

BC Libraries Cooperative CONFIDENTIAL Operational Report for the period February 6, 2019 - March 31, 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 Spring 2019.
	Finance/Legal	Finance Sub Committee Regular updates/meetings	Ongoing	Regular schedule
x		Finance Sub Committee Regular updates	Completed	Year-To-Date Financials shared with Treasurer and Chair through 2019.02.28
x		Financial statements distributed	Completed	Financial statements distributed to Finance Sub Committee through 2019.02.28
		Annual audit	In process	Due to be complete by June 13.
	Governance	Board meetings	Ongoing	Regular schedule
		Governance Sub Committee	Ongoing	Regular schedule
		Nominations Committee	Ongoing	Baharak Yousefi (SFU) and Beverley Rintoul (Rossland) have volunteered to serve as Nominations Committee. Nominations for two board vacancies will open in mid-April for 30 days.
	LibPress & Web Design & Hosting	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	Delivered 3 continuing training seminars for current LibPress libraries that trained approximately 60 people
x		LibPress Support	Completed	Closed LibPress satisfaction survey. Used results to identify development priorities for the next year.
x		Emerging Services	Completed	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	Received go ahead on new stats site for consortia of post secondary libraries. Moving ahead with development work in April for delivery by end of October at latest.
x		Consulting	Completed	Completed 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 completed, including processing and invoicing. Completed three product renewals in March for Teen Health and Wellness, Sesame Street eBooks and Criterion.
		(MLCI) Product Renewals	Ongoing	Renewals complete or almost complete include RB Digital Magazines, and four Naxos Music Products. CINAHL renewal is in the works.
		(BC) Licensing BFG Meeting	Ongoing	LBFG meeting held March 7, discussions included CULC eBook advocacy campaign and OverDrive Selections guidelines, including updated section on challenged eBooks. eBook Summit Planning committee formed. Next LBFG meeting scheduled for May 2019.
		(BC) ABPBC Collaboration	Ongoing	Staff will be presenting at the Association of Book Publishers of British Columbia (ABPBC) AGM in May to discuss possible collaboration on a BC-wide BC published ebooks project.
		(BC) New product evaluation & pricing	Ongoing	New products for LBFG: Currently working on a Consortia Canada license for MediTV. Discussing licensing options with Beanstack. Met with Kanopy vendor, still no offer for public libraries.
		(MLCI) New product evaluation & pricing	Ongoing	Working with Lynda.com license for MB post-secondary libraries. Kanopy vendor meeting, possible license for post secondary libraries.
		(BC) Library2go - shared Overdrive Collection	Ongoing	OverDrive selections meeting held on Feb 28 included revisions of the Collection Guidelines to be approved at May LBFG. Also, Libraries Branch and the Co-op submitted a joint request for funding for French ebooks/audiobooks for Library2go libraries through the Francophone Affairs Program. This funding has been approved and the Coop will receive \$21,500 for the purchasing and promotion of French language eBooks and audiobooks through the Library2go platform. The funds need to be spent by December and a report compiled by Dec 15, 2019.
		(BC) License Agreement review	Ongoing	Continuing to review existing license agreements. Draft model license based on SOLS' model license. Implementing with EBSCO and Proquest for Jan 1 2019 license renewals. Also implementing with RBDigital and smaller vendors as renewals arise.
		(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	Started deployment of new ezproxy server for one mid-sized post-secondary
		(BC) Authentication Support	Ongoing	Continued research into possible solutions 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.
		eBook Summit planning	Ongoing	Committee formed at March LBFG. First meeting on April 3
		Training and webinars	Ongoing	None in March
	Member & Stakeholder Engagement / Concern for Community	Member Communications	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 late April.
		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	Upcoming	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 proposals were accepted for Beyond Hope. Sitka staff have been invited to participate via webinar at Kootenay Library Federation meeting in April.
		Connectivity	Upcoming	Co-op's systems manager to participate on a panel at BCLA regarding connectivity challenges for libraries and is also consulting on connectivity amongst Interlink members.
National Network for Equitable Library Service (NNELS)				
		Software Development	New & Update	2018 NNELS Annual Statistics Report complete; now with Operational Committee. A variety of fixes applied to the NNELS website, the most notable being: <ul style="list-style-type: none"> Resolved an issue with Cover Art where cached art was not being removed; File Publisher and File Date added to the user display; Have made some progress on the data missing from records; a solution has been implemented that tracks where and when data is removed from records. The metrics software for NNELS has been moved to a new software platform (due to a company change); the move was seamless for NNELS data.
		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	NNELS was shortlisted for the 2019 Accessible Books Consortium International Excellence Award in London, England. Though NNELS did not win (winner of this award was eKitabu from Kenya), this was a great venue to create International Exchange Relationships. Takeaway: "NNELS is a trailblazer in regards to digital formats and our open philosophy, and close connection with public libraries is quite unique." Conference presentations coming up for: Alliance for Equality of Blind Canadians (AEB; April), SLA (May), BCLA (May), Beyond Hope (June), APLA (June), Book Publishers Association of Alberta (BPAA; September). NNELS will participate in CULC's One eRead Canada (the first selection, Glass Beads by Dawn Dumont, is in NNELS.
		Content production	New & Update	16 requested titles produced in the month of February, including: <ul style="list-style-type: none"> On Food and Cooking: The Science and Lore of the Kitchen by Harold McGee The Boy on the Beach by Tima Kurdi Chaos to Canvas by Maxwell Smart Starlight by Richard Wagamese BC Summer Reading Club titles continue to be made available. 72 titles made available as part of the Prairie Indigenous Ebook Collection thanks to the Alberta Government. More to come! The Nova Scotia Provincial Library contributed 4 new ebooks to our Atlantic Canadian collection for Read Local Month. First Nation Communities Read 2019 titles as well as Saskatchewan Book Award 2019 titles are now in production Through the SDPPD grant: book accessibility audits for Canadian publishers continue, as does purchasing of Canadian audiobook and ebook collections. Also, about 50 electronic braille files will soon be added to NNELS.
		Content coordination	New & Update	NNELS re-applied for membership with an international body that facilitates international book exchange.
		Operational Call	New & Update	Operational Meeting took place on Mar 19, 2019
		Jurisdictions call	New & Update	Funders Meetings took place Feb 14, 2019 and Mar 14, 2019 - Steering Committee TOR revisions - Strategic Planning discussed

		Communications	New & Update	- Canada Reads communique 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 SDPP-D Grant received an extension to May 31, 2019. Projects are updated on the NNELS website. No funding for NNELS included in the current round of the Federal budget; NNELS is exploring opportunities with ESDC and Canada Heritage.
Operations / Systems				
x		Telecommunications	Completed	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.
		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.
x		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.
		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 since 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.
		Practicum student placement	Planning	Kelly Stathis from UBC ISchool, April 29-May 10. NNELS work and BCLA attendance
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	Ongoing	Support staff have provided input on development and are participating in testing of the first 3 sprints to move Acquisitions from xul to Angular. The community has been reviewing priorities for the next sprints to deliver most-needed functionality earlier, wherever development process permits.
		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	Four webinars on two topics were offered in February and March 2019 with 43 library staff participating.
		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) and YMCA Greater Vancouver have both signed on to join Sitka in Fall 2019. Northwest Regional Library in Manitoba has signed an EOI to join Sitka in Q1 of 2020
		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	Sitka staff continue to participate in the Evergreen community's Student Success and Developers' working groups (both meeting monthly)
				Testing of LDAP underway for post-secondary libraries joining in Spring. Expect to offer to other interested Sitka libraries starting in Fall 2019.
				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.
		New features and services	Ongoing	Development underway to improve LibPress booklist / carousels, using existing Evergreen supercat functionality to output library specific lists as a new items are added. .
		Reconciliation	Ongoing	Co-op staff attended "Sorting Libraries Out - Decolonizing Classification and Indigenizing Description" two-day symposium in March, hosted by SFU. Discussions underway with Sitka members interested in moving forward with next steps for Sitka's Evergreen shared database, as well as NNELS database.