



Digital Scriptorium

Digital Scriptorium Annual Meeting
Tuesday, 30 September 2025
The Ohio State University
Thompson Library, 150 and Special Collections Reading Room
Columbus, OH
and via Zoom:

<https://upenn.zoom.us/j/96347962808?pwd=CbovRlmgOHbaT5Uq7jTlqBiwfYeO8i.1>

passcode: 464686

10:00 am - 4:00 pm Eastern Time

DS Board of Directors

- Susan Steuer, President; Chair (Western Michigan University)
- Emily Runde, Vice President (Columbia University)
- Regine Heberlein, Secretary (Princeton University)
- Lynn Ransom, Treasurer and Acting Executive Director (University of Pennsylvania Libraries)
- Aaron Pratt, Director at Large (Harry Ransom Center)
- Anna Siebach-Larsen, Director at Large (University of Rochester)
- Eve Wolynes, Director at Large (University of Kansas)
- Lisa Fagin Davis, Advisory Council Chair (Medieval Academy of America; Simmons University), ex-officio
- L.P. Coladangelo, DS Catalog Project and Data Manager (DS; Kent State University), ex-officio

AGENDA

10:00 am **Coffee**
Manuscript Open House
*in person, Thompson Library Special Collections Reading Room

- 10:30 am** **Call to Order & Welcome:** Sue Steuer
- Approval of 2024 Annual Meeting Minutes: [link to minutes for review](#)
 - Reminder for voting members to complete ballots
 - Meeting called to order by SS at 10:30am
 - Motion to approve the 2024 Annual Meeting Minutes: ER
 - Second: LR
 - Voice vote to approve minutes: all AYE, none opposed
 - Minutes approved
 - SS reminds voting members to fill out their electronic ballots in a timely manner before or during the voting portion of the meeting

- 10:40 - 11:00 am** **Reports**
- Executive Director's Report: Lynn Ransom
 - Highlight growth and achievements of DS, lay out strategic directions for the coming year
 - Successful implementation of the DS Catalog
 - Recognition of L.P. Coladangelo and Rose McCandless
 - Goals have been fulfilled that were articulated at the Beinecke Library meeting during redevelopment
 - Go through goals set out and describe how they have been achieved
 - Building and maintaining an openly accessible digital union catalog for global pre-modern manuscripts in North American collections based on linked open data technologies and practices
 - 2024 Annual Meeting announced full implementation of the DS Catalog after 3 years of development
 - 9,000 records at that time representing a third of members, have now tripled the number of records with 45 of 54 institutions represented

- Described as an “increasingly indispensable portal” as the UK's Bibliographic Society Council's Choice in January 2025
- Growth and success is the result of efficient data transformation workflows by Project and Data Manager L.P. Coladangelo
- Supporting open access to works in the public domain
 - In 2024, L.P. and Rose McCandless (former Manuscript Data Curation Graduate Fellow) began a pilot project to add manuscript metadata from the DS Catalog to Wikidata
 - As of June 30th, 2025, 2,922 items for DS represented manuscripts are in Wikidata
 - Now stand alongside other items for manuscript objects, allowing scholars to browse and search across international collections for other manuscript descriptions
- Providing best practices for manuscript description discovery and access in the digital age and supporting and facilitating the digitization of member institutions' collections
 - Thanks to donor support, DS was able to continue the Manuscript Data Curation Graduate Student Fellowship into FY24
 - Able to continue Rose in that position
 - Primary purpose of the fellowship provides support in creating and transforming member metadata for the DS Catalog
 - In the last year, Rose provided assistance to the California State Library, Rochester Institute of Technology, University of Rochester, and Williams College assisting with the addition of over 300 records
 - In the next year, with a \$325,010 grant from the National Endowment for the Humanities Department of Preservation and Access's Humanities Collections and Reference Resources Program, we will hire a full-time fellow for two more years
 - Started reviewing candidates and confident that we will have someone in place by November
 - Fellow will also offer workshops to teach staff at member institutions and others about the data model, how to contribute better metadata to DS, and more inclusive cataloging practices
 - Hoping the fellow will have non-European language experience
- Creating a community of scholars, librarians, curators, and other citizen scholars to share scholarship and expertise of collections, the academy, and cultural heritage communities
 - At the end of FY25, DS included 54 North American institutions at different levels of membership
 - Including 14 associate members who are able to join for free due to fewer resources and smaller collections
 - In the past year, we voted in 9 new members: Bryn Mawr College, University of Dayton, University of Chicago, Lehigh University, the Newberry Library, Rochester Anthropology, University of Rochester, University of Wisconsin-Madison, and Williams College
 - Broad range of institutions working in partnership
 - Google Analytics showing 30,000 active users representing 130 countries, logging over 100,000 page views
 - Starting to see examples of scholars making new discoveries and sharing information back to members
 - Western Michigan University 14th century fragment caught the attention of a manuscript scholar able to provide more information in a blog post that was read by medievalists around the world
 - L.P. and Rose also started a DS blog to keep track of developments happening in member collections
- Facilitating research that provides answers, provokes questions, and invites collaboration
 - Public workshops from NEH-supported grant work

- LPC and LR will be offering a course on manuscript description and research in a digital environment at the Digital Medieval Studies Institute before the International Congress on Medieval Studies at Kalamazoo next May
 - Partnering with Peripheral Manuscripts Project offering three sessions on the movement of manuscripts to and within the United States
 - Eureka Fund grant initiatives
 - Recognition of the Board of Directors, Advisory Council
 - Addition of Ron Patkus to the Board
 - Thanks to Aaron Pratt for his service on the Board
 - Thank you to OSU for hosting
 - Ohio University joining and presenting at today's meeting
- Treasurer's Report: Lynn Ransom
 - For FY25, ending June 30th, 2025, Digital Scriptorium finds itself on a very sound financial footing as it moves into the next fiscal year
 - Total revenue for FY25 was \$95,225.53
 - Consisting primarily of membership fees and donations raised for the MDCF
 - Organization collected \$80,250 in membership fees for FY25, almost doubling from previous year
 - Increase based on 9 new members and the new fee schedule and data contribution fees established last year
 - \$14,475.53 raised to support the extension of MDCF
 - Total expenses paid in FY25 were \$71,232.04
 - Expenses included personnel expenses for the full-time PDM salary (50% of that was paid in FY24)
 - Personnel expenses are paid in biannual payments to University of Pennsylvania, which serves as the administrative partner
 - In September, \$42,396 was paid for 50% of the PDM salary
 - Other significant expenses
 - \$8,000 for final updates and refinements to the DS Catalog platform
 - \$1,000 for tax preparation
 - Important one-time expenses
 - Data pipeline and transformation processes are now running smoothly, with no anticipated major fixes or updates needed
 - DS's growth necessitated hiring an accountant to file a more complicated 990 tax form for FY24 and correction of our tax year to align with our fiscal year cycle
 - Significant FY25 developments
 - NEH grant: \$325,000
 - 50% of the project data manager salary and benefits for 2 years from September 1st, 2025, to August 31st, 2027 and the 22-month MDCF
 - 50% of coverage from the PDM salary will save approximately \$85,000 over the course of the next 2 years
 - William G. Noel Eureka Fund
 - Thanks to \$100,000 in seed money from Daniel Weiss and additional donations of \$34,000 for a total amount of \$134,202
 - Fund administered separately from DS accounts
 - Board is exploring options for managing the fund and identifying long-term investment strategies for the presumed savings from the NEH grant to support DS operations
 - All of us and our institutions are facing challenges and uncertainties which make predictions tenuous, but FY26 starts in a good position for growth and sustainability
 - Able to weather turbulence, keep PDM in place for at least a year and a half
- Member Services Report: Emily Runde
 - Ohio University is standing for confirmation as the newest member; Membership Committee recommends approval

- Presently in conversation with several other institutions considering membership
- Focused this year on strategizing expansion of outreach, building awareness of DS's work, and the benefits of membership
- Held informational sessions over spring and summer of this year
- Formed a Membership Committee
 - Virginia Blanton, Eric Johnson, Michelle Margolis, Rose McCandless, Lynn Ransom, Deborah Schlein
 - Two meetings thus far, with plans to meet regularly
 - Actively engaging in outreach
 - Discussions around how best to reach institutions that may not be aware of DS and its expanded scope, or the benefits available to members
- Advisory Council Report: Lisa Fagin Davis (in absentia)
 - Presented in place of LFD by SS
 - This year, Advisory Council has continued support of MDCF regarding records and Catalog scope, now a more important issue since the chronological and geographical scope of the dataset has expanded
 - Council will take part in a catalog review and assessment based on the NEH grant application
 - Three members are up for renewal: Megan Kelly (Newberry), N. Kivilcim Yavuz (University of Leeds), and Evyn Kropf, University of Michigan
 - Advisory Council presently consists of Lisa Fagin Davis, Medieval Academy of America and Simmons College; Elizabeth Hubbard, Indiana University; Andrew Hicks, Cornell University; Eric Johnson, The Ohio State University; Kivilcim Yavuz, University of Leeds; Evyn Kropf, University of Michigan; and Megan Kelly, Newberry Library
- Development Committee: Sue Steuer
 - Development Committee was established at the 2024 Annual Meeting.
 - March 2025: Debra Cashion, Ann Siebach-Larsen, Ron Patkus, Elizabeth Teviotdale, SS, and LR (in capacity as Treasurer) were recruited
 - Committee met in April, June, and August
 - Discussed the goals of the group, alignment with fundraising efforts through the Friends of DS, and issues related to other fundraising for DS
 - Liz Teviotdale volunteered to serve as Chair and was approved by the Board at their meeting yesterday

11:00 - 11:30 am **Voting**

LPC explains that questions up for a vote were passed through the Nominating Committee and are presented before the membership through an electronic ballot. Eligible member institutions are asked to record their vote through the ballot. A link to the ballot was provided to members prior to the meeting and can be made available on request in the Zoom chat if needed.

- **New Membership:** Approve membership for prospective members
 - Ohio University (Member Representative: Miriam Intrator)
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library

- University of Pennsylvania
 - University of California, Berkeley
 - Vassar College
 - Bryn Mawr College
 - University of Dayton
 - Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri
- **Board of Directors Elections:** Approve nominations for open seats and term renewals for current members
 - Ronald Patkus (Vassar College) for Director-at-Large (completing term ending 2026, renewable)
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library
 - University of Pennsylvania
 - University of California, Berkeley
 - Vassar College
 - Bryn Mawr College
 - University of Dayton
 - Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri
 - Emily Runde (Columbia University) for renewal/second term ending 2028
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library
 - University of Pennsylvania
 - University of California, Berkeley

- Vassar College
 - Bryn Mawr College
 - University of Dayton
 - Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri
- **Appointments to Advisory Council:** Approve new appointments and renewals for current members
 - Megan Kelly (Newberry Library) for Member, term ending 2028, renewable
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library
 - University of Pennsylvania
 - University of California, Berkeley
 - Vassar College
 - Bryn Mawr College
 - University of Dayton
 - Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri
 - Kivılcım Yavuz (University of Leeds), Member, renewal/second term ending 2028
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library
 - University of Pennsylvania
 - University of California, Berkeley
 - Vassar College
 - Bryn Mawr College
 - University of Dayton

- Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri
- Evyn Kropf (University of Michigan), Member, renewal/second term ending 2028
 - 23 YES votes, none opposed
 - The Huntington
 - Western Michigan University
 - Buffalo and Erie County Public Library
 - Princeton University
 - Wellesley College
 - New York University
 - Newberry Library
 - Columbia University
 - University of Rochester
 - University of California, Riverside
 - Boston Public Library
 - University of Pennsylvania
 - University of California, Berkeley
 - Vassar College
 - Bryn Mawr College
 - University of Dayton
 - Lehigh University
 - Saint Louis University
 - Harvard University
 - Oberlin College
 - Ohio State University
 - Rutgers University
 - University of Missouri

11:30 - 11:45 am

The State of the DS Catalog

L.P. Coladangelo

*in person presentation, viewable virtually

- Growth in the DS Catalog over the last 2 years
 - Beta launch: 1,200 records; a year ago: 12,000 records; at present: 28,101
 - Includes records that Rose worked on
 - For example, new records from University of Rochester, Islamic records from Princeton, Hebrew records from Penn, Columbia, and Jewish Theological Seminary of America
 - Global focus has increased numbers
 - 14 institutions represented two years ago, 35 institutions represented last year; 46 this year
 - Authority values and metadata
 - 1,600 metadata values for language information linked to 163 authorities
 - 2,254 metadata values for place information linked to 921 authorities
 - 21,657 metadata values for title information linked to 5,718 standardizations
 - 10,046 metadata values for name information linked to 8,743 authorities
 - 27,429 metadata values for subject and genre information linked to 7,766 authorities
 - First year of record refreshes
 - 10,905 updated records from first upload
 - 14,313 new records added since October 2024
 - Processes becoming more efficient with increased data intake

- Process allows for most up-to-date information to be available, an improvement on the previous database
- Improvements in workflows
 - Pipeline improvements for search interface
 - Implementation of simultaneous enrichment and in-scope review
 - Processing time varies from 2 weeks for smaller datasets of Western European items to 4 to 6 weeks for large or non-Western datasets
- Google Analytics reports
 - Active users: 30,255
 - Number of views: 108,116
 - Number of events: 357,718
 - Reports are made available and published on our website quarterly
 - Show most traffic coming from direct use of our web address, then some search engine searches
 - Reports demonstrate keyword and faceted searching by users
 - User statistics report is also available for all items viewed or used by users
 - Periodically updated
 - Combines information from Google Analytics with identifying information and administrative metadata from the DS Catalog
 - Allows institutions to see which items are of interest to users
- Adding items to Wikidata
 - Pilot project successfully launched
 - Will be adding more items to Wikidata as part of the NEH funded MDCF work
 - Publication abstract has been accepted about this work
- NEH grant will allow MDCF time and resources to create more robust documentation for metadata creation using DS tools and standards
- Call for questions from researchers which can be datafied/structured to help us generate reusable SPARQL queries as examples and to better explore the data
- NEH grant also includes a metadata assessment
- Question from Debra Cashion: What is the quality control and quality assurance process for the DS Catalog
 - LPC: Happens at different times, in different ways, at different stages
 - For instance, when new data comes in to be reconciled, the entire data dictionary is checked simultaneously for discrepancies between the new incoming data values and previous reconciliation enrichments
 - Periodic, quarterly evaluations are also done on data dictionaries
 - Pulling down authority information from external vocabularies, matching and correcting information which is outdated or incorrect in the DS Catalog
 - Response to user-generated feedback and errors
 - For example, errors in image display prompted by badly formatted IIIF manifest links
 - Errors corrected both manually on a case-by-case basis and large-scale automatically through record refreshes

11:45 am - 12:00 pm *Eureka Fund Presentation and Discussion*

SS introduced the William G. Noel Eureka Fund, established in February 2025 when Dan Weiss worked with the Wallace Foundation to provide an initial \$100,000 to honor William Noel's legacy and enthusiasm for the promise of open access manuscript data and its potential for new and exciting discoveries for Eureka moments. Fund currently stands at \$134,305 from a variety of donors, some of whom have agreed to be listed on our website, and are gratefully acknowledged.

Call for proposals for grants from the Eureka Fund is now open. Applications for first time Eureka Fund grants are due on January 5, 2026. Information is available on the website. Grants are only available to Digital Scriptorium member institutions. Up to 7 awards will be granted of up to \$5,000, or a project which involves collaboration between two or more DS member institutions can submit a budget of up to \$7,500. Each project must result in new or enhanced member manuscript records, along with other goals that the institution may have for their manuscripts and their data. Faculty and staff at member institutions can propose projects and their member representative must sign off on the application (Google Form available on website).

Members are encouraged to apply and to circulate the opportunity among their faculty and staff. Project ideas have been suggested but the committee awarding grants has an open mind.

One deadline for two funding cycles: short-term projects that start before June 30, 2026 and long-term projects that start between July 1, 2026 and December 31, 2026.

Question from Eric Johnson: What is the nature of the fund? Spend it down entirely or think about progress toward an endowment?

- LR: Done a lot of research; probably not going to start an endowment now. Spoke with a friend from a fiduciary fund investment firm in Philadelphia and his free advice was not to tie anything to markets given uncertainty, as any damage from market falls cannot be easily made up. Idea at this point is to buy CDs at three month intervals where money is not tied up long term or at risk; money can be used or reinvested. The plan is to build the fund but also to spend it. Not much can be done with endowment funds on the amount available currently. Hope there will be growth based on additional contributions.

Call for applications will be announced in newsletter and social media.

Motion to adjourn the 2024 Annual Meeting Minutes: SS, Second: LR
Voice vote: all AYE, none opposed
Meeting adjourned at 11:50am

BUSINESS PORTION CONCLUDED
END OF ANNUAL MEETING MINUTES

12:00 - 1:30 pm	Lunch
1:30 - 2:15 pm	<i>Ohio University Farfel Collection</i> Miriam Nelson, Ohio University *in person presentation, viewable virtually
2:15 - 3:00 pm	<i>OSU Manuscripts Presentation</i> Eric Johnson, The Ohio State University *in person presentation, viewable virtually
3:00 - 3:45 pm	<i>Manuscript Data Curation Graduate Fellow Experience Presentation</i> Rose McCandless, The Ohio State University *in person presentation, viewable virtually

* * * * * ELECTIONS & VOTES * * * * *

New Member Elections

- Ohio University (<https://www.ohio.edu/library/collections/digital-archives/manuscript-printed-leaves>)

DS Board of Directors Elections

Nominees for open seats

- Ronald D. Patkus for Director-at-Large (to complete term ending 2026, twice renewable)

- Head of Special Collections and College Historian, Adjunct Associate Professor of History on the Frederick Weyerhaeuser Chair, Vassar College

Renewals for second term

- Emily C. Runde (renewed term ending 2028)
 - Curator of Medieval and Renaissance Collections, Rare Book & Manuscript Library, Columbia University

Advisory Council Member Appointments and Renewals

- Kivildim Yavuz (University of Leeds), Member, renewal/second term ending 2028
- Evyn Kropf (University of Michigan), Member, renewal/second term ending 2028
- Megan Kelly (Newberry Library), Member, term ending 2028, renewable

Institutions with DS voting membership:

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

Minutes approved: *September 18, 2028*

Approval of minutes moved: Lynn Ransom

Motion seconded: Anna Siebach-Larsen

Votes: all in favor, non opposed

Signed by Regine Heberlein, Secretary, Digital Scriptorium Board _____