

TEXAS DIGITAL LIBRARY | ANNUAL MEMBER BOARD MEETING

September 24, 2020 | 12:00 – 1:30 pm CST | Online

Zoom <https://utexas.zoom.us/j/92673156195>

Meeting materials in Box: <https://utexas.box.com/v/tdl-board-2020>

AGENDA

Topic / Presenter		Reference / links
12:00 pm	Welcome & Agenda Review <i>David Carlson, TDL Governing Board Chair</i>	Presentation (PDF)
12:05 pm	Election & Welcome New Board Members <i>David Carlson, TDL Governing Board Chair</i>	Presentation (PDF)
12:10 pm	Strategic Plan 2020-2023 review <i>Kelly Gonzalez, TDL Governing Board Chair-Elect</i>	Strategic Plan (draft) 2020-2023
12:30 pm	Financial Reports <i>Kristi Park, TDL Executive Director</i>	Financial Report 2019-20 Budget Outlook 2020-21
12:40 pm	OER Support Service <i>Lea DeForest, TDL Communications Manager</i>	OER @ TDL Overview
12:55 pm	Data Carpentries <i>Dianna Morganti, Texas State University</i> <i>John Watts, Texas &M University</i>	Data Carpentries proposal
1:05 pm	Diversity, Equity, and Inclusion (DEI) discussion <i>Courtney Mumma, TDL Deputy Director</i>	TDL Anti-racism Resources
1:25 pm	Open Forum and Q&A <i>Kristi Park, TDL Executive Director</i>	NA
1:30 pm	Wrap Up & Adjourn <i>David Carlson, TDL Governing Board Chair</i>	NA

Income		Budgeted
Membership		\$984,942
Other income: Digital Preservation Storage + Datacite fees		\$11,880
Total Income		\$996,822
Expenses		Budgeted
Personnel	Salaries + longevity	\$634,677
	Fringe	\$197,998
	Merit Pool	\$12,694
	Wages	\$13,180
	<i>Personnel Subtotal</i>	<i>\$858,549</i>
M&O	Infrastructure (AWS & TACC)	\$125,000
	Annual & Monthly ITS Services	\$6,000
	Memberships	\$31,500
	Business Meetings	\$3,400
	General Supplies	\$1,000
	Marketing / Member Programs Incl. TCDL	\$14,750
	Equipment	\$3,000
	Software	\$17,500
	<i>One-time expenditures (see below)</i>	<i>\$21,500</i>
	<i>M&O Subtotal</i>	<i>\$223,650</i>
Travel & PD	Travel	\$27,000
	<i>Travel & PD subtotal</i>	<i>\$27,000</i>
Total Expenses		\$1,109,199
<i>Income less expenses</i>		<i>-\$112,377</i>
Projected Balance Forward from FY20		\$1,367,917
Projected Balance Forward at end of FY21		\$1,370,762
Reserve amount for FY21		\$277,300

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*Breakdown of One-Time Expenses

Data Carpentries pilot membership (1 yr, silver) + travel costs	\$11,500
Contract software development	\$10,000
<i>Total one-time expenses</i>	\$21,500

Texas Digital Library | 2019-2020 Financial Report

Income		Budgeted	Actual	Difference
	Membership	\$949,792.00	\$1,033,755.17	\$83,963.17
	Digital Preservation Storage income		\$17,454.50	
	Total Income	\$949,792.00	\$1,051,209.67	\$101,417.67
	Balance Forward	\$1,386,652.28		
Expenses		Budgeted	Actual	Difference
Personnel	Salaries + Fringe	-\$815,807.00	-\$807,183.82	\$8,623.18
	Wages	-\$13,180.00	-\$8,004.65	\$5,175.35
	Tuition reduction	\$0.00	-\$3,784.00	
	Personnel subtotal	-\$828,987.00	-\$818,972.47	\$13,798.53
M&O	Infrastructure (AWS + TACC)	-\$124,550.00	-\$88,016.71	\$36,533.29
	Annual & Monthly ITS Services	-\$6,500.00	-\$5,706.40	\$793.60
	Memberships	-\$64,250.00	-\$72,500.00	-\$8,250.00
	Business Meetings	-\$3,500.00	-\$1,277.15	\$2,222.85
	General Supplies	-\$1,000.00	-\$639.94	\$360.06
	Marketing and Member Programs Incl. TCDL	-\$12,255.00	-\$4,199.86	\$8,055.14
	Equipment (computers)	-\$2,000.00	-\$8,311.86	-\$6,311.86
	Software/Infrastructure	-\$11,000.00	-\$14,763.61	-\$3,763.61
	Contracted Software Development (Jim Myers)	-\$10,000.00	-\$10,000.00	\$0.00
	M&O Subtotal	-\$235,055.00	-\$205,415.53	\$29,639.47
Travel	Travel & Professional Development Subtotal	-\$49,650.00	-\$11,230.74	\$38,419.26
	Total Expenses	\$1,113,692.00	-\$1,035,618.74	\$47,662.26
	Income Less Expenses	-\$163,900.00	\$15,590.93	

TDL Strategic Plan 2020-2023

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Mission Statement

A collaborative consortium based in Texas and rooted in higher education, the Texas Digital Library builds capacity among its membership for ensuring access to and preservation of digital content of value to research, instruction, cultural heritage, and institutional memory.

Vision Statement

The Texas Digital Library (TDL) will become a nationally recognized leader as a provider of essential, equitable, and sustainable infrastructure for libraries and cultural memory organizations, and its efforts will help to transform society through the radical broadening of access to valuable research, teaching, and cultural heritage materials.

As a center for expertise and excellence, it will be a sought-after partner by other consortia, institutions, and funders, and will serve as a model of community-based collaboration in service of Open Access, Open Data, Open Education, and digital preservation.

TDL's success will be bound to that of our member institutions and their workers. Through our collective efforts, we will prepare and empower a diverse and inclusive library workforce to meet the challenges of the moment by amplifying their unique contributions, enabling sustainable workloads, and fostering mutually supportive communities.

Strategies

Strategy #1

Partner with members and like-minded external partners to broaden access to scholarly, cultural heritage, and educational materials.

Initiatives

1. Support institutional efforts to migrate to open repository systems.
2. Engage in international efforts to sustain open infrastructure for academic libraries and memory organizations.
3. Promote and facilitate use of Open Educational Resources through partnerships with Open Textbook Network and others.

Key Performance Indicators (KPIs)

- Help at least one additional institution move from proprietary to open repository infrastructure by Year 3.
- Maintain representation in governance for DSpace, Dataverse, and NDSA.
- Develop sustainability plan for the Vireo Open Source Software Program by Year 3.
- In Year 2, conduct X number of OER workshops.
- Annually convene the Open Texas Conference.
- Increase DPLA harvesting partners by [TBD%] by Year 3.

Strategy #2

Create value for members through shared resources.

Initiatives

1. Systematize training procedures for each service working through member groups and leveraging the resources of larger open-source software communities.

2. Coordinate meaningful opportunities for the professional development of member librarians, archivists, and staff in areas relevant to digital library practice and leadership.
3. Maintain core shared services to ensure stability, security, and sustainability of collections and materials.
4. Identify and encourage fledgling innovation happening at member institutions and open-source software partners, and identify opportunities for cross-institutional collaboration.
5. Provide responsive, sustainable and flexible digital preservation services and expertise.

Key Performance Indicators (KPIs)

- By the end of Year 1, publicly documented procedures for training on each service in the TDL wiki.
- Develop one successful cross-institutional grant proposal by end of Year 3.
- Develop method for quantifying sharing of innovative practice at the Texas Conference on Digital Libraries.
- Stay aligned with current major releases of open-source software platforms for all services.
- Grow number of institutional Digital Preservation Services users by 50% by end of Year 3.
- Grow content held in Digital Preservation storage by [TBD%].
- By end of Year 1, have completed at least 4 Data Carpentries pilot workshops and trained at least 6 instructors.

Strategy #3

Commit to diversity, equity, inclusion, and accessibility in order to ensure broad and equitable access to our tools, content, and communities.

Initiatives

1. Finalize, implement, and continually refine a Anti-Racism Action Plan.
2. Implement programs to support students from minoritized communities seeking careers in libraries and archives.
3. Increase diversity among staff, membership, and TDL-affiliated communities.
4. Ensure ADA compliance of all services and events.

Key Performance Indicators (KPIs)

- In Year 1, publish Anti-Racism Action Plan in 2020, and review annually.
- By Year 2, implement at at least one program in support of minoritized professionals and students.
- Partner with at least one historically black college or university by Year 3.
- Reach compliance with Web Content Accessibility Guidelines version 2.1 by end of Year 3 for all services.
- Vireo OSS compliance with WCAG 2.0 AA by 2023 for all services.

Strategy #4

Strengthen sustainability through membership growth and diversification of funding sources.

Initiatives

1. Grow membership through outreach to academic libraries while expanding membership types, including more opportunities for public libraries, museums, community colleges and others to partner with TDL.
2. Create opportunities for institutions outside of Texas to join TDL.
3. Facilitate collaboration among members to seek grant funding for projects that align with TDL's mission.
4. Devote expenditures from TDL's cash reserve to initiatives that benefit our members, while maintaining a responsible emergency fund.

Key Performance Indicators (KPIs)

- 4 new members by the end of Year 3.
- One successful cross-institutional grant proposal by end of Year 3.
- Develop purposeful spending plan for cash reserve, while maintaining 3 months' operating expenses.



Texas Digital Library launched our first ever [OER Support Service](#) in Fall 2019. This service includes the OER Ambassadors program; Open Texas, an annual conference in partnership with the Digital Higher Education Consortium of Texas; Open Education Network (formerly named the Open Textbook Network) membership; and a discount program with Pressbooks.

TDL OER AMBASSADORS

TDL's [OER Ambassadors](#) have committed to serve for a minimum of two years by developing a Community of Practice around OER and becoming a source of expertise for all consortium members. The OER Ambassadors convened in July 2020 and are currently working on an assessment toolkit and a course markings guide to be shared with all TDL members as well as the regional OER community. Representatives from [Texas A&M University](#), [Texas A&M University-Corpus Christi](#), [Texas Tech University](#), [Texas Woman's University](#), [University of Texas at Austin](#), [University of Texas at San Antonio](#), and [West Texas A&M University](#) make up the group.

OPEN TEXAS CONFERENCE

[Open Texas 2021](#) will bring together librarians, faculty, administrators, and other open education practitioners and advocates in Texas to explore tools and resources to reduce costs of textbooks and learning resources for students. This year's conference theme, *Adoption, Engagement, and Impact*, highlights programs focusing on institutional and individual processes to adopt OER, engaging faculty and students to create openly licensed content, and measuring impact of open education initiatives. [The Open Texas Call for Proposals is open](#) until October 23. Registration opens soon!

OPEN EDUCATION NETWORK ACTIVITIES

- September 2019 | Launched [OEN Membership](#) and announced benefits to members
- March 2020 | [OEN Regional Workshop](#) hosted by UT San Antonio: 27 attendees, seven member institutions and very positive feedback; three future OER Ambassadors were in attendance
- April 2020 | [Pub101](#) offered free online training to help libraries develop publishing programs
- June 2020 | [OEN Summer Institute and Summit](#) (online)
- Spring 2021 | OEN Workshop (virtual, date TBD)
- Summer 2021 | OEN Summer Institute in Minneapolis (TBD)

PRESSBOOKS DISCOUNT

[Pressbooks](#) is an online book/document formatting system that librarians and faculty use to create books that are accessible on all platforms. TDL regular members are eligible for 30% off PressbooksEDU plans.

tdl.org/services/oer-support