

LAKELAND LIBRARY COOPERATIVE BYLAWS

Adopted by the Cooperative Board in June, 2002
Revised September 24, 2009

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LLC BYLAWS ARTICLE I NAME, AUTHORITY AND PURPOSE

- Section I-1.** The name of this organization shall be the Lakeland Library Cooperative.
- Section I-2.** The authority for the Lakeland Library Cooperative is provided in the Plan of Service as set up under Public Act 89 of 1977.
- Section I-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 I-4.** The Plan of Service provides fundamental information regarding Lakeland Library Cooperative's organization, membership, and services. These BYLAWS should be viewed only within the context of the Plan of Service. These BYLAWS, together with Lakeland Library Cooperative Board Policies, provide further definition of organizational and service issues.

LLC BYLAWS ARTICLE II ADVISORY COUNCIL

- Section II-1.** The Advisory Council shall be established pursuant to the Plan of Service.
- Section II-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. Minutes of each meeting shall be distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.
4. 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 II-3.** Regular meetings of the Advisory Council will generally be scheduled a minimum of six (6) times a year. A tentative schedule of meeting dates and locations for the coming year will be presented at the Advisory Council annual meeting. The annual meeting of the Advisory Council shall be held in September.
- Section II-4.** Special meetings may be called by the Chairperson or upon request of a majority of the member libraries of the Lakeland Library Cooperative. The purpose of the meeting shall be stated in the call.
- Section II-5.** Fifteen (15) of the member libraries must have a representative present to constitute a quorum. Each member library represented that is present shall receive one vote. If a quorum is not present, the meeting may still be held, but no official votes taken.
- Section II-6.** ROBERT'S RULES OF ORDER, REVISED, shall be the parliamentary authority on all matters not covered by these BYLAWS.
- Section II-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 II-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.
- Section II-9.** The role of the Advisory Council includes:

- Annually review the proposed budget with a recommendation to the Lakeland Library Cooperative Board for the coming year occurring prior to the September Cooperative Board meeting
- Define, discuss and prepare recommendations for solutions to problems
- Periodically review and recommend modifications to the Plan of Service
- Periodically review and recommend revisions to the BYLAWS

**LLC BYLAWS ARTICLE III
COOPERATIVE BOARD**

Section III-1. The Lakeland Library Cooperative Board shall be established pursuant to the Plan of Service.

Section III-2. If a Lakeland Library Cooperative Board member is absent three (3) times in a twelve-month period without prior notification to the Lakeland Library Cooperative Board, that member's position may be declared vacated by vote of the Lakeland Library Cooperative Board. If the seat is one representing library Group A, B, or C, the Lakeland Library 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 library Group D or E, the Lakeland Library Cooperative Board may ask the Board of that library to appoint a new Lakeland Library Cooperative Board member.

Section III-3. The Lakeland Library Cooperative Board will elect, at its annual meeting, the following officers:

- a) President - The President shall preside at all meetings of the Lakeland Library Cooperative Library Board and shall be an ex-officio member of all board committees.
- b) Vice-President - The Vice President shall assume the duties of the President in case of absence or disability.
- c) Secretary - The Secretary shall assume the duties of the Vice-President in case of absence or disability.
- d) Treasurer - The Treasurer shall chair the Finance Committee, shall review the financial statements on a regular basis and shall provide reports to the Lakeland Library Cooperative Board.
- e) The officers shall be elected from the members of the Lakeland Library Cooperative Board at the beginning of the annual meeting. The previous fiscal year's President of the Lakeland Library 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, and there shall be a period of three (3) years before the same individual can serve in the same office again.

Section III-4. Regular meetings of the Lakeland Library 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 meeting preceding the Lakeland Library Cooperative Board annual meeting. The annual meeting for the Lakeland Library Cooperative Board is October.

Section III-5. Special meetings may be called by the President or upon request of a majority of the members of the Lakeland Library Cooperative Board. The purpose of the meeting shall be stated in the call.

Section III-6. A simple majority of the Lakeland Library Cooperative Board constitutes a quorum for the transaction of business.

Section III-7. ROBERT'S RULES OF ORDER, REVISED shall be the parliamentary authority on all matters not covered by these BYLAWS.

Section III-8. 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 III-9. The Lakeland Library 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.

LLC BYLAWS ARTICLE IV COOPERATIVE DIRECTOR

Section IV-1. The Lakeland Library Cooperative Director shall be hired by the Lakeland Library Cooperative Board with the advice of member libraries.

Section IV-2. The Cooperative Director shall administer the Lakeland Library Cooperative in accordance with these BYLAWS, Board policy, and the PLAN OF SERVICE.

Section IV-3. The Lakeland Library Cooperative Director or designee shall be an ex-officio, non-voting member of the Lakeland Library Cooperative Board, the Advisory Council and all committees. He/she shall prepare all agendas with the advice of the Chairperson or President.

Section IV-4. The Cooperative Director, or his/her designee, shall keep the minutes of all meetings of the Lakeland Library Cooperative 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, and distribute minutes of each meeting to the full Lakeland Library Cooperative membership.

LLC BYLAWS ARTICLE V COMMITTEES

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

Section V-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 Advisory Council no later than one week prior to the annual meeting. It shall consist of the current chairperson of the Advisory Council and one representative from either library Groups C, D, or E and one representative from either library Groups A or B 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 Lakeland Library Cooperative area. Membership is open to any person within the Lakeland Library 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 Lakeland Library Cooperative membership by the Advisory Council Secretary.

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 Lakeland Library Cooperative. Officers are a Chairperson, a 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 Lakeland Library Cooperative membership by the Committee Secretary.

Section V-3. Lakeland Library Cooperative Board Committees

1. The Personnel Committee shall be a standing committee of the Lakeland Library 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:
 - a) hiring of a new Lakeland Library Cooperative Director when necessary
 - b) developing annual objectives for the Cooperative Director
 - c) reviewing the establishment or abolishment of any new positions
 - d) review of personnel policies and benefits
 - e) annually reviewing the work of the Lakeland Library Cooperative 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 Lakeland Library Cooperative Board established to work with the Lakeland Library Cooperative Director
 - a) in planning and amending fiscal budgets
 - b) to establish long range financial planning
 - c) to annually review the Lakeland Library Cooperative fee structure to member libraries for services
 - d) to recommend any necessary changes as part of the budget process

At the September 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 Lakeland Library Cooperative Board by the Advisory Council for approval no later than the September Cooperative Board 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. The Planning, Policy & Services Committee shall be a standing committee of the Lakeland Library Cooperative Board established to work with the Lakeland Library Cooperative Director to:
 - a) recommend both short range and long range plans for the Lakeland Library Cooperative

- b) provide continuous monitoring of Lakeland Library Cooperative policies
- c) monitor the quality and need for Lakeland Library Cooperative services

Membership shall consist of thirteen (13) representatives; one representative from each library in Groups C, D, and E; two representatives from Group B; and three representatives from Group A. Each Committee representative shall have one vote. Representatives from library 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 Lakeland Library Cooperative Board President from members of the Lakeland Library Board to serve no longer than two years, and a Secretary, who shall be elected annually at the first e Committee meeting of the fiscal year. Regular meetings of the Planning, Policy & Services Committee will generally be scheduled a minimum of four (4) times a year. Meetings will be rescheduled if a quorum of six (6) is not present. Minutes of each meeting shall be recorded by the Committee Secretary and distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.

LLC BYLAWS ARTICLE VI AMENDMENT OF BY LAWS

Section VI-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 Lakeland Library Cooperative Board by a two-thirds (six) majority of the Lakeland Library 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 Library Cooperative "Members by Group", with each library Group sorted by 3-letter code. This list is subject to change as necessary.

**Adopted June, 2002
Revised September 24, 2009**

**LAKELAND LIBRARY COOPERATIVE
BOARD SERVICE SCHEDULE**

<u>Full Name</u>	<u>Code</u>	<u>Certified Population 10/6/2009</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	103,210	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	2021
Alvah N. Belding Library	BEL	11,217	B	2008
Carson City Public Library	CAR	10,982	B	2023
Coopersville Area District Library	COO	11,846	B	2024
Fennville District Library	FEN	14,535	B	2009
Fremont Area District Library	FMT	13,417	B	2011
Flat River Community Library	GRE	16,210	B	2012
Hastings Public Library	HAS	13,033	B	2013
Tamarack District Library	LVW	10,485	B	2015
Thornapple Kellogg School and Community Library	MID	14,743	B	2016
Spring Lake District Library	SPL	13,140	B	2017
White Lake Community Library	WHI	10,700	B	2019
Howard Miller Library	ZEE	15,325	B	2020
Salem Township Library	BUR	3,486	A	2018
Cedar Springs Library	CED	8,774	A	2019
Croton Township Library	CRO	3,530	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 Community Library	HES	6,116	A	2027
Hopkins Public Library	HOP	4,589	A	2029
Timothy C. Hauenstein Reynolds Towhship Library	HOW	6,813	A	2030
Gary Byker Memorial Library of Hudsonville	JUD	9,067	A	2031
Patmos Library	JAM	5,062	A	2033
Lake Odessa Community Library	LKO	4,437	A	2034
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	SPL	6,594	A	2014

Henika District Library	WAY	6,921	A	2015
White Cloud Community Library	ZEE	8,536	A	2017

*2-Year Board Terms Begins in October of

Year Listed 1,228,699

Revised June 2002, Population revised October 6, 2009

