

**WiLS Cooperative Purchasing Advisory Committee Meeting Notes**  
**March 30, 2023**

**Attendees**

Cory Mitchell, UW-Stout (Chair)

Kate LaChance, Madison Metro School District

Page Leahy, Platteville School District

Emily Leonard, School Dist. of Menomonee Falls

Ashley McHose, Lakeshore Technical College

Matthew Murphy, Milwaukee Public Library

Cheryl Nessman, Mead Public Library

Michelle Rockelman, Campbellsport School Dist.

Jill Thomas, Lawrence University

**WiLS Team:** Jeff Brunner, Sara Gold, Nick Smith

**Agenda Items**

**1. Welcome and Introductions (C. Mitchell)**

WiLS folks introduced themselves, then committee members introduced themselves. Welcome to our new members Kate, Page, and Michelle!

Cory outlined the committee's charge for the new members.

**2. Approve Minutes from January 2023 meeting (C. Mitchell)**

Matt moved to approve, Emily moved to second. All members voted aye.

**3. MyWiLS Orientation Toolkit Draft Review (S. Gold)**

Sara welcomed the new members and went through the background of why we're working on this: We've noticed a lot of staff turnover in our members, especially among K12 members. This toolkit exists for outgoing media specialists to fill out for incoming librarians and media specialists, and for existing librarians and media specialists to fill out for their eventual successors.

Every year we send out an end-of-year survey to our K12 members to identify any who are leaving at the end of the year. Going forward, that will kick off a process to send this toolkit to that person for them to fill out for their successor.

Sara outlined the content of the toolkit, which is available in the CoopAC Basecamp.

Discussion:

- a. Emily *loves* this idea and wishes that she had it when she started. She felt like she had an entire year of digging herself out trying to find out everything that the library was even doing.
- b. Page also loves it and suggests sending this to SOIS and the iSchool, because they simply don't include much information about K12 libraries in their coursework
- c. Cory suggests making versions for Publics and Academics and also including information about BadgerLink
  - i. Sara: Unless there are other thoughts, we'll probably work on Academics next
- d. Jill suggests including information about how to obtain licenses
  - i. Sara and Jeff: We're not sure how much that is useful to K12s, but we'll definitely include something along the lines of "contact us if you need copies of your licenses or need help interpreting them." It is on our radar to somehow make licenses available via MyWILS
    - 1. Cory suggests moving this up the priority list, because it would be extremely useful for Academics.
      - a. Jeff: MyWILS development is not in-house with a set budget for improvements every year, so we will definitely be thinking about this more

Thank you all for the feedback!!!

#### **4. Annual Survey Preliminary Results (J. Brunner)**

Last meeting we had a fantastic discussion on the first in our new line of Annual Surveys, which has since gone out, closed, and now we have results! There were 183 respondents, 40% from K12s, 40% from Publics, 17% from Academics, and 2% from Special libraries.

Results PowerPoint is available in the CoopAC Basecamp.

Discussion:

- Matt: Responses regarding Bill Pay were in line with what we discussed in January with folks not really knowing what it is
- Cory:
  - Agrees with Matt
  - Would be interesting to see the Value question broken out by library type, as he has found that time savings have become more important over time for him
  - Worth targeting new vendors by desired resource type and topic
- Ashley: Definitely want to see data more granularly. Also worth breaking certain questions down by time worked with WILS
  - Should put info about Bill Pay and Deposit accounts in the orientation packet
  - Pass our thanks onto Kim!!

If you have more thoughts, feel free to put them in Basecamp or email us!!

#### **5. Direct Order Agreement Review Stage 2 (J. Brunner)**

The Direct Order agreement governs our relationship with our vendor partners who focus on physical products and other directly-ordered products. These relationships primarily consist of the vendors offering discounts to our members in exchange for WiLS promoting their products to our members. At our last meeting, we went through the new Direct Order agreement line-by-line to understand what it's saying.

Discussion:

- Cory: Looks good!
- Matt: Is there any way WiLS might want to add a disclaimer that we aren't responsible for any issues ordering supplies, like delays, stock issues, or product issues.
  - Jeff: There's not a lot here about what the *vendor* will do, but a good spot to add something like this would be in the first or second paragraph, stating that any purchases are between the vendor and the member, as we're just negotiating discounts. We'll add a sentence or two about this, and will include that change for the document's final approval at our next meeting.

#### 6. **Additional Agenda Items from the Committee (C. Mitchell)**

No additional items from the committee.

#### 7. **Adjourn**

Jeff: Thank you for coming, everyone! We especially appreciated everyone's input on the survey last meeting. That feedback and the similar feedback on the Orientation Toolkit is exactly what we want

Ashley moved to adjourn, Emily seconded. See you in May!

**Next Meeting: 5/11/23 2:00 PM**