

Terms of Reference – Library Committee

1. Purpose

The Library Committee is established by the Board of Directors to develop, maintain, and promote a welcoming, well-organized, and community-focused library at the Lardeau Valley Community Centre.

2. Mandate & Responsibilities

The Committee is responsible for:

- Managing and organizing the library collection (books, magazines, DVDs, etc.).
- Cataloguing, shelving, and maintaining library materials.
- Overseeing library operations, including opening hours and lending procedures.
- Planning and delivering library-related community programs and events (e.g., story time, book clubs, author readings).
- Identifying and recommending improvements to the library space and resources.
- Promoting the library to increase community usage.
- Maintaining accurate records of library activities and statistics.

3. Authority & Limitations

- The Committee has **delegated authority** to carry out routine library operations, organization, and minor improvements within its capacity.
- The Committee may proceed with approved projects as it sees fit, provided all decisions and expenditures are properly documented.
- The Committee is **unfunded** and has no independent budget. It may identify needed expenses and request funding from the Board. All expenditures are at the Board's sole discretion.
- The Committee has **no authority** to hire staff or enter into contracts.
- Any proposed **change of scope**, major projects, purchases over \$500, or significant policy changes must be submitted to the Board for prior approval.
- The Committee must work cooperatively with the Manager on matters involving hall operations and staffing.

4. Reporting & Accountability

- The Committee shall provide a written report to the Board quarterly.
- All meeting minutes, decisions, expenditures, and statistics must be documented and available to the Board upon request.
- The Committee operates under the direction of the Board and must comply with all LVCC Policies and Bylaws.

5. Membership

- The Committee shall consist of a minimum of 3 and a maximum of 7 members.
- At least one current Board member shall serve on the Committee.
- Members are appointed by the Board and may include community volunteers with an interest in literacy, organization, or community programming.
- The Committee may elect its own Chair from among its members.

6. Meetings

- The Committee shall meet as needed, but no less than quarterly.
- Meetings shall be documented with minutes.

7. Term

This is a standing committee. Its Terms of Reference will be reviewed annually by the Board or as needed.

Approved by the Board of Directors Date: May 10, 2026