

**Wisconsin  
Association  
of  
Public Libraries**

**2011 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.
- 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 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) days 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 WAPL committees and WAPL committee chairs.
- 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.
- Follows the guidelines for records management and preservation found in the WLA Leadership Manual: [http://www.wla.lib.wi.us/leadership\\_manual/records.htm](http://www.wla.lib.wi.us/leadership_manual/records.htm)
- 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*)
- 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 Vice 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 VI 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 for the WLA Fall Conference. Attends WLA sponsored planning session for Fall Conference, if held. 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 one newsletter article for each edition of 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 Section (WISL)—Currently that definition of a small library is one in which the municipal population requires Grade 2 or 3 certification. Consider consulting with WISL officers for suggested candidates.

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. 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 notified of 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 appointed by the incoming WAPL Chair. The P2C2 Chair may serve no more than two consecutive years as Chair.

The duties of the committee include:

- Work with DLTCCL on making salary information for library staff available.
- 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.
- Copy WAPL Chair on all committee agendas, minutes, and correspondence.

### **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 Conference 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. DLTCCL 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) sponsoring programs at the conference.

### **D. Fall Conference Planning Representative**

The WAPL Director in his/her second year on the Board serves as WAPL's representative to the WLA Fall Conference planning, 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 Fall 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 representative 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 are available at [http://www.wla.lib.wi.us/leadership\\_manual/documents/WLAExpenseVoucher\\_002.doc](http://www.wla.lib.wi.us/leadership_manual/documents/WLAExpenseVoucher_002.doc). 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.

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

## 2011 Board

<b>Chair</b>	<b>Brian Kopetsky</b> Appleton Public Library 225 Oneida Appleton, WI 54911	<a href="mailto:bkopetsky@apl.org">bkopetsky@apl.org</a> 920-832-6180
<b>Past Chair</b>	<b>Cheryl Becker</b> South Central Library System 4620 Biltmore Lane Suite 101 Madison, WI 53718	<a href="mailto:cbecker@scls.lib.wi.us">cbecker@scls.lib.wi.us</a> 608-246-7973
<b>Chair Elect</b>	<b>Jen Gerber</b> Oscar Grady Public Library Saukville, WI 151 South Main Street Saukville, WI 53080	<a href="mailto:jgerber@esls.lib.wi.us">jgerber@esls.lib.wi.us</a> 262- 284-6022
<b>3rd Year Director</b>	<b>Bob Stack</b> Portage County Public Library 1001 Main Street Stevens Point , WI 53588	<a href="mailto:bob.stack@uwsp.edu">bob.stack@uwsp.edu</a> 715-346-1545
<b>2nd Year Director</b>	<b>Elizabeth Timmins</b> Muehl Public Library 436 N. Main Street Seymour, WI 54165	<a href="mailto:etimmins@mail.owls.lib.wi.us">etimmins@mail.owls.lib.wi.us</a> 920-833-2725
<b>1st Year Director</b>	<b>Gretchen Raab</b> Neenah Public Library 240 E. Wisconsin Ave. Neenah, WI 54956	<a href="mailto:raab@neenahlibrary.org">raab@neenahlibrary.org</a> 920 886-6310
<b>WLA Liaison</b>	<b>Pamela Westby</b> Middleton Public Library 7425 Hubbard Ave. Middleton, WI 53562	<a href="mailto:pamela@scls.lib.wi.us">pamela@scls.lib.wi.us</a> 608-827-7425

Meetings of the 2011 WAPL Board will be held on February 21 or 22 (in conjunction with Library Legislative Day), May 4 (at the WAPL conference in Madison), August date TBD, and November 1 (at the WLA conference in Milwaukee).