WYLD NETWORK

Voting Delegates Handbook

Voting Delegates Handbook

Table of Contents

Adopted as a working document by the WYLD Governing Board on Nov 8, 2016, and by the WYLD Network membership on ??/??/????

WYLD

Introduction and History

The acronym WYLD stands for the Wyoming Libraries Database. The online link for this project is available at: http://library.wyo.gov/wyld/network. For more than three decades WYLD represented the bibliographic database that public and college libraries jointly created, but WYLD now represents a much larger concept. Today WYLD reflects the whole of all networked library projects: statewide licensed databases, the public access catalog, staff subsystems used for circulation and cataloging, and the cooperative sharing among public, academic, school and special libraries. Schools, museums, businesses and individual have access to a wide array of resources through the public access catalog (WYLDCat) and the statewide databases.

Organization

The WYLD Network describes the organizational structure of this cooperative venture. Within this structure, the Governing Board works with the State Library to set policies and establish the cost sharing formula necessary to run the system. Standing committees work on bibliographic quality guidelines, training issues, and integrated library system products.

The WYLD organization chart is available at:
http://library.wyo.gov/downloads/WYLD/pdf/OrgChart2015.pdf

The WYLD Network and Membership

The WYLD Network is comprised of delegates from the member agencies. A member is an agency which utilizes the shared Integrated Library System (hereafter referred to as ILS) operated by the Wyoming State Library (hereafter referred to WSL); adds records to the database; is willing to share resources with all Wyoming libraries; and share fees. The University of Wyoming is also a member. Membership in the ILS Users Group is open to legally established, publicly funded libraries or library units within legally established not for profit entities in Wyoming.

Elected Officers

Members of the WYLD Network elect a President, Vice-President/President-Elect, Member-at Large to the Board and representatives.

Governing Board

The governing board consists of the elected officers, elected representatives from library types and an elected at-large representative. The responsibilities of the officers and representatives of the governing board include planning, setting priorities and policies, determining member fees, deciding to drop or add services, and imposing sanctions. The governing board meets a minimum of six (6) times a year, once in conjunction with the ILS Users Group annual meeting. Each member of the governing board may have one vote. The State Librarian is a permanent ex officio voting member.

The WYLD Governing Board will appoint members to an ad hoc Nominating Committee to nominate candidate(s) for office. The committee distributes the slate of candidates two weeks before the Annual Meeting's biennial election or before special elections. The committee prepares and counts the secret ballot at the Annual Meeting or after a special election, and announces the results.

The WYLD Governing Board will appoint members for ad hoc Fees/Budget Committee. This ad hoc committee is responsible for developing the Network Operating Budget for approval by the Board. Once the Network Operating Budget is approved the ad hoc committee is responsible for working with the State Library in determining a recommendation for a fee schedule for each biennium. The ad hoc committee will provide the proposed fee schedule to each agency director for feedback prior to submitting a final proposal to the Governing Board for approval. The ad hoc committee is responsible for monitoring the budget.

Network Committees

There are several standing committees in the WYLD organization. They include:

ONLINE QUALITY COMMITTEE: Monitors database quality and recommends appropriate action to the Governing Board.

> Composition: A representative from each region appointed by the President and a representative from WSL as appointed by the State Librarian.

TRAINING COMMITTEE: The committee, in collaboration with the ILS Support Team of the WSL, is responsible for updating the skills competencies on the ILS Users Group Member's pages, establishing a training needs assessment process, planning and implementing training in the regions (see addendum) and for the ILS Users Group annual meeting. ILS Users Group members are responsible for communicating their needs to the committee.

> Composition: A representative from each region appointed by the President and a representative from WSL as appointed by the State Librarian.

Network Committees (cont.)

ILS PRODUCT COMMITTEE: The committee will work with the ILS Support Team of the WSL to identify, evaluate, and recommend new products to be used with the ILS system. The ILS Product Committee Chair or designee shall attend the national meeting of the vendor's user group, the cost of attendance borne by ILS Users Group budget if funding allows.

Composition: A representative from each type of library appointed by the President and a representative from WSL as appointed by the State Librarian.

AD HOC: Ad hoc committees may be appointed and disbanded at the discretion of the President.

WYLD Network Meetings

1. The annual meeting will be held in late spring or early summer. The Governing Board will report formally to the members at the annual meeting and the written report will be posted on the member webpage following the meeting. The date, location, and time will be announced at least three (3) months in advance; preliminary business meeting agenda will be announced at least two (2) weeks in advance.
2. Special meetings may be called by the President. Should the President receive a written request for a special meeting from at least 20% of the total delegates, the President must convene a special meeting.
3. Meetings are open to the public.
4. The President may invite/recognize guests to address specific agenda items.
5. ILS Users Group member training activities may be held in conjunction with the annual meeting. Training activities will be announced two (2) months in advance of the meeting.

Delegates and Votes

Each member agency shall have one indivisible vote. For the purposes of this document, an agency is a county library and its branches, an academic library and its branches, any district recognized by state statute and its libraries, a not for profit agency, or agency of the State of Wyoming. Each agency shall have one dedicated, consistent delegate, appointed by the agency director.

Delegates:

1. Attend and participate in all ILS Users Group meetings
2. Inform key home agency personnel of issues
3. Solicit viewpoints from home agency
4. Initiate required action

Delegates and Votes (cont.)

In the event that a regular delegate is unable to attend a meeting, an alternate delegate will be appointed by the agency director and must present a proxy at the meeting. Delegates serve at the pleasure of their home agencies.

Additional members of the WSL staff specifically charged with overseeing an operation of the system may participate in an ex officio, non-voting capacity.

Quorum and Proxies

A quorum will consist of a simple majority of voting delegates. Only proxies signed and dated by the actual delegate will be recognized and accepted by the President.

Delegate Expenses

All officer, representative and delegate expenses to meetings of all components must be borne by the officer, representative, delegate, or his or her agency. If the Governing Board determines that funding allows, the ILS Users Group will pay expenses for the President or Vice-President of the Governing Board to attend the national meeting of the vendor's user group. If funding allows, expenses will also be paid for the Chair or designee of the ILS Product Committee to attend the national meeting of the vendor's user group.

Membership Obligations

Some of the WYLD Network Member's obligations are outlined below.

Fees

ILS Users Group members assesses network fees payable to the WSL. The Governing Board is responsible for working with the WSL to determine a fee schedule for each biennium. Member agencies are also responsible for annual fees set by the Governing Board for expenses of this organization, payable to the WSL.

The Governance contract with the WSL and the ILS Users Group bylaws describes other responsibilities of membership.

The WYLD Network fee structure can be accessed at:

http://library.wyo.gov/downloads/WYLD/pdf/MemberFeesFY15.pdf

Database Guidelines

All Network members are required to follow the Database Guidelines established for the WYLD Network when cataloging items to be added to the database.

The WYLD Network Database Guidelines may be accessed at:

http://library.wyo.gov/downloads/WYLD/pdf/guidelines.pdf

Minimum System Requirements

All Network members are required to insure that their computer workstations meet the minimum requirements in order to operate the current ILS system.

The WYLD Network minimum system requirements may be accessed at:

http://library.wyo.gov/wyld/support/system

Appendix A

WYLD Network Bylaws

The WYLD Network Bylaws may be accessed at:

http://library.wyo.gov/downloads/WYLD/pdf/Bylaws_2015.pdf

Appendix B

WYLD Governance Contract Between Wyoming State Library and Member Library

The WYLD Network Governance contract may be accessed at:

http://library.wyo.gov/downloads/WYLD/governance2015.pdf

Appendix C

WYLD Network Strategic Plan

The WYLD Network Strategic Plan may be accessed at:

http://library.wyo.gov/downloads/WYLD/StrategicPlan2009.pdf

Appendix D

WYLD "DEFINITION OF LARGE/SMALL PUBLIC LIBRARIES FOR GOVERNING BOARD REPRESENTATION

A line draw at 20,000 population mark with +20,000 being large and pop below -20,000 being small. There are 10 large public and 13 small public libraries in the State of Wyoming.

- Large public libraries: Albany, Campbell, Fremont, Laramie, Natrona, Park, Sheridan, Sweetwater, Teton, and Uinta

- Small public libraries: Big Horn, Carbon, Converse, Crook, Goshen, Hot Springs, Johnson, Lincoln, Niobrara, Platte, Sublette, Washakie, and Weston

  The source of this information was "Wyoming Resident Population by County: 2015 from the Wyoming Economic Analysis Division."

Appendix E

WYLD Regions for committee appointments and training purposes are:

The Regions are:

1. Fremont, Sublette, Teton Counties
2. Big Horn, Hot Springs, Park, Washakie Counties
3. Campbell, Crook, Johnson, Sheridan, Weston Counties
4. Converse, Natrona, Niobrara Counties
5. Albany, Goshen, Laramie, Platte Counties
6. Carbon, Lincoln, Sweetwater, Uinta Counties