

**NOTES**  
**Recollection Wisconsin DPLA Service Hub**  
**Governing Board Quarterly Meeting**  
Friday, May 5th, 10:00 am - 12:00 pm

[Notes](#) from February 3rd Board meeting

[Notes](#) from April 4th Steering Committee meeting

**AGENDA**

**1. Welcome**

- a) Kristen Whitson is now WiLS Digital Specialist and Consortia Manager, which includes leadership of the Recollection Wisconsin project management team.
- b) Karli Pederson, Associate Library Director-IT, Technical Services & Collections from Milwaukee Public Library, replacing Matt Murphy
- c) Elizabeth Neuman is the Chair-Elect of the Recollection Wisconsin Steering Committee and Digital Services Coordinator, Library Services Team at DPI
- d) Peter Gorman, Director for Digital Library and Preservation Strategy, is representing UW-Madison in Lee Konrad's place
- e) Jen Chamberlain is WiLS' Executive Director
- f) Ben Miller is Director of the Library Services Team at DPI
- g) Steven Rice is the current Chair of the Recollection Wisconsin Steering Committee and Museum and Archives Manager, Door County Historical Museum
- h) Amy Cooper Cary is Head of Special Collections and University Archives, Raynor Memorial Library, Marquette University
- i) Daniel Hartwig is Director of Digital Services at WHS
- j) Andi Coffin is Communications and Consortia Manager at WiLS

**2. Steering Committee updates**

- a) New members and leadership roles
  - New members
    - Jodi Kiffmeyer, Chippewa Valley Museum
    - Tamara Ramski, South Central Library System
    - Nyama Reed, Whitefish Bay Public Library
    - Michael Rehberg, Black Point Estate and Gardens, Walworth County Historical Society
- b) Current leadership
  - Bethany Huse, Past Chair
  - Steven Rice, Chair
  - Elizabeth Neuman, Chair-Elect (and Board Liaison)
- c) Changes to [Statement of Purpose](#):
  - Language was added to indicate the role of Steering in continuously improving Recollection Wisconsin for partners and users: "identify strategic priorities and improvements," "building and enhancing a statewide community of practice"

- "other stakeholders as needed" added to the list of folks Steering members might advocate to (given current advocacy work)

### 3. MOU review and approval

#### a) [Project management MOU with WiLS](#) (annual)

- "The activities and costs described in this MoU are based on projected income to the Consortium. If the income is less than projected, WiLS and the Governing Board will work together to adjust activities accordingly." So Recollection Wisconsin is not on the hook for this amount if state funding doesn't come through - this is how we managed the project management budget in FY22.
- Fiscal sponsorship set of bullet points - instead of signing a separate fiscal sponsorship agreement, the items are instead articulated more clearly in the existing MOU. These points need to be documented in some form so this provides the solution for that.
- The board chair signs this MOU. This is more or less similar to the MOU that has been signed in the past.

#### b) [Content hosting MOU with Milwaukee Public Library](#) (bi-annual)

- Discussed with Matt and Karli at Milwaukee Public Library, and they are committed to continuing their contribution of infrastructure to the Recollection Wisconsin program in their role as the state's resource library.
- This MOU has been done internally/informally previously; this is the first time the Governing Board is reviewing it.
- Item II is new, resulting from Milwaukee Public Library's wish to put in writing that they're willing to support at this level as long as OCLC costs for CONTENTdm remain the same. Since CONTENTdm costs can and do go up somewhat arbitrarily, Milwaukee Public Library wanted to make it clear that they can't cover CONTENTdm costs on their own forever. Without quantifying how much, Milwaukee Public Library would like Recollection Wisconsin to contribute more in the future if possible. This item is separate from Milwaukee Public Library's annual contribution to the DPLA membership fee as a governing partner.
- It was suggested that "image size" be changed to "file size" throughout the MOU.
- Jen Chamberlain will sign on behalf of Recollection Wisconsin.

Regarding both MOUs, and signing MOUs in general on behalf of Recollection Wisconsin, it was suggested that it might be useful in the future for the Governing Board to create a policy on who can sign on behalf of the consortium, under what circumstances and what the signature represents. In the meantime, Jen will sign for WiLS in its role as Recollection Wisconsin project manager.

#### **4. Extension of Ann Hanlon as board chair**

In normal rotation, the next Recollection Wisconsin Chair would be DPI; however, given the advocacy timeline, it would be best for Ben Miller to come on as Chair in the fall. Ann has agreed to stay on until that time.

#### **5. Update on digital archival storage initiative with WPLC and discussion of potential next steps - [Service model](#)**

##### *Background*

- Recollection Wisconsin has been working with the WPLC to help design and implement a statewide backup and digitized materials archives collaboration, funded by the DPI via LSTA funds. Recollection Wisconsin has not been involved in the Backup portion (public library systems have using this as backup for their active operating systems) but we have been working closely with SCLS, LEAN WI and WPLC on the Digitized Materials Archives storage project.
- The Backup Collaboration Project and the Digitization Archives Storage Platform Project initiatives are independent but interrelated in that they both rely on infrastructure housed in two data centers (South Central Library System and LEAN Wisconsin).
- From the 5 year plan for these projects: "Wisconsin public libraries, library systems, and cultural heritage organizations hold a significant amount of digitized content in a range of storage environments, some of which may be unmonitored, outdated, or at risk for data loss. Wisconsin's public library systems, under the auspices of the Wisconsin Public Library Consortium (WPLC) and in partnership with Recollection Wisconsin, are working together to offer safe storage of archival copies of digitized materials and metadata as a sustainable long-term service, effectively in perpetuity."
- WILS received \$65,400 total to support time spent on the project, which has been allocated to Emily and then Kristen's hours. This has been split out over three years (FY22 - FY25) for about \$21,800 per year. (Funding is coming through as a WILS consulting contract but it's a Recollection Wisconsin project supporting digitized archive materials in Wisconsin public library systems.)
- Recently, Emily, Kristen, and Tamara from SCLS (who is also on our Steering Committee!) have been creating and testing documentation for library systems to participate - how to prepare, upload, and monitor files. Scott Prater from UW Madison has been advising and is representing Recollection Wisconsin on the WPLC Digital Archival Storage committee. The documentation and service model will be up for approval by the appropriate WPLC committee in June.
- The funding also supports project time for assisting library systems in migrating digitized materials to CONTENTdm hosted by Milwaukee Public Library, so we've been in conversation with Matt/Milwaukee Public Library about the next migration from Winding Rivers Library System. We're assisting in that migration which is

slated to be wrapped up by the end of 2023. Monarch Library System is next and will be informed by how the WRLS process goes.

- Migration is being included in this project because the more centralized access in CONTENTdm makes the storage process easier to manage.

*Proposed next steps on the project for approval*

- Gather detailed information about data and data readiness (Summer 2023)
  - Individual conversations with participating library systems and Recollection Wisconsin content partners to determine how much data they hold and where it is located, readiness of data for moving to storage, projections for future incoming data
  - Information gathered will inform future budgeting, training, and support needs
- Identify Recollection Wisconsin Content Partners to pilot the workflow (Fall 2023)

Discussion:

- Potentially, this could exacerbate the concern from Milwaukee Public Library about the amount of data being stored and its cost, and this has been discussed and would be handled on a collection-by-collection basis. Milwaukee Public Library is not concerned about exceeding available storage capacity as each migration is handled collaboratively.
- A limit or threshold for collection size could be considered if, after info gathering, we find that partners have a lot of data.
- It was asked if the intention is just to do this with just the current CONTENTdm collections; no, this option is open to any library system or cultural heritage org that would like to participate. Having collections accessible via CONTENTdm helps Recollection Wisconsin anticipate data needs and review collection details, but it's not a necessary component for participation in the statewide digital archival storage initiative.
- Milwaukee Public Library feels confident about its backups and digital preservation strategy, so they don't need this service; other partners who have more risk for loss would be prioritized.
- It was clarified that the larger, preservation masters would be stored, not the smaller, access files
- Newspapers: Given that the WNA is no longer adding historical newspapers to BadgerLink, some partners who have their newspapers digitized may need both preservation and access platforms. Recollection Wisconsin doesn't typically harvest newspapers because of the challenges of format, searching, file size, and because newspapers are out of scope for DPLA. The backup services may still be available via the public library systems. The WPLC does have a committee, [Historical and Local Digital Collections](#), that is thinking about this
- Recollection Wisconsin content partners that don't have a pathway through a library system will not be involved in the first round of uploads to the statewide digital archival storage system, but it is Recollection Wisconsin's role to bring

those non-library cultural heritage organizations into the project in the next stage. Participants do not have to be Recollection Wisconsin content partners to utilize the statewide storage, though it is encouraged.

- Milwaukee Public Library would be interested in having more conversations about collaborative platforms for newspapers with members of the WPLC even if Recollection Wisconsin isn't the access point for newspapers.

## 6. Budget

### a) Review [FY23 YTD budget](#)

- Budget for \$10k DPLA membership and pay at the level they actually bill. The last few years have been \$8k because of a pandemic cut. It is unknown what the membership fee will be for the coming year
- Each governing partner is committed to one-sixth of DPLA membership cost for FY24.

### b) Review and approve the proposed [FY24 budget](#)

- This is assuming the \$150k state funding is granted - this is the ideal budget
- Commitment from DPI that if state funding is not successful, there will be LSTA funding for FY24 as a bridge year while we figure out sustainable non-state funding. The numbers are not yet definite and a date for the JFC's decision is not known.
- The project management fee can change depending on funding status
- We can approve this budget based on the assumption of state funding, with the option to pivot later if things change
  - A question was asked about funding from Kimball-Anhaltzer Foundation: They awarded Recollection Wisconsin a \$5000 grant two years ago and invited us to request funding again the following year, so we did and did so again this year. This money can cover any costs we need it to and there are no reporting requirements.
- It was asked if anyone can clarify the [JFC's move to 'start from scratch'](#) - whether that was from the 21-23 biennium budget or from nothing. We suspect that they are still looking at Evers' 23-25 budget because there are items being considered from Evers' budget that were not in the 21-23 biennium.

## 7. Sustainability planning [status and timeline](#) updates and discussion

[Recollection Wisconsin Sustainability Update April 2023](#) and [slides](#)

- Review of work done to date
- Takeaways from planning process
- Proposed next steps and scenarios with timelines

*Discussion Questions*

- Comments/concerns on proposed next steps and timelines for each scenario?
  - Ben proposes a scenario “A-” where we get flat \$150k state funding, with no growth the second year. We may want to prepare for finding alternative funding sources for growth.
- For each scenario, what info can project managers gather to support planning discussions in July/August/Sept.? What other information do you need to move forward?
  - WiLS could provide rangers or tier levels for different models, which should also include a no-cost option for institutions that need it as an equity consideration.
  - WiLS also advocated with the WPLC as a significant participant in Recollection Wisconsin and because they are currently investing in backup services for materials that, if Recollection Wisconsin doesn't exist, wouldn't be accessible anywhere. It was clarified that there would be no impact on funding for the state's shared OverDrive collection.
- Survey and discussions identified access as the core function of Recollection Wisconsin - aggregating metadata, providing it to DPLA, providing a statewide portal website, and providing a space to host collections. In order to ensure the continuity of these core functions, should they be supported by an ongoing cost-recovery model (FY25 and after) regardless of funding scenario?

Core functions are:

- Metadata aggregation (\$8,000) (UW-Madison in kind)
  - DPLA membership \$10,000
  - CONTENTdm hosting \$7,000 (currently)
  - Metadata harvesting coordination + portal website maintenance \$12,000
  - Bare-bones collaboration support (invoicing, contact lists, documentation) \$5,000
  - **Total \$34,000**
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- Consensus over the last year has been that state funding is the ideal, appropriate solution - but we also need to have a backup and ongoing plan for sustainability, building in some other sustainability measures so we know we have the core functions covered.
  - There seems to be general support to continue the core functions and that we don't want to be back in this same situation again in two years. Sustainable funding comes from the program participants - it's worth it to the content partners to support Recollection Wisconsin. In future years, then the core functions are covered by member-contributed funding.
  - It was shared that the government (statewide, via library systems or municipalities, etc) has an ethical obligation to fund the core functions of Recollection Wisconsin. Private funding, beyond what's covered by governance or partners, runs the risk of determining the direction of the program.

- It was noted that if we begin charging for service, we will need to provide justification language for content partners in tandem with the change so they have a great chance as advocating for the money from purse string holders.
- Project managers recommend that core functions are always covered somehow so that this is the baseline going forward.

**Sidebar:** It was shared that we submitted an SAA Spotlight Award nomination for Emily and she won. The nomination statement is [available to read](#). Many thanks to Andi, Jen, Ann and Steven for their assistance in putting this together.

## 8. Legislative advocacy recap

DPI staff left at this point.

- Governing Board members arranged a second set of meetings, on advice from JFC members. They were short and positive and we followed up with handwritten thank-you cards.
- Governing Board members encouraged partners to submit online comments and some folks, particularly from the Nicolet Federated Library System, attended JFC public hearings.
- There may be additional opportunities for advocacy before the budget is approved
  - We should encourage / ask Rep. Goyke to sponsor the Recollection Wisconsin request and perhaps help identify a second.
- Recollection Wisconsin was called out as part of [Dr. Williams' remarks](#) at the JFC public hearing in Eau Claire.
- There are gaps in the collection around representatives' districts, which can be a problem but also bolsters our budget request as a demonstration of need.
- Recollection Wisconsin project management team can help draft language for this final advocacy push.

## Next meetings

- Extra Board meeting in July or August (virtual, date TBD) to discuss decisions after we know about state funding
- Fall joint meeting of Board and Steering Committee (in person, date and location TBD)
- Regularly-planned: November 3, 2023, 10:00 am - 12:00 pm (virtual)

## Items to provide after the meeting in an email:

### 9. DPLA updates

#### a) Network Council

The DPLA Network Council met on March 16th. John Bracken discussed the ongoing future planning for the network, which will continue throughout the year. He emphasized that any changes to network structures, fees or other baseline relationships would take place with council input, and are still far in the future. Network Council members discussed the diverse approaches to sustainability

among the hubs. Recollection Wisconsin's assertive advocacy approach was appreciated by both fellow hubs and DPLA. John offered DPLA's support in the advocacy process in whatever way is most useful.

- b) [Digital Equity Fund/Milwaukee Women's Art Library project](#)
    - i) Recent [Lake Effect story](#) on the project
    - ii) Working on planning a personal digital archiving brown bag lunch session in June 2023.
10. Annual review of [collection](#) and [copyright](#) policies: There are no recommended changes, just an annual review. Please review and notify project managers with any questions or concerns.

Meeting adjourned at 11:58 am.