

LLC Continuing Education Committee Guidelines

Purposes

The Continuing Education Committee shall be a standing committee of the Advisory Council established to develop and coordinate continuing education programming for member libraries.

Guidelines

1. Membership is open to any person within the Lakeland Library Cooperative.
2. Officers are a Chairperson and a Vice-chairperson and are elected annually by the committee at their first meeting of each fiscal year.
3. Each member library represented on the committee has one vote.
4. Approved minutes of each meeting shall be recorded and distributed to the full Lakeland Library Cooperative membership.

Meetings

Meetings are generally held at 1:00 pm on the third Thursday of the month

Programing

Each year the committee will offer a variety of programs relevant to major library service areas including but not limited to: Youth Services, Adult Services, Teen Services, Readers Advisory, Collection Development, Library Leadership, Library Administration, Cataloging, Library Acquisitions, Community Engagement, and Marketing. Programs will focus on current library trends, work tools and networking opportunities.

Continuing Education Committee Officer Responsibilities

Chairperson

The Chairperson shall preside at all meetings of the CE committee. The Chairperson shall appoint ad hoc committee members, authorize calls for special meetings, cancel scheduled meetings, and generally perform the duties of a presiding officer.

Vice-Chairperson

The Vice-Chairperson shall assume the duties of the Chairperson in case of absence or disability.

Budget & Fiscal Year

The LLC Continuing Education Committee will submit an annual budget to be approved in September.

The LLC Fiscal year runs October 1st – September 30th.

Administrative Duties

All LLC Continuing Education Committee finances will be managed by the LLC Bookkeeper. A financial report tracking yearly expenditures will be presented at every regular committee meeting.

The LLC Bookkeeper shall keep the minutes of all meetings of the CE committee, shall submit official and unofficial minutes to the committee, and shall conduct correspondence, unless otherwise provided. Approved minutes of each meeting shall be distributed to the full Lakeland Library Cooperative membership.