



Welcome to the 2023 WPLC Technology Collaboration Operations Committee!

The following packet includes several documents that will help you to understand your role and responsibilities as a WPLC Technology Operations Committee Member.

The packet includes:

- WPLC Organization Chart
- WPLC Technology Collaboration Operations Committee Position Description
- [2023 WPLC Board and Committee Meeting Dates](#)

In addition to these documents, a WPLC [Technology Collaboration History](#) has been compiled and may be useful in your understanding of this role.

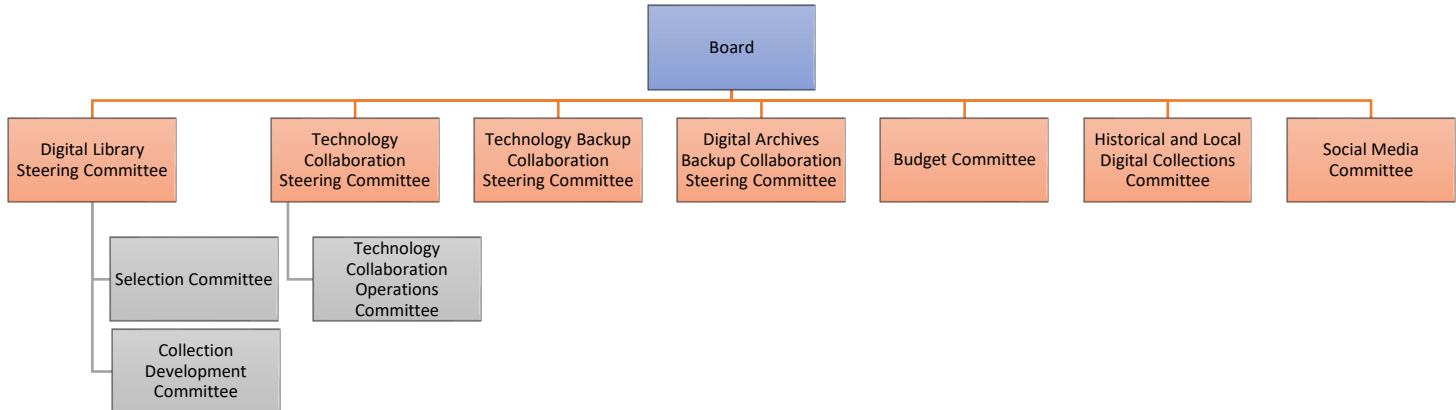
The first meeting of the Technology Operations Committee for 2023 will be held online on January 12, 2023 at 2:00 pm – 3:30 pm. All meeting agendas will be posted a week before the meeting on the WPLC website here: <https://wplc.info/techoperations>

I look forward to a productive year with you all. If, at any time, you have any questions regarding the WPLC, the Technology Operations Committee or any related topics, please reach out to all of the WPLC project managers at wplc-info@wils.org.

Thank you,

Jennifer Chamberlain
WPLC Project Manager, WiLS

WPLC Organization Chart



Body	Makeup	Charge	Reports to
Board	The Board consists of one representative for each Partner (public library system). A chair among the representatives is elected each year.	The Board is charged with conducting all official business of the WPLC. They make decisions regarding the assessment of fees, expenditure of funds, and determine eligibility for participation in WPLC projects and services. They may undertake other projects and make decisions regarding such projects.	N/A
Budget Committee	The committee includes the WPLC Chair, a Steering Committee Liaison, a representative from any standing committees, and at least one additional WPLC Board member.	The Budget Committee is constituted every other year to develop the budget for WPLC. The Committee determines the recommendation for operating expenditures for the following two years and utilizes the recommendation of the DL Steering Committee for the buying pool amounts.	Board
Historical and Local Digital Collections Committee	This Committee consists of at least one Board representative along with partner and member representatives with interest in the Committee's charge.	This committee will consider ways to leverage collaborative projects and partnerships to foster enhanced digital access and preservation services for these collections. Specifically, the committee will: <ul style="list-style-type: none"> • Provide direction for existing related WPLC projects. • Develop projects, supporting budget requests, and collaborative efforts to foster enhanced digital access and preservation services. 	Board
Social Media Committee	The committee is comprised of library and system members.	The WPLC Social Media Committee aims to establish a useful and sustainable social media presence for Wisconsin's Digital Library, sharing information about OverDrive and any other products that may be added to the library.	Board

Body	Makeup	Charge	Reports to
Digital Library Steering Committee	The Digital Library Steering Committee is comprised of one or more representatives from each public library system. The number of representatives from each Partner shall be determined annually by the aggregate annual investment in the Digital Library Buying Pool made by each Partner and its Members. A chair among the representatives is elected each year.	The Digital Library Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval, makes all decisions relating to the day-to-day operation of the Digital Library and is empowered to establish, specify composition, and specify duties for any committees needed for the continuing operation of the Digital Library.	Board
Technology Collaboration Steering Committee	Membership is open to one administrative-level representative appointed by each Wisconsin public library system. The Committee shall have a minimum of seven members, with a liaison from the WPLC Board. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint up to two staff members to participate on this Committee on a standing, advisory basis.	The Technology Steering Committee will review proposals from the Operations Committee. They will be responsible for: <ul style="list-style-type: none"> • Developing member agreements for members participating in a collaboration initiative • Soliciting legal advice when necessary • Developing budgets and breakdown of costs and fees for a collaboration initiative • Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative. 	Board
Technology Backup Collaboration Steering Committee	Membership includes one representative from each host site, three representatives from current and potential collaboration partners, and one DPI representative as an advisory non-voting affiliate member.	The Technology Backup Collaboration Steering Committee will provide project expertise, develop overall project budget needs and governance structure for the backup collaboration project. The Committee will follow guidelines for steering committees in WPLC bylaws.	Technology Steering Committee
Digital Archives Backup Collaboration Steering Committee	Membership includes one representative from each host site, three representatives from current and potential collaboration partners, one Recollection Wisconsin representative as an advisory non-voting affiliate member, and one DPI representative as an advisory non-voting affiliate member.	The Digital Archives Backup Collaboration Steering Committee will provide project expertise, develop overall project budget needs and governance structure for the digital archives backup collaboration project. The Committee will follow guidelines for steering committees in WPLC bylaws.	Technology Steering Committee
Selection Committee	The Selection Committee consists of two representatives from each of the public library systems in Wisconsin.	The Selection Committee is charged with the selection and purchase of materials for Wisconsin's Digital Library.	Digital Library Steering Committee

Body	Makeup	Charge	Reports to
Collection Development Committee	The Committee consists of three representatives from each of the following bodies: Board, Steering Committee, and Selection Committee. The Committee convenes every other year.	To evaluate the composition of the collection purchased by the digital buying pool with particular attention on known concerns and potential additions to the collection. Specifically, the group will: <ul style="list-style-type: none"> • Solicit feedback from the community regarding collection areas. • Create recommendations of the allocation of the buying pool. • Develop an updated selection policy. • Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation. 	Digital Library Steering Committee
Technology Collaboration Operations Committee	Membership is open to any technology professional from any Wisconsin Public Library System. Members may contribute in any capacity and on any project. Members may come and go as appropriate. Members are responsible to their Public Library Systems. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint one staff member to participate on this Committee on a standing, advisory basis. Membership shall not exceed more than 25.	The Operations Committee will be responsible for driving technology collaboration. They will identify appropriate projects for collaboration, create implementation plans, solicit proposals from vendors and present proposals to the Technology Collaboration Steering Committee. It is important that the Operations Committee be free to be creative and be open to all ideas and viewpoints. This Committee will submit collaboration initiative proposals to the Technology Collaboration Steering Committee. It is not authorized to sign agreements or expend funds.	Technology Steering Committee

WPLC Technology Collaboration Operations Committee

Member Position Description

Committee Charge

The Operations Committee will be responsible for driving technology collaboration. They will identify appropriate projects for collaboration, create implementation plans, solicit proposals from vendors and present proposals to the Technology Collaboration Steering Committee. It is important that the Operations Committee be free to be creative and be open to all ideas and viewpoints. This Committee will submit collaboration initiative proposals to the Technology Collaboration Steering Committee. It is not authorized to sign agreements or expend funds.

Membership

Membership is open to any technology professional from any Wisconsin Public Library System. Members may contribute in any capacity and on any project. Members may come and go as appropriate. Members are responsible to their Public Library Systems. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint one staff member to participate on this Committee on a standing, advisory basis. Membership shall not exceed more than 25.

Expectations

- Operations Committee members will act as representation of their system.
- Committee representatives will be expected to attend and be prepared for committee meetings. Committee meets approximately quarterly.
- Operations Committee representatives will be responsible for reporting information to the libraries they represent in their system and gathering feedback and input as needed.
- Committee representatives should have experience with and working knowledge of their system's current technology efforts.