

# welcome

## Welcome to the 2019 WPLC Board!

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

The packet includes:

- WPLC Organization Chart
- WPLC Governance Explanation of WPLC Board and Steering Roles
- WPLC Board Position Description
- WPLC Board and Steering Communication Best Practices
- 2019 Current WPLC Budget
- WPLC Budget Explanation Document
- 2019 WPLC Board and Steering Meeting Dates

A few things to note about these documents:

1. The *2019 WPLC Board and Steering Meeting Dates* document has a link to a live document that will reflect any updates or changes to scheduled meeting dates and times.
2. The *2019 Current WPLC Budget* document has a link to the full budget which contains member shares and WPLC buying pool information.

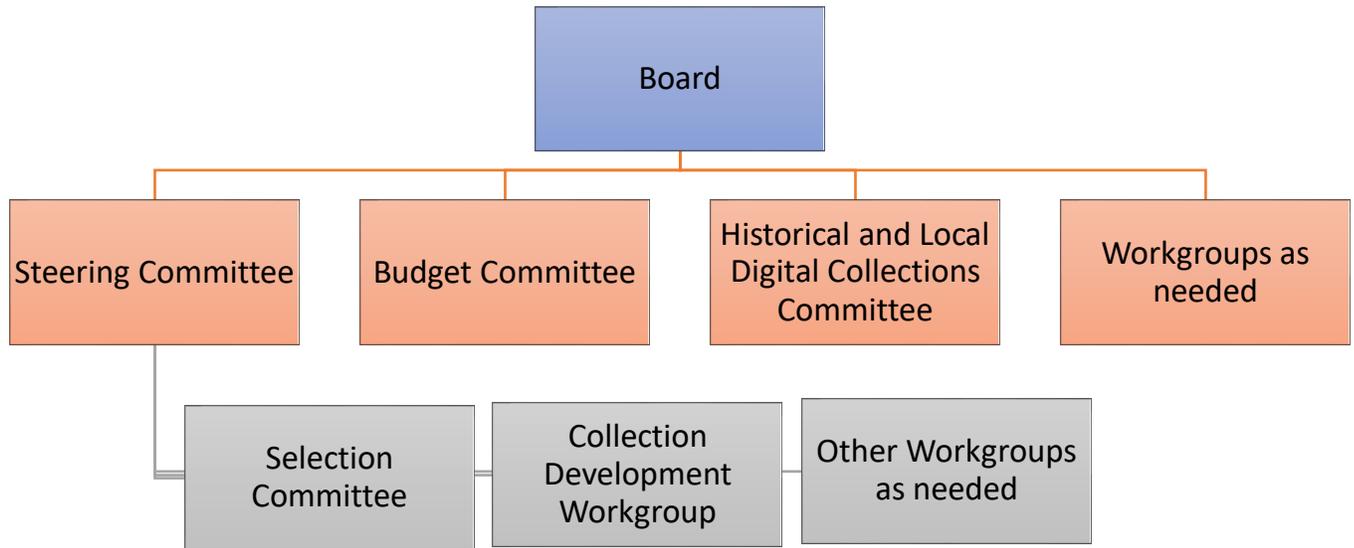
All meeting agendas will be emailed out to the Board a week before the meeting. All agendas, meeting documents and meeting minutes can be found online on the [wplc.info](http://wplc.info) website in the Board section of the site.

I look forward to a productive year with you all! If, at any time, you have any questions regarding the WPLC, the Board or any related topics, please let me know.

Thank you!

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WILS  
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# WPLC Organization Chart



Body	Makeup	Charge	Reports to
Board	The Board consists of one representative for each Partner (public library system) with sixteen total members. 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. The Steering Committee, Budget Committee, and Historical and Local Digital Collections Committee report to the Board.	N/A
Steering Committee	The Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five members. The number of representatives from each Partner shall be determined 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 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. The Selection Committee and other current committees relating to the operation of the Digital Library report to the Steering Committee.	Board

Body	Makeup	Charge	Reports to
Budget Committee	The committee includes WPLC Chair, Steering Committee Liaison, a representative from any standing committees, and at least one additional WPLC Board member.	The Budget Committee is constituted annually to develop the budget for WPLC. It is populated in February and presents a budget to the Board in early May. The Committee determines the recommendation for operating expenditures for the following year and utilizes the recommendation of the Steering Committee for the annual buying pool.	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"> <li>• Provide direction for existing WPLC projects related to aspects of historical and local collections including the historical newspaper project and development of digitization training and guidelines.</li> <li>• Develop projects, supporting budget requests, and collaborative efforts to foster enhanced digital access and preservation services for historical and local collections in an efficient manner.</li> </ul>	Board
Selection Committee	The Selection Committee consists of two representatives from each of the 16 public library systems in Wisconsin.	The Selection Committee is charged with the selection and purchase of materials for Wisconsin's Digital Library.	Steering Committee
Collection Development Workgroup	The Workgroup consists of three representatives from each of the following bodies: Board, Steering Committee, and Selection Committee.	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 workgroup will: <ul style="list-style-type: none"> <li>• Solicit feedback from the community regarding collection areas.</li> <li>• Create recommendation of allocation of the buying pool to go to the Steering Committee.</li> <li>• Develop an updated selection policy.</li> <li>• Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation.</li> </ul>	Steering Committee

# WPLC Board & Steering Committee

Roles & Other Information, January 2019

The chart below outlines basic information about the WPLC Board and Steering Committee. For more information about the WPLC governance, including links to meeting agendas and notes, members, chair contact information, and bylaws, see <http://www.wplc.info/governance>

For questions or concerns regarding WPLC governance, please contact the chairs of the bodies, or WILS ([wplc-info@wils.org](mailto:wplc-info@wils.org)). WILS, as project manager for WPLC, provides coordination for all WPLC governance activities, and can answer questions or relay information to the appropriate body.

	<b>Number of members</b>	<b>How members are selected</b>	<b>Meeting frequency</b>	<b>Role of the governance body (from WPLC Bylaws)</b>
<b>WPLC Board</b>	One representative per system partner (currently 16)	System selects staff member to represent them.	5 meetings per year.	<ul style="list-style-type: none"> <li>• Conduct all official business of the WPLC.</li> <li>• The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.</li> <li>• The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.</li> </ul>
<b>WPLC Steering Committee</b>	<p>25 total representatives.</p> <p>Number of reps per system are determined by amount contributed to the buying pool with a maximum of 25.</p> <p>In addition, there is one WPLC Board member elected each year as the Steering Representative Liaison.</p>	Each system chooses who will represent them by whatever process they deem appropriate. It is the intent that these reps be from the public libraries and systems that contribute funds to the Digital Library.	6 meetings per year.	<ul style="list-style-type: none"> <li>• The Digital Library Steering Committee (hereinafter referred to as the Steering Committee) is established to oversee WPLC's Digital Library program.</li> <li>• The Steering Committee shall make policy and budget recommendations for the Digital Library Buying Pool and the Digital Library to the WPLC Board for formal approval. The Steering Committee shall make all decisions relating to the day-to-day operation of the Digital Library.</li> <li>• The Steering Committee shall establish and oversee a Selection Committee to select materials for inclusion in the Digital Library, and the Selection Committee shall report to the Steering Committee.</li> </ul>

### **2019 WPLC Board Members**

Arrowhead: Steven Platteter  
Bridges: Mellanie Mercier  
IFLS: Maureen Welch - Liaison to Steering Committee  
Kenosha: Lin Swartz-Truesdell  
Lakeshores: Steve Ohs  
Manitowoc-Calumet: Rebecca Petersen  
Milwaukee: Jennifer Schmidt  
Monarch: Amy B. Birtell  
Nicolet: Tracy Vreeke  
Northern Waters: Anne-Marie Itzin  
OWLS: Evan Bend  
South Central: Martha Van Pelt  
Southwest: David Kranz  
Winding Rivers: Kristen Anderson - Chair  
Winnefox: Mark Arend  
Wisconsin Valley: Anne Hamland

### **2019 WPLC Digital Library Steering Representatives**

Arrowhead: Michael DeVries, Beloit Public Library  
Bridges: Shawn Carlson, Waukesha Public Library  
Bridges: Vacant  
IFLS: Amy Stormberg, Amery Public Library (Chair)  
IFLS: Laura Tomcik, Fall Creek Public Library  
Kenosha: Lin Swartz-Truesdell, Kenosha Public Library  
Lakeshores: Jessica MacPhail, Racine Public Library  
Manitowoc-Calumet: Roxanne Staveness, Manitowoc Public Library  
Milwaukee: Jennifer Loeffel, Franklin Public Library  
Milwaukee: Judy Pinger, Milwaukee Public Library  
Milwaukee: Emily Vieyra, Shorewood Public Library  
Monarch: Vanessa Taylir, Slinger Public Library  
Monarch: Kelly Rohde, Mead Public Library  
Nicolet: Dale V. Cropper, Brown County Library  
Nicolet: Tina Kakuske, Door County Library  
Northern Waters: Sue Heskin, Superior Public Library  
Outagamie-Waupaca: Jamie Hein, Clintonville Public Library  
South Central: Lori Belongia, Marshfield Public Library  
South Central: Heidi Cox, McFarland Public Library  
South Central: Molly Warren, Madison Public Library  
Southwest: Karina Zidon, Platteville Public Library  
Winding Rivers: Noreen Fish, La Crosse Public Library  
Winnefox: Nicole Hardina-Wilhelm, Neenah Public Library  
Wisconsin Valley: Dominic Frandrup, Antigo Public Library  
WPLC Board Representative: Maureen Welch, IFLS

## WPLC Board Representative Job Description

- Board representatives support the consortium in its purpose and mission as stated in the consortium bylaws:
  - To maintain a decision-making and fiscal model for public library cooperation that will allow libraries to explore and implement collaborative projects, sharing the costs as well as the knowledge and resources.
  - To provide Wisconsin citizens with access to a collection of electronically published materials in a wide range of subjects, which they may access from home, work or school or from any Member library.
  - To undertake such other collaborative projects, primarily concerned with research and development and/or the advancement of public libraries, as the Consortium shall from time to time determine. The Consortium may choose to provide ongoing maintenance for a project or may choose to transition this maintenance to another entity at the discretion of the Board.
  - To increase public awareness about the availability and advantages of projects and services the Consortium may from time to time undertakes.
  - To increase public library staff understanding of Consortium undertakings, and to develop training programs so that staff may help the public understand and use these products and services.
  
- Board representatives participate in the board's role as stated in the consortium bylaws:
  - Conduct all official business of the WPLC.
  - The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.
  - The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.
  
- Board representatives are expected to attend and be prepared for board meetings, which occur not less than quarterly.
  
- Board representatives will be responsible for reporting information to the libraries they represent and gathering feedback and input as needed.
  
- Board representatives have the authority to represent the system and to vote on budgetary and other issues brought to the WPLC board.

# WPLC Board and Digital Library Steering Committee

## Communication Best Practices

In August of 2017 a survey of WPLC current Board and Digital Library Steering members was conducted on how they communicate WPLC related information with one another and within their systems. From the survey and conversations by both bodies, the following guidelines for communication were created.

### **Before Meetings**

- Representatives should read through the prepared agendas and related documents before the meetings.
- Inform Board/Steering counterpart of any new business that may require feedback.

### **After Meetings**

- Report out general information to the system members after meetings. Either forward notes or highlight activities or decisions made during the meetings.
- Touch base with Board/Steering counterpart to inform them of any decisions, recommendations or suggestions that may be discussed at their next meeting.
- Gather feedback from counterpart or library system members as a whole, if necessary.
- Share out any vendor (OverDrive, BiblioBoard, etc.) updates or features that are coming soon to the rest of the system members to help prepare them in assisting patrons.

### **General Information Sharing**

- Set a way within your system to disperse information; email, newsletters, directors' meetings, etc.
- Be consistent with communication channels so your system and library members know where to expect to receive WPLC related information.

### **Decision Making and Voting**

- Board and Steering representatives should communicate with one another and with their system members before meetings to determine how a vote should be placed.
- Decision making should be done through standard communication channels.

**WPLC Budget  
2019**

	<b>2019 budget</b>	<b>2018 budget</b>	
<b>Income</b>			
a. Member shares	\$89,675	\$89,175	
b. Carryover*	\$7,000	\$0	
c. Other income	\$0	\$0	
d. Buying pool income	\$1,150,000	\$1,150,001	
<b>TOTAL</b>	<b>\$1,246,675</b>	<b>\$1,239,176</b>	
<b>Expenses</b>			
a. Website	\$1,000	\$1,000	
b. Program management	\$52,000	\$52,000	
c. OverDrive Vendor Fees	\$18,000	\$18,000	
d. Digital Content	\$1,150,000	\$1,150,001	
e. Digital Newspaper Hosting	\$1,925	\$1,425	
f. ContentDM Hosting	\$1,750	\$1,750	
g. BiblioBoard project**	\$12,000		
g. R & D***	\$0	\$5,000	
h. Reserve	\$10,000	\$10,000	
i. Other	\$0	\$0	
<b>TOTAL</b>	<b>\$1,246,675</b>	<b>\$1,239,176</b>	
*This amount represents only the amount of carryover from R&D needed to fund the BiblioBoard project for 2019. It is expected that there will be additional carryover in multiple expense categories. As of April 30 2018, there is \$11,320 in R&D and \$33,560 in Reserve.	**This represents 1/2 of the cost of the project for 19-20 and the funds are allocated from R&D carryover and the 2019 R&D assessment of \$5,000. The other 1/2 of the cost of the project is to come from LSTA.	***While the current amount in R&D is \$0, it's likely that there will be additional carryover allocated to this line.	
Full budget with member shares and buying pool summary can be found here: <a href="https://www.wplc.info/sites/wplc.info/files/WPLC%20draft%20budget%202019.xls">https://www.wplc.info/sites/wplc.info/files/WPLC%20draft%20budget%202019.xls</a>			

## An Explanation of the Wisconsin Public Library Consortium (WPLC) Budget January 2019

There are two components to the WPLC budget:

1. Digital buying pool
2. WPLC member shares

Each component has a different purpose and a different decision-making process as described below.

### **Digital Buying Pool**

The digital buying pool is used to purchase *content* for the Wisconsin Digital Library. For 2019, the buying pool amount has been set at \$1,150,000. The buying pool is divided into a “base” amount that is applied to share collection and a “holds reduction” amount that is contributed to an Advantage account for each system. For 2019, the base amount is \$1,000,000 and the holds reduction amount is \$150,000.

Each of the 16 public library systems contributes to the buying pool based on a formula that involves the following steps:

1. Determine each system’s percentage of the total population of the state (using the Extended County Population from DPI).
2. Determine each system’s percentage of the previous year’s circulation of the Wisconsin Digital Library shared collection materials.
3. Multiply the percentage of previous year’s circulation by 3 (to weight it at 75% of the total) and add the system’s percentage of the total population of the state.
4. Divide the number by four to find the percent of the buying pool base that system will contribute.
5. Multiply that percentage by the buying pool base amount for the dollar figure.
6. Determine each system’s percentage of the previous year’s holds in the Wisconsin Digital Library.
7. Multiple that percentage by the holds reduction amount for the dollar figure.
8. Add the two dollar amounts together to determine the total contribution for the system.

Let’s walk through an example of the steps:

1. Determine each system’s percentage of the total population of the state.

*For purposes of this example, let’s say the system has 25% of the total population of the state.*

2. Determine each system’s percentage of the previous year’s circulation of the Wisconsin Digital Library materials.

*Again, for purposes of this example, let’s say the system has 15% of the previous year’s circulation.*

3. Multiply the percentage of previous year's circulation by 3 (to weight it at 75% of the total) and add the system's percentage of the total population of the state.

$$(15*3) + 25 = 70$$

4. Divide the number by four to find the percent of the base buying pool that system will contribute.

$$70/4 = 17.5\%$$

5. Multiply that percentage by the base buying pool amount for the dollar figure.

$$17.5\% * \$1,000,000 = \$175,000$$

6. Determine each system's percentage of the previous year's holds in the Wisconsin Digital Library.

*For the purposes of this example, let's say the system has 10% of the previous year's holds.*

7. Multiple that percentage by the holds reduction amount for the dollar figure.

$$10\% * \$150,000 = \$15,000$$

8. Add the two dollar amounts together to determine the total contribution from the system.

$$\$175,000 + \$15,000 = \$190,000$$

The process to determine the total buying pool amount involves multiple bodies and provides opportunity for feedback from the entire community. It begins with the Digital Collection Workgroup, which reviews issues and requests related to the collection, asks for feedback from patrons and library staff, and analyzes usage statistics to create a recommendation for the following year's buying pool amount. This recommendation is proposed to the Digital Library Steering Committee (or "Steering Committee"), who either accepts or modifies the recommendation, and then sends the recommendation on to the WPLC Board, who incorporates the recommendation into the following year's budget.

Once a recommendation is made by the Digital Collection Workgroup, the amount of the buying pool for each system is calculated based on the formula described above. The amounts are distributed to each system's representatives on the Steering Committee and Board for their review and for them to collect feedback from their member libraries.

Opportunities for feedback are provided for member libraries and system staff prior to the Steering Committee meeting where the recommendation is acted upon.

A complete schedule of the budget process is included on the following page.

## WPLC Member Shares

The WPLC member shares budget is used to *provide support and funding for the WPLC consortium itself*. The member shares pay for project management, the consortium’s website, platform fees, a designated fund for research and development, and a designated reserve fund. In 2019, the amount of the member shares is \$89,675. The amount is divided equally among the 16 systems.

The annual WPLC member shares amount is determined by the WPLC board.

## Budget Schedule

The table below outlines the activities for the WPLC budget process and when each activity takes place:

WPLC Digital Collection Workgroup begins work on creating a recommendation for the buying pool amount.	January
WPLC Board creates Budget Committee to discuss member shares.	February
WPLC Digital Collection Workgroup sends a final recommendation to the Steering Committee.	Mid-April
Buying pool amounts for each system are calculated and distributed to the system’s Board and Steering Committee representatives.	Mid-April
Steering Committee has first discussion of the recommendation.	Late April
Recommendation is presented at the WPLC Annual Meeting (which includes Board, Steering Committee, and anyone interested in attending).	Early May
WPLC Board Budget Committee makes recommendation of member shares amount to WPLC Board.	Early May
Steering Committee takes action on the recommendation.	Late May
WPLC Board approves complete budget for following year.	June

## 2019 WPLC Board and Steering Meeting Dates

Meeting Date & Time	Who	Meeting Actions
Feb. 21, 2019, 1:00 PM	Steering	Update from Collection Development and Policy Work Group.
Feb. 26, 2019, 1:00 PM	Board	Annual Meeting preparation, form budget committee, annual review of documents/orientation.
Apr. 18, 2019, 1:00 PM	Steering	Recommendation from Collections Workgroup (amount of the buying pool and content allocation recommendations). The Steering Committee develops draft 2020 of buying pool recommendations.
May 1, 2019 (Time TBD) In person with WAPL 2019 (Holiday Inn & Suites Rothschild, WI)	Board & Steering	Annual member meeting: Project manager presentation (WPLC projects update, Collection Workgroup findings, and buying pool recommendations), and discussion of WPLC projects and buying pool recommendations.
May	Budget	Develop partner fees for 2020.
May 23, 2019, 1:00 PM	Steering	Steering Committee approves 2020 digital content buying pool recommendation to the WPLC Board.
Jun. 4, 2019, 10:00 AM	Board	Approve 2020 WPLC Budget, including buying pool and other partner fees.
Aug. 13, 2019, 10:00 AM	Board	Discuss potential 2020 R&D projects, form Board nomination committee, project manager performance and contract review and approval, Steering Committee seat apportionment and discussion of Steering Committee job description.
Sep. 19, 2019, 1:00 PM	Steering	Discuss digital content platforms and market options for digital library for 2020, form Steering nomination workgroup, approves collection policy.
October 8, 2019 (Time TBD) In person with WLA 2019 (Kalahari Resort & Convention Center, Wisconsin Dells)	Board	Approve potential 2020 R&D projects, project manager contract review and approval, vote on 2020 board nominees, start discussion of annual meeting, reaffirm Digital Collections Committee and reappoint/appoint members.
Nov. 14, 2019 1:00 PM	Steering	Determine digital content platforms and market options to be explored for 2021, vote on 2020 Steering Chair nominees.

***All meetings are held by phone or GoToMeeting unless otherwise indicated***

Note: Meeting dates and times may change, for an up to date schedule go here:

[https://docs.google.com/spreadsheets/d/1bvQ\\_5F6kTD0pIMFidJQFGsxiMJooAhEbwWe\\_I-jxuo/edit#gid=1333981803](https://docs.google.com/spreadsheets/d/1bvQ_5F6kTD0pIMFidJQFGsxiMJooAhEbwWe_I-jxuo/edit#gid=1333981803)