

WILS Cooperative Purchasing Advisory Committee Minutes
May 14, 2019
1:00 pm via GoToMeeting

Committee Members (asterisk indicates absence)

Katie Aldrich, Northcentral Technical College
(Chair)
Lora Cowell, Monona Grove School District
Joe Davies, Kenosha Public Library*
Noreen Fish, La Crosse Public Library
Cathy Markwiese, Milwaukee Public Library

Melissa Matz, Brookfield East High School
Cory Mitchell, UW-Stout*
Cheryl Nessman, UW-Colleges
Amy Rachuba, Ripon College
Jill Thomas, Lawrence University

WILS Team: Jeff Brunner, Andi Coffin, Sara Gold

Agenda Items

1. Welcome and Introductions (K. Aldrich)

The meeting began at 1:05 pm and roll was called.

2. Review / Additions to Agenda (K. Aldrich)

The agenda was reviewed and no additional discussion topics were added.

3. Approve Minutes from February 2019 meeting (K. Aldrich)

Additional documents: February 2019 CooPAC Meeting Notes

No corrections or amendments were suggested and the minutes were approved by general consensus.

4. Review and Approve Revised Direct Order Agreement (A. Coffin)

Background: At the February meeting, the committee reviewed and made suggestions for revisions on the Direct Order Agreement.

Additional documents: Direct Order Agreement

Action or discussion at the meeting: Approve the revised agreement.

The changes were reviewed and there were no concerns or adjustments requests. The revised Direct Order Agreement was approved.

5. Announce CooPAC Vacancies for 19-20 (S. Gold)

Background: Each year committee members are asked who will be returning to CooPAC the following year.

Action or discussion at the meeting: Determine vacancies for 19-20 by the end of May.

Thanks were shared to those who responded to the requests to stay on the Committee. There will be a vacancy for a public library seat to replace J. Davies. M. Matz agreed to return and K. Aldrich will return as Chair for the coming year. A special library will be invited later this summer to join. WiLS shared lots of gratitude for member participation and Joe Davies was thanked in particular for his service.

6. Cooperative Purchasing Revamp Report and Update (J. Brunner)

Background: WiLS is undergoing a revamp of its Cooperative Purchasing Services. WiLS will provide an update on activities since the last CooPAC meeting including preliminary feedback on the email lists, an update on the survey about budgets and an update on progress of adding vendor licenses to MyWiLS. In addition, WiLS will talk about the end-of-school year wrap-up survey for K12 members.

It was shared that we have our [newly-formed email lists](#) up and running, one for each library type that is already populated with members. Another set of lists are topical, such as steaming video, academic journals, subject areas, etc. These are opt-in and began in mid-March. Slowly over the next

We have a dozen or so survey responses and we are integrating this info into the previous surveys we have done to get a better picture or narrative of our members budgetary situations to help strengthen our position to negotiate. We have been working with the big vendors, EBSCO, ProQuest, Gale, LexisNexis, and others to negotiate lower increases to annual renewals. Have a unified message about budget needs has helped to keep those at 3% or below.

There has been some discomfort from members in sharing budget information for the survey and it was put forward that this could be a reason for the low response rate. Input from the committee or changes in the wording of the questions – to understand change or percentages and not specific numbers – might encourage more response. We could also piggyback on other surveying efforts like IPEDS and the public library annual reports. This is helpful but alone wouldn't give us the stories of the libraries, such as how the role of K12 libraries is changing; now their budgets have to make room for things like makerspaces and technology. The survey was not sent to our K12 members because of WiLS staff turnover but it was sent out this week.

WiLS has been trying to integrate license agreements into MyWiLS but a number of issues have prevented that from happening as quickly as we'd like. We are struggling to connect with some of our vendor partners to get the newest versions of those licenses to review. Our admin team is working on documenting what we have and what we need. Given some turnaround in staffing both at WiLS and with our MyWiLS developer, this has thrown another wrench in the process. We've also discovered some automated processes that we assumed were working in the MyWiLS backend that have not been working. We need to get those things working before we invest in further development time. We are also looking at alternatives to the current MyWiLS provider toward products that are specifically for library consortia.

A challenge WiLS faces with K12 members is the fair amount of turnover that happens over the summers. To help, WiLS is going to send out a survey at the school year end that asks the primary contact if they are switching districts, retiring, etc. and if they know their replacement, the contact information for that person. We are also asking when they are back in the office

after the summer so we can prepare our communications a little better. We will also be sending an email in late August to billing contacts and support staff to make sure they know who we are and what we are doing for the 2020 calendar year subscriptions.

It was shared that WiLS might want to encourage members to look at their organizational contacts and make sure that they are correct and the main contacts are identified. This might be particularly important for K12s at the end of the school year for the coming year.

7. Scheduling Meetings for 19-20 (K. Aldrich)

Background: CooPAC meets in November, February and May. WiLS will send out a poll to members to determine days and times for all 3 meetings in late September.

There were no questions or comments regarding scheduling upcoming meetings.

It was asked if there were any project from the WILS side that might show up in the CooPAC Basecamp over the summer. WiLS will mostly be working on implementing the revamp work that Committee has already seen and approved.

It was shared that Basecamp has been a useful addition to the Committee and WiLS thanks the Committee for embracing Basecamp.

8. Adjourn

The meeting was adjourned at 1:51.

Next Meeting: TBD