

WAPL-P2C2 MINUTES

January 6, 2006

2:00 P.M.

Roll Call: L. Bendix, WAPL Chair, A. Bielot, J. DeBacher, J. Bongers, B. Wetzel, P. Chevis, Sandy Robbers, C. Meyer, J. Behm, Guest J. Morrill.

C. Meyer stated that December 9 Minutes and the revised scope of work budget-salary survey document proposal were e-mailed. C. Meyer stated no agenda as this meeting's sole topic of discussion would be the salary survey.

C. Meyer turned meeting over to P. Chevis to review history to this point of the project. DeBacher, Chevis, Al Zimmerman met with Morrill. Reviewed with Morrill the issues from the last meeting that were discussed. The project proposal had been introduced in three parts. Year 1 – Survey on-line and outcome on paper, Year 2 or whenever - move it to an online product only, Year 3 - final report. L. Bendix's roll dealt with the revenue issue and WAPL. Was thought that this proposal may/could be a break-even issue. This project is such a value to our members and at some point it would be a break-even or even a profitable product. With J. Morrill we are getting experience, professional expertise and a polished product. Historically, the WAPL Conference is low on bringing money to WLA. How do we do things differently in looking at the conference and this product to make both work? When taking this to the board in the letter of agreement maybe there could be a qualifier of dependant on sales committee and WAPL would have the ability to curtail the project in year one. Comment was made that bottom line - we can't do these things, Josh can but what is WAPL willing to subsidize? Linda and John will pursue this project and information in regards to this project/product with the WAPL board. C. Meyer asked about year one costing \$3,175.00 with no printing of a document due to an electronic version being available. L. Bendix asked if the group felt strongly about people wanting paper. Why is there a reluctance to ask for electronically only? Responses – some systems input annual report info. for libraries so some libraries are not able to adapt. Comment also was that we want responses, try to urge the data entry but might have to still bend to accommodate some this year. Can it be sold in disc for people to make a copy? Comment made that one of the goals was to wean people away from paper. J. Morrill commented about the distribution options – CDs done for a product to market. Support for CD option – data in Excel file – product .PDF version. Problematic if there was too much “forwarding” of the product. P. Chevis asked about the progression by year three what happens – year 4? Is this a product we can produce without Josh? Will this be a product that the committee can handle? Josh replied year three would be on going maintenance until whatever WLA might be able to do happens. Mini-lessons could be given. An account such as Survey Monkey costs about \$200 per year for a subscription but can mount as many surveys as possible. Maybe WAPL could find other surveys to add to get added value to survey monkey. He stated that WLA might have an account like “monkey” already in place. In the operation of survey monkey – will survey monkey kick out responses if the response doesn't seem answered? C. Meyer asked is it asking the people the right questions? Can tweaking be done? Reply was the questions are basic, tweaking may not be possible but the questions have been tweaked already. Maybe in the benefit piece some tweaking can be done. It was suggested that maybe every third year “all types of benefit info” could be asked for. Response rate to the survey – statement made that there will always be a 5 or number that do not respond no matter what. Timing was discussed from focus group the feedback was good. We can't let the info get too old, we are getting a late state and do not want info and product too much after annual report date gathering. A window exists – fall isn't good, spring is the time the info is needed for helping with upcoming budgets.

Clarification about producing a CD was asked for. Question asked about online product being manipulated – reply was that excel file can be. It is possible that the CD product could be available for out-of-state users. Commercial customers were discussed. Maybe they get read-only product. This product has never been really marketed by committee. J. Morrill thought that costs could be recouped by selling to other states. Other areas might want the comparison that the product provides. Josh found a few other states that have something like this but it is not as comprehensive. Contacts would need to be made with libraries in other states. Could this become self-sustaining? Dependant of who comes on board. Back to year three conversation about access codes and passwords. C. Meyer thought that WLA not capable now. Josh will investigate cost for it to become hosted at the WLA site.

P. Chevis asked L. Bendix if there could be discussion at WAPL Board meeting then early Feb. info. and notices out to libraries, middle of march to have things back.

Lisa from WLA was brought in to answer some concerns about the nuts and bolts of the WLA web site. Question Survey on CD, survey online, survey on website. Does WLA have capabilities. Answer at this time no, difficult in securing it. Will revisit as technology changes. A password can be issued but not a secured password. In Survey Monkey credit card info. can be entered. Another question to Lisa can WLA do online credit card purchases. Lisa though the process would still be done manually in WLA office. Question – is WLA office comfortable with sending out disks or E-mail product? Lisa thought it would be fine. A portion of work at first getting it arranged but thought it was doable. File size may be something to be aware of for consumers/customers. Does WLA have a Survey Monkey account? Yes, for \$20.00 a month.

It was mentioned by P. Chevis that C. Meyer purchased at WLA a credit certificate for 5 hours of Josh's time that was applied to year one.

L. Bendix commended all for their hard work and stated it was exciting to think WAPL could be helping to get this product off the ground for other states to use.

Stay-tuned –

Conclusion about 3:45 P.M.

Note taker – J. Behm