WiLS Cooperative Purchasing Advisory Committee
January 26, 2023
2:00 PM via ZOOM

Attendees

Emily Leonard, School Dist. of Menomonee Falls
Ashley McHose, Lakeshore Technical College
Cory Mitchell, UW-Stout (chair)

Matthew Murphy, Milwaukee Public Library
Jill Thomas, Lawrence University

WiLS Team: Jeff Brunner, Sara Gold, Nick Smith

Agenda Items

1. **Welcome and Introductions (J. Brunner)**

   All committee members and WiLS staffers introduced themselves. A special welcome to our new members, Emily Leonard and Ashley McHose!!

2. **Committee Chair (J. Brunner)**

   We're in need of a new board chair this year among the members! This doesn't involve much work, just a few extra meetings with Jeff every year and an annual report to the WiLS Board.

   Cory Mitchell volunteered to serve as chair, to the assent of all present members.

3. **Approve Minutes from May 2022 meeting (J. Brunner)**
   Additional documents: May 2022 CooPAC Meeting Notes

   Matt moved to approve, Emily seconded. All members voted Aye.

4. **Review Member Expectations & Charge (J. Brunner)**
   Additional documents: CooPAC Committee Charge and Expectations

   Jeff overviewed the CooPAC Charge and Committee Member Expectations (available on Basecamp) and opened the floor for discussion. The committee responded positively and had no specific notes.

5. **WiLS Board Meeting Attendance (J. Brunner)**

   Jeff reminded/let the committee know that there is an (optional) standing invitation to attend WiLS Board meetings, regardless if there is something Coop-related. The CooPAC chair will present an annual report of Coop work to them at the Board meeting soonest after the May CooPAC meeting.

6. **Cooperative Purchasing – Annual Survey (J. Brunner)**
   updated to include the suggestions from this meeting.

We will be re-starting an annual survey for Coop—it's been many years since we did, and we're excited to get back on this annually! The survey will run from Jan 30-Feb 20, please take the survey yourselves and spread it as far as you can with your library colleagues!

Jeff gave a brief walkthrough of the survey, and a preview link was given to the committee members.

Cory suggested making sure that we mention subscription management services, as that's really our flagship offering.

Emily suggested adding small descriptions to question 6 and any other questions that aren't really clear on what the question is talking about. The committee agreed, as there were numerous examples of services some committee members weren't familiar with

Cory had a question on question 15 about usage statistics. The question isn't terribly clear and doesn't include other renewal decision factors. Jeff explained that this question was roundabout asking how important usage stats are, because WiLS is lightly considering figuring out some way to make it easier for our members to get their usage statistics. Cory suggested potentially expanding the question instead to rank renewal factors. The committee provided these suggestions: curriculum support, usage statistics, cost, EDI, breadth and depth of content, up-to-date/content currency, quality of content, relevancy, accreditation.

7. **WiLS Bill Pay Service (J. Brunner)**

   Jeff outlined the [WiLS bill pay service](#), which, in a nutshell, gives our members the ability to send us invoices from any vendor and we pay it and bill it back to you.

   Cory wasn't aware of this service and is extremely excited about the possibilities. Ashley knows LTC has used it before and finds it very helpful.

   WiLS will be promoting this service more in the next year to really try and see where we can take it as a value-add to our services.

8. **Direct Order Agreement Review Stage 1 (J. Brunner)**
   Additional documents: Direct Order Agreement – Current

   Our order direct vendor partners offer discounts to our members, and this agreement is what governs that. We want to revamp this this year, and would like the committee to look it over and prepare any thoughts and suggestions for the next meeting in March.

9. **Adjourn**

   Emily motioned to adjourn, Ashley seconded. See you all in March!

Next Meeting: 3/30/23 2:00 PM