TYPES OF LIBRARY SYSTEMS IN THE STATE

Receiving State Aid

SINGLE COUNTY PUBLIC LIBRARY

A "single county public library" can take one of two forms: a *consolidated county public library* or a *county public library cooperative.*

Consolidated

A *consolidated county public library* means a public library operated by a governing body designated by one or more participating local governments to directly administer, through a single administrative head, ALL the services provided by the library, with individual library outlets operated as branches of the library. In this library system, there are no independent municipal libraries. Any municipal library that is a part of the system is considered to be a branch library of the county. The single administrative head manages all employees in the library system, including the branches, is responsible for all money used in the system, and is responsible for other aspects of the overall management of the library system and its operations. The library branches report to this individual. All responsibilities flow through this head as dictated by the governing body designated by the county. In order to qualify for State Aid, the administrative head of the system is required to do the following:

1. Develop a single long range plan for all library outlets (main and branches);
2. Develop a single annual plan of services;
3. Develop a budget;
4. Implement the plans and the budget; and,
5. Prepare reports on behalf of the library system.

This is the system often used in counties where there is one incorporated area and a multitude of unincorporated areas, such as Leon County. Sometimes there are existing municipal libraries and a county decides to build a consolidated county library system and establish service branches throughout the county. In this case, a municipality can turn over its local library to be run as a branch library if it chooses to be part of the system and not continue to pay the cost of the library staff, etc, or the municipality can retain ownership and control of its library. The residents of the municipality will have access to the county system; however, residents in such an area will be paying twice for library service to fund the county system and to maintain the independent municipal library. An example of where this occurred in Florida is Broward County.

Some examples of other counties with a single county consolidated public library system are: Brevard, Duval, Orange, Miami-Dade, Nassau, Putnam, St. Johns, and Volusia.

Public Library Cooperative

A single county *public library cooperative* means a program of public library services and resources operated or coordinated by a governing body designated by one or more participating local governments. The governing body administers or coordinates, through a single administrative head, the common services for libraries operated by those participating local governments (municipalities and county). The policy and procedures for library management and operations in the library cooperative are set through the interlocal agreements. The single administrative head has no direct control or authority over the member municipal libraries. The single administrative head does not directly supervise local municipal libraries who are members but serves as a coordinator for the coordinated annual service plans, long range plan, coordinated budgets, other forms of required paperwork, etc. The single administrative head can assist the libraries in grants writing, getting better deals from book jobbers, etc. In some areas, such as Pinellas County, the single administrative head has been able to bring in programs such as the Talking Book that are administered out of a central office for the use of the county system.

The following are some of the counties operating as a single county public library cooperative: Pinellas; Polk, Palm Beach, and Okaloosa.

Physical Placement of Single Administrative Head in County Systems

In the single county systems is the single administrative head housed in a library or required to be one of the librarians for a branch or main library?

It varies. In some areas the single administrative head is a working librarian in a branch library such as in Polk County. In some areas the person is not located in any of the libraries but is housed in a separate office such as in the Pinellas cooperative. In some they are county employees and in others they might be city employees who get an additional stipend to work as the administrative head. In Palm Beach County, the single administrative head is a county employee.

Expenditure of Funds in County Library Systems

In the single county systems what are the requirements for expenditure of State Aid to Libraries grant funds and for the expenditure of funds from local sources?

The central expenditure of funds by a library system is a statutory requirement for the receipt of State Aid to Libraries grant funding. The rules governing State Aid require that in the single county systems all State Aid to Libraries grants are to be expended by the library systems single administrative head.

With regard to funds from local sources, the rules require that they be expended either under the control of the library systems single administrative head or by participating local governments, with authority for such expenditure delegated by the library systems governing body through an interlocal or other agreement. The latter pertains to the library cooperative system.

The expenditure of funds is based upon the annual plan of services, the budget and any interlocal or other agreements.

By rule, funds for the purchase or construction of a library building or library quarters are not considered expenditures for the operation and maintenance of the library and are not required to be expended centrally or under the control of the single administrative head.

MULTICOUNTY LIBRARY SYSTEMS

The multicounty library system can only be in the form of a *public library cooperative.* As stated above under the county public library cooperative such a system is a program of public library services and resources operated or coordinated by a governing body designated by one or more participating local governments, in this case counties. The governing body administers or coordinates, through a single administrative head, the common services for libraries operated by those participating counties that have agreed through interlocal or other agreements to provide library service across their combined legal services areas. Interlocal or other agreements identify the authority of the governing body and the participating counties and the libraries each supports. Residents of the combined legal service area have equal free access to all services provided by the libraries of all the participating local governments.

The single administrative head has no direct control or authority over the member county libraries. The single administrative head does not directly supervise the county libraries who are members but serves as a coordinator for the coordinated annual service plans, long range plan, coordinated budgets, other forms of required paperwork, etc. The single administrative head can assist the libraries in grants writing, getting better deals from book jobbers, etc.

The following are examples of multicounty public library cooperatives: Heartland Library Cooperative (Highlands, Hardee, & Okeechobee), New River Public Library Cooperative (Baker, Bradford, & Union), and Panhandle Public Library Cooperative (Calhoun, Holmes, Jackson, & Washington).

Physical Placement of Single Administrative Head in Multicounty System

In the multicounty system is the single administrative head housed in a library or required to be one of the librarians in a member county? Who determines the placement and who it shall be?

The placement varies as it does in the single county system with regard to being in a library as a working librarian or housed separately. The determination of who will be the single administrative head is a decision made by the cooperative member governing bodies through the cooperative agreement.

Expenditure of Funds in Multicounty Library Systems

In the multicounty library cooperative system what are the requirements for expenditure of State Aid to Libraries grant funds and for the expenditure of funds from local sources?

The central expenditure of funds by a library system is a statutory requirement for the receipt of State Aid to Libraries grant funding. The rules governing State Aid in a multicounty library cooperative system provide that counties in such a system are eligible to receive Operating and Equalization Grants individually. The grants received by the individual counties through such grant awards may be expended by those individual recipients. Multicounty Library Grants under the State Aid program are required to be maintained and expended by the multicounty library cooperative's single administrative head. The amount of the Multicounty Library Grant is formula-based with population served, number of participating counties, and local expenditures being factors used in the determination. The Multicounty Library Grant funds are requires to be used to support multicounty library services.

With regard to funds from local sources, the rules require that they be expended either under the control of the library systems single administrative head or by participating local governments, with authority for such expenditure delegated by the library systems governing body through an interlocal or other agreement.

The expenditure of funds is based upon the annual plan of services, the budget and any interlocal or other agreements.

By rule, funds for the purchase or construction of a library building or library quarters are not considered expenditures for the operation and maintenance of the library and are not required to be expended centrally or under the control of the single administrative head.

OPTING OUT OF A SYSTEM

Under either of the cooperative library systems involving interlocal or other agreements for participation, a participating local government can opt out. Usually, the agreements provide opt out provisions. This has been done in the past. An example of two counties that opted out of a multicounty cooperative are Nassau and Baker. Both counties were part of a cooperative with Duval County. Baker pulled out and joined Union and Bradford Counties in a cooperative. Neither Baker nor Bradford have MLS degreed librarians so by joining with Union County which does, not only can those two counties receive State Aid Operating and Equalization Grants but they benefit, as does Union, from funds received through the Multicounty Library Grant under State Aid. Nassau County opted out and became a consolidated single county system which provided more local control over the expenditure of funds. Nassau County's library system had grown and the movement for greater local funding support lead to the separation.

LIBRARIES NOT PARTICIPATING IN SINGLE OR MULTICOUNTY LIBRARY SYSTEMS

Below is a listing of independent municipal libraries that are not part of a county library system.

1. Lynn Haven Public Library (Bay County)
2. Lighthouse Point Library (Broward)
3. Oakland Park Library (Broward)
4. Helen B. Hoffman Plantation Library (Plantation in Broward)
5. Wilton Manors Public Library (Broward)
6. Parkland Public Library (Broward)
7. Surf-Bal-Bay Public Library* (Miami-Dade)
8. Hialeah** (Miami-Dade)
9. Brockway Memorial Library (Miami Shores in Miami-Dade)
10. North Miami Public Library (Miami-Dade)
11. North Miami Beach Public Library (Miami-Dade)
12. Opa-Locka Public Library (Miami-Dade)
13. Flagler Beach Library (Flagler)
14. Apalachicola Municipal Library (Franklin)
15. Eustis Memorial Library (Lake)
16. Howey-in-the-Hills (Lake)
17. Leesburg Public Library (Lake)
18. Ft. Myers Beach Public Library (Lee)
19. Sanibel Public Library (Lee)
20. Maitland Public Library (Orange)
21. Winter Park Public Library (Orange)
22. Boca Raton Public Library (Palm Beach)

23. Golf Village (Palm Beach)
24. Gulf Stream (Palm Beach)
25. Highland Beach Library (Palm Beach)
26. Manalapan (Palm Beach)
27. North Palm Beach Library (Palm Beach)
28. New Port Richey Public Library (Pasco)
29. Altamonte Springs City Library (Seminole)

*This library serves Bal Harbor, Bay Harbor Islands, and Surfside in Miami-Dade County.
**Hialeah does not belong to a county system but receives State Aid. It is the only statutory exception for such receipt of funding.

MUNICIPALITIES WITH NO LIBRARIES THAT DO NOT PARTICIPATE IN A COUNTY SYSTEM

There are 15 municipalities in the state that are not taxed for library services and are not served:
1. Laurel Hill (Okaloosa)
2. Shalimar (Okaloosa)
3. Cinco Bayou (Okaloosa)
4. Belleair (Pinellas)
5. Belleair Beach (Pinellas)
6. Belleair Bluffs (Pinellas)
7. Belleaire Shore (Pinellas)
8. Indian Rocks Beach (Pinellas)
9. Indian Shores (Pinellas)
10. Kenneth City (Pinellas)
11. South Pasadena (Pinellas)
12. Davenport (Polk)
13. Highland Park (Polk)
14. Hillcrest Heights (Polk)
15. Lake Hamilton (Polk)