

# LIBRARY ADVISORY COMMITTEES HANDBOOK



Montgomery County Public Libraries  
21 Maryland Avenue  
Rockville, MD 20850

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>PREFACE</b>	<b>3</b>
<b>MISSION</b>	<b>4</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>HISTORY</b>	<b>4</b>
<b>LAC ROLES AND RESPONSIBILITIES</b>	<b>4</b>
<b>MEMBERSHIP</b>	<b>5</b>
<b>ELIGIBILITY</b>	
<b>APPOINTMENT TERMS AND PROCEDURES</b>	
<b>OFFICERS AND COMMITTEES</b>	<b>6</b>
<b>ELECTIONS</b>	
<b>DUTIES AND RESPONSIBILITIES OF THE CHAIR</b>	
<b>DUTIES AND RESPONSIBILITIES OF THE SECRETARY</b>	<b>7</b>
<b>MEETINGS AND ATTENDANCE</b>	<b>7</b>
<b>CONDUCT OF MEETINGS</b>	
<b>COMMUNICATIONS AND NETWORKING</b>	<b>8</b>
<b>ETHICS</b>	<b>8</b>
<b>LIBRARY BOARD RELATIONSHIP TO THE LACs</b>	<b>8</b>
<b>RELATIONSHIP OF LACs TO FRIENDS OF THE LIBRARY (FOL)</b>	<b>9</b>
<b>BOOK SALES AND FUNDRAISING</b>	
<b>DONATIONS TO LIBRARY (MONEY) POLICY</b>	<b>10</b>
<b>APPENDICES A-K</b>	
<b>APPENDIX A – APPLICATION FOR LAC MEMBERSHIP</b>	<b>12</b>
<b>APPENDIX B – LAC ROLE IN PROVIDING PUBLIC SUPPORT FOR LIBRARIES</b>	<b>13</b>
<b>APPENDIX C – LAC STRATEGIES TO RECRUIT NEW MEMBERS</b>	<b>14</b>
<b>APPENDIX D – LAC ACTIVITIES</b>	<b>15</b>
<b>APPENDIX E – USEFUL INFORMATION FOR LACs ABOUT THE FOL</b>	<b>16</b>
<b>APPENDIX F – MCLB/LAC ACHIEVEMENT AWARDS</b>	<b>20</b>
<b>APPENDIX G – MCLB BYLAWS</b>	<b>21</b>
<b>APPENDIX H – MCLB ORGANIZATIONAL CHART</b>	<b>23</b>
<b>APPENDIX I – LIBRARY BILL OF RIGHTS</b>	<b>24</b>
<b>APPENDIX J - LACs AND COUNTY COUNCILMEMBERS BY DISTRICT</b>	<b>25</b>
<b>APPENDIX K – MONTGOMERY COUNTY LIBRARY BOARD MEMBERS</b>	<b>26</b>

## PREFACE

Thank you for volunteering to help improve our libraries through your participation on a Library Advisory Committee (LAC).

The local LACs are the eyes and ears of the Montgomery County Public library system. It is through your observations and suggestions that the countywide Library Board can advise the director and other senior managers of the Department of 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 run.
- The differences between the LACs and the Friends of the Library (FOL). There are some crucial ones, and you should be aware of them.

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

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

### About the LAC Handbook

*The Montgomery County Library Board 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 the Montgomery County Code.*

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

The LAC Handbook 2005 edition underwent extensive review in 2007-2010 from MCLB and its LACs. Changes in the new 2011 edition reflect the considerable experience and thought from the LACs who identified areas that were obstacles to their ability to function and thrive. This input was collected at LAC presentations to the Board 2007-2008 that are in part found in the LAC Priority Report (2008). MCLB liaisons to LACs also heard and observed the concerns when they attended the LAC meetings. Other methods of input from LACs include email and face to face discussions at various events.

MCLB deliberated over the LAC input and created the first of many drafts of the LAC Handbook. The draft(s) went through review by the MCLB Committee, MCLB, LACs (22 committees), and back to the MCLB Committee and MCLB. The Board made every effort to adhere to the Montgomery County Code, Policies and Regulations with modifications based on the LAC input and the extensive collective wisdom, knowledge, and expertise of the MCLB members. The long awaited edit to the LAC Handbook is being released after the three year review and rewrite process.

The LAC Handbook has been reviewed by the County Attorney and the Offices of the County Executive. Because this 2007-2010 review was so thorough and comprehensive, MCLB proposes to review and publish updated electronic editions of the LAC Handbook on a time cycle. MCLB releases this 2011 edition for its LACs to use and collect data for several years. MCLB will analyze the data and use findings for future revisions.

MCLB sincerely hopes its LACs find the LAC Handbook (2011) reflects their input in a user-friendly document filled with pertinent information to guide their activities in support of MCPL.

# **LIBRARY ADVISORY COMMITTEE HANDBOOK**

Revised March 2011

## **MISSION**

The mission of a Library Advisory Committee (LAC) is to advise the Montgomery County Library Board (MCLB) and the Library 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 voice of the community operating on a grassroots level for each library branch or services section.

## **INTRODUCTION**

This Library Advisory Committee Handbook reflects the Official Bylaws of MCLB.

## **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 in which a branch library was located a local advisory committee (County Code 2-51) subsequently called Library Advisory Committee (LAC) of not less than three (3) members. Accordingly, the Library Board could establish a Library Advisory Committee for each branch or service area. The LACs would function as a subcommittee of the Library Board and not as an independent committee of the library branch or agency. (See Appendix G)

## **LAC ROLES AND RESPONSIBILITIES**

### **Role**

The role of an LAC is to consult with, and make recommendations to, the Library Board 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 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.
- Provide the Library Manager with input on behalf of the Library Board.
- Facilitate communication between MCLB, LAC members, and the local library community.
- Obtain the advice and views of the local community on library needs in their area, and report these views to MCLB.
- Participate in providing government officials with advice and counsel about libraries via the Library Board, and in support of positions taken by the Library Board, may testify before County Council and/or appear at Council hearings (See Appendix B for recommended activities).
- Recruit new LAC members. (See Appendix C)
- Represent the users of the local library at community functions such as meetings, fairs, celebrations, etc.
- Be familiar with MCPL/MCLB structure, local library history, and LAC Handbook.
- Suggest/recommend programs to the Library Manager.

The following actions are **prohibited** for LACs, due to the structure of the LAC within MCLB:

- LAC members are **not allowed** to participate in local library department personnel matters.
- LACs do not raise money or funding streams. To assist their branch library in securing supplemental funds, LAC members, as individuals, may participate in its FOL Chapter book sales.

## **MEMBERSHIP**

Members of an LAC may be recruited from a library community service area by its LAC membership or by the Library Manager. The membership of the LAC should reflect the diversity of the local community and broadly represent a cross-section of the community served. College and local high school students may also be recruited for membership. However, local Library Managers are not considered to be members of their LACs on either a regular or an ex officio basis. Ex officio membership on an LAC is permitted, but ex officio members are not eligible to vote.

There is no limitation on the number of members who can serve on an LAC at any one time. However, an individual may serve as a member of only one LAC at any given time. LACs should have no less than three (3) members at any time, however, LACs can continue with fewer members during recruitment efforts. Each member in good standing is entitled to one (1) vote on any LAC matter that requires a vote.

Interested individuals can be recruited for membership at any time during the year. Appendix C of this Handbook contains information on new member recruitment strategies.

A Candidate for LAC membership may initiate the membership process by completing an "Application for Membership to a Montgomery County Library Advisory Committee" and submitting it to the LAC Chair or Library Manager. A copy of this form is provided in Appendix A of this Handbook. The LAC Chair is responsible for submitting the names of new applicants to the Director's Office of the MCPL.

### **Eligibility**

- Any individual who lives or works in Montgomery County in the area served by a local library is eligible for membership to its LAC.
- Elected officials are eligible to join an LAC, but organizations, coalitions, or other groups are not eligible for membership on an LAC.
- 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.

Possessing an interest in libraries and a willingness to work on their behalf are the main factors in determining an individual's suitability to become a member.

### **Appointment Terms and Procedures**

A member of an LAC is appointed to serve a term of three years. In an appointment to fill a vacancy before a term expires, the successor serves the rest of the unexpired term. (County Code 2-51). Members can be reappointed by the Library Board at the end of term. There are no term limits, and all members are active members. Terms of appointment begin as soon as the acknowledgement process is complete by the MCLB. Service on an LAC is voluntary and unpaid.

MCLB maintains full authority over all LAC appointments and reappointments. Each LAC recruits new members and maintains a current roster. The LAC Chair informs MCLB of changes in the roster as they occur.

The Montgomery County Code, Section 2-51 requires a local advisory committee consist of no less than three members. The MCLB recommends that LACs maintain a minimum membership of three persons to function. Membership that is below the minimum number of required members (three) may not vote as an official LAC. Members may continue to meet and should report status to MCLB. LACs should continue to actively recruit to increase members.

The LAC may request exceptions from MCLB in writing with rationale.

## **OFFICERS AND COMMITTEES**

Officers of an LAC are elected to a one (1) year term. Each LAC must elect a Chair and a Secretary. There is no term limit, however, officer rotation is recommended based on the circumstances unique to each LAC.

### **Recommended Rotation of Officers**

Recognizing circumstances vary by LAC, MCLB recommends the described rotation of officers. After serving one year, a Chair may be re-elected to a second one-year term. However, a Chair should not serve more than two consecutive terms in office. LACs may, at their discretion, elect two Co-Chairs who share the responsibilities of leading the LAC during a term of service. A Secretary may be re-elected for consecutive terms for as long as he or she is a voting member.

MCLB may grant exceptions when requested. Terms of service may be automatically adjusted during the renovation of a local library.

LACs may, at their option, elect additional officers. LACs may also establish a subcommittee structure to help in the pursuit of various activities. For example, LACs may wish to establish a committee to recruit new LAC members.

### **Elections**

Elections of officers will be conducted no later than June 1 of each year. It is the responsibility of the LAC Chair to call a meeting of the membership prior to June 1, to conduct the election of officers, and to promptly report the results of any elections to the Director's Office.

The LAC and its membership have full responsibility for the operations and administration of the LAC. The assigned Library Board liaison and the Library Manager or another department representative should attend each LAC meeting. The Library Manager assists and supports the LAC, but at no time should a Library Manager assume leadership of an LAC.

### **Duties and Responsibilities of the Chair**

- Maintain regular contact and communication with the MCLB liaison and with the Library Manager to exchange information. Keep the MCLB liaison informed as to the meetings, activities, and concerns of the LAC. Reading the MCLB minutes is recommended.
- Plan, prepare, and set the agenda for each LAC meeting, with input from the Library Manager.
- Preside at LAC meetings.
- Carry out appropriate LAC projects. (Appendix D)
- Represent the LAC at special meetings or events called or organized by the MCLB.
- Organize recruitment campaigns to solicit new LAC members. (Appendix C)

- Arrange for programs at LAC meetings to address the interests of library users, with input from MCLB liaison and the Library Manager.
- 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.
- In support of positions taken by the Library Board, testify and/or appear at County Council budget hearings if appropriate and/or other such forums scheduled in local communities with County officials.
- Serve as the official spokesperson for the LAC.

### **Duties and Responsibilities of the LAC Secretary**

- Prepare and distribute the minutes of each LAC meeting to include:
  - Send a copy of the minutes to the MCLB liaison and the Director of Public Libraries.
  - Ensure that a copy of the LAC agenda and minutes are posted for public information at the local library.
  - Ensure that the Library Manager posts Board minutes (Note: the LAC Chair receives a copy of the MCPL agendas and minutes.)
- Arrange for meeting notices to be posted at the library and communicated to the membership and the MCPL liaison so that they are informed of meetings at least seven days in advance.
- Prepare and distribute LAC correspondence as needed.
- Maintain an LAC archive with minutes, correspondences, and records.
- Maintain accurate and up-to-date membership records for the LAC. Submit names of reappointments, new members, and resignations to the Director's Office. (May also be done by the Chair).

### **MEETINGS AND ATTENDANCE**

During the period of 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 (usually the second Wednesday of each month). Written notice of each LAC meeting must be posted in the library and distributed to members at least seven (7) days in advance of the meeting, as provided by Montgomery County regulations. LACs must notify their MCLB liaison and the Director's Office if there is a change in meeting dates or times.

LAC members are expected to attend or participate in all LAC meetings and to notify the LAC Chair prior to the meeting of any impending absence. The assigned Library Board Liaison and Library Manager or another department representative should attend each LAC meeting and other meetings relevant to library initiatives and public support for libraries.

Any member may resign from an LAC at any time during the year by submitting a letter of resignation to the LAC Chair.

### **Conduct of Meetings**

Recognizing circumstances vary by LAC, a quorum for transacting business shall be a simple majority of the LAC members. For example, at some LACs, this number may be three (3) members participating and voting. Business shall be conducted according to the preferences of the membership in terms of the formality or informality of the meetings. The LAC Chair sets the meeting agenda with input from the Library Manager. Any action or proposal for action should be made in the form of a motion on which the members can vote.

The agenda of each LAC meeting shall include a report from the MCLB liaison.

LACs may consider including special reports and programming as part of their meeting agendas. The Director and Senior Staff of MCPL are available, upon sufficient notice, to give presentations to LACs who desire a briefing on one or more topics of library interest. The Director's Office or the MCLB liaison can be contacted for more information. The Appendix D contains several possible presentation or discussion topics.

The Secretary will take minutes at each LAC meeting. A copy of the approved minutes of each meeting must be sent to the MCLB liaison and Director's Office within ten (10) business days.

## **COMMUNICATIONS AND NETWORKING**

In the event that an issue, problem, or question emerges in the LAC that requires attention from MCLB, the matter should be given to the Board liaison for communication to the Board. If the MCLB liaison is unavailable, the matter should be brought to the attention of the MCLB Chair by the LAC Chair.

Any letters, email or other written communications sent by the LAC Chair to any resident, office, or organization dealing with library business should be copied to the Library Board c/o the Montgomery County Department of Public Libraries, 21 Maryland Avenue, Rockville, Maryland 20850.

Written communications to the Director's Office or to MCLB should also be sent to the aforementioned address. A list of MCLB officers and members appears on MCLB website and in Appendix K.

## **ETHICS**

Since LACs are subcommittees of an official Montgomery County Board, all LAC members are subject to the provisions of the Montgomery County Public Ethics Laws found in the Montgomery County Code and subject to the Open Meetings Act.

## **LIBRARY BOARD RELATIONSHIP TO THE LACs**

The Library Board Chair:

- Will review and approve all changes in LAC membership as appropriate.
- 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, facilitate the communication between the MCLB and the LAC, and be responsive to the LAC. Specifically, the liaison will provide information to, and ask for input from, the LAC regarding MCLB and MCPL activities. The liaison will also serve to communicate any issues, concerns, questions, or related matters originating in the LAC to the Board including but not limited to use of public space, property, personnel time, programs, and the collection (See Appendix D, LAC Activities).
- 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. Such documents include, but are not limited to, those related to budget and matters related to public support for libraries.
- Will provide recruitment materials to LACs such as brochures and MCLB newsletters.

The MCLB:

- Typically holds at least one (1) annual meeting with the LACs and one (1) joint meeting with the members of the FOL. Both meetings may include MCPL Library Managers.
- Will recognize achievements of LACs through an annual award program and ceremony held at the annual meeting (See Appendix F).
- Will maintain an active website with recruitment and outreach materials.

See Appendix H for Organizational Chart.

## **RELATIONSHIP OF LAC TO FRIENDS OF THE LIBRARY (FOL)**

The major difference between an LAC and a FOL chapter is that the LAC represents the interests of the library user in relation to library policy, while the FOL is primarily involved in fund raising for educational programming and other library needs while assisting and working with MCLB to provide public officials with advice and counsel on how to improve library services.

The purpose of the Friends of the Library is to (1) assist the library in its public information effort; (2) raise funds for special purposes; (3) encourage gifts, memorials, and endowments for the benefit of library services; (4) create opportunities for residents to volunteer; (5) support public library service in Montgomery County. The activities of the Friends of the Library include raising funds and assisting MCLB and LACs in promoting public awareness of library needs. The funds generated by FOL chapters are used to enhance the program of service, the equipment, the facility and the materials collection of the branch they are created to serve. Chapter funds are not used for the regular salaries of the staff assigned to the library by the Department.

Library Advisory Committee members may wish to pursue formation of a local FOL chapter. Under its bylaws, the FOL may grant a Charter to establish and operate a local chapter to further the goals and objectives of the FOL within a defined geographic area. LAC members may join their local library's FOL chapter in addition to maintaining their membership on the LAC. However, each group serves a vital, but different, role in the support of public libraries. The local library's LAC is an important *separate* group even though it may operate along with a FOL chapter in serving a specific library.

## **BOOK SALES AND FUND RAISING**

Appendix E contains a set of questions and answers that relate to book sales and fund raising. This information was provided by the Montgomery County FOL for inclusion in this handbook. The Montgomery County FOL and the local branch FOLs are the only entities that can raise funds for MCPL. Appendix E also includes both of the forms (deposit and request) that are required by the FOL for depositing funds into accounts and making requests of those funds to support local LAC library interests.

The primary use of book sale funds is to benefit the public. Funds may be used to print handouts for an LAC event but may not be used to pay for staff salaries.

## **Donations to Library (Money) Policy**

MCPL accepts, but does not solicit, funds from individuals and/or organizations for the purchase of library materials, equipment and program support materials and for the support of Library Programs. The FOL, Montgomery County and its chapters do solicit funds on behalf of the Department for the entire system and individual branches. FOL will maintain an account for each branch for the acceptance and expenditure of funds such as memorial contributions and grant funds

All donations of equipment and materials become the property of MCPL unless otherwise specified and agreed upon at the time of donation. Every effort will be made by the Department to retain donations at the receiving library.

The charters of the local chapters are maintained and negotiated by the countywide FOL. All actions must be consistent with this charter.

For more information see Appendix E and the Montgomery County, FOL Maryland website:  
<http://www.folmc.org>

## **APPENDICES A-K**

**Application for LAC Membership**

Application for Membership to a  
Library Advisory Committee  
Montgomery County, Maryland

Applicant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

E-Mail \_\_\_\_\_

Application Date: \_\_\_\_\_

Name of Library: \_\_\_\_\_

Student \_\_\_\_\_ High School \_\_\_\_\_ College

Other Library Affiliations

Background

Please **use the area below to** tell us about yourself and your interest  
in serving on a Library Advisory Committee  
(additional pages may be attached)

Return to the Library Manager at the library of your choice.

## **LAC Leadership Role in Providing Public Support for Libraries**

One of the most important roles for the members of LAC is in providing public support for their local library. The members of the LAC are at the best position to make the first-hand observations and capture any issues and problems that affect the library community and be able to speak out in support of the library to MCLB and to the legislators including the Montgomery County Council, as necessary, in order to maintain and/or improve the funding levels and the library services for the library users. Moreover, providing advice and counsel for the library by the LAC members does not exclude simply voicing concerns and support for the local library to the people in the community at large and encouraging them to do the same.

The following list provides some guidance and suggestions when publicly discussing support for the libraries:

- Know the core values of the libraries to the communities they serve, wherein the libraries
  - Provide free access to information to connect to the past, inform the present, inspire the future, educate, entertain, enrich, build communities, help students succeed, attract businesses, support literacy and lifelong learning, protect the right to know, a great American bargain
  - Promote intellectual freedom by providing free and equal access to information for all people of every age, income level, location, ethnicity, or physical ability, and provide the full range of information resources needed to live, learn, govern, and work
  - Bring opportunity to all people, since the libraries bring free access to all people.
  - Promote literacy and fluency by helping children and adults develop the skills they need
  - Serve as partners for vibrant and educated communities
- Communicate regularly with the library users to improve awareness of issues of concern to them and to be able to tell the stories from their perspective
- Improve awareness of the information and evidences that demonstrate impact of the library services
- Work closely with the library managers and MCLB in developing messages and strategies
- Share any insights with the library managers and MCLB on how to communicate library needs to the broader community and policy makers that affect the funding for the libraries
- Make the LAC available to speak to groups or the media in support of the local libraries it serves
- Make friends with key decision-makers. Invite them to speak to your group or be guests of honor at special events
- Publish updates about the local library issues and suggestions for supporting them in newsletters
- Recruit others to join the LAC and to speak out for the libraries
- Thank or recognize officials who support the library. Make them honorary LAC members. Feature them in newsletters
- Let the library managers and MCLB know about the concerns and/or compliments you hear from others
- Testify at hearings in support of the library, as the need arises
- Help to raise awareness of what the library system offers and local library needs
- Communicate regularly with the community leaders, encouraging their involvement and interest in the library
- Advertise, speak out, remind the people in the community about the services of the local libraries
  - Look for opportunities to voice support – write a letter to the editor, call into a radio talk show
  - Attend hearings on library-related matters. Ask questions and voice opinions.
  - Write or call legislators and decision-makers to let them know the LAC wants them to support libraries
  - Recruit family, friends, coworkers and neighbors to show their support
  - Don't give up.
- Build coalition with the Friends of the Library to form a nucleus of the effort to support libraries.
- Build networking relationship with the Parent councils, PTAs, faculty and other groups with similar concerns in the community.

## Appendix C

### 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. In all instances, an LAC member should be appointed to serve as Chair of the Recruitment Committee and agree to regularly report progress at LAC meetings prior to beginning any sustained recruitment effort and maintain communication with the MCPL liaison.

Develop flyers, which describe the LAC, solicit new members, *notes when the LAC currently meets*, and provide the name and telephone number of a contact person for further information. Make these flyers available at the public information area of your library or post them on the library bulletin board and at local high schools, community colleges, post offices **and other libraries as appropriate. Note that as of 2009, a generic recruitment brochure has been developed and made available as a Microsoft Word document. It can be downloaded from [www.montgomerycountymd.gov/libtmpl.asp?url=content/libraries/Lib-Board/board.asp](http://www.montgomerycountymd.gov/libtmpl.asp?url=content/libraries/Lib-Board/board.asp) and, once downloaded, can be customized with the information noted above for a specific LAC.**

#### Tips to help in recruitment efforts include the following:

- 1) To the extent possible, use the brochure to identify issues the library and its LAC will face in the next few months. If the library is scheduled to be renovated, it is reasonable to expect a rise, sometimes dramatic, in interest. Conversely, once a library has completed its renovation, 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.
- 2) Identify the local newspaper (in Montgomery County, generally a part of the Gazette chain) and seek to obtain free publicity. Indicate that an open LAC meeting will be held on XXXX and that local library patrons, as well as non-patrons, are welcome to attend.
- 3) Obtain agreement of the Library 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.
- 4) Consider additional solicitation of the volunteers at the local library, those who are regular volunteers, and those who help with special projects.
- 5) Consult with Library Manager to identify interested, informed patrons who would be an asset to the library through membership on the LAC.
- 6) 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, as well as to obtain real-world experience in working with adults in a typical business setting.

## **Appendix D**

### **LAC Activities**

This list serves to provide examples of how LAC members may support MCPL. Many additional opportunities exist or can be developed.

- Facilities – renovations, relocation, maintenance, lighting, restrooms, safety, supplies, signage, computer/technology, access, hours, use of space, decoration, temperature, cleanliness, furniture
- Collection – availability, reserve, condition of materials, choices, timeliness
- Staff – services, responsiveness
- Customer Satisfaction – all items on the survey, concerns related to budget cuts, e.g. long wait lines at checkout
- Landscaping – grass cutting
- Programs – plan, implementation details, evaluation, recommendations
- Volunteers – roles and responsibilities

## Appendix E (E-1 to E-4)

### Useful Information for LACs about the FOL

This section provides a review of pertinent FOL information for LACs. Details and additional information should be obtained directly from the FOL.

#### E-1 FOL Chapter Policy

##### GUIDELINES/PROCEDURES

The FOL of Montgomery County was established in 1982 with the encouragement and support of the Library Board. In the past two decades, the FOL, a nonprofit 501(c)(3) organization, has supported and promoted the resources and services for all Montgomery County community libraries. The FOL of Montgomery County is the umbrella organization that raises funds for our libraries. The organization also mentors and supports 14 individual Chapters that serve their community libraries. These Chapters raise their own funds for their library's enhancements and present their own programs tailored to their communities' interest.

The FOL encourages literacy through programs and events; offers funding so that each library can provide programs and materials that reflect the neighborhoods it serves; and prepares for the future as Montgomery County continues to grow and change. FOLs accomplish their mission through partnerships with the local business community, memberships, donations, grants, used bookstores and the FOL Endowment for the Future. Examples of funded activities include creative children's programming such as Born to Read; sponsor adult education programs, and support cultural and literary events. The FOL's Board of Trustees, many volunteers and individual FOL's Chapters work together to encourage and help all Montgomery County residents use our public libraries.

The County FOL works with the local Chapters, the Library Board and its LACs to promote improved library services with the public and elected officials. The FOL works closely with these groups to better serve the community library system on matters of policy and advice and counsel to policymakers. As a nonprofit organization, the Friends may actively engage in political and community lobbying to the full extent of the law.

##### FUNDING FOR GRANT APPLICATIONS POLICY

The FOL of Montgomery County maintains a grant program that details requirements for chapter submission.

FOL of Montgomery County has determined that chapters' grant applications to foundations, corporations or other organizations for any amount may prohibit the County FOL from requesting funding that will benefit the entire MCPL system; and

FOL of Montgomery County wants to ensure that applications are not being duplicated and grant requests reflect the FOL image and mission;

Therefore, the executive committee of FOL, Montgomery County approved the following policy on June 1, 2004 concerning private or public grant applications submitted by Chapters.

- 1.1 The County FOL will ask Chapters to submit any preliminary public or private grant applications and materials in the form of a summary for review and approval prior to submission.
- 1.2 If a Chapter desires to apply for a grant, the following grant application information must be made available to the County FOL *at least (days/weeks)* prior to submission:
  - Name of the grant-making entity;
  - Specific grant that is being considered;
  - Amount of grant request;
  - Purpose of grant request;
  - When grant funds will be used;
  - Indication of MCPL staff approval.

## Appendix E-2

### FINANCIAL QUESTIONS AND ANSWERS

#### **How do local book sale committees deposit funds with FOL?**

Funds must be deposited to a local branch of a bank to be decided by the FOL (currently M&T), using a FOL deposit slip. A copy of the deposit slip must be attached to the *Deposit Record* form and sent to the FOL office at the same time.

#### **How do local book sale committees withdraw funds from the FOL, i.e. the lead time and written documentation needed?**

Funds may be withdrawn by using the attached *Request for Funds* form with receipts or invoices attached, if applicable. These requests need to be sent with at least three weeks lead time. Checks will be written within 10 business days of receipt. No funds will be supplied without the proper paperwork. \*If not available at the time of the request, invoices and receipts must be forwarded within 30 days.

#### **What is the timing of statements?**

The FOL fiscal year is July 1 – June 30. The quarters are July to September, October to December, January to March, April to June. Quarterly reports will be sent at the end of the month following the end of a quarter.

#### **Who can be called with questions/problems?**

The office manager of FOL should be contacted at **240-777-0020** with any questions regarding financial information. In the event the office manager is not available or does not satisfactorily answer the question or resolve the problem under the auspices of FOL, the executive director may be contacted to intervene.

#### **Is there an option of banking with the FOL chapter instead of the system Friends of the Library?**

This is certainly to be encouraged with the local FOL Chapter.

#### **Is there an option of banking separate from the FOL?**

No. Because the LACs operate under the Montgomery County regulations as a subcommittee of the Library Board, neither the Library Board nor the LACs may handle funds. **Any exceptions will be handled on a case by case base. LACs should keep the MCLB liaison informed.**

*Revised for the MCPL Policies and Procedures Manual July 2004*

# Appendix E-3

## LAC REQUEST FOR LOCAL BOOK SALE FUNDS

Submit to:  
FRIENDS OF THE LIBRARY MONTGOMERY COUNTY, MARYLAND, INC.

Date:

Book Sale Account for \_\_\_\_\_ Library

Amount:

Check made out to:

Send to:

\_\_\_\_\_ (Signature & Title-pls write legibly) \_\_\_\_\_ (Date)  
=====FOR FRIENDS USE  
ONLY

Date Received: \_\_\_\_\_ Approved:  
Date Paid: \_\_\_\_\_ Check #:  
Account Charged:

Appendix E-4

**REQUEST FOR PURCHASE THROUGH MCPL**

Submit to:  
FRIENDS OF THE LIBRARY MONTGOMERY COUNTY, MARYLAND, INC  
Date:

For \_\_\_\_\_ Library

\_\_ Chapter Account (Check attached? \_\_yes \_\_no)

\_\_ Book Sale Account

Item/s to be ordered \_\_\_\_\_  
(Please attach order forms.)

\_\_\_\_\_  
(Authorizing Signature-pls write legibly)

=====  
Send to: Business Office, MCPL, 21 Maryland Avenue, Suite 310, Rockville, MD 20850  
(If check is attached none of the below is necessary.)

Amount: \_\_\_\_\_(MCPL may need to fill out.)

FOL confirms amount: \_\_\_\_\_(signature & date)

Check made out to:

Send to:

MCPL submitted to FOL with invoice attached on \_\_\_\_\_.  
(date)

=====  
USE ONLY FOR FRIENDS

Date Paid: \_\_\_\_\_ Check #:  
Account Charged:

## Appendix F

### Montgomery County Library Board Achievement Awards

The purpose of the Achievement Awards is to publicly recognize and honor innovative projects and activities or special achievements by Library Advisory Committees (LAC). The Achievement Awards are intended to inspire LACs to become more active and innovative in working on projects to benefit their libraries and communities, to acknowledge and encourage their colleagues, and to encourage LAC innovation and initiative throughout the County. The Achievement Awards are approved by the Library Board membership and are presented at a meeting of the Board and LACs.

**\_\_LAC Membership Award** – presented to the LAC which demonstrates effective member recruitment and retention methods.

**\_\_Renaissance Award** – presented to the LAC which emerged after a period of difficulty or transition.

**\_\_Member(s) of the Year Award** – presented to the outstanding member(s) of LACs for their work during the year.

**\_\_Library Board Liaison's Award** – Presented to the individual(s) and their LACs who exemplify the ideal Liaison relationship.

**\_\_Eleanor Ablard Award** – presented to the LAC with the most effective program linking the LAC, the library and its community of users.

#### FORMS

LAC Contact Information Cover Page  
Application Forms for Award(s)  
Check List

#### INSTRUCTIONS

- 1) All applications must be typed.
- 2) Fill in the LAC Contact Information Cover Page.
- 3) On the LAC Cover Page, check all of the applicable award categories for nomination.
- 4) Include your LAC name on each page of the application including any supporting materials.
- 5) Indicate the number of supporting materials being submitted (example: [total: 5] Support letter from Lib Mgr or community representative, news article, picture, flyer, announcements)
- 6) Supporting materials will not be returned.
- 7) Submit 5 hard copies (or one electronic copy) of the completed application.
- 8) Library Board is not responsible for partial or incomplete applications.

**Submission Deadline for all Awards: April 1.**

**All materials and details are on the MCPL website:  
[www.montgomerycountymd.gov/libtpl.asp?url=content/libraries/Lib-Board/board.asp](http://www.montgomerycountymd.gov/libtpl.asp?url=content/libraries/Lib-Board/board.asp)>**

# Appendix G

## Board Bylaws

### THE MONTGOMERY COUNTY LIBRARY BOARD BYLAWS

#### I. INTRODUCTION

1. The Montgomery County Library Board was established under the Montgomery County Code to advise the County Executive on a variety of library matters. The advice is most often given to the Director of the MCPL for transmission to the County Executive, or directly to the Executive. Refer to County Code Section 2-46 and 2-47 for more information on Library Board composition, powers and duties.
2. The Board serves as a voice of the community on Library issues and has a leadership role in articulating community opinions and concerns about library-related matters to the MCPL. The Board's primary responsibility is to provide MCPL with the user's perspective on the library system, policies, facilities, and services. The Board may coordinate testimony and efforts of the local Library Advisory Committees (LACs) to educate policymakers about MCPL. The Board may testify before County Council and State legislative bodies with regard to library issues in coordination with the County Executive through the Director of Public Libraries.
3. The Board provides advice and counsel to MCPL and to the County Executive on a broad range of issues including, but not limited to the following: capital and operating budget matters, facilities, library policy and practices, planning initiatives, and legislative and public affairs.
4. The Board has approval authority regarding all changes in book fines, and other administrative rules, as appropriate. However, the Board does not intervene in personnel or internal operating issues of MCPL. Refer to County Code Section 2-54 for a description of additional administrative responsibilities of the Library Board.

#### II. MEMBERSHIP ISSUES

1. The Library Board consists of twelve members who are appointed by the County Executive and confirmed by the County Council. There is one ex-officio member representing the Public Schools. Refer to County Code Section 2-46, for composition and terms of members of the Library Board. Individuals may be invited to participate in Board meetings as liaisons from related organizations.
2. A full term of appointment to the Library Board is three years and each member is eligible for appointment to two full terms of service. Each year, the terms of four members begin. In the event of a resignation before a member's term is completed, a new member will be appointed to fill the unexpired term. Thereafter, the new member is eligible to apply for appointment to serve two full terms (if the unexpired term is less than two years.) Therefore, the maximum amount of service time by any Board member can be no more than approximately eight years. Refer to County Code Section 2-46 and County Council resolution 13-230.
3. Membership on the Board requires certain responsibilities including the following: serving as liaison to two or more LACs, attending and participating in all regular and special Board meetings, serving on one or more standing committees of the Board, attending and participating in the meetings of Board standing or ad hoc committees as appropriate, attending and participating in special events scheduled by the Board, attending and participating in official functions of MCPL as requested.

#### III. OFFICERS

1. The officers of the Board shall be a Chair (President), a Vice-Chairman (Vice-President) and a Liaison Officer.
2. The officers of the Board shall be elected at the regularly scheduled June or July meeting of the Board, and shall take office the following September. They are elected to a term of two consecutive years.
3. The Chair (President) and Vice-Chair (Vice-President) shall not be eligible to succeed themselves in the same offices for a second full two-year term. However, they may be elected for an additional one-year term by a majority vote of the Board membership.

4. The duties of the officers shall be those which are consistent with the functioning of the Library Board as intended in Montgomery County Code.
5. If a Board member fails to meet attendance requirements, the County Executive's office will be notified.

#### **IV. MEETINGS**

1. Meetings shall be held monthly at a time and place determined by the Board.
2. Special meetings may be called by the Chair (President) or by three Board members.
3. Each Board member acts as a liaison to two or more local Library Advisory Committees and is expected to attend these meetings as well as the Board meetings.
4. Board members serve on at least one permanent committee and are expected to attend these meetings. Occasionally members are asked to serve on special committees or task forces, as appropriate.
5. Members are deemed to have resigned from the Library Board if absent from 25 percent or more of the scheduled meetings during any six month period, as per Montgomery County Code. Refer to County Code Section 2-148 for meeting attendance requirements of Board members.

#### **V. QUORUM**

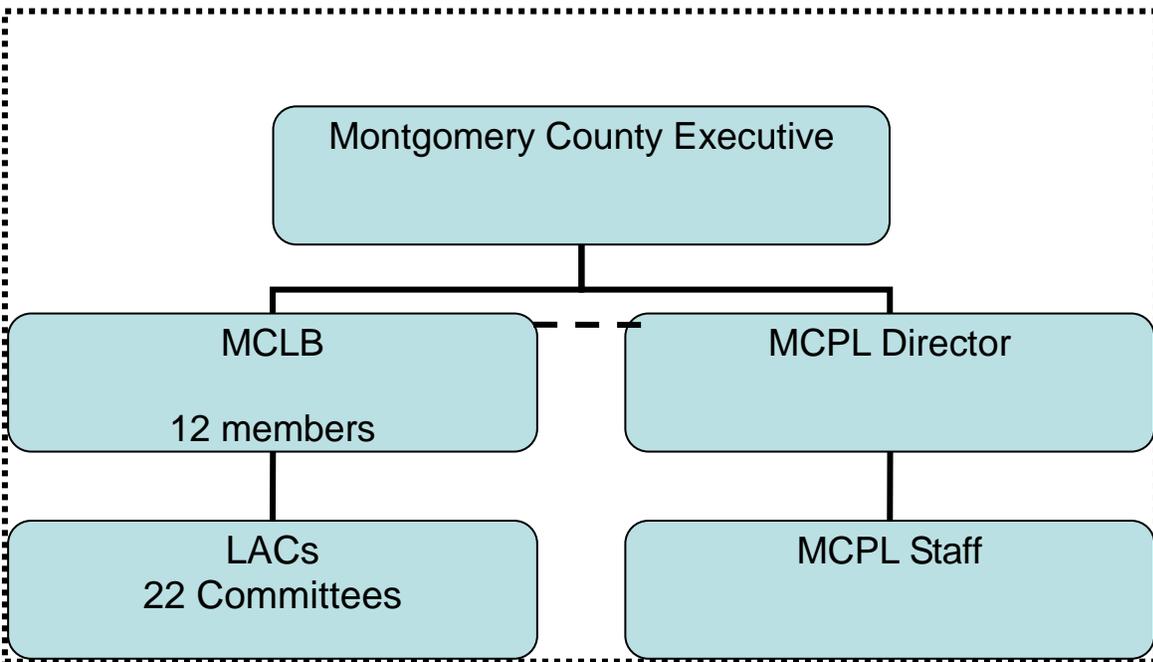
1. A quorum for the transaction of Library Board business shall be a simple majority of the membership.

#### **VI. COMMITTEES OF THE BOARD**

1. Such standing committees as are agreed upon by the Board shall be appointed by the Chair (President). The Committees presently include but are not limited to: Board and LAC Activities Committee, Legislative and Public Affairs Committee, Library Policy and Practices Committee.
2. Any special committee created by the Board is automatically dissolved upon completion of its assignment.

## Appendix H

### MCLB Organizational Chart



# **Appendix I**

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; Amended February 2, 1961, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

Adopted as Montgomery County Department of Public Libraries Policy September 1993.

## Appendix J

### Regional Groupings of LACS and the Corresponding County Councilmember by District

REGION	COUNCILMEMBER 2016-2017	LIBRARIES
I	Roger Berliner, President	Bethesda Chevy Chase Davis Little Falls Potomac
II	Craig Rice	Damascus Germantown Olney Poolesville
III	Sidney Katz	Gaithersburg Quince Orchard Rockville Memorial Twinbrook
IV	Nancy Navarro	Aspen Hill Marilyn J. Praisner Wheaton White Oak
V	Tom Hucker	Kensington Park Long Branch Noyes Silver Spring
At Large	Marc Elrich Nancy Floreen George Leventhal Hans Riemer, Vice President	All Library Branches Accessibility Advisory Committee Correctional Center
HHS Committee	George Leventhal, Chair Roger Berliner Craig Rice	

## **Appendix K**

### **MCLB Members**

Ms. Deborah Brooks, Vice Chair

Ms. Andrea Christman, Ex-Officio, Montgomery County Public Schools

Dr. William Duval

Ms. Antoinette Negro

Ms. Kimblyn Persaud

Ms. Kathleen Reedy, Chair

Mr. Brandon Rippeon

Mr. Tanner Wray, Ex-Officio, Montgomery, Montgomery College