

Wisconsin Public Library Consortium
Digital Archives Backup Steering Committee Notes
December 4, 2023, at 1:00 pm
via zoom*

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

ABSENT: Nick Petzold, (NFLS)

Project Managers: Melody Clark (WiLS)

1. Call to Order

Chair J. Klingbeil called the meeting to order at 1:02 pm.

2. Review Agenda – Changes or additions

There were no additions to the agenda.

3. Approval of minutes – [September 11, 2023](#)

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

4. Updates from Previous Meetings

a. Discussion and possible action: Library Participation Update

Recollection Wisconsin, assisted by SCLS staff, has been meeting with systems to plan their participation and onboarding into the project. A [timeline of the project](#) has been created, and [meeting notes](#) were shared.

This phase includes understanding which library systems are interested in participating. Of the 15 systems plus RW (16 participants total), eight are confirmed yes, three are probably yes, two are confirmed no, and three are unknown.

K. Whitson noted that she doesn't think time or expertise is an issue as previously thought. From talking with some systems that are not interested, they just don't have the need. It was noted that KCLS has backup storage through PLLS but is still participating because they want to support the statewide project.

Systems have asked if there is an offramp if they participate in the pilot but later find out it is cost-prohibitive for them. Or, vice versa, is there an option for libraries to join later if/when need arises? The answer to both questions is yes, onboarding and offboarding later are both easily achievable.

It was noted that RW will have some project management time to help with the onboarding process for those who want to join later.

It was shared that all systems that intend to participate have indicated a need for a total of 28 TB so far. WLS has 20 TB, so they are concerned about a usage-based cost formula.

J. Klingbeil confirmed that LEAN is participating in the project as they are one of the cost-hosts. (They were listed as “probably” participating in the notes and were changed to “yes” during the meeting) J. Klingbeil noted that it will be interesting to see how WLS’ 20 TB will be in true raw storage.

S. Prater noted that storage consumption may be lower than the 28 TB. He noted that 28TB is not a lot for a storage program such as this. He noted that he believes the system admin cost and hosting costs will be larger than the actual storage cost for quite some time, until participants deposit much more data. Regarding models, a popular approach from other national archive services is allowing so much for free (i.e. 5TB) and then a tiered scale cost model beyond the minimum amount. That might be something to think about.

It was noted that no system, other than WLS, has more than 3 TB on its own – so the “5 TB for free” model might not be sustainable.

V. Teal Lovely noted that they reviewed the funding model extensively and decided to have more of a “build it and they will come” approach first, and allow the participation level to inform the funding model. The funding structure will also need to be reviewed in the next reiteration/exploration of the hardware replacement in 2026.

V. Teal Lovely shared that SCLS system administration provides the credentials for the VPN and the S3 browser, and the documentation for those two pieces of software. If a system has difficulty with the S3 browser, there is only so much that SCLS can do, and they can’t really help with anything else. K. Whitson indicated that RW/WiLS has project management time to help with this troubleshooting as needed, and will minimize the requests of SCLS’ IT support. Regarding offboarding, V. Teal Lovely feels a procedure should be established sooner rather than later.

S. Prater mentioned that the group should create a brief policy regarding succession planning/offboarding. In terms of the system administration, whatever SCLS and RW can do would be good, but there will be some things that the library systems should do.

K. Whitson will get together with S. Prater and others to draft a succession planning policy and a document outlining roles, expectations, and time commitments. They will bring this to the next meeting for review.

The timeline was shared, and it was noted that succession plan creation can be plugged into the timeline.

It was noted that SCLS has already received all of the LSTA funds they will get for the project, so WiLS may need to check with IFLS to see if they have any further reporting requirements.

It was asked if this timeline had enough information for future technology planning needs. V. Teal Lovely noted that it does.

The group agreed that the timeline looks good and seems feasible.

It was shared that the most time-consuming aspect of the project is organizing the files and ensuring they all have metadata.

Orientation and intro to digital preservation sessions are going to be created. It was noted that these should be required. It was noted that it would be nice to have multiple systems attend these at once.

It was asked if this group would like to see an outline of the orientation. The group agreed that, yes, they would like to see one, but it doesn't need to be before an orientation happens.

J. Klingbeil noted that one of the nice things about the platform, the S3 model, is that once the data is stored, it is easily transportable.

It was asked what total the storage capacity is and if it is shared. It was noted that it is between 70 and 80 TB and that both the IDPA and the ECS, the backup and the archive, use the storage.

5. Next Meeting Date

A poll will be sent out to schedule meeting dates for 2024.

Meeting ended at: 2:01 pm