

Wisconsin Public Library Consortium
Digital Archives Backup Steering Committee Notes
June 13, 2023, 1:00 pm
via zoom

ATTENDEES: Jean Anderson (SCLS), Joshua Klingbeil (WVLS), Nick Petzold, (NFLS), Scott Prater (UW-Madison), Vicki Teal Lovely (SCLS), Margie Verhelst (MCLS) Kristen Whitson (RW/WiLS),

ABSENT: Nate Pflager (WRLS)

Project Managers: Melody Clark (WiLS)

1. Call to Order

Chair J. Klingbeil called the meeting to order at 1:03 pm.

2. Review Agenda – Changes or additions

There were no additions to the agenda.

3. Approval of minutes – [March 14, 2023](#)

V. Teal Lovely moved to accept the minutes. M. Verhelst seconded. The minutes were approved.

4. Discussion and Action Items

a. Discussion and possible action: Documentation from Pilot Project

A team has been drafting, reviewing, and finalizing project documentation, [Service Model for Digital Archival Storage](#) and [Digital Archival Storage Procedures Documentation](#), to share with library systems.

Tamara Ramski (SCLS), Emily Pfothenauer (RW), Kristen Whitson (RW), and Scott Prater (RW) worked on the documents. It was noted that the service model does not address succession planning, i.e., what will happen if an admin who is the contact for files leaves their organization, what happens if the service goes away, etc. K. Whitson and S. Prater will be working on these additions for the group to review.

The Digital Archival Storage Procedures document contains step-by-step instructions on preparing, bagging, and loading into the storage. T. Ramski did a first draft on this based on her pilot. A practicum student who is working with the Dane County Historical Society and who has a background in user experience is reviewing the procedures and already has some changes to make.

K. Whitson noted that the procedures are written around the process, not necessarily the hardware/solution.

An appendix on how to create a DART profile and a template for digital archival storage was also shared, and it was noted that this is not a search and discovery tool. And it is up to local organizations to track what they put in storage. A template for tracking has also been provided.

It was confirmed that RW will be the depositor for organizations outside of public library systems. It was asked if there was an MOU between RW and the host sites. There is not currently one, as the new governance is trying to define what that looks like.

The next steps include gathering information on data readiness of the materials that will be stored. This will happen this summer and fall.

RW partners will also be identified to pilot the workflow in a non-library setting.

It was asked if the service model should be officially accepted and approved by the body.

Some changes are recommended to the document, including the addition of Resource Libraries added to the list of eligible depositors; candidacy for depositors will be approved by the service administrators; and the removal of any reference to Dell and put in the appendix.

S. Prater made the motion to approve the service model with changes discussed to be made and for recommendation to the WPLC board as long as there are no objections after final changes have been reviewed by the committee. V. Teal lovely seconded. Motion passed.

b. Update: Five-Year Plan

The [Five-Year plan](#) went to the WPLC Board at their April 26th meeting and was approved by the Board. The document has been sent to DPI, and LSTA funds have been allocated.

c. Discussion and possible action: Budget

A budget workgroup of committee members and members from the WPLC Technology Backup Committee meeting met. The language of the budget was updated. Host site support costs were confirmed, with \$12,000 to LEAN and \$12,000 to SCLS. System Technology Staff support will be in-kind for now. This may change in the future, depending on future funding. Shared hosting will not have costs until July 2026.

d. Discussion and possible action: 2023/2024 LSTA grant

DPI has awarded SCLC \$24,000 for host site support and, in addition, has supplied \$2,000 to fund a technology collaboration meeting. This meeting will be held on August 16th and may be a two-day event. The group, formerly Tech a Talka, will be meeting. It was proposed that digital archives could potentially be incorporated into the in-person meeting. It was suggested that this could be an opportunity to do some of the data readiness information gathering.

Folks at SCLS will be creating an agenda and will share out with the group at the next meeting.

5. Next Meeting Date

The next meeting is September 11, 2023, at 1:00 pm
The meeting ended at: 2:01 pm