



ADMINISTRATIVE COUNCIL AGENDA
Friday, May 19, 2023, at 10:00 a.m.
Lompoc Public Library – Grossman Gallery
Presiding: FY 2022/23 Chair Sarah Bleyl, LM

* Item accompanies the agenda.

<ul style="list-style-type: none">• Agenda and business meeting addenda (compiled PDF) @ http://ats.blackgold.org• Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org	
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
<i>p.</i>	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 – 04.21.23 (*page 3*)
 - b. * Financials – March 2023 (*page 5*)
 - c. *Net Borrowing/Lending – April 2023 (*page 15*)
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics - April 2023
 - ii. Cataloging – April 2023
 - iii. Hoopla Recap - April 2023
6. **STATE LIBRARY REPORT** – May 2023 provided by Bev Schwartzberg
7. **NEW BUSINESS**
 - a. *M* ***Final Budget** – Review and approve the Final FY 2023-24 Budget. (*page 18*)
 - b. *M* ***Meeting Calendar FY 2023-24** – Review and approve the Committee Meeting Calendars for the FY 2023-24 (*page 25*)
 - c. *M* ***Committee Lists FY 2023-24** – Review and approve the standing committee lists for the FY 2023-24. (*page 26*)
 - d. *M* ***Plan of Service FY 2023-24** – Approve the FY 2023-24 Plan of Service for submission to the State Library (*page 28*)
 - e. ***Circulation Manual (CC)** – Discuss a process for vetting the circulation manual, with the goal of having a correct working edition. (*page 41*)
 - f. *M* ***Circulation Manual** – Approve the latest version of the Circ Manual for FY 2022-23 as vetted by the ATS Committee
 - g. ***Auto renewals (PR)** – Discussion to gain an understanding of the thought process that went into the 5 autorenewal decision. (*page 42*)
 - h. ***Overdrive Budget Allocation** – Ask if libraries will share their budget strategies and/or amounts for their FY23/24 Advantage Collections to help RAS finalize the budget allocations for FY23/24. (*page 43*)
 - i. ***Committee Meeting Time Limits (CC)** – Discuss choosing a fixed amount of time for each meeting and stick to it. 1 hour or 2 hours max. (*page 44*)

Black Gold Cooperative Library System Administrative Council

8. **BLACK GOLD OPERATIONS DIRECTOR REPORT**
9. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES**
10. **ROUNDTABLE** – Remarks by Library Directors
11. ***M* – ADJOURNMENT**

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.



ADMINISTRATIVE COUNCIL MINUTES
Friday, April 21, 2023, at 10:00 a.m.
Goleta Valley Library – Multipurpose Room
Presiding: FY 2022/23 Chair Sarah Bleyl, LM

Attending: Justin Formanek, SP; Sarah Bleyl, LM; Dawn Jackson, SM; Eric Lashley, PR; Elizabeth Saucedo, GV; Jaime Valdez, GV; Jody Thomas, CC; Glynis Fitzgerald, BG Kristina Uvalle, BG.

1. **10:02 a.m. CALL TO ORDER**
2. **M - ADOPTION OF AGENDA** - 1st DJ/2nd JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.
3. **PUBLIC TESTIMONY – N/A**
4. **M - CONSENT CALENDAR**
 - a. *Administrative Council Minutes – 03.17.23
 - b. * Financials – February 2023
 - c. *Net Borrowing/Lending – March 20231st DJ/2nd EL. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics - March 2023
 - ii. Cataloging – March 2023
 - iii. Hoopla Recap - March 2023
6. **STATE LIBRARY REPORT** – April 2023 provided by Bev Schwartzberg
7. **OLD BUSINESS**
 - a. **Update on the status of revisions to the JPA and Bylaws** – A review pertaining to the status of the on-going JPA and Bylaws revisions. Updates from our attorney and pending action items.
 - b. **Combined into one discussion with (a):**

Unfunded Accrued Pension Liability – a review of the Unfunded Accrued Pension Liability including the history of payments and where we are currently regarding future payments.

GF (BG) provided a review for the need to revise the current JPA to address current issues stemming from the Unfunded Liability with CalPERS. Pension questions have proven to be a challenge. A separate issue is how to address the unfunded liability issue with departed jurisdictions. Currently, there is no legislation in place to enforce exiting jurisdictions to meet their obligation to the unfunded pension. One solution would be to dissolve the agreement with CalPERS, at which point all parties become immediately liable for the \$8-10 million approximate cost.

The attorney for Black Gold is in contact with the various city attorneys involved to review and make edits to the latest draft of the JPA. Work on revising the current Bylaws is just about complete. It has been suggested to move the contribution formula to rules and regulations, considering it is reviewed and revised quite frequently.
8. **NEW BUSINESS**
 - a. **Introduction of all members** – A brief introduction for new members attending the council meeting for the first time.Roundtable introduction of directors and BG staff.

- b. **Black Gold Membership Overview** – An overview of the products and services that are included in a jurisdiction's membership of Black Gold.

GF (BG) provided an overview of the core services provided by Black Gold. This included handouts outlining our core services, an IT responsibilities chart, Black Gold shared product list and Black Gold member contacts.

- c. ***M – Novelist Contract** – Review and compare options for the Novelist contract renewal.

A motion was made to renew the Novelist Contract for 3 years.

1st DJ/2nd JT. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

9. **BLACK GOLD OPERATIONS DIRECTOR REPORT** – GF (BG) provided a review of our current delivery service. We have been doing a once per month delivery run with SLO and Santa Barbara to return items to their home libraries; that arrangement will end by request of SLO and Santa Barbara at the end of June.

BG is currently working with CENIC to move out of the data center. Matt Duhon (BG) is getting quotes from various locations. The most promising quote for housing our networking equipment and servers looks to be between \$2,000-3,000/month.

10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES** – JT (CC) asked about the possibility of shared Park Passes. CC has extras that are just sitting there and would be happy to make them available to other libraries if needed. EL (PR) asked whether other libraries have thought about adding instant messaging to the reference desk. GF (BG) will add to the ATS agenda to explore options available to libraries for demonstration and testing.

ACTION ITEM: Possible future agenda topics –

- Discuss the possibility of reducing the number of checkouts from 99 to 50.
- Reduce the number of auto renewals from 5 to 3.
- Review the collections processing fee from \$10 to \$11 to reflect the actual cost to libraries.

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

12. ***M – ADJOURNMENT** at 1:04 p.m. 1st DJ/2nd JF. Approved.

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



BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

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

MEMORANDUM

DATE: April 27, 2023
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2022-23 – March 31, 2023

The Financial Statements for the nine months ended March 31, 2023 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 2022-23 anticipates revenues and expenditures each totaling **\$1,122,125** for the entire year, which is a **36.6%** decrease from the previous year.

The actual revenue and equity funding for the nine months was **66.6%** of the budget for the fiscal year, while the combined total of all expenditures for the nine months equaled **\$857,561** which represents **76.4%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023

	FY 22/23 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,122,125	747,048	375,078	66.6%	
Expenditures	1,122,125	857,561	264,564	76.4%	
Surplus/(Deficit)	0	(110,513)	(110,513)		
Total Reimbursables Invoiced		0			
Total Reimbursable Expenditures		<u>0</u>			
		0			
Gold Coast Revenues		0			
Gold Coast Expenses		<u>0</u>			
		0			
Shared Vision Project Revenue		13,582			
Shared Vision Project Expenses		<u>(13,582)</u>			
		0			
Palace Project Grant Revenue		(300,457)			
Palace Project Grant Expenses		<u>300,457</u>			
		0			
Stronger Together Project Revenue		891,950			
Stronger Together Project Expenses		<u>(37,975)</u>			
		853,975			
Reserves Used This Year		<u>0</u>			
		(110,513)			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

<u>Ref</u>		<u>FY 22/23</u> <u>Final</u> <u>Budget</u>	<u>March</u> <u>2023</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> <u>Unrealized</u> <u>Balance</u>	<u>Bdgt/YTD</u> <u>Realized</u> <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	-	200	1,444	(1,444)	-
8	4101	Interest Earnings	3,000	10	9,817	(6,817)	327.2%
9	4331	Grant Management Proceeds	12,503	-	23,359	(10,856)	186.8%
10	4402	CLSA - Commun. & Deliv.	138,757	-	138,757	-	100.0%
11	4500	Reserves Used this year	-		-		0.0%
12	4324	SCLC - Broadband Grant	-		-		
13	4706	Erate Refunds(Comm Line)	250,630	11,748	35,629	215,001	14.2%
14	4707	California Teleconnect Fund	45,090	6,058	18,535	26,555	41.1%
15	4409	Shared eContent & Subscription	68,585		51,444	17,141	75.0%
16	4302	Member Contributions - Resource	542,009		406,512	135,497	75.0%
17		Unfunded Pension Liability	61,551		61,551		
18							
19		TOTAL FUNDS AVAILABLE	1,122,125	18,016	747,048	375,078	66.6%
20							
21							
22							
23							
24							
25							
26							
27							
28		<u>EXPENSE SUMMARY</u>					
29	6000	All Programs	520,422	40,423	417,233	103,189	80.2%
30	6100	System Administration	114,794	6,358	70,703	44,091	61.6%
31	6400	Communications and Delivery Service	294,338	59,401	245,493	48,845	83.4%
32	6500	Databases/Downloadables	101,030	8,046	77,861	23,169	77.1%
33	6700	ILS	91,541	5,630	58,047	33,494	63.4%
34	6800	System Grants	-	(11,777)	(11,777)	11,777	
35		TOTAL EXPENSES	1,122,125	108,081	857,561	264,564	76.4%
36							
37		Surplus/(Deficit)		(90,065)	(110,513)		

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

<u>Ref</u>		<u>FY 22/23</u> <u>Final</u> <u>Budget</u>	<u>March</u> <u>2023</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> <u>Unrealized</u> <u>Balance</u>	<u>Bdgt/YTD</u> <u>Realized</u> <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
38							
39	Expenditure Details						
40							
41	6000-All Programs						
42	<u>All Personnel</u>						
43	6101 Regular Salaries	374,800	33,994	296,177	78,623	79.0%	
44	6102 Benefits	145,622	6,429	121,056	24,566	83.1%	
45	Total All Programs	520,422	40,423	417,233	103,189	80.2%	
46							
47							
48							
49	6100-System Administration						
50	5011 Office Expense	2,500	-	919	1,581	36.8%	
51	5012 Service Charge, Bank etc	250	-	100	150	39.9%	
52	5014 Postage & Shipping	400	-	3	397	0.7%	
53	5016 Reimbursement Meeting Expense	500	187	422	78	84.5%	
54	5035 Vehicle Fuel & Maintenance	1,000	226	815	185	81.5%	
55	5051 Auditors	13,150	-	9,950	3,200	75.7%	
56	5054 Payroll Processing Fees	2,000	138	1,296	704	64.8%	
57	5057 Rent	37,574	3,157	28,165	9,409	75.0%	
58	5058 Utilities	3,000	156	1,825	1,175	60.8%	
59	5059 Attorney Fees	15,000	365	3,756	11,244	25.0%	
60	5062 Professional Fees	10,000					
61	5082 Janitorial Service	1,320	117	1,053	267	79.8%	
62	5115 Travel	-	-	911	(911)	-	
63	6118 Dues & Subscriptions	2,000	-	1,440	560	72.0%	
64	5153 Insurance	20,000	1,693	15,234	4,766	76.2%	
65	6222 Staff Training	-	-	450	(450)	-	
66	6238 Website Expense	250			250	0.0%	
67	6239 Consulting /Strategic Planning				-	-	
68	6261 System Supplies not billed back	-	66	889	-	-	
69	6262 Internet Access/Hotspots	1,350	103	853	497	63.2%	
70	6266 Library Mailers Billed Back	-	-	4	(4)	-	
71	6291 Office Equipment & Maintenance	500			500	0.0%	
72	6292 Software	4,000	150	2,511	1,489	62.8%	
73	6296 CLSAinfo.org	-		108	(108)	-	
74	Total System Administration	114,794	6,358	70,703	34,980	61.6%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

<u>Ref</u>		<u>FY 22/23</u> <u>Final</u> <u>Budget</u>	<u>March</u> <u>2023</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> <u>Unrealized</u> <u>Balance</u>	<u>Bdgt/YTD</u> <u>Realized</u> <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
75							
76	<u>6400-System Communications and Delivery Service</u>						
77	5045 Delivery Supplies	1,000			1,000	0.0%	
78	6241 Communication Line Expense	8,657	885	6,967	1,690	80.5%	
79	6294b Cenic Telecom Equipment & Maintenance	8,500	272	2,582	5,918	30.4%	
80	6450 Cenic - Communication Line	215,799	52,494	180,589	35,210	83.7%	
81	6485 Delivery Services	60,382	5,751	55,354	5,028	91.7%	1
82	Total Communications and Delivery Service	294,338	59,401	245,493	48,845	83.4%	
83							
84							
85							
86	<u>6500-Databases/Downloadables</u>						
87	6147 eContent	98,030	7,788	75,533	22,497	77.1%	
88	OverDrive						
89	6147b Subscription Services	3,000	259	2,329	671	77.6%	
90	Luna						
91	Total Reference Services	101,030	8,046	77,861	23,169	77.1%	
92							
93							
94							
95	<u>6700-ILS</u>						
96	6227 Cataloging Tools	3,000	124	1,114	1,886	37.1%	
97	6236 ILS Support	30,574	1,367	15,105	15,469	49.4%	
98	Aspen						
99	Koha						
100	6516 ILS Add-Ons	42,158	3,106	31,037	11,121	73.6%	
101	Novelist						
102	Quipu						
103	The Content Café						
104	Capira						
105	Talking Tech ITIVA						
106	Dell ITIVA Maintenance						
105	6240 PCI Compliance	6,809	284	3,688	5,674	54.2%	
106	6276 MARC records - Skyriver	9,000	750	7,104	1,896	78.9%	
107	6293 System Equipment	-	-	-	-		
108	6297 RFID Project						
109	Total ILS	91,541	5,630	58,047	36,047	63.4%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

<u>Ref</u>		<u>FY 22/23</u> <u>Final</u> <u>Budget</u>	<u>March</u> <u>2023</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Bdgt/YTD</u> <u>Unrealized</u> <u>Balance</u>	<u>Bdgt/YTD</u> <u>Realized</u> <u>%</u>	<u>N</u> <u>O</u> <u>T</u> <u>E</u> <u>S</u>
110							
111	<u>6800-System Grants - State</u>						
112	6603 PLSEP Grant Revenue		(18,020)	(18,020)	-		
113	6604 PLSEP Grant Expenses		6,243	6,243	-		
114	Total System Grants	-	(11,777)	(11,777)	-		
115							
116			(90,065)	(110,513)			
117							
118							
119							
120	<u>8200-Shared Vision Project</u>						
121	8201 Grant Revenue		(8,469)	(13,582)			
122	8205-8207 Grant Expense		8,469	13,582			
123	Net Shared Vision Project	-	-	-			
124							
125							
126	<u>8300-Palace Project Grant</u>						
127	8201 Grant Revenue			300,457			
128	8205-8207 Grant Expense			(300,457)			
129	Net Palace Project Project	-	-	-			
130							
131							
132	<u>8400-Stronger Together Project</u>						
133	8201 Grant Revenue		(3,164)	(891,950)			
134	8205-8207 Grant Expense		3,164	37,975			
135	8411 Sub-Grants		-	853,975			
136	Net Stronger Together Project	-	-	-			
137							
138	<u>8500 eBooks for All</u>						
139	8501 Grant Revenue		-	(878,716)			
140	8508 Grant Expense		-	878,716			
141	Net eBooks-for-All Project	-	-	-			
138							
139	<u>6900-Gold Coast Library Network</u>						
140	4901 Gold Coast Revenues						
141	6901 Gold Coast Expenses		-				
142	Net Gold Coast Library Network	-	-	-	-		
143							
144							
145							

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

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	Delivery Servies	\$ 60,382	\$ 60,382 Increase to delivery fees (fuel)

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

Sarah Bleyl, Chair, FY 2022-2023

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Nine Months Ended March 31, 2023
Fiscal Year Elapsed: 75%

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.

		March	Year to Date
		2023	
		<u>Actual</u>	<u>Actual</u>
162	<u>Reimbursable Expenditures</u>		
163			
164			
165	<u>Miscellaneous Orders</u>		
166	6361 LOM Misc Orders	1,072	-
167	6362 PR Misc Orders	1,944	-
168	6363 SLO Misc Orders	(125)	-
169	6365 SM Misc Orders	1,188	-
170	6366 SP Misc Orders	243	-
171	6367 GOL Misc Orders	1,233	-
172	6367 CC Misc Orders	575	-
173		<hr/>	
174	Subtotal Misc. Orders	6,130	-
175		<hr/>	
176	Total Reimbursable Expenditures	6,130	-
177		<hr/>	
178			
179	Total Reimbursables Invoiced	-	-
180		<hr/>	
181		6,130	-

Black Gold Cooperative Library System
Balance Sheet
March 31, 2023

	G/L			
	Acct. #	Account Description	Debit	Credit
182	1102	Petty Cash	46	
183	1103	Checking WF 0620-028761	123,374	
184	1104	Founders Community Checking	625,779	
185	1105	Savings LAIF 16-56-003	937,142	
186	1201	Accounts Receivable - Invoices	66,210	
187	1251	Other Receivables	-	
188	1302	ATS Prepaid Expense	73,825	
189	1303	GEN Prepaid Expense	12,776	
190	1304	Prepaid Insurance	5,571	
191	1305	Prepaid Other	16,125	
192	1501	Fixed Assets	219,014	
193	3502	Accumulated Depreciation		168,804
194	1906	Provisions Vacation Payable	28,595	
195				
196	2104	Accounts Payable		129,712
197	2100-2110	Wages & Benefits Payable		29,041
198	2120-2122	Wells Fargo Credit Card Payable		-
199	2199	Accrued Expenses		-
200	2204	Deferred Credit Card Revenue		64
201	2206	Deferred Grant Revenue - Broadband Grant		-
202	2210	Library Gifts (see recap attached)		415
203	2211	Library Deposits (see recap attached)		2,209
204	2208	Deferred Revenue -Shared Vision Grant		83,357
205	2209	Deferred Revenue -Stronger Together Grant		350,803
206	2212	Deferred Revenue -Palace Project Grant		-
207	2214	Deferred Revenue - Ebooks for All		-
208	2309	Deferred Comp Withheld		700
209	2602	Longterm Vacation Payable		28,595
210	3002	General Operating Fund (unassigned)		549,908
211	3007	ILS Replacement Fund Committed		298,359
212	3103	Adminstrative Vehicle Fund Committed		28,000
213	3104	Retiree GASB 45 Fund Committed		257,926
214	3105	Library Reserves (see recap attached)		30,548
215	3210	General Reserve for PPD's/Dep.		252,700
216	3300	Gold Coast Library Network Cash		6,387
217	3501	Investment in Fixed Assets		1,444
218		FY 21-22 Operating Results		(110,513)
219		rounding		
220			<u>2,108,458</u>	<u>2,108,458</u>

Black Gold Cooperative Library
 Recap of Balances attributed to Individual Libraries
 March 2023

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	\$	411.07	(for OD purchases)
SB	\$	4.08	
PR	\$	-	(for HotSpots)
	\$	<u>415.15</u>	

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

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

Library Reserves

(Balance of reserves from the RFID Project)

LOM	\$	18,240.00	
PR	\$	4,891.07	
SM	\$	13,502.27	
BG	\$	<u>(6,084.84)</u>	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	

**Black Gold Cooperative Library System
Non-Owned Items Circulated
April 2023**

Owning Library

Circ Library	CC		GBV	GL	GO	GS	GU	GY		LC	LM	LV		MA	MB	MC	MG	MM	MO		PR	PRS		SP	Total Borrowed	Total Borrowed From other Jurisdictions
CC	0		3	0	114	12	20	0		0	73	7		2	0	5	15	88	12		58	1		62	472	472
GBV	4		0	0	71	3	3	1	78	0	3	1		1	0	0	0	11	2		3	0		3	106	28
GL	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0	0	0
GO	146		27	11	0	229	220	8	495	0	412	128		29	8	19	36	606	136		440	8		312	2775	2280
GS	22		0	0	151	0	30	6	187	0	53	26		5	2	1	11	71	42		53	3		58	534	347
GU	8		1	1	113	26	0	1	142	0	28	9		8	1	0	2	44	13		59	0		24	338	196
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0	0	0
			28	12	335	258	253	16																		
LC	0		0	0	1	0	0	0		0	0	0	0	0	0	0	0	0	0		0	0		0	1	1
LM	13		0	1	94	42	40	0		1	0	25	26	10	2	12	3	267	32		103	0		57	702	676
LV	2		1	0	47	7	11	0		0	45	0	45	2	0	3	2	35	3		17	1		11	187	142
										1	45	25														
MA	1		2	0	7	1	2	0		0	4	3		0	1	0	1	17	5	24	4	0		5	53	29
MB	0		0	0	0	0	0	0		0	0	0		0	0	0	0	2	0	2	0	0		0	2	0
MC	0		0	0	1	0	2	0		0	0	0		1	0	0	2	9	7	19	5	0		2	29	10
MG	4		0	0	4	0	3	0		0	5	1		2	1	0	0	18	4	25	4	0		5	51	26
MM	30		2	0	215	37	48	0		0	139	27		34	44	11	43	0	2600	2732	222	4		160	3616	884
MO	0		2	0	5	2	0	0		0	5	3		0	1	3	4	8	0	16	6	0		3	42	26
														37	47	14	50	54	2616							
PR	33		3	0	118	36	27	0		0	68	9		13	4	3	6	309	41		0	8	8	103	781	773
PRS	0		0	0	0	0	0	0		0	0	0		0	0	0	0	0	0		0	0	0	1	1	1
																					0	8				
SP	23		2	0	33	22	2	0		0	26	15		2	0	1	2	92	13		26	1		0	260	260
Total Lent	286		43	13	974	417	408	16		1	861	254		109	64	58	127	1577	2910		1000	26		806	9951	6151
Total Lent to other Jurisdictions	286		15	1	639	159	155	0		0	816	229		72	17	44	77	1523	294		1000	18		806	6151	

Black Gold Cooperative Library

Non-Owned Items Circulated

Calculated from April 2023 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	bc	472	286	7.67%	4.65%	(186)
Goleta Book Van	gbv	28	15	0.46%	0.24%	(13)
Goleta Los Olivos	gl	0	1	0.00%	0.02%	1
Goleta Valley Library	go	2280	639	37.07%	10.39%	(1,641)
Goleta Solvang	gs	347	159	5.64%	2.58%	(188)
Goleta Buellton	gu	196	155	3.19%	2.52%	(41)
Goleta Santa Ynez	gy	0	0	0.00%	0.00%	0
		2851	969	45.89%	15.51%	(1,882)
Lompoc Charlotte's Web	lc	1	0	0.02%	0.00%	(1)
Lompoc Main	lm	676	816	10.99%	13.27%	140
Lompoc Village	lv	142	229	2.31%	3.72%	87
		819	1,045	13.31%	16.99%	226
Santa Maria Los Alamos	ma	29	72	0.47%	1.17%	43
Santa Maria Bookmobile	mb	0	17	0.00%	0.28%	17
Santa Maria Cuyama	mc	10	44	0.16%	0.72%	34
Santa Maria Guadalupe	mg	26	77	0.42%	1.25%	51
Santa Maria Main	mm	884	1,523	14.37%	24.76%	639
Santa Maria Orcutt	mo	26	294	0.42%	4.78%	268
		975	2,027	15.85%	32.95%	1,052
Paso Robles	pr	773	1,000	12.57%	16.26%	227
Paso Robles Study Center	ps	1	18	0.02%	0.29%	17
		774	1,018	12.58%	16.55%	244
Santa Paula	sp	260	806	4.23%	13.10%	546
Net of interbranch		6,151	6,151	100%	100%	0
						0

[illegible]

BLACK GOLD COOPERATIVE LIBRARY SYSTEM**Final Budget FY 2023-2024****BUDGET SUMMARY****Final Budget FY 2023-2024**

				<u>Previous Fiscal</u> <u>Year's Budget</u>	<u>Percent</u> <u>Change</u> <u>From FY 2022</u>
TOTAL BGCLS	<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Amount</u>	<u>2023</u>
REVENUES	\$138,852	964,983	\$ 1,103,740	\$ 1,060,574	4.1%
EXPENDITURES	\$138,852	964,888	\$ 1,103,740	\$ 1,060,574	4.1%
ANTICIPATED SURPLUS/(DEFICIT)	\$ -	\$ 95	\$ -	\$ -	0.0%

Final Budget FY 2022-2023

				<u>Previous Fiscal</u> <u>Year's Budget</u>	<u>Percent</u> <u>Change</u> <u>From FY 2021</u>
TOTAL BGCLS	<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Amount</u>	<u>2022</u>
REVENUES	\$ 138,757	\$ 921,817	\$ 1,060,574	\$ 1,769,450	-40.1%
EXPENDITURES	\$ 138,757	\$ 921,817	\$ 1,060,574	\$ 1,769,450	-40.1%
ANTICIPATED SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -	\$ -	0.0%

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Final Budget FY 2023-2024

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		<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
<u>Anticipated Revenues & Equity Funding</u>							
4705	Miscellaneous Revenue		0	0		0	0
4101	Interest Earnings		10,000	10,000		3,000	7,000
4402	CLSA - Commun. & Deliv.	138,852		138,757		138,757	0
	(amount allocated to e-content)	(62,940)		(62,940)		(29,445)	(33,495)
	(amount allocated to ILS)			0		0	
	amount allocated to delivery			0		0	
	State Grant Project Partner-- Administration Proceeds		80,000	80,000		12,503	67,497
	Broadband Grant Proceeds		0				0
4707	California Teleconnect Fund - non-Cenic		170	170		90	80
4707	California Teleconnect Fund - Cenic		21,000	21,000		45,000	(24,000)
4706	Erate Refunds - non-Cenic		1,840	1,840		630	1,210
4706	Erate Refunds - Cenic		130,000	130,000		250,000	(120,000)
	Shared e Content Contribution	62,940	53,810	116,750	53,810	98,030	18,720
	Base Contribution		133,633	133,633	133,633	108,402	25,231
	Resource Contribution		534,531	534,531	534,531	433,607	100,923

TOTAL ANTICIPATED FUNDING

\$138,852	\$964,983	\$1,103,740	\$721,973	\$1,060,574	\$43,166
\$1,103,740				\$1,060,574	

BUDGETED EXPENDITURES SUMMARY

6000	All Programs	\$0	\$489,636	\$489,636		\$458,871	\$30,765
6100	System Administration	0	\$98,940	98,940		114,794	-\$15,854
6400	Communications and Delivery Service	75,912	\$203,735	279,647		294,338	-\$14,691
6500	Shared e Content and Subscription Services/Databases	62,940	\$56,810	119,750		101,030	\$18,720
6700	ILS	0	\$115,767	115,767		91,541	\$24,226
TOTAL BUDGETED EXPENDITURES		\$138,852	\$964,888	\$1,103,740		\$1,060,574	\$43,166

Anticipated Surplus/(Deficit)

95

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BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Final Budget FY 2023-2024

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Budgeted Expenditures

6000-All Programs - Personnel Costs

	<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
6101 Regular Salaries	\$0	\$399,678	\$399,678		374,800	24,878
6102 Benefits		89,958	89,958		84,071	5,887
Total All Programs - Personnel Costs	\$0	\$489,636	\$489,636		\$458,871	\$30,765

6100-System Administration

5011 Office Expense	\$0	\$2,500	\$2,500		\$2,500	0
5012 Service Charge, Bank etc		250	250		250	0
5014 Postage & Shipping		400	400		400	0
5213 Printing		0	-		-	0
5016 Reimbursement Meeting Expense		1,000	1,000		500	500
5035 Vehicle Fuel & Maintenance		1,000	1,000		1,000	0
5051 Auditors		15,000	15,000		13,150	1,850
5054 Payroll Processing Fees		2,000	2,000		2,000	0
5057 Rent		19,140	19,140		37,574	(18,434)
5058 Utilities		2,500	2,500		3,000	(500)
5059 Attorney Fees		15,000	15,000		15,000	0
5082 Janitorial Service		1,200	1,200		1,320	(120)
5115 Travel		1,000	1,000		-	1,000
6118 Dues & Subscriptions		2,000	2,000		2,000	0
5153 Insurance		20,000	20,000		20,000	0
6222 Staff Training		0	-		-	0
6238 Web Design		250	250		250	0
6262 Internet Access		1,200	1,200		1,350	(150)
Consultants		10,000	10,000		10,000	0
6291 Office Equipment and Maintenance		500	500		500	0
6292 Software		4,000	4,000		4,000	0
Total System Administration	\$0	\$98,940	\$98,940		\$114,794	-\$15,854

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Final Budget FY 2023-2024

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				<u>CLSA</u>	<u>LOCAL</u>	<u>TOTAL</u>	<u>Library Contribution</u>	<u>Prior Year TOTAL</u>	<u>Variance from Prior Year</u>
6400-System Communications and Delivery Service									
5045	Communication Supplies				\$1,000	\$1,000		\$1,000	0
6241	Communication Line Expense				2,220	2,220		8,657	(6,437)
6450	Communication Line Expense - CENIC				190,515	190,515		215,799	(25,284)
6294b	Cenic Telecom Equipment & Maintenance				\$10,000	10,000		8,500	1,500
6485	Courier Contract - Central Courier (2 days per week) (\$6312 per month)				75,912	0		60,382	15,530
Total Communications and Delivery Service					\$75,912	\$203,735	\$279,647	\$294,338	-\$14,691
6500-Databases/Downloadables									
6147	eContent				\$62,940	53,810	\$116,750	98,030	18,720
	Overdrive downloadables \$8,000 per month (\$7,440 PY)	\$	96,000						
	Overdrive Service Plan \$ 5,000 (3 year contract)	\$	5,000						
	OverDrive Magazines	\$	15,750						
6147b	Subscription Services					3,000	3,000	3,000	0
	Luna \$ 3,000								
Total Database Services					\$62,940	\$56,810	\$119,750	101,030	\$18,720
6700-ILS									
6227	Authority Control - Marcive	\$	2,985		\$3,000	\$3,000		\$3,000	0
6236	ILS				60,062	60,062		30,574	29,488
	Aspen Discovery \$16,400	\$	16,400						
	Koha - Annually \$38,230	\$	38,230						
	Talking Tech ITIVA (\$4,401 per yr thru 2024 renewal)	\$	4,401						
	Dell Maint ITIVA server	\$	1,031						
6516	ILS AddOns					38,705	38,705	42,158	(3,453)
	Novelist	\$	19,320						
	The Content Café	\$	3,288						
	Quipu	\$	5,124						
	Capira maintenance	\$	10,263						
	EZ Proxy	\$	710						
6240	PCI Compliance - Comprise	\$	3,500		3,500	3,500		6,809	(3,309)
6293	Reserve for Major System Procurement	\$	-		0	-		-	0
6276	Skyriver/MARC records	\$	10,500		10,500	10,500		9,000	1,500
Total ILS					\$0	\$115,767	\$115,767	\$91,541	\$24,226

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Final Budget - FY 23-24

2023-2024	Resources						REIMBURSABLES					
	BASE %	CIRC	POP	DEVICES			(a)					
	20%	25%	50%	25%			hoopla	Hotspots	Cybrarian	Movie Licensing Year 1 of 3	CalPERS Unfunded Pension Liability	Total Payments to Black Gold
	BASE	RESOURCES	E-CONTENT	TOTAL CONTRIBUTION	\$ Increase	% Increase						
Blanchard/Santa Paula	\$ 22,272	\$ 39,568	\$ 2,060	\$ 63,900	\$ 12,945	25%	\$ 8,000	\$ 4,234		\$ 140	\$ 5,017	\$ 81,291
Lompoc	\$ 22,272	\$ 79,586	\$ 6,035	\$ 107,894	\$ 21,898	25%	\$ 18,000	\$ 4,234		\$ 272	\$ 8,265	\$ 138,664
Santa Maria	\$ 22,272	\$ 196,960	\$ 13,165	\$ 232,397	\$ 36,879	19%	\$ 16,000	\$ 7,056		\$ 710	\$ 17,788	\$ 273,951
Paso Robles	\$ 22,272	\$ 58,683	\$ 8,717	\$ 89,673	\$ 12,755	17%	\$ 21,000	\$ 10,584		\$ 141	\$ 6,569	\$ 127,966
San Luis Obispo	\$ -	\$ -	\$ -	\$ -	\$ -	-					\$ -	\$ -
Santa Barbara	\$ -	\$ -	\$ -	\$ -	\$ -	-					\$ -	\$ -
Carpinteria	\$ 22,272	\$ 19,514	\$ 3,826	\$ 45,612	\$ 6,522		\$ 6,000	\$ 4,234	\$ -	\$ 63	\$ 3,390	\$ 59,299
Goleta	\$ 22,272	\$ 140,218	\$ 20,007	\$ 182,498	\$ 20,379	13%	\$ 63,000	\$ 10,584	\$ 850	\$ 504	\$ 13,185	\$ 270,621
	\$ 133,633	\$ 534,531	\$ 53,810	\$ 721,973	\$ 111,379		\$ 132,000	\$ 40,926	\$ 850	\$ 1,830	\$ 54,214	\$ 951,793

Final Budget FY 2022-2023

2022-2023	Resources											
	BASE %	CIRC	POP	DEVICES								
	20%	25%	50%	25%			HOOPLA	Hotspots	Cybrarian	Movie Licensing	CalPERS Unfunded Pension Liability	Total Payments to Black Gold
	BASE	RESOURCES	E-CONTENT	TOTAL CONTRIBUTION								
Blanchard/Santa Paula	\$ 18,067	\$ 30,672	\$ 2,217	\$ 50,955			\$ 6,000	\$ 4,939	\$ -	\$ 322	\$ 3,107	\$ 65,323
Lompoc	\$ 18,067	\$ 60,475	\$ 7,454	\$ 85,996			\$ 17,300	\$ 4,233	\$ -	\$ 617	\$ 5,589	\$ 113,734
Santa Maria	\$ 18,067	\$ 160,429	\$ 17,022	\$ 195,518			\$ 13,600	\$ 7,762	\$ -	\$ 1,606	\$ 10,175	\$ 228,661
Paso Robles	\$ 18,067	\$ 46,307	\$ 12,543	\$ 76,917			\$ 20,000	\$ 12,877	\$ -	\$ 326	\$ 4,163	\$ 114,284
San Luis Obispo	\$ -	\$ -	\$ -	\$ -						\$ 2,570	\$ 20,391	\$ 22,961
Santa Barbara	\$ -	\$ -	\$ -	\$ -						\$ 1,090	\$ 17,310	\$ 18,400
Carpinteria	\$ 18,067	\$ 17,200	\$ 3,823	\$ 39,090			\$ 12,000	\$ 4,234	\$ -	\$ 181	\$ -	\$ 55,505
Goleta	\$ 18,067	\$ 118,524	\$ 25,527	\$ 162,119			\$ 57,800	\$ 8,114	\$ 850	\$ 1,195	\$ 817	\$ 230,894
	\$ 108,402	\$ 433,607	\$ 68,585	\$ 610,594			\$ 126,700	\$ 42,159	\$ 850	\$ 7,908	\$ 61,551	\$ 849,761

e-Content Budget Allocation
Final Budget FY 2023-2024
based on FY21/22 checkout statistics

	OverDrive Magazine Stats			2023-24 Magazine Budget	Overdrive eBook & eAudiobook Stats			2023-24 Overdrive Budget	Proposed 2023-24 e-Content
	2021-22 checkouts	2021-22 percentages		\$	2021-22 checkouts	2021-22 percentages		\$	
				15,750.00				38,060.00	53,810.00
SP	704	5.1%	\$	809.64	8439	3.3%	\$	1,249.96	2,059.60
LOM	1715	12.5%	\$	1,972.34	27432	10.7%	\$	4,063.15	6,035.49
SM	3731	27.2%	\$	4,290.85	59910	23.3%	\$	8,873.69	13,164.54
PR	1932	14.1%	\$	2,221.91	43853	17.1%	\$	6,495.38	8,717.28
SLO	0	0.0%	\$	-	0	0.0%			-
SB	0	0.0%	\$	-	0	0.0%			-
CARP	511	3.7%	\$	587.68	21862	8.5%	\$	3,238.13	3,825.81
GOL	5102	37.3%	\$	5,867.58	95463	37.2%	\$	14,139.69	20,007.27
	13695	100.0%	\$	15,750.00	256959	100%	\$	38,060.00	53,810.00
cost per checkout	\$	1.15			\$	0.15			

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
FY 2022/23 Payroll Budget Worksheet
Final Budget FY 2023-2024

Proposing change to \$700/mo from (\$668)

Employee	Beg of Yr	Hrs per wk/yr	Salary Anniv Date	@7/1/2023 Hrly or Avg Hrly rate	New Hrly Rate After Anniv Date	# of PPDs PPDs @ old rate	# of PPDs PPDs @ new rate	COLA	0.65%	Employer Pd.	Employer Pd Unfunded Liability	Other	\$700.00	Medicare @ 1.45%	Unemp. 3.90%	TOTAL	Benefits Only		
								5.0%	Workers	PERS retire			Health						
								Total est. wages 2022-2023	Comp	12.4700%			Alloc						
ACTIVE EMPLOYEES:																			
Dir of Operations	D	40	12/06/22	\$70.44	\$73.96	12	14	\$157,980	\$1,027	\$12,133			\$8,400	\$2,413	\$273	\$182,226	\$24,245		
Network Admin	E	40	top step	\$43.42	\$45.59	26	0	\$94,829	\$616	\$7,283			\$8,400	\$1,497	\$273	\$112,898	\$18,069		
Admin Asst	E	40	top step	\$29.72	\$31.21	26	0	\$64,908	\$422	\$4,985			\$8,400	\$1,063	\$273	\$80,051	\$15,143		
Cataloger	E	40	top step	\$34.00	\$36.54	26	0	\$74,256	\$483	\$9,260			\$8,400	\$1,199	\$273	\$93,870	\$19,614		
On Call hours @ \$2.00/hr		1352		\$2.00	\$2.00			\$2,704	\$18					\$39		\$2,761	\$57		
Overtime etc								\$5,000	\$33					\$73		\$5,105	\$105		
RETIREES: * (insurance contribution est \$149 per month and \$151 per month - 6 months each)																			
Segel, Judith													\$1,800			\$1,800	\$1,800		
Wolfe, Alana													\$1,800			\$1,800	\$1,800		
Clark, Eve													\$1,800			\$1,800	\$1,800		
Hale													\$1,800			\$1,800	\$1,800		
Harter													\$1,800			\$1,800	\$1,800		
See, Gary													\$1,800			\$1,800	\$1,800		
Theobald, Maureen													\$1,800			\$1,800	\$1,800		
Admin Fee													\$125			\$125	\$125		
								\$399,678	\$2,598	\$33,660	\$0	\$0	\$46,325	\$6,283	\$1,092	\$489,636	\$89,958		
																\$489,636	\$89,958		
Employer Pd Unfunded Liability			\$54,124															\$0	\$0

FY 2023/24 BLACK GOLD STANDING MEETING SCHEDULE

Schedule dates and locations are subject to change.

Committees & Chairs	Admin Council LM	Youth Services SP	Ref & Adult Services SM	ATS Operations BG Staff
JULY	7.21 (GO)			7.5 (SM)
AUGUST	8.18 (SM)		8.9 (webinar)	8.2 (webinar)
SEPTEMBER	9.15 (LM)	9.20 (webinar)		9.6 (webinar)
OCTOBER	10.20 (GO)			10.4 (LM)
NOVEMBER	No Meeting		11.8 (TBD)	11.1 (webinar)
DECEMBER	12.01 (SM)			No Meeting
JANUARY	1.19 (LM)	1.17 (GO)		1.3 (webinar)
FEBRUARY	No Meeting		2.14 (TBD)	2.7 (GO)
MARCH	3.15 (GO)			3.6 (webinar)
APRIL	4.19 (SM)			4.3 (webinar)
MAY	5.17 (LM)		5.8 (webinar)	5.1 (SM)
JUNE	No Meeting			No Meeting
Regular Schedule (subject to change)	3rd Friday, No meeting Nov, Feb, or June	3rd Wednesday Sept, Jan	2nd Wednesday Aug, Nov, Feb, May	1st Wednesday No meeting Dec & Jun
Regular Meeting Place Rotation	SM, LM, GOL	LM, GOL	SM, LM, GOL	SM, LM, GOL webinar 2/quarter

Modified: 05.01.23

Black Gold Cooperative Library System

2023-24 — Standing Committees & Administrative Council Contacts

Library Phone Numbers				
PR	805.237.3870		LM	805.875.8775
CC	805.755.4446		GV	805.562.5502
SM	805.925.0994		SP	805.525.3615

NOTE: 2023/24 Chair names are **bolded**.

Last modified: 05.01.23

Black Gold Administrative Council (SOUTH TO NORTH)

Lib.	Name	Phone	Ext.	Email address
PR	Lashley, Eric	805.237.3871		elashley@prcity.com
SM	Jackson, Dawn	805.925.0994	2321	djackson@cityofsantamaria.org
LM	Bleyl, Sarah	805.875.8785		S_Bleyl@ci.lompoc.ca.us
GO	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
CC	Thomas, Jody	805.684.4314		jodyt@carpinteriaca.gov
SP	Formanek, Justin	805.525.3615	102	justin.formanek@blanchardlibrary.org

Automation and Technical Services (ATS) Operations Committee (NORTH TO SOUTH)

Lib.	Name	Phone	Ext.	Email Address
ATS	Fitzgerald, Glynis	805.543.6082	229	gfitzgerald@blackgold.org
ATS	Duhon, Matt	805.543.6082	231	mduhon@blackgold.org
ATS	Uvalle, Kristina	805.543.6082		kuvalle@blackgold.org
PR	Weber, Meg	805.237.3871		mweber@prcity.com
SM	Britton-Holland, Joanne	805.925.0994	8563	jbritton@cityofsantamaria.org
LM	Keen, Dominic	805.875.8782		D_Keen@ci.lompoc.ca.us
GO	Saucedo, Elizabeth	805.690.5137		esaucedo@cityofgoleta.org
SP	Goldy, Brenda	805.525.3615		brenda.goldy@blanchardlibrary.org
CC	Castro, Eric	805.755.4446		ericc@carpinteriaca.gov

**Reference & Adult Services (RAS) Committee
(SOUTH to NORTH)**

Lib.	Name	Phone	Ext.	Email Address
PR	Christiansen, Karen	805.237.3871		kchristiansen@prcity.com
SM	Speicher, Gillian	805.925.0994	8562	gspeicher@cityofsantamaria.org
SM	Britton, Joann	805.925.0994		jbritton@cityofsantamaria.org
LM	Keen, Dominic	805.875.8782		D_Keen@ci.lompoc.ca.us
GO	Saucedo, Elizabeth	805.562.5502		esaucedo@cityofgoleta.org
SP	Formanek, Justin	805.525.3615		justin.formanek@blanchardlibrary.org
CC	Thomas, Jody	805.755.4446		jodyt@carpinteriaca.gov

**Youth Services (YS) Committee
(SOUTH TO NORTH)**

Lib.	Name	Phone	Ext.	Email Address
PR	Bailey, Melissa	805.237-3870	7808	mbailey@prcity.com
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LM	Keen, Dominic	805.875.8782		D_Keen@ci.lompoc.ca.us
GO				
SP	Escoto, Olivia	805.525.3615		olivia.escoto@blanchardlibrary.org
CC	Castro, Eric	805.755.4446		ericc@carpinteria.gov



CALIFORNIA LIBRARY SERVICES ACT PLAN OF SERVICE AND BUDGET

For use with 2023/2024 Communication & Delivery Program

California State Library
Sacramento
April 2023

Greg Lucas, Chief Executive Officer
California Library Services Board

Introduction

Welcome to the 2023/2024 Plan of Service and Budget process. This document contains the following key areas that you will need to provide information about in order to officially have your funding approved.

1. System Information – Due June 5, 2023
2. Demographics of System Service Area – Due June 5, 2023
3. Budget:
 - C&D Service Program Budget Request and Budget Summary – Due June 5, 2023
 - System Detailed Budget – Due September 8, 2023 (separate attachment)
4. Use of Funding for Communications and Delivery – Due June 5, 2023
5. Future Plans for Cooperative System – Due June 5, 2023

Once you have completed the process, please email your Plan of Service and Budget Request to Monica Rivas at monica.rivas@library.ca.gov.

Dates for physical delivery counts – FY 2023/2024:

Please note the dates below for the two-week sample period. The number of items will be reported on your System Annual Report for FY 2023/2024, due at the State Library on September 1, 2024. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 07- August 20, 2023

October 09 – October 22, 2023

January 15 –January 28, 2024

April 22 - May 05, 2024

If you have any questions about any portion of the process, please do not hesitate to contact Monica Rivas at monica.rivas@library.ca.gov or at 916-603-7159.

System Information

FY 2023/2024

System Name: Black Gold Cooperative Library System			
Director: Glynis Fitzgerald		Email: gfitzgerald@blackgold.org	
Address: 580 Camino Mercado		City: Arroyo Grande	State: Zip: CA 93420
Phone: 805-543-6082		Fax: N/A	

System Chair for FY 2023/2024 (if known): Sarah Bleyl	Fiscal Agent: Glynis Fitzgerald
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Date approved by Administrative Council: May 19, 2023
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X	May 19, 2023
Signature of System Administrative Chair for FY 2023/2024	
Date	
Print Name: Sarah Bleyl	

Conditions of Award

1. Accounting
Separate accounting must be maintained for each CLSA program to ensure responsible program fund management and the ability to submit timely and accurate financial reports. Financial records for each program must be retained for three years from the end of the grant period.
2. Budget adjustments within approved programs
Recipients may wish to respond to unforeseen developments by adjusting the amounts allocated to service program budget categories (e.g. shifting funds from salaries to operations). **Changes of this sort must be authorized, in writing, by the CLSA Program Coordinator.** Any such adjustments should be reflected in the Annual Objective Evaluation and Expenditure Report.

Under no circumstance may CLSA funds be moved into any category for which no funding was approved.

3. Earning interest
Recipients are encouraged to deposit CLSA grant funds in interest-bearing accounts wherever possible, with the understanding that interest earned on CLSA monies will be used for library purposes. Interest income need not be reported on the CLSA System Expenditure Report but should appear as a source of income on the System Detailed Budget (due at the State Library on September 8, 2023).
4. Personal memberships and travel
Use of CLSA funds for personal membership in organizations is not an approved use of State funds, nor is travel.
5. Credit line
Publications of and information releases about CLSA-funded activities must credit the California Library Services Act. An appropriate statement for a publication is:

“This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board.”

As appropriate, this disclaimer should be added:

“The opinions expressed herein do not necessarily reflect the position or policy of the California Library Services Board or the California State Library, and no official endorsement by those agencies should be inferred.”

This credit line on system publicity and products is important to all concerned in fostering State support for library services.

6. Funding alternatives
Some program needs or good project ideas may not be appropriate for CLSA. Other sources of funding for library projects are available, both public and private. The applicant, if unsuccessful in obtaining funds from one source, should investigate other appropriate sources.

Budget Documents

Communications & Delivery (C& D) Service Program Budget Request – Due at the State Library by Monday, June 05, 2023

Use the budget request as a detailed line item budget for all CLSA funded activity for System Administration costs and Baseline cost for the Communications and Delivery program. If any budget items support both CLSA *Communications & Delivery Program* and non-CLSA programs/ or a CLSA programs other than *Communications & Delivery*, only those costs that directly support the CLSA *Communications & Delivery Program* may be budgeted. Excluded from the *CLSA Communication & Delivery Service Program Request* should be activities funded by local contributions, in-kind, other grants, etc.

Section Definitions

As you complete the *CLSA Communication & Delivery Service Program Request*, please note the following definitions to ensure consistency in reporting.

- a. **Personnel** (Salaries & Benefits) – complete this section if you budget CLSA *Communications & Delivery Program* funds for system staff. System personnel must be budgeted under Personnel, not under Contract Services, even if hired on contract. Only submit job descriptions for positions that have changed significantly from the previous year.
- b. **PC& E:** Planning, Coordination, & Evaluation
- c. **Indirect Costs:** Such services generally include payroll, accounting, office space, utilities, etc. Please describe exactly what services were provided.
- d. **Operations** – complete this section using the categories noted. For short-term contracts for consultant or auditing staff, Contract Services may be charged. If Indirect Costs/Fiscal Agent Fees are budgeted, you must describe exactly what services are provided to the System.

The total of a-d must equal your total allocation for both System Administration and Baseline.

System Detailed Budget – Due at the State Library by Friday, September 8, 2023

This portion of the System Plan is intended for use as a planning tool. While funding sources are not always guaranteed, this budget should represent the most current information available to the System. All figures entered on this form should represent funds allocated to specific programs and categories. All programs and services offered through the System should be included (i.e., LSTA, centralized ILL, etc.) whether they are funded by CLSA or not. Likewise, all sources of income should be included. The System Detailed Budget should offer as complete a picture of the Systems' services and sources of support for those services as possible.

Column Definitions

As you fill out the System Detailed Budget, please be aware of the following definitions to ensure consistency.

- a. **CLSA** - enter the amount allocated to each category for C&D System Administration and C&D Baseline. Include only the baseline budget for Program 2: C&D Baseline. The total System Indirect, PC&E, and Personnel should be shown in Program 1: C&D System Administration.
- b. **LSTA** - enter any LSTA awards that the System has received for the fiscal year. See "Program Definition" below.
- c. **Local funds/fees** - enter the total of all member contributions, charges or other income generated by the System itself. Include income from sales of publications.
- d. **Interest** - enter all interest earned on System funds.
- e. **Other** – enter sources of income not otherwise covered, e.g., local program grants or government programs other than LSTA.
- f. **Total budgeted** - is the sum of Columns a through e.

Program Definition

A program includes any program, service, or project administered by and funded through the System. This includes not only the CLSA C&D Program (System Administration/Baseline) but also LSTA demonstration projects, centralized ILL services, and the like. It does **not** include programs, projects, and services which are administered and funded separately from the System.

Services as described in Plans of Service: Those individual services that the System identified on the Plan of Service that fall into the categories of E-Resources or Resource Sharing.

Other Definitions

Indirect means any administrative charge made by a jurisdiction against System operations (e.g. a city or county may charge to serve as the fiscal agent for a Cooperative Library System). Unless documented elsewhere in the Plan of Service, attach a description of the services received.

Grand Total System Budget

The total on this row for Column f. should be the anticipated total for all System operations for the fiscal year.

E-Resources

Electronic resources (or **e-resources**) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource Sharing refers to the allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

Demographics of System Service Area

System Population Profile, FY 2023/24

Total Population of System Service Area: 404,365

Total Population of the System Service Area should come from the State Library certified population numbers

Underserved Population	Number	Percentage of Total Population
Economically Disadvantaged (Below poverty level)	24,257	6
Institutionalized	12,130	3
Aged (65+)	61,524	15
Children & Youth:	30,526	7
• Under 5		
• 5 to 9	30,006	7
• 10 to 14	33,200	8
• 15 to 19	31,233	7
Persons with disabilities	48,576	12
Speakers of limited English or English as a Second Language	140,312	35
Non-English Speaking	46,772	12
Ethnicity	5,934	1.5
• Black		
• Hispanic	250,040	62
• Asian	17,806	4
• Native American	1,630	.5
• Other (specify)	478	.1
Geographically Isolated (RURAL) * see note	35,902	8
Functionally Illiterate	20,437	5
Shut-In	12,130	3

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

US Census Bureau – American Community Survey 2020, CA Library Statistics, State of CA – Dept. of Justice

Describe briefly how this data will be used to plan CLSA-funded services:

This data influences our purchase of e-Content – with a majority Hispanic population and speakers of limited English or English as a Second Language, we feel it necessary to increase the Spanish e-Content that we provide to our patrons.

Comments/ Additional Information:

*** Geographically Isolated/ Rural**

"Rural" is essentially "that which is not named as urban." "Urban areas represent densely developed territory, and encompass residential, commercial, and other nonresidential urban land uses. Each urban area must encompass at least 2,000 housing units or at least 5,000 people. This is a change from the previous minimum of 2,500 people which had been in place since the 1910 Census."

Funding for Communications and Delivery – FY 2023/2024

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1

Estimated Workload of Physical Delivery

Physical Items Sent by:	Physical Items Delivered to:			
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL	
a. System member public library	532,142	13	532,155	
b. Non-public libraries in System area				
TOTAL	532,142	13	532,155	
		System Owned	Contracted Vendor	
c. Number of delivery vehicles that physically move items		0	1	
d. Frequency/schedule of physical delivery service		0	2 days per week	
e. Percentage of items to be physically delivered by:				
U.S. Mail	UPS	System Van	Contracted Van	Other
2%	0%	0%	98%	0%

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) for residents of System member libraries	330,000
g. Percentage of CLSA funds to be spent on e-resources?	45%
h. Percentage of CLSA funds to be used for Broadband technology improvements	0%

“It is the intent of the California Library Services Act is to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.” (Education Code 18702)

When submitting your Library Systems’ proposals, they shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries.

Unless otherwise prohibited by Education Codes 18745-18746, intra-system communication, delivery, and resource sharing include the acquisition or maintenance of technology or digital transmission products required to locate, create, or make accessible digital, virtual, or electronic material, which may also include telecommunication equipment and its installation along with service fees. The System must describe the communication, delivery method, or shared resource and the outcome of providing it.

Section 2 Funding Goal (What have you done, for whom, and for what benefit?)

1. How will the Library System determine the needs of their community. Please describe the **goals** for the Communication and Delivery funding for your Library System and how it addresses that need.

Our library community values their ability to access the vast collection held throughout the Black Gold Library System. The needs of our library community are best met when patrons can request items from other libraries within our System, and still be able to pick them up locally. We accomplish this efficiently through a shared ILS and delivery system. Patrons are increasingly accessing our e-resources, so as a Cooperative, we continue to expand our shared digital collection through OverDrive.

2. Please specify how the Library System **will spend its 2023-2024 CLSA allocation of funding** and **provide specifics amounts** allocated for each service or program based on your C&D Service Program Budget Request. Provide details of the services and how many libraries will benefit from the funding.

All 6 of our member library jurisdictions share the ILS/Catalog, Delivery of Physical Items and purchase and use of e-resources through OverDrive. We will allocate the CLSA funding toward:

Shared Delivery	\$75,912
Shared eContent	\$62,940

3. How did you determine the funding amounts per your C&D Service Program Budget Request? The funding is first applied to 100% of our delivery costs, and the remaining funds are used for the purchase of shared digital content from OverDrive

4. If it will take you longer than 1 year to spend 2023-2024 funding specify why?

All funds will be spent during FY23/24

5. If you plan on using roll-over funds from a previous year to supplement 2023-2024 funding goals; what are the amounts, for which program or service will it be used, and what was the original intent on that funding when approved by the Board?

We have no rollover funds from previous years.

6. How will the System's Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not, all libraries are participating in programs/services indicate which ones are and why others are not served (i.e., choice, funds, etc.).

All funds are spent on contracts shared by all libraries, so the funding is not disbursed to the individual libraries, but rather the contracts are all Black Gold contracts for the benefit of all member libraries.

7. How will the System determine and evaluate that the funding goals for their community where met?

We periodically survey our users to see what their priorities are. Our members frequently work with their patrons to determine the services they would like best. Black Gold delivery of physical items remains a very popular service. In fact, as the libraries reopened to full service after the COVID limitations, our patrons expressed gratitude that they were once again able to access the complete Black Gold shared collection. An example that further supports our assumption that patrons value the shared Black Gold physical collection is that many patrons of our recently withdrawn member libraries expressed great dismay at the fact that their libraries left Black Gold, and they came to our remaining member libraries to get a new Black Gold card so that they could continue to enjoy the benefits of the shared Black Gold collection.

8. Are the programs funded by CLSA (those proposed in your C&D Service Program Budget Request) being supplemented with local funds and if so, **how much**, and **what percentage** of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.

Each year significant local funds are used to supplement Black Gold's Communications and Delivery budget:

- E-resources, which will be supplemented by local funds are anticipated to be \$116,750. 45% will be paid with local funds
- Delivery costs are anticipated to be \$75,912 and will be paid 100% by CLSA funds
- Telecommunication costs are anticipated to be \$193,000. No CLSA funding goes toward these costs.

9. If the System is providing e-resources, what exactly are those e-resources? (How many libraries are you providing this service to)

We do provide e-resources. We have the following:

- OverDrive – over 45,000 titles and 60,000 copies of eBooks and Audiobooks, available to all 6 jurisdictions (14 branches).
- OverDrive Magazines – over 4,000 magazine titles, available to all 6 jurisdictions (14 branches).

10. Describe the System's current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

Black Gold's delivery is provided by a contract with a local courier service. Deliveries are scheduled two days a week. If a holiday falls on a delivery day, we move the delivery day to the next day. The courier driver begins at the southern-most library and stops at the main library of each jurisdiction, picking up and dropping off any physical items going to another location. After reaching the northern-most library, the driver turns around and does the same route in reverse.

11. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e., staff, what type of staff, do which program did you allocate staff, how much time was allocated)

22 cents per item – Delivery contract (\$75,912) + staff costs (\$40,000)/532,155 = \$.2178 per item

- We contract with an outside delivery service.
- Some of the staff are employees, while others are volunteers.

12. Will the System be using any of the communications funding to address broadband connectivity issues? If so, what were the funds used for and what were the connectivity issues? If this includes **installation along or service fees, please specify the cost and** which member libraries will benefit (please list libraries)?

We don't receive sufficient CLSA funding to be able to put any toward broadband connectivity costs. Black Gold has been able to take advantage of state grants and e-rate discounts to supplement local funds.

Future Plans for Cooperative System

Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future?

Black Gold serves as the Automation and Technical Services group for the member libraries. Our libraries don't pay member fees, but rather they pay a contribution fee to support all costs not covered by other sources of funding. Black Gold takes advantage of Broadband Grants and eRate discounts for other sources of funding.

How will the System be funded?

Our system members have been paying fees over and above any State funding for many years. The shared ILS and associated telecommunications network are significant costs that have been supported by our members' contributions. In addition to the shared ILS, the delivery and funding of eContent continue to be the highest priorities for Black Gold. Black Gold also maintains some reserves for future capital expenditures.

What services are priorities?

The patron experience is a huge priority for the Black Gold libraries. Our patrons continue to enjoy the benefits of our relatively new Aspen discovery layer for the public access catalog. This discovery system has given our patrons access to all our materials- physical and e-resources --in one place. This has given our patrons a greatly improved experience overall. Building upon this, we are in the midst of upgrading the Capira app for all of our libraries. This upgrade will offer the patrons even more access to library information and services on their tablets and phones.

And lastly, how will your system evolve?

Of course, we faced many challenges during the COVID restrictions; and were so pleased upon the reopening of the libraries to offer improved services to our patrons. We have been faced with further challenges during FY22/23 with the loss of two of our members and the addition of another. Although we have experienced a smaller collection overall, we feel like we are in a position to better serve the patrons of the Black Gold Library System. We look forward to the continued dynamics that the new membership arrangement brings to our Cooperative.

MEETING DATE:	May 19, 2023	ESTIMATED TIME FOR ITEM:	10 minutes
TITLE OF ITEM:	Circulation Manual	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
SUBMITTED BY:	Jody Thomas		
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>At the recent ATS meeting, it was determined the Circulation Manual should be accepted as is, with the idea being we need to have something in place for staff to work with.</p> <p>I have a number of edits that need to be made on the existing version and would like to discuss how to go about getting a more precise version of the manual approved.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	<p>I would like the admin council to come up with a process for vetting the circulation manual, with the goal of having a correct working edition.</p>		
OTHER COMMENTS:			

MEETING DATE:	5.19.23	ESTIMATED TIME FOR ITEM:	10 minutes
TITLE OF ITEM:	5 Autorenewals	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Eric Lashley		
TYPE OF ITEM:	<input checked="" type="checkbox"/> For Discussion <input 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>I am curious how the Black Gold Cooperative members decided to go to 5 autorenewals. I don't want to freak anyone out!</p> <p>When I've looked at our statistics from a newcomer, I was concerned that our (PR) highest circulation stat is autorenewals. In my opinion, this is artificially inflating our circulation statistics. Right now a book can be checked out for 21 days then can be autorenewed for another 105 days, then there is another 40 days before the book goes lost for a total of 166 days (45% of the year).</p> <p>I would just like to hear the rationale for allowing 5 autorenewals. I'm more accustomed to 1 autorenewal and then patrons have to contact the staff for extra time after 6 weeks.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	Just an understanding of the thought process that went into the 5 autorenewal decision.		
OTHER COMMENTS:			

MEETING DATE:	May 19, 2023	ESTIMATED TIME FOR ITEM:	20 minutes
TITLE OF ITEM:	OverDrive Budget allocation	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
SUBMITTED BY:			
TYPE OF ITEM:	<input checked="" type="checkbox"/> For Discussion <input 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>Every year, the RAS committee recommends approval of the OverDrive Collection Guidelines before the start of the new fiscal year. RAS met on 5/12/23 but did not approve the plan.</p> <p>During FY 23/23, Black Gold libraries have now all established their own Advantage accounts and are now all sharing their collections through Advantage Plus. This is a major change to past practices, so the RAS committee would like to know if the libraries could share how much they have budgeted toward their own Advantage accounts for FY23/24 and if the funds will be designated toward purchases of specific media type (ebooks or audiobooks) or genre.</p> <p>If libraries can share this information, then the committee can make a more informed decision as to the allocation of shared funds toward the Black Gold collection.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	Libraries will share their budget strategies and/or amounts for their FY23/24 Advantage Collections and RAS will meet again before the end of this year to finalize the budget allocations for FY23/24.		
OTHER COMMENTS:			

MEETING DATE:	May 19, 2023	ESTIMATED TIME FOR ITEM:	10 minutes
TITLE OF ITEM:	Meeting length	PRIORITY LEVEL: (1-Low 3 – High)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Jody Thomas		
TYPE OF ITEM:	<input checked="" type="checkbox"/> For Discussion <input 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>Currently, the Black Gold meetings last as long as it takes to work through the agendas.</p> <p>However, when the meetings go longer than 2 hours, it becomes a staffing issue for our library. In this recent week, for example, I had a scheduled meeting at 1:00pm. Eric's meeting (ATS) went past 12:30pm, bumping his lunch time to 12:45, which meant that I was on the desk during much of the time I was to be in a meeting. We have programs to staff, as well.</p> <p>Not being able to count on an end time makes scheduling difficult.</p> <p>If we create an agenda that is in priority order, if we don't get to everything, we will have at least covered the higher priority topics.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	I propose we choose a fixed amount of time for each meeting and stick to it. 1. Hours or 2 hours max.		
OTHER COMMENTS:			