CONNECTICUT STATE LIBRARY

ADVISORY COUNCIL
FOR
LIBRARY PLANNING AND DEVELOPMENT

Description, Organization, and Operational Plan
May 26, 1988
(Revised, December 18, 1996 and April 13, 2016)

Background
The composition, functions and responsibilities of the Advisory Council for Library
Planning and Development shall be as provided and authorized by the general statutes.

Public Act 88-216 states that the purpose of the ACLPD is to “assist the Board with the
development of state and federal library plans, advise the Board on state policies and
activities for library development, cooperation among different types of libraries, and use
of automated communication systems to support cooperative information services, and
assist the Board in evaluating the usefulness of such activities to residents of the state.”

Mission
The mission of the ACLPD is to provide the State Library Board and staff with advice,
perspective, and communication from the library community on matters relating to the
State Library’s various statewide program and service responsibilities.

In meeting its mission, the ACLPD will provide advice, assistance, and guidance in the
following specific areas:

- planning for, and coordination of statewide library and information services;
- policies for the operation of statewide library and information services;
- development of new programs and services;
- evaluation of programs and services;
- trend analysis;
- idea generation; and
- problem solving.

The ACLPD, in its advisory role, will be centrally involved in all major planning efforts
undertaken by the State Library with respect to statewide library and information
services. Council members will be encouraged to suggest to the Director, Division of
Library Development (DLD) topics for discussion by the council during its meetings.

Membership
The ACLPD is broadly representative of the library and library support community in
Connecticut. Its 19 members consist of one representative from each of the following
interest areas:

- Small public libraries (serving less than 10,000 population);
- Medium public libraries (serving 10,000 to 99,999 population);
- Large public libraries (serving 100,000 and over population);
- Cooperating Library Service Units (CLSUs);
- Libraries participating in shared automation systems;
- The Connecticut Library Association (CLA);
- Special libraries;
- Academic libraries;
- Institution libraries;
- Libraries serving persons with disabilities;
- The Department of Education;
- The Department of Higher Education; and
- Six users of libraries.

In addition, the Act designates the State Librarian as the State Library Board's representative to the Council, and as an ex-officio, non-voting member.

Terms of Service
Terms of service on the ACLPD are defined by the Act as follows:

- Members who represent state agencies and other statewide library organizations have no specified terms. This includes: CT Board of Regents, the CT Department of Education, Connecticut Library Association (CLA) and the Connecticut Library Consortium (CLC).
- Nine of the members first appointed shall serve for a term of one year.
- Eight of the members first appointed shall serve for a terms of two years.
- Thereafter, all members shall serve for a term of two years.
- Members may be reappointed for one consecutive two-year term.
- No one may serve more than two consecutive terms, but may be reappointed after they have been off the Council for at least one term.

New appointments and reappointments to the Council will be made by the State Library Board annually, and will be effective on October 1. A broad-based nomination process will be used to identify candidates for these appointments. ACLPD will seek nominees that have skill sets and expertise that support the DLD strategic plan.

Compensation
The Act states that there shall be no compensation for service on the Council, but that members may be reimbursed for any necessary expenses incurred in the performance of their duties.

Organization
The Act provides for the Council to designate one of its members to serve as a liaison to the State Library Board. This shall be the Chair or his or her designee. The Council liaison's primary responsibility is to report on Council activities at the regular meetings of the State Library Board. The Director, Division of Library Development shall also inform the State Librarian of all matters the Council wishes to have placed on the State Library Board's agenda for consideration and action.
The Council’s officers are Chair and Vice-chair. They are selected annually from among the Council membership. The term of office is from October to September. No one may serve as an officer for more than two consecutive terms.

All logistical support (meeting management and arrangements, record keeping, etc.) for the Council will be provided by State Library staff. The primary State Library staff liaison to the Council is the Director of the Division of Library Development. Other staff will be assigned for specific functions or activities as required.

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the council may adopt.

Task Forces and Committees
Task Forces are a key element of the ACLPD structure. The Act states that “to achieve its purposes, the Council may form task forces to address specific library issues. The task forces shall include representatives from the library community and users of libraries who possess expertise in the subject areas addressed by the task forces.”

Since 1988, task forces have played an indispensable role in the Council’s work. It is expected that they will continue to assist the Council by studying and making recommendations in specific areas of planning, problem-solving, data collection and analysis, and other library service and development issues, as identified by the Council in conjunction with the State Library Board and staff.

Task forces will be appointed by the Council. They will be given specific charges and timelines, and they will be dissolved when their work is complete. See the attached “Guidelines for ACLPD Task Forces” for more details on the work and function of task forces.

Wherever possible and appropriate, a member of the Council will chair all task forces. At least one member of the Council will serve on all task forces.

Members of task forces will be selected by the Council according to their expertise and experience with the substantive issues related to the task to be addressed. Task force membership will also include representation of those areas of the community directly impacted by the work of the task force.

There are two standing committees of the Council: Public Library Standards, and the Membership and Nominations Committee. These committees are appointed by the Chair. Their membership is composed entirely of Council members.

Meetings
The Council’s regular meetings are held in February, April, June, August, October and December. October is considered the annual meeting. Additional meetings may be called as required.

Task forces and committees will set their own meeting schedules to reflect the requirements of their timeline and work to be accomplished.
All Council, committee, and task force meetings are open to the public, and all should include in their agendas an opportunity for public comments.

Meetings (regular or special) may also take place through e-mail discussions or teleconferencing following *Roberts Rules of Order, newly revised*.

**Attendance**
All council members are expected to attend regularly scheduled meetings. More than 4 unexcused absences by any member during any 12-month period may result in removal of the member by a majority vote by the full council. A member’s absence is unexcused if the member fails to notify the Director, Division of Library Development in advance of the meeting that the member will not attend.

**Grant Management**
Work flow and advisory responsibility for grant management and the Council includes the following areas:

1. The Council will advise on all grant programs that are normally under the jurisdiction of the Division of Library Development, and those funded by the Library Services and Technology Act (LSTA).

2. The Council, in conjunction with State Library staff, and with appropriate field input, will develop criteria and priorities for grant programs. These will be recommended to the State Library Board.

3. The State Library Board reviews and approves the recommended criteria and priorities for all grant programs.

4. State Library staff will develop all grant management procedures, and handle all logistics of the grant application process.

5. State Library staff, supplemented by field input where appropriate and practicable, will review all grant proposals and make recommendations for approval based upon established criteria and priorities.

6. The State Library Board reviews and approves all grant awards.