

Meeting Agendas & Notes 2023

DLF Cost Assessment Working Group

Housekeeping:

- 2023 standing meeting: Second Monday of the Month, 3pm ET
- Documentation on the wiki: <https://wiki.diglib.org/Assessment:Costs>
- Communication
 - Google Group: <https://groups.google.com/forum/#!forum/dlf-aig-cost-assessment>
 - Slack: https://join.slack.com/t/dlfaig/shared_invite/zt-5knsiye9-T6WaywU_YP~TA~EytnokjQ
(Invite link)
- Meeting invitations and login information sent to Google Group

Monthly Meetings:

- Please download and import the following iCalendar (.ics) files to your calendar system.
- https://clirdlf.zoom.us/meeting/tZUpucyggj0qG9HiBwDdhLrNv4KIFmUYuZXU/ics?icsToken=98tyKuGpqj4vEtCTsBiCRpwcBo_4Z_zwiCFjfp1IT3yJyRbThHYILZpPpRyJeHE

Jan 9, 2023 03:00 PM (Eastern Time)
Feb 13, 2023 03:00 PM (Eastern Time)
Mar 13, 2023 03:00 PM (Eastern Time)
Apr 10, 2023 03:00 PM (Eastern Time)
May 8, 2023 03:00 PM (Eastern Time)
Jun 12, 2023 03:00 PM (Eastern Time)
Jul 10, 2023 03:00 PM (Eastern Time)
Aug 14, 2023 03:00 PM (Eastern Time)
Sep 11, 2023 03:00 PM (Eastern Time)
Oct 9, 2023 03:00 PM (Eastern Time)
Nov 13, 2023 03:00 PM (Eastern Time)
Dec 11, 2023 3:00 PM (Eastern Time)

- [Link to subgroups' materials folder](#)

[January 9, 2023](#)

[Agenda & Notes:](#)

[Action Items:](#)

[February 13, 2023](#)

[Agenda & Notes:](#)

[Action Items:](#)

[March 13, 2023](#)

[Agenda & Notes:](#)

[Action Items:](#)

[May 8, 2023](#)

[Agenda & Notes:](#)

[Action Items:](#)

[July 10, 2023](#)

[Agenda & Notes:](#)

[Action Items:](#)

[September 11, 2023](#)

[Agenda & Notes:](#)

[October 9, 2023](#)

[Agenda & Notes:](#)

[December 11, 2023](#)

January 9, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/j/81455846015>

Attendees: Julia, Rachel, Shannon, Roel, Biz, Suzanne

Regrets:

Agenda & Notes:

Introductions

- New co-facilitator Rachel Senese!
- New members?

Survey Extravaganza concluding!

- February 1 closing date
- Data Analysis and reporting timeline

Sub-group updates

- Insourcing v Outsourcing
 -
- Survey
- Registry for vendors
 - Meeting to go over data/presentation of data end of January
- Best Practices
 - Over 60 responses, will be scheduling a meeting for analysis
 - Does anyone have any data analysis skills?
- Cost Calculator
 - Review the Cost Calculator [Google sheet](#) and send Barb feedback
 - Specifically: what works for you, is useful, and makes sense, and what does not/is not.
 - This feedback will help the subgroup clarify what to keep and what to refine for an actual calculator.
 - Nothing more to report. Hoping for some feedback from the survey extravaganza!
- Scans per linear feet
 - Waiting on data

Other business

Goals for this year?

Drop in consultations: standing opportunity to tap the larger community's brain (themed drop in sessions occasionally? [Drop In Consultation Topics - Google Docs](#))

Possible topic: cost recovery to supplement endowment funds for expenses. Princeton is looking at possible department billing

Data crunching

By this year's DLF, have something to report out (even if preliminary)

Use main group meetings as survey working sessions?

[Record standing working group meeting times](#) so we can schedule meetings

Cost recovery?

Pass along information from the big group to the small group

Action Items:

Please add standing meeting times (if you have them) to the [Project Subgroup Members Directory](#)- - Subgroup leads

February 13, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/j/81455846015>

Attendees: Elizabeth, Julia, Suzanne, Biz, Barb, Rachel, Emma, Kimberly, Shannon

Regrets:

Agenda & Notes:

Announcements

- Gentle Reminder: Please add standing meeting times (if you have them) to the [Project Subgroup Members Directory](#)- - Subgroup leads
- Call for participation going out on: **Thursday, February 23**. See draft email: [Call for participation](#)
 - Please sign up for sending out the CFP:
https://docs.google.com/spreadsheets/d/1r0HfQze9SXfV2oWOFMX4P1GkylA8fv_gBJE1FDPdodEE/edit?usp=sharing
- [Drop in Consultations](#): What will this look like?
 - During normal meetings or separate time?
 - Dedicated session for each topic- advertise ahead of time
 - Try the first one during our normal time to see if we get people attending. If not, then reassess.
 - Next meeting business, then topic in April.
 - Topics?
 - When we run out of topics, put out a call
 - Send out information when pertinent to the topic
 - First one Digitization Workflows with DLF PMG? (Rachel email)
 - Partnerships?
 - SAA has a quarterly topic about digitization discussion
 - Do we have to provide resources for this (office hours style)
 - Or do we want to have a space for that discussion

Sub-group updates

- Insourcing v Outsourcing
 - Generally, that group has the case studies and CLIR hidden collections grant to write up a case study

- How and why
 - Check in occasionally and make sure we're on their radar
 - At the end of the grant period will write a case study- is this a requirement? Larry to clarify with DLF.
- How to make them more available
 - Possibly add them to the wiki
 - Encouraging more people to write case studies
- Survey
 -
- Registry for vendors
 - We were wondering whether we might put a summary of the survey results for each vendor in a DLF wiki space? This one (https://wiki.diglib.org/Digitizing_Special_Formats#Outsourcing_Audiovisual_Digitization) has vendors listed but it's limited to special formats. Do we know who maintains this? (Rachel/Julia will figure this out)
 - We have our own space here: <https://wiki.diglib.org/Assessment:Costs>
- Best Practices
 - Looking for more participants as we enter the data analysis phase!
 - Intending a final push for more survey responses particularly from smaller organizations. Gathering ideas here: [Additional mailing lists to send survey to](#)
- Cost Calculator
 - Current status of the [cost calculator worksheet](#):
 - Reworked to use images per hour.
 - Reorganized into groups of scenarios, to clarify which to use for single items vs bound items vs items in containers (eg, folders or sleeves).
 - A Readme tab with some explanation of how it's organized, how it works, what information a user needs to bring, and a sketch of how to use it.
 - Cost group members submitted really good ideas and pain points in their spring 2022 [testing observations](#) (for an earlier version).
 - Ready to figure out some bite-sized next steps to pull this together into a beta version with good accompanying helps, and then seek Cost group testers for it.
 - Our subgroup participation was low in 2022 while Barb was working to remove complexity in the worksheet. Need and want more people to collaborate! You can attend our next meeting Feb 20 @ 2pm Central (Zoom link from Barb), or email Barb Laufersweiler, blaufers@ou.edu
- Scans per linear feet
 - Normalizing data in a working document
 - Isolating outliers
 - Adding in calculations to help determine actual anticipated scans per linear feet when housing is not a linear foot.

Action Items:

- Please add standing meeting times (if you have them) to the [Project Subgroup Members Directory](#) - Subgroup leads
- Please sign up for sending out the CFP

March 13, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific
Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/u/kbUa6QrBkn>

Attendees: Julia, Dana, Cliff, Shannon, Suzanne, Rachel, Chirstina, Emily, Lisa, Roel, Kim, Will, Emma

Regrets: Barb

Agenda & Notes:

Introductions

- New participants!

Announcements

- We encourage the use of [OSF](#) to make our survey data and/or analysis available, either by direct upload or linking to drive space. We can add links from the [wiki](#).
- DLF Project Managers Group is interested in co-hosting the April discussion on Digitization workflow software. Several of them use LIMB and GOOBI.

Sub-group updates - Please give a brief introduction to your team's work

- Insourcing v Outsourcing (Larry)- trying to determine cost in house versus assessing the cost with vendors. The group has been looking for case studies on when something is in sourced versus outsourced (https://drive.google.com/drive/folders/1RmFc7P30lm5Eo7Q-nGjAp5kCkXA_z8SJ)
- Survey (leaderless)- broad survey on the status of the field (how doing and how coping with costs). We have lots of data but has not been analyzed
 - Should we use some of the meeting times to do the survey analysis or do it separately? Dedicate half an hour per working session?
 - Start by looking at the data then bring back a decision to the larger group (Dana, Suzanne and Shannon)
- Registry for vendors (leaderless)- focused on survey on people's experience with vendors (equipment and services); have 40 or so responses but need to analyze and report out.
- Best Practices (Emma)- Also have survey data on digitization survey practices, metadata and text recognition; 70ish responses; looking for responses for smaller institutions
- Cost Calculator (Barb)- no new activity; currently there is an issue with the code for the original cost calculator. Going to add a note to the original reflecting this issue. Will be meeting again soon
- Scans per linear feet (Rachel)- Have standardized the data and will be calculating numbers.

How to join a subgroup: check out the list of subgroup directory with meeting times:

https://drive.google.com/drive/folders/1RmFc7P30lm5Eo7Q-nGjAp5kCkXA_z8SJ

Feel free to hop into a meeting or reach out to the subgroup coordinator

[Drop-In consultations](#)

Dedicated sessions, every other meeting

- April - Digitization Workflow Software (with Project Managers Group)
 - Discussion and sharing experiences of software
 - What they like and what they don't like
 - Cost considerations
 - Workarounds
- June
- August

Action Items:

- Look at survey data to determine if we should be working on the larger survey data during the working meetings
- Add any topics of interest or +1 a the Drop-In Consultations document for June and August
- Rachel and Julia will put together an announcement for next month's meeting (ask for RSVP)

May 8, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/j/81455846015>

Attendees: Dana Reijerkerk, Biz Gallo, Rachel Senese, Julia Simic, Suzanne Preate, Cliff Harrison, Emily Zinger, Barb Laufersweiler, Larry Wentzel, Emma Stanford

Regrets: Kimberly Kennedy

Agenda & Notes:

Introductions

-

Announcements

- A letter to CLIR hidden collections grantees was sent out soliciting data for Scans per Linear feet and Insourcing vs Outsourcing. We have received a number of responses for participation.
 - Larry has been working with Louisa to have CLIR host the templates so Larry doesn't have to reach out individually
- Recap of the April Discussion: 123 participants at the height of conversation. We have taken notes and downloaded the chat. We will be writing a summary of discussion while respecting anonymity to be released. Anyone want to volunteer to help?

Discussion:

- How did the April event go? Feedback? Lessons to apply for next time?
 - Breakout rooms available for next time
 - Everyone mostly wanted to be a part of the larger group instead of breaking out
 - Can we create a registration?
 - Optional google form to gather more information
- Create a subgroup to work on discussion session topics?
- What should the next one be?  Drop In Consultation Topics
 - Organizational Structure
 - OCR/Handwriting/Speech to text
 - General discussion/sharing
 - Emma can write a summary of tools out there
 - Look at survey data
 - Agenda- three types of topics (15 minutes pieces)
 - Experience with vendors- concern about keeping vendors out.

- Break it down by vendor type (AV, large format, services)
- General discussion about how to talk to a vendor- invite vendors?
(August)
 - First 10 minutes general discussion/presentation about the vendor group
 - Biz will lead the first 10 minutes to report out on the Vendor Subgroup

Sub-group updates - **Please give a brief introduction to your team's work**

- Insourcing v Outsourcing (Larry)-
- Survey (Dana)-
 - We're working in the meeting to clean and normalize data in each Google Sheet column. Our goal is to finish data cleaning and publish some form of a report by August 2023 at the latest.
 - We meet every two weeks on Thursdays 2-3 EST; next meeting is May 18th.
- Registry for vendors (Biz)-
 - Completed summaries of equipment and service vendor survey results; have access to OSF for posting public summary; need to determine method for sharing internal summary, which contains contact information for respondents.
- Best Practices (Emma)-
- Cost Calculator (Barb)-
 - No new activity. Working to set up a meeting in May to discuss interest in and what to do next with this group / this project.
- Scans per linear feet (Rachel)-
 - Working on analyzing the data
 - Received our first set of data from CLIR participants

How to join a subgroup: check out the list of subgroup directory with meeting times:

https://drive.google.com/drive/folders/1RmFc7P30Im5Eo7Q-nGjAp5kCkXA_z8SJ

Feel free to hop into a meeting or reach out to the subgroup coordinator

Drop-In consultations

Dedicated sessions, every other meeting

- April - Digitization Workflow Software (with Project Managers Group)
 - Discussion and sharing experiences of software
 - What they like and what they don't like
 - Cost considerations
 - Workarounds
- June
- August

Action Items:

- Look at survey data to determine if we should be working on the larger survey data during the working meetings
- Add any topics of interest or +1 a the Drop-In Consultations document for June and August
- Rachel and Julia will put together an announcement for next month's meeting (ask for RSVP)
- Topic for July meeting: Who should be the contact for access to data we are publishing from subgroups, to maintain continuity?

July 10, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US
Meeting ID: 814 5584 6015
Find your local number: <https://clirdlf.zoom.us/j/kbUa6QrBkn>

Attendees: Rachel Senese, Dana Reijerkerk, Biz Gallo, Emma Stanford, Christina Dean, Emily Zinger, Barb Laufersweiler

Regrets: Julia SImic

Agenda & Notes:

Announcements

- Working Group Leader Meeting
 - DLF Forum
 - Program will be released later this week
 - Registration is open
 - DLF would like a way to give attendees an overview of what we do
 - Blog post or video
 - Labor Working Group is sunsetting

Discussion

- Look at survey data to determine if we should be working on the larger survey data during the working meetings- Follow up- **Nope**
 - CLIR Contacts for OSF credentials:
 - Jennifer Ferretti jferretti@clir.org
 - Gayle Schechter gschechter@clir.org
- Do we still want to do drop-in consultations every other month or quarterly?
 - Biz likes quarterly- others concurred
- Debrief of OCR/Transcription software discussion session
 - Need to build in time to write the reports
 - Still keep report anonymous
- August Discussion Session: Experience with Vendors
 - Do we prevent vendors from attending?
 - General discussion about how to talk to a vendor- invite vendors?
 - Vendors will be allowed during the general discussion but prohibited from the breakout sessions
 - Vendors have their own breakout room for attendees to ask them questions
 - Require registration for this one
 - Register and ask for them to select most interested
 - Use institutional emails?
 - Rachel will create the August discussion session folder, and the registration link
 - Recording breakout rooms - apparently it's possible with Zoom IF host assigns recording permission to a person in each breakout room [[link](#)]

Sub-Group Updates

- Insourcing v Outsourcing (Larry)-
- Survey (Dana)-
 - finished data analysis! We made data visuals! We want to publish findings on the wiki and possibly write a DLF blog post!
 - How might we get space on the group wiki?
 - Thoughts on DLF blog post output?
- Registry for vendors (Biz)-
 - Reviewed Drop In plan, will present strawman to the full group.
 - Did not meet in July
 - Need direction on posting data to OSF and sustainability
- Best Practices (Emma)-
 - We'll be presenting at DLF Forum! Data analysis happening this summer–Emma, Lisa, Barb. Also looking for guidance on how to publish dataset and outputs (we can follow survey group lead on this)
- Cost Calculator (Barb)-
 - Met in June! Have some ideas for future steps, though not much time / capacity.
- Scans per linear feet (Rachel)-

[Drop-in Consultations](#)

Action Items:

- September will be a working session for Cost Calculator
- Think about the workload for next year. What do we want to take on?
- Investigate OSF and distribute contribution instructions for subgroups
 - CLIR gave OSF login credentials

September 11, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)
+1 408 638 0968 US (San Jose)
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 507 473 4847 US
+1 564 217 2000 US
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/j/kbUa6QrBkn>

Attendees: Julia, Dana, Paula, Suzanne, Biz, Emily, Kimberly, Christina, Heidi, Emma

Regrets: Rachel,

Agenda & Notes:

Announcements

- Working Group Leader Meeting
 - DLF Forum
 - [Program](#) has been released
 - [Registration](#) is open
 - DLF would like a way to give attendees an overview of what we do
 - Blog post or video
 - AIG leadership group is meeting Monday the 18th to discuss further
- Larry Wentzel is stepping down from his coordinator role on the Insourcing v Outsourcing group

Discussion

- The future of Insourcing v Outsourcing
 - A good workflow for gathering new info is in place
 - Group will discuss future

- DLF forum: The AIG will be doing a blog post to highlight what we do. Some of our subgroups have independently decided to do something (yay!). What would we like to have in our blog post?
 - Dana is willing to help write the post!
- Discussion about subgroup reports
 - January Publish date? - Sounds good
 - OSF, LookerStudio, Blog, Wiki, Github, Tableau
 - https://lookerstudio.google.com/u/0/reporting/cf5fc46f-b4b5-49c2-982f-1c8c0c2744d4/page/p_83syr6or9c
 - Centralize with DLF assets, Google and/or OSF
 - Create a whitepaper for context and links to assets. Blogs disappear/get lost
 - **Working data repository = Google; LookerStudio = visuals; Data and static visuals & whitepaper = OSF**
 - Use October meeting for a walkthrough of our data and strategies
- Think about the workload for next year. What do we want to take on?
- Vendors: drop in went well, good conversations; drop any notes in the [appropriate discussion group folder](#)

October 9, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific

Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/j/81455846015>

Attendees: Rachel Senese, Suzanne Preate, Barb Laufersweiler, Julia Simic, Paula Kiser, Emily Zinger

Regrets: Dana Reijerkerk

Agenda & Notes:

Announcements

- DLF AIG blog post ready to go—thank you Dana!
 - Also starting to plan a virtual happy hour in February-ish
- Reminder: Shooting for January to publish our sub-group work
- November meeting canceled
- Leadership changeover. Julie is finishing up in December.

Discussion

- Check-ins
 - Best Practices
 - Working through the analysis and focusing on what to say for their forum presentation
 - Cost Calculator
 - Postponed show and tell and play until January
 - Clean up data/document after the forum
 - Insource v Outsource
 - It has hopefully been tied into CLIR's reporting. Reassess if/when we get case studies.
 - How to share them?
 - Linear Feet
 - Working on visualizations and fine tuning data
 - Survey
 - Working on visualizations
 - Selected a small subset of the data to highlight in lookerstudio
 - Blog post
 - Report- part of the whole or separate?

- Vendors
- Publication
 - Put data and static visuals and overall white paper into OSF. Working data in google; use looker studio to do our visual so they are consistent
 - Combine similar information and have that guide how the information is presented.

December 11, 2023

3 pm Eastern / 2 pm Central / 1 pm Mountain / 12 pm Pacific
Booked on DLF ZOOM Account -

Join Zoom Meeting

<https://clirdlf.zoom.us/j/81455846015?pwd=Y1ZPMnRKSTd1eFdoN0pHdWxQMhRQT09>

Meeting ID: 814 5584 6015

Passcode: DLFzoom

One tap mobile

+13462487799,,81455846015# US (Houston)

+14086380968,,81455846015# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)
 +1 408 638 0968 US (San Jose)
 +1 669 444 9171 US
 +1 669 900 6833 US (San Jose)
 +1 719 359 4580 US
 +1 253 205 0468 US
 +1 253 215 8782 US (Tacoma)
 +1 507 473 4847 US
 +1 564 217 2000 US
 +1 646 876 9923 US (New York)
 +1 646 931 3860 US
 +1 689 278 1000 US
 +1 301 715 8592 US (Washington DC)
 +1 305 224 1968 US
 +1 309 205 3325 US
 +1 312 626 6799 US (Chicago)
 +1 360 209 5623 US
 +1 386 347 5053 US

Meeting ID: 814 5584 6015

Find your local number: <https://clirdlf.zoom.us/u/kbUa6QrBkn>

Attendees: Julia Simic, Suzanne Preate, Barb Laufersweiler, Christina Deane, Biz Gallo, Emma Stanford, Rachel Senese, Emily Zinger, Paula Kiser

Regrets: Agenda & Notes:

Announcements

- DLF AIG blog post: [link]
 - Reminder: AIG planning a virtual happy hour in February-ish
- Reminder: Shooting for January to publish our sub-group work
- Leadership changeover. Julia is finishing up in December. Who wants to take over? Paula Kiser has volunteered!

Discussion

- Check-ins
 - Best Practices
 - Presented at DLF forum. Planning to get the dataset and findings summary read for January.
 - Cost Calculator
 - Prepping for show-n-tell-n-play of the downloadable spreadsheet cost calculator at January 8 Cost group meeting.
 - Insource v Outsource
 - Will someone write up a final report? There should be a pipeline for more submissions. Need to find case studies and write up some documentation. Paula Kiser volunteered.
 - https://drive.google.com/drive/folders/1IC_2ntBzMCfsDw3wb6CYP1rlkwD8a9kX?usp=drive_link
 - Linear Feet
 - Meeting this Friday to work on our final report
 - Survey
 - Identified charts for creation. Will connect with Dana again to continue.
 - When creating DLF, They couldn't identify if we have our own OSF space. Biz will drop in the process for getting credentials.
 - CLIR Contacts for OSF credentials:
 - Jennifer Ferretti jferretti@clir.org
 - Vendors
 - Haven't been meeting due to scheduling, need to work on report
- Publication
 - Put data and static visuals and overall white paper into OSF. Working data in google; use looker studio to do our visuals so they are consistent
 - Combine similar information and have that guide how the information is presented.
 - Rachel will investigate getting OSF credentials.
- January: Cost Calculator takes over for a meeting
- Do we want to be our own Working Group?

- Pro: People wouldn't have to drill down to find us. We aren't necessarily associated with Assessment.
 - Would moving out of Assessment facilitate more proactive discussions? Assessment is more reactive rather than proactive activities.
 - Would allow us to widen our scope
 - What would the group be about? What would our new name be?
 - We need more information from Jennifer about this plus a conversation with Santi and Kate of AIG.
 - Topic for February
- Space to drop our information outside of the wiki. Would like a space on the webpage for more information that is not the wiki.- the Google Drive may work. Rachel will make the public document folder public after it has been cleaned up.