

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: June 6, 2017

Department: County Library

Advisory Board Name: Library Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** Appointment of the following at-large member of the Library Advisory Board to complete an unexpired term from June 6, 2017, to September 30, 2019.

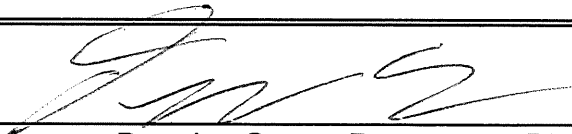
<u>Nominee</u>	<u>Seat No.</u>	<u>Requirement</u>	<u>Nominated by</u>
Linda Knox	15 At Large	Resident of PBC Library District	Mayor Burdick Commissioner Abrams Commissioner Berger Commissioner Kerner Vice Mayor McKinlay


Summary: Chapter 2000-405, Laws of Florida establishes a requirement for a Library Advisory Board consisting of 15 members; one (1) at large and 14 district appointees. Ms. Knox is eligible to serve the remainder of the unexpired term and has expressed a desire to be appointed. She is a graduate of Palm Beach Atlantic University, served in the United States Army and is retired from a career with the United States Postal Service. She is active in her community including mentorship to young people. Ms. Knox will add to the ethnic diversity of the Library Advisory Board.

A memo was distributed to the Board of County Commissioners on April 14, 2017 requesting nominations. No other nominations were received. The Board currently has 12 members and a diversity count of: 9 Caucasian (75%), 1 African American (8.33%), 2 Hispanics (16.67%). The gender ratio (female:male) is: 8:4. The nominee is an African American Female. Countywide (AH)

BACKGROUND AND JUSTIFICATION: The Library Advisory Board reviews programs and policies of the Library System, as well as budgetary requirements to finance the system and works with the Library Director to improve and expand Library service throughout the County.

- Attachments:**
1. Boards/Committee Application form
 2. Resume for Linda Knox
 3. Memo dated April 14, 2017 requesting nominations
 4. Current List of Board Members
 5. Chapter 2000-405 Laws of Florida

Recommended by:  5-12-17
Douglas Crane, Department Director Date

Legal Sufficiency:  5-18-17
Anne Helfant, Assistant County Attorney Date

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. ~~Please attach a biography or resume to this form.~~

Section I (Department): (Please Print)

Board Name: Library Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Resident of Palm Beach County Library Taxing District Seat #: _____

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Knox Linda
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 17422 38th Lane North

City & State Loxahatchee, FL Zip Code: 33470

Home Phone: (561) 282-8802 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: _____

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R/XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

___ By watching the training program on the Web, DVD or VHS on 2-22-2017
 ___ By attending a live presentation given on _____, 20__

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Linda Knorr Printed Name: Linda Knorr Date: 2-22-2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 Eileen Taylor, Palm Beach County Library System
 3650 Summit Blvd., West Palm Beach, FL 3406

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Pauletta Burdick Date: 4-18-2017

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Knox Linda
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 17422 38th Lane North

City & State: Loxahatchee, FL Zip Code: 33470

Home Phone: (561) 282-8802 Business Phone: () Ext.

Cell Phone: () Fax: ()

Email Address: _____

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____

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OR

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NOT APPLICABLE/
(Governmental Entity)

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 ___ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Linda Kook Printed Name: Linda Kook Date: 2-22-2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Eileen Taylor, Palm Beach County Library System
3650 Summit Blvd., West Palm Beach, FL 3406

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: S. Abrose (15)

Date: 5/3/17

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Revised 02/01/2016

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Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 17422 38th Lane North

City & State Loxahatchee, FL Zip Code: 33470

Home Phone: (561) 282-8802 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: _____

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
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*Applicant's Signature: Linda Koel Printed Name: Linda Koel Date: 2-22-2017

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3650 Summit Blvd., West Palm Beach, FL 3406

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Mary Lou Bages Date: 5/16/17

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Revised 02/01/2016

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*Applicant's Signature: Linda Kopf Printed Name: Linda Kopf Date: 2-22-2017

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3650 Summit Blvd., West Palm Beach, FL 3406

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Commissioner's Signature: [Signature] Date: 05/02/17

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Revised 02/01/2016

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 By attending a live presentation given on _____, 20____

AND

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*Applicant's Signature: Linda Knafl Printed Name: Linda Knafl Date: 2-22-2017

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 3650 Summit Blvd., West Palm Beach, FL 3406

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Commissioner's Signature: Melissa Melton Date: 5-2-17

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Revised 02/01/2016

Linda Knox
17422 38th Lane N
Loxahatchee Fl 33470-5416
561-792-7758
Chinalmk@aol.com

Education
BS degree Palm Beach Atlantic University

Skills Supply Sergeant for the US Army Ordering and doing inventory for one of the companies in the Battalion

Work History Retired Letter Carrier/Clerk for the United States Postal Service

Recreation Past Recreational advisor for the Indian Trail Improvement District Clubs Member of The Young At Heart Club in Royal Palm Beach

Hobbies Reading Walking Visiting the Libraries and mentoring young people



**Palm Beach County
Library System**

3650 Summit Boulevard

West Palm Beach, FL 33406-4198

(561) 233-2600

Toll Free: (888) 780-4962

www.pbclibrary.org



**Palm Beach County
Board of County
Commissioners**

Paulette Burdick, Mayor

Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

printed on recycled paper

TO: Mayor Paulette Burdick and Members,
Board of County Commissioners

FROM: Douglas Crane
Library Director *DC*

DATE: April 14, 2015

RE: Library Advisory Board
At-Large Appointment

The term of the At-large Member will expire on September 30, 2019 and I am requesting nomination for this seat.

Linda Knox would like to be considered for this appointment to complete the term of Benjamin Hom who resigned from the Library Advisory Board in March 2017.

Ms. Knox received her Bachelor of Science Degree from Palm Beach Atlantic University. She served as a Skills Supply Sergeant in the United States Army, and is a retired Letter Carrier/Clerk following a career with the United States Postal Service.

Ms. Knox has served as a Recreational Advisor for the Indian Trail Improvement District and is a member of the Young at Heart Club in Royal Palm Beach. Her hobbies include reading and mentoring young people. Ms. Knox is a long time library supporter, making frequent visits to her local branches. Linda Knox will also add to the ethnic diversity on the Library Advisory Board.

Attached please find a completed Palm Beach County Board of County Commissioners Boards/Committees Application, a copy of Ms. Knox's resume and a copy of the current membership roster for the Library Advisory Board.

If you have an additional nomination for the at-large position or would like any additional information please contact me at 233-2799.

cc: Todd Bonlarron

3N2
Attachment 3

June 6, 2017

Library Advisory Board

BCC District #	Name	Term Expires	Seat #	BCC District#	Name	Term Expires	Seat #
1	Vacant	9/30/17	(1)	4	Megan Richards 21539 Hollandaire Dr. Boca Raton, FL 33433 (317) 797-7005 (cell) mrichards@literacypbc.org	9/30/19	(8)
1	Erasmó B. Haibi 107 Castries Drive Jupiter, FL 33458 561-691-0224 (home) 561-531-3828 (cell) haibieb@yahoo.com	9/30/17	(2)	5	Vacant	9/30/16	(9)
2	Alice Chambers 7116 Grassy Bay Drive West Palm Beach, FL 33411 561-687-5624 (home) achambers@comcast.net	09/30/17	(3)	5	Ellen Winikoff 11364 Chisolm Way Boca Raton, FL 33428 561-482-7566/ <i>Unlisted</i> (home) 561-716-4774 (cell) ewinikoff@aol.com	9/30/17	(10)
2	Joseph Glucksman 125 South Ocean Avenue #406 Palm Beach Shores, FL 33404 561-722-6083 (cell) Glucker@aol.com	9/30/18	(4)	6	Regis Wenham 1309 Pine Valley Drive Wellington, FL 33414 793-3342 (home/fax) hannabeals@bellsouth.net	9/30/17	(11)
3	Salvatore (Sam) Manuele 7419 Trentino Way Boynton Beach, FL 33472 (561) 742-7970 (home) (561) 252-7681 (cell) sfm4845@gmail.com	9/30/18	(5)	6	Gloria Kelly 15942 Cypress Park Drive Wellington, FL 33414 629-2532 (cell) Grkelly1106@gmail.com	9/30/18	(12)
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▶▶ Chair
▶ Vice Chair

(Roster.doc) June 2017

3N2 June 6, 2017
Attachment 4

CHAPTER 2000-405

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.