



Arca Advisory Committee

Tuesday, November 28, 2023

1:00 PM – 2:30 PM

SFU Harbour Centre, Eyre Boardroom (Room 2050)

515 W Hastings St, Vancouver, BC

In Attendance:

Michel Castagné, Capilano University, *Member-at-Large*

Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*

Todd Mundle, Kwantlen Polytechnic University, *Chair*

Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

Via Teleconference:

Camille Callison, University of the Fraser Valley

Marc D’Avernas, Mount Royal University, *Member-at-Large non-BC ELN*

Trish Rosseel, Douglas College

Administrative Centre:

Sasha Han (Recorder)

Brandon Weigel

Regrets:

MJ D’Elia, UBC Okanagan

1. Adoption of Agenda

The agenda was adopted as tabled.

2. Migration Update and Budget

B. Weigel shared an update on the status of the Arca migration to Islandora 2. A contract has been signed with discoverygarden (DGI), SFU finance and procurement details have been sorted, and the migration is set to officially begin. The Admin Centre will share an updated migration timeline once details are confirmed with DGI.

B. Weigel also presented an overview of the migration budget prepared by the Arca Office, with revenues and expenditures broken down over the projected two-year span of the migration project.

Migration Revenue

Approximately \$47,000 has been saved up in Arca’s “migration fund”, made up of carryforward from previous years. \$500,000 will come from Ministry of Post-

secondary Education and Future Skills (PSFS) capital funding, with \$400,000 dispensed in the first year of the migration and \$100,000 in the second.

Migration Expenditures

The DGI quote is conservative; actual expenditure will be based on the number of hours spent on the project, which may be reduced by more in-house preparation. DGI charges in USD but has agreed to give BC ELN a set rate of 1.35.

BC ELN will be hiring a migration specialist who will be spending most of their time on Arca. The Arca Manager's salary is not included in the migration budget as these costs are instead covered under normal Arca operations.

The first year's expenditures are covered by the migration fund and the first installment of PSFS funding (\$400,000), with a small carryforward.

Migration Year 2

Revenue for the second year of the migration would include the second installment (\$100,000) of PSFS capital funding, as well as the projected carryforward from the 2024-25 Expenditure Plan. Expenses for the second year of the migration would include the final payment to DGI and the salary for the migration specialist.

These expenses, together with a combination of rising interest rates, exchange rates, and salary changes, are projected to result in an estimated budget deficit of \$44,210. If this deficit were divided between the 27 "full" Arca members, this would amount to about \$1,630 per site. The Arca Office will be working hard to take on more migration tasks in-house to reduce DGI expenditures and will have a better idea in summer 2024 of how much the shortfall might be.

Committee members recommended the following next steps for the Arca Office in response to the possible deficit:

- Explore the possibility of additional PSFS capital funding
- Communicate to Arca Admins about the shortfall and the possibility of a one-time fee in fiscal year 2025-26 to address it
- Prepare tiered and non-tiered cost breakdowns per institution for the Advisory Committee to review if charges to individual members become necessary

3. Expenditure Plan and Service Support

B. Weigel presented an overview of the 2024-27 Arca Expenditure Plan.

2024-25 Expenditure Plan

- Revenues:
 - 2023-24 carryforward amounts have been put toward the Arca Migration budget
 - Revenues are somewhat reduced by the withdrawal of Indigitization and the Langara College Library Technician program, but increased due to greater storage
 - Proposed increase for the Member Service Support Fee for 2024/25 is 5%, which reflects significantly higher operating costs in the current high-inflation environment, but is still in the usual 3%-5% increase range for BC ELN
- Expenditures:
 - Arca Migration Specialist will be paid through the Migration budget at 0.8 FTE; 0.2 FTE will be allocated to regular Arca operations
 - \$30,000 is budgeted for hybrid Islandora 7/Islandora 2 support from DGI for the first year of migration
 - As migration will only have just begun in 2024/25, SFU Cloud has agreed to continue under the current MOU but with a significant transitional increase to bring costs closer to what is actually needed for our current environment
- Most of the carryforward (~\$26,840) from this transition year would be put toward the migration budget

Committee members expressed regret at Indigitization's withdrawal from Arca due to internal legal processes at UBC, and recommended that the committee investigate ways to address access protocol barriers moving forward.

2025-26 Expenditure Plan

- Revenues:
 - A portion of the carryforward from 2024-25 will be used to balance out the expenditure plan
 - 5% is the recommended increase to the Member Service Support Fee to offset higher operating costs
 - An increase will also begin to be applied to the Storage Fee amount to reflect increasing infrastructure costs
- Expenditures:
 - Salary costs include an anticipated increase due to the new SFU Collective Agreement
 - DGI provided an approximate quote of \$45,000 CAD for support costs for the year (\$17,000 for maintenance and the remainder for hourly support charges)
 - Infrastructure:
 - In April 2025, Arca will transition to an SFU Cloud cost model that is more appropriate for the new environment

- On the new infrastructure plan, Arca will pay SFU's cost for 0.25 FTE, subject to annual salary increases
 - The \$37,800 listed in the Expenditure Plan is an estimate based on a 5% increase in staff costs
- There will be no projected carryforward from this year

2026-27 Expenditure Plan

While it is atypical to project finances this far in advance, a summary of the 2026-27 Expenditure Plan was provided to give the committee a sense of Arca's finances once transitional costs have stabilized.

- Revenues:
 - There will be no carryforward, so Arca will be operating on Member Service Support fees and a \$10,000 contribution from BC ELN
 - Annual fee increase is projected at 5% to cover increased expenses while keeping fees as low as possible
- Expenditures
 - Service Support amount assumes a 5% increase to salaries
 - DGI support amount includes an estimated 3% inflationary increase
 - SFU Cloud costs will have transitioned to staffing costs, which will also have an associated percent increase
- Projections indicate a well-balanced budget with a modest carryforward; any additional revenue from new joins or lower costs will allow for potential development work for new functionality in the new platform

MOTION: To approve the 2024-25 Expenditure Plan, including:

- 5% increases to Service Support Fees, and
- Introduction of annual increases for Storage fees to match going forward

Moved: C. Callison

Seconded: M. Castagné

Motion carried.

4. Advisory Committee Membership

T. Mundle shared updates on Advisory Committee membership.

T. Fyfe declined to renew her position on the committee as her tenure as interim University Librarian at the University of Northern British Columbia will be ending in January 2024. T. Fyfe will be succeeded by M. D'Elia, Associate Chief Librarian of UBC Okanagan. The BC ELN Steering Committee determined that British Columbia Regional Digitized History (BCRDH) qualifies as UBC participation in Arca, allowing M. D'Elia to hold one of the six positions on the committee reserved for BC ELN member institutions.

The new Indigenous Representative position remains unfilled. There was a question about whether the representative must come from an Arca member institution. T. Mundle confirmed that there are no membership requirements for the Indigenous Representative role. Committee members agreed to follow up with community partners to invite nominations for the position.

5. New Business

There was no new business.

6. Next Meeting

T. Mundle thanked the committee for their participation. The next meeting will take place in 2024.