

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

April 25, 2014, 1:00 p.m.

Teleconference meeting held via GoToMeeting – See instructions below

Attendees: Pete Loeffel, Muskego PL; Jessica MacPhail, Racine PL; Molly Warren, Madison PL; Stacie Pajewski, Manitowoc PL; Sue Queiser, Barron PL; Noreen Fish, LaCrosse PL; Mark Troendle, LE Phillips; Ellen Meylon, Kenosha PL; Amy Lutzke, Dwight Foster PL; Bruce Gay, Milwaukee PL; Jennifer Loeffel, Franklin PL; Dale Cropper, Brown County Library; Kristin Stoeger, Oconto PL; Amy Stormberg Shell Lake PL; Beth Carpenter, Kimberly-Little Chute PL; Joe Rice, Shorewood PL; Karina Zidon, Platteville PL; Marie Boleman, Westfield PL; Evan Bend, OWLS; Bruce Smith, WILS; Bob Stack, Portage Co. PL; Wyatt Ditzler, Beliot PL

Minutes: Andi Coffin & Sara Gold

1. Call to order
2. Review Agenda – changes or additions
3. Approval of minutes – February 25, 2014 Motion to approve: I Christman Second: J Loeffel, Motion Carries
4. Action Items
  - a. Elect Steering Committee Chair: B. Smith
    - i. A nomination work group was formed at the last meeting. This work group will put forth their recommendation for chair. Jessica MacPhail is nominated.
    - ii. Jessica MacPhail elected chair of Steering Committee
  - b. Big Library Read: B. Smith
    - i. An email has been forwarded to the committee with the latest OverDrive Big Library Read information. The committee is asked to determine if WPLC will participate as it has the last two Big Library Reads.
    - ii. Committee agrees to participate in latest OverDrive Big Library Read.
  - c. Determine buying pool budget recommendation process: B. Smith
    - i. The WPLC Board Budget Committee will meet in July to draft a 2015 WPLC budget. The digital library buying pool cost-sharing formula has already been determined by the board for 2015. However, if the committee would like to make a recommendation in regards to the total of the buying pool, it needs to be determined by the end of June.
    - ii. B. Smith asked committee if they would like Vendor Selection Committee (VSC) to continue to explore new products?  
M. Boleman asked for clarification on how much money is contributed to buying pool by libraries and how much is LSTA funding. 2014: \$100,000 in LSTA funding, \$900,000 from libraries. N. Fish of VSC commented that committee has not found any product “ready for primetime”. M. Warren of VSC commented on Flipster as EBSCO product has the ability to authenticate the way library systems require a product. I. Christman and D. Cropper expressed concern about asking systems for additional funding.

Motion for committee to go back with their respective systems to ask if they are amenable to increasing the buying pool and for Vendor Selection to provide any new product or 2015 buying pool amount recommendations to Steering Committee by June. Motion: B Carpenter, Second: D Cropper  
Motion Carries

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

a. WPLC Board Update: B. Smith

- i. Overview of WPLC Annual Meeting to be held at WAPL on May 7<sup>th</sup> at 1:00 pm at Mead Public Library. This is an open meeting.
- ii. A reminder about the WPLC future projects survey.

b. Open Content Committee: Report from S. Gold

- i. A process is underway to test OverDrive's Local Content option, investigate other wants and needs by libraries in regards to local content and explore other options besides OverDrive. An overview of this process will be provided.
  1. The proposal states that the OCC will continue its work. New timeline and update on focus. Increased size of committee due to overwhelming response. Already asked new committee members what their goals are for their libraries with interesting responses. From that, creating a broader survey that will go out to member libraries on wispublib. Aiming for April 30<sup>th</sup> for survey to go out – closing on May 9<sup>th</sup>. Two meetings between now and June 9<sup>th</sup> (one the week of May 19<sup>th</sup>, and the other the week of June 9<sup>th</sup>). WiLS is working on goal statement, and will get feedback from the most important points from survey. Then work on criteria for evaluating open content platforms. Then committee will review platforms and projects. Will not be using a homegrown platform. Review by June 6<sup>th</sup> and make a recommendation the week of June 9<sup>th</sup> to the WPLC the week of June 16<sup>th</sup>. Local content pilot of that recommendation will happen, too, but no date is determined.

c. Selection Committee: Report from S. Gold

- i. Report of latest meeting.
  1. Met on Wednesday, a small but hearty group, and talked about the delineation between what kinds of decisions the steering committee will make on content v. what the selection committee would decide. Selection committee would like to keep the process in place where they offer recommendations to the steering committee on policies (weeding for example) or recommend to library program, subject area collection, money allocation requests. Is this ok? If the selection committee finds that something needs to be changed in the committee, can they bring it to you and you make a motion and a decision? Yes by consensus!
  2. Spent \$300k so far this year, right where we need to be, keeping in mind that that is "extra" since the selection committee has already set that money aside. As long as we have enough time in the fall, there will be no problem spending it.

3. We got a buying credit of 220 Starz titles, one copy one user, but they have not appeared in the library. Sara will check with OverDrive to see if there is a timeline. Selection committee does not have funds allocated for streaming video, and would like to collect circ stats from other users across the country of the service to understand how they would be used. Then money can be put aside for video. The videos retail for \$14-\$19 per title.
  4. Recommend to Library Program – Right now, all patron requests come to consortium and put into a cart. Reports are run twice a month, and they are weeded for various reasons where purchase won't make sense. Asking selection committee for help in managing requests (\$20k /month). What is purchased circs well. Got a few volunteers to help review the collection policy and draft wording to give guidance to recommended titles. It will come to the steering committee to review and approve. The Collection Policy is also being generally reviewed, but it won't be to committee until after July 1<sup>st</sup>.
  5. Weeding – Requests from individual libraries to suppress or remove titles. The policy doesn't give much guidance on weeding. We would like the steering committees approval to suppress titles, out of date titles especially. Request for a motion to suppress rather than remove titles that have replacement editions that have been added. Motion carried. Why don't we want to remove suppressed titles from ILSes? The process is not very easy, basically. OverDrive automatically suppresses some titles, and removing them from individual OPACs would require batches from OverDrive. To stop people from getting the wrong information while we get a better system for removing titles from ILS. Also, when OverDrive deletes a title from our collection, it deletes all the historical stats for that title. This is very problematic. Does OverDrive think they can fix that? We have not yet met with them about it, but we will in the next couple weeks. Is the list of titles suppressed published anywhere? Not at this time, and we've requested that, but you can run a report of suppressed titles in a given time people. Sara will look to see if that can be pushed out or posted somewhere.
  6. Selection committee will be meeting monthly, the second Wednesday of every month.
- d. Vendor Selection Committee – did not meet
- e. Kid's eReading Room Work Group
- i. Progress Report: E. Bend reports committee is working with OWLS webmaster on design for Kid's eReading Room. Should have something more to report by the next meeting.
- f. OverDrive Support & Training: Report from A. Coffin
- i. Update on transition. 5 week training course has been completed and training package has been sent to each system contact.
  - ii. June 1<sup>st</sup> is transition date to turn support over to systems. Support form has been set up for each system. WiLS will pull all support questions for the next month and package so system contacts can see what sort of questions are being asked.

- iii. Created Google community for support contacts. If you are interested in joining Google Community, Andi will be putting a link on the WPLC website.
  - g. General OverDrive Update: Report from B. Smith
    - i. Report sent with agenda.
6. Ongoing Discussion Items: B Smith
  - a. Steering Committee Topics: The following topics have been identified as areas the committee would like to discuss and/or address. B. Smith will send a Google form survey to committee to prioritize and for committee members to indicate topics they are interested in helping address.
    - Multi Language Interface and Content
    - Digital Library/Content Promotion
    - Wish List for OverDrive
    - Annual Topics for Committee Review– determining process for reviewing policies and funding.
    - Collection Weeding – process and policy
    - Exploring other vendor options
    - Streaming video – determine our activity in this area
    - Recommend to library –cost allocation for this and RTL for Advantage accounts
    - Licensing and subscription models and options from vendors and publishers
    - Funding and access to digital resources on a statewide level
7. New Discussion Items – None.
8. Committee information sharing and questions: E Bend asked about progress on getting RTL to individual systems. S Gold will follow up with OverDrive.
9. Next Meeting Date: TDB for June