



# Town of Lake Park, Florida

## Library Board Meeting Agenda

Thursday, February 19, 2026 at 6:00 PM

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

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<b>Robert Shelton</b>	—	<b>Chair</b>
<b>Shelby Lowe</b>	—	<b>Vice Chair</b>
<b>Sue Rinaldi</b>	—	<b>Regular Member</b>
<b>Sally Brockhoff</b>	—	<b>Regular Member</b>
<b>Lera Bradford</b>	—	<b>Regular Member</b>

*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.*

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### 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.

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### ROLL CALL

### PLEDGE OF ALLEGIANCE

### SELECTION OF A CHAIR AND VICE CHAIR

1. 1. Selection of a Chair and Vice Chair

## MINUTES

[2.](#) 2. March 6, 2025 Library Board Meeting Minutes

## LIBRARY DIRECTOR'S REPORT

Annual Plan of Service - Direction from Library Board

Long Range Strategic Plan - Update

Capital Improvement Projects - Direction from Library Board

[3.](#) 2026 Annual Plan of Service - Town of Lake Park Library

## BOARD MEMBER COMMENTS

## ADJOURNMENT



### Town of Lake Park Library Board

### Agenda Request Form

Meeting Date: January 15, 2026      Agenda Item No.

**Agenda Title:** Selection of a Chair and Vice-Chair

- SPECIAL PRESENTATION/REPORTS       CONSENT AGENDA
- BOARD APPOINTMENT       OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS**
- OTHER: \_\_\_\_\_

Approved by Town Manager \_\_\_\_\_ Date: \_\_\_\_\_

*Vivian Mendez, M.M.C., Town Clerk*  
Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	Costs: <b>\$ 0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <b>1. Town Code</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <b>VM</b>  <b>Please initial one.</b>

**Summary Explanation/Background:** The Town's Code states that on the first Board meeting of each calendar year the Board must select a Chair and Vice Chair from its members.

The purpose of this item is to ask that the Board select a Chair by vote and then a Vice Chair by vote.

**Recommended Motion:** I move to select \_\_\_\_\_ as Chair.  
I move to select \_\_\_\_\_ as Vice Chair.

(3) [Reserved.]

(4) Keep records of all of the activities of the library board and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27; Ord. No. 05-2010, § 5, 6-2-2010)

- **ARTICLE IV. - BOARDS AND COMMITTEES<sup>(S)</sup> Modified**

- **DIVISION 1. - GENERALLY**

- **Sec. 2-111. - Election of board and committee officers. Modified**

(a) *Chair.* Each board and committee of the town shall annually elect from its membership a chair, who shall preside at all meetings of such board or committee, and a vice-chair, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board or committee in the new year.

(b) *Administrative support.* The town manager shall assign town employees to each board or committee, including a recording secretary who shall be responsible for recording the meetings and producing minutes of the board or committee meetings.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991; Ord. No. 05-2015, § 2, 5-6-2015)

- **Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

(a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:

*Board* means board or committee, as appropriate.

*Valid excuse* means one of the following:

(1)

Illness of a member or other person for whom the member is a caregiver;

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

- (b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.
- (c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).
- (d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.
- (e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.
- (f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.
- (g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.
- (h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

(i) *Nomination for action on vacancies.* The clerk shall prepare a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. Thereafter, the clerk shall notify each volunteer applicant in writing of the commission's action.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the town commission may appoint temporary members, as necessary, who shall serve until the commission makes a regular appointment. The town clerk shall notify an alternate upon a change in status.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § I, 5-18-1994; Ord. No. 6-1995, § I, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006; Ord. No. 10-2013, § 2, 8-21-2013)

- **Sec. 2-113. - Scheduled board meetings; hours.**

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

- **Secs. 2-114—2-150. - Reserved.**



# Town of Lake Park, Florida

## Library Board Meeting Minutes

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**
- Henry Rios** — **Regular Member**
- Robert Shelton** — **Regular Member**

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### Roll Call

6:33 pm

PRESENT;

Vice Chair Lowe

Board Member Rios

Chair Shelton

Board Member Bradford

Board Member Rinaldi was not present for the meeting.

### PLEDGE OF ALLEGIANCE

The Pledge was led by Library Director Judith Cooper.

### MINUTES

February 4, 2025 Library Board Meeting Minutes.

Motion to accept the minutes made by Board Member Rios. Seconded by Vice Chair Lowe.

Board Member Rios stated that he previously thought there was information missing from the minutes, but that he simply over-looked it and he no longer has any issue.

Voting Aye: All

## **LIBRARY DIRECTOR'S REPORT**

Library Director Cooper provided a presentation (Exhibit A).

Vice Chair Lowe expressed concerns with the balance between Library expenses and Library revenues with attendance down and expenses continuing to go up. Library Director Cooper stated that they are trying to get more people into the Library through various means. Board Member Rios stated that making a determination about whether the Library should exist is not within the Library Board's authority. The Board members discussed this point. Vice Chair Lowe asked about a Library survey and feels that it would be helpful to get that out to the community so that they can use the data to make recommendations. Library Director Cooper stated that they are putting the surveys out there, but they don't get many responses. Board Member Rios asked if the increasing expenses comes up at budget review meetings. Library Director Cooper stated that it does come up and the expectation for next fiscal year is to stay within the same budget, so if prices go up, that will reduce the amount of books they can buy.

Library Director Cooper requested direction from the Board for ideas moving forward to gain more attendance at the library. Vice Chair Lowe suggested to send the survey out again and to start from there. Chair Shelton suggested starting an adult chess club. Library Director Cooper provided several reasons as to why teens are not coming after school and stated that a survey will not help with that age group. Board Member Bradford suggested a silent book club for adults.

Library Director Cooper spoke about grants that have been sought for various programs. She stated that the grant process takes time and personnel and they are doing their best to apply for as many grants as possible.

Library Director Cooper asked the Board what other services they think people might be interested in. Vice Chair Lowe suggested doing some out-reach to unemployed residents so they can take advantage of the free resources at the library. Library Director Cooper stated they would work on getting that information out.

The next Library Board meeting was discussed as possibly taking place in September 2025.

## **BOARD MEMBER'S COMMENTS: NONE**

## **ADJOURNMENT**

Motion to adjourn made by Vice Chair Lowe. Seconded by Board Member Rios.

Meeting adjourned 7:38pm.

\_\_\_\_\_  
Chair

(Town Seal)

\_\_\_\_\_  
Town Clerk, Vivian Mendez

\_\_\_\_\_  
Deputy Town Clerk, Laura Weidgans

Approved on this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

Library Director Judith Cooper notes from “Update on the Lake Park Public Library March 2025”

Slide 2

The budget consists of two sections: personnel expenses and operating expenses.

Slide 3

Personnel expenses comprise 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.

Slide 4

As part of the position requirements, the Library Director and the Assistant Library Director must hold Master’s degrees in Library and Information Science. The State requires the administrator of the Library to hold a MLS in order to receive the State Aid Grant. The Account Technician position requires a Associates Degree in Accounting and experience in accounting. Both Cynthia and Knikoa have been with the Library for about 10 years.

Slide 5

The remaining budget consists of the operating expenses.

Slide 6

Shown on this slide are the categories within the budget. I am going to go over each one. While there is some money that can be moved around and reallocated, much of the budget cannot be. I’ll explain which areas can and cannot be changed.

Slide 7

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. The Library has only translated the library card application for adults and juveniles and the mailers for the Long-Range Strategic Plan workshops. Translation is expensive so we choose carefully what we want to have translated. The amount of money allocated to this category depends on how much translation we think we will have to have done. I tend to keep a minimum of \$300 just in case something comes up.

Slide 8

Contractual Services are services for which we have a contractual obligation. Most of these are renewed on an annual basis. Mango Languages is one of the exceptions, we have a three year contract signed with them that will need to be renewed soon.

The Library must pay the Town for its share of services, including custodial services.

We can and have added and removed services depending on trends in patron needs and money in the budget. A number of services are contracted through the coop the Library belongs to, SEFLIN, South East Florida Information Network.

### Slide 9

The cooperative allows the Library to purchase services that are too expensive for a single library our size to afford. It also negotiates discounts from vendors and lowers the Library costs.

Koha is an Integrated Library System and an integrated library system holds the Library's catalog, circulation, and patron records. It's through this system, books and other materials are cataloged (so that patrons can find the items), circulated (so the items can be taken from the Library), and holds the records of the people who are using the items. Bywater Solutions is the company contracted by SEFLIN to develop and maintain Koha and Aspen Discovery for the libraries.

Aspen Discovery is a Discovery layer which is a more intuitive way to access the Library's catalog and also integrates access to materials located in our e-materials platforms, Overdrive/Libby, CloudLibrary, The Palace Project, Hoopla, and Kanopy.

LiDA is the Library Discovery app associated with Aspen Discovery. The app can be downloaded from Google Play and the iStore to allow access to the catalog from your mobile device.

The Florida Library Delivery Service allows the Library to interlibrary loan books from across the state.

The Library uses READsquared as a way for people to sign up and keep track of the books they read through an app. Page Turner Adventures is a company which produces online content for children, such as stories, crafts, and adventure.

SEFLIN provides in-person staff training, live and on-demand webinars, and an annual conference to share ideas with other libraries' staff.

### Slide 10

Travel and training allows for paying transportation for staff to go to meetings and trainings, and for fees to attend conferences and training. As well as any reimbursement for travel for work. Most staff training is onsite and is free or low cost through organizations the Library belongs to like SEFLIN, the American Library Association, the Association of Small and Rural Libraries, the Florida Library Association, the Palm Beach County Library Association, the Florida Literacy Coalition, and ProLiteracy.

The Library has two professional development days a year, where the Library is closed to patrons so staff may all have training at the same time. We provide lunch those days, generally under \$100 for each day. We all try to attend the SEFLIN Annual Conference for additional training and networking with other libraries' staff. And Amy Johnson, the State Librarian, has been trying to get me to go to the Florida Library Director's Meeting for the last four years, I would like to go this year. The Library staff rarely go to the national or state annual conferences.

### Slide 11

We pay for the Library's portion of the Town's telephone contract through this category. The Traction is necessary for Two Party Authentication, so no staff member is required to use their personal device for services the Library has signed up for such as the Library's Gmail account and apple account used with the public laptops and tablets.

Five of the Library's hotspots are paid through this account. The other five are being paid through a grant.

## Slide 12

Most of the time our postage and shipping is less than \$100. Last year, the Library mailed out notifications for the Long-Range Strategic Plan workshops twice and this was expensive. I would like to do this again for future Long-Range Strategic Plan workshops, so it will have to be built into future budgets.

## Slide 13

The Town has contracts with Canon for all of the departments. We pay for the one in the staff area.

## Slide 14

The Security Gates located at the North and South entrances and the Self-checkout Station are part of the Bibliotheca Service Contract.

The Krayon Kiosk is located in the Children's Room and consists of four iPads with preloaded educational software for children.

The Laptops Kiosk holds the eighteen Dell laptops available for checkout to the public.

The Library needs to pay these contracts as long as we own the equipment.

## Slide 15

We have to have business cards. Dania, Tanesa, and I hand out cards to people who might be interested in doing programs at the Library or having the Library connect with them through partnerships or outreach.

Canon charges by the page for printing. We have to print flyers, calendars, brochures, information, programming materials, forms, and many other things.

## Slide 16

This is a category where amounts can be increased or decreased. The Library and Friends gave out over 100 books last year at the Eggstravaganza with roughly \$500 spent. This year we are spending \$1000 and will be giving out over 200 books. These will include board books, bilingual books in English/ Spanish and English/Haitian Creole, and easy reader chapter books.

Love Your Library is a program held in February around Valentines Day with Bridges of Lake Park. Participants attend a program where we explain how the Library can help them and sign up as many as possible for library cards. Everyone joins in a craft and eating pizza. This is generally attended by 30-40 people.

Read for the Record is a county-wide contest by the Literacy Coalition of Palm Beach County held the last week of October. Municipalities of similar size compete against each other to see who 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. We have won two years in a row. Last year we had a fair out at Kelsey Park, which was pretty well attended. We purchase at least 25 books so there are enough for people to read to groups at the same time. We visit the schools and preschools. We generally read at the Sunset Celebration. We also give away a promotional item and do a craft related to the book. The Library holds activities related to the book to attract people to come in. Some of the readers are the Commissioners, Mayor, Vice-Mayor, and Town Manager. If anyone in the Library Board would be interested in reading let me know and we will give you a call.

The Summer Reading Program commonly has \$1000 allocated to it from the budget. We buy programming and promotional materials, craft supplies, book recording sheets, bags, and prizes, and pay for programming such as visits from the Cox Science Center, Morikami Museum, Bush

Wildlife, and Loggerhead Marine Life Center. The Friends of the Library also helps subsidize the programming.

For outreach, we visit schools and preschools, go to the Sunset Celebration, the Thanks-Giving Block Party by St. John's, the Easter Eggstravaganza, the Back to School Extravaganza, Literacy Day, and any other events we can. The outreach can consist of book clubs at H. L. Watkins, where we provide the books, the recent Spelling Bee, we also gave out books and created the spelling list from Charlotte's Web, visits to the preschools to read stories and do crafts. The events we go to we have pens, pencils, magnets, and adult coloring or puzzle books to give out with the Library's name and logo on them.

#### Slide 17

All of the staff get a Summer Reading Program t-shirt every year. We frequently wear these during the summer and on casual Fridays and Saturdays.

The Town has each department purchase shirts, sweaters, or jackets with the Town logo embroidered on them. Library staff generally chooses three pieces a year.

#### Slide 18

Office supplies are necessary for the Library to function. We do have to have a minimum amount in office supplies.

#### Slide 19

There is room to cut or add money in operating supplies. Not all of the operating supplies we need are listed here. I'm sure I forgot a few. These are the ones that tend to cost us more money.

Library patron cards are not cheap. We just purchased 1000 this past month so we may be able to skip purchasing any for a year or two.

Mylar covers extend the life of books. The stiff Mylar covers can make a paperback as sturdy as a hardcover. We need book labels to shelve things and RFID tags to check items in and out and to make sure they don't walk off the property without being checked out.

A majority of the Library's programs are through nonprofit or government organizations or created and led by the Library staff. Occasionally there are paid speakers or performers. Last year there was a series of eight digital literacy classes which were led by a teacher from the School District of Palm Beach County at \$100 a class. This was paid for by a grant we had received from the American Library Association. We have an informal cap on how much we will pay for a program and attempt to choose speakers and performers who charge under that amount. We have had a few book signings where the Library has purchased copies of the book to give out at the signing.

We use money for craft supplies, snacks, and water for participants. When food is offered, programs tend to have more people.

#### Slide 20

Most programs the Library offers are created and run by Library staff or are led by a non-profit or government office. The programs cost staff time and any needed supplies which is generally under \$50 for any program.

Craft classes, Storytimes, Lapsit, and Homework Help are either led by Tanesa, Dania, or handled by a non-profit called CareCrew. Natalie Marx, who is also of CareCrew, runs many of our English Language Learners classes.

ARP provides us with Tax Aide

The Palm Beach County Food Bank provides a worker to help people sign up for food assistance. The Florida Bar Speakers Bureau provides the Library with free speakers on legal matters. Palm Beach County Sheriffs Office and Fire Rescue provide many speakers on gangs, bullying, drugs, fire prevention and many other topics.

#### Slide 21

This is a list of some of the software used on the Library's public laptops. For the most part, we do attempt to use freeware, but this is not always possible. Foxit Editor Pro and Affinity Designer, Photo, and Publisher are similar to the Adobe programs but much less expensive.

#### Slide 22

This category is memberships, dues, and subscriptions. The Library has organizational memberships when it is less expensive than purchasing individual staff memberships. In the case of ALA, the Library has an organizational membership, but Dania and I pay for our individual memberships. Belong to these organizations allows the Library and staff access to professional development, grants, and programs which we would otherwise not have access to or would pay at a much higher rate.

Reviews from professional journals are used to choose books. They also provide us with ideas for programming and keep us up-to-date on the latest trends and happenings in libraries.

The databases are ones the Library subscribes to for the public. We spoke about them in the January meeting. Craft and Hobby is an extensive database of short videos which teach subjects like drawing, painting, sewing, quilting, woodwork, and numerous other hobbies and skills.

Most newspapers, especially small to medium size town newspapers are available through Newsbank. You can access the Palm Beach Post and the Sun Sentinel for free.

Momentix Test Prep allows access to preparatory materials for thousands of tests. SAT, ACT, GED, GRE, GMAT, nursing, citizenship, barber and many more tests are covered.

Tech-Talk provides webinars, articles, and videos for digital literacy, resumes, and related subjects.

And we pay for the newspapers from here.

#### Slide 23

This tends to be the category that has money added or removed from it. The average cost for an adult hardback right now is about \$16, large print can be twice that. The larger adult paperbacks can run \$10 each with the large print around \$17. Young adult books tend to be about \$5 less. Many of the children's picture books I buy are \$11. We buy a lot of paperbacks with thick mylar covers, since they seem to last as long as a hardcover but are half the price. Recent release DVDs can be \$20 or more.

An explanation of e-books, e-books are sometimes purchased, but now more often they are leased for a time period, usually one or two years, or for 26 or 52 checkouts, depending on the publisher. E-books are much, much more expensive than those "sold" on Amazon. Actually books are leased off of Amazon not sold. Prices for libraries to purchase e-books can be over \$60 for the latest Danielle Steel or Stephen King. The e-platforms we use have started allowing us to charge price per checkout, which has allowed patrons access to more ebooks without us having to buy the e-book.

Hoopla charges a price per checkout which depends on the item being checked out. They allow us to have a "bank" which they take these charges out of and we refill when it gets to \$0.

Kanopy is purchased in blocks of content. We currently pay for four blocks, including one block for children.

#### Slide 24

Some places the Library could use direction in the budget.

#### Slide 25

##### Programming Focus

We need direction on what you think the community needs and where we should put most of our efforts.

Where should we direct our greatest efforts?

Who should we target for programming?

Should we have more paid programming? What about promotional programs?

Should we stay with more no or low cost programming?

Any ideas for programs?

#### Slide 26

##### 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. We had stopped it when there were budget cuts because it is one of the more expensive services. To add it again would be around \$2,400. But we have been having people ask about tutoring of middle and high school grades and college, which Homework Help doesn't cover. This service will. It also helps people with finding jobs and vets with navigating veterans services.

What other services should we look at adding?

#### Slide 27

We would like to look more into services that will automate some library functions and free up staff to help in other ways. I've been looking at a service called LibraryIQ which integrates the ILS (Koha) and the e-platforms to allow statistics to be analyzed faster. It can also collect programming statistics. It takes me most of October to get this information together for the state aid grant. Freeing up that time would be good. It can also analyze the collection to see what subjects need addition materials and what ones have too many or if they are too old. It would be about \$2000 a year.

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. Eventually we want to add someone to lead teen programming, since that seems to be needed.

Extraneous

Annual Report - The only library in Palm Beach County that publishes an annual report is the Palm Beach County Library System. All of the municipalities incorporate it into the municipality's annual report.

Annual Plan of Service - The Annual Plan of Service lists objectives for the Library to meet in the coming year. It is a requirement for the State Aid Grant.

Long-Range Strategic Plan - This is a three-year plan for the path the Library will follow.

The document records for the Library

The Vision Statement

The Mission Statement

The Values

The Library's Goals and Strategies

Measuring the success of the plan.

It should include input from the residents, local businesses, non-profits, the staff, the Library Board, and the Commission.

This input can be obtained through

Surveys

Meetings

Workshops



# Town of Lake Park Town Commission

## Agenda Request Form

**Meeting Date:** August 20, 2025

**Originating Department:** Library

**Agenda Title:** 2026 Annual Plan of Service - Town of Lake Park Library

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

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Lake Park Public Library Annual Plan of Service 2026

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

JKC Not applicable in this case

**Summary Explanation/Background:**

As required by the State Aid to Libraries Grant through the State of Florida, the Lake Park Public Library is required to develop a 2026 Annual Plan of Service to provide a planning framework for programming, collection development, and other Library actions to ensure that the highest level of service is provided to our community.

The proposed 2026 Annual Plan was developed by the Town’s Library Director and reviewed by Dania Batista, Knikoa Mansion, Tanesa Rattanabounyang, and Charlie Nicholas.

If approved, the Town’s 2026 Annual Plan will be forwarded to the State of Florida for final review and approval.

**Recommended Motion:**

I move to approve the Town of Lake Park Library's 2025 Annual Plan of Service.



# Lake Park Public Library

Library Board Meeting  
February 2026

# Annual Plan of Service

Required for the State Aid Grant, this plan shows the direction the Library will head in the coming year. The list changes little between one year and the next. New activities/ideas/items added as needed, and others removed as completed or no longer needed.

## Consists of seven categories

- Activities & Events
- Collection Development
- Educational Services
- Facilities
- Marketing
- Staffing
- Technology

## Listed under the categories

- Activities or items to continue at the same level or better.
- Activities or items to increase or decrease.
- Ideas to create and explore to enhance the library.



# Long-Range Strategic Plan

The Long-Range Strategic Plan is updated every 3-5 years. The next update will be for 2028 through 2030.

The purpose of the plan is to provide a guide to meet our community's needs.

During the most recent update to the long-range strategic plan, it was decided to revise the library's Mission, Vision, and Values, as well as its Goals and Objectives.

For this update, we have applied for and gained assistance through our regional cooperative, SEFLIN. They have awarded our library the aid of a firm of professional library strategic planning consultants.

ReThinking Libraries will be guiding us through the process over the next two years.



# Capital Improvement Projects

Capital improvement projects are significant, long-term investments in physical assets—such as infrastructure, buildings, or equipment—designed to enhance value, prolong lifespan, or improve functionality. Typically, these projects involve major construction, renovation, or acquisition and have a lifespan of at least 5 years, often guided by a 5- to 10-year Capital Improvement Plan (CIP).

- Library Construction - Build a second floor on the library for more meeting space and enclose the Rose Garden for a coffee shop with an elevator.
- Add a monument sign to promote programs.
- Move the parking lot to the front of the library and change the back of the library to a playground - outside programming space.
- Renovate Schuyler Room to create a modern meeting room with the ability to record and live stream programs and meetings.
- Create a makerspace with the ability to record audio and video, or to use a 3D/Laser Printer, sewing machine, serger, etc.
- Replace all of the laptops in the laptop kiosk.