



# Town of Lake Park, Florida

## Library Board Meeting Agenda

Thursday, December 08, 2022 at 6:30 PM

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

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<b>Robert Shelton</b>	—	<b>Chair</b>
<b>Brittney Paxton</b>	—	<b>Vice-Chair</b>
<b>Shelby Lowe</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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### ROLL CALL

### PLEDGE OF ALEGIANCE

### MINUTES

- [1.](#) July 1, 2021 Library Board Meeting Minutes
- [2.](#) September 2, 2021 Library Board Meeting Minutes

### LIBRARY DIRECTOR'S REPORT

- [3.](#) Annual Plan of Service for the Library

### BOARD MEMBER COMMENTS

### ADJOURNMENT



**Minutes**  
**Town of Lake Park, Florida**  
**Library Board Meeting**  
**Thursday, July 1, 2021, 6:30 p.m.**  
**Town Hall Commission Chamber, 535 Park Avenue**

The Library Board met for the purpose of a regular meeting on Thursday, July 1, 2021 at 6:30 p.m. Present were Vice-Chair Brittany Paxton, Board Members Lupe Lawrence, and Shelby Lowe. Library Director Judith Cooper and Town Clerk Vivian Mendez. Board Members Tony Bontrager and Chair Robert Shelton were absent.

Vice-Chair Paxton lead the pledge of allegiance. Town Clerk Mendez performed the roll call.

**Minutes:**

1. Library Board Meeting Minutes of March 4, 2021.

**Motion: Board Member Lowe moved to approve the Library Board Meeting Minutes of March 4, 2021; Board Member Lawrence seconded the motion.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bontrager			Absent
Board Member Lawrence			
Board Member Lowe	X		
Vice-Chair Paxton	X		
Chair Shelton			Absent

Motion passed 3-0

**Library Director's Report:**

2. Tasks and Goals met with the Long Range Strategic Plan.

Library Director Cooper provided an update (see Exhibit "A"). Board Member Lowe asked how the Friends of the Library meetings being communicated to the public. Library Director Cooper explained that the Friends of the Library were not meeting in person yet, but their meetings would begin taking place the first Saturday of each month at 10:00 a.m.

3. Library Proposed Budget.

Library Director Cooper explained that the proposed budget had been submitted and staff had made some modifications. The proposed budget would be discussed by the Commission in August.

#### 4. Summer Discovery and Reading Program.

Library Director Cooper explained the summer reading program, which would end on August 13, 2021. Vice-Chair Paxton asked what types of programs were being requested. Library Director Cooper explained that they have received the most request for virtual story time. Vice-Chair Paxton asked when the Library would begin in-house programs. Library Director Cooper anticipated that sometime in September the Library would resume in-house programs. Another idea the Library was hoping to do was “Story Walk” where they would place stories around the Town for children to read.

#### 5. Read for the Record.

She also explained the “Read for the Record” book this year was called Amy Wu and the Patchwork Dragon. She explained the activity associated with this years book and the possiblity of the reading being recorded and replayed on social media.

#### **BOARD MEMBER COMMENTS:**

The Board Members had no comments.

#### **ADJOURNMENT:**

There being no further business to come before the Library Board and after a motion to adjourn by Board Member Lowe and seconded by Board Member Lawrence, and by unanimous vote, the meeting adjourned at 7:12 p.m.

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Chair

(Town Seal)

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Town Clerk, Vivian Mendez, MMC

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



**Minutes  
Town of Lake Park, Florida  
Library Board Meeting  
Thursday, September 2, 2021, 6:30 p.m.  
Town Hall Commission Chamber, 535 Park Avenue**

The Library Board met for the purpose of a regular meeting on Thursday, September 2, 2021 at 6:30 p.m. There was no quorum for this meeting.

**ADJOURNMENT:**

There being no quorum for this meeting, it adjourned at 6:30 p.m.

\_\_\_\_\_  
Chair

(Town Seal)

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

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



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** December 7, 2022

**Originating Department:** Library

**Agenda Title:** Annual Plan of Service for the Library

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

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

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

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

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

**Attachments:** Annual plan of service 23 Final.pdf

**Please initial one:**

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

JKC Not applicable in this case

**Summary Explanation/Background:**

As part of the State Aid to Libraries Grant, the Lake Park Public Library is required to develop an Annual Plan of Service to provide a framework for programming, collection development, and other library actions. The Lake Park Public Library creates an Annual Plan of Service each year. This agenda item is for the endorsement of the 2023 Annual Plan of Service by the Board.

**Recommended Motion:**

I move that the Board endorse the 2023 Annual Plan of Service of the Lake Park Public Library.

# 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.