

**Wisconsin
Association
of
Public Libraries**

2010 Handbook

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I. PURPOSE AND PROCEDURES

The name of this organization shall be the Wisconsin Association of Public Libraries (WAPL), a Division of the Wisconsin Library Association (WLA). The purpose of WAPL shall be to provide opportunities for members of WLA who are interested in and involved in public library services to meet for discussion of issues relating to public library service and to take action to improve public library service.

A. Membership, dues, and fees

- Members of WLA who designate the WAPL division when paying their annual dues shall be members of this division in accordance with the bylaws of WLA.
- Additional dues may be levied or an assessment may be made for special projects by the WAPL Board as provided by Article VII, Section 4D of the WLA constitution and bylaws.
- A registration fee may be set and collected at conferences to cover the costs of the conference.

B. Responsibilities of the WAPL division

- Within the framework of WLA, to study, improve and implement public library service in Wisconsin.
- To cooperate with other Divisions and units of WLA and with other library and media-oriented agencies and groups.
- To update and encourage use of public library standards.
- To develop and recommend means for all persons in the state to have full access to knowledge and information through libraries.
- To encourage the professional growth of library staff, cooperate in establishing opportunities for continuing education, and stimulate participation in professional organizations by public library staff.

C. Nominations and elections

- The Chair shall annually appoint a Nominations Committee to prepare a slate of consisting of two nominees for each office who shall be division members. Consent of the persons nominated must be obtained before their names appear on the slate.
- Additional nominations may be made to any elective office by filing with the Chair, not less than six weeks prior to the election. Such a petition of nomination shall be signed by at least fifteen (15) personal members of WAPL and be accompanied by the written consent of the nominee.
- A ballot shall be provided to each personal member of WAPL in conjunction with WLA's annual balloting. The candidate for office receiving the largest number of votes shall be elected. The vote totals shall be published with the results of the annual WLA elections. In case of a tie vote, the determination shall be made by lot.

D. Dissolution

The WAPL division may be dissolved by a two-thirds vote of its current membership or by action of the WLA Board. Notice of a vote on dissolution of the WAPL division, including the rationale for such an action, shall be provided to all current personal and institutional WAPL members at least thirty (30) dates prior to the actual vote of dissolution.

II. BOARD OF DIRECTORS: QUALIFICATIONS, TERMS, AND DUTIES

All Board members and candidates for the Board must be members of the Wisconsin Library Association and members of the Wisconsin Association of Public Libraries. For Board meetings, a quorum shall be defined as at least five (5) Board members.

A. General Duties of Board Members

- Work toward the goals and objectives of the Association.
- Assist in the planning and implementation of WAPL programs, including the WAPL Spring Conference and WAPL programs at the WLA Conference.
- Oversee WAPL finances.
- Represent the interests of WAPL members and those working in or supporting public libraries to the Wisconsin Library Association.

B. Chair (Term: One year; the second of a three-year commitment)

- Calls meetings of the WAPL Board, including making arrangements for meetings and preparing the agenda.
- Appoints committees.
- Coordinates the work of all WAPL officers and committees.
- Submits articles, per established guidelines and timetables, for the WAPL and WLA newsletters.
- Works closely with the committee planning WAPL programs at the WLA annual conference to be held during his/her term.
- Monitors and administers the budget.
- Oversees special projects for the year.
- Serves ex-officio on P2C2 and other WAPL committees (except Nominating).
- Gives an annual report to the membership.
- Appoints a Nominating Committee and sees to it that a ballot is prepared by the deadline set by WLA.
- Keeps the official books and archives of WAPL under the guidelines established by the WLA Archives Committee. Assembles and passes on to WLA archival material in accordance with these guidelines.
- Assists the Vice-Chair/Chair-elect in preparing the WAPL budget for the coming year.
- Attends the WLA-sponsored leadership training with the Chair-elect prior to his/her term as Chair.

C. Vice-Chair/Chair-elect (Term: One year; the first of a three-year commitment)

- Attends the meetings of the WAPL Board.
- Edits the WAPL newsletter (*Communiqué*) with paid production assistance from the WAPL budget.
- Assumes the Chair's duties in absence of the Chair.
- Prepares the WAPL budget for the coming year with input from the WAPL Board and committees per WLA schedule and procedures.
- Selects a Spring Conference Coordinator for the Spring Conference to be held during his/her term in office.
- At the request of the WLA President, serves on the WLA Appointments Committee and makes suggestions for appointment of WAPL members to the President-Elect, who makes the final appointments.
- Attends the WLA-sponsored leadership training session prior to assuming the office of Chair.

D. Past Chair (Term: One year; last of a three-year commitment)

- Advises the WAPL Chair and Board in carrying out their responsibilities based on past experience and knowledge of WAPL activities.
- Attends the meetings of the WAPL Board.
- Early in his/her terms, revises the WAPL Handbook to reflect current practice and distributes a copy to all Board members.
- Submits one newsletter article for each edition of the WAPL newsletter (*Communiqué*).
- Serves as WAPL Board secretary and distributes minutes according to Section V of the handbook.

E. Director (Term: Three years)

- Attends meetings of the WAPL Board.
- In the first year, assists the second year Director with planning of WAPL-sponsored programs for the WLA Fall Conference.
- In the second year, arranges all WAPL-sponsored programs. Anticipates planning for the following Spring Conference programs.
- In the third year, serves as WAPL Spring Conference Program Chair.
- Submits one newsletter article for each edition of the WAPL newsletter (*Communiqué*).

F. WAPL/WLA Liaison (Term: Three years beginning 2006)

- Attends WAPL and WLA board meetings.
- Serves as communication conduit between boards.
- Serves as voting member of both boards.
- Submits at least two articles per year for the WAPL newsletter (*Communiqué*).

III. COMMITTEES AND THEIR DUTIES

A. Nominating Committee

The Nominating Committee, to be composed of approximately three members, is appointed by the Chair in the spring. The Committee secures nominations for WAPL officers, including Vice-Chair/Chair-elect (annually), Director (annually) and WLA Liaison (every 3 years).

When selecting potential Board candidates, the Nominating Committee shall consider:

- Diverse geographic representation.
- Involvement of various levels of staff (not just directors or administrators).
- Ability and willingness to perform the duties listed in the job description for the office being filled.
- Ability to attend meetings.
- The guideline that at least one board member be from a small library as defined by the Wisconsin Small Libraries Roundtable.

Before candidates agree to run for office, they should have an opportunity to read the job description for the office for which they will be running. In addition to the above considerations, the candidate for Vice-Chair/Chair-elect should have demonstrated leadership skills, with preference given to those that have previously chaired committees of WAPL or WLA or served on the WAPL Board. All candidates should have been members of WLA/WAPL for at least two years. Each office should have at least two nominees.

The Nominating Committee shall prepare a ballot in accordance with the WLA guidelines and calendar. Statements from the candidates are required for the ballots. There are no specific guidelines for these statements, but they should generally describe what the candidate intends to do for the Association, their concerns and ideas, and why they want to serve. Balloting is done electronically and the WLA Elections Committee tallies results. All WLA members are simultaneously emailed election results.

The Nominating Committee provides courtesy copies of all correspondence to the WAPL Chair.

B. Personnel and Professional Concerns Committee (P2C2)

The Personnel and Professional Concerns Committee, a committee of WAPL, will provide information on personnel issues in public libraries through its contributions to publications, newsletters, and conference programs. The committee, appointed by the WAPL Chair, will consist of a chair and eight additional WAPL members, representing all sizes of public libraries in Wisconsin.

All members are appointed to serve a three-year term or to fill an unexpired term. Members will be allowed to serve no more than two consecutive terms, except that persons filling an unexpired term may also serve two additional terms.

Members are expected to attend all scheduled committee meetings. Members missing three or more consecutive meetings automatically surrender their appointment.

The Chair of P2C2 must have served at least one year on the committee before serving as Chair and is elected by the membership of the committee. The Chair may serve no more than two consecutive years as Chair.

The duties of the committee include:

- Work with DLTCL PLD on making salary information for library staff available. (Directors' salaries available to system staff early 2010; work to expand this.)
- Periodic revision and distribution of the Position Classifications for Wisconsin Public Libraries document.
- Planning of WAPL and WLA Conference programs.
- Attendance at meetings scheduled by the Chair.
- Such other personnel and professional activities that may be of benefit or concern to public library personnel in Wisconsin. (for example, performance evaluations)
- Submit articles for WLA and WAPL newsletters.

The duties of the Committee Chair include:

- Scheduling and convening regular meetings of the Committee.
- Coordination of Committee activities and duties.
- Preparation and submission of an annual budget request to the WAPL Chair.
- Participation on the WAPL Board as an ex-officio member.

C. Spring Conference Planning Committee

The Vice-Chair/Chair-elect of WAPL appoints a Conference Chair in the year before the conference. The third year Director serves as the Program Coordinator. Other members are appointed as determined by the Conference Chair. Conference planning follows the schedule set by the board, but should begin in the summer of the year before the conference. Interested WLA units should be encouraged to provide programs for the conference. The Division for Libraries, Technology, and Community Learning provides the keynote speaker.

When other units of WLA participate in the conference, any profit (or loss) from the conference shall be divided among the participating units on a percentage basis according to the following formula: after all expenses for the conference, including the 15% of gross revenues which goes to the WLA general fund, are deducted from total proceeds, WAPL receives a distribution of 15% of the profit (or loss). Membership in each unit participating (including WAPL) will be obtained from the WLA Office and added together to constitute a 100% figure. Any profit (or loss) is then multiplied by the total percentage of membership from each unit (including WAPL) attending the conference.

D. Fall Conference Planning Representative

The WAPL Director in his/her second year on the Board serves as Fall Conference Representative, with assistance from the first year Director and may, if desired, form a committee, to plan the programs WAPL will sponsor and/or co-sponsor at the WLA annual conference. There is no set number of programs that are offered. It is helpful for the WAPL Board to discuss program ideas to recommend for the conference representative to pursue. The WAPL Chair may want to work actively with the representatives since the programs will be held during his/her tenure.

The WLA Conference Program Chair sends out mailings with detailed timelines, instructions, and procedures. Most of the work will be done between January and June.

IV. BUDGET AND VOUCHER PROCEDURES

A. Budget

The Vice-Chair, assisted by the Chair, develops and submits the WAPL budget for the year in which he/she will be Chair.

B. Vouchers

Once it is determined that an expense can be reimbursed by WAPL (via Chair approval), a voucher should be completed by the person incurring the expense. Vouchers may be obtained from the WAPL Chair or the WLA Office. WLA pays a set rate for mileage. Meals and other refreshments are not reimbursed.

When the voucher is completed, it is sent to the WAPL Chair, who signs the voucher and forwards it to WLA for payment. Receipts are required for most items, and should be attached to the voucher.

V. WLA NEWSLETTER AND WAPL *COMMUNIQUE*

The WAPL Vice-Chair is responsible for the editorial content of the WAPL newsletter, *Communiqué*, with each member of the WAPL Board responsible for submitting one article per edition. Paid assistance is provided in the WAPL budget for production of the newsletter.

The Chair is responsible for making sure that WAPL news releases and other information are submitted to the WLA Newsletter editor.

VI. ARCHIVES, DISTRIBUTION OF AGENDAS, AND MINUTES.

A. Archives

See http://www.wla.lib.wi.us/leadership_manual/detailedschedule.htm for information on what items to keep, toss, or send to the WLA office for permanent retention.

B. Distribution of Agendas, Minutes, and Handbooks

The WAPL Board agenda and minutes are sent to WAPL Board members, including the P2C2 chair, WAPL Webmaster, and WLA Executive Director. The agenda and minutes of P2C2 and other committee meetings are sent to the WAPL Chair in his/her role as an ex-officio member. The Nominating Committee should copy the WAPL Chair on all correspondence.

The WAPL handbook is distributed to: WAPL Board, Nominating Committee, and WLA Executive Director.

This handbook should be revised and updated each year (to reflect current practice) by the Past-Chair early in his/her term and distributed.

2010 BOARD

Chair	Cheryl Becker South Central Library System 4610 S. Biltmore Lane Suite 101 Madison, WI 53718	cbecker@scls.lib.wi.us 608-246-7973 WORK
Past Chair	Linda Pierschala Whitefish Bay Public Library 5420 N. Marlborough Blvd. Whitefish Bay, WI 53217	lpierschalla@wfblibrary.org 414-755-6551 WORK
Chair Elect	Brian Kopetsky Appleton Public Library 225 Oneida Appleton, WI 54911	bkopetsky@apl.org 920-832-6180
3rd Year Director	Richard Nelson North Shore Library 6800 N. Port Washington Ave. Glendale, WI 53217	dick.nelson@mcfls.org 414-351-3461
2nd Year Director	Bob Stack Portage County Public Library 1001 Main St. Stevens Point, WI 53588	bob.stack@uwsp.edu 715-346-1545
1st Year Director	Elizabeth Timmins Muehl Public Library 436 N. Main St. Seymour, WI 54165	etimmins@mail.owls.lib.wi.us 920-833-2725
WLA Liaison	James Trojanowski Northern Waters Library System 3200 E. Lakeshore Drive Ashland, WI 54806	jtroganowski@nwls.lib.wi.us 715-682-2365

Meetings of the 2010 WAPL Board will be held on February 15, April 28 (4:00 PM) at the WAPL conference in Sheboygan, August date TBD (this will be a virtual meeting), and November 2 (4:00 PM) at the WLA conference in Wisconsin Dells.

2010 P2C2 Committee

Krista Ross Southwest WI Library System 1775 4 th Street Fennimore, WI 53809	608-822-3393 kross@swls.org	Appointed 2010/1	Category E
Joe Bongers Neenah Public Library P.O. Box 569 Neenah, WI 54957-0569	920-886-6314 bongers@neenahlibrary.org	Appointed 2008/1	Category D
Beth Carey, Chair Shorewood Public Library 3920 N. Murray Avenue Shorewood, WI 53211	414-847-2676 beth.carey@mcfls.org	Appointed 2008/1	Category D
Katharine Clark Sequoia Branch Madison Public Library 513 S. Midvale Blvd. Madison, WI 53711	608-266-6385 kclark@scls.lib.wi.us	Appointed 2008/6	Category D
John DeBacher DLTCL/PLD P.O. Box 7841 Madison, WI 53707-1352	608-266-7270 john.debacher@dpi.state.wi.us	Appointed 2008/1	N/A
Courtney Dietsche Evelyn Goldgerg Briggs Memorial Library P.O. Box 145 Iron River, WI 54847	715-372-5451 cdietsche@ir.nwls.lib.wi.us	Appointed 2010/1	Category A
Jennifer Einwalter Slinger Community Library 220 Slinger Road Slinger, WI 53806	262-644-6171 jeinwalt@mwfls.org	Appointed 2008/1	Category B
Shirley Miller Vaughn Public Library 502 W. Main Street Ashland, WI 54806	715-682-7060 smiller@coawi.org	Appointed 2010/1	Category C
Patty Dwyer Wanninger	Patty.wanninger@gmail.com	Appointed 2008/1	N/A