

# Wisconsin Public Library Consortium

## *Board Meeting Notes*

February 17, 2025 at 2:00 PM

by zoom\*

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

PRESENT: Karol Kenedy, proxy for Mellanie Mercier (Bridges), John Thompson, proxy for Katelyn Dubiel (IFLS), Rob Nunez (Kenosha), Rebecca Scherer (MCLS), Steve Hesper (MCFLS), Riti Grover (Monarch), Tracy Vreeke (Nicolet), Gina Rae (NWLS), Bradley Shipps (OWLS), Steve Ohs, proxy for Steve Platteter (PLLS), Jean Anderson, Proxy for Shannon Schultz (SCLS), Angela Noel (SWLS), Clairellyn Sommersmith (Winnefox), Marla Sepnafski (WVLS)

ABSENT: Kristen Anderson (WRLS)

GUESTS: Ben Miller (DPI)

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Melody Clark (WiLS), Laura Damon-Moore (WiLS), Rebecca Rosenstiel (WiLS)

### **1. Call to order**

R. Scherer called the meeting to order at 2:00 pm

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

R. Scherer welcomed the group, asked for proxy announcements, and did a 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](#)

S. Ohs moved approval of the consent agenda. R. Grover seconded. Motion passed unanimously.

### **4. Committee and Project Updates**

It was noted that project managers and or committee liaisons will be providing brief updates in addition to the Board accepting the notes of the committees.

#### **a. Digital Library Steering Committee Update**

It was shared that since this body last met, the Digital Library Steering Committee has met twice, once in November and last week. In November, the group reviewed the Selection process and current Digital Library initiatives. They also approved the 2025 officers. Last week, the group reviewed the proposed Collection Development

recommendations for 2025 and approved the initiatives. This does include a recommendation for a 5% increase to the Digital Library Buying Pool. The group also reviewed changes to the collection development policy. Those changes will be coming to the Board for final approval of the policy at the next meeting. The group also discussed AI content within OverDrive's Marketplace. OverDrive does not currently have a formal policy on AI. OverDrive does not exclude titles created with AI tools from the catalog. They currently ask that publishers self-identify content that was created with AI assistance. This information is also being shared with the Selection Committee.

In addition, DPI would like to have a Liaison to the Digital Library Steering Committee, specifically Elizabeth Neuman since there is considerable overlap between her work at DPI as the Digital Services Coordinator, BadgerLink work, and work of the WPLC Digital Library. It was asked if the Board had any concerns about this? There were no concerns and Elizabeth Neuman will act as a DPI liaison to the DL Steering Committee.

**b. Technology Steering Committee Update**

- i. At the last meeting in November 2024, the committee elected Vicki Teal Lovely to remain as chair in 2025, Steve Hesper was elected as vice-chair.
- ii. The Data Dashboard pilot has ended and feedback is being incorporated into a final project report for the committee to review at their March 18 meeting, where next steps will be discussed. As many of you may have seen in recent communications, DPI has generously supported an extension of dashboard access through June 30 to give libraries more time with the dashboard. Depending on when preliminary 2024 annual report data is available, it may be added to the dashboard prior to June 30.
- iii. The Technology Steering Committee spent a little time at their November meeting revisiting the PLSR Technology Workgroup report and how the work of the WPLC Technology Collaboration has responded to some of the recommendations in that 2019 report.
- iv. The Technology Steering Committee discussed ensuring representation on the committee from all 15 library systems. Current committee composition represents 9 of the 15 systems, however it should be noted that some representatives are there on behalf of more than one system (in cases of shared technology services). Any unrepresented systems are welcome to reach out to WPLC project managers to be added to the committee roster.

**c. Delivery Workgroup Update**

The Delivery Workgroup meets monthly and has been discussing possible changes to the budget formula for public library systems. No decision on a change has been made yet. Several systems have been affected by the closing of WALTCO's hubs in the northern part of the state. Because of this, affected parties and those interested have been meeting weekly to discuss options. At their last check in, it was shared that another potential

third party solution has been identified. This could potentially provide uninterrupted service while the affected systems are able to take time to evaluate their processes or create RFPs for new vendors.

## 5. Discussion and Action Items

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

[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 digital content}

It was asked if there are any questions or concerns about the proposed allocations?

G. Rae appreciates that these allocations seem to reflect last year's discussions.

G. Rae moved to approve the allocations as presented. R. Nunez seconded. Motion passed unanimously.

### b. Discussion and Action: Strategic Plan

Throughout 2024, a Strategic Planning Committee has been working with consultants to finalize a strategic plan for the WPLC. The [WPLC Draft Strategic Plan](#) and [Planning Process Doc](#) were shared and discussed.

The group was reminded of the process, the focus groups and member survey that took place in 2024. The group was reminded that the Mission and Vision were approved at the Board's October 2024 meeting and that formal Board approval of the committee's recommended goals and objectives is needed. Activities and projects are how the plan is activated and assessed; the Board will have a chance to offer input today, pending approval of the goals and objectives.

The group was asked if there were questions about the process or the goals and objectives.

S. Hesper suggested that going forward, the Mission and Vision statements be added into the top of the meeting agendas. Project Managers will incorporate this change.

Motion to approve the Strategic Plan as presented made by A. Noel. Seconded by T. Vreeke. Motion passed unanimously.

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

During the strategic planning process information was gathered from the membership through surveys and focus groups. That information has been incorporated in the [WPLC Strategic Plan with Activities](#).

The group reviewed and discussed the activities. They were asked if the bolded activities within each goal area are priority activities, action items, or projects for the WPLC to take on in Year 1?

- T. Vreeke agreed that the bolded activities are appropriate, and added that many aligned with previous discussions.
- C. Sommersmith would like to add as an activity to Goal II to create a committee or workgroup to create a communication plan; and could potentially determine the WPLC website updates.
- C. Sommersmith asked if developing talking points for LD&L is an activity for 2026 or 2027, as it might be appropriate for either. R. Scherer noted that this might be a decision after the state budget is finalized. C. Sommersmith shared that establishing documentation and communication for 2025 could then be the year one activity.
- T. Vreeke asked for clarification on how certain project priorities would move forward, either at the committee or workgroup level, or at the board level. Using the LD&L conversation as an example, Vreeke suggests we may want to connect with LD&L to find out timeline suggestions from them in terms of best time for advocacy.

The group was also asked if they wanted to suggest prioritizing different activities for the first year.

- C. Sommersmith suggested that goal one “project groups annually determining priorities using the WPLC strategic Plan” begin in year one.
- C. Sommersmith noted that the WPLC website update, listed under goal two, is scheduled to be completed this year, likely by the end of summer, and can also be bolded.

The group also provided additional feedback and updates regarding the Strategic Plan and activities:

- R. Scherer mentioned that wording in goals two and three should be standardized; that committees would be ad hoc and not permanent.
- G. Rae appreciated and was impressed by the details that went into the process and final product.

R. Scherer reminded the group that they can reach out to herself, the planning committee, or the Project Managers with any questions.

Project Managers will take the Board's feedback to the Strategic Planning Committee, who will finalize the activities. Once finalized, the Strategic Plan will be shared out and posted on the WPLC website.

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

The 2025 budget allows for a scholarship for one WPLC member to attend OverDrive's Digipalooza. A [Draft Process](#) and [Scholarship Form](#) were shared with the group.

The following questions were asked:

- Is a lottery the best way to determine a winner?
  - The group agreed that a lottery is appropriate, adding that those who haven't attended Digipalooza in the past will be entered into the drawing twice.
- Who is eligible and how should this be distributed?
  - It was suggested for the Board to distribute the scholarship form to staff members within their systems and libraries who would benefit most from attending Digipalooza. J. Chamberlain asked for clarification on, for example, if all selection committee members would be reached? After further discussion, it was determined that members of the Digital Library Steering Committee and the Selection Committee would receive the scholarship form.
- Should the dates be extended?
  - No concerns on the dates as presented.

J. Anderson asked if the WPLC budget still supports one project manager to attend the conference as well, and yes the budget does allow for one project manager and one WPLC general scholarship member to attend.

J. Anderson has attended Digipalooza in the past, and shared that it is more like a user-group conference, and the folks that would get the most out of this conference are those who are involved in OverDrive; especially those who might be consortium or advantage selectors.

S. Hesper moves to approve that scholarship eligibility will be determined by Board members based on experience with OverDrive and will be distributed to staff who would get the most out of the experience. A. Noel seconded.

After further discussion, S. Hesper amended the motion to send the form only to members of the Digital Library Steering and the Selection Committee; and that anyone who hasn't attended Digipalooza in the past would have their name entered in the drawing pool twice.

The motion passed unanimously.

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

The Board needs to form a Budget Committee to create the 2026 and 2027 Budgets. In the past it was noted that the current chair, past chair, vice chair and a member of a Board committee made up the Budget Committee.

The group agreed for the committee to be made up of the current chair, past chair, vice chair and another member of the Board Committee. R. Grover volunteered to serve on the committee.

T. Vreeke moved to approve the formation and make up of that committee. M. Sepnafski seconded. The motion passed unanimously.

The Committee will meet in March to review the first draft of the budgets.

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

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.

The group discussed if statewide consistency of access to online resources was needed. S. Hesper noted that the language was left intentionally vague so that libraries could determine what access they provide. T. Vreeke agrees that language doesn't need to be updated: a valid Wisconsin library card holder works for OverDrive; and it allows for flexibility. This could be a topic of discussion for other services, such as Kanopy, Hoopla, or other digital platforms where funding is tied to usage.

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

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 to WPLC Board Members following this meeting for your review. These reports can be shared out with staff.

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

Last year a survey was conducted on how systems fund their WDL Advantage accounts. The [Advantage Spending Survey Results](#) were shared.

M. Clark provided a brief overview of the results, noting that most systems are approaching advantage spending differently. The last page includes all the spending by systems; the *Total Digital Library Spend* is a combination of individual library accounts.

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

The annual membership meeting will be held on Friday, April 4, 2025 at 10:00 AM followed by a listening/feedback session on Friday April 25, 2025. The group was asked 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

R. Scherer suggested to include an organizational chart of all of the work groups and committees. Project Managers will include this information, as well as an overview of the WPLC. In regards to the delivery workgroup, S. Hesel suggested sharing whatever information is known about the statewide delivery budget. J. Chamberlain asked if the annual meeting is a place to help reinforce how member libraries can stay informed on WPLC operations. It was noted that this might be a better activity to do within the impending communications workgroup and outside of the annual meeting, on a system-meeting level like new director orientations.

M. Clark reminded the Board that they are encouraged to attend both the annual meeting and the listening feedback session, as it is beneficial for attendees with questions to hear answers from the Board's perspective.

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

As this is the first meeting of the year, the [WPLC Board Orientation Packet](#) has been prepared. It was asked if there were any questions about the documentation.

There were no questions or further discussion.

## 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?

B. Miller shared that the deadline for Web Accessibility and the ADA compliance to Title II is coming up in April 2026; and this relates to ILSs, online resources, the Digital Library, etc. DPI is making sure that everything for BadgerLink is documented and that contracts are in line with Title II compliance. They are also hopeful to have examples of contract language available this summer. Ben shared a link to the [Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities](#) that can help as a starting point for the process.

J. Chamberlain asked if anyone made it to Appleton Public Library's grand opening over the past weekend? B. Shippo was there, and is joining this meeting from there right now. The grand opening was awesome; it was standing room only, which was amazing considering there was a snowstorm. It's a gorgeous library.

## 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*

**Meeting ended at: 3:38pm**