

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: August 16, 2011 ☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department:

Submitted By: County Library/AdministrationSubmitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: The County Library's Long-Range Plan for FY 2012-2014.

Summary: This plan represents the Library's mission statement, goals and objectives, and strategic plan for FY 2012 through FY 2014. 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 11-01, dated July 11, 2011.

Highlights of the Plan for FY2012 include:

- Circulation of books and other materials will increase by 2% to 8,670,000.
- New Acreage Branch Library opens;
- Renovation of Main and West Boynton Beach Libraries completed;
- Continued promotion of self service options for library users including self check out and automated return of items;
- Additional promotion of library service to the community including library card registration drives at new branch locations;
- Reference questions will increase by 2% to 1,778,377;
- Increased emphasis in children's programming and family reading skills development; and
- Library website will be redesigned to include social media links. Countywide (AH)

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 2012 Budget.

Attachments:

1. Library Advisory Board Resolution 11-01
2. Long-Range Plan

Recommended By: [Signature] (John J. Callahan III) 8/2/11
Department Director Date

Approved By: [Signature] 8/8/11
Assistant County Administrator Date

Resolution 11-01
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

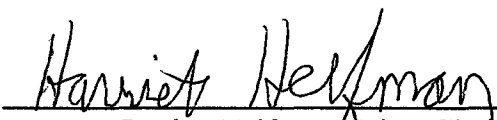
Whereas, the purpose of the Library's long-range plan is to provide strategic guidance for the delivery of library services over the next three-year period; and

Whereas, Library staff has diligently researched and prepared the FY 2012-2014 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 11th day of July 2011, voted to endorse the Palm Beach County Library System's Long-Range Plan for FY 2012-2014.




Harriet Helfman, Vice-Chair

Palm Beach County Library System

LONG-RANGE PLAN

FY 2012 - 2014



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

July 2011

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of
Palm Beach County***

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Vacant, Collection Development Coordinator
Peter Brandt, Information Technology Division Head
Stacey Burford, System Youth Services Librarian
Thomas Cipullo, Electronic Resources Training Coordinator
Robert Davidsson, Government Research Service Supervisor
Sharon Hill, Assistant Director
Nicole Hughes, Community Relations Division Head
Cilla Jacobson, System Youth Services Coordinator
Dani Lichtenberg, Main Library Research & Information Services Manager
Kathleen Murphy, Adult Literacy Project Coordinator
Gail Peterson, Branch Public Service Division Head
Kenny Rampersad, Director, Library Finance & Facilities Division
Wayne Reimsnyder, Outreach Services Librarian
Wendy Rosenfeld, Outreach Services Division Head
Donna Smith, Adult Programming Coordinator
Eileen Taylor, 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.

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 challenges of changing technology, population growth and reduced revenue. 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, North Palm Beach, 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
2010	834,289

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 2011, the population of the Library District grew from 731,460 to 840,821, a 15% increase.

According to the U. S. Census Bureau, from 2000 to 2010 the County's Hispanic population grew to reach 19% of the population, 16.5% higher percentage than that of the nation.

The median age is 43.5 years and the percentage of those 65 and over is 21.6%, compared to national figures of 37.2 years and 13.0%, 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, fifteen branches, and a logistical support center. Outreach services includes a Bookmobile, Talking Books, Books-by-Mail, Adult Literacy Tutoring, and Outreach to Day Care programs. In Fiscal Year 2010, the Library circulated over 8.5 million items and answered more than 1.9 million reference questions.

COLLECTION

The Library provides access to holdings of 1.75 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.

STAFF

The FY 2011 staffing complement consists of 458.50 FTE (full-time equivalent) employees. This number includes 124.60 FTE Librarians and 333.90 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 2011 shortfall between actual FTE employees and the Comprehensive Plan goal is 25.39 FTE employees.

FACILITIES

During the 2011 Fiscal Year, the Library reopened the newly renovated Greenacres Branch, Gardens Branch (formerly named North County Regional Branch), and expects to reopen the Main Library. Construction documents were completed for a new Belle Glade Branch and the renovation of the West Boynton Branch.

The Library is also progressing towards completion on the new Acreage Branch in 2012.

FINANCIAL SUPPORT

The Library's proposed budget for Fiscal Year 2011-2012 is \$47,539,918. As in the past, we continually seek alternative revenue sources to supplement ad valorem funding.

For example:

- Impact Fees are 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 application has been submitted for consideration as part of the Belle Glade Branch project
- 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

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 2012 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 2012, total circulation is targeted to increase by 2% over FY 2010. Staff will achieve this goal by increasing holdings 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, Telecommunications Device for the Deaf Services and live chat.

The FY 2012 objective is to increase by 2% over 2010 the number of reference transactions handled. The quality of information provided will be ensured by reference staff training and development; advertising the availability of subscription databases; and providing services for health, government, and genealogy research.

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 2012 objective is to increase attendance at children's programs by 5% over 2010.

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 17th 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.

--Palm Beach County Library System--

MISSION STATEMENT

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

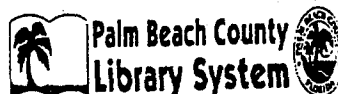
- ❖ Providing the public with free access to library materials in a variety of formats.
- ❖ Helping people of all ages find information which meets their diverse personal, educational, and professional needs.
- ❖ Encouraging children, the future leaders of our community, to develop a love of reading, 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.

11/94



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 2012

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

Program: **Circulation**

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective 1.1 | Increase total circulation by 2% over FY 2010 |
| 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 3% |
| Strategy 1.1.3 | Provide bibliographic instruction to public service staff |
|
Objective 1.2 |
Increase circulation of outreach materials to daycare center, Talking Books for the Blind, Books-By-Mail, and Bookmobile patrons by 1% over FY 2010 |
| Strategy 1.2.1 | Provide bookmobile service to 35 or more regularly scheduled stops, reaching seniors, adults, and children who live more than three miles from a branch library |
| Strategy 1.2.2 | Provide large and regular print books to 1,200 homebound residents with Books-By-Mail service |
| Strategy 1.2.3 | Provide 2,220 blind and visually impaired residents with Talking Books |
|
Objective 1.3 |
Increase the number of cardholders by 1% over 2010 |
| Strategy 1.3.1 | Install additional self check machines, ALLCirc and DVD dispensers that require library cards to use |
| Strategy 1.3.2 | Plan and present library card registration drives at new and renovated branch openings |
| Strategy 1.3.3 | Promote library services utilizing free media opportunities |

FY 2012

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

Program: *Circulation*

Objective 1.4 **Increase the collection to 2.1 holdings per capita**

Strategy 1.4.1 Increase cataloged materials output to help achieve the overall goal of 2.1 holdings per capita

Strategy 1.4.2 Expand the audiovisual collection in all library locations

Strategy 1.4.3 Identify and select items in subject areas of the audiovisual collection that need to be updated

Strategy 1.4.4 Identify and select replacement materials in the book collection that need to be updated

Strategy 1.4.5 Research and select materials for the book collections

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

Strategy 1.5.1 Seek ways to improve staff's use of the ILS circulation system and related modules

Strategy 1.5.2 Seek ways to improve patron self-service circulation functions in the ILS

FY 2012

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 2010 |
| Strategy 2.1.1 | Provide training for reference and paraprofessional staff to better utilize and promote library databases and reference resources |
| Strategy 2.1.2 | Increase awareness of reference resources and services through promotional activities |
| Strategy 2.1.3 | Provide health and medical reference services and programming through the Community Health Information Service |
| Objective 2.2 | Increase services to government clients by 2% over FY2011 |
| Strategy 2.2.1 | Evaluate monthly usage of GRS web pages using Google Analytics |
| Strategy 2.2.2 | Increase provision of documents to government clients by 2% |
| Objective 2.3 | Evaluate current online databases and research possible replacements |
| Strategy 2.3.1 | Recommend new or alternative databases |
| Strategy 2.3.2 | Promote awareness of online databases |
| Strategy 2.3.3 | Monitor and evaluate current procedures and services for public photocopying and computer printing |

FY 2012

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 **Increase attendance at children's programs by 2% over FY 2010**

Strategy 3.1.1 Circulate Story Collection materials for programming

Strategy 3.1.2 Participate in the State Summer Reading Program

Objective 3.2 **Provide outreach services to children and day care staff regarding the use of the library, reading readiness sources, and the importance of sharing books with children**

Strategy 3.2.1 Increase outreach services to children and staff at daycares by 5% over FY 2010

Strategy 3.2.2 Provide ABC Kit programs for 273,238 children

Objective 3.3 **Promote family literacy services**

Strategy 3.3.1 Provide Family Literacy information

Strategy 3.3.2 Promote 9th annual Families Reading Together Campaign

FY 2012

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

Program:	Community Enrichment
Objective 4.1	Increase attendance of Internet/Electronic Resources classes by 2% over FY 2010
Strategy 4.1.1	Present 75 Internet/electronic resources instruction programs for large groups
Strategy 4.1.2	Present 650 hands-on Internet/Electronic Resources training classes for small groups
Objective 4.2	Support and enhance access to electronic resources by remote users
Strategy 4.2.1	Provide and enhance access to online services related to the ILS and other electronic resources for remote users by remote users
Strategy 4.2.2	Enhance the World Wide Web home page Through function and design
Objective 4.3	Generate 9,950 hours of basic literacy instruction provided by Library-trained volunteers
Strategy 4.3.1	Provide support services to 130 tutors
Strategy 4.3.2	Partner with the Literacy Coalition of PBC to provide an AmeriCorps member

FY 2012

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 Present educational business seminars, presentations, skill development tutorials and Book-A-Librarian for one-on-one appointments

Strategy 4.4.2 Provide support and function as a valuable resource to the business community as well as entrepreneurs and business students

Strategy 4.4.3 Promote library services for patrons who need information about job searching, as well as career development and training

Objective 4.5 **Increase adult program attendance 6 % over FY 2010**

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

Strategy 4.5.3 Design tools to help branch staff develop successful programming

Objective 4.6 **Provide library service to migrant and seasonal farmworkers 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 2013

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

Program: *Circulation*

- Objective 1.1 Increase total circulation by 2% over FY 2011
- Objective 1.2 Increase circulation of outreach materials to daycare centers, Talking Books for the Blind, and Books-By-Mail and Bookmobile patrons by 1% over FY2011
- Objective 1.3 Increase the number of cardholders by 1% over FY 2011
- Objective 1.4 Increase the collection to 2.3 holdings per capita
- Objective 1.5 Seek and implement technological solutions to improve the efficiency of the ILS circulation function

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 2011
- Objective 2.2 Increase services to government clients by 2% over FY 2011
- Objective 2.3 Evaluate current online databases and research possible replacements

FY 2013

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 Increase the number of story times and special programs presented for infants, children and teens 1% over FY 2011
- Objective 3.2 Provide outreach services to children and day care staff regarding the use of the library, reading readiness sources, and the importance of sharing books with children
- Objective 3.3 Promote Family Literacy Services

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

Program: *Community Enrichment*

- Objective 4.1 Increase attendance of Internet/electronic resources classes by 2% over FY 2011
- Objective 4.2 Support and enhance access to electronic resources by remote users
- Objective 4.3 Generate 10,000 hours of basic literacy instruction provided by Library-trained volunteers
- 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 2011
- Objective 4.6 Provide library service to migrant and seasonal farmworkers and

their families

FY 2014

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

Program: *Circulation*

- Objective 1.1 Increase total circulation by 1% over FY 2012
- Objective 1.2 Increase circulation of outreach materials to daycare centers, Talking Books for the Blind, and Books-By-Mail and Bookmobile patrons by 1% over FY2012
- Objective 1.3 Increase the number of cardholders by 1% over FY 2012
- Objective 1.4 Increase the collection to 2.5 holdings per capita
- Objective 1.5 Seek and implement technological solutions to improve the efficiency of the ILS circulation function

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 2012
- Objective 2.2 Convert the Library System's Local Documents Collection from a print to digital archive
- Objective 2.3 Evaluate current online databases and research possible replacements

FY 2014

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 Increase the number of story times and special programs presented for infants, children and teens by 1% over FY 2012
- Objective 3.2 Provide outreach services to children and day care staff regarding the use of the library, reading readiness sources, and the importance of sharing books with children
- 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.*

Program: *Community Enrichment*

- Objective 4.1 Increase attendance of Internet/electronic resources classes by 2% over FY 2012
- Objective 4.2 Support and enhance access to electronic resources by remote users
- Objective 4.3 Generate 10,050 hours of basic literacy instruction provided by Library-trained volunteers
- 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 2012
- Objective 4.6 Provide library service to migrant and seasonal farmworkers and their families

A P P E N D I C E S

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.

Special Act for Palm Beach County Library System

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

(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

Special Act for Palm Beach County Library System

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.

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

Special Act for Palm Beach County Library System

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

**PALM BEACH COUNTY LIBRARY SYSTEM
(LIBRARY DISTRICT)**

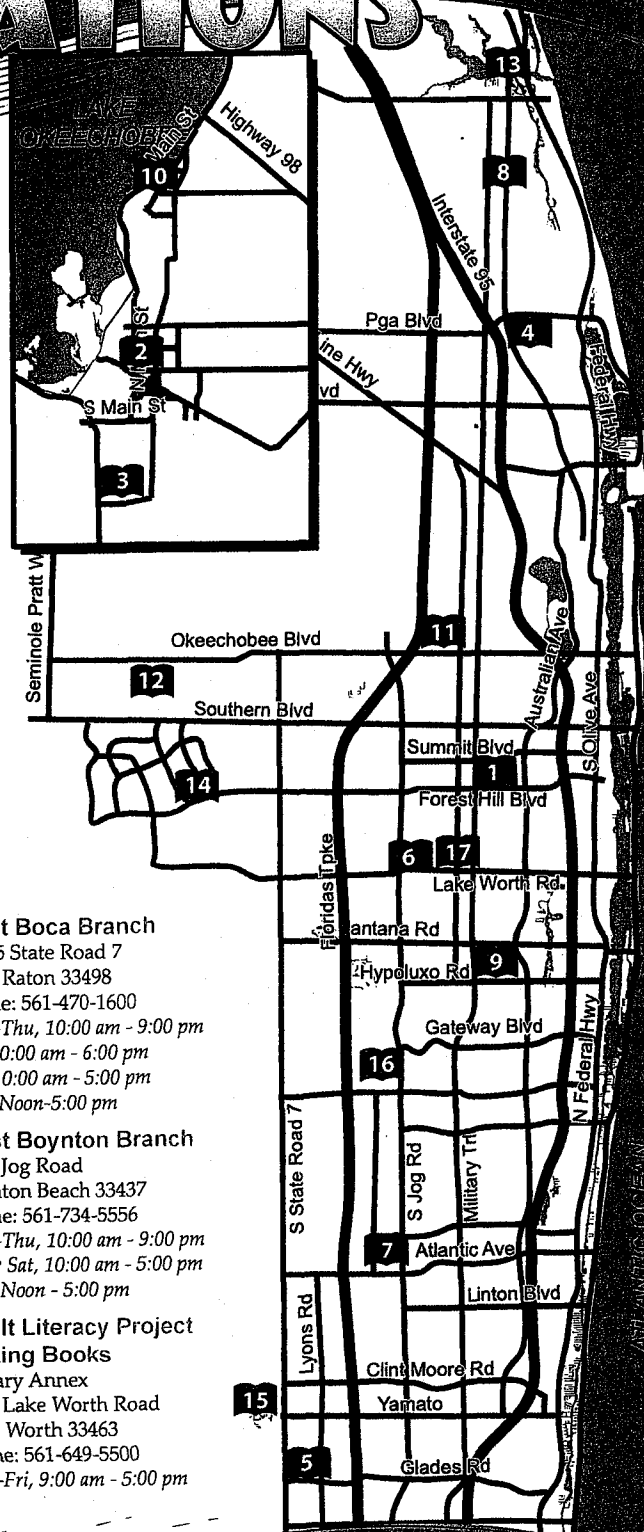
The Palm Beach County Library Taxing District consists of the county's unincorporated area and the following municipalities:

**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 Bay
South Palm Beach
Tequesta
Wellington,**

LIBRARY LOCATIONS

1. **Main Library**
3650 Summit Blvd.
West Palm Beach 33406
Phone: 561-233-2600
Closed for renovations.
Please visit Lantana Road, Greenacres, or Okeechobee Boulevard Branch.
2. **Belle Glade Branch**
530 South Main Street
Belle Glade 33430
Phone: 561-996-3453
Mon-Wed, 10:00 am - 8:00 pm
Thu-Sat, 10:00 am - 5:00 pm
3. **Clarence E. Anthony Branch**
375 S.W. 2nd Avenue
South Bay 33493
Phone: 561-992-8393
Mon & Wed, 11:00 am - 7:00 pm
Tue, Thu-Sat, 9:00 am - 5:00 pm
4. **Gardens Branch**
11303 Campus Drive
Palm Beach Gardens 33410
Phone: 561-626-6133
Mon-Thu, 10:00 am - 9:00 pm
Fri, 10:00 am - 6:00 pm
Sat, 10:00 am - 5:00 pm
Sun, Noon - 5:00 pm
5. **Glades Road Branch**
20701 95th Avenue South
Boca Raton 33434
Phone: 561-482-4554
Mon-Wed, 10:00 am - 8:00 pm
Thu-Sat, 10:00 am - 5:00 pm
6. **Greenacres Branch**
3750 Jog Road, Greenacres 33467
Phone: 561-641-9100
Mon-Tue, 10:00 am - 8:00 pm
Wed-Thu, 10:00 am - 6:00 pm
Fri-Sat, 10:00 am - 5:00 pm
7. **Hagen Ranch Road Branch**
14350 Hagen Ranch Road
Delray Beach 33446
Phone: 561-894-7500
Mon-Wed, 9:00 am - 9:00 pm
Thu-Fri, 9:00 am - 6:00 pm
Sat, 9:00 am - 5:00 pm
Sun, Noon - 5:00 pm

8. **Jupiter Branch**
705 Military Trail, Jupiter 33458
Phone: 561-744-2301
Mon-Thu, 10:00 am - 9:00 pm
Fri-Sat, 10:00 am - 5:00 pm
Sun, Noon - 5:00 pm
9. **Lantana Road Branch**
4020 Lantana Road
Lake Worth 33462
Phone: 561-304-4500
Mon-Thu, 10:00 am - 9:00 pm
Fri, 10:00 am - 6:00 pm
Sat, 10:00 am - 5:00 pm
Sun, Noon - 5:00 pm
10. **Loula V. York Branch**
525 Bacom Point Road
Pahokee 33476
Phone: 561-924-5928
Mon & Wed, 11:00 am - 7:00 pm
Tue, Thu-Sat, 9:00 am - 5:00 pm
11. **Okeechobee Boulevard Branch**
5689 Okeechobee Blvd.
West Palm Beach 33417
Phone: 561-233-1880
Mon-Wed, 10:00 am - 8:00 pm
Thu-Sat, 10:00 am - 5:00 pm
12. **Royal Palm Beach Branch**
500 Civic Center Way
Royal Palm Beach 33411
Phone: 561-790-6030
Mon-Wed, 10:00 am - 9:00 pm
Thu-Fri, 10:00 am - 6:00 pm
Sat, 10:00 am - 5:00 pm
13. **Tequesta Branch**
461 Old Dixie Highway North
Tequesta 33469
Phone: 561-746-5970
Mon-Wed, 10:00 am - 8:00 pm
Thu-Sat, 10:00 am - 5:00 pm
14. **Wellington Branch**
1951 Royal Fern Drive
Wellington 33414
Phone: 561-790-6070
Mon-Thu, 10:00 am - 9:00 pm
Fri, 10:00 am - 6:00 pm
Sat, 10:00 am - 5:00 pm
Sun, Noon - 5:00 pm
15. **West Boca Branch**
18685 State Road 7
Boca Raton 33498
Phone: 561-470-1600
Mon-Thu, 10:00 am - 9:00 pm
Fri, 10:00 am - 6:00 pm
Sat, 10:00 am - 5:00 pm
Sun, Noon-5:00 pm
16. **West Boynton Branch**
9451 Jog Road
Boynton Beach 33437
Phone: 561-734-5556
Mon-Thu, 10:00 am - 9:00 pm
Fri & Sat, 10:00 am - 5:00 pm
Sun, Noon - 5:00 pm
17. **Adult Literacy Project Talking Books Library Annex**
4639 Lake Worth Road
Lake Worth 33463
Phone: 561-649-5500
Mon-Fri, 9:00 am - 5:00 pm



Palm Beach County
LIBRARY
System
Dream. Discover. Do.



Palm Beach County Board of County Commissioners

12/00