

welcome

Welcome to the 2017 WPLC Digital Library Steering Committee!

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

The packet includes:

- WPLC Digital Library Steering Committee Position Description
- Current WPLC Bylaws
- WPLC Governance Explanation of WPLC Board and Steering Roles
- WPLC Budget Explanation
- 2017 Current WPLC Budget
- 2017 WPLC Board and Steering Meeting Dates

A few things to note about these documents:

1. The current bylaws that are included in this packet are currently under review (as of January 2017) by the Bylaws Workgroup and the WPLC Board. These may change in early 2017 to reflect the work of that workgroup.
2. The *2017 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.
3. The *2017 Current WPLC Budget* document has a link to the full budget which contains member shares and WPLC buying pool information.

The first meeting of the Steering Committee for 2017 will be held online, via GoToMeeting, on Thursday, February 23, 2017 at 1:00 PM. All meeting agendas will be emailed out to the committee a week before the meeting. All agendas, meeting documents and meeting minutes can be found online on the wplc.info website in the Steering Committee section [here](#).

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

Thank you!

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WPLC Steering Committee Member Position Description

Committee Charge

The Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five 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.

Expectations

- Steering Committee members will act as representation of their system.
- Steering Committee representatives will participate in making WPLC Digital Library program policy and budget recommendations to the WPLC Board for formal approval.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, make all decisions relating to the day-to-day operation of the Digital Library.
- Steering Committee representatives will, with advisement from the project managers and oversight by the board, create and manage any committees or work groups needed for the operation of the Digital Library, including the Selection Committee.
- Committee representatives will be expected to attend and be prepared for committee meetings. If unable to attend, committee representatives will provide a proxy and notify the steering chair and project manager. Committee meets approximately six times per year.
- Steering 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 the current OverDrive Digital Library platform.
- Representatives will follow up with WPLC Board member representative to discuss issues when necessary.

From WPLC Bylaws

Article 5 – Digital Library Steering Committee

1. The Digital Library Steering Committee (hereinafter referred to as the Steering Committee) is established to oversee WPLC's Digital Library program.
2. The Steering Committee shall consist of one or more representatives from each Partner. The number of representatives from each Partner shall be determined by the aggregate annual investment in the Digital Library made by each Partner and its Members. Annually, the WPLC Board shall determine the amount, or portion thereof, invested in the Digital Library that shall entitle a Partner to have one representative on the Steering Committee.
3. The Steering Committee shall select a Chair from among its members.
4. The Steering Committee shall make policy and budget recommendations 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.
5. 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.
6. The Steering Committee shall be empowered to establish, specify composition, and specify duties for any special committees or task forces necessary for the continuing operation of the Digital Library. The Steering Committee shall be empowered to dissolve any special committee or task force that it no longer deems necessary for the continuing operation of the Digital Library.
7. The WPLC Board shall select from among its members an official representative to the Steering Committee. The WPLC Board representative shall be a full voting member of the Steering Committee.

Wisconsin Public Library Consortium Organizational Bylaws

Adopted 3/5/03
Revised 2/13/08
Revised 12/2/09
Revised 9/25/13
Revised 08/27/14

Article 1 – Name and Authority

The name of the organization shall be the Wisconsin Public Library Consortium (hereinafter referred to as WPLC or the Consortium). The WPLC is created and organized as a voluntary association between and among Wisconsin public library systems who are Partners in the consortium. The WPLC is separate and autonomous from the Wisconsin public library systems and the boards of those systems.

Article 2 – Purpose and Mission

WPLC was created and is intended for the following purposes:

1. 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.
2. To undertake such other projects, primarily concerned with research and development and/or new technologies, as the Consortium shall from time to time determine.
3. 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.
4. 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.
5. 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.

Article 3 – Participation

1. Participation shall be open to all Wisconsin public library systems and public libraries. Participants shall be designated either as Partners or Members.
2. Partners are those Wisconsin public library systems that have paid a startup fee, or rejoining fee, and pay ongoing partner assessments.
3. Members are those Wisconsin public libraries that invest in WPLC's Digital Library.
4. Partner Assessment Levels: Each Partner's assessment level shall be based on population, as listed

below. Population shall be determined according to the most recent Wisconsin Library Service data published by the Department of Public Instruction.

Level 1: (Service Area Population up to 300,000)

Level 2: (300,001 to 600,000)

Level 3: (600,001 to 900,000)

Level 4: (Over 900,001)

5. Ongoing Partner Assessment: The WPLC Board sets an annual budget and assesses the sums for the various population levels required to fund this budget. Each Partner must either pay the annual assessment adopted in order to continue to participate as a Partner, or opt out of WPLC Partner status and give up access to the shared services as well as a seat on the WPLC Board. Partners that opt out of the WPLC, but wish to return to the group at a later time will be assessed a “rejoining” fee. This fee will be determined on a case by case basis by majority vote of the remaining WPLC Board members. It is expected that each partner will include its assessment in its budget and have the assessment approved by its governing board.

Article 4 – WPLC Board

1. All official business of the WPLC is conducted by the WPLC Board.
2. The WPLC board shall meet not less than quarterly, at a time and place to be set by the WPLC Board, and noticed to the Partners not less than two weeks before the date of the meeting. One meeting per year shall be designated as an annual meeting, at which several representatives from each Partner shall be encouraged to attend. In addition to other business, this meeting shall be used to evaluate the activities and progress of WPLC to date and to consider the future of the Consortium. Any three or more Partners can call for a special meeting of the WPLC Board at any time, upon at least two weeks’ notice.
3. The Board shall consist of one voting representative from each of the Partners. Each Partner shall designate its own voting representative, and may change that voting representative at any time. Partners may send more than one representative to participate in the deliberations of the Board, but each Partner shall have only one vote.
4. Meetings shall be run in accordance with the most recent edition of “Robert’s Rules of Order.”
5.
 - a. WPLC may annually hire a project manager who, among other duties, shall be responsible for creating each meeting agenda, seeking input from and informing the Partners, chairing the meeting, creating the meeting minutes, and ensuring that decisions made in the meeting are carried out in a timely manner.
 - b. Alternatively, WPLC may choose to annually elect a Chair who shall preside at all Consortium meetings, create each meeting agenda – seeking input from the project manager and from the Partners – and/or a Recording Secretary who shall create meeting minutes. WPLC shall then annually hire a project manager who, among other duties, shall be responsible for seeking input from and informing the Partners, ensuring that decisions made in the meeting are carried out in a timely manner, and filling the role of Chair or Recording Secretary if WPLC chooses not to elect the office and/or in the absence of the Chair and/or Recording Secretary if WPLC chooses to elect either of these positions.
 - c. If alternative b is ever chosen, the Chair and/or the Recording Secretary shall be elected from among the Partners at the first meeting of each calendar year.
 - d. If a candidate is not found for a Recording Secretary, then one of the WPLC partners present at any meeting of the WPLC shall volunteer to record the minutes of the meeting and prepare them for distribution to the WPLC partners.

6. A quorum of the board shall consist of a simple majority of the Partners.

Article 5 – Digital Library Steering Committee

1. The Digital Library Steering Committee (hereinafter referred to as the Steering Committee) is established to oversee WPLC's Digital Library program.
2. The Steering Committee shall consist of one or more representatives from each Partner. The number of representatives from each Partner shall be determined by the aggregate annual investment in the Digital Library made by each Partner and its Members. Annually, the WPLC Board shall determine the amount, or portion thereof, invested in the Digital Library that shall entitle a Partner to have one representative on the Steering Committee.
3. The Steering Committee shall select a Chair from among its members.
4. The Steering Committee shall make policy and budget recommendations 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.
5. 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.
6. The Steering Committee shall be empowered to establish, specify composition, and specify duties for any special committees or task forces necessary for the continuing operation of the Digital Library. The Steering Committee shall be empowered to dissolve any special committee or task force that it no longer deems necessary for the continuing operation of the Digital Library.
7. The WPLC Board shall select from among its members an official representative to the Steering Committee. The WPLC Board representative shall be a full voting member of the Steering Committee.

Article 6 – General Operating Principles

1. 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. It is expected that each partner will include its assessment in its budget and have the assessment approved by its governing board.
2. All Consortium Partners will have access to all shared electronic services purchased by the Consortium unless otherwise restricted by the vendor. The Consortium agrees that access will only be made available to the Consortium Partners participating in the shared electronic service.
3. All Consortium Partners that choose to offer remote (i.e., outside the library) access to these materials must make such access available in accordance with methodologies determined by the WPLC Board.
4. The WPLC Board will contract annually with one of the Partners or another agency of its choosing to act as its agent and business manager on such terms as are mutually acceptable.

5. The WPLC fiscal agent will invoice Partners for annual assessments and services as required. Payment of such invoices is due within 60 days.
6. 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.
7. 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.
8. The WPLC Board may contract with any other agency, as appropriate and within the agreed upon budget, to provide goods or services or to receive goods or services. The terms for the provision or receipt of goods or services will be specified in an agreement executed by the WPLC Board and the other agency.
9. The WPLC Board or its appropriate subgroup will develop guidelines to accompany these operating principles. These should include materials selection methodologies and policies, the determination of circulation periods, and so forth.
10. The WPLC Board may develop additional operating principles as required.

Article 7 – Dissolution

1. If the Partners ever decide not to continue any activities as the Consortium shall have undertaken, then any funds set aside for such activities (other than any legally restricted funds such as grants received or outstanding debts arising from such activities), will be apportioned to current Partners based on their assessment levels.

Article 8 – Amendments

1. These Bylaws, except as otherwise specified in this document, may be amended at any meeting of the WPLC Board where a quorum is present by a two-thirds vote of the members present, providing a copy of the proposed amendment was distributed to the WPLC Partners at least two weeks prior to the next scheduled Board meeting. These Bylaws shall be reviewed no later than 2017 and every four years thereafter.

WPLC Board & Steering Committee

Roles & Other Information

September 2016

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 17)	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	For each system, one representative per each \$60,000 spent toward the buying pool. This number is evaluated annually by the WPLC Board at their August meeting. In addition, there is one WPLC Board member elected each year as the Steering Representative.	Each system chooses who will represent them by whatever process they deem appropriate. It is the intent that these representatives 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.

An explanation of the Wisconsin Public Library Consortium (WPLC) budget January 2016

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 2016, the buying pool amount has been set at \$1,000,000. This amount is divided among the 17 public library using a formula that involves the following steps:

1. Determine each system's percentage 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.
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 \$1,000,000 buying pool that system will contribute.
5. Multiply that percentage by the buying pool amount for the dollar figure.

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 \$1,000,000 buying pool that system will contribute.

$$70 / 4 = 17.5\%$$

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

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

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 2016, the amount of the member shares is \$86,000. The amount is divided among the 17 systems based on population shares. Each system is assigned a share amount based on their population:

<300,000	1
300,001-600,000	1.5
600,001-900,000	2
>900,001	2.5

The dollar amount of the member shares is divided by the total number of shares for all 17 systems to calculate a cost per share. This amount is then multiplied by the amount of shares for each system to determine the amount each system will contribute.

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

WPLC Budget 2017

	2017 budget	2016 budget		
Income				
a. Member shares	\$90,250.00	\$86,000.00		
b. Carryover	\$0.00	\$0.00		
c. Other income	\$0.00	\$0.00		
d. Buying pool income	\$1,150,000.00	\$1,000,000.00		
TOTAL	\$1,240,250.00	\$1,086,000.00		
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	\$1,150,000.00	\$1,000,000.00		
e. Digital Newspaper Hosting	\$2,500	\$650.00		
f. ContentDM Hosting	\$1,750	\$0.00		
g. R & D	\$5,000.00	\$5,000.00		
h. Reserve	\$10,000.00	\$9,350.00		
i. Other	\$0.00	\$0.00		
TOTAL	\$1,240,250.00	\$1,086,000.00		
Full Budget with Member Shares and Buying Pool Summary can be found here.				

2017 WPLC Board and Steering Meeting Dates		
Meeting Date & Time	Who	Meeting Actions
Feb. 20, 2017 (SCLS Offices, 11:30) (In person with Legislative Day)	Board	Annual Meeting preparation, form budget committee, annual review of documents/orientation.
Feb. 23, 2017, 1:00	Steering	Update from Collection Development and Policy Work Group.
Apr. 20, 2017, 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 2017 of buying pool recommendations.
April 26, 2017 (Time TBD) (In person with WAPL 2017)	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 2018.
May 25, 2017, 1:00	Steering	Steering Committee approves 2018 digital content buying pool recommendation to the WPLC Board.
Jun. 8, 2017, 1:00	Board	Approve 2018 WPLC Budget, including buying pool and other partner fees.
Aug. 24, 2017, 1:00	Board	Discuss potential 2018 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. 21, 2017, 1:00	Steering	Discuss digital content platforms and market options for digital library for 2018, form Steering nomination workgroup, approves collection policy.
October 17, 2017 (Time TBD) In person with WLA 2017	Board	Approve potential 2018 R&D projects, vote on 2018 board nominees, start discussion of annual meeting, reaffirm Digital Collections Committee and reappoint/appoint members.
Nov. 16, 2017, 1:00	Steering	Determine digital content platforms and market options to be explored for 2019, vote on 2018 Steering nominees , form Collection Development and Policy Work Group.

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.](#)