

## NOTES

### Recollection Wisconsin DPLA Service Hub

Governing Board Quarterly Meeting on Thursday, August 10, 10:00 am - 12:00 pm

[Notes](#) from May 5, 2023 meeting

#### 1. Welcome and celebrations

- Emily Pfotenhauer was awarded the [Spotlight Award](#) at the recent SAA conference! Amy Cooper Carey accepted Emily's award on her behalf.
- Bill Fliss at Marquette University also received an [SAA award for Tolkien collection curation](#).
- Kristen and Scott Brouwer (former Steering Committee member) will be at the Local History and Historic Preservation conference in La Crosse in October.
- Recollection Wisconsin's website is now being crawled by the Library of Congress' web archiving program
- OCLC awarded a Laura Bush 21st Century Librarian grant that WiLS will participate in, "[Enhancing Digital Collections Stewardship through Facilitated Group Learning](#)," to advise on peer-to-peer learning in groups and in guides like the Toolkit. This also is an opportunity to bring WiLS' expertise in equitable and community-centered tribal relationships into these digital stewardship training and materials.
- Funding! We took a brief moment to celebrate and thank everyone for their work, including Emily and EveryLibrary.

#### 2. [FY23 budget](#) report

The budget was shared, showing a near-even balance with a \$1500 surplus. There were no questions or comments. WiLS worked with Recollection Wisconsin to provide project management services at an amount equal to the available funding, which enabled RW to end the year at even.

#### 3. Board chair change at Joint meeting

Ben Miller will become RW Board Chair at the September joint meeting with the Steering Committee. Ben thanked Ann for her extended service as RW Board Chair. He explained that the timing was right and there is another small step to finalizing the budget approval but no hiccups are anticipated.

The Board Chair rotates between partners each year on March 1st in alphabetical order by partner. We suspect that the Wisconsin Historical Society was skipped in that rotation because of staff transitions. We can adjust that rotation to allow WHS a Chair role next year, then to Marquette and resume the regular cycle after that.

#### 4. [FY24 Budget](#)

##### a. Proposed budget for discussion and approval

Project managers will propose a budget as a starting point. \$150k brings us back to the 2021 budget. FY24 will be a catch-up year and a year to lay the foundation for FY25.

### ***Income***

- Partner contributions to DPLA - DPI had previously wrapped their \$1666 contribution into the funding provided to RW via DPI. Now that funding is more direct to RW, but still coming through DPI, we'd like input from the Board on what's best for transparency. It's also possible that those partner contributions would be paused during FY25 or put in reserves. That, however, could be problematic if DPI contributes and those are added to reserves. It was agreed that contributions should continue, DPI shouldn't contribute beyond the funding they provide to RW, and those contributions should be placed into reserves.
- WPLC has budgeted for and committed to \$3,750, to be paid in January 2024, for RW services to public libraries and public library systems. We will discuss if we want to use that for renewal fees or reserve funds or something else.
- We received a \$5,000 donation again from the Kimball Anhaltzer Foundation. Project managers propose to use those dollars, which are unrestricted, for outreach. This would include work on the website, printed publicity materials for conferences and events, travel to and participation in conferences or training, etc.
- For state funds, we can carry over money within the biennial budget cycle but not beyond it, so all state funds must be spent by June 30, 2023.

### ***Expenses***

- \$130,166 in project management - This is an increase from the current year. Project management time makes up the bulk of the budget because it's the most impactful contribution to making Recollection Wisconsin run and expand. Recollection Wisconsin's main expense is the people power - providing advice and running harvests and creating newsletters and sharing what we're doing, etc.
- Increased payment to Milwaukee Public Library for use of CONTENTdm - Currently RW pays \$7,000 of the total \$18,000 cost. Project managers have discussed with MPL a sustainable formula for our contribution to their CDM instance: RW proposed to pay for the OCR licenses, the storage RW uses by percentage, and a share of the base subscription for the software. This will be revisited annually. RW wants to contribute at a level that keeps the CDM hosting sustainable for MPL, which will be between \$10k and \$12k annually. MPL reiterated that they are still very committed to supporting RW infrastructure, and because they anticipate growth of their own digital collections, strive to find a formula that's fair and equitable. This small amount of money helps reduce those barriers to

small libraries participating in the RW program, which is an important advocacy note.

### ***Surplus***

- There are several options for the remaining \$12,000 (what a nice position to be in). We can decide later in this fiscal year, we can carry this over to next year. Here are the things RW stopped during the austerity years that project managers would like to restart; the Board approved the resumption of these services:
  - Onboarding new content partners (we have a backlog of several orgs ready to join!)
  - Providing more custom support to onboarding content partners in digitization and metadata
  - Quarterly harvests
  - Quarterly newsletters and content partner updates
  - Office hours
  - Outreach: regular social media, presentations, conferences
  - Website content: blog posts, case studies, exhibits to showcase collections
  - Quarterly Education Advisory Committee meetings
  - Data review of content partner needs to lay foundation for FY25
- iSchool and SOIS students are always looking for practicum opportunities, and it would be very nice if we could provide a stipend for their internship experience. This time could dovetail with additional project management time to start on some of the growth initiatives we're going to talk about for FY 25. There was support for this idea.
- We could offer an event, or multiple events, for Recollection Wisconsin content partners to gather and continue building relationships. It was suggested that this might be a good project for a practicum student to undertake.
- Showing usage increases and content partner growth would be beneficial for a FY25 advocacy perspective.
- Ideas suggested by the Board:
  - Digitization Kits could use more promotion and potentially an equipment upgrade on a regular cycle. There would need to be some project management time to evaluate if the program is worth that investment.
  - A traveling digitization lab which could reach smaller communities.
  - More support for A/V collections.
  - Emphasis on collecting histories from underrepresented communities, including Indigenous partners. If there is pushback using state money for this work, we can reorganize the WPLC and foundation dollars.

**b. Proposed core function sustainability model discussion**

Although we certainly appreciate our current financial status, WiLS project managers strongly recommend that RW takes this two-year period (especially the first year) to consider how to fund core functions in case of funding changes in the future. This will be one of the Governing Board's main functions for this year, to ensure RW's sustainability in the longer term future.

We are in the fortunate position of not having to figure out how to cover this cost right now! But we should not enter into the FY25 advocacy process with nothing to show for the time we did have costs covered, and we don't want to be scrambling in the future in the unlikely (but not impossible) event that we are cut from a future budget. **We have a financial obligation to the state's cultural heritage organizations to build something sustainable in the next two years, so this is going to be a main focus of this board in FY24 and FY25.**

Here are what content partners and governance identified as the core functions that Recollection Wisconsin performs in the state, totalling \$37,000:

- Metadata aggregation: \$8,000, contributed by UW-Madison in kind
- DPLA membership: \$10,000
- CONTENTdm hosting: \$10,000
- Metadata harvesting coordination + portal website maintenance: \$12,000
- Bare-bones collaboration support (invoicing, contact lists, documentation): \$5,000

If current contributions from governing partners stay at the same level, we would need to raise about \$27,000 per year to keep Recollection Wisconsin up and running at a minimal level in the event that we lose funding.

If we are going to make a sustainable model for the core functions going forward, the contributions will have to come from some combination of these sources: governing partners, content partners, library systems, and/or private funding:

- The six governing partners could increase their contributions to cover all or part of the cost of RW core functions.
- We could use the current pricing structure we have in place, in which the annual fees are based on the number of collections or items and come to about \$5,000 total. This will need to grow, and since these fees have been waived the last few years, charging any content partner fees will feel like an increase.
- We could decide on a new, sustainable fee structure and immediately implement it in early 2024. It was noted that this may be difficult given that public libraries are already spending their 2024 budgets and the earliest it could be implemented would be in 2025.

- We could create a fee structure that begins building a reserve and implement it incrementally. This is what the project managers would recommend.
- We could use this time to build a fee structure and just have it in our back pockets to deploy if/when needed.

We suggest discussing this at the joint meeting next month and getting input from the Steering Committee, and the board could make the decisions about which options to pursue in November. If needed, we could then start having conversations with stakeholders and gathering feedback in fall and winter 2023.

This group would need to decide if we want to build up a \$27,000 reserve fund by the time we get to the next budget discussion, if we want to build up two years of reserve funds by then, etc. This will dictate how much we'd be planning for in the next two years.

There is support from the Board for implementing something that raises this base level of money and moving it to reserves, so as to sustain core functions of RW. It was noted that the earliest we could implement a fee would be 2025 because the public libraries are already moving on their 2024 budgets.

It was asked if there is a problem that we started charging fees after we just received state funding. It would be important to message it appropriately.

It was suggested that we develop a plan that we don't implement until we need it.

If we implement any fee, we need to provide ROI messaging for content partners to use in advocating for the money.

**It was agreed that the Board does not want to implement a content partner-based fee in this biennium but that we'd like to develop a model to have in case it's needed.**

## **5. Joint Board and Steering Committee Meeting**

We propose spending the Joint Board and Steering meeting planning for the big \$300k year, so that we can spend this next year helping lay the foundation for those goals.

Joint meeting will include:

- a revisit of Recollection Wisconsin's strategic goals, where we were before switching focus to advocacy - are they still the right path?
- Continue to discuss ongoing core function funding model development
- A revisit of the ideas the Board and Steering Committee have had for growth
- A time to generate and gather more new ideas

- Discussion about working backwards from what a state budget advocacy effort will look like in two years - what do we need to have accomplished by then to show justification for continued funding?
- More canoes, please.

**Next meetings**

- Fall joint meeting of Board and Steering Committee (in person, September 14, 2023, 10 am - 2 pm at State Archive Preservation Facility) RW will cover lunch and refreshments
- Regularly planned: November 3, 2023, 10:00 am - 12:00 pm (virtual)