

LAC ANNUAL REPORT

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

LIBRARY ADVISORY COMMITTEE 2023–24 REPORT

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.



Branch Name		
Item	Info/Status	Notes
Regional Manager		
Board Liaison		
LAC has at least 3 voting members		Each LAC shall have at least 3 voting members.
Date LAC roster last confirmed		Most recent update with Library Administration.
LAC Chair 2023–24		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
LAC Secretary 2023–24		Each LAC shall have a Secretary. Include Name and Email
List meeting dates for 2023–24. Indicate scheduled/held.		Schedule at least 5 and hold at least 3 meetings from September–August.
Notice of meeting posted in library at least 2 days prior to each meeting?		Open Meetings Act requires public notice of all board/committee meetings. Include link to virtual meetings.
Notice sent for posting on MCPL website at least 2 days prior to each meeting?		Open Meetings Act requires public notice of all board/committee meetings. Include link to virtual meetings.
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		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)

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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?