

**Wisconsin Public Library Consortium
Digital Archives Backup Workgroup Notes
March 11, 2024, 1:00 pm
via zoom**

ATTENDEES: Jean Anderson (SCLS), Andrew Hoks (SCLS), Kristie Hauer (WVLS), Joshua Klingbeil (WVLS), Scott Prater (UW-Madison), Tamara Ramski (SCLS), Vicki Teal Lovely (SCLS), Kristen Whitson (RW/WiLS)

Project Manager: Melody Clark (WiLS)

The meeting started: 1:00 pm

1. Review Agenda – Changes or additions

There were no additions to the agenda

2. Discussion Items

a. WPLC Technology Governance Update

The WPLC Board has reviewed and approved the Technology Collaborative Steering Committee's governance restructuring [recommendation](#) that made this body no longer a formal steering committee but a workgroup allowing for more flexibility.

The group reviewed the approved WPLC governance proposal and the new [Digital Archives Backup](#) purpose.

b. Recruiting New Membership

The group discussed the need and avenues to recruit new members.

K. Whitson noted that it may make sense to have some of the more active library systems or ones with a large amount of storage involved. Winnefox has a lot of data, so it may need to be a part of the conversations about next-generation projects. It was determined that Keetra at Winnefox and Allison at Monarch should be invited.

c. Next Generation Backup Solution Evaluation Process and Possible Extension of the Dell Maintenance Contract

The group discussed a possible evaluation process and extension of the Dell maintenance contract through May 2026. It was noted that a possible recommendation could go to the Technology Steering Committee for their next meeting on May 14, 2024.

It was shared that the Technology Backup Workgroup met last week and discussed this topic as well. The group agreed that an extension for an additional year may be needed and felt the workgroup should move forward with recommending that to the WPLC Technology Steering Committee. It was noted that the need for a renewal may not be necessary if next steps for the project are identified and solidified before May 2025.

The group is moving forward by starting the process of evaluating a new product with the assumption that the systems currently using the backup will continue to do so. They are beginning their next steps by identifying system's technical needs for a backup next generation solution.

It was also noted that the two projects, the backup and digital archives, are not currently coupled, and next-generation solutions could be identified independently of one another.

A. Hoks noted that the systems that are hosted at SCLS expirations are in May, but those at LEAN are in July, but they are sticking to the May deadline.

V. Teal Lovely noted that the Technology Backup workgroup should do the bulk of exploring the options since this group really has been more focused on the archive process. J. Klingbeil, A. Hoks, and V. Teal Lovely can be the bridge for sharing the digital archive workgroup's needs with the backup workgroup during the exploration process.

A. Hoks noted it would be beneficial to have some archival expertise and guidance when meeting with vendors. S. Prater volunteered to assist and join meetings as necessary.

J. Klingbeil noted that the current system was not meant for the already compressed raw storage. It was meant for massive amounts of duplicated block-level data and noted that the digital backup is using the storage space in a way that is much more expensive than it needs to be. Since there is no duplication, there are cheaper options.

S. Prater agreed and shared that, as an example, Winnefox intends to load a large amount of raw storage that won't be going anywhere. It was also noted that there may be systems that might be hybrid storage users.

K. Whitson shared that with the way the current collection policy and service model is set, data that is a part of a retention policy is not eligible for storage. However, this doesn't mean it can't be in the future.

J. Klingbeil noted that this might be another reason why these two projects may need to be two separate services.

d. Library System Participation Update

K. Whitson shared a timeline of the onboarding process. S. Prater and T. Ramski were thanked for their support and help throughout this process. Onboarding is still on track to finish by the end of July.

A list of roles and responsibilities was shared. There are 16 participants and there are only three public library systems in WI that are not participating. It was noted that some of the systems have folks on staff that are doing the work. For those systems that lack staff or time K. Whitson is doing the uploading.

A list of tasks for onboarding was also shared. If there are comments on the list after the meeting, folks can either make comments directly to the document or send them to K. Whitson.

During onboarding, when systems run into problems, there is no expectation that SCLS will troubleshoot those issues. K. Whitson will provide frontline support and troubleshooting and only connect with SCLC when absolutely necessary.

S. Prater noted there should be recommendations on structuring folders and files and is concerned that they stay structured and organized. This is a balance that needs to be made as some institutions will do their own uploading. Standards for organization may be important on an ongoing basis.

K. Whitson will add checking in on the organization of systems data as a task.

A list of who has signed the participation agreement will be kept in Google Drive.

It was asked that if a library system wants to withdraw from the service, who needs to know, and what does that process look like? SCLS will need to know, but the process has not yet been identified. The group agreed this process is a governance issue and should go to the WPLC Technology Steering Committee to discuss.

e. Onboarding Process Update

The Archival Storage Onboarding Outline was also shared with the group. There were no questions.

3. Next Meeting Date

The next meeting is June 17, 2024, 2:00 pm

Meeting ended: 2:04 pm