

# LIBRARY ADVISORY COMMITTEE HANDBOOK



Montgomery County Public Libraries  
21 Maryland Avenue  
Rockville, MD 20850

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## PREFACE

Thank you for volunteering to help improve our libraries by participating on a Library Advisory Committee (LAC).

The local LACs are the eyes and ears of the Montgomery County Public Library (MCPL) system. It is through your observations and suggestions that the Montgomery County Library Board (MCLB) can advise the Director and other senior managers of Montgomery County Public Libraries about what your library is doing well and what needs improvement.

In this LAC Handbook, you will learn about:

- The roles and responsibilities of each LAC.
- How LACs are organized and operated.
- The differences between the LACs and the Friends of the Library, Montgomery County, Maryland Inc. (FOLMC).

There is also resource material on how to provide advice and counsel about our libraries, how to recruit new members and many other topics.

Enjoy your time on your LAC. Let the Library Board know if you have any questions and thanks again for your participation.

## ABOUT THE LAC HANDBOOK

The Montgomery County Library Board (MCLB) is one of 80 plus Boards, Committees, and Commissions (BCC) under the purview of the County Executive, and therefore, adheres to the policies and procedures as established in Maryland State Law and Montgomery County Code.

The LAC Handbook is the product of the Montgomery County Library Board, written exclusively for its Library Advisory Committees.

LACs share their input with their library board liaison any time throughout the year. The liaison forwards updates to the LAC Activities Workgroup. That workgroup meets in the Fall to review all input. The LAC handbook is updated annually after review and approval by the full board, usually in February.

MCLB sincerely hopes its LACs find the LAC Handbook provides a user-friendly document filled with pertinent information to guide their activities in support of MCPL.

## MISSION

The mission of a Library Advisory Committee (LAC) is to advise the Montgomery County Library Board (MCLB) and the Regional Manager on issues of local interest and concern for the benefit of the

community and Montgomery County Public Libraries (MCPL). These issues may include, but are not limited to, policy matters, collections, services, and facilities. The LACs are the voices of the community operating on a grassroots level for each library branch or services section.

## HISTORY

In 1951, the Montgomery County Government adopted a law creating a Department of Public Libraries and a Library Board, responsible to the County Executive. The Library Board was authorized to designate from among the residents of each area where a branch library was located a local advisory committee (County Code 2-51), subsequently called the Library Advisory Committee (LAC). Accordingly, the Library Board could establish an LAC for each branch or service area. The LACs would function under the direction of the Library Board and not as an independent committee of the library branch or agency.

There are 20 community/local branch libraries, each of which has an LAC. There are also LACs for two libraries that do not have specific neighborhood or community constituencies: the Montgomery County Correctional Facility and the Noyes Library for Young Children. The final advisory group, the Accessibility Advisory Committee (AAC), also has a countywide constituency; individuals with disabilities. AAC's membership is different from the other advisory groups in that it is self-selecting from county disability organizations and constituencies across the county. All 23 of these groups have liaisons from the Montgomery County Library Board.

## LAC ROLES AND RESPONSIBILITIES

The role of an LAC is to consult with and make recommendations to the Library Board (and Regional Manager) concerning local library needs. A single LAC is designated to represent the needs of each local library or special services section of MCPL.

Responsibilities of each LAC and its membership:

- Advise the Regional Manager and MCLB on specific issues, concerns, and opportunities related to the local library, including collections, services, programming, staffing, and facilities. This can include recommending programs offered at other libraries.
- Advise MCLB of specific findings, issues, problems, and concerns related to the local library and make recommendations to the Board on public library-related matters, following the appropriate channels of communication.
- Foster communication among the MCLB, LAC members, and the local library community by obtaining advice and views on public library needs in their areas and reporting those views.
- Participate in providing government officials with advice and counsel about libraries via the Library Board, and in support of positions taken by the MCLB, may testify before County Council and/or appear at Council hearings.
- Recruit new LAC members.

- Represent the users of the local library at community functions such as meetings, fairs, celebrations, etc.
- Advocate for the library in the community.
- LACs must follow the Maryland Open Meetings Act policy and procedures.

The following actions are **not permitted** by LACs, due to their structure of the LAC within MCLB:

- Participate in local library department personnel matters. (An LAC may comment on staffing levels or the need for certain positions, distinct from commentary on any particular incumbent or candidate for a position.)
- Raise money or funding streams. To assist their branch library in securing supplemental funds, LAC members, as individuals, may participate in its Friends of the Library (FOLMC) book sales.
- Conduct surveys that MCPL or MCLB have not approved. (To obtain approval for a survey, the LAC should share a draft of the proposed survey questions with the MCLB Liaison and Regional Manager. The request will be brought to the next MCLB meeting for review and the decision will be communicated to the LAC by the Liaison).
- Reach out directly to any county employee requesting that they attend LAC meetings in an official capacity. Instead, the Regional Manager or the Liaison can pass the request on to MCPL administration who will manage the request.

The MCLB can disband an LAC if it is acting, speaking, or operating outside the roles of an LAC and/or neglecting its usual responsibilities. The MCLB decides on a case-by-case basis if a member of a disbanded LAC who applies to serve on a different LAC can be appointed.

## MEMBERSHIP

The membership of the LAC should reflect the diversity of the local community and broadly represent a cross-section of the community served. Members of an LAC may be recruited from a library community service area by its LAC members or by the Regional Manager. There is no limitation on the number of members who can serve on an LAC at any one time. Interested individuals can be recruited for membership at any time during the year.

An individual may serve as a member of only one LAC at any given time. An exception is that an individual could serve on one local/community branch LAC, and also one of the advisory groups for the Montgomery County Correctional Facility (MCCF), the Noyes Library for Young Children, or the Accessibility Advisory Committee. The MCLB would approve any exception. Serving on an LAC is voluntary and unpaid.

For risk management and insurance purposes, newly appointed LAC members need to fill out Montgomery County's Volunteer General Registration form, at

<https://montgomerycountymd.gov/library/resources/files/about/volunteer-application.pdf>

Give the volunteer registration form to the Regional Manager for transmission to the Library

Director's Office and entry into the volunteer database.

There are multiple ways in which a library patron can apply to an LAC.

- a. The LAC handbook has an application page on Appendix A.
- b. The Montgomery County Library website has a link to the application: [Link to Online LAC application.](#)
- c. The Montgomery County Library website's specific branch page has a link to the online LAC application: [Link to Online LAC application](#) The completed form goes directly to the respective Regional Manager.
- d. There is an LAC flyer containing an application form that should be available at all branches.
- e. Paper applications containing ALL pertinent information can be turned in to Regional Managers. Make sure to include the reason for interest in joining the LAC.

The Director's Office of the MCPL will convey MCLB decisions about applications to the Regional Managers with a copy to the LAC Chair and will include these decisions within MCLB Minutes.

Regional Managers and MCLB Liaisons are not considered to be members of their LACs.

## Eligibility

- Any individual who shares the Montgomery County Public Libraries' mission, vision, and core values.
- Any individual who lives, works, or attends high school or college in the area served by a local library is eligible for membership to its LAC.
- Individuals elected to public office are eligible to join LACs as non-voting members. They may not hold an office in an LAC.
- Merit MCPL employees are not eligible to serve on an LAC, but Montgomery County employees working in other departments of the county are eligible to serve.
- Organizations, coalitions, or other groups are not eligible to join.

## Appointment Terms and Procedures

A member of an LAC is appointed to serve a term of three years. Members can be reappointed by the MCLB at the end of a term but they do need to reapply. A renewed term will be extended through the original expiration month rather than resetting from the date the renewal application was submitted. For example, if the original term expires in December but the LAC member proactively reapplies in October, the new term will expire in the month of December, not October.

Terms of appointment begin as soon as the MCLB approves the application. Terms of service may be automatically adjusted during the renovation or refresh of a local library if an LAC is inactive during this period. The Regional Manager will work with the Library Director's Office to adjust the LAC members' terms.

MCLB maintains full authority over all LAC appointments and reappointments.

Any member may resign from an LAC at any time during the year by notifying the LAC Chair, who alerts the Regional Manager and the Library Director's Office. An LAC Chair's resignation should go to that LAC's Board Liaison, the Regional Manager, and the MCPL Director's Office.

## OFFICERS AND COMMITTEES

Each LAC must elect a Chair and a Secretary. After serving a one-year term, a Chair may be re-elected to a second one-year term. However, a Chair should not serve more than two consecutive terms in the same office. LACs may elect two Co-Chairs who share the responsibilities of leading the LAC during a term of service. After serving a one-year term, a Secretary may be re-elected for consecutive one-year terms for as long as he or she is a voting member. MCLB may grant exceptions when requested and applies to both Chair and Secretary. The board liaison to the LAC in question should bring to the full MCLB a requested exception for action.

If no one volunteers to be a Chair or Secretary, the Regional Manager will run the LAC meetings temporarily until officers are elected.

LACs may also establish a subcommittee structure to help pursue various activities. For example, LACs may wish to establish a committee to recruit new LAC members or recommend programs for the public.

### Duties and Responsibilities of the LAC Chair

- With input from the Regional Manager, sets the meeting agenda. The agenda of each meeting must include, but is not limited to:
  - Approval of Minutes
  - Chair's Report
  - Regional Manager's Report
  - MCLB Liaison's Report
  - Old Business
  - New Business
  - Public comment
  - Adjournment
- Encourage dialogue and participation among diverse groups of library users in the community.
- Maintain regular contact and communication with the MCLB Liaison and the Regional Manager to exchange information. Keep the MCLB Liaison informed about the LAC's meetings, activities, and concerns.
- Schedule meetings at times the committee can meet and preside at LAC meetings.
- Inform MCLB and MCPL Director's Office of changes in the LAC roster as they occur.
- Organize recruitment campaigns to solicit new LAC members. (Appendix B)
- With input from MCLB Liaison and Regional Manager, recommend programs to address the needs of library users.
- Schedule and hold elections for LAC Officers in a timely manner and submit the names of

- elected officers to the Director's Office as soon as possible after June 1.
- Submit an annual Library Advisory Committee form to the MCLB Liaison no later than September 30. (Appendix C).
- In support of positions taken by the MCLB, testify and/or appear at County Council budget hearings if appropriate and/or other such forums scheduled in local communities with County officials.
- Monitor attendance and ensure people meet their obligations of being an LAC member.
- Represent the LAC at special meetings or events called or organized by the MCLB.
- For new Chairs especially, if possible, attend at least one MCLB meeting.

## Duties and Responsibilities of the LAC Secretary

- Take minutes at each meeting.
- Prepare and distribute LAC correspondence as needed.
- Maintain accurate and up-to-date membership records.
- Notify LAC members, the Regional Manager, and MCLB Liaison of all meetings and/or any change in the meeting date, time, or location.
- Ensure that written notice of each LAC meeting is posted in the library, on the MCLB website, and distributed to members within five (5) business days after group determines meeting date and at least two (2) calendar days in advance of the meeting.
- Regarding the MCLB website, provide a copy of the LAC meeting schedule for each fiscal year to the MCPL Director's Office for posting on the Board's/LAC website. The meeting schedule should include the date, time, and location of each LAC meeting. If a meeting includes virtual access, the LAC must publish how the public may attend virtually. The LAC must request that MCPL publish the link for joining the virtual meeting.
- Keep written minutes of all meetings until they are posted to the LAC website.
- Send a copy of the approved minutes of each meeting to the MCLB Liaison and Director's Office within five (5) business days of minutes approval.

## What the LAC can expect from their Regional Manager

- Attend all LAC meetings.
- Give input to Chair regarding meeting agendas, including a Regional Manager's Report.
- Maintain regular contact and communication with Chair and Liaison.
- Accept new LAC member applications and forward to Library Director's Office.
- If no one volunteers to be an officer (Chair or Secretary), run the LAC meetings until an officer is elected.
- Help LAC members with printing flyers or brochures advertising the LAC in order to recruit new members.
- If an LAC wants a county council member or staff to speak at an LAC meeting, the Regional Manager or Liaison can pass the request on to MCPL Administration who will manage the request.



- Regional managers may track volunteer hours of LAC members for reporting to MCPL.

## ELECTIONS

Elections of officers should be conducted no later than June 1 of each year. It is the responsibility of the LAC Chair to call a meeting of the members prior to June 1, conduct the election of officers, and promptly report the results of the elections to the MCPL Director's Office. Extensions of the June 1 deadline can be requested to the MCLB Liaison, who can either approve the request or take it to the entire Board.

## CONDUCT OF MEETINGS

From September to August, a minimum of five (5) meetings of an LAC must be scheduled, and a minimum of three (3) meetings must be held. LAC meetings cannot be held on the same day as the MCLB meetings (usually the second Wednesday of each month). All LAC meetings must be run by either the chair or co-chair. LAC meetings and activities are separate and distinct from Friends of the Library (FOLMC) meetings and activities.

Each LAC can determine their own approach to format of their meeting; in-person, hybrid, or virtual.

The Chair or Co-Chair normally conducts LAC meetings. If the Chair or Co-Chairs are absent, the Secretary can call the meeting to order, call for nominations, and immediately conduct an election for a temporary Chair for that meeting only. (*Robert's Rules of Order*) Business may be conducted according to the preferences of the membership in terms of the formality or informality of the meetings. However, any action or proposal for action should be made in the form of a motion on which the members can vote.

Observers do not ordinarily participate in LAC discussions. However, if time permits, they may be permitted to make a brief statement at the conclusion of the LAC meeting.

The Montgomery County Code, Section 2-51, requires a LAC to consist of no fewer than three members. LACs are exempt from the requirement to meet at least three times a year if the library is undergoing a refresh project. However, an LAC with membership below the minimum number of required members (3) may continue to meet but may not vote as an official LAC. The LAC may request exceptions from MCLB in writing with rationale.

With sufficient notice, the Director and senior staff of MCPL are available to give presentations to LACs who desire a briefing on topics of library interest. Requests should be made through the MCLB Liaison.

## QUORUM

Recognizing circumstances vary by LAC, a quorum for transacting business shall be a simple majority of voting members. At a minimum, this number will be two (2) members participating and voting.

Below are Maryland Open Meetings Act changes and Council recommendations/best practices that affect all Boards, Committees and Commissions (BCC). These also apply to the Library Advisory

Committees.

### **Notices of meetings**

- (1) Except as provided under paragraph (3), a group must publish the notice required under Section 3-302 of the Open Meetings Act:
  - (A) within 5 business days after the group has determined the meeting date; and
  - (B) at least 2 calendar days before the meeting.
- (2) If a meeting will include virtual access, the group must publish how the public may attend the meeting virtually.
- (3) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:
  - (A) publish the notice at least 24 hours in advance of the meeting; and
  - (B) indicate in the notice that the meeting is an emergency meeting.

### **Meeting agendas**

- (1) Except as provided under paragraph (2), a group must publish the agenda of a meeting under Section 3-302.1 of the Open Meetings Act:
  - (A) within 5 business days after the group has determined the agenda; and
  - (B) at least 2 calendar days before the meeting.
- (2) If the requirements of paragraph (1) cannot be met due to an emergency, a group must:
  - (A) publish the agenda at least 24 hours in advance of the meeting; and
  - (B) indicate on the agenda that the meeting is an emergency meeting.
- (3) If the requirements of paragraph (2) cannot be met due to an emergency declared by the Governor of Maryland or the County Executive, a group must:
  - (A) publish the agenda as soon as practicable in advance of the meeting; and
  - (B) indicate on the agenda that the meeting is an emergency meeting.

Snippet of Montgomery County Bill No. 8-23 supplementing Maryland's Open Meetings Act ([Link](#))

## ATTENDANCE

The assigned MCLB Liaison and Regional Manager or another department representative should attend each LAC meeting and other meetings relevant to library initiatives and public support for libraries.

Voting LAC members are expected to attend and participate in all LAC meetings, and when possible, notify the LAC Chair before the meeting of any absence.

Inactive members (without advance excused absences) are removed based on the number of meetings they have missed per the chart below. An LAC officer or the Liaison will contact the member letting them know that they are being dropped but are welcome to join again in the future.

Number of Meetings Held in One Year	Allowed Absences
1-4	1
5-8	2
9-12	3
13-16	4
17+	5

## COMMUNICATIONS AND NETWORKING

If the LAC has a shared email address, ensure that the MCLB Liaison has access or is a member of the group.

In the event that an issue, problem, or question emerges in the LAC that requires attention from MCLB, the Board Liaison should share the matter with the Board. If the MCLB Liaison is unavailable, the matter should be brought to the attention of the Regional Manager. If the issue is still not addressed, the matter should be brought to the attention of the MCLB Chair or Vice-Chair.

To reach the MCLB leadership, submit letters or other written communications to this physical address:

MCLB, c/o the Montgomery County Department of Public Libraries, 21 Maryland Avenue, Rockville, Maryland 20850.

Alternatively, to reach the MCLB leadership, send an email to [Library.board@montgomerycountymd.gov](mailto:Library.board@montgomerycountymd.gov).

The latest full MCLB Board roster is posted on the Montgomery County Library website at <https://www.montgomerycountymd.gov/library/board/index.html#section2>

## DIGITAL/SOCIAL MEDIA

- All LAC members may share official MCPL social media posts on their personal accounts, digital community listservs or other digital forums if they are not altering the original post in any way or acting as an official spokesperson for MCPL.
- LAC chapters may seek input using digital channels such as community listservs to gather feedback. (The distribution of electronic surveys requires prior approval as indicated on page 5.)
- LAC members may not use personal social media accounts to act as official representatives of MCPL.
- LAC chapters may not create social media accounts, listservs, groups, forums or use any digital channel to act on behalf of MCPL or any MCPL branch.
- Per the BCC ([Boards, Committees and Commissions](#)) Office, all documents that are uploaded to MCPL's website will be accessible to the public.  
[Social Media Policy - Montgomery County, MD \(montgomerycountymd.gov\)](#)  
[Connect with MCPL - MCPL \(montgomerycountymd.gov\)](#)

## ETHICS

All LAC members are subject to the provisions of Montgomery County Public Ethics Laws. Generally, the laws prohibit members from participating in matters that involve an economic or fiduciary interest of the member. Committee members are also prohibited from participating in a matter involving a relative's economic interest. Relatives include siblings, parents, grandparents, children,

grandchildren, a spouse, a spouse's relatives, and the spouses of these relatives.

The MCLB can dismiss an individual from an LAC if that person is acting or speaking outside of the LAC's roles or responsibilities, in ways that impair the LAC's mission or operation, or if that individual is abusing usual rights and behaviors expected of all library users. (See "Guidelines Governing the Use of Public Libraries" and "Guidelines for Behavior" on the MCPL website.)

## LIBRARY BOARD RELATIONSHIP TO LACs

The Library Board Chair and Vice-Chair:

- Will designate a liaison for each LAC from among the membership of the MCLB. It is the responsibility of the MCLB Liaison to attend each LAC meeting and be responsive to the LAC. Specifically, the liaison will serve in a bi-directional function to communicate any issues, concerns, questions, or related matters originating in the LAC to the Board and vice-versa.
- Will furnish the LAC Chair with any relevant documents or guidelines generated by the Board dealing with administrative issues or public support for the library system.

The MCLB:

- Typically holds at least (1) joint meeting with the LACs and members of the FOLMC. This meeting may include MCPL Regional Managers.
- Will make recommendations to the County Executive on matters affecting the public library system, such as the location of new library facilities, the adequacy of book collections, services to outlying districts, and personnel needs of Montgomery County Public Libraries.
- Will review and approve all changes in LAC membership as appropriate.

## RELATIONSHIP OF LACs TO FRIENDS OF THE LIBRARY, MONTGOMERY COUNTY, MARYLAND INC. (FOLMC)

The mission of FOLMC is to strengthen, promote, and champion Montgomery County Public Libraries (MCPL), for it to better serve the learning interests and needs of the diverse and changing communities of the County, by:

- Raising funds to enhance and supplement library programming, equipment, and services.
- Increasing public awareness of library resources and connecting local communities with their branch libraries.
- Creating volunteer opportunities for County residents to support MCPL.
- Engaging with the County's library support community to address the ongoing needs of the library system and advocating for MCPL's budget to the County government.

The activities of FOLMC include raising funds and cooperating with MCLB and LACs in promoting public awareness of library needs. The funds generated by FOLMC Branch Book sales are used to enhance the program of service, the equipment, the facility, and the materials collection of the branch they are created to serve. Funds are not used for core functions such as staff salaries and basic collections and are not intended to supplement MCPL's operating budget.

The major difference between an LAC and FOLMC is that an LAC is a tool of county government for residents to represent their community and the interests of the library user in relation to library policy. FOLMC is a separate, privately governed non-profit 501(c)(3) primarily involved in fundraising for enhancements like educational programming and other library needs, while assisting and working with MCLB to provide public officials with advice and counsel on library services. FOLMC is the only entity that can raise funds on behalf of MCPL.

LAC members are welcome to become members of FOLMC to support their local branch in addition to maintaining their membership on an LAC.

Learn more at [folmc.org](http://folmc.org)

## RELATIONSHIP OF LACs TO THE ACCESSIBILITY ADVISORY COMMITTEE

The AAC advises the Montgomery County Public Libraries (MCPL) Director and MC Library Board on increasing the value and accessibility of library services, facilities, on-line presence, and programming for individuals with disabilities. The goal is for people with disabilities and their families/caregivers to know about and get full use of County library services and programs. In this context, the AAC also considers unmet needs and offers opportunities for partnerships.

All AAC members keep County-wide library services for all individuals with disabilities as their individual and group focus. The 12-15 members bring the perspectives of a broad range of disabilities such as vision, mobility, cognitive and emotional processing, and hearing. Some members represent organizations and others represent the public. All share the MCPL mission, vision, and core values and recognize the importance and potential of library service to people with disabilities. All members live, work, or attend high school or college in Montgomery County; are unpaid volunteers and use County library services.

The AAC is a county-wide advisory group. Members of a branch LAC can also be a member of the AAC. More information about the AAC can be found at:

<https://montgomerycountymd.gov/library/board/accessibilityac.html>.

APPENDIX A – APPLICATION FOR LAC MEMBERSHIP  
APPLICATION FOR MEMBERSHIP ON A LIBRARY ADVISORY COMMITTEE

Montgomery County Library Board (MCLB)

\*Return completed form to the Regional Manager at the library or special services section of your choice\*

Applicant's name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Preferred phone # \_\_\_\_\_ Email \_\_\_\_\_

Branch library in which you are interested \_\_\_\_\_

Library Advisory Committees (LACs)

1. Advise the branch Regional Manager and MCLB on specific issues, concerns, and opportunities related to the local library, including collections, services, programming, staffing, facilities.
2. Foster communication among the MCLB, LAC members, and the local library community by obtaining advice and views on public library needs in their areas and reporting those views.
3. Participate in activities including appearing at County Council hearings and public forums to support Montgomery County Public Libraries.
4. Represent local library users at community functions such as meetings, fairs, and celebrations.
5. Members are expected to attend meetings regularly.

**Please tell us which of the LAC functions above are most interesting to you and how you would expect to be active in the LAC.** (Attach additional page/s if needed.)

## APPENDIX B – LAC STRATEGIES TO RECRUIT NEW MEMBERS

The following strategies are suggested to facilitate recruitment efforts. Local LACs should consider these and modify them according to their particular community library environment and needs.

Work through the MCLB Liaison to secure flyers that describe the LAC, solicit new members, note when the LAC currently meets, and provide the name and telephone number of a contact person for further information. Make these flyers available in the public information area of your library or post them on the library bulletin board and at local high schools, community colleges or universities, post offices, and other libraries as appropriate.

Tips to help in recruitment efforts include the following:

- Refer prospective member to the LAC's webpage.
- To the extent possible, use a brochure to identify issues the library and its LAC will face in the next few months. If the library is scheduled to be refreshed, it is reasonable to expect a rise, sometimes dramatic, in interest. Conversely, once a library has completed its refresh, the LAC Chair must identify and publicize new strategies to recruit and retain members, who may plan to leave the committee once the new library is operating.
- Identify local Listservs and post LAC information. Indicate that an open LAC meeting will be held on MM-DD-YYYY and that local library patrons and non-patrons, are welcome to attend.
- Obtain agreement of the Regional Manager or designated person in charge and make flyers available to attendees at all library-sponsored public programs or to groups who regularly use the meeting rooms.
- Consider additional solicitation of volunteers at the local library, those who are regular volunteers, and those who help with special projects.
- Consult with Regional Manager to identify interested, informed patrons who would be an asset to the library through membership on the LAC.
- Consult with School librarians, officers of service groups, and local officials who may be able to suggest names of potential members. Remember that all Montgomery County high school students have to meet a mandatory service requirement; service on an LAC is an ideal way to meet that requirement and obtain real-world experience in working with adults in a typical business setting.
- Work with the Regional Manager to have LAC bookmarks created with information specific to the branch. Place them in a prominent location in the library where patrons can take one and ask questions about the LAC.



## APPENDIX C – LAC ANNUAL REPORT

Return this form to the LAC’s Montgomery County Library Board Liaison.



# Library Advisory Committee 2023-24 Report

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Branch Name	
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Please fill out the form below for the September 2023-August 2024 year and return to your MCPL board liaison no later than **September 30, 2024**.

Item	Info/Status	Notes
Regional Manager		
Board Liaison		
LAC has at least 3 voting members		<i>Each LAC shall have at least 3 voting members.</i>
Date LAC roster last confirmed		<i>Most recent update with Library Administration.</i>
LAC Chair 2023-24		<i>Each LAC shall have a Chair, elected for a one-year term and who may be re-elected to a second one-year term. Include Name and Email</i>
LAC Secretary 2023-24		<i>Each LAC shall have a Secretary. Include Name and Email</i>
List meeting dates for 2023-24. Indicate scheduled/held.		<i>Schedule at least 5 and hold at least 3 meetings from September-August.</i>

Notice of meeting posted in library at least 2 days prior to each meeting?		<i>Open Meetings Act requires public notice of all board/committee meetings. Include link to virtual meetings.</i>
Notice sent for posting on MCPL website at least 2 days prior to each meeting?		<i>Open Meetings Act requires public notice of all board/committee meetings. Include link to virtual meetings.</i>
LAC meeting template used at each meeting?		
Copies of approved meeting minutes to Liaison and Director's Office within 5 business days?		
Date of 2023-24 elections		<i>Each LAC shall conduct elections of officers by June 1 each year (i.e., 2023-24 elections should have been held by June 1, 2023)</i>

**Supplemental Questions** (asked to collect information that can be compiled and shared among LACs). Add pages for answers as needed.

1. What were your notable accomplishments for this year?  
 (To complete this question, if need be, review LAC roles in handbook at <https://montgomerycountymd.gov/Library/Resources/Files/board/lac-handbook.pdf>)
  
2. What worked well for your group this year? What good practices have you developed that you would recommend to others? What is an area of growth with which you may need help?