



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

**Title: LAKE COUNTY LIBRARY SYSTEM GUIDELINES
AND MINIMUM STANDARDS FOR PUBLIC LIBRARIES
ENTERING THE COUNTY LIBRARY SYSTEM**

Number: LCC-7
Cancels: LCC-7 approved 6/15/93
Approved: 11/04/08

I. OBJECTIVE:

To establish minimum guidelines for entry into the Lake County Library System as a member library.

II. DEFINITIONS AND REFERENCES:

A. Annual Fee:

A yearly fee charged for library service to non-residents of Lake County.

B. County Grant and Reimbursement:

County funds paid by Lake County to each member library to help support library programs and services.

C. Evening Hours:

Hours of operation beyond 5:00 p.m.

D. Free Library Service:

As defined in Chapter 257, Florida Statutes, Section 257.25, no fees shall be charged to permanent Lake County residents for basic library services.

E. Interlocal Agreement:

A legal agreement between Lake County and the governing body of the public library that defines the responsibilities of both parties in operating and maintaining free, county-wide public library service for the residents of Lake County.

F. Lake County Library Board:

An appointed board created to study and make recommendations to the Board of County Commissioners regarding the coordination and development of a county-wide library system.

G. Member Library:

Library which meets the criteria as set forth herein and which, through its local governing body, has entered into an Interlocal Agreement with Lake County to provide library service to the residents of Lake County.

H. Resident:

An individual who either owns real property or resides in Lake County on a permanent or continual basis.

III. **DIRECTIVES:**

A. Minimum Standards:

1. The applicant must have an established library with the physical facilities to securely house a library collection. The facility must be accessible to the disabled.
2. An annual budget of at least \$40,000 and a continuous source of funding is required.
3. The library must be administered by a full-time salaried supervisor who has some library oriented knowledge and who is willing to seek additional library training.
4. The applicant's library must be open a minimum of 35 hours a week and must post its hours of operation. The library must include at least six (6) evening and/or weekend hours in its regular weekly schedule.
5. The library must agree to have the same library automation system that is used by the other libraries in the System.
6. All policies and procedures that have been mandated by the State of Florida and adopted by Lake County must be adhered to.
7. Free library services must be provided to all Lake County residents.

B. **Guidelines for Application:**

1. A library may join the Lake County Library System upon execution of an Interlocal Agreement between Lake County and the municipality, association or non-profit organization making application.

2. In order to be eligible for County funding, an incoming library must make its intentions known in writing to Lake County before March 1 preceding the fiscal year in which the library wishes to become a member.
3. Each member library of the Lake County Library System shall be eligible for a County grant and patron reimbursement monies as specified in the Interlocal Agreement.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

Welton G. Cadwell
Chairman, Board of County Commissioners
Lake County