MOBAC

MOBAC Administrative Council
June 28, 2019
9:30 a.m. – 12:00 p.m.

San Juan Bautista Library
801 2nd St., San Juan Bautista, CA 95045

1. Call to Order, Introductions, Announcements, Proxies   Waite

2. Approval of Agenda (Action Item)   Waite

3. Approval of Minutes of March 15, 2019 Meeting (Action Item)   Waite   Attachment 1

4. Administrative Business

   A. Review and Approval of OCLC Contract Renewal (Action Item)   Waite   Attachment 2

   B. Review and Approval of Procedures for MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities (Action Item)   Waite   Attachment 3

   C. Review and Approval of Process for Requesting and Approving Equipment and Supplies Funding Requests from the MOBAC Committees (Action Item)   Waite   Attachment 4

   D. New Committee Chair Orientation Discussion   Waite/Romero   Attachment 5

   E. Committee Program Updates and Funding Requests (Action Item)   Waite   Attachment 6

   F. PLP Update   Nemitz/Waite

   G. Review of MOBAC Meeting Schedule for FY 2019/20   Alvarez   Attachment 7

5. Reports

   A. ILL – Report   Fink

   B. Reference – Report   Addison/Mueller

   C. SPLAMBA – Report   Nilsson/O'Grady

   D. Technology – Report   Amaral/Stephens

   E. Literacy – Report   Andrews

   F. Harwood Ad-Hoc Committee   Waite

   G. MOBAC Chair   Waite

   H. MOBAC Administration   Frost

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

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 20, 2019

8. Adjournment

MOBAC

MOBAC Administrative Council
March 15, 2019
9:30 a.m. – 12:00 p.m.

CSU Monterey Bay – Tanimura & Antle Family Memorial Library
3054 Divarty St, Seaside, CA 93955

Action Minutes

Council: Georg Romero (CAB); Frank Wojcik (CSUMB); Peggy Mayfield (HCL); Inga Waite (MPL); Scott Bauer (PGPL); Nora Conte (SBCFL); Rochelle Eagen (SJB)

Proxies: Jeanne Chapin for Ashlee Wright (HML); Chris Ricker for Martin Gomez (MCFL); Eric Howard for Cary Ann Siegfried (SAL)

Others: Carol Frost (PLP); Yemila Alvarez (PLP); Erin Baxter (SBCFL); Cathy Andrews (Literacy Committee); Deborah Stephens (Technology Committee); Rebecca Bergeon (CSUMB)

1. Meeting called to order at 9:35 AM (Waite)

2. Introductions/Proxies: Proxies were announced

3. Agenda: Adopted (Wojcik/Bauer)

4. Minutes: There was a correction to the December 21, 2018 Minutes on Item 6. Last line should be Salinas Library. Minutes were approved as corrected (Bauer/Mayfield)

5. Administrative Business
    A. Nominating Committee Report for FY 2019/20 Chair and Vice Chair: Georg Romero will serve as Chair and Ashlee Wright will serve as Vice-Chair (Bauer/Mayfield).

    B. Final Process for Requesting and Approving Funding Requests from the MOBAC Committees
        1. The Council requested the second-to-last bullet on page 5 be changed to add "At the next Administrative Council meeting" and that the last bullet be removed. The Council requested that the first sentence of the third paragraph be amended to read "From time to time, committees may have small funding requests *for equipment and supplies*". The Council requested that a list of the types of items the Council can approve be added to the third paragraph. It was also requested that the Process include references to other policies, including the "PLP Financial Support Requests for Staff Development Initiatives and Activities" and the "Procedures for MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities." This Process will be brought back to the next meeting for wordsmithing and re-approval.
    C. Draft PLP Guidelines for Support of Staff Development Initiatives and Activities and Procedures for MOBAC
        1. Alvarez presented the PLP Guidelines for Support of Staff Development Initiatives and Activities. Waite will work with Alvarez and Frost to develop draft wording which reflects the needs of the MOBAC Committees to bring to the May PLP Executive Committee for

consideration. The Procedures for MOBAC Committees Responding to the PLP Call for Support was reviewed. There was a request that the second bullet under timing section be changed to "September or December" meetings. Staff was instructed to bring a list of the current listserv back to the MOBAC June meeting and that once the lists are updated, materials be shared out to all committee members. Waite and Romero agreed to work together to review Committee Chair orientation and onboarding processes to see where these guidelines would be incorporated. This will be a standing item on the agenda. The Council requested all materials be brought back to the June meeting for approval. No action was taken.

    D. Committee Program Updates and Funding Requests Technology Committee Request for Funds for MOBAC - Workshop- 4/12/19
        1. A Motion was made and passed to approve funding of $200 to support the "Makerspaces and Beyond" Technology Committee program (Romero/Wojcik)
    E. PLP Update
        1. The Executive Committee agreed to distribute $300,000 of CLSA funds back to the systems for shared resources and there will be a menu of items for libraries to choose from for using their distributions. AOD has been renewed through June of 2020.

6. Reports – All Committees shared verbal reports. Dates for upcoming activities were noted including the March 28 California Library Services Board meeting; April 25-24 Public library Director's Forum; May 10 PLP Annual Meeting;

7. Public Comment – None.

8. Other Business
    A. News was shared by all libraries attending
        1. Agenda items and next meeting on June 28, 2019 at San Juan Bautista Library
        2. Draft PLP Guidelines for Support of Staff Development Initiatives and Activities and Procedures for MOBAC
        3. Review of New Committee Chair Orientation
        4. Nominating Committee Recommendations
        5. Harwood Group Ad-Hoc Report (reports)
        6. FY 2019/20 Council Meeting Schedule

9. Adjournment at 11:55 am.

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)
Subscription Period: July 1, 2019 - June 30, 2020

Attachment 1

Institution Symbol	Institution Name	Cataloging and Metadata	WorldShare ILL	Total
	MOBAC Participating Libraries			
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.

MOBAC

To: **MOBAC Administrative Council; MOBAC Committees**
From: **Yemila Alvarez**
Subject: **Procedures for MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities**
Date: **June 28, 2019**

Background

At the January 24 PLP Executive Committee meeting, the Committee approved new guidelines for PLP Support of Staff Development Initiatives and Activities. MOBAC reviewed these guidelines at their March meeting and requested that the MOBAC Administrative Council chair work with the PLP Executive Committee to revise the guidelines create more flexibility for MOBAC committees that wish to seek funding more than once per fiscal year. The revised guidelines have been included in this attachment and were approved on June 10, 2019.

The MOBAC Administrative Council has previously requested that MOBAC Committees submit requests for funding to the Council prior to responding to the PLP calls for submissions. Several Committees have requested more clarity about the process for requesting funds from the MOBAC Council. Staff created *Procedures For MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities* and presented them to the MOBAC Administrative Council at the March 2019 meeting. The guidelines have been revised based on the discussions that took place at that meeting.

Recommendation

It is recommended that the Council approve *Procedures For MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities*.

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Procedures for MOBAC Committees Responding to
the PLP Call for Support for Staff Development Initiatives and Activities

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year a call for ideas that can be funded for January through June and July through December is put forth.

Funding can be for a speaker or refreshments. For specific guidelines, refer to the *PLP Financial Support Requests for Staff Development Initiatives and Activities Policy document*

Should a MOBAC Committee wish to respond to the PLP call for requests for financial support for staff development initiatives and activities, they may follow these steps:

Timing
- Refer to the *PLP Financial Support Requests for Staff Development Initiatives and Activities Policy* document
- If a MOBAC Committee seeks funding for July through December, they should make the request to the MOBAC Administrative Council at the March or June meeting prior to the date of the program.
- If a MOBAC Committee seeks funding for January through June, they should make the request to the MOBAC Administrative Council at the September or December meeting prior to the date of the program.

Process
- Refer to the *PLP Financial Support Requests for Staff Development Initiatives and Activities Policy* document
- The Committee Chair should review the PLP guidelines to ensure their request meets the guidelines, then write a memo to the MOBAC Administrative Council Chair.
- The memo should include the requirements from the PLP Call for funding support:
  - Your Name and contact information
  - MOBAC Library Committee name
  - Scope or summary of the training, workshop or special event
  - Amount of funding requested
  - Estimated date of the program
- The Committee Chair should send the memo to the Assistant Director of PLP to be added to the next MOBAC Council Agenda for discussion and approval. The memo must be sent at least two weeks prior to the next Council meeting.
- The MOBAC Council will review the items for approval.
- If approved, the Committee Chair must follow the process outlined in the *PLP Financial Support Requests for Staff Development Initiatives and Activities Policy* document for submissions, and submit their request by the stated deadline to PLP.

Approved and Adopted by the MOBAC Administrative Council, June 28, 2019

PLP Financial Support Requests for Staff Development Initiatives and Activities
Policy

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year (in June and December) a call for ideas that can be funded for January through June and July through December is put forth. If your library is considering training and would like to partner with other PLP libraries to expand the training, this is a great opportunity. In addition, if your regional network has ideas for training, they may also apply for funds.

Guidelines for Support

1. Requests can be made by a library director, an existing PLP system-wide committee, or a working group.
2. Proposed activities (training, workshop or special event) must be open and accessible to all PLP libraries, and topics selected must be geared towards the interests of all PLP libraries and applicable to their needs.
3. Funds awarded may be used for reimbursement for a trainer, honorariums or speaking fees, printing costs for the event, and/or refreshments.
4. Estimated costs may be submitted as a placeholder for events that have not yet been finalized, and the exact amount will be reimbursed once receipts are submitted.
5. The maximum request amount is $2,000. Requests over $2,000 must be brought to the PLP Executive Committee for approval at their next regularly scheduled meeting.
6. Special consideration will be given to libraries, committees and working groups that have not been funded previously.
7. Awardees that are unable to schedule a training during the awarded timeframe must notify PLP and request an extension. Funds cannot be carried over into the next fiscal year.

Revised and Adopted by the PLP Executive Committee, June 10, 2019

MOBAC

Process for Requesting and Approving Equipment and Supplies
Funding Requests from the MOBAC Committees

Background

MOBAC has several standing Committees which enhance the services MOBAC provides to staff and the public. They provide guidance and support, and the enhanced resource sharing between libraries benefits all the libraries.

One of the major duties of the MOBAC Administrative Council is to support the Committees through funding requests as well as through supporting initiatives.

From time to time, the Committees may have small funding requests for equipment and supplies needed for the day-to-day operations of the Committees. The purpose of this document is to outline a process for the MOBAC Administrative Council Chair to approve funding requests up to $500 in an expedient manner between meetings so that the work of the Committees may continue without having to potentially wait several months for the next Administrative Council meeting for approval.

Process for Committees

Should a MOBAC Committee have a request for funding that is up to $500, they may follow these steps:
- The Committee Chair should write a memo to the MOBAC Administrative Council Chair.
- The memo should include the item, the justification (need), the discussion of the Committee, the research which has been done for the funding cost, and the funding amount.

Should the Committee have a funding request which exceeds $500, the Committee should follow the procedures above, and send the memo to the PLP Assistant Director for inclusion in the next MOBAC Administrative Council packet. It should be sent two weeks prior to the Administrative Council meeting.

NOTE: For requests to support purchases other than equipment and supplies, refer to "PLP Financial Support Requests for Staff Development Initiatives and Activities" and "Procedures for MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities."

Process for the MOBAC Administrative Council Chair

Should the MOBAC Administrative Council Chair receive a funding request for equipment or supplies supporting the day-to-day work of the Committees, they may follow these steps:
- The Chair has the authority to negotiate and approve the funding request for up to $500.
- The Chair will respond within 20 working days to the request.
- The Chair will notify the Administrative Council and PLP Administrative staff of all approved requests at the next Administrative Council meeting.

Approved and Adopted by the MOBAC Administrative Council, December 21, 2018
Revised June 28, 2019

MOBAC Committee Chair Responsibilities - Draft

General

- Attend quarterly MOBAC Administrative Council meetings to represent and report activities of their committee. When unable to attend, arrange for another member to attend.
- Ensure that annual committee report is submitted to Admin Council by deadline (currently August 30).
- Convey any budget requests to Admin Council through either regular budget cycles or, for smaller amounts, through an email to the Admin Council chair.
- Manage committee's presence on MOBAC website, updating information as needed.

Committee Meetings

- Chair regular committee meetings, ensure that minutes are taken, reviewed, and posted to MOBAC website or committee wiki.
- Confirm committee meeting dates & locations, list on MOBAC website or committee wiki, post on MOBAC calendar on MOBAC website, ideally with a link to the meeting agenda.
- Gather meeting topics and send out draft agendas for committee meetings.
- Be familiar with Brown Act as it applies to MOBAC committee meetings.
- Communicate with new members, sending them any welcome information for your committee.

[Mobacdirs] FY 19/20 Program Funds Request

David Addison <addisond@santacruzpl.org>   Mon, Jun 17, 2019 at 10:37 AM
To: mobacdirs-group@ucsc.edu

Hi again,

On behalf of the Mobac Reference Committee, I would like to request the full amount of funds possible for our Fall 2019 Annual Workshop. We will have a presenter or multiple presenters.

We have our workshop narrowed down to two topics. Final vote is next week. We will present either on the Harwood Institute model or Social Issues in Libraries.

Please let me know what other actions are needed if any, to request program funds.

Best,
David
Mobac Ref co-chair

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David Addison
Santa Cruz City/County Public Library System
Librarian II - Library Headquarters & Downtown Branch
831-427-7706 ext. 7671

MOBAC

MOBAC Quarterly Schedule for Council Meetings
FY 2019/20

September 20, 2019

December 20, 2019

March 20, 2020

June 19, 2020

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.