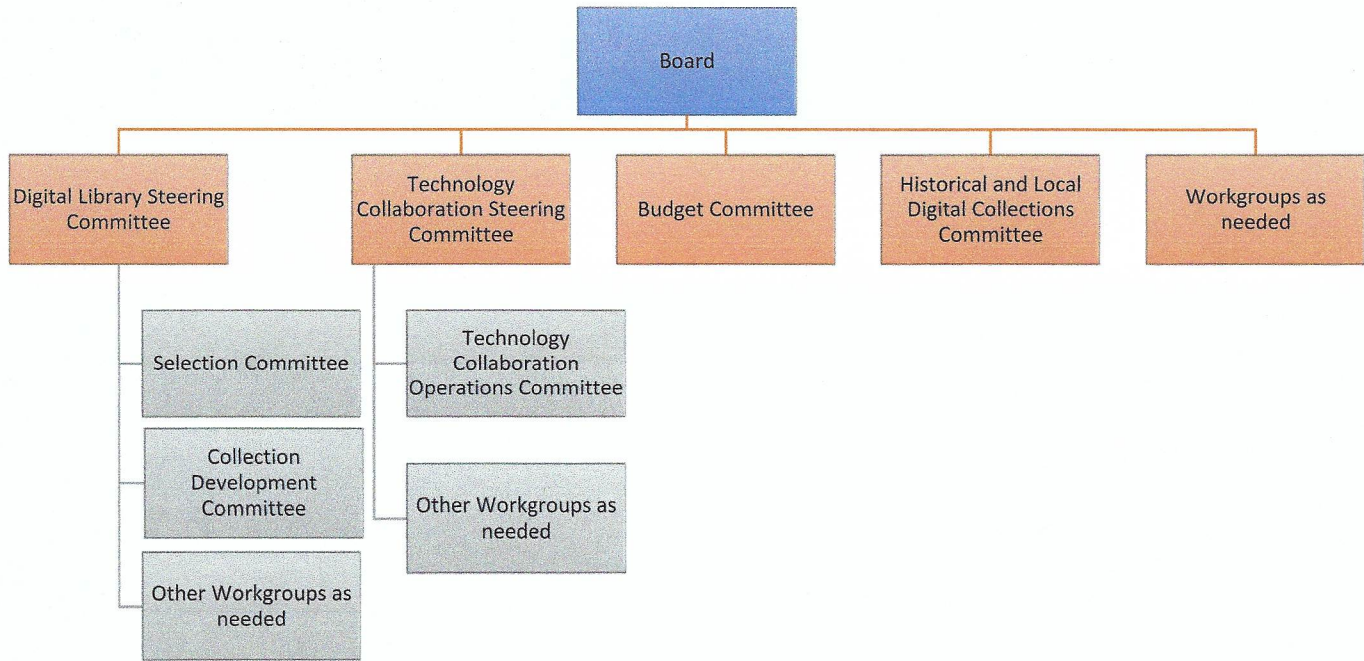


# WPLC Organization Chart



Body	Makeup	Charge	Reports to
Board	The Board consists of one representative for each Partner (public library system) with sixteen total members. A chair among the representatives is elected each year.	The Board is charged with conducting all official business of the WPLC. They make decisions regarding the assessment of fees, expenditure of funds, and determine eligibility for participation in WPLC projects and services. They may undertake other projects and make decisions regarding such projects. The Steering Committee, Budget Committee, and Historical and Local Digital Collections Committee report to the Board.	N/A
Digital Library Steering Committee	The Digital Library 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 Digital Library Steering Committee makes budget and policy recommendations to the WPLC Board for formal approval, makes all decisions relating to the day-to-day operation of the Digital Library and is empowered to establish, specify composition, and specify duties for any committees needed for the continuing operation of the Digital Library. The Selection Committee and other current committees relating to the operation of the Digital Library report to the Steering Committee.	Board

Body	Makeup	Charge	Reports to
Technology Collaboration Steering Committee	Membership on the Technology Collaboration Steering Committee will be open to one administrative-level representative appointed by each Wisconsin public library system. The Committee shall have a minimum of seven members, with a liaison from the WPLC Board. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint up to two staff members to participate on this Committee on a standing, advisory basis.	<p>The Technology Steering Committee will review proposals from the Operations Committee. They will be responsible for:</p> <ul style="list-style-type: none"> <li>• Developing member agreements for members participating in a collaboration initiative</li> <li>• Soliciting legal advice when necessary</li> <li>• Developing budgets and breakdown of costs and fees for a collaboration initiative</li> <li>• Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative.</li> </ul> <p>The Technology Steering Committee will work with members of the Operations Committee on the above responsibilities as appropriate. The Technology Steering Committee will submit collaboration initiative proposals to the WPLC Board. It is not authorized to sign agreements or expend funds.</p>	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. It is populated in February and presents a budget to the Board in early May. The Committee determines the recommendation for operating expenditures for the following year and utilizes the recommendation of the Steering Committee for the annual buying pool.	Board
Historical and Local Digital Collections Committee	This Committee consists of at least one Board representative along with partner and member representatives with interest in the Committee's charge.	<p>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:</p> <ul style="list-style-type: none"> <li>• Provide direction for existing WPLC projects related to aspects of historical and local collections including the historical newspaper project and development of digitization training and guidelines.</li> <li>• Develop projects, supporting budget requests, and collaborative efforts to foster enhanced digital access and preservation services for historical and local collections in an efficient manner.</li> </ul>	Board
Selection Committee	The Selection Committee consists of two representatives from each of the 16 public library systems in Wisconsin.	The Selection Committee is charged with the selection and purchase of materials for Wisconsin's Digital Library.	Digital Library Steering Committee

Body	Makeup	Charge	Reports to
Collection Development Committee	The Committee consists of three representatives from each of the following bodies: Board, Steering Committee, and Selection Committee.	To evaluate the composition of the collection purchased by the digital buying pool with particular attention on known concerns and potential additions to the collection. Specifically, the workgroup will: <ul style="list-style-type: none"> <li>• Solicit feedback from the community regarding collection areas.</li> <li>• Create recommendation of allocation of the buying pool to go to the Steering Committee.</li> <li>• Develop an updated selection policy.</li> <li>• Document process for consideration of new collection areas/formats and creation of a recommendation for buying pool allocation.</li> </ul>	Digital Library Steering Committee
Technology Collaboration Operations Committee	Membership is open to any technology professional from any Wisconsin Public Library System. Members may contribute in any capacity and on any project. Members may come and go as appropriate. Members are responsible to their Public Library Systems. The Wisconsin Department of Public Instruction, Division for Libraries and Technology may appoint one staff member to participate on this Committee on a standing, advisory basis. Membership shall not exceed more than 25.	The Operations Committee will be responsible for driving technology collaboration. They will identify appropriate projects for collaboration, create implementation plans, solicit proposals from vendors and present proposals to the Technology Collaboration Steering Committee. It is important that the Operations Committee be free to be creative and be open to all ideas and viewpoints. This Committee will submit collaboration initiative proposals to the Technology Collaboration Steering Committee. It is not authorized to sign agreements or expend funds.	Technology Steering Committee

# WPLC Board & Steering Committees

Roles & Other Information, January 2021

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

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

	<b>Number of members</b>	<b>How members are selected</b>	<b>Meeting frequency</b>	<b>Role of the governance body (from WPLC Bylaws)</b>
<b>WPLC Board</b>	One representative per system partner (currently 16)	System selects staff member to represent them.	5 meetings per year.	<ul style="list-style-type: none"> <li>• Conduct all official business of the WPLC.</li> <li>• The WPLC Board may undertake other projects or entertain Partner or Member requests to undertake such projects. The WPLC Board retains full decision making authority regarding such projects, including any grant funds to be allotted to them, who may participate, at what cost, and on what terms.</li> <li>• The WPLC Board makes decisions regarding the assessment of fees, expenditure of funds, and in determining eligibility for participation in Consortium projects and services. It is expected that each Partner will include its assessment in its budget and have the assessment approved by its governing board.</li> </ul>
<b>WPLC Digital Library 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 Digital Library Steering Committee shall make policy and budget recommendations for the Digital Library Buying Pool and the Digital Library to the WPLC Board for formal approval. The Steering Committee shall make all decisions relating to the day-to-day operation of the Digital Library.</li> <li>• The Digital Library Steering Committee shall establish and oversee a Selection Committee to select materials for inclusion in the Digital Library, and the Selection Committee shall report to the Steering Committee.</li> </ul>

<p><b>WPLC Technology Collaboration Steering Committee</b></p>	<p>No more than 25 total representatives with a minimum of seven members and a DPI, Division for Libraries and Technology, rep on a standing, advisory basis.</p> <p>In addition, there is one WPLC Board member elected each year as the Steering Representative Liaison.</p>	<p>Representatives appointed by each Wisconsin public library system.</p>	<p>4 meetings per year.</p>	<ul style="list-style-type: none"> <li>• The Technology Steering Committee is responsible for the following: <ul style="list-style-type: none"> <li>• Reviewing and approving proposals from the Technology Operations Committee.</li> <li>• Developing member agreements for members participating in a collaboration initiative</li> <li>• Soliciting legal advice when necessary</li> <li>• Developing budgets and breakdown of costs and fees for a collaboration initiative</li> <li>• Recruiting and recommending a Fiscal Agent from systems participating in a collaboration initiative.</li> </ul> </li> </ul>
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## WPLC Board Representative Job Description

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