

MOBAC Administrative Council
September 16, 2022
 9:30 a.m. – 12:00

<https://us02web.zoom.us/j/89337696124?pwd=TnZlM2ZlZG1VMVJMem1nVFZ5WHVhQ09>

Meeting ID: 893 3769 6124; Passcode: 337483

Call-in Option: (669) 900-6833

MOBAC Administrative Council

Joanna Messer Kimmett, Cabrillo College Library (Chair)	Elizabeth Cowell, UC Santa Cruz Library
Hillary Theyer, Monterey County Free Library (Vice-Chair)	Jacqui Grallo, CSU Monterey Bay Library
Aleah Kropholler, Gavilan College Library	Jeff Sundquist, Monterey Peninsula College Library
Alicia Martinez, Watsonville Public Library	Kristan Lunquist, Salinas Public Library
Ann Flower, Middlebury Institute of International Studies	Nora Conte, San Benito County Free Library
Ashlee Wright, Harrison Memorial Library	Rochelle Eagen, San Juan Bautista City Library
Brian Edwards, Monterey Public Library	Tom Rosko, Naval Postgraduate School Dudley Knox Library
Cynthia Ainsworth, Hartnell College Library	Yolande Wilburn, Santa Cruz Public Libraries
Deborah Stephens, Hartnell College Library	
Diana Godwin, Pacific Grove Public Library	

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|--|---------|---------------------|
| 1. Call to Order, Introductions, Announcements, Proxies | Kimmett | |
| 2. Approval of Consent Items (Action Item) | | |
| A. Approval of Agenda | Kimmett | |
| B. Approval of Minutes of June 17, 2022 Meeting | Kimmett | Attachment 1 pg. 3 |
| 3. Administrative Business | | |
| A. Committee Program Updates and Funding Requests (Action Item) | Kimmett | |
| B. PLP Update | Frost | |
| 4. Reports | | |
| A. ILL - Resource Sharing - Report and Committee Annual Report | Haskin | Attachment 2 pg. 5 |
| B. Reference – Report and Committee Annual Report | Addison | Attachment 3 pg. 11 |
| C. SPLAMBA – Report and Committee Annual Report | Griffo | Attachment 4 pg. 13 |
| D. Technology – Report and Committee Annual Report | Tozier | Attachment 5 pg. 14 |
| E. Literacy – Report and Committee Annual Report | Andrews | Attachment 6 pg. 15 |
| F. KOHA ILS Committee | Wright | |
| G. MOBAC Chair | Kimmett | |

H. MOBAC Administration

Frost

5. 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.)

6. Other Business

A. News from Libraries Including COVID-19 Updates

B. Agenda Items for Next Meeting on December 16, 2022

7. Adjournment

Brown Act: 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) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations

Cabrillo College Library, 6500 Soquel Drive, Bldg. 1000, Aptos, CA 95003

Dudley Knox Library, Naval Postgraduate School, 411 Dyer Road, Monterey, CA 93943

Gavilan College Library, 5055 Santa Teresa Boulevard, Gilroy, CA 95020

Hartnell College Library, 411 Central Avenue, Salinas, CA 93901

Monterey County Free Library: 188 Seaside Circle, Marina, CA 93933

Monterey Public Library: 625 Pacific Street, Monterey, CA 93490

Salinas Public Library: 350 Lincoln Avenue, Salinas, CA 93906

San Benito County Free Library, 470 Fifth Street, Hollister, CA 95023

San Juan Bautista City Library 801 Second Street, San Juan Bautista, CA 95045

Santa Cruz Public Libraries, 117 Union Street, Santa Cruz, CA 95060

UC Santa Cruz University Library, 1156 High Street, Santa Cruz, CA 95064

Watsonville Public Library, 275 Main Street, Suite 100, Watsonville, CA 95076

Pacific Library Partnership, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403



Monterey Bay Area Cooperative Library System
 32 West 25th Avenue, Suite 201, San Mateo, CA 94403-2265
 Phone (650) 349-5538 Fax (650) 349-5089

MOBAC Administrative Council

June 17, 2022

9:30 a.m. – 12:00 p.m.

Salinas Public Library, El Gabilan Branch

1400 N. Main Street, Salinas, CA 93906

Action Minutes

Council: Joanna Messer Kimmitt (CAB); Deborah Stephens (HCL); Ashley Wright (HML); Inga Waite (MPL); Tom Rosko (NPS); Diana Godwin (PGR); Yolande Wilburn (SCCL); Rochelle Eagen (SJB); Alicia Martinez (WPL)

Proxies: Chris Ricker for Hillary Theyer (MCFL); Erin Baxter (SBC) for Nora Conte; Mila Rianto for Kristan Lundquist (SAL)

Others: Cathy Andrews (Literacy); Dave Addison (Reference); Katherine Dixon (Technology); Carol Frost (PLP); Justin Wasterlain (PLP)

1. Call to Order, Introductions, Announcements, Proxies

The meeting was called to order at 9:34 a.m. by Substitute Chair Waite. Proxies were announced.

2. Approval of Consent Calendar Agenda

A. Approval of Agenda

B. Approval of Minutes of March 18, 2022 Meeting

The Consent Calendar was approved via roll-call vote as presented. Wilburn was not present. (Martinez/Stephens)

Wilburn joined meeting.

3. Administrative Business

A. Committee Program Updates and Funding Requests

There were no requests. No action was taken.

B. Review and Approval of FY 2022-23 OCLC Contract

Frost presented the item. A motion was made and approved unanimously via roll-call vote to approve the FY 2022-23 OCLC contract, with Eagen abstaining.

(Stephens/Kimmitt)

MEMBER LIBRARIES - CABRILLO COLLEGE LIBRARY • CALIFORNIA STATE UNIVERSITY, MONTEREY BAY LIBRARY • GAVILAN COLLEGE LIBRARY • HARRISON MEMORIAL LIBRARY (CARMEL) • HARTNELL COLLEGE 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

- C. PLP Update
Frost reported PLP did not receive the Social Justice and Intellectual Freedom grant for FY 2022-23. PLP is advocating for the California State Library to provide trainings for de-escalation, book challenges, and other timely issues through CALL. PLP received a grant to partner with the California State Library to provide online homework help and tutoring services to public libraries throughout the State. Innovation and Technology Grant applications will open in July. A draft of PLP's strategic activities will be reviewed by the PLP Executive Committee on June 21, 2022. Executive and middle management cohort applications closing soon. Frost congratulated Waite on her upcoming retirement.
 - D. Review of MOBAC Meeting Schedule for FY 2022/23
Wasterlain presented the FY 2022/23 meeting schedule. Waite suggested libraries discuss on-site locations for upcoming meetings.
4. Reports
Reports for Resource Sharing, Reference, SPLAMBA, Technology, and Literacy were presented. Committees are recruiting new members. Waite thanked MOBAC libraries for their support over the years. Frost announced a call for Staff Development Initiative Grants would be forthcoming.
5. Public Comment – none.
6. Other Business
- A. News from libraries including COVID-19 updates
The libraries shared updates
 - B. Agenda items, Chair and location for next meeting on September 16, 2022
 - 1. Committee annual reports
 - 2. Committee program updates and funding requests
7. Adjournment
The meeting was adjourned at 10:44 a.m. by Substitute Chair Waite.

Annual Report to the MOBAC Administrative Council

Fiscal Year Reporting on: 2022

Committee Name: Resource Sharing Committee

Committee Chair: Co-Chairs: Katya Haskin (MPC), Rochelle Eagan (SJB)

Active Committee Members: Rachel Becerra (GAV), Madeleine Damon (SCZ), Rochelle Eagan (SJB), Lydia Gentry (MIIS), Katya Haskin (MPC), Ray Melendez (MCO), Mezairah Niduaza (HCL), Donna Teresa (MPC), Jillian Wilson (WAT)

Date: 7 September 2022

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

During the course of the year as the COVID-19 pandemic continued to be an issue we continued to meet via ZOOM. We scheduled four (4) meetings throughout the fiscal year: July 27th 2021, October 12th 2021, January 11th 2022, April 12th 2022. The Courier Service has resumed a more consistent schedule as we move out of the pandemic. All committee meetings continue to include sharing information, discussion for problem solving, services offered and resource sharing practices.

Meeting Highlights:

July 27th 2021,

Former Committee Chair, Irma Fink's (NPS) final MOBAC RSC meeting. Tentative discussion of who will take over the responsibilities. Rochelle Eagan (SJB) and Katya Haskin (MPC) volunteered, but a decision was not made at this meeting. Additional discussion of libraries reopening after being closed during the course of the pandemic, procedures and patron handling.

October 12th 2021,

Rochelle Eagan (SJB) and Katya Haskin (MPC) agreed to co-chair the RSC Committee for the 2022 fiscal year. Libraries continue to reopen, problem sharing as new issues arise with COVID-19 policies and mandates. Maddy Damon (SCZ) attended a conference and shared what she learned (book linked below).

<https://kpu.pressbooks.pub/indigenouinformationliteracy/>

January 11th 2022,

Continued problem solving discussion. Updates on KOHA ILS and the Technology committee. Ongoing renovations with the Santa Cruz Public Library branches and its

progress. Rebecca Burgeon (CSUMB) attended the OCLC conference and learned how to use ILLiad and how to automate it.

April 12th 2022,

Discussion of what to include in the annual report. Rebecca Burgeon's (CSUMB) final meeting before her retirement. The usual problem solving discussion.

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

- We will continue to explore ILL tools that facilitate the sharing of electronic resources and e-books.
- We will continue to gather and share information about ILL-relevant conferences, resources, and workshops.
- We will continue to find the best information and updating 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 meetings via ZOOM until we are able and urged to gather in person once more.
- We will reach out to libraries with members that have retired and connect with their replacements, urging them to participate in this committee.

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

- As usual, we would like to see what we can do as a committee to encourage and facilitate resource sharing among all MOBAC member libraries.
- Due to the changing nature of digital content, we are working to keep up with new technologies.
- As we are moving out of the COVID-19 pandemic, we are working to continue provide services safely.
- We request that the Council encourage full participation of MOBAC member libraries in resource sharing.
- We request that the Council encourage full participation of member libraries' designated Resource Sharing Committee representatives at our quarterly Resource Sharing Committee meetings.

Estimate funding need for current FY: We are not requesting funds at this time.

Annual Statistics – FY 2022 (June 2022 – July 2021)

The statistics presented in **green** (pgs 3-4) represent the overall activity of MOBAC as **Lenders**.

The statistics presented in **blue** (pgs 5-6) represent the overall activity of MOBAC as **Borrowers**.

Lender Activity Overview Report -- Group				
Reporting Period	June 2022 - July 2021			
Group ID:	MOBAC			
Group Name:	Monterey Bay Area Coop Libr Syst			
Institutions:	20			
Month	Jun-22	May-22	Apr-22	
Requests Received	1633	1558	1684	
Requests From WorldCat	1613	1535	1661	
Requests Cancelled	10	10	15	
Requests Filled	655	558	635	
Requests Filled - Loan	433	387	419	
Requests Filled - Copy	222	171	216	
Requests Unfilled	983	973	1057	
Average Turnaround Time For Filled Requests (dd:hh:mm)	1:03:07	1:07:26	1:01:55	
Average Turnaround Time For Loan Filled Requests (dd:hh:mm)	1:09:50	1:15:50	1:08:10	
Average Turnaround Time For Copy Filled Requests (dd:hh:mm)	0:14:24	0:12:43	0:13:55	



Mar-22	Feb-22	Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21
1957	1691	1861	1261	1544	1899	1649	1407	1326
1941	1658	1846	1236	1516	1868	1625	1390	1314
14	8	7	6	9	17	12	24	26
737	610	665	402	565	665	515	336	209
462	331	424	217	322	394	321	226	162
275	279	241	185	243	271	194	110	47
1204	1078	1202	826	1009	1206	1110	1166	974
0:23:17	0:21:07	1:02:53	0:23:46	1:03:50	0:23:31	1:09:07	0:23:46	1:02:10
1:07:26	1:06:00	1:12:29	1:12:43	1:14:53	1:10:48	1:18:14	1:00:00	1:01:55
0:09:36	0:10:34	0:10:05	0:08:24	0:12:58	0:07:26	0:17:46	0:23:31	1:03:07

Borrower Activity Overview Report -- Group

Reporting Period

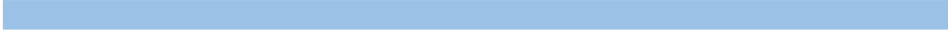
June 2022 - July 2021

Group ID: MOBAC

Group Name: Monterey Bay Area Coop Libr Syst

Institutions: 20

Month	Jun-22	May-22	Apr-22
Requests Initiated	1188	1024	978
Requests From WorldCat	1187	1017	974
Requests Cancelled	57	68	89
Requests Filled	806	692	704
Requests Filled - Loan	546	430	483
Requests Filled - Copy	260	262	221
Requests Unfilled	224	163	123
Average Turnaround Time For Filled Requests (dd:hh:mm)	8:22:48	7:11:31	7:15:36
Average Turnaround Time For Loan Filled Requests (dd:hh:mm)	11:01:12	10:15:50	10:06:43
Average Turnaround Time For Copy Filled Requests (dd:hh:mm)	4:12:43	2:06:14	1:21:36



Mar-22	Feb-22	Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21
965	955	959	786	1123	1349	1372	882	684
965	954	950	762	1118	1345	1370	882	682
61	66	63	47	77	59	80	47	24
747	763	679	551	838	849	759	638	400
472	456	429	332	461	497	482	314	174
275	307	250	219	377	352	277	324	226
143	156	233	290	393	447	166	189	147
7:12:29	8:01:41	8:22:05	8:06:14	7:11:31	7:02:10	8:07:12	9:19:12	6:16:34
10:16:19	10:18:29	12:18:00	12:09:22	11:23:02	10:12:43	11:03:07	16:21:22	12:18:14
2:02:10	4:01:26	2:08:24	1:23:46	2:00:14	2:05:31	3:09:36	2:22:34	2:00:14

Reference Committee Annual Report

Fiscal Year Reporting on: 2021/2022

Committee: Reference

Committee Chair: David Addison (SCPL)

Active Committee Members: Charlene Williams (PG), Watonka Addison (WPL), Cynthia Ainsworth (Hartnell), Elisabeth Thomas (MPC), Stephen Fadel (CSUMB), Betsy Vaca (Cabrillo), Joelle Mellon (MIIS) Jason Thomas (Salinas), Be Astengo (MCFL), David Taverez (MCFL)

Date: September 8, 2022

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

- We met 6 times via Zoom 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 support each other during this past year as most of our services have opened back up for our patrons.
- We hosted a well-attended workshop on Zoom titled "The Gamification of Learning". The workshop took place on October 22, 2021 and centered around the ideas of using gaming to help our patrons and students learn. The program was presented by our committee member Joelle Mellon from MIIS and our guest Nadav Lipkin, Ph.D. at La Roche University.
- We continued to support each other professionally and personally during the third year of the pandemic by sharing coping techniques. We had very supportive conversations on how each of our libraries were able to provide reference services during a very challenging and ever changing landscape. Our conversations on this topic are evolving and ongoing.

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

- We will continue to have conversations around the impacts of the pandemic and how this has affected our services for both public and academic libraries. We will share our strategies and best practices for staying connected to our communities. We continue to share information regarding our available digital services and how to use them. (staff and public training needs)
- The topic for our annual fall workshop is the curation of our digital resources, in particular e-books and e-audiobooks. This topic relates to both public and academic libraries. It also relates to lifelong learning, from public to academic, back to public libraries. We want to focus on the economy of our e-resources, currency, relevance to our communities, and a general focus on our collections using an EDI lens. We have secured a presenter from Oakland Public Library.

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

- This question raised a few hands in our last committee meeting. Instead of talking about challenges, some of committee members wanted to mention how much we've overcome obstacles and succeeded in our libraries and on the reference committee. We have all been quite resilient and are proud of our ongoing commitment to our institutions and the communities we serve.

Estimate funding need for current FY: \$400

Annual Report to the MOBAC Administrative Council

Fiscal Year Reporting on: 2022

Committee Name: SPLAMBA

Committee Chair: Elizabeth Griffo

Committee Co-Chair: Mary Weyant

Active Committee Members: Alison Day (MCFL), Mary Weyant (PGPL), Rochelle Eagen (SJBPL), Jacqueline Danziger (SCPL), Brenda McIlroy (SCPL), Elizabeth Griffo (WPL), Kim Smith (MPL)

Date: 8/24/2022

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

We have found a good balance in scheduling our meetings every other month to allow members flexibility and encourage full participation when a meeting occurs. Sharing resources/ideas has continued to be our greatest asset for each other. Recently we have recruited new members as libraries start to hire employees post pandemic.

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

We are planning a spring workshop with a title that is yet to be determined. The format of the workshop will be PowerPoint presentations accompanied by our own members who will speak on a topic of their choice/expertise for 10 minutes each followed by Q&A. We are asking for \$300 to provide food and drink for attendees and speakers. This will be a hybrid workshop, with a virtual option available.

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

We are still meeting virtually to help meet health concerns and increase attendance. Membership participation is still challenging. Members are identifying staffing shortages as the lead cause for being unable to attend regularly. We are hoping to see an increase in participation this coming year with the hopes to engage School District Library staff.

Estimate funding need for current FY: \$300

Annual Report to the MOBAC Administrative Council

Fiscal Year Reporting on: 2021-2022

Committee Name: Technology

Committee Chair: Glenn Tozier (MPC), Stacy DeMatteo (NPS)

Active Committee Members: Katie O’Connell (HML), Deborah Stephens (HCL), Kathlene Hanson (CSUMB), Eva Nottage (WPL), Katharine Dixon (Co-Chair 2021-2022, SPL), Kim Smith (MPL), Kris Amaral (MCFL), Stacy De Matteo (NPS), Glenn Tozier (MPC)

Date: September 2022

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

With the continued fallout from the COVID-19 pandemic, much of the committee’s time was spent supporting members and providing support and insight as libraries around the area reopened. The committee provided an opportunity to discuss how reopening was being managed and how library technologies were being implemented or leveraged in the re-opening.

In addition, the committee looked at our practices to ensure Brown Act compliance, defined the parameters of our meetings and adjusted our meeting schedule to meet current needs. We also defined a rotation for the committee chair position to ensure leadership even if someone does not volunteer.

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

As we have now entered the time of re-opened libraries we would like to assess how the group can best support each other with our library technology. We anticipate that we will structure our year around sharing lessons learned, new tech implemented, and restarting our group professional development. Because we have not done a workshop and gathered ideas from MOBAC libraries for workshops or areas needing support, a survey soliciting that information would be valuable. We would also like to explore the possibility of providing less formal workshops, a sort of “office hours” based on MOBAC libraries’ tech needs.

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

The pandemic has been extremely disruptive for all of our member libraries and many of us are struggling with limited staffing, disrupted budgets, and redefined roles. With the disruptions of the last few years, our membership and meeting attendance has decreased. With these disruptions members have not had the time or energy to devote to activities such as workshops that the group has provided in the past.

Estimate funding need for current FY: \$0

Annual Report to the MOBAC Administrative Council

Fiscal Year Reporting on: 2021-2022

Committee Name: Literacy Committee

Committee Chair: Cathy Andrews (SPL)

Active Committee Members: Cathy Andrews (SAL), Susanne Crichton (SAL), Adriana Garcia (SBC), Esperanza Gutierrez (WAT), Sarah Hoeffel (MCFL), Margarita Medina Romero (SAL), Sheila Mitchell (WAT)

Date: 9-1-2022

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

- Our quarterly meetings were held in July, October, January, and April on Zoom.
- We sponsored one training:
 - 36 people attended the hybrid training “Return to Learner-Centered Model” on March 23, 2022, presented by popular facilitator, Kathy St, John. The focus of this interactive workshop was on the core principle of adult literacy being learner-centered and how to maximize the impact for learner accomplishment.

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

- We anticipate holding 1-2 trainings during the year. Our first training will be in September, in association with the Blue Zones Project. We typically hold one training in the winter or early spring; the topic will be determined later this fall. As usual, they will be open to tutors/volunteers, program staff, and library staff across MOBAC.

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

- Literacy programs continue to find ways to serve our communities of low-literacy adults as the uncertainties of the COVID-19 pandemic persist, impacting the mode and content of services. Many programs were able to resume more in-person services, though the one-to-one tutoring, primarily provided by volunteer tutors, continues to lag.
- Staffing presents some on-going challenges. There has been turnover in staff, and some positions remain unfilled. The remaining staff feeling increased pressure to maintain services with fewer human resources typically exacerbates the stress. This is a topic we look at frequently in our network meetings.

Estimate funding need for current FY: July-Dec \$0, Jan-June \$500