

Wisconsin Public Library Consortium

Board Meeting Notes

February 19, 2024 at 2:00 PM

by zoom*

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

PRESENT: Mellanie Mercier (Bridges), Katelyn Noack (IFLS), Rob Nunez (Kenosha), Rebecca Scherer (MCLS), Steve Hesel (MCFLS), Tracy Vreeke (Nicolet), Gina Rae (NWLS), Bradley Shipps (OWLS), Steven Platteter (PLLS), Jean Anderson (SCLS), Kristen Anderson (WRLS), Clairellyn Sommersmith (Winnefox), Rachel Metzler (WVLS)

ABSENT: Riti Grover (Monarch), Shauna Koszegi (SWLS)

GUESTS: Ben Miller (DPI), Bruce Smith (DPI)

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. Call to order

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

2. Welcome, Proxy Announcements, and Roll Call

Chair 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 23, 2023](#)

c. Acceptance of Digital Library Steering Committee minutes from [November 9, 2023](#)

d. Acceptance of Technology Steering Committee minutes from [November 7, 2023](#)

e. [YTD Budget](#)

S. Hesel moved approval of the consent agenda. S. Platteter seconded. Motion passed unanimously.

4. Committee and Project Updates

a. Strategic Planning Workgroup Update

R. Scherer noted that a workgroup has been created consisting of the current chair, current vice chair, and past chair. The group determined they would pursue a consultant to help with the process. WiLS, as current project managers who have strategic planning expertise on staff, have been asked to prepare a proposal for the Board to review.

b. Technology Steering Committee [Update](#)

It was shared that the committee is looking for additional members and systems are encouraged to add a representative to the committee if they don't have one already. It was

asked if committee members could be system staff and not necessarily directors. M. Clark confirmed that members do not need to be directors; any technology system staff member can be a part of the committee. Volunteers can be directed to J. Chamberlain to be added.

- c. Digital Library Marketing Committee [Update](#) – See discussion item 5.b

It was noted that the Marketing Committee’s update will be discussed as item 5.b.

C. Sommersmith asked where funding for social media ads have come from, and noted that they have received questions as to why the WPLC is spending money on advertising when popular titles have so many holds on them. It was noted that the Board created the Digital Library Steering Marketing Committee (formerly the Social Media Committee) and has annually approved advertisements and a small budget. The funds for this have been taken out of reserves in the past. It was also shared that the advertisements the marketing committee creates are linked to curated lists of currently available titles within the collection.

5. Discussion and Action Items

a. Discussion and Action: Apportionment of the 2023 Budget Carryover and Unbudgeted Expenses

Each year, the funds not spent by the Consortium in the previous year are allocated to the appropriate budget for the current year. This year, we have the following funds to allocate:

- Member shares \$(2.00) {recommendation: carry over to digital content}
- Buying pool income \$(1.00) {recommendation: carry over to digital content}
- Digital Newspaper Uploads \$1,662.24 {recommendation: carry over to same line}
- Donations \$250.00 {recommendation: carry over to digital content}
- OverDrive Content \$(674.71) {recommendation: carry over to digital content}
- Magazine Collection \$20,001.00 {recommendation: carry over to same line}
- Digital Newspaper Hosting \$14,142.48 {recommendation: carry over to same line}
- Website \$919.13 {recommendation: carry over to same line}
- Digital Newspaper Uploads \$1,202.52 {recommendation: carry over to same line}
- R & D \$59,000.00 {recommendation: carry over to same line}
- Reserve \$46,718.36 {recommendation: carry over to same line}
- Other (Printing) \$(120.20) {recommendation: carry over to reserves}

Additional Documents: [2023 End of Year Budget](#)

S. Hesar asked to confirm if the \$20,000 for the magazine collection was from the cost coming in lower than quoted. M. Clark verified yes; OverDrive quoted the magazine collection cost at \$100,000 but was invoiced at \$80,000. M. Clark shared that this happened again this year, so the magazine collection budget line will have a surplus of \$40,000. These funds could be applied to the 2025 magazine budget cost or could be expended this year on additional content for Wisconsin’s Digital Library. This will be added as an agenda item for the next meeting.

It was asked why Digital Newspaper Uploads was listed twice. It was noted they are listed as twice, once as income and once as expense. J. Chamberlain shared that some of the libraries that had newspapers uploaded into WNA pre-paid in 2022 before they had grant money expire, so that is why expenses and income aren't a direct match in this FY budget.

T. Vreeke moved to approve the allocation as presented, and S. Hesel seconded. Motion passed unanimously.

b. Discussion and Possible Action: Marketing Committee

The Digital Library Marketing Committee is working with WPR to advertise Wisconsin's Digital Library. The Committee is requesting the Board's input.

There was consensus that the second option felt the most appropriate, but the Board would like Wisconsin Public Libraries to be noted first, with fewer acronyms that may not resonate with the public. M. Clark noted that WPR was involved with drafting each of the options and that WiLS is required to be mentioned since payment is coming from WiLS, but is unsure if WPR requires WiLS to be said first (ahead of Wisconsin Public Libraries).

Project managers will let the committee know that the Board is choosing the second option and would prefer the ad be changed to "Support for WPR comes from Wisconsin Public Libraries, through WiLS, to offer access to e-books, audiobooks, and more, available with a Wisconsin library card at wisconsinsdigitallibrary.org."

c. Discussion and Possible Action: Collection Development Policy

Annually, the Board approves any updates and recommended changes to the Collection Development Policy by the Selection and Digital Library Steering Committee.

The group reviewed the [recommended changes](#).

S. Hesel suggested that the language be simplified to indicate any title that is reviewed will not be reviewed again for five years. It was shared that the phrase "...similar content..." was added by the DL Steering Committee so that individuals or groups wouldn't try to submit multiple reconsiderations for an entire genre.

The Board also agreed that a cap should be added as to how many reconsideration requests can be placed by a single person or group.

There was also a question on how reconsideration requests would apply to advantage-owned titles that are available state-wide. M. Clark clarified the difference between titles that are consortium-owned (available state-wide); advantage-owned (available only to users within the owning library system that purchased the title); and advantage-plus (titles that were purchased by a library system that are One Copy/One User or metered by time, have

been in the collection for one month, do not have any holds and are not currently checked out, become available state-wide). The group felt that the “similar content” addition would be difficult to determine and easy for patrons to question. It was determined to remove this wording.

There are some individual libraries that also have their own Advantage accounts and it was asked how reconsideration of titles would happen if owned by an Advantage account and not the consortium. The group was asked if the library systems would be willing to take on reconsideration requests for titles discovered by state-wide users but owned by specific libraries. R. Metzler noted that since the resource library at Marathon County has their own Advantage Account, they would want to be involved and aware of this, so they are uncomfortable with the suggestion. M. Clark suggested modifying the language to say that the reconsideration will be sent to the owning Wisconsin Public Library System or Public Library”; the Board agreed to this update.

The language in the “Repeated or redundant requests...” section will be changed to “Once reviewed, a title, regardless of format, will not be reconsidered within five years of the last request. If a title is owned by an advantage account, the reconsideration will be sent to the owning Wisconsin Public Library System or Public Library.”

S. Hesper moved to approve the Collection Development Policy with discussed changes. B. Shippy seconded. Motion passed unanimously.

d. Discussion and Possible Action: Technology Collaborative Governance Proposal

The governance and committee structure of the WPLC Technology Collaborative was discussed at the WPLC Visioning Session in October of 2023. A proposal has been drafted with recommended changes to the structure.

The group reviewed the [WPLC Technology Collaborative Governance and Committee Proposal](#).

K. Anderson moved to approve the proposal. M. Mercier seconded.

C. Sommersmith asked if the tech talk group was involved in this decision, and if they approved of it. M. Clark verified that information was shared with the group and they offered feedback which the Technology Steering Committee has taken into consideration. C. Sommersmith asked how communication of the new group would be managed. It was shared that the Technology Steering Committee will reach out to the Board to distribute details to System IT staff, as well as send information directly to the tech talk group. V. Teal Lovely, current chair of the Technology Steering Committee, is also a Tech Talk member and can share information with that group directly.

B. Shipps added her support and appreciation for this living under the WPLC, which will give it more structure and defined contact information when there is staff turnover.

Motion passed unanimously.

e. Discussion and Possible Action: Data Dashboard Pilot

The Technology Operations and Technology Steering Committee have created a Workgroup to evaluate existing library data dashboards of public library systems in Wisconsin, as well as those used by other states or non-library examples, to help determine suitability for a statewide data dashboard pilot project. The workgroup has submitted a findings and recommendation report to the Technology Steering Committee. The report recommended a pilot data dashboard project.

It was shared that at their meeting last week, the Technology Steering Committee approved the proposal. It was also shared that DPI informed the group that they will cover the entire cost of the pilot. B. Miller also added that DPI just confirmed contributing up to another \$20,000 towards additional data projects that may emerge from this Data Dashboard Pilot.

K. Anderson made a motion to approve the pilot. T. Vreeke seconded. Motion passed unanimously.

f. Discussion and Possible Action: Delivery

A [proposal was drafted](#) to move the governance of the statewide delivery system to the WPLC.

B. Smith of DPI gave an overview of the proposal.

It was noted that the Board truly appreciates all of Bruce Smith and Corey Baumann's hard work that went into this project and thanks them immensely.

C. Sommersmith asked why a workgroup is being recommended over a committee. B. Smith noted that a workgroup will have more flexibility and could save on project management costs. However, this workgroup can be changed to a committee at any time if the Board sees a benefit to that.

S. Hesper made a motion to accept the proposal. S. Platteter seconded. Motion passed unanimously.

g. Discussion: Planning for the 2024 Annual Meeting

The next meeting will be the WPLC Annual Meeting. The annual meeting will be held at WAPL on May 1, 2024

Project managers noted that having a hybrid meeting for the annual meeting has been problematic. They are suggesting keeping the in person meeting at WAPL just a regular Board meeting and holding the annual meeting as a virtual meeting the week before so it is more accessible to members and it can be recorded.

The Board agrees with the suggestion to hold the annual meeting virtually while still holding an in-person Board meeting at WAPL. C. Sommersmith asked what the agenda for each meeting may look like? It was noted that historically, a two-hour in-person meeting has been held at WAPL: the first hour is dedicated as the annual meeting with the second hour being a regular Board meeting. The annual membership meeting is an opportunity to share reporting of projects, statistics, and discussions.

The Board supports hosting the Annual Membership Meeting virtually during the week of April 22nd. Several Board members noted that Thursday April 25th is not a good date for their systems. M. Clark will set a date for the one-hour meeting and send out more information.

The Board suggested topics of interest for the annual meeting:

- a strategic planning update
- sharing updates to the reconsideration policy /intellectual freedom

If anyone has any other topics that they'd be interested in suggesting for the annual meeting, reach out to Chair R. Scherer or M. Clark

h. Discussion: Annual Review of Consortium Documents

As this is the first meeting of the year, the [Board orientation packet](#) has been prepared.

It was asked if there were any questions. There was no further discussion or questions.

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?

J. Anderson shared that SCLS is holding their ribbon cutting on February 22nd from 2:00pm - 4:00pm. This is also doubling as Marty's retirement party! Everyone is invited.

7. Adjourn

Next meeting: Annual Membership Meeting TBD and Board Meeting on May 1, 2024.

The meeting adjourned at: 3:43pm