



**ADMINISTRATIVE COUNCIL AGENDA**  
**Friday, September 19, 2025**  
**Buellton 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 – 07.18.25
  - b. Financial Reports – [June 2025 Financials](#); [July 2025 Financials](#)
5. **AUXILIARY RECEIVE AND FILE** [posted @ <http://ats.blackgold.org>]
  - a. Departmental Resources
    - i. [Summary of Non-Owned Items](#) – August 2025
    - ii. [Cataloging Stats](#) – August 2025
    - iii. [Hoopla Recap](#) – August 2025
6. **DIRECTOR HIGHLIGHTS** – (20 minutes)
7. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
8. **NEW BUSINESS**
  - a. *M* - [CLSA 24/25 Annual Report](#) – Review and approve the narrative report for the CLSA grant due to the State Library.
  - b. [FY 25/26 Members Report](#) – Present the Members Report for the FY 2025-26 for review.
9. **LIBRARY PRESENTATION** (15 minutes)
10. *M* - **ADJOURNMENT**

**NEXT MEETING: Friday, December 5, 2025 (SP)**

**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, July 18, 2025

Carpinteria Library

Presiding: Melissa Bailey, PR - FY 2025/26- CHAIR

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

1. **10:12 a.m. CALL TO ORDER**
2. **M - ADOPTION OF AGENDA** - 1<sup>st</sup> SP/ 2<sup>nd</sup> GO. Approved.
3. **PUBLIC TESTIMONY – N/A**
4. **M - CONSENT CALENDAR** - 1<sup>st</sup> GO/ 2<sup>nd</sup> SP. Approved.
  - 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 – N/A**
8. **BLACK GOLD DIRECTOR REPORT** – GF (BG) reported that the NY Times is up and running. Participating libraries can be bill quarterly or in a lump sum with the movie licensing billing. Voice messages are going out over Message Bee. Templates for SMS messages are next with email notices to follow. She is currently working on the CLSA Annual report and the year end audit. Spanish title checkouts in Overdrive shows 100+ titles going out since switching to the cost-per-circ pricing model and increasing to \$300/month.
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?

PR are working on replacing their Outreach Librarian and are adding a part-time staff member. Currently, there is no set schedule, it runs 8-9 hours of service per week. The budget is part of the outreach services programming. The book van tag teams with youth services for events.

SM has dedicated staff that includes a Library I position and 2 part-time positions who work 90% with the book van and 10% on outreach events. It has its own budget through outreach programming. It runs 20 hours per week and services 11 stops Monday through Friday.
  - 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.

*A motion was made to add a new patron code, “Needs Attention” for inactive patron accounts with outstanding fines or unreturned materials. 1<sup>st</sup> SM/ 2<sup>nd</sup> GO. Approved*
  - c. **SLO Library Cards** – Discussion - Discuss impact of SLO’s decision to cancel all non SLO resident library cards.

PR reported that the Paso Robles City Manager is scheduled to meet with the County Board of Supervisors to discuss why Paso Robles City residents would be excluded from county provided services.
  - 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.

*A motion was made that new products, issues that may affect the budget or changes that possibly have a negative effect on one or more libraries, will required approval from Council based on*



*recommendations provided by the Library Operations Committee. 1<sup>st</sup> SM/ 2<sup>nd</sup> PR. Approved.*

- 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)

GO is working on a monthly exchange with Santa Barbara to exchange books. PR is working on reducing the number of books that are being returned to SLO libraries.

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

11. **M – ADJOURNMENT at 12:23 p.m.** - 1<sup>st</sup> GO/ 2<sup>nd</sup> PR. Approved.

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

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