



To: Board of Library Trustees

From: Anthony Auston, Director

Date: Tuesday, May 20, 2025

Re: Non-Resident Fee Card Program

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Section 3050.20 of the State Administrative Code requires that each public library make an annual decision whether to participate in the state's non-resident fee card program or not. If a Library participates, it must also set the fee non-residents will pay for their library card.

Non-resident cards offer people who live in areas not served by a public library the opportunity to purchase library services. These people must purchase a card from the library closest to their residence.

I recommend that the Board again approve offering non-resident services. I further recommend that we continue to use the tax bill method for calculating the fee for these cards. The fees for such cards are calculated on an individual basis according to the criteria below:

- For Home/Property Owners: The Library's tax rate is multiplied with the valuation of the non-resident's property assessment. The non-resident must bring their most recent tax bill then this method is used. When this method is chosen, each non-resident card sold must be individually calculated.
- For Renters: The Library will either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula takes into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners.