



Town of Lake Park, Florida

Library Board Meeting Agenda

Thursday, March 06, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Robert Shelton	—	Chair
Shelby Lowe	—	Vice-Chair
Lera Bradford	—	Regular Member
Sue Rinaldi	—	Regular Member
Henry Rios	—	Regular Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Library Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Roll Call

Pledge of Allegiance

Minutes

[February 4, 2025 Library Board Meeting Minutes.](#)

Library Director's Report

[Summary](#) of the Library Director's Report

[The](#) Library Budgets for 2023-2024 and 2024-2025.

[The](#) 2023 Palm Beach County Annual Report.

[The](#) 2023, 2024 and 2025 Annual Plans of Service.

[The](#) 2021-2024; 2025-2027 Long-Range Strategic Plans and Survey.

Board Member's Comments

Adjournment



Town of Lake Park, Florida

Library Board Meeting Minutes

Tuesday, February 04, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Shelby Lowe	—	Regular Member
Sue Rinaldi	—	Regular Member
Henry Rios	—	Regular Member
Robert Shelton	—	Regular Member

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Roll Call

6:30 P.M.

PRESENT

Chair Robert Shelton

Vice-Chair Shelby Lowe

Board Member Sue Rinaldi

Board Member Henry Rios

Pledge of Allegiance

Town Clerk Vivian Mendez led the pledge.

Minutes

Board Member Rios asked that the Sexual Harassment language be included in the minutes as it was stated in the minutes. The Board came to consensus to have staff include the information.

Motion to approve the meeting minutes made by Board Member Rios, Seconded by Vice-Chair Lowe.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, and Chair Shelton.

January 7, 2025 Library Board Meeting Minutes.

Library Director's Report

Report of new and returning programming

Upcoming Budgeted Improvements to the Library

Submitted Capital Improvement Plan Items

Discussion of policy and procedures to be endorsed by the Library Board

Future Agenda Items

Budget Considerations / Direction

Starting to Plan the Timeline for the 2027-2029 Long-Range Strategic Plan

Library Director Judith Cooper presented to the Board (see Exhibit "A"). The Board asked how the community was made aware of the Library closures as work is done on the air conditioning and floors. Library Director Cooper explained that the community was notified using social media and signs around the building. The Board asked if the Town schools are notified and the answer was yes. The operation of the Library would move to the Mirror Ballroom, Indoor Pavilion in Kelsey Park and other Town offices if necessary.

Vice-Chair Lowe asked for a list of on-going programs versus events. He asked when the last time the book collection was developed was. Library Director Cooper stated that it was completed in 2021.

The Board discussed their role; creation of an annual plan, and their input on the budget.

Motion to endorse the proposed policies made by Board Member Rios, Seconded by Vice-Chair Lowe.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, Chair Shelton

The Board discussed the Long Range Strategic Plan, which was last conducted in 2022. Library Director Cooper explained that the Board and staff would collaborate on the annual report. She would then bring the information before the Town Commission.

Board Member's Comments

Board Member Rinaldi asked if the Town could host a book sale. Library Director Cooper would find out if it was possible. She will bring back some information at the next meeting. The Board scheduled their next meeting for Thursday, March 6, 2025.

Adjournment

Motion to adjourn at 7:40 P.M. made by Vice-Chair Lowe, Seconded by Board Member Rios.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, Chair Shelton

Chair

(Town Seal)

Town Clerk, Vivian Mendez

Approved on this _____ of _____, _____

Update on the Lake Park Public Library February 2025



Returning Programming — Adults

- Tax Aide – American Association of Retired People
- Love Your Library

New Programming — Adults

- Immigration and Nationality Law Series—
Speakers Bureau of the Florida Bar Association
- Legal Series—Speakers Bureau of the Florida
Bar Association
 - Business and Taxation
 - Elder Law
 - Equal Opportunities
 - Estate Planning Presentation
- *Transformational Mindfulness* Book
Presentation by Jahmaal Hays-McIntyre



New Programming—Teen

- Mindfulness Workshop for Teens by Jahmall Hays-McIntyre

Returning Programming—Children

- PBSO Bullying and Gang Awareness
- *Pool Cats* Book Presentation and Children's Art Workshop with Maxine Schreiber
- International Lego Day

New Programming—Children

- *When Skippy Flew Out* Book Presentation and Children's Art Workshop by Maxine Schreiber
- Spelling Bee with CareCrew, Friends of the Lake Park Public Library, Palm Beach Christian Academy, and Bethel Junior Academy
- Chess Tournament

New Programming—All Ages

- *A Walk on the Wild Side* Art Exhibit by Cynthia George and Opening Art Reception

Upcoming Budgeted Improvements to the Library

- Library Roof Replacement Project
 - Scheduled to begin on February 15
 - Estimated completion time of 6 to 8 weeks
- Flooring Replacement for Children's Room, Main Reading Room, Schuyler Room
 - Scheduled date unknown

Submitted for Capital Improvement Plan – 25/26

- Flooring for remaining public areas – Teen room, Computer Room, Small Study Room
 - Estimate of \$8,000
- AV Equipment for Schuyler Room – including new Blu-Ray player, microphone equipment, speakers, and conferencing camera and speaker
 - Estimate of \$8,100
- Monument Sign for Park Avenue side – prior sign fell down
 - Estimate of \$10,000

Submitted for Capital Improvement Plan – 26/27

- Replacement of furniture and shelving for public areas of the library
 - Estimate \$900,000
- Replacement of current Bibliotheca security gate with a double or larger gate to be placed closer to the outside North entrance.
 - Estimate \$15,000

Submitted Capital Improvement Plan – 28/29

- Replacement of Laptops in LaptopsAnytime Kiosk
 - 18 Dell Latitude 3140 laptops or current educational grade laptop with a barrel adaptor
 - Additional cost of any needed software
 - Changes to the kiosk are included with the LaptopsAnytime contract
 - Estimated cost is \$20,000

Discussion about Submitted Policies and Procedures

- Collection Development
- Reconsideration of Library Resources
- Library Bulletin Board, Exhibit, and Material Distribution Guidelines
- Reconsideration of a Display
- Library Program and Services Guidelines
- Hotspots Policy
- Public User of the Meeting Room
- Computer-Sexual Harassment - PBSO

Future Agenda Items

- Budget Considerations / Direction
- Starting to Plan the Timeline for the 2027-2029 Long-Range Strategic Plan

Tonight's agenda will be covering programming, budget and capital improvements, and the submitted policies and procedures.

Slide 2

There are two returning programs for adults for February. Tax Aide by the America Association of Retired People or AARP and Love Your Library. Tax Aide is on Saturdays from 10 AM to 1:00 PM until Tax Day. This program is open to everyone on a first come, first serve basis. Volunteers trained to prepare taxes assist people in filing their taxes using paper or electronically. Love Your Library is held on Valentine's Day from 5:30 PM to 6:30 PM. It is hosted with Bridges of Lake Park. Participants will learn what library services are available, eat pizza, and work on crafts with their children.

Slide 3

We have upcoming new programing for adults.
An Immigration and Nationality Law Series featuring speakers from the Speakers Bureau of the Florida Bar Association is held on the third Thursday of each month from 12:30 PM to 1:30 PM. This is a time when there are generally a number of newly immigrated people in the building to see Marie with the Help with Food Assistance Program and the PBC Community Services Case Manager. There is a legal series also featuring speakers from the Speakers Bureau of the Florida Bar Association which is held every other fourth Tuesday of the month between 6 PM and 7 PM.
Business and Taxation was recently held in January.
Elder Law is the topic in March.
Equal Opportunities is the topic in May.
And an Estate Planning Presentation is planned for July.
In March, a local author and businessman, Jahmaal Hays-McIntyre, will be presenting his book *Transformational Mindfulness*. This is scheduled for March 15th from 2:15 PM to 3:15 PM.

Slide 4

Mr. Hays-McIntyre will also be leading a Mindfulness Workshop for Teens on March 12th from 3:30 PM to 4:30 PM.

Slide 5

Some returning children's program are PBSO Bullying and Gang Awareness which was held on January 11th between 12:00 PM and 1:00 PM and *Pool Cats* Book Presentation and Children's Art Workshop with Maxine Schreiber on January 14th from 3:30 PM to 5:00 PM. The library tries to have PBSO

programming in at least once every three to four months. This is Maxine's second time presenting her book, she presented once before last year. All children attending receive a copy of her book.

This is the second year the library has held International Lego Day on February 1st from 11 AM to 1 PM. 51 children attended the program this year.

Slide 6

Maxine Schreiber will be presenting her new book, *When Skippy Flew Out* on March 4th between 3:30 PM and 5:00 PM. There will also be a Children's Art Workshop and all children attending receive a copy of her book.

This Friday, February 7th between 2:45 PM and 5 PM, there will be a Spelling Bee held in the Mirror Ballroom. The Spelling Bee is a cooperative program involving the library working with CareCrew, The Friends of the Lake Park Public Library, Palm Beach Christian Academy, and Bethel Junior Academy. Lake Park Elementary School was invited to participate, but due to conflicts with scheduling were not able to join us. Mayor Roger Michaud will be acting as the announcer.

I put the Chess Tournament on here and it should really be on the returning programming. This will be the second Chess Tournament and is a cooperative program of the library, The Friends of the Lake Park Public Library, and CareCrew. Most of the children attending are part of the Chess Club held at the Library on Fridays from 2:45 pm to 3:45 PM. The Chess Tournament is scheduled for May 2nd between 2:45 PM and 5:00 PM.

Slide 7

The library's art exhibitions are considered to be all ages. Since the slide was created an additional two exhibits have been scheduled.

A Walk on the Wild Side by Cynthia George is scheduled for the month of March and the reception is scheduled for March 8th from 2:15 PM to 3:15 PM.

Birds in Flight by Kevin Baker is scheduled for the month of April and the reception is scheduled for April 5th from 2:15 PM to 3:45 PM.

Adventures in Color and Movement – Above and Below the Sea by Deb van Reit is scheduled for the month of May 3rd from 2 PM to 3:30.

Slide 8

Upcoming budgeted improvements to the Library

The Library roof replacement is scheduled to begin on February 15th and it will take an estimated six to eight weeks to complete. During this time, part of the parking lot will be sectioned off for use by the contractor as a staging area. Public Works has noted there will be times when the construction will be loud within

the Library and the possibility of losing the air conditioning at times. Possible remedies are being investigated, including renting portable air conditioners, rescheduling programming, and if necessary closing the library while the air conditioning is out.

Before the end of the fiscal year, September 30th, Public Works would like to replace the flooring in the Children's Room, Main Reading Room, and Schuyler Room. The plan was to replace the carpeting with Nora flooring, which is a resilient rubberized flooring. This ended up being beyond the amount budgeted and there is now a search for new quotes. The scheduled date is unknown, but the library will have to be closed for at least a few weeks for the flooring to be installed. There is a plan to paint the interior of the library at this time.

Slide 9

Community Development requested submissions for the next five years for the Capital Improvements Plan.

For 25/26, the Library submitted a request to replace the flooring in the public areas that are not replaced this year – the Teen room, Computer room, and Small study room for an estimated \$8,000.

A request for new AV equipment for the Schuyler room, including a new Blu-Ray player, microphone equipment, speakers, and conferencing camera and speaker for an estimated \$8,100 including labor. The current equipment is more than ten years old and probably closer to twenty or twenty-five years old.

Installation of this equipment will allow the Library to better hold hybrid programming and allow meetings to be recorded and shown online for organizations such as the condo associations.

A request for a monument sign for the Park Avenue side of the library. The prior sign fell down after a storm last year. The wooden legs of the sign had rotted through. The current estimate for a concrete replacement sign approximately five by three feet is \$10,000.

Slide 10

For 26/27, the Library submitted a request for replacement furniture and shelving for the public areas of the library for an estimated \$900,000. Most of the current furniture and shelving is twenty plus years-old. There is a need for improved shelving and furniture that is easy to clean and sanitize.

A request to replace the current Bibliotheca security gate with a double or larger gate has been placed for an estimated \$15,000. This gate would be placed closer to the outside North entrance to eliminate the counting of people walking back and forth to the Schuyler Room, rest rooms, and water fountain.

Slide 11

For 28/29, the Library submitted a request to replace the laptops in the LaptopsAnytime Kiosk. This would consist of 18 Dell Latitude 3140 laptops or current educational grade laptop with a barrel adaptor and any needed software. The estimated cost for this is \$20,000. Any changes to the LaptopsAnytime Kiosk to accommodate the new laptops is covered within the LaptopsAnytime contract.

Slide 12

Discussion about the submitted policies and procedures.

Slide 13

Future agenda items, budget considerations and direction, and starting to plan the timeline for the 2028-2030 long-range strategic plan

We would like input as to what the board considers to be important regarding the budget.

The current Long-range strategic plan ends in 2027 and in order to not be rushed and give people as much opportunity for input as possible I would like to start laying the ground work this year and coming up with a timeline of meetings with staff, the board, and residents. This will be the third long-range strategic plan I will be involved with. The first one was created the summer of 2020, mostly using Zoom due to COVID. The latest one was started late fall 2023 and had to be submitted by September 30, 2024. I would like to gather more feedback this time.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 3/6/2025

Originating Department: Library

Agenda Title: Summary of the Library Director's Report

Agenda Category (i.e., Consent, New Business, etc.):

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: PowerPoint Presentation

Please initial one:

_____ Yes I have notified everyone

JKC Not applicable in this case

Summary Explanation/Background:

The Library Director's Report is a way to explain the various activities that take place in the Library. In this agenda, we will cover the current Library Budget and the current programs available to the public. We are requesting feedback from the Board of which programs the members wish to see at the Library and which programs they wish to discontinue.

We wish to discuss with the Board future programs to include in the next fiscal year budget.

Over this year, we will discussing the following topics:

- Annual Report
- Long-Range Strategic Plan

We have provided samples of the Annual Report and Long-Range Strategic Plan. As these topics move forward to an agenda, we want everyone to begin thinking of items to include in each. Our plan is to bring these subject matters before the Board as follows: the Annual Plan discussion will take place in June 2025. The Long-Range Strategic Plan will come before the Board in September 2025.

At the end of this discuss we will ask which items and services to include in the budget and which items the Board would like to exclude from the budget.

Recommended Motion:

I move to include the following items and services in the upcoming proposed Library budget:

Update on the Lake Park Public Library March 2025





Budget

The budget consists of two sections:

- Personnel Expenses
- Operating Expenses



Personnel Expenses

- This is a considerable amount of the budget.
- It includes salaries and benefits.
- The Library has little control over this money.
- All personnel changes must go through the Town Manager, Human Resources, and Finance.



Staff

- Judie Cooper – Library Director
- Dania Batista – Assistant Library Director
- Cynthia Ornelas – Account Technician
- Knikoa Mansion – Library Assistant
- Tanesa Rattanabounyang – Library Assistant – Children's Services
- Charlie Nicholas – Library Assistant



Operating Expenses

This section consist of the operation
of the Library.



Operating Expenses

- Professional Services
- Contractual Services
- Travel and Training
- Telephone
- Postage and Shipping
- Equipment Leases
- Equipment Maintenance Contract
- Printing
- Promotional Activity
- Uniforms and Clothing
- Office Supplies
- Operating Supplies
- Library Technology Software
- Memberships, Dues, and Subscriptions
- Library Materials



Professional Services

- *Can We Talk* is contracted by the Town to translate documents, publications, and messaging into Spanish and Haitian Creole.
- This service must translate all of the Town's documents, publications, and messaging to ensure consistency.



Contractual Services

- These are services for which we have a contractual obligation.
- BT CAT is used to find the information to catalog the library materials.
- The Library pays for its share of the Custodial Services.
- Mango Languages is a database for learning languages.
- CloudLibrary, Overdrive, and the Palace Project are e-materials platforms.
- The Palm Beach County Movie Leasing allows the Library to show movies in the Library.



Contractual Services

- SEFLIN – South East Florida Information Network
 - SEFLIN is our regional cooperative.
 - The cooperative allows the Library to purchase services that are too expensive for a single Library our size to afford.
 - This pays for
 - Koha – the Library's ILS – Integrated Library System
 - Aspen Discovery and LiDA
 - Florida Library Delivery Service for Interlibrary Loans
 - The Summer Reading Program
 - READsquared
 - Page Turner Adventures
 - Free Staff training and webinars



Travel and Training

- Allows for payment of travel and fees for
 - Offsite training for Staff
 - Paid training for Staff
 - Professional Development Training
 - Florida Library Director's Meeting
 - American Library Association Annual Conference
 - Florida Library Association Annual Conference
 - SEFLIN Annual Conference



Telephone

- Pays for the Library's portion for the Town's telephone contract.
- Pays Tracfone so the library has the ability to have Two Party Authentication.
- Pays for service for five of the hotspots available to the public.



Postage and Shipping

- Postage and Shipping is usually under \$100.
- Unless the Library is mailing residents information about workshops for the Long-Range Strategic Plan.



Equipment Leases

- Canon Printer for Staff



Equipment Maintenance Contracts

- The Security Gates
- Self-checkout Station
- The Krayon Kiosk
- The Laptop Kiosk



Printing

- Business cards for the Library Director, Assistant Library Director, and Library Assistant – Children's Services to hand to residents, patrons, and potential people with programs.
- Canon charges by the page for printing.



Promotional Activity

- Books for Events
 - The Library buys books to give out at some of the Town's events, like the Easter Eggstravaganza.
 - \$1000, half paid out of the budget and half from Friends of the Library
- Love Your Library
 - It is held in February around Valentine's Day.
 - Costs under \$200, amount shared with Bridges
- Read for the Record
 - It is a county-wide contest to see which libraries can read a chosen book to as many children (of all ages) by as many readers in as many places as possible. Creativity counts as well.
 - Lake Park won our division two years in a row.
 - Costs \$900, shared with Friends of the Library.
- Summer Reading Program
 - Cox Science Center \$450 (paid by Friends)
 - Morikami Museum \$150 (paid by Friends)
 - Bush Wildlife \$300 (paid by Friends)
 - Loggerhead Marine Life Center \$250 (paid by Friends)
- Outreach Programs / Materials
 - When we visit schools, preschools, or any events not listed.
- Promotional Materials
 - Things we hand out so people remember the library.
 - Adult Coloring and Puzzle Books
 - Pens
 - Pencils
 - Magnets



Uniforms and Clothing

- Summer Reading Program T-Shirts
- Shirts, sweaters, and jackets with the town logo embroidered on them.



Office Supplies

- Pens
- Paper
- Tape
- Glue
- Paper clips
- Sticky notes
- Pencils
- Scissors
- Staples



Operating Supplies

- Library Patron Cards
- Material Processing Costs
 - Mylar covers
 - Book Labels
 - RFID Tags
- Programming
 - Paid speakers or performers
 - Digital Literacy classes \$100 paid for by a grant
 - Book signings under \$150 each (participants received a book)
- Supplies for programs
 - craft supplies
 - snacks
 - water



Programs Offered at the Library

- Most programs offered at the Library are run by the Library staff or by a non-profit or government office.
 - Craft classes
 - Storytimes
 - Lapsit
 - Homework Help
 - English Language Learners classes
 - AARP Tax Aide
 - Help with Food Assistance with the PBC Food Bank
 - Legal speakers series
 - PBSO speakers (Anti-gang, anti-bullying, anti-opioid)



Library Technology Software

- Faronics – Deepfreeze
 - Used on the laptops to reset the laptop to a starting point. This erases all information, programs, viruses, malware, and updates entered when the program is turned on. Staff must turn off the program to update the laptops.
- Foxit Editor Pro
 - Program similar to Adobe Pro
- Affinity
 - Programs similar to Adobe Creative Suite
- MS Office
- Laptops Anytime Software



Memberships, Dues, and Subscriptions

- Professional Association Dues
 - Organizational
 - American Library Association
 - ProLiteracy Membership
 - Florida Literacy Coalition
 - Association for Rural and Small Libraries
 - Staff
 - Florida Library Association
 - Palm Beach County Library Association
- Professional Library Journals
 - Booklist
 - Horn Book
 - Library Journal
 - School Library Journal
- Databases
 - Craft and Hobby
 - America's News – Newsbank
 - Momentix Test Prep
 - Tech-Talk
- Newspapers
 - South Florida Business Journal
 - New York Times
 - Palm Beach Post
 - Sun Sentinel
 - Wall Street Journal



Library Materials

- Books
- DVDs and Other Media
 - CDs
- E-Books
 - Purchase of e-books from CloudLibrary, The Palace Project, and Overdrive.
- Hoopla
- Kanopy



Some places the Library could use direction in the budget....



Programming Focus

- Where should we direct our greatest efforts?
- Who should we target for programming?
- Should we have more paid programming?
Should we stay with more no/low cost programming?
- Ideas for programs?



Services Focus

- Currently, most of our online services are focused on e-materials, such as e-books, e-audiobooks, e-magazines, and video streaming.
- Patrons can also access services to help with testing and learning languages, crafts, and hobbies.
- We would like to offer HelpNow, JobNow, and VetNow again. This allows tutors for subjects higher than grade school and live help for resumes.
- What other services should the Library look at adding?



Other Focus

- We would also like to look more into services that will automate some library functions and free up staff to help in other ways.
- We would like to hire someone to take charge of IT. We need someone to write code for Koha, keep Aspen Discovery updated, keep the information shown on the Self-Checkout updated, and update the public laptops, iPads, and other devices. This person could also lead the digital literacy classes.



Questions



TOWN OF LAKE PARK ADOPTED BUDGET

LIBRARY - 700

FISCAL YEAR

October 1, 2023 through September 30, 2024

Rept:122 - Itemized Budget For Year 2024 Version 1
ADOPTED 2023/2024 BUDGET

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
EXPENDITURES						
001-57-571-700-11000	Executive Salaries	113,752.36	84,240.00	70,759.12	115,003.00	
	1 Library Director				115,003.00	
001-57-571-700-12000	Regular Salaries	138,407.36	185,550.41	144,990.74	224,219.00	
	1 Library Assistant - Children's Services - Vacant				32,100.00	
	2 Library Assistant				35,832.00	
	3 Library Assistant				32,100.00	
	4 Accounting Technician				45,639.00	
	5 Assistant Library Director				78,548.00	
001-57-571-700-13000	Other & Part Time Salaries	558.10	0.00	0.00	0.00	
001-57-571-700-14000	Overtime Salaries	19.86	0.00	0.00	0.00	
001-57-571-700-15000	Special Pay	1,526.00	720.00	570.00	720.00	
	1 Telephone Stipend				720.00	
001-57-571-700-21000	FICA	19,355.55	21,337.00	16,268.57	26,313.00	
	1 Library Director				8,798.00	
	2 Library Assistant - Children's Services - Vacant				2,456.00	
	3 Library Assistant				2,741.00	
	4 Library Assistant				2,456.00	
	5 Accounting Technician				3,491.00	
	6 Assistant Library Director				6,009.00	
	7 Opt-Out Payment				362.00	
001-57-571-700-22000	Retirement	13,282.77	19,506.00	15,534.45	24,238.00	
	1 Library Director				8,625.00	
	2 Library Assistant - Children's Services - Vacant				1,204.00	
	3 Library Assistant				2,687.00	
	4 Library Assistant				2,408.00	
	5 Accounting Technician				3,423.00	
	6 Assistant Library Director				5,891.00	
001-57-571-700-22100	Town Retirement Matching	5,436.82	5,194.00	4,775.17	7,607.00	
	1 Library Director				2,588.00	
	2 Library Assistant - Children's Services - Vacant				0.00	
	3 Library Assistant				1,344.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
ADOPTED 2023/2024 BUDGET

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	4 Library Assistant				0.00	
	5 Accounting Technician				1,711.00	
	6 Assistant Library Director				1,964.00	
001-57-571-700-23100	Health Insurance	37,109.64	59,636.00	46,854.86	63,646.00	
	1 Library Director				11,572.00	
	2 Library Assistant - Children's Services				11,572.00	
	3 Library Assistant				11,572.00	
	4 Library Assistant				11,572.00	
	5 Assistant Library Director				17,358.00	
001-57-571-700-23150	Opt-Out Payment	4,767.40	5,436.00	3,743.00	4,728.00	
	1 Accounting Technician				4,728.00	
001-57-571-700-23200	Insurance - Dental	1,420.02	2,030.00	1,352.40	2,130.00	
	1 Library Director				426.00	
	2 Library Assistant - Children's Services				426.00	
	3 Library Assistant				426.00	
	4 Library Assistant				426.00	
	5 Accounting Technician				0.00	
	6 Assistant Library Director				426.00	
001-57-571-700-23300	Insurance - Life	495.36	653.00	379.11	552.00	
	1 Library Director				122.00	
	2 Library Assistant - Children's Services - Vac				71.00	
	3 Library Assistant				76.00	
	4 Library Assistant				66.00	
	5 Accounting Technician				95.00	
	6 Assistant Library Director				122.00	
001-57-571-700-23400	Insurance - Vision	179.45	275.00	183.60	275.00	
	1 Library Director				55.00	
	2 Library Assistant - Children's Services - Vac				55.00	
	3 Library Assistant				55.00	
	4 Library Assistant				55.00	
	5 Accounting Technician				0.00	
	6 Assistant Library Director				55.00	
001-57-571-700-23500	Disability	2,095.44	2,590.00	1,099.38	1,500.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
ADOPTED 2023/2024 BUDGET

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-57-571-700-40000	Travel & Training	136.25	2,145.00	170.10	4,595.00	
	1 American Library Assoc Annual or MidWinter Conf				1,000.00	
	2 American Library Assoc online training for staff				900.00	
	3 Florida Library Association Annual Conference				500.00	
	4 Offsite training for staff				300.00	
	5 ICMA Leadership High Performance Academy				1,895.00	
001-57-571-700-41100	Telephone	296.42	370.00	176.74	300.00	
	1 Monthly Telephone fees for service				300.00	
001-57-571-700-41200	Postage & Shipping	79.76	100.00	1.77	3,300.00	
	1 Postage				3,300.00	
001-57-571-700-44200	Equipment Leases	2,778.00	2,250.00	2,567.73	1,850.00	
	1 Canon printer for staff				1,850.00	
001-57-571-700-46000	Repair & Maintenance	15.00	0.00	0.00	0.00	
001-57-571-700-46100	Equipment Maintenance Contract	6,082.65	11,400.00	11,978.28	11,800.00	
	1 Bibliotheca Annual Support & Maintenance				6,500.00	
	2 Krayon Laptop Kiosk Remote Admin Annual Service				200.00	
	3 Laptops Anytime Annual Hardware Svc Agreement				5,100.00	
001-57-571-700-47000	Printing	1,300.17	400.00	1,578.35	2,850.00	
	1 Business Cards				250.00	
	2 Canon printing				1,400.00	
	3 Universal Minuteman				1,200.00	
001-57-571-700-48000	PROMOTIONAL ACTIVITY	2,366.04	6,053.08	4,847.58	11,100.00	
	1 Little Free Library Program				3,000.00	
	2 Love Your Library				200.00	
	3 Outreach Programs / Materials				1,000.00	
	4 Promotional Materials				2,500.00	
	5 Programming - speaker or performer				2,400.00	
	6 Read for the Record				1,000.00	
	7 Summer Reading and Discovery Program				1,000.00	
001-57-571-700-49400	Uniforms & Clothing	701.61	1,244.50	932.23	1,200.00	
	1 Staff shirts or sweaters with logo				1,200.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
ADOPTED 2023/2024 BUDGET

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
001-57-571-700-51000	Office Supplies	853.97	1,075.00	1,048.58	1,500.00	
	1 Necessary office supplies - pens, calendars, folders, etc.				1,500.00	
001-57-571-700-52000	Operating Supplies	10,885.54	4,593.09	4,682.21	5,600.00	
	1 Supplies for programs				500.00	
	2 RFID Tags				2,500.00	
	3 Library Patron Cards				600.00	
	4 Material processing costs - Labels, Tags, Covers, etc.				2,000.00	
001-57-571-700-52700	Library Technology Software	635.76	4,130.00	1,759.90	8,950.00	
	1 Affinity update				3,000.00	
	2 Farronics - Deepfreeze maintenance				300.00	
	3 Farronics - Deep Freeze for public computers				600.00	
	4 Foxit Editor software assurance for laptops				700.00	
	5 Foxit Software Assurance for public computers				1,350.00	
	5 Laptops Anytime Annual Software Lic Agreement				3,000.00	
001-57-571-700-54200	Memberships, Dues, & Subscriptions	9,481.03	10,080.00	9,185.51	14,090.00	
	1 American Library Association Institutional dues				800.00	
	2 Association for Rural and Small Libraries (organizational)				200.00	
	3 Barrons				60.00	
	4 Booklist				175.00	
	5 Cengage - Gale				2,000.00	
	6 Craft and Hobby				1,000.00	
	7 Florida Library Association Institutional dues				800.00	
	8 Hornbook				200.00	
	9 Library Journal				250.00	
	10 Mometrix				250.00	
	11 New York Times				1,500.00	
	12 Newsbank - America's News				2,500.00	
	13 Palm Beach County Library Association				140.00	
	14 Palm Beach Post				1,000.00	
	15 ProLiteracy Membership				40.00	
	16 PosterMyWall annual Subscription				150.00	
	17 School Library Journal				250.00	
	18 South Florida Business Journal				600.00	
	19 Sun Sentinel				1,000.00	

Rept:122 - Itemized Budget For Year 2024 Version 1
ADOPTED 2023/2024 BUDGET

G/L Account	Description	2022 Actual	2023 Budget	2023 YTD+Enc	2024 Budget	Notes
	20 Tech-Talk				275.00	
	21 Wall Street Journal				700.00	
	22 Zoom				200.00	
001-57-571-700-56000	Library Materials	26,662.66	21,650.91	17,757.08	28,600.00	
	1 Books				20,000.00	
	2 DVDs and Blu-Ray				1,000.00	
	3 E-books				2,500.00	
	4 Hoopla				3,000.00	
	5 Kanopy				1,500.00	
	6 LOTE Online for Kids				600.00	
	TOTAL OPERATING EXPENSES	77,380.08-	101,750.58-	96,159.07-	151,835.00-	
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	
	TOTAL OTHER EXPENSES	0.00	0.00	0.00	0.00	
	TOTAL DEPT EXPENDITURES	415,904.68-	489,056.99-	402,796.85-	623,177.00-	
		=====	=====	=====	=====	

TOWN OF LAKE PARK ADOPTED BUDGET

LIBRARY - 700

FISCAL YEAR

October 1, 2024 through September 30, 2025



Town of Lake Park

Budget Worksheet Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
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Fund: 001 - General Fund

Expense

ExpAFR: 10 - Personnel Services

001-571-700-11000	Executive Salaries	89,240.00	89,740.12	115,003.00	113,780.21	115,003.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Library Director			0.00	0.00	115,003.00	
001-571-700-12000	Regular Salaries	183,950.41	183,894.85	224,219.00	223,317.38	250,640.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	52,021.00	
2024-2025	Assistant Library Director			0.00	0.00	90,792.00	
2024-2025	Library Assistant			0.00	0.00	32,739.00	
2024-2025	Library Assistant			0.00	0.00	42,349.00	
2024-2025	Library Assistant - Children's			0.00	0.00	32,739.00	
001-571-700-15000	Special Pay	720.00	720.00	720.00	690.00	720.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Telephone Stipend			0.00	0.00	720.00	
001-571-700-21000	FICA	21,337.00	20,674.23	26,313.00	25,271.75	28,363.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	3,980.00	
2024-2025	Assistant Library Director			0.00	0.00	6,946.00	
2024-2025	Library Assistant			0.00	0.00	2,505.00	
2024-2025	Library Assistant			0.00	0.00	3,240.00	
2024-2025	Library Assistant - Children's			0.00	0.00	2,505.00	
2024-2025	Library Director			0.00	0.00	8,798.00	
2024-2025	Opt-Out Payment			0.00	0.00	389.00	
001-571-700-22000	Retirement	19,506.00	16,868.19	24,238.00	18,854.92	26,211.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	3,902.00	
2024-2025	Assistant Library Director			0.00	0.00	6,809.00	
2024-2025	Library Assistant			0.00	0.00	3,176.00	
2024-2025	Library Assistant - Children's			0.00	0.00	2,455.00	
2024-2025	Library Assistant - Vacant			0.00	0.00	1,244.00	
2024-2025	Library Director			0.00	0.00	8,625.00	
001-571-700-22100	Town Retirement Matching	5,194.00	5,420.45	7,607.00	6,711.25	8,397.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	1,951.00	
2024-2025	Assistant Library Directory			0.00	0.00	2,270.00	
2024-2025	Library Assistant			0.00	0.00	1,588.00	
2024-2025	Library Director			0.00	0.00	2,588.00	
001-571-700-23100	Health Insurance	56,636.00	54,211.41	63,646.00	50,285.92	63,565.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Assistant Library Director			0.00	0.00	12,713.00	
2024-2025	Library Assistant			0.00	0.00	12,713.00	
2024-2025	Library Assistant - Children's			0.00	0.00	12,713.00	
2024-2025	Library Assistant - Vacant			0.00	0.00	12,713.00	
2024-2025	Library Director			0.00	0.00	12,713.00	
001-571-700-23150	Opt-Out Payment	5,436.00	4,728.00	4,728.00	4,531.00	5,085.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	5,085.00	
001-571-700-23200	Insurance - Dental	2,030.00	1,827.45	2,130.00	1,816.45	2,260.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Assistant Library Director			0.00	0.00	452.00	
2024-2025	Library Assistant			0.00	0.00	452.00	
2024-2025	Library Assistant - Children's			0.00	0.00	452.00	
2024-2025	Library Assistant - vACANT			0.00	0.00	452.00	
2024-2025	Library Director			0.00	0.00	452.00	
001-571-700-23300	Insurance - Life	653.00	505.03	552.00	568.26	610.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	122.00	
2024-2025	Assistant Library Director			0.00	0.00	122.00	
2024-2025	Library Assistant			0.00	0.00	102.00	
2024-2025	Library Assistant - Children's			0.00	0.00	102.00	
2024-2025	Library Assistant - Vacant			0.00	0.00	40.00	
2024-2025	Library Director			0.00	0.00	122.00	
<u>001-571-700-23400</u>	Insurance - Vision	275.00	243.28	275.00	251.55	275.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Assistant Library Director			0.00	0.00	55.00	
2024-2025	Library Assistant			0.00	0.00	55.00	
2024-2025	Library Assistant - Children's			0.00	0.00	55.00	
2024-2025	Library Assistant - Vacant			0.00	0.00	55.00	
2024-2025	Library Director			0.00	0.00	55.00	
<u>001-571-700-23500</u>	Disability	2,590.00	1,463.95	1,500.00	1,663.32	1,797.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Accounting Technician			0.00	0.00	287.00	
2024-2025	Assistant Library Director			0.00	0.00	379.00	
2024-2025	Library Assistant			0.00	0.00	180.00	
2024-2025	Library Assistant			0.00	0.00	235.00	
2024-2025	Library Assistant Children's			0.00	0.00	180.00	
2024-2025	Library Director			0.00	0.00	536.00	
<u>001-571-700-24000</u>	Workers Compensation Insura	139.00	175.18	411.00	153.05	331.00	0.00
ExpAFR: 10 - Personnel Services Total:		387,706.41	380,472.14	471,342.00	447,895.06	503,257.00	0.00
ExpAFR: 30 - Operating Expenditures/Expenses							
<u>001-571-700-31000</u>	Professional Services	0.00	0.00	1,000.00	385.00	800.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Can We Talk?			0.00	0.00	800.00	
<u>001-571-700-34000</u>	Contractual Services	39,259.00	39,473.02	55,100.00	50,744.42	53,353.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Biblitheca Open+ Count			0.00	0.00	2,600.00	

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
2024-2025	Bibliotheca UniFi+ Count			0.00	0.00	6,050.00	
2024-2025	Brainfuse			0.00	0.00	2,200.00	
2024-2025	BT CAT			0.00	0.00	1,000.00	
2024-2025	Custodial Services			0.00	0.00	25,000.00	
2024-2025	Mango Languages			0.00	0.00	720.00	
2024-2025	OCLC CloudLibrary			0.00	0.00	2,200.00	
2024-2025	Overdrive annual content subscription			0.00	0.00	2,250.00	
2024-2025	Overdrive Maintance			0.00	0.00	750.00	
2024-2025	Palm Beach County Movie Leasing			0.00	0.00	150.00	
2024-2025	SEFLIN Admin Fees for Koha			0.00	0.00	750.00	
2024-2025	SEFLIN Aspen Discovery Annual S and H fees			0.00	0.00	4,500.00	
2024-2025	SEFLIN Bywater-Koha Annual Support			0.00	0.00	750.00	
2024-2025	SEFLIN Dues			0.00	0.00	3,600.00	
2024-2025	SEFLIN Overdrive Magazine			0.00	0.00	500.00	
2024-2025	SEFLIN Overdrive Platform Fee			0.00	0.00	200.00	
2024-2025	SEFLIN Palace Project			0.00	0.00	133.00	
001-571-700-40000	Travel & Training	945.00	430.10	4,666.10	2,296.91	1,100.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Bud red by 50% from 1st to 2nd draft			0.00	0.00	-1,100.00	
2024-2025	Florida Library Directors Meeting			0.00	0.00	1,000.00	
2024-2025	Offsite Training for Staff			0.00	0.00	500.00	
2024-2025	Professional Development Training			0.00	0.00	500.00	
2024-2025	SEFLIN Conference			0.00	0.00	200.00	
001-571-700-41100	Telephone	370.00	303.45	300.00	402.14	3,110.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Service for Hotspots			0.00	0.00	2,500.00	
2024-2025	Telephone			0.00	0.00	360.00	
2024-2025	Tracfone			0.00	0.00	250.00	
001-571-700-41200	Postage & Shipping	100.00	1.77	3,300.00	4,391.55	100.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Postage			0.00	0.00	100.00	
001-571-700-44200	Equipment Leases	2,250.00	3,058.71	1,850.00	1,790.00	2,525.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail	Description			Units	Price	Amount	
Budget Code							
2024-2025	Canon Lease			0.00	0.00	2,525.00	
001-571-700-46100	Equipment Maintenance Contr	11,400.00	11,978.28	11,800.00	16,403.85	11,800.00	0.00
Budget Detail	Description			Units	Price	Amount	
Budget Code							
2024-2025	Bibliotheca Service Contract			0.00	0.00	6,500.00	
2024-2025	Krayon Latop Kiosk Annual Aridan Books			0.00	0.00	200.00	
2024-2025	LaptopsAnytime Contract			0.00	0.00	5,100.00	
001-571-700-47000	Printing	1,600.00	1,609.18	2,850.00	4,680.23	4,319.00	0.00
Budget Detail	Description			Units	Price	Amount	
Budget Code							
2024-2025	Business Cards			0.00	0.00	319.00	
2024-2025	Cannon Printing			0.00	0.00	4,000.00	
001-571-700-48000	Promotional Activity	6,053.08	6,631.96	10,682.00	7,275.23	11,700.00	0.00
Budget Detail	Description			Units	Price	Amount	
Budget Code							
2024-2025	Books for Events			0.00	0.00	2,000.00	
2024-2025	Love Your Library			0.00	0.00	200.00	
2024-2025	Outreach Programs / Materials			0.00	0.00	2,000.00	
2024-2025	Promotional Materials			0.00	0.00	4,000.00	
2024-2025	Read for the Record			0.00	0.00	2,500.00	
2024-2025	Summer Reading Program			0.00	0.00	1,000.00	
001-571-700-49400	Uniforms & Clothing	1,244.50	932.23	1,200.00	102.92	900.00	0.00
001-571-700-51000	Office Supplies	1,075.00	1,048.58	1,500.00	1,962.08	1,300.00	0.00
001-571-700-52000	Operating Supplies	4,593.09	4,975.18	6,018.00	2,880.37	3,800.00	0.00
Budget Detail	Description			Units	Price	Amount	
Budget Code							
2024-2025	Library Patron Cards			0.00	0.00	800.00	
2024-2025	Material Processing Costs			0.00	0.00	1,500.00	
2024-2025	Programming - Speaker or Performer			0.00	0.00	1,000.00	
2024-2025	Supplies for Programs			0.00	0.00	500.00	
001-571-700-52700	Library Technology Software	4,130.00	1,759.90	8,950.00	6,764.36	5,700.00	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 09/30/2025

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Farronics - Deep Freeze			0.00	0.00	1,000.00	
2024-2025	Foxit Editor Pro			0.00	0.00	2,100.00	
2024-2025	Laptops Anytime Software			0.00	0.00	2,600.00	
<u>001-571-700-54200</u>	Memberships, Dues, & Subscri	10,080.00	9,533.51	14,018.90	11,344.91	15,550.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	ALA Institution Membership			0.00	0.00	1,000.00	
2024-2025	America's News - Newsbank			0.00	0.00	2,800.00	
2024-2025	Association for Rural and Small Libraries (dues)			0.00	0.00	200.00	
2024-2025	Booklist			0.00	0.00	200.00	
2024-2025	Cengage - Gale			0.00	0.00	3,000.00	
2024-2025	Craft and Hobby			0.00	0.00	1,500.00	
2024-2025	Florida Library Association			0.00	0.00	600.00	
2024-2025	Florida Library Coalition			0.00	0.00	100.00	
2024-2025	Horn Book (LJ)			0.00	0.00	200.00	
2024-2025	Library Journal (LJ)			0.00	0.00	200.00	
2024-2025	Momentrix Test Prep			0.00	0.00	300.00	
2024-2025	New York Times			0.00	0.00	2,000.00	
2024-2025	Palm Beach County Library Association			0.00	0.00	100.00	
2024-2025	Palm Beach Post			0.00	0.00	1,000.00	
2024-2025	ProLiteracy Membership			0.00	0.00	50.00	
2024-2025	School Library Journal (LJ)			0.00	0.00	200.00	
2024-2025	Sun Sentinel			0.00	0.00	1,000.00	
2024-2025	Tech-Talk			0.00	0.00	300.00	
2024-2025	Wall Street Journal			0.00	0.00	800.00	
<u>001-571-700-56000</u>	Library Materials	21,650.91	19,279.24	28,600.00	18,366.77	30,000.00	0.00
Budget Detail							
Budget Code	Description			Units	Price	Amount	
2024-2025	Books			0.00	0.00	25,000.00	
2024-2025	DVDs and Other Media			0.00	0.00	1,000.00	
2024-2025	E-Books			0.00	0.00	1,000.00	
2024-2025	Hoopla			0.00	0.00	1,000.00	
2024-2025	Kanopy			0.00	0.00	2,000.00	

		Defined Budgets				
		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget
						2024-2025 YTD Activity
001-571-700-56200	Library Materials - Grants	0.00	0.00	9,360.00	4,249.32	0.00
ExpAFR: 30 - Operating Expenditures/Expenses Total:		104,750.58	101,015.11	161,195.00	134,040.06	146,057.00
Expense Total:		492,456.99	481,487.25	632,537.00	581,935.12	649,314.00
Fund: 001 - General Fund Total:		492,456.99	481,487.25	632,537.00	581,935.12	649,314.00
Report Total:		492,456.99	481,487.25	632,537.00	581,935.12	649,314.00



February 13, 2025

Judith Cooper
Lake Park Public Library
529 Park Avenue
Lake Park, FL 33403

Dear Judith,

On behalf of the Board of Trustees and Staff of SEFLIN, we are pleased to present the FY2023-2024 Annual Report. This summary is a measure of the estimated value of SEFLIN services your library and the region received.

Throughout SEFLIN, libraries received \$9.05 in services for every dollar invested in SEFLIN. This investment constitutes the local funds SEFLIN is required to supply in order to receive grant funds from state and federal programs. SEFLIN's work is only possible due to the combined efforts of all our members working together to share resources.

In FY2023-2024, SEFLIN completed our rebranding campaign and our new long-range plan. This fresh look at - and of - SEFLIN gave us firm data to show that our services are matching our members' needs. Even so, we are striving to continue to improve resource sharing in our region, advocacy work for our libraries, development of library staff, and better awareness of the services we have to offer.

FY2024-2025 has been off to a challenging start, as we have experienced significant funding delays in receipt of our state and federal grants. Even so, we have kicked off our revamped interest groups, expanded our committee work, increased the number of continuing education programs offered over the same time-period as last year (October - January), issued more OneCards than the same time-period as last year, and held our annual conference! We are also working hard collecting data on LSTA funded projects statewide and citizen comments through our Libraries Step Up campaign to assist with our advocacy work in both Tallahassee and Washington DC. In short, SEFLIN is working hard for you, our members.

Lake Park Public Library:	SEFLIN Region:
The estimated market value of SEFLIN services provided in FY2023-2024 was \$53,035.	The estimated market value of SEFLIN services for all members provided in FY2023-2024 equaled \$2,962,654.
Membership dues and other payments to SEFLIN in FY2023-2024 totaled \$6,498.	Membership dues and other payments received in FY2023-2024 from all SEFLIN members equaled \$327,402.
Lake Park Public Library received \$8.16 in service value for every \$1.00 paid to SEFLIN.	The regional service value was \$9.05 for every \$1.00 paid to SEFLIN.

Libraries are essential to our communities and through working together, we can accomplish far more than we can independently. Thank you for continuing to be a part of this great work!

Sincerely,

Brock A Peoples

Executive Director

Irina Galilova

Manager of Administrative Services

STAFF DEVELOPMENT SERVICES MARKET VALUES

Service	Participation	Value
Live Training	15	1,500
On-Demand Training		5,308
Courses	7	1,925
Conferences	2	300
Membership Meetings	1	80
SEFLIN Leadership Retreat		0
At Your Library Program		0
TOTAL MARKET VALUE	25	9,113

The SEFLIN Continuing Education Program for 2023-2024 continued to deliver impactful professional development opportunities tailored to the diverse needs of library staff across Southeast Florida. This year, we expanded our offerings with new initiatives and maintained our commitment to providing high-quality training in both live and on-demand formats.

New Initiatives & Expanded Offerings

- Launched the **At Your Library** program, delivering on-site training customized to the unique needs of individual libraries.
- Supported three **Library Staff Days** with a total investment of \$14,200 to enhance professional development.
- Hosted a highly successful **Youth Storytime** in-person workshop and a two-day **Leadership Retreat**, featuring Amy Johnson, State Librarian of Florida, as a keynote speaker.

Comprehensive Training Opportunities

- SEFLIN provided **87 live training events** (both online and in-person) covering a wide array of topics, including personal and professional development, marketing, management, privacy, and cataloging.
- Collaborated with **BrainBuffet** to offer a customized four-session Adobe training series focusing on design principles and the integration of generative AI in library settings.
- Members gained additional value through LYRASIS webinars and course registrations, further enriching their educational experience.

Expansive On-Demand Learning Resources

- SEFLIN ensured access to a robust collection of over **280 on-demand training opportunities** through Niche Academy and curated content partnerships, offering flexible, self-paced learning opportunities.
- Presented specialized online courses from **Library Journal** and **Library Juice Academy**, enabling members to engage in structured learning on a diverse range of professional topics.

Collaborative Statewide Initiatives

- SEFLIN participated in the **Florida Libraries Online (FLO) conference**, a joint initiative with Florida's Multi-Type Library Cooperatives (MLCs), to provide training on current trends and challenges in the library field, exemplifying SEFLIN's dedication to fostering connections and supporting professional development statewide.

Commitment to Excellence

- The 2023-2024 fiscal year underscored SEFLIN's dedication to meeting the evolving needs of our member libraries. From innovative leadership programs to expanded on-demand resources, SEFLIN has remained steadfast in supporting library staff with the tools and training they need to thrive in a dynamic professional environment. We are proud to continue serving our members and look forward to another year of growth and collaboration.

TECHNOLOGY & RESOURCE SHARING SERVICES MARKET VALUES

Service		Value
Library Marketing Consulting		
T-Mobile Hotspots		
Florida Library Delivery Services (# of packages sent)	248	1,540
SEFLIN OneCard Program (# of cards issued)		
Breakthrough Awards		
Adobe Creative Cloud Suite (# of licenses)		
e-Consortia (# of circulations)	1,903	31,320
Summer Reading Program		792
KOHA Group		10,270
Group Purchases		
Florida Library Jobs (#of job postings)		
TOTAL MARKET VALUE		43,922

Library Marketing Consulting

- SEFLIN offered tailored marketing consulting services to five libraries, led by **Meridith Elliott Powell**, a renowned sales strategist, leadership expert, and award-winning author recognized in Haris Halkic's LinkedIn list of "20 Top Sales Trainers You Should Know."

Mobile Internet Access for Patrons

- To bridge the digital divide, SEFLIN provided 60 **T-Mobile Wi-Fi hotspots** to 12 libraries, enabling their communities to stay connected. Additionally, SEFLIN extended the consortia discount to 3 libraries to obtain 45 additional hotspot devices.

Florida Library Delivery Services

- SEFLIN supported 23 participating libraries, facilitating the delivery of **19,736 bags** of library materials across Florida at no charge, ensuring seamless inter-library lending throughout the state.

OneCard Reciprocal Borrowing Program

- With 24 participating libraries, SEFLIN's OneCard program expanded access to print collections, with registrations soaring by 86%, totaling **1,043 new patrons** in 2023-2024.
- The SEFLIN OneCard Committee continued to improve the program, focusing on enhancing the self-registration process, streamlining patron data capture, and improving procedural documentation.

Breakthrough Awards

- SEFLIN awarded **\$20,067** in grants to support impactful library initiatives, such as cultural preservation projects, digitization efforts for historical records, and the acquisition of 3D scanners for advanced scholarly research.

Library Media Design Tools via Adobe Creative Cloud

- SEFLIN enabled 23 subscribers from 7 libraries to access **Adobe Creative Cloud's suite** of tools for graphic design, video, social media marketing, and more, at an exclusive discount.

eConsortia

- SEFLIN continued to support digital resource sharing through its eConsortia, including **CloudLibrary**, **OverDrive**, and LYRASIS' **Palace Platform**. In 2023-2024, these platforms facilitated 146,832 digital circulations across participating libraries.

Summer Reading Programs

- SEFLIN enhanced summer reading initiatives by providing libraries with access to the **READsquared** platform and partnering with award-winning Children's entertainers at **Page Turner Adventures** for engaging, educational programming, reaching thousands of young readers.

ILS & Discovery Layer - Koha Group

- SEFLIN partnered with Bywater Solutions to offer the **Koha Integrated Library System** and **Aspen Discovery Layer**, now serving five independent municipal libraries.

Group Purchasing Cohorts

- SEFLIN facilitated group purchases such as **RDA ToolKit** and **OCLC CatExpress**, helping libraries streamline cataloging and enhance operational efficiency.

Florida Library Jobs

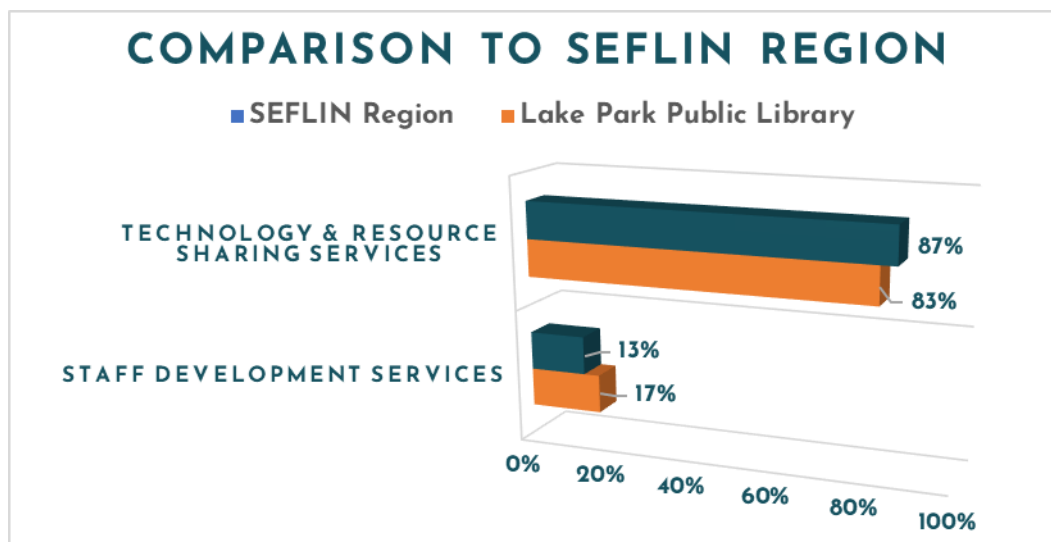
- SEFLIN continued to manage the Florida Library Jobs website, a free resource where libraries posted **98 job openings**, connecting job seekers with valuable employment opportunities within the state.

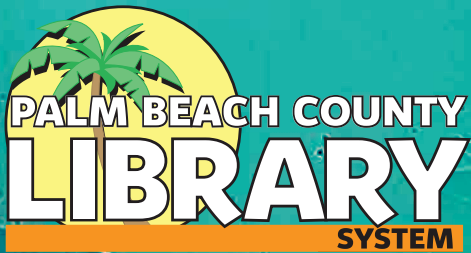
Travel Funding for Advocacy Committee

- SEFLIN provided travel funding for Advocacy Committee members to attend a crucial meeting in Washington, D.C., where they advocated for library funding and policies with lawmakers.

Library Resource Sharing Trainings & Webinars

- SEFLIN offered a range of **professional development opportunities**, including training on cataloging tools (Baker & Taylor, MarciveWeb), and webinars on creative resources like Creativebug and The Palace Project.





ANNUAL IMPACT REPORT

FY2023

CONNECT

INSPIRE

ENRICH

FROM THE LIBRARY DIRECTOR

The Palm Beach County Library System was proud to deepen our community impact during Fiscal Year 2023 (FY23), perpetuating our vision, mission and values. It is safe to say that our libraries are as busy as ever! During FY23 we expanded public service hours of our Okeechobee Blvd and Royal Palm Beach branches to include service on Sundays. The Canyon Branch celebrated its roofing construction milestone in July with a "Topping Party."

Opening for Canyon is anticipated in late 2024. Other milestones commemorated were 50 years of

our Talking Books service and 10 years in the new Belle Glade Branch building. We are also excited to announce another new branch is on the way. Recently, the Board of County Commissioners approved the purchase of a facility in the Town of Hypoluxo for a small Library branch.

On May 19, I became the President of the Florida Library Association with the theme "Florida Libraries – Fundamental to Freedom." Whether it be using public computers to apply for benefits, meeting neighbors at a storytime or registering to vote and participating in this sacred democratic process, libraries remain central to our communities. In his book, "Palaces for the People," Erik Klinenberg states that a founding principle of libraries is, "that all people deserve free, open access to our shared culture and heritage, which they can use to any end they see fit." Florida libraries are fundamental to freedom.

Our Libraries provide free access to resources and services that reflect and engage Palm Beach County's diverse communities and residents. We are thankful to receive support from: the Board of County Commissioners, County Administration, the Library Advisory Board, the Friends of the Palm Beach County Library System, and our dedicated Library staff and community advocates. Through their assistance, we are empowered to be public spaces where everyone is welcome.



Interior of Canyon Branch coming soon!

Our vision is to open minds to a world of unlimited possibilities. We create welcoming spaces, both physically and virtually, designed to spark creativity, stimulate thoughtful conversation and encourage collaboration. Every day we provide a diverse range of activities designed to enrich, stimulate and engage members from early literacy through adulthood.

I invite you to join us and participate in our mission to connect communities, inspire thought and enrich lives.

Douglas Crane

Douglas Crane
Library Director, Palm Beach County Library System



OUR VISION

Opening minds
to a world of
unlimited
possibilities.



OUR MISSION

Connect
communities,
inspire thought
and enrich
lives.



OUR VALUES

Making a
difference.
Empowering
community.
Learning and
growing.

GOALS

CONNECT COMMUNITIES

- 1 We engage our communities and partners by promoting and enhancing the role of the Library and offering services beyond the Library's walls.

INSPIRE THOUGHT

- 2 We provide free access to resources and services that reflect and engage Palm Beach County's diverse communities and residents.
- 3 We inspire thought by offering a diverse range of activities designed to enrich, stimulate and engage members from early literacy through adulthood.

ENRICH LIVES

- 4 We provide a welcoming environment, both physically and virtually, to spark creativity, stimulate thoughtful conversation and encourage collaboration.
- 5 We serve as a bridge for community members to access social services.

LIBRARY ADVISORY BOARD

LIBRARY ADVISORY BOARD LEADERSHIP



Gloria Kelly
Chair



Megan Bob
Vice Chair

Our Library Advisory Board consists of 15 members, appointed by the Board of County Commissioners. Each member serves a three-year term and is required to reside within the Library District. The Board meets on a monthly basis and members serve on a voluntary basis.

LIBRARY ADVISORY BOARD MEMBERS



Sherry Albury



Abby Baker



Dale Blanton



Dr. Ron Giddens



Linda Knox



Sam Manuele



Perri
McDowell-Demps



Joseph Mindell



Cathe North



Virginia Savietto



Lisa Seymour

Membership as of December 2020

FRIENDS BOARD



The Friends of the Palm Beach County Library System serves to create an association of people interested in books and libraries. They serve to focus public attention on Library services, facilities and needs. They raise funds for scholarships and special projects and to stimulate donations, gifts, endowments and bequests.

They assist in the development of activities for the extension and improvement of Library services and resources to adequately serve the needs of the community.

They advocate on the Library's behalf in order to inform elected officials, as well as the public, about the services that the Library provides to our community and their continued need for funding.



Marc Bressman
(President & Treasurer)



Mary Ellen Beck
(Vice President)



Sue Sim
(Secretary)



Anne Bressman



Connie Kist



Carolyn Kruger



Joyce Smith



Damon Webb

Not pictured:
Jill Beach
Louise Davis
Arlene Mishanie

BY THE NUMBERS

Overview of the Library



Total
Visitors
2,721,422



Total
Items Borrowed
8,470,158



New
Card Holders
35,112

Physical Library Spaces Utilized



Physical Materials
Borrowed
5,793,418



Meeting Room
Bookings
1,920



CreationStation
Locations
Main, Lantana & Wellington Branches



Study Room
Reservations
61,908

Digital Technology Accessed



Computer
Sessions
386,886



Mobile App
Use
402,785



Website
Visits
6,842,019



E-materials
Borrowed
2,676,740



Online Research
Resources Use
131,044



WiFi
Sessions
118,836

Community Activities Coordinated



Adult Activities
Attended
54,256



Children Activities
Attended
126,284



Teen Activities
Attended
8,485



Adult Literacy
Tutoring Hours
9,397



Summer Reading
Program Participants
9,318



Tech Classes
Attended
3,352

Community Services Provided



Research Questions
Answered
885,968



SNAP Benefits
Appointments Made
3,969



Passports
Issued
1,890



Volunteer Service
Hours Donated
37,895



Summer Meals
Distributed
19,586



ABC Daycare
Kits Loaned
2,107

Social Media Interactions



Facebook
Total Followers
8,134
Impressions
639,333



X (Formerly Twitter)
Total Followers
6,819
Impressions
985,186



Instagram
Total Followers
4,440
Impressions
322,612



LinkedIn
Total Followers
749
Impressions
23,241



YouTube
Total Followers
374
Views
49,233

The Friends of the Palm Beach County Library System Presents

Writers LIVE!

"Connecting readers and authors throughout Palm Beach County"

Writers LIVE!, our flagship author event series, returned for another season of bringing the community together with authors and their books. The 2023 line-up of bestselling, critically acclaimed and award-winning authors discussed their work both in-person and virtually via Zoom.



Diana Abu-Jaber

"Fencing with the King"



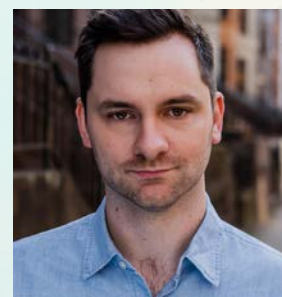
Debbie Babitt

"Saving Grace"



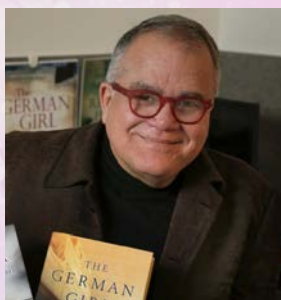
James L. Barry

"Warriors"
Graphic Novels



Andy Campbell

"We Are Proud Boys: How
a Right-Wing Street Gang
Ushered in a New Era of
American Extremism"



**Armando
Lucas Correa**

"The Night Travelers"



Pam Jenoff

"Code Name
Sapphire"



Alka Joshi

"The Perfumist of
Paris"



**Lynda Cohen
Loigman**

"The Matchmaker's
Gift"



**Samantha
Markum**

"You Wouldn't Dare"



**Douglas Preston &
Lincoln Child**

"The Cabinet of Dr. Leng"



**Deb
Rogers**

"Florida Woman"



**Deborah
Goodrich Royce**

"Reef Road"



Chris Stedman

"IRL: Finding Realness,
Meaning and
Belonging in Our
Digital Lives"

THE NEW WWW.PBCLIBRARY.ORG

Palm Beach County Library System is thrilled to have launched our new website in fall of 2023. It was designed to modernize the way our community accesses information and engages with the Library's resources. This cutting-edge website represents a significant step forward in our commitment to providing a user-friendly and inclusive digital experience for library members.

The newly designed website offers a host of innovative features and enhancements that make exploring, discovering and utilizing our Library resources easier and more enjoyable than ever before.

Some key highlights of the new website include:

- **Online Event Registration & Room Booking:** No need to call or visit a branch to register for your favorite activity or book a room to host your community meeting. Both can now be done instantaneously on our website!
- **Enhanced Search Functionality:** Our advanced search tools enable members to quickly locate books, media and digital content with precision.
- **Personalized User Accounts:** Members can create personalized accounts to manage their checkouts, holds and reading lists, providing a seamless and customized Library experience.
- **Digital Collections:** Explore our extensive digital collections including e-books, audiobooks, streaming media and more, accessible from the comfort of your home.
- **Mobile-Friendly:** Access our resources on the go with our responsive design, optimized for smartphones and tablets.

Our Director, Douglas Crane, expressed his excitement commenting, "This new website has greatly enhanced the Library's online experience for our community members. It's not just a website; it's a gateway to knowledge, discovery and community engagement. Designed with our residents in mind, this website will support our vision of opening minds to a world of unlimited possibilities."

Welcome to
the NEW
Website



Explore new ways to interact
with our extensive collection
of books, DVDs and audiobooks!



Jupiter Branch Seed Library Grand Opening Feb 2023

The grand opening of the Palm Beach County Library System's first seed library was celebrated on Sun, Feb 19, at the Jupiter Branch. Attendees enjoyed a Seed & Plant Swap at the event. The goal is to make gardening accessible for community members to grow healthy food, whether in plots, pots or yards. Partnerships were formed with Mounts Master Gardeners and the Abacoa Community Garden to make the seed Library a reality.

The seed library is open to anyone who visits the Jupiter Branch. Each packet contains enough seeds to grow a few plants; the seeds in our collection are both purchased and donated from seed companies, with hybrid and heritage seeds. A Library card is not required to get seeds. Let's grow together!



National Association of Counties Achievement Award: Adult Literacy Program Reorganization

Our Adult Literacy Project was recognized as a recipient of the esteemed National Association of Counties Achievement Award. This initiative, deeply ingrained in community service, aims to empower native English speakers and English language learners (ELLs) with comprehensive reading, writing and speaking skills. The project is a testament to our commitment to fostering educational advancement and cultural integration. Through a variety of services, including English Exchange workshops that provide a nurturing environment for ELLs to practice English and personalized one-on-one tutoring, the program has significantly impacted lives across Palm Beach County. These initiatives are spearheaded by a dedicated team of Library staff and volunteers. Over the years, they have helped thousands of adult students leverage their new language skills to achieve citizenship, attain educational degrees, secure employment and attain other accomplishments. These significant achievements made were possible by their improved English fluency.



Palm Beach County COVID-19 Response Award: Adam Davis

In the wake of the COVID-19 pandemic, under the leadership of Adam Davis, we demonstrated exceptional adaptability and commitment to the community. With the closure of public spaces in March 2020, Library staff across various departments united with a resolute determination to ensure continued access to essential Library resources. Despite the uncertainties of the pandemic, the team worked tirelessly to reinvent service delivery, evolving collections and community activities to meet the new reality. Their efforts not only maintained, but also enhanced our connection with Palm Beach County government, non-profit sectors and local residents. By June 2020, when our doors reopened, new processes and tools were in place, and staff had been upskilled to navigate the challenges of COVID-19. Their efforts ensured our role as a cornerstone for community support and engagement remained undiminished.



FSU Scholarship: Jessica Waters

Jessica has been employed in various roles within the Library since 2009, working her way up to a Member Services manager. She is involved in various committees within the Library and has received two employee recognition awards from her peers. Her essays respectively focused on how she unexpectedly arrived at librarianship and development of a path that lead to an administrative level.

IN HER OWN WORDS: "Earning this scholarship allows me to continue pursuing my long-term goal of achieving a leadership position within Florida Libraries to create inclusive and supportive work environments that foster professional development."



2023 Golden Palm Award for Passport Services:

Candice Cavaleri, Verelsi Rasura, Marie Fleurimond, Lynlee Lebensart, Karen Nicosia

In February 2021, we embarked on a new venture by partnering with the U.S. Department of State to become an official Passport Acceptance Facility. This initiative, led by a dedicated team including Verelsi Rasura, Marie Fleurimond, Candice Cavaleri, Lynlee Lebensart, and Karen Nicosia, redefined community service by offering passport services beyond conventional hours, accommodating the needs of individuals with standard work schedules. This innovative approach not only facilitated international travel for countless residents, but also generated significant revenue for the Library. This successful integration exemplifies how providing a critical public service can lead to financial sustainability.



2023 Golden Palm Award for English Exchange Kits:

Marianne Heard and Dawn Frascella

The Nora Roberts Foundation grant was awarded to our Adult Literacy Project staff in December 2021 for the inception of the English Exchange kits initiative. Spearheaded by Marianne Heard and Dawn Frascella, this project was designed to enrich the English-language learning experience for residents. The comprehensive effort involved researching and compiling resources into 18 identical kits distributed across each branch location. These kits were integral to structured lesson plans and hands-on workshops aimed at enhancing the instructional capabilities of Library staff and volunteer tutors. This initiative has already demonstrated a tangible increase in student engagement and instructional hours, contributing significantly to the Library's educational impact. Furthermore, the project's success has sparked collaborative discussions with municipal libraries and community organizations, expanding its influence beyond initial expectations.



2023 Golden Palm Award for Productivity & Leadership Seminars:

Russell Gift, Andrea Taylor, Douglas Crane, Brenda Bruton

Our dedication to professional development and organizational excellence is embodied in the Productivity & Leadership Seminars led by Douglas Crane, supported by Andrea Taylor, Russell Gift, and Brenda Bruton. Over the past decade, these seminars have not only bolstered productivity and leadership skills among County staff, but also established the Library System as a source of valuable professional training. The initiative, which began with Douglas Crane offering to conduct in-house training for County HR in 2012, has expanded to provide multiple sessions annually on topics essential for workplace success. This program not only enhances the professional capabilities of County employees, but also contributes to our revenue through payments received for presenting these classes to external organizations.



FLORIDA LIBRARY ASSOCIATION AWARDS: INDIVIDUAL HONORS



Outstanding Paraprofessional: Joseph Dellosa

Joseph's passion for intellectual freedom and free access is well known and demonstrated through the variety of meaningful programming he's presented in his local community. He ensures that all members of the Glades area and beyond are well served with activities such as storytimes at daycare centers for migrant and low-income families, organizing virtual storytimes with the Palm Beach School district. He even hosted several information sessions for potential MLIS students about their academic possibilities. Overall, Joseph Dellosa exemplifies what it means to be an outstanding Library employee.



Library Innovation: Joshua Hulford

Joshua played a pivotal role in creating, marketing and implementing our National Novel Writing Month. The innovative, all-ages program masterfully mixed virtual and in-person resources to break the code of writing for future authors and hobbyist, challenging participants to write 50,000 words of their novel in 30 days. National Novel Writing Month featured writing workshops, public discussions and author talks that reached audiences locally, nationally, and even internationally. Joshua also focused on making the program accessible to all ensuring that there were more Spanish language writing workshops for our Spanish speaking community.



Betty Davis Miller Teen Services Award

We were recognized for our comic-con event, DeweyCon. This event provided a variety of innovative, diverse and inclusive activities, including: cultural creations, board game demos and book presentations from national book award winners.

Excellence in Public Relations and Marketing

Our educational social media campaign "The Library Elves Huey & Holly's Adventure Around Palm Beach County" employed elves Huey and Holly to conduct photoshoots at 19 different county agencies. The goal of each photoshoot was to explain the purpose of the agency in the form of a poem to potential customers, and build cross-agency cooperation and understanding. The successful campaign exceeded clearly defined goals, increasing social media followers. This campaign increased attendance in children, teen and adult activities and built stronger connections within the Palm Beach County government.

\$883,428

STATE AID TO THE PALM BEACH COUNTY LIBRARY SYSTEM



Library Music Activities

This past year we received monetary donations and donations of musical instruments from a private donor to create opportunities for children and teens to explore music. Unfortunately, the donor passed away unexpectedly. His legacy lives on through the generosity of friends and family who donated to the Friends of the Library in his memory.



Children's Book Grant

In collaboration with the American Federation of Teachers, we acquired over 20 pallets of children's books. Through an initiative called "Reading Opens the World," we received these free books in late August 2023. Palm Beach County Library System branches, the Bookmobile, Library Cooperative locations, and county agencies helped families build their own home libraries by distributing these quality books into the hands of children.



Florida Humanities Summer Reading Program 2023 Grant- \$1500.00

Florida Humanities funded four performances of Orisirisi African Folklore to kick off our 2023 Summer Reading Program. Orisirisi is a husband and wife duo who focus on telling stories with themes about the importance of community and working together. Their interactive performances emphasized the theme of "All Together Now" by allowing participants to play traditional African instruments and engage in call-and-response activities. Orisirisi events drew large crowds to educate and entertain members of our diverse communities.



Ingrid Eckler Scholarships Provided by The Friends of the Library

Jazmin Jimenez
Amber Fairchild
Keisha Phillips-Daley
Tiffany Gresh de Berry
Jessica Waters
Shelsea Estiverne
Sharon Ennist

Melissa Gift
Briana Thomas
Emily Logan
Jennifer Medler
Nafisah Hamed
Jake Moore

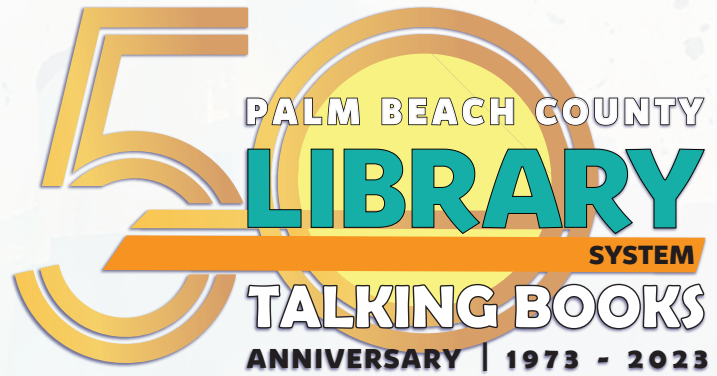
ANNIVERSARIES

Celebrating the 50th Anniversary of Talking Books

For 50 years, Talking Books has provided a free home delivery service to any resident who is unable to read or use any printed materials as a result of temporary or permanent visual or physical limitations. Call Talking Books at 561-649-5486 if you are interested in utilizing this free service.

Talking Books provides:

- BARD: Braille and Audio Reading Download for personal mobile devices
- Braille materials
- Digital players
- Digitally recorded books and magazines on cartridges
- English audio descriptive movies
- Virtual activities such as: bingo with braille and large print cards provided, book discussions, book talks, "Crash Course" discussions, escape rooms, power hours and trivia games



Talking Books 50th Anniversary Celebration

On September 27, 2023, a special celebration was held at the South County Civic Center to honor 50 years of our Talking Books service in Palm Beach County. We invited all of our Talking Books members to join us for food and fun.

Commissioner Marci Woodward read a proclamation honoring the service. Nicole Sanders, the Florida Chief for the Bureau of Braille and Talking Book Library, was also on site for the ceremonies.

Thank you to the Talking Books staff for planning the event, to all staff who volunteered to assist and to the Friends of the Library for their generous sponsorship of the event. It truly made it a wonderful event.

Belle Glade Branch - 10th Anniversary

On March 23, 2023 we celebrated 10 years since the Belle Glade Branch moved to its new facility. Our celebration took place in the Civic Center and included karaoke, book giveaways, raffle drawings and cupcakes. Dewey was also in attendance taking photos with attendees using our green screen.

We had two special guests show up to the event. Regina Bohlen, Commissioner Baxter's legislative aide for the Glades Area, and Sara Perez, Pahokee's City Commissioner. Ms. Bohlen won one of our raffles, participated in karaoke fun and took photos with Dewey.



INTRODUCING LIBRARY TO GO

**Robert Weisman Governmental Center
301 North Olive Avenue,
West Palm Beach 33401**

We recognize the importance of evolving to meet the changing needs of our community. The Library To Go cabinet is one of the ways we can reach our members in places where they work and conduct business. By embracing this technology, we've positioned ourselves as forward-thinking. Our members appreciate that we are actively seeking ways to enhance their Library experience.

From our Press Release:

On Tuesday, March 14 at 1:00 pm, the Palm Beach County Library System unveiled their latest resource available for community members to access Library materials – the Library To Go cabinet. Similar to a vending machine, Palm Beach County Library System cardholders can now borrow new and popular books from this device.

Library Director Douglas Crane welcomed guests to the grand unveiling of the Palm Beach County Library System's first-of-its-kind cabinet. "We're very excited today to launch Library To Go. If it goes well at the Governmental Center, we expect to expand the service out to other locations."



In attendance were Mayor Gregg K. Weiss, who ceremoniously checked out the first book, followed by members of the Board of County Commissioners including: Maria G. Marino, Michael A. Barnett, Marci Woodward and Mack Bernard. All were very pleased to see this expansion come to the Governmental Center.

Cory L. McCoy, president of Lyngsoe Systems U.S., the company that produced the Library To Go cabinet (under the brand name, LibCabinet) was also elated. "We wanted to keep it super simple and 100 percent mobile where you can put these machines anywhere to increase the patron experience for the Palm Beach County Library System."

Members are encouraged to visit the machine, located at the Robert Weisman Governmental Center Lobby at 301 North Olive Avenue, West Palm Beach 33401 during regular business hours.

Thank you to everyone who has made the Library To Go launch a great success.



Palm Beach County Board of County Commissioners

Maria Sachs, Mayor
Maria G. Marino, Vice Mayor
Gregg K. Weiss
Michael A. Barnett
Marci Woodward
Sara Baxter
Mack Bernard

Verdenia C. Baker
County Administrator

Todd Bonlarron
Assistant County Administrator

Douglas Crane
Library Director

Leadership Team

Aurora Arthay, Deputy Library Director
Adam Davis, System Services Director
Alicia Garrow, Finance & Facilities Director
James Larson, Intellectual Resources Manager
Craig Lessard, Information Technology Director
Elizabeth Prior, Branch Services Director
Andrea Taylor, Library Personnel Services Coordinator

Lake Park Public Library

Annual Plan of Service

2023



Activities & Events

- Continue public recognition of library partners and community supporters.
- Expand outreach activities through community partnerships.
- Expand library's presence in community events such as the Sunset Celebration and Rust Market.
- Increase number of original virtual programs.
- Continue to actively seek feedback through promotion of suggestion box and online surveys.
- Expand programs and services within the library that include assisting residents with their business and entrepreneurial needs.
- Continue to provide programs that are informational, educational, cultural, and recreational for residents of all ages.
- Continue assisting residents to meet basic needs by partnering with local community partners that provide support.
- Provide support for Town departments and Town projects by providing related materials and programs to residents.
- Provide support for Little Free Libraries within the Town by supplying books to the stewards.

Collection Development

- Seek out innovative collection displays that encourage user browsing of the collection.
- Research user preferences utilizing survey responses and circulation statistic reports.
- Expand general collection with a wider variety of media adapting to emerging technology.
- Expand multilingual and early literacy materials.
- Expand collection of e-books, digital audiobooks, e-magazines, and other digital media.
- Subscribe to online services that provide informational, educational, cultural, and recreational content for residents of all ages.

Educational Services

- Continue expanding children's reading and Story Time events to meet the needs of the community.
- Explore ways to support local schools and students.
- Continue partnering with local schools for library and community programs.
- Continue partnerships with programs that support literacy.
- Create unique learning experiences for youth and adults.
- Continue nurturing learning-centered activities within the library with additional online resources.
- Create new learning opportunities for the public to explore new technologies.
- Provide resources for language learning to facilitate communication among residents.
- Provide access to online resources that will encourage beginning computer users in the use of computers and provide a place for more advanced users to learn new techniques and find answers to their questions.

Facilities

- Continue redesign and refurbishment of main area.
- Explore the feasibility of expansion of operation hours.
- Increase use of mobile circulation.
- Promote the installation of Little Free Libraries within the Town.
- Continue to investigate innovative solutions to accommodate the variety of transport vehicles patrons use to visit the library.
- Continue to explore adding “technology zones” that provide users with more options for online access and connectivity.
- Promote use of Charging Stations.

Marketing

- Continue marketing library programs and services by utilizing new and traditional media methods.
- Continue utilizing effective methods to produce library publications such as calendars and brochures.
- Continue outreach to the community through visits to community organizations, events, and schools.
- Explore new, emerging marketing methods.
- Work with Chief Public Information Officer to provide messaging to the community.

Staffing

- Ensure that staff receives training on all new software and hardware, as well as refresher courses on current programs.
- Increase staffing as funding becomes available in order to bring staffing to enhanced standard levels.
- Ensure that staff minimum starting wage per hour is \$15.00.

Technology

- Acquire additional tablets for patron assistance and other tasks.
- Promote program of onsite laptop lending kiosks for users.
- Promote lending program of mobile hot spots.
- Promote Aspen LiDA mobile discovery app.
- Add desktop computers to teen room and children’s room to allow those unable to check out laptops to use the internet without disturbing or being disturbed by adults.
- Explore ways to help users meet their needs of increasing reliance on internet access.

Lake Park Public Library

Annual Plan of Service

2024



Activities & Events

- Continue assisting residents to meet basic needs by partnering with local community partners that provide support.
- Continue public recognition of library partners and community supporters.
- Continue to actively seek feedback through promotion of suggestion box and online surveys.
- Continue to provide programs that are informational, educational, cultural, and recreational for residents of all ages.
- Expand library's presence in community events such as the Sunset Celebration and Rust Market.
- Expand outreach activities through community partnerships.
- Expand programs and services within the library assisting residents with their business and entrepreneurial needs.
- Expand programs and services within the library assisting residents with their literacy needs.
- Provide support for Little Free Libraries within the Town by supplying books to the stewards
- Provide support for Town departments and Town projects by providing related materials and programs

Collection Development

- Expand collection of e-books, digital audiobooks, e-magazines, and other digital media.
- Expand general collection with a wider variety of media adapting to emerging technology.
- Expand multilingual and early literacy materials.
- Research user preferences utilizing survey responses and circulation statistic reports.
- Seek out innovative collection displays that encourages user browsing of the collection.
- Subscribe to online services that provide informational, educational, cultural, and recreational content for residents of all ages.

Educational Services

- Continue expanding children's reading and Story Time events to meet the needs of the community.
- Continue nurturing learning-centered activities within the library with additional online resources.
- Continue partnering with local schools for library and community programs.
- Continue partnerships with programs that support literacy.
- Create new learning opportunities for the public to explore new technologies.
- Create unique learning experiences for youth and adults.
- Explore ways to support local schools and students.
- Provide access to online resources that will encourage beginning computer users in the use of computers and provide a place for more advanced users to learn new techniques and find answers to their questions
- Provide resources for language learning to facilitate communication among residents.

Facilities

- Continue redesign and refurbishment of public spaces.
- Continue to explore adding technology that provides users with more options and flexibility in their connections through the internet.
- Continue to investigate innovative solutions to accommodate the variety of transport vehicles patrons use to visit the library.
- Explore the feasibility of the expansion of facility space.
- Explore the feasibility of expansion of operation hours.
- Explore the feasibility of the addition of a maker space (area to be utilized by patrons for creative endeavors).
- Increase use of mobile circulation.

Marketing

- Continue marketing library programs and services by utilizing new and traditional media methods.
- Continue outreach to the community through visits to community organizations, events, and schools.
- Continue utilizing effective methods to produce library publications such as calendars and brochures.
- Explore new, emerging marketing methods.
- Work with Chief Public Information Officer to provide messaging to the community.

Staffing

- Ensure that staff receives training on all new software and hardware, as well as refresher courses on current programs.
- Increase staffing as funding becomes available in order to bring staffing to enhanced standard levels.
- Provide at least two professional development days to increase staff knowledge and continue to support independent learning of staff.

Technology

- Acquire additional tablets for patron assistance and other tasks.
- Explore the possibility of adding maker space technology such as 3D printers and laser engraving.
- Explore the possibility of replacing the Schuyler Room audio equipment and adding video capability to the room.
- Explore ways to help users meet their needs of increasing reliance on internet access.
- Promote Aspen LiDA mobile discovery app.

Lake Park Public Library

Annual Plan of Service

2025



Activities & Events

- Continue assisting residents to meet basic needs by partnering with local community partners that provide support.
- Continue public recognition of library partners and community supporters.
- Continue to actively seek feedback through promotion of suggestion box and online surveys.
- Continue to provide programs that are informational, educational, cultural, and recreational for residents of all ages.
- Expand the library's presence in community events such as the Sunset Celebration and Rust Market.
- Expand outreach activities through community partnerships.
- Expand programs and services within the library assisting residents with their business and entrepreneurial needs.
- Expand programs and services within the library assisting residents with their literacy needs.
- Provide support for Little Free Libraries within the Town by supplying books to the stewards.
- Provide support for Town departments and Town projects by providing related materials and programs to residents.

Collection Development

- Expand collection of e-books, digital audiobooks, e-magazines, and other digital media.
- Expand general collection with a wider variety of media adapting to emerging technology.
- Expand ESOL, multilingual and early literacy materials.
- Research user preferences utilizing survey responses and circulation statistic reports.
- Seek out innovative collection displays that encourage user browsing of the collection.
- Subscribe to online services that provide informational, educational, cultural, and recreational content for residents of all ages.

Educational Services

- Continue expanding children's reading and Story Time events to meet the needs of the community.
- Continue nurturing learning-centered activities within the library with additional online resources.
- Continue partnering with local schools for library and community programs.
- Continue partnerships with programs that support literacy.
- Create new learning opportunities for the public to explore new technologies.
- Create unique learning experiences for youth and adults.
- Explore ways to support local schools and students.
- Provide access to online resources that will encourage beginning computer users in the use of computers and provide a place for more advanced users to learn new techniques and find answers to their questions
- Provide resources for language learning to facilitate communication among residents.

Facilities

- Continue the redesign and refurbishment of public spaces.
- Continue to explore adding technology that provides users with more options and flexibility in their connections through the internet.
- Continue to investigate innovative solutions to accommodate the variety of transport vehicles patrons use to visit the library.
- Explore the feasibility of the expansion of facility space.
- Explore the feasibility of the expansion of operation hours.
- Explore the feasibility of the addition of a maker space (area to be utilized by patrons for creative endeavors).
- Explore options for best use of current facility space.
- Increase the use of mobile circulation.

Marketing

- Continue marketing library programs and services by utilizing new and traditional media methods.
- Continue outreach to the community through visits to community organizations, events, and schools.
- Continue utilizing effective methods to produce library publications such as calendars and brochures.
- Explore new, emerging marketing methods.
- Work with Chief Public Information Officer to provide messaging to the community.

Staffing

- Ensure that staff receives training on all new software and hardware, as well as refresher courses on current programs.
- Ensure that all staff attend the Southeast Florida Library Information Network Conference to meet with other local library staff and learn what they are doing at their libraries.
- Increase staffing as funding becomes available in order to bring staffing to enhanced standard levels.
- Provide at least two professional development days to increase staff knowledge and continue to support independent learning of staff.

Technology

- Acquire additional tablets for patron assistance and other tasks.
- Explore the possibility of adding maker space technology such as 3D printers and laser engraving.
- Explore the possibility of replacing the Schuyler Room audio equipment and adding video capability to the room.
- Explore ways to help users meet their needs of increasing reliance on internet access.
- Promote the Aspen LiDA mobile discovery app.



Lake Park Public Library Long Range Plan
Fiscal Years 2021 Through 2024

PURPOSE OF THE STRATEGIC PLAN

The purpose of the three-year strategic plan is to provide a guide to meet the needs of our diverse community. This will be guided by our Mission and Vision statements.

MISSION

To promote knowledge and preservation of information; make available materials that aid in the pursuit of education, information, research and recreation; and provide the community with skilled guidance in navigating all information to fulfill knowledge needs.

VISION

To cultivate and foster in the community an enthusiasm for knowledge and an atmosphere that promotes lifelong learning.

GUIDING PRINCIPLES

The Lake Park Public Library will:

- ✓ Maintain accountability to the community we serve
- ✓ Promote partnerships and collaborations among community entities
- ✓ Protect the intellectual freedom of our users, and improve their access to information
- ✓ Provide a welcoming and respectful environment in which all users enjoy library services
- ✓ Recognize the diverse needs and interests within our community
- ✓ Respond to the community's service needs with creative, effective solutions
- ✓ Support the cultural and artistic endeavors of community residents
- ✓ Strive for innovation, anticipate changes in technology and integrate new developments in the library

The above Guiding Principles, in conjunction with our Mission and Vision, are the basis on which the following goals and objectives for the next three years have been formulated.

LIBRARY GOALS

GOAL ONE: Provide consistent positive service to all library users and to meet their needs.

GOAL TWO: Provide library users with access to current and emerging technology and provide education for them on how to use the technology.

GOAL THREE: Reach out to the community to inform community members of what the library has to offer, as well as serve as resource to direct community members to other sources that will benefit them.

GOAL FOUR: The library will explore the availability of library-related grants and develop fundraising opportunities to extend library operations and provide library users with an accessible, secure and comfortable facility

STRATEGIC OBJECTIVES

GOAL ONE: Provide consistent, positive service to all library users and to meet their needs

Objective 1: Library users will receive consistent and positive customer service.

Task: Survey library users as to their needs from the library.

Task: Develop standards of customer service.

Task: Respond to the surveys from library users with continued improvements.

Objective 2: Library users will receive services designed and developed based on their needs.

Task: Conduct annual evaluations of the services offered by the library

Task: Add initiatives to the library budget that include an evaluation of services with input from stakeholders. (Budget initiatives are decided by the Town Manager and the Town Commission every fiscal year.)

Objective 3: Library users will be able to easily locate materials and services within the building.

Task: Make online public access catalogs easily available to users in the building.

Task: Increase signage and reconfigure materials locations to be easily findable and accessible.

Objective 4: Library users will easily be able to use online library resources including both materials and programs.

Task: Increase online materials available through the library services.

Task: Increase amount of virtual programming available to library users.

Objective 5: Library users will have access to both individual and group instruction for use of online resources provided by the library

Task: Offer group instruction at different age levels on library resources.

Task: Offer individual help as needed.

Objective 6: Support local schools, early childhood literacy groups, parents and related groups with virtual schooling.

Task: Offer virtual resources and education on the use of the resources to all library users in need.

Task: Offer reading programs to encourage reading at all age levels.

Task: Offer homework help for virtual learners.

Objective 7: Students and teachers at Lake Park Elementary School will have improved access to materials needed to support their curricula.

Task: Liaise with the school to make sure that the library knows the needs of the teachers and their curricula.

Objective 8: Library users will receive services and have access to materials that enhance their capacity to imagine and create.

Task: Library will offer programs that encourage participation in the visual and performing arts.

Objective 9: Library users will have access to hardware and software that assists in designing and creating.

Task: Obtain and maintain current technology for use by library users.

Task: Offer programs on how to use new technology.

Task: Create a “new technology petting zoo” to expose library users to new technologic devices.

Objective 10: Library users will have improved access to the works of local artists, writers, performers and crafts people.

Task: Have local artists exhibit in the library at least three times a year.

Tasks: Invite local writers and performers for programs at the library.

Objective 11: Library users will have access to services and materials that allow them to master life skills needed to be successful in the areas of their interests.

Task: Implement a collection development strategy that will emphasize meeting user demand and increasing access to electronic resources.

Task: Offer personal finance, money management and finances as well as other “adulting” courses.

Task: Offer classes in information assessment, where and how to find reliable information.

Objective 12: Families will be provided services and programs that engage all family members in a shared library experience.

Task: Produce monthly programs targeting families with young children.

Task: Participate in the Back 2 School Extravaganza offered by the Town of Lake Park.

Objective 13: Teens will have access to a wider array of services designed to meet their specific needs and interests.

Task: Hire a person to provide programming and outreach to local teenagers.

Objective 14: Library users will have access to library materials and programs that are representative of the Town's diversity.

Task: Evaluate collection to ensure inclusion of materials representative of the population.

Task: Acquire materials that are representative of the population.

Task: Provide programming representative of the population.

Objective 15: Encourage children to become enthusiastic library users.

Task: Evaluate collection to ensure inclusion of materials of a wide range of reading levels and interests to appeal to young readers.

Task: Devise programming of interest to children that is both entertaining and educational.

Task: Create a youth advisory board to assist in directing programming and materials selection.

GOAL TWO: Provide library users with access to current and emerging technology as well as provide education for them on how to use the technology.

Objective 1: Library users will have access to current information technology.

Task: Add computers and new technology to the library, such as intuitive based technology to help with ease of use for patrons.

Task: Have a "technology petting zoo" to expose users to new innovative technology.

Task: Market and teach library users to use current online library resources such as CloudLibrary and Overdrive.

Task: Investigate and evaluate other online library resources for purchase or subscription by the library.

Objective 2: All library staff members will attain a minimal level of technical proficiency.

Task: Have staff learn new technology skills through webinars and classes.

Objective 3: Early readers will be provided access to technologies designed to strengthen their ability to read.

Task: Promote the Children's Kiosk learning workstation (Krayon) as well as investigate newer technologies to add to the library.

GOAL THREE Reach out to the community, to inform community members of what the library has to offer as well as being a resource to direct community members to other sources that will benefit them.

Objective 1: New residents will receive informational material on the library and other Town services.

Task: Promote the library through outlets that target new residents.

Objective 2: Library users will have improved access to information about providers of local services.

Task: Provide programs showcasing local services.

Objective 3: Provide better access to Town historic resources.

Task: Work with the Lake Park Historical Society to provide online access to a digital depository of all historic Town materials from the Library's webpage.

Task: Library policies and annual reports will be accessible from the library webpage.

Objective 4: Senior citizens will be provided information and services designed to meet their special needs.

Task: Develop and promote the home delivery service.

Task: Continue curbside service.

Task: Develop and promote virtual programs and online platforms targeted for seniors.

Objective 5: The library will create partnerships with local nonprofit organizations and Town agencies in order to maximize their capabilities to serve the community.

Task: Network, promote, and cooperate with local nonprofit organizations.

Objective 6: The library will produce informative programs that encourage the use of Lake Park recreational services.

Task: Offer programming related to activities offered by the Recreation Department and the Lake Park Marina.

GOAL FOUR: The library will develop fund raising opportunities to extend library operations and provide library users with a safe, accessible, secure and comfortable facility.

Objective 1: The library will continue to promote and support the Friends of the Library.

Task: Promote continued fundraising by the Friends of the Library.

Task: Promote membership to the Friends of the Library.

Objective 2: Develop and promote alternative fundraising.

Task: Promote Dipjar, a service that allows an individual to donate \$5 by inserting their credit or debit card into the Dipjar device.

Task: Promote the Giving Tree, a program through which individuals or groups may donate money and, depending on the level of donation, an engraved leaf, acorn, bird, or stone will be added to the Giving Tree display. (Located near the lobby entrance.)

Objective 3: The library building will be remodeled, renovated, and expanded as needed to accommodate existing and anticipated services as capital expenditures and budget will allow.

Task: Analyze the community's current and projected library needs and the space required to provide these services.

Task: Prepare and submit a facilities planning proposal for partial or complete grant funding to the Lake Park Commissioners to fund a building improvement feasibility study.

Task: Work with grant writer to prepare and submit a Florida State Library and Archives construction grant application.

Objective 4: Refurnish and redecorate to make library a more comfortable and easier to sanitize space.

Task: Replace carpeting with sound deadening hard flooring.

Task: Replace shelving units with newer shelving that, preferably, will be movable.

Task: Replace furniture.



Lake Park Public Library Long Range Plan
Fiscal Years 2025 Through 2027

PURPOSE OF THE STRATEGIC PLAN

The purpose of the three-year strategic plan is to provide a guide to meet the needs of our diverse community. This will be guided by our Mission and Vision statements.

MISSION

We ignite curiosity, fuel discovery, and create experiences that promote literacy, learning, personal growth, and community connections.

VISION

We value community, diversity, integrity, kindness, and, most of all, you!

VALUES

- **Access:** - Everyone in the community, regardless of age, background, or income level, deserves equal access to information, resources, and opportunities for learning and growth.
- **Community Engagement:** The library serves as a hub for community connection, fostering inclusivity and collaboration.
- **Empowerment:** The library provides the tools and resources that empower individuals to improve their lives, careers, and communities.
- **Intellectual Freedom:** The library upholds the right of everyone to access and express diverse information and viewpoints.
- **Lifelong Learning:** The library provides a welcoming and supportive environment for people to learn and explore their interests throughout their lives.
- **Literacy:** The library fosters a love of reading and promotes strong foundational literacy skills for all ages.
- **Professionalism:** The library is staffed by knowledgeable, helpful, and unbiased professionals dedicated to serving the public.
- **Sustainability:** The library operates in an environmentally responsible manner and ensures that resources are available for future generations.

The Values, in conjunction with our Mission and Vision, are the basis on which the following goals and strategies for the next three years have been formulated.

LIBRARY GOALS

GOAL ONE: Bridge the Digital Divide: Empower adults and seniors with essential computer skills to navigate the digital world confidently.

GOAL TWO: Build Community Connections: Foster strong relationships with community partners and residents, becoming a central hub for events and information.

GOAL THREE: Enhance Resident Engagement: Continuously improve the library experience by understanding the needs and preferences of the community.

GOAL FOUR: Expand Offerings and Foster Inclusivity: Create a diverse and inclusive library experience that caters to all ages and abilities.

STRATEGIES

GOAL ONE: Bridge the Digital Divide

- **Free Computer Literacy Courses:** Offer free, multi-level computer literacy courses targeted towards adults and seniors.
 - Courses should cater to different learning styles and comfort levels.
 - Focus on foundational skills like basic computer use, internet navigation, email communication, and online safety.
 - Make use of assistive technology like screen readers and screen magnifiers where needed.
- **Open Door Events:** Host free beginner-friendly "How to Use a Computer" events with refreshments to attract adults and seniors in a welcoming setting.

GOAL TWO: Build Community Connections

- **Partnership Powerhouse:** Partner with schools, community organizations, and senior centers to:
 - Conduct outreach programs in various locations.
 - Co-host joint programs of interest to the community.
 - Share resources and information.
- **Communication is Key:** Develop a comprehensive communication plan that utilizes various channels:
 - Utilize social media platforms to promote programs and resources.
 - Conduct targeted outreach to specific groups (e.g., new resident packets, senior center newsletters).

- **Engage and Connect:** Host community events such as author readings, workshops, and volunteer opportunities to encourage resident participation.

GOAL THREE: Enhance Resident Engagement

- **Resident Input:** Conduct regular surveys, including surveys specifically targeting seniors, to understand resident interests and preferred program timings.
- **Library Orientation:** Offer regular library orientation sessions for new residents and anyone interested in getting acquainted with the library's resources and services.

GOAL FOUR: Expand Offerings and Foster Inclusivity

- **Develop a Multi-Faceted Program Schedule:** Offer programs for all ages, including early childhood literacy programs, adult learning workshops (GED prep, financial literacy), and activities for seniors (chess clubs, book clubs).
- **Offer Multilingual Resources:** Provide programs and materials in multiple languages spoken by the community.
- **Accessibility for All:** Enhance accessibility by:
 - Providing signage in multiple languages.
 - Offering materials in various formats (physical books, audiobooks, large print)
 - Training staff in disability awareness and best practices for assisting patrons with disabilities.

GOAL FIVE: Strengthen Marketing and Outreach

- **Accessible Marketing Materials:** Develop marketing materials that are clear, concise, and accessible to people with disabilities (e.g., use large fonts, high contrast colors, alt text for images, provide transcripts for videos).
- **Targeted Campaigns:** Create targeted marketing campaigns using local media, social media platforms, and partnerships with community organizations.
 - Tailor messaging to resonate with specific demographics and language preferences, ensuring inclusivity.

MEASURING SUCCESS

- Track usage statistics (number of programs attended, materials borrowed, computer lab usage).

- Analyze survey results to identify areas for improvement and gauge resident satisfaction.
- Monitor activity and building attendance to evaluate program effectiveness and identify peak usage times.

By implementing these strategies, the library can become a truly inclusive and engaging space that caters to the diverse needs of all adults and seniors in the community



Lake Park Public Library Long-Range Strategic Plan Survey

According to State law, every three to five years, the Lake Park Public Library must develop a long-range plan to meet the needs of the residents. The Library's current Long-Range Strategic Plan ends in 2024. To create the new Long-Range Strategic Plan, the Library must begin gathering information and residents' opinions. Your input is needed for the library to continue on the path of excellence for our town. We need to know what you think of current services and materials and what we need to improve or perhaps eliminate. Please help us serve you better by answering the questions in this survey. Thank you in advance for your time.

Do you have a library card? It is not necessary to have a Lake Park Public Library card to use the library or to fill out this survey.

☐ Yes, with Lake Park Public Library

☐ Yes, but with a library other than the Lake Park Public Library

☐ No

If you do not have a Lake Park Public Library card, please let us know why you do not.
Please choose all that apply.

☐ Did not know that there was a library in town.

☐ Do not have the necessary identification to get a library card.

☐ Do not think I qualify for a library card.

☐ Have a Palm Beach County Library card or a card from one of the other libraries in Palm Beach County.

☐ Have not been to the library to get a card/contacted the library to get an E-card.

☐ Not a current resident.

☐ Not convenient for me to go to the library to get a library card because of the hours or location.

☐ Nothing at the library that interests me.

☐ Regularly use a different library.

☐ Seasonal resident.

☐ Other: _____

Do you use the Lake Park Public Library?

☐ Yes ☐ No

On average, how often do you visit the Lake Park Public Library?

☐ Daily ☐ Weekly ☐ Monthly ☐ Less than once a month
☐ A few times a year ☐ Never

When using the Lake Park Public Library, when would you prefer to use the Library? Please choose all that apply.

☐ Morning (9:00 AM - 12:00 PM) ☐ Afternoon (12:00 PM - 5:00 PM)
☐ Evening (5:00 PM - 8:00 PM) ☐ Later than 8:00 PM
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday ☐ Sunday

If you don't use the Lake Park Public Library, please tell us why. Please choose all that apply.

☐ Buy or rent what I need. ☐ Get information from other sources.
☐ Didn't know there was a library in Lake Park.
☐ Don't have transportation. ☐ Hours are inconvenient.
☐ Library doesn't have what I need. ☐ Library feels unsafe.
☐ Library is unpleasant. ☐ Parking is too difficult.
☐ Staff isn't welcoming. ☐ Too busy.
☐ Too difficult to use the library. ☐ Too far to travel to the library.
☐ Use a different library.
☐ I do not use online resources through the Lake Park Public Library.
☐ Other: _____

On your visits to the Lake Park Public Library, do you often:

☐ Find the material you want is available.
☐ Find the library has the material you want, but it's not available to you.
☐ Do not find what you want.
☐ Do not come for specific material.

If you do use the Lake Park Public Library, please tell us which services you use. Please choose all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Attend adult programs. | <input type="checkbox"/> Attend all-ages programs. |
| <input type="checkbox"/> Attend children's programs. | <input type="checkbox"/> Attend teen programs. |
| <input type="checkbox"/> Check out audiobooks. | <input type="checkbox"/> Check out books. |
| <input type="checkbox"/> Check out CDs. | <input type="checkbox"/> Check out DVDs. |
| <input type="checkbox"/> Check out hot spots. | <input type="checkbox"/> Check out LEAP passes. |
| <input type="checkbox"/> Meet with friends. | <input type="checkbox"/> Read newspapers/magazines. |
| <input type="checkbox"/> Study/Research | <input type="checkbox"/> Use electronic resources. |
| <input type="checkbox"/> Use internet/Wi-Fi. | <input type="checkbox"/> Use photocopier. |
| <input type="checkbox"/> Use printer. | <input type="checkbox"/> Use public access computers or laptops. |
| <input type="checkbox"/> Use a public meeting room or study room. | |
| <input type="checkbox"/> Use the scanner. | <input type="checkbox"/> Use tax forms. |

If you use the Lake Park Public Library, which of our available online resources do you use? Please choose all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Brainfuse: HelpNow | <input type="checkbox"/> Brainfuse: JobNow |
| <input type="checkbox"/> Brainfuse: VetNow | <input type="checkbox"/> CloudLibrary |
| <input type="checkbox"/> Craft and Hobby | <input type="checkbox"/> DPLA: Digital Public Library of America |
| <input type="checkbox"/> Gale Legal Forms | <input type="checkbox"/> Gale Presents: Petersons Test and Career Prep |
| <input type="checkbox"/> Gale Business: Plan Builder | <input type="checkbox"/> Grey House: Profiles of Florida |
| <input type="checkbox"/> Grey House: Business Information Resources | |
| <input type="checkbox"/> Hoopla | <input type="checkbox"/> Kanopy |
| <input type="checkbox"/> Library's catalog/discovery layer | <input type="checkbox"/> Library's webpage |
| <input type="checkbox"/> Mango Languages | <input type="checkbox"/> Mometrix Test Preparation |
| <input type="checkbox"/> Newsbank: America's News | <input type="checkbox"/> Newsbank: Black Life in America |
| <input type="checkbox"/> Newsbank: HeritageHub | <input type="checkbox"/> Newsbank: Palm Beach Post Collection |
| <input type="checkbox"/> Overdrive/Libby | <input type="checkbox"/> The Palace Project |
| <input type="checkbox"/> Transparent Languages | <input type="checkbox"/> Other: _____ |

What types of materials/services offered by the Lake Park Public Library, do you use most often or would like to use? Please choose all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Adult programs | <input type="checkbox"/> All-ages programs |
| <input type="checkbox"/> Audiobook collection | <input type="checkbox"/> Bestseller book collection |
| <input type="checkbox"/> Book clubs | <input type="checkbox"/> Books on CD collection |
| <input type="checkbox"/> CD (music) collection | <input type="checkbox"/> Children's material collection |
| <input type="checkbox"/> Children's programs | <input type="checkbox"/> Copier |
| <input type="checkbox"/> Curbside service | <input type="checkbox"/> Database collection |
| <input type="checkbox"/> DVD collection | <input type="checkbox"/> E-audiobook collection |
| <input type="checkbox"/> E-book collection | <input type="checkbox"/> E-mail access |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Fiction book collection |
| <input type="checkbox"/> Foreign language collection | <input type="checkbox"/> Graphic novel collection |
| <input type="checkbox"/> Homebound services | <input type="checkbox"/> Honor book collection |
| <input type="checkbox"/> Hot spots | <input type="checkbox"/> Information |
| <input type="checkbox"/> Internet access/Wi-Fi | <input type="checkbox"/> Laptops |
| <input type="checkbox"/> Large print book collection | <input type="checkbox"/> Leisure reading area |
| <input type="checkbox"/> Magazine collection | <input type="checkbox"/> Meeting room space |
| <input type="checkbox"/> Mobile printing | <input type="checkbox"/> Newspaper collection |
| <input type="checkbox"/> Nonfiction book collection | |
| <input type="checkbox"/> Passes to local educational activities (Flagler Museum, Science Center, etc.) | |
| <input type="checkbox"/> Poetry/short story collection | <input type="checkbox"/> Public computers |
| <input type="checkbox"/> Quiet study space | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> Streaming services for documentaries, movies, or TV programs | |
| <input type="checkbox"/> Teen programs | <input type="checkbox"/> Teen Room |
| <input type="checkbox"/> Test proctoring | <input type="checkbox"/> Used book sales |
| <input type="checkbox"/> Young Adult book collection | <input type="checkbox"/> Other: _____ |

Please rate the following areas of service:

	Excellent	Good	Fair	Poor	No Opinion	The Lake Park Public Library has/can do that?
Adult programs	_____	_____	_____	_____	_____	_____
Audiobook collection	_____	_____	_____	_____	_____	_____
Children's board book collection	_____	_____	_____	_____	_____	_____
Children's easy reader collection	_____	_____	_____	_____	_____	_____
Children's fiction book collection	_____	_____	_____	_____	_____	_____
Children's graphic novel collection	_____	_____	_____	_____	_____	_____
Children's nonfiction book collection	_____	_____	_____	_____	_____	_____
Children's picture book collection	_____	_____	_____	_____	_____	_____
Children's programs	_____	_____	_____	_____	_____	_____
Children's services desk	_____	_____	_____	_____	_____	_____
Circulation desk (white desk)	_____	_____	_____	_____	_____	_____
Computers	_____	_____	_____	_____	_____	_____
Curbside service	_____	_____	_____	_____	_____	_____
DVD collection	_____	_____	_____	_____	_____	_____
E-audiobook collection	_____	_____	_____	_____	_____	_____
E-book collection	_____	_____	_____	_____	_____	_____
E-comics collection	_____	_____	_____	_____	_____	_____
E-magazine collection	_____	_____	_____	_____	_____	_____
English as a second language materials	_____	_____	_____	_____	_____	_____
Fiction book collection	_____	_____	_____	_____	_____	_____
Foreign language collection	_____	_____	_____	_____	_____	_____
Graphic novel collection	_____	_____	_____	_____	_____	_____
Hot spots	_____	_____	_____	_____	_____	_____
Hours of operation	_____	_____	_____	_____	_____	_____
Homebound services	_____	_____	_____	_____	_____	_____

	Excellent	Good	Fair	Poor	No Opinion	The Lake Park Public Library has/can do that:
ILL (interlibrary loan/borrowing items from other libraries through this library)	_____	_____	_____	_____	_____	_____
Internet activities	_____	_____	_____	_____	_____	_____
Internet service/Wi-Fi	_____	_____	_____	_____	_____	_____
Laptops	_____	_____	_____	_____	_____	_____
Large print collection	_____	_____	_____	_____	_____	_____
Library discovery layer (online catalog)	_____	_____	_____	_____	_____	_____
Library webpage	_____	_____	_____	_____	_____	_____
Magazine collection	_____	_____	_____	_____	_____	_____
Meeting room	_____	_____	_____	_____	_____	_____
Newspaper collection	_____	_____	_____	_____	_____	_____
Newspaper databases	_____	_____	_____	_____	_____	_____
Nonfiction book collection	_____	_____	_____	_____	_____	_____
Online information databases	_____	_____	_____	_____	_____	_____
Passes to local educational activities (Flagler Museum, Science Center, etc.).	_____	_____	_____	_____	_____	_____
Reference materials collection	_____	_____	_____	_____	_____	_____
Staff courtesy	_____	_____	_____	_____	_____	_____
Streaming collection	_____	_____	_____	_____	_____	_____
Teen programs	_____	_____	_____	_____	_____	_____
Test proctoring	_____	_____	_____	_____	_____	_____
Young Adult fiction book collection	_____	_____	_____	_____	_____	_____
Young Adult graphic novel collection	_____	_____	_____	_____	_____	_____
Young Adult nonfiction book collection	_____	_____	_____	_____	_____	_____

How important is each of the following Lake Park Public Library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't Know/ Not Applicable	You can do that at the library?
Borrowing e-materials (e-books, e-comics, e- audiobooks, e-magazines, streaming services	_____	_____	_____	_____	_____	_____
Borrowing materials (books, DVDs, music, etc.)	_____	_____	_____	_____	_____	_____
Community meeting rooms	_____	_____	_____	_____	_____	_____
Computers, laptops, printers	_____	_____	_____	_____	_____	_____
Curbside service	_____	_____	_____	_____	_____	_____
Help using computers, laptops, printers, etc.	_____	_____	_____	_____	_____	_____
Homebound services	_____	_____	_____	_____	_____	_____
ILL (interlibrary loan/borrowing items from other libraries through this library)	_____	_____	_____	_____	_____	_____
Internet access/Wi-Fi	_____	_____	_____	_____	_____	_____
Newspapers and magazines	_____	_____	_____	_____	_____	_____
Online presence (web pages, catalog, discovery layer)	_____	_____	_____	_____	_____	_____
Passes to local educational activities (Flagler Museum Science Center, etc.)	_____	_____	_____	_____	_____	_____
Photocopier	_____	_____	_____	_____	_____	_____
Programs (classes, storytimes, etc.)	_____	_____	_____	_____	_____	_____
Reference (research assistance from librarians)	_____	_____	_____	_____	_____	_____
Study rooms/reading areas	_____	_____	_____	_____	_____	_____
Test proctoring	_____	_____	_____	_____	_____	_____
Overall, how important is the Lake Park Public Library to you and your family?	_____	_____	_____	_____	_____	_____

Do you see a need for service in any of the following areas at the Lake Park Public Library?
Please choose all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Basic literacy | <input type="checkbox"/> Business and career information |
| <input type="checkbox"/> Community information and involvement | <input type="checkbox"/> Consumer information |
| <input type="checkbox"/> Cultural awareness | <input type="checkbox"/> Current topics/Popular titles |
| <input type="checkbox"/> General information on many topics | <input type="checkbox"/> Lifelong learning |
| <input type="checkbox"/> Local history and genealogy | <input type="checkbox"/> Personal growth opportunities |
| <input type="checkbox"/> Public meeting space | |
| <input type="checkbox"/> Skills to find, evaluate, and use information | <input type="checkbox"/> Support for educational achievement |
| <input type="checkbox"/> Other: _____ | |

Are there other services you would like the Lake Park Public Library to provide? Please choose all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Literacy classes | <input type="checkbox"/> Coffee shop |
| <input type="checkbox"/> Computer classes | <input type="checkbox"/> Study rooms |
| <input type="checkbox"/> Older adult programs | <input type="checkbox"/> Teen programs |
| <input type="checkbox"/> Tutoring/Homework Help | <input type="checkbox"/> Other: _____ |

How do you find out about the Lake Park Public Library's programs and services? Please choose all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Facebook posts from the library or town | <input type="checkbox"/> Facebook posts shared by others |
| <input type="checkbox"/> In-library flyers and signs | <input type="checkbox"/> Library staff |
| <input type="checkbox"/> Library web page | <input type="checkbox"/> Local broadcast media |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Nextdoor |
| <input type="checkbox"/> Town calendar | <input type="checkbox"/> Town newsletter |
| <input type="checkbox"/> The library has programs and services? | <input type="checkbox"/> Other: _____ |

How old are you?

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> 11 or under | <input type="checkbox"/> 12-18 | <input type="checkbox"/> 19-24 |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 45-54 |
| <input type="checkbox"/> 55-64 | <input type="checkbox"/> 65 or older | |

What gender best describes you?

_____ Female _____ Male _____ Non-binary

_____ Prefer not to say _____ Other: _____

What is the highest level of education you have completed?

_____ Have not entered high school _____ Some high school

_____ High school graduate or GED _____ Some college

_____ College degree or higher _____ Other: _____

What languages do you speak? Please choose all that apply.

_____ English _____ French _____ Haitian Creole

_____ Portuguese _____ Spanish _____ Other: _____

What languages do you read or write? Please choose all that apply.

_____ English _____ French _____ Haitian Creole

_____ Portuguese _____ Spanish _____ Other: _____

What is your employment status?

_____ Attending school _____ Employed or self-employed

_____ Stay-at-home parent or caretaker _____ Retired

_____ Unemployed

If you would like to be notified of workshops regarding the Lake Park Public Library's Long-Range Strategic Plan, please give us your name and contact information. The library will attempt to contact all who give us this information, but does not guarantee notification.

Name: _____

Phone: _____

E-mail: _____

Thank you for your time! If you have any questions about this survey or about the Lake Park Public Library, please contact us through e-mail at askhere@lakeparkflorida.gov, call us at 561-881-3330, or visit us, Monday, 9:00 AM – 6:00 PM, Tuesday through Thursday, 9:00 AM – 8:00 PM, Friday, 9:00 AM – 4:00 PM or Saturday, 10:00 AM – 4:00 PM.

PLEASE RETURN THIS SURVEY TO THE CIRCULATION DESK AT:

529 Park Avenue, Lake Park, FL 33403