

ARROWHEAD LIBRARY SYSTEM
210 Dodge Street
Janesville, WI 53545-3809

ARTICLE I - NAME AND AUTHORITY

The Arrowhead Library System (name changed from Rock County Library System on January 1, 1979) was organized January 1, 1974, under provisions of Chapter 43, Wisconsin Statutes, and the Wisconsin Administration Code, as a single county federated public library system.

ARTICLE II - MEMBERSHIP

Section 1. Membership in the system is composed of Rock County which, by actions of Rock County Board of Supervisors, adopted a resolution to participate, executed the agreement with the System Board, and appointed members to the System Board for terms effective January 1, 1974.

Section 2. Other counties may join Arrowhead Library System through procedures established by the Division for Library Services. 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 Library Services, the county library planning committee and the County Board of Supervisors of the petitioning County, Rock County Board of Supervisors, and the System Board.

ARTICLE III - PURPOSE

The purpose of the Arrowhead Library System is to provide, through cooperative efforts:

- (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 inter-type 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; and
- (5) Provide an equitable formula for county and local financial support of library services.

ARTICLE IV - SYSTEM BOARD

Section 1. **General Powers and Objectives.** The System shall be governed by a System Board whose powers are defined in Section 43.58, Wisconsin Statutes, and whose objectives shall include, but not be limited to, the following:

- a) The implementation of the System's Plan of Service approved by the Division for Library Services.
- b) The continuing evaluation of said Plan of Service and Actions taken in implementation there and the making of recommendations for such additions to and revisions of said Plan of Service as the Board may deem necessary or advisable to better accomplish the purpose of the System.

Section 2. **Number and Qualifications.**

- a) Voting - The System Board shall consist of seven (7) voting members appointed by the county board. At least four (4) members of the System Board, at the time of their appointment, shall be active voting members of library boards governing public libraries. One of these shall be from the resource library, one from Beloit Public Library, and two shall rotate from among the other five libraries. Two members shall be from the county board, preferably one from an area representing libraries and one from an unrepresented area. One member shall be at large.
- b) Ex-officio representatives to the System Board shall be the Chairman of the Rock County Board of Supervisors; the administrator of the Library System; the director of the Beloit Public Library; the

director of the Janesville Public Library; and the director of one of the five small public libraries, who shall be elected by the librarians. Ex-officio librarian members shall be non-voting members on the board but shall vote on committees.

c) Size of the Board may be changed in case of addition or withdrawal of a county from the System, within the limitations of the Wisconsin Statutes.

d) No person employed by a public library that is a member of a public library system may be appointed to the public library system board. Should a System Board member become a public library employee, the Board will recommend resignation from the System Board.

Section 3. Term of Office. Terms shall be for three years and shall begin on January 1. No member of the System Board shall serve more than two full terms consecutively.

Section 4. Disqualification. When any board member fails to attend four meetings of the System, in one year, the Board may recommend to the county board that the position be declared vacant and the member may be removed for cause.

Section 5. Filling of Vacancies. Any vacancy on the Board occurring during the year shall be filled for residue of unexpired term by appointment by the county board.

ARTICLE V - OFFICERS, AND DUTIES OF OFFICERS

Section 1. The officers shall be a President, and Vice-President, elected from among the appointed Trustees at the Annual Meeting of the Board.

Section 2. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 3. The Vice-President in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 4. 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.

Section 5. Officers shall serve a term of one (1) year from the Annual meeting at which they are elected and until their successors are duly elected.

ARTICLE VI - MEETINGS

Section 1. The regular meetings shall be held monthly; date, hour, and place to be determined by the System Board.

Section 2. The order of business for regular meetings shall include, but not be limited to, the following items.

- a) Roll call of members
- b) Disposition of minutes of previous regular meeting and intervening special meeting
- c) Financial report of the library system
- d) Action on bills
- e) Progress and service reports of the system
- f) Committee reports
- g) Communications

- h) Unfinished business
- i) New business
- j) Public presentation to, or discussion with, the Board
- k) Adjournment

Section 3. The Annual Meeting, which may be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 4. The System Board may provide annually for a joint meeting with all member library boards for review and discussion of System services and improvements.

Section 5. Special meetings may be called by the Administrator at the direction of the President, or at the request of three (3) members, for the transaction of business as stated in the call for the meeting. Notice thereof must be given to all trustees at least 24 hours in advance.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of the Board present in person. In the absence of a quorum, the Board members present may adjourn a meeting to a day that they shall fix.

Section 7. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 8. **Conduct of meetings:** Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 9. Open meeting laws. System Board meetings will be held in compliance with Chapter 66 of the Wisconsin Statutes.

ARTICLE VII - PERSONNEL

Section 1. The Board shall appoint a qualified library system administrator who shall be the executive and administrative officer of the library system on behalf of the Board and under its review and direction. The Administrator as recording secretary shall be responsible for keeping a true and accurate record of all meetings of the Board, and shall issue notice of all regular and special meetings. The Administrator shall inform the Board of the appointment and specific duties of other employees and shall be held responsible for the direction and supervision of the staff, for the care and maintenance of library system property, for an adequate and proper selection of books in keeping with stated policy of the Board, for the efficient delivery of library service to the public and for its financial operation within the limitations of the budgeted appropriations. Such administrator shall be directly responsible to the System Board.

Section 2. A table of organization, personnel policy, position classification and salary schedule shall be developed and adopted by the System Board. The salary schedule will be reviewed annually.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees shall include at least three (3) trustee voting members and shall be:

- a) Budget and Planning
- b) Personnel

Section 2. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. The President shall appoint committees of one (1) or more members each for specific purposes as the business of the Board may require from time to time.

Section 4. All committees shall make a progress report to the Library System board at each of its meetings.

Section 5. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE IX - DONATIONS, GIFTS AND GRANTS

The Board is authorized to accept donations, gifts or grants for any library purpose within the powers of the System Board.

ARTICLE X - AMENDMENTS

The Bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

ARTICLE XI - GENERAL

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds of those present shall so approve.

Revised 4-14-77

Amended 1-11-79

(Full Bylaws primarily for name change)

Amended 9-11-80

Article III. Section 4

Amended 11-83

Article I

Article III. Purpose; renumber Articles IV - XI

(New) Article IV. Section 2 a; b

Article VI. Section 4; Section 5; Section 6; Section 9

Article VII. Section 1; Section 2

Article VIII. Section 1

Amended 2-13-86 to take affect 7-1-86

Article IV. Section 2 a; and b

Amended 3-12-87

Article IV. Section 2 a

Amended 10-22-90

Article IV. Section 2 d

Article VI. Section 6

Amended 4-27-92

Article V. Section 1 & 4

**Agreement Between the Arrowhead Library System
and Member Libraries**

Article I. General

The Arrowhead Library System (hereafter abbreviated as ALS) Board and the Library Board of the _____

name of library

located in the municipality _____

name of municipality

County of Rock, do hereby enter into an agreement as authorized by 43.15 (4) (c) of the Wisconsin Statutes. This agreement shall become effective as soon as it is approved and signed by both organizations.

Article II. Definitions

For the purpose of this agreement:

1. **Arrowhead Library System Board** is the body established by the Rock County Board of Supervisors in accordance with Section 43.19 of the Wisconsin Statutes.
2. **Arrowhead Library System** is the organization operating under the ALS Board in accordance with Section 43.17 of the Wisconsin Statutes.
3. **Member library** is a public library within Rock County organized under Section 43.52 and 43.54 of the Wisconsin Statutes and authorized by its municipal governing body to participate in the System.
4. **Affiliate or Associate library** is an academic, school or special library which meets the requirements described in the affiliate or associate membership agreement and has signed that agreement.

Article III. Responsibilities

The _____ verifies that it has been established under Chapter 43 of _____
name of library

the Wisconsin Statutes and has been authorized by its municipal governing body to participate in the public library system. It also agrees to:

- a) Be open to all Rock County residents on the same basis as residents of the local municipality.
- b) Honor valid borrower's cards as issued by member libraries.
- c) Participate in interlibrary loan of materials with other member and affiliate libraries as described in the ALS area interlibrary loan plan and written procedures.
- d) Comply with Wisconsin's public librarian certification law as set forth in the Wisconsin Statutes (43.09) and the Administrative Code (PI 6.03).

- e) Be open to and circulate materials to all residents of other library systems subject to the conditions of the specific intersystem agreement(s).
- f) Maintain and provide ALS with accurate records and statistics necessary to plan and evaluate System services.
- g) Participate in the System and its activities to the extent possible.
- h) Comply with current System policies and procedures.
- i) Cooperate with all libraries in the county for sharing of library resources to benefit the clientele of all libraries.
- j) Maintain its local funding at a level not lower than the average of the previous three years, as stated in Wisconsin Statutes.
- k) Receive materials from patrons who have borrowed those materials from other member libraries and hold for pickup by ALS so that they can be returned to the library of origin.
- l) Accept responsibility for materials borrowed by their clientele through interlibrary loan and Infopass.
- m) Agree to pay for portion of costs of local residents' use of other member public libraries, as determined by the ALS Board of Trustees.

The ALS Board agrees that ALS shall:

- a) Administer the System.
- b) Provide reference and referral services from the System resource library.
- c) Provide in-service training for library personnel within the System.
- d) Provide regular delivery and communications.
- e) Support efficient and effective interlibrary loan among libraries.
- f) Facilitate and coordinate resource sharing activities among System member and affiliate libraries.
- g) Provide public information services.