

MOBAC Administrative Council

September 20, 2019

9:30 a.m. – 12:00 p.m.

Harrison Memorial Library – Park Branch

Mission and 6th Ave., Carmel-By-The-Sea, CA 93921

1. Call to Order, Introductions, Announcements, Proxies Romero
2. Approval of Agenda (Action Item) Romero
3. Approval of Minutes of June 28, 2019 Meeting (Action Item) Romero Attachment 1
4. Administrative Business
 - A. Committee Program Updates and Funding Requests (Action Item) Romero
 - B. New Committee Chair Orientation Update (Action Item) Waite/Romero Attachment 2
 - C. Shared KOHA ILS Project Update Wright
 - D. Macmillan eBook Purchasing Discussion (Action Item) Wright
(to be distributed prior to meeting)
 - E. PLP Update Nemitz/Waite
5. Reports
 - A. ILL – Report and Committee Annual Report Fink/Chapin Attachment 3
 - B. Reference – Report and Committee Annual Report Addison/Briscoe Attachment 4
 - C. SPLAMBA – Report and Committee Annual Report Nilsson/O’Grady
 - D. Technology – Report and Committee Annual Report Amaral/Stephens Attachment 5
 - E. Literacy – Report and Committee Annual Report Andrews Attachment 6
 - F. Harwood Ad-Hoc Committee Waite/Wright
 - G. MOBAC Chair Romero
 - H. 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 agendaized pursuant to State law.)
7. Other Business
 - A. News from libraries
 - B. Agenda items for next meeting on December 20, 2019 at San Juan Bautista Library.
8. Adjournment



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

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

Action Minutes

Council: Georg Romero (CAB); Ashlee Wright (HML); Inga Waite (MPL); Scott Bauer (PGPL); Rochelle Eagen (SJB)

Proxies: Georg Romero for Frank Wojcik (CSUMB); Inga Waite for Hillary Theyer (MCFL); Erin Baxter for Nora Conte (SBCL); David Addison for Susan Nemitz (SCPL)

Others: Carol Frost (PLP); Yemila Alvarez (PLP); Irma Fink (ILL Committee); Cathy Andrews (Literacy Committee)

1. Meeting called to order at 9:38 AM (Waite)
2. Introductions/Proxies: Proxies were announced. Announcement that Hillary Theyer will be the new MCFL Director.
3. Agenda: Adopted (Romero/Bauer).
4. Minutes: Approved (Bauer/Romero).
5. Administrative Business
 - A. Review and Approval of OCLC Contract Renewal
Contract Approved as presented (Romero/Wright).
 - B. Review and Approval of Procedures for MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities
Revised procedures were approved as presented (Eagen/Wright).
 - C. Review and Approval of Process for Requesting and Approving Equipment and Supplies
Funding Requests from the MOBAC Committees
Process was approved (Bauer/Addison).
 - D. New Committee Chair Orientation Discussion
Waite and Romero presented the Orientation discussion. Romero requested that the draft document be passed around and edited to add items that are not currently listed and are applicable to all committees. Waite will distribute the document to the committees for review with a reminder to submit their Annual Reports and a request respond by September 1 to Georg Romero with any edits and with their reports.
 - E. Committee Program Updates and Funding Requests

Motion to approve request of \$2,000 for Reference Committee as a placeholder for funding for their upcoming workshops around social issues and self-care was made and passed (Bauer/Romero).

F. PLP Update

It was reported that the PLP Executive Committee allocated back \$300,000 in CLSA funds. Please submit your reimbursement form and return your budget size to determine your membership fee. There was discussion of the Executive Committee reviewing the membership formula to determine if tiers are still accurate. PLP has a system wide AOD contract and there was just a report released by the Santa Cruz Grand Jury on how SCPL is utilizing this product. There were recommendations for libraries to review existing policies and procedures surrounding data collection and retention. PLP just received an LSTA grant for Data Privacy Practices and Procedures.

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

The schedule was approved as proposed. The Council selected to host September 20 at Carmel; December 20 will be at San Juan Bautista Library; March 20 will be Salinas El Gavilan Branch; June 19 will be at Pacific Grove

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

B. Agenda Items for Next Meeting:

1. Harwood Ad-Hoc Committee Report
2. Shared KOHA ILS Project Update
3. Committee Annual Reports
4. Request for Committee Support
5. Committee Orientation Update

9. Adjournment at 11:30am.

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.

Annual Report to the MOBAC Administrative Council

Fiscal Year: 2019

Committee: MOBAC Interlibrary Loan Committee

Committee Member & Chair: Irma Fink (NPS)

Active Committee Members: Rebecca Bergeon (CSUMB), Jean Chapin (HML), Rochelle Eagen (SJB), Irma Fink (NPS), Katya Haskin (MPC), Graham McGrew (SCZ), Ray Melendez (MCO), Mezairah Niduaza (HCL), Susan Renison (WAT), Donna Teresa (MPC)

Additional Resource Sharing Members: Claire Conklin (CAB), Rachel Becerra (GAV), (MIIS), Sandy Ekland (SBE), Tara Gooden (UCSC)

Date: July 9, 2019

1. What did your committee accomplish during the last year?

- We held four (4) meetings throughout the fiscal year: July 10, 2018, October 9, 2018, January 8, 2019, April 9, 2019
- July 2018: we drafted the 2018 Annual Report (presented to Council in September 2018); updated the Committee roster; elected the FY 2018/2019 Chair (the member from MIIS, who left MIIS before he could serve as Committee Chair).
- October 2018: we received an external microphone to support ZOOM meetings (thank you to the MOBAC Technology Committee for facilitating this). This equipment will be held at Watsonville Public Library; we reviewed our Committee website and noted some areas where updates are needed; we discussed the importance of resource sharing and the value of networking.
- January 2019: we welcomed Rochelle Eagen from San Juan Bautista City Library
- April 2019: we welcomed new member Katya Haskin (MPC); we discussed ILL procedures for members who are unable to participate with OCLC WorldShare ILL. Most members are able to accept requests via email. We reviewed our Committee Charge:

The MOBAC Interlibrary Loan Committee is the advisory group, which makes recommendations to the MOBAC Administrative Council to improve and maintain interlibrary loan service throughout the System regarding efficient interlibrary loan communication, accurate interlibrary loan tools, and trained and efficient interlibrary loan staff.

We agreed the charge is appropriate as is.

- The Committee Chair and/or a committee member attended and reported at MOBAC Administrative Council meetings.
- We continued to add and update information posted to our **MOBAC ILL Guidelines** webpage <http://www.mobac.org/committees/interlibrary-loan-committee/mobac-ill-guidelines-2/> ; we updated our calendar of activities <http://www.mobac.org/committees/interlibrary-loan-committee/ill-committee-documents/ill-committee-meeting-calendar/> ; we updated our roster/contact list <http://www.mobac.org/committees/interlibrary-loan-committee/>
- Problem Sharing and Solving continue to be a component of each meeting as well as notices of upcoming ILL-related workshops and conferences.
- We are interested in the impact the Koha ILS Project and the ZIP BOOKS program may have/ are having on MOBAC Resource Sharing.

2. What activities, workshops, etc. are you planning for the coming year?

- We will continue to explore ILL tools that facilitate the sharing of electronic resources and e-books.
- We will continue to monitor and update our webpage and the **MOBAC ILL Guidelines** as needed, adding useful links and ILL “best practice” tips.
- We will reach out to members unable to attend meetings to solicit input for the meetings. We will continue to encourage meeting participation via ZOOM.
- We will reach out to library directors to encourage participation in resource sharing among all MOBAC members.
- We will continue to monitor ILL-relevant webinars and workshops and may ask to host a workshop in the coming year.

3. Are there any obstacles/issues/challenges you wish to convey?

Obstacles and challenges include:

- MOBAC member library staff and library patrons are unable to see accurate library holdings through WorldCat due to libraries not having updated their OCLC records. Additional layers of searching (searching a specific library's catalog rather than WorldCat) are required for library staff and patrons to see the holdings of all member libraries.

- Some MOBAC members no longer maintain their holdings in OCLC. This also contributes to inaccurate records and creates additional work for ILL and other staff. The inability to find items becomes a barrier to local resource sharing.
- Due to the changing nature of digital content, we are working to keep up with new technologies.

We request that Council encourage full participation of MOBAC member libraries in resource sharing.

We request that Council encourage full participation of member libraries' designated ILL Committee representatives at quarterly ILL Committee meetings.

We ask that Council help the Committees as needed to post their meeting dates and minutes promptly to the MOBAC website. It is difficult to keep up with the activities and meetings if they are not posted. We note that PLP has offered to help with this challenge and that it has been included in the draft of the MOBAC Committee Chair Responsibilities.

Annual Reports are posted to our Committee website:

<http://www.mobac.org/committees/interlibrary-loan-committee/ill-committee-documents/ill-committee-annual-reports/>

Annual Statistics – FY 2019 (July 1, 2018 – June 30, 2019)

The following statistics represent the Borrowing and Lending processes for both Within System (WIS) and Out of System (OOS) ILL for Loans (returnable materials) and Copies (articles and other non-returnable materials). These statistics represent ILL transactions processed through OCLC and do not reflect ILL transactions performed using other sources. Per OCLC, only requests that have an OCLC ILL record number as part of the request are counted.

Statistics indicate that for FY 2019 within system ILL resource sharing for both Borrowing and Lending to be approximately 14% of total ILL activity. We have seen a steady downward trend since full-member participation in FY 2009 where within system Borrowing was at 25% of total Borrowing and within system Lending was at 28% of total Lending. While DLI withdrew from MOBAC membership effective July 1, 2018, they did continue to do some resource sharing with us and so we have included their statistics with this report.

The two (2) tables below represent the percent of **Within System Borrowing** .vs All Borrowing (Within and Out of System) for Loans and Copies (**blue table**) AND **Within System Lending** .vs All Lending (Within and Out of System) for Loans and Copies (**green table**) by MOBAC member library for FY 2019. *(Note: N/A indicates no data reported.)*

A sampling of charts (Chart 1 through Chart 8) for both Borrowing and Lending processes for FY 2019 are shown below. Additional data for this FY and prior years can be viewed at our [Annual Statistics](#) website.

MOBAC MEMBER LIBRARY	% of WITHIN SYSTEM BORROWING .VS ALL BORROWING LOANS – FY 2019	MOBAC MEMBER LIBRARY	% of WITHIN SYSTEM BORROWING .VS ALL BORROWING COPIES – FY 2019
CAB	32%	CAB	29%
CSUMB	6%	CSUMB	2%
DLI	N/A	DLI	N/A
GAV	44%	GAV	N/A
HCL	23%	HCL	N/A
HML	28%	HML	7%
MCO	12%	MCO	N/A
MIIS	26%	MIIS	12%
MPC	16%	MPC	11%
MPL	NON-PARTICIPANT	MPL	NON-PARTICIPANT
NPS	12%	NPS	0%
PGR	NON-PARTICIPANT	PGR	NON-PARTICIPANT
SAL	NON-PARTICIPANT	SAL	NON-PARTICIPANT
SBE	44%	SBE	N/A
SCZ	17%	SCZ	25%
SJB	NON-OCLC PARTICIPANT	SJB	NON-OCLC PARTICIPANT
UCSC	2%	UCSC	0%
WAT	31%	WAT	N/A

MOBAC MEMBER LIBRARY	% of WITHIN SYSTEM LENDING .VS ALL LENDING LOANS – FY 2019	MOBAC MEMBER LIBRARY	% of WITHIN SYSTEM LENDING .VS ALL LENDING COPIES – FY 2019
CAB	N/A	CAB	N/A
CSUMB	13%	CSUMB	3%
DLI	3%	DLI	0%
GAV	26%	GAV	33%
HCL	59%	HCL	100%
HML	36%	HML	10%
MCO	14%	MCO	0%
MIIS	51%	MIIS	3%
MPC	38%	MPC	0%
MPL	NON-PARTICIPANT	MPL	NON-PARTICIPANT
NPS	5%	NPS	1%
PGR	NON-PARTICIPANT	PGR	NON-PARTICIPANT
SAL	NON-PARTICIPANT	SAL	NON-PARTICIPANT
SBE	89%	SBE	N/A
SCZ	7%	SCZ	N/A
SJB	NON-OCLC PARTICIPANT	SJB	NON-OCLC PARTICIPANT
UCSC	8%	UCSC	2%
WAT	12%	WAT	0%

ILL Borrowing Charts

Chart 1

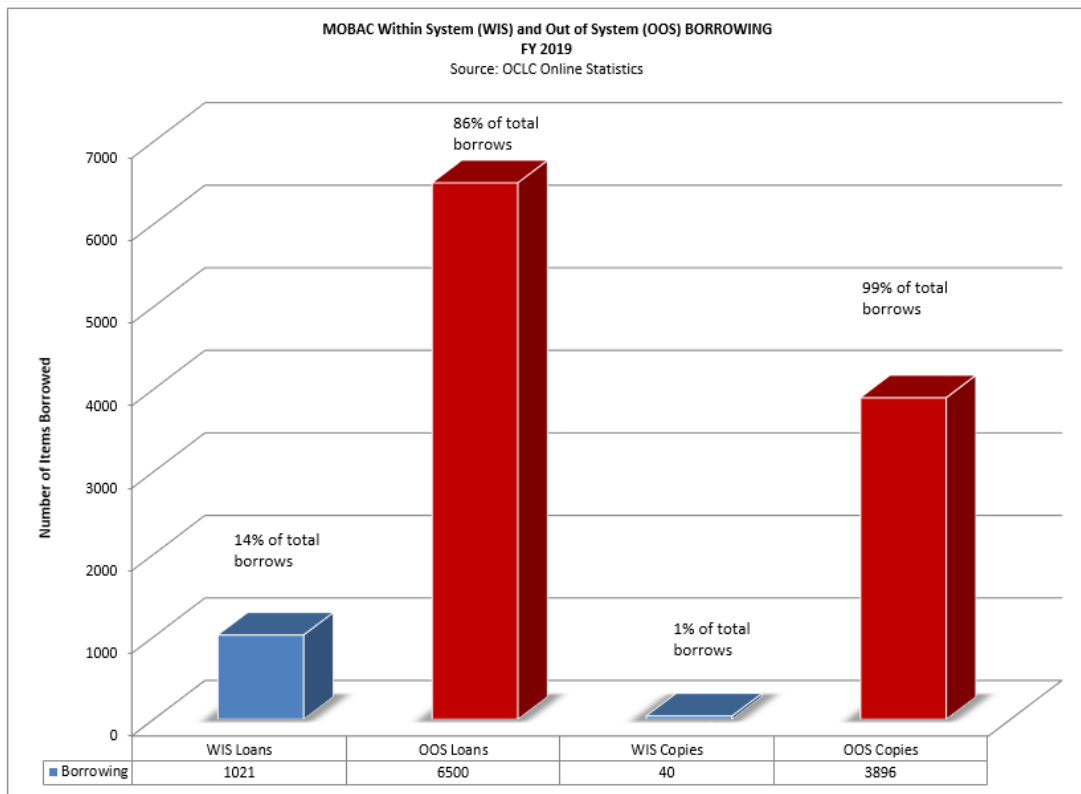


Chart 2

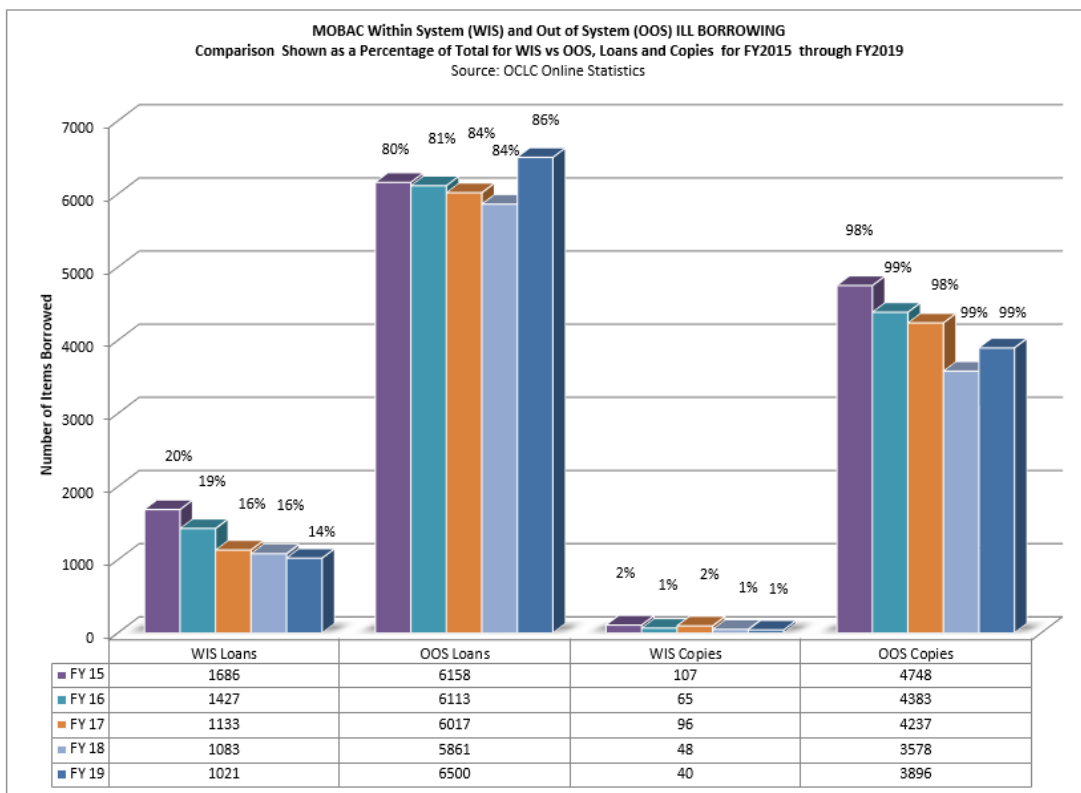


Chart 3

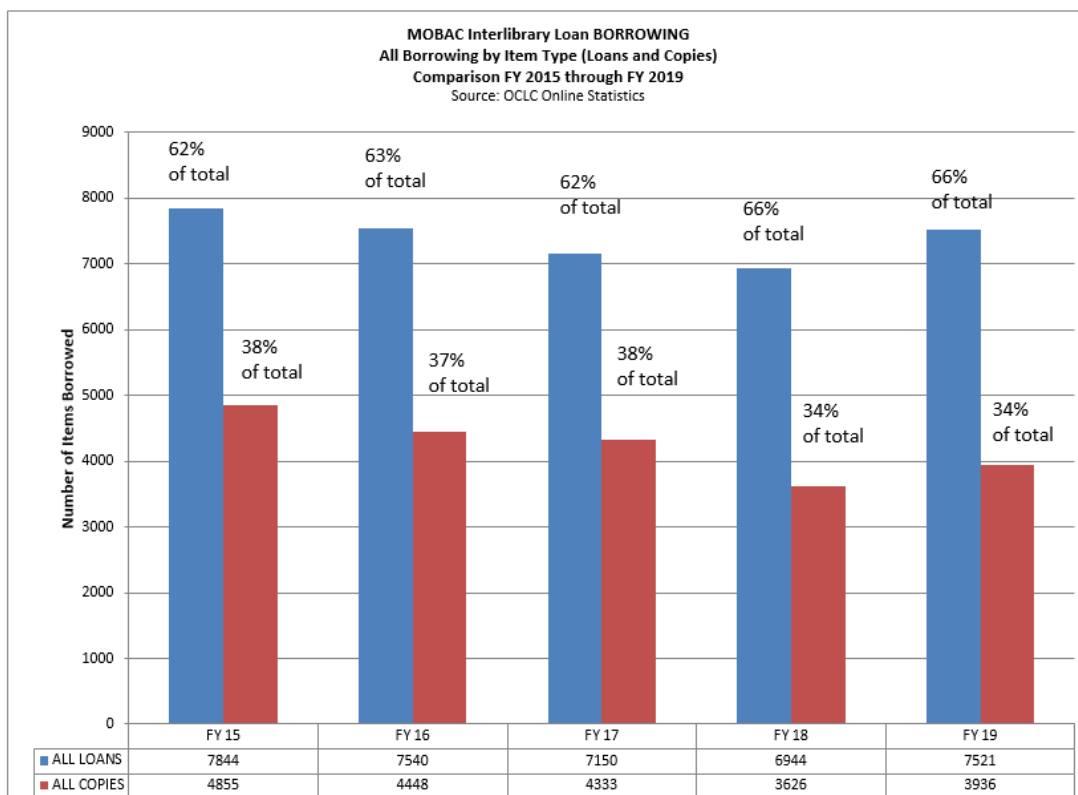
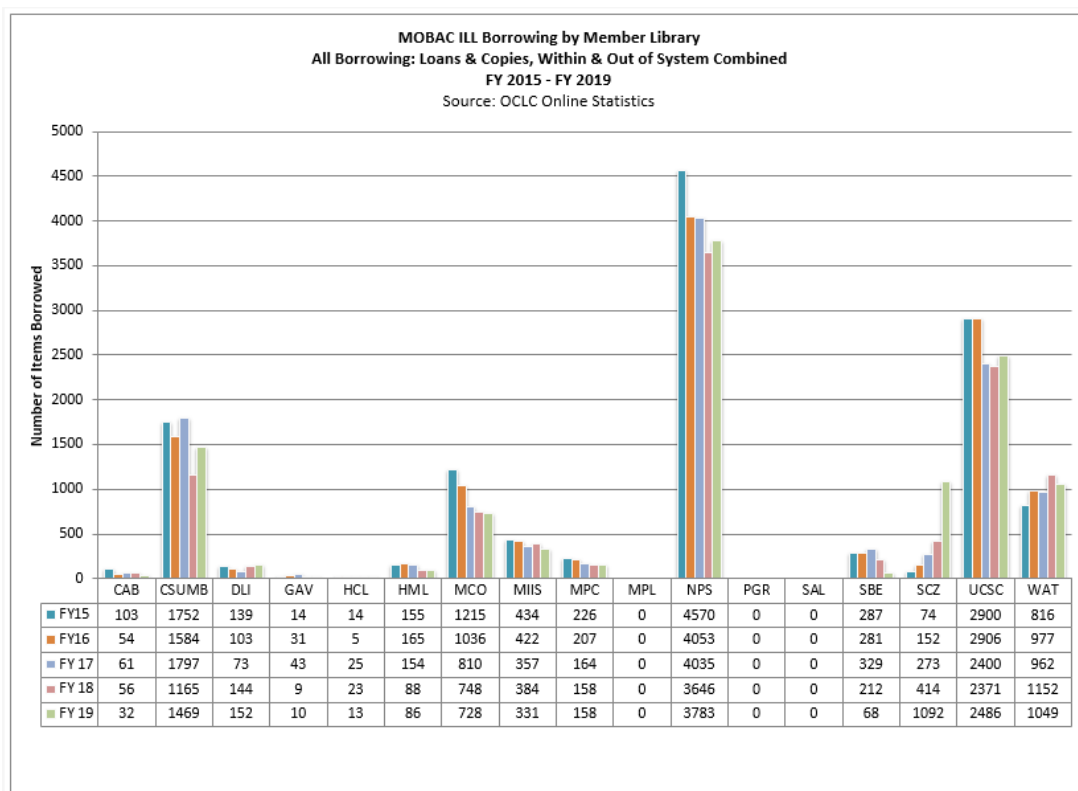


Chart 4



ILL Lending Charts

Chart 5

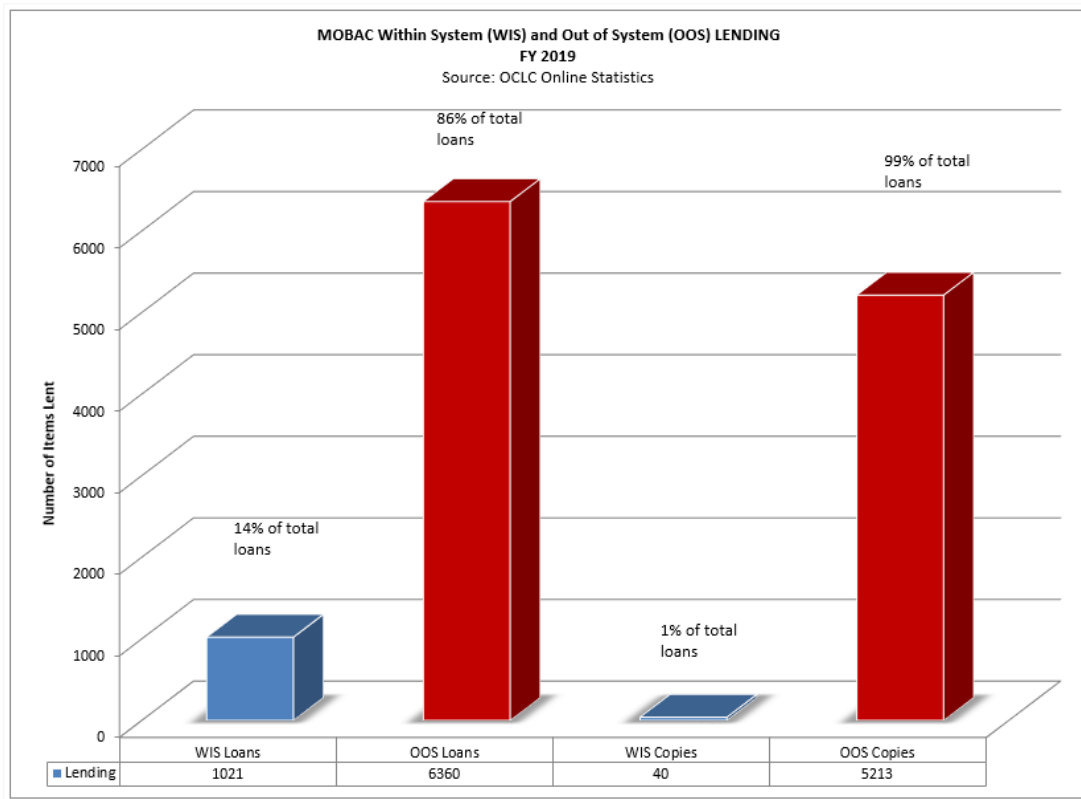


Chart 6

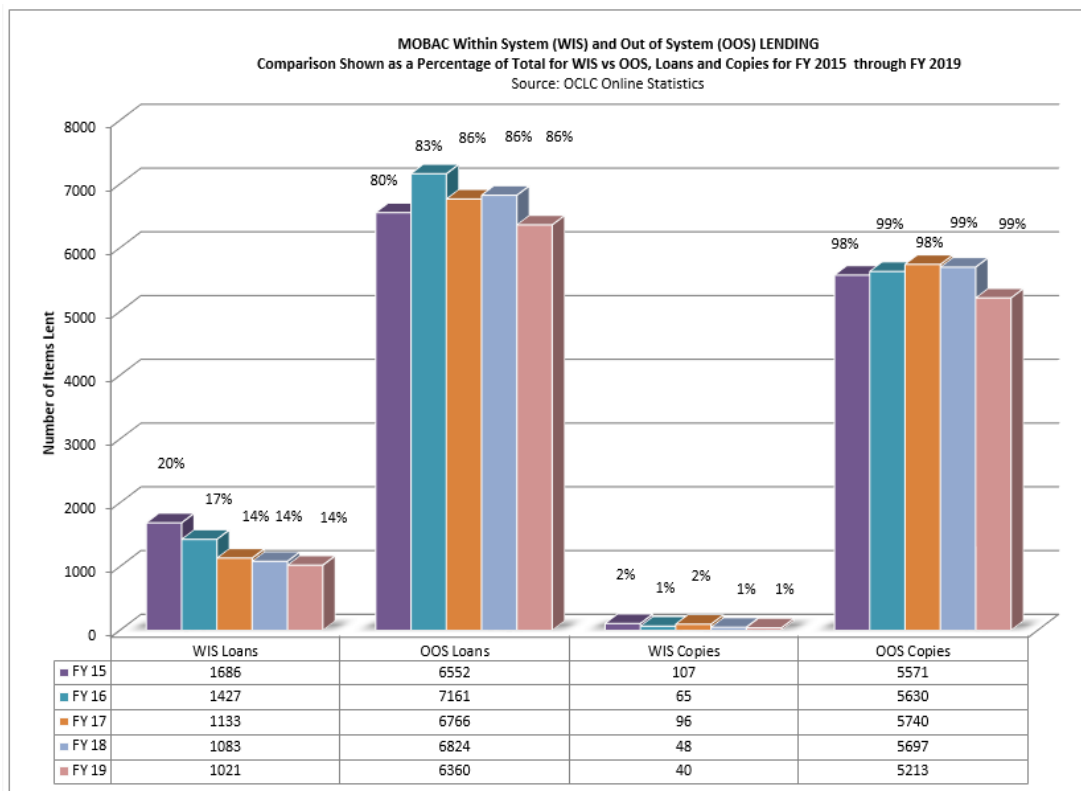


Chart 7

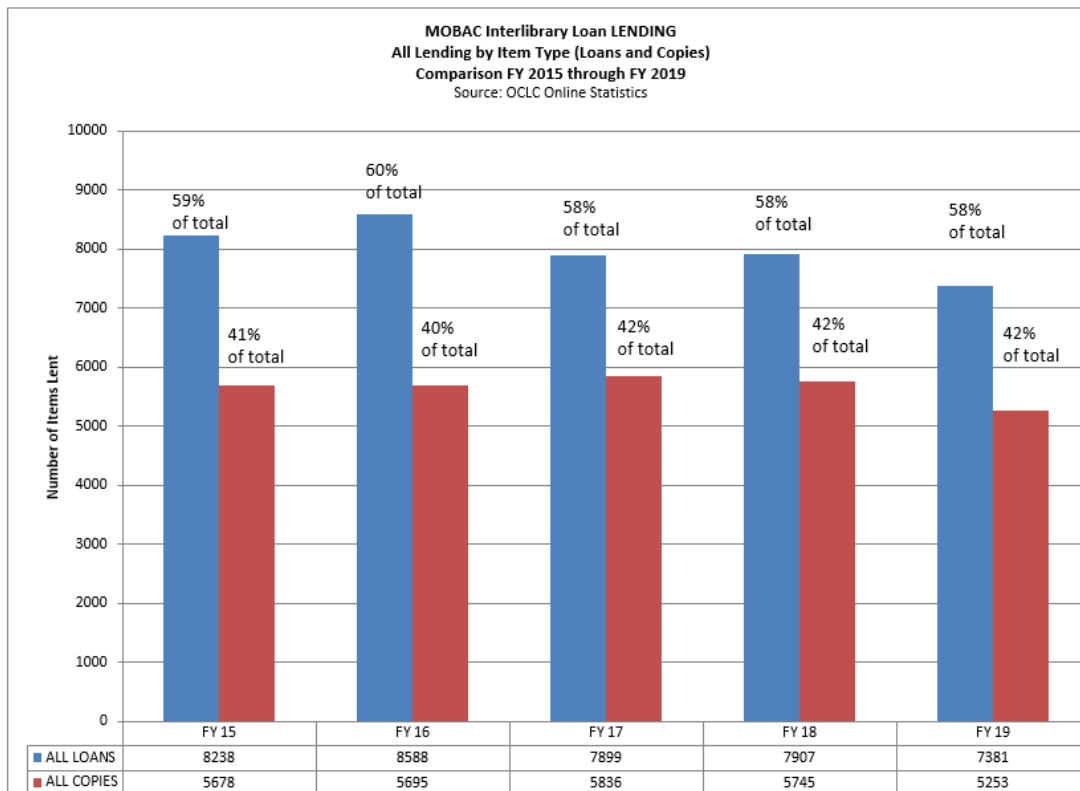
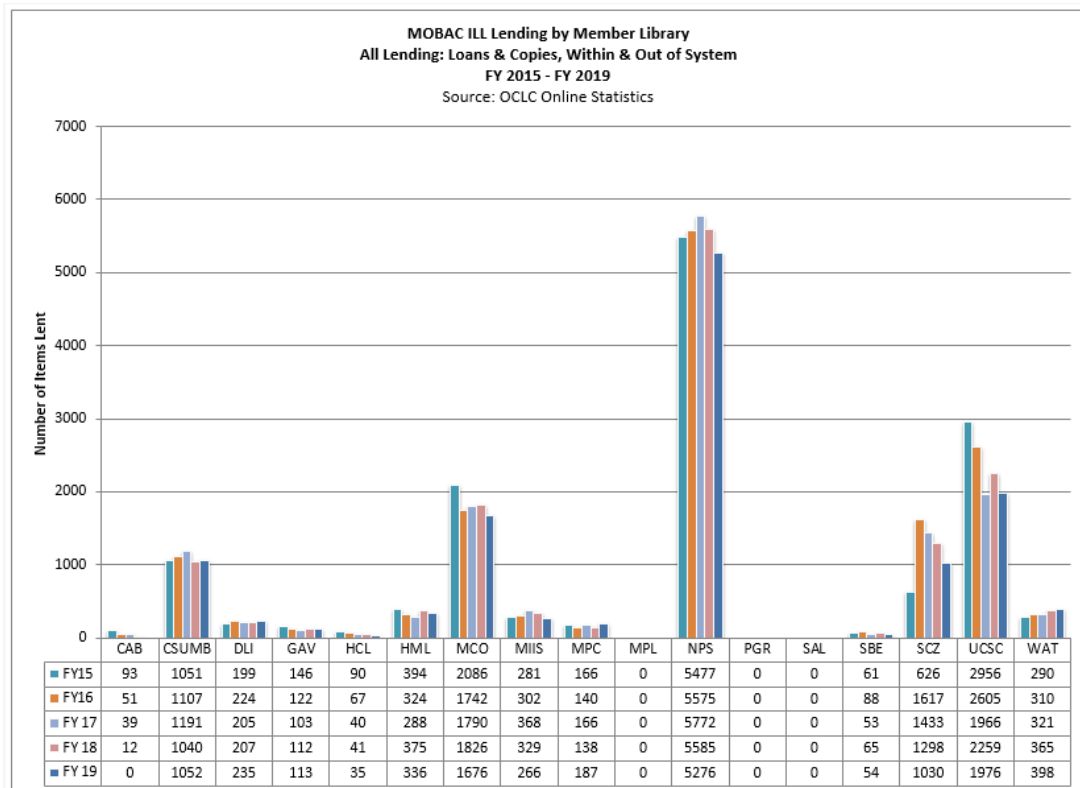


Chart 8



Annual Report 2018-2019

Annual Report to MOBAC Administrative Council

Fiscal Year: FY 18/19

Committee: MOBAC Reference Committee

Chairs: David Addison, Santa Cruz Public (co-chair) and Stacy Mueller, Cabrillo College (co-chair)

Committee Members:

Cabrillo College: Stacy Mueller

CSUMB: Kenny Garcia

Harrison Memorial: Jean Chapin

Hartnell College: Cynthia Ainsworth

Middlebury Institute of International Studies: Solomon Blaylock

Monterey County Free Libraries: Beata Obydzinski

Monterey Peninsula College: Elisabeth Thomas

Monterey Public Library: Ellie Anderson

Naval Postgraduate School: Ann Jacobson

Pacific Grove Public Library: Diana Godwin

San Benito County Library: Brett Melanson and Erin Baxter

Santa Cruz City-County Libraries: David Addison (continuing Co-Chair)

UC Santa Cruz: Frank Gravier

Watsonville Public Library: Watonka Addison

Salinas Public Library: Sean Briscoe (incoming Co-Chair)

1. What did your committee accomplish during the last year?

- We met 6 times at various locations with representatives of member libraries to provide opportunities for professional growth and knowledge sharing. We shared reference tips and techniques, new resources, best practices and how we can best support each other regarding our respective reference services at our libraries.

- After much deliberation and numerous discussions, we concluded that our committee charge will remain the same. Reference work is what we do but committee members can include library staff beyond reference librarians to best reflect practices in county libraries.

- The committee helped SCPL in a discussion about updating their reference service model. We all had a lively conversation about our respective reference service models and how we can best utilize our models for great customer service. We are excited to introduce changes that we can make ourselves and recommend changes to our admin group.

2. What activities, workshops, etc. are you planning for the coming year?

- Our fall workshop is scheduled for October 18, 2019. We will be presenting on the Harwood Institute model.

- We found the format of including discussion prompts with one committee member facilitating the discussion at our meetings very useful and informative. We will continue this practice as it has been well received.

3. Are there any obstacles/issues/challenges you wish to convey?

- Several of our committee members attend meetings via Zoom. At times, there is difficulty hearing each other. The Tech Committee is looking into external mics. We hope this will improve the situation.

- While we have had improved participation by member libraries, there are still several libraries who don't have representatives on the committee.

4. Estimate funding need for July –December 2019:

- We were approved by the Admin Council for \$1000 stipend for our fall workshop which includes speaker and food costs

Prepared on behalf of the MOBAC Reference Committee by Stacy Mueller and David Addison, Co-chairs 2018/19

Annual Report to MOBAC Administrative Council

Fiscal Year: 2018-19

Committee: MOBAC Technology Committee

Committee Member & Chair: Kris Amaral (MCFL) and Deborah Stephens (Hartnell)

Active Committee Members: Alicia Martinez(WPL), Kris Amaral (MCFL), Kristen Cardoso (UCSC), Stacy DeMatteo (NPS), Katie O’Connell (HML), Mila Rianto (SPL), Katharine Dixon(SPL), Aloha Sargent (Cabrillo), Kim Smith (MPL), Deborah Stephens (Hartnell), Glenn Swift Tozier (MPC), Kathlene Hanson(CSUMB), Julie Weirick(PGL)

Date: July 31, 2019

1. What did your committee accomplish during the last year?

- We held ten meetings throughout the fiscal year, giving participants the option of connecting through Zoom. Committee chairs attended and reported at four MOBAC Administrative Council meetings.
- We did SQL Training and Website Accessibility training using MCFL’s Lynda library subscription.
- On Friday, April 12, 2019, we held a workshop entitled, “Makerspace and Beyond”. This workshop was held at the Marina Community Room at the Marina Branch Library, Marina, CA. The workshop covered a wide variety of topics. It showed some of the latest technologies being used in libraries today and taught some of the new programs that are possible with these new technologies. It also explained to participants how much it would cost to start these programs in their own libraries. We had over 50 people attend. Our format allowed for hands on time with the makerspace material before and after the workshop and this format was very well received. Presenters came from the Digital Nest, Hartnell College, CSUMB, San Mateo County Library, and MCFL. The workshop was well attended, and the presentations may be viewed on the MOBAC YouTube channel.
- We have nominated Katie O’Connell (HML) and Kristen Cardoso (UCSC) to be our new co-chairs for the next 2 years.

2. What activities, workshops, etc. are you planning for the coming year?

- **IDEAS:** We are currently discussing a workshop in the spring that considers feedback from our last survey. In our last survey, participants from the last workshop requested the following

topics for workshops: Digital literacy, beginning coding for librarians, how to combat cyber-bullying, how to spot a phone/Internet scam, outreach, animation workshop, Lego stem activities, more focus in implementation or collaboration vs here's the cool stuff we do here, new software that speeds up routine computer tasks(speech or handwriting text, improvements to Office Suites), parent/child interaction in makerspace, how to handle difficult situations that arise while providing public service, how to best set up makerspace in the library and promoting events, high tech partnerships with libraries(from ALA Future of Libraries website), tech and teen programming.

3. Are there any obstacles/issues/challenges you wish to convey?

- We had challenges regarding workshops in relying on our own resources/technical skills and having a limited budget for speakers.
- There was a confusion this year also of when to ask for funds.
- It was also a challenge for some members to attend meetings this year due to short staffing issues.

4) Estimate funding need for July –December 2019: \$ 0

January-June 2020: \$ 500

Annual Report to the MOBAC Administrative Council

Fiscal Year: 2018-19

Committee: Literacy

Committee Member & Chair: Cathy Andrews (SAL) **Co-Chair**, Erin Baxter (SBC), Irma Cisneros (SAL), Daisy Cortes (SAL), Susanne Crichton (SAL), Adriana Garcia (SBC), Esperanza Gutierrez (WAT), Sarah Hoeffel (MCFL), Liliana Martinez (SAL), Margarita Medina Romero (SAL), Sheila Mitchell (WAT), Toni Notar (WAT) **Co-Chair**, Shelby Schipsi (SBC)

Active Committee Members: same

Date: August 15, 2019

1. What did your committee accomplish during the last year?

We meet on a quarterly basis, with each meeting hosted by one of the four programs. The sharing of ideas, resources, and updates, providing information and inspiration when we are together, has been especially important as several programs have new staff. We sponsored two trainings this year: "Making a Difference with Library Volunteers: Innovative Approaches for Maximum Engagement" with Carla Lehn was very well received; it was held in February. This was a full-day training; the 25 participants included literacy staff, librarians, and friends of the library group leaders. The second workshop was "A Tutor In-Service", with mini-sessions on four of the most common topic areas for tutors working with learners. The sessions, led by program staff from the four literacy programs, were: Citizenship, High School Equivalency, English Language Resources, and Computer Literacy. 19 tutors from across the region attended.

2. What activities, workshops, etc. are you planning for the coming year?

We will hold two workshops again this year. In February we will host "Writing from the Senses," which was extremely popular when we first hosted it three to four years ago. There is an opportunity for an October workshop on reading; if this is not possible, we will hold the second one in the spring.

3. Are there any obstacles/issues/challenges you wish to convey?

The literacy programs that had staff turn-over last year are gaining traction, and have been able to ramp up their services. The continuing challenge remains that the demand for services outstrips staff and volunteer resources.

Estimate funding need for:

July-December: \$0

January-June: \$500