****

**dLOC Executive Board Meeting**

**Informational Packet**

**Item 1:**  
Agenda…………………………………………………………….…..page 2  
List of Current Partners………………………………………………..page 3  
Membership Statement…………………………………………….….page 4  
Sustainability Plan (2013-2014 update)...………………………….… page 5  
  
**Item 2:**  
2014-2015 Candidates for New Positions..………..……………….…page 8  
Leadership Positions…………………….……..………………….…..page 8  
  
**Item 3:**  
2013-2014 Budget……………………………….………...…….…....page 9  
2014-2015 Proposed Budget…………………….……………….…..page 11  
Donor development (details from Sustainability Plan)……….….…..page 13

**Item 4:**  
dLOC Training Opportunities…..……………………………….......page 14

**Item 1**

dLOC Executive Board Meeting

Nassau, The Bahamas

Thursday, June 12, 2014; 7:00-8:30 am

**dLOC Board 2013-2014**

**Chair:** Margo Groenewoud, Director, University of Curaçao Library

**Vice-Chair:** Barry Baker, Director of Libraries, University of Central Florida

**Secretary:** Sandra Barker, Caribbean Community

**Member:** Dulce María Núñez de Taveras, Director, Biblioteca, Pontificia Univ. Madre y Maestra

**Member:** Astrid Britten, Director, Aruba National Library (Biblioteca Nacional Aruba)

**Member:** Joy Ysaguirre, Chief Librarian, Belize National Library Service & Information System

**3 Members:** pending election

**Host Institutions:** Anne Prestamo, Dean of Libraries, Florida International University, and Judith C. Russell, Dean of University Libraries, University of Florida

**dLOC Institutional Member Representative:** pending election

**Scholarly Advisory Board Chair:** pending election

**Past-Chair (non-voting):**

Jean Wilfrid Bertrand, Director, Archives Nationales d'Haïti

Judith Rogers, Manager, Library and Faculty Technology Services, Univ. of the Virgin Islands

**Agenda**

1. Sustainability Planning
2. Update 2013-2014
3. Begin Planning for Business Plan 2015-2018
4. Governance
5. Approve Elections for the Executive Board (3 new member positions)
6. Leadership positions - Extend current leadership one year (2012-2015). Elections for 2015-2017)
7. Scholarly Board Changes
8. Funding
9. Current financial overview
10. Budget for 2014-2015
11. Collection Development Goals, Training and Collaborative Projects
12. Any Other Business

dLOC Partners (as of June 2014)

International

1. Archives Nationales d'Haïti
2. Belize National Library Service & Information System
3. Biblioteca Fidel Méndez Núnez de la Universidad APEC
4. Biblioteca Nacional Aruba
5. Biblioteca Nacional de Cuba José Martí
6. Bibliothèque Haïtienne des Frères de l'Instruction Chrètienne
7. Bibliothèque Haïtienne des Pères du St-Esprit
8. Bibliothèque Nationale Haïti
9. Caribbean Community and Common Market
10. Caribbean Region, International Resource Network
11. Caribbean Studies Association
12. College of the Bahamas, Nassau
13. Curaçao Public Library Foundation
14. Fundación Global Democracia y Desarrollo
15. KITLV/Royal Netherlands Institute of Southeast Asian and Caribbean Studies
16. MANIOC
17. National Library of Jamaica
18. National Culture Institute of Panama
19. Pontificia Universidad Católica Madre y Maestra
20. Universidad de Oriente
21. University of the Curaçao
22. Wider Caribbean Sea Turtle Network

United States

1. Association for Cultural Equity
2. Brown University
3. Caribbean Volunteer Expeditions
4. Centro de Apoyo a la Investigación de Yucatán
5. Cuban Genealogy Club of Miami
6. Duke University
7. Educa Vision
8. Florida International University
9. Florida State University
10. Guantánamo Public Memory Project
11. HistoryMiami
12. University of Central Florida
13. University of Florida
14. University of Miami Libraries
15. University of Puerto Rico
16. University of South Florida
17. University of Virgin Islands

**dLOC Membership Statement**

**June 1, 2014**

**Member Dues Overview – 2011-12 to 2013-14**

Total Member Dues Received 2011 to 2013 $134,000

Total Member Dues Expended 2011 to 2013 $54,999

**Total Surplus in dLOC Auxiliary Account $79,001**

**------------------------------------------------------------------------------------------------------------------**

**Institutional Members 2013-2014**

**Total Received:** $53,900

**Total Spent:** $ 37,779 (to date); Budgeted $49,489; Reserve: $16,121

**Executive dLOC Members:** Florida International University Libraries, University of Central Florida, University of Florida Libraries, Latin American Research Resources Project\*

**Sustaining dLOC Member:** Florida International University Latin American and Caribbean Center, University of Virgin Islands, University of Miami

**Supporting dLOC Members:** Belize National Library of Heritage Service, Duke University, New York University

**Contributing dLOC Members:** Brown University John Hay Library, CARICOM, National Archives of Haiti, Pontificia Universidad Católica Madre y Maestra

\* This funding is to support the digitization of El Mundo microfilm.

**Key Activities Funded to date:**

* University of Florida Support for **Technical Infrastructure & Processing** Content
* **Partner Training** in Florida – 10 Participants
* **Seed Grants** to National Archives of Haiti and Haitian Library FIC for equipment and updated software
* Duplication of *El Mundo* Microfilm
* Presentation of the **Panama Silver, Asian Gold** collaborative class model at the Scholarly Outreach at the International Conference on Caribbean Literature
* Presentation of the **Haiti: An Island Luminous** project at the Association of Caribbean Studies

**dLOC Sustainability Planning**

**Update – June 2014**

Section One addresses the current products and services, organization and governance structure, and a value proposition and market placement. Section Two outlines key strategies for dLOC’s continued growth and the plan for 2012-2015 with updates at the end of year two (2014).

**Key Points - Section One**

* **Current products and services**
  + dLOC provides free access to more than 2 million pages of Caribbean content in multiple languages from more than 39 partners.
  + dLOC partners gain access to the already operating dLOC website with online web presence, digital preservation and archiving, digitization and digital curation tools and training.
  + Scholars collaborate in the dLOC environment building upon the shared collections to create collaborative research projects and exhibits.
  + Primary and secondary schools, universities and the community learn about the Caribbean and have access to research resources through targeted outreach events.
* **Organization and Governance**
  + Partners, publishers and members all have defined roles and contribute to the success of the collaboration.
  + The Executive and Academic Advisory Boards provide leadership and governance for the project.
  + The Administrative and Technical hosts provide support and sustainability for the program.
* **Value Proposition and Market Placement**
  + dLOC is uniquely positioned as the largest and most well-known open access repository of Caribbean research materials supporting preservation and access for Caribbean Studies.
  + dLOC represents the most cost effective and efficient solution for access to Caribbean research resources based on research of the existing commercial and open access resources; especially in an environment where open access repositories are increasingly understood and operated as viable solutions.

**Key Points - Section Two**

**Partners and Members**

|  |  |
| --- | --- |
| Objectives | **2014 Update** |
| * Increase the number of Partners (32 in 2012) by 2-5 partners per year | Currently at 39 partners |
| * Increase the number of Institutional Members to 25 by June 2014 | 11 in 2011-2012  13 in 2012-2013  13 in 2013-2014 |
| * Increase promotion to new Partners and Members by adding several methods:   + Rotating the new iterations of the Caribbean Scholarship in the Digital Age Conferences.   + Create a calendar or other promotional piece sent to Partners and Members.   + As funding permits, create a traveling exhibit and offer to Partners and Members.   + As funding permits, award small seed funding to support local digitization. | * + - * Proposed expansion of Scholarly Advisory Board to support conference and related       * LARRP Projects *El Mundo* and *Noticias de Hoy* microfilm       * Equipment for ANH and FIC       * Participation in academic conferences |

**Donor Development**

|  |  |
| --- | --- |
| Objectives | **2014 Update** |
| * Over the next 3 years we will aim to have 1-2 meetings with possible donors per month and submit 3-4 proposals to potential funders per year. | Transitions in the Host Libraries postponed most private donor development; new staff to begin later in 2014 |
| * Release and promote a donor-sponsored digitization program   + Digitize a Resource - $100 and up   + Create an Exhibit - $10,000 and up (varies according to the scope of the project)   + Sponsor a Collection - $25,000 and up (varies according to the scope of the project) |

**Grants**

|  |  |
| --- | --- |
| Objectives | **2014 Update** |
| * Develop at least one proposal for a project of more than $100,000 | The Isser and Rae Price Library of Judaica, with emphasis on the Caribbean Collections, 2013-2019 (submitted, awaiting notification, NEH Challenge Grant) (**UF**)  “Building Cultures of Data Management through Integrative Approaches to Humanities Research,” 2013-2016 (submitted, awaiting notification) **(UF & UNT)**  Florida and Puerto Rico Newspaper Project (NEH, awarded, 2013-2015) **(UF & UPR)**  [“Making Revolutionary Cuba, 1946-1959,” 2014-2015](http://www.dloc.com/AA00014988/) (Guggenheim and ACLS, awarded) **(UF)**  [“The Panama Canal - Preserving a Legacy, Celebrating a Centennial, Leveraging an Extraordinary Human Achievement,” 2012-2015](http://dloc.com/AA00009715/00001) (IMLS, awarded) **(UF)**  [Archive of Haitian Religion and Culture](http://dloc.com/AA00008614/00001) (NEH Collaborative Research, 2012-2015) **(UF & Duke)** |
| * Develop at least two proposals for projects less than $100,000 | “University of the Virgin Islands and University of Florida collaboration: digitization for preservation,” 2014-2015 (submitted, awaiting notification, USAIN CERES) (**UVI & UF**)  “Panama Canal Museum Collection: Digitization, metadata capture, outreach, and educational tool creation for a set of Panama and Canal-focused stereographs,” 2013-2014 (UF, awarded) (**UF**)  “Teaching Resources for Migration to the Caribbean and Panama for course: Panama Silver, Asian Gold: Migration, Money, and the Making of the Modern Caribbean,” 2013-2014 (Amherst College, University of Miami, & UF, awarded) (**Amherst College, UM & UF**)  Haiti An Island Luminous Exhibit Launch **(FIU)**  Bernard Diederich Research Collection: External support for processing, targeted digitization and exhibit development **(FIU)**  Latin American Research Resources, *Noticias de Hoy* 2014-2015 (LARRP, awarded) **(FIU)** |

**Item 2**

**Candidates for the dLOC Executive Board 2014-15**

1. Bernado Alexis, Digitization Services Director

National Archives of Haiti

1. Marie-France Guillaume, Executive Director

Bibliothèque Haïtienne F.I.C

1. Ashley L. Till, Librarian

St. John Academic Center

1. Myra Torres-Alamo, MLS  
   Acting Associate Director

Library System Coordinator  
Puerto Rican Heritage Digital Library of the University of Puerto Rico

**Leadership Positions --** Should we extend the current terms or proceed with the vote for new Vice-Chair and Secretary?

**Chair:** Margo Groenewoud, Director, University of Curaçao Library

**Vice-Chair:** Barry Baker, Director of Libraries, University of Central Florida

**Secretary:** Sandra Barker, Caribbean Community

**Item 3**

**Anticipated Final Budget 2013-2014**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **2013/2014** | | **Source** | **Notes** |
|  |  |  |  |  |
| **1. Personnel** | **Budgeted** | **Actual** |  |  |
| dLOC Coordinator/Director | $67,900 | $67,900 | FIU |  |
| dLOC Technical Director (5%) | $2,500 | $2,500 | UF |  |
| Application Engineer and Digital Curation Director (10%) | $5,000 | $5,000 | UF |  |
| Library Collection Development Coordinator (10%) | $5,000 | $5,000 | FIU |  |
| Archives Collection Development Coordinator (10%) | $5,000 | $5,000 | UF |  |
| Exhibits Coordinator (5%) | $2,500 | $2,500 | UF |  |
| dLOC Assistant (Partners, Finance, Translation) (100%) | $7,000 | $7,000 | FIU |  |
|  |  |  |  |  |
| **Subtotal** | **$94,900** | **$94,900** |  |  |
| **2. Fringe** |  |  |  |  |
| dLOC Coordinator/Director | $20,180 | $20,180 | FIU |  |
| dLOC Technical Director (5%) | $750 | $750 | UF |  |
| Application Engineer and Digital Curation Director (10%) | $1,500 | $1,500 | UF |  |
| Library Collection Development Coordinator (10%) | $1,500 | $1,500 | FIU |  |
| Archives Collection Development Coordinator (10%) | $1,500 | $1,500 | UF |  |
| Exhibits Coordinator (5%) | $750 | $750 | UF |  |
| dLOC Assistant (Partners, Finance, Translation) | $536 | $536 | FIU |  |
| **Subtotal** | **$26,715** | **$26,715** | \*\*Fringe costs vary across institutions; these are estimates | |
| **3. Travel** |  |  |  |  |
| UF/FIU Collaboration Meetings | $1,000 | $1,310 | Member Dues | Wooldridge Mar 2014 ER 281916 |
| Partner Training in Florida | $6,000 |  | Member Dues | $ 6,000 Carry over from 2012 |
| Partner Training in Florida |  | $774 | Member Dues | Till – UVI - Aug 2013 ER 270357 |
| Partner Training in Florida |  | $720 | Member Dues | Alexis - Aug 2013 ER 270348 |
| Partner Training in Florida |  | $1,775 | Member Dues | Charles -Aug 2013 ER 270350 |
| Partner Training in Florida |  | $290 | Member Dues | Wooldridge – 8/2013 ER 271589 |
| Partner Training in Florida |  | $1,780 | Member Dues | Wooldridge – 8/2013 ER 270361 |
| Partner Training in Florida |  | $289 | Member Dues | Honore - Aug 2013 ER 270355 |
| Partner Training in Florida |  | $720 | Member Dues | Lubin - Aug 2013 ER 270351 |
| Partner Training in Florida |  | $720 | Member Dues | Guillaume - Aug 2013 ER 270352 |
| Partner Training in Florida |  | $237 | Member Dues | Sullivan - Aug 2013 ER 270359 |
| Partner Training in Florida |  | $1,263 | Member Dues | Scott - Aug 2013 ER 270358 |
| Partner Training in Florida |  | $78 | Member Dues | Thomas - Aug 2013 ER 270353 |
| Partner Training in Florida |  | $1,803 | Member Dues | Ancietta - Aug 2013 ER 271572 |
| Partner Training (2) | $4,000 | $4,079 | Member Dues | $1,079 Asencio to ANH – 11/2013 $3,000 Mark & Miguel training to ANH - April 2014 |
| Haitian Studies Association | $1,250 | $1,926 | Member Dues | Wooldridge in Haiti linkages - Nov 2013 ER 275604 |
| Caribbean Studies Association | $1,500 |  | Member Dues | Adam Silvia - Island Luminous project - May 2014 ($1,500) |
|  |  | $1,212 | Member Dues | N. Menard - Jan 2014 ER 281913 (bill to Foundation) |
| Other Conference | $1,500 | $495 | Member Dues | Rosenberg - Intl. Conference on Caribbean Literature ER 276295 |
| Other Conference |  | $45 | Member Dues | Wooldridge - Depository Library Council - Dec 2013 ER 276298 |
| Other Conference |  |  | Member Dues | Mark Sullivan - June 2014 ($500) |
| Latin American Studies Association | $1,500 |  | Member Dues | n/a |
| ACURIL (2 people) | $3,000 |  | Member Dues | n/a |
| SALALM | $1,250 |  | Member Dues | n/a |
| **Subtotal** | **$21,000** | **$19,515** |  |  |
| **4. Other** |  |  |  |  |
| Subcontract to UF | $10,000 | $10,000 | Member Dues |  |
| Seed Grants for Partners | $11,000 | $5,351 | Member Dues | $1,412 Equipment to ANH $3,939 Equipment to FIC |
| dLOC Annual Meeting | $1,000 |  | Member Dues | 10th Yr Anniversary and Breakfast ($1,000) |
| Microfilm Conversion |  | $521 | Member Dues | LARRP-El Mundo - 12 reels |
| International Phone Charges | $1,000 |  | FIU |  |
| Shipping | $1,000 | $86 | Member Dues |  |
| Educational Outreach (Caribbean Challenge with MDCS) | $500 |  | Member Dues |  |
| Caribbean Scholarship in the Digital Age | $750 |  | Member Dues |  |
| Exhibit | $500 |  | Member Dues |  |
| **Subtotal** | **$25,750** | **$15,958** |  |  |
| **TOTAL DIRECT COSTS** | **$168,365** | **$157,089** |  |  |
| **Total Indirect Costs** | **$3,039** | **$2,306** |  | **6.5% of Auxiliary Funds** |
| **Total** | **$171,404** | **$159,395** |  |  |
|  |  |  |  |  |
| **Budget Breakdown** |  |  |  |  |
| Total Auxillary Managed Funds | $46,750 | $35,474 |  |  |
|  | $102,115 | $102,115 |  |  |
| Total UF Cost Share | $19,500 | $19,500 |  |  |
| Funds Reserved for Long Term Development | $3,861 | $15,871 |  |  |

**Proposed Budget 2014-2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **2014/2015** | | **Source** | **Notes** |
|  |  |  |  |  |
| **1. Personnel** | **Budgeted** | **Actual** |  |  |
| dLOC Coordinator/Director | $67,900 |  | FIU |  |
| dLOC Technical Director (5%) | $2,500 |  | UF |  |
| Application Engineer and Digital Curation Director (10%) | $5,000 |  | UF |  |
| Library Collection Development Coordinator (10%) | $5,000 |  | FIU |  |
| Archives Collection Development Coordinator (10%) | $5,000 |  | UF |  |
| Exhibits Coordinator (5%) | $2,500 |  | UF |  |
| dLOC Assistant (Partners, Finance, Translation) (100%) | $7,000 |  | FIU |  |
|  |  |  |  |  |
| **Subtotal** | **$94,900** | **$0** |  |  |
| **2. Fringe** |  |  |  |  |
| dLOC Coordinator/Director | $20,180 |  | FIU |  |
| dLOC Technical Director (5%) | $750 |  | UF |  |
| Application Engineer and Digital Curation Director (10%) | $1,500 |  | UF |  |
| Library Collection Development Coordinator (10%) | $1,500 |  | FIU |  |
| Archives Collection Development Coordinator (10%) | $1,500 |  | UF |  |
| Exhibits Coordinator (5%) | $750 |  | UF |  |
| dLOC Assistant (Partners, Finance, Translation) | $536 |  | FIU |  |
| **Subtotal** | **$26,715** | **$0** | \*\*Fringe costs vary across institutions; these are estimates | |
| **3. Travel** |  |  |  |  |
| UF/FIU Collaboration Meetings (2) | $1,000 |  | Member Dues |  |
| Partner Training in Florida | $6,000 |  | Member Dues |  |
| Partner Training (2) | $4,000 |  | Member Dues |  |
| Haitian Studies Association | $1,250 |  | Member Dues |  |
| Caribbean Studies Association | $1,500 |  | Member Dues |  |
| Other Conferences | $1,500 |  | Member Dues |  |
| Latin American Studies Association | $1,500 |  | Member Dues |  |
| ACURIL (2 people) | $3,000 |  | Member Dues |  |
| SALALM | $1,250 |  | Member Dues |  |
| **Subtotal** | **$21,000** | **$0** |  |  |
| **4. Other** |  |  |  |  |
| Technology Subcontract to UF | $10,000 |  | Member Dues |  |
| Administration Support to FIU | $10,000 |  | Member Dues |  |
| Seed Grants for Partners | $10,000 |  | Member Dues |  |
| dLOC Annual Meeting | $250 |  | Member Dues |  |
| LARRP Project - Cuba Newspapers | $6,000 |  | Member Dues |  |
| International Phone Charges | $250 |  | FIU |  |
| Shipping | $1,000 |  | Member Dues |  |
| Educational Outreach (Caribbean Challenge with MDCS) | $500 |  | Member Dues |  |
| Caribbean Scholarship in the Digital Age | $750 |  | Member Dues |  |
| Promotional Materials | $1,000 |  | Member Dues |  |
| **Subtotal** | **$39,750** | **$0** |  |  |
| **TOTAL DIRECT COSTS** | **$182,365** | **$0** |  |  |
| **Total Indirect Costs** | **$3,949** | **$0** |  | **6.5% of Auxilliary Managed Funds** |
| **Total** | **$186,314** | **$0** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Budget Breakdown** |  |  |  |  |
| Total Auxillary Managed Funds | $60,750 | $0 |  |  |
| Total FIU Cost Share | $102,115 | $0 |  |  |
| Total UF Cost Share | $19,500 | $0 |  |  |
| Funds Reserved for Long Term Development \* | $10,301 | $53,650 |  |  |

\* Based on $75,000 in member dues raised.

**Donor Development**

This aspect of dLOC sustainability continues to progress, but slower than expected, due to staff changes at Florida International University.

If partners have ideas for specific projects or donors, please contact us.

* Over the next 3 years we will aim to have 1-2 meetings with possible donors per month and submit 3-4 proposals to potential funders per year.
* Release and promote a donor-sponsored digitization program
  + Donations can be used to support the creation of specific resources, exhibits or to digitize entire collections. Specific scholars or other individuals have research or personal interests that can be channeled to support the ongoing development of dLOC. Whether it is a specific book or microfilm reel, an exhibit or an entire collection, these special projects, when housed in a collaborative repository such as dLOC, allow users to discover and utilize resources in a very efficient manner. Rather than continuing to develop small, isolated collections or websites, or inter-library loan one digital copy of a resource, dLOC allows the resources to be shared and searched along with other Caribbean resources. The administrative team will promote the availability of these opportunities for collaboration through its website, promotional materials, at conferences and with targeted individuals.
    - Digitize a Resource - $100 and up: Contribute to the growing body of books, periodicals, photographs, manuscripts, etc. available freely via dLOC.
    - Create an Exhibit - $10,000 and up (varies according to the scope of the project): Support the development of an online exhibit to showcase the materials and facilitate their use in teaching and research.
    - Sponsor a Collection - $25,000 and up (varies according to the scope of the project): Help to preserve and make accessible new content not currently available online to the millions of dLOC users every year. This funding will support the selection, digitization, electronic preservation and distribution of new resources.

**Grants**

* The dLOC team will develop at least one proposal for a project of more than $100,000 and two proposals for projects less than $100,000 each year from 2012-2015.

**Item 4 - dLOC Training Opportunities**

1. **dLOC Certified Regional Representatives and Florida Intensive Trainings**

This program will establish a framework to certify local experts to serve as leaders to facilitate training and expansion of dLOC partnerships.  Through a competitive process, dLOC leadership will select up to six participants to complete an intensive training in the dLOC model, dLOC tools and digitization for preservation.  The focus of the training will alternate between intermediate and advanced topics.  dLOC will fund the flight, hotel and local transportation.  The participant’s host institution will be responsible for subsidizing the cost of food and incidentals during the training.

1. **dLOC On-site Partner Training**

dLOC trainers have conducted over 40 on-site partner trainings on digitization practices and the dLOC technology.  This training will continue as funding allows with a target of at least 2 on-site trainings per year.  Topics will vary based on partner needs and could include dLOC workflow tools, digitization for preservation or digital curation.

1. **dLOC Virtual Training**

In recognition of the growing number of dLOC partners in need of training, dLOC will continue develop a webinar series to provide on-going training for new partners and to build the skills of current partners.  Given the variability of internet speeds in some partner institutions, a variety of technologies and approaches will be necessary.

1. **dLOC Internships**

dLOC will provide opportunities for internships in select partner libraries.  The internships will either provide an opportunity for a dLOC librarian or technician to identify a topic of study and spend between 2-4 weeks developing skills in that area or provide an approved student the opportunity to work with a dLOC partner on a project identified by the dLOC partner. Funding for these internships is not currently available, but possible sources will be identified and pursued by the dLOC leadership.