SOUTH CENTRAL LIBRARY SYSTEM

BY-LAWS

Article I—Name and Authority

The South Central Library System was organized January 1, 1975, under the provisions of Chapter 43, Wisconsin Statutes, and Chapter PI 6 Wisconsin Administrative Code, as a federated multi-county library system.

Article II—Membership

Section 1—Membership in the System is composed of the counties that, by action of their respective County Boards of Supervisors, adopted a resolution to participate, executed the agreement with the System Board of the South Central Library System, and appointed their allocated members to the System Board. These counties are Adams, Columbia, Dane, Green, Portage, Sauk, and Wood.

Section 2—Other counties may join the South Central Library System through procedures established by the Division for Libraries, Technology, and Community Learning. Membership shall be effective January 1 of any year, provided a letter of intent is submitted to the System Board by the preceding June 30 and membership has been approved by the Division for Libraries, Technology, and Community Learning, the county library planning committee and the County Board of Supervisors of the petitioning county, and the System Board.

Article III—Purpose

The purpose of the South Central Library System is to provide, through cooperative efforts and without substituting for local resources: (1) improved library services to all the people of the area through their public libraries and to individual residents of the area who do not have access to public libraries; (2) inter-library and multitype library cooperation within the System and inter-system cooperation; (3) improved access to the total library resources of the state; (4) continuing education for librarians in the System; (5) assistance in developing equitable formulas for county and local financial support of library services; (6) advocacy on behalf of member libraries and their services.

Article IV—System Board

Section 1—General Powers and Objectives. The federated public library system board shall have the powers and duties of a library board under s.43.58, Wisconsin Statutes, with respect to system-wide functions and service. The objectives of the board shall include, but not be limited to, the following:

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Article IV—System Board (continued)

a. The maintenance of a system resource library and such other service centers as will facilitate improvement of present library services in the System, and expansion and extension of such services to those parts of the System area not now receiving such services.

b. The implementation of the System's Plan of Service approved by the Division for Libraries, Technology, and Community Learning in accordance with the provisions of s.43.24, Wisconsin Statutes.

c. The continuing evaluation and revision of said Plan of Service and of actions taken in implementation thereof, and the making of recommendations for such additions to the revisions of said Plan of Services the Board may deem necessary or advisable to better accomplish the purpose of the System.

Section 2—Number and Qualifications. The System Board shall be composed of twenty (20) statutory voting members representing the participating counties in proportion to population. No more than one per county may be a County Board of Supervisors member and at least one must be a representative of the library board of the resource library as provided for in s.43.19 (1) (b), Wisconsin Statutes.

a. Representation will be as follows according to 2000 census figures.

Adams County	1 member
Columbia County	1 member
Dane County	12 members
Green County	1 member
Portage County	2 members
Sauk County	1 member
Wood County	2 members

b. In addition, each county with only one statutory System Board member shall be encouraged to appoint one additional alternate System Board member to increase that county's total representation to two members. Alternate System Board members shall be encouraged to attend meetings and to participate fully in the deliberations of the System Board, save that the alternate Board member may only vote as a member of the System Board when the statutory member for that county is absent. Alternate System Board members are also encouraged to serve as members of the various committees of the Board.

c. The Director of the System Resource Library and one other member elected by and from the Public Library Advisory Committee shall also be invited to participate in the deliberations of the System Board on an ex-officio non-voting basis.

d. Size of the Board may be changed and By-Laws amended in case of addition or withdrawal of a county from the System, within the limitations of the Wisconsin Statutes. The number of statutory Board members shall at no time exceed the number of statutory members specified in Ch. 43, Wisconsin Statutes.

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Article IV—System Board *(continued)*

Section 3—Appointment and Term of Office. Board members shall be chosen as provided for in ss. 43.17 (1) and 43.19 (1) (b), Wisconsin Statutes, appointed by their respective County Boards of Supervisors for a 3-year term beginning on January 1 of the following year, except the first year of System membership when the terms shall be staggered.

Section 4—Disqualification. When any Board member is absent for three consecutive Board meetings, the Board will notify the appropriate County Board of Supervisors.

Section 5—Filling of Vacancies. Any vacancy on the Board occurring during the year shall be filled by appointment by the County Board of Supervisors from the county represented by that member.

Article V—Officers and Elections

Section 1—Officers of the System Board shall be President, Vice-President, Secretary and Treasurer, elected for one-year terms by the System Board from its membership. A nominations committee, with each member from a different county insofar as is practicable, shall be appointed by the President of the Board and approved by the full Board no later than November of each year to propose a slate of officers to be considered for election at the January meeting.

Section 2—The President of the System Board shall not serve for more than two consecutive years in the same office after the adoption of these By-Laws, unless continuance in such office is recommended by the nominating committee. No other member of the System Board shall serve for more than four consecutive years in the same office after the adoption of these By-Laws, unless continuance in such office is recommended by the nominating committee.

Section 3—Authorization for payment of regular monthly bills shall be co-signed by the Board President and the System Director. In the absence of either the President or the System Director, the Treasurer will co-sign.

Section 4—In the event that an officer of the System Board shall resign or be otherwise unable to serve, the President shall appoint a replacement from among the Board members to complete the unexpired term.

Article VI—Duties of Officers

Section 1—The President.

a. The President shall preside at meetings of the System Board and the Executive Committee, conduct the same according to the rules adopted, enforce due observation of the By-Laws, decide all questions of order subject to an appeal to the meeting, sign all official documents, and perform all customary duties pertaining to the office of the President.

b. The President shall serve on the Executive Committee.

c. The President shall be an ex-officio voting member of all other committees.

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Article VI—Duties of Officers *(continued)*

Section 2—The Vice-President.

a. The Vice-President shall assist the President in the performance of duties and conduct meetings in the President's absence. In the event of a vacancy in the office of the President, the Vice-President shall assume the duties of the office until the annual organization meeting of the Board.

b. The Vice-President shall serve on the Executive Committee, and as a member of the Budget and Finance Committee.

Section 3—The Secretary.

a The Secretary shall co-sign official documents as is required, take the minutes of the Board when it sits in executive session, and perform all other customary duties pertaining to the office on direction of the President.

b. The Secretary shall serve on the Executive Committee.

Section 4—The Treasurer.

a. The Treasurer shall co-sign official documents as required and serve a member of the Budget and Finance Committee.

b. The Treasurer shall serve on the Executive Committee.

Section 5—Other Duties of Officers

In addition to the foregoing duties, officers shall have such power and perform such duties as may be conferred upon them by the System Board.

Article VII—Committees

Section 1—Board Committees:

a. The officers of the System Board and the immediate past president (provided that the past president shall have concluded his or her last term not more than four years previously and shall still be a serving member of the Board) shall comprise the Executive Committee. The Executive Committee shall conduct emergency business of the Board between meetings of the System Board. All decisions of the Executive Committee must be presented to the full Board at its next meeting for ratification. In the event of a vacancy on the Executive Committee, the System Board President shall appoint a member of the System Board to such vacancy to serve until the organizational meeting of the Board.

b. Other Committees shall be appointed by the President as the need arises or at the request of a majority of the System Board.

Article VII—Committees *(continued)*

Section 2—Member committees:

a. Public Library Advisory Committee (PLAC).

The System Director shall appoint and/or cause to have elected a Public Library Advisory Committee of member public librarians, including enough voting members from among librarians of the member libraries as is necessary to provide adequate representation of the differences among the member libraries in terms of size, location and state of development. Terms of committee members shall be 2 years, with approximately 50% of the committee's members changing each year on a rotating basis. This committee shall advise both the System Director and the System Board.

The purpose of the Public Library Advisory Committee shall be:

1. To promote System development.
2. To discuss (prior to System Board action) recommendations from the System Director that may affect member libraries..
3. To discuss issues of concern to member libraries.
4 To advise the System Director.
5. To be a communication link between the System Director and the membership, and between the membership and the System Board.

Meetings of the Public Library Advisory Committee shall be held on a regular monthly basis or at the call of the System Director, the Chair of the Public Library Advisory Committee, or the President of the System Board. Sub-committees may be appointed by the Public Library Advisory Committee as the need arises or at the request of the System Director.

b. Multitype Advisory Library Committee (MALC).

The System Director shall appoint and/or cause to have elected a Multitype Advisory Library Committee of member librarians from types of libraries other than public, including enough voting members from among librarians of the member libraries as is necessary to provide adequate representation of the differences among the member libraries in terms of size, location and state of development. At least one member of the Public Library Advisory Committee will serve on the Multitype Advisory Library Committee to promote communication between the two groups. Terms of committee members shall be 2 years, with approximately 50% of the committee's members changing each year on a rotating basis. This committee shall advise both the System Director and the System Board.

Article VII—Committees *(continued)*

The purpose of the Multitype Advisory Library Committee shall be:

1. To promote System development.
2. To discuss (prior to System Board action) recommendations from the System Director that may affect member libraries..
3. To discuss issues of concern to member libraries.
4 To advise the System Director.
5. To be a communication link between the System Director and the membership, and between the membership and the System Board.

Meetings of the Multitype Advisory Library Committee shall be held on a regular monthly basis or at the call of the System Director, the Chair of the Multitype Advisory Library Committee, or the President of the System Board. Sub-committees may be appointed by the Multitype Advisory Library Committee as the need arises or at the request of the System Director.

c. Library Interchange Network (LINK)

In accordance with the membership agreement between LINK member libraries and the South Central Library System, there shall be a Directors Council consisting of the directors of all LINK member libraries. This Directors Council shall conduct the business of LINK in accordance with the by-laws of the Library Interchange Network. Any decision of the Directors Council may be appealed to the System Board which, in accordance with the LINK membership agreement, shall be the final decision making authority.

Meetings of the LINK Directors Council shall be held on a regular monthly basis or at the call of the Chair of the Directors Council. Sub-committees may be appointed by the LINK Directors Council as the need arises, or at the request of the Chair of the Directors Council.

Article VIII—Personnel

Section 1—There shall be appointed a System Director of the South Central Library System who shall have the responsibility and authority for the administration of the System in accordance with Wisconsin Statutes, as well as the By-Laws, policies and regulations of the System. This Director shall be appointed by and be directly responsible to the System Board. The System Director shall be evaluated annually by the Personnel Committee and this evaluation referred to the full Board.

Section 2—The System Director shall submit to the Board a monthly report and an annual plan as required by statute as to the progress and condition of the System during the past month or year, accompanying the same with such recommendations or suggestions as may seem to be expedient.

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Article VIII—Personnel *(continued)*

Section 3—The Director shall prepare an annual budget for presentation to the Finance Committee to be considered for recommendation to the Board at the September or October meeting. Minutes of each Executive Committee meeting, Treasurers report and bills, and Director's report shall be mailed to every System Board member.

Section 4—Employees of the System shall be hired by the Director once a position is approved by the Board. Employees of the System shall be hired and dismissed by the Director in accordance with the personnel and budgetary limitations and policies established by the System Board.

Section 5—All employees of the System shall be responsible to the Director for proper performance of their duties.

Section 6—An Organizational Chart, a personnel policy, and a salary schedule shall be reviewed and adopted within the budget process by the System Board.

Section 7—The System Board President, the Treasurer, the System Director, all other administrative personnel handling System funds, delivery service staff who enter member libraries, and other System Board members and employees as required shall be bonded in such amount as may be required by the System Board, at the advice of our insurance carrier.

Section 8—All Board members and employees should avoid any activity, investment, or interest that might reflect unfavorably upon the integrity or good name of themselves or of the South Central Library System. Conflict between the private interests of a Board member or employee and the legitimate business interest or investments of the South Central Library System generally arise whenever the personal interests or investments of the Board member or employee run contrary to the responsibilities the Board member or employee owes to the South Central Library System. It is inconsistent with this section of the South Central Library System By-laws for a decision involving the business of the South Central Library System to be made on any basis other than the best interests of the South Central Library System and the libraries and public it serves.

Article IX—Meetings

Section 1—The System Board.

a. The System Board shall meet on the second Monday of each month insofar as possible. Written notices of regular meetings shall be mailed by the Director to members of the Board at least a week prior to the meeting.

b. Special meetings of the System Board may be called by the President, by the Executive Committee, or by any seven (7) members of the Board. Written notice of such meeting shall be mailed by the Director at least seven (7) days prior to the meeting date (or as soon as is practicable in an emergency situation) and such notice shall state the purpose of the meeting and by whom it is called.

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Article IX—Meetings *(continued)*

c. Fifty-one (51) percent of the presently appointed voting members of the System Board shall constitute a quorum for the purpose of holding a meeting and conducting the business of the Board.

d. Members of the System Board and of the Executive Committee shall receive no compensation but may be reimbursed by the System for actual and necessary travel expenses incurred in attending official meetings.

Section 2—The Executive Committee.

a. The Executive Committee shall meet as necessary to conduct emergency business of the Board between meetings of the System Board. Date, place and time of Executive Committee meetings

shall be set by the Executive Committee, and this information will be conveyed, insofar as possible, to the full System Board prior to the Executive Committee meeting.

b. Meetings of the Executive Committee can be called by the President of the System Board.

Section 3—Conduct of Meetings.

a. Unless otherwise provided, meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

b. In the absence of a quorum, the Board members present may adjourn a meeting to a day that they shall fix, notices of which shall be given by the Director according to Sections 2 and 3 of this article, or may take tentative actions subject to later ratification by a quorum of the Board.

c. The order of business shall include the following:
   1. Minutes of the preceding meeting(s).
   2. Review of bills and financial accounting with approval of bills.
   3. Report of the System Director.
   4. Communications.
   5. Committee reports.
   6. Nominations and elections, if any.
   7. Other business
   8. Occasional frivolity *(inclusion optional)*
   9. Adjournment.

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Article X—Fiscal Year

The fiscal year of the System shall be from January 1 through December 31.

Article XI—Amendments

These By-Laws may be amended at any meeting of the Board where a quorum is present by a two-thirds vote of the members present, providing a copy of the proposed amendment was distributed one meeting previously and sent out in the call of the next regularly scheduled meeting. These By-laws shall be reviewed every four years, beginning in the year 2000.

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