



**ADMINISTRATIVE COUNCIL AGENDA**  
**Friday, July 18, 2025**  
**Carpinteria Library**  
Presiding: Melissa Bailey, PR - FY 2025/26- 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 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 – 06.06.25
  - b. Financial Reports – [May 2025 Financials](#)
5. **AUXILIARY RECEIVE AND FILE** [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. [Summary of Non-Owned Items](#) – June 2025
    - ii. [Cataloging Stats](#) – June 2025
    - iii. [Hoopla Recap](#) – June 2025
6. **STATE LIBRARY REPORT – [July 2025](#)**
7. **DIRECTOR HIGHLIGHTS** – (20 minutes)
8. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
9. **NEW BUSINESS**
  - a. **Bookvan Service – (GO)** – Discussion - Goleta is reviewing its outreach service. If your library provides Bookvan service, how is it staffed and what is its schedule?
  - b. *M* - **New patron code** – “Needs Attention” - for expired/inactive accounts that never returned materials or paid fines that cannot be deleted due to the following criteria: They have items currently checked out; they have a non-zero account balance; they are the guarantor to another patron.
  - c. **SLO Library Cards** – Discussion - Discuss impact of SLO’s decision to cancel all non SLO resident library cards
  - d. *M* – **Items that Need Council Approval** – Discussion – Discuss which of items need to be approved at Council vs items that can be decided by the Library Operations Committee.
  - e. **Black Gold/ SLO Book Exchange** – Discussion - Discuss the movement of books between Black Gold and SLO libraries. Black Gold has been facilitating this, but should Libraries handle this themselves as is currently done by Goleta and Carp? How are those libraries managing the process? For the last 12 months the number of books has averaged 29 going to SLO and 29 returning to Black Gold Libraries (60% belong to Paso Robles Library)
10. **LIBRARY PRESENTATION** (15 minutes)
11. *M* – **ADJOURNMENT**

**NEXT MEETING: Friday, September 19, 2025 (GO)**

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



## ADMINISTRATIVE COUNCIL MINUTES

Friday, June 6, 2025

Goleta City Hall

130 Cremona Drive

Presiding: Dawn Jackson, SM - FY 2024/25- CHAIR

Attending: Justin Formanek, SP; Dawn Jackson, SM; Melissa Bailey, PR; Elizabeth Saucedo, GV, Eric Castro, CC; Bev Schwartzberg, State Library; Glynis Fitzgerald, BG.

<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 or separate from packet

1. **10:03a.m. CALL TO ORDER**

2. *M* - **ADOPTION OF AGENDA** – 1<sup>st</sup> GO/ 2<sup>nd</sup> PR. Approved.

3. **PUBLIC TESTIMONY** – N/A

4. *M* - **CONSENT CALENDAR** – 1<sup>st</sup> GO/ 2<sup>nd</sup> PR. Approved.

- a. \*Administrative Council Minutes – 03.21.25
- b. Financial Reports – [April 2025 Financials](#)

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

- a. Departmental Resources
  - i. **Summary of Non-Owned Items** – April 2025
  - ii. **Cataloging Stats** – April 2025
  - iii. **Hoopla Recap** – April 2025

6. **STATE LIBRARY REPORT** – [May 2025](#) – Presented by Bev Schwartzberg.

7. **DIRECTOR HIGHLIGHTS** – N/A

8. **BLACK GOLD DIRECTOR REPORT** – GF (BG) reported on new products updates:

Message Bee is being implemented. The first notice scheduled to migrate is Voice. Libraries have set up their email templates. SMS and email notice language has been provided to Unique

CloudNine Reservation Service has been installed and staff trained on the software. All libraries have started implementing this software, and some are actively using it.

NYT online will no longer be covered by grant funds as of July 1. We are currently trying to secure accurate stats for the libraries to determine whether they want to purchase the service themselves.

9. **OLD BUSINESS**

a. \* *M* – **2025-26 Final Budget** – Review and discuss the Final draft of the Black Gold 2025-26 budget.

*A motion was made to approve the final budget as presented. 1s SP/ 2<sup>nd</sup> GO. Approved.*

10. **NEW BUSINESS**

a. *M* - **Holds Shelf Waiting Time** – Goleta sees the value in the change but has concerns that the timing might make patron pickups at the van more difficult—she said they would override these holds if necessary.

*A motion was made to reduce the time from 10 days to 7 days. 1<sup>st</sup> PR/ 2<sup>nd</sup> SP. Approved.*



- b. \* **M - 2025-26 Overdrive Digital Collection guidelines** – Review and approve the 2025-26 collection guidelines for Overdrive purchasing for the Cooperative.

*A motion was made to approve the Overdrive Digital Collection Guidelines as presented. 1<sup>st</sup> SP/ 2<sup>nd</sup> PR. Approved.*

- c. **M - CLS- 2025/26 Communication, Delivery & Resource Sharing Program** (formally called Plan of Service) – review and approve this year's CLS application for submittal to the State Library.

*A motion was made to approve the CLS application as presented. 1<sup>st</sup> SP/ 2<sup>nd</sup> PR. Approved.*

- d. \* **M - Committee/User Group 2025-26 Calendars** – Review the effectiveness of current committees and user groups. Discuss future meeting schedules and possible topics. Approve meeting calendar for the FY 2025-26.

Possible topics for discussion

YS – consider adding an additional meeting for training. Ideas include Mental Health, TouchPoints, Early Literacy, Messaging Parent education, YS leadership

Adult Services – Programming, reference interviews, adult vulnerable populations, working with the unhoused (Ryan Dowd)

Collection Development – Trends, Gaps in the collection, book challenges, weeding, life cycle of collections, strategies

*A motion to approve the calendar as written 1<sup>st</sup> SP/2<sup>nd</sup> PR. Approved.*

11. **LIBRARY PRESENTATION** – Elizabeth Saucedo gave a group tour of the GVL Express location and the overflow office space at City Hall.

12. **M – ADJOURNMENT** at 11:57 a.m. 1<sup>st</sup> PR/ 2<sup>nd</sup> SM. Approved.

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