BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

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

ADMINISTRATIVE COUNCIL AGENDA
Friday, October 16, 2020
10:00 am – Webinar
Presiding: FY 2020/21 Chair Ned Branch, SP

https://blackgold.webex.com/blackgold/j.php?MTID=mb638f915baa693973039a1e7bbdaa9ce

Meeting number: 126 022 5145
Password: 101620

Join by phone: 1-650-479-3208 (Call-in toll number (US/Canada))
Access code: 126 022 5145

- Agenda and business meeting addenda (compiled PDF) @http://ats.blackgold.org
- Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org

Symbol	Key
M	Move to approve
*	PDF accompanies posted agenda
p.	Associated addendum page number(s) located @ **top center** of compiled agenda PDF.
**	Item to be provided later
►	Item updated in the Administrative Council Notebook @ http://ats.blackgold.org

1. **10:00a.m. CALL TO ORDER**

2. *M* - **ADOPTION OF AGENDA**

3. **PUBLIC TESTIMONY**

4. *M* - **CONSENT CALENDAR**
   a. ***Administrative Council Minutes –** September 18, 2020 *(page 3)*
   b. ***Financial Reports –** July & August 2020 *(page 5)*
   c. ***Net Borrowing/Lending** - September 2020 *(page 25)*

5. **AUXILIARY RECEIVE AND FILE** — [posted @ http://ats.blackgold.org]
   a. Departmental Resources
      i. Circulation - ATS Checkout & Renewal Statistics – September 2020
      ii. Cataloging – September 2020
      iii. Hoopla Recap – September 2020

6. **OLD BUSINESS**

   a. *M* - *Follow-up on 2020 Black Gold Action Plan *(page 28)*

      i. Potential impact of a Member Library operating its own ILS within the Cooperative

      ii. Potential options within the current ILS

      iii. Individual Member Libraries' current plans moving forward

7. **NEW BUSINESS**

   a. *M* - *Making Cataloging Branch 'fine free' for iTIVA and app renewals *(page 29)*

   b. *M* - *Forgiving replacement fees for deleted items *(page 30)*

   c. *M* - *Extend hold expiration dates (currently holds expire after 365 days) *(page 31)*

   d. *M* - *Submitting patrons to collections again *(page 32)*

Black Gold Cooperative Library System Administrative Council

8. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

9. **STATE LIBRARY REPORT -** available on the ATS website

10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**

11. **ROUNDTABLE – Remarks by Library Directors**

12. *M* - **ADJOURNMENT**

Distribution - Email notice of web-posted agenda to Ned Branch, SP; Jessica Cadiente, SB; Sarah Bleyl, LM; Joanne Britton, SM; Dawn Jackson, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Glynis Fitzgerald, BG.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM UPCOMING MEETINGS		
DATE	MEETING/SUBJECT	LOCATION
11/04/20	ATS Ops Meeting	Webinar
11/18/20	RAS Meeting	CANCELLED
12/04/20	Administrative Council Meeting	Webinar

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL MINUTES
Friday, September 18, 2020
10:00 am – Webinar
Presiding: FY 2020/21 Chair Ned Branch, SP

Attending: Allison Gray (GV), Ned Branch (SP), Jessica Caliente (SB), Angelica Fortin (PR), Bev Schwartz (State Library), Dawn Jackson (SM), Christopher Barnickel (SLO), Sarah Bleyl (LM), Glynis Fitzgerald (BG), Kristina Uvalle (BG).

• Agenda and business meeting addenda (compiled PDF) @http://ats.blackgold.org	
• Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org	

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**	Item to be provided later
►	Item updated in the Administrative Council Notebook @ http://ats.blackgold.org

1. **10:00a.m. CALL TO ORDER**

2. *M* **- ADOPTION OF AGENDA:** (AG/JC) Approved.

3. PUBLIC TESTIMONY

4. *M* **- CONSENT CALENDAR:** (SJB/AG) Approved**.**
   a. *****Administrative Council Minutes –** July 17, 2020
   b. ***Financial Reports –** June 2020
   c. ***Net Borrowing/Lending** - July 2020, August 2020

5. **AUXILIARY RECEIVE AND FILE** — [posted @ http://ats.blackgold.org]
   a. Departmental Resources
      i. Circulation - ATS Checkout & Renewal Statistics – July 2020, August 2020
      ii. Cataloging – July 2020, August 2020
      iii. Hoopla Recap – July 2020, August 2020

6. **OLD BUSINESS**

   a. COVID – 19 Status updates by jurisdiction

   PR: Continuing with Grab & Go services. Opening the Study Center for Grab & Go next month.

   SLO: No changes. Seven largest branches open Tues. – Sat. (10 -5).

   SM: Working with the city to install germ guards at all locations. Continuing with Curbside and virtual programs including program packs. Orcutt and Bookmobile will probably open first, they already have germ guards in place.

   GV: Continuing with Sidewalk Service. Currently coordinating with SB so that both libraries open at the same time.

   LM: Continuing with holds pickup by appointment. Carpeting going in early October. Hoping to start Grab & Go services the beginning of November.

   SB: Tues.- Sat. schedule. Offering sidewalk services at all branches and outside services at the main library. No date for moving inside.

   SP: Still in purple with 800 reported cases. Offering curbside pick-ups. Starting next week, will open the library by appointment basis to allow 1-2 people in the library for

computer access.

AF asked about the status of material sharing. JC stated that SB is struggling with inter-library sharing. DJ stated that SM is sticking to inter-library sharing with no plans yet to have jurisdictional sharing.

7. **NEW BUSINESS**

   a. *M* - Circulation Manual approved by ATS Ops Committee on 09.02.20 – Circulation Manual (available on the ATS website): (JC/SJB) Approved.

   b. Discuss changes to courier service – GF reported that BG is going to an "every-other-week" delivery schedule. Delivery numbers between jurisdictions have gone down significantly and do not justify a weekly delivery at this time. Saved funds will be used to increase Overdrive purchases. We will continue to evaluate delivery as time goes on. Central Courier is struggling but will hang onto the extra van until the end of the year.

   c. Latest update on the "future of library service in Carpinteria and Montecito" – pursuant to the scheduled Carpinteria City Council meeting Sept 14 – GF reported that Carpinteria and Montecito hired an independent consulting firm (including Susan Hildreth) to explore options. Consultants recommended that they become a municipal library, rezoning to add a zone 5 and applying to join the Black Gold Cooperative System. Challenges include finding funding and the process for approval must go through the Library Council, Black Gold, and the State Library. A tentative date of June 2022 is the target date for separation. JC commented that two Friends' groups and the cities of Carpinteria and Montecito were looking into the possibilities and asked for the consultancy.

8. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

   GF reported that GV should finally be and up running with Cenic next month. The process has been in the works for two years and has run through a number of problems and issues but looks to be on-track.

   BG has applied for a Broadband grant for Cuyama and Los Alamos. BG is in the last year of its contract with Cenic and we are hoping that connection costs may go down for 2021-22.

   The SORA app is up and running in SM and the SLO and SP are in the process of setting up the app for students in those areas. The Yewno app will be gone as of October 30th. The State Library did not renew the contract.

   Matt is working to get ProQuest up and running. He thinks everything will be good to go within the next two weeks. JC asked if the libraries needed to anything to help. GF replied that Matt is getting it taken care of and BG will let the libraries know when it is ready to go live.

   GF attended (virtually) the CA Library Board meeting. It was reported that no further COVID relief was being offered at this time. Zip books funding is running out by June 2021. They are looking at broadband expansion across the state and a possible increase to CLSA funds.

   The auditors will be at the BG office to conduct their yearly audit next week.

9. **STATE LIBRARY REPORT -** available on the ATS website

10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**

    AF reported that PR is working with BG to share materials from the Study Center.

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

12. *M* **– ADJOURNMENT at 11:16 am (JC/SJB). Approved.**

Distribution - Email notice of web-posted agenda to Ned Branch, SP; Jessica Cadiente, SB; Sarah Bleyl, LM; Mary Housel, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Glynis Fitzgerald, BG.

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

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

MEMORANDUM

DATE: September 22, 2020

TO: **Black Gold CLS Administrative Council**

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

SUBJECT: **Financial Statements – FY 2020-21 – July 31, 2020**

The Financial Statements for the one month ended July 31, 2020 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 2020-21 anticipates revenues and expenditures each totaling **$1,772,885** for the entire year, which is a **7.3%** decrease from the previous year.

The actual revenue and equity funding for the one month was **19.0%** of the budget for the fiscal year, while the combined total of all expenditures for the one month equaled **$150,337** which represents **8.5%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020

	FY 20/21 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,772,885	337,444	1,435,441	19.0%	
Expenditures	1,772,885	150,337	1,622,548	8.5%	
Surplus/(Deficit)	0	187,107	187,107		

Total Reimbursables Invoiced	0	
Total Reimbursable Expenditures	24,618	
	24,618	
Gold Coast Revenues	0	
Gold Coast Expenses	(252)	
	(252)	
Value of Libraries Project Revenue	0	
Value of Libraries Project Expenses	0	
	0	
Shared Vision Project Revenue	14,950	
Shared Vision Project Expenses	(14,950)	
	0	
Reserves Used		
		211,474

2020-07 FinStmtSUMMARY

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

Ref			FY 20/21 Final Budget	July 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1								
2								
3								
4		**REVENUES & EQUITY FUNDING**						
5								
6	4705	Miscellaneous Revenue	1,000	-	-	1,000	0.0%	
7	4101	Interest Earnings	15,000	3,346	3,346	11,654	22.3%	
8	4330	Fiscal Agent Fees	5,000	-	-	5,000	0.0%	
9	4402	CLSA - Commun. & Deliv.	82,832	-	-	82,832	0.0%	
10	4500	Reserves Used this year	-	-	-	-	0.0%	
11	4324	SCLC - Broadband Grant	25,400	-	-	25,400	0.0%	
12	4707	California Teleconnect Fund - non-Cenic	7,000	2,997	2,997	4,003	42.8%	
13	4707	California Teleconnect Fund - Cenic	20,000	-	-	20,000	0.0%	
14	4706	Erate Refunds(Comm Line) - non-Cenic	56,000	934	934	55,066	1.7%	
15	4706	Erate Refunds(Comm Line) - Cenic	240,000	-	-	240,000	0.0%	
16	4409	Shared eContent & Subscription	234,948	72,323	72,323	162,625	30.8%	
17	4302	Member Contributions - Resource	1,085,705	257,843	257,843	827,862	23.7%	
18								
19		**TOTAL FUNDS AVAILABLE**	**1,772,885**	**337,444**	**337,444**	**1,435,441**	**19.0%**	
20								
21								
22								
23								
24								
25								
26								
27								
28		**EXPENSE SUMMARY**						
29	6000	All Programs	540,865	84,697	84,697	456,168	15.7%	
30	6100	System Administration	100,965	6,485	6,485	94,480	6.4%	
31	6400	Communications and Delivery Service	575,811	12,373	12,373	563,438	2.1%	
32	6500	Databases/Downloadables	325,314	27,387	27,387	297,927	8.4%	
33	6700	ILS	229,930	19,394	19,394	210,536	8.4%	
34	6800	System Grants	-	-	-	-		
35		**TOTAL EXPENSES**	**1,772,885**	**150,337**	**150,337**	**1,622,548**	8.5%	
36								
37		**Surplus/(Deficit)**		187,107	187,107			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

Ref		FY 20/21 Final Budget	July 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
38							
39	**Expenditure Details**						
40							
41	**6000-All Programs**						
42	All Personnel						
43	6101 Regular Salaries	399,753	28,514	28,514	371,239	7.1%	
44	6102 Benefits	141,112	56,183	56,183	84,929	39.8%	1
45	**Total All Programs**	**540,865**	**84,697**	**84,697**	**456,168**	**15.7%**	
46							
47							
48							
49	**6100-System Administration**						
50	5011 Office Expense	3,000	78	78	2,922	2.6%	
51	5012 Service Charge, Bank etc	250	50	50	200	20.2%	
52	5014 Postage & Shipping	300			300	0.0%	
53	5213 Printing	250			250	0.0%	
54	5016 Reimbursement Meeting Expense	1,000			1,000	0.0%	
55	5035 Vehicle Fuel & Maintenance	2,000			2,000	0.0%	
56	5051 Auditors	15,000			15,000	0.0%	
57	5054 Payroll Processing Fees	2,000	158	158	1,842	7.9%	
58	5057 Rent	35,865	2,974	2,974	32,891	8.3%	
59	5058 Utilities	4,800	159	159	4,641	3.3%	
60	5059 Attorney Fees	5,000	330	330	4,670	6.6%	
61	5082 Janitorial Service	2,020			2,020	0.0%	
62	5115 Travel	-			-	-	
63	6118 Dues & Subscriptions	2,500			2,500	0.0%	
64	5153 Insurance	22,000	1,737	1,737	20,263	7.9%	
65	6222 Staff Training	-			-	-	
66	6238 Web Design	300			300	0.0%	
67	6239 Consulting /Strategic Planning	-			-	-	
68	6262 Internet Access	180	15	15	165	8.3%	
69	6266 Library Mailers Billed Back	-			-	-	
70	6291 Office Equipment & Maintenance	500	921	921	(421)	184.2%	2
71	6292 Software	4,000	64	64	3,936	1.6%	
72	6296 CLSAinfo.org	-			-	-	
73	**Total System Administration**	**100,965**	**6,485**	**6,485**	**94,480**	**6.4%**	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

Ref			FY 20/21 Final Budget	July 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
74								
75	**6400-System Communications and Delivery Service**							
76	5045	Communication Supplies	1,000			1,000	0.0%	
77	6241	Communication Line Expense	96,751	8,576	8,576	88,175	8.9%	
78	6450	Cenic - Communication Line	382,307			382,307	0.0%	
79	6485	Courier Contract	95,753	3,797	3,797	91,956	4.0%	
80		**Total Communications and Delivery Ser**	**575,811**	**12,373**	**12,373**	**563,438**	**2.1%**	
81								
82								
83								
84	**6500-Databases/Downloadables**							
85	6147	eContent	276,364	23,164	23,164	253,200	8.4%	
86		OverDrive						
87		Zinio						
88	6147b	Subscription Services	6,950	579	579	6,371	8.3%	
89		Cybrarian						
90		Luna						
91	6295	Hotspots	42,000	3,644	3,644	38,356	8.7%	
92	6521	Workshops and Training	-			-	#DIV/0!	
93		**Total Reference Services**	**325,314**	**27,387**	**27,387**	**297,927**	**8.4%**	
94								
95								
96								
97	**6700-ILS**							
98	6227	Cataloging Tools	4,485	244	244	4,241	5.4%	
99	6236	System Maintenance	132,708	10,633	10,633	122,075	8.0%	
100		Polaris						
101		Leap						
102		Talking Tech ITIVA						
103		Sonic Wall						
104		Cisco SMARTnet						
105		Weekend Upgrade						
106		Dell ITIVA Maintenance						
107	6516	Polaris Add-Ons	51,167	4,264	4,264	46,903	8.3%	
108		Novelist						
109		Quipu						
110		The Content Café						
111		Capira						
112	6240	PCI Compliance	11,317	567	567	5,674	5.0%	
113	6257	System Facility Fee (Downtown Computer Room)	-			-	#DIV/0!	
114	6276	MARC records - Skyriver	20,253	1,688	1,688	18,565	8.3%	
115	6293	System Equipment	-			-		
116	6294	Cenic Telecom Equipment	-					
117	6294b	Telecom Equipment Maintenance	10,000	1,999	1,999	8,002		
118	6297	RFID Project				-		
119		**Total ILS**	**229,930**	**19,394**	**19,394**	**205,461**	**8.4%**	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

Ref		FY 20/21 Final Budget	July 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
120							
121	**6800-System Grants - State**						
122	6603 PLSEP Grant Revenue				-		
123	6604 PLSEP Grant Expenses				-		
124	**Total System Grants**	-	-	-	-		
125							
126			187,107	187,107			
127							
128							
129	**8100-Value of Libraries Project**						
130	8101 Grant Revenue						
131	8105-8107 Grant Expense						
132	8110 Mini-grants						
133	**Net Value of Libraries Project**	-	-	-			
134							
135							
136	**8200-Shared Vision Project**						
137	8201 Grant Revenue		(14,950)	(14,950)			
138	8205-8207 Grant Expense		14,950	14,950			
139	**Net Shared Vision Project**	-	-	-			
140							
141							
142	**6900-Gold Coast Library Network**						
143	4901 Gold Coast Revenues						
144	6901 Gold Coast Expenses		252	252			
145	**Net Gold Coast Library Network**	-	252	252	-		
146							
147							
148	**Reserves Used**	-					

2020-07 FinStmt

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

Notes to the Financial Statements					
(Explanation for expenditure variances exceeding 100% of budget by 10% and >$1,000)					
	Description	**Total Spent Current FY**		**Explanation for budget variance YTD**	
1	Benefits	$ 56,183	$	44,367	CalPERS Unfunded Liability Payment (1st month of year only)
2	Office Equipment	$ 921	$	921	Equipment purchased under prior year budget but not not received until this year.

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

Ned Branch, Chair, FY 2020-2021

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the One Month Ended July 31, 2020
Fiscal Year Elapsed: 8%

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.

			July 2020 Actual	Year to Date Actual
167	**Reimbursable Expenditures**			
168				
169				
170	Miscellaneous Orders			
171	6361	Lompoc Misc Orders	(2,245)	(2,245)
172	6362	Paso Robles Misc Orders	(1,606)	(1,606)
173	6363	SLO Misc Orders	(5,110)	(5,110)
174	6364	SB Misc Orders	(1,035)	(1,035)
175	6365	SM Misc Orders	(4,198)	(4,198)
176	6366	SP Misc Orders	(1,145)	(1,145)
177	6367	GOL Misc Orders	(9,279)	(9,279)
178				
179		Subtotal Misc. Orders	(24,618)	(24,618)
180				
181		**Total Reimbursable Expenditures**	**(24,618)**	**(24,618)**
182				
183				
184		**Total Reimbursables Invoiced**	-	-
185				
186			(24,618)	(24,618)

Black Gold Cooperative Library System
Balance Sheet
July 31, 2020

	G/L Acct. #	Account Description	Debit	Credit
187	1102	**Petty Cash**	**40**	
188	1103	**Checking WF 0620-028761**	**50,764**	
189	1104	**Founders Community Checking**	**450,402**	
190	1105	**Savings LAIF 16-56-003**	**920,371**	
191	1201	Accounts Receivable - Invoices	244,071	
192	1251	Receivables - 2018-19 E-Rate Discount	216,744	
193	1302	ATS Prepaid Expense	156,285	
194	1303	GEN Prepaid Expense	34,374	
195	1304	Prepaid Insurance	21,397	
196	1305	Prepaid Other	58,246	
197	1501	Fixed Assets	555,441	
198	3502	Accumulated Depreciation		483,048
199	1906	Provisions Vacation Payable	30,428	
200				
201	2104	Accounts Payable		77,034
202	2100-2110	Wages & Benefits Payable		9,058
203	2120-2122	Wells Fargo Credit Card Payable		(25)
204	2199	Accrued Expenses		-
205	2204	Deferred Credit Card Revenue		3,611
206	2206	Deferred Grant Revenue - Broadband Grant		55,400
207	2207	Value of Libraries Grant		62,192
208	2208	Shared Vision Grant		281,808
209	2210	Library Gifts (see recap attached)		1,558
210	2211	Library Deposits (see recap attached)		4,450
211	2602	Longterm Vacation Payable		30,428
212	2309	Deferred Comp Withheld		-
213	3002	**General Operating Fund (unassigned)**		**369,469**
214	3007	**Equipment Replacement Fund Committed - ATS**		**462,249**
215	3103	**Adminstrative Vehicle Fund Committed**		**28,000**
216	3104	**Retiree GASB 45 Fund Committed**		**257,926**
217	3105	**Library Reserves (see recap attached)**		**30,985**
218	3106	**Unfunded Pension Liability Reserve**		**-**
219	3210	General Reserve for PPD's/Dep.		290,489
220	3300	**Gold Coast Library Network Cash**		**7,019**
221	3501	Investment in Fixed Assets		72,392
222		FY 20-21 Operating Results		211,474
223		rounding		
224			2,738,563	2,738,563

Black Gold Cooperative Library
Recap of Balances attributed to Libraries
July 31, 2020

Library Gifts
(Foundation and Friends of the Library gifts)

Lompoc	$	122.12
SB	$	4.08
PR	$	1,431.39
	$	1,557.59

Library Deposits
(Balance of Deposits paid by Libraries to Black Gold)

Lompoc	$	2,518.00
SB	$	-
PR	$	1,932.48
	$	4,450.48

Library Reserves
(Balance of reserves from the RFID Project)

LOM	$ 18,483.00
PR	$ 5,327.71
SM	$ 14,231.27
BG	$ (7,056.84) Remaining Tag Inventory at Black Gold
	$ 30,985.14

BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

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

M E M O R A N D U M

DATE: September 29, 2020

TO: Black Gold CLS Administrative Council

FROM: Glynis Fitzgerald, Director of Operations

SUBJECT: Financial Statements – FY 2020-21 – August 31, 2020

The Financial Statements for the two months ended August 31, 2020 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 2020-21 anticipates revenues and expenditures each totaling **$1,772,885** for the entire year, which is a **7.3%** decrease from the previous year.

The actual revenue and equity funding for the two months was **19.5%** of the budget for the fiscal year, while the combined total of all expenditures for the two months equaled **$340,912** which represents **19.2%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020

	FY 20/21 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,772,885	346,007	1,426,878	19.5%	
Expenditures	1,772,885	340,912	1,431,973	19.2%	
Surplus/(Deficit)	0	5,095	5,095		

Total Reimbursables Invoiced	0	
Total Reimbursable Expenditures	(8,915)	
	(8,915)	
Gold Coast Revenues	0	
Gold Coast Expenses	(252)	
	(252)	
Value of Libraries Project Revenue	1,350	
Value of Libraries Project Expenses	(1,350)	
	0	
Shared Vision Project Revenue	19,949	
Shared Vision Project Expenses	(19,949)	
	0	
Reserves Used		
	(4,071)	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

Ref			FY 20/21 Final Budget	August 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1								
2								
3								
4		**REVENUES & EQUITY FUNDING**						
5								
6	4705	Miscellaneous Revenue	1,000	-	-	1,000	0.0%	
7	4101	Interest Earnings	15,000	-	3,346	11,654	22.3%	
8	4330	Fiscal Agent Fees	5,000	-	-	5,000	0.0%	
9	4402	CLSA - Commun. & Deliv.	82,832	-	-	82,832	0.0%	
10	4500	Reserves Used this year	-	-	-	-	0.0%	
11	4324	SCLC - Broadband Grant	25,400	-	-	25,400	0.0%	
12	4707	California Teleconnect Fund - non-Cenic	7,000	2,993	5,990	1,010	85.6%	
13	4707	California Teleconnect Fund - Cenic	20,000	-	-	20,000	0.0%	
14	4706	Erate Refunds(Comm Line) - non-Cenic	56,000	909	1,844	54,156	3.3%	
15	4706	Erate Refunds(Comm Line) - Cenic	240,000	4,661	4,660	235,340	1.9%	
16	4409	Shared eContent & Subscription	234,948	-	72,323	162,625	30.8%	
17	4302	Member Contributions - Resource	1,085,705	-	257,843	827,862	23.7%	
18								
19		**TOTAL FUNDS AVAILABLE**	**1,772,885**	**8,563**	**346,007**	**1,426,878**	**19.5%**	
20								
21								
22								
23								
24								
25								
26								
27								
28		**EXPENSE SUMMARY**						
29	6000	All Programs	540,865	38,132	122,830	418,035	22.7%	
30	6100	System Administration	100,965	9,054	15,540	85,425	15.4%	
31	6400	Communications and Delivery Service	575,811	91,760	104,133	471,678	18.1%	
32	6500	Databases/Downloadables	325,314	30,619	58,006	267,308	17.8%	
33	6700	ILS	229,930	21,009	40,403	189,527	17.6%	
34	6800	System Grants	-	-	-	-		
35		**TOTAL EXPENSES**	**1,772,885**	**190,575**	**340,912**	**1,431,973**	19.2%	
36								
37		**Surplus/(Deficit)**		(182,012)	5,095			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

Ref		FY 20/21 Final Budget	August 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
38							
39	**Expenditure Details**						
40							
41	**6000-All Programs**						
42	All Personnel						
43	6101　Regular Salaries	399,753	31,486	60,000	339,753	15.0%	
44	6102　Benefits	141,112	6,647	62,830	78,282	44.5%	1
45	**Total All Programs**	**540,865**	**38,132**	**122,830**	**418,035**	**22.7%**	
46							
47							
48							
49	**6100-System Administration**						
50	5011　Office Expense	3,000	30	108	2,892	3.6%	
51	5012　Service Charge, Bank etc	250	-	50	200	20.2%	
52	5014　Postage & Shipping	300			300	0.0%	
53	5213　Printing	250			250	0.0%	
54	5016　Reimbursement Meeting Expense	1,000			1,000	0.0%	
55	5035　Vehicle Fuel & Maintenance	2,000			2,000	0.0%	
56	5051　Auditors	15,000	700	700	14,300	4.7%	
57	5054　Payroll Processing Fees	2,000	517	674	1,326	33.7%	
58	5057　Rent	35,865	2,974	5,948	29,917	16.6%	
59	5058　Utilities	4,800	173	332	4,468	6.9%	
60	5059　Attorney Fees	5,000	330	661	4,339	13.2%	
61	5082　Janitorial Service	2,020			2,020	0.0%	
62	5115　Travel	-			-	-	
63	6118　Dues & Subscriptions	2,500	1,980	1,980	520	79.2%	
64	5153　Insurance	22,000	1,737	3,473	18,527	15.8%	
65	6222　Staff Training	-			-	-	
66	6238　Web Design	300			300	0.0%	
67	6239　Consulting /Strategic Planning	-			-	-	
68	6262　Internet Access	180	105	120	60	66.7%	
69	6266　Library Mailers Billed Back	-			-	-	
70	6291　Office Equipment & Maintenance	500	49	970	(470)	194.0%	2
71	6292　Software	4,000	460	524	3,476	13.1%	
72	6296　CLSAinfo.org	-			-	-	
73	**Total System Administration**	**100,965**	**9,054**	**15,540**	**85,425**	**15.4%**	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

Ref			FY 20/21 Final Budget	August 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
74								
75		**6400-System Communications and Delivery Service**						
76	5045	Communication Supplies	1,000			1,000	0.0%	
77	6241	Communication Line Expense	96,751	8,425	17,001	79,750	17.6%	
78	6450	Cenic - Communication Line	382,307	80,298	80,298	302,009	21.0%	
79	6485	Courier Contract	95,753	3,037	6,834	88,919	7.1%	
80		**Total Communications and Delivery Ser**	**575,811**	**91,760**	**104,133**	**471,678**	**18.1%**	
81								
82								
83								
84		**6500-Databases/Downloadables**						
85	6147	eContent	276,364	26,496	49,660	226,704	18.0%	
86		OverDrive						
87		Zinio						
88	6147b	Subscription Services	6,950	579	1,158	5,792	16.7%	
89		Cybrarian						
90		Luna						
91	6295	Hotspots	42,000	3,544	7,188	34,812	17.1%	
92	6521	Workshops and Training	-			-	-	
93		**Total Reference Services**	**325,314**	**30,619**	**58,006**	**267,308**	**17.8%**	
94								
95								
96								
97		**6700-ILS**						
98	6227	Cataloging Tools	4,485	184	428	4,058	9.5%	
99	6236	System Maintenance	132,708	12,308	22,940	109,768	17.3%	
100		Polaris						
101		Leap						
102		Talking Tech ITIVA						
103		Sonic Wall						
104		Cisco SMARTnet						
105		Weekend Upgrade						
106		Dell ITIVA Maintenance						
107	6516	Polaris Add-Ons	51,167	4,264	8,528	42,639	16.7%	
108		Novelist						
109		Quipu						
110		The Content Café						
111		Capira						
112	6240	PCI Compliance	11,317	567	1,135	5,674	10.0%	
113	6257	System Facility Fee (Downtown Computer Room)	-			-		
114	6276	MARC records - Skyriver	20,253	1,688	3,376	16,877	16.7%	
115	6293	System Equipment	-			-		
116	6294	Cenic Telecom Equipment	-					
117	6294b	Telecom Equipment Maintenance	10,000	1,999	3,997	6,003		
118	6297	RFID Project				-		
119		**Total ILS**	**229,930**	**21,009**	**40,403**	**185,019**	**17.6%**	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

Ref		FY 20/21 Final Budget	August 2020 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
120							
121	**6800-System Grants - State**						
122	6603 PLSEP Grant Revenue				-		
123	6604 PLSEP Grant Expenses				-		
124	**Total System Grants**	-	-	-	-		
125							
126			(182,012)	5,095			
127							
128							
129	**8100-Value of Libraries Project**						
130	8101 Grant Revenue		(1,350)	(1,350)			
131	8105-8107 Grant Expense		1,350	1,350			
132	8110 Mini-grants						
133	**Net Value of Libraries Project**	-	-	-			
134							
135							
136	**8200-Shared Vision Project**						
137	8201 Grant Revenue		(4,999)	(19,949)			
138	8205-8207 Grant Expense		4,999	19,949			
139	**Net Shared Vision Project**	-	-	-			
140							
141							
142	**6900-Gold Coast Library Network**						
143	4901 Gold Coast Revenues						
144	6901 Gold Coast Expenses			252			
145	**Net Gold Coast Library Network**	-	-	252	-		
146							
147							
148	**Reserves Used**	-					

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

		Notes to the Financial Statements			
149		<u>**Notes to the Financial Statements**</u>			
150		*(Explanation for expenditure variances exceeding 100% of budget by 10% and >$1,000)*			
152-154		**Description**	**Total Spent Current FY**		**Explanation for budget variance YTD**
156	1	Benefits	$ 62,830	$ 44,367	CalPERS Unfunded Liability Payment (1st month of year only)
158	2	Office Equipment	$ 970	$ 921	Equipment purchased under prior year budget but not not received until this year.

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

Ned Branch, Chair, FY 2020-2021

2020-08 FinStmt

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2020
Fiscal Year Elapsed: 17%

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.

			August 2020 Actual	Year to Date Actual
167	**Reimbursable Expenditures**			
168				
169				
170	Miscellaneous Orders			
171	6361	Lompoc Misc Orders	2,559	315
172	6362	Paso Robles Misc Orders	1,962	356
173	6363	SLO Misc Orders	12,689	7,579
174	6364	SB Misc Orders	1,747	712
175	6365	SM Misc Orders	3,872	(326)
176	6366	SP Misc Orders	513	(632)
177	6367	GOL Misc Orders	10,190	912
178				
179		Subtotal Misc. Orders	33,533	8,915
180				
181		**Total Reimbursable Expenditures**	**33,533**	**8,915**
182				
183				
184		**Total Reimbursables Invoiced**	**-**	**-**
185				
186			33,533	8,915

2020-08 FinStmt/reimbrsbles

Black Gold Cooperative Library System
Balance Sheet
August 31, 2020

	G/L Acct. #	Account Description	Debit	Credit
187	1102	**Petty Cash**	**40**	
188	1103	**Checking WF 0620-028761**	**54,337**	
189	1104	**Founders Community Checking**	**664,279**	
190	1105	**Savings LAIF 16-56-003**	**920,371**	
191	1201	Accounts Receivable - Invoices	88,387	
192	1251	Receivables - 2018-19 E-Rate Discount	-	
193	1302	ATS Prepaid Expense	145,546	
194	1303	GEN Prepaid Expense	31,131	
195	1304	Prepaid Insurance	19,452	
196	1305	Prepaid Other	47,427	
197	1501	Fixed Assets	555,441	
198	3502	Accumulated Depreciation		485,471
199	1906	Provisions Vacation Payable	30,428	
200				
201	2104	Accounts Payable		112,429
202	2100-2110	Wages & Benefits Payable		10,549
203	2120-2122	Wells Fargo Credit Card Payable		-
204	2199	Accrued Expenses		-
205	2204	Deferred Credit Card Revenue		7,133
206	2206	Deferred Grant Revenue - Broadband Grant		55,400
207	2207	Value of Libraries Grant		60,842
208	2208	Shared Vision Grant		276,809
209	2210	Library Gifts (see recap attached)		1,292
210	2211	Library Deposits (see recap attached)		4,450
211	2602	Longterm Vacation Payable		30,428
212	2309	Deferred Comp Withheld		-
213	3002	**General Operating Fund (unassigned)**		**369,469**
214	3007	**Equipment Replacement Fund Committed - ATS**		**462,249**
215	3103	**Adminstrative Vehicle Fund Committed**		**28,000**
216	3104	**Retiree GASB 45 Fund Committed**		**257,926**
217	3105	**Library Reserves (see recap attached)**		**30,985**
218	3106	**Unfunded Pension Liability Reserve**		**-**
219	3210	General Reserve for PPD's/Dep.		290,489
220	3300	**Gold Coast Library Network Cash**		**7,019**
221	3501	Investment in Fixed Assets		69,969
222		FY 20-21 Operating Results		(4,071)
223		rounding		
224			2,556,838	2,556,838

Black Gold Cooperative Library
Recap of Balances attributed to Libraries
August 31, 2020

225 **Library Gifts**
226 (Foundation and Friends of the Library gifts)
227 Lompoc $ 122.12
228 SB $ 4.08
229 PR $ 1,165.81
230 $ 1,292.01
231
232
233
234
235 **Library Deposits**
236 (Balance of Deposits paid by Libraries to Black Gold)
237 Lompoc $ 2,518.00
238 SB $ -
239 PR $ 1,932.48
240 $ 4,450.48
241
242
243
244
245 **Library Reserves**
246 (Balance of reserves from the RFID Project)
247 LOM $ 18,483.00
248 PR $ 5,327.71
249 SM $ 14,231.27
Remaining Tag Inventory
250 BG $ (7,056.84) at Black Gold
251 $ 30,985.14

Sept 2020

Black Gold Cooperative Library
NON-OWNED ITEMS CIRCULATED   **OWNING LIBRARY**

*Note: red within-system subtotals are shown in parentheses in the last cell of each block; the final **[red]** column is the separate (red) total at the right edge.*

CIRC LIB	ba	bc	be	bm	gl	go	gs	gu	gy	lc	lm	lv	ma	mb	mc	mg	mm	mo	oa	oc	od	oe	og	oh	ol	om	on	oo	or	os	ot	ou	oy	pr	prs	sp	TOTAL	[red]
ba		389	455	579 (1423)		75	9	2			32	6			2	1	73	11	18	8		1			1	9	6	48		28		3	10	41		29	1836	413
bc	537		101	97 (735)		10		3			7						24	1	3	2			2			2	6	11		5			6			7	824	89
be	383	20		25 (428)		6					4				1	1	4	1	3							1	1			5							454	26
bm	600	45	41	(686)		9		2			2	1					20	2	6	2				1	1	1		8		6		3	2			5	757	71
gl *(col subtotals)*	1520	454	597	701																																	0	0
go	31	5	3	4			598	667	1 (1266)		8	4				1	23	6	8	3			1			6	10	12		10	2		3	7		9	1422	156
gs	3		1			603		117	(720)								4	1	1								1			1	1	3				3	739	19
gu	2	2	1	1		505	75	(580)			3					2	3	1							1												596	16
gy *(col subtotals)*					0	1108	673	784	1																												0	0
lc																																					0	0
lm	12		1			15	8	4		74		306 (380)				3	17	1	2	3					3		7		3				1	6		6	472	92
lv	3				1	4	1	2		3		(3)					3	1	1								3		5				2				29	26
(lc-block col subtotals)										74	3	306																										
ma	4																28	11 (39)								1	1					1	2			1	49	10
mb																	1 (1)																				1	0
mc	1										2					2	42	11 (56)																			58	2
mg	1	1		1							2				1		30	9 (42)								1											50	8
mm	26	3	2	2		19	2	4	1		10	1	53	1	29	60		375 (518)	4	4			1		1	1	4	13	2	7		1	2	8		2	638	120
mo	5					4					2	1	36		30	40	708	(814)	1							1	2		1				2			5	838	24
(m-block col subtotals)													91	1	61	102	808	407																				
oa	23					13		1		9	2				1		23	3		124	20	8	13	14	221	180	971	58	42	597	32	229 (2509)		379		7	2970	461
oc	7		1			7	2	1									13		104		3	2	8		83	27	243	4	146	3	19	59 (701)		129		1	862	161
od	2										1						35	4			1	1	1	10	4	50		25	1	1	19 (153)		1		1	157	4
oe	2																																				2	2
og	6					1				1									2	1					1		2					1 (7)					15	8
oh	2									1															3	1		1 (4)									8	4
ol																1			4			1	1		1		6	1		1 (15)				3			19	4
om	5	1				6				2							11	1	204	104	14	4	2	7			117	329	13	380	10	51	312 (1547)	212		5	1790	243
on	6	2	1							3						2			98	40	8	4	2	5	74		199	12	291	5	13	67 (818)	133		2	981	163
oo	27	2	3	1		28	2	4		9			1		1	1	29	6	759	148	46	12	14	37	355	209	31		1236	42	58	380 (3327)	508		15	3964	637
or	2					1											7		2								1					6	1			17	11
os	13	2	4			16	2	1		10		1			2		17	3	447	145	38	14	8	51	422	307	945	45	30		34	541 (3027)	456		13	3568	541
ot																			5								1			1							8	2
ou	3					3	1			2							2		1	1												12		1			25	13
oy	12		4	1		9	1	1		6					2		8	3	386	100	22	7	3	11	268	128	436	39		656	18	23 (2097)	285		6	2435	338
(o-block col subtotals)																			2047	667	0	149	54	46	134	1436	976	3189	203	3337	152	231	1608					
pr	9		1			5	1			6							13		293	80	5	4	3	1	76	50	287	5	210	1	15	58			30 (30)	5	1158	1128
prs																										2	1			1			2	(30)			6	4
sp	1																																				1	1
TOTAL	1725	472	617	714	1	1341	702	813	2	74	125	321	94	1	68	114	1111	450	2387	769	0	157	61	49	138	1536	1054	3584	211	3618	155	251	1688	2191	30	125	26,749	4797
TOTAL [red]	205	18	20	13	1	233	29	29	1	0	122	15	3	0	7	12	303	43	340	102	0	8	7	3	4	100	78	395	8	281	3	20	80	2189	0	125	4797	

CIRC LIB = Borrowing Library

Summary of Non Owned Items Circulated August 2020

Black Gold Cooperative Library
Non-Owned Items Circulated
CIRC LIB
Calculated from Sept 2020 statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Santa Barbara Main	ba	413	205	8.61%	4.27%	(208)
Santa Barbara Carpinteria	bc	89	18	1.86%	0.38%	(71)
Santa Barbara Eastside	be	26	20	0.54%	0.42%	(6)
Santa Barbara Montecito	bm	71	13	1.48%	0.27%	(58)
		599	256	12.49%	5.34%	(343)
Goleta Los Olivos	gl	0	1	0.00%	0.02%	1
Goleta Valley Library	go	156	233	3.25%	4.86%	77
Goleta Solvang	gs	19	29	0.40%	0.60%	10
Goleta Buellton	gu	16	29	0.33%	0.60%	13
Goleta Santa Ynez	gy	0	1	0.00%	0.02%	1
		191	293	3.98%	6.11%	102
Lompoc Charlotte's Web	lc	0	0	0.00%	0.00%	0
Lompoc Main	lm	92	122	1.92%	2.54%	30
Lompoc Village	lv	26	15	0.54%	0.31%	(11)
		118	137	2.46%	2.86%	19
Santa Maria Los Alamos	ma	10	3	0.21%	0.06%	(7)
Santa Maria Bookmobile	mb	0	0	0.00%	0.00%	0
Santa Maria Cuyama	mc	2	7	0.04%	0.15%	5
Santa Maria Guadalupe	mg	8	12	0.17%	0.25%	4
Santa Maria Main	mm	120	303	2.50%	6.32%	183
Santa Maria Orcutt	mo	24	43	0.50%	0.90%	19
		164	368	3.42%	7.67%	204
SLO Atascadero	oa	461	340	9.61%	7.09%	(121)
SLO Cambria	oc	161	102	3.36%	2.13%	(59)
SLO Admin Office	od	4	0	0.08%	0.00%	(4)
SLO Oceano	oe	2	8	0.04%	0.17%	6
SLO San Miguel	og	8	7	0.17%	0.15%	(1)
SLO Shandon	oh	4	3	0.08%	0.06%	(1)
SLO Shell Beach	ol	4	4	0.08%	0.08%	0
SLO Morro Bay	om	243	100	5.07%	2.08%	(143)
SLO Nipomo	on	163	78	3.40%	1.63%	(85)
SLO Main	oo	637	395	13.28%	8.23%	(242)
SLO Santa Margarita	or	11	8	0.23%	0.17%	(3)
SLO Arroyo Grande	os	541	281	11.28%	5.86%	(260)
SLO Creston	ot	2	3	0.04%	0.06%	1
SLO Cayucos	ou	13	20	0.27%	0.42%	7
SLO Los Osos	oy	338	80	7.05%	1.67%	(258)
		2,592	1,429	54.03%	29.79%	(1,163)
Paso Robles	pr	1,128	2,189	23.51%	45.63%	1,061
Paso Robles Study Center	ps	4	0	0.08%	0.00%	(4)
		1,132	2,189	23.60%	45.63%	1,057
Santa Paula	sp	1	125	0.02%	2.61%	124
Net of interbranch		4,797	4,797	96%	94%	0
						0

Black Gold Cooperative Library
SUMMARY OF NON-OWNED ITEMS CIRCULATED
Net (Borrowed)/Lent based on Monthly Circ Reports
Oct 2019 - Sept 2020

		Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Santa Barbara Main	ba	2,016	1,796	1,712	623	958	928	2	98	1,967	1,037	(556)	(208)	10,373
Santa Barbara Carpinteria	bc	(678)	(614)	(620)	(814)	(804)	(682)	(2)	2	155	45	(331)	(71)	(4,414)
Santa Barbara Eastside	be	(159)	(115)	(123)	(19)	(25)	(43)	0	(2)	165	92	(73)	(6)	(308)
Santa Barbara Montecito	bm	(440)	(362)	(403)	(613)	(472)	(492)	5	4	182	66	(189)	(58)	(2,772)
		739	705	566	(823)	(343)	(289)	5	102	2,469	1,240	(1,149)	(343)	2,879
Goleta Los Olivos	gl	9	12	12	9	7	4	0	0	2	1	1	1	58
Goleta Valley Library	go	(1,408)	(1,276)	(1,002)	(940)	(937)	(930)	13	81	(1,657)	(771)	45	77	(8,705)
Goleta Solvang	gs	(288)	(233)	(181)	(328)	(269)	(195)	(1)	7	(144)	(77)	11	10	(1,688)
Goleta Buellton	gu	(174)	(107)	7	(102)	(1)	(68)	0	21	(93)	(30)	(1)	13	(535)
Goleta Santa Ynez	gy	5	6	4	5	5	4	0	1	3	3	1	1	38
		(1,856)	(1,598)	(1,160)	(1,356)	(1,195)	(1,185)	12	110	(1,889)	(874)	57	102	(10,832)
Lompoc Charlotte's Web	lc	(4)	0	0	0	0	0	2	0	0	0	0	0	(2)
Lompoc Main	lm	1,037	978	844	1,047	758	422	(4)	(123)	1	(6)	56	30	5,040
Lompoc Village	lv	(185)	(34)	(200)	(132)	(135)	(95)	7	13	9	4	19	(11)	(740)
		848	944	644	915	623	327	5	(110)	10	(2)	75	19	4,298
Santa Maria Los Alamos	ma	52	28	37	42	57	28	(3)	5	35	15	0	(7)	289
Santa Maria Bookmobile	mb										0	0	0	0
Santa Maria Cuyama	mc	(14)	(22)	(4)	7	3	(4)	(18)	(10)	30	6	17	5	(4)
Santa Maria Guadalupe	mg	51	40	26	59	72	41	1	0	42	21	3	4	360
Santa Maria Main	mm	3,853	3,249	3,291	3,630	3,279	2,392	7	85	1,530	484	699	183	22,682
Santa Maria Orcutt	mo	(432)	(421)	(307)	(152)	101	69	(94)	8	232	82	57	19	(838)
		3,510	2,874	3,043	3,586	3,512	2,526	(107)	88	1,869	608	776	204	22,489
SLO Atascadero	oa	(1,199)	(1,075)	(1,079)	(1,118)	(1,077)	(809)	6	15	(671)	(426)	(198)	(121)	(7,752)
SLO Cambria	oc	(313)	(270)	(338)	(241)	(262)	(171)	(1)	9	(143)	(117)	(76)	(59)	(1,982)
SLO Admin Office	od		(27)	(18)	(21)	(20)	(16)	0	(2)	(20)	(14)	(7)	(4)	(149)
SLO Oceano	oe	2	16	(15)	2	(13)	(9)	0	2	(5)	19	9	6	14
SLO San Miguel	og	(36)	(40)	(60)	(44)	(56)	(38)	0	0	(39)	(12)	(5)	(1)	(331)
SLO Shandon	oh	(2)	(1)	(24)	(38)	(46)	(53)	0	1	(23)	4	(1)	(1)	(184)
SLO Shell Beach	ol	(22)	(31)	(42)	(63)	(65)	(34)	1	3	(9)	15	8	0	(239)
SLO Morro Bay	om	(415)	(443)	(416)	(508)	(583)	(318)	4	15	(231)	(207)	(103)	(143)	(3,348)
SLO Nipomo	on	(53)	(88)	(127)	(119)	(136)	(63)	8	17	(92)	(123)	(64)	(85)	(925)
SLO Main	oo	(593)	(578)	(464)	(193)	(151)	75	17	62	(501)	(432)	(180)	(242)	(3,180)
SLO Santa Margarita	or	(75)	(43)	(41)	(71)	(45)	(24)	1	(2)	(28)	4	5	(3)	(322)
SLO Arroyo Grande	os	(1,234)	(941)	(987)	(910)	(1,047)	(617)	20	40	(643)	(422)	(263)	(260)	(7,264)
SLO Creston	ot	(83)	(66)	(82)	(99)	(89)	(39)	(1)	4	(21)	11	5	1	(459)
SLO Cayucos	ou	(93)	(59)	(104)	(62)	(106)	(28)	2	3	6	28	5	7	(401)
SLO Los Osos	oy	(793)	(748)	(808)	(816)	(844)	(641)	7	13	(395)	(325)	(244)	(258)	(5,852)
		(4,909)	(4,394)	(4,605)	(4,301)	(4,540)	(2,785)	64	180	(2,815)	(1,997)	(1,109)	(1,163)	(32,374)
Paso Robles	pr	133	342	333	516	329	203	14	12	(168)	636	981	1,061	4,392
Paso Robles Study Center	ps		(1)	(1)	(5)	(7)	(4)	0	0	(5)	(5)	(4)	(4)	(36)
		133	341	332	511	322	199	14	12	(173)	631	977	1,057	4,356
Santa Paula	sp	1,535	1,128	1,180	1,468	1,621	1,207	7	(382)	529	394	373	124	9,184
Net of interbranch		0	0	0	0	0	0	0	0	0	0	0	0	0

Black Gold Action Plan – 2020
(Timeline changes pending due to COVID-19)

Desired Outcomes:
1) Determine Core Services and Functions of the Cooperative.
2) Confirm each Member Library's commitment to the Cooperative.

JANUARY
o   Discussion Item: **Introduction: What is Black Gold?**
o   Discussion Item: **Benefits of shared ILS**
o   Discussion Item: **Potential impact of a Member Library operating its own ILS within the Cooperative**
o   Discussion Item: **ROI in current ILS for individual jurisdictions – criteria for this analysis will differ for each library**
➢ **Action Items:**
    •   Individual jurisdictions to determine their own criteria for evaluating their ROI in the ILS
    •   Formulate data requests to submitted to Glynis by April AC meeting
    •   Revise outline to reflect extended timeline

FEBRUARY - No Meeting

MARCH – SEPTEMBER
Discussion Tabled (agreed April 2020 Council Meeting)

OCTOBER
o   Review: January Action Items
o   Discussion Item: **Potential impact of a Member Library operating its own ILS within the Cooperative**
o   Discussion Item: **Potential options within current ILS**
o   Discussion Item: **Individual Member Libraries' current plans moving forward**
    ▪   Vetting other ILS
    ▪   Separating from the Cooperative
    ▪   Budget considerations to Black Gold

NOVEMBER – No Meeting

DECEMBER
o   Review October Action Items
o   Discussion Item: **Delivery**
    ▪   Potential restarting of delivery services
o   Discussion Item: **Confirm each Member Library's commitment to the Cooperative/ILS for budget purposes for the FY 2021-22**

JANUARY – JUNE 2021
Continue discussions to determine Core Services and Functions of the Cooperative

TOPIC:	Make Cataloging Unit 'fine free'	PRIORITY LEVEL: (1-Low 3 – High)	☐ 1 ☒ 2 ☐ 3
SUBMITTED BY:	Kimberly Hunter FORWARDED FROM OPS		
TYPE OF ITEM:	☐ For Discussion ☒ For Recommendation ☐ Other: _____		

BACKGROUND STATEMENT

BACKGROUND: *Describe why you are bringing this item before the committee. What problem are you trying to solve?*	Many vendor services (Overdrive, Capira, ITIVA) have to use the Cataloging Unit for verification as they can only connect to one SIP address. Currently the Cataloging Unit has a 49.99 fine max and has .25 fines for most item material types. Many Black Gold locations are now 'fine free' and their patrons are experiencing having fines placed on their account when a renewal is performed using one of these services. Removing fines from the Cataloging Unit would prevent this from happening. For locations that still charge fines, fines would not be applied either.

OUTCOME(S)

DESIRED OUTCOME(S): *Describe your desired outcome(s)*	Recommendation from Ops to keep or remove the fines and for which Material Types and Patron Codes if not all.
OTHER COMMENTS:	Ops recommends removing the fines from the Cataloging Unit for all Material Types and Patron Codes.

MEETING DATE:	October 7 2020	ESTIMATED TIME FOR ITEM:	Unknown
TITLE OF ITEM:	Forgiving replacement fees for deleted items	PRIORITY LEVEL: (1-Low 3 – High)	☐ 1 ☐ 2 ☒ 3
SUBMITTED BY:	Alain Dussert on behalf of SBPL FORWARDED FROM OPS		
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.*	SBPL wants to age out some juvenile/teen patrons to adult library cards. If they haven't used their library cards in over 3 years, we may just delete them. That being said, some of the accounts are for juvenile/teens who owe replacement/damage costs for deleted items that belong to other jurisdictions.		

	OUTCOME(S)		
DESIRED OUTCOME(S): *Describe your desired outcome(s)*	For teen/juvenile patrons who owed replacement/lost/damage charges for items no longer live, and have already been deleted, can we simply waive their charges before we either delete their accounts or move them to adult status? There are also 52 live items associated with 28 SBPL juvenile/teen patrons who owe replacement charges and some of the 28 are probably the same people. May we also send a list of those patrons to other libraries asking them to check in their items, and make their own decision on the status of those items?		
OTHER COMMENTS:	Ops recommends that for Juvenile and Teen patron accounts only, all libraries be allowed to waive charges on deleted items before either deleting the patron or aging them up to Adult patron account.		

TOPIC:	Expiration Dates for Patron Holds	PRIORITY LEVEL: (1-Low 3 – High)	☐ 1 ☒ 2 ☐ 3
SUBMITTED BY:	Karen Christiansen FORWARDED FROM OPS		
TYPE OF ITEM:	☐ For Discussion ☒ For Recommendation ☐ Other: _____		

	BACKGROUND STATEMENT		
BACKGROUND: *Describe why you are bringing this item before the committee. What problem are you trying to solve?*	Pre-COVID, the amount of time given for holds to fill was 12 months. Currently, with limited exchanging of items between libraries (Paso and SLO County exchange each others' items through hold fulfillment, but their patrons do not have access to SM, LO, SB, GV, or SP items), some holds placed pre-COVID are now expiring – often when the patron is close to having their hold fulfilled. (Recently, for example, a patron had a popular DVD set on hold, was in the #2 position, and the hold expired). A second factor to consider is that with the economic hit that many of our government agencies have experienced/are experiencing, it may become more difficult for libraries to purchase materials at the same levels they were pre-COVID, further contributing to patrons' longer wait times for desired items, and further risking that the holds will expire. An extension of the expiration date for holds would help our patrons to maintain their place in the holds queue, even when items are more difficult to borrow.		

	OUTCOME(S)		
DESIRED OUTCOME(S): *Describe your desired outcome(s)*	Recommend extending the holds expiration date from 12 months to either 18 or 24 months to ensure that requests will be filled.		
OTHER COMMENTS:	While the Zip Books program helps with the issues mentioned above, some items such as DVDs are ineligible for fulfillment due to their format. Other items may not be readily available through Amazon, and many libraries are no longer providing other outlets for ILL services or the services are too costly for the patrons. Ops recommends extending the holds expiration date to 18 months for the foreseeable future in which we are dealing with the effects of COVID on operations. This hold extension is expected to be reversed when library operations get back to normal.		

TOPIC:	Collections submissions 're-start' from closures	PRIORITY LEVEL: (1-Low 3 – High)	☐ 1 ☒ 2 ☐ 3
SUBMITTED BY:	Kim Hunter FORWARDED FROM OPS		
TYPE OF ITEM:	☐ For Discussion ☐ For Recommendation ☒ Other: _Informational for Ops /forward to AC_____		

	BACKGROUND STATEMENT		

| **BACKGROUND:** *Describe why you are bringing this item before the committee. What problem are you trying to solve?* | We had had some locations request to begin collections submissions again. I checked with Polaris :

 It is recommended that your entire library system use a single system-wide setup, but if you need library or branch-specific settings, you can open the Collection agency options parameter at the system level, set the defaults, and then change them as needed at the library level. You can set the Collection Agency to be disabled at the library level for any libraries that will not be re-enabling. In order to have the option enabled at the library levels the setting must first be enabled at the system level.

 If you change the reporting level you will receive a message that "Changing reporting level will remove the collection agency block from all patrons that have been submitted to the collection agency". The patrons would be re-submitted according your newly adjusted settings and the blocks re-applied the next time the Collection Agency job runs. Also, collection agency fees could be reapplied to these accounts once the block is applied again.

 When reporting at the library or branch level a patron could be submitted to collection agency for multiple organizations if they meet the criteria at multiple locations. (This is the case if the "Reporting by" setting is set to something other than Patron Branch, if the reporting level is set to Patron Branch then the patrons are only reported for money owed to their own branch, even if they owe money at other branches).

 After reviewing these statements with Unique – they also recommend we continue using the system setting. |

	OUTCOME(S)		

| **DESIRED OUTCOME(S):** *Describe your desired outcome(s)* | Informational for Ops – Admin Council needs to decide when this process should be re-started. When polling locations, I had several locations that had not considered submitting patrons at this time, and others that did not want to restart the process at this time. |

| **OTHER COMMENTS:** | This issue was discussed at Ops and no major objections were raised. A suggestion was made to consider increasing the fine minimum for collections above $39.99 or the aging beyond 30 days. |