

2004

edition

WYLD NETWORK

Voting Delegates Handbook

Voting
Delegates Handbook

Table of Contents

1. Overview section	
a. Introduction to the WYLD Network.....	3
b. Brief history of the WYLD Network.....	3
c. Current Network Organization.....	3
2. Meetings & Voting	
a. WYLD Network Meetings.....	5
b. WYLD delegates and Voting.....	5
c. Quorum and Proxies.....	6
d. Delegate Expenses.....	6
3. Membership Obligations	
a. Fees.....	6
b. Database Guidelines.....	6
c. Minimum Computer System Guidelines.....	6
4. Appendix	
a. Bylaws.....	7
b. WYLD Governance Contract.....	7
c. WYLD Network Strategic Plan.....	7

WYLD

Introduction and History

The acronym WYLD stands for the Wyoming Libraries Database. The online link for this project is <http://will.state.wy.us/wyld/wyldco.html>. For more than two 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 licenses databases, the public access catalog, staff subsystems used for circulation and cataloging, and the cooperative sharing among public, academic, school and special libraries. Because of the Public Access Catalog (PAC) and statewide databases on the web, schools, museums, businesses and individuals have access to the wide array of resources selected for consumer use.

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. The regional Council is composed of representatives from the six regions to deal with procedural issues in using Network resources. Committees work on budget and fee structures, bibliographic quality guidelines, training issues, and governance. As part of this structure six WYLD regions exist.¹

The WYLD organization chart is available at <http://will.state.wy.us/wyld/wyldco.html>

The WYLD Network and Membership

The WYLD Network is comprised of delegates from the member agencies. A member is an agency which utilizes primary subsystems of the shared integrated library system's server(s) operated by the Wyoming State Library, adds records to the database, and is willing to lend to other WYLD libraries. The University of Wyoming is also a member. Membership in WYLD is open to legally established publicly funded libraries or library units within legally established not for profit entities in Wyoming.

¹ Introduction, history and organization from *Wyoming public library director's handbook, 2002 edition* by Joe French, et al.

Elected Officers

Members of the WYLD Network elect a President, Vice-President/President-Elect, Member-at Large to the Board and representatives and alternates to serve on the Regional Council and on the Governing Board.

Regional Council

Council responsibilities include recommending to the Board services to add or drop from the WYLD system and management of technical and procedural issues. The Council consists of the representative elected from each of the six designated regions, the Network Vice-President, and the non-voting ex officio representative(s) from the state library. A Regional representative does not need to be a delegate.

The regions are:

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

Governing Board

Board responsibilities include planning, setting priorities and policies, determining fees, deciding to drop or add services, and imposing sanctions. The Board meets a minimum of four (4) times a year, once in conjunction with the Network Annual Meeting. The Board consists of delegates by type of library. Board members need not be agency delegates to the Network. Examples of types of libraries are academic, special, school, public. Other members are the Network President, the Network Vice-President/Chair of the Council, the State Librarian, and a Network Member at Large.

Network Committees

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

GOVERNANCE AND BYLAWS: Recommends changes in governance and revisions to the bylaws.

ONLINE QUALITY COMMITTEE: Monitors database quality and recommends appropriate action to Council or Board.

NOMINATING: Nominating Committee members is not eligible for election to office. Nominates candidate(s) for office. Distributes the slate of candidates two weeks before the Annual Meeting's biennial election or before special elections. Prepares and counts the secret ballot at the Annual Meeting or after a special election. Announces the results.

TRAINING COMMITTEE: The committee in collaboration with the WYLD Office is responsible for updating the skills competencies on the WYLD network pages, establishing a training needs assessment process, and planning and implementing training in the regions and for the WYLD annual meeting. Members are responsible for communicating their needs to the committee.

FEES/BUDGET COMMITTEE: The committee is responsible for developing the Network Operating Budget for approval by the Board. Once the Network Operating Budget is approved the committee is responsible for working with the State Library in determining a recommendation for a fee schedule for each biennium. The 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 committee is responsible for monitoring the budget.

WYLD Network Meetings

The Network Annual Meeting will be held in late spring or early summer. The Council and the Board will report formally to the members at the Annual Meeting. The date, location, time, and preliminary agenda will be announced at least two weeks in advance. The Network President may call special meetings. 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. Meetings are open to the public. The public may attend meetings in a single place, at a scheduled video conference location, or through a conference call site.

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 consistent regular delegate.

In the event that a regular delegate is unable to attend a meeting, an alternate delegate may attend. Delegates serve at the pleasure of their home agencies.

Additional members of the Wyoming State Library 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 or representatives and officers. Only proxies signed and dated by the actual delegate/representative/officer will be recognized and accepted by the President.

Delegate Expenses

All delegate expenses to meetings of all components must be borne by the delegate or his or her agency.

Membership Obligations

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

Fees

The Network assesses fees payable to the State Library for network services. The Fees/Budget Committee is responsible for working with the State Library to determine a recommendation for a fee schedule for each biennium, approved by the Board and payable by each member. Member agencies are also responsible for annual fees set by the Governing Board for expenses of this organization.

The WYLD Network fee structure can be accessed at:
http://will.state.wy.us/wyld/network/cost_breakdown.html

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://will.state.wy.us/wyld/docs/guidelines/>

Minimum System Requirements

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

The WYLD Network minimum system requirements may be accessed at:
<http://will.state.wy.us/wyld/docs/requirements.html>

Appendix A

WYLD Network Bylaws

The WYLD Network Bylaws may be accessed at:

<http://will.state.wy.us/wyld/network/documents/bylaws2004.html>

Appendix B

WYLD Governance Contract Between Wyoming State Library and Member Library

The WYLD Network Governance contract may be accessed at:

<http://will.state.wy.us/wyld/network/documents/wyldgovc.html>

Appendix C

WYLD Network Strategic Plan

The WYLD Network Strategic Plan may be accessed at:

<http://will.state.wy.us/wyld/network/committees/strategic/strategicplan.html>