

e-HLbc Administrative Centre Progress Report

June 2011 – November 2011

Strategic Planning

- Synthesized strategic directions from information gained at the Strategic Planning Event.
- Collaborated with the Management Committee to create a draft of vision, mission, and values statements.
- Incorporated feedback from the Steering Committee into a draft of the Strategic Plan 2011 – 2014 document.

Licensing and Licensing Support

Core suite licensing

- Drafted and distributed the 2012 Core Renewal Action Plan.
- Submitted renewal information (including headcounts, FTEs, member lists, environmental context, history, and background) to vendors.
- Engaged in initial negotiations with vendors (through in-person and teleconference meetings as well as via email correspondence).
- Created and presented Core Renewal Pricing Analysis for vendor negotiations.
- Drafted cost-sharing models for the health and post-secondary sectors.
- Began work on 2012 Case for Renewal.

Boutique licensing

- Coordinated transfer of SPORTDiscus Index and SPORTDiscus with Full Text from BC Electronic Library Network (BC ELN) to e-HLbc.
- Collaborated with consortia The Alberta Library (TAL) and Council of Prairie and Pacific University Libraries (COPPUL) to leverage additional savings.
- Offered renewal and trial of SPORTDiscus products.

National and international licensing monitoring

- Drafted a Risk/Benefit Analysis on e-HLbc's potential membership with the Canadian Virtual Health Library (CVHL), and presented analysis to the Management Committee.
- Distributed the recommendation, along with the revised Risk/Benefit Analysis to the Steering Committee.
- Posted e-ballot on the recommendation for CVHL membership.
- Collaborated with the Management Committee to communicate decision to CVHL, HKN and Steering Committee.

Membership Development and Support

- Provided ongoing administrative and technical support to members.
- Answered licensing terms and conditions questions.
- Provided technical support for authentication issues.
- Answered questions about Ovid and EBSCO statistics.

Communications and Infrastructure Development and Support

Policy

- Coordinated the creation of the e-*HLbc* Financial Framework Policy.
- Provided the Co-Chairs with a memo to accompany the Financial Framework Policy, adding critical background information, including the intent of the policy.

e-*HLbc* website redesign

- Worked with local developer Raised Eyebrow to create e-*HLbc*'s new website using a Drupal platform.
- Performed technical testing on website alpha.
- Migrated pages on to new site.
- Launched website.
- Performed minor troubleshooting with Raised Eyebrow.

On-going communications

- Generated postings for "What's New" section of the e-*HLbc* website.
- Developed content for the upcoming e-*HLbc* newsletter.

Consortial administration

- Posted, conducted panel interviews for, and hired the maternity leave replacement position for the e-*HLbc* Coordinator.