BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado
Arroyo Grande, CA 93420
805 543 6082
Blackgold.org

ADMINISTRATIVE COUNCIL AGENDA
Friday, May 17, 2024
Goleta Valley Library
Presiding: Dawn Jackson, SM - FY 2023/24- VICE CHAIR

* Item accompanies the agenda

- Scheduled break at 11:00 a.m.
- Working lunch scheduled at 12:00 p.m. with library tour to follow.

Symbol	Key
M	Move to approve
*	PDF accompanies posted agenda
**	Item to be provided later

1. **10:00a.m. CALL TO ORDER**
2. *M* - **ADOPTION OF AGENDA**
3. **PUBLIC TESTIMONY**
4. *M* - **CONSENT CALENDAR**
   a. *Administrative Council Minutes – 03.15.24
   b. *Financial Reports – 03/2024
   c. *Net Borrowing/Lending – 04/2024
   d. *FY 2024-25 Meeting Calendar
   e. *FY 2024-25 Committee/User Group Contact list
5. **AUXILIARY RECEIVE AND FILE** — [posted @ http://ats.blackgold.org]
   a. Departmental Resources
      i. Circulation - Checkout & Renewal Statistics – 04/2024
      ii. Cataloging – 04/2024
      iii. Hoopla Recap – 03/2024
      iv. Best Practices – Committees (approved 03/2024)
6. **STATE LIBRARY REPORT** –presented by Bev Schwartzberg (15 minutes)
7. **DIRECTOR HIGHLIGHTS** – (20 minutes)
8. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
9. **OLD BUSINESS**
   a. ***M** – JPA/Bylaws Update – Discuss any updates from respective city/library attorneys concerning the approval of the latest draft of the JPA and Bylaws.
10. **NEW BUSINESS**
    a. * *M* – Circ Manual – Notices – The Notice section for the Circ manual has been reviewed and updated by the Library Operations Committee. Council approval is requested.
    b. * *M* – Palace Project (Aspen) – Determine whether to add Palace Project titles to the Aspen catalog to enable patrons to check out Palace titles through their Aspen account. Discuss changes to how they are displayed in the Advance Search facets.
    c. * *M* – OverDrive – Discuss and approve a commitment for the next 2 years for the OverDrive magazine subscription.
    d. * *M* – FY 2024-25 Final Budget - Review the final budget for the FY 2024-25. Recommend changes and/or give final approval.
    e. * *M* – CLSA Application – Review and approve the CLSA application and budget for the FY 2024-25 CLSA for communications, delivery and resource sharing funding.
    f. * Contribution Formula (Discussion) – Review and start preliminary discussions about the contribution formula. Determine how we will move forward.

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado
Arroyo Grande, CA 93420
805 543 6082
Blackgold.org

11. **LIBRARY PRESENTATION** (15 minutes)
12. *M* – **ADJOURNMENT**

NEXT MEETING: Friday, July 19, 2024 (CC)

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.

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado
Arroyo Grande, CA 93420
805 543 6082
Blackgold.org

ADMINISTRATIVE COUNCIL MINUTES
Friday, March 15, 2024, at 10:00 a.m.
Santa Maria Public Library
Presiding: FY 2023/24 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. **10:05 a.m. CALL TO ORDER**
2. ℳ - **ADOPTION OF AGENDA -** *1st JT/2nd EL. 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 JF. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.*
    a. *Administrative Council Minutes – 01.19.24
    b. *Financial Reports – January 2024
    c. *Net Borrowing/Lending – February 2024
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.

        GF (BG) reviewed the major changes to the latest revision of the JPA and the Bylaws. Additional changes include: *(pg. 7) Administrative office to administrative staff, voting to reflect unanimous minus one.*

        A motion was made to tentatively approve the JPA and Bylaws with the changes listed.

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

        ACTION ITEM(S):

        - GF (BG) will make minor changes and provide a clean copy to Directors. Directors will then send onto their respective attorneys and follow local procedures for approval.
        - Prep to review the current contribution formula. GF (BG) will provide the Council with information from the Anne Marie Gold report from 2013 and the 2018 report by Karen Dash.
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.

        Council agreed to make the following adjustments to the Administrative Council meetings:

        - Six meetings per year
        - Each library hosts one meeting per year.
        - Longer meeting times to include a working lunch and schedule breaks as needed.
        - Limit the State report to 15 minutes.
        - Change *Roundtable* to *Director Highlights*, move to follow the State report and limit it to 20 minutes total time. Encourage directors to share the top 2-3 items max.
        - Move the Black Gold Directors report to follow Director Highlights. Limit report to 10

minutes. Old Business and New Business to follow with the Library Presentation to come at the end of the meeting with a limit of 15 minutes.

- Host library to conduct a tour or prepare a 15-minute presentation on their library. Add to the agenda.
- Add time limit to agenda topics.
- Utilize virtual meetings to cover any necessary extra business.
- BG recorder will keep time and provide Chair with a one-minute warning to aid in keeping topics on track.

A motion was made to accept the proposed changes to the Administrative Council.

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

ACTION ITEM(S):

- Re-arrange the Council schedule to the following: GV – May; CC – July; LM – September.
- Used the new agenda format starting with the May meeting scheduled in Goleta.

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.

- Change the ATS Committee to the Library Operations Committee (LOC).
    - Meet 10 times per fiscal year with 4 meetings in-person.
    - Meetings can be cancelled for a lack of topics at any time.
    - Each jurisdiction can send multiple people but have only 1 vote per jurisdiction.
    - Meetings to be scheduled from 10 a.m. to 1 p.m. with a hard cutoff at 1:00 p.m.
    - BG staff will chair every meeting. Libraries will rotate as recorders starting with Lompoc.
    - LOC will provide the Council with recommendations regarding shared library operations.
    - LOC will evaluate new technologies, facilitate resource sharing and work with BG director and staff on policies and procedures pertaining to the cooperative.
- All other committees will be replaced with User Groups
    - User groups will include Youth Services, Adult Services, Collection Development, Outreach/Marketing.
    - User groups will have no voting rights but will make recommendations that will be shared with the Council.
    - The purpose of the user groups will be to share ideas, training and staff development and provide open communication with BG staff.
    - Youth Services, Adult Services and Outreach /Marketing will twice a year with one in-person meeting and one online meeting. Collection Development will meet quarterly online. Alternative training dates can be added as needed.
    - All meetings should be adhere to the scheduled 10 a.m. to 1 p.m. timeframe.
    - Multiple staff members can attend user groups.
    - Cataloging will be a regularly schedule training offer to all library staff per discretion of the library director,

A motion was made to accept the proposed changes to the standing committees.

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

A motion was made to amend the Bylaws (article 7, section 2) to reflect the changes to the ATS (Operations) committee.

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

ACTION ITEM: BG will send a summary of committee changes to directors for reference.

c. *** ℳ - 2024-25 Preliminary Budget** - Review and approve the second draft of the budget for the FY 2024-25.

Purposed changes: increased consultant's fee to $6,000; corrected office equipe line item to $2,500; increase to courier fees by 8.5%; moved the unfunded pension liability to the contribution section.

A motion was made to the 2024-25 Preliminary Budget with changes.

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

d. *ℳ – **Circ Manual Patron Section** - Review and approve the latest changes to the Patron section of the Circ Manual for approval.

Changes: Remove Mexican voter ID as an accepted ID; remove footnote 1 for CC in acceptable ID section.

A motion was to approve the Patron section of the Circ manual with changes.

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

9. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

GF (BG) reported SLO items will be dropped off at the BG office. BG staff will exchange items with the Arroyo Grande library through the summer. We will re-evaluate it at that time. Libraries can send SB items to the BG office as well. CC will drop them off as needed.

BG Staff is working with Cenic and AT&T on the migration to the new data center. While downtime is unavoidable, we will work to keep everyone informed and disruption to a minimum if possible.

BG Staff is working cleaning up patron records. We hope to have it completed by the end of the fiscal year on June 30th/

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

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

12. ℳ – **ADJOURNMENT at 2:30 p.m. -** *1st ES/2nd JF. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.*

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.

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

580 Camino Mercado
Arroyo Grande, CA 93420
805 543 6082
Blackgold.org

MEMORANDUM

DATE: **April 30, 2024**

TO: **Black Gold CLS Administrative Council**

FROM: **Glynis Fitzgerald, Director of Operations**

SUBJECT: **Financial Statements – FY 2023-24 – March 31, 2024**

The Financial Statements for the nine months ended March 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 nine months was **78.9%** of the budget for the fiscal year, while the combined total of all expenditures for the nine months equaled **$826,723** which represents **71.4%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Nine Months Ended March 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	913,879	244,075	78.9%	
Expenditures	1,157,954	826,723	331,231	71.4%	
Surplus/(Deficit)	0	87,156	87,156		

Total Reimbursables Invoiced	0
Total Reimbursable Expenditures	0
	0

Shared Vision Project Revenue	62,059
Shared Vision Project Expenses	(62,059)
	0

Stronger Together Project Revenue	571,082
Stronger Together Project Expenses	(571,082)
	0

The California Collection Grant Revenue	868,569
The California Collection Grant Expenses	(868,569)
	0

Reserves Used This Year	0

87,156

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2024
Fiscal Year Elapsed: 75%

Ref			FY 23/24 Final Budget	March 2024 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
		REVENUES & EQUITY FUNDING						
	4705	Miscellaneous Revenue	-	-	500	(500)	-	
	4101	Interest Earnings	10,000	0	25,667	(15,667)	256.7%	
	4331	Grant Management Proceeds	80,000	-	47,900	32,100	59.9%	
	4402	CLSA - Commun. & Deliv.	138,852	-	138,852	-	100.0%	
	4500	Reserves Used this year	-			-	0.0%	
	4324	SCLC - Broadband Grant	-	24,982	67,156	(67,156)		
	4706	Erate Refunds(Comm Line)	131,840	153	13,188	118,652	10.0%	
	4707	California Teleconnect Fund	21,170	45	7,683	13,487	36.3%	
	4409	Shared eContent & Subscription	53,810	-	40,359	13,451	75.0%	
	4302	Member Contributions - Resource	668,068	-	501,051	167,017	75.0%	
		UAL Contribution	54,214		71,524	(17,310)	131.9%	
		TOTAL FUNDS AVAILABLE	**1,157,954**	**25,181**	**913,879**	**244,075**	**78.9%**	
		EXPENSE SUMMARY						
	6000	All Programs	543,850	37,743	414,104	129,746	76.1%	
	6100	System Administration	98,940	6,912	68,628	30,312	69.4%	
	6400	Communications and Delivery Service	279,647	34,324	156,598	123,049	56.0%	
	6500	Databases/Downloadables	119,750	10,683	91,394	28,356	76.3%	
	6700	ILS	115,767	19,440	95,999	19,768	82.9%	
	6800	System Grants	-	-	-	-		
		TOTAL EXPENSES	**1,157,954**	**109,102**	**826,723**	**331,231**	71.4%	
		Surplus/(Deficit)		(83,921)	87,156			
		Expenditure Details						
		6000-All Programs						
		All Personnel						
	6101	Regular Salaries	399,678	30,759	294,595	105,083	73.7%	
	6102	Benefits	144,172	6,984	119,509	24,663	82.9%	
		Total All Programs	**543,850**	**37,743**	**414,104**	**129,746**	**76.1%**	
		6100-System Administration						
	5011	Office Expense	2,500	-	1,195	1,305	47.8%	
	5012	Service Charge, Bank etc	250	800	820	(570)	328.0%	
	5014	Postage & Shipping	400	-	38	362	9.4%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2024
Fiscal Year Elapsed: 75%

Ref			FY 23/24 Final Budget	March 2024 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
53	5016	Reimbursement Meeting Expense	1,000	210	613	387	61.3%	
54	5035	Vehicle Fuel & Maintenance	1,000	309	532	468	53.2%	
55	5051	Auditors	15,000		13,095	1,905	87.3%	1
56	5054	Payroll Processing Fees	2,000	154	1,407	593	70.4%	
57	5057	Rent	19,140	1,610	14,333	4,808	74.9%	
58	5058	Utilities	2,500	191	1,377	1,123	55.1%	
59	5059	Attorney Fees	15,000	371	10,212	4,788	68.1%	
60	5082	Janitorial Service	1,200	90	810	390	67.5%	
61	5115	Travel	1,000	829	829	171	-	
62	6118	Dues & Subscriptions	2,000		1,620	380	81.0%	
63	5153	Insurance	20,000	1,898	17,078	2,922	85.4%	
64	6222	Staff Training	-	-	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		229	971	19.1%	
69	6266	Library Mailers Billed Back	-			-	-	
70	6291	Office Equipment & Maintenance	500	241	241	259	48.2%	
71	6292	Software	4,000	210	2,676	1,324	66.9%	
72	6296	CLSAinfo.org	-		120	(120)	-	
73		**Total System Administration**	**98,940**	**6,912**	**68,628**	**31,083**	**69.4%**	
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	821	6,521	(4,301)	293.8%	3
78	6450	Cenic - Communication Line	190,515	-	46,351	144,164	24.3%	
79	6294	Telecom Equipment		24,818	38,824	(38,824)		4
80	6294b	Telecom Equipment Maintenance	10,000	2,359	7,968	2,032	79.7%	
81	6485	Delivery Services	75,912	6,326	56,934	18,978	75.0%	
82		**Total Communications and Delivery Service**	**279,647**	**34,324**	**156,598**	**123,049**	**56.0%**	
83								
84								
85								
86		**6500-Databases/Downloadables**						
87	6147	eContent	116,750	10,415	88,984	27,766	76.2%	
88		OverDrive						
89	6147b	Subscription Services	3,000	268	2,410	590	80.3%	
90		Luna						
91		**Total Reference Services**	**119,750**	**10,683**	**91,394**	**28,356**	**76.3%**	
92								
93								
94								
95		**6700-ILS**						
96	6227	Cataloging Tools	3,000	130	1,170	1,830	39.0%	
97	6236	ILS Support	60,062	14,303	52,933	7,129	88.1%	
98		Aspen						
99		Koha						
100	6516	ILS Add-Ons	38,705	2,489	26,464	12,241	68.4%	
101		Novelist						
102		Quipu						
103		The Content Café						
104		Capira						

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2024
Fiscal Year Elapsed: 75%

Ref			FY 23/24 Final Budget	March 2024 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
105		Talking Tech ITIVA						
106		Dell ITIVA Maintenance						
105	6240	PCI Compliance	3,500	283	2,553	5,674	72.9%	
106	6257	System Facility Service Fees		1,283	1,283			
107	6276	MARC records - Skyriver	10,500	788	7,456	3,044	71.0%	
106	6293	System Equipment	-	165	4,140	(4,140)		
107	6297	RFID Project				-		
108		**Total ILS**	**115,767**	**19,440**	**95,999**	**25,778**	**82.9%**	
109								
110	**6800-System Grants - State**							
111	6603	PLSEP Grant Revenue				-		
112	6604	PLSEP Grant Expenses				-		
113		**Total System Grants**	-	-	-	-		
114								
115				(83,921)	87,156			
116								
117								
118								
119	**8200-Shared Vision Project**							
120	8201	Grant Revenue			(62,059)			
121	8205-820	Grant Expense			62,059			
122		**Net Shared Vision Project**	-	-	-			
123								
124								
125								
126	**8400-Stronger Together Project**							
127	8201	Grant Revenue		(18,459)	(571,082)			
128	8205-820	Grant Expense		18,459	59,932			
129	8411	Sub-Grants		-	511,149			
130		**Net Stronger Together Project**	-	-	-			
131								
132								
133	**8600 The California Collection**							
134	8601	Grant Revenue			(868,569)			
135	8608	Grant Expense			868,569			
136		**Net eBooks-for-All Project**	-	-	-			
137								
138								
139								
140								

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2024
Fiscal Year Elapsed: 75%

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	Auditors	$ 13,095	Prior year audit fee balance of $1,950 not billed until current year
2	Communication Line Expense	$ 6,521	Waiting for erate discounts to be applied back to BG
3	Telecom Equipment	$ 38,884	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 Nine Months Ended March 31, 2024
Fiscal Year Elapsed: 75%

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.

			March 2024 Actual	Year to Date Actual
160	**Reimbursable Expenditures**			
161				
162				
163	Miscellaneous Orders			
164	6361	LOM Misc Orders	782	-
165	6362	PR Misc Orders	2,681	-
166	6365	SM Misc Orders	694	-
167	6366	SP Misc Orders	(273)	-
168	6367	GOL Misc Orders	(392)	-
169	6367	CC Misc Orders	(1,352)	-
170				
171		Subtotal Misc. Orders	2,139	-
172				
173		**Total Reimbursable Expenditures**	**2,139**	**-**
174				
175				
176		**Total Reimbursables Invoiced**	**-**	**-**
177				
178			2,139	-

Black Gold Cooperative Library System
Balance Sheet
March 31, 2024

	G/L Acct. #	Account Description	Debit	Credit
179	1102	**Petty Cash**	**46**	
180	1103	**Checking WF 0620-028761**	**8,396**	
181	1104	**Founders Community Checking**	**468,715**	
182	1105	**Savings LAIF 16-56-003**	**969,079**	
183	1201	Accounts Receivable - Invoices	55,516	
184	1251	Other Receivables	231,034	
185	1302	ATS Prepaid Expense	75,973	
186	1303	GEN Prepaid Expense	4,741	
187	1304	Prepaid Insurance	6,207	
188	1305	Prepaid Other	102,756	
189	1501	Fixed Assets	194,142	
190	3502	Accumulated Depreciation		162,470
191	1906	Provisions Vacation Payable	29,703	
192				
193	2104	Accounts Payable		131,795
194	2100-2110	Wages & Benefits Payable		13,746
195	2120-2122	Wells Fargo Credit Card Payable		
196	2199	Accrued Expenses		-
197	2204	Deferred Credit Card Revenue		-
198	2206	Deferred Grant Revenue - Broadband Grant		35,083
199	2210	Library Gifts (see recap attached)		1,923
200	2211	Library Deposits (see recap attached)		2,209
201	2208	Deferred Revenue -Shared Vision Grant		-
202	2209	Deferred Revenue -Stronger Together Grant		212,588
203	2212	Deferred Revenue -Palace Project Grant		-
204	2215	Deferred Revenue - The California Collection		-
205	2309	Deferred Comp Withheld		
206	2602	Longterm Vacation Payable		29,703
207	3002	**General Operating Fund (unassigned)**		**606,149**
208	3007	**ILS Replacement Fund Committed**		**298,359**
209	3103	**Adminstrative Vehicle Fund Committed**		**28,000**
210	3104	**Retiree GASB 45 Fund Committed**		**257,926**
211	3105	**Library Reserves (see recap attached)**		**30,548**
212	3210	General Reserve for PPD's/Dep.		216,981
213	3300	**Gold Coast Library Network Cash**		**-**
214	3501	Investment in Fixed Assets		31,672
215		FY 23-24 Operating Results		87,156
216		rounding		
217			2,146,309	2,146,309

Black Gold Cooperative Library

Recap of Balances attributed to Individual Libraries

March 31, 2024

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	$ 1,919.28	(for OD purchases)
SB	$ 4.08	
PR	$ -	(for HotSpots)
	$ 1,923.36	

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

PR	$ 2,209.12	(for Hoopla)
	$ 2,209.12	

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
	$ 30,548.50	

Black Gold Cooperative Library System
Non-Owned Items Circulated
April 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		0	0	106	11	11	0		0	55	8		2	1	3	4	146	13		46	0	0		47	453
GBV	4		0	0	82	1	5	0	88	0	5	1		0	1	0	0	28	2		6	0	0		3	138
GL	0		0	0	0	1	0	0	1	0	0	0		0	0	0	0	0	0		0	0	0		0	1
GO	208		19	0	0	227	248	0	494	0	367	67		19	10	32	22	915	142		394	0	8		381	3059
GS	33		3	0	169	0	50	0	222	0	69	10		7	2	4	6	130	20		66	0	0		53	622
GU	19		5	0	126	29	0	0	160	2	39	8		2	3	5	4	111	21		39	0	0		29	442
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0
			27	0	377	258	303	0																		
LC	0		0	0	0	0	0	0		0	1	0	1	0	0	0	0	0	0		0	0	0		0	1
LM	39		1	0	199	20	12	0		24	0	56	80	7	7	5	16	392	29		74	0	0		126	1007
LV	8		0	0	46	1	2	0		0	54	0	54	0	0	0	0	58	10		19	0	0		19	217
										24	55	56														
MA	2		0	0	4	2	0	0		0	4	0		0	0	0	0	12	2	14	4	0	0		1	31
MB	1		0	0	3	0	2	0		0	4	0		2	0	0	0	7	10	19	0	0	0		1	30
MC	0		0	0	0	0	0	0		0	0	0		0	1	0	0	7	4	12	2	0	0		3	17
MG	2		0	0	15	1	1	0		0	11	3		1	3	1	0	34	4	43	9	0	0		2	87
MM	107		1	0	284	28	34	0		0	210	27		40	30	10	38	0	2653	2771	180	0	0		180	3822
MO	8		0	0	14	3	3	0		0	8	1		2	0	0	3	30	0	35	7	0	0		8	87
														45	34	11	41	90	2673							
PR	60		2	0	233	24	20	0		0	178	23		6	5	5	7	320	47		0	0	9	9	157	1096
PRD	0		0	0	6	0	0	0		0	3	1		0	0	0	0	7	1		22	0	0	22	4	44
PRS	0		0	0	0	0	0	0		0	0	0		0	0	0	0	0	0		1	0	0	1	0	1
																					23	0	9			
SP	17		0	0	56	4	6	0		0	21	5		1	2	2	0	94	11		26	0	0		0	245
Total Lent	508		31	0	1343	352	394	0		26	1029	210		89	65	67	100	2291	2969		895	0	17		1014	11400

Black Gold Cooperative Library
Non-Owned Items Circulated

Calculated from April 2024 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	cc	453	508	6.14%	6.89%	55
Goleta Book Van	gbv	50	4	0.68%	0.05%	(46)
Goleta Los Olivos	gl	0	0	0.00%	0.00%	0
Goleta Valley Library	go	2,565	966	34.78%	13.10%	(1,599)
Goleta Solvang	gs	400	94	5.42%	1.27%	(306)
Goleta Buellton	gu	282	91	3.82%	1.23%	(191)
Goleta Santa Ynez	gy	0	0	0.00%	0.00%	0
		3,297	1,155	44.03%	15.61%	(2,142)
Lompoc Charlotte's Web	lc	0	2	0.00%	0.03%	2
Lompoc Main	lm	927	974	12.57%	13.21%	47
Lompoc Village	lv	163	154	2.21%	2.09%	(9)
		1,090	1,130	14.78%	15.32%	40
Santa Maria Los Alamos	ma	17	44	0.23%	0.60%	27
Santa Maria Bookmobile	mb	11	31	0.15%	0.42%	20
Santa Maria Cuyama	mc	5	56	0.07%	0.76%	51
Santa Maria Guadalupe	mg	44	59	0.60%	0.80%	15
Santa Maria Main	mm	1,051	2,201	14.25%	29.85%	1,150
Santa Maria Orcutt	mo	52	296	0.71%	4.01%	244
		1,180	2,687	16.00%	36.44%	1,507
Paso Robles	pr	1,087	872	14.74%	11.83%	(215)
Paso Robles Delivery	prd	22	0			
Paso Robles Study Center	ps	0	8	0.00%	0.11%	8
		1,109	880	14.74%	11.93%	(207)
Santa Paula	sp	245	1,014	3.32%	13.75%	769
Net of interbranch		7,374	7,374	100%	100%	22
						0

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

		May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total
Carpinteria	cc	(261)	(221)	(300)	(146)	(332)	(137)	(94)	15	(63)	(47)	10	55	(1,521)
Goleta Book Van	gbv	(64)	(18)	(59)	(44)	(40)	(44)	(36)	(34)	(44)	(53)	(56)	(46)	(538)
Goleta Los Olivos	gl	(1)	(2)	1	2	0	0	1	1	1	1	0	0	4
Goleta Valley Library	go	(1,497)	(1,771)	(1,781)	(1,513)	(1,511)	(1,481)	(1,505)	(1,684)	(1,957)	(1,645)	(1,425)	(1,599)	(19,369)
Goleta Solvang	gs	(94)	(110)	(128)	(142)	(244)	(215)	(279)	(337)	(334)	(273)	(318)	(306)	(2,780)
Goleta Buellton	gu	(67)	(12)	1	(14)	(164)	(197)	(130)	(142)	(152)	(176)	(167)	(191)	(1,411)
Goleta Santa Ynez	gy	1	1	3	0	0	1	1	1	1	0	0	0	9
		(1,722)	(1,912)	(1,963)	(1,711)	(1,959)	(1,936)	(1,948)	(2,195)	(2,485)	(2,146)	(1,966)	(2,142)	(24,085)
Lompoc Charlotte's Web	lc	0	0	0	(2)	0	(1)	(4)	(1)	0	0	0	2	(6)
Lompoc Main	lm	167	233	307	160	(6)	234	245	462	234	258	266	47	2,607
Lompoc Village	lv	97	145	175	102	(61)	20	(27)	7	(13)	31	(47)	(9)	420
		264	378	482	260	(67)	253	214	468	221	289	219	40	3,021
Santa Maria Los Alamos	ma	1	50	65	49	41	27	26	48	39	28	30	27	431
Santa Maria Bookmobile	mb	18	14	16	25	11	7	20	19	14	15	0	20	179
Santa Maria Cuyama	mc	34	39	43	33	8	7	16	13	13	25	20	51	302
Santa Maria Guadalupe	mg	23	66	61	49	34	9	22	9	15	18	27	15	348
Santa Maria Main	mm	598	477	568	834	1,061	912	926	1,041	1,392	1,088	1,053	1,150	11,100
Santa Maria Orcutt	mo	300	205	269	311	233	205	188	197	275	250	241	244	2,918
		974	851	1,022	1,301	1,388	1,167	1,198	1,327	1,748	1,424	1,371	1,507	15,278
Paso Robles	pr	215	268	253	285	(204)	(86)	(18)	(217)	(147)	(227)	(285)	(215)	(378)
Paso Robles Delivery	prd													
Paso Robles Study Center	ps	14	18	14	30	17	23	13	6	10	7	5	8	165
		229	286	267	315	(187)	(63)	(5)	(211)	(137)	(220)	(280)	(207)	(213)
Santa Paula	sp	516	618	492	(19)	1,157	716	635	596	716	700	661	769	7,557
Net of interbranch		0	0	0	0	0	0	0	0	0	0	15	22	37

FY 2024/25 BLACK GOLD STANDING MEETING SCHEDULE*

Committees & Chairs	Admin Council SM	Library Operations BG	User Groups	Youth Services	Adult Services	Collection Development	Outreach & Marketing
JULY	07/19 CC	07/10 Online					
AUGUST		08/07 Online			08/21 GV		
SEPTEMBER	9/20 LM	09/04 BG?		09/18 Online		09/11 Online	
OCTOBER		10/02 Online					10/16 Online
NOVEMBER		11/06 Online					
DECEMBER	12/06 SP					12/11 Online	
JANUARY	01/17 PR	01/08 Online		01/15 SM			
FEBRUARY		02/05 LM			02/12 Online		
MARCH	03/21 SM	03/06 Online				03/12 Online	
APRIL		04/02 Online					04/16 SM
MAY	05/16 LM (?)	05/07 LM					
JUNE						06/18 Online	
	3rd Friday	1st Wednesday		3rd Wednesday	2nd Wednesday	2nd Wednesday	3rd Wednesday

*All dates and locations are subject to change.

Modified: 05.01.24

Black Gold Cooperative Library System

2024-25 — Standing Committees & Administrative Council Contacts

Library Phone Numbers				
PR	805.237.3870		LM	805.875.8775
CC	805.684.4314		GV	805.562.5502
SM	805.925.0994		SP	805.525.3615

NOTE: 2024/25 Chair names are **bolded**. Last modified: 05.01.24

Black Gold Administrative Council
(Chair rotates South to North)

Lib.	Name	Phone	Ext.	Email address
PR	Lashley, Eric	805.237.3871		elashley@prcity.com
SM	**Jackson, Dawn**	**805.925.0994**	**2321**	**djackson@cityofsantamaria.org**
LM	Bleyl, Sarah	805.875.8785		S_Bleyl@ci.lompoc.ca.us
GV	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov
SP	Formanek, Justin	805.525.3615	102	justin.formanek@blanchardlibrary.org

Library Operations Committee (LOC)

Lib.	Name	Phone	Ext.	Email Address
BG	**Fitzgerald, Glynis**	**805.543.6082**	**229**	**gfitzgerald@blackgold.org**
BG	Duhon, Matt	805.543.6082	231	mduhon@blackgold.org
BG	Uvalle, Kristina	805.543.6082		kuvalle@blackgold.org
PR	Weber, Meg	805.237.3871		mweber@prcity.com
SM	St. Arnaud, Shannon	805.925.0994		sstarnaud@cityofsantamaria.org
LM	Keen, Dominic	805.875.8782		D_Keen@ci.lompoc.ca.us
GV	Saucedo, Elizabeth	805.690.5137		esaucedo@cityofgoleta.org
SP	Goldy, Brenda	805.525.3615		brenda.goldy@blanchardlibrary.org
SP	Duenas Nancy	805.525.3615		nancy.duenas@blanchardlibrary.org
CC	Castro, Eric	805.684.4314		ericc@carpinteriaca.gov
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov

Adult Services User Group

Lib.	Name	Phone	Ext.	Email Address
PR	Christiansen, Karen	805.237.3871		kchristiansen@prcity.com
SM	Speicher, Gillian	805.925.0994	8562	gspeicher@cityofsantamaria.org
LM	Keen, Dominic	805.875.8782		D_Keen@ci.lompoc.ca.us
GV	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
SP	Goldy, Brenda	805.525.3615		brenda.goldy@blanchardlibrary.org
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov

Youth Services (YS) User Group

Lib.	Name	Phone	Ext.	Email Address
PR	Bailey, Melissa	805.237.3870	7808	mbailey@prcity.com
SM	Brigman, Stacy	805.925.0994		sxbrigman@cityofsantamaria.org
LM	Bentle, Diana	805.875.8775		d_bentle@ci.lompoc.ca.us
LM	Frazian, Rachell	805.875.8775		r_frazian@ci.lompoc.ca.us
GV	Christensen, Kaley	805.562.5502		kchristensen@cityofgoleta.org
SP	Escoto, Olivia	805.525.3615		olivia.escoto@blanchardlibrary.org
CC	Furuta, Terra	805.684.4314		terraf@carpinteria.gov

Collection Development User Group

Lib.	Name	Phone	Ext.	Email Address
PR	Bailey, Melissa	805.237-3870	7808	mbailey@prcity.com
PR	Christiansen, Karen	805.237.3870		kchristiansen@prcity.com
PR	Lashley, Eric	805.237.3870		elashley@prcity.com
SM	Bjornstadt, Tom	805.925.0994		tbjornstadt@cityofsantamaria.org
SM	Britton-Holland, Joanne	805.925.0994		jbritton@cityofsantamaria.org
SM	Fierro, Selena	805.925.0994		sfierro@cityofsantamaria.org
LM	Farias, Theo	805.875.8775		t_farias@ci.lompoc.ca.us
LM	Homsher, Michelle	805.875.8775		m_homsher@ci.lompoc.ca.us
GV	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
GV	Christensen, Kaley	805.562.5502		kchristensen@cityofgoleta.org
SP	Goldy, Brenda	805.525.3615		brenda.goldy@blanchardlibrary.org
CC	Castro, Eric	805.684.4314		ericc@carpinteriaca.gov
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov

Outreach & Marketing User Group

Lib.	Name	Phone	Ext.	Email Address
PR	Beck, Jill	805.237-3870	7808	jbeck@prcity.com
PR	Worsham, Taylor	805.237.3870		tworsham@prcity.com
SM	Voss, Sara	805.925.0994		svoss@cityofsantamaria.org
SM	Gaytan, Jose	805.925.0994		jgaytan@cityofsantamaria.org
LM	Frazian, Rachell	805.875.8775		r_frazian@ci.lompoc.ca.us
LM	Guzowski, Amy	805.875.8775		a_guzowski@ci.lompoc.ca.us
LM	Homsher, Michelle	805.875.8775		m_homsher@ci.lompoc.ca.us
GV	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
GV	Christensen, Kaley	805.562.5502		kchristensen@cityofgoleta.org
SP	Escoto, Olivia	805.525.3615		olivia.escoto@blanchardlibrary.org
CC	Castro, Eric	805.684.4314		ericc@carpinteriaca.gov
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov

MEETING DATE:	May 17, 2024	**ESTIMATED TIME FOR ITEM:**	15 minutes
TITLE OF ITEM:	JPA/Bylaws Update	**PRIORITY LEVEL: (1-Low 3 – High)**	☐ 1 ☒ 2 ☐ 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	☒ For Discussion ☐ For Decision/Request Motion ☐ Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: *Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.*	The latest JPA and ByLaws were distributed to the Council members in March/April. Members were to discuss with their attorneys/governing bodies as to whether the document, in its current form, is acceptable.		
OUTCOME(S)			
DESIRED OUTCOME(S): *Describe your desired outcome(s)*	Members to give a status update to Black Gold. Note, the next step will be Black Gold sending out an executable copy to the governing bodies of each member for approval and signature.		
OTHER COMMENTS:			

Customized Notices								
Notice	**Description**	**BG**	**CC**	**GV**	**LM**	**PR**	**SM**	**SP**
MEMBERSHIP EXPIRY	Account expiration	Default Templates						
PREDUE	Advanced notice of item due							
PREDUE (DIGEST)	All Items Due (advanced)							
CHECKIN SLIP	Check-in slip							
HOLD AVAILABLE	Hold available for pick-up							
HOLD AVAILABLE (DIGEST)	All items available for pick-up							
HOLD CANCELLATION	Hold cancelled							
HOLD CANCELLATION - LOST	Hold cancelled – marked as Lost							
HOLD SLIP	Hold slip							
HOLD WAITING	Holding waiting pick up							
ISSUE -QUICKSLIP	Issue slip barcode only							
ISSUE SLIP	Issue slip							
CHECKOUT (DIGEST)	Complete list of items checked out							
DUE	Item due reminder							
DUEDGST	All items due							
ITEM RENEWAL	Item renewed							
AUTO_RENEWALS	Item auto renewed							
PASSWORD CHANGE	Notice of password change							
AUTO RENEWAL DIGEST	All items auto renewed							
ODUE	Overdue notice							
ODUE 2	2nd Overdue notice							
WELCOME	New account notice							
TRANSFER SLIP*	Transfer slip		X	X	X	X	X	X
ODUE 3**	Billing notice							

*Transfer slips are unique to each library. **Print notice administered by 3rd party.

BEST PRACTICES: Always use the copy feature when customizing notices and/or text alerts.

- Available templates can be found under Tools>Notices and Slips>Select a library: Black Gold Cooperative Library System.
- Select your library under the “Copy notice’ column.
- Click ‘Email” to customize notice emails and slips.
- Click ‘SMS’ for text alerts, if available.
- Click ‘Save’ once all changes have been made.
- Your customized notices will be available under your library tab.

Customized Notices								
Notice	**Description**	**BG**	**CC**	**GV**	**LM**	**PR**	**SM**	**SP**
MEMBERSHIP EXPIRY	Account expiration	Default Templates						
PREDUE	Advanced notice of item due							
PREDUE (DIGEST)	All Items Due (advanced)							
CHECKIN SLIP	Check-in slip							
HOLD AVAILABLE	Hold available for pick-up							
HOLD AVAILABLE (DIGEST)	All items available for pick-up							
HOLD CANCELLATION	Hold cancelled							
HOLD CANCELLATION - LOST	Hold cancelled – marked as Lost							
HOLD SLIP	Hold slip							
HOLD WAITING	Holding waiting pick up							
ISSUE -QUICKSLIP	Issue slip barcode only							
ISSUE SLIP	Issue slip							
CHECKOUT (DIGEST)	Complete list of items checked out							
DUE	Item due reminder							
DUEDGST	All items due							
ITEM RENEWAL	Item renewed							
AUTO_RENEWALS	Item auto renewed							
PASSWORD CHANGE	Notice of password change							
AUTO RENEWAL DIGEST	All items auto renewed							
ODUE	Overdue notice							
ODUE 2	2nd Overdue notice							
WELCOME	New account notice							
TRANSFER SLIP*	Transfer slip		X	X	X	X	X	X
ODUE 3**	Billing notice							

*Transfer slips are unique to each library. **Print notice administered by 3rd party.

BEST PRACTICES: Always use the copy feature when customizing notices and/or text alerts.

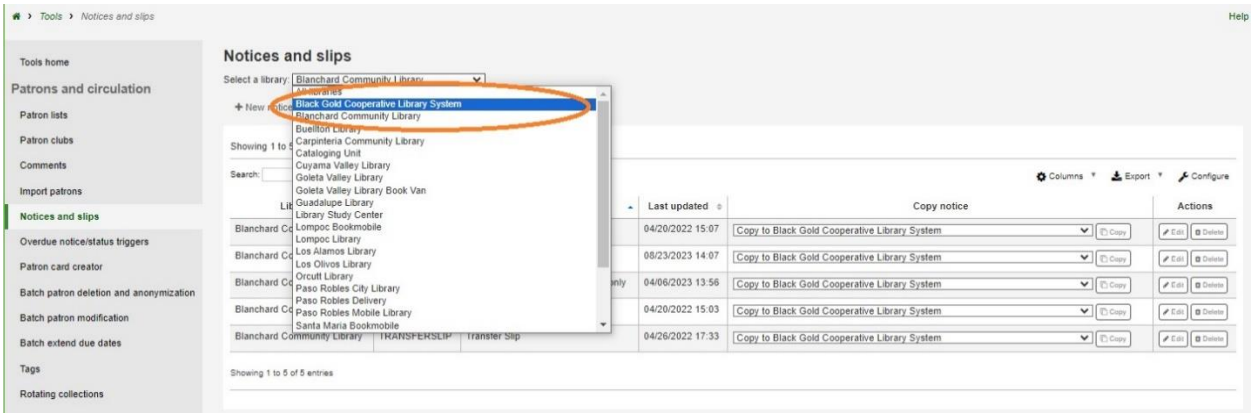
- Available templates can be found under Tools>Notices and Slips>Select a library: Black Gold Cooperative Library System.
- Select your library under the “Copy notice’ column.
- Click ‘Email” to customize notice emails and slips.
- Click ‘SMS’ for text alerts, if available.
- Click ‘Save’ once all changes have been made.
- Your customized notices will be available under your library tab.

INSTRUCTIONS FOR COPYING NOTICES FOR CUSTOMIZATION

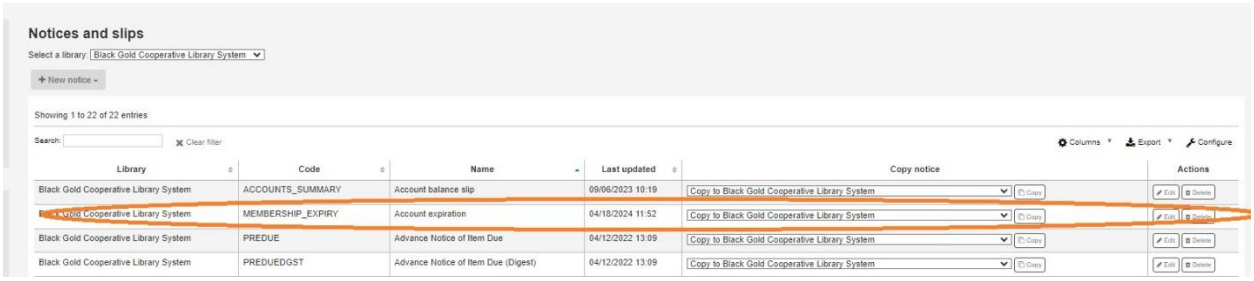
WARNING:

DO NOT ALTER A NOTICE BEFORE COPYING IT OVER TO YOUR LIBRARY NOTICES AND SLIPS PAGE!

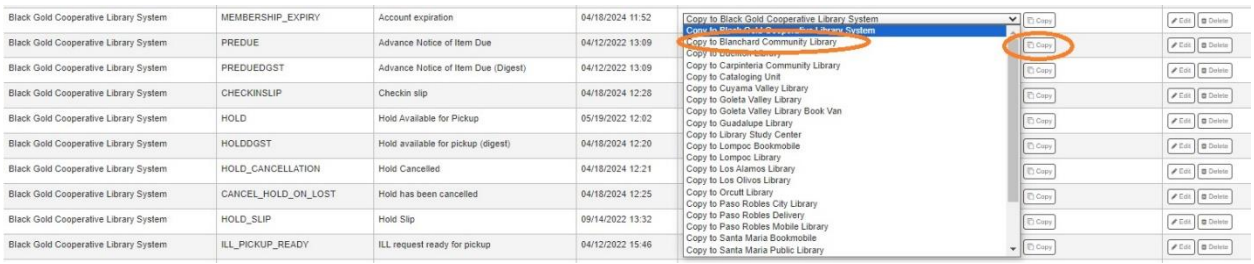
Step 1: Go to Tools > Notices and Slips in Koha. Choose Black Gold Cooperative Library from the 'Select a Library' drop down menu:



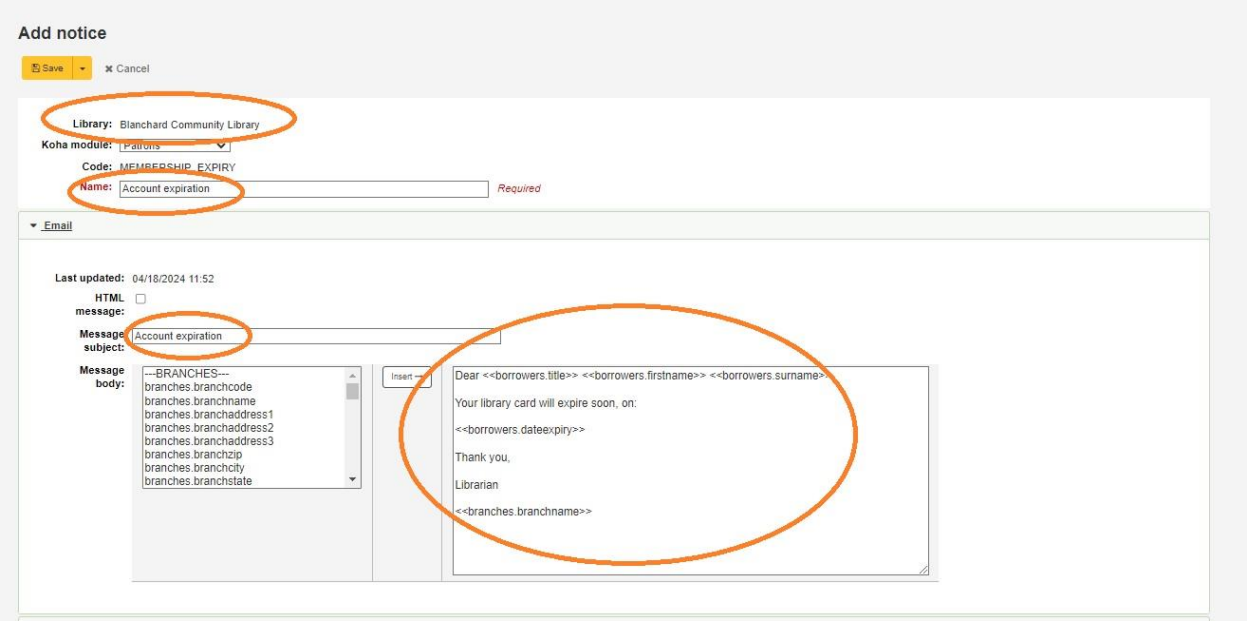
Step 2: Select the Notice to be copied.



Choose your library branch from the drop menu in the Copy Notice column. Click the copy button to move the item.



Step 3: Verify you are in your library. Edit the notice as needed. Note: You can change the name of the notice, but not the code.



Click save. The notice will then be listed under Notice and Slips for your library.

HELPFUL HINT: If you make an error, you can go back and copy the template into your library list. Koha will ask if you want to save over the first draft before saving.

NOTICE TEMPLATES (Coding language is printed in **TEAL**)

MEMBERSHIP EXPIRY - Account expiration.

Dear <<*borrowers.title*>> <<*borrowers.firstname*>> <<*borrowers.surname*>>,

Your library card will expire soon, on:

<<*borrowers.dateexpiry*>>

Please visit your library before this date to renew your card.

Thank you,

Librarian

<<*branches.branchname*>>

PREDUE - Advance notice of item due.

Dear <<borrowers.firstname>>,

The following items are due back to the library on the dates indicated. Please return these items prior to the due date.

<<items.content>>

<<branches.branchname>>
<<branches.branchaddress1>>
<<branches.branchcity>>,<<branches.branchstate>> <<branches.branchzip>>
<<branches.branchphone>>

SMS - Library items checked out to you will be due soon. Contact the library or check your account online.

<<branches.branchname>>

PREDUE (DIGEST) – Advance notice of all items due.

Dear <<borrowers.firstname>>,

The following items are due back to the library on the dates indicated. Please return these items prior to the due date.

<<items.content>>

<<branches.branchname>>

<<branches.branchaddress1>>

<<branches.branchcity>>, <<branches.branchstate>> <<branches.branchzip>>

<<branches.branchphone>>

<<branches.branchurl>>

SMS - Library items checked out to you will be due soon. Contact the library or check your account online.

<<branches.branchname>>

HOLD AVAILABLE – Hold available for pickup.

<h5>Date: <<today>></h5>

Dear <<borrowers.firstname>> ,

Material you requested is available for pickup at <<branches.branchname>> until <<reserves.expirationdate>>: Please disregard this notice if the item(s) have already been picked up. Please bring your library card when picking up the item(s). Manage or view your account at <<branches.branchurl>> .

Title: <<biblio.title>>
Author: <<biblio.author>>
Copy: <<items.copynumber>>
Location: <<branches.branchname>>

<<branches.branchaddress1>>
<<branches.branchcity>> <<branches.branchzip>>

SMS - You may pickup <<biblio.title>> at <<branches.branchname>> until <<reserves.expirationdate>>.

HOLD AVAILABLE (DIGEST) – All holds available for pickup.

You have one or more holds available for pickup:

Title: [% hold.biblio.title %]
Author: [% hold.biblio.author %]
Copy: [% hold.item.copynumber %]
Location: [% hold.branch.branchname %]
Waiting since: [% hold.waitingdate %]
Waiting at: [%hold.branch.branchname%]
[% hold.branch.branchaddress1 %]
[% hold.branch.branchaddress2 %]
[% hold.branch.branchaddress3 %]
[% hold.branch.branchcity %] [% hold.branch.branchzip %]

Please disregard this notice if the item(s) have already been picked up. Please bring your library card when picking up the item(s). Manage or view your account at <<branches.branchurl>> .

SMS - You have one or more holds available for pickup:

[% hold.biblio.title %]

HOLD WAITING – Holds waiting over xx days.

Dear [% borrower.firstname %] ,

The following holds are ready for pickup at [% branch.branchname %]:

[% FOREACH hold IN holds %]
  [% hold.biblio.title %]
[% END %]

Your hold will expire soon.

HOLD CANCELLATION LOST – Hold cancelled because item has been marked as Lost.

Dear [% borrower.firstname %] [% borrower.surname %],

We regret to inform you the following item is no longer available. Your hold has been cancelled.

Title: [% biblio.title %]
Author: [% biblio.author %]
Copy: [% item.copynumber %]
Location: [% branch.branchname %]

Contact your library for more information.

HOLD CANCELLATION – Hold cancelled.

Dear [% borrower.firstname %] [% borrower.surname %],

We regret to inform you the following item is no longer available. Your hold has been cancelled.

Title: [% biblio.title %]
Author: [% biblio.author %]
Copy: [% item.copynumber %]
Location: [% branch.branchname %]

Contact your library for more information.

SMS - Your request has been cancelled for title: <<biblio.title>>.

HOLD SLIP – Hold slip.

```
<h5>Date: <<today>></h5>
<h3> Transfer to/Hold in <<branches.branchname>></h3>
<h3><<borrowers.surname>>, <<borrowers.firstname>></h3>
<ul>
  <li><<borrowers.cardnumber>></li>
</ul>
<br />
<h3>ITEM ON HOLD</h3>
<h4><<biblio.title>></h4>
<h5><<biblio.author>></h5>
<ul>
 <li><<items.barcode>></li>
 <li><<items.itemcallnumber>></li>
 <li><<reserves.waitingdate>></li>
</ul>
<p>Notes:
<pre><<reserves.reservenotes>></pre>
</p>
```

ISSUE QUICKSLIP – Issue quick slip (patron barcode only.)

```
<style> h1  {font-family:"arial", Helvetica,sans-serif;
font-size: 125%; }
h3  {font-family:"arial", Helvetica,sans-serif;
font-size: 100%; }
h4  {font-family:"arial", Helvetica,sans-serif;
font-size: 100%; }
p {font-family:"arial", Helvetica,sans-serif;
font-size: 100%; } </style>

<h1><<branches.branchname>>
Checked out to  <br />
<<borrowers.cardnumber>> <br />

<<today>><br /></h1>

<h4>Checked Out Today</h4>
<checkedout>
<p>
<<biblio.title>> <br />
Barcode: <<items.barcode>><br />
Date due: <<issues.date_due>><br />

</checkedout></p>
```

ISSUE SLIP – Issue slip.

```
<style>
h1 {font-family:"arial", Helvetica,sans-serif;
font-size: 125%; }
h3 {font-family:"arial", Helvetica,sans-serif;
font-size: 100%; }
h4 {font-family:"arial", Helvetica,sans-serif;
font-size: 100%;}
p {font-family:"arial", Helvetica,sans-serif;
font-size: 100%;}
</style>

<h1><<branches.branchname>><br>
Checked out to <br />
<<borrowers.cardnumber>> <br />

<<today>><br /></h1>

<h3>Checked Out</h3>
<checkedout>
<h1>
<<biblio.title>></h1>
<p>
Barcode: <<items.barcode>><br />
Date due: <<issues.date_due>><br />

</checkedout></p>

<h4>Overdues</h4>
<overdue>
<p>
<<biblio.title>> <br />
Barcode: <<items.barcode>><br />
Date due: <<issues.date_due>><br />
</p>
</overdue>

<hr>
```

CHECKIN SLIP – Check-in slip.

```
<style>
h4  {font-family:"arial", Helvetica,sans-serif;
font-size: 100%;}
h5 {font-family:"arial", Helvetica,sans-serif;
font-size: 100%;}
</style>

<h5>Date: <<today>></h5>
<h4>Items checked in today:

<<biblio.title>>
<<biblio.author>>
<<items.barcode>>

<<branches.branchname>>
<<branches.branchurl>>
<<branches.branchphone>></h4>

SMS - Date: <<today>>
Items checked in today: <<biblio.title>>, <<biblio.author>>, <<items.barcode>>
```

CHECKOUT (DIGEST) – List of items checked out.

```
The following items have been checked out:
----
Title: <<biblio.title>>
Date due: <<issues.date_due>>
----
Thank you for visiting <<branches.branchname>>.

SMS - The following items have been checked out:
----
Title:<<biblio.title>>
Date due: <<issues.date_due>>
----
Thank you for visiting <<branches.branchname>>.
```

ITEM DUE (DIGEST) - List of items due.

Dear <<borrowers.firstname>>,

The following item(s) are due today: Please return these items as soon as possible.

<<items.content>>

<<branches.branchname>>
<<branches.branchaddress1>>
<<branches.branchcity>>, <<branches.branchstate>> <<branches.branchzip>>
<<branches.branchphone>>
<<branches.branchurl>>

Please do not reply to this email. You will not receive a response.

SMS - You have an item/s due at the library. Please call the library or check your account at <<branches.branchurl>>.

<<branches.branchname>>

WELCOME – Welcome email for new patrons.

[% USE Koha %]
Hello [% borrower.title %] [% borrower.firstname %] [% borrower.surname %] .

Thank you for joining [% IF Koha.Preference('LibraryName') %][% Koha.Preference('LibraryName') %][% ELSE %]the library[% END %]

You can search for all our materials in our *catalog.* *

Your library card number is [% borrower.cardnumber %]

If you have any problems or questions regarding your account, please contact the library.

**Replace https://blackgold.org with home library URL.*

AUTO RENEWAL (DIGEST) – Notification of auto renewals

```
Dear [% borrower.firstname %] ,
    [% IF error %]
      There were [% error %] items that were not renewed.  Please return them when due.
    [% END %]
    [% IF success %]
      There were [% success %] items that were renewed. Please note the new due dates.
    [% END %]
    [% FOREACH checkout IN checkouts %]
      [% checkout.item.biblio.title %] : [% checkout.item.barcode %]
      [% IF !checkout.auto_renew_error %]
        was renewed until [% checkout.date_due | $KohaDates as_due_date => 1%]
      [% ELSIF checkout.auto_renew_error == 'too_many' %]
        You have reached the maximum number of renewals possible.
      [% ELSIF checkout.auto_renew_error == 'on_reserve' %]
        This item is on hold for another patron.
      [% ELSIF checkout.auto_renew_error == 'restriction' %]
        You are currently restricted.
      [% ELSIF checkout.auto_renew_error == 'overdue' %]
        You have overdue items.
      [% ELSIF checkout.auto_renew_error == 'auto_too_late' %]
        It's too late to renew this item.
      [% ELSIF checkout.auto_renew_error == 'auto_too_much_oweing' %]
        Your total unpaid fines are too high.
      [% ELSIF checkout.auto_renew_error == 'too_unseen' %]
        This item must be renewed at the library.
      [% END %]
    [% END %]
```

OVERDUE NOTICE AND BILLING CYCLE

3 Days after due date	**First Overdue Notice (ODUE)** – See Default Template
17 Days after due date	**Second Overdue Notice (ODUE2)** – See Default template
The patron account goes to Unique when $40 in fines/fees have accumulated and the fines/fees have 'aged' 30 days. Submission to collections is based on the item's owning branch.	
30 Days after due date	**Library Materials Bill (ODUE3) –** See Example Letters

- Overdue and Bill Notices are sent using the 'lending library' address.
- Fine notices are sent using the patron's registered library.
- Phone notices are sent:

  Monday – Friday: 9:30 am – 6:00 pm (3 attempts)

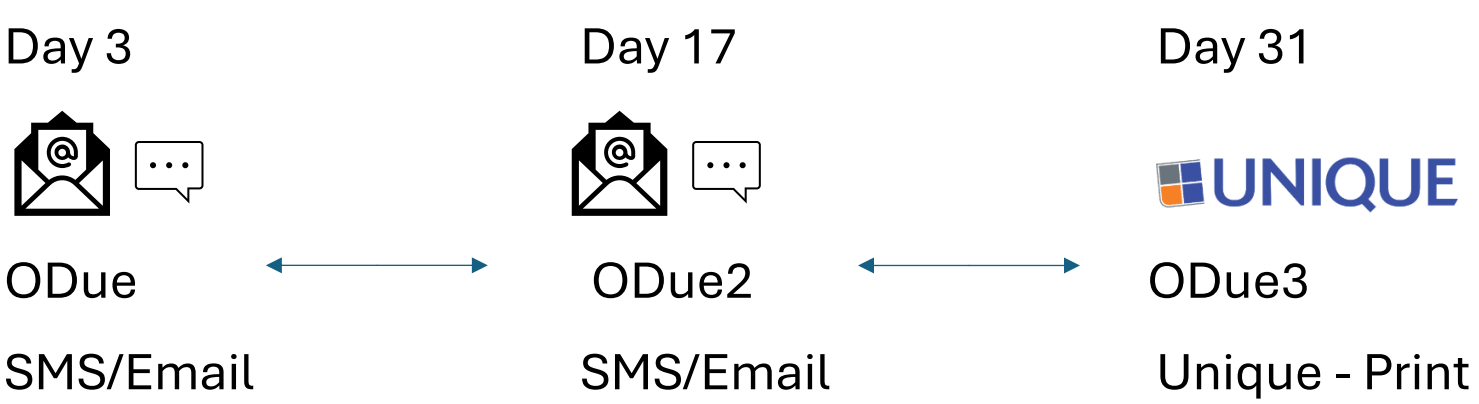
  Saturday: 10 am – 6:00 pm (1 attempts)

- Fee notices and Bills are sent by printed notice only.
- 'Almost overdue' notices are sent by email only.
- Text notices occur twice per day: 7:30 am, 4:30 pm
- Email, print, text and telephone notifications are sent daily (phone notices are not sent on Sundays).
- If the telephone call attempts fail on overdue/hold notices (3 attempts made), then the notice goes to paper.
- These attempts begin on the days noted in this cycle. If they fail, it can delay the receipt of the notification.

HELPFUL HINT: Encourage patrons to use email or text notifications methods!

Koha Process

Timeline on Emails, SMS and Unique Handoff



ODUE – 1st Overdue notice

Dear <<borrowers.firstname>> ,

According to our current records, you have items that are overdue. Please return or renew them at the branch below as soon as possible.

<<branches.branchname>>
<<branches.branchaddress1>>
<<branches.branchaddress2>> <<branches.branchaddress3>>
Phone: <<branches.branchphone>>

Email: <<branches.branchemail>>

Please renew your account online <<branches.branchurl>> . Please do not reply to this email. You will not receive a response.

The following item(s) is/are currently overdue:

<item>"<<biblio.title>>" by <<biblio.author>>, <<items.itemcallnumber>>, Barcode: <<items.barcode>> Fine: <<items.fine>></item>

Thank-you for your prompt attention to this matter.

<<branches.branchname>> Staff

SMS - Library items are overdue. Please call the library or check your account on line <<branches.branchurl>>

ODUE2 – 2nd Overdue notice

<h5>Date: <<today>></h5>

Dear <<borrowers.firstname>> ,

According to our current records, you have items that are overdue. Please return or renew them at the branch below as soon as possible.

<<branches.branchname>>
<<branches.branchaddress1>>
<<branches.branchaddress2>> <<branches.branchaddress3>>
Phone: <<branches.branchphone>>
Fax: <<branches.branchfax>>
Email: <<branches.branchemail>>

Please review your account online. <<branches.branchurl>> . Please do not reply to this email. You will not receive a response.

The following item(s) is/are currently overdue:

<item>"<<biblio.title>>" by <<biblio.author>> , <<items.itemcallnumber>> , Barcode: <<items.barcode>> Fine: <<items.fine>></item>

Thank-you for your prompt attention to this matter.

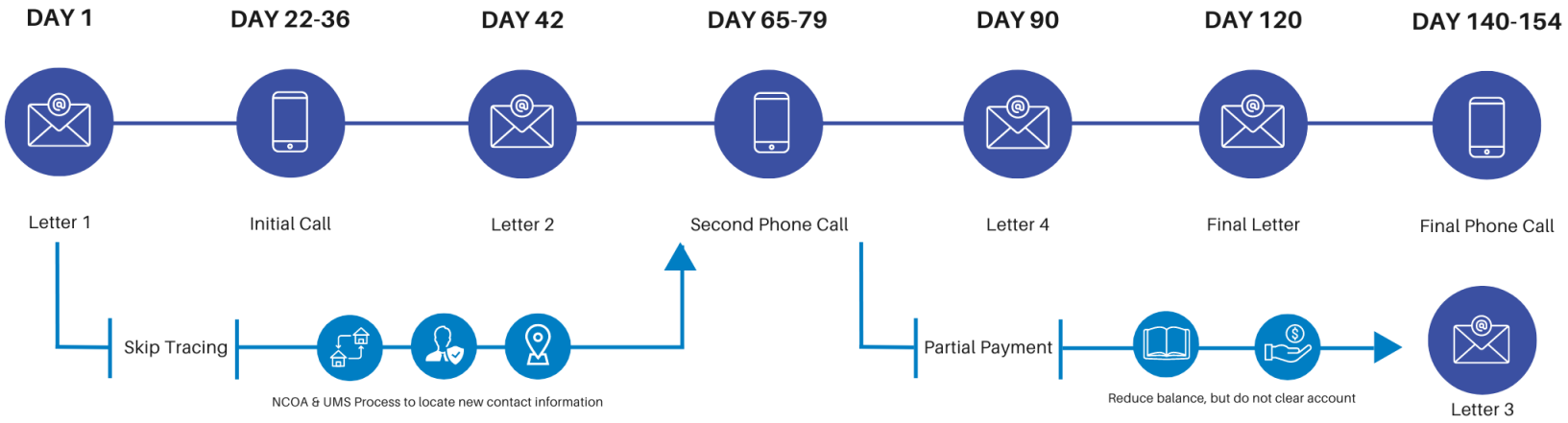
<<branches.branchname>> Staff

SMS - Library items are overdue. Please call the library or check your account on line <<branches.branchurl>>

UNIQUE

UNIQUE PROCESS

Timeline of Emails, Letters, and Phone Calls



119 E Maple St
Jeffersonville IN 47130
ADDRESS SERVICE REQUESTED

UNIQUE Management Services, Inc.
D/b/a Unique National Collections

August 2, 2022

Carpinteria Community Library
Attn: City Librarian
5141 Carpinteria Ave.
Carpinteria CA 93013

8/10

9184 299144662

Jamie Schiller
119 E Maple St
Jeffersonville IN 47130-3439

0045 000127

1 of 1

Make Check Payable to Carpinteria Community Library
Reference Account # RCM123TEST
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Library Account #: RCM123TEST
UNC Account #: 21259233
Carpinteria Community Library

ESPAÑOL >>>>>>>>>>>>>>>

Total Due: $ 100.00

This is an attempt to collect a debt by a debt collector
and any information obtained will be used for that purpose.

Despite previous reminders, your Carpinteria Community Library account still remains unpaid. We feel sure you will agree that response is the best solution so this matter can be resolved and you can have the benefit of checking out materials again per the policy of the Carpinteria Community Library.

To clear your account and prevent any additional collection activity from our office, please return past due materials to any Carpinteria Community Library location and pay the outstanding fees. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fees, please mail your check for $100.00 to: Carpinteria Community Library, Attn: City Librarian, 5141 Carpinteria Ave. Carpinteria, CA 93013. On your check, reference account no. RCM123TEST.

If you have any questions or are unable to pay the entire amount, please go to your local library to work out a payment plan or call 805-684-4314 during regular business hours.

Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request of this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

2RDUNIQ109184

Carpinteria Community Library
View your account, or pay your balance online via credit card at carpinterialibrary.org.
Unique National Collections is not responsible for any content found on the Carpinteria Community Library website.

Biblioteca Cuenta No.: RCM123TEST
UNC Cuenta No.: 21259233
Carpinteria Community Library

Cantidad a pagar: $ 100.00

Este es un intento de cobrar una deuda por un cobrador de deudas y cualquier información obtenida puede utilizarse para tal fin.

A pesar de recordatorios anteriores, su cuenta con Carpinteria Community Library sigue morosa. Creemos que usted estará de acuerdo en que responder es la mejor solución para que esta asunto pueda ser resuelto y usted pueda tener el beneficio del uso de materiales otra vez de acuerdo con el reglamento de la Carpinteria Community Library.

Para borrar su cuenta y evitar cualquiera acción de colección adicional por nuestra oficina, por favor devuelva los materiales atrasados a cualquier locación de la Carpinteria Community Library y pague las tarifas. Si usted ha perdido el material o si usted ha regresado el material y aún no ha pagado la tarifa, por favor envíe su cheque por la cantidad de $ 100.00 a la Carpinteria Community Library, Attn: City Librarian, 5141 Carpinteria Ave. Carpinteria, CA 93013. Favor de incluir su número de cuenta RCM123TEST en el cheque.

Si tiene alguna pregunta o no puede pagar el monto total, vaya a su biblioteca local para elaborar un plan de pago o llame a 805-684-4314 durante el horario comercial habitual.

Gerente de Colección

A menos que usted notifique a esta oficina dentro de los 30 días después de recibir esta notificación que disputa la validez de esta deuda o cualquier porción de la misma, esta oficina asumirá que la deuda es válida. Si notifica a esta oficina por escrito dentro de los 30 días siguientes del recibimiento de esta notificación, esta oficina obtendrá la verificación de la deuda u obtendrá una copia de una sentencia y le enviará una copia de dicha sentencia o verificación. Si solicita de esta oficina por escrito dentro de los 30 días después de recibir esta notificación, esta oficina le proporcionará el nombre y la dirección del acreedor original, si es diferente del acreedor actual.

119 E Maple St
Jeffersonville IN 47130
ADDRESS SERVICE REQUESTED

UNIQUE Management Services, Inc.
D/b/a Unique National Collections

8/10

August 2, 2022

Carpinteria Community Library
Attn: City Librarian
5141 Carpinteria Ave.
Carpinteria CA 93013

9182 299144658

Jamie Schiller
119 E Maple St
Jeffersonville IN 47130-3439

0045 000129
1 of 1

Make Check Payable to Carpinteria Community Library
Reference Account # RCM123TEST
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Library Account #: RCM123TEST
UNC Account #: 21259233
Carpinteria Community Library

ESPAÑOL >>>>>>>>>>>>>>>

Total Due: $ 100.00

This is an attempt to collect a debt by a debt collector
and any information obtained will be used for that purpose.

To date, the Library has not yet notified us that you have cleared your account. Fees must be paid even if materials are returned. Please note that your library privileges may be impacted if your balance is not cleared. In order to prevent additional collection activity from our office, please send your payment directly to the Carpinteria Community Library.

We feel sure you will agree that response is the best solution. If you have additional past due materials, they can be returned to: Carpinteria Community Library, Attn: City Librarian, 5141 Carpinteria Ave. Carpinteria, CA 93013. If you have misplaced the material, or if you have returned the material and have not yet paid your fees, please send your check or money order in the amount of $100.00. On your check, reference account no. RCM123TEST. Cash payments cannot be accepted by mail.

If you have any questions or are unable to pay the entire amount, please go to your local library to work out a payment plan or call 805-684-4314 during regular business hours.

Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request of this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

2RDUNIQ109182

Carpinteria Community Library

View your account, or pay your balance online via credit card at carpinterialibrary.org.

Unique National Collections is not responsible for any content found on the Carpinteria Community Library website.

Biblioteca Cuenta No.: Rcm123test
UNC Cuenta No.: 21259233
Carpinteria Community Library

Cantidad a pagar: $ 100.00

Este es un intento de cobrar una deuda por un cobrador de deudas y cualquier información obtenida puede utilizarse para tal fin.

Hasta la fecha, la biblioteca no nos ha notificado que su cuenta ha sido pagada. Las tarifas deben pagarse aunque los materiales sean devueltos. Tenga en cuenta que sus privilegios de la biblioteca podrían verse afectados si el saldo no se ha cancelado. Para prevenir la actividad de colección adicional de nuestra oficina, por favor envíe su pago directamente a la Carpinteria Community Library.

Estamos seguros de que usted estará de acuerdo en que responder es la mejor solución. Si usted tiene cualquier material atrasado, puede devolverlo a Carpinteria Community Library, Attn: City Librarian, 5141 Carpinteria Ave. Carpinteria, CA 93013. No se aceptan pagos en efectivo por correo. Si usted ha perdido o ha regresado el material, pero no ha pagado sus tarifas, por favor envíe su cheque o giro postal por la cantidad del $100.00. Favor de poner su número de cuenta # RCM123TEST en el cheque.

Si tiene alguna pregunta o no puede pagar el monto total, vaya a su biblioteca local para elaborar un plan de pago o llame a 805-684-4314 durante el horario comercial habitual.

Gerente de Colección

A menos que usted notifique a esta oficina dentro de los 30 días después de recibir esta notificación que disputa la validez de esta deuda o cualquier porción de la misma, esta oficina asumirá que la deuda es válida. Si notifica a esta oficina por escrito dentro de los 30 días siguientes del recibimiento de esta notificación, esta oficina obtendrá la verificación de la deuda u obtendrá una copia de una sentencia y le enviará una copia de dicha sentencia o verificación. Si solicita de esta oficina por escrito dentro de los 30 días después de recibir esta notificación, esta oficina le proporcionará el nombre y la dirección del acreedor original, si es diferente del acreedor actual.

119 E Maple St
Jeffersonville IN 47130
ADDRESS SERVICE REQUESTED

UNIQUE Management Services, Inc.
D/b/a Unique National Collections

8/10

August 2, 2022

Carpinteria Community Library
Attn: City Librarian
5141 Carpinteria Ave.
Carpinteria CA 93013

9183 299144659

Jamie Schiller
119 E Maple St
Jeffersonville IN 47130-3439

Make Check Payable to Carpinteria Community Library
Reference Account # RCM123TEST
Amount: $ 100.00

Past Due Balance

Detach Upper Portion And Return With Payment

Library Account #: RCM123TEST
UNC Account #: 21259233
Carpinteria Community Library

ESPAÑOL >>>>>>>>>>>>>>>

Total Due: $ 100.00

This is an attempt to collect a debt by a debt collector
and any information obtained will be used for that purpose.

The Carpinteria Community Library has notified us that you have responded recently to reduce your past due balance. The Library has asked us to contact you again because there is still a $100.00 past due balance.

The $100.00 owed is still an open collection account that must be resolved to clear your record. If you are unable to pay the entire amount, please contact the Carpinteria Community Library. They will be happy to work with you to resolve this debt over time.

If the Carpinteria Community Library does not hear from you, they will have no choice but to assume you do not plan to resolve the outstanding debt. I urge you to send your check or money order in the amount of $100.00 to: Carpinteria Community Library, Attn: City Librarian, 5141 Carpinteria Ave. Carpinteria, CA 93013. On your check, reference account no. RCM123TEST.

If you have any questions or are unable to pay the entire amount, please go to your local library to work out a payment plan or call 805-684-4314 during regular business hours.

Collection Manager

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of this debt or any portion thereof, this office will assume this debt is valid. If you notify this office in writing within 30 days from receiving this notice, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification. If you request of this office in writing within 30 days after receiving this notice, this office will provide you with the name and address of the original creditor, if different from the current creditor.

2RDUNIQ109183

0045 000128
1 of 1

Carpinteria Community Library

View your account, or pay your balance online via credit card at carpinterialibrary.org.

Unique National Collections is not responsible for any content found on the Carpinteria Community Library website.

Biblioteca Cuenta No.: RCM123TEST
UNC Cuenta No.: 21259233
Carpinteria Community Library

Cantidad a pagar: $ 100.00

Este es un intento de cobrar una deuda por un cobrador de deudas y cualquier información obtenida puede utilizarse para tal fin.

La Carpinteria Community Library nos ha notificado que usted respondió recientemente y va a hacer los pagos atrasados de su deuda de la cual le habíamos notificado. La Biblioteca nos ha pedido que nos pongamos en contacto con usted porque aún hay un balance de pagos atrasados por $100.00.

Los $100.00 que usted debe están aún en una cuenta abierta la que usted debe resolver. Si usted no puede pagar esta cantidad inmediatamente, por favor póngase en contacto con la Carpinteria Community Library. Ellos estarán encantados de ayudarle a resolver este asunto a tiempo.

Si la Carpinteria Community Library no escucha de usted pronto, ellos no tendrán más opción que asumir que usted no tiene interés en resolver su deuda actual. Le imploro que usted envíe su cheque o giro postal por la cantidad de $100.00 hoy mismo a la Carpinteria Community Library, Attn: City Librarian 5141 Carpinteria Ave., Carpinteria, CA 93013. Favor de poner su número de cuenta # RCM123TEST en el cheque.

Si tiene alguna pregunta o no puede pagar el monto total, vaya a su biblioteca local para elaborar un plan de pago o llame a 805-684-4314 durante el horario comercial habitual.

Gerente de Colección

A menos que usted notifique a esta oficina dentro de los 30 días después de recibir esta notificación que disputa la validez de esta deuda o cualquier porción de la misma, esta oficina asumirá que la deuda es válida. Si notifica a esta oficina por escrito dentro de los 30 días siguientes del recibimiento de esta notificación, esta oficina obtendrá la verificación de la deuda u obtendrá una copia de una sentencia y le enviará una copia de dicha sentencia o verificación. Si solicita de esta oficina por escrito dentro de los 30 días después de recibir esta notificación, esta oficina le proporcionará el nombre y la dirección del acreedor original, si es diferente del acreedor actual.

UNIQUE Management Services, Inc.

D/b/a Unique National Collections

119 E Maple St , Jeffersonville IN 47130

August 2, 2022

Jamie Schiller
119 E Maple St
Jeffersonville IN 47130-3439

Library Account #: RCM123TEST
UNC Account #: 21259233

Our information shows:

You have an overdue balance at CARPINTERIA COMMUNITY LIBRARY as of August 2, 2022.

Interest:	$0.00
Fees:	$0.00
Amount paid or credited toward this debt:	$0.00
Total amount of the debt now:	$100.00

How can you dispute the debt?

- Call or write to us by September 16, 2022 to dispute all or part of this debt. If you do not, we will assume that our information is correct.
- If you write to us by September 16, 2022 we must stop collection on any amount you dispute until we send you information that shows you owe this debt. You may also **include** supporting documents. We accept disputes electronically at uncdisputes@unique-mgmt.com.

What else can I do?

- **Write to ask for the name and address of the original creditor, if different from the current creditor.** If you write by September 16, 2022, we must stop collection until we send you that information. You may use the form below or write to us without the form. We accept such requests at uncinfo@unique-mgmt.com.
- **Go to www.cfpb.gov/debt-collecton to learn more about your rights under federal law.** For instance you have the right to limit how we contact you.
- Contact us about your payment options.
- Pongase en contacto con nosotros para solicitor una copia de esta formulario en espanol.

This is an attempt to collect a debt by a debt collector and any information obtained will be used for that purpose.

Your account has been referred to Unique National Collections by the Carpinteria Community Library. Return of past due materials and payment of fees will ensure that your account is cleared with Unique National Collections and the Library. Fees must also be paid even if the materials are returned.

The Library has requested that we provide you a courtesy notice. It is our hope that you will respond so this matter can be resolved. The Carpinteria Community Library would like to have you, again, as a patron in good standing.

To clear your account and prevent any additional collection activity from our office, please return past due materials, if you still have them, to the Carpinteria Community Library and pay your outstanding fee. If you have misplaced the materials, or if you have returned the materials and have not yet paid your fees, please contact the Library and confirm the amount due before sending your check in the amount of $100.00 to: Carpinteria Community Library, Attn: City Librarian , 5141 Carpinteria Ave. Carpinteria, CA 93013. On your check, reference account no. Rcm123test.

If you have any questions or are unable to pay the entire amount, please call your local branch 805-684-4314 during regular business hours.

Collection Manager

29RDUNIQ10011_299107532

Past Due Balance

** PLEASE DETACH THE BELOW SECTION AND RETURN WITH YOUR PAYMENT. **

119 E Maple St
Jeffersonville IN 47130
ADDRESS SERVICE REQUESTED

Library Account #: RCM123TEST

How do you want to respond? Check all that apply

- ☐ I want to dispute the debt because I think:
  - ☐ This is not my debt.
  - ☐ The amount is wrong.
  - ☐ Other (please attach additional information).
- ☐ I want you to send me the name and address of the original creditor
- ☐ I enclose this amount: _____
  - Make your Check payable to Carpinteria Community Library
- ☐ Quiero este formulario en espanole.

August 2, 2022

10011

Jamie Schiller
119 E Maple St
Jeffersonville IN 47130-3439

Unique National Collections
119 E Maple St
Jeffersonville IN 47130

0143 000071

1 of 1

4/7/23

Santa Maria Public Library
421 S. McClelland St
Santa Maria CA 93454

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

RETURN SERVICE REQUESTED

01/30/2017

KAREN ROBINSON
119 E MAPLE ST
JEFFERSONVILLE IN 47130-3439

0036 002664

Public Library Notice - Bill for Library Materials
Aviso de la Biblioteca Pública - Cobro por Materiales de Biblioteca

The following item(s) have been charged as lost. It is possible you may owe additional money for other items on your account.

Los siguientes artículos se han cobrado como perdidos. Es posible que deba dinero adicional por otros artículos en su cuenta.

TITLE	AUTHOR	FORMAT	REPLACEMENT COST	TOTAL
Robo-Sauce	UNIQ422023-1768437	Juvenile Fict	25.00	25.00
			TOTAL:	

The goal of the library is to recover the library materials listed above. If items are not returned promptly, non-payment of this bill will cause your account to be referred to a collection agency. While you will not be reported to any credit bureaus, the library utilizes a collection agency to assist us with materials recovery. Should you be referred to the agency, an additional fee may be added to your account.

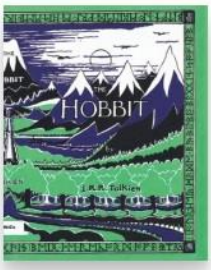
Please contact your library at your earliest convenience. Library branch and phone number information is listed on the reverse side. You can review your account and make payments at www.blackgold.org.

El objetivo de la biblioteca es recuperar los materiales de la biblioteca enumerados arriba. Si los artículos no se devuelven con prontitud, el impago de esta factura hará que su cuenta sea remitida a una agencia de cobros. Aunque no se le informará a ninguna agencia de crédito, la biblioteca utiliza una agencia de cobros para ayudarnos con la recuperación de materiales. Si se le remite a la agencia de cobros, es posible que se agregue un cargo adicional a su cuenta.

Comuníquese con su biblioteca lo antes posible. La sucursal de la biblioteca y la información del número de teléfono se encuentran en el reverso. Puede revisar su cuenta y realizar pagos en www.blackgold.org.

Blanchard Community Library 119 North 8th St Santa Paula, CA 93060 805-525-3615	**Carpinteria Branch Library** 5141 Carpinteria Avenue Carpinteria, CA 93013 805-684-4314
Lompoc Public Library System Main Location 501 E North Ave Lompoc, CA 93436 805-875-8775 Village Library 3755 Constellation Rd Lompoc, CA 93436 805-733-3323	**Paso Robles Public Library** Main Location 1000 Spring St Paso Robles, CA 93446 805-237-3870 Paso Robles Library Study Center 3600 Oak Street Ste 101 Paso Robles, CA 93446 805-237-4743
Goleta and Santa Ynez Valley Libraries Main Location 500 North Fairview Ave. Goleta, CA 93117 805-964-7878 Buellton Library 140 W. Highway 246 Buellton, CA 93427 805-688-3115 Los Olivos Branch Library Grange Hall 2374 Alamo Pintado Avenue Los Olivos, CA 93441 805-688-4214 Santa Ynez Branch Library 3598 Sagunto St. Santa Ynez, CA 93460 805-688-4214 Solvang Library 1745 Mission Dr. Solvang, CA 93463 805-688-4214	**Santa Maria Public Library** Main Location 421 S. McClelland St Santa Maria, CA 93454 805-925-0994 Cuyama Valley Library 4689 Highway 166 New Cuyama, CA 93254 661-766-2490 Guadalupe Branch Library 4719 W. Main St. Ste D, Guadalupe, CA 93434 805-343-1405 Los Alamos Library 405 Helena St. Los Alamos, CA 93440 805-344-1025 Orcutt Branch Library 175 S Broadway Santa Maria, CA 93455 805-937-6483

Sort by Best Match | Hide Covers | Covers | List | Search Tools



1) The hobbit, or, There and back again

Author	Tolkien, J.R.R
Series	Lord of the rings
Accelerated Reader	IL: UG - BL: 6.6 - AR Pts: 16
Language	English

Book — Show Editions
On Shelf
Paso Robles City Library - Adult Fiction - Science Fiction
SCIENCE FICTION TOLKIEN
1 available
Where is it?
Place Hold

Audiobook CD — Show Editions
Checked Out/Available Elsewhere
Where is it?
Place Hold

eAudiobook

OverDrive/Libby — Show Editions
Available Online
Check Out OverDrive/Libby
Preview Part 1
Preview From The Book

Palace Project 2023 — Show Editions
Available Online
Check Out Palace Project

eBook

OverDrive/Libby — Show Editions
Checked Out
5 copies, 2 people are on the wait list.
Place Hold OverDrive/Libby
Preview From The Book

MEETING DATE:	May 17, 2024	**ESTIMATED TIME FOR ITEM:**	15 minutes
TITLE OF ITEM:	OverDrive contract	**PRIORITY LEVEL: (1-Low 3 – High)**	☐ 1 ☐ 2 ☒ 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	☐ For Discussion ☒ For Decision/Request Motion ☐ Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: *Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.*	OverDrive has given us a 10% discount on the magazine subscription for the last 2 years since they didn't know what our usage would be after the departure of SLO and SB. Our usage has increased, and they want to charge us the published price of $17,500. I have asked for the same 10% discount, but they want a commitment from us. If we give them a 2-year commitment, they will extend to us a 15% discount. With a 15% discount, our savings will be $2,625 per year or a total of $5,650 over the 2-year period. If no 2-year commitment, then no discount.		
OUTCOME(S)			
DESIRED OUTCOME(S): *Describe your desired outcome(s)*	I would like a decision on the commitment for the next 2 years for the OverDrive magazine subscription.		
OTHER COMMENTS:			

5/10/2024 11:13 AM

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Final Budget FY 2024-2025

BUDGET SUMMARY

Final Budget FY 2024-2025

TOTAL BGCLS	CLSA	LOCAL	TOTAL	Previous Fiscal Year's Budget Amount	Percent Change From FY 2023-2024
REVENUES	$139,086	1,095,909	$ 1,234,995	$ 1,157,954	6.7%
EXPENDITURES	$139,086	1,095,909	$ 1,234,995	$ 1,157,954	6.7%
ANTICIPATED SURPLUS/(DEFICIT)	$ -	$ -	$ -	$ -	0.0%

Final Budget FY 2023-2024

TOTAL BGCLS	CLSA	LOCAL	TOTAL	Previous Fiscal Year's Budget Amount	Percent Change From FY 2022-2023
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
Final Budget FY 2024-2025

		CLSA	LOCAL	TOTAL	Library Contribution	Prior Year TOTAL	Variance from Prior Year
Anticipated Revenues & Equity Funding							
4705	Miscellaneous Revenue		0	0		0	0
4101	Interest Earnings		15,000	15,000		10,000	5,000
4402	CLSA - Commun. & Deliv.	139,086		139,086		138,852	234
	(amount allocated to e-content)	(56,718)		(56,718)		(62,940)	6,222
	(amount allocated to ILS)			0		0	
	amount allocated to delivery			0		0	
	State Grant -- 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	56,718	60,032	116,750	60,032	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	**$139,086**	**$1,095,909**	**$1,234,995**	**$848,009**	**$1,103,740**	**$77,041**
				$1,234,995		$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	82,368	$204,875	287,243		279,647	$7,596
6500	Shared e Content and Subscription Services/Databases	56,718	$63,032	119,750		119,750	$0
6700	ILS	0	$127,970	127,970		115,767	$12,203
	TOTAL BUDGETED EXPENDITURES	**$139,086**	**$1,095,909**	**$1,234,995**		**$1,103,740**	**$131,255**
	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
Final Budget FY 2024-2025

			CLSA	LOCAL	TOTAL	Library Contribution	Prior Year TOTAL	Variance from Prior Year
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--Stategic 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)		82,368	0	82,368		75,912	6,456
	Total Communications and Delivery Service		**$82,368**	**$204,875**	**$287,243**		**$279,647**	**$7,596**
	6500-Databases/Downloadables							
6147	eContent		$56,718	60,032	$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		**$56,718**	**$63,382**	**$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
Final Budget FY 2024-2025

			CLSA	LOCAL	TOTAL	Library Contribution	Prior Year TOTAL	Variance from Prior Year
	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

Final 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	BASE %	Resources							REIMBURSABLES			
		CIRC	POP	DEVICES								
	20%	25%	50%	25%								
	BASE	RESOURCES	E-CONTENT	CalPERS Unfunded Pension Liability	TOTAL CONTRIBUTION	$ Increase	% Increase	hoopla	Hotspots	Movie Licensing Year 2 of 3	Total Payments to Black Gold
Blanchard/Santa Paula	$ 23,777	$ 42,736	$ 1,909	$ 6,961	$ 75,384	$ 11,493	18%	$ 14,000	$ 4,234	$ 140	$ 93,757
Lompoc	$ 23,777	$ 83,318	$ 5,562	$ 11,209	$ 123,866	$ 15,987	15%	$ 24,000	$ 4,234	$ 272	$ 152,372
Santa Maria	$ 23,777	$ 206,524	$ 14,024	$ 24,103	$ 268,429	$ 36,063	16%	$ 21,000	$ 8,820	$ 710	$ 298,959
Paso Robles	$ 23,777	$ 57,953	$ 11,122	$ 8,554	$ 101,406	$ 11,745	13%	$ 22,000	$ 9,878	$ 141	$ 133,426
Carpinteria	$ 23,777	$ 23,151	$ 3,088	$ 4,912	$ 54,928	$ 9,321	20%	$ 12,000	$ 5,645	$ 63	$ 72,635
Goleta	$ 23,777	$ 156,974	$ 24,327	$ 18,917	$ 223,996	$ 41,522	23%	$ 86,000	$ 15,170	$ 504	$ 325,671
	$ 142,664	$ 570,657	$ 60,032	$ 74,656	$ 848,009	$ 126,131	17%	$ 179,000	$ 47,981	$ 1,830	$ 1,076,820

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
Final 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
			$ 15,750.00			$ 44,282.00	$ 60,032.00
	2022-23 checkouts	2022-23 percentages		2022-23 checkouts	2022-23 percentages		
SP	582	3.5%	$ 550.64	9173	3.1%	$ 1,358.56	$ 1,909.20
LOM	1389	8.3%	$ 1,314.16	28681	9.6%	$ 4,247.77	$ 5,561.92
SM	3896	23.4%	$ 3,686.07	69800	23.3%	$ 10,337.65	$ 14,023.71
PR	2536	15.2%	$ 2,399.35	58896	19.7%	$ 8,722.72	$ 11,122.07
CARP	562	3.4%	$ 531.72	17258	5.8%	$ 2,555.98	$ 3,087.69
GOL	7682	46.1%	$ 7,268.07	115185	38.5%	$ 17,059.34	$ 24,327.40
	16647	100.0%	$ 15,750.00	298993	100%	$ 44,282.00	$ 60,032.00
cost per checkout	$ 0.95				$ 0.15		

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

Employee	Beg of Yr Step	Hrs per wk/yr	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 5.0% Total est. wages 2024-2025	0.50% Workers Comp	Employer Pd. PERS retire 12.5200% 7.8700%	$700.00 Health Alloc	Medicare @ 1.45%	Unemp. 2.50%	TOTAL	Benefits Only
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

CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

Table of Contents

INTRODUCTION 3
PHYSICAL DELIVERY COUNTS – FY 2024-2025: 3
PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY 3
GOAL FOUR OF THE FIVE-YEAR PLAN 3
SUPPORT FOR COOPERATIVE SYSTEMS 3
APPLICATION INSTRUCTIONS 5
BASIC INFORMATION 5
Applicant Organization Name 5
Organization Name 5
Application Title 5
Authorized Representative Information 5
Alternate Contact Information 6
Administrative Council Chair Information 6
Goal (California State Library Five Year Plan for Grantmaking) 6
Primary Audience(s) for Project 6
Employer Identification Number (EIN) 7
PROJECT INFORMATION 7
Brief Abstract 7
Description 7
Agency Information 8
Impact to Date 8
Community Needs, Aspirations, and Assets Response 9
Community Engagement 9
Intent 9
Anticipated Outputs 9
Evaluation Plans 10
Sustainability 10
Summary of library participation in resources, services, and programs 11
Any other comments? 11
ACTIVITIES 11
Activity 1: Electronic Materials (Resource Sharing) 12
Activity 2: Learning Platforms (Resource sharing) 12
Activity 3: Inter Library Loan (Delivery) 13
Activity 4: Intra System Lending (Delivery) 14
Activity 5: Programming (Resource Sharing) 15
Activity 6: Library Management and Operations (Resource Sharing) 16

Activity 7: Library Broadband (Communications and Delivery) 16
Activity 8: System Operations (Resource Sharing, Communications, and Delivery) 17
Other Activity: 17
TIMELINE 17
BUDGET INFORMATION 18
SIGNATURES: 19
APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS 20
APPENDIX B: ACTIVITY INFORMATION 22
APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI) 25
APPENDIX D: OUTCOME SURVEY INFORMATION 26
APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE) 27

INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information by **August 1, 2024** to have your funding approved:

1. CLSA Plan of Service Narrative Application
2. CLSA Plan of Service Budget – One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024
October 14 - October 27, 2024
January 06 - January 19, 2025
April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." (18701)

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." (18702)

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." (18745)

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response: **Black Gold Cooperative Library System**	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year For example: Santiago Library System _CLSA Communication and Delivery Program _2024-2025
Response: **Black Gold Cooperative Library System - CLSA Communication and Delivery Program_FY2024-2025**	
Authorized Representative Information • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number (*Please use the format 123-456-7890* • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code *(Must be entered in the format 12345-6789)*	The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement, execute the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as the award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.

Response:

Glynis Fitzgerald
Director of Operations
805-543-6082
gfitzgerald@blackgold.org
580 Camino Mercado
Arroyo Grande, CA 93420

Alternate Contact Information • Alternate Contact Name • Alternate Contact Title • Alternate Contact Email Address • Alternate Contact Business Phone Number *(Please use the format 123-456-7890*	The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council. This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.

Response:

N/A

Administrative Council Chair Information • Administrative Council Chair Name • Administrative Council Chair Title • Administrative Council Chair Email Address • Administrative Council Chair Business Phone Number *(Please use the format 123-456-7890*	

Response:

Sarah Bleyl
System Chair
S_Bleyl@ci.lompoc.ca.us
805-875-8785

Goal (California State Library Five Year Plan for Grantmaking)	Response Pre-populated by the State Library.

Response:

Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

Primary Audience(s) for Project	Response pre-populated by the State Library.

Response:
General Population

Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN: **77-0052532**	

PROJECT INFORMATION

INFORMATION REQUESTED	**GUIDE TO PROVIDING THE REQUESTED INFORMATION**
Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response: **Black Gold Libraries share a single ILS. The CLSA funds will be used towards the courier costs to deliver the physical catalog items to all member libraries. Any remaining CLSA funds will be used to purchase OverDrive ebooks and eaudiobooks to be added to our shared OverDrive collection available to all Black Gold members.**	
Description Describe A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. (Word limit: 300)	Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application. The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system. It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.
Response: **A- Black Gold will use the CLSA funding to pay 100% of the cost for a shared courier service to deliver physical items to and from our member libraries. Because all our members share the same catalog, our patrons regularly place holds on items from the other library jurisdictions within our Cooperative, so the delivery system is quite robust.** **B- The courier service runs 2 days every week to the main libraries of each of our members.** **C- We have been able to achieve high patron satisfaction by expanding their options beyond what their local library can offer.**	

D- Our library community values their ability to access the vast collection held throughout the Black Gold Cooperative Library System. Many times, the needs of our library community are best met when patrons can request items from other libraries within our System.
E- Our members are smaller rural libraries, so this sharing model is of great benefit to our communities.

A- Black Gold will use any remaining CLSA funds toward purchases of ebooks and eaudiobooks for our shared OverDrive Collection.
B- Black Gold members contribute funds toward the purchase of items in the shared OverDrive collection; and this amount will be supplemented by the CLSA funding. We have six member jurisdictions who will rotate each month to make purchases of ebooks and eaudiobooks for the whole Cooperative.
C- We recognize the increasing desire for e-resources; so, as a Cooperative, we continue to expand our shared digital collection through OverDrive. In fact, the model of sharing these digital items has such a positive impact, all our members have chosen to share their individual OverDrive collections through OverDrive's Advantage Plus program.

Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)	The response should align with your most recent strategic plan or other guiding documents and describe how your CLSA activities fit with your broader mission.

Response:

Our Mission Statement is:

"Black Gold Cooperative Library System provides cost effective resource sharing and support, thus enabling member libraries to deliver optimal services to their respective communities."

The Cooperative provides administrative services, delivery of materials to member libraries, a networked integrated library system including an online catalog with shared cataloging, telecommunications, public Internet, and access to downloadable services. In addition, the delivery service makes trips to main libraries and the Black Gold headquarters several days a week, transporting items borrowed by patrons of member libraries.

Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)	Ensure that the impact, lessons learned, or successes are evident and well-supported.

Response:

We periodically survey our users to see what their priorities are. Our members frequently work with their patrons to determine the services they would like best. Black Gold delivery of physical items remains a very popular service. In fact, as the libraries reopened to full service after the COVID limitations, our patrons expressed gratitude that they were once again able to access the complete Black Gold shared collection. An example that further supports our assumption that patrons value the shared Black Gold physical collection is that many patrons of our recently withdrawn member libraries continue to express great dismay at the fact that their libraries left Black Gold, and they have become patrons of our remaining member libraries so that they could continue to enjoy the benefits of the shared Black Gold collection.

Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)	Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved. Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.
Response: **Information regarding the underserved communities is not available at this time.**	
Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)	Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations. The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.
Response: **We will be developing this plan.**	
Intent	Response pre-populated by the State Library
Response: **Information Access: Improve access to information.**	
Anticipated Outputs List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.	Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable. Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations. Outputs should include the names of services subscribed to; anticipated circulation numbers

	for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs. Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries. [Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times. One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries. [Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.

Response:

We will hire one courier van to pick up and deliver physical items two days every week and anticipate that more than 168,000 items will be moved throughout the System.

We have budgeted $96,000 for OverDrive e-books and e-audiobooks. 59% will be paid with CLSA funding. We expect to add over 6,500 items to our shared Black Gold collection.

Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)	Describe the metrics you will use and how your system defines positive outcomes.

Response:

We will provide the number of intra-system library loans anticipating that the number will continue to increase year-over-year indicating a successful program. Our patrons have lauded Black Gold time and again for the vast collection offered by our sharing model.

We will provide the quantities of digital items purchased from OverDrive along with circulation information anticipating the continued growth and satisfaction in the shared digital collection.

Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)	Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be funded if state funds were reduced or eliminated.

Response:

Black Gold has experienced many challenges and changes throughout the last few years. First, COVID brought with it many changes to our operating model. Post-COVID we are enjoying a resurgence in patrons visiting the libraries and increasing circulation of physical items. We lost two of our largest library members and most of the remaining members have experienced changes at the leadership level. With these shifts within our cooperative, we are now in the process of reviewing how we service our members as well as how our members interrelate with one another. We are establishing new staff user groups, to accommodate more staff training, workshops, and idea sharing. We are looking forward to a strategic planning session to focus on and align the goals of our new group of Members. We are excited about the future of the Black Gold Cooperative Library System.

Summary of library participation in resources, services, and programs	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.

Response (add sections as needed):

Resource/service/program name: **Black Gold Intra-System Delivery**
Participating libraries: All or Some (if "some", list participating jurisdictions) **ALL**
If applicable, why did some libraries not opt into this resource/service/program:

Resource/service/program name: **Shared Black Gold OverDrive Collection**
Participating libraries: All or Some (if "some", list participating jurisdictions) **ALL**
If applicable, why did some libraries not opt into this resource/service/program:

Resource/service/program name:
Participating libraries: All or Some (if "some", list participating jurisdictions)
If applicable, why did some libraries not opt into this resource/service/program:

Any other comments?	

Response:
N/A

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in Appendix B.

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.

- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

Activity 1: Electronic Materials (Resource Sharing) Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrasis.	Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased. Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.

Response:

Title: **Shared Black Gold OverDrive Collection**
Description (90-160 words): **Black Gold has a shared OverDrive collection. We purchase licenses for ebooks, eaudiobooks, and emagazines. Purchases are made using local funds and supplemented with the CLSA C&D funding. This collection is shared with every member of Black Gold. Each member also has their own Advantage Plus account with OverDrive which is in-turn also shared with all other members of Black Gold.**
Beneficiaries (General Population):
- **General Population**
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: **Content**
Mode: **Acquisition**
Format: **Digital**

Activity 2: Learning Platforms (Resource sharing) Complete this activity section if funds will be used to purchase (acquire), on behalf of	Please note: systems will be asked to report in the system annual report on the learning

libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.	platform(s) purchased and, for each platform, the number and names of participating libraries.

Response: **N/A**

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Content
Mode: Acquisition
Format: Digital

Activity 3: Inter Library Loan (Delivery) Complete this activity section if funds will be used to support interlibrary loan activities, for example, subscriptions or memberships to OCLC and Link+.	Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the interlibrary loan delivery system and, for each service, the number and names of participating libraries.

Response: **N/A**

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused

- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Content
Mode: Lending
Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery) Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.	Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title: **Black Gold Intra-System Delivery**
Description (90-160 words):
Beneficiaries (General Population):

- **General Population**
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: **Content**
Mode: **Lending**
Format: **Physical Content**

Physical items sent by system member public libraries: **83,910**
Physical items delivered to system member public libraries: **83,910**
Physical items delivered to non-public libraries in system area: **110**
Total: **167,930**

Physical items sent by non-public libraries in system area: **0**
Physical items delivered to system member public libraries: **0**
Physical items delivered to non-public libraries in system area: **0**
Total: **0**

Number of system-owned delivery vehicles that physically move items: **0**
Frequency/schedule of physical delivery service: **N/A**
Number of contracted vendor delivery vehicles that physically move items: **1**
Frequency/schedule of physical delivery service: **2 days per week**

Percentage of items to be physically delivered by:
US Mail: **0%**
UPS: **0%**
System Van: **0%**
Contracted Van: **100%**
Other: **0%**

Other: please describe

Activity 5: Programming (Resource Sharing) Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.	Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response: **N/A**

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Instruction
Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing) Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).	Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response: **N/A**

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery) Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.	Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response: **N/A**

Title:
Description (90-160 words):
Beneficiaries (General Population):
- General Population
- Targeted Group

If targeted group:
- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban

- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:
Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery) Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.	
Response: **N/A** Title: Description (90-160 words): Beneficiaries: Library Workforce Categories: Activity: Procurement	

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:	
Response: **N/A** Title: Description (90-160 words): Beneficiaries: Categories:	

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended
Intra-System Courier Service (2 days per week)	July 2024	June 2025
OverDrive Purchases--Budgeted purchases made monthly	July 2024	June 2025

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name: Black Gold Cooperative Library System		
Director: Glynis Fitzgerald	Director Email: gfitzgerald@blackgold.org	
Address: 580 Camino Mercado	City: Arroyo Grande	Zip: 93420
Phone: 805-543-6082		

System Chair for FY 2024-2025: Sarah Bleyl	Fiscal Agent: Glynis Fitzgerald

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name: Sarah Bleyl	Date:

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design
The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: https://www.vrtality.org/about/our-philosophy/.)

Community Aspirations
Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."
(For more information about aspirations, see the Harwood Tools page on the California State Library website: https://www.library.ca.gov/services/to-libraries/harwood/tools/)

Community Needs
Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.
(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer)

Community Stakeholders
Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity
Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.
(Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/)

Library Development Services (LDS)
A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources
Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing
Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
Content	Acquisition **	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements
Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier
The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)
The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

APPENDIX D: OUTCOME SURVEY INFORMATION

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are r**equired to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.
Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

System Name: **Black Gold Cooperative Library System**

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your 2024-2025 funds, specify why.	

Fiscal year 2024-2025: System Administration

Salaries/Wages/Benefits: System Administration

Include each position on a separate line. Position title(s) and full time equivalent (FTE) must be included for each line item including positions funded with CLSA funds and positions funded with Match funds. The FTE calculation and narrative should include the position's contribution to the activities described in the Plan of Service and the source of the local match (if appropriate). The FTE calculation and narrative should NOT include activities outside of those described in the Plan of Service. Match funds should include all local contributions to the activities described in the Plan of Service. If staff work on activities that are not part of the Plan of Service, that time and those activities should NOT be included here.

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match
Total Salaries/Wages/Benefits	$0	$0

Supplies/Materials: System Administration

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match
OverDrive Ebooks and Eaudiobooks	$56,718	$60,032
Total Supplies/Materials	$56,718	$60,032

Equipment: System Administration

This category should only be used for single items/units costing $5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match
Total Equipment	$0	$0

Services: System Administration

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match
Courier Services	$82,368	$0

Total Services	$82,368	$0			

Total expenses: system administration	$139,086	$60,032			

Total income: fiscal year 2024-2025	$139,086	$60,032			

Total remaining: fiscal year 2024-2025	$0	$0			

Fiscal year 2024-2025: Baseline Funds

Consultant Fees

Include consultant on a separate line. Include all consultants that contribute to the activities described in the Plan of Service. Narrative should include the consultant's contribution to the activities described in the narrative report and the source of the local match (if appropriate).

Name(s) of consultant(s) or consulting firm(s) and expertise.	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Consultants	$0	$0			

Supplies/Materials

Include the types and quantities of supplies/materials purchased specifically for the activities described in the Plan of Service.

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	$0	$0			

Equipment

This category should only be used for single items/units costing $5,000 or more. Include the types and quantities of of equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a separate line.

Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Equipment	$0	$0			

Services

Include each service on a separate line. Services includes subscriptions, licenses, and contracts. The description should include information demonstrating how the service contributes to the activities included in the Plan of Service.

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Services	$0	$0			

Total expenses: baseline	$0	$0			

Total income: fiscal year 2024-2025					

Total remaining: fiscal year 2024-2025	$0				

Total expenses administration and baseline	$139,086	$60,032			
Total income: fiscal year 2024-2025	139086				
Total remaining: fiscal year 2024-2025	$0				

MEETING DATE:	May 17, 2024	**ESTIMATED TIME FOR ITEM:**	
TITLE OF ITEM:	Contribution Formula	**PRIORITY LEVEL: (1-Low 3 – High)**	☒ 1 ☐ 2 ☐ 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	☒ For Discussion ☐ For Decision/Request Motion ☐ Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: *Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.*	We will be reviewing the contribution formula model for relevance and impact on the member libraries in the upcoming FY24/25. I am submitting on the following page, Historic Contribution Formulas, the explanation of the current and prior formulas approved by the Black Gold Members.		
OUTCOME(S)			
DESIRED OUTCOME(S): *Describe your desired outcome(s)*	Review and start preliminary discussions about the contribution formula. Determine how we will move forward.		
OTHER COMMENTS:			

Black Gold Cooperative Library System
Historic Contribution Formulas

FY14/15 - FY18/19

Developed by MRG - Anne Marie Gold

A Develop the budget and subtract all outside sources of funding= Member contributions

B Member contributions are divided into

1 E-Content Contribution = cost of econtent
allocated to Members by using libraries' share of e-content circulation

2 Pro Rata Contribution = calculated share of BG Overhead
allocated to Members by using the weighted average of the libraries' share of patrons and volumes held

3 ATS Contribution = Total Member Contributions less E-Content Contribution less ProRata Contribution
Base Fee = 15 % of total ATS contribution
divided equally among all Members
Resource Contribution = 50 % of Total Contribution - Base Fee
allocated to Members by using weighted average of libraries' share of patrons and network devices
Use Contribution = 50% of Total Contribution - Base Fee
allocated to Members by using weighted average of print circulation and e-content circulation

FY19/20 - FY24/25

Developed by Karen Dash Consulting - Karen Dash

A Develop the budget and subtract all outside sources of funding= Member contributions

B Member contributions are divided into

1 E-Content Contribution = cost of econtent
allocated to Members by using libraries' share of e-content circulation

2 Base Fee = 20% of Total Member Contributions excluding E-Content contribution
divided equally among all Members

3 Resources Contribution = 80% of Total Member Contributions excluding E-Content contribution
allocated to Members by using a weighted combination of 25% Circulation, 50% population, and 25% network devices