

WiLS Cooperative Purchasing Advisory Committee

May 14, 2024

3:30 PM via ZOOM

Google Meet Link: meet.google.com/wum-xrvv-urx

Committee Members

Michelle Byholm, Chequamegon School District
Beth Henika, Milwaukee Public Library
Page Leahy, Platteville School District
Emily Leonard, School Dist. Of Menomonee Falls (absent)

Ashley McHose, Lakeshore Technical College
Cory Mitchell, UW-Stout (Chair)
Cheryl Nessman, Mead Public Library
Jill Thomas, Lawrence University (absent)

WiLS Team: Jeff Brunner, Nick Smith

Agenda Items

1. Welcome and call to order (C. Mitchell)
2. Approve Minutes from February 13, 2024 meeting (J. Brunner)
Additional documents: 2-13-24 CoopAC Notes

Cheryl moved, Page seconded. All in favor.

3. Ideal License Terms Finalization (J. Brunner)
Additional documents: WiLS License Agreement Review Definitions and Ideal Terms – May 2024 Revision.

Jeff explained that we use the ideal terms document to assess new and existing vendor licenses that WiLS signs on our members' behalf. There are some

Two areas the committee identified as parts to improve were in Accessibility and Text and Data Mining. Cory sent Jeff a copy of the UW system ideal terms and definitions for assistance in drafting new sections for these.

Jeff asked the Committee for any comments on the added areas and any additional parts of the document.

Cory asked for a motion to approve the new Definitions and Ideal Terms document

Michelle moved. Beth seconded. All in favor.

4. Updates Since Last Meeting (J. Brunner)

Coop Annual Survey (2nd annual!)

The only statistically significant change in our agreement statements was the increase from 61% to 70% in the number of respondents who felt Coop staff members were available in a timely manner.

One of the big successes from last year is the change in awareness of our services. Awareness of our services among respondents went down nearly across the board. Large movers were Bill Pay, Deposit Accounts, Email lists, and Taco Tuesday, which were all major communications targets last year, showing that the work we put into these was successful.

There were several open-ended questions that we are actively working on going through the responses and address them.

The consensus on the team is that our January to March work has gone up and that really isn't a good time to run the survey. We are looking at moving to a fall survey every other year to run opposite our WiLS general member survey.

Page and Michelle commented that late winter to early spring isn't a great time for K12s, as they are working really hard to spend common school funds around that time. Fall would be a better time to hit them.

Cory asked when the report was going out, and would like to see some additional nuggets of information, such as distribution of disagree and agree numbers.

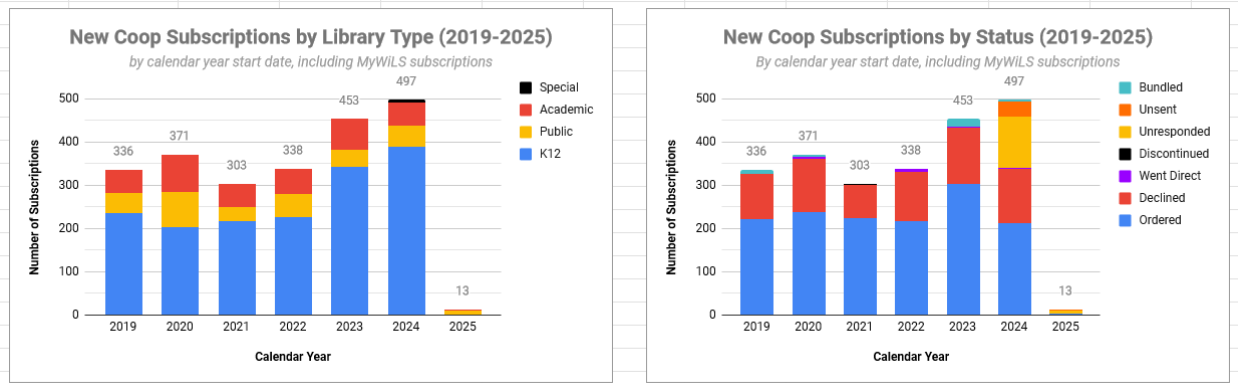
Cory also agreed that the time and frequency change would help. He requested that it avoid early September, as K12 and Academic schools are very busy around that time. Jeff agreed, saying that the team is softly targeting October.

Cory asked if this info was going to be used to create an action plan of any sort. Jeff clarified that we are and will continue to use this to guide our improvement projects. Part of the desire to shift the timing is that we set new goals at the beginning of each year, so having results towards the end of the year would be helpful for planning the next few years.

Academic Orientation Toolkit

The committee has previously seen the Academic Orientation Toolkit, based on last year's K12 Orientation Toolkit. We originally planned on launching it earlier this year, but were unable to due to increased business. We've made the changes suggested by the Committee, and will be formally launching the Toolkit soon.

New business traffic updates



As of April 30, we've surpassed the number of new quotes processed compared to any of the past 5 years. We expect this number to continue increasing the rest of the year.

We think this is primarily related to the 25% increases in common school funds over each of the past two years. Page corroborated this and commented that common school funds are not expected to increase as drastically next year.

Public and Academic new quotes are also near the level of past years by May as well.

Cory asked if new quotes will continue with the CSF increases. Page responded that it will probably plateau with more renewals and fewer new requests. Michelle agreed that the large, sudden increase was a blessing and a curse to deal with.

Cory asked if the work for new quotes is more than renewals, as he is concerned about future staff workload sustainability. Jeff said there is less work for a renewal than for a new subscription because there is often more back and forth and more individual work for new quotes. Renewals are more usually more systematic and can be handled more in bulk. This is a topic that has come up in our planning meetings, and we feel that we'll be able to handle it, but we're not entirely certain what the longtail of this increase will be.

5. 2024-2025 Term (J. Brunner)

Jeff thanked the Committee for their work this year—we're really appreciative of the work everyone has put in and helped with.

Jeff asked the Committee if anyone was planning on not returning next year, and will send out an email after the meeting to check on this.

6. Committee Sharing (Any)

Cory thanked Jeff and the WILS team for their hard work and for sponsoring Stout's recent Effordability Summit.

Cheryl thanked the WiLS team for all their work in Coop and elsewhere.

Ashley thanked the team for their work and let everyone know that she would not be returning next year, as she is changing jobs to get rid of a two-hour commute!

7. Adjournment

Meeting was adjourned at 3:32 PM.

Proposed Next Meetings:

- 11/5/24, 3:30 PM
- 2/11/25, 3:30 PM
- 5/13/25, 3:30 PM