



**APPLICATION FOR
LIBRARY ADVISORY COMMITTEES**

Name of Applicant: _____.

Address: _____.

Telephone: _____ FAX Number: _____.

e-mail: _____.

Applying for: Malaga Cove Miraleste Peninsula Center

Tell us of your current and past community and library activities:

How much time could you devote to the library committee?

Are there any special projects you would like to implement as a member of an advisory committee? If so, explain on back.

Is there any additional information that you would like to include about yourself?
(Use back of application, if you wish, or attach a brief resume)

Palos Verdes Library District Library Advisory Committee Guidelines

Purpose of the Library Advisory Committees (LACs):

1. Advocate and promote the Palos Verdes Library District (PVLD) and its issues and programs within the community.
2. Support achievement of the PVLD's Vision, Mission, and Strategic Plan by providing input into, and assisting with the development and implementation of, services and programs.
3. Represent their respective libraries on District-wide committees, work groups, and initiatives.

Governance:

- Established by Board direction to the District Director
- Report to the District Director

Membership:

- Members are recruited continuously. Prospective members must submit an application for review by the relevant LAC and staff.
- Appointments are made by the District Director as part of PVLD's volunteer program. Members are required to record the time spent on LAC activities as part of PVLD's volunteer record-keeping system.
- Committees are encouraged to maintain a majority membership of current Peninsula residents.
- Each Committee will have a designated staff liaison who will attend all meetings and facilitate the integration of LAC activities with PVLD plans and programs. Staff liaisons may not serve as Chair, Secretary, or as LAC representative on District-wide committees.
- Members are expected to attend meetings regularly, participate in all required orientation and training, actively participate in committee activities, and comply with all PVLD policies and procedures.

Committee Structure and Operation:

- Each LAC is required to appoint a Chair to be responsible for developing meeting agendas and presiding over meetings. The Chair position may be rotated at an interval determined by each committee. Appointment of additional officers is at the

discretion of each LAC.

- Each LAC is required to determine its representatives to District-wide committees and activities such as the Community Relations Committee, Development Committee, strategic planning workshops, etc.

Meetings:

- Committees are required to meet at least every other month.
- A joint meeting of all LACs will be held at least 2x/year. Responsibility for hosting joint meetings will rotate between the LACs.

Record-Keeping and Reporting:

- Each LAC is required to maintain minutes of meetings and to submit all approved minutes to PVLD's Executive Administrator for distribution to the Board of Trustees and the other LACs for their information.
- Each Committee will be required to prepare an annual report to be submitted to the Board of Trustees in writing and presented at the April regular Board of Trustees meeting.