

# welcome

## Welcome to the 2018 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
- WPLC Organization Chart
- Current WPLC Bylaws
- Proposed WPLC Bylaws with Changes
- WPLC Governance Explanation of WPLC Board and Steering Roles
- WPLC Budget Explanation
- 2018 Current WPLC Budget
- 2018 WPLC Board and Steering Meeting Dates

A few things to note about these documents:

1. The WPLC bylaws have been updated but the changes have not been approved by the Board. Both the current bylaws and the updated bylaws that will go before the WPLC Board in February for approval are included.
2. 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.
3. The *2018 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 2018 will be held online, via GoToMeeting, on Thursday, February 22, 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**

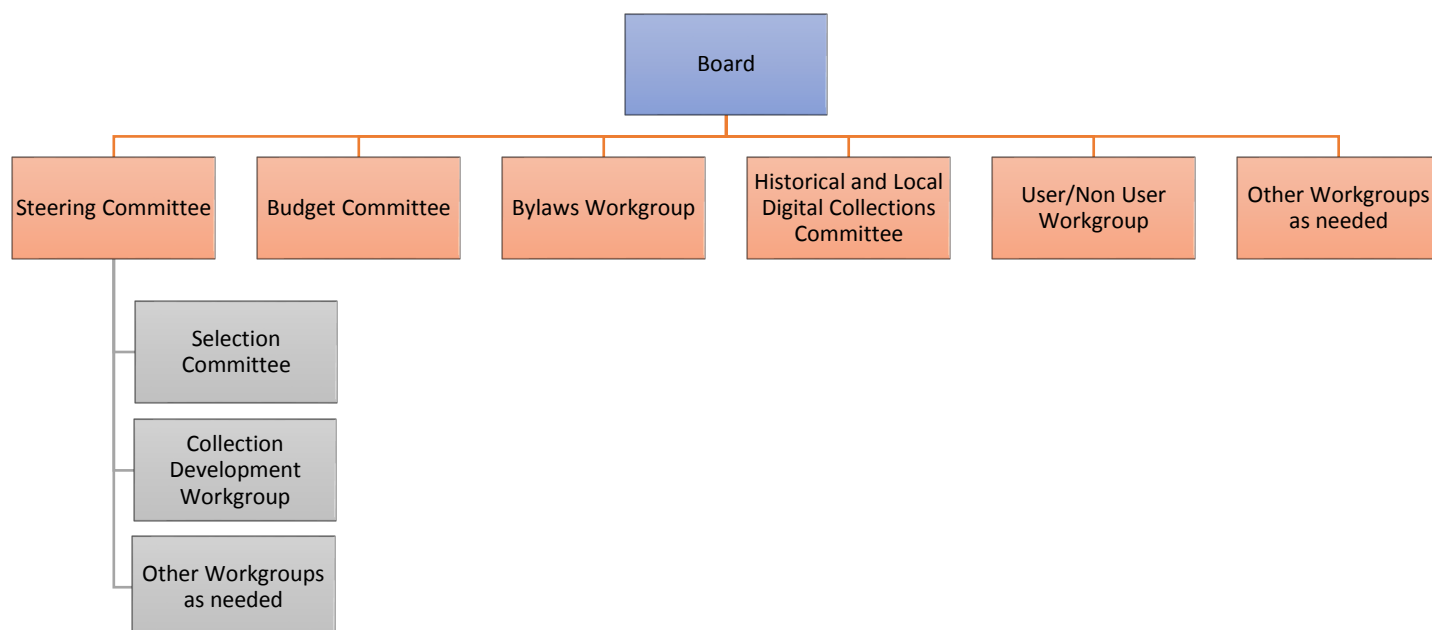
The Steering Committee is comprised of one or more representatives from each public library system with a total of twenty-five members. The Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval, makes all decisions relating to the day-to-day operation of the 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.



# 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.	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. 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
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"> <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
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.	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 2017 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



## **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.



## 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; Revised XX/XX/18.

### Article 1 – Definitions

The following terms are used in these bylaws:

1. *Partners*: Wisconsin public library systems that pay ongoing partner assessments to the Wisconsin Public Library Consortium.
2. *Members*: Public libraries that belong to one of the Partner public library systems.
3. *Shares*: The amount contributed by the Partners to the general operating budget of the Wisconsin Public Library Consortium.
4. *Digital Library Buying Pool*: The collective amount contributed by the Partners, often through assessments to the Members, for the purchase of materials for the Digital Library.
5. *Digital Library*: The collection of resources available to Partners and Members of the Wisconsin Public Library Consortium.

### Article 2 – 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 3 – Purpose and Mission

WPLC was created and is intended for the following purposes:

1. 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.
2. 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.
3. 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.
4. To increase public awareness about the availability and advantages of projects and services the Consortium may from time to time undertakes.
5. 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.



#### Article 4 –Participation

1. Participation shall be open to all Wisconsin public library systems and public libraries that participate in those systems. Participants shall be designated either as Partners or Members, as defined in Article 1.
2. Ongoing Partner Assessment: The WPLC Board sets an annual general operating budget and Buying Pool amount. The Buying Pool amount is recommended by the Steering Committee annually. Each partner must pay an annual assessment of an equal Share of the general operating budget and an assessment toward the buying pool, as determined by a formula created by a joint committee of the Steering Committee and Board and recommended to the Board by the Steering Committee. Each Partner must pay the annual assessment adopted in order to continue to participate as a Partner. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.
3. Opt Out: A partner may opt out of WPLC Partner status and give up access to all WPLC services, including any digital collection maintained by the Consortium, as well as a seat on the WPLC Board. Partners that opt out of the Consortium 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 Partners.

#### Article 5 – WPLC Board

1. All official business of the WPLC is conducted by the WPLC Board.
2. Meetings
  - a. 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.
  - b. A portion of one meeting per year shall be designated as an annual meeting, which will be considered a joint meeting of the Board and Steering Committee and at which several representatives from each Partner and its Members 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.
  - c. Any three or more Partners may call for a special meeting of the WPLC Board at any time, upon at least two weeks’ notice.
  - d. Electronic meetings may be supported by the WPLC for regular, special, and other meetings of the Board and its committees. The technology used shall allow for roll call and interactive dialogue. A physical location shall be designated for each electronic meeting as an alternative for attendance.
  - e. Meetings shall be run in accordance with the most recent edition of “Robert’s Rules of Order.”



### 3. Voting

- a. 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. The voting representative may designate a proxy for any meeting by providing the name of the proxy in writing to the Chair and Project Manager prior to the meeting.
- b. Most issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Any recommendation from the Steering Committee may be approved by a simple majority, or may be rejected by a 2/3 majority of all members of the Board, or shall be returned to the Steering Committee for further consideration.
- c. An item cannot be voted upon unless it was included on the agenda as an action item.
- d. On a tie vote, the motion is lost. The Chair does not have the ability to vote to break a tie.
- e. Board actions may be taken by written consent, including via electronic communication, if timely action is required prior to the next regularly scheduled meeting and if the Chair determines that the decision can be appropriately made through written consent without discussion during a meeting. Written consent must be given by 2/3 of the total membership of the body in order for the action to pass. The mechanism for voting will be specified at the time the question is called.

### 4.

- 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, creating the meeting minutes, and ensuring that decisions made in the meeting are carried out in a timely manner.
- b. The WPLC Board will annually elect a chair who shall preside at all Consortium meetings, ensure the development of meeting agendas, and ensure timely execution of the decisions of the WPLC Board. The WPLC Board will annually elect a vice-chair who shall preside at Consortium meetings when the Chair is absent and will fulfill the duties of the Chair if the Chair is unable to do so.
- c. A Nominating Committee of the Board, consisting of no fewer than 3 Board members, shall be formed by September 1 of each year to nominate candidates for Chair and Vice-Chair.
- d. The Chair and Vice-Chair shall be elected from among the Partners at the last meeting of the calendar year and shall serve a one-year term of the following calendar year.
- e. If the Consortium does not choose to hire a project manager, the Board will determine how to delegate the duties described in 5.4.a.



5. The Board shall be empowered to establish, specify composition, and specify duties for any special committees or workgroups it deems necessary. The Board shall be empowered to dissolve any such special committee or task workgroups that it no longer deems necessary .
6. 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.
7. 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
8. A quorum of the board shall consist of a simple majority of the Partners.

#### Article 6 – 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. Representatives are chosen by the Partner through a method of the Partner’s choosing and will represent the Partner for a term length determined by the Partner. Partners may send additional representatives to participate in the deliberations of the Steering Committee, but only appointed Steering Committee representatives shall vote. The voting representative may designate a proxy for any meeting by providing the name of the proxy in writing to the Chair and Project Manager prior to the meeting.
3. 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. Annually, the WPLC Board shall determine the percentage of the aggregate investment in the Digital Library Buying Pool that shall entitle a Partner to have one representative on the Steering Committee. The Steering Committee shall not include more than 25 representatives.
4. The Steering Committee shall meet not less than quarterly, at a time and place to be set by the Steering Committee, and noticed to the Committee representatives not less than two weeks before the date of the meeting. Any three or more Committee members can call for a special meeting of the Steering Committee at any time, upon at least two weeks’ notice.
5. Meetings shall be run in accordance with the most recent edition of “Robert’s Rules of Order.”
6. A quorum of the Steering Committee shall consist of a simple majority of the Steering Committee representatives.
7. Motions pass on a simple majority. On a tie vote, the motion is lost. An item cannot be voted upon unless it was included on the agenda as an action item.



8. Steering Committee actions may be taken by written consent, including via electronic communication, if timely action is required prior to the next regularly scheduled meeting and if the Chair determine that the decision can be appropriately made through written consent without discussion during a meeting. Written consent must be given by 2/3 of the total membership of the body in order for the action to pass. The mechanism for voting will be specified at the time the question is called.
9.
  - a. The Steering Committee will annually elect a Chair who shall preside at all meetings, ensure the development of meeting agendas, and ensure timely execution of the decisions of the Steering Committee, and fulfill other duties as described in these bylaws. The Steering Committee will annually elect a Vice-Chair who shall preside at Consortium meetings when the Chair is absent and will fulfill the duties of the Chair if the Chair is unable to do so.
  - b. A Nominating Committee of the Steering Committee, consisting of no fewer than 3 committee members, shall be formed by September 1 of each year to nominate candidates for Chair and Vice Chair.
  - c. The Chair and Vice Chair shall be elected from among the committee members at the last meeting of the calendar year and shall serve a one-year term of the following calendar year.
10. 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.
11. 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.
12. The Steering Committee shall be empowered to establish, specify composition, and specify duties for any special committees or workgroups necessary for the continuing operation of the Digital Library. The Steering Committee shall be empowered to dissolve any special committee or workgroup that it no longer deems necessary for the continuing operation of the Digital Library.
13. The WPLC Board shall select from among its members an official representative to the Steering Committee at the last meeting of the calendar year and who shall serve a one-year term of the following calendar year. The WPLC Board representative shall be a non-voting member of the Steering Committee.

#### Article 7 – General Operating Principles

1. 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.



2. All Partners may choose to participate in any project or service undertaken by the Consortium, with the exception of pilot projects that may require a smaller scope of participation. Members may be eligible to participate in a project or service without the participation of their Partner system at the discretion of the WPLC Board.
3. All Consortium Partners that choose to offer remote (i.e., outside the library) to any WPLC project or service 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 of receipt.
6. 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.
7. The WPLC Board may develop additional operating principles as required.

#### Article 8 – 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. The Digital Collection will be apportioned or transferred to another appropriate organization as determined by the Board.

#### Article 9 – 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 amendments were presented and discussed at the previous meeting. These Bylaws shall be reviewed every four years.



# 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](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.

	Number of members	How members are selected	Meeting frequency	Role of the governance body (from WPLC Bylaws)
<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 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.</li> <li>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</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 is established to oversee WPLC's Digital Library program.</li> <li>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> <li>The Steering Committee shall make policy and budget recommendations to the WPLC Board for formal approval.</li> </ul>



## An Explanation of the Wisconsin Public Library Consortium (WPLC) Budget January 2018

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 2018, 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 2018, 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.
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 2018, the amount of the member shares is \$89,175. The amount is divided among the 16 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 16 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  
2018

		2018 budget	2017 budget		
	<b>Income</b>				
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		
	<b>TOTAL</b>	\$1,239,176.00	\$1,240,250.00		
	<b>Expenses</b>				
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		
	<b>TOTAL</b>	\$1,239,176.00	\$1,240,250.00		
<a href="https://www.wplc.info/sites/wplc.info/files/WPLC%20draft%20budget%202018.xls">Full Budget with Member Shares and Buying Pool Summary can be found here: https://www.wplc.info/sites/wplc.info/files/WPLC%20draft%20budget%202018.xls</a>					



## 2018 WPLC Board and Steering Meeting Dates

Meeting Date & Time	Who	Meeting Actions
Feb. 19, 2018, Time 9:00 AM	Board	Annual Meeting preparation, form budget committee, annual review of documents/orientation.
Feb. 22, 2018, 1:00 PM	Steering	Update from Collection Development and Policy Work Group.
Apr. 19, 2018, 1:00 PM	Steering	Recommendation from Collections Workgroup (amount of the buying pool and content allocation recommendations). The Steering Committee develops draft 2019 of buying pool recommendations
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 PM	Steering	Steering Committee approves 2019 digital content buying pool recommendation to the WPLC Board.
Jun. 8, 2018, 10:00 AM	Board	Approve 2019 WPLC Budget, including buying pool and other partner fees.
Aug. 13, 2018, 1:30 PM	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 PM	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 PM	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:

[https://docs.google.com/spreadsheets/d/1bvQ\\_5F6kTD0pIMFidJQFGsxiMJooAhEbwWe\\_I-jzxuo/edit?pli=1#gid=2044253558](https://docs.google.com/spreadsheets/d/1bvQ_5F6kTD0pIMFidJQFGsxiMJooAhEbwWe_I-jzxuo/edit?pli=1#gid=2044253558)