



ADMINISTRATIVE COUNCIL AGENDA - AMENDED

Friday, December 1, 2023, at 10:00 a.m.

Santa Maria Public Library

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 – 10.20.23 (*page 3*)
- b. *Financial Reports – September & October 2023 (*page 5*)
- c. *Net Borrowing/Lending – October 2023 (*page 23*)

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

- a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics – October 2023
 - ii. Cataloging – October 2023
 - iii. Hoopla Recap – October 2023

6. **STATE LIBRARY REPORT** – December 2023 presented by Bev Schwartzberg

7. **OLD BUSINESS**

- a. **Digital Collection Policy** – Update on status of library internal policy submittals. Establish a sub-committee to draft a Digital Collection Policy for the Cooperative.
- b. **Upcoming Strategic Planning session – Discussion.** Review director's blue-sky list of topics for consideration. Confirm date, time, and location for the planning session.

8. **NEW BUSINESS**

- a. * *M* - **Gap Funding** - Determine how the gap funding paid by SB County will be applied by the Black Gold Libraries. (*page 26*)
- b. * *M* - **JPA decisions** - We are nearing the final stages of discussions with the attorneys of every BG Member about the technicalities in the Amended JPA as is written. There are two issues that we need the opinion of members of this Council to move forward. (*page 28*)
- c. ***Default Patron Expiration Dates – Discussion.** – Discuss the reason behind the 99-year expiration date and possibilities of changing it for some patron types. (*page 29*)
- d. ***Patron card expiration/deletion – Discussion.** - A review of patron accounts has revealed many accounts that are expired but the card is still in the system after many years. Discuss best practices for Black Gold libraries so that Black Gold can work to clean up the patron database. (*page 30*)
- e. **FY 23/24 Members Report – Informational.** – Review Member benefits, statistical and financial information pertaining to Black Gold membership.

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

NEXT MEETING: FRIDAY, January 19, 2024 (Paso Robles)

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; Diane Satchwell, GV; Jody Thomas, CC; Glynis Fitzgerald, BG.



ADMINISTRATIVE COUNCIL MINUTES
Friday, October 20, 2023, at 10:00 a.m.
Goleta Valley Library – Multipurpose Room
Presiding: FY 2022/23 Vice Chair Dawn Jackson, SM

Attending: Eric Lashley, PR; Dawn Jackson, SM; Dominic Keen, LM; Diane Satchwell, GV; Elizabeth Saucedo, GV; Justin Formanek, SP; Glynis Fitzgerald, B; Kristina Uvalle, BG.

1. **10:06a.m. CALL TO ORDER** – Dawn Jackson (SM) presiding; Dominic Keen (LM) proxy for Sarah Bleyl (LM); Justin Formanek (SP) proxy for Jody Thomas (CC).
2. **M - ADOPTION OF AGENDA**- 1st JF/2nd EL. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.
3. **PUBLIC TESTIMONY – N/A**
4. **M - CONSENT CALENDAR** - 1st EL/2nd JF. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.
 - a. *Administrative Council Minutes – 09.15.23
 - b. *Net Borrowing/Lending – September 2023
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - ATS Checkout & Renewal Statistics – September 2023
 - ii. Cataloging – September 2023
 - iii. Hoopla Recap – September 2023
6. **STATE LIBRARY REPORT – October 2023**
7. **OLD BUSINESS**
 - a. **Digital Collection Policy – Discussion.** Update on status of library internal policy submittals. Establish a sub-committee to draft a Digital Collection Policy for the Cooperative.

Libraries are still working on internal policies. The consortium is primarily concerned with e-resources. PR and CC have library advisory members willing to serve on a reconsideration committee. EL (PR), DJ (SM) and JF (SP) are willing to serve on a sub-committee to develop the Black Gold reconsideration policy.

ACTION ITEM: Revisit at December meeting.
 - b. **Admin Council meeting schedule - Informational.** 2024 Administrative Council Meeting Calendar with new meeting dates and locations

Reviewed the 2024 calendar for the Administrative Council meetings with 6 meetings with each library hosting one meeting per year.
8. **NEW BUSINESS**
 - a. **M - Shared Wand for Inventory** - Determine if Black Gold should move forward to purchase a wand for all libraries to share.

A motion was made to purchase the FE wand through Black Gold to be shared by the consortium.

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

ACTION ITEM: PR will use the wand first, followed by SP and then GO. LM has developed reports to monitor item use (reports 709, 710, 711 and 712). Other jurisdictions are welcome to copy them into their reports page and use as needed.
 - b. **Upcoming Strategic Planning session** – Discussion. Brainstorm topics and format, establish priorities. Determine date, time, and possible location.

The last strategic meeting was in 2012. A two-day conference with 20+ stakeholders in attendance. A meeting in 2017 was held to aid in improving communication between jurisdictions. In 2019, Susan Hildreth came in to consult to determine the value of Black Gold to libraries.

Tentative date of February 2nd or 9th were selected. Santa Maria Public Library will host.

ACTION ITEM: DS (GV) will email framework to Glynis for a strategic meeting. Directors will bring their Blue-Sky options to the December meeting for discussion.

9. **BLACK GOLD OPERATIONS DIRECTOR REPORT**

GF (BG) reported that the CLSB reported an additional \$1 million is being allotted for zip books. Implementation of the Twilio app is still in progress. The LiDA app is operational, but the implementation of the Black Gold branded app is still in progress.

10. **OPPORTUNITIES FOR COLLABORATION/NEW SERVICES** – Carpinteria wanted to know if any of the other directors were interested in decodable books through Overdrive. Directors deemed them too expensive and not worth the effort.

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

12. **M – ADJOURNMENT at 12:00p.m.** - 1st DJ/2nd EL. Roll call: PR – Yes, SM – Yes, LM- Yes, CC – Yes, SP – Yes, GO- Yes. Approved.

NEXT MEETING: FRIDAY, December 1, 2023 (Santa Maria)

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; Diane Satchwell, GV; Jody Thomas, CC; Glynis Fitzgerald, BG.



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MEMORANDUM

DATE: October 27, 2023
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2023-24 – August 31, 2023

The Financial Statements for the two months ended August 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 2023-24 anticipates revenues and expenditures each totaling **\$1,157,954** for the entire year, which is a **3.2%** increase from the previous year.

The actual revenue and equity funding for the two months was **20.9%** of the budget for the fiscal year, while the combined total of all expenditures for the two months equaled **\$204,796** which represents **17.7%** of the budget.

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

	FY 23/24 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,157,954	242,201	915,753	20.9%	
Expenditures	1,157,954	204,796	953,158	17.7%	
Surplus/(Deficit)	0	37,404	37,404		
Total Reimbursables Invoiced		0			
Total Reimbursable Expenditures		<u>7,533</u>			
		7,533			
Shared Vision Project Revenue		9,695			
Shared Vision Project Expenses		<u>(9,695)</u>			
		0			
Stronger Together Project Revenue		518,370			
Stronger Together Project Expenses		<u>(518,370)</u>			
		0			
The California Collection Grant Revenue		861,480			
The California Collection Grant Expenses		<u>(861,480)</u>			
		0			
Reserves Used This Year		<u>0</u>			
		44,938			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2023
Fiscal Year Elapsed: 17%

Ref		FY 23/24 Final Budget	August 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-		-	-	
8	4101	Interest Earnings	10,000	11	7,429	2,571	74.3%
9	4331	Grant Management Proceeds	80,000		80,000	0.0%	
10	4402	CLSA - Commun. & Deliv.	138,852		138,852	0.0%	
11	4500	Reserves Used this year	-		-	0.0%	
12	4324	SCLC - Broadband Grant	-		-		
13	4706	Erate Refunds(Comm Line)	131,840	45	88	131,752	0.1%
14	4707	California Teleconnect Fund	21,170		21,170	0.0%	
15	4409	Shared eContent & Subscription	53,810		13,453	40,357	25.0%
16	4302	Member Contributions - Resource	668,068		167,017	501,051	25.0%
17		UAL Contribution	54,214		54,214	-	100.0%
18							
19		TOTAL FUNDS AVAILABLE	1,157,954	56	242,201	915,753	20.9%
20							
21							
22							
23							
24							
25							
26							
27							
28		EXPENSE SUMMARY					
29	6000	All Programs	543,850	43,101	136,427	407,423	25.1%
30	6100	System Administration	98,940	8,996	13,511	85,429	13.7%
31	6400	Communications and Delivery Service	279,647	7,682	15,639	264,008	5.6%
32	6500	Databases/Downloadables	119,750	10,947	20,259	99,491	16.9%
33	6700	ILS	115,767	10,063	18,961	96,806	16.4%
34	6800	System Grants	-	-	-	-	
35		TOTAL EXPENSES	1,157,954	80,790	204,796	953,158	17.7%
36							
37		Surplus/(Deficit)		(80,734)	37,404		
38							
39		Expenditure Details					
40							
41		6000-All Programs					
42		All Personnel					
43	6101	Regular Salaries	399,678	36,208	68,228	331,450	17.1%
44	6102	Benefits	144,172	6,892	68,199	75,973	47.3%
45		Total All Programs	543,850	43,101	136,427	407,423	25.1%
46							
47							
48							
49		6100-System Administration					
50	5011	Office Expense	2,500	140	539	1,961	21.6%
51	5012	Service Charge, Bank etc	250			250	0.0%

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2023
Fiscal Year Elapsed: 17%

			FY 23/24 Final Budget	August 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
Ref								
52	5014	Postage & Shipping	400			400	0.0%	
53	5016	Reimbursement Meeting Expense	1,000	115	170	830	17.0%	
54	5035	Vehicle Fuel & Maintenance	1,000			1,000	0.0%	
55	5051	Auditors	15,000	700	700	14,300	4.7%	
56	5054	Payroll Processing Fees	2,000	135	270	1,730	13.5%	
57	5057	Rent	19,140	1,579	3,157	15,983	16.5%	
58	5058	Utilities	2,500	147	297	2,203	11.9%	
59	5059	Attorney Fees	15,000	3,696	4,067	10,933	27.1%	
60	5082	Janitorial Service	1,200	90	180	1,020	15.0%	
61	5115	Travel	1,000			1,000	-	
62	6118	Dues & Subscriptions	2,000			2,000	0.0%	
63	5153	Insurance	20,000	2,102	3,795	16,205	19.0%	
64	6222	Staff Training	-			-	-	
65	6238	Website Expense	250		180	70	72.0%	
66	6239	Consulting /Strategic Planning	10,000			10,000	-	
67	6261	System Supplies not billed back	-			-	-	
68	6262	Internet Access/Hotspots	1,200	88	88	1,112	7.4%	
69	6266	Library Mailers Billed Back	-			-	-	
70	6291	Office Equipment & Maintenance	500			500	0.0%	
71	6292	Software	4,000	204	67	3,933	1.7%	
72	6296	CLSAinfo.org	-			-	-	
73		Total System Administration	98,940	8,996	13,511	85,429	13.7%	
74								
75		6400-System Communications and Delivery Service						
76	5045	Delivery Supplies	1,000			1,000	0.0%	
77	6241	Communication Line Expense	2,220	684	1,643	577	74.0%	
79	6450	Cenic - Communication Line	190,515			190,515	0.0%	
78	6294b	Cenic Telecom Equipment & Maintenance	10,000	672	1,344	8,656	13.4%	
80	6485	Delivery Services	75,912	6,326	12,652	63,260	16.7%	
81		Total Communications and Delivery Service	279,647	7,682	15,639	264,008	5.6%	
82								
83								
84								
85		6500-Databases/Downloadables						
86	6147	eContent	116,750	10,679	19,723	97,027	16.9%	
87		OverDrive						
88	6147b	Subscription Services	3,000	268	536	2,464	17.9%	
89		Luna						
90		Total Reference Services	119,750	10,947	20,259	99,491	16.9%	
91								
92								
93								
94		6700-ILS						
95	6227	Cataloging Tools	3,000	130	260	2,740	8.7%	
96	6236	ILS Support	60,062	5,718	10,270	49,792	17.1%	
97		Aspen						
98		Koha						
99	6516	ILS Add-Ons	38,705	3,145	6,289	32,416	16.2%	
100		Novelist						
101		Quipu						
102		The Content Café						
103		Capira						

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2023
Fiscal Year Elapsed: 17%

Ref		FY 23/24 Final Budget	August 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
104	Talking Tech ITIVA						
105	Dell ITIVA Maintenance						
104	6240 PCI Compliance	3,500	284	567	5,674	16.2%	
105	6276 MARC records - Skyriver	10,500	788	1,575	8,925	15.0%	
106	6293 System Equipment	-			-		
107	6297 RFID Project				-		
108	Total ILS	115,767	10,063	18,961	99,547	16.4%	
109							
110	<u>6800-System Grants - State</u>						
111	6603 PLSEP Grant Revenue				-		
112	6604 PLSEP Grant Expenses				-		
113	Total System Grants	-	-	-	-		
114							
115			(80,734)	37,404			
116							
117							
118							
119	<u>8200-Shared Vision Project</u>						
120	8201 Grant Revenue		(1,286)	(9,695)			
121	8205-8207 Grant Expense		1,286	9,695			
122	Net Shared Vision Project	-	-	-			
123							
124							
125							
126	<u>8400-Stronger Together Project</u>						
127	8201 Grant Revenue		(513,588)	(518,370)			
128	8205-8207 Grant Expense		2,439	7,221			
129	8411 Sub-Grants		511,149	511,149			
130	Net Stronger Together Project	-	-	-			
131							
132							
133	<u>8600 The California Collection</u>						
134	8601 Grant Revenue		(811,924)	(861,480)			
135	8608 Grant Expense		811,924	861,480			
136	Net eBooks-for-All Project	-	-	-			
137							
138							
139							
140							

**Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2023
Fiscal Year Elapsed: 17%**

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	Benefits	\$ 68,199	\$ 54,214 We prepay the entire year of UAL Pension Liability of \$54,214 in order to save on interest

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

Sarah Bleyl, Chair, FY 2023-2024

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Two Months Ended August 31, 2023
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 2023 <u>Actual</u>	Year to Date <u>Actual</u>
157	<u>Reimbursable Expenditures</u>		
158			
159			
160	<u>Miscellaneous Orders</u>		
161	6361 LOM Misc Orders	2,560	(1,009)
162	6362 PR Misc Orders	2,805	(3,247)
163	6365 SM Misc Orders	3,922	(262)
164	6366 SP Misc Orders	1,616	(261)
165	6367 GOL Misc Orders	8,235	(2,473)
166	6367 CC Misc Orders	1,209	(283)
167			
168	Subtotal Misc. Orders	20,347	(7,533)
169			
170	Total Reimbursable Expenditures	20,347	(7,533)
171			
172			
173	Total Reimbursables Invoiced	-	-
174			
175		20,347	(7,533)

**Black Gold Cooperative Library System
Balance Sheet
August 31, 2023**

	G/L			
	Acct. #	Account Description	Debit	Credit
176	1102	Petty Cash	46	
177	1103	Checking WF 0620-028761	126,777	
178	1104	Founders Community Checking	1,095,499	
179	1105	Savings LAIF 16-56-003	950,866	
180	1201	Accounts Receivable - Invoices	73,926	
181	1251	Other Receivables	231,034	
182	1302	ATS Prepaid Expense	67,202	
183	1303	GEN Prepaid Expense	15,803	
184	1304	Prepaid Insurance	20,690	
185	1305	Prepaid Other	17,576	
186	1501	Fixed Assets	219,014	
187	3502	Accumulated Depreciation		175,606
188	1906	Provisions Vacation Payable	29,703	
189				
190	2104	Accounts Payable		841,634
191	2100-2110	Wages & Benefits Payable		30,180
192	2120-2122	Wells Fargo Credit Card Payable		-
193	2199	Accrued Expenses		-
194	2204	Deferred Credit Card Revenue		1,423
195	2206	Deferred Grant Revenue - Broadband Grant		-
196	2210	Library Gifts (see recap attached)		4
197	2211	Library Deposits (see recap attached)		2,209
198	2208	Deferred Revenue -Shared Vision Grant		42,244
199	2209	Deferred Revenue -Stronger Together Grant		265,300
200	2212	Deferred Revenue -Palace Project Grant		-
201	2215	Deferred Revenue - The California Collection		8,089
202	2309	Deferred Comp Withheld		
203	2602	Longterm Vacation Payable		29,703
204	3002	General Operating Fund (unassigned)		538,244
205	3007	ILS Replacement Fund Committed		298,359
206	3103	Adminstrative Vehicle Fund Committed		28,000
207	3104	Retiree GASB 45 Fund Committed		257,926
208	3105	Library Reserves (see recap attached)		30,548
209	3210	General Reserve for PPD's/Dep.		252,700
210	3300	Gold Coast Library Network Cash		6,387
211	3501	Investment in Fixed Assets		(5,358)
212		FY 23-24 Operating Results		44,938
213		rounding		
214			<u>2,848,134</u>	<u>2,848,134</u>

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

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	\$	0.03	(for OD purchases)
SB	\$	4.08	
PR	\$	-	(for HotSpots)
	\$	<u>4.11</u>	

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

PR	\$	2,209.12	(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	\$	(6,084.84)	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	



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

MEMORANDUM

DATE: October 31, 2023
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2023-24 – September 30, 2023

The Financial Statements for the three months ended September 30, 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 2023-24 anticipates revenues and expenditures each totaling **\$1,157,954** for the entire year, which is a **3.2%** increase from the previous year.

The actual revenue and equity funding for the three months was **24.1%** of the budget for the fiscal year, while the combined total of all expenditures for the three months equaled **\$331,534** which represents **28.6%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023

	FY 23/24 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,157,954	278,529	879,425	24.1%	
Expenditures	1,157,954	331,534	826,420	28.6%	
Surplus/(Deficit)	0	(53,004)	(53,004)		
Total Reimbursables Invoiced		0			
Total Reimbursable Expenditures		<u>0</u>			
		0			
Shared Vision Project Revenue		10,791			
Shared Vision Project Expenses		<u>(10,791)</u>			
		0			
Stronger Together Project Revenue		520,820			
Stronger Together Project Expenses		<u>(520,820)</u>			
		0			
The California Collection Grant Revenue		861,480			
The California Collection Grant Expenses		<u>(861,480)</u>			
		0			
Reserves Used This Year		<u>0</u>			
		(53,004)			

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023
Fiscal Year Elapsed: 25%

Ref		FY 23/24 Final Budget	September 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
1							
2							
3							
4							
5							
6							
7	4705	Miscellaneous Revenue	-		-	-	
8	4101	Interest Earnings	10,000	11	7,439	2,561	74.4%
9	4331	Grant Management Proceeds	80,000		80,000	0.0%	
10	4402	CLSA - Commun. & Deliv.	138,852		138,852	0.0%	
11	4500	Reserves Used this year	-		-	0.0%	
12	4324	SCLC - Broadband Grant	-		-		
13	4706	Erate Refunds(Comm Line)	131,840	11,685	11,685	120,155	8.9%
14	4707	California Teleconnect Fund	21,170	7,323	7,411	13,759	35.0%
15	4409	Shared eContent & Subscription	53,810		13,453	40,357	25.0%
16	4302	Member Contributions - Resource	668,068		167,017	501,051	25.0%
17		UAL Contribution	54,214	17,310	71,524	(17,310)	131.9%
18							
19		TOTAL FUNDS AVAILABLE	1,157,954	36,329	278,529	879,425	24.1%
20							
21							
22							
23							
24							
25							
26							
27							
28		EXPENSE SUMMARY					
29	6000	All Programs	543,850	36,478	172,904	370,946	31.8%
30	6100	System Administration	98,940	6,259	19,859	79,081	20.1%
31	6400	Communications and Delivery Service	279,647	63,944	79,583	200,064	28.5%
32	6500	Databases/Downloadables	119,750	9,572	29,831	89,919	24.9%
33	6700	ILS	115,767	10,395	29,357	86,410	25.4%
34	6800	System Grants	-	-	-	-	
35		TOTAL EXPENSES	1,157,954	126,648	331,534	826,420	28.6%
36							
37		Surplus/(Deficit)		(90,319)	(53,004)		
38							
39		Expenditure Details					
40							
41		6000-All Programs					
42		<u>All Personnel</u>					
43	6101	Regular Salaries	399,678	30,222	98,450	301,228	24.6%
44	6102	Benefits	144,172	6,256	74,455	69,717	51.6%
45		Total All Programs	543,850	36,478	172,904	370,946	31.8%
46							
47							
48							
49		6100-System Administration					
50	5011	Office Expense	2,500	60	599	1,901	23.9%
51	5012	Service Charge, Bank etc	250			250	0.0%

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023
Fiscal Year Elapsed: 25%

			FY 23/24 Final Budget	September 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
52	5014	Postage & Shipping	400			400	0.0%	
53	5016	Reimbursement Meeting Expense	1,000	21	191	809	19.1%	
54	5035	Vehicle Fuel & Maintenance	1,000			1,000	0.0%	
55	5051	Auditors	15,000		700	14,300	4.7%	
56	5054	Payroll Processing Fees	2,000	135	405	1,595	20.3%	
57	5057	Rent	19,140	1,579	4,736	14,405	24.7%	
58	5058	Utilities	2,500	149	446	2,054	17.8%	
59	5059	Attorney Fees	15,000	371	4,437	10,563	29.6%	
60	5082	Janitorial Service	1,200	90	270	930	22.5%	
61	5115	Travel	1,000			1,000	-	
62	6118	Dues & Subscriptions	2,000	1,620	1,620	380	81.0%	
63	5153	Insurance	20,000	1,898	5,693	14,307	28.5%	
64	6222	Staff Training	-			-	-	
65	6238	Website Expense	250		180	70	72.0%	
66	6239	Consulting /Strategic Planning	10,000			10,000	-	
67	6261	System Supplies not billed back	-			-	-	
68	6262	Internet Access/Hotspots	1,200		177	1,023	14.8%	
69	6266	Library Mailers Billed Back	-			-	-	
70	6291	Office Equipment & Maintenance	500			500	0.0%	
71	6292	Software	4,000	338	405	3,595	10.1%	
72	6296	CLSAinfo.org	-			-	-	
73		Total System Administration	98,940	6,259	19,859	79,081	20.1%	
74								
75		6400-System Communications and Delivery Service						
76	5045	Delivery Supplies	1,000			1,000	0.0%	
77	6241	Communication Line Expense	2,220	835	2,479	(259)	111.6%	
79	6450	Cenic - Communication Line	190,515	56,110	56,110	134,405	29.5%	
78	6294b	Cenic Telecom Equipment & Maintenance	10,000	672	2,016	7,984	20.2%	
80	6485	Delivery Services	75,912	6,326	18,978	56,934	25.0%	
81		Total Communications and Delivery Service	279,647	63,944	79,583	200,064	28.5%	
82								
83								
84								
85		6500-Databases/Downloadables						
86	6147	eContent	116,750	9,304	29,028	87,722	24.9%	
87		OverDrive						
88	6147b	Subscription Services	3,000	268	803	2,197	26.8%	
89		Luna						
90		Total Reference Services	119,750	9,572	29,831	89,919	24.9%	
91								
92								
93								
94		6700-ILS						
95	6227	Cataloging Tools	3,000	130	390	2,610	13.0%	
96	6236	ILS Support	60,062	4,553	14,823	45,240	24.7%	
97		Aspen						
98		Koha						
99	6516	ILS Add-Ons	38,705	4,642	10,931	27,774	28.2%	
100		Novelist						
101		Quipu						
102		The Content Café						
103		Capira						

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023
Fiscal Year Elapsed: 25%

Ref		FY 23/24 Final Budget	September 2023 Actual	Year to Date Actual	Bdgt/YTD Unrealized Balance	Bdgt/YTD Realized %	NOTES
104	Talking Tech ITIVA						
105	Dell ITIVA Maintenance						
104	6240 PCI Compliance	3,500	284	851	5,674	24.3%	
105	6276 MARC records - Skyriver	10,500	788	2,363	8,138	22.5%	
106	6293 System Equipment	-			-		
107	6297 RFID Project				-		
108	Total ILS	115,767	10,395	29,357	89,436	25.4%	
109							
110	<u>6800-System Grants - State</u>						
111	6603 PLSEP Grant Revenue				-		
112	6604 PLSEP Grant Expenses				-		
113	Total System Grants	-	-	-	-		
114							
115			(90,319)	(53,004)			
116							
117							
118							
119	<u>8200-Shared Vision Project</u>						
120	8201 Grant Revenue		(1,096)	(10,791)			
121	8205-8207 Grant Expense		1,096	10,791			
122	Net Shared Vision Project	-	-	-			
123							
124							
125							
126	<u>8400-Stronger Together Project</u>						
127	8201 Grant Revenue		(2,450)	(520,820)			
128	8205-8207 Grant Expense		2,450	9,671			
129	8411 Sub-Grants		-	511,149			
130	Net Stronger Together Project	-	-	-			
131							
132							
133	<u>8600 The California Collection</u>						
134	8601 Grant Revenue		-	(861,480)			
135	8608 Grant Expense		-	861,480			
136	Net eBooks-for-All Project	-	-	-			
137							
138							
139							
140							

**Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023
Fiscal Year Elapsed: 25%**

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	Benefits	\$ 74,455	\$ 54,214 We prepay the entire year of UAL Pension Liability of \$54,214 in order to save on interest

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

Sarah Bleyl, Chair, FY 2023-2024

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Three Months Ended September 30, 2023
Fiscal Year Elapsed: 25%

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.

		September 2023 <u>Actual</u>	Year to Date <u>Actual</u>
157	<u>Reimbursable Expenditures</u>		
158			
159			
160	<u>Miscellaneous Orders</u>		
161	6361 LOM Misc Orders	646	-
162	6362 PR Misc Orders	2,276	-
163	6365 SM Misc Orders	369	-
164	6366 SP Misc Orders	(142)	-
165	6367 GOL Misc Orders	1,610	-
166	6367 CC Misc Orders	(11)	-
167			
168	Subtotal Misc. Orders	4,747	-
169			
170	Total Reimbursable Expenditures	4,747	-
171			
172			
173	Total Reimbursables Invoiced	-	-
174			
175		4,747	-

**Black Gold Cooperative Library System
Balance Sheet
August 31, 2023**

	G/L			
	Acct. #	Account Description	Debit	Credit
176	1102	Petty Cash	46	
177	1103	Checking WF 0620-028761	127,794	
178	1104	Founders Community Checking	239,059	
179	1105	Savings LAIF 16-56-003	950,866	
180	1201	Accounts Receivable - Invoices	77,326	
181	1251	Other Receivables	231,034	
182	1302	ATS Prepaid Expense	58,437	
183	1303	GEN Prepaid Expense	14,222	
184	1304	Prepaid Insurance	18,621	
185	1305	Prepaid Other	20,378	
186	1501	Fixed Assets	219,014	
187	3502	Accumulated Depreciation		177,306
188	1906	Provisions Vacation Payable	29,703	
189				
190	2104	Accounts Payable		82,637
191	2100-2110	Wages & Benefits Payable		30,180
192	2120-2122	Wells Fargo Credit Card Payable		
193	2199	Accrued Expenses		-
194	2204	Deferred Credit Card Revenue		276
195	2206	Deferred Grant Revenue - Broadband Grant		-
196	2210	Library Gifts (see recap attached)		4
197	2211	Library Deposits (see recap attached)		2,209
198	2208	Deferred Revenue -Shared Vision Grant		41,148
199	2209	Deferred Revenue -Stronger Together Grant		262,850
200	2212	Deferred Revenue -Palace Project Grant		-
201	2215	Deferred Revenue - The California Collection		8,089
202	2309	Deferred Comp Withheld		
203	2602	Longterm Vacation Payable		29,703
204	3002	General Operating Fund (unassigned)		538,244
205	3007	ILS Replacement Fund Committed		298,359
206	3103	Adminstrative Vehicle Fund Committed		28,000
207	3104	Retiree GASB 45 Fund Committed		257,926
208	3105	Library Reserves (see recap attached)		30,548
209	3210	General Reserve for PPD's/Dep.		252,700
210	3300	Gold Coast Library Network Cash		6,387
211	3501	Investment in Fixed Assets		(7,059)
212		FY 23-24 Operating Results		(53,004)
213		rounding		
214			<u>1,986,501</u>	<u>1,986,501</u>

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

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	\$	0.03	(for OD purchases)
SB	\$	4.08	
PR	\$	-	(for HotSpots)
	\$	<u>4.11</u>	

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

PR	\$	2,209.12	(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	\$	(6,084.84)	Remaining Tag Inventory at Black Gold
	\$	<u>30,548.50</u>	

BLACK GOLD COOPERATIVE LIBRARY SYSTEMS
TOTAL CHECKOUT AND RENEWAL STATISTICS
Oct 2022 - Oct 2023

Loc.	Oct-22	% Change	Oct-23	Sep-23	Aug-23	Jul-23	Jun-23	May-23	Apr-23	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22
CC	4,428	6%	4,699	5,300	5,311	5,525	5,536	5,349	4,757	5,495	4,680	4,845	4,021	4,189	4,428
GBV	584	0%	597	612	547	695	570	594	481	486	477	1,436	485	418	584
GL	-	0%	-	-	-	11	11	26	15	2	1	2	4	5	0
GO	36,962	-9%	33,582	34,700	36,990	40,263	40,221	36,528	34,601	39,145	33,297	34,323	33,569	34,440	36,962
GS	4,697	1%	4,724	4,800	4,881	5,166	4,805	4,582	4,705	5,171	4,431	4,472	3,885	4,119	4,697
GU	2,398	22%	2,926	3,185	3,061	3,095	2,840	2,579	2,403	2,368	2,395	2,259	2,204	2,305	2,398
GY	7	0%	-	-	-	-	3	4	8	3	2	8	15	9	7
	44,648	-6%	41,829	43,297	45,479	49,230	48,450	44,313	42,213	47,175	40,603	42,500	40,162	41,296	44,648
LC	624	55%	969	395	497	778	566	732	721	1,037	695	554	518	421	624
LM	12,493	-8%	11,541	11,938	12,180	12,436	12,311	12,396	11,676	12,814	10,436	13,503	8,304	10,937	12,493
LV	1,666	-18%	1,363	1,205	1,590	1,573	1,625	1,782	1,813	2,078	1,524	1,699	1,157	1,656	1,666
	14,783	-6%	13,873	13,538	14,267	14,787	14,502	14,910	14,210	15,929	12,655	15,756	9,979	13,014	14,783
MA	251	-16%	210	217	300	312	323	306	290	307	280	318	226	216	251
MB	241	-15%	205	353	332	334	277	260	251	114	159	170	159	223	241
MC	261	-49%	134	225	256	300	298	293	341	268	334	318	252	316	261
MG	395	82%	717	639	659	619	469	676	570	603	321	368	385	346	395
MM	22,342	-5%	21319	22898	22380	24490	23917	22,088	22,142	23,599	20,264	21,219	19,756	20,890	22,342
MO	3,309	-4%	3170	2969	2976	3726	3069	3,552	3,439	3,473	3,059	3,294	2,964	3,109	3,309
	26,799	-4%	25,755	27,301	26,903	29,781	28,353	27,175	27,033	28,364	24,417	25,687	23,742	25,100	26,799
PR	16,438	-4%	15,792	16,703	17,836	18,654	16,907	16,885	15,523	17,289	14,287	15,872	15,259	15,601	16,438
PRS	23	-22%	18	45	15	8	16	31	34	26	18	23	22	40	23
	16,461	-4%	15,810	16,748	17,851	18,662	16,923	16,916	15,557	17,315	14,305	15,895	15,281	15,641	16,461
SP	6,072	-70%	1,807	2,539	4,058	6,835	7,059	5,976	5,891	5,778	5,274	5,747	5,202	6,016	6,072
TOTAL	113,191	-8%	103,773	108,723	113,869	124,820	120,823	114,639	109,661	120,056	101,934	110,430	98,387	105,256	113,191

Black Gold CLS
Total Circulation and Holds
October 2023

Branch	CIRCS						HOLDS				
	StaffClient	Self-Check	Autorenewals	OPAC renewals	Itiva renewals	Total Circ	Returns	Placed by Staff	Placed by OPAC	FILLED	
CC	1996	625	2078		0	0	4699	2809	156	1620	659
GBV	207	0	390		0	0	597	197	26	170	78
GL	0	0	0		0	0	0	0	0	0	0
GO	2486	13660	17435		1	0	33582	17333	106	9664	3941
GS	2350	0	2374		0	0	4724	2628	142	1294	519
GU	1573	0	1353		0	0	2926	1640	58	892	405
GY	0	0	0		0	0	0	0	0	0	0
LC	583	0	386		0	0	969	127	0	0	0
LM	1719	4138	5684		0	0	11541	6284	352	2530	1014
LV	585	0	778		0	0	1363	853	44	348	154
MA	126	0	84		0	0	210	220	8	92	38
MB	128	0	77		0	0	205	108	10	36	14
MC	66	0	68		0	0	134	114	0	27	32
MG	346	0	371		0	0	717	337	10	122	72
MM	1055	11994	8264		5	1	21319	9341	160	2684	1322
MO	275	0	2885		10	0	3170	4271	26	2050	987
PR	2215	5329	8244		4	0	15792	8288	62	3244	1300
PRS	8	0	10		0	0	18	15	0	0	1
SP	805	6	996		0	0	1807	994	140	1340	641
TOTAL	16,523	35,752	51,477	20	1	103,773	55,559	1,300	26,113	11,177	

Black Gold Cooperative Library System
Non-Owned Items Circulated
October 2023

Circ Library	Owning Library																									Total Borrowed From other Jurisdictions
	CC		GBV	GL	GO	GS	GU	GY		LC	LM	LV		MA	MB	MC	MG	MM	MO		PR	PRS		SP	Total Borrowed	
CC	0		1	0	117	7	4	1		0	45	6		3	2	1	3	183	18		62	1		54	508	508
GBV	0		0	1	42	5	8	0	56	0	7	1		0	0	1	1	27	4		4	0		2	103	47
GL	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0	0	0
GO	167		21	4	0	188	238	0	451	0	386	56		26	8	8	21	853	104		375	7		367	2829	2378
GS	19		4	1	116	0	42	1	164	0	53	6		1	0	4	1	117	15		46	2		57	485	321
GU	15		4	1	101	21	0	0	127	0	38	5		2	1	2	3	111	17		45	0		38	404	277
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0	0	0
			29	7	259	214	288	1																		
LC	0		0	0	0	0	0	0		0	1	0	1	0	0	0	0	0	0		0	0		1	2	1
LM	24		0	0	153	30	16	0		2	0	64	66	5	2	1	6	285	34		70	3		87	782	716
LV	7		0	0	21	0	3	0		0	42	0	42	0	0	0	1	31	5		18	1		15	144	102
										2	43	64														
MA	1		0	0	4	1	0	0		0	5	0		0	0	1	0	13	4	18	1	1		3	34	16
MB	0		0	0	1	1	0	0		0	1	0		1	0	1	1	3	0	6	1	0		4	14	8
MC	0		0	0	4	1	0	0		0	4	0		0	0	0	0	14	4	18	2	0		0	29	11
MG	4		0	0	5	0	1	0		0	9	0		4	1	1	0	29	6	41	5	0		9	74	33
MM	68		1	0	300	38	35	0		0	190	16		32	36	6	47	0	2883	3004	200	8		202	4062	1058
MO	1		0	0	13	3	2	0		0	8	0		0	0	1	2	20	0	23	5	0		7	62	39
														37	37	10	50	79	2897							
PR	57		1	0	203	22	14	0		0	161	29		4	2	1	4	286	31		0	16	16	145	976	960
PRS	0		0	0	0	0	0	0		0	0	0		0	0	0	0	1	0		0	0	0	0	1	1
																				0	16					
SP	8		0	0	76	3	5	0		0	43	3		2	0	0	2	76	16		40	1		0	275	275
	371		32	7	1156	320	368	2		2	993	186		80	52	28	92	2049	3141		874	40		991	10784	6751
Total Lent to other Jurisdictions	371		3	0	897	106	80	1		0	950	122		43	15	18	42	1970	244		874	24		991	6751	

MEETING DATE:	December 1, 2023	ESTIMATED TIME FOR ITEM:	15 minutes
TITLE OF ITEM:	Gap Funding	PRIORITY LEVEL: (1-Low 3 – High)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
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>We recently received \$17,310 from the County of Santa Barbara as Gap Funding to cover the loss of contribution from departed member Santa Barbara Library. This amount was for what would be their share of the FY22/23 CalPERS Unfunded Accrued Pension Liability.</p> <p>The total UAPL for that year was \$61,551, and all members paid their share as if SLO and SB would have paid their share as well. The amounts allocated to SLO and SB were paid out of the BG reserves.</p> <p>Since Black Gold has received this payment from the County of Santa Barbara, it has been returned to the reserves. Do we want to:</p> <ul style="list-style-type: none"> -leave it in the reserves -use the funds to reimburse the libraries for what they have paid in the FY23/24 -apply it to the payment for the FY24/25 UAL 		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	Determine how the gap funding paid by SB County will be applied by the Black Gold Libraries.		
OTHER COMMENTS:			

CalPERS Unfunded Pension Liability Activity after Member Withdrawal Gap Funding Worksheet				
	FY22/23	SB County Gap Funding	FY 23/24	FY 23/24 allocation of gap funding
Santa Paula	\$ 3,107		\$ 5,017	\$ 1,189
Lompoc	\$ 5,589		\$ 8,265	\$ 1,742
Santa Maria	\$ 10,175		\$ 17,788	\$ 4,601
Paso Robles	\$ 4,163		\$ 6,569	\$ 1,513
San Luis Obispo	\$ 20,391 *		\$ -	\$ -
Santa Barbara	\$ 17,310 *	\$ (17,310) **	\$ -	\$ -
Carpinteria	\$ -		\$ 3,390	\$ 1,767
Goleta	\$ 817		\$ 13,185	\$ 6,498
	<u>\$ 61,551</u>		<u>\$ 54,214</u>	<u>\$ 17,310</u>
* amount paid from reserves ** amount returned to reserves				



MEETING DATE:	December 1, 2023	ESTIMATED TIME FOR ITEM:	20 minutes
TITLE OF ITEM:	JPA decisions	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
SUBMITTED BY:	Glynis		
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>We are nearing the final stages of discussions with the attorneys of every BG Member about the technicalities in the Amended JPA as it is written. There are two issues that we need the opinion of members of this Council to move forward.</p> <p>1 - The current JPA requires unanimous approval for any <u>Amendments</u> to the JPA. As we are amending the JPA now, we have some of the attorneys expressing that this should be changed to 2/3 approval or super majority approval. This would be a sea change over the current JPA. As explained by one of the attorneys, if we stay with the current unanimous language, and we have a proposed amendment that the majority of the members want, but only one member doesn't and they cannot be swayed, we stand the chance of some of the members exiting the JPA to the detriment of the other members of the Cooperative.</p> <p>2 - Likewise, the language concerning <u>Dissolution</u> of the JPA states "<i>the Agency shall be dissolved by unanimous vote of the governing bodies of the Members...</i>". Some of the attorneys initially expressed that this should be 2/3 or super majority vote. They considered it to be much like the dissolution of a Corporation that can be decided by majority vote. After further discussion, one attorney concluded that the remedy for members who don't want to be a member would be withdrawal and not to force a dissolution. There is no reason to force a dissolution by majority vote, and it would be detrimental to those members that want to remain in the cooperative. This would support keeping the current language.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	<p>We need your opinion on each of these issues. Do you want "unanimous, 2/3, or super majority approval" for each of these 2 issues. From a legal representation standpoint, the attorneys expressed that your decision would be acceptable to them.</p>		
OTHER COMMENTS:			



MEETING DATE:	12/1/23	ESTIMATED TIME FOR ITEM:	15 minute
TITLE OF ITEM:	Default Patron Expiration Dates	PRIORITY LEVEL: (1-Low 3 – High)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input 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>	I would like the group to discuss changing the default expiration dates for patron types. I know there was a reason at one time to default to 99 years. But, I would like to discuss setting more reasonable default expiration dates based on the patron type.		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>			
OTHER COMMENTS:			

MEETING DATE:	December 1, 2023	ESTIMATED TIME FOR ITEM:	20 minutes
TITLE OF ITEM:	Patron card expiration/deletion	PRIORITY LEVEL: (1-Low 3 – High)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
SUBMITTED BY:	Glynis Fitzgerald		
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>A review of patron accounts has revealed many accounts that are expired but the card is still in the system after many years. We also have many cardholders that have not had any activity (last seen) for many years.</p> <p>Do we want to set best practices for Black Gold libraries so that Black Gold can work to clean up the patron database, or does each library want to review their own patron data.</p> <p>Example: We have 148,000 barcodes in the database. 10,700 cards have expired. 3,200 cards expired before 2020.</p> <p>Do we want to delete the expired cards? How long after they are expired should they be deleted?</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>			
OTHER COMMENTS:			