

# LAKELAND LIBRARY COOPERATIVE BYLAWS

Adopted by the Cooperative Board in June, 2002

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## **LLC BYLAWS ARTICLE I NAME, AUTHORITY, and PURPOSE**

- Section 1. The name of this organization shall be the Lakeland Library Cooperative.
- Section 2. The authority for the Lakeland Library Cooperative is provided in the Basic Plan of Service as set up under Public Act 89 of 1977.
- Section 3. The mission of the Lakeland Library Cooperative is to strengthen member libraries in eight West Michigan counties by providing the means to share resources, services and expertise for the benefit of individuals and communities.
- Section 4. The Basic Plan of Service provides fundamental information regarding Lakeland's organization, membership, and services. These Bylaws should be viewed only within the context of the Basic Plan of Service. These Bylaws, together with Cooperative Board Policies, provide further definition of organizational and service issues.

## **LLC BYLAWS ARTICLE II ADVISORY COUNCIL**

- Section 1. The Advisory Council shall be established pursuant to the Basic Plan of Service.
- Section 2. The Advisory Council will elect the following officers:
1. Chairperson - The Chairperson shall preside at all meetings of the Council. The chairperson shall be an ex-officio member of all committees.

2. Vice-Chairperson - The Vice-Chairperson shall assume the duties of the Chairperson in case of absence or disability.
3. Secretary - The Secretary shall keep the minutes of all meetings of the Council; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct correspondence, unless otherwise provided.
  - The officers shall be elected at the Advisory Council annual meeting from the members of the Advisory Council. The new officers shall take office on October 1 and serve for one year. No officer shall serve more than two consecutive terms in the same office.

Section 3. Regular meetings of the Advisory Council will generally be scheduled for the first Thursday in December, March, June, and September. These dates, however, are subject to change if circumstances warrant. A tentative schedule of meeting dates and locations for the coming year will be presented at the Advisory Council annual meeting.

Section 4. Special meetings may be called by the Chairperson or upon request of a majority of the member libraries of the Cooperative. Purpose of the meeting shall be stated in the call.

Section 5. Fifteen of the member libraries must have a representative present to constitute a quorum. If a quorum is not present, the meeting may still be held, but no official votes taken.

Section 6. ROBERT'S RULES OF ORDER, REVISED, shall be the parliamentary authority on all matters not covered by these BY LAWS.

Section 7. The order of business may be, but is not necessarily limited to, the following:

- Call to Order and Roll Call
- Public Comment
- Approval of Minutes
- Financial Report
- Correspondence
- Cooperative Library Report
- Unfinished Business
- New Business
- Adjournment

Section 8. The Advisory Council will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all libraries may attend all meetings and may be given a voice by recognition from the Chairperson.

### **LLC BYLAWS ARTICLE III COOPERATIVE BOARD**

- Section 1. The Cooperative Board shall be established pursuant to the Basic Plan of Service.
- Section 2. For the purpose of implementing the revised Basic Plan of Service, the alphabetic rotation by three-letter code for representatives from Groups A, B, and C will begin with the library whose code immediately follows that of the current incumbent. Also for the purpose of implementing the revised Basic Plan of Service, the term of the initial Group B representative shall be one year. (This will allow for a transition to two vacancies each year, rather than a one/three split.)
- Section 3. If a Cooperative Board member is absent three (3) times in a twelve-month period without approval of the Cooperative Board, that member's position may by vote of the Board be declared vacated. If the seat is one representing Group A, B, or C, the Cooperative Board may direct that the next library in that alphabetical rotation select a representative to fill the unexpired term. If the seat is assigned to a Group D or Group E library, the Cooperative Board may ask the Board of that library to appoint a new Cooperative Board member.
- Section 4. The Cooperative Board will elect, at the Cooperative Board's annual meeting, the following officers:
1. President - The President shall preside at all meetings of the Cooperative Library Board and shall be an ex-officio member of all board committees.
  2. Vice-President - The Vice President shall assume the duties of the President in case of absence or disability.
  3. Secretary - The Secretary shall assume the duties of the Vice-President in case of absence or disability.
  4. Treasurer - The Treasurer shall chair the Finance Committee and shall review the Cooperative's financial statements on a regular basis.
- The officers shall be elected from the members of the Cooperative Board at the beginning of the annual meeting. The previous fiscal year's President of the Cooperative Board will conduct the election. The new officers will immediately take office upon election and shall serve for one year. No officer shall serve more than two consecutive terms in the same office.
- Section 5. Regular meetings of the Cooperative Board will generally be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant. A tentative schedule of meeting dates and locations for the coming year will be presented at the Cooperative Board annual meeting.
- Section 6. Special meetings may be called by the President or upon request of a majority of the members of the Cooperative Board. Purpose of the meeting shall be stated in the call.

- Section 7. A simple majority of the Cooperative Library Board constitutes a quorum for the transaction of business.
- Section 8. ROBERT'S RULES OF ORDER, REVISED shall be the parliamentary authority on all matters not covered by these BY LAWS.
- Section 9. The order of business may be, but is not necessarily limited to, the following:
- Call to Order and Roll Call
  - Approval of agenda
  - Public Comment
  - Approval of minutes
  - Correspondence
  - Financial Report
  - Cooperative Report
  - Committee Reports
  - Unfinished Business
  - New Business
  - Public Comment
  - Board Member Comments
  - Next Meeting
  - Adjournment
- Section 10. The Cooperative Board will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all libraries may attend all meetings and may be given a voice by recognition from the President.
- Section 11. The annual budget shall be adopted each year preferably in July, but in any case no later than the September Cooperative Board meeting.
- Section 12. The Cooperative Board shall have an audit performed annually by an independent outside accounting firm.

#### **LLC BYLAWS ARTICLE VII COOPERATIVE DIRECTOR**

- Section 1. The Cooperative Director shall be hired by the Cooperative Library Board with the advice of member libraries.
- Section 2. The Cooperative Director shall administer the Cooperative Library in accordance with these Bylaws, Board policy, and the BASIC PLAN OF SERVICE.
- Section 3. The Cooperative Director or designee shall be an ex-officio, non-voting member of the Cooperative Library Board, the Advisory Council and all committees. He/she shall prepare all agendas with the advice of the Chairperson or President.
- Section 4. The Cooperative Director shall keep the minutes of all meetings of the Board; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct all correspondence of the Board, unless otherwise provided.

**LLC BYLAWS ARTICLE VIII  
COMMITTEES**

Section 1. The Chairperson of the Advisory Council, subject to the approval of the Council, may appoint ad hoc committees deemed necessary. The President of the Cooperative Library Board, subject to the approval of the Board, may appoint ad hoc committees deemed necessary.

Section 2. Advisory Council Committees

1. The Nominating Committee shall be a standing committee of the Advisory Council established to prepare a slate of officers for presentation to the Advisory Council and distributed in writing to the Council no later than one week prior to the September quarterly meeting. It shall consist of the current chairperson of the Advisory Council and one representative from Groups C, D, and E (combined) and one representative from Groups A and B (combined) to be appointed by the Chairperson and announced at the June quarterly meeting.

2. The Youth Services Committee shall be a standing committee of the Advisory Council established to assist personnel of member libraries in providing services and programs to the youth within the Cooperative area. Membership is open to any person within the Cooperative. Officers shall be Chairperson; Vice-chairperson; and Secretary elected annually by the committee at their first meeting of each fiscal year. The term of office for all officers shall be one year. No officer shall serve more than two consecutive years in the same office. Each member library represented on the committee has one vote. Minutes of each meeting shall be recorded and distributed to the full Cooperative membership.

3. The Continuing Education Committee shall be a standing committee of the Advisory Council established to develop and coordinate continuing education programming for member libraries and to offer CEU credits annually for continuing education to the member libraries. Membership is open to any person within the cooperative. Officers are a Chairperson, Vice-chairperson, and a Secretary elected annually by the committee at their first meeting of each fiscal year. Each member library represented on the committee has one vote. Minutes of each meeting shall be recorded and distributed to the full Cooperative membership.

Section 3. Cooperative Board Committees

1. The Personnel Committee shall be a standing committee of the Cooperative Board established to work with the Board President to review and recommend to the Board all actions relating to personnel including, but not limited to, the hiring of a new Director when necessary; for developing annual objectives for the Director; for reviewing the establishment or abolishment of any new positions; and for annually reviewing the work performance of the Director. The committee shall consist of five regular members plus the

most recent Cooperative Board Past President as an ex-officio voting member. The five regular members shall include representatives from A, B, C, D, and E libraries. Of the five regular members, three shall be current Cooperative Board members and the other two may be non-Board members. The current Cooperative Board President shall be one of the five regular members and shall chair this committee and appoint members annually. Meetings will be rescheduled if a quorum of four is not present. The Cooperative Director shall be present at all meetings. Minutes of each meeting shall be recorded and distributed to the full Cooperative membership.

2. The Finance Committee shall be a standing committee of the Cooperative Board established to work with the Cooperative Director (a) in planning and amending fiscal budgets, (b) to establish long range financial planning, and (c) to annually review the cooperative fee structure to member libraries for services, and (d) to recommend any necessary changes as part of the budget process. At the June Advisory Council meeting, the Finance Committee will lead a discussion of the current and next fiscal budget. A recommended annual budget will be presented to the Cooperative Board for approval no later than the September meeting to become effective October 1 of the new fiscal year. Membership shall consist of four representatives as appointed from the current board by the Board President. One of the four representatives shall be the Board Treasurer who shall serve as chair of the committee. Each representative shall receive one vote. Meetings will be rescheduled if a quorum of three is not present. Minutes of each meeting shall be recorded and distributed to the full Cooperative membership.

3. Planning, Policy & Services Committee shall be a standing committee of the Board established to work with the Cooperative Director to: (a) recommend both short range and long range plans for the Lakeland Library Cooperative, (b) provide continuous monitoring of cooperative policies, Bylaws, and Plan of Service, and (c) monitor the quality and need for cooperative services. Membership shall consist of thirteen members; one representative from each library in Group C, D, and E; two representatives from Group B; and three representatives from Group A. Each committee member shall have one vote. Representatives from Group B and A will be selected by caucus at the Advisory Council annual meeting. Group A and B libraries may replace representatives at any quarterly meeting for absenteeism. Officers shall be a Chairperson, appointed by the Cooperative Board President from members of the Board to serve no longer than two years, and a Secretary, who shall be elected annually at the first committee meeting of the fiscal year. Meetings will be rescheduled if a quorum of six is not present. Minutes of each meeting shall be recorded and distributed to the full Cooperative membership.

**LLC BYLAWS ARTICLE X  
AMENDMENT OF BY LAWS**

Section 1. Proposed amendments to the Bylaws must first be submitted to the Advisory Council for discussion and review. Such proposed amendments shall be distributed to all member libraries at least 30 days prior to the Advisory Council review. Amending of the Bylaws may occur at any regular meeting of the Cooperative Library Board by a two-thirds (six) majority of the Cooperative Board after the proposed amendments have been reviewed by the Advisory Council.

**LLC BYLAWS ATTACHMENTS**

**Attachment A**

Attached is a list of current Lakeland Members by Group, with each Group sorted by 3-letter code. This list is subject to change as necessary.

## LAKELAND LIBRARY COOPERATIVE BOARD SERVICE SCHEDULE

<u>Full Name</u>	<u>Code</u>	<u>Certified Population 5/22/09</u>	<u>New LLC Group</u>	<u>Next Board Service*</u>
Kent District Library	KDL	365,669	E	
Grand Rapids Public Library	GRM	197,800	D	
Herrick District Library	HOL	100,662	D	
Muskegon Area District Library	MCL	115,715	D	
Loutit District Library	GDH	35,510	C	2012
Ionia Community Library	ION	21,223	C	2014
Georgetown Township Library	JEN	43,565	C	2008
Hackley Public Library	MUS	43,768	C	2010
Allendale Township Library	ALL	19,923	B	2007
Alvah N. Belding Library	BEL	11,217	B	2008
Carson City Public Library	CAR	10,982	B	2009
Coopersville Area District Library	COO	11,846	B	2011
Fennville District Library	FEN	14,535	B	2012
Fremont Area District Library	FMT	13,417	B	2013
Flat River Community Library	GRE	16,210	B	2015
Hastings Public Library	HAS	13,033	B	2016
Tamarack Public Library	LVW	10,485	B	2017
Thornapple Kellogg School and Community Library	MID	14,743	B	2019
Spring Lake District Library	SPL	13,140	B	2020
White Lake Community Library	WHI	10,700	B	2021
Howard Miller Library	ZEE	15,325	B	2023
Salem Township Library	BUR	3,486	A	2018
Cedar Springs Library	CED	8,774	A	2019
Croton Township Library	CRO	3,042	A	2021
Dorr Township Library	DOR	6,579	A	2022
Home Township Library	EDM	4,568	A	2023
Freeport District Library	FRE	5,013	A	2025
Grant Area District Library	GNT	8,332	A	2026
Hesperia District Library	HES	6,116	A	2027
Hopkins Public Library	HOP	4,589	A	2029
Timothy C. Hauenstein Reynolds Twp. Library	HOW	6,813	A	2030
Gary Byker Memorial Library of Hudsonville	HUD	9,067	A	2031
Patmos Library	JAM	5,062	A	2033
Lake Odessa Community Library	LKO	4,437	A	2034
J.C. Wheeler Library	MAR	5,651	A	2007
Leighton Township Library	MOL	3,652	A	2009
Newaygo Area District Library	NEW	6,734	A	2010
Saranac Public Library	SAR	8,942	A	2011
Sparta Township Library	SPA	8,938	A	2013
Saugatuck-Douglas District Library	STD	6,594	A	2014
Henika District Library	WAY	6,921	A	2015
White Cloud Community Library	WCL	8,536	A	2017

\*2-Year Board Terms Begins in October of Year Listed. 1,231,314