

Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Notes

November 9, 2023, 1:00 pm

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

ATTENDEES: ALS/PLS: Michael DeVries (Beloit), BLS: Shawn Carlson (Waukesha), BLS: Abby Armour (Mukwonago) IFLS: Martha Spangler (Altoona), KLS: Shannon Urban (Kenosha), LLS/PLS: Sara Swanson, (Union Grove), MCLS: Lisa Pike (Manitowoc), MCFLS: Beth Henika proxy for Karli Pederson (Milwaukee), MLS: Alex Harvancik (Horicon), NFLS: Clare Kindt (Brown County), NWLS: Sue Heskin (Superior), SCLS: Elizabeth Clauss (Rosemary Garfoot), SCLS: Eric Norton (McMillan), SCLS: Molly Warren (Madison) SWLS: Karina Zidon (Platteville), WRLS: Kayla Mathson (Independence), WLS: Christina Lyon (Caestecker), WLS: Nicole Hardina-Wilhelm (Neenah), WPLC Board Representative: Rachel Metzler, WVLS

ABSENT: MCFLS: Elizabeth Hjelle (Shorewood) OWLS: Holly Selwitschka (Kimberly), WRLS: Kayla Mathson (Independence), WVLS: Ada Demlow (Antigo)

Project Managers: Melody Clark (WiLS), Sara Gold (WiLS)

1. Call to order

The meeting was called to order at 1:01 PM

2. Review Agenda – changes or additions

There were no changes or additions to the agenda.

3. Approval of minutes – [September 14, 2023](#)

Motion: Approval of Minutes

Made by: A. Armour

Second: M. Warren

Discussion: None

Results: Motion Passes unanimously

4. Reports: Committees, Workgroups, and Project Manager Updates

a. WPLC Board Report

R. Metzler reported that the Board met on Oct 23rd. They discussed the Visioning Session which had a lot of interesting ideas and next steps for the WPLC. The Board created a workgroup for strategic planning, and discussed the ideas of sustainable funding, advocacy, and collection budgets. They also mentioned the potential change to statewide delivery moving to WPLC. The Board approved a new slate of officers WPLC officers:

- Chair: Rebecca Scherer
- Vice-Chair: Bradley Shipps
- Digital Library Steering Liaison: Rachel Metzler
- Technology Collaborations Steering Liaison: Kristen Anderson
- Technology Backup Collaborations Steering Liaison: Katlyn Noack
- Digital Archives Backup Collaborations Steering Liaison: Jean Anderson

The seat apportionment was approved for the DL Steering Committee and will be changing based on Advantage contribution and spending. The WiLS Project Management contract was approved and changes to the WPLC Collection Development Policy were discussed. The Board is going to move the WPLC annual meeting to an in-person only event and it will be held around the time of the annual WAPL conference.

b. Selection Committee Report

S. Gold reported the Selection Committee has not met since the September Steering Committee Meeting and will be meeting Thursday, November 16th. They are working on a collection allocation review of this year to help inform allocations for 2024 and are doing a cleanup of outdated holds and titles no longer available for purchase with large amounts of holds. The goal is to decrease the current waiting period from 62 days to ½ that. A new feature coming to Marketplace is a metered access title management feature which refines the process of managing those titles.

5. Discussion and Action Items

a. Discussion and Action: 2024 Officers

The Nominations Committee is recommending the following slate of officers for 2024.

- DL Steering Chair: Nicole Hardina-Wilhelm
- DL Steering Vice Chair: Karina Zidon

Motion: Approve the slate of candidates recommended by the Nominations Committee

Made by: S. Carlson

Second: L. Pike

Discussion: None

Results: Motion Passes unanimously

b. Discussion: Collection Development Policy

The Board reviewed the current WPLC Collection Development Collection Policy and had some suggestions for change to the materials challenge section. The Board is recommending that the DL Steering Committee add a process that any appeals to a decision would come to the WPLC Board for a final decision and to add more details of the reconsideration procedure to the policy.

The Steering Committee reviewed the suggested changes to [the Collection Development Policy](#).

The group agreed with the suggested changes by the Board. A. Armour shared that her library board passed a policy that included this line: "Repeated or redundant requests by an individual or a group to reconsider materials already determined to remain within the collection or materials with differing titles but similar content will not be considered within five (5) years of the last request."

The DL Steering Committee is in agreement with adding a similar statement to the WPLC Collection Development Policy with the inclusion of all formats. The group discussed and agreed it is important to include all formats to the statement so that reconsiderations for the same title in all formats are not submitted as this is a very time-consuming process as all review committee members are required to read/listen to the title in its entirety. The group agreed to add the following statement to the policy:

Repeated or redundant requests by an individual or a group to reconsider titles, in all formats, already determined to remain within the collection or materials with differing titles but similar content will not be considered within five (5) years of the last request.

The Policy with the suggested changes will go to the WPLC Board for review and approval at their February 2024 meeting.

c. Discussion and Possible Action: Hold Limits

There have been requests from patrons and some inquiries from library staff about possibly increasing the hold limits in OverDrive. S. Gold shared some collection stats about current checkouts (267,646) vs holds (691,537) and the average waiting period of 62 days. The WPLC currently has a limit of 10 checkouts and 10 holds per patron.

Checkout/Holds limits for other large OverDrive accounts range from NYPL 3/3 , LAPL 15/15, to King County Library System 25/25. The group was asked if they would like to increase hold limits for patrons. There was a concern that increasing holds would increase wait times even more.

The committee reached a consensus to keep the holds limit at 10 and suggested a campaign to teach patrons about the use of tags to create wishlists of titles they don't have on hold but want to remember for future reference. They are also in favor of adding a question to the Annual Patron Survey that uses a Likert scale to measure interest in increasing the hold limit at the expense of potentially longer wait times.

6. Committee information sharing and questions

There was no discussion

7. Next Meeting Date:

Next Meeting Date: February 15, 2024, at 1:00 PM

Meeting ended at: 2:02 PM