



Meeting Date: May 19, 2015 ☐ Consent ☒ Regular
 ☐ Ordinance ☐ Public Hearing

Department: _____

Submitted By: County Library/Administration

Submitted For: County Library/Administration

Recommended By:  (Douglas Crane) 4-22-15
Department Director Date

Approved By:  (Jon Van Arnam) 5-1-15
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>\$ 0</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>\$ 0</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>	<u>(\$10,000)</u>
# ADDITIONAL FTE					
POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes_	No_ <input checked="" type="checkbox"/>	
Budget Account No.:	Fund_	Dept_	Unit_	Object	Object_

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

Source: Fee

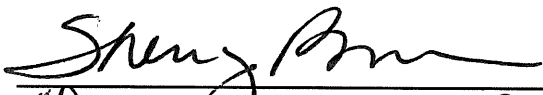
Impact: Minimal fiscal impact. No transfer of funds required.

C. Departmental Fiscal Review:


(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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


OFMB
4/24 NK 4/24/15 8/27


Contract Dev. And Control
4-29-15 BID Keeler 4/30/15

B. Legal Sufficiency:


Assistant County Attorney 5-1-15

C. Other Department Review:

Department Director

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 <i>Palm Beach County - Proposed Rate</i>	\$15 for 6 months / \$30 for 1 year <i>\$55 for 6 months / \$95 for 1 year</i>	17
Broward County	\$50 for 1 year	39
Hillsborough County	\$100 for 1 year	27
Jacksonville Public Library (Duval County)	\$25.00 for 6 months/\$40 for 1 year	21
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

TO: ALL LIBRARY STAFF

FROM: JOHN J. CALLAHAN III
LIBRARY DIRECTOR

PREPARED BY: JENNIFER F. GALLAGHER
LIBRARY TRAINING & TECHNICAL ASSISTANCE 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:


John J. Callahan III, Library Director

Supersession History:

PPM #CLO-100	Issued	August 23, 1988		
	Revised	December 1, 1990	April 7, 1993	August 21, 2002
		June 1, 1991	June 3, 1993	September 10, 2003
		March 1, 1992	March 26, 1997	
		September 15, 1992	October 1, 1997	

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

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ISSUE DATE
March 23, 2015

EFFECTIVE DATE
March 23, 2015

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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 non-resident adult: 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 part-time resident or visitor: 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.

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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