

welcome

Welcome to the 2018 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 Board Position Description
- WPLC Organization Chart
- WPLC Governance Explanation of WPLC Board and Steering Roles
- 2018 Current WPLC Budget
- 2018 WPLC Board and Steering Meeting Dates

A few things to note about these documents:

1. The *2018 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 *2018 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 website in the Board section [here](#).

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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WPLC Board Representative Job Description 2018

- Board representatives support the consortium in its purpose and mission as stated in the consortium bylaws:
 - 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 library in the Consortium.
 - To undertake such other projects, primarily concerned with research and development and/or new technologies, as the Consortium shall from time to time determine.
 - To increase public awareness about the availability and advantages of electronic materials and such other projects and services as the Consortium may from time to time undertake.
 - To increase public library staff understanding of new technologies and other Consortium undertakings, and to develop training programs so that staff may help the public understand and use these products and services.
 - To maintain a decision-making and fiscal model for public library cooperation that will allow libraries to collaborate to explore and implement new information technologies and issues, sharing the costs as well as the knowledge and resources.

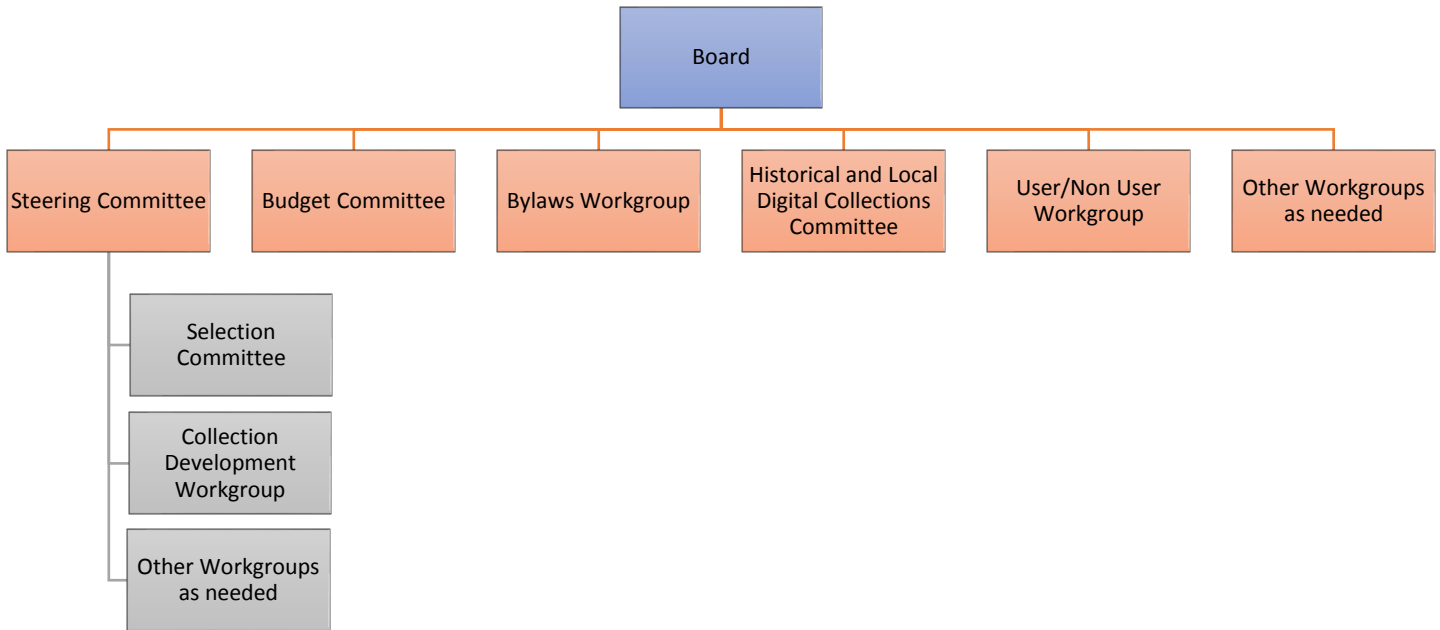
- Board representatives participate in the board's role as stated in the consortium bylaws:
 - The WPLC board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in the Consortium Shared Services and for such other projects as the Consortium may from time to time undertake.
 - The WPLC Board may form any committees and/or task forces that it deems necessary to its operation, and dissolve any such subgroups that it deems no longer necessary. All subgroups are advisory to the WPLC Board. The WPLC Board must ratify policy and budget recommendations of all subgroups.
 - The WPLC Board may from time to time either undertake projects of various sorts or entertain 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.

- 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 Organization Chart



Body	Makeup	Charge	Reports to
Board	The Board consists of one representative for each Partner (public library system) with sixteen total members.	All official business of the WPLC is conducted by the WPLC Board. The WPLC board meets quarterly and occasionally more often. The Board consists of one voting representative from each of the Partners. Please address concerns to your representative.	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.	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
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. The committee is a committee of the Board and is populated in February and presents a budget to the Board in early May. The board determines the operating expenditures for the following year and utilizes the recommendation of the Steering Committee to determine the amount of the annual buying pool.	Board

Body	Makeup	Charge	Reports to
Bylaws Workgroup	The workgroup will consist of three representatives from the WPLC Board, two representatives from the Steering Committee, and one “library at large” member. In this way, both the systems and contributing libraries will have equal representation on the body.	The WPLC Bylaws Workgroup will review the bylaws of the consortium and improve language to better reflect the purposes of WPLC, clarify roles and relationships of the Steering Committee and Board, and any other warranted changes.	Board
Historical and Local Digital Collections Committee	This Committee consists of 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 WPLC projects related to aspects of historical and local collections including the historical newspaper project and development of digitization training and guidelines. • 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. 	Board
User/ Non-User Workgroup	This Workgroup consists of partner and member representatives with interest in the Workgroup’s charge.	The WPLC Survey Workgroup will work with the project manager to develop plans for a user/non-user survey of Wisconsin residents, including planning for funding, uses of the survey, and dissemination of survey results. The workgroup will also provide guidance and feedback in the development in the survey.	Board
Selection Committee	The Selection Committee consists of two representatives from each of the 16 public library systems in Wisconsin.		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"> • Solicit feedback from the community regarding collection areas. • Create recommendation of allocation of the 2017 buying pool to go to the Steering Committee. • Develop an updated selection policy. • Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation. 	Steering Committee

WPLC Board & Steering Committee

Roles & Other Information

January 2018

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). WiLS, as project manager for WPLC, provides coordination for all WPLC governance activities, and can answer questions or relay information to the appropriate body.

	Number of members	How members are selected	Meeting frequency	Role of the governance body (from WPLC Bylaws)
WPLC Board	One representative per system partner (currently 16)	System selects staff member to represent them.	5 meetings per year.	<ul style="list-style-type: none"> • Conduct all official business of the WPLC. • The WPLC board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in the Consortium Shared Services and for such other projects as the Consortium may from time to time undertake. • The WPLC Board may from time to time either undertake projects of various sorts or entertain 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
WPLC Steering Committee	<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"> • The Digital Library Steering Committee is established to oversee WPLC's Digital Library program. • The Steering Committee shall make all decisions relating to the day-to-day operation of the Digital Library. • 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. • The Steering Committee shall make policy and budget recommendations to the WPLC Board for formal approval.

WPLC budget
2018

	2018 budget	2017 budget		
Income				
a. Member shares	\$89,175.00	\$90,250.00		
b. Carryover	\$0.00	\$0.00		
c. Other income	\$0.00	\$0.00		
d. Buying pool income	\$1,150,001.00	\$1,150,000.00		
TOTAL	\$1,239,176.00	\$1,240,250.00		
Expenses				
a. Website	\$1,000.00	\$1,000.00		
b. Program management	\$52,000.00	\$52,000.00		
c. OverDrive Vendor Fees	\$18,000.00	\$18,000.00		
d. Digital Content	\$1,150,001.00	\$1,150,000.00		
e. Digital Newspaper Hosting	\$1,425	\$2,500		
f. ContentDM Hosting	\$1,750	\$1,750		
g. R & D	\$5,000.00	\$5,000.00		
h. Reserve	\$10,000.00	\$10,000.00		
i. Other	\$0.00	\$0.00		
TOTAL	\$1,239,176.00	\$1,240,250.00		
Full Budget with Member Shares and Buying Pool Summary can be found here.				

2018 WPLC Board and Steering Meeting Dates

Meeting Date & Time	Who	Meeting Actions
Feb. 19, 2018, Time TBD	Board	Annual Meeting preparation, form budget committee, annual review of documents/orientation.
Feb. 22, 2018, 1:00	Steering	Update from Collection Development and Policy Work Group.
Apr. 19, 2018, 1:00	Steering	Recommendation from Collection Development and Policy Work Group (amount of the buying pool and content allocation recommendations). The Steering Committee develops draft 2019 of buying
May 2, 2018 (Time TBD) In person with WAPL 2018 (Country Springs Hotel & Conference Center, Waukesha)	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 2019.
May 24, 2018, 1:00	Steering	Steering Committee approves 2019 digital content buying pool recommendation to the WPLC
Jun. 8, 2018, 10:00	Board	Approve 2019 WPLC Budget, including buying pool and other partner fees.
Aug. 13, 2018, 1:30	Board	Discuss potential 2019 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. 20, 2018, 1:00	Steering	Discuss digital content platforms and market options for digital library for 2019, form Steering nomination workgroup, approves collection policy.
October 23, 2018 (Time TBD) In person with WLA 2018 (Radisson Hotel La Crosse and La Crosse Center)	Board	Approve potential 2019 R&D projects, vote on 2019 board nominees, start discussion of annual meeting, reaffirm Digital Collections Committee and reappoint/appoint members.
Nov. 15, 2018, 1:00	Steering	Determine digital content platforms and market options to be explored for 2020, vote on 2019 Steering 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](#).