BALIS Administrative Council Meeting
Berkeley Public Library
South Branch
1901 Russell Street
Berkeley, CA 94703

Friday, September 13, 2013
10:00 a.m.
(Directions enclosed)

AGENDA

I.	**Call to Order**	Corbeil	
II.	**Adoption of the Agenda** (Action Item)	Corbeil	
III.	**Approval of the Minutes**		
	A. Approval of the July 26, 2013 minutes (Action Item)	Corbeil	Attachment 1
IV.	**Old Business**		
	A. BALIS Three-Year Fund Allocation and Project Plan (Action Item)	Crowe/Jackson	Attachment 2
V.	**New Business**		
	A. DPLA (Digital Public Library of America) and Digitization Initiatives in California – Information and Discussion	Herrera	
VI.	**Reports**		
	A. BALIS Committees Update	Jackson	
	B. System Chair's Report	Corbeil	
	C. Report of System Administration	Crowe/Jackson	

VII. **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. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to state law).

VIII.	**Agenda Building and Date for Next Meeting**	Corbeil
IX.	**Announcements**	All
X.	**Adjournment**	Corbeil

2471 Flores Street, San Mateo, CA 94403-2273. p (650)349-5538 f (650) 349-5089

Driving Instructions to Berkeley Public Library's South Branch

<u>From Interstate-80</u>

Take the Ashby Avenue / CA-13 exit and merge onto CA-13 S/Ashby Avenue. Go 1.3 mile and turn left onto Harper Street. Go 0.1 mile turn right onto Russell Street. The South Branch Library is located on the Northeast corner of Russell Street and M. L. King Jr. Way. Ample Street Parking is usually available.

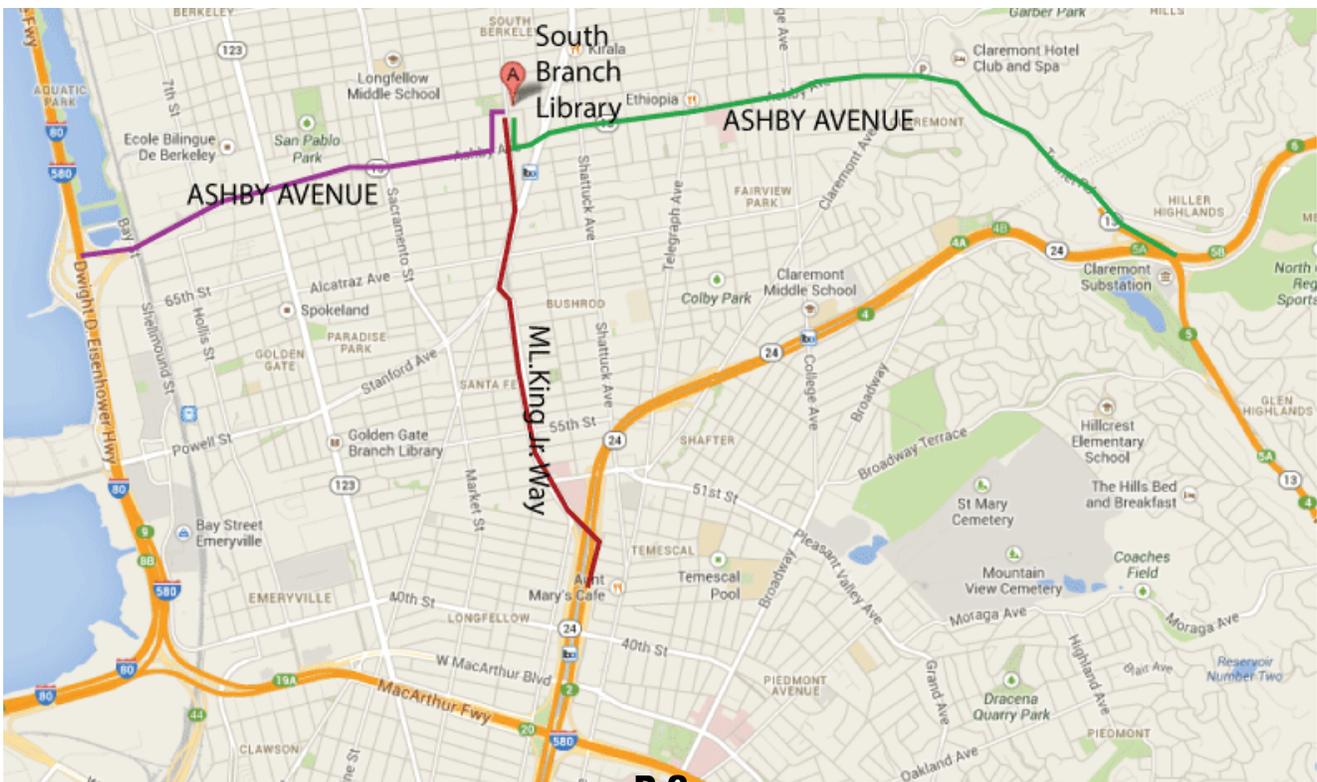<u>From I-24 via the Caldecott Tunnel</u>

Head west on CA-24 W. Take the California 13 N exit toward Berkeley. Merge onto CA-13 N. Go 2.4 miles and turn right onto M.L. King Jr. Way   . Go 0.1 mile. The South Branch Library is located on the Northeast corner of Russell Street and M. L. King Jr. Way. Ample Street Parking is usually available.

<u>From 1-580 via Oakland</u>

Head northwest on I-580 W. Take the exit toward State Hwy 24 E/ Berkeley/ Walnut Creek. Go 0.5 mile and keep right at the fork, follow signs for M.L. King Jr. Way and merge onto M.L. King Jr. Way. Go 1.3 mi and continue onto Adeline Street. Go 0.3 mile and take a slight left onto M.L. King Jr. Way. Go 0.4 mile, the South Branch Library is located on the Northeast corner of Russell Street and M. L. King Jr. Way. Ample Street Parking is usually available.

BART Instructions

The South Branch Library is located just a few blocks from the Ashby BART Station. From the intersection of Ashby Avenue and M.L. King Jr. Way, head northwest on M.L. King Jr. Way toward Ashby Avenue for one block. Turn right onto Russell Street. South Branch Library will be on the left.

SOUTH BRANCH
1901 Russell St.
Berkeley CA 94702

510–981–6260
berkeleypubliclibrary.org

BERKELEY PUBLIC LIBRARY

P 2

BALIS Administrative Council Meeting
San Francisco Public Library
100 Larkin Street, Room 601
San Francisco, CA 94102

Friday, July 26, 2013

ACTION MINUTES

Attendees:

Council   **Other**
Carmen Martinez, Oakland Public   Cathy Sanford, Contra Costa County
Barbara Flynn, Contra Costa County
Luis Herrera, San Francisco Public
Jane Chisaki, Alameda Free Library   **Staff**
Donna Corbeil, Berkeley Public   Linda Crowe, PLP/BALIS
Katy Curl, Richmond Public   Terry Jackson, PLP/BALIS
Sandy Silva, Pleasanton Public
Jean Hofacket, Alameda County Library

I.   **Call to Order:** Carmen Martinez chaired the meeting, with a call to order at 10:00
       a.m.

II.   **Adoption of the Agenda:** The agenda was approved as distributed.
       (M/S Hofacket/Chisaki)

III.   **Minutes:** The minutes of the July 20, 2012 meeting were approved as
       distributed.
       (M/S Flynn/Martinez)

IV.   **Old Business**

       A. **CALIFA Enki Report:** Linda Crowe brought the Council up to date on the
          launch of the Enki website in the BALIS libraries. The content includes 7,084
          titles with many multiple copies. Cathy Sanford gave a demonstration of the
          product and talked about future enhancements and developments. The
          agenda packet included a July 2013 article on Enki in Library Journal
          (Attachment 2). There are also plans to develop p.r. and materials similar to
          those for Discover & Go. Cathy urged the directors to promote the use of
          Enki in their libraries.

       B. **PLP Annual Meeting and Executive Committee Update:** There was
          positive feedback regarding the May 10th Annual Meeting; those in
          attendance reported that the content was of value to them. The PLP
          Executive Committee is scheduled to meet on Monday, July 29th, and agenda
          items include the 2013-14 PLP budget.

V. **New Business**

    A. 2013-14 Innovation and Technology Opportunities Grants: The Council discussed their reserve balance and how best to maximize the use of those funds. Staff was directed to develop a three-year plan that included a new grant cycle of up to $25,000 per grant request. There was also interest expressed in a further investment in the Enki product for marketing and development enhancements.

    B. Election of 2013-15 BALIS Chair and Vice-Chair: Donna Corbeil was nominated to serve as chair (M/S Martinez/Hofacket) and Barbara Flynn agreed to serve as vice-chair. Both were elected for a two-year term by acclamation by the Council.

VI. **Reports**

    A. System Chair's Report: Carmen thanked her fellow directors for their good work and cooperation during her term as chair.

    B. Report of System Administration: Linda gave an update on the State Library and CENIC survey that they would receive soon. The survey will ask for data in order to better assess the need for increased bandwidth statewide. This information will be used to develop a funding proposal for the State budget. Linda also reminded the Council that the PLP Legislative Breakfast is scheduled for Saturday, September 14th.

VII. **Public Comment:** No public comment.

VIII. **Agenda Building for the next Meeting: Friday, September 13, 2013:** It was agreed to hold the next meeting on Friday, September 13th, at Berkeley Public. Agenda items will include the following:
- A three-year funding allocation plan that includes Innovation Grants
- Updates on the BALIS Committee structure
- Information/Update on DPLA (Digital Public Library of America) and digitization initiatives in California

IX. **Adjournment:** The meeting was adjourned at 11:30 a.m.

TO: BALIS Administrative Council
FROM: Linda Crowe
SUBJECT: Recommendations for a Three-Year Funding Allocation and Project Plan

At its July 26th meeting, the BALIS Council directed staff to come back with a three year funding plan for the Council to consider. Staff has met and presents the following two options:

Option One
- Set aside $150,000 and authorize PLP to make payments to BALIS retirees.
- Allocate the remaining balance of $450,000 to Innovation and Technology Opportunities Grants; $150,000 in each of the following three fiscal years: 2013/14, 2014/15, and 2015/16.
- Each cycle would have a limit of $25,000 per grant request (decided at the last Council meeting) for a minimum of six grants per cycle.
- Should there be funds remaining, such funds would roll into the next year's allocation.
- Should other uses for the funds arise; the allocation plan can be restructured by a vote of the Council.

Option Two
- Set aside $150,000 and authorize PLP to make payments to BALIS retirees.
- Award $75,000 to CALIFA and Contra Costa for ENKI per the attached request.
- Allocate the remaining balance of $375,000 to Innovation and Technology Opportunities Grants; $125,000 in each of the following three fiscal years: 2013/14, 2014/15, and 2015/16.
- Each cycle would have a limit of $25,000 per grant request (decided at the last Council meeting) for a minimum of five grants per cycle.
- Should there be funds remaining, such funds would roll into the next year's allocation.
- Should other uses for the funds arise; the allocation plan can be restructured by a vote of the Council.

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Bay Area Library and Information System
Technology Opportunities Grant
Extension Application FY 2013-2014

Title of the Project: California Open Source eBook Network (enki Library)
Library/Committee applying for Funds: Califa & Contra Costa County Library
Amount of Funding Requested: $75,000

Project Summary

Califa and Contra Costa County Library were awarded a $100,000 BALIS Innovations Grant in 2012 for the development of enki Library, an open source eBook Network, shared by, and accessible to multiple library systems in California. The purpose of the shared eBook Network is to allow California libraries and any other consortium wishing to join, ownership and storage of purchased and free digital content, shared access to more content than any individual library can purchase on its own, added features and functionality lacking in current third-party vendor models (e.g., renewing, suspending holds, donating, circulation data transferred to ILS, etc.), and shared access to unique local digitized content with other libraries within the Network. Libraries will be able to better serve the public by developing a platform specifically for the circulation of library-owned eBooks and local digitized content and by purchasing content directly from publishers rather than purchasing from a third-party vendor.

Development of the enki Library platform is based on the Douglas County (CO) Libraries model, which utilizes the Adobe Content Server and the open source VuFindPlus, developed at Villanova University. Through this project, BALIS libraries and other libraries joining the platform, now have the opportunity to gain more control over their current and future eBook services by developing desired functionality from a library and patron point of view and by not remaining dependant on third-party vendors who are focused on profit and who do not place libraries and library service interests at the forefront. For libraries currently on a third-party eBook platform, enki Library will provide a home for previously licensed digital content transferred with permission from publishers. All access to new and formerly purchased eBooks will include Digital Rights Management (DRM), ensuring that users can check out eBooks that have been purchased by their library and meeting publisher demand for security.

Project Accomplishments

The California Open Source eBook Network (enki Library) project will give libraries the ability to own, select, store, and circulate their own purchased and digitized electronic collections. All BALIS libraries, with the exception of Richmond, now have access to a shared collection of eBooks from enki Library. Contra Costa County Library developed the platform along with library software developer Quipu Group, who installed and configured VuFindPlus on a selected server to provide authentication against each member library's ILS and a front-end search and discovery layer for finding titles

allowing for checkout and download to multiple eReaders and devices. Kansas State Library is authenticated as well and ready to launch. Member libraries of the Pacific Library Partnership will be set up for authentication next, and the platform will eventually be extended to libraries statewide.

The enki Library platform allows for search and discovery of titles for checking out and downloading to multiple eReaders and devices. The collection currently contains over 10,000 titles available in the EPUB format from publishers that include Workman, IPG (Independent Publishers Group), Smashwords, Akashic, National Highlights, InfoBase, Mason Crest, CoolGus, Crossroad, Xist, Permanent Press, and C.J. Lyons. Selectors are working on obtaining titles from publishers such as Poisoned Pen Press, Sterling, McGraw-Hill, Houghton Mifflin, and Roarke Educational Media. Highest circulating subjects in the current collection include knitting, mystery, pregnancy, cooking and eating, romance, paranormal, and science fiction.

MARC records have been created from data received from publishers and are available to library members for loading into their catalogs. Additionally, work has been done to make subject searching in enki better than any other eBook platform. All enki titles have at least one unique and specific subject heading from the BISAC thesaurus and Library of Congress headings for most titles will be added soon.

Use of enki Library is increasing monthly and for the period of May through August 5, 2013 there were 1665 checkouts with 584 unique users. enki Library technical support is available where people can find answers to frequently asked questions and submit inquiries at http://help.enkilibrary.org/ where they will receive a response from Contra Costa County Library staff. Califa is developing a site where materials to support marketing and training can be found.

Future Activities to be Funded

Califa and Contra Costa County Library are asking for a total of $75,000 for an extension of the BALIS Innovation Grant for one additional year to accomplish two important tasks: to build and strengthen the reputation, awareness and recognition of the enki brand and project; and to accomplish additional technical and functional enhancements.

These funds will be used to hire Brown Miller Communications to create marketing and branding for the project and to fund further technological development of the platform, as outlined below. Brown Miller Communications is currently engaged in several library-related projects for Contra Costa County Library including the LSTA grant, *Discover & Go, California,* as well as BALIS and PLP Innovation grants to develop promotional materials, best practice recommendations, and guidelines in the areas of promotion such as marketing plans, press releases, logos, and artwork for all libraries participating in the Discover & Go Network. In addition to marketing enki to the public, enki's target service group, California public libraries, will need training and promotional materials.

Tiered priorities for enki Library's technological development and implementation have been identified and are listed below.

Technological Priorities

Tier One: Enhance enki Library's current functionality
1. Clone current open source system setup to allow for revision control and open source collaboration.
2. Develop the functionality to support unique library collections/holdings of non-shared collections and circulation of copies at the item level within the collections (multi-library support and scoping);
3. Develop and support the use of ONIX (Online Information Exchange) metadata formats for importing and exporting records. ONIX is the international standard for representing and communicating book industry product information in electronic form;
4. Map BISAC subject headings (currently assigned to enki records) to LCSH subject headings, one per each enki record;
5. MARC Records: Develop better records either in-house or purchase.
6. Debug known platform issues: Reading History
7. Develop APIs for the library catalogs to integrate availability;
8. Develop Adhoc reporting tools.

Tier Two: Future Application Development
1. Debug known platform issues: Mobile VuFindPlus; Online Reader
2. Develop Content Acquisitions Catalog, i.e. access to title selection and purchasing platform. Priority is to allow libraries to purchase individual copies of e-content already purchased by the enki consortium; another goal is to allow libraries to purchase content directly from publishers, load their own unique local content , and store the purchased e-content;
3. Customization of front end functionality to allow for individual library customization opportunities including:
   - Choice of library card number/PIN or library card number/Last Name for login;
   - Ability to co-brand website;
   - Unique URL for each library to replace library selection from drop-down;
4. Develop and support options for other digital formats including audio and video formats and/or streaming.

Tier Three:
1. Determine mobile platform (new, existing, web-based, or apps);
2. Support and enable eBook purchases for patrons (e.g. bilbary);
3. Determine ROI measures (e.g., Google Analytics);
4. Improved circulation functionality (e.g., renewing, suspending holds, donating, circulation data transferred to ILS);
5. Update and continue to develop enkitools open source Administration module;
6. Ability to share unique local digitized content with other libraries;

7. Integration with financial systems;
8. Investigate current eBook storefront applications that might replace VuFindPlus;
9. Support embedded chat;
10. Test accessibility issues, especially for persons with vision impairments.

How the Funding will be Allocated:

Activity	Cost	In-kind	Total
Califa	$45,000		$45,000
Brown Miller Communications	$30,000		$30,000
Salaries		$125,000	$125,000
Total	**$75,000**	**$125,000**	**$200,000**

Califa and Contra Costa County Library are asking for a total of $75,000 for an extension of the BALIS Innovation Grant for one additional year for the promotion and education of the enki Library and to enhance enki's current technical functionality as identified in Tier One.

Bibliography on enki Library as of July 23, 2013:

Califa and Contra Costa County Library. "Contra Costa County Library launches enki Library! An eBook platform developed by libraries, for libraries." *Contra Costa County Library*, 21 May 2013. Web. 23 July 2013.

Ennis, Matt. "Declaring Independence." *Library Journal*, July 2013, pp. 27-29.

Ennis, Matt. "Califa Launches Enki, a Lending Platform for Direct Ebook Distribution." *The Digital Shift*. Library Journals LLC, 20 May 2013. Web. 9 August 2013.

Kelley, Michael. "Large California Consortium Joins Movement Toward Library Ebook Ownership." *The Digital Shift*. Library Journals LLC, 12 March 2012. Web. 7 August 2013.

Kelley, Michael. "Califa Lands $325,000 in Funding for Ebook Ownership Project; Deal Close With Smashwords." *The Digital Shift*. Library Journals LLC, 26 June 2012. Web. 7 August 2013.

Riley, Neal J. "Libraries to try buying e-books directly." *San Francisco Chronicle*. 14 August 2012. Web. 7 August 2013.

Purpose

The Pacific Libraries Partnership Staff Development Committee (PLPSDC) identifies areas of interest to stimulate ideas and discussion regarding library training and development needs with an emphasis on building staff knowledge and skills in new and emerging areas.

Goals

1. The PLPSDC will promote, publicize, and share information about staff development events to member libraries.
2. The PLPSDC will identify and creatively respond to the unmet staff development needs of participating member libraries in an effective, efficient, and timely manner.
3. The PLPSDC will plan and implement workshops based on the identified staff development needs and interests of participating member libraries, which will be open to all interested persons.
4. The PLPSDC will recruit new members as needed, who will attend meetings regularly and participate actively on the committee.
5. The PLPSDC will serve in a mentoring capacity providing opportunities for support and guidance to new library staff developers.

Objectives

- To present no fewer than two programs on topics of general interest to library staff members including one appropriate for all levels of library staff.

  The *Future of Libraries 8.0: Creating Our Own Future* was held at the San Francisco Public Library on September 19, 2012. With two morning and two afternoon sessions, the 1-day conference focused on libraries as creators of content and as facilitators in content creation. The program included presentations by staff from a number of different libraries: *A Library-Developed eBook Platform* with Heather Teysko of Califa and Paula MacKinnon of Contra Costa County Library; *I-Street Press and Creative Technology* with Rivkah Sass of Sacramento Public Library; *Bringing the Past to the Present* with Sandra Stewart and Lauren Miranda-Gilbert of San Jose Public Library and Christina Moretta of San Francisco Public Library; and *Open Source ILS – The Good, the Bad, and the Ugly* with Ann Young of Santa Cruz Public Library, Henry Bankhead of Los Gatos Public Library and Steven Silveria, Library Consultant. The workshop received excellent ratings for its overall presentation, meeting of expectations, usefulness on the job, and participation opportunity. Registration: 154 / Revenue: $3360 / Expended: $514.19

- To sponsor and organize an annual workshop for library paraprofessionals.

  Dealing with Change in the Public Library Workplace a spring workshop for all levels of library staff was held at the Castro Valley Library on March 12, 2013. Enid Berman presented the half-day workshop, which focused on taking a healthy approach when responding to change. The workshop and the presenter were very well received and overall participant expectations were met. The majority of survey respondents expressed excellent ratings for the workshop, indicating the workshop content would be useful to them in their jobs. Registration: 42 / Revenue: $345 / Expended: $768.67

- To use the PLPSDC listserv as a means of publicizing library oriented activities, forums, conference, and training opportunities which have a non-profit library focus.

  Staff development and training opportunities are announced on the listserv whenever possible.

- To hold ongoing discussions about the future of library services and related staff development and training needs.

  The committee has considered workshop themes and formats encompassing a variety of in-person and electronic meeting options, and continually seeks input from personnel at all levels of the library about the greatest challenges they face in the library workplace.