

**CONSTITUTION
of the
Jefferson County Library System**

**ARTICLE I
Name**

The name of the system shall be the Jefferson County Library System.

**ARTICLE II
Headquarters**

The headquarters for the Jefferson County Library System shall be located in Louisville, Georgia.

**ARTICLE III
Purpose**

The purpose of the Jefferson County Library System shall be to furnish library service to the people of the county under the regulations governing public libraries as set forth by the State of Georgia.

The Jefferson County Library System shall offer a full program of library service to all citizens of Jefferson County to meet their informational, educational, and recreational needs; acquire and purchase library materials; circulate materials to the public through the member libraries or by other appropriate means of library extension; develop existing libraries and establish and develop existing libraries, deposits, bookmobile and other services as appropriate to the needs of the service area; build a reference collection adequate to provide current and reliable information of a research nature as demanded by the needs of the communities comprising the area served; and promote the use of library resources by means of instruction, library-centered programs, exhibits, and other public relations media.

The following services support the Mission, Constitution, and meet the needs of the community:

Free basic services at all branches to include:

An organized current collection including print and audio visual
Assistance in use of the collection
Reference and referral assistance
Reader's Advisory
Internet access
Materials circulation and loans through PINES
24/7 access to the Library's website, PINES catalog, & Galileo
Summer Reading Club for Children
Referrals for assistance from GLASS

Additional services may include:

Materials delivery to nursing homes
Supplemental books delivered to schools
Genealogy materials at Louisville and Wrens
Job search, computer help, and homework help as needed

Fee based service:

Copies
Fax
Lamination

ARTICLE IV

Constituency

The Jefferson County Library System shall serve all citizens of Jefferson County.

ARTICLE V

Legal Authority

The legal authority for county public libraries and boards of trustees is described in Title 20, Chapter 5, Article 2, Part 2, of the Official Code of Georgia Annotated.

ARTICLE VI

Governing Body

6.1 The governing body of the Jefferson County Library System shall consist of a Board of Trustees composed of trustees who are

appointed by the governmental agencies financially supporting the library on a regular basis, as specified in the bylaws and the State law. The operation of the Jefferson County Library System is legally vested in this Board under the provisions of Title 20, Chapter 5, Article 2, Part 2 of the Official Code of Georgia Annotated.

- 6.2 The number of trustees shall be no more than fifteen (15), the exact number to be determined from time to time by resolution of the Jefferson County Library System Board.
- 6.3 The Jefferson County Board of Roads and Revenues shall appoint six (6) members of the Board of Trustees as follows:
 - (a) One (1) member shall be a member of the Jefferson County Board of Roads and Revenues;
 - (b) One (1) member shall be an at-large member who shall reside anywhere in Jefferson County;
 - (c) One (1) member shall be a resident of Jefferson County Commission District Number 1;
 - (d) One (1) member shall be a resident of Jefferson County Commission District Number 2;
 - (e) One (1) member shall be a resident of Jefferson County Commission District Number 3;
 - (f) One (1) member shall be a resident of Jefferson County Commission District Number 4.

6.4 Each other governmental agency which financially supports the Jefferson County Library System on a regular basis shall appoint one (1) member of the Board of Trustees.

6.5 Appointments to the Board, whether made by the Jefferson County Board of Roads and Revenues, a municipality, or a governmental agency, shall be in writing. Each such notice of appointment shall be transmitted to the appointee and to the library, and shall state the length of term and expiration date of the appointment.

6.6 The term of office shall be three (3) years, with starting and ending dates corresponding to the state fiscal year. No member may serve

on the Board for more than two (2) successive three-year terms of office (6 years).

6.7 Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or if stipulated in terms of any bequest or gift.

6.8 Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a member's term, the new appointee shall complete the unexpired term.

6.9 Board members may not be employees of the Jefferson County Library System.

ARTICLE VII

Officers

7.1 The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, and a Secretary elected from those serving on the Board. The Board of Trustees shall appoint a Treasurer/Assistant Secretary, who shall not be a member of the Board of Trustees. The Treasurer/Assistant Secretary shall be appointed or reappointed annually by the Board of Trustees, and there shall be no limit to the number of successive terms the Treasurer/Assistant Secretary may serve. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Board.

7.2 Nomination shall be made by a committee of three (3) Board members appointed by the Chairman of the Board. The Chairman and/or the Director may serve as one (1) of the three members of the nominating committee.

7.3 The officers shall be elected at the July meeting to serve for two (2) years or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected.

7.4 The Library Board, the Treasurer/Assistant Secretary, the Director, and any members of the staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board and entered in the minutes, and a copy of each bond filed with the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia.

7.5 All Federal, State and local funds used for the operation and improvements of the services and facilities of the Jefferson County Library System shall be received by the Treasurer/Assistant Secretary and shall be used in accordance with the budget approved by the Board, and the intent of the appropriation and its attendant laws and regulations.

ARTICLE VIII

Interlibrary Cooperation

The Jefferson County Library System may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and services by confederation or by merger as seen fit by the governing bodies of the library systems. Such cooperative endeavors must be within the limits of funds available to the Boards of Trustees, conducive to mutual growth and development of library services, and not in violation of state or federal laws, regulations, or other agreements, contracts, or Library Board policies.

ARTICLE IX

Contracts

The Jefferson County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the County Library System as are deemed necessary and desirable under the provisions of Title 20, Chapter 5, Article 2, Part 2 of the Official Code of Georgia Annotated.

ARTICLE X

Amendment of Constitution

This Constitution may be amended at any regular or called meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia immediately upon adoption.

**BYLAWS
of the
Jefferson County Library System**

**ARTICLE I
Duties and Responsibilities of Board Members**

The County Board of Trustees is the legal governing body of the Jefferson County Library System. It shall be the duty and responsibility of Members of the Board of Trustees:

(a) To employ a Director for the County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the County Library Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the County Library Director.

(b) To approve budgets prepared by the County Library Director and to assume responsibility for the presentation of the Library's fiscal needs to the supporting agencies.

(c) To attend board meetings.

(d) To establish policies governing library programs.

(e) To set policy for the receipt and administration of gifts of money and property.

(f) To present financial and progress reports to governing officials and to the public.

(g) To notify the County Library Director in advance of all meetings of the Board or committees.

(h) To disclose to the other board members when there is a conflict of interest when the interest becomes a matter of board action.

ARTICLE II

Duties of the Officers

2.1 The Chairman shall preside at all regular or called board meetings. The Chairman shall appoint all committees and shall be an ex-officio member of all committees.

2.2 The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

2.3 The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the County Library Headquarters. The Secretary shall notify the proper appointing authorities of vacancies which may occur on the County Library Board; shall report changes of membership to the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia; and shall send copies of the annual report of activities, income, and expenditures to each funding agency.

2.4 The Treasurer/Assistant Secretary shall work under the supervision of the County Library Director, and shall:

- (a) deposit all monies received in a bank or banks approved by the Board of Trustees.
- (b) notify, in writing, any supporting agency whose appropriations are not paid promptly and in full.
- (c) pay all bills which have been approved by the Director who shall make all purchases and who shall countersign all checks.
- (d) keep an accounting of all receipts and expenditures and make a report at each quarterly meeting. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State regulations. Official copies of all financial reports and the Treasurer/Assistant Secretary's books shall be kept in the County Library headquarters at all times.
- (e) perform such duties of the Secretary as the Board may direct.

ARTICLE III Duties of the Director

3.1 The Director of the Jefferson County Library System must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians.

3.2 The Director shall be the administrative head of the Jefferson County Library System under the direction and review of the Board.

3.3 It is the duty and responsibility of the Director:

(a) to recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ and terminate other staff members if so authorized by the County Library Board.

(b) to attend all meetings called by the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia or send a substitute authorized by the Division Director.

(c) to prepare any local, state, or federal budgets.

(d) to notify the Board of Trustees and the Office of Public Library Services, a unit the Board of Regents of the University System of Georgia of any failure to comply with:

(1) Policies of the Board

(2) Criteria for State Aid

(3) State and federal rules and regulations

(4) All applicable local, state, or federal laws

(e) to administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Jefferson County Library System.

(f) to attend all meetings of the Board of Trustees of the County Library System, or any affiliated Boards, or to designate a person to attend as representative of the Director.

ARTICLE IV Meetings

4.1 The County Library Board shall hold no less than six (6) regular meetings during each fiscal year. Meetings shall be held in the months of January, March, May, July, September, and November at a time and date to be designated by the Board. The meetings shall rotate among the libraries in Wadley, Wrens and Louisville so that an equal number of meetings shall be held at each of the three (3) libraries during each fiscal year.

4.2 Special meetings may be called by the Chairman or upon the written request of three (3) Board members, for the transaction of business stated in the call for the meeting. For called meetings, except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

4.3 Prior to each regular or called meeting the Director of the Jefferson County Library System shall notify each member of the date, time, and place of the County Library Board meeting. The Director shall comply with all notification requirements under the Georgia Open Meetings law.

4.4 Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the full County Library Board.

4.5 All Library Board meetings must be open to the public and the news media. The County Board may, however, enter into a closed session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the Board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open Board meeting to be legally binding.

4.6 The latest edition of Robert's Rules of Order (Revised), when not in conflict with this Constitution and Bylaws, shall govern the

proceedings of the Board of Trustees of the Jefferson County Library System.

4.7 Each member of the County Library Board shall have one (1) vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break a tie.

4.8 More than one half of the current membership of the Board of Trustees should constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

4.9 Pursuant to the Official Code of Georgia Annotated 50-1-5(a), members may attend meetings in person or via electronic methods, that will allow each member of the board participating in the meeting to hear and speak to each other member participating.

5.0 When a conflict of interest has been disclosed, the disinterested board members will determine whether there is a conflict. If it is determined that a conflict does exist, the interested member shall not take part in the discussion, shall not vote, and shall not be counted as part of a quorum for the meeting. The minutes of the meeting should include the disclosure and the actions taken.

5.1 The order of business for meetings shall be:

- Call to order
- Approval of minutes of previous meeting
- Treasurer/Assistant Secretary's report
- Library Director's report
- Reports of committees
- Unfinished business
- New business
- Adjournment

ARTICLE V

Reports

The Jefferson County Library System is responsible for all reports as deemed necessary by local, State, and Federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency. All reports necessary to obtain funds or meet requirements of the law shall be filed with the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia.

ARTICLE V Attendance

6.1 A Board member shall be removed for cause or for failure to attend three (3) consecutive meetings.

6.2 At the direction of the Board, a letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the funding agency responsible for his appointment. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII Penalties

Employees or agents of the Jefferson County Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Jefferson County Library System; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in Title 20, Chapter 5, Article 2, of the Official Code of Georgia Annotated.

ARTICLE VIII Amendments

These Bylaws may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Office of Public Library Services, a unit of the Board of Regents of the University System of Georgia immediately upon adoption.