

BC Libraries Cooperative CONFIDENTIAL Operational Report for the period December 8, 2018 - February 6, 2019				
Completed?	Theme	ACTION	Status	Deliverable(s)
	Digitization			
		BC Digital Library	Ongoing	November 1 BCDL meeting was attended by Ben and Dana. Update on BCDL status is expected in February.
	Finance/Legal			
		Finance Sub Committee Regular updates/meetings	Ongoing	Regular monthly schedule
x		Finance Sub Committee Regular updates	Completed	Year-To-Date Financials shared with Treasurer and Chair through 2018.12.31
x		Financial statements distributed	Completed	Financial statements distributed to Finance Sub Committee through 2018.12.31
		FY1920 Budget	Ongoing	Second draft completed and shared with Finance Sub Committee
	Governance			
		Board meetings	Ongoing	Regular schedule
		Governance Sub Committee	Ongoing	Regular schedule
	LibPress & Web	Design & Hosting		
x		Libpress Implementation	Completed	One new MB french language site launched. One new MB site ready for launch, waiting on library to confirm
x		LibPress Support	Completed	Batch replaced all references to older RBdigital product names and URLs across approx 70 LibPress sites, saving many hours of work by library staff
x		LibPress Support	Completed	Contracted past service lead to deliver training to new library to fill gap in staffing coverage.
		LibPress Support	Ongoing	Created LibPress service satisfaction survey (closes Feb 8) including questions to focus upcoming community training sessions in late February/early March
		Emerging Services	Ongoing	Consolidated various small web services on new VM, including migrating current survey software limesurvey to production-ready server in anticipation of new external clients in addition to current internal use.
		Emerging Services	Ongoing	Provided quote for development and hosting of stats website
		Consulting	Ongoing	Began month-long engagement with mid-sized urban library to produce expert report on developing and hosting Drupal website for their library
	Librarytoolshed.ca			
		Expanded Offerings	Ongoing	New content type for "Policies" developed and being pre-populated by steering group members in anticipation of early 2019 launch. Continue to
	Licensing - BC & Manitoba Licensing Consortium Inc (MLCI)			
		(BC) Product Renewals	Ongoing	All year end renewals almost complete. For BC, we processed over 30 product or product package renewals for Jan -Dec 2019 license term. Difficult negotiation with Press Reader because of removal of remote access for Globe and Mail. Ebsco and Proquest renewals are large and complex and both have been almost completed.
		(MLCI) Product Renewals	Ongoing	3 renewals complete or almost complete (NFB, Ebsco Novelist and RB Digital Magazines). We had a significant library cancel in Manitoba for magazines and so we have had to adjust the provincial offering.
		(BC) Licensing BFG Meeting	Ongoing	Next LBFG meeting scheduled for March 2019. There is a current doodle poll out to establish best date.
		(BC) New product evaluation & pricing	Ongoing	New products for LBFG: SOLARO discount secured and 2 new libraries brought on board. Macleans Archive also offered out with 2 new joins. Streaming video products from RBDigital (AcornTV, Great Courses and others) offer sent to libraries, 2 libraries subscribing so far. 1 library joined Transparent Languages.
		(MLCI) New product evaluation & pricing	Ongoing	Statista Consortia Canada pricing available for MB post-sec libraries.
		(BC) Library2go - shared Overdrive Collection	Ongoing	5% increase for member libraries to the 2019 budget for the Library2go shared Overdrive collection. Next Overdrive Selections Meeting is February 28. Consulted with Libraries Branch and they submitted a proposal between the Co-op and the Libraries Branch to Francophone Affairs Program for \$15,000 in funding for purchasing French ebook and eaudiobook content through the Library2go platform.
		(BC) License Agreement review	Ongoing	Reviewing existing license agreements. Draft model license based on SOLS' model license. Implementing with EBSCO and Proquest for Jan 1 2019 license renewals.
		(BC) Authentication Support	Completed	Held discussions about developing authentication middleware connector for Overdrive based on existing NNELS connector code. Instead shared existing code for KAPA SIP server.
		(BC) Authentication Support	Completed/Ongoing	Drafted new contract to host ezProxy for a small post-secondary institution. Developing quotes for 2-3 other post-secondaries, in part contingent on bandwidth estimates that are still to be delivered.
		(BC) Authentication Support	Ongoing	Met with BC ELN to compare approaches between post-sec and public libraries for province-wide authentication for licensed resources. Continued to liaise with provincial-level experts and counterparts to develop a province-wide strategy for public libraries.
	Member & Stakeholder Engagement / Concern for Community			
		Member Communications	Completed & Ongoing	Emails, phone calls & webinars
		Stakeholder meetings	Completed & Ongoing	Province of BC (Initiative-based meetings relating to funding & Co-op initiatives); Public Library Partner Advisory Group (Libraries Branch, BC Library Association, Association of BC Public Library Directors, BC Library Trustees' Association), National Network for Equitable Library Service (NNELS); MassLNC Evergreen Development Initiative.

		Communications Plan	Ongoing	Staff Communications Committee continuing to operationalize and further the recommendations of Communications Action Plan stemming from the Boldt Communications engagement & the Co-op Strategic Plan. Next communiqué is scheduled to be sent in March.
		Stakeholder meetings	Upcoming	Province of BC; National Network for Equitable Library Service; Realize Co-op; (BC) Provincial Digital Library, BC Co-op Association
		Conference Participation / Connectivity	Upcoming	Co-op's systems manager to participate on a panel at BCLA regarding connectivity challenges for libraries; Preparations well underway for IT and libraries pre-conference session at BCLA co-sponsored by FVRL and Co-op, building on last year's successful pre-conference; staff are submitting proposals for Beyond Hope.
National Network for Equitable Library Service (NNELS)				
		Software Development	New & Update	The work with the NNELS Exporter is complete, and we are waiting for re-assessment of our records from OCLC to ensure our MARC records meet OCLC's standard. Working on 2018 NNELS Annual Statistics Report. Doing some adjustments on the NNELS Cover Art code due to a storage issue on the server.
		Implementations	New & Update	AB - In conversations with an academic in Alberta to provide information about implementing NNELS. NS - In conversations with an academic in Alberta to provide information about implementing NNELS. ON - In conversations with a public library in Ontario to provide information about implementing NNELS.
		Training & Presentations	New & Update	Accessible Publishing Summit took place in Toronto over January 28th and 29th - https://www.accessiblepublishing.ca/ - Very successful event - Full attendance on both days - Much bigger than originally planned — 50 people - Many notable publishers were in attendance, along with members of Federal Government, members of the Canada Book Fund, Alternate Format Producers, Librarians, Accessibility Testers and NNELS Funders - Much vibrant discussion over the two days, which ended with plans within the Canadian publishing sector to establish new policies, developing a publisher/accessibility website, and a focus on hiring people with disabilities to work in the publishing industry. Highlight was a hands-on demonstration of EPUB accessibility by our 7 testers using various assistive technologies and screen readers - eye opening! Also had conversations with a couple of organizations about potential partnerships.
		Content production	New & Update	CBC Canada Reads 2019 shortlisted and longlisted titles are now available. Production has begun on BC Summer Reading Club titles. Alberta's 236-title Prairie Indigenous Ebook Collection will soon be available in NNELS. 15 requested titles produced in the month of December 9 requested titles produced in the month of January 15 new BC Open Textbook titles added to the BC Open Textbooks collection 83 new audiobooks available from Recorded Books ebook accessibility audits for Canadian publishers continues Purchasing of Canadian audiobook and ebook collections continues (grant-funded)
		Content coordination	New & Update	Throughout December, BC Accessibility and NNELS worked together to produce two reports in accessible formats, and publish two accessible videos on NNELS.ca. This is a continuation of the work done in previous years to provide a space for the BC Government to store accessible videos and reports. Have been in conversations with a Quebec organization about options and potential costs around collaboration that could involve an English/French content exchange.
		Operational Call	New & Update	Operational Meeting took place on Jan 15, 2019
		Jurisdictions call	New & Update	Funders Meeting took place in Toronto on Jan 30, 2019 - Steering Committee Governance Model adopted - Budget for 2019/20 presented - Strategic Planning discussed
		Communications	New & Update	- Canada Reads communiqué sent out on Jan 31, 2019 - Accessible Publishing Summit publicity: https://inclusivepublishing.org/blog/accessible-publishing-summit-a-triumph-for-nnels/

		Regulatory environment	New & Update	Current Grant Update: https://nnels.ca/2018-sdppd-grant-amendment
		Operations / Systems		
		Telecommunications	Ongoing	Deployed new FreePBX server on dedicated hardware as an attempt to address ongoing issues with phone dropouts. Problems persist so escalating troubleshooting with network providers where problem now seems certain to lie.
		Hosting	Ongoing	Developed plan to upgrade 40+ virtual machines whose operating system will be end of life at the end of April 2019. Work has commenced to upgrade, migrate or retire as need be.
x		Emerging Services	Completed	Sent staff to smaller lower mainland library system and surrounding area to inventory and assess their IT environment as part of urgent consulting project they requested. Finalized report by 2nd week in January.
		Emerging Services	Ongoing	Continued research into viability of "virtual desktops" as a service for small libraries
		Emerging Services	Ongoing	Quoted on hosting an RT queue for partner library consortium work to support their provincial ILL solution
		Consulting / Connectivity	Ongoing	Responded to RFP on a detailed connectivity study for a federation of libraries. On Feb 4 were notified of successful awarding of project. Work to commence immediately, will take up to 150 hours of Co-op consulting time in February, March and April, primarily by the Co-ops systems manager.
x		Privacy and Security	Completed	Arranged for 11 Co-op staff to be trained on the BC privacy regulations as part of our efforts to comply with requirements coming out of post-sec adoption of Sitka and related PIA.
		Personnel		
		Evaluating existing reporting structure	Ongoing	We rely on cross-functional task groups to best support diversity of member service offerings, cost-effectively per Strategic Plan; reporting adjustments may be warranted going forward.
		Management	Ongoing	Twice monthly meetings; standing and new items
		Service Leads	Ongoing	On hiatus this fall, pending review of Terms of Reference in new year.
		Staffing	Ongoing	Submitted proposal to Canada Summer Student funding for co-op student position to assist with various web content duties.
		Sitka & Evergreen		
		Sitka Community calls	Ongoing	Darlene Dallman, Chair of Manitoba Spruce and Library Director, South Interlake Regional Library chaired her first Sitka BFG meeting on November 13. 29 library staff and 4 Sitka staff participated. The next Sitka Business Function Group teleconference will be scheduled in late Spring.
		Angularized Acquisitions testing of Sprints 1, 2, 3		Support staff have provided input on development and are participating in testing of the first 3 sprints to move Acquisitions from xul to Angular. 6 additional sprints will be tested in the coming months and staff will identify any issues and establish timeline for roll-out to Sitka members when testing is complete.
x		Acquisitions - new members	Ongoing	A call for interest was issued in September for the next Acquisitions intakes in Jan/April 2019. The only new implementations in 2019 will be the four post-secondaries joining Sitka in the spring.
		Continuing Training	Completed & Ongoing	Two webinars on one topic were offered in January 2019 with 29 library staff participating. Four webinars on two topics are scheduled for February-March 2019.
		Development - Partnerships	Ongoing	BCLC continues to participate in monthly meetings with the MassLNC Evergreen Development Initiative. Funded development priorities now in progress include: Test Notification Method (code complete and accepted), Spine Label Sheet Printing (final bug fixes underway), Print & Email Actions (final bug fixes underway), Update Hold Notification Method (coding underway), Hopeless Holds (coding underway), Patron Alert Consolidation (specifications under review), Geographic Proximity Sorting (awaiting specifications), Did You Mean (awaiting specifications). With funding from VIU, VCC, Camosun and Selkirk, the Co-op has entered into an agreement with Jane Sandberg at Linn-Benton Community College in Albany, OR to develop several improvements to Evergreen Booking, including: - A redesigned interface for creating new reservations; - Better management of existing reservations, including a central management screen for staff and the ability to edit existing reservations; - Allowing staff to add, edit, and remove notes about specific reservations; - Porting several Booking interfaces to Angular - Resolution of several outstanding bugs
		New member libraries	Ongoing	Four post-secondary libraries - Vancouver Island University, Vancouver Community College, Camosun College and Selkirk College - will join Sitka in spring 2019. Migration and training plans are well underway for all four. Royal BC Museum (research library) has signed on to join Sitka in Fall 2019. One additional library is expected to sign on this month, for implementation later in 2019.
		Potential new members	Ongoing	Continuing to respond to regular requests for information/proposal and presentations.
		Conifer	Ongoing	Co-op has provided hosting, back-end and O/S support for Conifer, Ontario's consortial Evergreen installation of 18 post-secondary and special libraries. From July 1, 2018 through June 30, 2019, the Co-op is providing additional support to cover a sabbatical leave for Dan Scott, Associate and Systems Librarian at Laurentian University.

		Evergreen Community participation	Ongoing	<p>Sitka staff continue to participate in the Evergreen community's Student Success and Developers' working groups (both meeting monthly)</p> <p>Testing of LDAP underway for post-secondary libraries joining in Spring. Expect to offer to other interested Sitka libraries starting in Fall 2019.</p> <p>French language OPAC translation is over 95% complete and ready for Evergreen version 3.3., with substantial work and input from Manitoba PLSB. Review of final ~5% now in process.</p> <p>Implemented Copy alert status via Item status and made improvements to the new Group Fines feature.</p> <p>Updated the URLs in MARC records for RBDigital resources for all BC and Manitoba libraries that subscribe to the service. This was done per the announcement from RBDigital that old URLs would no longer work as of February 4th 2019.</p>
		New features and services		