



ADMINISTRATIVE COUNCIL AGENDA
Friday, September 20, 2024
Lompoc Public Library
Presiding: Dawn Jackson, SM - FY 2024/25- CHAIR

* Item accompanies the agenda

	<ul style="list-style-type: none"> • Scheduled break at 11:00 a.m. • Working lunch scheduled at 12:00 p.m. with library tour to follow.
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
**	Item to be provided later or separate from packet

1. **10:00a.m. CALL TO ORDER**
2. *M* - **ADOPTION OF AGENDA**
3. **PUBLIC TESTIMONY**
4. *M* - **CONSENT CALENDAR**
 - a. *Administrative Council Minutes – 07.19.24
 - b. *Financial Reports –
 - c. *Net Borrowing/Lending –
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - Checkout & Renewal Statistics – 08/2024
 - ii. Cataloging – 08/2024
 - iii. Hoopla Recap – 08/2024
6. **STATE LIBRARY REPORT - September 2024** –presented by Bev Schwartzberg, State Library. (15 minutes)
7. **DIRECTOR HIGHLIGHTS** – (20 minutes)
8. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
9. **OLD BUSINESS**
 - a. JPA/Bylaws Update – Get update from directors on status the approval of the latest draft of the JPA and Bylaws by respective city/governing entities.
 - b. **** M**- Contribution Formula (Discussion) – Directors to review and discuss alternate options further or approve the current formula for another 2 years.
 - c. ****FY 24-24 Black Gold Report** – Directors to review updates and changes made to the report based on conversations at the July 2024 Admin Council meeting.
10. **NEW BUSINESS**
 - a. Committee and User Group Review – (Discussion) A number of User Groups have met for the first time; review any feedback from meeting participants and discuss potential changes and/or improvements.
11. **LIBRARY PRESENTATION** (15 minutes)
12. *M* – **ADJOURNMENT**

NEXT MEETING: Friday, December 6, 2024 (SP)

Distribution - Email notice of web-posted agenda to Justin Formanek, SP; Sarah Bleyl, LM; Dawn Jackson, SM; Eric Lashley, PR; Elizabeth Saucedo, GV, Jody Thomas, CC; Bev Schwartzberg, State Library; Glynis Fitzgerald, BG.

ADMINISTRATIVE COUNCIL MINUTES
Friday, July 19, 2024
Carpinteria Community Library
 Presiding: Dawn Jackson, SM - FY 2024/25- CHAIR

In attendance: Eric Lashley, PR; Justin Formanek, SP; Sarah Bleyl, LM; Elizabeth Saucedo, GV; Dawn Jackson (SM), and Jody Thomas (CC), Glynis Fitzgerald (BG).

11:06 a.m. CALL TO ORDER

<ul style="list-style-type: none"> • Scheduled break at 11:00 a.m. • Working lunch scheduled at 12:00 p.m. with library tour to follow. 	
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
**	Item to be provided later

1. **10:35 a.m. CALL TO ORDER**

2. *M* - **ADOPTION OF AGENDA** - 1st EL (PR)/2nd JF (SP). Approved.

3. **PUBLIC TESTIMONY – N/A**

4. *M* - **CONSENT CALENDAR** – 1st SJB (LM)/ 2nd EL (PR). Approved.

- a. *Administrative Council Minutes – 05.17.24 and 06.24.24
- b. *Financial Reports – 04/2024
- c. *Net Borrowing/Lending – 06/2024

5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]

- a. Departmental Resources
 - i. Circulation - Checkout & Renewal Statistics – 06/2024
 - ii. Cataloging – 06/2024
 - iii. Hoopla Recap – 06/2024
 - iv. [2023-24 Annual Report](#)

6. [STATE LIBRARY REPORT - JULY 2024](#) –presented by Jody Thomas, CC.

7. **DIRECTOR HIGHLIGHTS** – N/A

8. **BLACK GOLD DIRECTOR REPORT**

Patron cleanup has been completed. Approximately, 47,000 inactive patron records were removed, these included SLO and SB card, PacReg, eCards and inactive accounts prior to 2020 with no activity. Going forward, patron cleanup will be scheduled for the end of each fiscal year with a 4-year inactivity used as a basis for removal.

User Groups will start meeting soon. Adult Services is scheduled for August with Youth Services and Collection Development to follow in September.

BREAK FOR LUNCH 11:57 a.m. to 1:17 p.m.

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.

A motion was made to submit the latest draft of the JPA to cities for approval. 1stSJB (LM)/ 2nd JF (SP). Unanimous Approval.

10. **NEW BUSINESS**

- a. [2024-25 Members Report Presentation](#)

ACTION ITEM: GF (BG) to rework the report contribution adding totals and ROI in the member's

report.

- b. * Contribution Formula (Discussion) – Review and start preliminary discussions about the contribution formula. Determine how we will move forward

ACTION ITEM: GF (BG) to send contribution formulas to the Directors for review. Discussion will continue at the September Administrative Council meeting.

11. **LIBRARY PRESENTATION** (15 minutes)

Terra Futura gave a presentation on Carpinteria's Summer Reading and Tonies box.

12. **M – ADJOURNMENT** at 3:14 p.m.

NEXT MEETING: Friday, September 20, 2024 (LM)

Distribution - Email notice of web-posted agenda to Justin Formanek, SP; Sarah Bleyl, LM; Dawn Jackson, SM; Eric Lashley, PR; Elizabeth Saucedo, GV, Jody Thomas, CC; Glynis Fitzgerald, BG.



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

Memorandum

DATE: August 7, 2024
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2023-24 – June 30, 2024

The Financial Statements for the twelve months ended June 30, 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 twelve months was **100.6%** of the budget for the fiscal year, while the combined total of all expenditures for the twelve months equaled **\$1,216,403** which represents **105.0%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 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	1,164,765	(6,811)	100.6%	
Expenditures	1,157,954	1,216,403	(58,449)	105.0%	
Surplus/(Deficit)	0	(51,638)	(51,638)		
Total Reimbursables Invoiced		0			
Total Reimbursable Expenditures		<u>0</u>			
		0			
Shared Vision Project Revenue		62,059			
Shared Vision Project Expenses		<u>(62,059)</u>			
		0			
Stronger Together Project Revenue		609,536			
Stronger Together Project Expenses		<u>(609,536)</u>			
		0			
The California Collection Grant Revenue		868,569			
The California Collection Grant Expenses		<u>(868,569)</u>			
		0			
Reserves Used This Year		<u>0</u>			
			(51,638)		

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%

<u>Ref</u>		<u>FY 23/24</u> Final <u>Budget</u>	<u>June</u> 2024 <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> Unrealized <u>Balance</u>	<u>Bdgt/YTD</u> Realized <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-	4	504	(504)	-
8	4101	Interest Earnings	10,000	-	36,021	(26,021)	360.2%
9	4331	Grant Management Proceeds	80,000	-	47,900	32,100	59.9%
10	4402	CLSA - Commun. & Deliv.	138,852	-	138,852	-	100.0%
11	4500	Reserves Used this year	-	-	-	-	0.0%
12	4324	SCLC - Broadband Grant	-	-	67,156	(67,156)	
13	4706	Erate Refunds(Comm Line)	131,840	16,604	53,775	78,065	40.8%
14	4707	California Teleconnect Fund	21,170	6,116	27,153	(5,983)	128.3%
15	4409	Shared eContent & Subscription	53,810	-	53,812	(2)	100.0%
16	4302	Member Contributions - Resource	668,068	-	668,068	-	100.0%
17		UAL Contribution	54,214	-	71,524	(17,310)	131.9%
18							
19		TOTAL FUNDS AVAILABLE	1,157,954	22,724	1,164,765	(6,811)	100.6%
20							
21							
22							
23							
24							
25							
26							
27							
28		<u>EXPENSE SUMMARY</u>					
29	6000	All Programs	543,850	38,823	544,182	(332)	100.1%
30	6100	System Administration	98,940	6,699	86,035	12,905	87.0%
31	6400	Communications and Delivery Service	279,647	62,010	339,296	(59,649)	121.3%
32	6500	Databases/Downloadables	119,750	9,536	120,954	(1,204)	101.0%
33	6700	ILS	115,767	10,826	125,937	(10,170)	108.8%
34	6800	System Grants	-	-	-	-	
35		TOTAL EXPENSES	1,157,954	127,895	1,216,403	(58,449)	105.0%
36							
37		Surplus/(Deficit)		(105,171)	(51,638)		

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%

Ref		FY 23/24 Final Budget	June 2024 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	N O T E S
38							
39	Expenditure Details						
40							
41	6000-All Programs						
42	All Personnel						
43	6101	399,678	31,651	400,406	(728)	100.2%	
44	6102	144,172	7,172	143,776	396	99.7%	
45		543,850	38,823	544,182	(332)	100.1%	
46							
47							
48							
49	6100-System Administration						
50	5011	2,500	223	1,441	1,059	57.7%	
51	5012	250	-	20	230	8.0%	
52	5014	400	-	38	362	9.4%	
53	5016	1,000	-	835	165	83.5%	
54	5035	1,000	309	1,184	(184)	118.4%	
55	5051	15,000	-	13,095	1,905	87.3%	
56	5054	2,000	154	1,891	110	94.5%	
57	5057	19,140	1,610	19,163	(23)	100.1%	
58	5058	2,500	184	1,881	619	75.2%	
59	5059	15,000	971	12,625	2,375	84.2%	
60	5082	1,200	90	1,080	120	90.0%	
61	5115	1,000	-	829	171	-	
62	6118	2,000	-	1,620	380	81.0%	
63	5153	20,000	1,898	22,771	(2,771)	113.9%	
64	6222	-	-	450	(450)	-	
65	6238	250	187	367	(117)	146.8%	
66	6239	10,000	-	-	10,000	-	
67	6261	-	-	770	-	-	
68	6262	1,200	-	229	971	19.1%	
69	6266	-	-	-	-	-	
70	6291	500	854	1,096	(596)	219.1%	
71	6292	4,000	219	4,191	(191)	104.8%	
72	6296	-	-	460	(460)	-	
73		98,940	6,699	86,035	13,675	87.0%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%

<u>Ref</u>		FY 23/24 Final <u>Budget</u>	June 2024 <u>Actual</u>	Year to Date <u>Actual</u>	Bdgt/YTD Unrealized <u>Balance</u>	Bdgt/YTD Realized <u>%</u>	N O T E S
74							
75	<u>6400-System Communications and Delivery Service</u>						
76	5045	1,000	-	-	1,000	0.0%	
77	6241	2,220	776	8,733	(6,513)	393.4%	1
78	6450	190,515	51,093	199,326	(8,811)	104.6%	
79	6294		-	38,824	(38,824)		2
80	6294b	10,000	2,359	15,046	(5,046)	150.5%	3
81	6485	75,912	7,782	77,368	(1,456)	101.9%	
82		<u>279,647</u>	<u>62,010</u>	<u>339,296</u>	<u>(59,649)</u>	<u>121.3%</u>	
83							
84							
85							
86	<u>6500-Databases/Downloadables</u>						
87	6147	116,750	9,269	117,740	(990)	100.8%	
88							
89	6147b	3,000	268	3,214	(214)	107.1%	
90							
91		<u>119,750</u>	<u>9,536</u>	<u>120,954</u>	<u>(1,204)</u>	<u>101.0%</u>	
92							
93							
94							
95	<u>6700-ILS</u>						
96	6227	3,000	-	1,430	1,570	47.7%	
97	6236	60,062	5,841	67,655	(7,593)	112.6%	4
98							
99							
100	6516	38,705	2,489	33,932	4,773	87.7%	
101							
102							
103							
104							
105							
106							
105	6240	3,500	283	3,404	5,674	97.3%	
106	6257		1,425	5,558			
107	6276	10,500	788	9,819	681	93.5%	
106	6293	-	-	4,140	(4,140)		
107	6297				-		
108		<u>115,767</u>	<u>10,826</u>	<u>125,937</u>	<u>966</u>	<u>108.8%</u>	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%

<u>Ref</u>	<u>FY 23/24</u> Final <u>Budget</u>	<u>June</u> 2024 <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> Unrealized <u>Balance</u>	<u>Bdgt/YTD</u> Realized <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
109						
110	<u>6800-System Grants - State</u>					
111	6603	PLSEP Grant Revenue		-		
112	6604	PLSEP Grant Expenses		-		
113		Total System Grants	-	-	-	
114						
115			(105,171)	(51,638)		
116						
117						
118						
119	<u>8200-Shared Vision Project</u>					
120	8201	Grant Revenue		(62,059)		
121	8205-820	Grant Expense		62,059		
122		Net Shared Vision Project	-	-	-	
123						
124						
125						
126	<u>8400-Stronger Together Project</u>					
127	8201	Grant Revenue	(2,101)	(609,536)		
128	8205-820	Grant Expense	2,101	98,387		
129	8411	Sub-Grants	-	511,149		
130		Net Stronger Together Project	-	-	-	
131						
132						
133	<u>8600 The California Collection</u>					
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 Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%**

Notes to the Financial Statements

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

	Description	Total Spent Current FY	Explanation for budget variance YTD
1	Communication Line Expense	\$ 8,733	Waiting for erate discounts to be applied back to BG
2	Telecom Equipment	\$ 38,884	New Telecom equipment covered by Broadband Grant
3	Telecom Equipment Maintenance	\$ 15,046	Maintenance of Equipment cover by Broadband Grant
4	ILS Support	\$ 67,655	5% increase in ByWater Support

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

Dawn Jackson, Chair, FY 2023-2024

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Twelve Months Ended June 30, 2024
Fiscal Year Elapsed: 100%

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

		June 2024 <u>Actual</u>	Year to Date <u>Actual</u>
163	<u>Reimbursable Expenditures</u>		
164			
165			
166	<u>Miscellaneous Orders</u>		
167	6361 LOM Misc Orders	832	-
168	6362 PR Misc Orders	3,011	-
169	6365 SM Misc Orders	841	-
170	6366 SP Misc Orders	(531)	-
171	6367 GOL Misc Orders	1,166	-
172	6367 CC Misc Orders	(771)	-
173			
174	Subtotal Misc. Orders	4,549	-
175			
176	Total Reimbursable Expenditures	4,549	-
177			
178			
179	Total Reimbursables Invoiced	-	-
180			
181		4,549	-

**Black Gold Cooperative Library System
Balance Sheet
June 30, 2024**

	G/L			
	Acct. #	Account Description	Debit	Credit
182	1102	Petty Cash	46	
183	1103	Wells Fargo Credit Card Payable	10,678	
184	1104	Premier Valley Bank	173,073	
185	1105	Savings LAIF	979,434	
186	1201	Accounts Receivable - Invoices	61,541	
187	1251	Other Receivables	231,034	
188	1302	ATS Prepaid Expense	61,320	
189	1303	GEN Prepaid Expense	3,316	
190	1304	Prepaid Insurance	20,381	
191	1305	Prepaid Other	93,715	
192	1501	Fixed Assets	194,142	
193	3502	Accumulated Depreciation		167,321
194	1906	Provisions Vacation Payable	38,225	
195				
196	2104	Accounts Payable		27,759
197	2100-2110	Wages & Benefits Payable		8,174
198	2120-2122	Wells Fargo Credit Card Payable		854
199	2199	Accrued Expenses		-
200	2204	Deferred Credit Card Revenue		78
201	2206	Deferred Grant Revenue - Broadband Grant		35,004
202	2210	Library Gifts (see recap attached)		-
203	2211	Library Deposits (see recap attached)		2,209
204	2209	Deferred Revenue -Stronger Together Grant		174,134
205	2309	Deferred Comp Withheld		
206	2602	Longterm Vacation Payable		38,225
207	3002	General Operating Fund (unassigned)		644,398
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.		178,732
213	3501	Investment in Fixed Assets		26,822
214		FY 23-24 Operating Results		(51,638)
215		rounding		
216			<u>1,866,904</u>	<u>1,866,904</u>

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

217
218
219
220
221
222
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239
240

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	\$	-
PR	\$	-
	<u>\$</u>	<u>-</u>

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

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

Library Reserves

(Balance of reserves from the RFID Project)

LOM	\$	18,240.00	
PR	\$	4,891.07	
SM	\$	12,287.27	
BG	<u>\$</u>	<u>(4,869.84)</u>	Remaining Tag Inventory at Black Gold
	<u>\$</u>	<u>30,548.50</u>	

**Black Gold Cooperative Library System
Non-Owned Items Circulated
August 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	4	0	144	8	4	0		0	52	4		3	3	1	5	196	14		66	0	3		54	561	
GBV	4	0	0	54	11	1	0	66	0	14	2		1	0	0	1	27	3		13	0	0		10	141	
GL	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0	
GO	212	24	1	0	283	92	1	401	0	325	60		12	6	14	18	955	138		449	0	2		358	2950	
GS	29	3	1	202	0	31	1	238	0	70	14		2	0	3	5	140	19		70	0	2		60	652	
GU	14	1	0	29	14	0	0	44	0	19	4		0	0	2	1	50	6		17	0	0		9	166	
GY	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0	
		28	2	285	308	124	2																			
LC	0	0	0	0	0	0	0	0	0	1	0		1	0	0	0	0	0		0	0	0		0	1	
LM	46	1	0	183	15	8	0	0	5	0	62		67	7	4	4	7	296	30		111	0	2		96	877
LV	9	2	0	35	5	1	0	0	0	45	0		45	3	2	0	2	30	7		10	0	0		13	164
									5	46	62															
MA	2	0	0	4	1	1	0	0	0	1	3		0	0	1	0	19	6		26	5	0	0		5	48
MB	1	0	0	2	1	1	0	0	0	0	1		0	0	1	0	7	0		8	0	0	0		3	17
MC	0	0	0	2	0	0	0	0	0	2	0		0	0	0	0	5	0		5	1	0	0		1	11
MG	5	0	0	6	0	1	0	0	0	2	1		1	2	1	0	18	1		23	6	0	0		1	45
MM	85	3	0	290	41	19	1	0	0	179	27		31	34	9	46	0	2833		2953	215	0	2		180	3995
MO	3	0	0	19	0	1	0	0	0	7	1		0	0	0	5	33	0		38	5	0	0		6	80
													32	36	12	51	82	2840								
PR	65	4	0	297	33	7	0	0	0	131	16		4	2	3	10	406	36		0	0	15		15	168	1197
PRD	2	0	0	2	1	0	0	0	0	3	0		0	0	0	0	4	1		14	0	0		14	0	27
PRS	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0	0		0	0	
																					14	0	15			
SP	19	1	0	61	9	2	0	0	0	29	3		1	0	0	5	103	13		26	0	0		0	272	
	496	43	2	1330	422	169	3		5	880	198		65	53	39	105	2289	3107		1008	0	26		964	11204	

Black Gold Cooperative Library

Non-Owned Items Circulated

Calculated from August 2024 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	cc	561	496	7.73%	6.83%	(65)
Goleta Book Van	gbv	75	15	1.03%	0.21%	(60)
Goleta Los Olivos	gl	0	0	0.00%	0.00%	0
Goleta Valley Library	go	2,549	1,045	35.11%	14.39%	(1,504)
Goleta Solvang	gs	414	114	5.70%	1.57%	(300)
Goleta Buellton	gu	122	45	1.68%	0.62%	(77)
Goleta Santa Ynez	gy	0	1	0.00%	0.01%	1
		3,160	1,220	42.49%	16.60%	(1,940)
Lompoc Charlotte's Web	lc	0	0	0.00%	0.00%	0
Lompoc Main	lm	810	834	11.16%	11.49%	24
Lompoc Village	lv	119	136	1.64%	1.87%	17
		929	970	12.80%	13.36%	41
Santa Maria Los Alamos	ma	22	33	0.30%	0.45%	11
Santa Maria Bookmobile	mb	9	17	0.12%	0.23%	8
Santa Maria Cuyama	mc	6	27	0.08%	0.37%	21
Santa Maria Guadalupe	mg	22	54	0.30%	0.74%	32
Santa Maria Main	mm	1,042	2,207	14.35%	30.40%	1,165
Santa Maria Orcutt	mo	42	267	0.58%	3.68%	225
		1,143	2,605	15.74%	35.88%	1,462
Paso Robles	pr	1,182	994	16.28%	13.69%	(188)
Paso Robles Delivery	prd	13	0	0.18%	0.00%	(13)
Paso Robles Study Center	ps	0	11	0.00%	0.15%	11
		1,195	1,005	16.46%	13.84%	(190)
Santa Paula	sp	272	964	3.75%	13.28%	692
Net of interbranch		7,260	7,260	100%	100%	0
						0

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated September 12, 2024

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State Library News

LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey will be opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

2024 Summer Community Impact Report

California's 2024 Summer Community Impact Report (formerly known as the Summer Participation Survey) is now open for data input in Counting Opinions. Data information is due from libraries no later than Wednesday, October 2, 2024. Data collected from this survey will show the impact of public library summer programs across California.

Please note that questions for this summer have been updated to reflect a focus on equity and impact which are central to the California State Library's [Building Equity-Based Summers \(BEBS\)](#) initiative.

This year's Summer Community Impact Report relates to all your library's summer 2024 programs, including Lunch at the Library programs, Parks Pass activities, youth development programs, storytimes, outreach programs, etc. While we realize some of these statistics will be reported in other places, it is important to collect these responses to capture the full picture of the summer landscape in California public libraries.

- [Summer Community Impact Questions and Guidance 2024:](#) Use this document to familiarize yourself with the questions and to reference while submitting statistics online.
- [Summer Community Impact Report form 2024:](#) A streamlined excel version of the questions to aid with data collection.
- [View the Summer Community Impact Report Information Session](#)

For your reference, these documents are available on the [California State Library's Statistics webpage](#).

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

Open Opportunities

[Career Online High School](#)

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Current Projects and Services

[Alexander Street Now available for Public Libraries](#)

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based

overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

The final report for 2023-2024 is now open in Counting Opinions and is **due September 30, 2024**. For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> The next CLLS Coordinator/Staff Networking Call is Wed., Sept. 18, at 2 p.m. and will focus on tutor and learner recruitment. For more information on any of these programs, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). Anyone may [subscribe](#) to the CALL Letters newsletter directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, will focus on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

In addition to webinars, which will be announced shortly, there are two cohort learning opportunities that enable participants to learn from trainers on-line and in-person. Participants will apply what they learn by completing a project relevant to their work at the library.

[Share the cohort opportunity page with your staff](#) and encourage them to apply to join a cohort. Their participation will build their skills, strengthen your library's communications with and about your community, and benefit the people in your library service area.

[eBooks for all - Ongoing](#)

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. There will be a special session on this collection on August 15 at noon. You can [Register Here](#) for that webinar.

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

[Online Tutoring Project – Sunsetting August 25, 2024](#)

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service is scheduled to conclude on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to info@brainfuse.com. Reach out to our general email, catutoring@library.ca.gov, if you have any additional questions.

[Parks Pass Program – Ongoing](#)

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

[PolicyMap Statewide Subscription for all public library workers](#)

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#) is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the program provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science. The 2024/25 PLSEP student application is anticipated to open September 2024. For more information, contact wwalker@socallibraries.org or plsep@library.ca.gov LSTA funded.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#).

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project – NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Networking and Training

Building Equity-Based Summers Learning Series

A new series of Building Equity-Based Summers (BEBS) Learning Sessions will be starting this fall. Applications are now open to join this innovative 9-month BEBS learning series designed specifically for public library staff, focused on building equitable summer and year-round practices throughout California libraries and communities. This program aims to provide participants with the knowledge, tools, and opportunities necessary to transform libraries into inclusive and equitable systems and services.

Interested parties can review the [BEBS 9-Month Learning Series webpage](#) and the [BEBS Frequently Asked Questions](#) webpage. [Interest applications](#) are due by September 10th.

For information on the Building Equity-Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email bebs@cla-net.org

**Summer with Your Community | Building Equity-Based Summers:
Reimagining Long-Held Traditions & Your Library's Summer "Why" Daylong Learning Session
in Pasadena, CA**

CLA conference attendance is NOT required to attend this session. The session is free. Travel funds are available.

Thursday, October 17th, 2024

9:00pm-4:00pm (a working lunch will be provided)

Pasadena Convention Center

[PRE-REGISTER HERE](#) by September 16th, 2024

What we'll explore:

In the last two to three years, have your library's summer services significantly evolved beyond a new theme each year? Are these services connecting with people who experience marginalization?

During this full-day session you will:

- Dig into the purpose of summer services and have the chance to reimagine long-standing practices.
- Learn how to apply Building Equity-Based Summers (BEBS) principles to your summer services and how to gather data that will give you fresh insights into engaging with communities experiencing marginalization.
- Develop a framework for building and assessing equitable summer services, and be on the way to ensuring your services are built on a foundation of equity.

Presented by: California Library Association's Building Equity-Based Summers Project in partnership with the California State Library

Travel funds: Travel funds are available on a first come first-serve library-need basis.

Library teams: This session asks library staff to attend as a library team of 2 or more. A team can be made up of library colleagues and/or library staff and a community partner that wish to collaborate in building equity.

Pre-registration:

- CLA Conference registration/attendance is **not** required to register and attend this Super Session.
- The session is free. Travel funds are available on a first come first-serve library-need basis.
- Register by Monday, September 16th, 2024

PRE-REGISTER HERE**Questions?**

Please don't hesitate to contact the BEBS team at bebs@cla-net.org

[CAreer Pathways Workforce & Upskilling Resources: Ending Fall 2024, Sunsetting Webinar Recording Now Available](#)

The CAreer Pathways program will wrap up in the fall 2024 as scheduled. Access to the following resources will be ending in September 2024:

- Coursera – access ends September 14, 2024, last day to sign-up was July 15, 2024
- Job & Career Accelerator (EBSCO) – September 30, 2024
- LearningExpress Library Complete (EBSCO) – September 30, 2024
- LinkedIn Learning – September 30, 2024
- Northstar – September 30, 2024
- VetNow (Brainfuse) – September 30, 2024

Note that access to the following two resources has already ended:

- GetSetUp – April 30, 2024
- Skillshare – Last day to register for 12-month membership was September 30, 2023

Depending on the resources your library has opted-in for, you will be receiving a separate email with sunsetting instructions for each resource to help prepare you for access ending. View the [August 2024 Sunsetting CAreer Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years! If you have any questions, contact: CAPathways@library.ca.gov or see the [CAreer Pathways Staff Resources page](#).

[Next Directors Networking Call](#)

The next Public Library Directors Networking Call is scheduled for Wednesday, **September 18, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.

MEETING DATE:	September 20, 2024	ESTIMATED TIME FOR ITEM:	
TITLE OF ITEM:	Contribution Formula Follow-Up	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	<input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		
BACKGROUND STATEMENT			
BACKGROUND: <i>Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.</i>	<p>The Contribution Formula worksheet was presented at the July 2024 Admin Council meeting.</p> <p>Members reviewed the current formula and possible alternate contribution scenarios were presented to the members.</p> <p>The decision was tabled at the time so that Members could review the allocation formula</p> <p>We will revisit this issue to finalize the formula.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	Discuss alternate options further or approve the current formula for another 2 years.		
OTHER COMMENTS:			

MEETING DATE:	September 20, 2024	ESTIMATED TIME FOR ITEM:	
TITLE OF ITEM:	Review the Revised Member Report	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	<input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Decision/Request Motion <input type="checkbox"/> Other: _____		

BACKGROUND STATEMENT

BACKGROUND:

Describe why you are bringing this item before council. What problem are you trying to solve? List information that would be helpful for decision making such as committee recommendations, pros/cons.

During the July 2024 Admin Council meeting, Members reviewed the 2024-2025 Black Gold Report. A couple of changes were requested.

For further clarity, a member asked that the graphs on the FY24/25 Budget page and the Source of Funding Page include both the dollar amount as well as the % of the total. This has been changed.

Further changes made:

- The Stats FY23/24 page now includes a total for the combined digital and physical Collection and Circulation.
- Total titles added to OverDrive are now being reported.
- Using the calculator at <https://ilovelibraries.org/what-libraries-do/calculator/> we are now reporting that our patrons collectively saved over \$25 million by using the library. This amount is based on circulation only

OUTCOME(S)

DESIRED

OUTCOME(S):

Describe your desired outcome(s)

Approval of the FY24/25 Black Gold Report

OTHER

COMMENTS: