

Proposal to Change the WPLC Annual Recommendations Process

August 2022

Summary

Project managers are proposing the WPLC move from an annual recommendation and budget process to a two-year process in order to streamline processes, reduce member workloads, and elongate the timeframe for initiative implementation and assessment.

Background

The Collection Development Committee (CDC) recommendation process is currently completed every year. Establishing collection recommendations is an 8-month process initiated by the Digital Library Steering Committee in conjunction with the WPLC board. These bodies send ideas to the Collection Development Committee who engage in a series of meetings over the following 6-7 months to identify and refine initiatives designed to improve the collection. Their work culminates in a recommendation document that is presented and ultimately approved by the Steering Committee and Board in the spring of each year. Additionally, the CDC launches two annual surveys designed to inform and improve initiative creation.

The budget process ties closely to the recommendation process as the CDC makes a recommendation for the buying pool amount each year. At the February meeting of the Board, the group creates a Budget Committee. That committee meets in March to draft the budget. They take into consideration the buying pool amount being recommended that year. Once the recommendations have been approved, the Budget Committee finalizes the budget and sends it to the Board for their approval at their June meeting.

Proposed Changes

Project managers are proposing that both the recommendation and budget process be migrated to a two-year cycle. For the past several years, the initiatives and activities recommended by the CDC typically require more than one year to address fully. Changes made to the collection can take over a year, and to properly assess those changes, more time is typically needed. Many of the 2022 recommendations have been continuations of the 2021 work to allow for completion of those activities. A two-year recommendation plan will allow for more time for the consortium to work on and complete the identified initiatives and activities. Under the new timeline, the Collection Development Committee could be moved from a standing committee to a workgroup that is convened every two years. The composition of the group will remain the same; three Board representatives, three DL Steering representatives, and three Selection Committee representatives. The timeline for the process will be the same with the DL Steering Committee approving the recommendations at their May meeting, but it is recommended that the Board approve the recommended buying pool amounts at their May meeting as well.

Because the budget is influenced by the recommendations, it is proposed that the budget process be moved to a two-year cycle as well. This means that the Budget Committee would only need to be convened every two years. The Budget Committee would focus on drafting the WPLC budget for the next two years, determining the partner fees, R&D and reserve amounts, etc. However, due to the nature of the buying pool formula, with 75% based on the previous year’s circulation, the Board would still approve the budget annually as the buying pool numbers won’t be finalized until the previous year’s circulation is known.

Benefits

There are several benefits to moving these processes from an annual to a two-year process:

- 1) More time to address initiatives and assess the impact of the identified activities.
- 2) Reduce meeting commitments and workload for WPLC volunteer committee members. Each year, CDC members are asked to participate in two or more meetings as well as the Budget Committee’s meetings. It can be difficult to get members to commit and participate in these activities.
- 3) Improve budget projections and management for systems.

Proposed Timeline for 22-24

August 2022	Board meets to discuss possible topics for CDC to consider.
September 2022	DL Steering Committee meets to discuss possible topics for CDC to consider.
October 2022	CDC meets to discuss and begin drafting recommendations for the next two years (24-25) and prepares surveys.
November 2022	Patron survey out in the field
Dec/Jan 22-23	Staff survey out in the field
January 2023	Survey results added to recommendation draft
February 2023	DL Steering reviews draft recommendations and provides feedback Board appoints Budget Committee
March 2023	CDC makes revisions as necessary Budget Committee meets
April 2023	Second review of recommendations by DL Steering
May 2023	Recommendations presented to members at Annual Membership meeting Board reviews and approves recommended buying pool amount for 2024 and 2025

	DL Steering approves recommendations
June 2023	Board approves 2024 budget
Autumn 2023	CDC does not meet
January 2024	Using circulation from 2022, the 2025 buying pool amounts are finalized and sent to Board
February 2024	Board approves 2025 budget
August 2024	Board meets to discuss possible topics for CDC to consider.
September 2024	DL Steering Committee meets to discuss possible topics for CDC to consider.
October 2024	CDC meets to discuss and begin drafting recommendations for the next two years (24-25) and prepares surveys.
November 2024	Patron survey out in the field
Dec/Jan 24-25	Staff survey out in the field