

**Wisconsin Public Library Consortium**  
**Digital Library Steering Committee Meeting Minutes - DRAFT**

November 20, 2014, 1:00 p.m.

Present: Wyatt Ditzler, Arrowhead/Beloit Public Library, Linda Pierschalla, Eastern Shores/Cedarburg Public Library, Renee Ponzio, Indianhead/ L.E. Phillips Memorial Public Library, Sue Queiser, Indianhead/Barron Public Library, Lin Swartz-Truesdell, Kenosha County/Kenosha Public Library, Jessica MacPhail (Chair), Lakeshores/Racine Public Library, Judy Pinger, Milwaukee County/Milwaukee Public Library, Jennifer Loeffel, Milwaukee County/Franklin Public Library, Dale V. Cropper, Nicolet/Brown County Library, Kristie Hauer, Nicolet/Shawano City-County Library, Amy Stormberg, Northern Waters/Shell Lake Library, Beth Carpenter, Outagamie-Waupaca/Kimberly-Little Chute Public Library, Molly Warren, South Central/Madison Public Library, Bob Stack, South Central/Portage County PL, Karina Zidon, Southwest/Platteville Public Library, Jennie Stoltz, Waukesha County/Pewaukee Library, Noreen Fish, Winding Rivers/La Crosse Public Library, Marie Boleman, Winnefox/Oshkosh Public Library, Inese Christman, Wisconsin Valley, Evan Bend, WPLC Board/Outagamie-Waupaca, Bruce Smith, WiLS , Sara Gold, WiLS

**Actions and Decisions**

- Jennie Stoltz, Jennifer Loeffel, and Bob Stack are on the chair nomination committee.
- 2015 meeting schedule is approved.
- Collection Development and Policy Work Group & Digital Magazine Work Group are formed.
- Prioritized OverDrive development wish list approved.
- OverDrive Buy It Now functionality implementation put on hold.
- Confirmed decisions made via email between 9/25 and 11/20 meetings:
  - Turn on Spanish interface for OverDrive at no cost.
  - Pre-approved future Big Library Reads unless there is a change in the program or the project managers identify an issue with the program.
- Approved implementation of maximum 14-day checkout period for popular titles set according to approved criteria.

1. Call to order

2. Review Agenda – changes or additions  
No changes or additions

3. Approval of minutes – September 25, 2014 Motion: J Stoltz; 2<sup>nd</sup>: B Stack

4. Action Items

a. Nomination Committee (J. MacPhail)

- i. Form a 3-person nomination committee to elect 2015 committee chair. Committee will recommend a nominee at the first meeting of 2015 and the committee will vote to whether to accept the recommendation or hold vote for the chair.

Nomination committee: Jennie Stoltz, Jennifer Loeffel, and Bob Stack

b. 2015 Meeting Schedule (B. Smith)

- i. A draft meeting schedule, including a draft 2015 budget timeline has been sent with the agenda. The committee is asked to approve a 2015 meeting schedule and budget timeline.

Meeting Date	Budget Actions
Jan. 22, 2015	Update from collection and buying pool work group and any investigate new single statewide product work groups.
Apr. 23, 2015	Steering Committee will receive a recommendation from Collection Development and Policy Work Group. Steering Committee will create a draft 2016 buying pool recommendation to take back to their system peers for input.
May. 28, 2015	Steering Committee finalizes and votes on 2016 digital content buying pool recommendation to forward to the WPLC Board Budget Committee.
Jul. 23, 2015	Determine if work groups need to be formed to investigate new statewide products or if a market scan needs to be done for a current product.
Sep. 24, 2015	Update on progress of new single statewide product and/or current product market scan work groups. Determine if work group is needed to investigate new single statewide product.
Nov. 19, 2015	Update on progress of new single statewide product and/or current product market scan work groups. Determine if work group is needed to investigate new single statewide product. If needed due to the Steering Committee wanting to consider new products or change the collection policy, form Collection Development and Policy Work Group

Bruce thanked members for their service. If any member is not returning in 2015, please let Bruce know and he will notify appropriate system directors so they can nominate replacements. Bruce went through the proposed meeting schedule for 2015. Committee decided first 2015 Steering Committee meeting is Jan 22<sup>nd</sup>

Motion to adopt 2015 Meeting Schedule: M Warren, 2<sup>nd</sup> I Christman. Motion passes.

c. Collection Development and Policy Work Group (B. Smith)

- i. In the past year potential areas to grow the collection has greatly expanded beyond being a popular title eBook and audiobook collection than the current collection policy calls for the digital library to be. These new collection areas have arisen individually and been addressed individually, but the project manager team is recommending this is studied in whole by a work group made up of Steering and Selection committee members along with WPLC board members. The charge of the work group would be to develop collection priorities for the digital library, including determining options for buying pool allocations to the different areas of the collection. It would consider the impact of expanding non-fiction materials (like IT training books), a popular adult Spanish collection, streaming video, Recommend to Library, local content and digital magazines.

*Collection Development and Policy Work Group*

1. Members

- a. Made up from board, selection, steering members

- b. 8-9 individuals
  - c. Due to expertise, experience and knowledge that will be helpful to do this work thoroughly and within the 3-month timeline, the project managers request that they handle selecting members for the work group.
2. Charge
- a. Solicit feedback from the community regarding collection areas:
    - i. Ebooks
    - ii. Audiobooks
    - iii. Magazines
    - iv. Streaming video
    - v. Local content
    - vi. Computer manuals/IT training
    - vii. "Balanced" collection vs "popular" collection
    - viii. Spanish language
    - ix. Music
    - x. Recommend To Library: patron driven acquisitions
  - b. Create recommendation of allocation of the 2016 buying pool to go to the Steering Committee
  - c. Develop updated selection policy
  - d. Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation.
3. Timeline
- a. Populate committee and figure out process before January
  - b. Work starting in January
  - c. Recommendation by the end of March
- ii. This work group's recommendation would feed into the Steering Committee process to develop a 2016 buying pool recommendation.

Motion to form Collection Development and Policy Work Group. Motion: D Cropper; 2<sup>nd</sup>: S Queiser. Motion passes.

Please email Bruce if you are interested in participating in this committee. H Cox expressed interest via M Warren.

- d. Digital Magazine Work Group (B. Smith)
- i. Form a work group to investigate digital magazine options for 2016. Any potential recommendation will be provided to, if formed, the Collection Development and Policy Work Group.

*Digital Magazine Work Group*

- 1. Members
  - a. Made up from vendor selection and steering members
  - b. 6-7 individuals
- 2. Charge
  - a. Investigate EBSCO's Flipster, OverDrive's Periodicals and Recorded Books' Zinio as a possible statewide WPLC digital magazine platform.
  - b. Determine which options meet criteria to be a statewide platform.

- c. Determine if there is one option the work group would recommend; and, if so, what content would be purchased at what cost of the recommended product to develop and maintain a quality collection.

3. Timeline

- a. Populate committee and figure out process before January
- b. Work starting in January
- c. Recommendation by the end of February

Move to form Digital Magazine Work Group Motion: B Carpenter, 2<sup>nd</sup>: M. Warren. Motion approved.

Please email Bruce if you are interested in participating in this committee. D Cropper and N Fish expressed interest in this committee

e. OverDrive Wish List (B. Smith)

- i. The work group prioritized a list (sent with agenda) to forward to OverDrive to indicate digital library development priorities. The work group members were asked to prioritize their top 5 overall items and also prioritize the list within specific areas. The committee is asked to review the list and approve a final draft at this meeting. Note, the project managers meet with OverDrive monthly so if something else rises as priority during the year, it will be brought to OverDrive. This list will be reviewed and updated each fall going forward.

Committee likes list. Bruce will submit list to OverDrive. Please email Bruce if you think of anything else.

f. Buy It Now (B. Smith)

- i. Buy It Now is no longer required for Simon and Schuster titles. The committee is asked to take action to decide whether it wants to still implement or not.

On hold until Jan meeting. Members will go back to systems for feedback as to how to proceed with Buy It Now.

5. Reports: Committees, Work Groups and Project Manager Updates

- a. Decisions made in between 9/25 and 11/20 meetings:
  - i. Turn on Spanish interface at no cost.
  - ii. Pre-approved future Big Library Reads unless there is a change in the program or the project managers identify an issue with the program.
- b. WPLC Board (B. Smith) – minutes sent with agenda
  - i. Buy It Now
  - ii. WPLC Email List – Project managers will work with systems in effort to have one person at each public library subscribed to list to ensure information about support and service issues is delivered in a timely manner.
  - iii. Populating WPLC Committees—Project managers will inform WPLC Board reps for each system with vacancies so committees can be repopulated
  - iv. Advantage Survey Results (sent with agenda) Informational document. No actions required.

- c. Selection Committee (S. Gold) –
  - i. 14-Day popular title collection – criteria recommendations will be provided at this meeting from the Selection Committee.
  - ii. \$172,000 collection budget remaining for the year which is right on track for where we are supposed to be.
  - iii. Selection Committee is coming up with 5-8 popular titles to highlight in a featured collection over the holidays. We will order additional copies of these titles in ebook and audiobook throughout Dec. We do this each year with positive feedback from systems and patrons alike as it allows patrons to read titles without enduring long wait times.
  - iv. Selectors are ordering \$5000 of Simon and Schuster titles, \$2500 Fic and \$2500 NF
  - v. Spanish language titles--majority of Spanish language titles in OverDrive currently are translated NYT bestsellers. Jackie Potranz is working on cart of these titles to give us an idea of costs. OverDrive is not well staffed with Spanish Language curators so we are on our own in terms of curation at this point.
  - vi. Selection Committee meets third Tuesday of each month. WPLC Board Rep being notified of selector vacancies in their systems.

Criteria:

- 1) Title has more than 100 active holds
- 2) Patrons from more than 50 libraries have this title on hold
- 3) The consortium owns more than 20 copies of the title
- 4) The holds-to-copy ratio is greater than 5:1 for the copies owned by the consortium

A list meeting this criteria will be run every three months to determine which titles should be added or removed.

Move to implement 14 day checkout for popular titles. Motion: B Stack, 2<sup>nd</sup>: L Swartz-Truesdell. Motion Passes.

- d. Open Content Committee (B. Smith) – newspaper project update  
Milwaukee PL approached by Newsbank to archive MJS for \$1.4 million. Question about which newspapers will be selected to be digitized.
- e. Statistics Work Group Update (B. Smith)
- f. Kid's & Teens eReading Room Work Group
  - i. Consensus to sunset work group reached.
- g. OverDrive Update
  - i. Report sent with agenda - please ask any questions about the report or provide any questions you would like the project managers to ask OverDrive at their next check-in?  
Send Bruce questions prior to Dec 11<sup>th</sup> OD check-in meeting

6. Ongoing Discussion Items—None

7. New Discussion Items

- a. Replace vendor selection with workgroups

Committee will take back to Dec system meetings and report back at meeting in Jan.

8. Committee information sharing and questions

ESLS- Linda Pierschalla is stepping down end of 2014. Melissa Prentice from Mead PL will be her replacement.

9. Next Meeting Date: Jan 22, 2015

Minutes: Sara Gold