

BC ELN Steering Committee Meeting Minutes
Monday, May 16th, 2022

10:30am – 12:00 pm PST

Virtual Meeting

In Attendance:

Jonathan Bengtson, University of Victoria
Gwen Bird, Simon Fraser University
Camille Callison, University of the Fraser Valley, *Teaching Universities & Technical Institutions*
Gregg Currie, Selkirk College, *Rural Colleges*
Ali de Haan, Acsenda School of Management, *Associate Members*
Natalie Gick, Simon Fraser University, Host Site Officer
Darcy Gullacher, Trinity Western University, *Small Universities* (Vice-Chair)
Brenda Mathenia, College of the Rockies (Chair)
Susan Parker, University of British Columbia
Ross Tyner, Okanagan College, *Urban Colleges*

BC ELN Staff:

Anita Cocchia
Sasha Gaylie (recorder)
Leah Hopton (moderator)
Reba Ouimet

Regrets:

Ben Ferrel, AEST

Introductions

B. Mathenia welcomed attendees and provided a territorial acknowledgment. She noted B. Ferrel's regrets and passed along appreciation for BC ELN's consistent clarity and transparency in presenting organizational information.

On behalf of the Committee, B. Mathenia thanked the Ministry for the \$60,000 in bridge funding provided to bolster the AskAway and WriteAway service areas over the next two fiscal years. This bridge funding supports service participants in adjusting to increased learning demands in response to the COVID-19 pandemic and is greatly appreciated.

1. Adoption of Agenda

The agenda was adopted as distributed.

2. Expenditure Plan 2022/2023

A. Cocchia presented an overview of the BC ELN 2021/22 Expenditure Summary and 2022/23 Expenditure Plan included in the agenda package.

Highlights of Core Administration, Licensing, and Illume

- BC ELN's Core Administration, Licensing, and Illume ended 2021/22 with a positive carryforward, which includes encumbered AEST Bridge Funding for AskAway and WriteAway
- 2022/23 Core Expenditure Plan revenue highlights:
 1. The Public Libraries Branch funding for Illume did not all arrive as expected in 2021/22, so a higher revenue amount of \$196,000 will be seen in 2022/23
 2. Several of the grants for Arca Partnerships did not arrive in 2021/22, so the Miscellaneous Revenue in 2022/23 is similarly higher than usual at \$85,862
 3. All late payments have since been received
- 2022/23 Core Expenditure Plan expenditure highlights:
 1. Ministry Year One funding for AskAway and WriteAway is set at \$15,000 each for 2022/23
 2. A \$14,000 expenditure is set for implementation and potential customization for the new licensing infrastructure, ConsortiaManager
 3. Operational costs for governance and administration are now set slightly higher with the expectation that in-person meetings will resume to some extent
- It is expected that Core Administration, Licensing, and Illume will have a positive carryforward in 2022/23, which includes encumbered Ministry Year Two Funding for AskAway and WriteAway, in addition to Illume Support Centre funding

Highlights of Service Areas

- BC ELN service areas ended 2021/22 with positive carryforwards, generally due to encumbered funds.
- Arca's carryforward for 2021/22 and 2022/23 is made up of encumbered revenue for software migration from Islandora Legacy (7.x) to Islandora 2.0
- WriteAway's 2021/22 carryforward includes unspent salary for the WriteAway Coordinator hire, which is expected to happen in 2022/23

Highlights of BC ELN Licensing Programme

- BC ELN's Licensing Programme budget (flow-through finances for licensing activities) indicates a negative carryforward for 2021/22 as a result of late partner library payments
- All late payments have since been received, many having just missed arriving in time for 2021/22 fiscal year end

A. Cocchia invited questions. There were no questions from committee members.

MOTION: To approve the 2022/23 Expenditure Plan as presented.

Moved: G. Bird

Seconded: D. Gullacher

Motion carried.

3. BC ELN Strategic Planning Next Steps

L. Hopton provided a summary of the strategic planning process thus far and an update on next steps. This past winter, directors and staff guests from partner libraries attended facilitated strategic planning sessions, working through a series of questions to achieve consensus on BC ELN's future directions.

At these sessions, the group brainstormed potential action items that were then grouped into three core directions to guide BC ELN's work for the next five years:

1. Pursue meaningful, reciprocal partnerships
2. Develop responsive, inclusive, sustainable services
3. Empower and engage community

At the next Steering Committee meeting in July, the committee will discuss success indicators for these directions and review the action items that were brought forth at the facilitated meetings, along with activities that BC ELN staff are already undertaking. The Steering Committee will develop a 2-year plan of activities that will be shared with library directors and discussed at the All-Partner Meeting in December. At the subsequent Steering Committee Business Meeting, the committee will choose whether to endorse the plan.

L. Hopton invited questions and comments. In response to a question on whether this process was following a typical timeline for BC ELN, Hopton noted that past strategic plans have taken a comparable amount of time, and while the plan is unfolding BC ELN is continuing on with its work. She further noted that because consensus among Library Directors had already been reached regarding the directions identified in the Strategic Planning sessions, individual service areas could begin their action planning in the fall to align with these directions.

There were no further questions.

4. 2022 BC ELN Meetings Discussion

B. Mathenia invited a vote on the format of the next Steering Committee meeting. It was decided that the July 8th Steering Committee meeting would be held in person. The All-Partner Meeting on December 2nd and the subsequent Steering Committee Business Meeting will also be held in person. Further details for these meetings are forthcoming.

5. Project Update

R. Ouimet, A. Cocchia and L. Hopton provided updates on BC ELN projects that are underway or have recently been completed.

R. Ouimet updated the committee on the transition to BC ELN's new licensing infrastructure:

- Licensing data was migrated from BC ELN's existing system to the new licensing management software, ConsortiaManager, in March 2022
- BC ELN staff recently completed training sessions offered by the vendor and have attended multiple Q&A sessions with the vendor to follow up on questions that arose during testing

- BC ELN is now in the process of checking the data import for accuracy and preparing the automated processes for upcoming licensing renewals
- Regular renewal processes are continuing as usual during the transition stage
- Member training will begin in June, once the transition is complete

R. Ouimet shared that BC ELN staff are feeling positive about the transition and have already identified how to provide efficiencies for members moving forward. She then invited any questions on the licensing update. There were no questions from the committee.

A. Cocchia then presented an update on the Elimination of ILL Fees for Non-Returnable Items initiative. BC ELN has moved forward on three of the four conditions identified at the 2019 All-Partner Meeting as necessary for implementing this initiative.

In 2021, the Steering Committee endorsed the “Illume Service Partner Benefits & Responsibilities”, fulfilling the first condition of formalizing system expectations. The second condition of establishing best practices for equitable sharing was also met with the launch of best practices for both Illume users on SHAREIt and those using alternate ILL management software like Relais or VDX. Illume Support Coordinator, V. Postgate, prepared training guides and videos and ran one-on-one sessions with Illume members throughout 2020 and 2021 to meet the third condition of training and education of staff.

A. Cocchia confirmed that work is underway to fulfill the fourth condition of the initiative: assessment of the impact of changes to the service. The assessment period began in March 2022 with analysis of 2021 ILL traffic statistics from all but one site. These statistics have been examined to determine Illume ILL traffic patterns and to identify next steps to improve load-leveling for the system.

The initial analysis indicated:

- Over half of the institutions are following best practices and allowing the system to load level requests
- A small group is showing inconsistent results, which may be the result of mixed adherence of the outlined processes
- Another small group is not operating within Illume best practices, for reasons not yet known.

The Illume Support Coordinator will be reaching out to those responsible for resource sharing in the second group to discuss these inconsistencies. A. Cocchia will be reaching out to library directors in the third group directly for further information.

A second analysis is scheduled for this assessment period to identify any changes in traffic patterns. Further updates on the Elimination of ILL Fees for Non-Returnable Items initiative will be shared at the July Steering Committee meeting.

L. Hopton shared an update regarding the BC Historical Newspapers collection, a digital archive of over 125 years of three newspapers: *The Province*, *Times-Colonist*, and *Vancouver Sun*. Working together with BC Libraries Coop and Focused Education Resources, BC ELN was able to license the collection and make it freely available to the provinces of BC and the Yukon via Geo-IP authentication. The collection was launched on April 14th and communicated widely via BC ELN's listservs, provincial library and archive listservs, social media, ProQuest's own channels, and several news sources. ProQuest has offered three training sessions to library staff in the public, academic,

and K-12 library sectors.

G. Bird commended this initiative and noted that she had shared this news at the recent VP and Deans meeting at SFU Library. Meeting attendees were impressed by the level of collaboration that this initiative entailed and were excited to see the service made available.

7. New Business

There was no new business.

8. Wrap Up

D. Gullacher stepped in for B. Mathenia who was experiencing technical difficulties, and thanked the committee members for their attendance and participation. The next Steering Committee meeting will be held on July 8th, 2022 in person.