PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS <u>AGENDA ITEM SUMMARY</u>



Meeting Date: May 19, 2015 Department:	[] Consent [] Ordinance	[X] Regular [] Public Hearing	
Submitted By:	County Library/Administration		
Submitted For:	County Library/Administration		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: an increase in the fee for a non-resident library card from \$30 to \$95 annually and from \$15 to \$55 for six months. A non-resident is defined as someone who resides outside of the Library District; who resides outside a city with a reciprocal agreement with the Library District, and who does not own property in the Library District.

Summary: The fee is charged to library card applicants who are non-residents. The fee for non-resident library cards has stayed the same for twenty-three (23) years, while the taxable values in the Library District have increased for resident card holders. The current fee is lower than the fees charged by other major Florida public library systems. A non-resident library card allows home access to numerous online services, including eBooks, music, movies, and databases that did not exist in 1992. In our library locations, a non-resident card allows borrowing of books, CDs, DVDs, and Books on CD. The card also allows full use of our in-house public Internet computers. These services and resources increase the value of possessing a non-resident library card fees. As of February 12, 2015, there were 892 active non-resident library cards. The Library Advisory Board voted unanimously to support the staff recommendation to raise the non-resident library card fees to the new levels at their regular meeting on January, 12, 2015. <u>Countywide</u> AH

Background & Policy Issues: The Palm Beach County Library System has 1.3 million items in its collection. The Library offers eighty-four (84) electronic databases accessible from home, covering a wide range of topics including newspaper and magazine articles, professional literature, business information, downloadable music, movies, and more. We also provide public Internet computers in our library branches that feature the popular Microsoft Office Suite of programs. These services and resources all require a valid library card.

Attachments:

- 1. Library Card Non-Resident Fee Comparison Chart
- 2. Library PPM CLO-100 Eligibility for Free Library Cards
- 3. Library PPM CLO-105 Non-Resident Paid Library Cards

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Recommended By:	1100 /	(Douglas Crane)	J. dd D
	Department Director		Date
Approved By:	Ja	(Jon Van Arnam)	5-1-15
	Assistant County Administrator		Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	20 <u>15</u>	20 <u>16</u>	20 <u>17</u>	20 <u>18</u>	20 <u>19</u>
Capital Expenditures Operating Costs External Revenues Program Income (County) In-Kind Match (County)	0 0 0 \$ 0 0	 (\$10,000) 	0 (<u>\$10,000</u>) 0	 (\$10,000) 	
NET FISCAL IMPACT # ADDITIONAL FTE	<u>\$ 0</u>	(<u>\$10,000</u>)	(<u>\$10,000</u>)	(<u>\$10,000</u>)	(<u>\$10.000</u>)
POSITIONS (Cumulative)	0	0	0	0	0
Is Item Included in Current Bo Budget Account No.:	udget? Fund_	Dept_	Yes_ Unit_	No <u>)</u> Objec Obje	- ct

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

Source: Fee

Impact: Minimal fiscal impact. No transfer of funds required.

Departmental Fiscal Review: C.

(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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

B. Legal Sufficiency:

<u>ssistant</u> <u>5-</u> 5-1-15

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment. REVISED 9/03 ADM FORM 01

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Library Card Non-Resident Fee Rates

in Major and Neighboring Florida Public Library Systems

Library System	Non-Resident Card Fees	Number of Library
		Locations
Palm Beach County - Current Rate	\$15 for 6 months / \$30 for 1 year	17
Palm Beach County - Proposed Rate	\$55 for 6 months / \$95 for 1 year	
Broward County	\$50 for 1 year	39
Hillsborough County	\$100 for 1 year	27
Jacksonville Public Library	\$25.00 for 6 months/\$40 for 1 year	21
(Duval County)		К
Miami-Dade County	\$100 for 1 year	49
Martin County	\$20 for 3 months / \$30 for 6 months/\$50 for 1 year	7
Orange County	\$75 for 3 months/ \$100 for 6 months/\$125 for 1 year	15

PALM BEACH COUNTY LIBRARY

то:	ALL LIBRARY STAFF	
FROM:	JOHN J. CALLAHAN III LIBRARY DIRECTOR	
PREPARED BY:	JENNIFER F. GALLAGHER LIBRARY TRAINING & TECHNICAL ASSISTANC	CE SUPERVISOR
SUBJECT:	Eligibility for Free Library Cards	
PPM #:	CLO - 100	
ISSUE DATE September 1, 2012		EFFECTIVE DATE September 1, 2012

PURPOSE: To establish the eligibility policy for free library cards.

AUTHORITY: Library Bill of Rights, ALA Council; Standards for Florida Public Libraries, Florida Library Association; Americans with Disabilities Act of 1990; PBCLS PPM #CLO-104, "County Employee Eligibility"

POLICY: A person's right to use the library should not be denied or abridged because of sex, age, race, religion, disability, national origin, or social or political views. The Palm Beach County Library's policy is to issue free cards to the following people:

- Year-round residents who live in the PBC Library District; or in a city in the Library Cooperative of the Palm Beaches; or in a city within Palm Beach County which receives a Florida State Aid operating grant.
- Part-time residents or visitors with a permanent address outside the PBC Library District but with a local address in the PBC Library District for one month or more.
- Property owners who live outside the PBC Library District but who own property in the PBC Library District.
- County employees with proof of employment, although they may live outside the PBC Library District.
- Adults employed as County Library volunteers for three or more months although they may live outside the PBC Library District.
- Hendry County residents with proof of address.
- Teachers employed by the Palm Beach County School District or other recognized licensed educational institution K-12 with proof of employment, although they may live outside the PBC Library District.

All children, from birth through 12th grade, living in Palm Beach County, are eligible for free juvenile library cards. A parent, legal guardian, or other adult with financial and materials selection responsibility for the child must sign the application form and the library card. At the age of eighteen, patrons residing in the PBC Library District may

complete an application for a free adult library card.

- Upon the approval of the Branch Manager or Section Head, library staff members who use library materials in connection with their job are eligible for free in-house staff cards for checking out these materials. Overdue fines are not charged for these materials.
- Free library cards are issued to the library's Interlibrary Loan Department for the purpose of checking out materials loaned to other libraries.

The Palm Beach County Library District consists of the 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 Palm Beach Tequesta Wellington

Cities which are either in the Library Cooperative or which receive State Aid operating grants are:

Boynton Beach Delray Beach Lake Park Lake Worth Lantana North Palm Beach Palm Springs Riviera Beach West Palm Beach

PROCEDURE: See PPM #CLO-103 for library card application guidelines.

CONTACT POSITION:

Library Training & Technical Assistance Supervisor

APPROVED BY aìlahan III.

Supersession History: PPM #CLO-100 Issued Revised

August 23, 1988 December 1, 1990 June 1, 1991 March 1, 1992 September 15, 1992

April 7, 1993 June 3, 1993 March 26, 1997 October 1, 1997 August 21, 2002 September 10, 2003

PALM BEACH COUNTY LIBRARY

TO:	ALL LIBRARY STAFF
FROM:	DOUGLAS CRANE LIBRARY DIRECTOR
PREPARED BY:	AURORA ARTHAY ASSISTANT LIBRARY DIRECTOR
SUBJECT:	Non-Resident Paid Library Cards
PPM #:	CLO – 105

ISSUE DATE	EFFECTIVE DATE
March 23, 2015	March 23, 2015

PURPOSE: To establish the conditions under which non-residents shall be issued library cards.

AUTHORITY: Standards for Florida Public Libraries, Florida Library Association, Section 3.6; Library Advisory Board 12/9/91; Board of County Commissioners 3/10/92, Item 4G1.

POLICY: The amount of the non-resident fee is set by the Library Advisory Board and Library Administration with approval from the Board of County Commissioners. Non-resident cards are issued at a yearly rate of \$30.00 or at a six-month rate of \$15.00. One adult or child non-resident card is issued upon payment of this fee.

The Palm Beach County Library's policy is to issue non-resident library cards to the following people upon payment of the non-resident fee:

A <u>non-resident adult</u>: One who lives outside of the PBC Library District and outside a city in the Library Cooperative and outside of a city within Palm Beach County receiving a State Aid operating grant and does not own property in the PBC Library District.

A <u>part-time resident or visitor</u>: One who has a permanent address outside of the PBC Library District and outside a city in the Library Cooperative and outside of a city within Palm Beach County receiving a State Aid operating grant and does not own property in the PBC Library District. Their local address is either outside of the PBC Library District or, if in it, they are visiting for less than one month.

A Hendry County resident is eligible for a free library card with proof of address. (See PPM #CLO-100, "Eligibility for Free Library Cards")

Several cities in Palm Beach County have elected not to participate in the County Library System. Therefore, those city residents pay no library taxes to the Palm Beach County Library System. Non-resident paid library cards may be issued to residents of the following cities which

are in neither the PBC Library District nor the Cooperative nor recipients of a State Aid operating grant:

Boca Raton Gulf Stream Highland Beach Manalapan Palm Beach Village of Golf

PROCEDURE: See PPM #CLO-103, "Library Card Application Guidelines," for registration policy and procedures.

CONTACT POSITION: Your Supervisor

APPROVED BY:

Douglas Crane, Library Director

Supersession History:

PPM #CLO-105 Issued June 30, 1988 Revised June 1, 1991 April 1, 1992 September 15, 1992 October 1, 1995 October 1, 1997 October 28, 1998 August 21, 2002 September 10, 2003