

# COMMITTEES & USER GROUPS

## Administrative Council Meetings

- The council will meet a minimum of 6 times per fiscal year with the option of scheduling additional meetings as needed.
- Each library will host a council meeting at their library and provide a tour of the library.
- Council meetings will meet for a maximum of 4 hours.
  - Scheduled meeting time of 10:00 a.m. to 2:00 p.m.
  - Schedule will include one 5-minute break and a working lunch.
  - The host library will offer a best practices presentation (15 minutes) at 1:45 p.m. or earlier before adjourning.
- Agenda topics will be given a predetermined time limit with a 1-minute warning before moving onto the next agenda item.

### The New Agenda Format:

#### ADMINISTRATIVE COUNCIL AGENDA

DATE

LIBRARY LOCATION

Presiding: FY 20--/-- CHAIR

\* Item accompanies the agenda

	<ul style="list-style-type: none"> <li>• Scheduled break at 11:00 a.m.</li> <li>• Working lunch scheduled at 12:00 p.m. with library tour to follow.</li> </ul>
Symbol	Key
<i>M</i>	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 – DATE
  - b. \*Financial Reports – DATE
  - c. \*Net Borrowing/Lending - DATE
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. Circulation - Checkout & Renewal Statistics – DATE
    - ii. Cataloging - DATE
    - iii. Hoopla Recap – DATE
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*–.
10. **NEW BUSINESS**
  - a. \* *M*–
11. **LIBRARY PRESENTATION** (15 minutes)
12. *M* – **ADJOURNMENT**

### NEXT MEETING: DATE (LOCATION)

**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.

## **Committees/User Group Meetings**

**Approved 3/15/2024.**

- Reduce the number of Standing Committees and replace with User groups with no voting requirements.
- Rename the ATS Ops Committee to Library Operations Committee
- Disband the RAS Committee and the Youth Services Committee.
- Establish the following User Groups:
  - Youth Services
  - Adult Services
  - Collection Development
  - Outreach and Marketing.
- Establish a scheduled training/workshop calendar for Cataloging.

## **Library Operations Committee**

**Members:** The Library Operations Committee consists of at least one representative from each of the six Black Gold Libraries. Libraries can send more representatives to meetings as needed. Each Black Gold member library jurisdiction has one vote. The Black Gold System Director and Black Gold staff are ex-officio members.

**Meetings:** Ten (10) meetings a year, generally four (4) in-person meetings the first Wednesday of July, October, February, and May and six (6) online meetings the first Wednesday of August, September, November, January, March, and April. The committee will not meet in June or December. Any meeting can be canceled if there are not sufficient agenda items. The in-person location rotates among Santa Maria, Lompoc, and Goleta. Meetings are from 10:00 a.m. to about 1:00 p.m.

**Officers:** The Chair of the Committee is the designated Black Gold staff member. The recorder rotates geographically from north to south for each meeting.

**Liaison:** Black Gold System Director: The liaison ensures prompt feedback between Council and the Committee.

### **Purpose:**

- To benefit the Black Gold Cooperative Library System by providing a mechanism whereby the Administrative Council can receive input, feedback, and recommendations on policy in library operations activities.
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To evaluate and recommend actions and policies designed to standardize system-wide activities whenever possible.
- To develop procedures and routines, which facilitate resource sharing.
- To actively participate in identifying new technologies.
- To assist in the conduct of system business related to library operations and provide information to the Black Gold System Director and other Black Gold staff to help them with their duties.
- Serve as liaison with the Library Director and staff from each jurisdiction. Responsible for distributing, explaining, and training of new policies and procedures.
- Identify and recommend opportunities for staff training pertaining to hardware and software products in use by Black Gold libraries.

**Committee Members:**

<b>Library</b>	<b>Name</b>	<b>Email</b>
Paso Robles	Meg Weber	Mweber@prcity.com
Santa Maria	Shannon St. Arnaud	sstarnaud@cityofsantamaria.org
Lompoc	Dominic Keen	d_keen@ci.lompoc.ca.us
Goleta	Elizabeth Saucedo	esaucedo@cityofgoleta.org
Goleta	Supervising Librarian	
Carpinteria	Eric Castro	ericc@carpinteriaca.gov
	Jody Thomas	jodyt@carpinteriaca.gov
Santa Paula	Brenda Goldy	brenda.goldy@blanchardlibrary.org
	Nancy Duenas	nancy.duenas@blanchardlibrary.org
Black Gold	Glynis Fitzgerald	<a href="mailto:gfitzgerald@blackgold.org">gfitzgerald@blackgold.org</a>
	Matt Duhon	<a href="mailto:mduhon@blackgold.org">mduhon@blackgold.org</a>
	Kristina Uvalle	<a href="mailto:kuvall@blackgold.org">kuvall@blackgold.org</a>

**MINUTES TEMPLATE:** Keep minutes concise and include any relevant information. Submit minutes draft to Black Gold by Monday following the LOC meeting.

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**LIBRARY OPERATIONS COMMITTEE MINUTES**

**Date**

**Location**

**Attending:** Name (Library); Name (library); etc.

- 1) **10:05 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding  
Recorder; Name (Library)
- 2) **ADOPT AGENDA** —1<sup>st</sup> \_\_\_ / 2<sup>nd</sup> \_\_\_. Approved
- 3) **\*APPROVE MINUTES** — (Date), by Name (Library). 1<sup>st</sup> \_\_\_ / 2<sup>nd</sup> \_\_\_. Approved
- 4) **CIRCULATION**
  - a) Topic – Summary Notes  
*M* - LOC recommends (action). 1<sup>st</sup> \_\_\_ / 2<sup>nd</sup> \_\_\_. Approved.
- 5) **TECHNICAL**
  - a) **Koha/Aspen Issues** – Discussion
- 6) **BLACK GOLD UPDATE** -
- 7) **ROUNDTABLE** – N/A
- 8) **ITEMS TO BE FORWARDED** – (To Administrative Council)
- 9) **AGENDA BUILDING** –
- 10) **NEXT MEETING** — Time/Date/Location
- 11) **ADJOURNMENT** at (time) 1<sup>st</sup> \_\_\_ / 2<sup>nd</sup> \_\_\_.

\* Denotes attachment to agenda packet

## **USER GROUPS –**

**No voting requirements; makes recommendations for operations.**

### **AGENDA TEMPLATE**

**(Name) User Group**

**Date**

**Location**

**Attending:** Name (Library); Name (library); etc.

1. \*Discussion Topic
  - a. Summary to Council – Include relevant information,
  - b. Action Item – Recommendation to Council, follow-up information needed, library 'homework.'
2. ITEMS TO BE FORWARDED – (To Administrative Council) – Recommendations in need of approval by Council.
3. AGENDA BUILDING – Include ideas for possible training workshops and/or presentations from outside sources.
4. NEXT MEETING — Time/Date/Location
5. ADJOURNMENT at (time).

\* Denotes attachment to agenda packet

## **Youth Services User Group**

- Members:** User Groups will have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.
- Meetings:** Two (2) meetings a year on the third Wednesday of January (in-person) and September (online) with one (1) optional meeting for training. In-person meetings rotate between Santa Maria, Lompoc, and Goleta. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.
- Liaison:** Black Gold System Director: The liaison ensures prompt feedback between Council and the Youth Services Group.
- Purpose:**
- To assist in planning, implementing, and evaluating the Summer Reading Programs for Black Gold libraries. (All library staff members who attend the meetings can participate.) To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
  - To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to youth services, and to participate in the sharing of activities between member libraries and non-system libraries.

### **Committee Members:**

<b>Library</b>	<b>Name</b>	<b>Email</b>
Paso Robles	Melissa Bailey	<a href="mailto:mbailey@prcity.com">mbailey@prcity.com</a>
Santa Maria	Stacy Brigman	<a href="mailto:sxbrigman@cityofsantamaria.org">sxbrigman@cityofsantamaria.org</a>
Lompoc	Diana Bentle	<a href="mailto:d_bentle@ci.lompoc.ca.us">d_bentle@ci.lompoc.ca.us</a>
	Rachell Frazian	<a href="mailto:r_frazian@ci.lompoc.ca.us">r_frazian@ci.lompoc.ca.us</a>
Goleta	Kaeley Christensen	<a href="mailto:kchristensen@cityofgoleta.org">kchristensen@cityofgoleta.org</a>
Carpinteria	Terra Furuta	<a href="mailto:terraf@carpinteriaca.gov">terraf@carpinteriaca.gov</a>
	Jody Thomas	<a href="mailto:jodyt@carpinteriaca.gov">jodyt@carpinteriaca.gov</a>
Santa Paula	Olivia Escoto	<a href="mailto:olivia.escoto@blanchardlibrary.org">olivia.escoto@blanchardlibrary.org</a>
Black Gold	Glynis Fitzgerald	<a href="mailto:gfitzgerald@blackgold.org">gfitzgerald@blackgold.org</a>

## **Adult Services User Group**

- Members:** User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.
- Meetings:** Two (2) meetings a year on the second Wednesday of February (online) and August (in-person) with one (1) optional meeting for training. In-person meetings rotate between Santa Maria, Lompoc, and Goleta. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.
- Liaison:** Black Gold System Director: The liaison ensures prompt feedback between the Council and the Adult Services Group.
- Purpose:**
- To assist in planning, implementing, and evaluating the Adult Reading Programs for Black Gold libraries. (All library staff members who attend the meetings can participate.)
  - To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
  - To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to adult services, and to participate in the sharing of activities between member libraries and non-system libraries.

### **Committee Members:**

<b>Library</b>	<b>Name</b>	<b>Email</b>
Paso Robles	Karen Christiansen	kchristiansen@prcity.com
Santa Maria	Gillian Speicher	gspeicher@cityofsantamaria.org
Lompoc	Dominic Keen	d_keen@ci.lompoc.ca.us
Goleta	Elizabeth Saucedo	esaucedo@cityofgoleta.org
	Supervising Librarian	
Carpinteria	Jody Thomas	jodyt@carpinteriaca.gov
Santa Paula	Brenda Goldy	brenda.goldy@blanchardlibrary.org
Black Gold	Glynis Fitzgerald	gfitzgerald@blackgold.org

## **Collection Development User Group**

- Members:** User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.
- Meetings:** Four (4) meetings a year on the second Wednesday of March, June, September, and December. Meetings will be held online. Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.
- Liaison:** Black Gold System Director: The liaison ensures prompt feedback between Council and the Collection Development Group.
- Purpose:**
- To assist in planning, implementing, and evaluating the shared physical collection for Black Gold libraries. (All library staff members who attend the meetings can participate.)
  - To review shared OverDrive statistics and suggest digital collection guidelines at least annually in June each year.
  - To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
  - To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to youth services, and to participate in the sharing of activities between member libraries and non-system libraries.

### **Committee Members:**

<b>Library</b>	<b>Name</b>	<b>Email</b>
Paso Robles	Eric Lashley	elashley@prcity.com
	Karen Christiansen	<a href="mailto:kchristiansen@prcity.com">kchristiansen@prcity.com</a>
	Melissa Bailey	<a href="mailto:mebailey@prcity.com">mebailey@prcity.com</a>
Santa Maria	Tom Bjornstadt	<a href="mailto:tbjornstadt@cityofsantamaria.org">tbjornstadt@cityofsantamaria.org</a>
	Joanne Britton-Holland	<a href="mailto:jbritton@cityofsantamaria.org">jbritton@cityofsantamaria.org</a>
	Selena Fierro	<a href="mailto:sfierro@cityofsantamaria.org">sfierro@cityofsantamaria.org</a>
Lompoc	Theo Farias	<a href="mailto:t_farias@ci.lompoc.ca.us">t_farias@ci.lompoc.ca.us</a>
	Michelle Homsher	<a href="mailto:m_homsher@ci.lompoc.ca.us">m_homsher@ci.lompoc.ca.us</a>
Goleta	Elizabeth Saucedo	<a href="mailto:esaucedo@cityofgoleta.org">esaucedo@cityofgoleta.org</a>
	Kaley Christensen	<a href="mailto:kchristensen@cityofgoleta.org">kchristensen@cityofgoleta.org</a>
Carpinteria	Eric Castro	<a href="mailto:ericc@carpinteriaca.gov">ericc@carpinteriaca.gov</a>
	Jody Thomas	<a href="mailto:jodyt@carpinteriaca.gov">jodyt@carpinteriaca.gov</a>
Santa Paula	Brenda Goldy	<a href="mailto:brenda.goldy@blanchardlibrary.org">brenda.goldy@blanchardlibrary.org</a>
Black Gold	Glynis Fitzgerald	<a href="mailto:gfitzgerald@blackgold.org">gfitzgerald@blackgold.org</a>
	Teresa Van Doren	<a href="mailto:tvdoren@blackgold.org">tvdoren@blackgold.org</a>



## **Outreach/Marketing User Group**

- Members:** User Groups may have at least one person from each member library. The Administrative Council appoints members in April of each year. The Black Gold System Director is an ex-officio member.
- Meetings:** Two (2) meetings a year on the third Wednesday of April (online) and October (in-person). Meetings will be scheduled to meet between 10:00 a.m. to 1:00 p.m.
- Officers:** The chair serves for the fiscal year beginning in July and the position rotates geographically from south to north. The recorder is the Black Gold staff in attendance.
- Liaison:** Black Gold System Director: The liaison ensures prompt feedback between Council and the Outreach/Marketing Group.

**Purpose:**

- To assist in planning, implementing, and evaluating the Outreach and Marketing programs for Black Gold libraries. (All library staff members who attend the meetings can participate.)
- To benefit the member libraries by providing a mechanism whereby common concerns and activities are shared.
- To participate in training and staff development workshops and other opportunities in the exchange of ideas, exchange of common concerns and problems, information related to outreach, marketing, and to participate in the sharing of activities between member libraries and non-system libraries.

**Committee Members:**

<b>Library</b>	<b>Name</b>	<b>Email</b>
Paso Robles	Jill Beck	<a href="mailto:jbeck@prcity.com">jbeck@prcity.com</a>
	Taylor Worsham	<a href="mailto:tworsham@prcity.com">tworsham@prcity.com</a>
Santa Maria	Sara Voss	<a href="mailto:svoss@cityofsantamaria.org">svoss@cityofsantamaria.org</a>
	Jose Gaytan	<a href="mailto:jgaytan@cityofsantamaria.org">jgaytan@cityofsantamaria.org</a>
Lompoc	Rachel Frazian	<a href="mailto:r_frazian@ci.lompoc.ca.us">r_frazian@ci.lompoc.ca.us</a>
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	Amy Guzowski	<a href="mailto:a_guzowski@ci.lompoc.ca.us">a_guzowski@ci.lompoc.ca.us</a>
Goleta	Elizabeth Saucedo	<a href="mailto:esaucedo@cityofsantamaria.org">esaucedo@cityofsantamaria.org</a>
Carpinteria	Eric Castro	<a href="mailto:ericc@carpinteriaca.gov">ericc@carpinteriaca.gov</a>
	Jody Thomas	<a href="mailto:jodyt@carpinteriaca.gov">jodyt@carpinteriaca.gov</a>
Santa Paula	Olivia Escoto	<a href="mailto:olivia.escoto@blanchardlibrary.org">olivia.escoto@blanchardlibrary.org</a>
Black Gold	Glynis Fitzgerald	<a href="mailto:gfitzgerald@blackgold.org">gfitzgerald@blackgold.org</a>
	Kristina Uvalle	<a href="mailto:kuvalle@blackgold.org">kuvalle@blackgold.org</a>

## **Cataloging Training and Workshops**

**Purpose:** To provide training opportunities to library cataloguers in policies and procedures in using the Koha and/or Aspen systems to add, modify item records, BIB records and the EDI ordering process.

**Frequency of trainings:** Two training sessions per year

**Trainer:** Black Gold staff

# **2024-25 Meeting Calendar**

## **July 2024**

Wednesday, July 10, 2024 – Library Operations Committee (online)  
Friday, July 19, 2024 – Administrative Council Meeting – (Carpinteria)

## **August 2024**

Wednesday, August 7, 2024 – Library Operations Committee (online)  
Wednesday, August 21, 2024 – Adult Services User Group (in-person)

## **September 2024**

Wednesday, September 4, 2024 – Library Operations Committee (in-person)  
Wednesday, September 11, 2024 – Collection Development – (online)  
Wednesday, September 18, 2024 – Youth Services User Group (online)  
Friday, September 20, 2024 – Administrative Council Meeting (Lompoc)

## **October 2024**

Wednesday, October 2, 2024 – Library Operations Committee (online)  
Wednesday, October 16, 2024 – Outreach/Marketing User Group (online)

## **November 2024**

Wednesday, November 6, 2024 – Library Operations Committee (online)

## **December 2024**

Friday, December 6, 2024 – Administrative Council Meeting (Santa Paula)  
Wednesday, December 11, 2024 – Collection Development (online)

## **January 2025**

Wednesday, January 8, 2025 – Library Operations Committee (online)  
Wednesday, January 15, 2025 – Youth Services User group (in-person)  
Friday, January 17, 2025 – Administrative Council Meeting (Paso Robles)

## **February 2025**

Wednesday, February 5, 2025 – Library Operations Committee (in-person)  
Wednesday, February 19, 2025 – Adult Services User Group (online)

## **March 2025**

Wednesday, March 5, 2025 – Library Operations Committee (online)  
Wednesday, March 12, 2025 – Collection Development User Group (online)  
Friday, March 21, 2025 – Administrative Council Meeting (Santa Maria – Learning Center)

## **April 2025**

Wednesday, April 2, 2025 – Library Operations Committee (online)  
Wednesday, April 16, 2025 – Outreach/Marketing User Group (Santa Maria – Learning Center)

## **May 2025**

Wednesday, May 7, 2025 – Library Operations Committee (in-person)  
Friday, May 16, 2025 – Administrative Council Meeting (Lompoc)

## **June 2025**

Wednesday, June 11, 2025 – Collection Development User Group (online)