

# LAKELAND LIBRARY COOPERATIVE BYLAWS

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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 an A or B Group representative to the Lakeland Library Cooperative Board resigns during their term a Special Advisory Council meeting will be scheduled to appoint a Nominating Committee for Board Representation and a second Special Advisory Council meeting shall be called within one month to elect a replacement for the remainder of the term. If the seat is one representing library Group C, the Lakeland Library Cooperative Board may direct that the next library in alphabetical rotation select a representative to fill the remainder of the 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 non-voting member of all Board committees except the Board Nominating Committee in which the Board President will not serve and the Personnel Committee that shall be chaired by the Board President.
- 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 following their last term whether it be one or two years.

**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.

The A & B Nominating Committee for Lakeland Library Board representation shall be appointed as follows:

- A Group vacancy - Advisory Council Chair appoints 1 member, the A Group at the March Advisory Council meeting caucus to appoint 2 members
- B Group vacancy - Advisory Council Chair appoints 1 member, the B Group at the March Advisory Council meeting caucus to appoint 2 members
- A/B Group vacancy - Advisory Council Chair appoints 1 member, the A/B Group at the March Advisory Council meeting caucus to appoint 2 members
- If an A or B representative to the Lakeland Library Cooperative Board resigns during their term a Special Advisory Council meeting will be scheduled to appoint a Nominating Committee for Board representation and a second Special Advisory council meeting shall be called within one month to elect a replacement for the remainder of the term.

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 four (4) Lakeland Library Cooperative Board members. The current Lakeland Library Cooperative Board President shall be the chair and a voting member of the committee and representative of his/her group library. The four (4) committee members shall consist of two (2) appointments from either library Groups A, B, or C and two (2) appointments from either library Groups D or E. Each representative shall receive one vote. Meetings will be rescheduled if a quorum of three (3) is not present.

The Cooperative Director shall be present at all meetings. Minutes of each meeting shall be recorded and distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.

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

Annually at an 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.

The Committee shall consist of three (3) Lakeland Library Cooperative Board members. The three (3) Committee members shall consist of two (2) appointments from either library Groups A, B or C and one (1) appointment from library Groups D or E with the Lakeland Library Cooperative Board Treasurer representing their library Group letter. The current Lakeland Library Cooperative Board President shall be an ex-officio non-voting member and shall appoint members annually. The Board Treasurer shall serve as chair of the Committee. Each representative shall receive one vote. Meetings will be rescheduled if a quorum of two (2) is not present. The Lakeland Library Cooperative Director shall be present at all meetings. Minutes of each meeting shall be recorded and distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.

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; and in the case that there is no one of the Board representatives that can or will serve as Chair of this Committee, then a fourteenth (14) non-voting representative from the Board will be appointed as Chair. 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, a Vice-Chairperson and a Secretary, who shall be elected annually at the first 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.

4. The Nominating Committee shall consist of two (2) current Lakeland Library Cooperative Board members and the current Chair of the Advisory Council. The Board members shall consist of one (1) representative from the library Groups A, B or C and one (1) representative library Groups D or E. The Lakeland Library Cooperative Board shall elect the Board members to serve on the Nominating Committee at its August meeting.

#### **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 2-letter code. This list is subject to change as necessary.

**Adopted June, 2002  
Revised September 24, 2009  
Revised February 10, 2011  
Revised March 3, 2011  
Revised May 5, 2011**

**LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARIES**

<b>Population Revised 1/20/11</b>	<b>Code</b>	<b>LoM Certification January 20, 2011 FY2010-2011 Service Population</b>	<b>By LLC Group</b>	<b>October Next Board Service</b>
<i>(alphabetical for rotations)</i>				
Kent District Library	KU	362,875	E	Permanent
Grand Rapids Public Library	GR	197,800	D	Permanent
Herrick District Library	HO	102,020	D	Permanent
Muskegon Area District Library	UM	115,715	D	Permanent
Hackley Public Library	SM	43,768	C	2010
Ionia Community Library	IC	21,223	C	2012
Loutit District Library	OL	35,510	C	2014
Georgetown Township Library	OG	41,658	C	2016
Spring lake District Library	OS	B Library Elected	B B B B	2011 2013 2015 2017
Grant Area District Library	NG	A Library Elected	A A A A	2011 2013 2015 2017
Flat River Community Library	MG	Old alphabetical method A or B Library Elected	A/B A or B A or B A or B A or B	2010 2012 2014 2016 2018
Allendale Township Library	OA	19,923	B	
Flat River Community Library	MG	16,210	B	
Howard Miller Library	OZ	16,279	B	
Thornapple Kellogg School and Community Library	BM	14,743	B	
Fennville District Library	AF	14,448	B	
Fremont Area District Library	NF	13,417	B	
Spring Lake District Library	OS	13,140	B	
Hastings Public Library	BH	13,033	B	
Coopersville Area District Library	OC	11,846	B	
Alvah N. Belding Library	IB	11,217	B	
Carson City Public Library	MA	10,982	B	
White Lake Community Library	SW	10,700	B	
Tamarack District Library	ML	10,485	B	
Gary Byker Memorial Library of Hudsonville	OH	10,021	B	

Saranac Public Library	IS	8,942	A
Sparta Township Library	ES	8,938	A
Cedar Springs Library	EC	8,774	A
White Cloud Community Library	NW	8,536	A
Grant Area District Library	NG	8,332	A
Timothy C. Hauenstein Reynolds Twp. Library	MH	8,246	A
Henika District Library	AW	6,921	A
Newaygo Area District Library	NN	6,734	A
Dorr Township Library	AD	6,579	A
Hesperia District Library	NH	6,116	A
Salem Township Library	AB	6,080	A
Saugatuck-Douglas District Library	AS	5,277	A
Patmos Library	OJ	5,062	A
Freeport District Library	BF	5,013	A
Hopkins Public Library	AH	4,589	A
Home Township Library	ME	4,568	A
Lake Odessa Community Library	IL	4,437	A
Leighton Township Library	AL	3,652	A
Croton Township Library	NL	3,530	A

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