

ADMINISTRATIVE COUNCIL AGENDA
Friday, December 6, 2024
Blanchard Library
Presiding: Dawn Jackson, SM - FY 2024/25- CHAIR

* Item accompanies the agenda

<ul style="list-style-type: none"> Scheduled break at 11:00 a.m. Working lunch scheduled at 12:00 p.m. with library tour to follow. 	
Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
**	Item to be provided later or separate from packet

1. **10:00a.m. CALL TO ORDER**
2. *M*- **ADOPTION OF AGENDA**
3. **PUBLIC TESTIMONY**
4. *M*- **CONSENT CALENDAR**
 - a. *Administrative Council Minutes – 09.20.24 (*page 3*)
 - b. *Financial Reports – October 2024 (*page 5*)
 - c. *Net Borrowing/Lending – October 2024 (*page 15*)
5. **AUXILIARY RECEIVE AND FILE** — [posted @ <http://ats.blackgold.org>]
 - a. Departmental Resources
 - i. Circulation - Checkout & Renewal Statistics - October 2024
 - ii. Cataloging - October 2024
 - iii. Hoopla Recap - October 2024
6. **STATE LIBRARY REPORT - December 2024** –presented by Bev Schwartzberg, State Library. (15 minutes) (*page 18*)
7. **DIRECTOR HIGHLIGHTS** – (20 minutes)
8. **BLACK GOLD DIRECTOR REPORT** – (10 minutes)
9. **OLD BUSINESS**
 - a. * *M*- **JPA/Bylaws Final Approval** – Review and approve final copy of the JPA/Bylaws with predetermined grammatical changes. (*page 26*)
 - b. * *M*- **Exploring the Role of the Collection Development Group**
 - Define the purpose and goals of the Collection Development Group.
 - Share perspectives on what "Collection Development" means to each library.
 - Discuss opportunities for collaboration among libraries to strengthen collection strategies
10. **NEW BUSINESS**
 - a. * *M*- **Audited Financial Reports-** Review and approved the audited financials as presented.
Black Gold 2023-24. Black Gold Single Audit 2023-24
 - b. **Hotspots (CC)** – Discussion. We have purchased 20 hotspots and 7 of them are lost/not returned. Can we discuss parameters of hotspot lending? 3 of our missing/lost hotspots are from library card holders outside of our service area.
 - c. *M*-**Lending holiday books and BOTB titles (CC)** - Action Item - We store our holiday books all year, and then they go out to another jurisdiction to fill a hold, and our patrons don't get a crack at the book during the whole holiday season. I would like to have us vote on making a change to our lending protocol for them.

- d. **Library cards for people outside our service area** – (CC) – Discussion. Patrons outside the 805-area code and outside the State. I would like to discuss this. There are state library requirements, yet we have a visitor patron type. Who does "visitor" pertain to?
 - e. **Adult graphic novels** (CC) – Discussion - We are going to add an adult graphic novel collection. Any experience with it?
 - f. **RFID reader wand** (CC) – Discussion - How libraries are using it?
 - g. **Evaluate the Current Administrative Council Meeting Format**
 - Review the structure and components, including the Consent Calendar and Auxiliary Receive and File.
 - Discuss the effectiveness of meeting locations and consider potential improvements.
 - h. **Item Group Holds Implementation**
 - Discuss the benefits of Item Group Holds in the catalog system.
 - Form an ad hoc committee to plan and deliver staff training on the necessary changes for implementation
11. **LIBRARY PRESENTATION** (15 minutes)
12. **~~M~~ – ADJOURNMENT**

NEXT MEETING: Friday, December 6, 2024 (SP)

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

ADMINISTRATIVE COUNCIL MINUTES

Friday, September 20, 2024

Lompoc Public Library

Presiding: Eric Lashley, PR - FY 2024/25- VICE CHAIR

In attendance: Eric Lashley, (PR); Justin Formanek, (SP); Sarah Bleyl, (LM) (proxy for Dawn Jackson (SM)); Elizabeth Saucedo, (GV), and Jody Thomas (CC), Glynis Fitzgerald (BG), Kristina Uvalle (BG).

1. 10:06a.m. CALL TO ORDER

2. *M* - ADOPTION OF AGENDA - 1st ES (GV)/2nd JT (CC). Approved.

3. PUBLIC TESTIMONY – N/A

4. *M* - CONSENT CALENDAR - 1st SJB (LM)/2nd JF (SP). Approved.

- a. *Administrative Council Minutes – 07.19.24
- b. *Financial Reports –
- c. *Net Borrowing/Lending –

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

- a. Departmental Resources
 - i. Circulation - Checkout & Renewal Statistics – 08/2024
 - ii. Cataloging – 08/2024
 - iii. Hoopla Recap – 08/2024

6. STATE LIBRARY REPORT - September 2024 –presented by Bev Schwartzberg, State Library. (15 minutes)

7. DIRECTOR HIGHLIGHTS – (20 minutes) – N/A

8. BLACK GOLD DIRECTOR REPORT – (10 minutes)

GF (BG) reported that the wand has been sent to Goleta for book weeding. The Black Gold portion of the PLS will be available by 10/4/24. GF (BG) will be on vacation October 8-11. The Cenic move is closer to completion. Black Gold has introduced a new monthly newsletter. We have removed Palace Project from the Aspen catalog while we work through some display issues.

9. OLD BUSINESS

- a. JPA/Bylaws Update – Get update from directors on status the approval of the latest draft of the JPA and Bylaws by respective city/governing entities.

Libraries reported the JPA is up for approval to their city council/governing entities in October. We should have approval from all libraries by the December meeting.

- b. **** *M* - Contribution Formula (Discussion)** – Directors to review and discuss alternate options further or approve the current formula for another 2 years.

A motion was made to keep the existing contribution formula and review again in 2028.

1st JT (CC)/2nd SJB (LM). Approved.

- c. ****FY 23-24 Black Gold Report** – Directors to review updates and changes made to the report based on conversations at the July 2024 Admin Council meeting.

GF (BG) reviewed the FY 23-24 Black Gold Report with requested changes. Directors have all received a copy for their individual use.

Break: 11:40 a.m. – 12:14 p.m.

10. NEW BUSINESS

- a. Committee and User Group Review – (Discussion) Several User Groups have met for the first time; review any feedback from meeting participants and discuss potential changes and/or improvements.

GF (BG) reported Collection Development Adult Services and Youth Services all met with positive results. Highlights include:

Adult Services – the different focus between events and services, sharing information on various adult programming ideas, community sharing and vendors.

Youth Services – Would like to meet 4x per year to expand the conversation beyond the Summer Reading Program.

Collection Development – An adjustment to the holds reports was made to better analyze the hold numbers. The report created by Bywater was doubling the numbers. There is a need to review the purpose and goals of the group to ensure the proper people are in attendance. Decide whether the purpose of the group is purchasing or evaluating current collections. There was discussion on the possibility of limiting Battle of the Books and Holiday titles from sharing with other libraries.

11. **LIBRARY PRESENTATION** (15 minutes) – Children's Book Van

12. **M – ADJOURNMENT** at 2:02 p.m. 1st SJB (LM)/2nd JF (SP). Approved.

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



BLACK GOLD
COOPERATIVE LIBRARY SYSTEM

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

Memorandum

DATE: November 7, 2024
TO: Black Gold CLS Administrative Council
FROM: Glynis Fitzgerald, Director of Operations
SUBJECT: Financial Statements – FY 2024-25 – October 31, 2024

The Financial Statements for the four months ended October 31, 2024 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 2024-25 anticipates revenues and expenditures each totaling **\$1,207,402** for the entire year, which is a **4.3%** increase from the previous year.

The actual revenue and equity funding for the four months was **38.6%** of the budget for the fiscal year, while the combined total of all expenditures for the four months equaled **\$389,359** which represents **32.2%** of the budget.

BLACK GOLD COOPERATIVE LIBRARY SYSTEM
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024

	FY 24/24 FINAL BUDGET	YEAR TO DATE ACTUAL	BDGT/YTD UNREALIZED BALANCE	BDGT/YTD REALIZED %	NOTES
TOTAL BGCLS					
Revenues & Equity Funding	1,207,402	465,990	741,412	38.6%	
Expenditures	1,207,402	389,359	818,043	32.2%	
Surplus/(Deficit)	0	76,630	76,630		

Total Reimbursables Invoiced	0
Total Reimbursable Expenditures	<u>36,651</u>
	36,651

Stronger Together Project Revenue	12,156
Stronger Together Project Expenses	<u>(12,156)</u>
	0

Reserves Used This Year	<u>0</u>
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113,281

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%

<u>Ref</u>		<u>FY 24/25</u> <u>Final</u> <u>Budget</u>	<u>October</u> <u>2024</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	-		-	-	
8	4101	Interest Earnings	15,000	10,881	21,932	(6,932)	146.2%
9	4331	Grant Management Proceeds	80,000		80,000	80,000	0.0%
10	4402	CLSA - Commun. & Deliv.	72,034		72,034	72,034	0.0%
11	4500	Reserves Used this year	-		-	-	0.0%
12	4324	SCLC - Broadband Grant	-	96	96	(96)	
13	4706	Erate Refunds(Comm Line)	131,700		131,700	131,700	0.0%
14	4707	California Teleconnect Fund	21,200	56	221	20,979	1.0%
15	4409	Shared eContent & Subscription	104,491	26,123	52,246	52,245	50.0%
16	4302	Member Contributions - Resource/UAL	782,977	195,747	391,494	391,483	50.0%
17							
18		TOTAL FUNDS AVAILABLE	1,207,402	232,904	465,990	741,412	38.6%
19							
20							
21							
22							
23							
24							
25							
26							
27		<u>EXPENSE SUMMARY</u>					
28	6000	All Programs	589,272	45,123	249,203	340,069	42.3%
29	6100	System Administration	105,760	5,621	29,107	76,653	27.5%
30	6400	Communications and Delivery Service	267,275	8,044	30,087	237,188	11.3%
31	6500	Databases/Downloadables	117,125	7,976	34,775	82,350	29.7%
32	6700	ILS	127,970	11,107	46,187	81,783	36.1%
33	6800	System Grants	-	-	-	-	
34		TOTAL EXPENSES	1,207,402	77,872	389,359	818,043	32.2%
35							
36		Surplus/(Deficit)		155,032	76,630		

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%

<u>Ref</u>		<u>FY 24/25</u> <u>Final</u> <u>Budget</u>	<u>October</u> <u>2024</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>
37							
38	Expenditure Details						
39							
40	6000-All Programs						
41	<u>All Personnel</u>						
42	6101 Regular Salaries	421,281	37,747	146,244	275,037	34.7%	
43	6102 Benefits	167,991	7,376	102,959	65,032	61.3%	1
44	Total All Programs	589,272	45,123	249,203	340,069	42.3%	
45							
46							
47							
48	6100-System Administration						
49	5011 Office Expense	2,500	-	313	2,187	12.5%	
50	5012 Service Charge, Bank etc	200	108	120	80	60.1%	
51	5014 Postage & Shipping	400	58	74	326	18.5%	
52	5016 Reimbursement Meeting Expense	1,000	-	453	547	45.3%	
53	5051 Auditors	15,000		8,500	6,500	56.7%	2
54	5054 Payroll Processing Fees	2,000	171	633	1,367	31.7%	
55	5057 Rent	19,600	1,610	6,440	13,160	32.9%	
56	5058 Utilities	2,000	140	791	1,209	39.5%	
57	5059 Attorney Fees	10,000	1,039	2,207	7,793	22.1%	
58	5082 Janitorial Service	1,200	96	384	816	32.0%	
59	5115 Travel & Mileage Costs	3,000	400	700	2,300	-	
60	6118 Dues & Subscriptions	2,000			2,000	0.0%	
61	5153 Insurance	23,000	1,778	7,113	15,887	30.9%	
62	6222 Staff Training	-			-	-	
63	6238 Website Expense	-		380	(380)	-	
64	6239 Consulting /Strategic Planning	16,000	-	-	16,000	-	
65	6261 System Supplies not billed back	-			-	-	
66	6262 Internet Access/Hotspots	360			360	0.0%	
67	6266 Library Mailers Billed Back	-			-	-	
68	6291 Office Equipment & Maintenance	2,500			2,500	0.0%	
69	6292 Software	5,000	221	1,000	4,000	20.0%	
70	6296 CLSAinfo.org	-			-	-	
71	Total System Administration	105,760	5,621	29,107	76,653	27.5%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%

<u>Ref</u>		<u>FY 24/25</u> <u>Final</u> <u>Budget</u>	<u>October</u> <u>2024</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>
72							
73	<u>6400-System Communications and Delivery Service</u>						
74	5045 Delivery Supplies	1,000			1,000	0.0%	
75	6241 Communication Line Expense	3,360	188	754	2,606	22.4%	
76	6450 Cenic - Communication Line	190,515			190,515	0.0%	
77	6294 Telecom Equipment		96	96	(96)		
78	6294b Telecom Equipment Maintenance	10,000	2,359	9,437	563	94.4%	3
79	6485 Delivery Services	62,400	5,400	19,800	42,600	31.7%	
80	Total Communications and Delivery Service	267,275	8,044	30,087	237,188	11.3%	
81							
82							
83							
84	<u>6500-Databases/Downloadables</u>						
85	6147 eContent	114,125	7,700	33,669	80,456	29.5%	
86	OverDrive						
87	6147b Subscription Services	3,000	276	1,105	1,895	36.8%	
88	Luna						
89	Total Reference Services	117,125	7,976	34,775	82,350	29.7%	
90							
91							
92							
93	<u>6700-ILS</u>						
94	6227 Cataloging Tools	3,000	260	1,040	1,960	34.7%	
95	6236 ILS Support	56,543	5,675	23,190	33,353	41.0%	
96	Aspen						
97	Koha						
98	6516 ILS Add-Ons	37,902	2,637	11,815	26,087	31.2%	
99	Novelist						
100	Quipu						
101	The Content Café						
102	Talking Tech ITIVA						
103	Dell ITIVA Maintenance						
104	6240 PCI Compliance	3,500	284	1,135	5,674	32.4%	
105	6257 System Facility Service Fees	17,100	1,425	5,700			
104	6276 MARC records - Skyriver	9,925	827	3,308	6,617	33.3%	
105	6293 System Equipment	-			-		
106	6297 RFID Project				-		
107	Total ILS	127,970	11,107	46,187	73,692	36.1%	

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%

<u>Ref</u>		FY 24/25 Final <u>Budget</u>	October 2024 <u>Actual</u>	Year to Date <u>Actual</u>	Bdgt/YTD Unrealized <u>Balance</u>	Bdgt/YTD Realized <u>%</u>	<u>N O T E S</u>
108							
109	<u>6800-System Grants - State</u>						
110	6603 PLSEP Grant Revenue				-		
111	6604 PLSEP Grant Expenses				-		
112	Total System Grants	-	-	-	-		
113							
114			155,032	76,630			
115							
116							
117							
118							
119	<u>8400-Stronger Together Project</u>						
120	8201 Grant Revenue		(3,806)	(12,156)			
121	8205-820 Grant Expense		3,806	12,156			
122	8411 Sub-Grants		-	-			
123	Net Stronger Together Project	-	(0)	(0)			
124							

**Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%**

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	\$ 79,669	Annual UAL lumpsum payment made in July 2024
2	Auditors	\$ 8,500	23/24 Annual audit costs paid as incurred
3	Telecom Equipment Maintenance	\$ 9,437	Telecom equipment upgrade covered by Broadband Grant

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

Dawn Jackson, Chair, FY 2023-2024

Black Gold Cooperative Library System
Statement of Revenues and Expenditures
For the Four Months Ended October 31, 2024
Fiscal Year Elapsed: 33%

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.

		October 2024 <u>Actual</u>	Year to Date <u>Actual</u>
147	<u>Reimbursable Expenditures</u>		
148			
149			
150	<u>Miscellaneous Orders</u>		
151	6361 LOM Misc Orders	(4,969)	(4,969)
152	6362 PR Misc Orders	(2,362)	(2,362)
153	6365 SM Misc Orders	(5,611)	(5,611)
154	6366 SP Misc Orders	(2,996)	(2,996)
155	6367 GOL Misc Orders	(17,498)	(17,498)
156	6367 CC Misc Orders	(3,215)	(3,215)
157			
158	Subtotal Misc. Orders	(36,651)	(36,651)
159			
160	Total Reimbursable Expenditures	<u>(36,651)</u>	<u>(36,651)</u>
161			
162			
163	Total Reimbursables Invoiced	<u>-</u>	<u>-</u>
164			
165		(36,651)	(36,651)

Black Gold Cooperative Library System
Balance Sheet
October 31, 2024

	G/L			
	Acct. #	Account Description	Debit	Credit
166	1102	Petty Cash	46	
167	1103	Wells Fargo Credit Card Payable	8,037	
168	1104	Premier Valley Bank	513,065	
169	1105	Savings LAIF	901,366	
170	1201	Accounts Receivable - Invoices	138,285	
171	1251	Other Receivables	32	
172	1302	ATS Prepaid Expense	58,151	
173	1303	GEN Prepaid Expense	10,961	
174	1304	Prepaid Insurance	15,528	
175	1305	Prepaid Other	72,647	
176	1501	Fixed Assets	194,142	
177	3502	Accumulated Depreciation		175,449
178	1906	Provisions Vacation Payable	38,225	
179				
180	2104	Accounts Payable		26,925
181	2100-2110	Wages & Benefits Payable		6,539
182	2120-2122	Wells Fargo Credit Card Payable		-
183	2199	Accrued Expenses		-
184	2204	Deferred Credit Card Revenue		1,241
185	2206	Deferred Grant Revenue - Broadband Grant		34,908
186	2210	Library Gifts (see recap attached)		-
187	2211	Library Deposits (see recap attached)		2,209
188	2209	Deferred Revenue -Stronger Together Grant		161,978
189	2309	Deferred Comp Withheld		-
190	2602	Longterm Vacation Payable		38,225
191	3002	General Operating Fund (unassigned)		592,655
192	3007	ILS Replacement Fund Committed		298,359
193	3103	Administrative Vehicle Fund Committed		28,000
194	3104	Retiree GASB 45 Fund Committed		257,926
195	3105	Library Reserves (see recap attached)		30,548
196	3210	General Reserve for PPD's/Dep.		163,549
197	3501	Investment in Fixed Assets		18,694
198		FY 23-24 Operating Results		113,281
199		rounding		
200			<u>1,950,484</u>	<u>1,950,484</u>

Black Gold Cooperative Library
 Recap of Balances attributed to Individual Libraries
 October 31, 2024

Library Gifts

(Foundation and Friends of the Library gifts)

LOM	\$	-
PR	\$	-
	\$	-

Library Deposits

(Balance of Deposits paid by Libraries to Black Gold)

PR	\$	2,209.12
	\$	2,209.12

Library Reserves

(Balance of reserves from the RFID Project)

LOM	\$	18,240.00	
PR	\$	4,891.07	
SM	\$	12,287.27	
BG	\$	(4,869.84)	Remaining Tag Inventory at Black Gold
	\$	30,548.50	

**Non-Owned Items Circulated
October 2024**

Owning Library

Circ Library	CC		GBV	GL	GO	GS	GU	GY		LC	LM	LV		MA	MB	MC	MG	MM	MO		PR	PRD	PRM	PRS		SP	Total Borrowed	Total Borrowed From other Jurisdictions
CC	0		1	0	111	12	0	0		0	52	8		6	1	1	10	202	21		59	0		2		64	550	550
GBV	1		0	0	116	6	0	0	122	0	6	1		0	0	0	0	24	3		5	0		0		2	164	42
GL	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0		0	0	0
GO	223		40	2	0	245	0	0	287	0	292	48		17	7	19	36	1034	137		380	0		3		389	2872	2585
GS	47		12	3	338	0	7	1	361	0	82	13		3	1	5	11	221	31		85	0		0		65	925	564
GU	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0		0	0	0
GY	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		0	0		0		0	0	0
LC	1		0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	4	3		2	0		0		1	12	11
LM	39		2	0	165	19	1	0	0	1	0	83	84	7	3	5	6	349	42		84	0		2		84	892	808
LV	5		0	0	39	6	0	0	0	0	43	0	43	1	1	2	1	51	4		18	0		0		21	192	149
MA	0		0	0	6	1	0	0	0	0	0	0	0	0	1	0	1	8	4	14	5	0		0		4	30	16
MB	0		0	0	5	0	0	0	0	0	2	0	0	1	0	0	0	5	2	8	1	0		0		3	19	11
MC	0		0	0	1	1	0	0	0	0	3	0	0	0	0	0	1	8	0	9	3	0		0		3	20	11
MG	1		1	0	8	0	0	0	0	0	4	3	0	0	2	1	0	23	1	27	3	0		0		7	54	27
MM	116		3	0	394	39	1	0	0	0	209	23		40	26	15	79	0	2621	2781	224	0		1		249	4040	1259
MO	2		0	0	12	0	0	0	0	0	2	0		0	1	2	3	21	0	27	5	0		0		9	57	30
PR	94		1	0	295	27	0	0	0	0	147	18		41	30	18	84	65	2628		0	0		17	17	194	1377	1360
PRD	1		0	0	2	0	0	0	0	0	1	0		0	0	0	0	0	0		4	0		0	4	0	8	4
PRM																												
PRS	0		0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0		4	0		0	0	0	0	0
SP	18		2	0	65	8	0	0	0	0	31	3		0	4	0	7	129	11		41	0		0		0	319	319
Total Lent	548		62	5	1557	364	9	1		1	875	200		80	50	54	170	2582	2934		919	0		25		1095	11531	7746
Total Lent to other Jurisdictions	548		10	0	1103	113	2	0		0	831	117		39	20	36	86	2517	306		915	0		8		1095	7746	

Black Gold Cooperative Library

Non-Owned Items Circulated

Calculated from Sept 2024 Statistics

		Books Borrowed	Books Lent	% of Books Borrowed	% of Books Lent	Net -- Lent less Borrowed
Carpinteria	cc	550	548	7.10%	7.07%	(2)
Goleta Book Van	gbv	42	10	0.54%	0.13%	(32)
Goleta Los Olivos	gl	0	0	0.00%	0.00%	0
Goleta Valley Library	go	2,585	1,103	33.37%	14.24%	(1,482)
Goleta Solvang	gs	564	113	7.28%	1.46%	(451)
Goleta Buellton	gu	0	2	0.00%	0.03%	2
Goleta Santa Ynez	gy	0	0	0.00%	0.00%	0
		3,191	1,228	40.65%	15.72%	(1,963)
Lompoc Charlotte's Web	lc	11	0	0.14%	0.00%	(11)
Lompoc Main	lm	808	831	10.43%	10.73%	23
Lompoc Village	lv	149	117	1.92%	1.51%	(32)
		968	948	12.50%	12.24%	(20)
Santa Maria Los Alamos	ma	16	39	0.21%	0.50%	23
Santa Maria Bookmobile	mb	11	20	0.14%	0.26%	9
Santa Maria Cuyama	mc	11	36	0.14%	0.46%	25
Santa Maria Guadalupe	mg	27	86	0.35%	1.11%	59
Santa Maria Main	mm	1,259	2,517	16.25%	32.49%	1,258
Santa Maria Orcutt	mo	30	306	0.39%	3.95%	276
		1,354	3,004	17.48%	38.78%	1,650
Paso Robles	pr	1,360	915	17.56%	11.81%	(445)
Paso Robles Delivery	prd	4	0	0.05%	0.00%	(4)
Paso Robles Mobile	prm	0	0	0.00%	0.00%	0
Paso Robles Study Center	ps	0	8	0.00%	0.10%	8
		1,364	923	17.61%	11.92%	(441)
Santa Paula	sp	319	1,095	4.12%	14.14%	776
Net of interbranch		7,746	7,746	100%	100%	0
						0

Black Gold Cooperative Library
SUMMARY OF NON-OWNED ITEMS CIRCULATED
 Net (Borrowed)/Lent based on Monthly Circ Reports
 November 2023 - October 2024

[illegible]

California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated November 21, 2024

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State Library News

LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library project. In her new role she will be focused on providing support specifically for tribal and rural libraries. In the new year, watch for a monthly Community of Practice specific for staff working in rural libraries. Please also help spread the word about the IMLS [Native American Library Services: Basic Grant](#), which is now open.

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. The deadline for submission was October 31, 2024. **If you have not locked your survey, contact LibraryStatistics@library.ca.gov as soon as possible to discuss next steps.**

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- [Ready Reports page available to the public](#)
- [Log in to LibPAS to access additional Ready Reports available to libraries](#)
- [LibPAS Video Tutorials Page](#)

Contact LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. We welcome your thoughts and feedback; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- [Population Certification Memo from the State Librarian \(pdf\)](#)
- [Persons Served by California Public Libraries \(Excel\)](#)
- [Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024](#)

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view of California cultures and histories represented by California Revealed collections offers countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at [California Revealed](#). If you visit or have recently visited the CA Revealed website, please take a moment to fill out the [website user survey](#). User feedback is critical in helping the project improve website experience and better understand its

benefits to the community. For any comments or questions, please contact CARevealed@library.ca.gov or team@californiarevealed.org.

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. Please keep in mind you have until January 1, 2026, to have your policy on file with the State Library.

We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

Career Online High School

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Student Success Cards for All Working Group

The California State Library is seeking volunteer members for a Student Success Cards for All Working Group. Time as a member of the working group will allow library staff to share their experiences and expertise with Student Success Card partnerships.

Members will support libraries working on Student Success Card partnerships by helping develop the following:

- Toolkits.
- Networking calls.
- Training opportunities.

Working group members should have:

- Experience in developing, promoting, and implementing a Student Success Card program in their library.
- Skills in establishing and continuing partnerships with school districts.
- Time to commit to working group virtual meetings and assignments.

[Interest forms](#) are due on **Wednesday January 8th, 2025 at 12:00 pm noon**.

For more information visit the [Student Success Cards for All Working Group](#) webpage or email the State Library at studentsuccess@library.ca.gov with any questions.

Current Projects and Services

[Alexander Street Now available for Public Libraries](#)

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS](#)

[newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Training on Digital BRIDGES and monthly networking calls for general CLLS topics, family literacy, and ESL are scheduled for December. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/clls/> For more information on any of these programs, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) – NEW Local CALL opportunity and ongoing CALL

NEW Local CALL - Do you have a training topic to bring to your region? Would you like to network and learn with library colleagues near you? CALL has been listening and we know you want more in-person events, but it's hard to take time away from your library. [Local CALL](#) provides a chance for your library, or library cooperative, to host a learning event and invite your colleagues. CALL will provide financial support up to \$5,000. For more details and guidelines see the [CALL Blog](#) and the [Local CALL Interest Form](#). Now you can learn, network, stay local and support your staff and colleagues with Local CALL!

Ongoing CALL - Access professional development for *all* members of your staff by visiting www.callacademy.org and the CALL [calendar](#). [Subscribe to the CALL Letters newsletter](#) for weekly updates. Have a good training idea? Anyone can complete the [CALL for Presentations](#). Encourage all levels of your staff to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, focuses on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

Upcoming webinars and recordings of previous sessions are available on the [Community-Centered Libraries webpage](#) and in [CALL Academy](#).

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an ‘always available’ collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

Online Tutoring Project – Sunsetting August 25, 2024

Since September 2022, the California State Library has provided free online tutoring for California K-12 students, available through public libraries.

To confirm previous messages from the State Library, this service concluded on Sunday, August 25, 2024.

Should your library be interested in continuing local access after August 25, reach out to info@brainfuse.com. Reach out to our general email, catutoring@library.ca.gov, if you have any additional questions.

Parks Pass Program – Ongoing

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

PolicyMap Statewide Subscription for all public library workers

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today](#)! LSTA funded.

Public Library Staff Education Program (PLSEP) 2024-2025 Applications Under Review

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is closed, as of October 31, 2024. In December 2024, all applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list. PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. View the [PLSEP timeline](#). Contact the PLSEP team at wwalker@socallibraries.org with any questions.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the [Ready — Or Not Participant Showcase](#). State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

Career Pathways Workforce & Upskilling Resources: Sunsetting September 2024

Access to the Career Pathways resources has ended, View the [August 2024 Sunsetting Career Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years!

Next Directors Networking Call

There will be no Public Library Directors Networking Call in December. The January call will be on Wednesday, January 15, 2025 at 3:30 p.m.

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.

MEETING DATE:	December 6, 2024	ESTIMATED TIME FOR ITEM:	15 minutes
TITLE OF ITEM:	Final Amended and Restated JPA and ByLaws – clerical corrections	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 have now received the approved versions of the Amended and Restated JPA and ByLaws signed by every Black Gold Member.</p> <p>Upon final review and approval of the Amended and Restated JPA and ByLaws by governing bodies of Black Gold members, one of the attorneys, Scott Shapses of BBK Law, noted some clerical changes that he suggested be made to the documents. He agreed with our attorney that these were not substantive and should not prevent the approval process of these documents. To resolve this issue, the suggestions highlighted on the following document will be made to the Amended and Restated JPA and ByLaws if Admin Council gives unanimous consent.</p> <p>The agreement can now be given the date of the last signed member version. The last version was dated 11/5/24.</p> <p>Copies of the final approved Amended and Restated JPA and ByLaws are also attached and will be formalized with all Members' signature pages and issued to all members upon approval of these clerical changes.</p>		
OUTCOME(S)			
DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i>	Approval by Council of the clerical changes suggested by Scott Shapses of BBK Law.		
OTHER COMMENTS:			

The following are Clerical corrections suggested by Scott Shapses of BBK Law.

AMENDED AND RESTATED JPA

No mention of a month (via a blank or otherwise) in the paragraph prior to the Recitals:

THE AMENDED AND RESTATED JOINT POWERS AGREEMENT OF THE BLACK GOLD COOPERATIVE LIBRARY SYSTEM

THIS JOINT POWERS AGREEMENT is made and entered into this day of 2024 by and between each of the undersigned public entities which are Cities and Special District organized and existing under the Constitution and laws of the State of California as a Member of the Black Gold Cooperative Library System (hereinafter collectively referred to as "Members" and individually as "Member") that are parties signatory to this Agreement. Said Members are sometimes referred to herein as "parties."

RECITALS

Odd punctuation in Sections 3 and 6 and generally odd formatting (not justified with varying margins) throughout the document

Brown Act (Government Code section 54950 *et seq.*). The Council shall have the power to interpret and implement this Agreement and the Bylaws and, upon majority approval of the Members at a Council meeting..., to adopt rules and regulations concerning the business of the Agency which, upon adoption, shall govern. Unless the Council designates otherwise, the Agency's fiscal year shall be July 1 to June 30 of each year. The Council shall maintain a current inventory of the property owned by the Agency and provide for an annual audit of the accounts and records of the Agency by a certified public accountant or public accountant in compliance with section 6505 of the Government Code. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. Upon unanimous vote of the Council the Agency may replace the annual special audit with an audit covering a two-year period, pursuant to Government Code section 6505(f). In addition, Section 8546.7 of the Government Code will apply to any contract the Agency enters that requires expenditure of public funds in excess of ten thousand dollars.

4. BYLAWS

6. RESPONSIBILITIES OF MEMBERS

Members of the Agency agree to (a) fully participate in the Agency's programs, including in those which are required under the Library Services Act; (b) pay all monies owed to the Agency when due, including annual membership fees determined by the Council; and (c) regularly participate in the meetings and deliberations of the Council. A Member's failure to comply with these provisions, the Bylaws, and/or the rules and regulations adopted by the Council will constitute a breach of this Agreement and shall be subject to the remedial provisions of the Agreement.

AMENDED AND RESTATED BYLAWS

Text after (b) looks awkward in terms of formatting, or is it supposed to be part of (b)?:

ARTICLE V OFFICERS AND DUTIES

**Section 1.
OFFICERS**

(a) The officers shall be a Chairperson and a Vice-Chairperson. The Chairperson of the Council is established according to a rotation schedule which automatically moves the Chairpersonship northward geographically throughout the System. The Vice-Chairperson is established according to the same rotation schedule and is designated as the next person on the list. The rotation schedule is as follows:

- a. Santa Paula
- b. Carpinteria
- c. Goleta
- d. Lompoc
- e. Santa Maria
- f. Paso Robles

Black Gold Cooperative Library System Bylaws

4

(b) The System Director ("Director") shall be a System employee, who shall also be the Secretary of the Council.

→ The System officers shall perform all duties prescribed by these Bylaws, the Amended Joint Powers Agreement and by the parliamentary authority adopted by the System.

Is it DATA BASE or DATABASE?:

ARTICLE XVI DATA BASE, CATALOGS AND SERVICES

The System shall maintain a **database** containing titles possessed by all Members, who shall have access to the network of online services provided by the System subject to the rules and guidelines adopted by the Council.

Any Member library may obtain copies of the **database** by paying the cost of such copies. Upon approval of the Council, updates to the Black Gold **database** may be obtained by purchasers of the database by paying the additional cost to the System of producing copies of the updates.

Black Gold Cooperative Library System Bylaws

THE AMENDED AND RESTATED JOINT POWERS AGREEMENT OF THE BLACK GOLD COOPERATIVE LIBRARY SYSTEM

THIS JOINT POWERS AGREEMENT is made and entered into this fifth day of November 2024 by and between each of the undersigned public entities which are Cities and Special District organized and existing under the Constitution and laws of the State of California as a Member of the Black Gold Cooperative Library System (hereinafter collectively referred to as “Members” and individually as “Member”) that are parties signatory to this Agreement. Said Members are sometimes referred to herein as “parties.”

RECITALS

WHEREAS, the Members, or some of them, previously entered into a Joint Powers Agreement effective July 1, 1975 to form, and thereby formed, the Black Gold Cooperative Library System, as a separate joint powers agency, which 1975 Agreement was superseded by an amended Joint Powers Agency Agreement dated October 1, 1984 (hereinafter, “the 1984 Agreement”); and

WHEREAS, due to amendments to applicable laws found in the California Library Services Act (Education Code section 18700 et seq.) and the Joint Exercise of Powers Act (Government Code section 6500 et seq.) as well as other changes the Members deem it advisable to amend and restate the 1984 Agreement.

NOW THEREFORE, for and in consideration of all the above-referenced recitals and mutual benefits, covenants, provisions and promises contained herein, The Members hereto agree as follows:

1. NAME AND POWERS

- A. Pursuant to Government Code section 6507 the Members hereby create a separate public entity to administer this Agreement. The official name of the entity shall be the Black Gold Cooperative Library System, also referred to herein as “the Agency.”

The Agency shall have all the powers granted to such library systems under the Government and Education Codes of the State of California and such other powers as may be necessary to accomplish the purpose of this Agreement, including, without limitation, to make and enter contracts, to employ agents or employees, to contract for legal services, to acquire, hold or dispose of property, obtain insurance and to sue or be sued in its own name and any other power provided by Government Code section 6508 and as amended. Pursuant to Government Code section 6509 the exercising of these powers by the Agency is subject to the same restrictions on exercising such powers governing the Blanchard/Santa Paula Library District. In the event of the withdrawal of the Blanchard/Santa Paula Library District (“District”) from the System, or in the event the District’s enabling legislation is significantly altered, the Council, as defined in section 3, may and if legally necessary shall select another Member of the System in lieu of said District, provided that two-thirds of the remaining

Members of the System have consented thereto. Such consent shall be presumed if a Member has failed to object within thirty days of its receipt of written notice of the Council's proposed designation.

- B. The execution of this Amended and Restated Joint Powers Agreement ("this Agreement") amends and restates the 1984 Agreement, in the particulars set forth herein. Provided, however, the policies, rules, regulations, and decisions of the Council duly adopted prior to the formation of this Agreement, and which are not in conflict with a provision hereof shall remain in effect until modified or revoked by the Council formed hereunder.

2. PURPOSE

- A. The purpose of this Agreement is to provide for the exercise of the common power of each of the Members hereto to provide library services, through an existing and separate public agency known as Black Gold Cooperative Library System which shall be responsible for administering this Agreement. This common power shall be exercised in a manner consistent with and in furtherance of the objectives of the California Library Services Act (Education Code section 18700 *et seq.*), hereinafter referred to as "Library Services Act", and in such a manner that the entity created hereby shall be eligible for any grant funds that may be payable pursuant to said Act and such other laws of a similar nature, both state and federal, that now exist or that may from time to time be enacted. This Agreement shall be construed in a manner consistent with these objectives. The foregoing, however, shall not be deemed to limit the extent of the powers conferred on the public entity created hereby. This Agency shall possess all the powers, prerogatives, and authority necessary to plan, operate, and administer a cooperative library system, and those powers necessary to establish, improve and extend library services, held by its members, and those powers designated in Government Code section 6508, and as more specifically set forth herein.
- B. It is further intended by the Members hereto that a purpose of their entering into this Agreement is to enjoy the joint sharing of benefits and costs in any and all activities the Agency is authorized to undertake including, without limitation, system-wide activities.
- C. The Members shall have equal access to the full range of services available from the Agency and jointly make decisions regarding the implementation and management of the Agency, in accordance with the terms of this Agreement, to the maximum extent provided by law.

3. ADMINISTRATIVE COUNCIL

The Administrative Council (hereinafter, the "Council") is the governing body of the Agency. The Council shall be composed of a representative of each Member who shall be the head librarian of each Member. The powers, composition, duties, officers, activities, and procedures for conducting the business of the Council shall be established herein and in the Bylaws of the Agency, supplemented by the current version of Rosenburg's Rules of Order. All meetings of the Council shall comply with the

Brown Act (Government Code section 54950 *et seq.*). The Council shall have the power to interpret and implement this Agreement and the Bylaws and, upon majority approval of the Members at a Council meeting, to adopt rules and regulations concerning the business of the Agency which, upon adoption, shall govern. Unless the Council designates otherwise, the Agency's fiscal year shall be July 1 to June 30 of each year. The Council shall maintain a current inventory of the property owned by the Agency and provide for an annual audit of the accounts and records of the Agency by a certified public accountant or public accountant in compliance with section 6505 of the Government Code. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. Upon unanimous vote of the Council the Agency may replace the annual special audit with an audit covering a two-year period, pursuant to Government Code section 6505(f). In addition, Section 8546.7 of the Government Code will apply to any contract the Agency enters that requires expenditure of public funds in excess of ten thousand dollars.

4. BYLAWS

The Agency shall operate pursuant to the Bylaws, which are amended and restated at the same time as this Agreement, a copy of which is attached to this Agreement as Exhibit A, and which shall be deemed to be adopted by each Member upon the Member's adoption of this Agreement. This Agreement shall control in the event of any inconsistency between it and the Bylaws.

5. TREASURER/FISCAL AGENT

Government Code section 6505.5 requires designation of the treasurer of one of the contracting parties, or in lieu thereof, the county treasurer of a county in which one of the contracting parties is situated, or a certified public accountant. The System Director of the Black Gold Cooperative Library System (the "Director") is designated the Treasurer of this Agency if the Director is a certified public accountant. If the Director is not a certified public accountant, the Council shall, by majority vote of the Members, select a Treasurer who is a certified public accountant and meets the requirements of Government Code section 6505.5 or section 6505.6. The Treasurer shall have charge of, handle and have access to the funds and other property of this Agency and shall file an official bond in the amount to be determined by majority vote of the Members. There shall be strict accountability of all funds and reports of all receipts and disbursements. The Treasurer shall also perform the functions of Controller and Auditor. The Treasurer shall do all of the following:

- A. Receive and receipt for all money of this Agency and place it in the treasury so designated to the credit of this Agency.
- B. Be responsible, upon his or her official bond, for the safekeeping and disbursement of all Agency money so held by him or her.
- C. Pay, when due, out of money of the agency or entity held by him or her, all sums payable on outstanding bonds and coupons of this Agency.

- D. Pay any other sums due from the Agency from Agency money, or any portion thereof, only upon warrants of the public officer performing the functions of auditor or controller who has been designated by the Agreement.
- E. Verify and report in writing on the first day of July, October, January, and April of each year to the agency or entity and to the contracting parties to the Agreement the amount of money he or she holds for the agency or entity, the amount received since his or her last report, and the amount paid out since his or her last report.

Any costs of audit, including contracts with, or employment of certified public accountants or public accountants, in making an audit pursuant to applicable legal requirements shall be borne by this Agency and shall be a charge against any unencumbered funds of this Agency available for the purpose.

6. RESPONSIBILITIES OF MEMBERS

Members of the Agency agree to (a) fully participate in the Agency's programs, including in those which are required under the Library Services Act; (b) pay all monies owed to the Agency when due, including annual membership fees determined by the Council; and (c) regularly participate in the meetings and deliberations of the Council. A Member's failure to comply with these provisions, the Bylaws, and/or the rules and regulations adopted by the Council will constitute a breach of this Agreement and shall be subject to the remedial provisions of the Agreement.

7. MANAGEMENT AND CONTROL OF INDIVIDUAL LIBRARIES' PROPERTY AND ASSETS

Except as to Member participation in Agency system-wide programs, such as the shared integrated library system which is required, nothing herein shall limit the right of Members to administer, manage, direct and control their own libraries and library resources, independently, select their own books and other library materials, hire their own personnel, and operate according to the policies and rules established by their own joint powers agreements, bylaws and their governing bodies. Except as explicitly provided herein, nothing contained herein shall operate or be interpreted as a pledge by Members of their own assets or property to the Agency.

8. RESPONSIBILITY FOR DEBTS OF AGENCY

Except as required by Government Code section 6508.1, the debts and liabilities of the Agency shall not by virtue of this Agreement become the debts and liabilities of Members other than as provided here and under section 14.

- A. If a Member withdraws from the Agency the withdrawing Member shall be liable and be responsible for, and upon demand shall promptly pay, its full and complete share of non-pension related existing and/or contingent liabilities of the Agency as of the effective date of the withdrawal. The withdrawing Member's share of such liabilities shall bear the same relationship to the whole as its most recent annual contribution for the operation of the Agency bears to the whole of all annual contributions.

- B. If a Member withdraws from the Agency, but the Agency does not dissolve or terminate its contract with CalPERS and the Agency has established a plan of periodically paying down part of its unfunded accrued pension liability ("UAPL") debt to CalPERS, the withdrawing Member shall continue to be liable and financially responsible and will promptly pay thereafter to Agency upon being billed, its full and complete share of the Agency's UAPL. The withdrawing Member's share of such UAPL expense shall be determined based upon its prior years of membership and its history of contributions.
- C. The withdrawing Member shall also be liable for any additional Agency expenses as of the effective date of the withdrawal that exclusively benefit the withdrawing Member as well as 100% of any early termination fees that accrue due to the withdrawal of the Member.
- D. If the Agency dissolves, terminates, or otherwise ceases to exist or ends its contractual relationship with CalPERS ("the triggering events"), Government Code sections 6508.1 and 6508.2 will require all existing Members, and certain past Members, to each assume individual financial responsibility for its proportionate share of unfunded accrued pension liability calculated by CalPERS on a terminated basis pursuant to Government Code sections 20570-20593. By joining Agency, each Member promises and represents that upon occurrence of a triggering event: (i) it will undertake this obligation when requested by either CalPERS or the Agency; and (ii) that unless the Council determines differently, the proportionate share each Member will assume shall be based upon prior years of membership and its history of contributions.

9. COST ALLOCATION PLAN

The Council shall determine the annual contribution, which shall be paid by each participating Member for the operation of the activities and programs of the Agency. Each Member's contribution shall be according to a formula, which the Council determines to be fair and equitable. The current formula, a copy of which is Exhibit 1 to the Bylaws, shall be reviewed periodically as set forth in the Bylaws.

10. CORRECTIVE AND REMEDIAL MEASURES

Whenever a majority of the Council by resolution determines that a Member has committed a remediable breach of any material obligation set forth in this Agreement, the Bylaws, or in rules and regulations adopted by the Council, the Council may give the Member written notice to that effect with reasonable specificity. The Member shall use its best efforts to promptly remedy the breach and shall inform the Council of such efforts. When a breach is not remedied within thirty (30) calendar days after notice to the Member, the Council may seek relief under Section 12.

11. APPLICABLE LAW

This Agreement shall be governed by, subject to, and construed according to the laws of the State of California.

12. DISPUTE RESOLUTION PROCEDURE

If any Member considers that any act or decision by the Agency is unfair and injurious to

it, or if the Council determines that a Member's material breach has not been remedied, the process for resolving disputes will be mediation, to be initiated by sending a written Notice of Mediation to all affected parties, then, if necessary because mediation has failed, binding arbitration pursuant to Code of Civil Procedure section 1280 *et seq.*, with each side to bear its own attorney's fees but with the non-prevailing Member to pay the arbitrator's fees. If mediation does resolve the dispute, each side will share expenses for mediation equally. Joint selection of a mediator shall occur within thirty (30) calendar days of Notice of Mediation, and the Agency shall notify all Members in writing of the selection. If after said 30 days the parties have not jointly selected a mediator, then each party shall within three (3) days thereafter designate a party mediator and the party mediators so designated shall within ten (10) days thereafter jointly select a neutral mediator, who shall be in charge of the mediation. If any party fails to appoint a party mediator as described herein, the other party's selected party mediator shall become the sole mediator of the dispute. If mediation does not reach an agreed resolution within forty-five (45) days after selection of the mediator, then either party may proceed to binding arbitration of the dispute pursuant to Code of Civil Procedure section 1280 *et seq.*

13. ADMISSION OF NEW MEMBERS

Any California Public Library may join this Agency upon the application of its governing body and upon the affirmative vote of at least all but one Member of the Council, provided that the applicant's governing body has by duly adopted resolution agreed to abide by all the terms of this Joint Powers Agreement and Bylaws. The Council shall prescribe the amount of money, if any, that shall be paid by the new agency as a prerequisite to it becoming a participant.

14. MUTUAL HOLD HARMLESS AND INDEMNIFICATION

It is agreed that each Member hereto shall defend, hold harmless and indemnify the Agency and its officers, elected officials, agents and/or employees from any and all claims, damages, demands, or liability, which arise out of or result from (i) the Member's breach of the terms and conditions of this Agreement by, or (ii) the negligent acts or omissions of such Member, its officers, agents and/or employees. The duties of each Member under this paragraph shall remain in effect even after a Member withdraws from the Agency.

It is further agreed that the Agency shall defend, hold harmless and indemnify each Member, its officers, elected officials, agents and/or employees from any and all claims, damages, demands, or liability, which arise out of or result from (i) the Agency's breach of the terms and conditions of this Agreement or (ii) the negligent acts or omissions of, the Agency, its officers, agents and/or employees.

In the event of the concurrent breach or negligence of a Member, its officers and/or employees, and the Agency, its officers, elected officials, agents and/or employees, which results in any claims, damages, demands, or liability, any resulting liability shall be apportioned under the California theory of comparative negligence as established presently, or as may be hereafter modified.

This mutual hold harmless and indemnity shall not apply to liability for unfunded accrued pension debt arising from current and past Agency employees.

15. AMENDMENTS

This Agreement may be amended by approval of all Members less one Member of the governing bodies of Members hereto. Agency shall file any notices, amendments, and/or other papers required by Government Code sections 6503.5, 6503.6 and/or 6503.7 within the time frame specified by statute.

16. DISSOLUTION

The Agency shall be dissolved by unanimous vote of the governing bodies of the Members hereto. Disposition of Agency of assets or debts shall be determined by the Council in accordance with Article XVIII of the Bylaws. After the completion of its purpose any surplus money or property of the Agency on hand shall be returned to the Members in proportion to the contributions that they have made in accordance with Government Code section 6511. For the purposes of this Agreement the "completion of its purpose" shall occur upon dissolution of Agency.

17. WITHDRAWALS

Any Member wishing to withdraw from this Agreement must do so effective on July 1 of the year following the giving of notice of withdrawal, provided that written notice thereof must be provided to the Council at least nine months prior to the effective date of withdrawal. Notice shall be in the form of a resolution adopted by the governing body of the Member wishing to withdraw and presented in writing to the Agency. Provided, withdrawal shall not be effective until the withdrawing Member has satisfied or has entered into a written agreement with the Agency to satisfy, any debts, including its share of the UAPL determined under Section 8, above, owed to the Agency. Upon failure to reach agreement the Member and the Agency shall jointly engage a mediator to facilitate reaching agreement. If, following a reasonable effort to mediate to a resolution no agreement has been reached, the Member shall either terminate its effort to withdraw or initiate binding arbitration of the dispute pursuant to Code of Civil Procedure section 1280 et seq., with the non-prevailing party responsible for the Arbitrator's fee but otherwise with each side bearing its own costs and attorney's fees. A withdrawing Member shall not be entitled to any refund of its contributions nor to any share of Agency assets. The withdrawing Member is liable for all contributions approved by the current budget including any contract renewals that are a part of the budget. The withdrawing Member may be excluded from any new contracts after the withdrawal announcement. If the Council Chair position is held by a withdrawing Member, that Member's representative shall, without need of further action, cease to be Chair. A withdrawing Member may not sit in closed session meetings of the Agency, nor shall it vote in Council meetings following giving notice to withdraw.

18. TERM

This Agreement shall continue perpetually until modified by the mutual written consent of all Members. Within thirty (30) days of the effective date hereof, the Agency shall file any notices, amendments and/or other papers required by Government Code section 6503.5, 6503.6 and/or 6503.7.

19. AGREEMENT COMPLETE

The foregoing constitutes the full and complete Agreement of the parties hereto regarding all matters described herein. There are no oral understandings or agreements or promises not set-forth in writing herein.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.

IN Witness Hereof, the parties have executed this Amended and Restated Joint Powers Agreement by the authorized officers thereof on the dates indicated below.

Dated: _____

City of Goleta

By: _____

Authorized Officer

Dated: _____

City of Santa Maria

By: _____

Authorized Officer

Dated: _____

Blanchard/Santa Paula Library District

By: _____

Authorized Officer

Dated: _____

City of Carpinteria

By: _____

Authorized Officer

Dated: _____

City of Lompoc

By: _____

Authorized Officer

Dated: _____

City of El Paso de Robles

By: _____

Authorized Officer

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

AMENDED BYLAWS

- o Reviewed and Adopted - August 26, 1988
- o Reviewed and Adopted - July 28, 1989
- o Revised - December 15, 1989
- o Revised - July 26, 1991
- o Reviewed and Adopted - October 23, 1992
- o Revised - April 24, 1998
- o Revised and Adopted - August 26, 2005
- o Revised and Adopted - February 22, 2008
- o Reviewed - July 25, 2008
- o Revised and Adopted - August 27, 2010
- o Revised and Adopted - August 23, 2013
- o Revised and Adopted - September 26, 2013
- o Revised and Adopted - December 6, 2013
- o Revised and Adopted - January 24, 2014
- o Revised and Adopted - June 6, 2014
- o Revised and Adopted - September 26, 2014
- o Revised and Adopted - June 5, 2015
- o Revised and Adopted - June 1, 2018
- o Revised and Adopted - October 10, 2018
- o Revised and Adopted – November 5, 2024

AMENDED BYLAWS

OF THE BLACK GOLD COOPERATIVE LIBRARY SYSTEM

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AMENDED BYLAWS

OF THE

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

PREAMBLE

These several independent public libraries, having formed the Black Gold Cooperative Library System under terms of the California Library Services Act and the Amended Joint Powers Agreement entered into by public libraries (hereinafter, “the System”), do hereby adopt the following Bylaws for governing the structure, operation and management of the System pursuant to the Joint Powers Agreement.

ARTICLE I

NAME

The name of this entity shall be the “Black Gold Cooperative Library System”, also referred to herein as “the System.”

ARTICLE II

OBJECTIVES

The objectives of the System shall be to implement and achieve the purposes of the Joint Powers Agreement, as well as the Plan of Service filed with the State Librarian, in a manner consistent with the provisions of the California Government Code, sections 6500-6579 (Joint Exercise of Powers) and Education Code sections 18700-18767 (Library Services Act). A further objective is to engage in other agreed upon programs that extend and enhance the resource sharing capabilities of the individual libraries in the System.

ARTICLE III

MEMBERSHIP

The membership of the System shall be limited to those libraries that are officially accepted and recognized as members by the California Library Service Board, having met the requirements set forth in the California Education Code, Sections 18700-18766 (California Library Services Act), and the California Administrative Code (Chapter 2, Public Library Services). Additionally, new members shall also satisfy Section 13 of the Amended Joint Powers Agreement.

ARTICLE IV SYSTEM ADMINISTRATIVE COUNCIL

Section 1.

The System shall be governed by an Administrative Council ("Council") composed of one voting representative from each Member jurisdiction, who shall be the head librarian of that Member.

Section 2.

Each Member shall have one vote on any matter before the Council, except that a Member which provides a notice of withdrawal from the System shall have no voting rights following notice of withdrawal and shall not participate in closed sessions of the Council. In case of unavoidable absence from a meeting, a voting representative may designate an alternate to attend the meeting who shall then have the voting power for that Member.

Section 3.

The Council shall serve and govern the System as defined in Article 5, Section 18747, Paragraph (a), of the California Library Services Act.

Section 4.

The Council shall have all powers necessary to determine the short- and long-range objectives and policies of the System and to implement the Plan of Service agreed upon and the further objectives of the System, consistent with the Joint Powers Agreement. The Council's powers shall include the power to employ a System Director, to adopt resolutions, rules and regulations governing System business, and to take any other actions incidental to carrying out the objectives of the System and provisions of the Amended Joint Powers Agreement.

ARTICLE V OFFICERS AND DUTIES

Section 1.

OFFICERS

- (a) The officers shall be a Chairperson and a Vice-Chairperson. The Chairperson of the Council is established according to a rotation schedule which automatically moves the Chairpersonship northward geographically throughout the System. The Vice-Chairperson is established according to the same rotation schedule and is designated as the next person on the list. The rotation schedule is as follows:

- a. Santa Paula
- b. Carpinteria
- c. Goleta
- d. Lompoc
- e. Santa Maria
- f. Paso Robles

- (b) The System Director ("Director") shall be a System employee, who shall also be the Secretary of the Council.
- (c) The System officers shall perform all duties prescribed by these Bylaws, the Amended Joint Powers Agreement and by the parliamentary authority adopted by the System.

Section 2.

DUTIES

- a) The Chairperson shall preside over all meetings of the Council. The Chairperson shall appoint members to committees authorized by the Council. Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.
- b) The Director, in her/his capacity as Secretary, shall be responsible for the minutes of meetings, reports and correspondence. The minutes of each meeting shall be formally approved at the next Council meeting. Once approved the minutes shall be the official record of actions taken at such meeting.

Section 3.

The Treasurer of the System, shall keep proper financial records, make, and account for all receipts and disbursements as approved by the Council, make financial reports and perform all other duties set forth in the Bylaws and as required in the implementation of the California Library Services Act of the State of California and the Joint Powers Agreement. The Treasurer shall comply with Government Code section 6505.5.

Section 4.

The Chairperson and Vice-Chairperson of the System shall assume office at the first meeting of each fiscal year and shall serve for one (1) fiscal year.

Section 5.

If the office of Chairperson becomes vacant, the Vice-Chairperson shall serve for the unexpired term. If the office of Vice-Chairperson becomes vacant, the office shall be rotated according to the schedule set out in Section 1 of this Article.

ARTICLE VI

MEETINGS AND QUORUM

Section 1.

The Council shall meet no fewer than six (6) times throughout the fiscal year. The Executive Committee of the Council shall meet on an ad hoc basis.

Section 2.

The Council may also meet upon call of the Chairperson or upon petition of a majority of the members.

Section 3.

A majority of the members of the Council shall constitute a quorum.

Section 4.

Notice and agenda of each meeting of the Council shall be in writing and transmitted at least five (5) calendar days prior to each meeting. The Notice, Agenda and all actions taken at the meeting shall comply with the Brown Act.

Section 5.

The affirmative vote of the majority of the voting members present, providing a quorum exists, shall be sufficient for all action taken, with three exceptions:

1. For approval of the budget there must be an affirmative vote of a majority of the entire Council.
2. For amendment of the Bylaws there must be approval of all Members less one Member of the governing bodies of Members.
3. For addition of a new Member to the System and Amended Joint Powers Agreement, there must be an affirmative vote of at least all but one Member of the Council.

ARTICLE VII COMMITTEES

Section 1.

The Council shall establish the Executive Committee with the following objectives and responsibilities.

- Executive Committee: The Executive Committee will provide guidance, direction, and oversight to the Director in matters related to Human Resources, Finance, and other policy matters.
 - The Executive Committee will provide the Director with performance feedback and establish goal-setting process in collaboration with the Director.
 - The Executive Committee will help formulate and provide direction on financial strategies and structure, review budgets and provide input on financial and personnel policies.
- a) The Executive Committee shall be comprised of the Council Chairperson, the Vice Chairperson, and the Past Chairperson with one At-Large Member to participate if needed due to an absence.
 - b) The current Council Chairperson shall be the chair of the Executive Committee.

Section 2.

The Council shall establish the following standing member libraries' staff committee and user groups, indicating their objectives, responsibilities, and membership:

- a. Library Operations Committee
- b. Youth Services User Group
- c. Adult Services User Group
- d. Collection Development User Group
- e. Outreach and Marketing User Group

Section 3.

The Council shall authorize such ad hoc committees and task force groups as it deems necessary.

ARTICLE VIII SYSTEM STRUCTURE AND ORGANIZATION

Section 1.**HEADQUARTERS**

The official headquarters of the System shall be 580 Camino Mercado, Arroyo Grande, CA 93420, which shall be subject to change upon vote of the Council.

Section 2.**SYSTEM DIRECTOR ("DIRECTOR")**

The Director shall be Secretary and, if also a CPA, shall be System Treasurer. The Director shall be responsible for hiring System employees, and for the planning, organizing, coordinating, reporting, and budgeting functions of System Administration. The Director shall report and be responsible to the Council. The Director shall serve as a non-voting ex officio member on all Council and member staff committees.

ARTICLE IX PARLIAMENTARY AUTHORITY

Subject to the Joint Powers Agreement, and except as otherwise provided herein and by State Law, the latest edition of Rosenberg's Rules of Order shall govern the conduct of business at meetings of the Council and of all meetings of standing Committees of the Council.

ARTICLE X AMENDMENTS

These Bylaws may be amended at any meeting of the Council in the manner provided by Article VI.5.2. Any proposed amendment shall be submitted in writing to the Members at least thirty (30) calendar days in advance of the Council meeting at which the amendment is considered.

ARTICLE XI ADMINISTRATION OF THE SYSTEM

The System shall be administered in a fashion consistent with the Amended and Restated Joint Powers Agreement dated November 5, 2024, and subject to the supervision, policies and advice of the Council. System administration shall include the following:

Itemized billings shall be submitted, and records shall be subject to review and audit as provided, in the Amended and Restated Joint Powers Agreement.

The administrative staff shall be under the supervision of the Director. All records shall be subject to review and audit as provided in the Amended and Restated Joint Powers Agreement. The administrative staff and Director shall be responsible for those duties outlined in Article VIII, Section 2, of these Bylaws.

The library operations staff shall be under the supervision of the Director. They shall coordinate a system-wide program of library operations including, but not limited to, circulation control, public catalogs, interlibrary loans online, database creation and maintenance, and other online services for use by the member libraries.

ARTICLE XII BUDGET

Prior to January 30 of each year the Council shall adopt a tentative budget for the expenditures of the System during the succeeding fiscal year and shall make the tentative budget available to local jurisdictions for budget review. After March 1, but prior to April 1 of each year, acting upon the results of the review, the Council shall adopt a preliminary budget for the expenditures of the System during the succeeding fiscal year. Prior to July 1 of each year the Council shall adopt a final budget for the expenditures of the System during the succeeding fiscal year. The final budget shall be based on the preliminary budget and the total contribution required from all member agencies shall not exceed the amount specified in the preliminary budget; provided, however, that the final budget may be augmented for monies received after its adoption. When significant funding changes take place after adoption of the final budget, an adjusted final budget shall be adopted by the Council.

ARTICLE XIII HANDLING OF FUNDS

The System shall maintain a separate interest-bearing trust account or accounts for all funds received for the System.

Standard accounting practices shall be used to account for funds received by and disbursed for the System. System account books shall be open at all times during normal business hours for inspection by any authorized representative of any Member to the System Joint Powers Agreement, as well as to the authorized representative of any official of a government agency that grants or disburses funds to the System. The System shall be operated on a fiscal year basis beginning July 1 of each calendar year and continuing through June 30 of the succeeding calendar year. A formal audit of the System shall be accomplished for each fiscal year. A qualified certified public accountant shall be selected by the Council to conduct the annual audit, unless the Members have agreed to two-year period per subsection (f) of Government Code section 6505. The selected auditor shall prepare a statement of assets and liabilities, a statement of receipts and disbursements, and such other statements and reports as may be required by the Council. All parties shall cooperate in supplying the

information necessary for the audit. A copy of the audit shall be distributed to each Member.

ARTICLE XIV PROTECTION OF PROPERTY

Any party who is entrusted with System property or System funds shall provide an official bond or a public employees' fidelity bond in an amount satisfactory to the Council, unless this requirement for such bond is waived by the Council.

The System shall carry Public Employee Dishonesty insurance coverage. Each party entrusted with System property shall be charged with the duty of its day-to-day maintenance. The decision to insure, repair or replace seriously damaged or destroyed property shall be left to the discretion of the Council, and such repair and replacement shall be at System's expense unless the Council determines otherwise.

ARTICLE XV FUNDING CONTRIBUTION FORMULA

Contributions from the member jurisdictions will be assessed by the System to support its operation, according to a formula adopted by the Council. The formula in use as of the effective date of these Bylaws is set forth in Exhibit 1 to these Bylaws, and shall remain in effect until modified by the Council. Provided, however, some System services to members may be classified as Supplemental, and a separate fee may be charged for them at a rate determined by the Council.

Upon adoption of the final budget, contributions shall be payable by members in equal installments quarterly; the first installment being due August 1 of the year for which contributions are being made. Funds shall be placed in the System's interest-bearing trust account(s) until needed for support of operations.

At least every two years the Council shall examine the contribution formula and decide what changes, if any, are needed. In addition, a review of Core and Supplemental/Fee services and associated costs should be done at the same time.

ARTICLE XVI DATABASE, CATALOGS AND SERVICES

The System shall maintain a database containing titles possessed by all Members, who shall have access to the network of online services provided by the System subject to the rules and guidelines adopted by the Council.

Any Member library may obtain copies of the database by paying the cost of such copies. Upon approval of the Council, updates to the Black Gold database may be obtained by purchasers of the database by paying the additional cost to the System of producing copies of the updates.

ARTICLE XVII

CREDITING BUDGET SURPLUS TO MEMBERS

At the end of each fiscal year, if there is a budget surplus, the surplus may be credited back to members the following fiscal year, based upon an evaluation of the following criteria at a meeting of the Council, and upon approval of the Council:

1. All reserves must be fully funded.
2. If budget money is taken from Reserves for a special project and not used in full, those funds will be returned to Reserves and not be eligible for credits.
3. Credit will be given after the annual audit is complete and the surplus would be calculated from that report.
4. Funds would be split and credited equally the last two quarters of the FY according to the Article XV formula after the audit is complete.

ARTICLE XVIII

DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon termination of the Joint Powers Agreement, dissolution of the Agency, and after payment of all liabilities, costs, expenses and charges validly incurred by the System, all remaining net assets of the System shall be disbursed among then Member Agencies in accordance with and proportionate to their cash contributions (including payment for services received and property at market value when received) made during the term of this Agreement, pursuant to Agreement section 16 and Government Code section 6511. However, the Council may in its discretion determine a different method of allocating remaining net assets.

Approved Effective: November 5, 2024.

Dated: _____

City of Goleta

By: _____
Authorized Officer

Dated: _____

City of Santa Maria

By: _____
Authorized Officer

Dated: _____

Blanchard/Santa Paula Library District

By: _____
Authorized Officer

Dated: _____

City of Carpinteria

By: _____
Authorized Officer

Dated: _____

City of Lompoc

By: _____
Authorized Officer

Dated: _____

City of El Paso de Robles

By: _____
Authorized Officer