New London Public Library

406 South Pearl Street
New London, Wisconsin 54961
920-982-8519
FAX 920-982-8617

The regular meeting of the New London Public Library and Museum Board will be held on Monday, May 21, 2018 at 5:00 p.m. in the meeting room of the New London Public Library

THIS MEETING AND ALL OTHER MEETINGS OF THIS COMMITTEE ARE OPEN TO THE PUBLIC. PROPER NOTICE HAS BEEN POSTED AND GIVEN TO THE PRESS IN ACCORDANCE WITH WIS. STATUTES SO THE CITIZENRY MAY BE AWARE OF THE TIME, PLACE AND AGENDA OF THE MEETING.

The agenda will read as follows:

Roll call of members

Approval of minutes from April 16

Action on bills to be paid

Public Comment

Museum director's report

Library director's report

Old business Discussion/Action

1. Fund Raising Exploratory Committee

New business Discussion/Action

1. Building project financials
2. Owlsnet membership agreement
3. Owlsnet automation agreement
4. Adjourn

It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the Americans with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcription) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA coordinators Paul Hanlon or Chad Hoerth by telephone through: (711 Relay Wisconsin) or (Voice) – 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961

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Museum Finance Report for May 21, 2018 Board Meeting

EXPENDITURES	May	Detail
DUES AND SUBSCRIPTIONS	$100.00	MACC
ADVERTSING	$ 50.00	Fox Cities Magazine
	$ 36.00	Garden banner
MAINTENANCE AND BUILDING	$ 59.63	NL Bldg. Supply
SPECIAL PROGRAMS-EDUCATION	$ 39.37	Oriental-summer crafts
	$ 43.03	Amazon-summer crafts
SPECIAL PROGRAMS-EXHIBITS	$ 420.00	Artifact photos
MUSEUM TOTAL	**$ 748.03**	

Income

Collections Fund	$224.00	Donation from Laib book sales
Total	**$224.00**	

EXPENDITURES REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2018

101-GENERAL FUND

MUSEUM

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55102-119 SALARIES	48,173.00	3,705.62	16,675.29	34.62	31,497.71
101-55102-129 WAGES	20,148.00	1,690.77	6,419.77	31.86	13,728.23
101-55102-132 BUILDING AND GROUND WAGES	4,800.00	0.00	0.00	0.00	4,800.00
101-55102-151 LONGEVITY	400.00	0.00	400.00	100.00	0.00
101-55102-195 FRINGE BENEFITS	13,171.00	1,792.79	11,508.61	87.38	1,662.39
101-55102-202 POSTAGE	250.00	0.00	0.89	0.36	249.11
101-55102-203 DUES AND SUBSCRIPTIONS	705.00	0.00	40.00	5.67	665.00
101-55102-204 PUBLICATIONS	200.00	0.00	0.00	0.00	200.00
101-55102-208 ADVERTISING	2,300.00	0.00	809.00	35.17	1,491.00
101-55102-219 MEETINGS AND MILEAGE	1,000.00	0.00	47.21	4.72	952.79
101-55102-221 HEATING	2,800.00	0.00	854.55	30.52	1,945.45
101-55102-222 TELEPHONE	350.00	0.00	105.96	30.27	244.04
101-55102-232 INSURANCE	700.00	0.00	0.00	0.00	700.00
101-55102-249 DEPARTMENTAL SUPPLIES	1,700.00	59.04	95.65	5.63	1,604.35
101-55102-250 CURATORAL SUPPLIES	700.00	361.41	420.10	60.01	279.90
101-55102-283 BUILDING MAINTENANCE	850.00	52.64	90.62	10.66	759.38
101-55102-288 SPECIAL PROGRAMS	2,800.00	0.00	765.17	27.33	2,034.83
101-55102-289 SPECIAL PROGRAMS - EXHIBIT	1,400.00	0.00	7.99	0.57	1,392.01
101-55102-315 TRUST FUND EXPENSE	0.00	0.00	0.00	0.00	0.00
101-55102-720 GRANT REIMB EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL MUSEUM	102,447.00	7,662.27	38,240.81	37.33	64,206.19

FINANCIAL REPORT May 2018

BUSINESS	LINE ITEM	AMOUNT	SUBTOTAL
WT Cox	242 Periodicals	$ 56.98	
Baker and Taylor	247 Books	$ 498.21	
Harlequin	247 Books	$ 43.73	
Ingram	247 Books	$ 1,667.12	$ 2,209.06
Culligan	249 Supplies	$ 54.25	
Showcases	249 Supplies	$ 243.59	$ 297.84
PC & Cell Solutions	287 Micro Maint	$ 400.00	
Dietzler, Stacy	288 Programs	$ 163.74	
Festival Foods	288 Programs	$ 185.71	$ 349.45
MBM	326 Copy Mach.	$ 136.56	
		Total	$ 3,392.91
Interim Bills			
Walmart	245 Audiovisual	$ 477.92	
		Grand Total	$ 3,870.83

Income	
Copy Machine	$ 480.89
Printing	$ 20.65
Fines/Fees	$ 168.20
Skewes, Jean	$ 300.00
Total	$ 969.74

EXPENDITURES REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2018

101-GENERAL FUND

LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55101-119 SALARIES	197,660.00	15,204.80	68,421.60	34.62	129,238.40
101-55101-129 WAGES	58,300.00	3,331.04	14,852.96	25.48	43,447.04
101-55101-132 BUILDING AND GROUND WAGES	28,951.00	0.00	0.00	0.00	28,951.00
101-55101-133 PARK DEPARTMENT WAGES	1,232.00	0.00	0.00	0.00	1,232.00
101-55101-139 OVERTIME	5,980.00	415.80	2,146.40	35.89	3,833.60
101-55101-151 LONGEVITY	2,350.00	0.00	2,350.00	100.00	0.00
101-55101-195 FRINGE BENEFITS	92,091.00	6,086.19	40,567.48	44.05	51,523.52
101-55101-202 POSTAGE	500.00	47.64	117.20	23.44	382.80
101-55101-203 DUES AND SUBSCRIPTIONS	650.00	210.00	210.00	32.31	440.00
101-55101-207 COMPUTER MAINTENANCE & SOF	577.00	0.00	0.00	0.00	577.00
101-55101-219 MEETINGS AND MILEAGE	3,200.00	224.00	224.00	7.00	2,976.00
101-55101-221 HEATING	4,000.00	0.00	1,178.96	29.47	2,821.04
101-55101-222 TELEPHONE	1,000.00	7.22	208.31	20.83	791.69
101-55101-227 ELECTRIC, WATER, & SEWER	13,500.00	1,047.56	3,290.65	24.38	10,209.35
101-55101-232 INSURANCE	4,026.00	0.00	0.00	0.00	4,026.00
101-55101-242 PERIODICALS	3,000.00	0.00	20.00	0.67	2,980.00
101-55101-244 MICROFILM	650.00	0.00	0.00	0.00	650.00
101-55101-245 AUDIO/VISUAL	12,500.00	0.00	1,567.00	12.54	10,933.00
101-55101-247 BOOKS	38,200.00	3,505.54	8,596.40	22.50	29,603.60
101-55101-249 DEPARTMENTAL SUPPLIES	4,100.00	237.18	1,567.23	38.23	2,532.77
101-55101-250 CONSULTANT	0.00	0.00	0.00	0.00	0.00
101-55101-283 BUILDING MAINTENANCE	5,189.00	35.00	1,021.36	19.68	4,167.64
101-55101-287 MICROFILM MAINTENANCE	800.00	0.00	187.50	23.44	612.50
101-55101-288 SPECIAL PROGRAMS	3,000.00	382.85	832.70	27.76	2,167.30
101-55101-309 SUNDRY	400.00	0.00	0.00	0.00	400.00
101-55101-315 TRUST FUND EXPENSE	0.00	0.00	0.00	0.00	0.00
101-55101-326 COPY MACHINE/PRINTER/REIMB	0.00	136.56	652.19	0.00	(652.19)
101-55101-352 CATALOG MAINTENANCE	18,525.00	0.00	0.00	0.00	18,525.00
TOTAL LIBRARY	500,381.00	30,871.38	148,011.94	29.58	352,369.06

New London Public Museum
Monthly report for the May 21, 2018 Board meeting

April 2018 Attendance: 322 April 2017 Attendance: 226

Adults: 153
Teens: 11
Children: 117
Events: 59
Movie: 111

The purpose of the New London Public Museum is to preserve and promote our community's natural, native and historical culture for the benefit of the public.

Programs

- Wendy and Christine worked with Dick Johnson to film some promotional videos of the curiosity trunks that we loan to educators. We are hoping to put the videos on the website and possibly our Facebook page to increase awareness of this program.
- Wendy is doing crafts in the Curiosity Corner every Tuesday throughout the summer.
- We will be doing the Save Your Stones cemetery preservation program again this year. Registration is $20 and is due by June 15. The class size is limited to 25 participants.

Exhibits

- The new exhibit "History of Common Things" opened on May 4.

Administration

- Christine will be out of town May 29-30 and June 14-20. She will not be at the June board meeting.

FNLPM

- A report about the collections assistant position will be given out.

Respectfully submitted by:

Christine Cross	Alice Gilman
Director	Assistant Director

Collections Assistant 2018

This year we had nine applicants for the collections assistant position. Our top applicant withdrew before the interview process began, she accepted another position. We interviewed four other applicants; three of these were well qualified. The fourth applicant was not as well qualified. Of the three applicants that successfully made it through the interview process, two accepted other positions (closer to their homes) and withdrew. The third applicant is from France, but is studying in England. Unfortunately, for us to sponsor her for a visa was cost prohibitive (approx.. $4000-5000). So I had to refuse her the position.

After speaking with the Friends of the New London Public Museum, it was decided that we would delay the program for one year, re-post the job in early December with a longer deadline for application and a start date in 2019.

Library Director's Report
May, 2018

Apr2018 Attend: 5,659 YTD: 21,985	Apr2017 Attend: 5,773 YTD: 22,860
Apr2018 Circ: 7,731 YTD: 30,265	Apr2017 Circ: 8,948 YTD: 36,584
Wireless Statistics: 878	YTD 3,563
Computer Use 1,638	YTD 6,452
Ebooks 373 YTD 1,318	E Audiobooks 215 YTD 761

Development
Randy, Judy, Kent, Dave and I met with Phil Cosson, the financial advisor to the city. We discussed the TIF district and other options for the project.

Fundraising Exploratory Committee
The committee met on Monday May 14. We decided to send letters to three or four consultants to see if any are interested in the job. We need to begin the process sooner rather than later.

Programs
The bow drill fire demonstration had 15 people attend. They were able to start a fire, outside in case anyone was wondering.

We had a full class of 25 for the garden art program. We have to have a second session to finish up the project.

The children's programs Play with your Food, Fun with Food and the Chalk party had between 14 and 19 children attend.

We are very busy gearing up for the summer reading program, Libraries Rock!

Respectfully submitted,

Ann Hunt

Ann Hunt, Director

MEMBERSHIP AGREEMENT
New London Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the New London Public Library, located in the City of New London, Counties of Outagamie and Waupaca, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

(1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.

(2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.

(3) The New London Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the New London Public Library.

(4) The New London Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of New London to provide municipal public library service.

(5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The New London Public Library Board certifies that the New London Public Library:

(1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes;*

(2) Is located in Outagamie and Waupaca County;

(3) Is authorized by its municipal governing body to participate in the System;

(4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of New London in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;

(5) Employs a head librarian holding certification required by the Department of Public Instruction;

(6) Is open to the public an average of at least 20 hours each week;

(7) Annually spends at least $2,500 on library materials.

Article IV: Local Library Participation

The New London Public Library Board agrees that the New London Public Library shall:

(1) Participate in system activities as described in the System's Plan of Service;

(2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);

(3) Provide to the System:

(a) Notice of each New London Public Library Board meeting;

(b) Minutes of each New London Public Library Board meeting;

(c) A copy of any library planning documents adopted by the Board;

(d) Such service records and financial records as may be required by the Department of Public Instruction;

(4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);

(5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

(1) Provide services to the New London Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:

(a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

(b) Operation and development of a shared automation network;

(c) Training and assistance in using technology and electronic information resources;

(d) Delivery services among system member libraries;

(e) Continuing education programs and scholarships;

(f) Professional consultant services provided by system staff and project consultants;

(g) Promotion and facilitation of services to users with special needs;

(h) Service agreements with all adjacent library systems;

(i) Graphic design and reproduction services;

(j) Support for member library services provided to children and young adults;

(k) Membership in the Fox Valley Library Council, Inc.;

(2) Annually compensate the New London Public Library for providing library service to residents of Outagamie and Waupaca County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie and Waupaca Counties;

(3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*:

(4) Provide to the New London Public Library:

(a) Notice of each System Board meeting;

(b) Minutes of each System Board meeting;

(c) Copies of the System's Plan of Service and annual budget;

(5) Provide to the New London Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

(1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

(2) Membership in the System shall continue for the term of this agreement unless terminated by the New London Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.

(3) The System may expel or reduce services, in accordance with *Wisconsin Statutes* s. 43.18, to the New London Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.

(4) This agreement shall continue in force from the date of signing through December 31, 2020 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2020, the term of this agreement shall be automatically extended through December 31, 2021.

(5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the New London Public Library:

_____

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

_____

(President) (Date)

Automation Services Agreement
Outagamie Waupaca Library System
New London Public Library

Article I: General

The Outagamie Waupaca Library System and the New London Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in a library automation network providing, but not limited to, the following functions and services: resource sharing, circulation control, cataloging, online public access catalog, acquisitions, and Internet access.

Article II: Definitions

For the purposes of this agreement:

(1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.

(2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.

(3) The New London Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the New London Public Library.

(4) The New London Public Library, also referred to as NLP, is the agency established under Section 43.57 of the *Wisconsin Statutes* by the City of New London to provide municipal public library service.

(5) The shared library automation network, also known as OWLSnet, is a program established by OWLS to provide an integrated library automation system and network services to OWLS, NFLS and other area libraries.

Article III: Outagamie Waupaca Library System Responsibilities

It is mutually agreed that OWLS shall:

(1) Provide to NLP all of the automated library functions available from OWLSnet during all hours that NLP is regularly open. All reasonable efforts will be made to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.

(2) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.

(3) Contribute financially to the operation of OWLSnet in accordance with the annual OWLSnet budget.

(4) Acquire appropriate products from vendors as requested by NLP and deliver or install the products at the desired branch public library location according to a mutually agreed upon schedule.

(5) Invoice NLP for any products ordered upon delivery of such orders. Any product ordered will become the property of NLP upon payment of the invoice.

(6) Investigate the feasibility of providing additional products or services to OWLSnet members.

(7) Provide staff services to support NLP's participation in OWLSnet.

(8) Provide for ongoing training of NLP staff in the use of software and hardware.

(9) Determine the annual membership fee for any given calendar year prior to July 1 of the preceding year.

(10) Work with NLP to develop an efficient, effective, and equitable method for cataloging materials and adding records to the OWLSnet database.

Article IV: New London Public Library Responsibilities

It is mutually agreed that the New London Public Library shall:

(1) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.

(2) Meet all applicable requirements for participation in the TEACH Wisconsin and federal E-rate programs and designate OWLS to be NLP's agent for TEACH Wisconsin and federal E-rate participation.

(3) Place orders for appropriate products through OWLS and pay all invoices for such orders, including transportation and handling charges, within 60 days after the date of the invoice unless other arrangements have been made with OWLS.

(4) Hold title to all items acquired upon payment of invoice for such items.

(5) Be responsible for all internal cabling necessary to connect NLP equipment to the OWLSnet's telecommunication network, unless other arrangements have been agreed to by OWLS.

(6) Attach only devices approved by OWLS to the OWLSnet network. NLP shall not inter-connect OWLSnet with any other network without the consent of OWLS. NLP shall be responsible for any costs resulting from an unauthorized connection to another network.

(7) Be responsible for the maintenance or repair of all local equipment, including performing regular operating system software updates, unless other arrangements have been agreed to by OWLS.

(8) Pay an annual membership fee, unless otherwise agreed upon by OWLS. The annual membership fee represents NLP's share of ongoing operational costs.

(9) Retain ownership of all NLP bibliographic, item, and patron records held in the shared automation network database.

(10) Send a representative to attend Administrative Advisory Committee meetings. Representatives are responsible for disseminating meeting information to other NLP staff.

(11) Comply with all applicable federal and state laws regarding confidentiality and the privacy of public library records. NLP agrees to hold all library staff and volunteers accountable for complying with such laws.

Article V: Mutual Understandings

It is mutually understood and agreed that:

(1) The OWLS Board has legal authority for the establishment, operation, and maintenance of OWLSnet. An Administrative Advisory Committee, including representation from all network participants, shall make recommendations to the OWLS Board or staff regarding the administration of the network in accordance with the procedures specified in the shared automation network bylaws.

(2) Implementation of this agreement is consistent with the provisions of state and federal law. Should any part of this agreement that does not impede OWLSnet's ability to provide services and equitably recover costs become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, but the balance of this agreement shall remain in full force and effect. If such state or federal law impedes OWLSnet's ability to provide services or recover costs equitably, this agreement shall be void.

(3) All libraries participating in OWLSnet have a responsibility to develop their local materials collections to support the basic needs of their patrons. It is unfair for libraries to rely primarily on other members of the network to meet their patrons' basic needs.

(4) OWLS and NLP have a responsibility to monitor compliance of the parties with OWLSnet agreements, bylaws, policies, and procedures. The systems may take appropriate action in the case of NLP noncompliance with OWLSnet agreements, bylaws, or policies. NLP has the right to appeal to the OWLS Board if it believes that either system does not comply with OWLSnet agreements, bylaws, or policies.

(5) This agreement shall become effective upon signing of the agreement by all parties. This agreement shall continue in force through December 31, 2020 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2020, the term of this agreement will be automatically extended through December 31, 2021.

(6) This agreement may be terminated by any party, effective December 31 of the year, by notifying the other two parties in writing of intent to terminate, prior to July 1 of the same year.

(7) This agreement may be amended at any time as is mutually agreeable to the parties.

For the New London Public Library:

_____ _____

(President) (Date)

For the Outagamie Waupaca Library System:

_____ _____

(President) (Date)

Appendix
Outagamie Waupaca Library System
OWLSnet Shared Automation Network
Bylaws

Article I: Name and Authority

The shared automation network, to be known as OWLSnet, is a service program of the Outagamie Waupaca Library System (OWLS). As a program of OWLS, the shared automation network is established, operated, and maintained under the legal authority of the Outagamie Waupaca Library System Board of Trustees.

Article II: Purpose

OWLS shared automation network is established to provide a shared, integrated library automation system to OWLS member libraries, Nicolet Federated Library System (NFLS) member libraries, and such other area libraries as may participate, for the purposes of 1) facilitating resource sharing among network participants and 2) increasing the efficiency and effectiveness of participant library operations and services. The shared automation network shall provide functions to participating libraries including, but not limited to, circulation control, online public access catalog, cataloging, and acquisitions.

Article III: Participation

(1) Any member library of OWLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. Any member library of NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the NFLS Board and the OWLS Board.

(2) Any area library which is not a member of OWLS or NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. The OWLS Board reserves the right to refuse the participation of any library not a member of OWLS or NFLS.

(3) Any participant in the shared automation network may elect to terminate participation.

    (a) Participation may be terminated effective December 31 of the year, by giving notification writing of intent to terminate, prior to July 1 of the same year.

    (b) Any library which has terminated its participation in the network shall have no claim to any assets of the network.

    (c) Any library which has terminated its participation in the network shall retain ownership of its local hardware.

(d) Any library which has terminated its participation in the network shall pay OWLS the cost of extracting a copy of the library's records from the database and purging the library's data from the library from the remaining database.

(4) The Outagamie Waupaca Library System and the Nicolet Federated Library System shall also be deemed participants in the shared automation network.

Article IV: Participant Obligations

Participants in the shared automation network shall:

(1) Abide by the policies of OWLSnet established by the Board of Trustees and the procedures of OWLSnet established by the Administrative Advisory Committee.

(2) Comply with national standards for machine-readable cataloging and form of entry when entering bibliographic data into the OWLSnet database.

(3) Agree to share machine-readable bibliographic records with other participants in OWLSnet.

(4) Agree to lend circulating materials listed in the OWLSnet database to other participants in OWLSnet.

(5) Comply with state and federal law regarding the privacy of and access to library records.

(6) Attach only devices approved by OWLS or NFLS to OWLSnet. Participants may not inter-connect OWLSnet with any other network without the written consent of OWLS.

(7) Designate an official contact person for OWLSnet participation to work with OWLS and NFLS staff, to serve on the Administrative Advisory Committee, and to vote at AAC meetings. Any participant may also choose to designate an alternate contact person.

Article V: OWLSnet Operation

The shared automation network shall:

(1) Provide to any participating library all of the automated library functions available from OWLSnet during all hours that the participating library is regularly open.

(2) Ensure that bibliographic data entered into OWLSnet complies with national standards for machine-readable cataloging and form of entry.

(3) Provide daily backup of data, with one copy of all data files stored off-site each week.

(4) Make all possible efforts to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.

(5) Schedule the installation of vendor-provided software and hardware updates as agreed upon

by the Administrative Advisory Committee.

(6) Comply with state and federal law regarding the privacy of and access to library records.

(7) Provide to any participant, upon request, copies of any agreements in force between OWLS or NFLS and any automation vendors.

Article VI: Administration

The shared automation network, and all associated policies enacted by the Board of Trustees, shall be administered by OWLS director and staff. An Administrative Advisory Committee, including representation from all OWLSnet participants, shall make recommendations to the OWLS Board or staff regarding the administration of OWLSnet.

(1) The Administrative Advisory Committee shall hold at least four regularly scheduled meetings per year.

    (a) Any OWLSnet participant may submit items for inclusion in meeting agendas.

    (b) Additional meetings will be called upon the request of the majority of participating libraries, and such meetings will be held within two weeks of the request.

    (c) OWLS director or his designee shall preside over meetings of the Administrative Advisory Committee, and OWLS automation staff shall provide staff functions for the committee.

(2) The Administrative Advisory Committee shall approve the establishment and constitution of ad hoc technical advisory committees for the purpose of considering technical operational issues and making recommendations to the Administrative Advisory Committee.

    (a) An OWLS designated staff member shall be an ex officio member of all ad hoc technical advisory committees.

    (b) OWLS automation staff shall provide staff functions for all ad hoc technical advisory committees.

(3) The Administrative Advisory Committee shall attempt to arrive at its recommendations by consensus. When consensus cannot be achieved, action will be taken by vote.

    (a) A roll call vote may be taken at any meeting of the Administrative Advisory Committee, providing that the vote is scheduled on the meeting agenda and announced at least one week prior to the meeting.

(b) Any participating library unable to be present for a scheduled vote may submit its vote in writing prior to the meeting.

(c) All actions shall require the affirmative vote of a two-thirds majority of participating libraries and a two-thirds majority of annual membership fee shares for approval. Each library's annual membership fee share is calculated by dividing its last annual membership fee payment by 1,000 and rounding up to the next whole number.

(d) No action shall be approved if more than one-third of participating libraries or more than one-third of annual membership fee shares cast a negative vote.

(e) When less than two-thirds of participating libraries and annual membership fee shares vote affirmative and less than one-third of participating libraries or annual membership fee shares vote negative, the vote shall be deemed inconclusive.

(f) Whenever a vote is inconclusive, the official contacts, or alternates, from all participating libraries not in attendance when the vote is taken will be polled for their votes. The vote count will become final after the official contacts, or alternates, from all participating libraries have been polled.

(g) At any meeting of the Administrative Advisory Committee, if there is a consensus that an issue not scheduled for a vote needs to be voted upon prior to the next regularly scheduled meeting, an emergency vote may be conducted via email one week following the meeting. Any action taken by emergency email vote shall be subject to the same requirements as actions taken by vote at meetings.

Article VII: Amendment

These bylaws may be amended at any time upon recommendation of the Administrative Advisory Committee and adoption by the OWLS Board.

Adopted 8/15/91
Revised 3/16/95
Revised 8/17/95
Revised 1/21/99
Revised 6/21/01
Revised 9/18/03
Revised 5/17/07