

# LSTA PANEL

## ORGANIZATION AND OPERATION OVERVIEW

### **Authority**

*United States Code* Title 20 - Education, Chapter 72 – Museum and Library Services, Section 9151: State advisory councils

*Each State desiring assistance under this subchapter may establish a State advisory council which is broadly representative of the library entities in the State, including public, school, academic, special, and institutional libraries, and libraries serving individuals with disabilities.*

### **Functions and Responsibilities**

The Library Services and Technology Act (LSTA) Panel has the following specific responsibilities:

- Consider the needs of all types of libraries; seek the input and represent the views of citizens, library users, librarians, library trustees, friends groups, related associations and agencies.
- Advise the Division of Library and Information Services on guidelines, policy and priorities related to the administration of LSTA funds.
- Assist the division in the evaluation of grant applications and grant-funded activities.
- Assist the division in making funding recommendations on grant applications.
- Advise the division on the long-range plan for federal funding and priorities for use of federal funds.
- Assist in communicating division goals, plans, policies and activities to government officials and the general public.

The panel does not have approval or disapproval authority; rather, it makes funding recommendations to the Secretary of State.

### **Membership**

The LSTA Panel consists of members appointed by the Secretary of State with advice from the director of the Division of Library and Information Services. The members broadly represent the library entities in the state.

### **Term of Appointment**

Appointments are made for four-year periods and may be staggered.

### **Expenses of Members**

Members will be reimbursed for actual expenses incurred while attending official panel meetings or performing official panel assignments. Expenses shall not exceed the limits of the state reimbursement policy (Section 112.061, *Florida Statutes*) for food, lodging and mileage and are subject to availability of funds.

### **Officers**

The chair is elected from the Council membership. The director of the Division of Library and Information Services or their designee serves as the secretary.

## **Meetings**

At least one meeting will be held each year. Additional meetings may be called as necessary. Each member of the panel will receive written notice of any meeting at least 30 days prior to that meeting. Members should notify the division a minimum of 48 hours in advance of the meeting if they cannot attend. The Secretary of State may request that a panel member who has not attended two consecutive meetings be replaced.

*Robert's Rules of Order* is the authority for any parliamentary procedures. A quorum of the members is a simple majority of the panel membership. No business will be transacted if a quorum is not present. Recommendations of the panel will be determined by majority vote.

Florida's Public Meetings and Records Law – commonly known as the Sunshine Law – Section 286.011, *Florida Statutes*, requires that all meetings of state agencies be open to the public unless there is a specific statutory exemption. This law applies to any meeting of two or more officials of any public agency, advisory board or committee with the authority to make recommendations to a public agency.

## **Amendments**

Division staff will continually monitor and revise the handbook as applicable. Current panel members will be advised of any revisions.