

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY

Meeting Date: August 13, 2013

☒ Consent

☐ Regular

☐ Ordinance

☐ Public Hearing

Department:

Submitted By: \_\_\_\_\_ County Library/Administration

Submitted For: \_\_\_\_\_ County Library/Administration

## I. EXECUTIVE BRIEF

**Motion & Title: Staff recommends motion to approve:** The County Library's Long-Range Plan for FY 2014-2016.

**Summary:** This plan represents the Library's mission statement, goals and objectives, and strategic plan for FY 2014 through FY 2016. 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 anticipates receipt of \$1,073,330 in State Aid to Public Libraries during FY 2014. The Library Advisory Board has endorsed this Plan with Resolution 13-01, dated July 8, 2013.

Highlights of the Plan for FY2014 include:

- Circulation of books and other materials will increase by 3% to 9,388,480.
  - Renovated Jupiter Branch Library reopens;
  - Continued promotion of self service options for library users including automated return of items and self pick-up of holds;
  - Reference questions will increase by 3% to 2,091,309;
  - Continued emphasis in children's programming and family reading skills development;
  - Increased offering of classes on how to use E Readers and E Resources.
- 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 2014 Budget.

**Attachments:**

1. Library Advisory Board Resolution 13-01
2. Long-Range Plan

**Recommended By:**

Department Director

(John J. Callahan III)

Date \_\_\_\_\_

**Approved By:**

Assistant County Administrator

Date \_\_\_\_\_

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:


Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures	<u>4,018,314</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>44,613,458</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>(1,073,330)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>(8,842,413)</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><u>38,715,969</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Proposed Budget? Yes X No       
Budget Account No.: Fund 1180 Agency 320 ORG 3200 Object Various

Reporting Category                                 

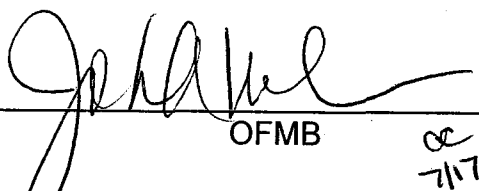
### B. Recommended Sources of Funds/Summary of Fiscal Impact:

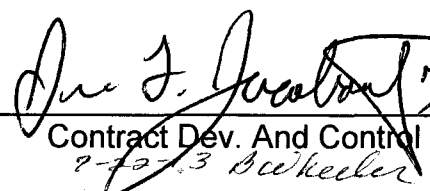
Requested Department Budget for FY 2014 is pending final approval. The proposed FY 2014 Budget is sufficient to cover the first year of the FY2014-2016 Long Range Plan.

C. Departmental Fiscal Review:   
(Kenny D. Rampersad, Director Library Finance & Facilities)

## III. REVIEW COMMENTS:

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

  
OFMB *cc 7/17 ab 7/17*

 7/22/13  
Contract Dev. And Control *7-22-13 B. Wheeler*

### B. Legal Sufficiency:

 7/23/13  
Assistant County Attorney

### C. Other Department Review:

    
Department Director

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

## **Resolution 13-01**

### **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

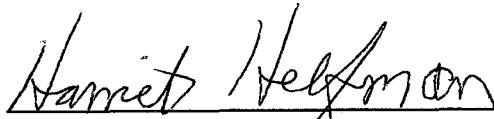
Whereas, the purpose of the Library's long-range plan is to provide strategic guidance for the delivery of library services over the next three-year period; and

Whereas, Library staff has diligently researched and prepared the FY 2014-2016 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 8<sup>th</sup> day of July 2013, voted to endorse the Palm Beach County Library System's Long-Range Plan for FY 2014-2016.



  
Harriet Helfman, Chair

# **Palm Beach County Library System**

## **LONG-RANGE PLAN**

**FY 2014 – 2016**



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

**July 2013**

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

**MAYOR**

Steven L. Abrams

**VICE MAYOR**

Priscilla A. Taylor

**MEMBERS**

Hal R. Valeche  
Paulette Burdick  
Shelley Vana  
Mary Lou Berger  
Jess R. Santamaria

**COUNTY ADMINISTRATOR**

Robert Weisman

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

**CHAIR**

Harriet Helfman

**VICE CHAIR**

Barbara Sory

**MEMBERS**

Ron Giddens

Joe Glucksman

Annie Pearl Hill

Rosalie Krasnow

Mimi Levinson

Bill Rautenberg

Ellen Simon

Simma Sulzer

Regis Wenham

Ellen Winikoff

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

Susan Berger, Business Librarian  
Pamela Bruner, Collection Development Coordinator  
Peter Brandt, Information Technology Division Head  
Stacey Burford, System Youth Services Librarian  
Elizabeth Locke, 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  
Doug Crane, Branch Public Service Division Head  
Kenny Rampersad, Director, Library Finance & Facilities Division  
Wendy Rosenfeld, Outreach Services Division Head  
Donna Smith, Adult Programming Coordinator  
Eileen Taylor, Administrative Assistant  
Karen Batchelder Williams, South Area Coordinator, Branch Public Service Division

## ***Library Director*** John J. Callahan III

Table of Contents

ACKNOWLEDGEMENTS

Board of County Commissioners	i
Library Advisory Board	ii
Library Administrative Staff and Objective Leaders	iii

TABLE OF CONTENTS	iv
-------------------	----

INTRODUCTION	1
--------------	---

BASIC INFORMATION ABOUT THE LIBRARY	2
-------------------------------------	---

EXECUTIVE SUMMARY	6
-------------------	---

MISSION STATEMENT	8
-------------------	---

MISSIONS/GOALS	9
----------------	---

STRATEGIC PLAN: FY 2014	10
-------------------------	----

LONG-RANGE PLAN: FY 2015	16
--------------------------	----

FY 2016	18
---------	----

APPENDICES

Appendix I: Special Act of the Legislature	20
Appendix II: Cities in the Library District	24
Appendix III: Map of Library Locations	25



## ***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 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, 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 2013, the population of the Library District grew from 731,460 to 854,813, a 17% 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 22%, 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, sixteen 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 2012, the Library circulated over 9.1 million items and answered more than 2.2 million reference questions.

## **COLLECTION**

The Library provides access to holdings of 1.83 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 2013 staffing complement consists of 467.375 FTE (full-time equivalent) employees. This number includes 121.5 FTE Librarians and 345.875 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 2013 shortfall between actual FTE employees and the Comprehensive Plan goal is 88.823 FTE employees.

## **FACILITIES**

During the 2013 Fiscal Year, the Library opened the new Belle Glade Branch and closed the Jupiter Branch for renovations.

The Library is also developing plans for the new Annex that will be completed in 2015.

## **FINANCIAL SUPPORT**

The Library's proposed budget for Fiscal Year 2014 is \$48,452,674. 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
- 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 2014 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 2014, total circulation is targeted to increase by 3% over FY 2012. Staff will achieve this goal by increasing holdings with emphasis on the E book collection; updating subject areas; continuing to pursue new technologies for patron self-service; and promoting library services utilizing free media opportunities.

### **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 live chat.

The FY 2014 objective is to increase by 3% over 2012 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 2014 objective is to increase attendance at children's programs by 1% over 2012.

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 19<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; and services for the business community. Additional services to migrant workers; adult non-readers; and adult programs on literature and informational topics are provided.

The Library will respond to public interest in electronic book resources by increasing E book and E reader training attendance. 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  
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 2014

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

<b>Program:</b>	<b>Circulation</b>
<b>Objective 1.1</b>	<b>Increase circulation of print and non print materials by 3% over FY 2012 including service to the underserved groups through the Bookmobile, Books-by-Mail and Talking Book services</b>
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
<b>Objective 1.2</b>	<b>Increase circulation of outreach materials to daycare centers, Talking Books for the Blind, Books-By-Mail, and Bookmobile patrons by 3% over FY 2012</b>
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 at least 1,200 homebound residents with Books-By-Mail Service
Strategy 1.2.3	Provide Talking Books Service to at least 2,000 visually impaired residents
<b>Objective 1.3</b>	<b>Increase the number of cardholders by 1% over FY2012 and the number of library visits by 1% over FY 2012</b>
Strategy 1.3.1	Use Word of Mouth Marketing to increase number of cardholders and visitors
Strategy 1.3.2	Promote library services utilizing free media opportunities
Strategy 1.3.3	Develop partnerships with community and cultural organizations to increase number of cardholders and visitors

**FY 2014**

***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 2.17 holdings per capita**

Strategy 1.4.1 Catalog and process library materials at a level which will help achieve the overall goal of 2.17 holdings per capita

Strategy 1.4.2 Increase the holding of the downloadable media collections

Strategy 1.4.3 Identify and select replacement materials in the book collection that need to be updated

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

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

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

Strategy 1.5.3 Seek ways to improve efficiency and reduce costs related to patron account notification

Strategy 1.5.4 Seek ways to improve the usability of public PCs

FY 2014

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

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<b><i>Program:</i></b>	<b><i>Reference and Information</i></b>
<b>Objective 2.1</b>	<b>Increase the number of information and reference transactions handled by 3% over FY 2012</b>
Strategy 2.1.1	Provide training for reference and paraprofessional staff to better utilize new and existing reference resources and services
Strategy 2.1.2	Increase awareness of reference services through promotional activities
Strategy 2.1.3	Provide health and medical research services and programming through the Community Health Information Service
<b>Objective 2.2</b>	<b>Increase patron transactions (usage statistics) for the GRS Government, Genealogy and Legal web pages by 2% over FY 2012</b>
Strategy 2.2.1	Promote the GRS web pages via group e-mail, handouts and programs
Strategy 2.2.2	Inter-connect GRS web services with other government websites
<b>Objective 2.3</b>	<b>Increase usage of online databases by 2% over FY 2013</b>
Strategy 2.3.1	Recommend new or alternative databases
Strategy 2.3.2	Promote awareness of online databases
Strategy 2.3.3	Provide printing, scanning and fax services to the public

FY 2014

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

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<b>Program:</b>	<b>Children's Programs</b>
<b>Objective 3.1</b>	<b>Increase attendance at story times and multimedia programs presented for infants, children and teens by 1% over FY 2012</b>
Strategy 3.1.1	Circulate 30,000 Story Collection materials for programming
Strategy 3.1.2	Participate in the State Summer Reading Program by registering 10,000 children and teens
<b>Objective 3.2</b>	<b>Increase attendance at ABC Kit story time programs by 1% over 2012</b>
Strategy 3.2.1	Increase circulation of ABC Kits by 1% over FY 2012
Strategy 3.2.2	Increase the number of child care facilities registered for the ABC Kit Program by 3% over FY 2012
<b>Objective 3.3</b>	<b>Promote Family Literacy Services through outreach to community</b>
Strategy 3.3.1	Provide family literacy information
Strategy 3.3.2	Promote 11th annual Families Reading Together Campaign

**FY 2014**

***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 attendance of Internet/Electronic Resources classes by 2% over FY 2012**

Strategy 4.1.1 Present 75 Internet/electronic resources lecture programs for groups

Strategy 4.1.2 Present 800 hands-on Internet/Computer/Electronic Resources training classes for small groups and individuals

**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 Increase the number of adult literacy instructional hours provided by 1% over FY 2012**

Strategy 4.3.1 Provide support services to 125 tutors

Strategy 4.3.2 Partner with the Literacy Coalition of PBC to provide an AmeriCorps member

FY 2014

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

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<b>Program:</b>	<b>Community Enrichment</b>
<b>Objective 4.4</b>	<b>Enrich and support access to business, consumer, and investor resources and information</b>
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
<b>Objective 4.5</b>	<b>Increase adult program attendance 5% over FY 2012</b>
Strategy 4.5.1	Investigate and facilitate a variety of literature and information programs
Strategy 4.5.2	Design tools to help branch staff develop successful programming
Strategy 4.5.3	Organize and facilitate the Writers LIVE! Series
<b>Objective 4.6</b>	<b>Provide library service to migrant and seasonal farmworkers and their families</b>
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 2015

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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 circulation of print and non print materials by 2% over FY 2013 including service to the underserved groups through the Bookmobile, Books-by-Mail and Talking Book services.
  - Objective 1.2** Increase circulation of outreach materials to daycare centers, Talking Books for the Blind, Books-By-Mail and Bookmobile patrons by 1% over FY2013
  - Objective 1.3** Increase the number of cardholders by 1% over FY 2013 and the number of library visits by 1% over FY2013
  - Objective 1.4** Increase the collection to 2.19 holdings per capita
  - Objective 1.5** Seek and implement technological solutions to improve the efficiency of circulation functions related to the ILS
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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 the number of information and reference transactions handled by 3% over FY 2013
- Objective 2.2** Increase services to government clients by 2% over FY 2013
- Objective 2.3** Increase usage of online databases by 2% over 2014



FY 2015

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

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- |                      |   |
|----------------------|---|
| <b>Program:</b>      | <b><i>Children’s Programs</i></b>   |
| <b>Objective 3.1</b> | Increase the attendance at story times and multimedia programs presented for infants, children and teens by 1% over FY 2013 |
| <b>Objective 3.2</b> | Increase attendance at ABC Kit story time programs by 1% over FY 2013   |
| <b>Objective 3.3</b> | Promote Family Literacy Services through outreach to community  |
- 

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

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- |                      |   |
|----------------------|---|
| <b>Program:</b>      | <b><i>Community Enrichment</i></b>  |
| <b>Objective 4.1</b> | Increase attendance of Internet/electronic resources classes by 2% over FY 2013         |
| <b>Objective 4.2</b> | Support and enhance access to electronic resources by remote users                      |
| <b>Objective 4.3</b> | Increase the number of adult literacy instructional hours provided by 1% over 2013      |
| <b>Objective 4.4</b> | Enrich and support access to business, consumer, and investor resources and information |
| <b>Objective 4.5</b> | Increase adult program attendance 3% over FY 2013                                       |
| <b>Objective 4.6</b> | Provide library service to migrant and seasonal farm workers and their families         |

FY 2016

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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 circulation of print and non print materials by 1% over FY 2014 including service to the underserved groups through the Bookmobile, Books-by-Mail and Talking Book services
- Objective 1.2** Increase circulation of outreach materials to daycare centers, Talking Books for the Blind, Books-By-Mail and Bookmobile patrons by 1% over FY2014
- Objective 1.3** Increase the number of cardholders by 1% over FY 2014 and the number of library visits by 1% over FY2014
- Objective 1.4** Increase the collection to 2.22 holdings per capita
- Objective 1.5** Seek and implement technological solutions to improve the efficiency of circulation functions related to the ILS

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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 the number of information and reference transactions handled by 3% over FY 2014
- Objective 2.2** Increase information and document delivery services to local government clients by 2% over FY 2014
- Objective 2.3** Increase usage of online databases by 2% over FY 2015

**FY 2016**

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

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

**Objective 3.1** Increase the attendance at story times and multimedia presented for infants, children and teens by 1% over FY 2014

**Objective 3.2** Increase attendance at ABC Kit story time programs by 1% over FY 2014

**Objective 3.3** Promote Family Literacy Services through outreach to community

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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 attendance of Internet/electronic resources classes by 3% over FY 2014

**Objective 4.2** Support and enhance access to electronic resources by remote users

**Objective 4.3** Increase the number of adult literacy instructional hours provided by 1% over FY 2014

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

**Objective 4.5** Increase adult program attendance 3% over FY 2014

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

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## House Bill No. 971

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.

(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.

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 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 non-profit 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.

(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.

Approved by the Governor May 22, 2000.

Filed in Office Secretary of State May 22, 2000.



**PALM BEACH COUNTY LIBRARY SYSTEM**

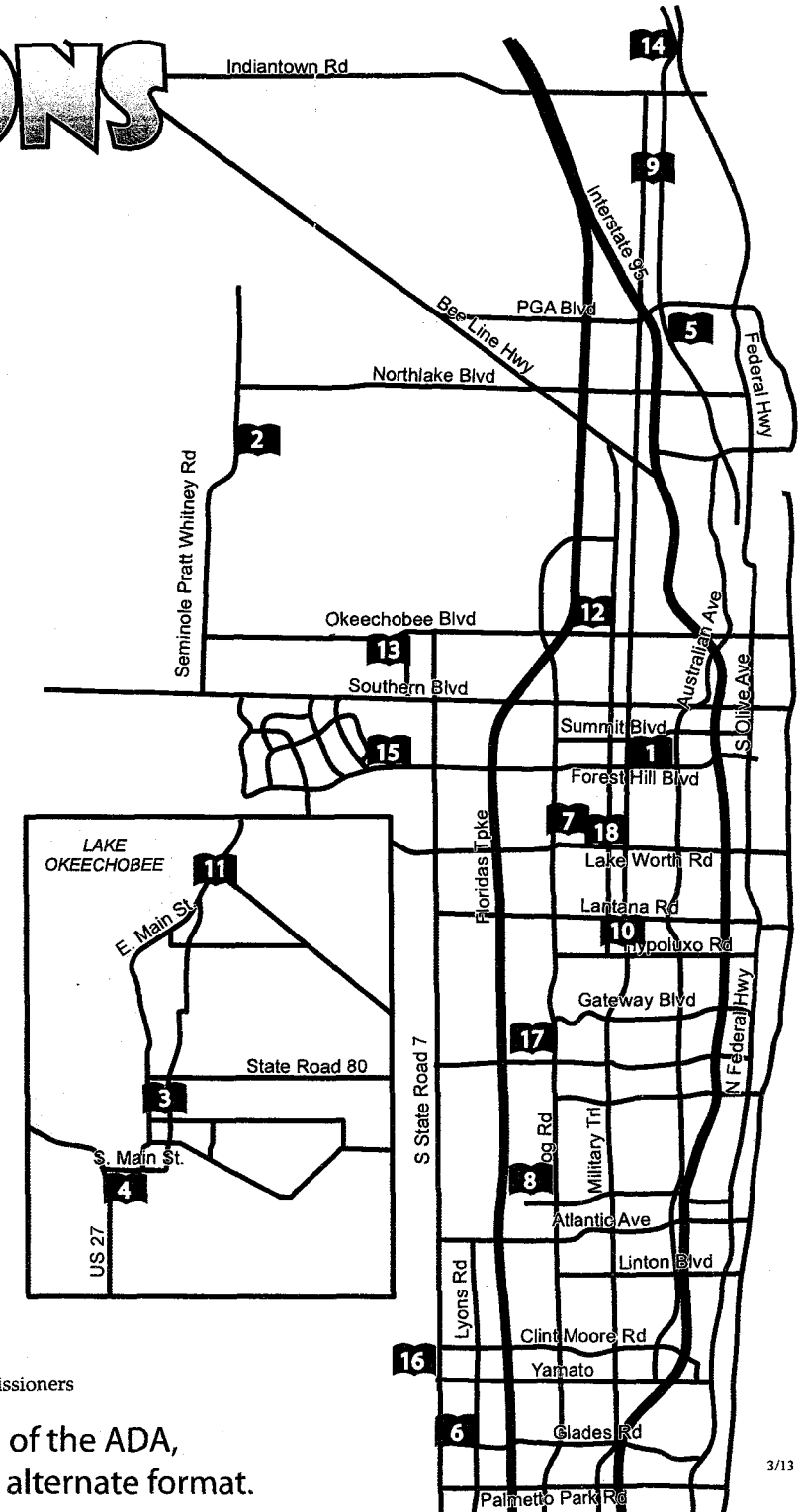
**LIBRARY DISTRICT**

**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**

# LIBRARY LOCATIONS

1. **Main Library**  
3650 Summit Blvd.  
West Palm Beach 33406  
Phone: 561-233-2600  
Mon-Thu, 9:00 am - 9:00 pm  
Fri, 9:00 am - 6:00 pm  
Sat, 9:00 am - 5:00 pm  
Sun, Noon - 5:00 pm
2. **Acreage Branch**  
15801 Orange Blvd.  
Loxahatchee 33470  
Phone: 681-4100  
Mon-Thu, 10:00 am - 9:00 pm  
Fri-Sat, 10:00 am - 5:00 pm  
Sun, Noon - 5:00 pm
3. **Belle Glade Branch**  
725 NW 4th Street  
Belle Glade 33430  
Phone: 561-996-3453  
Mon-Wed, 10:00 am - 8:00 pm  
Thu-Sat, 10:00 am - 5:00 pm
4. **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
5. **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
6. **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
7. **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
8. **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
9. **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
10. **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
11. **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
12. **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
13. **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
14. **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
15. **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
16. **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
17. **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
18. **Outreach Services**  
By Appointment  
Adult Literacy: 561-649-5495  
Talking Books: 561-649-5486



Palm Beach County Board of County Commissioners

In accordance with the provisions of the ADA,  
this document may be requested in an alternate format.