

Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Agenda

September 11, 2025 at 1:00 pm

*Teleconference meeting held via Zoom – See instructions at end of agenda

1. **Call to order**
2. **Review Agenda – changes or additions**
3. **Approval of minutes – May 15, 2025**
4. **Reports: Committees, Workgroups and Project Manager Updates**
 - a. WPLC Board Report
 - b. Selection Committee Report
5. **Discussion and Action Items**
 - a. **Discussion and Potential Action: DL Steering Nominations Committee**

Background: A committee needs to be formed to nominate a 2026 Steering Chair and Vice Chair.

During the meeting: Project managers will ask for volunteers to form the Nominations Committee.
 - b. **Discussion and Potential Action: Year Two Strategic Plan Activities**

Background: The WPLC is partway through the first year of its Strategic Plan.

During the meeting: To ensure the Board makes the best decision about what work should be prioritized for year two, the steering committees will discuss and weigh in on the activities.

Additional documentation: [WPLC Strategic Plan](#) and [Plan Activation and Assessment Worksheet](#)
 - c. **Discussion and Potential Action: Follow ups regarding checkout and hold limits and lending periods**

Background: There were several questions that the group had during the last discussion of checkout/hold limits and lending periods. Answers to those questions were identified.

During the meeting: The following will be reviewed and discussed to determine if the group wants to make changes to WDL settings due to the information provided.

 - Q:Is it possible to see a breakdown of patrons in the 6-10 checkout range?

- Update will be provided during the meeting.
- A: Looking at the peer libraries' hold data from OverDrive, what are the contributing factors in determining the current average waiting period? What are the peers' spend per capita figures?
 - Update will be provided during the meeting.
- Q: Does the information shared by OverDrive included Advantage account titles.
 - A: Yes
- Q: It was asked what about potential outliers; how many are there that are checking out materials for the full lending period and is there a way to tell if those patrons have to do a second checkout to complete the title. Could this second checkout be skewing any of the data?
 - A: Update will be provided during the meeting.
- Q: Is there a way to separate Kindle users from the lending period data as it is difficult to return items via the kindle?
 - A: Update will be provided during the meeting.
- Q: How are wait times calculated for each hold?
 - A: Wait times are calculated by dividing the number of patrons ahead of a patron in the hold queue by the number of available copies, multiplied by the lending period, plus any additional factors for consortium-owned copies or Advantage copies purchased by that patron's library.

6. Committee information sharing and questions

7. Adjournment

Next Meeting Date: November 6, 2025 at 1:00 pm

***Join Zoom meeting**

<https://us02web.zoom.us/j/84662644300?pwd=6dHPfg45Y5rEhRjseaqhQjpnZ4eiX3.1>

Meeting ID: 846 6264 4300

Passcode: 635156