Maria	\$ 22,269	\$ 196,932	\$ 13,165	\$ 17,788	\$ 232,366	\$ 16,000	\$ 7,056	\$ 710	\$ 273,920	
Paso Robles	\$ 22,269	\$ 58,675	\$ 8,717	\$ 6,569	\$ 89,661	\$ 21,000	\$ 10,584	\$ 141	\$ 127,955	
San Luis Obispo	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	
Santa Barbara	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	
Carpinteria	\$ 22,269	\$ 19,511	\$ 3,826	\$ 3,390	\$ 45,606	\$ 6,000	\$ 4,234	\$ 63	\$ 59,293	
Goleta	\$ 22,269	\$ 140,198	\$ 20,007	\$ 13,185	\$ 182,475	\$ 63,000	\$ 10,584	\$ 504	\$ 270,598	
	\$ 133,614	\$ 534,455	\$ 53,810	\$ 54,214	\$ 721,878	\$ 132,000	\$ 40,926	\$ 1,830	\$ 951,698	

e-Content Budget Allocation
Preliminary Budget FY 2024-2025
based on FY22/23 checkout statistics

	OverDrive Magazine Stats			2024-25 Magazine Budget	Overdrive eBook & eAudiobook Stats			2024-25 Overdrive Budget	Proposed 2024-25 e-Content
	2022-23 checkouts	2022-23 percentages		\$	2022-23 checkouts	2022-23 percentages		\$	
SP	582	3.5%	\$	550.64	9173	3.1%	\$	1,365.00	\$ 1,915.64
LOM	1389	8.3%	\$	1,314.16	28681	9.6%	\$	4,267.91	\$ 5,582.07
SM	3896	23.4%	\$	3,686.07	69800	23.3%	\$	10,386.67	\$ 14,072.74
PR	2536	15.2%	\$	2,399.35	58896	19.7%	\$	8,764.09	\$ 11,163.44
CARP	562	3.4%	\$	531.72	17258	5.8%	\$	2,568.10	\$ 3,099.81
GOL	7682	46.1%	\$	7,268.07	115185	38.5%	\$	17,140.24	\$ 24,408.30
	16647	100.0%	\$	15,750.00	298993	100%	\$	44,492.00	\$ 60,242.00
cost per checkout	\$ 0.95				\$ 0.15				

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
FY 2022/23 Payroll Budget Worksheet
Preliminary Budget FY 2024-2025

Employee	Beg of Yr	Hrs per Step	Salary Anniv Date	@7/1/2024 Hrly or Avg Hrly rate	New Hrly Rate After Anniv Date	# of PPDs PPDs @ old rate	# of PPDs PPDs @ new rate	COLA	0.50%	Employer Pd.	\$700.00 Health Alloc	Medicare @ 1.45%	Unemp. 2.50%	TOTAL	Benefits Only	
								5.0%	Workers Comp	PERS retire 12.5200%						
								Total est. wages 2024-2025		7.8700%						
ACTIVE EMPLOYEES:																
Dir of Operations	E	40	top step	\$73.96	\$73.96	26	0	\$161,529	\$808	\$12,712	\$8,400	\$2,464	\$175	\$186,088	\$24,559	
Network Admin	E	40	top step	\$45.59	\$45.59	26	0	\$99,569	\$498	\$7,836	\$8,400	\$1,566	\$175	\$118,043	\$18,474	
Tech Support Specialist	C	40	02/05/25	\$34.83	\$36.57	15	11	\$77,676	\$388	\$6,113	\$8,400	\$1,248	\$175	\$94,001	\$16,325	
Cataloger	E	40	top step	\$36.54	\$36.54	26	0	\$79,803	\$399	\$9,991	\$8,400	\$1,279	\$175	\$100,048	\$20,244	
On Call hours @ \$2.00/hr		1352		\$2.00	\$2.00			\$2,704	\$14			\$39		\$2,757	\$53	
RETIREES: * (insurance contribution est \$157 per month and \$163 per month - 6 months each)																
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Retiree											\$1,920			\$1,920	\$1,920	
Admin Fee - \$20 per month											\$240			\$240	\$240	
								\$421,281	\$2,106	\$36,653	\$47,280	\$6,596	\$700	\$514,616	\$93,335	
														\$514,616	\$93,335	
Employer Pd Unfunded Liability			\$74,656												\$0	\$0

Patron Information

INPUT STANDARDS PATRON REGISTRATION

1. When a patron applies for a library card, check for a pre-existing patron account using the following methods in this order:
 - a. Search by name using the patron's last name, comma and first three letters of the first name. Confirm results using date of birth.
 - b. Search using privacy-protected format of driver's license number. Confirm results using date of birth. Entering the Full driver's license will not retrieve patron account; must enter the last four digits of the ID. Koha will search for other IDs so long as the format includes the privacy format.
 - c. Search using patron's date of birth.

BARCODE

1. New patrons – scan account number from library card.
2. Existing patrons – If a pre-existing account for a patron is located do not assign a new barcode. See "Replacement Library Cards".

REPLACEMENT LIBRARY CARDS

No agency charges replacement fees for normal wear and tear or for name changes. Some agencies may charge for a replacement card if the patron has lost or misplaced a card. An ID is required to replace a library card.

If a patron is currently registered at your library and wishes to have the card replaced, assign a new barcode. For Best Practice, the barcode prefix and registered library should match.

If a patron is not currently registered at your library and wishes to have the card replaced, confirm the patron wants to change their registered library. If necessary, update all fields and add new barcode.

1. If the patron wishes to change libraries – assign a new barcode and change the registered library. The barcode prefix and library should match. Online digital accounts may also need to be updated or deleted.
2. If the patron does not wish to change libraries – follow best practices at your location to allow checkout and have the patron follow up at their registered library to obtain a new card.
3. The patron's previous barcode should be noted in the Previous Barcode field. This allows staff to verify the previous barcode when troubleshooting e-material issues (Overdrive, Hoopla, etc.).

SCANNER – PATRON ENTRY

A patron can be registered by scanning a driver's license. All information in the patron record is entered with ALL Caps in this instance. You do not need to change the entry to standards as below (re. Capitalization of first letter only). Please confirm the information on the license is correct.

LAST NAME

Legal last name printed on identification. First letter capitalized. Names with punctuation or spaces should be entered exactly as seen on the ID.

RULE	EXAMPLE
Enter exactly as spelled on the ID, omitting diacritical marks.	ID: Laurence Quarri Last name: Quarri
If the last name consists of more than one name, enter all parts in the Last name field exactly as ID has it printed.	ID: John Van Duzer Last name: Van Duzer ID: James Madison-Park Last name: Madison-Park ID: Roberto Gonzales Chavez Last Name: Chavez ID: Toby O'Connor Last name: O'Connor
If "Jr" or any other addition appears as a part of the last name, enter it in the Last Name field.	ID: Eli Jackson Jr Last name: Jackson ID: John Jones III Last name: Jones

FIRST NAME

Legal first name printed on identification (do not use nickname or abbreviations). First letter capitalized. Optional 'Legal name if different' field available for patrons who use names other than their legal names for patron account.

RULE	EXAMPLE
Enter exactly as spelled on ID.	ID: Tommy Smith First name: Tommy
If the first name is hyphenated, enter both names in the First name field exactly as printed on ID.	ID: Mary-Jane Jones First name: Mary-Jane ID: Jean-Pierre Smith First name: Jean-Pierre

MIDDLE NAME

Middle name (initial if full name unavailable). Enter in Initials field of patron registration.

RULE	EXAMPLE
Enter the whole middle name as spelled	ID: John Quincy Adams Middle name: Quincy
If only a middle initial is available, enter that in the Middle name field.	ID: Lou Q. Stewart Middle name: Q

Do not type a period.	
If more than one middle name is given, enter them all.	ID: John Francis Xavier Smith Middle name: Francis Xavier

LIBRARY

New patrons – automatically set in patron registration wordform using the library location where the card is being created (barcode prefix matches branch).

Existing patrons – If a patron has moved or wishes to change their registered library the registered library should match the barcode prefix so the card may need to be replaced. See “Replacement Library Cards” to allow checkout.

PATRON CODE

Select the appropriate patron type. Not all jurisdictions use the same codes.

PATRON TYPE	EXPIRATION LIMIT
Adult	48 months
Foster	12 months
Homebound	48 months
Institution	48 months
Juvenile	48 months
Teen	48 months
Visitor	3 months
Welcome	3 months
Welcome Child	3 months

ADDRESS

A valid home address is required for all patrons except for ~~“internet only”~~ and ‘Welcome’. State law requires that patrons receive written notices before being sent to collections. **It is imperative we have a valid address.**

To add an address, use the Main Address field (or Alternate Address if adding multiple addresses). If entering a second address, list the mailing or local address in the Main Address section. ~~If mailing address and physical address are different, enter both.~~

Enter zip code, city, and state.

~~For “internet only” patrons, enter “internet only” in the address field and add the library’s zip code.~~

RULE Enter the street address and apartment number (if applicable), or PO box number. Use the following abbreviations:	Example
Apartment Apt Avenue Ave Boulevard Blvd Building Bldg Circle Cir Highway Hwy Lane Ln Place Pl Road Rd Room Rm Street St Suite Ste	Address: 15 Main St Address: 123 W 45 St Apt 67 Address: 89 Grand Ave Ste 10 Address: PO Box 333
If a street address includes a compass direction, use N, S, E, W, NE, NW, SE, or SW If a street name is a numbered street, use the cardinal number only, (without the “-st”, “-nd”, “-rd”, “-th”)	Address: W Main St Apt 4B Address: 1200 Parks Ave NW Address: 13 E 67 St

TELEPHONE/EMAIL, ETC.

Enter as appropriate. Set notification option according to patron’s choice. Not required fields in Koha.

RULE	EXAMPLE
Enter the number in the Primary phone field. If a second number has been provided, enter it in the Secondary phone field.	Telephone #: 805-777-7777

PHONE FIELD ENTRY GUIDELINES

“Primary phone” is a mandatory field in the current automated system. For patrons who do not have a telephone, or refuse to give a telephone number, as of November 17, 2010, the agreed upon standard for this field on the patron registration screen is “none” or “refused” (no note in the patron record).

If a patron refuses to give either an email address or a telephone number, the staff member should put an agreed upon staff email address in the email field. Failure to do so will result in a patron account with fees/fines over ~~\$40~~ \$50 going to Collections without any prior notice, or not going to Collections at all if the notice cycle cannot begin/complete.

Email or telephone notification is required for the notice cycle to begin. Telephone overdue notices that are not completed (answered) will receive a print bill notice after 30 days.

TELEPHONE INPUT STANDARDS FORMAT

The acceptable format for telephone numbers for automated calling is:

1- AAA-PPP-NNNN. “AAA” is area code, “PPP” is prefix, “NNNN” is number.

Some general rules:

- Format applies to all telephone fields in the record.
- Only one telephone number per field (not “PPP-NNNN or PPP-NNNN” in the same line)
- The iTiva system can only call a direct number. If the phone number contains any of the following, it cannot be used:
 - An extension number.
 - A work number that needs to go through a switchboard.
 - A call blocking service access number such as *82
 -
- Words in the telephone number are acceptable as the iTiva system ignores them. Examples: parents’ home, work, cell.
- **Do not enter any symbols such as # or *.**
- Do not use a contiguous set of numbers such as 1111111 or 999. This could result in the automated system dialing 9-1-1 as it uses dialing formats to reach outside lines.

PASSWORD

Will default overnight to the last four digits of phone number if nothing is entered. If no phone number is entered, default to ‘1234’.

PREVIOUS BARCODE

If the patron is replacing their card rather than creating a new account, copy and paste the former account number into this field. **In Koha, this is not a searchable field.**

DATE OF BIRTH

Enter the date of birth, which is required, in the (MM/DD/YYYY) format. If the patron refuses to provide the year of birth, enter the birth year as 01-01-1900.

UNIQUE ID

Enter the last four digits of the ID number, followed by the type of ID in this order:

Driver's License

1. Enter the last four digits of the number, followed by a space.
2. Enter the abbreviation of the issuing state, followed by **DL** to denote Driver's License, (with the exception of California which would be entered as CDL). Do not place a space between the two (i.e. AZDL, not AZ DL).

9760 CDL**1721 WADL****State ID**

Follow the same entry procedure as Driver's License; use **ID** to denote identification.

9760 CID**Military ID**

1. Enter the last four digits of the number, followed by a space, then **MLID**

0628 MLID**Alien Resident Number**

1. Enter the last four digits of the number, followed by a space
2. Enter **INSID** (Immigration & Naturalization Identification) and the issuing country.

0497 INSID Mexico**Passport Number**

1. Enter the last four digits of the number, followed by a space.
2. Enter **PPN**, followed by a space.
3. Enter the country of origin, or the country's abbreviation (e.g. **USA**).

9023 PPN USA**4568 PPN FRA****Border Crossing Card**

1. Use the back of the card (no photo)
2. Use the last four digits of the number at the bottom on the first line beginning with MEX

MEX 6789**Matricula Consular**

1. Enter the last four digits of the number in the lower right corner on the picture side of the ID location below the expirations date followed by a space
2. Enter the country abbreviation followed by a space then **MAT CON**

1244 MX MAT CON**Employment Authorization Document**

1. Use the front of the card (photo)
2. Under the name is a USCIS number. Enter the last four digits of the number followed by a space, then **USEA**

1244 USEA**Mexican Voter Registration Cards****1- Use photo?****2- Number?****PARENT/GUARDIAN**

Only use for Juvenile or Teen cards. Input information in ID field using the same parameters listed above. Optionally a P/ may be added (meaning parent) before type of identification, i.e., 9760 P/CDL, 9760 P/CID, 0628 P/MLD, etc.

Enter first name first, middle initial or name, and last name last: **Mary Jane Patron**

STAFF INITIALS

Use your library's 2-letter code as used in Koha and a forward slash and your initials: **LM/ss**

STANDARDS FOR PATRON NOTES IN KOHA

Select the appropriate type of note to deliver the message to patron and/or staff.

- All notes should be brief and include only pertinent facts.
- All free-text notes should include date first, then Branch/staff initials
- In Patron Status Notes put most recent note at the top, date first, then Branch/staff initials.

If the notes field is full, refer to the supervisor for review.

PATRON REGISTRATION REQUIREMENTS

A jurisdiction should only change another library's patron codes if the individual has moved to that jurisdiction.

TYPE	SP ³	LM	PR	SM ²	GV	CC
Adult	ID & proof of address	ID & proof of address	ID & proof of address	ID & proof of address	ID & proof of address see below 1	See below 1
Group Cards	n/a	n/a	n/a	n/a	parent ID & proof of address see below 1	n/a
Juvenile	parent ID & proof of address	parent ID	parent ID	parent ID & proof of address	see below 1	See below 1
Welcome	ID	ID	ID	ID	see below 1	n/a
Teen	N/A	n/a	parent ID	n/a	Age 13-17 issued w/out ID and w/out proof of address	Ages 13-17 issued w/out ID
Internet Only	N/A		N/A		Ages 18 & up issued w/out ID	Ages 18 & up issued w/out ID

¹ **GO GV** will issue a card with a government-issued ID with photo and proof of address. If there is no proof of address the patron will be asked to write the address on a preprinted confirmation postcard which will be mailed. The subsequent presentation of this card with its postmark shall constitute proof of address. GO issue cards to institutions with proper institutional ID and with individuals associated with institutions accepting personal responsibility.

² SM will mail cards to patrons who have no other way to verify their mailing address. Patron is allowed to check out 2 items before card is mailed.

³ **SP** will issue a card with a government-issued ID with a photo and proof of a permanent residential address. SP will mail postcards to patrons who have no other way to verify their mailing address. The return of this card with a recent postmark will be used as proof of address. If the address used is a transitional location, a Welcome card will be issued instead of a permanent card. If the address used is a P.O. Box, mail with a recent postmark is required.

LIBRARY CARDS

It is a common practice to issue library cards to individuals only, apart from ILL institutions. Lompoc issues cards to the prison. The prison gets a higher checkout limit.

In October 2020, the Administrative Council voted that juvenile or teen patrons 'aging up' to adult cards should have existing fines and fees removed from their account.

ONLINE REGISTRATION *

Patrons may register online and receive a temporary barcode starting with the library prefix and then an 'E' (example 22138E). Libraries are assigned based on zip code designations through a 3rd party vendor that does address verification. "E" cardholder registration expiration ~~varies by jurisdiction~~ is set at 3 months. These cardholders may place holds and use online services such as Overdrive. ~~Online registrations should be deleted if there is no activity on the account for more than six months.~~

*Paso Robles Libraries do not use online registration at this time.

CARD EXPIRATION

~~On March 23, 2013, the Administrative Council voted to set Card Expiration to 99 years.~~ Address Check is determined by jurisdiction. See Patron Type table for expiration dates.