

MOBAC Administrative Council
June 19, 2020
10:00 a.m. – 11:30 a.m. via Zoom

<https://us02web.zoom.us/j/81703229890?pwd=RGZFNC9CS005MzE2aUwvRlJpajVZZz09>

Meeting ID: 817 0322 9890 Password: 239629
Call-in Option: (669) 900 - 6833

- | | | |
|---|-----------------|---------------------|
| 1. Call to Order, Introductions, Announcements, Proxies | Romero | |
| 2. Approval of Agenda (Action Item) | Romero | |
| 3. Approval of Consent Calendar (Action Item) | | |
| A. Approval of Minutes of December 20, 2019 Meeting | Romero | Attachment 1 pg. 3 |
| B. Correspondence: Letter to City of Monterey on Behalf of MOBAC | Romero | Attachment 2 pg. 5 |
| C. Correspondence: Letter to City of Monterey on Behalf of PLP | Romero | Attachment 3 pg. 6 |
| D. Review of MOBAC Meeting Schedule for FY 2020/21 | Alvarez | Attachment 4 pg. 7 |
| 4. Administrative Business | | |
| A. Review of MOBAC Reserves | Frost | |
| B. MOBAC Delivery Service Discussion | Frost | Attachment 5 pg. 8 |
| C. Review and Approval of OCLC Contract Renewal (Action Item) | Frost | Attachment 6 pg. 11 |
| D. Review and Approval of Recommendations from Nominating Committee for FY 2020/21 Chair and Vice-Chair (Action Item) | Romero | |
| E. Committee Program Updates and Funding Requests (Action Item) | Romero | |
| F. MOBAC Website Redesign (Action Item) | Wright/Frost | Attachment 7 pg. 13 |
| G. Review and Discussion of PLP Priorities | Frost | Attachment 8 pg. 19 |
| H. PLP Update | Nemitz/Waite | |
| 5. Reports | | |
| A. ILL Committee | Fink/Chapin | |
| B. Reference Committee | Addison/Briscoe | |
| C. SPLAMBA | O'Grady | |

- | | |
|-----------------------------|-------------------|
| D. Technology Committee | O'Connell/Cardoso |
| E. Literacy Committee | Andrews |
| F. Harwood Ad-Hoc Committee | Waite/Wright |
| G. KOHA ILS Committee | Wright |
| H. MOBAC Chair | Romero |
| I. MOBAC Administration | Frost |
6. Public Comment – (Individuals are allowed three minutes; groups in attendance, five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. Translator/interpreter will be available upon request at least three days prior to the meeting. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to State law.)
7. Other Business
- A. News from libraries
 - B. Agenda items and location for next meeting on September 18, 2020
8. Adjournment

Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).



Monterey Bay Area Cooperative Library System
 32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2273
 Phone (650)349-5538 Fax (650) 349-5089

MOBAC Administrative Council

December 20, 2019

9:30 a.m. – 12:00 p.m.

San Juan Bautista Library

801 2nd St, San Juan Bautista, CA 95045

Action Minutes

Council: Georg Romero (CAB); Frank Wojcik (CSUMB); Ashlee Wright (HML); Hillary Theyer (MCFL); Inga Waite (MPL); Susan Nemitz (SCPL); Rochelle Eagen (SJB)

Proxies: Inga Waite for Scott Bauer (PGL)

Others: Yemila Alvarez (PLP); Sean Briscoe (Reference Committee); Kristen Cardosa (Technology Committee); Jeanne O'Grady (SPLAMBA)

1. Meeting called to order at 9:32 AM (Romero)
2. Introductions/Proxies: Proxies were announced
3. Agenda: Adopted (Theyer/Nemitz)
4. Minutes: Approved (Nemitz/Theyer)
5. Administrative Business
 - A. Nominating Committee Formation
Nominating Committee of Romero, Waite, and Wright was formed.
 - B. Committee Program Updates and Funding Requests
A motion was made and passed to approve all current requests totaling \$900 to the PLP Call and to fund from reserves whatever doesn't get approved by PLP. (Nemitz/Theyer)
 - C. MOBAC Website Redesign Discussion
MOBAC requested to agendize discussion of having the MOBAC site absorbed into the PLP site. It was agreed a workgroup would be formed to discuss next steps and Wright would lead the discussion.
 - D. PLP Update
There has not been a meeting since October. Data Privacy has two workshops planned in January in Morgan Hill and Hayward. Middle Management program is still open and accepting applications for next year.

6. Reports - All committees shared verbal reports.
7. Public Comment – None.
8. Other Business
 - A. News from libraries
The libraries shared announcements
 - B. Agenda items for next meeting on March 20, 2020 at Pacific Grove Library
 1. Updated Accounting of the reserves
 2. Emergency Management and Power Outages
 3. MOBAC Website discussion
 4. Report from the nominating committee
 5. Monterey County Children's Council
 6. ILL Committee Charge
9. Adjournment 11:18am



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Honorable Mayor and Council,

On behalf of the Monterey Bay Area Cooperative Library System (MOBAC), a library consortium of 18 public, academic and special libraries in Monterey, San Benito and Santa Cruz counties, I would like to submit these comments regarding the proposed City of Monterey staff layoffs.

We recognize that the City is facing an unprecedented situation and a dire fiscal challenge. We share your concern for the City and the Monterey community as you consider the difficult decisions before you. We are grateful for every City staff member, and we recognize the value of their hard work and the services they provide.

During the best of times libraries provide critical access to the widest variety of materials to people of all ages, from all ethnicities and groups, and from all socioeconomic backgrounds. More importantly, during the worst of times, such as a natural disaster or recession, libraries provide critical access to the widest variety of materials to people of all ages, from all ethnicities and groups, and from all socioeconomic backgrounds

In the past four weeks Monterey Public Library staff have responded quickly and efficiently to an unprecedented global emergency to continue to provide these critical services to the Monterey Peninsula community, in particular to parents and students and the community's most vulnerable members. Library staff have reached out to numerous community members to ensure that they are taken care of and to connect them with the information and resources they need during this time.

Maintaining and supporting the community's social infrastructure, at which the Monterey Public library is the heart, will be critical to the recovery of the community. The library's core mission is to help people elevate themselves and improve their situations. When the shelter-in-place order is lifted the community will look to the library for help searching for jobs, figuring out federal and state benefits, housing issues, among so many other things, which are critical services that neither the Conference Center nor the Sports Center provide.

The current proposed staff reduction and plan to reinstate staff will drastically limit community access to essential library services at a time when they will be needed more than ever. We ask that you please reconsider your current plan for the reinstatement of library staff and prioritize library services for the health, safety, and economic recovery of your community.

Respectfully,

Georg Romero
 Library Director, Cabrillo College
 Chair, MOBAC

Ashlee Wright
 Library Director, Carmel Public Library
 Vice-Chair, MOBAC

MEMBER LIBRARIES - CABRILLO COLLEGE LIBRARY • CALIFORNIA STATE UNIVERSITY, MONTEREY BAY LIBRARY • GAVILAN COLLEGE LIBRARY • HARRISON MEMORIAL LIBRARY (CARMEL) • HARTNELL COLLEGE LIBRARY • MONTEREY BAY AQUARIUM LIBRARY • MONTEREY COUNTY FREE LIBRARIES • MONTEREY INSTITUTE of INTERNATIONAL STUDIES LIBRARY • MONTEREY PENINSULA COLLEGE LIBRARY • MONTEREY PUBLIC LIBRARY • NAVAL POSTGRADUATE SCHOOL, DUDLEY KNOX LIBRARY • PACIFIC GROVE PUBLIC LIBRARY • SALINAS PUBLIC LIBRARY • SAN BENITO COUNTY FREE LIBRARY • SAN JUAN BAUTISTA CITY LIBRARY • SANTA CRUZ CITY/COUNTY LIBRARY • UNIVERSITY of CALIFORNIA at SANTA CRUZ LIBRARY • WATSONVILLE PUBLIC LIBRARY

April 20, 2020

Honorable Mayor Clyde Roberson
City Hall
580 Pacific Street
Monterey, CA 93940

Honorable Monterey Mayor and Council,

These are precarious and unprecedented times we are living in. Everyone is waiting under a pall of anxiety right now and your community is looking to you as the elected Council members for leadership and decisive action that will carry them through this pandemic. As the elected representative of the Pacific Library Partnership, of which Monterey Public Library is a member, it is not my place to say whether the 20% staffing cuts is the correct tack to take for the sake of your City's economic well-being. However, we, the members of this seven county library consortium, would like to respectfully request you reconsider making the majority of those cuts within the Monterey Public Library.

We understand the fiscal logic in cutting a department's budget that has little to no cost recovery but now of all times in our history is when Library services are needed the most. School closings, people in need of jobs and resume help, communities clamoring to be distracted with books, movies, online events, and technology -- now is when the Public Library shines as a beacon in dark times.

Your decision is a difficult one and not enviable but please consider not only the physical health of your community but the mental health and wellbeing as well. The resilience of a community post-disaster relies on a well-rounded approach to fiscal responsibilities.

Thank you for your time and we hope for nothing but the best for the City of Monterey.

Sincerely,

Bradley T. McCulley

Bradley McCulley
PLP President
City Librarian -- City of Burlingame

CC: Dan Albert
Alan Haffa
Ed Smith
Tyller Wulliamson
Bonnie Gawf
Pacific Library Partnership Executive Committee



Monterey Bay Area Cooperative Library System
2471 Flores Street, San Mateo, CA 94403-2273
Phone (650) 349-5538 Fax (650) 349-5089

**MOBAC Quarterly Schedule for Council Meetings
FY 2020/21**


September 18, 2020

December 18, 2020

March 19, 2021

June 18, 2021

All meetings will be held at 9:30 a.m. the third Friday of the month. The location is to be determined. As per past practice, we will hold these dates for potential meetings, but will cancel any meetings that are not deemed necessary.



Pacific Library Partnership

FIRST ADDENDUM TO CONTRACT

BY AND BETWEEN THE
PACIFIC LIBRARY PARTNERSHIP AND KAL-WEST COURIER SERVICE

THIS ADDENDUM is made and entered into the 30th day of June 2019, by and between the Pacific Library Partnership, a Joint Powers Agency (hereinafter referred to as "PLP") and Kal-West Courier Service (hereinafter referred to as "Contractor")

RECITALS

WHEREAS, the PLP and the Contractor entered into a contract for delivery service to PLP member libraries in the Monterey bay Area Cooperative Library System (MOBAC) dated July 30, 2018 ("Contract"); and

WHEREAS, the Contract Period of the contract obligated Contractor to provide delivery services through June 30, 2019; and

WHEREAS, the parties desire to amend the contract to execute the One-Year renew option to extend delivery services through June 30, 2020 and include a 3% CPI increase;

NOW, THEREFORE, the parties agree to modify the Contract Period and the Compensation sections, as set forth below.

AGREEMENT

1. Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
2. ☒ Updated Certificate of Insurance(s) attached hereto.
3. The Contract period and Compensation sections are hereby amended as follows:

Contract Period: Shall commence on July 1, 2019, and shall terminate on June 30, 2020.

Compensation: A maximum contract fee of up to \$61,800 (\$5,150/month) will be charged for the above services and/or materials, of which direct non-salary reimbursable expenses up to \$0 are included.

4. Exhibit B, MOBAC FY2019-20 Delivery Schedule

IN WITNESS WHEREOF, the parties hereto have executed this First Addendum on the day first written above.

CONTRACTOR:

BY 
James Gooder, Kal-West Courier Service

PACIFIC LIBRARY PARTNERSHIP


Carol Frost, Chief Executive Officer

RECEIVED AUG 06 2019

Pacific Library Partnership
MONTEREY BAY AREA COOPERATIVE LIBRARY SYSTEM (MOBAC)

FY 2019-20 DELIVERY SERVICE TIME SCHEDULE

	Frequency	Library	Approx. Departure Time
1	TUES, THUR, FRI	Monterey Peninsula College Library	8:00 a.m.
2	MON, TUES, WED, THUR, FRI	Monterey Public Library	8:10 am
3	TUES & THUR	Middlebury Institute Int'l Studies Library	8:25 am
4	MON, TUES, WED, THUR, FRI	Pacific Grove Public Library	8:35 am
5	THUR	Aiso Library, Defense Language Institute	8:50 am
6	TUES, THUR, FRI	Harrison Memorial Library	9:05 am
7	TUES, THUR, FRI	N.P.S. Dudley Knox Library	9:15 am
8	TUES & FRI	CSU, Monterey Bay	9:35 am
9	TUES, THUR, FRI	Watsonville Public Library	10:00 am
10	TUES, THUR, FRI	Cabrillo College Library	10:25 am
11	TUES, THUR, FRI	UCSC - McHenry Library	10:50 am
12	TUES, THUR, FRI	Santa Cruz Public Library	11:10 am
13	TUES & THUR	Gilroy Public Library	12:15 pm
14	TUES & THUR	Gavilan College Library	12:25 pm
15	TUES & THUR	San Benito County Free Library	12:45 pm
16	TUES & FRI	Hartnell College Library	1:30 pm
17	TUES, THUR, FRI	Salinas Public Library	1:45 pm
18	TUES, THUR, FRI	Monterey County Free Libraries	2:50 pm
19	TUES	San Juan Bautista City Library	TBD

PLP Delivery Needs Survey
MOBAC Responses

Please enter your name	Please Select Your Library	Do you Need Delivery to Resume?	Please enter requested delivery start date if applicable.	Is there anything else related to Delivery you would like to share with us?
Georg Romero	Cabrillo College Library	No		
Frank Wojcik	California State University Monterey Bay Library	No		CSUMB's library will most likely not be open to the public in the fall, and most (possibly all) staff will continue working remotely. We do not have a specific timetable for resuming interlibrary loan.
Deborah Stephens	Hartnell College Library	No		
Ann Flower	Middlebury Institute of International Studies Library	No		
Kristan Lundquist	Salinas Public Library	No		We are not yet starting our physical service and just planning the early phase of our service the end of this month. We may resume delivery service in July.
Nora Conte	San Benito County Free Library	No		
Rochelle Eagen	San Juan Bautista-Carl Martin Luck Memorial Library	No	Possibly after July 6, 2020	
Ashlee Wright	Harrison Memorial Library	Yes	05/22	No.
Ramon (Ray) Melendez	Monterey County Free Libraries	Yes	June 29, 2020 (unless changes occur, ma	Not completely certain when we will start resuming ILL process and/or when pick-up/delivery should resume, at this point. it all depends on the directives received
Jeffery Sundquist	Monterey Peninsula College Library	Yes	Unsure. We are still not open, though we have staff onsite M & W 9-1 (these are not our current delivery days or times however)	MPC hopes to have staff on site daily when the campus moves to Stage 1. Currently, we only have staff Mondays and Wednesdays 9-1. We could resume ASAP on those days/times, or our normal times (T, Th, and F 7:30am) as soon as the campus allows all staff back on campus.
Inga Waite	Monterey Public Library	Yes	6/16/2020	Yes. We are open limited days. We used to receive deliver M-F, for now we just need Tuesday - Thursday.
Irma Fink	Naval Postgraduate School, Dudley Knox Library	Yes	23 JUN 2020	Will delivery resume at our former schedule of 3 days/week (Tu,Th,F)? Until libraries reopen, it may be that 1-2 days/week will be sufficient.
Diana Godwin	Pacific Grove Public Library	Yes	Tuesday, June 16, 2020	
Sarah Harbison	Santa Cruz Public Libraries	Yes	6/15/20	Our start date is flexible. We'd prefer to be in alignment with other MOBAC libraries.



OCLC Group Services Pricing
Monterey Bay Area Cooperative Library System (MOBAC)

April 29, 2019

Andrew Yon
Monterey Bay Area Cooperative Library System (MOBAC)
2471 Flores Street
San Mateo, CA 94403

	July 1, 2019- June 30, 2020
OCLC Cataloging and Metadata Subscription	\$80,501.46
WorldShare ILL Subscription	\$29,770.65
FirstSearch/WorldCat Discovery (Included Libraries Listed Below)	\$19,384.77
TOTAL GROUP SERVICES	\$129,656.88

Subscription Renewal Date: July 1, 2019 - June 30, 2020

Notes:

Pricing is valid for 90 days.

Billing frequency is monthly and is billed to the individual libraries, with the following exceptions that bill annually:

Naval Postgraduate School, Dudley Knox Library	AD#
Monterey Peninsula College Library	MTJ

ILL Fee Management (IFM) Libraries: please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis and pricing is set by the libraries involved.

See Attachment 1 for individual OCLC Cataloging and Metadata and WorldShare ILL pricing.

FirstSearch/WorldCat Discovery pricing is listed below.

Individual Library Pricing for FirstSearch/WorldCat Discovery		
Institution Name	Symbol	July 1, 2019 - June 30, 2020
Harrison Memorial Library	JQS	\$1,124.56
Monterey County Free Libraries	JRB	\$7,284.35
Monterey Peninsula College Library	MTJ	\$2,192.88
Santa Cruz Public Libraries	JTA	\$6,212.57
Watsonville Public Library	WTX	\$2,570.41
TOTAL		\$19,384.77



OCLC Group Services Pricing
Monterey Bay Area Cooperative Library System (MOBAC)

May 8, 2020

Andrew Yon
Monterey Bay Area Cooperative Library System (MOBAC)
2471 Flores Street
San Mateo, CA 94403

	July 1, 2020- June 30, 2021
OCLC Cataloging and Metadata Subscription	\$80,501.40
WorldShare ILL Subscription	\$29,770.92
FirstSearch/WorldCat Discovery (Included Libraries Listed Below)	\$19,384.68
TOTAL GROUP SERVICES	\$129,657.00

Subscription Renewal Date: July 1, 2020 - June 30, 2021

Notes:

Pricing is valid through June 30, 2020.

Billing frequency is monthly and is billed to the individual libraries, with the following exceptions that bill annually:

Naval Postgraduate School, Dudley Knox Library	AD#
Monterey Peninsula College Library	MTJ
Cabrillo College Library	CC8

ILL Fee Management (IFM) Libraries: please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis and pricing is set by the libraries involved.

See Attachment 1 for individual OCLC Cataloging and Metadata and WorldShare ILL pricing.

FirstSearch/WorldCat Discovery pricing is listed below.

Individual Library Pricing for FirstSearch/WorldCat Discovery		
Institution Name	Symbol	July 1, 2020 - June 30, 2021
Harrison Memorial Library	JQS	\$1,124.52
Monterey County Free Libraries	JRB	\$7,284.36
Monterey Peninsula College Library	MTJ	\$2,192.88
Santa Cruz Public Libraries	JTA	\$6,212.52
Watsonville Public Library	WTX	\$2,570.40
TOTAL		\$19,384.68



OCLC Group Services Pricing
Monterey Bay Area Cooperative Library System (MOBAC)
Subscription Period: July 1, 2019 - June 30, 2020

Attachment 1

MOBAC Participating Libraries				
Institution Symbol	Institution Name	Cataloging and Metadata	WorldShare ILL	Total
CC8	Cabrillo College Library	\$9,435.27	\$1,296.26	\$10,731.53
MB@	California State University Monterey Bay Library	\$6,491.63	\$9,882.54	\$16,374.17
GAVCL	Gavilan College Library	\$323.29	\$416.99	\$740.28
JQS	Harrison Memorial Library	\$7,998.95	\$112.61	\$8,111.56
HCK	Hartnell College Library	\$6,533.59	\$267.43	\$6,801.02
MIO	Middlebury Institute of International Studies at Monterey	\$323.66	\$429.97	\$753.63
JRB	Monterey County Free Libraries	\$20,793.34	\$1,814.10	\$22,607.44
MTJ	Monterey Peninsula College Library	\$5,807.18	\$850.20	\$6,657.38
AD#	Naval Postgraduate School, Dudley Knox Library	\$12,600.05	\$8,261.71	\$20,861.76
JRV	San Benito County Free Library	\$286.07	\$1,329.44	\$1,615.51
JTA	Santa Cruz Public Libraries	\$4,631.21	\$3,583.15	\$8,214.36
WTX	Watsonville Public Library	\$5,277.22	\$1,526.25	\$6,803.47
		\$80,501.46	\$29,770.65	\$110,272.11

University of California Santa Cruz has been removed from this group renewal.



OCLC Group Services Pricing
Monterey Bay Area Cooperative Library System (MOBAC)
Subscription Period: July 1, 2020 - June 30, 2021

Attachment 1

MOBAC Participating Libraries				
Institution Symbol	Institution Name	Cataloging and Metadata	WorldShare ILL	Total
CC8	Cabrillo College Library	\$9,435.24	\$1,296.24	\$10,731.48
MB@	California State University Monterey Bay Library	\$6,491.64	\$9,882.60	\$16,374.24
GAVCL	Gavilan College Library	\$323.28	\$417.00	\$740.28
JQS	Harrison Memorial Library	\$7,998.96	\$112.56	\$8,111.52
HCK	Hartnell College Library	\$6,533.64	\$267.48	\$6,801.12
MIO	Middlebury Institute of International Studies at Monterey	\$323.64	\$429.96	\$753.60
JRB	Monterey County Free Libraries	\$20,793.36	\$1,814.16	\$22,607.52
MTJ	Monterey Peninsula College Library	\$5,807.16	\$850.20	\$6,657.36
AD#	Naval Postgraduate School, Dudley Knox Library	\$12,600.00	\$8,261.76	\$20,861.76
JRV	San Benito County Free Library	\$286.08	\$1,329.48	\$1,615.56
JTA	Santa Cruz Public Libraries	\$4,631.16	\$3,583.20	\$8,214.36
WTX	Watsonville Public Library	\$5,277.24	\$1,526.28	\$6,803.52
		\$80,501.40	\$29,770.92	\$110,272.32



Memorandum

To: MOBAC Administrative Council

From: Ashlee Wright, Library Director, Carmel Public Library

Subject: MOBAC Website

Date: March 11, 2020

At its last two meetings, the MOBAC Admin Council has been discussing the MOBAC website, prompted by the following items:

1. ADA accessibility
2. Brown Act / AB 2257 compliance for posting agendas

We are in compliance with #2, but #1 needs work, which prompted further discussion about whether it was time for a new MOBAC website and/or whether or not we could become a part of the Pacific Library Partnership (PLP) website (<http://plpinfo.org/>).

The co-chairs of the MOBAC Technology Committee and I met with PLP CEO Carol Frost and Assistant Director Yemila Alvarez to discuss the MOBAC website and the potential for PLP to absorb the MOBAC website. The PLP website is new and easy to update, and, in addition, we would have access to a project management and communication tool called [Basecamp](#), which the PLP Staff Development Committee uses to develop workshops.

I contacted the chairs of each MOBAC committee and provided them with the above information, as well as the current website hierarchy (attachment 1) and a proposed scaled back hierarchy (attachment 2).

The consensus from the committee chairs was that the current website could be scaled back considerably without creating difficulties for the committees or the public, and that a shift to a platform that is easier to use than the current Wordpress site would be welcome. One chair had prior experience with Basecamp and was able to recommend it as a collaboration and project management tool.

In response to the proposed scaled back hierarchy and the possibility of a new website, the committee chairs had several suggestions and recommendations:

- That meeting minutes and agendas be kept online for one year instead of six months, and that a records management plan be put in place to ensure these records are maintained once they are no longer online.
- That committee members receive specific training in the use of any new tools or website platforms that MOBAC decides to use.

- That documents used by the committees in the course of their work (annual reports and statistics, the courier schedule, shared templates, etc.) continue to be made available either through the website or a tool like Basecamp.
- That a central calendar of meetings and workshops continue to be maintained, and if possible, made visible from each section of a new site.

Based on the conversation with Carol and Yemila, and the feedback from the committee chairs, I recommend that Admin Council move forward with determining next steps both for creating a new stand-alone MOBAC website and for absorbing the MOBAC website into the PLP website, and from there decide on the most feasible course of action.

CURRENT MOBAC WEBSITE HIERARCHY - JANUARY 2020

HOME - About MOBAC * Note: Upcoming event calendar appears on the right-hand side of every page

DIRECTORY

ADMINISTRATIVE OFFICES

MEMBER LIBRARIES

- *List of all member libraries here with contact info*

MOBAC MEMBER LIBRARY CATALOGS

EMAIL REFLECTORS

COMMITTEES

ADMINISTRATIVE COUNCIL

- *Minutes and current agenda*
- *Meetings/Events*
- *Documents*

INTERLIBRARY LOAN

- *Meetings/Minutes/Agenda*
- *Documents*
- *Guidelines*

LITERACY

- *Minutes*
- *Meetings/Events*
- *Documents*

REFERENCE

- *Minutes*
- *Documents*

SPLAMBA

- *Minutes*
- *Meetings/Events*
- *Documents*

TECH

- *Agenda/Minutes*
- *Documents*

LIBRARY SERVICES SURVEY

All libraries listed with info about collections, databases, maps, equipment, etc.

PROFESSIONAL DEVELOPMENT

VIDEO AND AUDIO RECORDING

VIDEO EQUIPMENT RESERVATION AND SET-UP

- *Guidelines for uploading video*

USING ZOOM VIDEO CONFERENCING

COURIER SCHEDULE

DOCUMENTS

CALENDAR

PROPOSED MOBAC WEBSITE HIERARCHY - NEW WEBSITE PROJECT 2020

HOME - About Us

MEETINGS / COMMITTEES - Accordion menu with information re: each committee, last 6 months of agendas and minutes.

LIBRARIES - Accordion menu with information re: each library

DOCUMENTS (call it something different)

PROFESSIONAL DEVELOPMENT

WORKSHOP RECORDINGS

- List or embeds of the latest and greatest workshops
- How-to section on recording equipment using/uploading

ZOOM VIDEO CONFERENCING

To: MOBAC Administrative Council
From: Carol Frost
Subject: PLP Recommendation for MOBAC Website
Date: June 19, 2020

Upon further review of the recommendation by Ashlee Wright regarding options for the MOBAC website, and review of the content of the MOBAC website, PLP offers the following recommendations:

1. MOBAC should continue to have its own website. The number of standing committees that adhere to the Brown Act which requires the posting of meeting announcements/agenda, and minutes is a significant enough volume to warrant its own site, rather than it being assumed as a subsection of the PLP website.
2. Attached please find a very preliminary review of the website, along with a proposed structure.
3. Funding for the new website can come completely from the PLP CLSA funds. The PLP Executive Committee will be meeting on June 25, and we may include a request of \$8,000 for this project.
4. We understand that the current website may contain material that is more suited for an intranet or internal sharing. To that end, MOBAC may consider use of the PLP Basecamp license, and establish Basecamp sites for the working committees. This would not supersede the need for the Committees to post their agendas and minutes on the website.
5. We recommend that MOBAC set up a working group to support the above mentioned activities. The working group could consist of the chairs of each of the committees. A timeline should be developed, and it would be the responsibility of each committee to review their content, and prepare it for migration. They would also work with PLP staff and the web developer on the overall site design, and the back end architecture to ensure each committee can post their own content.

PROPOSED MOBAC WEBSITE STRUCTURE

MENU ITEM	PAGE NAME	PAGE DESCRIPTION	CURRENT URL
1.0	Home	Website Homepage. Clean and visual/ set look and feel	
1.1	Calendar (Meetings and Agendas)	Combined calendar including upcoming meetings and agendas for all MOBAC Committees and Council	http://www.mobac.org/calendar/
2.0	About Us	Overview Page about MOBAC includes Mission Statement, Strategic Plan, and Resources Sharing Document	
2.0.1	Mission Statement	Mission Statement	http://www.mobac.org/home/mobac-mission-statement/
2.0.2	Strategic Plan	Link to Strategic Plans	http://www.mobac.org/wp-content/uploads/MOBAC_StrategicPlan-2014-17.doc http://www.mobac.org/wp-content/uploads/MOBAC_StrategicPlan-Final.doc http://www.mobac.org/wp-content/uploads/MOBAC_goals_action_plan-2014-2017.doc
2.0.3	Resources Sharing Document	Link to Resource Document	http://www.mobac.org/wp-content/uploads/Resource-Sharing-2012.doc
3.0	Libraries	Page outlining MOBAC Membership	
3.1	MOBAC Directory		
3.1.1	Library Catalogs		
3.1.2	MOBAC Acronyms		
4.0	Committees	Description of Each Committee and their Charge Along with Current Membership or possibly just Chair contact info	http://www.mobac.org/committees/
4.1	Brown Act Checklist for Committees		http://www.mobac.org/directory/
5.0	Available Services	Brief Description of Services Available to MOBAC Members with links to related services as outlined in 5.1-5.3	http://www.mobac.org/directory/mobac-member-library-catalogs/
5.1	Courier Schedule		http://www.mobac.org/courier-schedule/
5.2	Professional Development		http://www.mobac.org/professional-development/audio-and-video-recordings/
5.3	Video Equipment		



Pacific Library Partnership

To: PLP Administrative Council
From: Brad McCulley
Subject: Review and Discussion PLP Priorities
Date: May 15, 2020

During FY 2015/16, services and activities for the near future were developed, including updated priorities. Below is a summary of the priorities and the updates.

Staff Training and Professional Development:

What we have done: PLP is continuing to offer two one-year management development programs: the Library Leadership Council for Executive Managers and the Library Middle Managers Professional Development Program. The long-standing Staff Development Committee provides an annual fall conference (the Future of Libraries) and annual spring workshops that address staff needs and interests.

Shared eResource Search Platform for Convenient Access:

What we have done: PLP allocated CLSA funds for libraries to join SimplyE. Fourteen libraries have signed up for this app which allows patrons to access all eResources from one app, which is not tied to any one vendor.

Access to Professional Expertise/Consultants:

What we have done: A priority was identified for assistance in selecting and cataloging international languages. A working group was formed to discuss models. Initial sharing has begun between SVLS libraries through the Technical and Collection Services community of interest group. BALIS has discussed hiring a professional trainer to train their newer staff on soft skills. Ultimately, after a year of review, it was deemed too large a task.

Models for Community Engagement:

What we have done: Each year, PLP allocates funds for Innovation and Technology Opportunity Grants for member libraries. These grants support the implementation of an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Grants are also available for libraries to leverage an idea from another library and tailor it to their community's needs. Recent grants include maker spaces, outreach, and robots in the library.

Knowledge Platform/Document Repository:

What we have done: This need was identified by a number of regional systems. The Black Gold Library System is hosting a pilot site, "CLSA Knowledge Base," <http://clsainfo.org>, and PLP will support this financially as well as through sharing policies, procedures and best practices. We hope all California libraries continue to use this so that it becomes an essential go-to repository.

PLP has also developed programming through LSTA grants, including the **Student Success Initiative** (helping to partner schools with libraries to provide library cards for youth), the **New Literacy Initiative**, and the **Data Privacy Best Practices Training for Libraries**.

SETTING NEW PLP STRATEGIC PRIORITIES

A survey was issued to PLP libraries about CLSA funds and PLP priorities. There were 6 academic library responses and 33 public library responses. Based on the survey, as well as conversations with libraries, the following draft strategic priorities have been developed for FY 2020/21 through FY 2022/23:

1. Staff training and professional development

PLP has a tradition of providing staff training and professional development for its members, knowing the value of building leadership and providing training that is relevant to its diverse membership. This can be accomplished through the following mechanisms:

- a. Continue to offer leadership training. We have done this through the year-long Executive Leadership Cohort and the Library Middle Managers Professional Program. , both ably led by Jane Light. Leadership training can continue to evolve.
- b. We will continue to support the good work of the long-standing Staff Development Committee, that provides an annual fall conference and spring workshops that address staff needs and interests.
- c. PLP can continue to allocate funds to support regional staff development training. Training topics are developed by either local libraries or regional committees. They are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives from its members.
- d. We are constantly searching for further professional development opportunities.

2. Support Innovation and Technology

Being in the heart of Silicon Valley, our academic and public libraries are well positioned to develop innovative and transformative ideas. In the past few years, PLP has supported this by:

- a. Annually funding the Innovation and Technology Grants. By continuing to make this a priority, libraries are able to engage in risk taking in developing new ideas and service models with the seed money provided by the grant.
- b. Search for new opportunities for shared technology for some or all PLP members.

3. Continue to seek grants that reflect the regional needs of PLP libraries

- a. In the last three years, we have been awarded three LSTA regional grants: the Student Success Initiative, News Literacy, and Data Privacy grants. PLP has a good track record of querying its members and applying for grants that provide training on relevant topics. We will continue to look for collaborative partners for LSTA, CLSA and IMLS and other grants.
- b. Working with the State Library, PLP can continue to be the fiscal and administrative agent for statewide grants. We can lend our expertise to the greater California community in establishing new initiatives.

4. Maximize the Knowledge and Strength of PLP Individual Libraries

The staffing and expertise within PLP individual libraries is a strength which can be further tapped to benefit member libraries. We can create opportunities for us to share, including but not limited to:

- a. **Continue and Expand the PLP Shared Cataloging/Acquisitions of International Language Materials.** In 2016, as part of the strategic priorities, PLP formed a working group which made great headway on how PLP libraries can share resources related to international language materials. That included identifying which libraries have staff with specific expertise, which libraries collect in certain languages, selection lists, names of vendors, etc. In 2018, SVLS formed the regional Technical Service Group, which took over this initiative. They have established guidelines for sharing, and are actively sharing selection lists with each other through a Basecamp group. In the PLP survey, 21 libraries expressed interest in accessing these shared lists and participating in this initiative. We can expand this to include all interested PLP academic and public libraries, provide training and expand this resource sharing.
- b. **Consider establishing regional or PLP-wide community of interest groups.** Currently, PLP has only one standing group: the Staff Development and Training Committee. Three of the four regions currently have standing groups. The PLP Executive Committee, along with the four regions of PLP, can review the level of interest at the higher level, as well as regionally, to add additional interest groups.
- c. **Explore Purchasing Shared eResources.** PLP can continue to work with the data from the most recent survey to identify possible eCollections which can be shared among libraries. This may be through the use of CLSA funds or collective funds.

Recommendation

Setting priorities for PLP ensures a healthy cooperative that supports the diverse needs of its members. By choosing priorities that lead us for the next three years, we can ensure PLP members receive the services they need through this established vision.