Digital Scriptorium

Digital Scriptorium Annual Meeting
Tuesday, 1 October 2024
University of Kansas
Kenneth Spencer Research Library (KSRL), Johnson Room
Lawrence, KS
and via Zoom:
https://upenn.zoom.us/j/99628363045?pwd=FSNwq7TTQVJwLxbKpngxtK2TUTaqYN.1
passcode: 663973
10:00 am - 3:45 pm CDT

DS Board of Directors

- Lynn Ransom, President & Executive Director; Chair (University of Pennsylvania Libraries)
- Susan Steuer, Vice President (Western Michigan University)
- David Faulds, Secretary (UC-Berkeley)
- Vanessa Wilkie, Treasurer (The Huntington)

- Regine Heberlein, Member-at-large (Princeton University)
- Emily Runde, Member-at-large (Columbia University)
- Aaron Pratt, Member-at-large (Harry Ransom Center, UT-Austin)
- Lisa Fagin Davis (Medieval Academy of America; Simmons College), ex-officio
- L.P. Coladangelo (DS; Kent State University), ex-officio

AGENDA

10:00 am   Call to Order & Welcome: Sue Steuer
- Approval of 2023 Annual Meeting Minutes: link to minutes for review
  - Meeting called to order at 10:02am
  - SS thanks Eve Wolynes and Elspeth Healey for
  - SS reminds which institutions are voting eligible
  - Move to approve minutes: ER
  - Second: RH
  - Members by voice vote: all AYE, none opposed

10:10 - 10:30 am   Reports
- Executive Director's Report: Lynn Ransom
  - Highlight the strength and vitality of DS organization
  - Successful completion of the development phase of the DS Catalog
  - After today's meeting, DS will welcome two new board members
  - Added ten new member institutions, for a total of 52 members, ten over the course of the past year
  - DS Beta launch in 2023, now with over 12,000 records
  - Finance Committee has reviewed the member fee schedule, recommending an increase to ensure future sustainability and sensitivity to a commitment to equity among members
  - DS Project and Data Manager (PDM) position was made full time for at least a year, with hope that increased dues and increased membership can extend that appointment
  - Penn Libraries, on behalf of DS, received a $17,000 grant from the Gladys Krieble Delmas Foundation, to appoint Rose McCandless as the Manuscript Data Curation Graduate Fellow (MDCF)
  - Board initiated additional fundraising, reaching $14,500 of its $20,000 goal, extending Rose's appointment through December 31
  - PDM has established data management workflows and protocols that have streamlined data collection and transformation
  - MDCF has worked with four institutions to create new descriptions

- ○ PDM and MDCF will be sharing and publishing work with academic communities, such as at the Schoenberg Symposium
  - ○ Bylaws Committee has recommended changes and updates, including splitting apart the President and Executive Director (ED) positions
    - ■ Long term goal of bringing on a more permanent Executive Director
  - ○ Sue Steuer nominated as President, new members to be elected, others to be renewed: all work of the Nominating Committee
  - ○ David Faulds and Vanessa Wilkie rotating off Board
    - ■ Thank them for their work
  - ○ Thank University of Kansas for hosting
- ● Treasurer's Report: Vanessa Wilkie
  - ○ VW stepping away from the Board after nine years
  - ○ DS remains financially healthy, even with expansion of work
  - ○ ED and PDM manage day-to-day work related to finances and invoicing, working closely with Treasurer under Board oversight
  - ○ Use QuickBooks software to manage finances, increasing efficiency and transparency
  - ○ All dues-paying members have paid dues
  - ○ Largest expense is PDM's salary
  - ○ Normal operational costs include subscription fees and travel expenses for PDM and MDCF
  - ○ 2024 revenue: $96,868.12
  - ○ 2024 expenses: $77,232.98
  - ○ Penn awarded $17,000 Delmas grant restricted to MDCF
  - ○ Additional $14,500 fundraised
  - ○ Reassessed member fee schedule to be presented for vote
  - ○ Checking account balance: $19,635.14
  - ○ Savings account balance: $13,007.33
- ● Member Services Report: Sue Steuer
  - ○ With platform redevelopment there has been renewed interest in joining
  - ○ Members joining since the last annual meeting: Ohio State University, Science History Institute, and Vassar College
  - ○ Confirmation of membership at this meeting: University of Chicago, University of Dayton, Newberry Library, Rochester Institute of Technology, University of Rochester, University of Wisconsin-Madison, Williams College
  - ○ Formation of Membership Committee: led by a Director with representatives from member institutions
  - ○ MDCF worked on recruitment this year as well as descriptive services
- ● Advisory Council Report: Lisa Fagin Davis
  - ○ Read by LR
  - ○ Advisory Council has transitioned from supporting the development and launch of the new platform to supporting its implementation and growth
  - ○ Supporting work of MDCF to make decisions about records that may be out of scope, since the chronological and geographic scope of the data set has expanded
  - ○ Terms ending for LFD, Elizabeth Hebbard, Andrew Hicks, and Eric Johnson
    - ■ All four have been recommended for renewal of three year terms
- ● Friends of Digital Scriptorium
  - ○ LR: no formal report but fundraising effort has created The Friends of Digital Scriptorium
  - ○ Goal to contribute financially to support DS mission for digital access and appreciation of significant but understudied materials
  - ○ Currently supports MDCF work
  - ○ Wonderful donors already supporting
  - ○ Donations can be made online or with a check sent to LR's Penn address

10:30 - 11:00 am   Voting
- ● **New Membership:** Approve membership for prospective members
  - ○ University of Chicago (Member Representative: Catherine Uecker)

- - - - Vote to approve: BEC, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - University of Dayton (Member Representative: Henry Handley)
      - Vote to approve: BEC, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Newberry Library (Member Representative: Suzanne Karr Schmidt)
      - Vote to approve: BEC, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Rochester Institute of Technology (Member Representative: Steven Galbraith)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - University of Rochester (Member Representative: Anna Siebach-Larsen)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, Dayton, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - University of Wisconsin-Madison (Member Representative: Carly Sentieri)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, Dayton, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, Rochester, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Williams College (Member Representative: Anne Peale)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, Rochester, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed

- **Board of Directors Elections:** Approve nomination for open seats and term renewals for current members
    - Anna Siebach-Larsen (University of Rochester) for Director-at-Large (term ending 2027, renewable)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Eve Wolynes (University of Kansas) for Director-at-Large (term ending 2027, renewable)
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Lynn Ransom (University of Pennsylvania Libraries) for renewal/second term ending 2027
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Harvard, Huntington, Kansas, Missouri, Oberlin, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed
    - Susan Steuer (Western Michigan University) for renewal/second term ending 2027
      - Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Harvard, Huntington,, Kansas, Missouri, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed

- **Appointments of Board Officers:** Approve nominees to officer roles
    - President: Susan Steuer (Western Michigan University)
    - Vice President: Emily C. Runde (Columbia University)
    - Secretary: Regine I. Heberlein (Princeton University)
    - Treasurer: Lynn Ransom (University of Pennsylvania Libraries)

- ■ Vote on slate of officers to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, SLU, UC Berkeley, Vassar, Wellesley, WMU; none opposed

- **Appointments/Renewals to Advisory Council:** Approve renewals for current members
  - ○ Lisa Fagin Davis (Medieval Academy of America; Simmons College), Chair, renewal/second term ending 2027
  - ○ Elizabeth Hebbard (Indiana University), Member, renewal/second term ending 2027
  - ○ Andrew Hicks (Cornell University), Member, renewal/second term ending 2027
  - ○ Eric Johnson (Ohio State University), Member, renewal/second term ending 2027
    - ■ Vote on slate of officers to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Huntington, Kansas, Missouri, Newberry, Oberlin, Penn, Princeton, RIT, SLU, UC Berkeley, Vassar, Wellesley, WMU; none opposed

- **Bylaws Revisions:** Approve adoption of revisions proposed by Bylaws Committee
  - ○ Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Harvard, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed

- **Fee Schedule Revision:** Approve adoption of fees schedule proposed by Finance Committee
  - ○ Vote to approve: BEC, Chicago, Columbia, Cornell, FLP, Folger, Harvard, Huntington, Kansas, Missouri, Oberlin, Penn, Princeton, RIT, SLU, Smith, UC Berkeley, Vassar, Wellesley, WMU; none opposed

11:00 - 11:30 am *The State of the DS Catalog*
L.P. Coladangelo
*in person presentation, viewable virtually

- Thank members of the Board, Doug Emery as technical advisor, Rose McCandless as MDCF
- State of the Catalog is strong
- Grew from 1,200 records in 2023 to 12,000 this year
- 14 institutions represented to now 35
- Data available both in front-end interface and back-end SPARQL querying
- Description of enrichment process managed through authorities
- 1,200 different metadata values for language linked to 132 languages
- 1,700 place information strings linked to 686 different places
- 12,000 titles that we standardize to over 4,000 titles
- 10,000 versions of names that reconcile to nearly 6,500 names
- 18,000 subject and genre values that accord with 5,100 authorities
- Multiple encoding standards supported, including a DS-CSV
- Presentation at upcoming LD4 conference
- Improved in-scope review
- Faster and more reliable workflows
- Google Analytics available through Penn Libraries: 2,500 active users, 17,000 views
- Examine usership by geographic location
- Users coming back, new users being engaged
- Blog post being written about WMU item, which drove traffic
- Significant periods of time people are looking at records
- Able to examine cross-referenced searches through facets
- Refreshes to incorporate new information and corrections
- In-situ fragment metadata creation pilot project
- Upcoming Schoenberg Symposium talk and MDCF LD4 lightning talk

- DS to Wikidata project
- Question from RH about EAD: not currently supported, but working toward a workflow for processing EAD records; hoping for a real-life test case

11:30 am - 12:00 pm   *Open Community Discussion: Strengthening the DS Community*
How can DS members continue to build and grow the DS community?
What kind of mutual assistance is needed or can be provided among members?
What platforms or technologies are useful for communication among members?
- SS and LPC offered members some additional insights about formation of the Membership Committee as well as a Development Committee related to fundraising and grant opportunities
- Consider a Slack channel or Google Group to further connect?
- Regional associations
- DS partnering with institutions administering existing programs and projects
- Question from LR: what barriers still exist regarding contribution of institutional data
  - Further emphasis on what "minimal" requirements mean
  - Effect on MDCF work
- Ways of improving connections between collections based on authority values and data enrichment
- Question from Andrew Hicks (Cornell): what can be done with unstructured data at scale
  - Look at a special project devoted to this work or by member institutions bringing tangible projects and needs that would necessitate looking at approaches for parsing and processing unstructured data

Conclusion of DS Membership Meeting business. Meeting adjourned by SS at 11:50am

12:00 - 1:30 pm   **Lunch**

1:30 - 2:00 pm   *KSRL Manuscript Highlight and Beneventan Fragment Dating*
Eve Wolynes & Elspeth Healey, University of Kansas
*in person presentation, viewable virtually

2:00 - 2:45 pm   *CODICES Digital Project Lab and the Digital Scriptorium*
Virginia Blanton, University of Missouri at Kansas City
*in person presentation, viewable virtually

2:45 - 3:00 pm   **Break**

3:00 - 3:45 pm: *Peripheral Manuscripts Project Retrospective and Moving Forward*
Elizabeth Hebbard, Indiana University Bloomington and Sarah Noonan, Saint Mary's College
*presented and viewable virtually

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New Member Elections
- University of Chicago (https://www.lib.uchicago.edu/scrc/)
- University of Dayton (https://udayton.edu/marianlibrary/collections/)
- Newberry Library (https://www.newberry.org/collection/subjects/medieval-renaissance-and-early-modern-studies)

- Rochester Institute of Technology (https://www.rit.edu/archives/special-collections)
- University of Rochester (https://www.library.rochester.edu/rbscp)
- University of Wisconsin-Madison (https://www.library.wisc.edu/specialcollections/)
- Williams College (https://specialcollections.williams.edu/)

DS Board of Directors Elections
Nominees for open seats
- Anna Siebach-Larsen for Director-at-Large (term ending 2027, renewable)
  - Director, Rossell Hope Robbins Library and Koller-Collins Center for English Studies, University of Rochester
- Eve Wolynes for Director-at-Large (term ending 2027, renewable)
  - Assistant Librarian and Special Collections Curator, Kenneth Spencer Research Library, University of Kansas

Renewals for second term
- Lynn Ransom (renewed term ending 2027)
  - Curator of Programs, Schoenberg Institute for Manuscript Studies, University of Pennsylvania Libraries
- Susan Steuer (renewed term ending 2027)
  - Professor and Librarian for Distinctive Collections, Zhang Legacy Collections Center, Western Michigan University

DS Board of Directors Officers Approval
- Susan Steuer as President
  - Professor and Librarian for Distinctive Collections, Zhang Legacy Collections Center, Western Michigan University
- Emily C. Runde as Vice President
  - Curator of Medieval and Renaissance Collections, Rare Book & Manuscript Library, Columbia University
- Regine I. Heberlein as Secretary
  - Library IT Data Analyst, Princeton University Library
- Lynn Ransom as Treasurer
  - Curator of Programs, Schoenberg Institute for Manuscript Studies, University of Pennsylvania Libraries

Advisory Council Member Renewal
- Lisa Fagin Davis, Chair (term ending 2027)
  - Executive Director, Medieval Academy of America
- Elizabeth Hebbard, Member (term ending 2027)
  - Assistant Professor, Department of French and Italian, Indiana University
- Andrew Hicks, Member (term ending 2027)
  - Associate Professor of Music and Medieval Studies, Cornell University
- Eric Johnson, Member (term ending 2027)
  - Professor and Head of Thompson Special Collections, Ohio State University

Bylaws Revisions
Adoption of revisions proposed by Bylaws Committee (below)

After a review of the current bylaws by the Digital Scriptorium Board last year, the Bylaws Committee has proposed some updates to the Digital Scriptorium bylaws, to be put to a ratification vote at this year's meeting. Summarized below, the most notable changes include:

- 1. Clarification of the role of the Partnering Institution of DS (formerly referred to as the "Technology Host") to account for both the technological and administrative support the Partnering Institution provides DS (see Article VII, Section C).
- 2. Separation of the roles of President of the DS Board and Executive Director of DS and clarification of the Executive Director role as distinct from that of the President (see Article III, Section M).
- 3. Updates to the sections pertaining to Data Contribution, DS Property, and Termination/Withdrawal to account for the fact that these matters are now addressed in Memoranda of Understanding between DS and member institutions (see Article VII, Sections E, F, and G).

The current Bylaws can be found here:
https://digital-scriptorium.org/wp-content/uploads/2023/03/DS_Bylaws_23September2016.pdf

A clean copy of the proposed revised Bylaws can be found here:
https://digital-scriptorium.org/wp-content/uploads/2024/09/26-September-Copy-of-DS_Bylaws_REVISIONS-INCORPORATED.pdf

Fee Schedule Revision
Approve adoption of fees schedule revision proposed by Finance Committee (below)

After several months of review and discussion amongst the Finance Committee and the Executive Director, we have developed a slightly tweaked fees model that feels fair and balanced. If approved, the fees for each member will be reassessed for FY25 after the October 1, 2024 Annual Meeting and prior to sending out invoices.

We appreciate that any increase in fees is a challenge to everyone's institutional budget. We have endeavored to keep these fees as low and as equitable as possible while ensuring long-term sustainability of the DS Catalog.

Specific changes include:

- 1. Adding a Level 6 to the "Number of Manuscripts" portion of the Tier calculation, for collections of more than 2500 records;
- 2. Adding a Tier 6 and changing how Tiers are assigned, as follows:
  - Score 0-3 = Tier 0
  - Score 4-6 = Tier 1
  - Score 7-8 = Tier 2
  - Score 9-10 = Tier 3
  - Score 11-12 = Tier 4
  - Score 13-14 = Tier 5
  - Score 15+ = Tier 6
- 3. Increasing dues for each Tier as follows:

Tier	Old dues	New dues
Tier 0	= $0	$ -
Tier 1	= $500	$ 750

Tier 2	= $1000	$ 1,500
Tier 3	= $1500	$ 2,000
Tier 4	= $1750	$ 2,500
Tier 5	= $2000	$ 3,000
Tier 6	n/a	$ 3,500

- 4. A one-time records contribution and processing fee to be assessed for any new members joining after this year's annual meeting, as follows:
  - Tiers 1-2: $500
  - Tiers 3-4: $1000
  - Tiers 5-6: $1500

Fees support DS member data management and enrichment and required maintenance of the DS Catalog database and search interface. Member fees also provide the foundation for a connected and supportive research community. The following reports give a glimpse into the growing usership of the DS Catalog since we started tracking analytics this summer: by country, by language, and by webpage. We hope these reports will be helpful as you assess the value of your institution's participation in the DS community.

A more detailed look at the new weighted fee schedule as proposed can be found below, with detailed changes, highlighted in yellow.

Digital Scriptorium Weighted Fee Schedule		Level	Criteria	NEW	Fee	Level	Criteria	OLD	Fee
TOTAL LIBRARY MATERIALS BUDGET	MB Level 1: < $ 1 million	1	less than	$ 1,000,000		1	less than	$ 1,000,000	
	MB Level 2: > $ 1 million, < $ 8 million	2	less than	$ 8,000,000		2	less than	$ 8,000,000	
	MB Level 3: > $ 8 million, < $ 14 million	3	less than	$ 14,000,000		3	less than	$ 14,000,000	
	MB Level 4: > $ 14 million, < $ 25 million	4	less than	$ 21,000,000		4	less than	$ 25,000,000	

Category	Level	Score	Condition	Value		Score	Condition	Value
	MB Level 5: > $ 25 million	5	greater than	$ 21,000,000		5	greater than	$ 25,000,000
SIZE OF TOTAL STUDENT BODY	SB Level 1: < 1,000 or N/A*	1	less than	1000		1	less than	1000
	SB Level 2: < 10,000	2	less than	10000		2	less than	10000
	SB Level 3: > 10,000, < 20,000	3	less than	20000		3	less than	20000
	SB Level 4: > 20,000	4	less than	30000		4	less than	30000
	SB Level 5: > 30,000	5	greater than	30000		5	greater than	30000
NUMBER OF MANUSCRIPTS IN COLLECTION	MS Level 0: <5	0	less than	5		0	less than	5
	MS Level 1: < 75	1	less than	50		1	less than	50
	MS Level 2: 75-200	2	less than	100		2	less than	100
	MS Level 3: 200-500	3	less than	300		3	less than	300
	MS Level 4: 500-1500	4	less than	500		4	less than	600
	MS Level 5: 1500-2500	5	less than	1500		5	greater than	600
	MS Level 6: 2500+	6	greater than	1500				
SCORE = SUM OF LEVELS								

Score 0-3 = TIER 0	Tier 0 = $0	0	less than	4	$ -	0	less than	4	$ -
Score 4-6 = TIER 1	Tier 1 = $500	1	less than	7	$ 750	1	less than	7	$ 500
Score 7-8 = TIER 2	Tier 2 = $1000	2	less than	9	$ 1,500	2	less than	9	$ 1,000
Score 9-10 = TIER 3	Tier 3 = $1500	3	less than	11	$ 2,000	3	less than	11	$ 1,500
Score 11-12 = TIER 4	Tier 4 = $1750	4	less than	13	$ 2,500	4	less than	13	$ 1,750
Score 13+ = TIER 5	Tier 5 = $2000	5	less than	15	$ 3,000	5	greater than	13	$ 2,000
Score 15+ TIER 6	TIER 6 added	6	greater than	14	$ 3,500				
DATA SOURCE for academic libraries:	**DATA SOURCE for non-academic libraries**								
Academic Library Trends and Statistics for	Annual report of the institution								
Carnegie Classification, ACRL 2018:									
1) Doctorate granting institutions	*Student Body level is N/A = Score 1								
2) Master's college, Baccalaureate colleges									
3) Associate of arts colleges									

Institutions with DS voting membership:

- Boston Public Library
- Buffalo & Erie County Public Library
- University of California, Berkeley
- University of California, Riverside
- University of Chicago
- Columbia University
- Cornell University
- University of Dayton
- Folger Shakespeare Library
- Fordham University
- Free Library of Philadelphia
- Grolier Club
- Harry Ransom Center, University of Texas-Austin
- Harvard University
- The Huntington
- Indiana University
- University of Kansas
- University of Missouri
- Newberry Library
- New York Public Library
- New York University
- Oberlin College
- Ohio State University
- University of Oregon
- University of Pennsylvania
- Princeton University
- Rochester Institute of Technology
- University of Rochester
- Rutgers University
- Saint Louis University
- Smith College
- Tufts University
- Vassar College
- Wellesley College
- University of Wisconsin-Madison
- Western Michigan University
- Williams College
- Yale University

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Minutes approved: *(to be completed at AM 2025)*
Approval of minutes moved: Emily Runde
Motion seconded: Lynn Ransom
Votes: Voice vote, all AYE/approved (23 members present)
Signed by Regine Heberlein, Secretary, Digital Scriptorium Board