

Wisconsin Public Library Consortium

Board Meeting Notes

October 21, 2024, at 2:00 pm

via Zoom*

{Alternate in-person location: 707 Quay St, Manitowoc, WI 54220}

PRESENT: Mellanie Mercier (Bridges), Katelyn Dubiel (IFLS), Rebecca Scherer (MCLS), Steve Heser (MCFLS), Riti Grover (Monarch), Tracy Vreeke (Nicolet), Gina Rae (NWLS), Bradley Shipp (OWLS), Steven Platteter (PLLS), Jean Anderson (SCLS), Angela Noel (SWLS), Kristen Anderson (WRLS), Clairellyn Sommersmith (Winnefox), Rachel Metzler (WVLS)

ABSENT: Rob Nunez (Kenosha)

GUESTS: Ben Miller (DPI), Steve Ohs (PLLS)

PROJECT MANAGERS: Jennifer Chamberlain (WiLS), Rebecca Rosenstiel (WiLS)

1. Call to order

R. Scherer called the meeting to order at 2:00 pm

2. Welcome, Proxy Announcements, and Roll Call

R. Scherer welcomed the group, asked for proxy announcements, and did a roll call.

3. Consent Agenda

- a. Review agenda - J. Chamberlain added a committee update from the Historical and Local Digital Collections committee to item 4c. on the agenda, and a reminder about the Data Dashboard Pilot as item 4d.
- b. Approval of minutes from [August 5, 2024](#)
- c. Acceptance of Digital Library Steering Committee Meeting notes from [September 12, 2024](#)
- d. Acceptance of Technology Steering Committee Meeting notes from [August 13, 2024](#)
- e. [YTD Budget](#)

S. Heser moved approval of the consent agenda. R. Grover seconded. Motion passed unanimously.

4. Committee and Project Updates

a. Collection Development Committee

The Collection Development Committee (CDC) has convened and begun its work on developing initiatives for the WPLC around Wisconsin's Digital Library. These initiatives, once approved in May by the WPLC Digital Library Steering Committee in May of 2025, will take place through 2027.

In addition to the initiative recommendations, the CDC drafted a patron and staff survey around Wisconsin's Digital Library. The patron survey is live now until November 1st. A link to the survey is available in Libby, on Wisconsin's Digital library site and on the WPLC's website. The group was asked to encourage their libraries to promote this survey to their patrons.

The staff survey will be live and in the field from November 4th through November 15th. The feedback received from both of these surveys will help to inform the CDC's recommendations.

Clarification was requested on what the CDC is responsible for? J. Chamberlain confirmed that the CDC makes recommendations for the digital library collection, budget, and usability features.

b. Delivery Workgroup

The Delivery Workgroup began their work in June of this year. They meet monthly on the first Friday. The group has reviewed the PLSR Delivery workgroup recommendations to help them identify and prioritize tasks for the workgroup. The group has identified the following as priorities:

- Identify costs and volume
- Establish a document repository
- Schedule in-person visits to systems' delivery operations
- Review Delivery budget formulas and develop 2026 budget

The WPLC Delivery Workgroup has updated the annual Statewide Delivery Count Sheet and has identified a 4-week time period in which to collect delivery volume and cost data. (Thank you to the System Directors for their input in setting a timeframe for this event.)

The data collection period will run from Sunday, October 27th through Saturday, November 23rd. Please also note that we are only looking for you to track volume data for the equivalent of one full week. This information will be used to not only get a feel for the impact delivery has on each system, but will also help in developing the future budgets.

At their next meeting the workgroup will review several draft versions of the budget. The group has identified several scenarios to look at to consider for the 2026 budget. In addition, the group will discuss a shared document repository.

SCLS has volunteered to host the first in-person visit to review a system's delivery operations, and a date will be set for that in the near future.

It was asked when the systems would receive the draft versions of the budget. R. Rosenstiel shared that the Delivery Workgroup will receive the sheets along with the meeting agenda later this week, and depending on what decisions are made at the meeting, the 2026 draft budget may be able to be shared more widely.

c. Historical and Local Digital Collections

The board members should have received an email in early October on behalf of the Historical and Local Digital Collections committee regarding the formation of a new Digitization Community of Practice. This virtual community of practice is open to system staff who work in some capacity with member libraries on digitization projects (including historical local newspapers), whether it is answering questions, connecting members to resources, or consulting on specific projects. The email contained a link to this [form](#) for any interested system colleagues to get signed up. The Oct 2 email has more information, or this [guiding document](#) can be viewed to learn more about the project. Because it varies among systems who does this kind of work, the committee could use the board's help forwarding the invitation to the appropriate system colleague.

It was asked if a library staff member can represent the system. J. Chamberlain thinks this would be acceptable but would like to check with the group for confirmation and noted that discussions in this group would be through a system lens.

J. Chamberlain added that systems staff can join this group at any time, and the WPLC website will be updated to include information to join.

d. Data Dashboard Pilot Reminder

J. Chamberlain reminded the Board about the Technology Collaborative's Data Dashboard pilot going on now through the end of the year. Kim Kiesewetter will be sharing a feedback form near the end of October so libraries and system staff can share their experiences working in the dashboard. A big thank you to system staff for promoting and incentivizing dashboard exploration.

R. Grover congratulated the WILS team for the dashboard, adding that there has been informal feedback from multiple member library directors on its usefulness.

J. Chamberlain shared that the Data Dashboard has also been shared with the State Data Coordinators, a national body, and has received positive feedback from this group as well.

5. Discussion and Action Items

a. Discussion and action: 2025 Officers

The Nominations Committee has convened and presented the following slate of officers for discussion and action:

Chair: Rebecca Scherer

Vice-Chair: Bradley Shipps

Digital Library Steering Liaison: Gina Rae

Technology Collaborations Steering Liaison: Kristen Anderson

S. Platteter moved to approve the slate of officers. A. Noel seconded. Motion passed unanimously.

b. Discussion and action: Digital Library Steering Committee Seat Apportionment

Each year, the Board validates the [Digital Library Steering Committee seat apportionment](#) by agreeing upon the percentage of Buying Pool and Advantage contribution that represents a seat, and determining if the seats are allocated by the percentage.

It was shared that the prepared spreadsheet uses the formula and percent apportionments from last year. If the Board would like to keep the formulas and percentages as is, there will only be one change in the number of seats for the DL Steering Committee; MCFLS will go from 3 to 2 representatives for 2025.

S. Heser moved to approve the DL Steering Seat apportionment G. Rae seconded. The group discussed a desire to look at and update the formula and thresholds in 2025, in order to avoid frequent changes to the number of representatives in the future. Motion passed unanimously.

c. Discussion and Action: WiLS 2025 Project Management Agreement

WiLS has provided a [2025 project management agreement](#) for board discussion and action.

It was shared that there have been slight changes to the agreement to reflect the makeup of the WPLC Governance structure. The WPLC no longer has a Technology Operations Committee, but added a Technology System IT Community of Practice and a WPLC Delivery Workgroup. The cost for the services are what the Board approved with the 2025 budget in June.

R. Grover moved to approve the WiLS Project Management Agreement T. Vreeke seconded. There was no further discussion. S. Platteter abstained from voting, as a WiLS Board Member. Motion passed unanimously.

d. Discussion and action: WPLC Mission and Vision and Strategic Planning Update

The Strategic Planning Committee made changes to the [draft Mission and Vision](#) based on the feedback from the Board at their last meeting.

The group shared their support for the updated version of both statements.

R. Scherer shared an update on the strategic planning process, noting that the Strategic Planning group met with WiLS staff to complete the Goals and Objectives of the Strategic Plan. Within the next couple of weeks, a one-page document outlining these Goals and Objectives will be sent to the WPLC Board. The Framework should be ready within the next couple of weeks as well.

J. Chamberlain added that the WPLC Project Managers will be reviewing the Framework, which includes three goal-areas for the WPLC, and will bring the Framework back to the WPLC Board at the February meeting.

B. Shipps moved to approve the WPLC Mission and Vision Statements J. Anderson seconded. Motion passed unanimously.

e. **Discussion: Annual Membership Meeting**

Each year, the Board holds a WPLC Annual Meeting.

The group was reminded that at the May Board meeting, it was suggested and agreed that the group should keep the membership meeting virtual in a webinar type format with a virtual listening session/member engagement following a week after but before the April/May in-person Board meeting.

The WAPL 2025 conference is scheduled for April 30 - May 2, 2025, at the Oshkosh Waterfront Hotel and Convention Center. The group was asked if the following schedule for the proposed new annual meeting and listen/feedback session would work?

- Friday, April 4, 2025 at 10:00 AM - Virtual annual member meeting
- Friday, April 25, 2025 at 10:00 AM - Virtual listening/feedback session
- Wednesday, April 30, 2025 (Time TBD) - In person board meeting at WAPL

The group confirmed the schedule for the virtual member meeting.

It was asked what topics the Board would like to see at the annual meeting? Or any thoughts on what they'd like the member engagement session on the 25th to look like?

It was suggested that a survey be sent out as a call for feedback prompts after the annual meeting. The group agreed that this was a good way to gather topics for the feedback session. No topics were suggested.

f. **Discussion: 2025 Board Meeting Dates**

Last year it was determined to hold WPLC meetings on the same days/time (Monday at 2:00 pm). The group reviewed the tentative schedule for 2025 and it was asked if anyone had any objections to the proposed schedule.

Tentative schedule:

- Monday, February 17, 2025, 2:00 PM
- Friday, April 4, 2025 at 10:00 AM (annual member meeting)
- Friday, April 25, 2025 at 10:00 AM (listening/feedback meeting)
- Wednesday, April 30, 2025 (Time TBD, In person at WAPL)
- Monday, June 9, 2025, 2:00 PM
- Monday, August 4, 2025, 2:00 PM
- Monday, October 20, 2025, 2:00 PM

There was no discussion from the group. Those dates and times will be used for the 2025 meeting schedule.

6. Information Sharing from Partners

Questions to consider:

- What are potential opportunities for collaboration?
- What's new happening at your system?
- What issues are you facing?

SCLS has been getting more requests from member libraries to run in-person Libby trainings. J. Anderson hosted one last week for a library that has recently stopped using Hoopla and will begin using an individual library Advantage account in OverDrive.

Kathy Setter at IFLS is retiring at the end of 2025! Kathy's retirement party will be on November 13th, and K. Dubiel will send out an invitation soon. If anyone would like to send a card for Kathy, you may direct them to Katelyn Dubiel (either via email or USPS) who will compile everything into a scrapbook for Kathy. IFLS is therefore hiring for Kathy's position, as well as hiring another cataloger.

Nicolet will announce soon about hiring a new Assistant Director. T. Vreeke also thanked everyone for their support of their Job Pod Initiative. Nicolet received a \$250,000 grant from the Department of Workforce Development to roll out six Job Pods across Wisconsin. They have had a lot of interest, and it's an initiative that they hope can keep going.

NWLS is searching for a new Director. If anyone knows someone who might be interested or would be a good fit, please encourage them to apply.

SWLS recently hired a new cataloger from the Chicago Public Library who will be starting in mid-November. It was a robust, competitive applicant pool!

PLLS has a new Youth Consultant, Kate Davis, who came to Wisconsin from Denver and began in August. This was a big area of service that PLLS wanted to expand, and so far it's going great!

7. **Adjourn**

Next meeting: February 17, 2025 at 2:00 pm

Meeting ended at: 2:51pm