

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 21, 2007 [X] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing

Department

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: The County Library's Long-Range Plan for FY 2008 through 2010.

**Summary:** This plan represents the Library's mission statement, goals and objectives, and strategic plan for FY 2008 through FY 2010. This annual process of strategic planning is done in conjunction with the State's requirements for libraries receiving State Aid funds and with the County's budget process. The Library Advisory Board has endorsed this plan with Resolution 07-2; dated July 9, 2007. Countywide (TKF)

**Background and Justification:** The development of a long-range plan and its approval by the BCC, as the governing body, is a State requirement for all libraries which are awarded funds under the State Aid to Libraries Program. The purpose of the County Library's plan is to provide strategic guidance for the delivery of library services over the next three years. It is based on the goals set in the FY 2008 Budget.

**Attachments:**

- 1. Long-Range Plan
- 2. Library Advisory Board Resolution 07-2

Recommended By: [Signature] 7/24/07 Date  
Department Director  
Approved By: [Signature] 7/27/07 Date  
Assistant County Administrator

**II. FISCAL IMPACT ANALYSIS**

**Five Year Summary of Fiscal Impact:**

A. Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes \_\_\_ No \_\_\_

Budget Account No.: Fund \_\_\_ Agency \_\_\_ Org \_\_\_ Object \_\_\_  
Reporting Category \_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

No fiscal impact

C. Departmental Fiscal Review: Lavinia D. Gardner  
(Lavinia Gardner, Chief Financial Officer)

**III. REVIEW COMMENTS:**

**A. OFMB Fiscal and/or Contract Dev. And Control Comments:**

[Signature] 7-26-07  
OFMB CW 7/25/07

[Signature] 7/26/07  
Contract Dev. And Control  
E. Jones 7/26/07

B. Legal Sufficiency:  
[Signature] 7/26/07  
Assistant County Attorney

C. Other Department Review:  
\_\_\_\_\_  
Department Director

This summary is not to be used as a basis for payments.

**Resolution 07-02**

**Library Advisory Board  
of the  
Palm Beach County Library System**

Whereas, the Library Advisory Board represents the Library to the Board of County Commissioners in matters pertaining to library service; and

Whereas, our role is to provide policy, budget, and other recommendations to the Board of County Commissioners; and

Whereas, the purpose of the Library's long-range plan is to provide strategic guidance for the delivery of library services over the next three-year period; and

Whereas, Library staff has diligently researched and prepared the FY 2008-2010 long-range plan; and

Whereas, this Board has reviewed the Library's long-range plan and supports its adoption;

NOW THEREFORE BE IT RESOLVED that the Library Advisory Board of the Palm Beach County Library System, meeting in regular session this 9th day of July 2007, voted to endorse the Palm Beach County Library System's Long-Range Plan for FY 2008-2010.



  
Regis Wenham, Chair

# **Palm Beach County Library System**

LONG-RANGE PLAN

FY 2008 - 2010



**Palm Beach County Library System  
3650 Summit Boulevard  
West Palm Beach, Florida 33406**

July 2007

***Board of County Commissioners  
of  
Palm Beach County***

**CHAIRPERSON**

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**VICE CHAIR**

Jeff Koons

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Warren H. Newell  
Mary McCarty  
Burt Aaronson  
Jess R. Santamaria

**COUNTY ADMINISTRATOR**

Robert Weisman

***Palm Beach County  
Library Advisory Board***

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**MEMBERS**

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Joseph Glucksman

Bobbi Goldberg

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Annie Pearl Hill

Rosalie Krasnow

Mimi Levinson

Sandy Parker

Barbara Sory

H. W. "Bill" Rautenberg

***Library Administrative Staff  
and Objective Leaders***

Susan Berger, Business Librarian  
Jane Blevins, Collection Development Coordinator  
(Vacant), Community Relations Division Head  
Jeanne Brodbeck, Information Technology Division Head  
Douglas Crane, Wellington Branch Manager  
Robert Davidsson, Government Research Service Supervisor  
Lavinia Gardner, Chief Financial Officer  
Sharon Hill, Assistant Director  
Dani Lichtenberg, Main Library Research & Information Services Manager  
Kathleen Murphy, Adult Literacy Project Coordinator  
Gail Peterson, Branch Public Service Division Head  
Wayne Reimsnyder, Outreach Services Librarian  
Wendy Rosenfeld, Outreach Services Division Head  
Donna Smith, Adult Programming Librarian  
Brenda Stilwell, Administrative Assistant  
Karen Batchelder Williams, West Area Coordinator, Branch Public Service Division

***Library Director***

John J. Callahan III

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## ***Introduction***

The purpose of the Palm Beach County Library System's Long-Range Plan is to provide strategic guidance for the delivery of library services over the next three years. It outlines a vision of outstanding library service for residents of the Palm Beach County Library District. It complements and elaborates upon the goals set in the FY 2008 Budget Narrative.

This plan reflects changes occurring in our community and in the information environment. Our maturing community is becoming more complex and diverse. The information environment is also evolving rapidly with more materials, information, and services available electronically.

We are striving to meet the dual challenges of changing technology and population growth. While continuing to meet the needs of those who seek traditional services in traditional formats, the Library also recognizes the demand for new technology. Our goal is to apply new information technology for increasing value to our patrons, while striving toward national benchmarks for services.

The aim of this Library System will continue to be to fulfill our mission "to continually improve our service to the public." The mix of formats and services will be determined by customer needs, cost and value received, and availability of funding.

To make this plan a reality, the Library System needs critical support and active collaboration. Improvement in services must be based on continuous consultation with all library stakeholders: citizens at large, Library District residents, library users, Library Advisory Board, Friends of the Library, Board of County Commissioners, library staff, and all others who value the information, knowledge, and wisdom that libraries can provide.

## ***Basic Information about the Library***

### **STRUCTURE**

The Palm Beach County Library System (PBCLS) operates as a department of county government. The Board of County Commissioners is the Library's governing body, and the Library Advisory Board represents the County Commission to the Library in matters pertaining to library service and the means to meet objectives.

### **LIBRARY DISTRICT**

**History:** The Palm Beach County Library District was established by the passage of a Special Act of the Florida Legislature in 1967. This Act allowed the Board of County Commissioners to establish a library system and a dependent taxing district to support it. The district was to be made up of all areas of Palm Beach County not taxed by a municipality for library services. In 2000, the act was codified and revised to provide various options for capital funding.

**Current Status:** The District consists of the unincorporated area of Palm Beach County plus 23 cities that do not tax their residents for library purposes. Reciprocal borrowing is provided to residents of Boynton Beach, Delray Beach, Lake Park, Lantana, Lake Worth, Palm Springs, Riviera Beach, and West Palm Beach under the guidelines for receiving a State Aid to Public Libraries grant and through membership in the Library Cooperative of the Palm Beaches.

Borrowing privileges are also offered to any child residing in or attending school through grade 12 in Palm Beach County and to any teacher in licensed K-12 institutions.

**Future:** Census figures reflect the following population growth in the Library District:

1970	141,100
1980	293,486
1990	534,578
2000	731,460

Much of the county's past growth has occurred within the area served by the Library System. This trend is expected to continue and will decidedly shape the future of our Library System.

## **DEMOGRAPHICS**

From 2000 to 2007, the population of the Library District grew from 731,460 to 845,541, an 18% increase.

According to the 2000 Census, during the previous 10 years the county's Hispanic population grew by 111.2%, to reach 12.4% of the population, virtually the same percentage as that of the nation.

The black population grew by 47.6%, to reach 13.8% of the population, exceeding the national percentage by 1.5%.

The median age is 41.8 years and the percentage of those 65 and over is 23.2%, compared to national figures of 35.3 years and 12.4%, respectively.

## **SUMMARY OF SERVICES**

The Library System serves an area comparable in size to the state of Delaware. Service is provided through the Main Library, two regional libraries, eleven neighborhood branches, and a logistical support center. Outreach services includes 2 Bookmobiles, Talking Books, Books-by-Mail, Adult Literacy Tutoring, and Outreach to Day Care programs. In Fiscal Year 2006, the Library circulated over 5.7 million items and answered more than 1.3 million reference questions.

## **COLLECTION**

The Library provides access to holdings of 1.3 million items and offers expanding access to electronic information. Further access to both hard copy and electronic information is provided by participation in regional, state, and national networks which allow reciprocal access to resources of all member libraries. Although the materials collection will grow substantially to stock new branches, the developing population of the district has impeded the Library's efforts to increase holdings per capita and to reach national benchmarks and the Palm Beach County Comprehensive Plan objectives.

## **STAFF**

The FY 2007 staffing complement consists of 454.38 FTE (full-time equivalent) employees. This number includes 112.75 FTE Librarians and 341.63 FTE support staff, including students.

The Library has not met staffing goals set in the Library Element of the Palm Beach County Comprehensive Plan. The FY 2007 shortfall between actual FTE employees and the Comprehensive Plan goal is 36.65 FTE employees.

## **FACILITIES**

As of the 3<sup>rd</sup> quarter of FY 2007, the Wellington Branch will open to the public in late July. Construction on the Hagen Ranch Road/West Atlantic branch which began in December 2006 is proceeding. Construction on the West Boca branch will begin after the contract is approved by the Board of County Commissioners in July and the Lawrence Road contract should go to the County Commission in August.

## **FINANCIAL SUPPORT**

The Library's proposed budget for Fiscal Year 2007-2008 is \$46,852,737. As in the past, we continually seek alternative revenue sources to supplement ad valorem funding.

For example:

- Impact Fees will be used for opening day collections of library materials and building construction to the extent possible
- A \$55 million bond issue was approved by Library District voters in November 2002 to fund the second Library Expansion Program

The following alternative revenue sources are sought on an ongoing basis:

- Funds distributed as a part of the Universal Service Fund (E-Rate) discount program will partially defray telecommunication costs
- Commission approval to fund Impact Fees at the maximum level has been accomplished
- A construction grant has been approved by the Florida Legislature to help fund the expansion of the North County Regional Branch, and the Hagan Ranch Road Branch
- Construction grant applications will be resubmitted for consideration as projects qualify
- All other grant opportunities are explored and, where practical, applications are filed
- The Friends of the Library plan fund raising projects to purchase special equipment for new and renovated branches
- Donations through the Friends will be encouraged to defray the costs of Art in Public Places projects

## ***Executive Summary***

The Palm Beach County Library System Mission Statement, endorsed by the Library Advisory Board in January 1994, embraces the Library's four major programs of service, which are -

- Circulation
- Reference
- Children's Programming
- Community Enrichment

This Mission Statement is the heart of our Long-Range Plan. Each of the four major programs of service comprises a mission/goal in the Long-Range Plan, with objectives, strategies, and tasks. These programs also provide the framework for our FY 2008 budget narrative and performance measures.

The Plan sets guidelines for accomplishing our mission, and it communicates our commitment to provide excellence in library service. This Plan was developed by Library staff with input from the Library Advisory Board, County Administration, and Library users.

### **Circulation**

As part of the Library's mission statement, the Library is charged with providing the public with free access to library materials in a variety of formats. Through circulation services and an ever changing collection of materials, the Library provides the public the means for enhancing their lives through life-long learning.

In FY 2008, total circulation is targeted to increase by 4% over FY 2006. Staff will achieve this goal by increasing holdings to 1.79 per capita with emphasis on the audiovisual collection; updating subject areas; continuing to pursue new technologies for patron self-service; and promoting library card registration.

## **Reference**

The goal of the reference program is to help people of all ages find information which meets their diverse personal, educational, and professional needs. Reference service offered by the Library provides prompt and accurate information to all Palm Beach County residents in person, on the telephone, and electronically through e-mail and Telecommunications Device for the Deaf Services.

The FY 2008 objective is to increase by 2% over 2006 the number of reference transactions handled. The quality of information provided will be ensured by reference staff training and development; maintaining a database of local organizations; providing services for health, government, and genealogy research; and improving online databases.

## **Children's Programming**

The goal of children's programming is to encourage children, the future leaders of our community, to develop a love of reading, learning, and libraries. The FY 2008 objective is to provide multimedia programs that will attract 169,000 children.

Story times, the Summer Reading Program, and special events will provide a setting where children's confidence, reading skills, and sense of community are developed. Program attendance is expected to exceed the national average for the 13<sup>th</sup> consecutive year. Outreach services to day cares will present story times to preschoolers and teach day care providers to share books and literature with children. Kits of books and story time supplies will be loaned to day care providers.

Programs will be presented to foster family literacy.

## **Community Enrichment**

This program promotes community enrichment, economic vitality, and individual achievement by providing: access and training on the Internet and electronic databases, access to electronic information from home or office, services for the business community, migrant workers, adult non-readers, and adult programs on literature and informational topics.

The Library will respond to public interest in electronic information resources by increasing Internet and electronic resource training attendance. The Library home page will be enhanced. Literacy tutoring, business information services, and literature and informational programming will increase. Services to migrant and seasonal farmworkers in the Glades will continue. Services to non-English speaking residents are coordinated by a bilingual librarian located at the Main Library.

# **MISSION STATEMENT**

**The Mission of the Palm Beach County Library System is to continually improve our service to the public by:**

- Providing the public with free access to library materials in a variety of formats.
- Helping people of all ages find information which meets their diverse personal, educational, and professional needs.
- Encouraging children, the future leaders of our community, to develop a love of reading, learning, and libraries.
- Promoting community enrichment, economic vitality and individual achievement through reading and life-long learning.

**To accomplish this Mission the Library:**

- Recognizes our responsibility to balance available resources to serve everyone in the community;
- provides leadership in cooperative and innovative library service;
- evaluates community needs and invites public input;
- is staffed with friendly, dedicated, and professional people to assist the public;
- acquires, organizes, and maintains a collection of books, materials, and information technology to serve the community's diverse needs;
- maintains appropriate facilities with convenient locations and hours to meet community needs; and
- joins with local, national, and international libraries and organizations through electronic networks to increase public access to information.

**The staff of the Palm Beach County Library System is committed to pursuing its mission in a responsible and cost-effective manner.**



**Palm Beach County  
Library System**





## ***Palm Beach County Library System Missions/Goals***

### **MISSION/GOAL 1: CIRCULATION**

- Providing the public with free access to library materials in a variety of formats.

### **MISSION/GOAL 2: REFERENCE**

- Helping people of all ages find information which meets their diverse personal, educational, and professional needs.

### **MISSION/GOAL 3: CHILDREN'S PROGRAMMING**

- Encouraging children, the future leaders of our community, to develop a love of reading, learning, and libraries.

### **MISSION/GOAL 4: COMMUNITY ENRICHMENT**

- Promoting community enrichment, economic vitality, and individual achievement through reading and life-long learning.

**FY 2008**

**Mission/Goal:** *Providing the public with free access to library materials in a variety of formats.*

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**Program:** *Circulation*

**Objective 1.1** **Increase total circulation by 4% over FY 06**

Strategy 1.1.1 Increase use of circulating materials through customer service improvement and promotional activities

Strategy 1.1.2 Increase circulation of the Spanish collection by 5%

Strategy 1.1.3 Provide bibliographic instruction to public service staff

**Objective 1.2** **Provide library services to underserved groups at FY 06 levels**

Strategy 1.2.1 Provide bookmobile service at 40 or more regularly scheduled stops reaching seniors, adults, and children who live more than three miles from a branch library

Strategy 1.2.2 Increase use of adult paperbacks to special groups by 3%

Strategy 1.2.3 Provide Books-By-Mail service to 1,102 (FY 06) or more home-bound residents

Strategy 1.2.4 Circulate 132,848 (FY 06) or more Talking Books

**Objective 1.3** **Increase the number of cardholders by 2% over FY 06**

Strategy 1.3.1 Plan and present library card registration drives at new and renovated branch openings

Strategy 1.3.2 Plan and implement new program to include adults and families in September Library Card Sign-up Month campaign

FY 2008

**Mission/Goal:** *Providing the public with free access to library materials in a variety of formats.*

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**Program:** *Circulation*

**Objective 1.4** **Increase the collection to 1.79 holdings per capita**

Strategy 1.4.1 Increase cataloged materials output to help achieve the overall goal of 1.79 holdings per capita

Strategy 1.4.2 Expand the audiovisual collection in all library locations by 5%

Strategy 1.4.3 Identify and evaluate subject areas of the audiovisual collection that need to be updated

Strategy 1.4.4 Identify and evaluate subject areas in the print collection that need to be updated

Strategy 1.4.5 Research and select materials for the new and expanded branch locations

**Objective 1.5** **Seek and implement technological solutions to improve the efficiency of the circulation function**

Strategy 1.5.1 Seek ways to improve staff's use of the automated circulation system

Strategy 1.5.2 Seek ways to improve patron self-service options in the automated circulation system

FY 2008

**Mission/Goal:** *Helping People of all ages find information which meets their diverse personal, educational, and professional needs.*

---

**Program:** *Reference and Information*

**Objective 2.1** **Increase reference transactions by 2% over FY 06**

Strategy 2.1.1 Provide reference services in a variety of formats, including in-house at the reference desk and using roving reference, via telephone, e-mail and live chat

Strategy 2.1.2 Provide health and medical reference services and programming through the Community Health Information Service

Strategy 2.1.3 Provide training for reference and paraprofessional staff to better utilize new and existing reference resources and services

Strategy 2.1.4 Coordinate job exchanges between PBCLS staff and other libraries in Palm Beach County.

**Objective 2.2** **Implement and integrate new digital government document services to enhance access and delivery of electronic records to local government clients**

Strategy 2.2.1 Implement interactive access to the new Government Printing Office Future Digital System, (FDsys)

Strategy 2.2.2 Integrate Florida "Publication of Archival Library & Museum Materials (PALMM)" digital resources into the Library's *Government Research* website

**Objective 2.3** **Research and evaluate online reference services and new information sources**

Strategy 2.3.1 Recommend new and alternative databases

Strategy 2.3.2 Promote access to online databases

Strategy 2.3.3 Monitor and evaluate current procedures and services for photocopying and computer printing

**FY 2008**

**Mission/Goal:** *Encouraging children, the future leaders of our community, to develop a love of reading, learning and libraries.*

---

**Program:** *Children's Programs*

**Objective 3.1** **Provide multimedia programming that attracts 169,709 (FY 06) or better attendance**

Strategy 3.1.1 Circulate 43,489 (FY 06) or more Story Collection materials to branch Youth Services staff

Strategy 3.1.2 Enroll 7,500 children to participate in the Summer Reading Program

**Objective 3.2** **Provide outreach services to children and staff at day care and school sites at FY 06 levels**

Strategy 3.2.1 Visit day cares to present story times that emphasize the use of the library, early literacy skills, and the importance of sharing books with children at FY 06 level (969 story times)

Strategy 3.2.2 Visit after school care sites to present programming promoting the library at FY 06 level (235 programs)

**Objective 3.3** **Promote family literacy services**

Strategy 3.3.1 Attend community events

Strategy 3.3.2 Present 5th annual Families Reading Together Campaign

FY 2008

**Mission/Goal:** *Promoting community enrichment, economic vitality and individual achievement through reading and life-long learning.*

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**Program:** *Community Enrichment*

- Objective 4.1**      **Increase Internet/electronic resources training session attendance by 2% over FY 06**
- Strategy 4.1.1      Present 180 Internet/electronic resources instruction programs for large groups
- Strategy 4.1.2      Present 650 hands-on Internet/electronic resources training classes for small groups
- Strategy 4.1.3      Update and maintain instructional material for public service locations to use with electronic databases
- Objective 4.2**      **Support and enhance access to electronic resources by remote Users**
- Strategy 4.2.1      Provide and enhance access to online services by remote users
- Strategy 4.2.2      Enhance the World Wide Web home page for the Library
- Objective 4.3**      **Generate 9,250 hours of basic literacy instruction to underserved populations provided by library-trained volunteers**
- Strategy 4.3.1      Provide support services to 150 tutors
- Strategy 4.3.2      Present 80 adult literacy programs

FY 2008

**Mission/Goal:** *Promoting community enrichment, economic vitality and individual achievement through reading and life-long learning.*

---

**Program:** *Community Enrichment*

**Objective 4.4** **Enrich and support access to business, consumer, and investor resources and information**

Strategy 4.4.1 Evaluate how library business programs have helped our patrons, small business owners and the business community

Strategy 4.4.2 Offer business information programs, tours, presentations, and individual consultations

Strategy 4.4.3 Promote library services to small business owners, entrepreneurs and job seekers

**Objective 4.5** **Increase adult program attendance 2% over FY 06**

Strategy 4.5.1 Investigate and facilitate a variety of literature and information programs

Strategy 4.5.2 Facilitate the annual system-wide adult book discussion series

**Objective 4.6** **Provide library service to migrant and seasonal farm workers and their families**

Strategy 4.6.1 Provide library materials to migrant family centers

Strategy 4.6.2 Provide library programs and support to migrant family centers

FY 2009

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**Mission/Goal:** *Providing the public with free access to library materials in a variety of formats.*

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**Program:** *Circulation*

- Objective 1.1 Increase total circulation by 2% over FY 07
- Objective 1.2 Provide library services to underserved groups at FY 07 levels
- Objective 1.3 Increase the number of cardholders by 2% over FY 07
- Objective 1.4 Increase the collection to 1.80 holdings per capita
- Objective 1.5 Seek and implement technological solutions to improve the efficiency of the circulation function

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**Mission/Goal:** *Helping People of all ages find information which meets their diverse personal, educational, and professional needs.*

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**Program:** *Reference and Information*

- Objective 2.1 Increase reference transactions by 2% over FY 07
- Objective 2.2 Upgrade the Library System's Local Documents Index into an interactive guide to County, municipal and regional government documents accessible in digital format
- Objective 2.3 Research and evaluate new online services and evaluate existing databases



FY 2009

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**Mission/Goal:** *Encouraging children, the future leaders of our community, to develop a love of reading, learning and libraries.*

---

**Program:** *Children's Programs*

- Objective 3.1 Provide multimedia programs that maintain the FY 07 attendance levels
- Objective 3.2 Provide outreach services to children and staff at day care and school sites at FY 07 levels
- Objective 3.3 Promote family literacy services

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**Mission/Goal:** *Promoting community enrichment, economic vitality and individual achievement through reading and life-long learning.*

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**Program:** *Community Enrichment*

- Objective 4.1 Increase Internet/electronic resources training session attendance by 2% over FY 07
- Objective 4.2 Support and enhance access to electronic resources by remote users
- Objective 4.3 Generate literacy instructional hours provided by library-trained volunteers at the FY 07 service levels
- Objective 4.4 Enrich and support access to business, consumer, and investor resources and information
- Objective 4.5 Increase adult program attendance 2% over FY 07
- Objective 4.6 Provide library service to migrant and seasonal farm workers and their families

FY 2010

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**Mission/Goal:** *Providing the public with free access to library materials in a variety of formats.*

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**Program:** *Circulation*

- Objective 1.1 Increase total circulation by 2% over FY 08
- Objective 1.2 Provide library services to underserved groups at Y 08 levels
- Objective 1.3 Increase the number of cardholders by 2% over FY 08
- Objective 1.4 Increase the collection to 1.81 holdings per capita
- Objective 1.5 Seek and implement technological solutions to improve the efficiency of the circulation function

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**Mission/Goal:** *Helping People of all ages find information which meets their diverse personal, educational, and professional needs.*

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**Program:** *Reference and Information*

- Objective 2.1 Increase reference transactions by 2% over FY 08
- Objective 2.2 Evaluate the provision and use of government documents by County, municipal and regional public sector clients
- Objective 2.3 Research and evaluate new online and web based services and evaluate existing databases

FY 2010

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**Mission/Goal:** *Encouraging children, the future leaders of our community, to develop a love of reading, learning and libraries.*

---

**Program:** *Children's Programs*

- Objective 3.1 Provide multimedia programs that maintain the FY 08 attendance levels
- Objective 3.2 Provide outreach services to children and staff at day care staff and school sites at FY 08 levels
- Objective 3.3 Promote family literacy services
- 

**Mission/Goal:** *Promoting community enrichment, economic vitality and individual achievement through reading and life-long learning.*

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**Program:** *Community Enrichment*

- Objective 4.1 Increase Internet/electronic resources training session attendance by 2% over FY 08
- Objective 4.2 Support and enhance access to electronic resources by remote users
- Objective 4.3 Generate literacy instructional hours provided by library-trained volunteers at the FY 08 service levels
- Objective 4.4 Enrich and support access to business, consumer, and investor resources and information
- Objective 4.5 Increase adult program attendance 2 % over FY 08
- Objective 4.6 Provide library service to migrant and seasonal farm workers and their families

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**Special Act for Palm Beach County Library System**

An act relating to Palm Beach County; providing for codification of special laws regarding special districts pursuant to Chapter 189, Florida Statutes, relating to the Palm Beach County Library District, a dependent special taxing district in Palm Beach County; amending, codifying, and repealing chapters 67-1869, 76-460, and 86-431, Laws of Florida; ratifying and confirming the creation and establishment of the Palm Beach County Library District; providing definitions; providing for a library advisory board; providing operating rules and procedures; providing for budget and reports; providing for contractual service; providing for title of library to be in county; providing for receipt of gifts and bequests; providing for taxation and contracts; providing for a county library fund; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Pursuant to chapter 189, Florida Statutes, this act constitutes the codification of all special acts relating to the Palm Beach County Library District. It is the intent of the Legislature in enacting this law to provide a single, comprehensive special act charter for the district, including all current legislative authority granted to the district by its several legislative enactments.

Section 2. Chapter 67-1869, Laws of Florida, chapter 76-460, Laws of Florida, and chapter 86-431, Laws of Florida, relating to the Palm Beach County Library District, are codified, reenacted, amended, and repealed as herein provided.

Section 3. The Palm Beach County Library District is re-created and reenacted to read:

Section 1. Short title.--This act shall be known and may be cited as the "Palm Beach County Library District Act."

Section 2. Palm Beach County Library District Charter.--It is the intent of this act to create a Palm Beach County Library District for which the governing body will be the Board of County Commissioners of Palm Beach County, for the purpose of establishing, operating, and maintaining a free public library or providing for contractual library services for the benefit and use of the residents of Palm Beach County, who are taxed for such library or library service. This taxing district shall be subject to chapter 120, Florida Statutes, as it pertains to the Florida Administrative Procedure Act, when applicable.

A. Definitions.--As used in this chapter, the following words and terms shall have the following meanings, unless some other meaning is clearly indicated:

(1) "Library advisory board" shall refer to a board of citizens, which shall represent the board of county commissioners in matters pertaining to county free public libraries or free public library service. This shall include, but not be limited to, matters of policy, budgeting, and employment of the head librarian.

(2) "Commission" shall mean the Board of County Commissioners of Palm Beach County.

**Special Act for Palm Beach County Library System**

(3) "Contractual library service" shall refer to the library service provided by the county to its residents by means of a contractual arrangement.

(4) "District" shall refer to the Palm Beach County Library District which shall include all taxable property within the county not already taxed for library purposes by a municipality.

(5) "Palm Beach County Library System" or "library system" shall refer to the entity created by the district to provide free public library services.

B. Organization for administration of the library system.--The responsibility for operating and maintaining the library system shall be delegated to a head librarian, qualified according to standards established by the library advisory board.

C. Library advisory board.--The commission shall appoint a citizens advisory board to represent them in administering the library system. The library advisory board shall select the head librarian, and make policy and budget decisions subject to the approval of the commission. The commission shall appoint the library advisory board to consist of at least seven (7) and not more than fifteen (15) citizens of the district, and establish qualifications and terms for membership. The library advisory board shall serve without pay, but may be reimbursed for actual expenses subject to the approval of the commission.

D. Operating rules and procedures.--The library advisory board may establish such rules, regulations, and procedures as are deemed necessary for the operation of the library system; provided, however, that no such rule, regulation, or procedure shall conflict with any law, statute, or regulation established by the Legislature of this state or the commission of the county.

E. Budgets; reports.--Budgets and reports shall be prepared and filed by the head librarian in accordance with instructions and regulations of the commission, but in no case shall the budget be filed later than July 1 of each year or the annual report later than January 1 for the preceding fiscal year.

F. Contractual library service.--In carrying out the provisions of this chapter, the commission may either acquire and provide for the maintenance and operation of a free public library for the county, or may provide free library service to the citizens of the county by entering into a contract therefor with any municipality or municipalities, or both, with any nonprofit library corporation or association in Palm Beach County owning a free public library, or with any other county or municipality in the state owning a free public library. Any municipality or any nonprofit library corporation or association owning a free public library in Palm Beach County may enter into a contract with the county to receive services including, but not limited to, library materials and technical assistance from the library system upon such terms as may be agreed upon by the county and the governmental body of the library contracting therewith.

**Special Act for Palm Beach County Library System**

G. Title of library to be in the county.--The title and ownership of all land, buildings, facilities, equipment, and library materials constructed or acquired by or on behalf of the library system shall be in Palm Beach County.

H. Gifts and bequests.--The commission is authorized to receive on behalf of the district any gift, bequest, or devise for the library system or for use in the county contractual library service.

I. Taxation and contracts.--

(1) In order to establish and maintain a free public library or to provide contractual library services, the commission may levy an annual tax, in the same manner and at the same time as other county taxes, upon all taxable property within the district, and may thereafter enter into a contract with any municipality in Palm Beach County to furnish free public library service upon terms to be agreed upon by the county and the governing body of the library contracting therewith.

(2) Any municipality owning or operating a public library, or any nonprofit library corporation or association in Palm Beach County owning a free public library, may enter into a contract with the commission to furnish or receive any library service upon terms to be agreed upon by the parties thereto, or any municipality without a free public library may enter into a contract with the commission to receive library service upon the terms to be agreed upon by the county and the governing body of the municipality.

J. County library fund.--

(1) All funds of the district, whether derived from taxation or otherwise, shall constitute a separate fund to be known as the county library fund, and shall be expended only for library purposes. The expenses incurred by the library system shall be paid by warrants drawn by the commission, payable out of the county library fund. At the end of each fiscal year, all moneys unexpended in the county library fund shall be appropriated as part of this fund for the subsequent fiscal year.

(2) The commission shall not make expenditures in any year in excess of the amount available for library purposes.

(3) Library capital improvements may be funded by:

- (a) A multi-year levy; or
- (b) Bonds issued by the commission; or
- (c) As part of the annual tax; or
- (d) Any appropriate public funding source.

**Special Act for Palm Beach County Library System**

(4) The commission is hereby authorized to submit a referendum for library capital improvements to the voters of the district.

(5) Upon approval of a majority of the voters of the district voting, the commission shall levy the voter approved millage for the number of years likewise approved, or authorize the issuance of bonds and necessary millage for debt service.

(6) Library capital improvements may include:

(a) Acquisition of library sites.

(b) Acquisition, construction, or renovation of buildings.

(c) Acquisition of bookmobiles.

(d) Acquisition of initial furniture and equipment.

(e) Acquisition and processing of initial library material collections.

(7) If any municipality not a part of the district chooses to enter the district, that municipality must transfer resources currently being used to provide public library service and/or such other resources as would be required for the library system to provide to the residents of the entering municipality comparable library service to that provided throughout the district.

Section 4. The provisions of this act shall be liberally construed in order to carry out effectively the purposes of this act.

Section 5. It is declared to be the legislative intent that if any section, subsection, sentence, clause, or provision of this act is held invalid, the remainder of this act shall not be affected.

Section 6. Chapters 67-1869, 76-460, and 86-431, Laws of Florida, are repealed.

Section 7. This act shall take effect upon becoming a law.

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**PALM BEACH COUNTY LIBRARY SYSTEM**

**LIBRARY DISTRICT**

**UNINCORPORATED AREAS**

*and*

Atlantis  
Belle Glade  
Briny Breezes  
Cloud Lake  
Glen Ridge  
Greenacres  
Haverhill  
Hypoluxo  
Juno Beach  
Jupiter  
Jupiter Inlet Colony  
Lake Clarke Shores  
Loxahatchee Groves  
Mangonia Park  
Ocean Ridge  
Pahokee  
Palm Beach Gardens  
Palm Beach Shores  
Royal Palm Beach  
South Bay  
South Palm Beach  
Tequesta  
Wellington

01/2007



# Palm Beach County Library System

www.pbclibrary.org

- 1 MAIN LIBRARY**  
3650 Summit Blvd., W. Palm Bch, 33406  
Phone: 233-2600  
1-888-780-4962  
233-2628 (TDD)  
FAX: 233-2627 (Reference)  
Hours: Mon. - Thurs., 9 am - 9 pm  
Fri., 9 am - 6 pm  
Sat., 9 am - 5 pm  
Sun., 12 pm - 5 pm
- 2 BELLE GLADE BRANCH**  
530 S. Main Street, Belle Glade, 33430  
Phone: 996-3453  
FAX: 996-2304  
Hours: Mon. - Wed., 10 am - 8 pm  
Thurs. - Sat., 10 am - 5 pm
- 3 CLARENCE E. ANTHONY BRANCH**  
375 S.W. 2nd Avenue, South Bay, 33493  
Phone: 992-8393  
FAX: 996-5925  
Hours: Mon. & Wed., 10 am - 8 pm  
Tues., Thurs., Fri., & Sat., 10 am - 5 pm
- 4 GREENACRES BRANCH**  
3750 Jog Road, Greenacres, 33467  
Phone: 641-9100  
FAX: 642-0823  
Hours: Mon. - Wed., 10 am - 8 pm  
Thurs. - Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm
- 5 JUPITER BRANCH**  
705 Military Trail, Jupiter, 33458  
Phone: 744-2301  
FAX: 744-6297  
Hours: Mon. - Thurs., 10 am - 9 pm  
Fri. - Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm
- 6 LOULA V. YORK BRANCH**  
525 Bacom Point Road, Pahokee, 33476  
Phone: 924-5928  
FAX: 924-2271  
Hours: Mon. - Tues., 10 am - 8 pm  
Wed. - Sat., 10 am - 5 pm
- 7 NORTH COUNTY REGIONAL**  
11303 Campus Dr., Palm Beach Gdns., 33410  
Phone: 626-6133  
FAX: 626-9864  
Hours: Mon. - Thurs., 10 am - 9 pm  
Fri., 10 am - 6 pm  
Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm
- 8 OKEECHOBEE BLVD. BRANCH**  
5689 Okeechobee Blvd.,  
West Palm Beach, 33417  
Phone: 233-1880  
FAX: 233-1889 (Reference)  
Hours: Mon. - Wed., 10 am - 8 pm  
Thurs. - Sat., 10 am - 5 pm
- 9 ROYAL PALM BEACH BRANCH**  
500 Civic Center Way, Royal Palm Beach, 33411  
Phone: 790-6030  
FAX: 790-6037  
Hours: Mon., 10 am - 5 pm  
Tues. - Thurs., 10 am - 8 pm  
Fri. - Sat., 10 am - 5 pm
- 10 SOUTHWEST COUNTY REGIONAL**  
20701 95th Avenue South, Boca Raton, 33434  
Phone: 482-4554  
FAX: 483-9679  
Hours: Mon. - Thurs., 10 am - 9 pm  
Fri., 10 am - 6 pm  
Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm

- 11 TEQUESTA BRANCH**  
461 Old Dixie Highway North, Tequesta, 33469  
Phone: 746-5970  
FAX: 744-7251  
Hours: Mon. - Wed., 10 am - 8 pm  
Thurs. - Sat., 10 am - 5 pm
- 12 WELLINGTON BRANCH**  
1951 Royal Fern Drive, Wellington 33414  
Phone: 790-6070  
FAX: 790-6078  
Hours: Mon. - Thurs., 10 am - 9 pm  
Fri., 10 am - 6 pm  
Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm
- 13 WEST ATLANTIC AVE. BRANCH**  
7777 West Atlantic Ave., Delray Bch., 33446  
Phone: 498-3110  
FAX: 498-7739  
Hours: Mon., 9 am - 8 pm  
Tues. - Wed., 9 am - 6 pm  
Thurs. - Sat., 9 am - 5 pm
- 14 WEST BOYNTON BRANCH**  
9451 Jog Road, Boynton Beach 33437  
Phone: 734-5556  
FAX: 734-5392  
Hours: Mon. - Thurs., 10 am - 9 pm  
Fri. - Sat., 10 am - 5 pm  
Sun., 12 pm - 5 pm
- 15 LIBRARY ANNEX**  
4639 Lake Worth Road  
Lake Worth, 33463  
Phone: 649-5500  
1-888-780-5151  
FAX: 649-5402  
Hours: Mon. - Fri., 10 am - 5 pm  
Adult Literacy, Aquisitions, Bookmobile,  
Books-By-Mail, System Youth Services,  
Talking Books, Technical Services.

