

**The Secretary of State, the Illinois State Librarian, has adopted administrative rules that explain who can obtain a card if they are not a resident in a public library service area and how the public library can charge for that card. These administrative rules are the legal methods for carrying out Public Act 92-0166.**

AUTHORITY: Implementing and authorized by Section 4-17 of the Illinois Local Library Act [75 ILCS 5/4-7], and authorized by Section 30-55.60 of the Public Library District Act of 1991 [75 ILCS 16/30-55.60] and Section 8.25 of The State Mandates Act [30 ILCS 805/8.25]

1. A Library Board of Trustees can vote YES or NO to participation in a non-resident card program.
2. A non-resident shall apply for a non-resident library card at the closest participating public library. "Non-resident" means an individual residing in Illinois who does not have his or her principal residence in the boundaries of a public library service area.
3. The "closest" public library is the one whose school district coincides with the school district of the residence of the non-resident.
4. The Library Board of Trustees is obligated to state their policy of service to non-residents. Patrons of the library have a right to inspect that policy on request.
5. The policy should state how the annual fee for the non-resident card is calculated.
6. The fee charged for the non-resident card should be equitable and comparable to the fee assessed through the taxes of residents.
7. There are 3 ways a fee is calculated for a non-resident card.
  - a.  $\text{Library Local Income} \div \text{Local Population} = \text{Per Capita Service Cost} \times \text{Average Number of People Per Household} = \text{Average Cost Per Household}$  yields the Annual Fee for a Family Card
  - b. Apply the library tax rate to the applicant's property valuation on the tax bill. Renters: A fee based on 15% of the average monthly rent in the area or another reasonable percentage of monthly rent the board of trustees decides.
  - c. A fee based on the average non-resident card fee in the library system. (special circumstances required)
8. A valid non-resident card also allows a patron to borrow at other Illinois libraries.

**Rochester Public  
Library District**

**Participates in the  
Non-Resident Card  
Program**

**Cost of Card**

**\$159**

**Based on #7A**

***From the Illinois State Library January 2004***

***The rules require that the non-resident card be priced at the same rate as that paid by resident taxpayers, which is mandated by the law. Discount cards, school cards or pro-rated cards are not authorized due to the fact the cost of these cards are not equitable to the resident taxpayer who supports the library with property taxes which are paid in full on an annual basis. Library law, both the district and municipal law, require that the cost of non-resident cards be equal to the amount paid by resident taxpayers.***