



SECTION 4. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES

4.20 LIBRARY ADVISORY BOARD

A. PURPOSE. The Library Advisory Board (“LAB”) is appointed to monitor and oversee the operation of the Seminole County Public Library System.

B. DUTIES/RESPONSIBILITIES. LAB shall hold monthly meetings and have a quorum that consist of a simple majority, but not less than four (4) of the total members. Officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. Special meetings may be called by the Secretary at the discretion of the Chairperson or at least three (3) of the LAB members. The Chairperson may appoint committees as needed. The LAB is responsible to the BCC; however, the Library Services Division Manager should be advised of all recommendations made by the LAB.

BCC Areas of Responsibility:

- (1) Budget (overall funding level).
- (2) Personnel organizational chart (Number of positions).
- (3) General personnel policies and pay plan.
- (4) Adopt policies for operation of library system as set for in DOM.
- (5) Action of LAB needing BCC approval.

Library Services Division Manager Areas of Responsibility:

- (1) Act as technical advisor for LAB and BCC on library services.
- (2) Suggest needed policies to Leisure Services Department Director for BCC consideration.
- (3) Carry out policies as approved by BCC.
- (4) Maintain active program of public relations in coordination with LAB.
- (5) Select and order all books and other library materials.
- (6) Prepare annual budget for library with input from the LAB relative to programs and services.
- (7) Suggest and carry out plans for extending library services.
- (8) Prepare regular reports as required by County embodying library progress on established goals, objectives and long range plans.
- (9) Recommend employment of all personnel and supervise their work, subject to County Personnel Policies.
- (10) Develop goals and objectives with input from the LAB.



- (11) Attend all LAB meetings.
- (12) Develop long range plans in coordination with Leisure Services Department Director, BCC and LAB.
- (13) Affiliate with state and national professional organizations and attend professional meetings and workshops.
- (14) Maintain use of services and counselors of the State Library.
- (15) Report regularly to the Leisure Services Department Director and LAB.
- (16) Recommend site locations to Leisure Services Department Director for LAB consideration.

LAB Areas of Responsibility:

- (1) Required tour of one day of all library facilities for all new members.
- (2) Attend LAB meetings.
- (3) Maintain accurate records of LAB meetings.
- (4) Support and participate in public relations programs for the library in coordination with Library Services Division Manager.
- (5) Participate in efforts to secure adequate funds from the appropriating agency and from other sources, if necessary, to carry out the libraries programs and make the objectives for consistently improved service a reality.
- (6) Monitor library service in Seminole County.
- (7) Serve as a general citizens advisory board to the Seminole County BCC and Library Services Division Manager.
- (8) Advise Library Services Division Manager in preparation of budget as it relates to new programs and services.
- (9) Know programs and needs of the library in relation to Seminole County and keep abreast of standards and library trends.
- (10) Know local and state organizations and actively support library legislation in state and nation.
- (11) Attend regional, state and national workshops and affiliate with appropriate organizations.
- (12) Be aware of the services of the State Library.
- (13) Report annually to the BCC and general public regarding the current status of library services.
- (14) Know local, state and federal library laws.



(15) Develop LAB goals and objectives in coordination with the Library Services Division Manager.

(16) Develop long range plans in coordination with Library Services Division Manager.

(17) Propose site locations of future branches in coordination with Library Services Division Manager, Leisure Services Department Director, and BCC.

C. MEMBERSHIP STRUCTURE.

(1) Requirements. Seven (7) Members

(2) Appointment Process. Member will be appointed by the Board of County Commissioners. The LAB shall consist of one member appointed by each district commissioner and two members to be appointed on a rotating basis. LAB appointments become effective on January 1. Any member absent three consecutive meetings or fails to attend 2/3 of the regular meetings in any 12 month period, without prior authorization, shall be recommended for replacement subject to BCC action

(3) Term of Office. All members are to be appointed for two (2) year terms, with a limit of six (6) consecutive years.

D. FINANCIAL DISCLOSURE. None

E. LOYALTY OATH. None

F. AUTHORITY. Resolution adopted August 14, 1979
Resolution adopted September 1, 1981
Resolution 2010-R-26 adopted January 26, 2010
Resolution 2012-R-107 adopted June 12, 2012