

# Wisconsin Public Library Consortium

## ***Board Meeting Agenda***

February 17, 2025 at 2:00 PM

by zoom\*

{Alternate in-person location: 707 Quay St, Manitowoc, WI 54220}

### 1. Call to order

### 2. Welcome, Proxy Announcements, and Roll Call

### 3. Consent Agenda

- a. Review agenda
- b. Approval of minutes from [October 21, 2024](#)
- c. Acceptance of Digital Library Steering Committee minutes from [November 14, 2024](#)
- d. Acceptance of Technology Steering Committee minutes from [November 12, 2024](#)
- e. [YTD Budget](#)

### 4. Committee and Project Updates

- a. Digital Library Steering Committee Update
- b. Technology Steering Committee Update
- c. Delivery Workgroup Update

### 5. Discussion and Action Items

#### a. Discussion and Action: Apportionment of the 2024 Budget Carryover and Unbudgeted Expenses

*Background:* Each year, we take the funds not spent by the Consortium in the previous year and allocate them to the appropriate budget for the current year. This year, we have the following funds to allocate:

- Revenue: Member shares \$(2.00){recommendation: carry over to digital content}
- Revenue: Buying pool income \$(1.00){recommendation: carry over to digital content}
- Revenue: Donations \$3,951.00 {recommendation: carry over to digital content}
- Expense: OverDrive Content \$(616.16) {recommendation: carry over to digital content}
- Expense: Magazine Collection \$(1.00) {recommendation: carry over to digital content}
- Expense: Digital Newspaper Hosting \$14,142.48 {recommendation: carry over to same line}
- Expense: Website \$897.79 {recommendation: carry over to same line}
- Expense: Conference and Scholarship \$1,250.00 {recommendation: carry over to same line}
- Expense: Digital Newspaper Uploads \$2,864.76 {recommendation: carry over to same line}
- Other: R & D \$70,141.25 {recommendation: carry over to same line}
- Other: Reserve \$37,530.64 {recommendation: carry over to same line}
- Other: Other \$1,000.54 {recommendation: carry over to reserves}

*Additional Documents:* [2024 End of Year Budget](#)

*Questions for discussion:*

- Are there any questions or concerns about the proposed allocations?

**b. Discussion and Action: Strategic Plan**

*Background:* Throughout 2024, a Strategic Planning Committee has been working with consultants to finalize a strategic plan for the WPLC.

*During the meeting:* The group will review the plan and potentially approve.

*Additional documents:* [WPLC Draft Strategic Plan](#) and [Planning Process Doc](#)

**c. Discussion and Possible Action: Prioritizing Strategic Plan Activities for Year One**

*Background:* During the strategic planning process information was gathered from the membership through surveys and focus groups. That information has been incorporated into potential activities of the WPLC Strategic Plan

*During the meeting:* The board will review and identify priorities for year one.

*Additional documents:* [WPLC Strategic Plan with Activities](#)

**d. Discussion and Possible Action: Digipalooza Scholarship**

*Background:* The 2025 budget allows for a scholarship for one WPLC member to attend OverDrive's Digipalooza.

*During the meeting:* The group will discuss a scholarship process

*Additional documents:* [Draft Process](#) and [Scholarship Form](#)

*Questions for Consideration:*

- Is a lottery the best way to determine a winner?
- How should this be distributed?
- Who is eligible?
- Should the dates be extended?

**e. Discussion and Action: Formation of Budget Committee**

*Background:* The Board needs to form a Budget Committee to create the 2026 and 2027 Budgets.

*During the meeting:* The group will discuss committee member makeup.

**f. Discussion: Limiting access to online resources to patrons that live within system boundaries**

*Background:* At the May 2024 meeting of the Board, the group discussed access to Wisconsin's Digital Library. At that meeting the Board agreed that the language on the [WPLC About page](#) should be changed from "Wisconsin resident" to "valid Wisconsin library card holder." This puts the determination of access on the system and/or libraries.

*During the meeting:* The group will discuss statewide consistency of access to online resources.

**g. Informational: System Advantage PAR reports & upcoming webinar**

*Background:* The System Advantage Partner Analysis Review (PAR) is designed to show how a system's Advantage spending and usage compares among all systems in the consortium. Project managers requested these reports for all 15 systems. Overdrive representative Katie Strong will be holding a webinar on March 6 at 1:00 pm to go over the reports and address any questions you may have.

Reports & meeting connection information will be distributed following this meeting for your review.

**h. Informational: WDL Advantage Spending Survey Follow up**

*Background:* Last year a survey was conducted on how systems fund their WDL Advantage accounts.

*During the meeting:* The group will discuss the results of the survey

*Additional documents:* [Advantage Spending Survey Results](#)

**i. Discussion: Planning for the 2025 Annual Meeting**

*Background:* The next meeting will be the WPLC Annual Meeting. The annual meeting will be held on Friday, April 4, 2025 at 10:00 AM followed by a listening/feedback session on Friday April 25, 2025.

*Questions for discussion:*

- What topics or specific concerns need to be addressed at the annual meeting?

Potential Topics:

- Data Year in Review
- Strategic Plan Goals and objectives and activities for year one
- Collection Development Committee Recommendations Overview
- Data Dashboard Update
- Delivery Update

**j. Discussion: Annual Review of Consortium Documents**

*Background:* As this is the first meeting of the year, the Board orientation packet has been prepared. The group will discuss any questions during the meeting.

*Additional documents:* [WPLC Board Orientation Packet](#)

**6. Information Sharing from Partners**

*Questions to consider:*

- What are potential opportunities for collaboration?
- What's new happening at your system?
- What issues are you facing?

**7. Adjourn**

*Next meeting:* Annual Membership Meeting on Friday, April 4, 2025 at 10:00 AM, Virtual listening/feedback session on Friday, April 25, 2025 at 10:00 AM and in person Board meeting on Wednesday, April 30, 2025

**\*Join Zoom Meeting**

<https://us02web.zoom.us/j/89013767621?pwd=nQiboE7QWWjLysSyaLdKVBGtFMiRqK.1>

Meeting ID: 890 1376 7621

Passcode: 970714