

Western LIBRARY SYSTEM

POLICIES AND PROCEDURES

1. ORGANIZATION AND GOVERNANCE

1.1 MEMBERSHIP

Membership is open to any library agency, within the 21 counties of the Western Library System area, which chooses to participate. For the purpose of voting and representation, each member agency will be considered to be a single member. Each agency will submit a Membership Resolution (Appendix A) to the Western Library System Board and will be kept current by the System Coordinator via an in person visit or three years.

1.2 SYSTEM BOARD

The Western Library System is governed by a System Board of 10 members.

In selecting members, consideration will be given to a person's knowledge and experience in library and community service. Consideration should be given to representatives from various age groups, ethnic groups, the handicapped and disadvantaged. Board Members shall be residents of the 21 county areas defined in the System Bylaws.

1.2a TERM

Terms for members of the System Board will be for three years, commencing on July 1st and ending on June 30th. Members may not serve more than two full consecutive terms.

1.2b VACANCY AND RESIGNATION

When a vacancy on the Board occurs, the President shall begin the process of filling the vacancy immediately or within one meeting's time. The vacancy will be filled only to the end of the unexpired term with a person representing the same geographical or library type as the person leaving the position.

At the end of that term, the appointed person may choose to run for election to a first term on the Board.

1.2c ELECTION OF OFFICERS

The Nominating Committee will submit a slate of officers to the System Board annually, at the first meeting of the newly elected Board. The Board will elect one of its members as president, one as vice president, and one as secretary. Once elected these individuals become the Executive Committee.

1.2d STANDING COMMITTEES

The following Standing Committees will be formed and organized annually following the WLS annual meeting. Each committee will be comprised of a minimum of two persons and may include librarians, trustees and other interested citizens from the region. Each committee will be chaired and co-chaired by a WLS Board member with the WLS President serving on each committee as an ex-officio member.

Committees will report their nominations, recommendations and actions to the System Board in person or in writing at each system board meeting. Committee activities will help accomplish the long-range goals of the system service plan. The committees will gather feedback for evaluation and assistance for the next year's committees. The committee chairs will compile evaluation results to be filed at the System office. These results will be distributed to the Board and committee members. Committees will be governed by the Committee Code of Conduct (Appendix B). In the event of conflict within a committee, the Chair and Co-Chair will consult with the

President first for guidance and if necessary, the System Board for final resolution recommendations.

1.2d.1 ANNUAL MEETING COMMITTEE

This committee will plan speakers, activities, and work with the President to develop an agenda for the WLS Annual Meeting, which will be held each year in July.

1.2d.2 BUDGET COMMITTEE (Executive Committee)

This committee will review and co-develop a proposed budget with the System Coordinator and Administrative Assistant and make a recommendation to the System Board for adoption.

1.2d.3 TECHNOLOGY COMMITTEE

This committee will work closely with the WLS Coordinator and staff to develop, evaluate, and keep current the WLS Technology Plan as filed with the Nebraska Library Commission. The Tech Committee will also advise and make recommendations to the System Board any technological advancements that may affect and/or benefit the entire WLS library community.

1.2d.4 PUBLIC RELATIONS COMMITTEE

This committee will implement long-range marketing goals and programs for WLS and system libraries.

1.2d.5 NOMINATING COMMITTEE

This committee will work with the WLS staff to recruit potential board members and will supervise the nominating and election process.

The committee is also responsible for presenting a slate of officers for consideration by the Board by the May meeting.

1.2d.6 SCHOLARSHIP/AWARDS COMMITTEE

This committee will receive and review scholarship applications that come into the WLS Office. The committee will collectively decide on how to distribute their committee funds without consulting the WLS Board unless a conflict arises.

The committee will also solicit award recommendation letters and decide on the annual award winners which will be announced at the WLS annual meeting. The committee will, at their discretion, decide on the type of award, if any, to be presented.

1.2d.7 AD HOC COMMITTEE

The System Board may create ad hoc committees for any specific purpose relating to the System's programs. The Board will, at the time of creation, direct a charge to the committee and set a time limit not to exceed two years.

1.3 SYSTEM BOARD RESPONSIBILITIES

The System Board shall:

- a) Work with the Nebraska Library Commission in hiring and evaluating a system coordinator;
- b) Develop, extend or alter a plan of service and financial arrangements for the Western Library System to be submitted for review and approval to the Nebraska Library Commission, biennially;
- c) Have responsibility for all funds held and expended in the name of the Western Library System;
- d) Make and adopt such policies and procedures for the governance of the Western

Library System as necessary;

e) Contract as necessary with any appropriate agency or other entity for the furnishing or receiving of library system services; and

f) Serve as a body politic and corporate to contact and to hold title to property in the name of the Western Library System and in such name to sue and be sued and to take action authorized by law.

1.4 SYSTEM BOARD SELECTION/COMPOSITION

The ten-member Western Library System Board shall be elected by the System membership in the 21 counties that constitute the Western Library System. Composition of the board shall include representation of all types and sizes of libraries.

2 members - Public Librarians

2 members - School/Media Librarians

1 member - Academic or Special Library

Representation may also include users or potential users of library service, who are not employed by a library or serving on a library board, who will reflect the geographical area and for the purpose of election shall be as follows:

1 member - At-large

1 member - District A (Sioux, Dawes, Sheridan & Box Butte Counties)

1 member - District B (Scotts Bluff, Banner & Morrill Counties)

1 member - District C (Kimball, Cheyenne, Deuel, Hooker & McPherson)

1 member - District D (Garden, Grant, Arthur & Keith Counties)

1 member – District E (Chase, Perkins, Dundy, Hayes & Hitchcock)

1.5 NOMINATION AND ELECTION PROCEDURES

The following nomination and election procedures serve as general guidelines for the selection of System Board members.

1.5a By March 1 of each year, under the direction of the Nominating Committee, member libraries, media centers and agencies shall be notified of nomination and election procedures which shall include guidelines for seeking nominees and the deadline for submitting names to the System Board.

1.5b The deadline for submitting nominations to the Nominating Committee shall be April 1st of each year.

1.5c The System staff in cooperation with the Nominating Committee, will prepare a ballot to be sent out to each member agency no later than April 15th of each year.

1.5d Member agencies may nominate and vote for board members from all of the library districts. There is 1 vote per member agency.

1.5e Ballots must be returned to the System office by May 1st of each year.

1.5f The System staff and Nominating Committee shall compile the results of the election and notify the new board members of their selection by May 15th. Those not selected for the System Board shall also be notified by May 15th.

2. OPERATIONAL

2.1 PROFESSIONAL MATERIALS COLLECTION

The primary purpose of the WLS Professional Collection is to support the training and consulting program of the Western Library System. It is not intended to be a comprehensive library science collection, but rather to supply basic materials relating to the current goals, objectives and priorities of WLS, and immediate needs of the System members

and staff.

2.1a PRIORITIES FOR SUPPORT

- General Library Organization and Management
- Computers and Telecommunication
- Publicity and Public Relations
- Public Library Basic Skills Courses

2.1b Authority for the selection and weeding of materials is vested in the System Coordinator. Although the focus of the collection makes challenges of the materials unlikely, it is the policy of the Western Library System to endorse the “Library Bill of Rights,” and to offer unrestricted access to materials within the scope of WLS programs.

2.1c Loan period for WLS Professional Collection is 30 days. Materials may be renewed, if not on reserve. There are no fines for overdue materials.

2.1d A bibliography of current materials in the professional collection and/or new acquisitions will be available in the System office and online via the System’s OPAC.

2.1e WLS will participate in statewide resource sharing activities, loaning materials to any Nebraska library.

2.2 TRAVEL

It is understood that the nature of a regional library system requires travel by the Western Library System’s Board, Coordinator, staff, and committee members. It is the policy to reimburse mileage, lodging, registration fees and related expenses necessary to conduct System business. Meals are reimbursed when they are part of a registration fee, or if a meeting is held over a regular meal time, as noted in the agenda. The Board will review rates of reimbursement annually for each category of expense. Receipts should be attached to a completed expense form and turned in to the System office.

2.2a CURRENT REIMBURSEMENT RATES

Mileage: Public transportation is authorized as an alternative means of travel when it is cost-effective or time effective. The System will reimburse mileage at the prevailing federal mileage reimbursement rate.

Lodging: will be reimbursed according to Nebraska State Personnel Rules and Regulations

Meals: will be reimbursed according to Nebraska State Personnel Rules and Regulations

The cost of meals for workshop presenters, consultants, etc. will be covered by the System whether or not it involves overnight travel.

2.2b PROGRAM-RELATED TRAVEL

Travel is authorized for program-related activities inside Nebraska and within 250 miles of Scottsbluff in Colorado, Wyoming and South Dakota based upon usefulness of the program and available budget. The System Board, based on the same criteria, will authorize other out-of-state travel to conferences, meetings and training activities.

2.2c SYSTEM VEHICLE

Use of any System owned or leased vehicle will be for the purpose of conducting System business as outlined in Section 2.2 of these policies.

Drivers/passengers may include the System Coordinator, Board Members, Staff, librarians, workshop speakers and immediate family if it facilitates the travel.

The vehicle will normally be housed near the System office or at the System

Coordinator's residence, if s/he lives in the Scottsbluff/Gering area, when not in use. Overnight storage at a private residence is allowed. The System Coordinator may drive the System vehicle to and from work for convenience and security purposes. A log will be maintained to record daily business use of the vehicle. Beginning mileage will be documented prior to departure and ending mileage will be documented at the end of the day. Business use will be accounted for by recording the places traveled during the work day. Incidental travel and stops for meals, lodging and other business are allowed.

When there are competing needs for authorized use, the vehicle will normally be used by the person(s) with the longest distance to travel, in order to minimize reimbursable expenses.

Any System owned or leased vehicle will be insured for liability and comprehensive damage. Regular maintenance and general upkeep of the vehicle is the responsibility of the System Coordinator. Records should be kept with the vehicle or in the System office.

2.3 PROFESSIONAL DEVELOPMENT

Since professional development is a major program activity, the Western Library System recognizes the need to assist its staff and Board in maintaining current skills in many areas of library methodology and technology. The System will designate a portion of the budget to be used for workshop and conference registration fees, course tuition and travel related to professional development. The Board will review all requests for professional development funds and approve in advance expenditures in excess of \$250. The NLC supervisor of the System Coordinator will authorize travel to conferences, meetings, and other training activities related to job responsibilities as an NLC staff member. The Board will be informed about these travels.

2.4 FINANCE, BUDGET, AND EXPENDITURES

At the direction of the System Board, the System Coordinator will establish and maintain a checking account and such other savings accounts and/or certificates as needed for the efficient operation of the System. System funds will be deposited in federally insured financial institutions and savings instruments.

The System Coordinator, following any probationary period, and at least two other Board members will be authorized to sign WLS checks. Two signatures will be required on all checks. The System will maintain bonding/employee dishonesty insurance for the members and System staff based on the maximum amount anticipated to be in the System accounts at any one time. The Board will review the bonding/employee dishonesty insurance amount annually, at the time of insurance renewal.

A petty cash fund of \$50 or less will be maintained in the System office. Receipts will be kept and the fund balanced monthly. This fund will automatically be balanced prior to the exiting of any System staff.

All payments by the System will be receipted. All checks will be restrictively endorsed as soon as they are received at the WLS office.

In order to segregate financial duties as much as possible the Administrative Assistant will normally prepare deposits, checks, IRS and NE Dept. of Revenue reports, and all other reports as required, which will then be signed by the Coordinator and/or Board Officer. The Administrative Assistant will reconcile the monthly bank statements.

The System Coordinator and Administrative Assistant are authorized to open accounts with

vendors and to initiate purchases of supplies and materials if less than \$500 and if necessary to conduct System programs and services.

Capital expenditures for equipment and materials costing more than \$500 and less than \$1,000 will be approved by the System Board. For capital expenditures greater than \$1,000, a bid process will be used and comprised of the following steps:

- Approval of specifications by the Board.
- Solicitation of written or telefacsimile bids from not less than three vendors.
- Evaluation and acceptance of a bid by the WLS Board.

All votes pertaining to expenditure of funds shall be roll call votes.

2.5 REPORTS TO THE BOARD

The System Coordinator and/or Administrative Assistant will prepare regular reports for the System Board on the financial condition of the corporation and certain program activities in writing before each Board meeting. These reports will include:

- A budget expenditure summary, by object.
- A listing of expenditure transactions.
- A report of the System Coordinator's significant travel and consulting activities and other System program activities.
- A report covering any continuing education opportunity attended by staff.**
- When known, staff will report on any scheduled activity or travel away from the System in advance.
- Update of vacation and sick leave used and remaining.

2.6 SYSTEM EVALUATION AND NEEDS ASSESSMENT

The WLS Coordinator and system staff will prepare and distribute one general evaluation and needs assessment survey, annually before March. The survey will allow the users and potential users of System services to indicate their level of satisfaction with current programs and areas of need, which the System may be able to address in the future. The System may also develop additional surveys in specific program areas (e.g. continuing education), as needed.

2.7 SYSTEM PROGRAM, REPORTS, AND AUDIT

The WLS will submit a biennial program, which will include goals, objectives, planned activities and a proposed budget for each year of the biennium, to the Nebraska Library Commission on or before March 1st of each odd-numbered year or when and as required by the Commission. Upon approval of program activities and budget allocation by the Library Commission, the System Board will make necessary adjustments to the System Plan.

The System staff will prepare quarterly financial reports and an annual narrative program report for the Nebraska Library Commission. The System will also submit such other statistical and financial reports as the State requires.

The System's financial records will be submitted by the Coordinator for audit annually or biennially (as required by law) to the Auditor of Public Accounts or to a public accounting firm to be selected by the System Board. A copy of the final audit report will be submitted to the Library Commission on a timely basis.

2.8 INVENTORY OF FIXED ASSETS

The WLS staff will maintain an inventory of the fixed assets of the Western Library System, which will include type of equipment, year purchased, and cost for all assets valued at more than \$200 and other material items. Such inventoried items will be tagged with a numbered WLS sticker. Items available for loan to System libraries which has a value of less

than \$200 will be tagged with only a barcode for tracking purposes within Alexandria. The inventory is available for review by the Board at the System office. The System will maintain general hazard insurance on these fixed assets. Disposal of capital items will be accomplished as stated by contract with Nebraska Library Commission and as outlined below:

- Books and other professional material no longer deemed appropriate for the professional collection will be donated to any system member library interested in adding the item(s) to their collection. If item(s) are not claimed within the system, said item(s) will be offered to the other systems in the state. If item(s) remain unclaimed after 60 days, the system staff may dispose of them item(s) in an appropriate manner.
- Computer equipment no longer needed or being used by the System may be donated to another System or non-profit organization or sold or donated to an electronics recycling company.
- Furniture no longer of use to the System and of minor value may be donated to a non-profit, charitable organization.
- If an item is determined to have marginal or no resale value, it may be sold or discarded in the best interest of the System.
- Trade-in allowances on any item of equipment being replaces or upgraded may be accepted.

2.9 CONFLICTS OF INTEREST

No member of the staff or governing board may use his/her position with the Western Library System to obtain financial or other gain for private benefit of him/herself, for any member of his/her immediate family, or for any organization or agency with which s/he is affiliated. The System Board shall decide any unresolved question of conflict of interest in a particular situation.

2.10 REPRESENTATION OF POLICY

Members of the Board and staff of the Western Library System are encouraged, as individuals, to take an active role within the state and regional library community and to acknowledge their roles in the System. However, only the Board, as a whole, may determine the policies of the Western Library System.

3. PROGRAMS

3.1 CONTINUING EDUCATION PROGRAM

3.1 a The Western Library System regularly presents and cooperates with other agencies in the presentation of library-related continuing education and training activities. It is the policy of WLS to offer an honorarium to workshop and training session presenters, unless they are doing such presentations as part of their normal professional responsibilities (e.g. Library Commission staff). The Board will authorize any payment of an honorarium or workshop fee greater than \$500. WLS will also reimburse travel and related expenses at the same rates as provided for its board and staff.

The System Coordinator is authorized to contact and to enter into agreements with continuing education presenters according to the objectives and budget of the training and consulting program.

3.1b The Western Library System will provide for the evaluation of all continuing education events by those who attend.

3.1c It is the responsibility of the Coordinator to apply for Continuing Education Credit hours at the Library Commission for each System sponsored activity.

3.2 PROFESSIONAL CONSULTING

The Western Library System provides professional consulting to member libraries as part of its training and consulting program. This consulting is normally done by the System Coordinator, though when special expertise is needed the System will work with the Library Development staff of the Library Commission, libraries in our System, and other regional Systems to assist member libraries.

3.3 COOPERATIVE PURCHASE PROGRAM

The Western Library System provides for cooperative purchasing of library materials and equipment by member agencies as part of its service program. The System will generally attempt to negotiate better group pricing from vendors for member agencies on direct orders. The System may purchase library materials on a reimbursable basis when such purchases are within the abilities of the System and offer a reasonable reduction in price. The System will bill members for the full cost of both goods and shipping, but will not add surcharges for overhead.

Notification of such opportunities will be published in the System Newsletter.

3.4 TECHNOLOGY POLICY

The Western Library System will, as part of its service program, acquire and maintain computer systems and other pieces of equipment, which member libraries can use in a “real world” setting. The WLS Tech Committee and WLS Coordinator will evaluate, annually, the specific details of the loans, including time limits, fees, and specific priorities for usage.

3.5 GRANTS & SCHOLARSHIPS

3.5a GRANTS

General announcement of grant application opportunities will be published in the System Newsletter and sent on the WLS electronic mailing list.

In addition, the System Board will evaluate grant opportunities and determine whether it would be appropriate to apply as a System to fund programs that would benefit WLS members and help meet System goals.

The WLS Board may offer grants from its funds, to WLS member libraries, for projects that are part of the System plan of service. Member libraries would need to apply, meet selection criteria, and report on the outcomes of the grant.

3.5b SCHOLARSHIPS

The Western Library System Board established a scholarship fund to facilitate professional development.

Librarians, Media Specialists, Board Members, Trustees, and any other people involved in library service in the Western Library System may use monies in the fund for attendance at professional meetings, classes, workshops, or other beneficial academic activities.

Applications for this scholarship will be published in the System Newsletter periodically and will be available at the System office per request.

Provisions of Scholarship

- 1) Each applicant must submit an application letter and form any time prior to or two weeks after the event for which the scholarship is intended.
- 2) The Scholarship Committee will review each application and recommendations will be given to the Western Library System Board for

approval or denial.

- 3) Requests for a scholarship can be for any amount but will not exceed \$300.00.
- 4) The Scholarship Committee has the right to adjust the amount requested depending on the budget and number of applicants during a fiscal year.
- 5) Scholarships will be evaluated on a first come first serve basis.
- 6) Priority will be given to those events within the state.
- 7) Individual applicants will be limited to requesting scholarships once in a two year period.
- 8) Budget, event, amount requested, and the number of applicants will dictate approval or denial of the scholarship requests. More than one scholarship request from the same library agency during a two-year period will need to be reviewed by the Scholarship Committee.
- 9) Scholarship recipients are requested to provide a brief article in the System Newsletter as a form of resource sharing within one month of completion of the activity. The article is submitted to the WLS Staff.

4. PERSONNEL POLICY

4.1 RESPONSIBILITY

4.1a The Executive Committee of the Western System Library Board, functioning as a personnel committee, has responsibility for administering written personnel policies that have been approved by the Western Library System Board.

4.1b The System Coordinator is expected to make decisions on day-to-day procedures not covered by written policy, keeping the Board informed of significant outcomes which may indicate need for future development of formal policies.

4.1c Changes or amendments to personnel policies may be approved by the Board at any time. A complete review of WLS policies and procedures will be conducted annually, prior to the election of new members to the Board.

4.1d All employees shall receive a copy of these policies at the time of employment.

4.1e These policies pertain only to the Coordinator and staff of the Western Library System and will have no effect on the libraries and media centers within the System and the personnel policies developed by each of those libraries.

4.1f At such times when a System Coordinator is not employed, the personnel responsibilities of that position will devolve upon the Executive Committee.

4.1g For purposes of this document, "System employee" refers to the administrative assistant, and any other office staff, who are employees of the Western Library System. The System Coordinator is a state employee with the Nebraska Library Commission, and employment conditions for that position are regulated under the Nebraska State Personnel Rules and Regulations. The System Coordinator works under the direct supervision of the WLS Board and more specifically the executive committee.

4.2 EMPLOYMENT

4.2.1 EQUAL EMPLOYMENT OPPORTUNITY

The Western Library System is an equal opportunity employer. There is no discrimination with regard to recruitment, hiring, assignment, promotion, compensation, training or other conditions of staff and employment because of race,

color, religion, gender, age, national origin, veteran status, marital status, political or union affiliation or any other reason prohibited by the fair employment laws. Physical or mental handicaps will be considered only as they relate to bona fide job requirements.

4.2.2 EMPLOYMENT RESPONSIBILITY

The Nebraska Library Commission is responsible for hiring the System Coordinator. The System Executive Committee and representatives of the Nebraska Library Commission will serve as the selection committee. The System Coordinator will be a state employee but will be governed equally by these policies and procedures.

4.2.3 RECRUITMENT FOR SYSTEM COORDINATOR

4.2.3a Advertisement of the vacancy will be as wide as necessary in publications appropriate to the position. The salary advertised may be the full range of the salary schedule.

4.2.3b A Selection Committee will be appointed and shall include the Executive Board, NLC representatives, and other individuals as invited.

4.2.3c Members of the Selection Committee will screen all applications and select as many as possible of the most promising for personal interviews. All applications will be available for review by any interested Board members not on the selection committee.

4.2.3d At least three members of the Selection Committee will serve as an interview panel. The Chair of the Selection Committee will serve as the Chair of the interview panel. Other Board members may sit as observers during the interview process.

4.2.3e After the interview panel has made a selection, the Selection Chair will forward a recommendation to the full Board. Once approval has been obtained, the employment offer will be made in writing to the candidate selected. The salary and benefits will be determined based on the position level in the Nebraska State Personnel Rules and Regulations. Upon signed acceptance of the offer by the candidate, a written contract will be executed.

4.2.4 RECRUITMENT FOR WLS STAFF

All employment opportunities will be published in an area-wide newspaper except for emergency or short-term (six weeks or less) employment. The Coordinator will ensure that a reasonable number of candidates are available to be considered for every opening to assure that the best person available is interviewed. One-candidate hiring is to be avoided if possible. Applications are to be delivered to the executive committee for review prior to scheduling interviews. Interviews will be conducted jointly by the System Coordinator and executive committee.

4.2.5 ELIGIBILITY OF EMPLOYMENT

Individuals hired will be required to provide proof of their employment eligibility in accordance with U.S. Immigration requirements. The current form will be used until replaced by an updated form released by the Immigration and Naturalization Service. Copies of documents presented for verification will be placed in a separate verification file and will be maintained for at least three years from date of employment.

4.2.6 ORIENTATION

The Coordinator will provide an orientation program for all new employees and new Board members. The Executive Committee and/or the Nebraska Library Commission

will provide orientation for a new Coordinator. This orientation program will include, but will not be limited to, a review of the objectives and purposes of the System; the System's relationship with other regional Systems, the Western libraries, and the Nebraska Library Commission; personnel policies and procedures; and job responsibilities. Also included will be introductions to other staff members, System Board members, System members and community members with whom the new employee/Board member(s) will interact.

4.2.7 PROBATIONARY PERIOD

All System employees will serve an original probationary period during the first six months of employment. With written notification from the Executive Committee, probation may be extended to a maximum of twelve months for System employees. System employees may be terminated with notice for any reason other than discrimination during the probationary period if the System Board, upon recommendation by the System Coordinator, decides the employee is not right for the job.

4.3 EMPLOYEE STATUS AND BENEFITS ELIGIBILITY

4.3.1 FULL-TIME EMPLOYEES

Full-time employees who work a schedule of at least 40 hours per week are considered to be eligible for full employee benefits.

4.3.2 PART-TIME EMPLOYEES

Part-time employees are eligible for prorated sick and vacation leave and prorated benefits after they work a regular schedule for 25 hours or more per week.

4.3.3 TEMPORARY EMPLOYEES

Temporary full or part-time employees who are hired for a specific and limited period of less than six months are not eligible for benefits other than those required by law.

4.4 COMPENSATION

4.4.1 SALARY AND INCREASES

The System Board is responsible for establishing the salary of System employees. The Coordinator's salary will be determined by the State Personnel Rules and Regulations. The Board will review wages and salary and determine increases (subject to review with the NLC) at the time the budget is prepared and implement them on the same schedule as salary changes are implemented under the State of Nebraska labor contract.

4.4.2 WORKING HOURS

The System Coordinator shall determine the normal workweek for staff. Individuals may alter this schedule by prior agreement with the Coordinator.

4.4.3 REST PERIODS

Breaks or rest periods for the non-exempt staff are considered part of working time and are 15 minutes per four hours of work, or major portion thereof. Break time is not cumulative.

4.4.4 OVERTIME

4.4.4a EXEMPT EMPLOYEES

The System Coordinator and other administrative or professional employees of the System whose work requires the exercise of discretion and independent judgement at least 80 percent of the time will be exempt in accordance with the provisions of the Fair Labor Standards Act and are not eligible for overtime.

The System Coordinator will prepare a monthly time sheet for the NLC supervisor and WLS Board, including adjustments for compensation time. The Coordinator will notify the Board and the NLC supervisor regarding leave time used.

4.4.4b NON-EXEMPT EMPLOYEES

Non-exempt employees will receive compensation at the rate of one and one half times their regular rate of pay for hours worked in excess of 40 hours in any one work week. Compensation at the same rate may also be given in the form of time off at the discretion of the Coordinator.

4.4.5 PAY PERIODS

Salaries will be paid once each month, on the last working day of the month.

4.4.6 TIME SHEETS

A record of time is kept and reported by the Coordinator and each staff member for each pay period recording regular hours worked. Non-exempt staff will keep and report approved overtime.

Hours of vacation, holidays, illness and other leave time off will be kept by both exempt and non-exempt employees. Federal and state laws require retaining these records for three years.

4.4.7 COMPLIANCE OF LAW

The System will comply with all laws applicable to garnishment of wages, social security, worker's compensation, and unemployment insurance.

The employee and the System pay equal contributions toward Social Security and Medicare taxes. The Nebraska Library Commission is responsible for all pay-related issues for the Coordinator.

All employees are covered by worker's compensation insurance.

All employees are covered by unemployment insurance in the manner and to the extent provided by the laws of the state of Nebraska.

4.4.8 SEPARATION PAY

An employee who is dismissed, laid off or resigns shall be mailed a final check within two weeks of termination. An employee in good standing shall be paid for all unused and accrued vacation time and will be paid 25% of accumulated sick leave not to exceed the equivalent of four working weeks.

4.4.9 PAYMENT UPON DEATH OF AN EMPLOYEE

Upon the death of a System employee, the employee's estate shall be entitled to payment for wages earned and for such accumulated leave as would be provided the employee upon separation in good standing.

4.4.10 RECORDKEEPING

All employees must complete the necessary forms for all deductions from pay.

Change of name, address, telephone number, marital status, dependents or withholding must be promptly reported in writing.

4.5 EMPLOYEE BENEFITS

4.5.1 GROUP HEALTH/LIFE INSURANCE/PENSION EQUIVALENT

All permanent System employees who work 30 or more hours per week (or 1040 hours/year) shall be compensated for the equivalent benefit amount available to State employees working at the same level under the State Personnel Rules and Regulations. It will be prorated based on hours of employment.

4.5.2 VACATION

Permanent full and permanent part-time System employees earn paid vacation leave, based on an equivalent position within the Nebraska State Personnel Rules and Regulations. Part-time staff employed less than 40 hours per week shall be entitled to vacation leave prorated on their regular work week. Temporary employees are not eligible for paid vacation leave.

Each System employee may take vacation at full salary at such time as is mutually agreed upon between the employee and the System Coordinator. In the case of the Coordinator, the agreement is between the NLC supervisor and the Coordinator. The Coordinator is requested to report vacation plans in advance to the Board President. Employees will not receive pay in lieu of vacation time.

4.5.2a UNUSED ACCUMULATED VACATION

All System employees, upon retirement, dismissal, or voluntary separation from employment with the System, shall be paid for unused accumulated vacation leave. Upon the death of an employee, his or her beneficiary shall be paid for the unused accumulated vacation leave. The System Coordinator's separation falls under the Nebraska State Personnel Rules and Regulations.

4.5.2b SICK LEAVE

All permanent full-time and permanent part-time System employees earn paid sick leave. Temporary employees are not eligible for paid sick leave. Permanent part-time employees earn prorated sick leave days per year, according to the equivalent position benefits in the Nebraska State Personnel Rules and Regulations. Unused sick leave may be accumulated to 100 days.

4.5.2c YEAR-END BALANCES OF EARNED VACATION

The employee's vacation leave account shall be balanced as of December 31 each year. He or she shall be entitled to have accumulated as of December 31 of each calendar year the number of hours vacation leave which he or she was allowed during that calendar year. Hours of vacation leave accumulated in excess of that entitled number shall be lost. The employee shall be entitled to use any vacation time as soon as it has accrued unless otherwise designated in this policy. In special and meritorious cases, where to limit the annual leave to the period herein specified would work a particular hardship, such leave may be extended to a date no later than April 30, at the discretion of the System Coordinator.

4.5.2d ADVANCEMENT OF VACATION LEAVE

The System Coordinator may advance vacation leave to a System employee after one full year of employment in an amount not to exceed a total of forty (40) hours. Such requests shall be made in writing noting the reason for the need for additional time. The employee shall reimburse the System for all used but unearned vacation leave upon separation from the System.

4.5.3 HOLIDAYS

Permanent full-time and part-time employees receive the following holidays off with regular pay. Temporary employees do not receive time off with pay for holidays.

- New Years Day (January 1)
- Martin Luther King, Jr., Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)

- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Day (December 25)

When a holiday falls on a Saturday, the preceding Friday is observed as the paid holiday for System employees. If a holiday falls on a Sunday, it is observed on the following Monday.

When a holiday occurs within an approved vacation period, that day is not considered a vacation day. If a holiday occurs during a period that an employee is on sick leave, no sick leave time will be deducted for that day.

4.5.5 BEREAVEMENT LEAVE

Up to three days bereavement leave may be granted for funerals in an employee's or employee's spouse's immediate family. Immediate family means spouse, children, parents, grandparents, grandchildren, brother, sister, or persons bearing the same relationship. At the Coordinator's discretion this definition may be broadened on an individual basis. If extended time is needed, sick leave or vacation time may be taken. For funerals of persons not in the immediate family, time off may be taken without pay or vacation time or compensatory time may be used.

4.5.6 MILITARY LEAVE

An employee will have the option of either counting military reserve duty as pay, or receiving the difference between military pay and regular System pay if it be greater, without counting the leave as vacation. Time off shall not exceed fifteen days in any one calendar year. The Board will conform to existing legislation for other extended military leave.

4.5.7 CIVIL LEAVE

Employees are eligible for paid civil leave when an employee is called to serve as a juror or is appointed as a clerk or judge on an election counting board. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Pay received for jury duty will be given to the Western Library System.

Time spent by employees appearing in court as a function of their job shall be considered as hours worked. All witness fees and reimbursements received, as a result of court appearances shall be returned to the System.

Employees attending court as a plaintiff, defendant, or witness on non-work related matters may use vacation leave or earned compensatory time, or the Coordinator may grant leave of absence without pay.

4.5.8 LEAVE OF ABSENCE

The Coordinator may grant employees an unpaid leave of absence, not to exceed 90 days (except for military service), when such absences will not interfere with the best interests of the System. Under unusual circumstances, the Coordinator may extend this time.

A request for such leave must be in writing, stating the reason for the leave and intention to return to work at a specified date. The Coordinator's decision on the request is final and non-grievable.

The leave of absence, when granted, shall be in writing and detail the employment

conditions that will be in effect at the end of the absence. The leave period will be counted for subsequent benefits eligibility, but not for pay increases. An employee on leave of absence must pay the full cost of all insurance premiums normally paid by the employee and the System, in accordance with the C.O.B.R.A. Act.

4.5.9 DISABILITY/MATERNITY/ADOPTION LEAVE

Employees who are absent for more than two weeks due to medical disability, including but not limited to pregnancy/adoption, and who have exhausted their paid vacation and sick leaves may request a disability/maternity/adoption leave. The Board may grant such a leave of absence without pay for the period of their disability to a maximum of six weeks. Benefits are not accrued during unpaid leave.

A request for this leave of absence must be accompanied by a physician's statement of the disability and the anticipated recovery date. A physician's statement indicating ability to return to work is required upon return from leave.

4.5.10 LEAVE TIME RECORDS

Employees and Board members will have continuous access to written reports on staff usage and remaining accumulation of sick and vacation leave.

4.6 EMPLOYEE DEVELOPMENT/RELATIONS

4.6.1 PROFESSIONAL MEMBERSHIPS

Where membership is for the purpose of officially representing the System, payment of dues and fees will be made by the System, according to the budget each year.

4.6.2 STAFF DEVELOPMENT

Staff members may receive time off with pay, expenses or both, for attendance at preapproved professional conferences, workshops, seminars, or other continuing education experiences. Staff members are expected to submit a short report to the Board for each of these. Expenses for these activities shall not exceed the annual budget appropriation for staff development.

4.6.3 JOB DESCRIPTIONS

Job descriptions will be reviewed annually prior to annual performance evaluations and revised when a significant change occurs. Employees will be given a chance to review and suggest changes in draft versions of their job descriptions before final approval. Employees should keep in mind that job descriptions do not necessarily cover every task or responsibility they might be assigned and do not limit management's right to assign additional duties as needed.

The System Coordinator and WLS Board jointly hold the responsibility for the development of System employee job descriptions. The WLS Board and the NLC supervisor are responsible for the System Coordinator's job description.

4.6.4 PERFORMANCE EVALUATIONS

The System Coordinator will conduct written performance evaluations of staff members upon completion of the six-month probationary period and annually thereafter. The Executive Committee and NLC staff will conduct a performance evaluation of the System Coordinator upon completion of six months probation and annually thereafter. The objective of these evaluations is to assist employees in their career development and to improve overall effectiveness of the System operations. The evaluations will be shown to employees in draft form and discussed with them. Subsequent changes may be agreed upon before a final record is made. If agreement cannot be reached, the employee may prepare a separate statement for the record as

appropriate. All performance evaluations will be signed by both the employee and the person doing the evaluation. The signing indicates that both have communicated on the subject matter even though they may not have agreed. Performance evaluations will be placed in the employee's permanent file.

4.6.5 SEXUAL HARASSMENT

It is illegal for any worker, male or female, to harass another worker by making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct. All employees will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

Employees who feel victimized by sexual harassment should report the circumstance in writing to the Coordinator or the Board President immediately. Employees who are dissatisfied with the resolution of their complaint may file a complaint through the System's grievance procedure. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

4.6.6 DISCIPLINE

To the extent possible, the System will attempt to correct work-related problems through the use of progressive discipline. However, some offenses are so serious that a single incident will result in immediate discharge. Examples of infractions which may result in immediate discharge include, but are not limited to:

- a) Falsification of any employment record, employment application or System document;
- b) Theft from System, System member, or co-employee;
- c) Deliberate or reckless destruction of System's or System member's property;
- d) Use or possession of alcohol or illegal drugs on the job;
- e) Soliciting or accepting gratuities from system members, vendors, or the public;
- f) Possession of weapons while at work;
- g) Conviction of a criminal offense.

Examples of the types of problems that will usually be dealt with through a system of progressive discipline include, but are not limited to:

- a) Unsatisfactory work performance;
- b) Attendance and tardiness problems;
- c) Failure to properly carry out, in a timely manner, instructions from supervisor;
- d) Reporting to work or working under the influence of alcohol;
- e) Discourtesy to System members, members of the public or co-workers.

The first level in the progressive disciplinary system is the oral reprimand. This is an oral warning to employees that their conduct is unacceptable and that further infractions will lead to more severe penalties.

In cases involving performance deficiencies, employees will first be counseled by their supervisor and told which improvements are needed before they are subject to an oral warning. A notice of the reprimand will be placed in the employee's file.

The second level is written reprimand. This written reprimand will describe the unacceptable conduct or performance and specify the improvement needed. A copy of

the warning, signed by the supervisor and the employee, will be retained in the employee's personnel file.

The third level is an unpaid suspension (usually three days). Employees may be suspended for repeated instances of minor misconduct or for a single serious offense. A record of suspensions will be retained in the employee's personnel file. Employees who fail to improve their conduct or performance after a disciplinary suspension may be discharged.

An employee's annual evaluation will note any change in job performance.

Employees who think they may have been disciplined unfairly, too harshly, or inappropriately may pursue the complaint through the System's grievance procedure.

4.6.7 GRIEVANCE PROCEDURE

An employee is expected to consult first with the System Coordinator regarding any action, occurrence or attitude, which is perceived as unfair or inequitable on the job. If a satisfactory agreement for resolution cannot be reached, the employee may appeal to the Board President in writing with a copy to the System Coordinator.

If an employee files a written grievance with the President and no resolution is reached within 10 working days after the grievance is received, the Board President will then set up a three-member Grievance Committee composed of staff and Board members as follows: one member will be (or chosen by) the Board President; one member will be (or chosen by) the System Coordinator; and one member will be chosen by the grievant.

The Grievance Committee will hear and review all evidence presented by the grievant and the System Coordinator. After consideration, it will make a recommendation to the Board President. If action by the Grievance Committee does not satisfy either party, a final appeal may be made in writing to the Board President for a hearing before the Board. Decision by the Board will be final.

If the grievance is filed with the Board President by the System Coordinator, and no resolution is reached within 10 working days after the grievance is received, the Board President will then convene a Grievance Committee composed as follows: one member shall be chosen by the Board President; one member chosen by the System Coordinator; and one member chosen by the Director of the Nebraska Library Commission.

The Grievance Committee will hear and review all evidence presented by the Coordinator and Board. After consideration, the Grievance Committee will make a recommendation to the Board President and the NLC supervisor. The NLC supervisor will decide on the next course of action based on the Nebraska State Personnel Rules and Regulations.

Employees who pursue complaints through the grievance procedure will not be discriminated against or suffer any reprisal for using the procedure.

4.7 TERMINATION OF EMPLOYMENT

4.7.1 RESIGNATION

An exempt employee is expected to give a minimum of 30 days advance notice of the effective resignation date. A non-exempt employee should give at least 10 days notice prior to the effective resignation date. Notice must be given in writing to the System Coordinator or in the case of the System Coordinator, to the Board President and the NLC supervisor.

4.7.1a EXITING COORDINATOR CHECK LIST

The exiting Coordinator shall complete and present to the Board an exiting checklist as required by the Executive Committee.

4.7.1b EXIT INTERVIEW

Prior to the departure date of employment, the Board will conduct an exit interview with the departing employee.

4.7.2 REDUCTION IN FORCE

Any employee affected by a reduction in force due to reorganization or funding as determined by the System Board and the Nebraska Library Commission, will be given written notice one month in advance. The Coordinator may grant and be given reasonable time off during the notice period for interviews.

4.7.3 DISMISSAL

An employee may be dismissed for just cause for infractions resulting in immediate discharge with loss of all benefits. An employee may be terminated without notice when disciplinary actions have proven ineffective in dealing with the particular employee. Compensation of the employee so terminated shall end upon the date of notice of dismissal with loss of all benefits.

4.7.4 MUTUAL AGREEMENT

When both the individual and the Western Library System management think it would be beneficial to end the employment relationship, the termination is by mutual agreement. Under these circumstances, no termination date is set by the System and a departure date is informally agreed upon within a reasonable period of time.

4.7.5 SYSTEM COORDINATOR

The System Coordinator serves at the pleasure of the Western Library System Board and the Nebraska Library Commission. Any complaints about the Coordinator's performance shall be referred to the Executive Board and the NLC supervisor for adjudication.

The Executive Board and the NLC supervisor shall take such action as it deems appropriate to ensure satisfactory performance for the Coordinator. In order to protect the rights of the individual, an established course of proceeding will be followed. All provisions relative to termination which apply to other State of Nebraska employees shall apply in the case of the Coordinator.

4.8 OUTSIDE ACTIVITY AND COMPENSATION

To avoid actual or the appearance of conflict-of-interest, any employee who engages in any remunerative activity in any field directly related to the Western Library System must have prior approval of the Board. This includes consulting work, speeches, conference participation, teaching or writing for pay if it is done on the System's time. No employee may represent himself or herself as a spokesperson for the Western Library System without prior approval or direction from the Board. Media material produced by employees on pay status remains the property of the Western Library System.

4.9 INTERNET USE

The Internet is an important tool for WLS staff to gather professional information, communicate with members and other professional associates, access databases for reference, and carry on many of the basic functions of the WLS office. Unacceptable use of the Internet may result in disciplinary action. Examples include but are not limited to violation of copyright laws, violating software licensing agreements, participating in

activities for personal financial gain or business, transmitting material in violation of any law, propagating viruses or compromising the integrity of the computer system, playing recreational games, violating the privacy of other users or their data.

Revised October 2003

Revised July 2008

Revised May 2009

Revised July 2012

Revised July 2015

WLS Board President

WLS Board Vice President

WLS Board Secretary

WLS Coordinator

Appendix B

Western Library System

Code of Conduct for Committees

The following rules will apply to anyone serving on the committee for the Annual Meeting, Nominating, Public Relations, Scholarship, Technology and any and all committees formed under the supervision and/or direction of the Western Library System Board.

1. Each committee will be under the direction of the chair/co-chair.
2. All committee members will understand that decisions may and/or will be subject to the approval of the Western Library System Board.
3. All committee members will remember that we serve the interests of every member library, public or school, in the Western Library System. Decisions or actions should not be made that excessively and/or repeatedly favor one area and/or member library of the Western Library System while causing undue difficulty or exclusion to another.
4. Each committee member will interact with the other members of the committee in a courteous and professional manner.
5. Suggestions by all committee members will be welcome and considered fairly by the committee. Response to any suggestion, either for or against, will be done in a courteous and professional manner. New ideas and/or ways of achieving the goals of the committee will be welcomed.
6. No committee member will act on his or her own. Any action must be agreed upon by the majority of the committee and the chair/co-chair must be made aware of and agree to said action before implementation.
7. All committee members will maintain regular contact with other members of the committee. If a committee member is unable to attend a meeting of the committee, that member should make every effort to find out what happened in the meeting and/or provide input through e-mail or by telephone.
8. All communication (e-mails, etc.) relating to committee business will be made available to all committee members.
9. If the above guidelines are not met by the committee members, the chair and/or cochair will have the authority to reprimand and/or temporarily or permanently inform a committee member that his or her services to the committee will not be required.
10. If a problem or conflict arises, the chair and/or co-chair should be approached first for a resolution. If it is felt a problem or conflict still exists, the Western Library System Board can be approached. However, it will be understood that the Western Library system will have the final say in any matter arising in any committee.

WESTERN LIBRARY SYSTEM BYLAWS

Article I

NAME

This organization shall be known as the Western Library System.

Article II

PURPOSE

The purpose of the Western Library System is to stimulate, initiate, and coordinate library service of the highest quality to enrich the lives of all residents in the Western area of Nebraska: Arthur, Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Grant, Keith, Kimball, Morrill, Scotts Bluff, Sheridan, Sioux, Hooker, McPherson, Chase, Perkins, Dundy, Hayes and Hitchcock Counties.

Article III

MEMBERSHIP

System membership is open to all libraries and media centers in the Western region. Each agency will indicate its willingness to participate in the cooperative efforts of the System by a Membership Resolution. General participation in programs and activities is open to all librarians, media specialists, library trustees, educators and other residents of the Nebraska Western region who are interested in promoting the purpose of the organization.

ARTICLE IV

MEETING OF MEMBERS

Section 1: Annual Meeting

An annual meeting of the general membership shall be held each year in July.

Section 2: Purpose of Meeting

The business of the annual meeting of the general membership shall be: 1) a report on the activities of the Western Library System for the year; 2) a discussion of priorities and programs for the coming year; and 3) other such items as may come before the meeting.

Section 3: Notice of Meeting

Notice of the time and place of each annual meeting shall be sent by the System Administrator at least four weeks in advance of the meeting to each member library and media center in the Western region to be posted. Such notice shall also be included in the Western Library System Newsletter prior to the meeting and other legal notices as may be required.

ARTICLE V

BOARD OF DIRECTORS

Section 1: Name

The Board of Directors of the Western Library System shall be known as the Western Library System Board, hereinafter referred to as the WLS Board.

Section 2: Purpose

The WLS Board shall administer the affairs of the Western Library System as set forth in these Bylaws.

Section 3: Operation

The WLS Board shall adopt Operating Policies for the management of the System. The WLS Board shall review said Operating Policies annually and make changes to insure the best possible representation of the WLS Board.

Section 4: Meetings

There shall be at least five meetings of the WLS Board each year at such time and place as designated by the members. Notice of time and place of meetings shall be given to all member libraries and published in the area newspaper. Meetings may be conducted by telephone conference, and the Board may also allow for a polling of the Board on specific issues, when necessary, for the prompt completion of business. In all cases, results of Board meetings shall be open to the general public without other notice than this Bylaw.

Section 5: Quorum

A simple majority of the membership of the WLS Board shall constitute a quorum for the transaction of general business at any meeting of the WLS Board.

Section 6: Voting

All votes concerning expenditures shall be roll call votes.

ARTICLE VI

OFFICERS

The officers of the WLS Board shall be a president, a vice-president and a secretary. These officers shall constitute the executive committee of the Western Library System Board.

Section 1: Duties of the Officers

A. PRESIDENT

The president shall preside at the annual meeting of the general membership and at all meetings of the WLS Board. The President shall appoint members to committees, with the approval of the WLS Board, whenever conditions warrant such action. The President shall perform all duties incident to the office of President and shall have such powers as necessary to perform this office.

B. VICE-PRESIDENT

The Vice-President shall perform all duties of the president in any absence or disability of that officer, and shall be prepared to assume any special duties assigned by the President and/or the WLS Board.

C. SECRETARY

The Secretary shall keep a true and accurate record of all meetings of the board, and perform other such duties as are generally associated with the office. If the secretary wishes and the board approves, the president of the board may appoint the WLS Administrative Assistant to record the minutes of board meetings.

Section 2: Election and Term of Office

Officers shall be elected in accordance with the Operating Policies of the WLS Board.

Section 3: Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled in accordance with the Operating Policies of the WLS Board.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1: Contracts

The WLS Board may authorize any member or members of the Western Library System to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Western Library System. Any such authority may be confined to specific instances.

Section 2: Checks, Drafts, Etc.

The System Coordinator and at least one other Board member – to be designated at the first board meeting of each fiscal year – will be authorized to sign WLS checks. Two signatures will be required on all checks. The System will maintain bonding/employee dishonesty insurance for the members of the System staff based on the maximum amount anticipated to be in the System accounts at any one time. The Board will review the bonding/employee dishonesty insurance amount annually, at the time of insurance renewal.

Section 3: Deposits

All WLS or Western Library System funds shall be deposited to the credit of the Western Library System in such bank, trust company or other depositories as the WLS Board may select.

Section 4: Gifts, Grants

The WLS Board may accept, on behalf of the Western Library System, any contribution, gift, grant, bequest or devise for the general purpose of the Western Library System or for any special purpose.

Section 5: Fiscal Year

The Fiscal Year for the affairs of the Western Library System shall be July 1 – June 30.

ARTICLE VIII

AMENDMENTS TO THE BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the WLS Board members at any regular meeting, if at least two days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.

ARTICLE IX

PROCEDURES FOR MEETINGS

Roberts Rules of Order shall serve as procedures for decision making during the WLS Board meetings and the general membership meetings, insofar as these procedures are not contrary to these Bylaws.

ARTICLE X

DISSOLUTION

In the event of the dissolution of the Western Library System, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all remaining assets of the corporation exclusively for charitable purposes in accordance with the amended Articles of Incorporation and with Nebraska law.

Approved by the Western Library System Board on _____ 2015.

By:

President, Western Library System Board

Secretary, Western Library System Board

Other Governing documents:

<http://libraries.ne.gov/wls/governing-documents/>