

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: May 7, 2024

Consent

Regular

Ordinance

Public Hearing

Department:

Submitted By: County Library/Administration

Submitted For: County Library/Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Library Department Draft FY25 Budget & Capital Program Overview

Summary: The Palm Beach County Library System provides a wide array of library facilities and services that serve the Library District and the residents of the municipalities that are part of the Library Cooperative of the Palm Beaches. For FY25, the Library is preparing a draft budget of \$112,079,000 based on the revenue generated through the dependent taxing district at a millage rate of 0.5491. The Board of County Commissioners has held the millage at this rate since 2011. In addition, the Library Department has an extensive list of capital needs, including renovation work on existing branch locations and possibilities for future expansion opportunities. As a dependent taxing district, the Library Department must fund its own Capital Project budget lines. Library funding comes primarily through ad valorem revenue generated through the Library District, along with State Aid to Public Libraries grants, Impact Fees, Balance Brought Forward, donations from the Friends of the Library, and other incidental grants and fees. Countywide (AH)

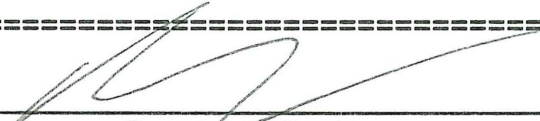
Background and Policy Issues: The Palm Beach County Library System currently consists of seventeen library locations spread across the Library District, with outreach services provided centrally through an Annex support facility and a Bookmobile. The Canyon Branch library in West Boynton is anticipated to open later this year as our eighteenth location. A nineteenth location in the Town of Hypoluxo is in the concept stage after a site was purchased from the Town. The Library System annually hosts over 4,000 different classes, seminars, and events for the public, including story times for children, author talks, small business presentations, and musical performances. The Library System has received numerous awards from state and national organization for exceptional and innovative service to our residents. The Library System purchases physical and electronic items to create a collection of materials for loan. This includes dozens of electronic databases accessible from home, covering a wide range of topics including newspaper and magazine articles, professional literature, business information, downloadable music, movies, electronic books and more. The Library provides public Internet computers in all branches that feature the popular Microsoft Office Suite of programs along with free public Wi-Fi.

Well-maintained library facilities are key elements for strong, safe, family-friendly communities. Libraries enhance property values, contribute economic value to the community, and support the local schools and colleges. As residential and commercial development continues to occur within the Library District, the Library System is identifying geographical areas that will require construction of new library branches and renovation or expansion of existing locations. The Board of County Commissioners unanimously approved the Library’s FY2024 - FY2028 Strategic Plan and FY2024 Action Plan at the August 22, 2023 regular meeting.

Attachments:

- 1. Library Department Budget Presentation
- 2. List of Public Libraries by Commission District (County and Municipal)

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Recommended By:  (Douglas Crane) 4.18.24
Department Director Date

Approved By:  (Todd Bonlarron) 5/3/24
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	\$0	\$0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE					
POSITIONS (Cumulative)	0	0	0	0	0
Is Item Included in Current Budget?			Yes <input checked="" type="checkbox"/>	No	
Budget Account No.:	Fund _____	Dept _____	Unit _____	Object _____	Object _____

Does this item include the use of federal funds? Yes No

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

There is no fiscal impact associated with this item.

C. Departmental Fiscal Review: Alicia Garow
(Director, Library Finance and Facilities)

III. REVIEW COMMENTS:

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

Lisa Mante 4/23/2024
OFMB OPA 4/22
RAF-1/22

Brunda Spach 4/15/24
Contract Dev. And Control
Rob 4/24/24

B. Legal Sufficiency:

Anne Idegard 4.25.24
Assistant County Attorney

C. Other Department Review:

Department Director

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

Library Department Proposed FY25 Budget & Capital Program Overview



Executive Summary

- The Library Dependent Taxing District has held millage steady at 0.5491 for fourteen years
- Ad Valorem revenue has grown over the past three years and is projected to increase over the next five years
- The Library is responsible for its own Capital Program, including renovations, expansions, and new facilities, including a new Main Library
- Retaining current millage rate will support Capital needs for the foreseeable future

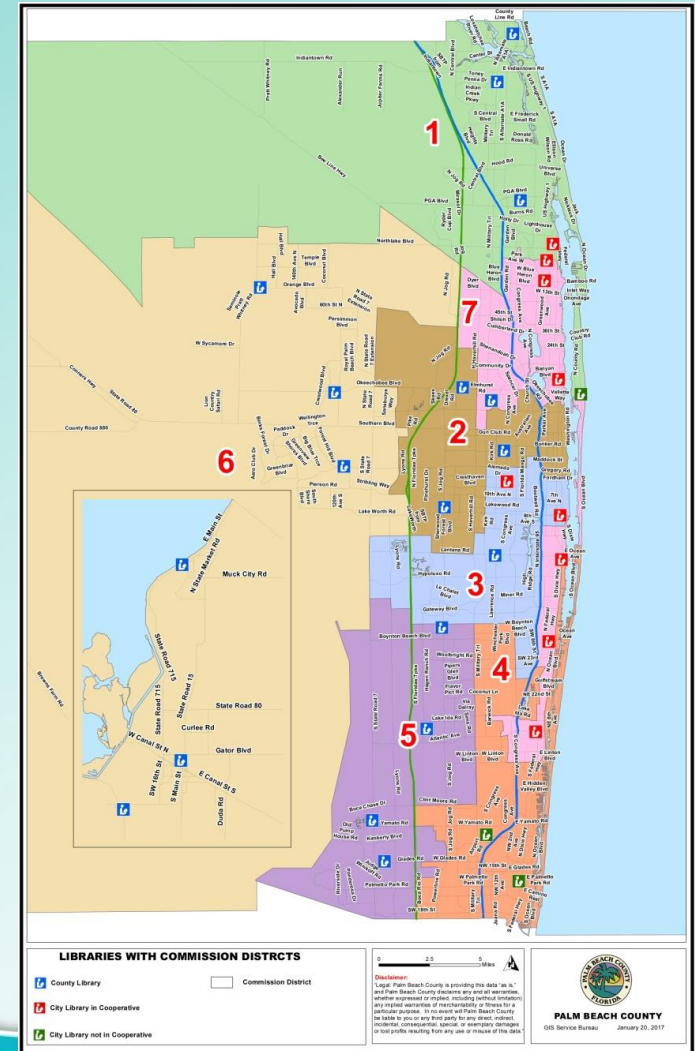
History of the Library System

- Library District created by the State Legislature in 1967
- The District was reconstituted by the Legislature in 2000
- 1969 - Tequesta Branch and a Bookmobile
- Main Library on Summit Blvd opened in 1972
- Two voter-approved bond programs for expansion
- Currently 17 library locations and an Annex
- Canyon Branch opening in the fall
- Hypoluxo Branch in Concept Phase
- 468 permanent staff positions



Library District and Cooperative

- The Library District
 - ❑ 24 municipalities
 - ❑ All unincorporated
- Palm Beach County
- Nine municipalities libraries are members of the Library Cooperative of the Palm Beaches
- The Library Cooperative allows for reciprocal borrowing agreements



More than Books

- Public Wi-Fi
- Self-service check-out stations
- Automated-return stations
- E-books and E-magazines
- Digital music, audiobooks and streaming video
- Research databases
- Study & Meeting rooms
- Activities for children, teens, and adults



Special Services and Resources

- Summer Food Service and pilot programs for year round Food Services
- Creation Station digital media labs at three locations with plans to add more at other branches
- Passport Acceptance Facility at the Main Library
- Wi-Fi Hotspot lending
- Animal Reading Friends (ARF)
- Award-Winning Birding Backpacks



Library Operating History

FY 2019-FY 2023 Library Operating History Library

	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023	Budget FY 2024	Estimate FY 2024	Requested FY 2025
Revenues								
Ad Valorem Taxes	\$52,575,105	\$55,740,555	\$58,941,780	\$62,160,932	\$70,930,705	\$84,191,978	\$80,824,299	\$90,927,336
State Aid Grant	\$1,002,522	\$1,007,606	\$755,831	\$876,656	\$883,428	\$754,643	\$754,643	\$754,643
Other Grants	-	\$68,387	\$193,180	\$276,694	-	-	-	-
Interest Income	\$746,499	\$544,771	\$261,058	\$355,247	\$1,774,667	\$250,000	\$1,585,300	\$1,000,000
Other Revenues	\$1,669,510	\$205,337	\$305,394	\$248,583	\$356,304	\$210,000	\$213,523	\$226,000
Fund Balance	-	-	-	-	-	\$19,311,688	\$27,663,630	\$26,241,304
Statutory Reserves	-	-	-	-	-	(\$4,232,599)	-	(\$4,592,667)
Total Net Revenue	\$55,993,636	\$57,566,656	\$60,457,243	\$63,918,112	\$73,945,104	\$100,485,710	\$111,041,395	\$114,556,616
Appropriations								
Personal Services	\$27,245,938	\$27,223,932	\$27,694,350	\$29,528,921	\$32,215,264	\$40,670,690	\$37,903,204	\$42,900,154
Operating Expenses	\$13,117,079	\$12,840,542	\$14,444,470	\$15,389,280	\$18,123,538	\$22,124,355	\$21,216,620	\$24,268,168
Capital Outlay(Fixed Assets)	\$3,688,232	\$3,573,285	\$3,433,595	\$3,114,539	\$3,479,149	\$4,810,915	\$4,660,070	\$4,330,000
Tax Collector & Property Appr Fees	\$765,840	\$824,569	\$971,170	\$934,191	\$1,111,518	\$1,563,143	\$1,506,397	\$1,625,558
Transfer to Small Capital	\$1,800,000	\$2,700,000	\$3,200,000	-	\$3,000,000	\$3,000,000	\$3,000,000	\$5,000,000
Transfer to Large Capital	\$6,000,000	\$7,000,000	\$9,000,000	\$12,600,000	\$10,200,000	\$16,500,000	\$16,500,000	\$24,500,000
Other Transfers	\$70,094	\$70,094	\$15,405	\$13,800	\$13,800	\$13,800	\$13,800	\$15,683
Reserves	-	-	-	-	-	\$11,802,807	-	\$11,917,053
Other Grant Expenses	-	\$141,135	\$385,405	\$302,471	-	-	-	-
Total Appropriations	\$52,687,183	\$54,373,557	\$59,144,395	\$61,883,202	\$68,143,269	\$100,485,710	\$84,800,091	\$114,556,616

Operating Budget Five Year Projection

FY 2025-FY 2029 Operating Budget Projection Library

	FY 2024 Adopted Budget	FY 2025 Proposed Budget	FY 2026 Projected Budget	FY 2027 Projected Budget	FY 2028 Projected Budget	FY 2029 Projected Budget
Property Values*	\$153,327,222,924	\$165,593,400,758	\$173,873,070,796	\$182,566,724,336	\$191,695,060,552	\$201,279,813,580
Revenues						
Ad Valorem Taxes at current rate of .5491	\$84,191,978	\$90,927,336	\$95,473,703	\$100,247,388	\$105,259,758	\$110,522,746
Federal/State Grant	\$754,643	\$754,643	\$754,643	\$754,643	\$754,643	\$754,643
Interest Income	\$250,000	\$1,000,000	\$750,000	\$750,000	\$750,000	\$750,000
Other Revenues	\$210,000	\$226,000	\$237,300	\$249,165	\$261,623	\$274,704
Fund Balance	\$19,311,688	\$26,241,304	\$24,000,000	\$24,000,000	\$24,000,000	\$24,000,000
Statutory Reserves	(\$4,232,599)	(\$4,592,667)	(\$4,823,050)	(\$5,062,328)	(\$5,313,569)	(\$5,577,373)
Total Net Revenue	\$100,485,710	\$114,556,616	\$116,392,596	\$120,938,869	\$125,712,455	\$130,724,721
Appropriations						
Personal Services	\$40,670,690	\$42,900,154	\$45,045,162	\$47,297,420	\$49,662,291	\$52,145,405
Operating Expenses	\$22,124,355	\$24,268,168	\$25,481,576	\$26,755,655	\$28,093,438	\$29,498,110
Capital Outlay (Fixed Assets)	\$4,810,915	\$4,330,000	\$4,546,500	\$4,773,825	\$5,012,516	\$5,263,142
Tax Collector & Property Appr Fees	\$1,563,143	\$1,625,558	\$1,706,836	\$1,792,178	\$1,881,787	\$1,975,876
Transfers-Small Capital	\$3,000,000	\$5,000,000	\$3,000,000	\$3,000,000	\$3,000,000	-
Transfers-Large Capital	\$16,500,000	\$24,500,000	\$25,000,000	\$25,000,000	\$25,000,000	\$28,000,000
Other Transfers	\$13,800	\$15,683	-	-	-	-
Reserves	\$11,802,807	\$11,917,053	\$12,512,906	\$13,138,551	\$13,795,478	\$14,485,252
Total Appropriations	\$100,485,710	\$114,556,616	\$117,292,980	\$121,757,629	\$126,445,510	\$131,367,786
Projected Shortfall at Simple Majority Vote	\$0	(\$1,043,238)	\$90,693	\$1,408,554	\$1,720,642	\$1,993,701
Projected Shortfall with Super Majority Vote Current Millage .5491		\$0	(\$900,384)	(\$818,760)	(\$733,055)	(\$643,065)
Current Millage Rate	0.5491	0.5491	0.5491	0.5491	0.5491	0.5491
MM Rate with Simple Majority Vote	0.5356	0.5428	0.5548	0.5613	0.5619	0.5622
MM Rate with Super Majority Vote	0.5892	0.5971	0.6103	0.6174	0.6181	0.6184
Current Millage		\$90,927,336	\$95,473,703	\$100,247,388	\$105,259,758	\$110,522,746
Maximum Millage		\$89,884,098	\$96,464,780	\$102,474,702	\$107,713,455	\$113,159,511
(Shortfall)/Overage		(\$1,043,238)	\$991,077	\$2,227,314	\$2,453,697	\$2,636,766

* Assumed increase of 8% in 2025 and 5% 2026-2029

Recent Capital Projects

- Wellington and Lantana Road Branches underwent renovations in 2020-22
- Canyon Branch opening in fall 2024
- Hypoluxo in design concept phase
- Meeting and Board Room renovation at Main Library in late 2024
- Design elements include flexible spaces, improved sightlines, digital creation spaces, and consolidated services points



Library Capital History

FY 2019-FY 2023 Capital History Library

	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023	Budget FY 2024	Estimate FY 2024*	Requested FY 2025*
Revenues								
Impact Fees	\$691,612	\$896,661	\$1,120,338	\$959,709	\$813,498	\$650,000	\$650,000	\$800,000
Transfers from Operating-Small Capital	\$1,800,000	\$2,700,000	\$3,200,000	-	\$3,000,000	\$3,000,000	\$3,000,000	\$5,000,000
Transfers from Operating-Large Capital	\$6,000,000	\$7,000,000	\$9,000,000	\$12,600,000	\$10,200,000	\$16,500,000	\$16,500,000	\$24,500,000
Interest Income	\$1,034,752	\$737,386	\$577,215	\$656,488	\$3,355,065	\$2,205,500	\$2,648,081	\$2,000,000
Other Income	\$565	\$1,744	-	\$2,698	-	-	\$117,103	-
Fund Balance	-	-	-	-	-	\$73,520,668	\$68,743,156	\$75,741,085
Statutory Reserves	-	-	-	-	-	(\$142,775)	-	(\$140,000)
Total Net Revenue	\$9,526,929	\$11,335,791	\$13,897,553	\$14,218,895	\$17,368,563	\$95,733,393	\$91,658,340	\$107,901,085
Appropriations								
Small Capital Projects	\$2,796,022	\$951,534	\$1,198,756	\$391,334	\$221,694	\$14,449,394	\$140,388	\$19,914,006
Wellington Branch Renovation	-	\$180,921	\$2,995,807	\$801,205	\$17,241	\$207,102	\$9,748	\$197,354
Lantana Branch Renovation	-	\$141,572	\$2,701,973	\$974,644	\$34,823	\$49,784	-	\$49,784
New Canyon Branch	\$55,691	\$404,957	\$510,420	\$1,327,507	\$12,258,563	\$25,270,179	\$15,767,119	\$11,503,060
New Hypoluxo Branch	-	-	-	-	-	\$2,500,000	-	\$3,000,000
Okeechobee Blvd Branch Renovation	-	-	-	-	-	-	-	\$6,000,000
Hagen Ranch Road Branch Renovation	-	-	-	-	-	-	-	\$12,000,000
Reserves	-	-	-	-	-	\$53,256,934	-	\$55,236,881
Total Expenditures	\$2,851,713	\$1,678,984	\$7,406,956	\$3,494,690	\$12,532,321	\$95,733,393	\$15,917,255	\$107,901,085

* 2024 Estimate and 2025 Request information is under review by OFMB.

Proposed Branch Renovation

- Branch renovation list created with 10 year outlook
- Order for renovation based on these factors:
 - Condition of building
 - Length of time since the last renovation
 - Geographic proximity to ensure projects are not adjacent to each other

Proposed Renovation List

- Phase 1 – Okeechobee Blvd. / Hagen Ranch
- Phase 2 – Greenacres / Tequesta
- Phase 3 – South Bay / Gardens
- Phase 4 – West Boynton / Belle Glade
- Phase 5 – Acreage / West Boca
- Phase 6 – Royal Palm Beach / Pahokee
- Phase 7 – Jupiter / Glades Road
- Phase 8 – Lantana / Wellington

Potential New Construction

- Growth across the County resulted in consideration of future branch locations
- List of considered locations includes:
 - Mangonia Park (site undetermined)
 - Avenir in western Palm Beach Gardens
 - Lakehaven development near Arden off Southern Blvd.

New Main Library

- Top construction project is a new Main Library
- Current building is oldest location in the system and well past its useful construction life
- Central County lacks sizable free meeting space, such as conference rooms and large meeting rooms similar to South County Civic Center
- A new Main Library will provide opportunity for new centralized cultural and community resources and services



Comparison to Large FL Counties

- Palm Beach - Main Library – 50,000 sq. ft.
- Miami Dade Main Library – 100,000 sq. ft.*
- Hillsborough John F. Germany Library – 140,000 sq. ft.
- Broward County Main Library – 250,000 sq. ft.
- Orange County Orlando Library – 290,000 sq. ft.
- Jacksonville Main Library – 300,000 sq. ft.

* Actual building is larger. Sq. ft. shown is library use only.

Concept for New Main Library

- Initial concept is 100,000 to 130,000 sq. ft. facility
- Two story building with large event space accessible outside operating hours
- Space to build is available on the east side of the existing parcel on Summit Blvd
- Design consideration to relocate the existing Library Annex from Cherry Road into new Main Library Plaza/park spaces for outside activities and public use
- Demolish existing Main Library for additional parking



Palm Beach County Library
Demolish Existing Main Library for Parking Space

Proposed New Main Library Site

Capital Project Funding Outlook

- Biggest variable in funding outlook is the estimated cost per sq. ft. for renovation and new construction
- Best guess estimates allow Libraries to fully fund all renovation projects within the next five years
- Project timelines would extend over the next ten years
- Funding for design work on a new Main Library is included in the five year timeline
- Retaining the current millage rate of 0.5491 would allow the Library Department to meet its long term capital needs

Appreciation and Questions



Public Libraries by Commission District -2024

District 1 – Vice-Mayor Maria Marino

PBCLS Locations:

- Gardens Branch
- Jupiter Branch
- Tequesta Branch

Municipals:

- North Palm Beach *
- Society for the Four Arts #

District 2 – Commissioner Gregg Weiss

PBCLS Locations:

- Lantana Road Branch
- Okeechobee Blvd. Branch

Municipals:

- Lake Worth Beach *

District 3 – Commissioner Michael Barnett

PBCLS Locations:

- Greenacres Branch
- Main Library

Municipals:

- Palm Springs *

District 4 - Commissioner Marci Woodward

PBCLS Locations:

- Hypoluxo Branch (In Concept Stage)

Municipals:

- Boca Raton - Downtown Library #
- Boca Raton - Spanish River Branch #
- Highland Beach #
- Manalapan #

District 5 – Mayor Maria Sachs

PBCLS Locations:

- Canyon Branch (Under Construction)
- Glades Road Branch
- Hagen Ranch Road Branch
- West Boca Branch
- West Boynton Branch

Municipals:

- None

District 6 - Commissioner Sara Baxter

PBCLS Locations:

- Acreage Branch
- Belle Glade Branch
- Clarence E. Anthony Branch - South Bay
- Loula V. York Branch - Pahokee
- Royal Palm Beach Branch
- Wellington Branch

Municipals:

- None

District 7 - Commissioner Mack Bernard

PBCLS Locations:

- Library Annex

Municipals:

- Boynton Beach *
- Delray Beach *
- Lake Park *
- Lantana *
- Riviera Beach *
- West Palm Beach *

* - Municipal member of the Library Cooperative of the Palm Beaches

- Municipal NOT a member of the Library Cooperative of the Palm Beaches