

Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Notes

February 21, 2019, 1:00 PM

Teleconference meeting held via GoToMeeting – See instructions at end of agenda

ATTENDEES: Abby Armou (Johnson Creek/BLS) Shawn Carlson (Waukesha/BLS), Lori Belongia (Marshfield/SCLS), Heidi Cox (Mcfarland/SCLS), Dale V. Cropper (Brown County/NLS), Michael DeVries (Beloit/ALS), Noreen Fish (La Crosse/WRLS), Dominic Frandrup (Antigo/WVLS), Nicole Hardina-Wilhelm (Neenah/WFLS), Jamie Hein (Clintonville/OWLS), Sue Heskin (Superior/NWLS), Tina Kakuske (Door County/NLS), Jennifer Loeffel (Franklin/MCFLS), Jessica MacPhail (Racine/LLS), Rob Nunez (Kenosha/KCLS), Roxanne Staveness (Manitowoc/MCLS), Laura Tomcik (Fall Creek/IFLS), Emily Vieyra (Shorewood/MCFLS), Molly Warren (Madison/SCLS), Maureen Welch (IFLS), Karina Zidon (Platteville/SWLS)

ABSENT: Judy Pinger (Milwaukee/MCFLS), Kelly Rohde (Mead/MLS), Amy Stormberg (Amery/IFLS), Vanessa Taylir (Slinger/MLS)

GUESTS: Anne Hamland (WVLS)

PROJECT MANAGERS: Melody Clark (WiLS), Sara Gold (WiLS)

1. Call to order

The meeting was called to order at 1:02 PM. It was noted that the Chair, A. Stormberg was unable to attend, so project manager, M. Clark, acted as chair for the meeting.

2. Review Agenda – changes or additions

There were no changes or additions to the agenda.

3. Approval of minutes

Motion: Approval of Minutes

Moved to approve: J. MacPhail

Second: M. Warren

Results: Motion passed with R. Nunez abstaining as a new Committee member.

Discussion: None

4. Reports: Committees, Workgroups and Project Manager Updates

a. Decisions made in between 11/15/18 and 02/21/19 meetings.

M. Clark reported there were no decisions made between meetings.

b. WPLC Board Report

M. Welch reported the WPLC Board has not met since the last Steering Meeting. The Board is scheduled to meet next week on February 26, 2019.

c. Selection Committee

S. Gold reported the Advantage and Consortium Selectors met on February 14, 2019 and introduced a new tool, BaseCamp for communication and document sharing. The selectors seem to be embracing BaseCamp enthusiastically. The group reviewed the Selector Orientation Packet which includes a description of the selector roles, selection guidelines, the

collection development policy and the budget spreadsheet and selector assignment areas. The next selection meeting will be May 30, 2019.

d. Collection Development Workgroup

It was reported that at their first meeting on January 24, 2019, the Collection Development Workgroup focused their work for this year on a few areas:

- Selection guideline evaluation. The new guidelines for selectors were implemented in March of 2018. A six-month evaluation of these changes was completed in September 2018 and the group reviewed for any needed changes.
- Cost Per Circ (CPC) next steps. The group agreed to recommend using CPC for a Spanish language collection. They will recommend to start with matching the simultaneous use amounts.
- Discussing models for Buying Pool increase. The group identified additional information and data they would need to determine if they will recommend an increase and the potential model for such a recommendation.

The group will meet on March 7, 2019 to evaluate additional data to make recommendations on the 2020 Buying Pool amount, any potential 2020 projects and to identify next steps for BiblioBoard. As part of this annual process, surveys of patrons and library staff are conducted. The patron survey is open until the end of the month. We have had more responses to the patron survey than we have ever had; so far we have received over 7,000 responses. Thanks to all of the systems and libraries that are pushing the survey out. The survey is open until Feb 28th. The library survey is being drafted and will be sent out soon.

e. Project Update

A monthly update was sent out at the end of January and reviewed. The group was asked their thoughts on the new monthly update format. Many reported this new format was helpful and appreciated.

5. Ongoing Discussion Items

a. IDC Discussion and Potential Vote

At the last meeting of the Steering Committee, the IDC program was discussed. Project managers created a fact sheet about the program for Committee members to share with their systems and libraries for discussion. The group agreed to revisit and potentially vote to enable this program. The Committee reported their system's and libraries' preferences and discussed the program.

BLS is ok with trying this as a free program as a pilot for a few moments with the limitations discussed in the past meeting; no holds, expiration after 30 days and 7-day circulation period. KCLS, LLS, ALS, WRLS, and WVLS are in favor of the free version of IDC as well. WLS does not wish to pursue. SCLS NLS and MCLS are concerned with an area code being used for verification for their system. Consensus among group is to table the discussion. If interest arises in systems, M. Clark asked that reps bring this interest back to the Steering Committee.

b. Patron Focus Group

This is an opportunity to discuss and identify questions for the WPLC Patron Focus Group. A question was suggested for future surveys, "How many patrons go directly to "available now" rather than doing a search for a title?"

New Discussion Items

c. Steering Committee Orientation Packet

- i. Steering Position Description
- ii. Bylaws
- iii. Governance Description
- iv. Governance Organization
- v. Budget Explanation and Current Budget
- vi. WPLC Communication
- vii. Basecamp
- viii. 2018 Meeting Dates

The orientation packet was sent out to Committee members in advance of the agenda to give sufficient time for review. During the meeting, the Committee reviewed the contents of the packet to ensure all Committee members understand their role and responsibilities.

There were no questions about the documents reviewed. It was noted that having all of these documents in one place is very helpful.

d. Basecamp

This year the Committee will be piloting BaseCamp as a way to communicate and store documents. During the meeting project managers walked the group through Basecamp. It was noted how to turn on and off notifications, change profile information, add documents, view schedules and post messages. The group was encouraged to use the message board to ask questions and share information with the group. It was noted meeting agendas would still be posted to the wplc.info site.

There was a question about the cost of Basecamp. It was noted that WiLS has a subscription and that is what the Committee is using. It was noted in the meeting that there is a limited free version. *After the meeting project managers looked into this further. There is no longer a free version but a 30-day free trial.*

e. 2018 Support Statistics

A summary of support requests through the WPLC Support Request Form was provided. The summary shows support requests from the previous year. The Committee was asked if there were any questions or comments regarding the statistics.

IFLS noted that their support requests have decreased significantly with the implementation of Libby. WLS noted the same results.

f. Lucky Day Collection

In November 2018, OverDrive conducted a survey on Lucky Day collections. They provided the WPLC with a separate link so we could examine Wisconsin's results. Those results have been provided to us for review. The results were examined and the group was asked if there were any options for application.

It was mentioned this will be a good addition at the consortium and advantage levels. There is concern about the current long wait for popular titles. There was a question about increasing the budget for the buying pool to help with filling popular series. Overall the consensus for the Lucky Day Collection is positive. Brown County is looking into an alternative to OverDrive's Lucky Day Program and asked if other systems are using alternatives to OverDrive? Freeding, Hoopla, RB Digital and Cloud Library from Biblioteka were all mentioned.

g. Collection Development Policy Approval

In 2018, the selection changes the Steering Committee approved were implemented. The Collection Development Policy needed to be updated to reflect some of those changes and to reflect current practice. The group reviewed the changes and approved the updated Collection Development Policy.

Motion: Approval Collection Development Policy updates

Moved to approve: J. MacPhail

Second: S. Heskin

Results: Motion passed

Discussion: None

6. Committee information sharing and questions

The group was reminded that the Social Media Committee has been created but is still looking for volunteers. The group was asked if any Steering members were interested. Kenosha and Racine PL have a few staff members who may be able to serve on the committee. Project managers will follow up with them.

It was asked when the Holds Reduction amounts will be deposited into system Advantage accounts. M. Clark explained the WPLC Board needs to review and approve the 2019 budget due to an error in the original amounts. The Holds Reduction amounts should be added to accounts shortly after the Board meets on Tuesday Feb 26th.

N. Fish has received feedback from power user patrons regarding increasing the holds limits and creating better sub-genre subject headings. The subject headings request will be added to the OverDrive wishlist. There were a few suggestions to pass onto the Collection Development Workgroup for their 2020 consideration including: statewide Kanopy and Hoopla subscription costs.

7. Next Meeting Date: April 18, 2019 at 1:00 PM via GoTo Meeting

The Committee was notified of the next meeting date on April 18, 2019 at 1:00 PM via GoToMeeting.

Adjournment:

Motion: To Adjourn

Made by: M. Warren

Second: N. Hardina-Wilhelm

Results: Motion Passed

Meeting adjourned at 2:35 PM.