Wisconsin Public Library Consortium
Board Meeting Agenda
February 26, 2019 at 1:00 PM
by GoToMeeting*
{Alternate in-person location: 980 WI-16, West Salem, WI 54669}

1. **Call to order/Welcome & Introductions**

2. **Consent Agenda**
   a. Review agenda
   b. Approval of minutes from October 23, 2018
   c. Acceptance of Steering Committee minutes from November 15, 2018
   d. Decisions made between October 23, 2018 and current meeting: None

3. **Updates from Previous Meetings/Projects** – See Project Updates
   a. Historical and Local Digital Collections Committee
   b. Collection Development Workgroup
   c. Transparent Languages project
   d. BiblioBoard Update
   e. Local music project update
   f. Steering Committee
   g. YTD Budget

4. **New Business**

   a. **OverDrive Retention of Patron Data**
   Background: At our last meeting, we discussed the possibility of asking OverDrive to not retain patron data after a certain length of time. Board members were going to determine how long they would find data useful. Since that meeting, OverDrive has strongly recommended that we do not stop retaining the patron data, as this is what is used for the opt-in history option and they can't get rid of it and still offer that feature to members. The group will discuss this recommendation and determine how to proceed.

   b. **Apportionment of the 2018 Budget Carryover**
   Background: Each year, we take the funds not spent by the Consortium in the previous year and allocate them to the appropriate budget for the current year. This year, we have the following funds remaining:
   - $1,000 for website maintenance {recommendation: carry over to the same line}
   - $26,416.34 for digital content {recommendation: carry over to the same line}
   - $7,525 in donations {recommendation: move to digital content}
   - $6,823.62 in newspaper hosting {recommendation: retain $3,000 in this line; move the remainder to Reserves}
   - $20,728 in Reserve {recommendation: carry over to the same line} {NOTE: This amount is the total carryover in Reserves minus additional expenses in 2018 and $12,680 of the extra $24,000 spent in 2018 to pay 2nd year of BiblioBoard.}
   - $642.28 in newspaper uploads (recommendation: carry over to the same line}

Additional documents: 2018 End of Year Budget

Questions for discussion:
--Are there any questions or concerns about the proposed allocation?

c. **2019 Budget Issue**
Background: When the 2019 budget was created, the holds for Brown County, Fond du Lac, and "old" Monarch (ESLS and Mid-Wisconsin) were not added to the holds number for the assessment and apportionment of the $150,000 that is returned to system Advantage accounts. Most systems (including Monarch) should pay less and receive less Advantage credit. Two systems, Winnefox and NFLS, should pay more and receive more Advantage credit. Winnefox and NFLS have agreed to pay the additional funds, so the budget will be adjusted as outlined in the spreadsheet above. Advantage credits will be applied and invoices will be sent as soon as the Board approves this revised budget.

Additional documents: Revised 2019 budget (see "Revised Hold Allocation Amounts" for details on the amount change)

d. **Formation of Budget Committee**
Background: It's time for us to form our annual Budget Committee. Last year, the Budget Committee consisted of:
- The Board Chair
- The Board Liaison to the Steering Committee
- A representative from any Board Subcommittee (currently the Historical and Local Digital Collections Committee)
- A volunteer from the Board

At this meeting, we should confirm the members and ask for volunteers from the Board.

Additional documents: None

Questions for discussion:
--Does the Board wish to keep the makeup of the Budget Committee the same as last year?
--Who would like to serve on the Committee as the Board volunteer?

e. **Planning for the 2019 Annual Meeting**
Background: Our next meeting will be the WPLC Annual Meeting, held in conjunction with the Steering Committee. There will be both the annual meeting and a session during WAPL about WPLC. The session will include statistics/updates on the digital library and updates on the other projects that WPLC has. The membership meeting can then focus more on discussion. It will include the presentation of the recommendations of the Collection Development Workgroup and a discussion around those recommendations.

What other suggestions are there for discussion? Are there any specific concerns that we need to address?

Additional documents: None

Questions for discussion:
--What are discussion topics for the annual meeting?
--Are there specific concerns we need to address?

f. **Advantage impact: Data that would be helpful**
Background: One of the discussions the project managers has been having with OverDrive is how we can review the impact of Advantage spending. OverDrive is open to assisting us with any information that would be helpful that we currently can't get ourselves. We'd like to discuss what information might be helpful toward that end.   As a starting point for discussion, WiLS has put together a sample System Advantage account dashboard.

Additional documents: System Advantage Account dashboards Overview / WRLS dashboard example

Questions for discussion:
--What measures would be helpful for you for Advantage?
--What information on the dashboard is helpful? What needs clarification?
--Are we comfortable sharing Advantage information for comparison?

g. **Annual Review of Consortium Documents**
Background: As this is our first meeting of the year, we would like to review the Board orientation packet.

Additional documents: WPLC Board Orientation Packet

5. **Information Sharing from Partners**

6. **Meeting Evaluation**
How did the meeting go? Was everyone participating? How might we improve for our next meeting?

7. **Adjourn**

Next meeting: May 1, 2019 at Holiday Inn & Suites, Rothschild, WI

*GoToMeeting information
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/762031957
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