

**Wisconsin Public Library Consortium
Technology Collaboration Steering Committee Notes
August 13, 2024, 3:00 pm
via zoom**

ATTENDEES: Sherry Anderson (NWLS), Melissa Aro (DPI), Wyatt Ditzler (PLLS), Bryan Durkee (OWLS), Bill Herman (DPI), Steve Hesel (MCFLS), Karol Kennedy (BLS), Marla Sepnafski, (WVLS), John Thompson (IFLS)

ABSENT: Kristen Anderson (WRLS), Vicki Teal Lovely (SCLS)

Project Managers: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

1. Call to order

The meeting started at 3:03 pm

2. Review Agenda – changes or additions

It was requested that we move item 6a. to the beginning of the meeting agenda due to a scheduling conflict.

-see 6a --

3. Approval of minutes – May 14, 2024

M. Sepnafski moved to approve the minutes, S. Hesel seconded. No changes were made. Motion carried.

4. Reports: Workgroup and Community of Practice Updates

a. Technology Backup Collaboration Workgroup – [June 4, 2024](#)

b. Digital Archives Backup Collaboration Workgroup – [June 17, 2024](#)

i. Since the June meeting, onboarding and training is in progress with Monarch and the LEAN consortium.

c. System IT Community of Practice

W. Ditzler reported the next meeting is in person on August 21st at the Kilbourn Public Library in Wisconsin Dells. V. Teal Lovely is coordinating the reminder of meetings. At the last meeting email authentication issues and licensing for Faronics were discussed. It was noted that the group also discussed the change that Microsoft has recently made with the reclassification of libraries and museums being no longer under academic licensing, but now under non-profit classification.

It was asked if W. Ditzler felt that these meetings are helpful for system IT staff. W. Ditzler shared that he believes it is helpful as more frequent meetings allow for more timely topics, but it may be too soon to tell.

5. Action: Form Nominations Committee

M. Sepnafski, K. Kennedy, and S. Hesel volunteered to serve on the nominations committee. They will determine a candidate for Chair and Vice-chair to bring to the committee at the November 12th meeting.

W. Ditzler made a motion to approve the nominations committee. J. Thompson seconded. There was no discussion. Motion approved.

6. Discussion Items

- a. Data Dashboard Toolkit and Rollout Plan – Kim Kiesewetter shared a brief update on the rollout plan for the data dashboard pilot.
 - Dashboard is updated with 2023 public library data, enhanced with a few new data visualizations, and branded for WPLC. It is ready for the September 3 launch!
 - Two video tutorials have been developed to help with basic dashboard navigation and use, and how to customize the dashboard to develop cohort comparisons with similar libraries (either one to one, or a cohort average based on locale code and/or served population size)
 - A distribution toolkit for library system staff to use in promoting awareness and use of the dashboard. The draft toolkit was shared. It will be finalized in the next week.
 - Includes promotion guidelines and strategies, including a communication timeline and templates for systems to customize in their own internal system promotion avenues.
 - Training materials for member libraries
 - Data use case scenarios
 - FAQ section

The main suggested avenues for member library communication include email, newsletter or blog posts, and as an agenda topic on any regularly scheduled member library director meetings. It was asked if there was anything else folks would suggest for member communication. There were no additional ideas shared. Any ideas can be shared with K. Kiesewetter after the meeting at kim@wills.org.

Next steps: The toolkit will be finalized and will be sent out to system directors by August 26th. K. Kiesewetter will send it to the Public Library System email list. J. Thompson asked the system directors in the meeting if they should have it on their August 27th system director meeting. The group agreed and K. Kiesewetter will join that meeting to give a review. It was suggested to delay the start date to after September 3rd due to school starting.

It was noted that system directors may need to invite other system folks to the meeting on the 27th as they will be point people for the dashboard.

K. Kennedy asked about the pilot length and it was clarified that the pilot is just for three months. After the pilot is complete, a report will be compiled and provided to the WPLC Technology Steering Committee to determine next steps. The Data Dashboard Workgroup's [recommendation report](#) was shared to remind the group of possible next steps.

It was emphasized that the systems' role is to promote the tool and to talk to their libraries about the dashboard as well as get feedback from their libraries throughout the pilot.

b. [2025-2029 Technology and Resource Sharing Plan](#) – M. Aro

DPI is asking the committee to provide feedback on the proposed changes and suggestions for additional content. Changes and deletions are identified within the document by comments. It is DPI's intent to encourage the plans to be concise and to refer to prior plans and other accessible resources, when possible. Use of the template will be requested of all Systems to facilitate DPI review. As these plans will be publicly posted DPI encourages that responses limit information which could make the System susceptible to infrastructure or cyber threats.

It was noted that Teresa Schmidt at DPI will take over and be the main contact for this process. If you are doing plans more frequently, systems still need to use this template and fill this form out.

S. Hesel thanked M. Aro for taking this project on and asked if there was a deadline for a final version.

M. Aro asked that if there is any additional feedback to send it to her by next Tuesday, August 20th and she will finalize and send it out by the end of next week.

7. Committee information sharing and questions

The group was reminded to share the WPLC Technology & ILS Survey with system IT folks to review & update your 2024 system information by August 30. As of the end of July, 8 of the 15 systems have updated their information. It was noted there are two tabs to update, an ILS one and a technology one.

8. Next Meeting Date and Adjournment: The next meeting of this committee will be held on November 12, 2024, at 3:00 pm.

Meeting adjourned at 3:55 pm.