

**Wisconsin Public Library Consortium**  
**COMBINED: Digital Archives Backup and Technology Backup Steering Committee Notes**  
**September 11, 2023, at 1:00 pm**  
**via zoom**

**ATTENDEES:** Jean Anderson (SCLS), Keetra Baker proxy for Clairellyn Sommersmith (WVS), Joshua Klingbeil (WVLS), Tony Kriskovich (NWLS), Scott Prater (UW-Madison), Tamara Ramski (SCLS), Kris Schwartz (IFLS), Margie Verhelst (MCLS) Kristen Whitson (RW/WiLS)

**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. Discussion and Action Items**

**a. Discussion: Meeting Frequency and Structure**

The WPLC Board is holding a Visioning Session in October, where they will discuss the current governance structure of the consortium as well as the technology projects' structure and path. A suggestion is to turn the Digital Archives Backup and Technology Backup Steering Committees into workgroups to allow for more flexibility and move all budgetary and governance issues to the current Technology Collaborations Steering Committee. Before the meeting, V. Teal Lovely had proposed that each group meet twice per year and that all budgetary and governance issues be transferred to the Technology Collaborations Steering Committee.

K. Whitson and S. Prater shared that due to the current start-up and onboarding stage of the digital archive backup project, they feel the Digital Archives group should remain meeting quarterly.

J. Klingbeil noted that the flexibility of a workgroup versus a WPLC steering committee would be good as formal meetings aren't necessary for the group, and shared that the Technology Backup Committee may require fewer meetings but also felt that the Digital Archives Backup required at least the current quarterly meetings.

The group agreed that the meeting frequency should stay the same for both groups currently but noted that meetings could be canceled if needed. The group also agrees with a workgroup structure instead of a more formal steering committee.

J. Klingbeil noted that if either one or both groups change structure to a workgroup, that workgroup should then fall under the governance of the Technology Collaboration Steering Committee.

**b. Discussion and possible action: Digital Archives Backup Pilot Project**

Host site staff and Recollection Wisconsin members have been working on a pilot project. Project documentation has been finalized and tested.

K. Whitson thanked everyone for their grace and patience during her onboarding onto this project. She noted that the focus of the project now is to start onboarding systems. T. Ramski at SCLS has helped put together a conversation outline for onboarding interested systems.

The way they want to move forward is to have individual conversations with each system to understand their needs and capabilities. Talking points for those conversations and a tracking spreadsheet were shared with the group.

Monarch Library System is the next system to pilot the procedures, and K. Whitson is working with them to get them started.

A timeline for the project was shared. The system onboarding conversations will take place over the next six weeks (by end of October 2023) to understand each system's interest. From there, the goal is to onboard all interested systems within the next year (by mid-2024). K. Whitson will share a draft timeline for onboarding participating systems in November 2023 to be discussed at the next committee meeting on December 4, 2023.

It was shared that right now, there is no cost to participate, but libraries will want to know how much the project will cost them in the future before they commit.

K. Whitson shared a draft statement regarding cost that V. Teal Lovely wanted the group's approval of before sharing with the systems:

“There will be no costs to participate until July 1, 2025. Beginning July 1, 2025, participating systems will share the annual host site fee of \$7,290, which will range from \$600 to \$2,200 per system, depending on the number of participating systems. Beginning July 1, 2026, additional fees may be assessed to cover the "shared hosting" costs, which may be based on actual storage used. Between July 1, 2024, and July 1, 2025, participants will explore options for the next-generation storage solution, which will define the costs. Existing nationwide models for similar digital archives storage services will also be used to establish ongoing fees.”

S. Prater emphasized the importance of the degree of commitment systems will need to make to the project. He wants to make sure there is an ongoing commitment by the participants and that contacts are updated frequently. This could be done by sending out an annual questionnaire to update contacts. The question about ongoing commitment was added to the conversation outline for library systems.

There was some question/concern about the cost range. It was noted that the range is pending and could change depending on the platform, infrastructure, potential LSTA funding, etc.

It was noted that digital preservation self-assessment might be too complicated at this point but could be done during training at a later point.

It was suggested that there should be a flexible timeline for onboarding and not base it on the infrastructure lifecycle.

K. Whitson shared that project managers have some hours to do some of the work, bagging and uploading, etc. They will know more about hours available for systems that need the help as the conversations proceed.

It was noted that the LEAN systems are looking to hire someone whose position will have a portion dedicated to digitalization and data for the three systems. It was asked about LEAN's participation in the digital archive project. It was noted that for this project, the LEAN systems act as a single entity. They will consult and get back to K. Whitson.

#### **4. Next Meeting Dates**

The next meeting of the Digital Archives Backup Steering Committee is December 4, 2023, at 1:00 pm.

The next meeting of the Technology Backup Steering Committee is November 27, 2023, at 1:00 pm.

**The meeting ended at 1:59 pm**