

### *Sample Board Bylaws for Governing Boards*

Included is a sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.)

#### **Article I. Identification**

This organization is the Board of Trustees of the \_\_\_\_\_ Library, located in \_\_\_\_\_.

#### **Article II. Membership**

**Section 1. Appointments and Terms of Office.** The board shall consist of . . . members who shall be elected/appointed by . . . and shall serve for a term of . . . years.

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings unless prevented by a valid reason.

#### **Article III. Officers**

**Section 1.** The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

**Section 2.** A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

**Section 4.** The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

**Section 5.** 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 6.** The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

**Section 7.** The treasurer shall co-sign all checks drawn on funds held by the library, sign all bills/invoices for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

#### **Article IV. Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in \_\_\_\_\_ (month) of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, and shall be called at the written request of \_\_\_\_\_ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of \_\_\_\_\_ members of the Board attending the meeting.

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Open Meeting Law as it applies to your type of library. (Consult your attorney for clarification).

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

#### **Article V. Committees**

**Section 1. Standing Committees.** The following committees: \_\_\_\_\_, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

**Section 2. Nominating Committee.** (See Article III, Section 2.)

**Section 3. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to

serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.

**Section 4.** No committee shall have other than advisory powers.

#### **Article VI. Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the \_\_\_\_\_  
Public Library is

vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5.** The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the Division for state library, and/or the [city council, village board, town board, county board, and/or any other governing body].

#### **Article VII. Library Director**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

#### **Article VIII. Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the \_\_\_\_\_ Public Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Douglas County Public Library  
 Adopted Budget FY19-20

Account	Account Description	Adopted 2019	ADOPTED 2020
<b>Salaries &amp; Wages</b>			
	<b>Salaries &amp; Wages Total</b>	892,706.00	922,640.00
<b>Employee Benefits</b>			
	<b>Employee Benefits Total</b>	428,362.00	445,615.00
	<b>Salaries &amp; Benefits Total</b>		<u>\$1,368,255.00</u>
<b>Services &amp; Supplies</b>			
520.029	Program Underwriting	5,000.00	20,000.00
520.045	Computer System	50,000.00	60,000.00
520.055	Telephone Expense	5,500.00	7,200.00
520.060	Postage/Po Box Rent	3,200.00	5,000.00
520.064	Travel	6,000.00	6,000.00
520.072	Advertising	.00	0.00
520.078	Printing & Binding	100.00	200.00
520.085	Communications	1,600.00	1,600.00
520.088	Utilities	32,000.00	33,000.00
520.097	Maint B&G	2,000.00	2,000.00
520.098	Janitorial Services	30,072.00	20,000.00
520.107	Maint Equip	9,000.00	9,000.00
520.114	Motor Pool Expense	5,840.00	5,324.00
520.136	Rents & Leases Equipment	5,000.00	5,000.00
520.156	Risk Mgmt-Co. Insurance	32,014.00	32,271.00

Account	Account Description	Adopted 2019	ADOPTED 2020
520.169	EMRB Assessment	.00	100.00
520.170	Memberships	650.00	800.00
520.194	Cell phones		1,500.00
520.198	Recycling Expense	100.00	0.00
520.200	Training & Education	2,000.00	4,000.00
520.240	Data Lines	9,000.00	10,000.00
521.100	Professional Services	100.00	20,000.00
521.134	Cataloging	25,000.00	28,000.00
530.001	Circulation Supplies	1,500.00	4,700.00
532.054	Library Materials	131,769.00	159,873.00
532.057	Processing Materials	3,000.00	11,000.00
532.065	Institutional Supplies	500.00	500.00
533.800	Office Supplies	3,000.00	3,000.00
533.802	Small Equipment	2,000.00	10,000.00
533.813	Office Products Program	4,500.00	6,000.00
533.817	Small Projects	623.00	5,000.00
540.012	Statewide Collection Grant	.00	0.00
550.100	Bank Fees-Credit Card Processing	400.00	400.00
	<b>Services &amp; Supplies Totals</b>	<b>371,468.00</b>	<b>\$471,468.00</b>
	Salaries & Benefits	1,321,068.00	\$1,368,255.00
	Subtotal	1,692,536.00	\$1,839,723.00
	<b>COST ALLOCATIONS</b>	<b>148,243.00</b>	<b>\$174,481.00</b>
	<b>Total Operating</b>	<b>\$1,840,779.00</b>	<b>\$2,014,204.00</b>

Douglas County Public Library  
 Adopted Budget FY19-20  
 Line Item Adjustments

Account	Account Description	ADOPTED 2020	ADJUSTMENT	PROPOSED AMOUNT
<b>Salaries &amp; Wages</b>				
	<b>Salaries &amp; Wages Total</b>	\$922,640.00		
<b>Employee Benefits</b>				
	<b>Employee Benefits Total</b>	445,615.00		
		1,368,255.00	N/A	
<b>Services &amp; Supplies</b>				
520.029	Program Underwriting	20,000.00		
520.045	Computer System	60,000.00		
520.055	Telephone Expense	7,200.00		
520.060	Postage/Po Box Rent	5,000.00		
520.064	Travel	6,000.00		
520.072	Advertising	0.00		
520.078	Printing & Binding	200.00		
520.085	Communications	1,600.00		
520.088	Utilities	33,000.00		
520.097	Maint B&G	2,000.00		
520.098	Janitorial Services	20,000.00		
520.107	Maint Equip	9,000.00		
520.114	Motor Pool Expense	5,324.00		
520.136	Rents & Leases Equipment	5,000.00		
520.156	Risk Mgmt-Co. Insurance	32,271.00		

Douglas County Public Library  
Board of Trustees 5/28/19  
Supporting Document - Agenda Item #9c

Account	Account Description	ADOPTED 2020	ADJUSTMENT	PROPOSED AMOUNT
520.169	EMRB Assessment	100.00		
520.170	Memberships	800.00		
520.194	Cell phones	1,500.00		
520.198	Recycling Expense	0.00		
520.200	Training & Education	4,000.00		
520.240	Data Lines	10,000.00		
521.100	Professional Services	20,000.00		5,000.00
521.134	Cataloging	28,000.00		
530.001	Circulation Supplies	4,700.00		
532.054	Library Materials	159,873.00	20,127.00	180,000.00
532.057	Processing Materials	11,000.00		
532.065	Institutional Supplies	500.00		
533.800	Office Supplies	3,000.00		
533.802	Small Equipment	10,000.00	(5,000.00)	5,000.00
533.813	Office Products Program	6,000.00		
533.817	Small Projects	5,000.00		
540.012	Statewide Collection Grant	0.00		
550.100	Bank Fees-Credit Card Processing	400.00		
	<b>Services &amp; Supplies Totals</b>	<b>\$471,468.00</b>		
	Salaries & Benefits	\$1,368,255.00		
	Subtotal	\$1,839,723.00		
	<b>COST ALLOCATIONS</b>	<b>\$174,481.00</b>		
	<b>Total Operating</b>	<b>\$2,014,204.00</b>		



**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report  
 FY 2018-2019**

	Year-to-Date			April 2019		
<b>Circulation</b>	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	128,699	7,701	136,400	12,618	587	13,205
eCheckouts	17,307			1,855		
New Cards Issued	1,018	108	1,126	89	10	99
Patrons	26,690	3,056	29,746	26,690	3,056	29,746
Library Visits	74,463	22,751	97,214	7,695	1,180	8,875
Inventory	108,138	28,179	136,317	108,138	28,179	136,317
Interlibrary Loans Requested	438	13	451	30	-	30
Interlibrary Loans Loaned	436	31	467	50	3	53
Homebound Patrons	12	-	12	12	-	12
Homebound Checkouts	1,377	-	1,377	110	-	110
Database Sessions	25,504			4,937		
<b>Services</b>	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	414	67	481	43	9	52
Meeting Room Attendance	4,968	965	5,933	516	108	624
Pine Nut Room Use	127	-	127	-	-	-
Pine Nut Room Attendance	635	-	635	-	-	-
Kids' Programs	287	112	399	30	15	45
Kids' Program Attendance	4,703	1,211	5,914	731	179	910
Teen Programs	38	3	41	4	-	4
Teen Program Attendance	200	1	201	9	-	9
Adult Programs	39	6	45	5	-	5
Adult Program Attendance	861	33	894	129	-	129
Total Programs	364	121	485	39	15	54
Total Program Attendance	5,764	1,245	7,009	869	179	1,048
Outreach	16	-	16	1	-	1
Public Computer Use	7,777	788	8,565	751	9	760
ADA-pc Use	32	5	37	2	-	2
Wireless Use	23,028	1,319	24,347	1,064	47	1,111
Volunteers	122	1	123	59	-	59
Volunteer Hours	2,773	35	2,808	261	-	261

Useful Use April 2019						
DLT			DCL			
Internet			Internet		ADA	
Internet & Office	0		Internet & Office	638	Extended use	0
Large Print (LP)	0		Large Print (LP)	56	Restricted LP	2
Word processing	9		15-minute Internet & Office	48		
			Word processing	9		
<b>Total</b>	<b>9</b>		<b>Total</b>	<b>751</b>	<b>Total</b>	<b>2</b>

Measured by number of sessions

**World Book Usage Report  
Douglas County Public Library  
Fiscal year 2018-2019**

<b>Measured by number of sessions</b>	<b>In-house</b>	<b>Remote</b>	<b>Total</b>
July 2018	1	0	1
August 2018	3	0	3
September 2018	8	0	8
October 2018	1	0	1
November 2018	7	11	18
December 2018	21	7	28
January 2019	5	0	5
February 2019	5	0	5
March 2019	6	0	6
April 2019	4	0	4
May 2019	0	0	0
June 2019	0	0	0
<b>Year-to-date</b>	<b>61</b>	<b>18</b>	<b>79</b>

<b>Measured by number of searches</b>	<b>In-house</b>	<b>Remote</b>	<b>Total</b>
July 2018	1	0	1
August 2018	0	0	0
September 2018	3	0	3
October 2018	0	0	0
November 2018	4	0	4
December 2018	9	0	9
January 2019	8	0	8
February 2019	13	0	13
March 2019	11	0	11
April 2019	10	0	10
May 2019	0	0	0
June 2019	0	0	0
<b>Year-to-date</b>	<b>59</b>	<b>0</b>	<b>59</b>