

Florida Electronic Library: Definition of Roles and Relationships

Feb. 18, 2005

Florida Electronic Library Roles and Relationships	
	State Librarian
Planning	Approves overall plans and reviews progress toward implementation
Budgeting	Reviews and approves overall budget design
Governance	Final authority in issues of governance and administration
Decision Making	Convenes meetings of the Florida Library Network Council and Chairs the Council whenever it meets; Appeal of last resort in all areas of administration and governance. Final decisions assume input from staff, various councils, etc.
Reporting Lines	FEL Director reports to State Librarian. State Librarian reports to Deputy Secretary of State
Problem Solving	Approve strategy and plan for problem solving
Advisory Processes	; Appoints members of Florida Library Network Council, Recommends to Secretary of State appointments to the LSTA Advisory Council
Policies and Procedures	Approves Policies and Procedures
Communication	Responsible for communicating FEL issues and activities to: Secretary of State, library community at large, funding agencies, and strategic partners.

Florida Electronic Library Roles and Relationships

Director of Florida Electronic Library

Planning	Prepares annual plan of development, implementation and operation for all aspects of the Florida Electronic Library. Contributes to overall long-range strategic planning efforts relating to the FEL as appropriate.
Budgeting	Prepares FEL overall budget requests; presents budget request within appropriate state library activities; provides budgetary overview and regular reports of budget status to the Florida Library Network Council. Responsible for overall expenditure, oversight, and accurate records maintenance relating to expenditures and operations of all aspects of the FEL. Responsible for ensuring formal budgetary reporting as appropriate.
Governance	Works under the direction of the State Librarian, supervises staff and oversees all project activity of the FEL. Works to coordinate and facilitate sub grant and project related activities in accordance with standard grant and sub grant protocols.
Decision Making	Primary responsibility for operational decisions relating to all aspects of the FEL. Decisions subject to review by the State Librarian. Provide guidance and input as appropriate for project and sub grant related activity.
Reporting Lines	Reports directly to the State Librarian. Supervise central FEL staff. Provide guidance and input as appropriate for project and sub grant related activity.
Problem Solving	Responsible for developing strategy and plans for problem solving approaches. Works to facilitate resolutions of problems as they arise and enlists the assistance of the State Librarian, Department of State staff and Councils as appropriate.
Advisory Processes	Receives guidance from the Florida Library Network Council and LSTA Advisory Council; Serves in an advisory role in the LSTA review process providing technical assistance in the review of grants relating to component parts of the FEL.
Policies and Procedures	Responsible for developing and implementing policy and procedures for the Florida Electronic Library with the assistance as appropriate of the various advisory processes.
Communication	Responsible for communicating FEL issues and activities within the State Library and Archives of Florida and to various advisory groups, library community at large, and library users through reports, presentations and promotional activities.

Florida Electronic Library Roles and Relationships

Office of Community Development (Bureau of Library Development)

Planning	Responsible for preparing the LSTA Long Range Plan for Library Development; works with the FEL Director and State Librarian to develop programs that operationalize the Florida Virtual Library plan; assists public libraries in meeting planning requirements as set out in Federal and State law and rule.
Budgeting	Responsible for budget oversight and expenditure of all Federal LSTA funds; participates in budget planning and development; responsible for budget reporting to Federal IMLS office.
Governance	Oversight for adherence to Federal & State grant program rules and regulations
Decision Making	Participates in decision making for LSTA funding and State funding with impact for public libraries; Participates in decision making as a member of the State Library and Archive's Senior Management Team.
Reporting Lines	Reports to the State Librarian; and directs the work of the Grants Office, Research Office, and consultants.
Problem Solving	Responsible for problem resolution for Federal and State grant programs; facilitates problem solving for public libraries and MLC's
Advisory Processes	Participates as a member of the Florida Library Network Council; convenes and coordinates the activities of the LSTA Council as it relates to FEL; provides advice and feedback to the FEL process from ongoing activity with libraries of all types statewide.
Policies and Procedures	Responsible for the development of policy and procedure as it pertains to Federal and State grant programs; participates in the development of policy and procedure as it pertains to all State Library and Archive's programs including the Florida Electronic Library.
Communication	Responsible for communicating FEL issues and activities through normal interaction with the library community and participation in numerous library boards, councils and other non-profit organizations affecting a broad array of library programs and services at the state and national level.

Florida Electronic Library Roles and Relationships

Florida Library Network Council (FLNC)

The FLNC is comprised of fourteen members appointed by the State Librarian. The members broadly represent the library entities in the state, including public, school, academic, special, library networks and multi-type library cooperatives.

Planning	Responsible for preparing plans and oversight for implementation for State-wide library network development, library technology, and resource sharing programs (including the Florida Electronic Library)
Budgeting	Reviews budgets for statewide library network development, library technology, and resource sharing programs; reviews program budget for the Florida electronic Library; advises the State Library and Archives on funding priorities.
Governance	Recommends actions to the State Library and Archives pertaining to library network development, library technology, and resource sharing. Recommends actions to the State Library pertaining to the development and implementation of the Florida Electronic Library.
Decision Making	Participates as an advisory body in decision making that impacts library network development, library technology deployment and resource sharing programs including the Florida Electronic Library.
Reporting Lines	Convened by and advises the State Librarian of Florida on issues as appropriate.
Problem Solving	Advises the State Library in the resolution of problems as they relate to library networking, library technology deployment and resource sharing programs.
Advisory Processes	Considers the needs of all types of libraries, seeks the input and represents the views of citizens, library users, librarians, library trustees, friends, related associations and agencies.
Policies and Procedures	Provides input and oversight of policies, procedures and guidelines for statewide library network operations and resource sharing programs.
Communication	Responsible for communicating FEL policy, procedure, and guidelines to government officials, library stakeholders and the general public. Responsible for reporting on FLNC activities to same.

Florida Electronic Library Roles and Relationships

LSTA ADVISORY COUNCIL

Consists of nine members appointed by the Secretary of State with the advice of the State Librarian. The members broadly represent the library entities in the state, including public school academic, special and institutional, and libraries serving individuals with disabilities.

Planning	Advises the State Library on the Long Range Plan for Federal funding and recommends priorities for statewide library development. The Florida Electronic Library is currently Goal 1 of the current LSTA Long Range Plan.
Budgeting	Advises the State Library on the use of Federal LSTA funds including LSTA funding for the Florida Electronic Library.
Governance	Recommends actions to the State Library and Archives pertaining to programs funded with Federal LSTA funds. Evaluates all LSTA grant proposals and advises the State Library and Archives on funding priorities. The Florida Electronic Library is currently funded through LSTA.
Decision Making	Participates as an advisory body in decision making that impacts programs funded through LSTA.
Reporting Lines	Reports to the State Librarian
Problem Solving	Advises the State Library and Archives in the resolution of problems as they relate to Florida library development
Advisory Processes	Considers the needs of all types of libraries, seeks the input and represents the views of citizens, library users, librarians, library trustees, friends, related associations and agencies
Policies and Procedures	Provides input and oversight of policies, procedures and guidelines for library participation in the Federal LSTA program.
Communication	Responsible for communicating LSTA issues and activities to various advisory groups and library community at large. Has no formal responsibility for communicating issues related to the Florida Electronic Library.

Florida Electronic Library Roles and Relationships

Component (Statewide licensed databases, portal, virtual union catalog, ILL, digital content, Virtual Reference as outlined in the approved plan for the Florida Virtual Library)

Note: A single point of contact will be designated by the FEL Director to be responsible for issues of planning, development and operation of each component area of the FEL. If no library entity or individual has been designated as this single point of contact, this responsibility will default to the FEL Director.

Planning	The component single point of contact is responsible for preparing an annual plan for the development, implementation and operation of the activities outlined in associated projects or sub grants. Component lead provides advisory input, as appropriate, into long-range planning efforts and annual comprehensive planning efforts and the development of overall guidelines relating to the FEL.
Budgeting	For component funded by the State Library and Archives of Florida, an annual budget request will be submitted as part of the grant process or as part of the annual FEL budget request. For projects not funded by the State Library and Archives of Florida, budgetary information relating to FEL components must be reported to the FEL Director.
Governance	Each component single point of contact agrees to work within the overall guidelines established for each component of the FEL and within the long-term plan and strategy for the development of the FEL.
Decision Making	Each component single point of contact is responsible, as authorized by their funding agency, for the overall activities of their project or sub grant; however, guidelines established for FEL component activity must be followed.
Reporting Lines	Each component single point of contact reports as appropriate according to the responsible funding agency. Each component single point of contact also reports activities to and through the Executive Director of the FEL.
Problem Solving	Responsible for developing strategy and plans for problem solving approaches. Works to facilitate resolutions of problems as they arise and enlists the assistance of the FEL Director and advisory groups as appropriate
Advisory Processes	Each component single point of contact may establish its own advisory process; however, if formal component level advisory processes exist, they will take precedence over individual project activity. Recognize that if a component has an advisory process collaborative activity is required.
Policies and Procedures	Each component single point of contact is responsible for developing and implementing policy and procedures for their project and participates in the development of guidelines for FEL operations.
Communication	Responsible for communicating overall FEL issues and activities to component stakeholders and participants, and component activities and issues to the FEL Executive Director.

Florida Electronic Library Roles and Relationships

Project/Sub Grant

Notes:

- 1) *For projects or sub grants funded by the State Library and Archives of Florida, a single point of contact will be designated by the Office of Community Development (Bureau of Library Development) of the State Library and Archives of Florida to be responsible for issues of planning, development and operation of projects or sub grants within component areas of the FEL.*
- 2) *For any project not funded by the State Library and Archives of Florida that wishes to be considered a component part of the Florida Electronic Library, a single point of contact will be designated by the FEL Director.*
- 3) *To be considered as part of one of the FEL components, any project or sub grant must be supported by the FLNC.*

Planning	The project or sub grant lead is responsible for preparing an annual plan for the development, implementation and operation of the activities outlined in the project or sub grant. Project or sub grant lead provides advisory input, as appropriate, into long-range planning efforts and annual comprehensive planning efforts relating to the FEL.
Budgeting	For projects or sub grants funded by the State Library and Archives of Florida, an annual budget request will be submitted as part of the grant process or as part of the annual FEL budget request. For projects not funded by the State Library and Archives of Florida, budgetary information relating to FEL components must be reported to the FEL Director and/or the component single point of contact.
Governance	Each project or sub grant agrees to work within the overall guidelines established for each component of the FEL and within the long-term plan and strategy for the development of the FEL.
Decision Making	Each project or sub grant director is responsible, as authorized by their funding agency, for the overall activities of their project or sub grant; however, guidelines established for FEL component activity must be followed.
Reporting Lines	Each project or sub grant director reports as appropriate according to the responsible funding agency and also to the FEL Director and/or the component single point of contact as appropriate.
Problem Solving	Responsible for developing strategy and plans for problem solving approaches. Works to facilitate resolutions of problems as they arise and enlists the assistance of the FEL Director, and/or the component single point of contact and advisory groups as appropriate.
Advisory Processes	Each project or sub grant director may establish its own advisory process; however, if formal component level advisory processes exist, they will take precedence over individual project activity. Recognize that if a component has an advisory process collaborative activity is required.
Policies and Procedures	Each project or sub grant director is responsible for developing and implementing policy and procedures for their project; however any policies, procedures or guidelines must fall within the overall guidelines and procedures at the component level.
Communication	Responsible for communicating project and sub grant issues and activities to the component single point of contact and/or the FEL Director. Responsible for communicating overall FEL issues and component related information to project and sub grant stakeholders and participants.

