



Town of Lake Park, Florida

Library Board Meeting Agenda

Tuesday, February 04, 2025 at 6:30 PM

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

Robert Shelton	—	Chair
Shelby Lowe	—	Vice-Chair
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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES

[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

BOARD MEMBER COMMENTS

ADJOURNMENT



Town of Lake Park, Florida

Library Board Meeting Minutes

Tuesday, January 07, 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

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.

Call to Order

The meeting was called to order at 6:30 P.M.

Roll Call

All Board Members were present.

Pledge of Allegiance

The Town Clerk led the pledge.

Selection of a Chair and Vice-Chair

The Board will select a Chair and Vice-Mayor from its members.

Board Member Rios nominated Robert Shelton to be the Chair of the Board. Board Member Lowe seconded the motion. The motion passed unanimously.

Board Member Rios nominated Shelby Lowe as the Vice-Chair of the Board. Board Member Rinaldi seconded the motion. The motion passed unanimously.

Minutes

Approval of the July 21, 2021 Meeting Minutes.

Vice-Chair Lowe motioned to approve the July 21, 2021 minutes. Board Member Rinaldi seconded the motion. The motion passes unanimously.

Library Director's Report.

PowerPoint Presentation updating since last meeting.

Endorsement of Library Policies

- 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 Use of the Meeting Room

- Computer-Sexual Harassment - PBSO

Library Director Judith Cooper presented to the Board (see Exhibit "A"). She introduced Assistant Library Director Dania Batista-Paneque to the Board.

Vice-Chair Lowe requested a copy of the presentation to review and take a closer look at the differences since they last met. He asked about the differences in the budget since 2018. Library Director Cooper explained that there were not a lot of changes due to staffing and salaries. Vice-Chair Lowe was surprised by the decline in participation and attendance over the years. Library Director Cooper explained how the counter does not include those that use the meeting room or restrooms.

Library Director Cooper asked that the Board endorse the resources presented. Vice-Chair Lowe stated that he needed to review the material before approving the proposed policies. The Board asked what their purpose is and what happens if they do not approve or endorse the policies. Library Director Cooper stated that this was the first time that she places policies before the Board. The policies were approved by the previous Town Manager, but before they can be implemented, staff would prefer the Board's endorsement. Town Clerk Mendez explained that if the Board needs more time to review the proposed policies they can do so. A meeting would be scheduled for next month and the Board can bring their suggestions/comments/concerns before staff at that time.

Board Member's Comments

Chair Shelton asked if there would be any book sales in the future. Library Director explained that the Library has different resources instead of a book sale. The Friends of the Library do host an ongoing book sale within the library. They have not held a large book sale in some time due to insurance liability issues. The Town now has the Free Little Library resources throughout the Town.

The Board scheduled the next meeting for Tuesday, February 4, 2025 at 6:30 P.M.

Adjournment

There being no further business to come before the Library Board and after a motion to adjourn by Vice-Chair Lowe and seconded by Board Member Rios, and unanimous vote, the meeting adjourned at 7:15 P.M.

Chair

(Town Seal)

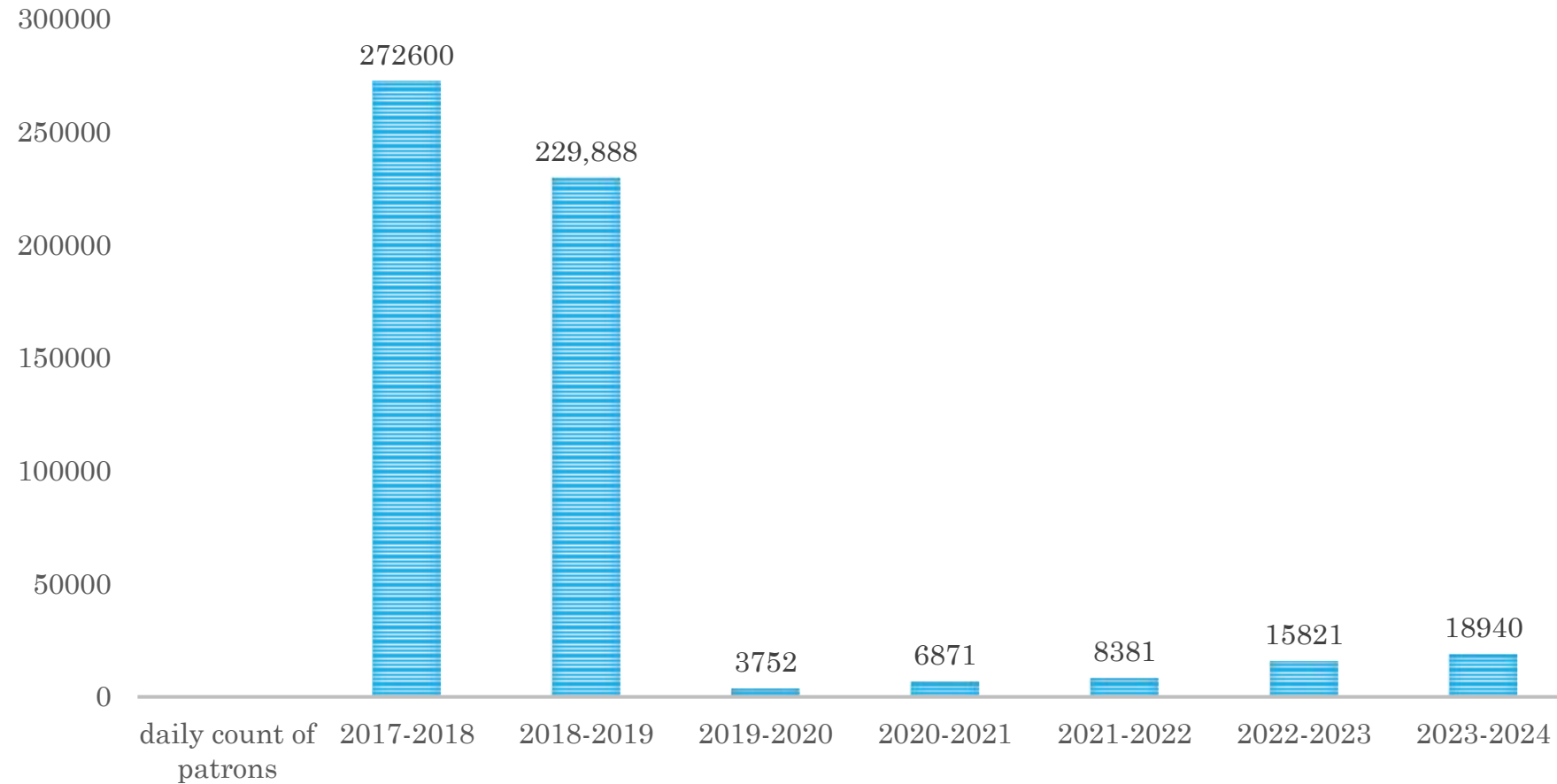
Town Clerk, Vivian Mendez

Approved on this _____ of _____, _____

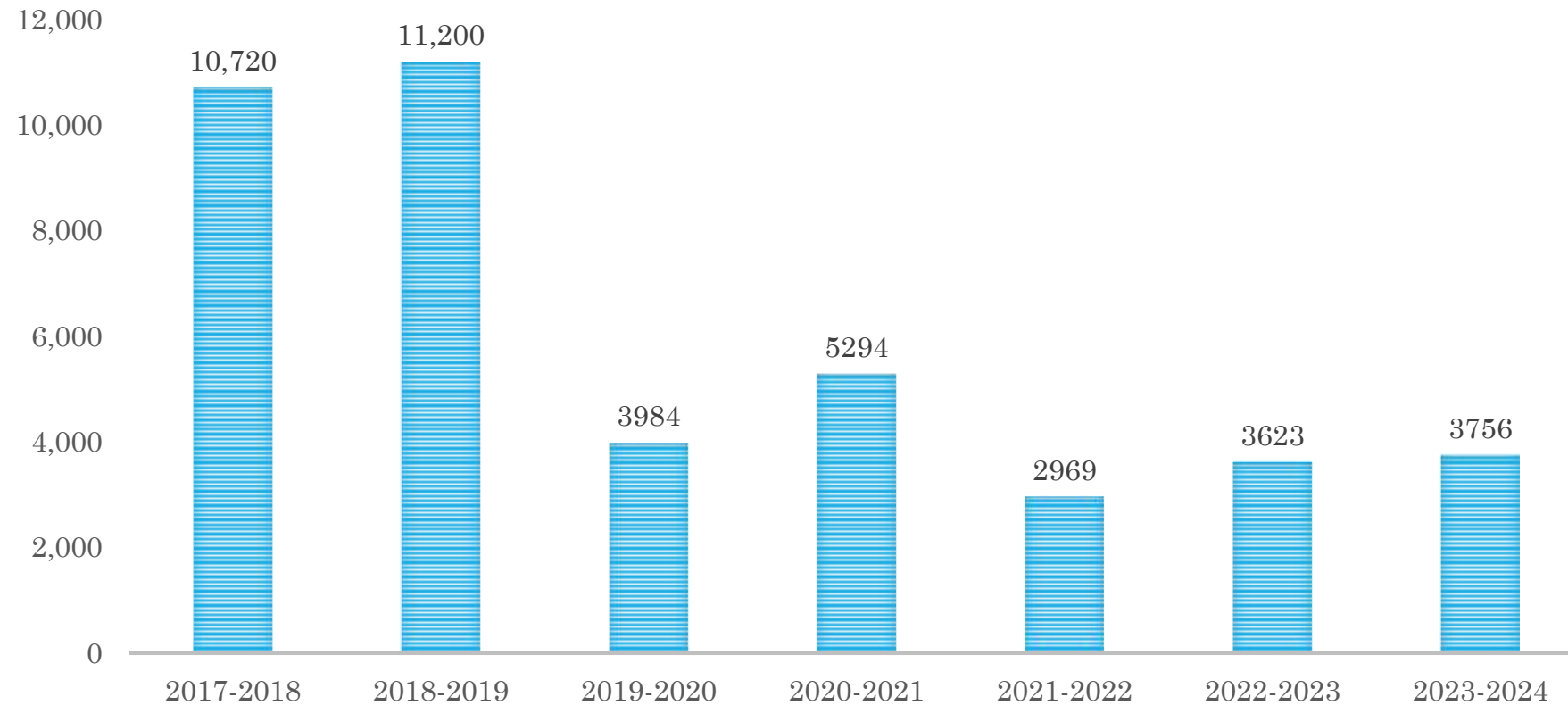
Update on the Lake Park Public Library 2024-2025



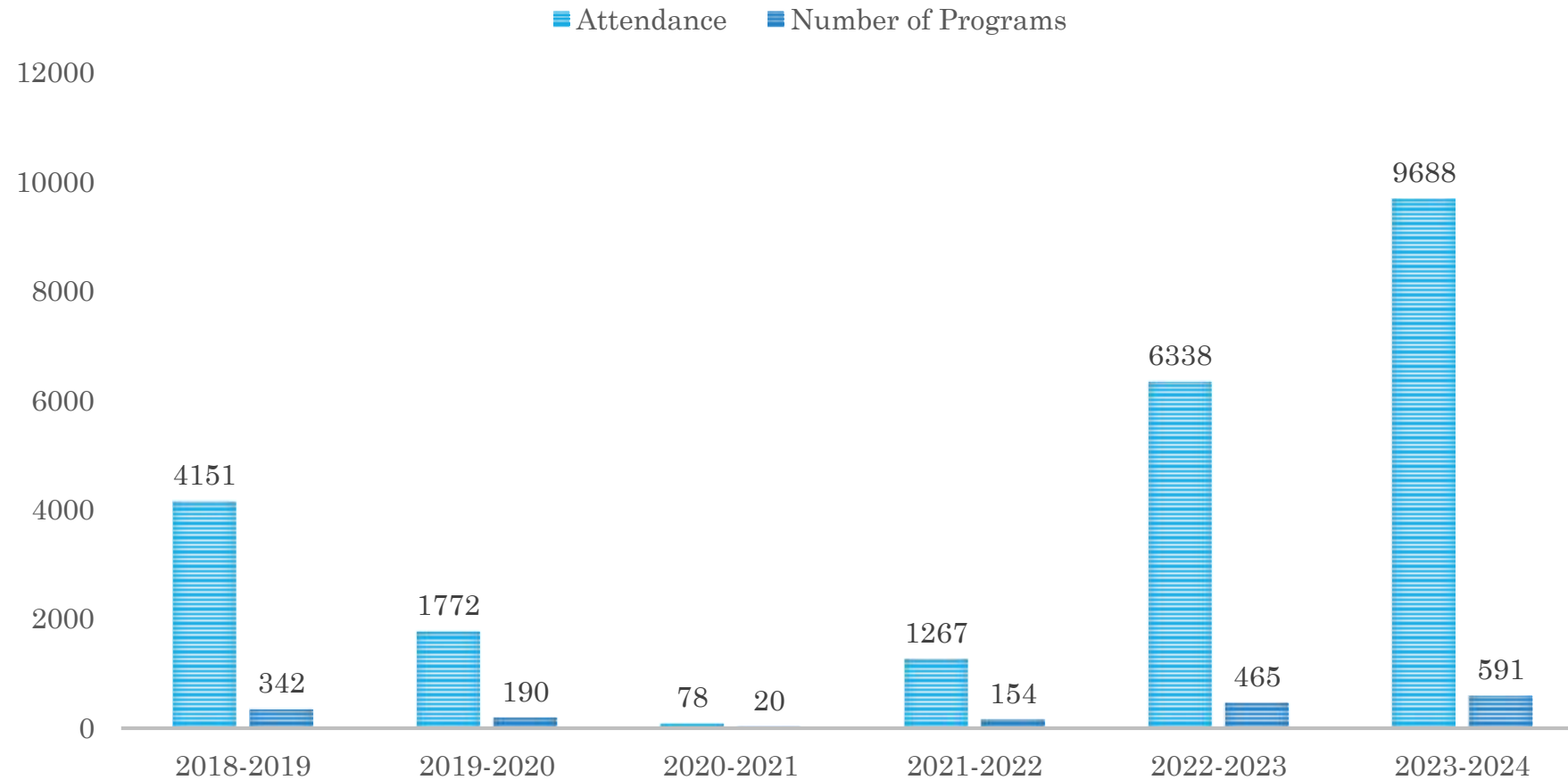
Daily Count of Patrons



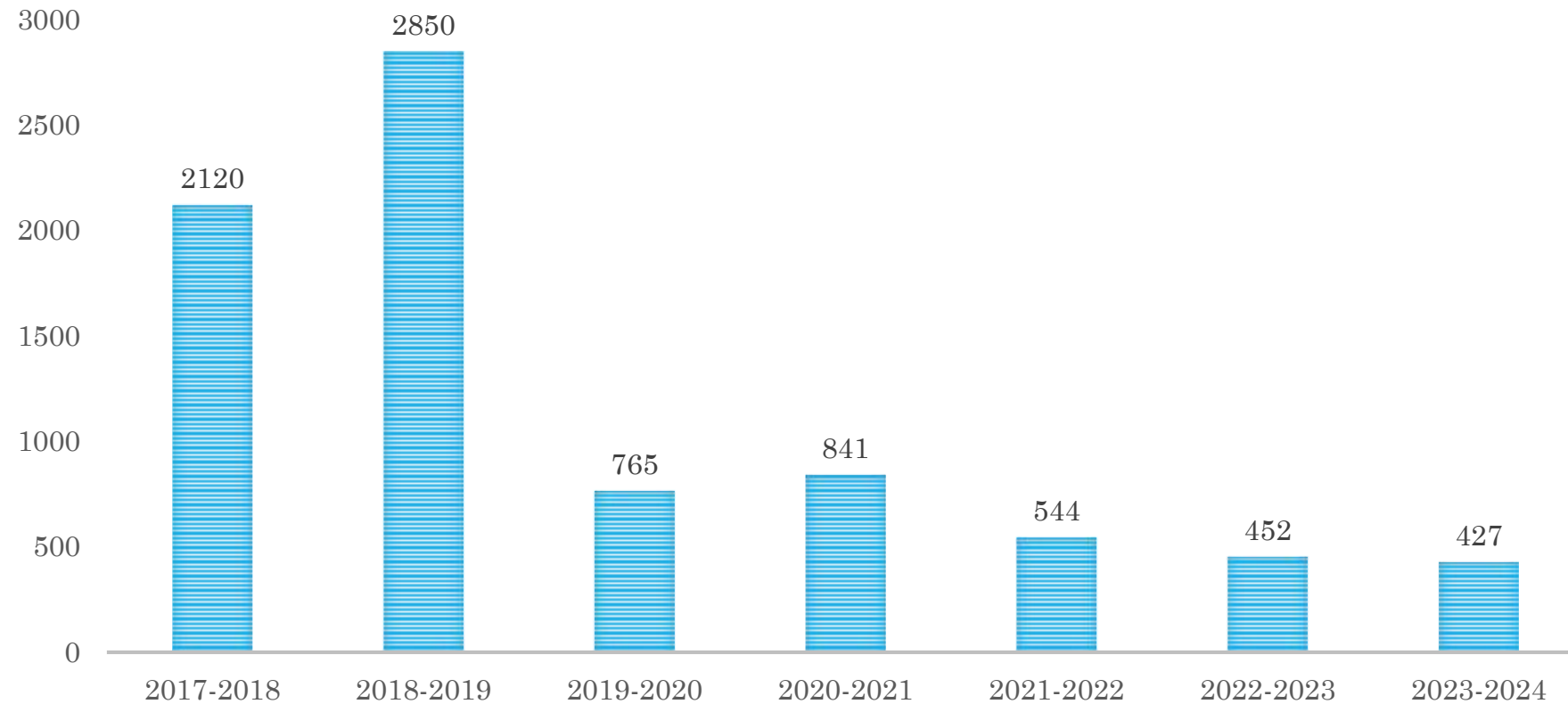
Circulation Statistics



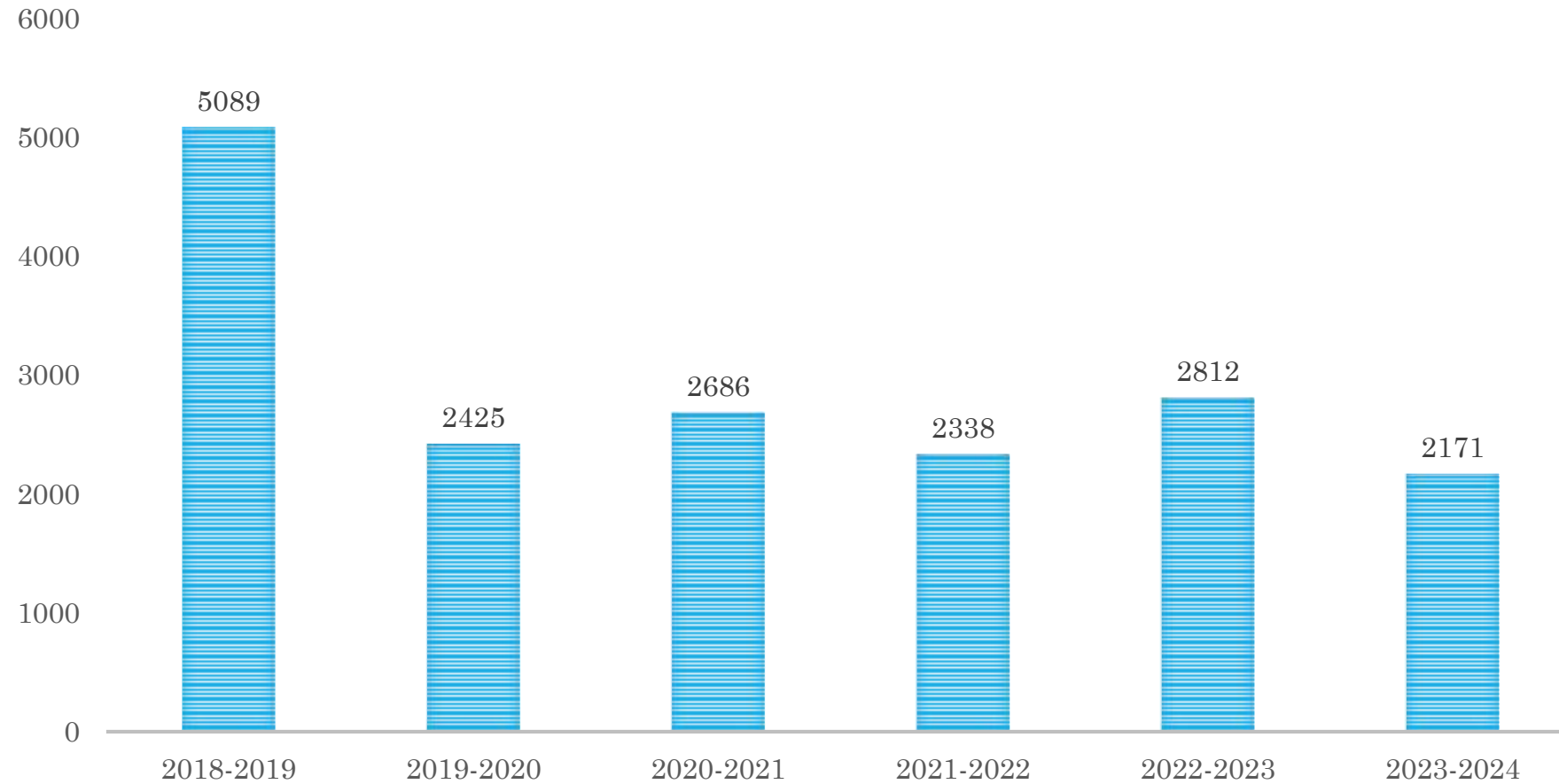
Program Attendance



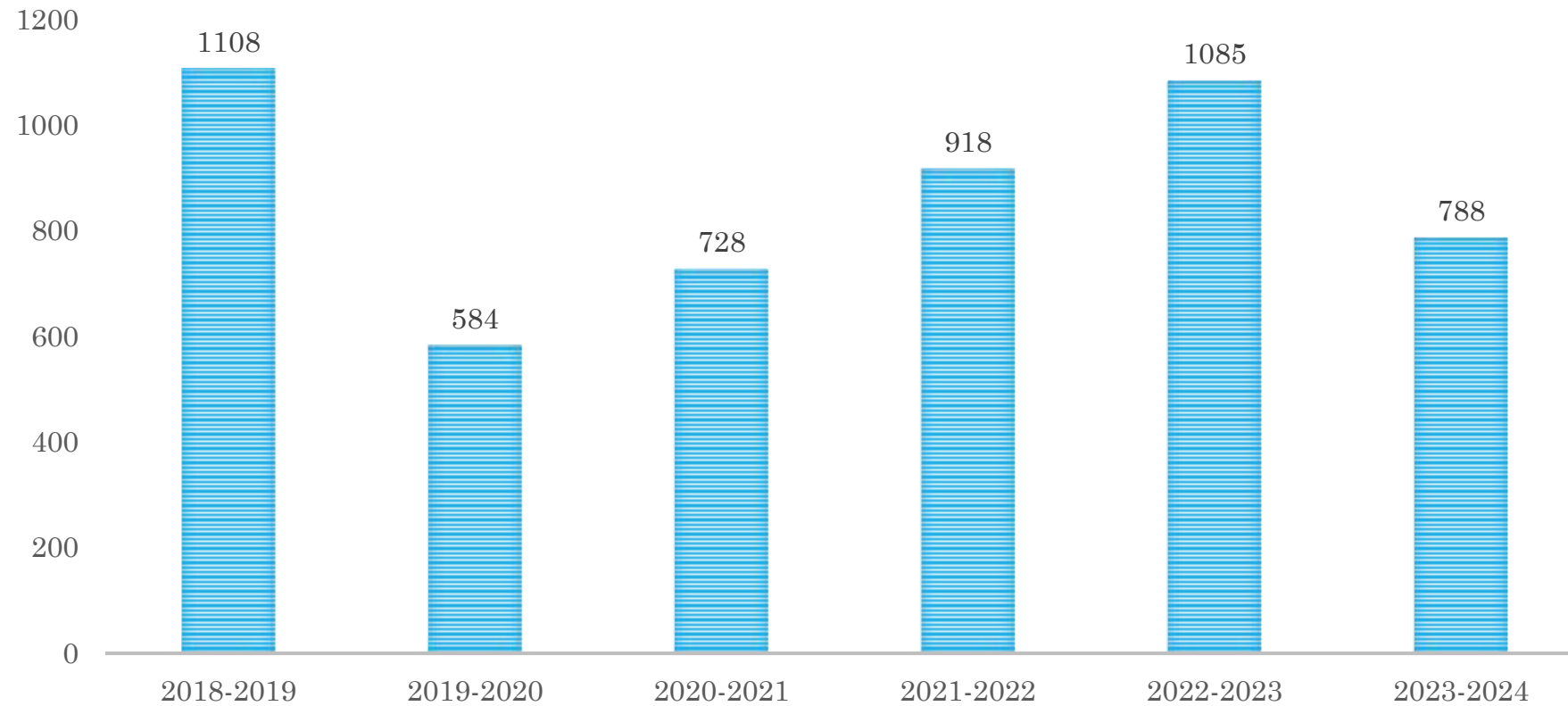
Reference Questions



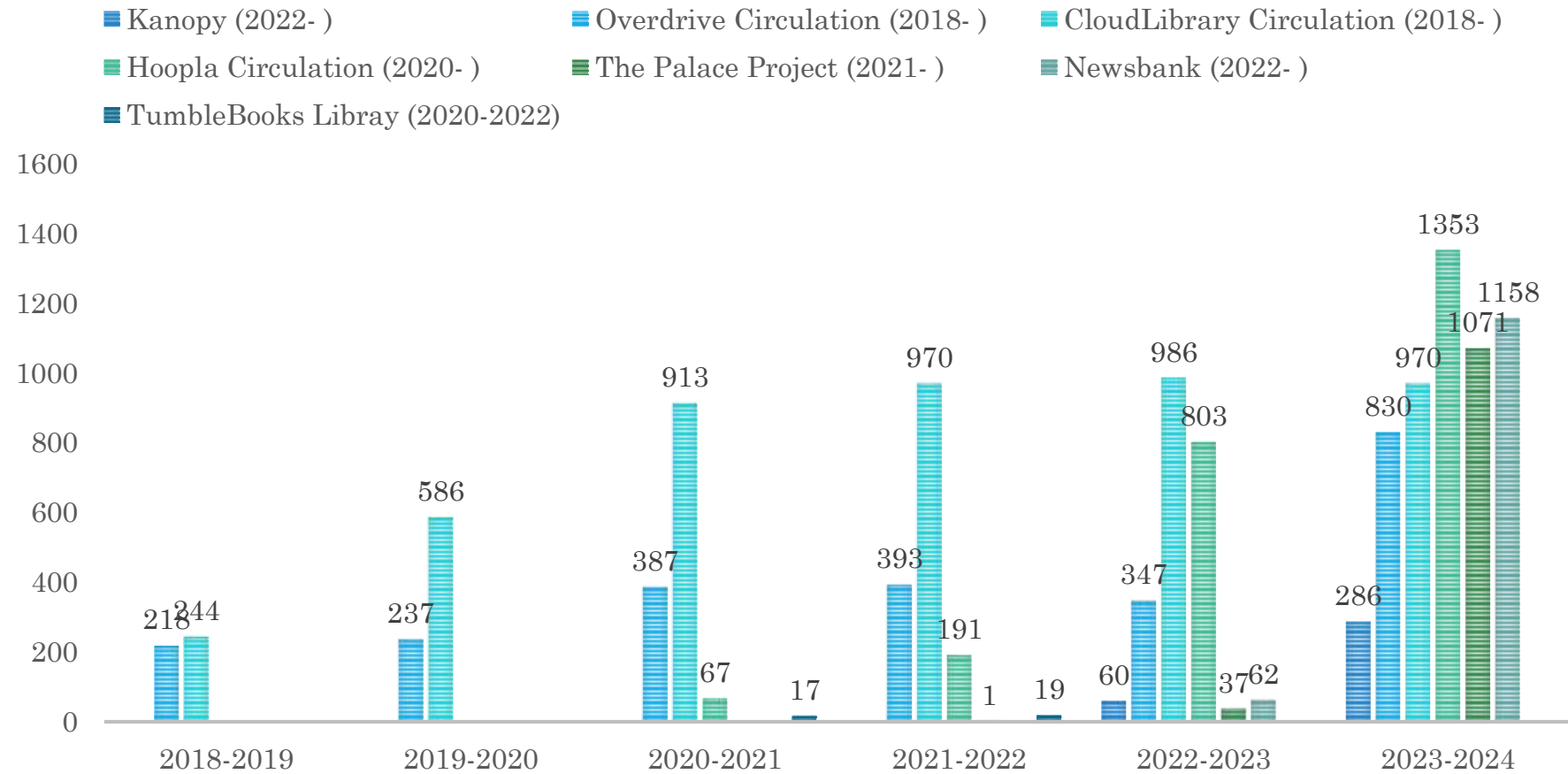
Computer Use



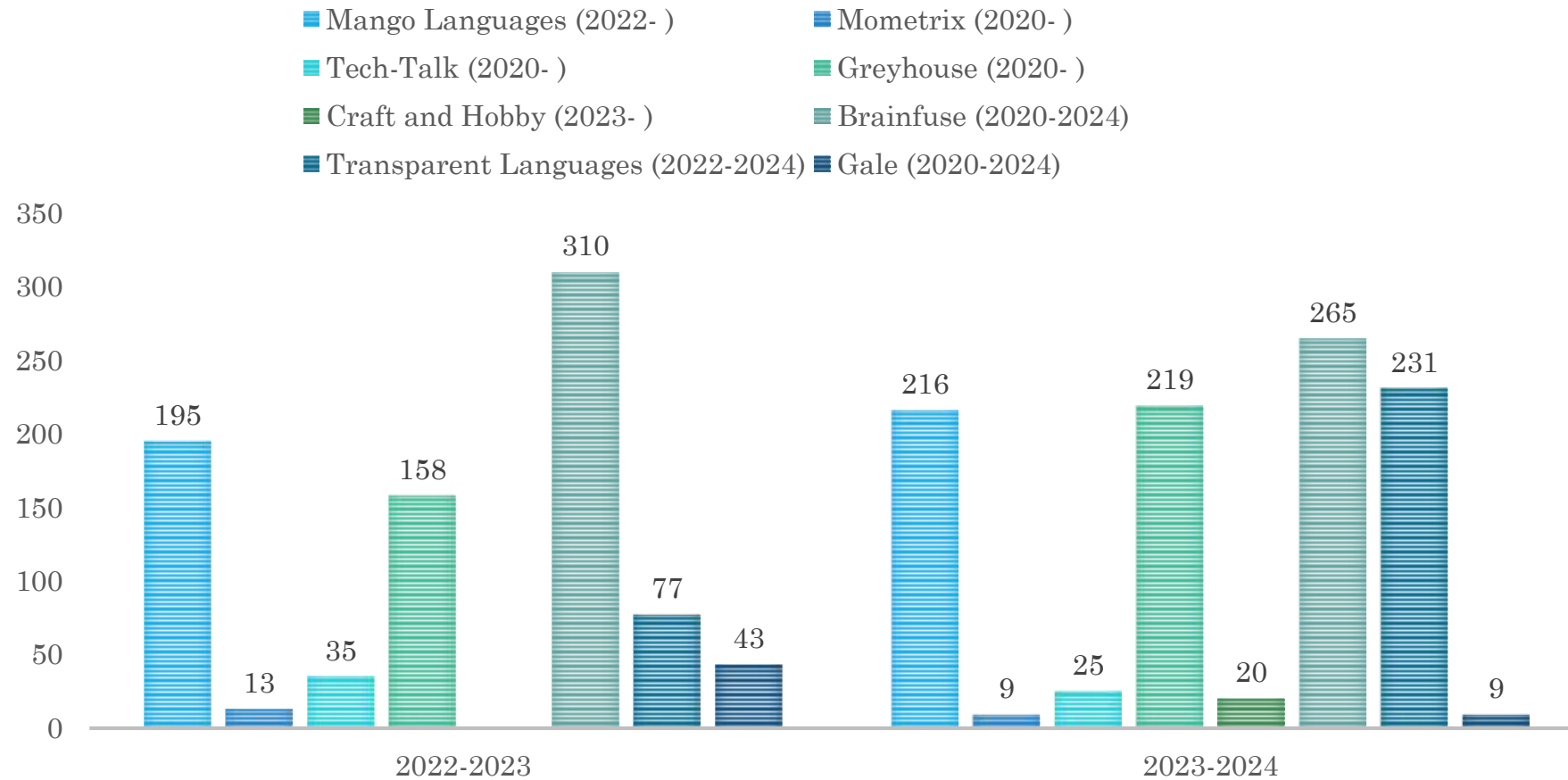
Study Room Use



E-materials



E-Services



Databases/Electronic Materials 2020-2021



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ignite your mind



brainfuse HelpNow™
Live Homework Help and So Much More



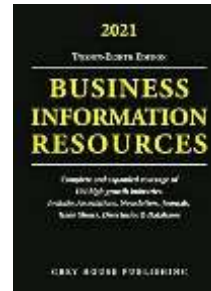
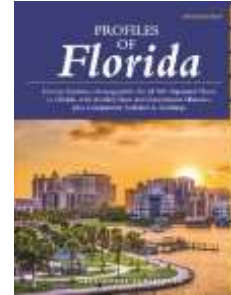
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Research People, Issues and Events from Across the State and Around the World

Access World News



FAMILY FUN

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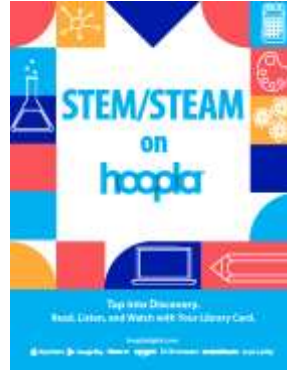
Databases/Electronic Materials 2021-2022



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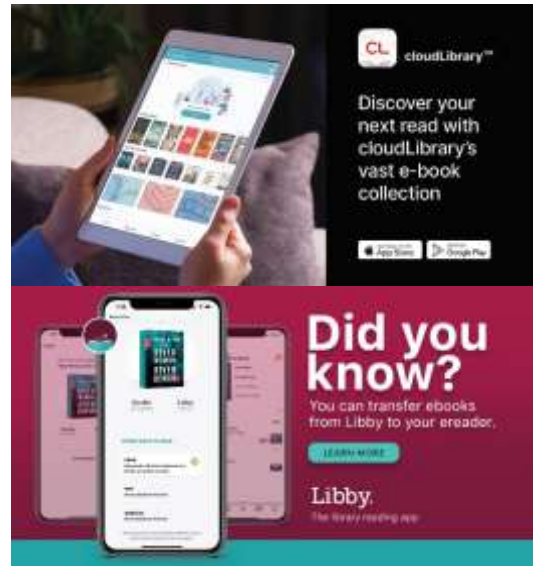
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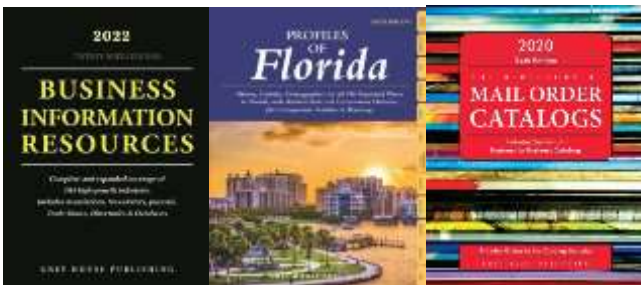


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2022 BUSINESS INFORMATION RESOURCES

PROFILES OF Florida

2020 MAIL ORDER CATALOGS



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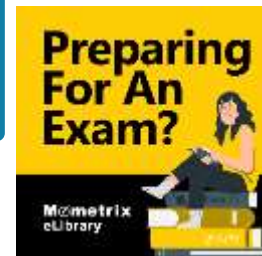
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Now on Bank



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Language learning for everyone

MANGO



WEBINAR Tech-Talk



2023 Business Information Resources

2020 MAIL ORDER CATALOGS



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Films that matter

Databases/Electronic Materials 2023-2024



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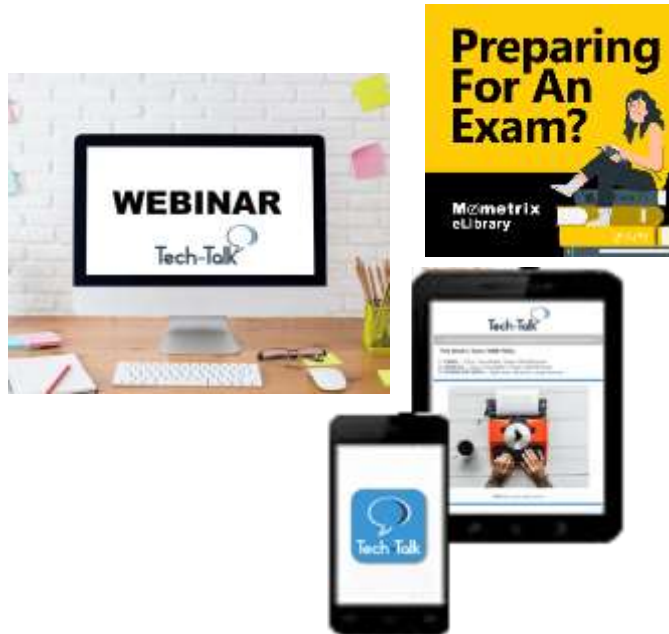
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Films that matter

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Coming Year 2024-2025

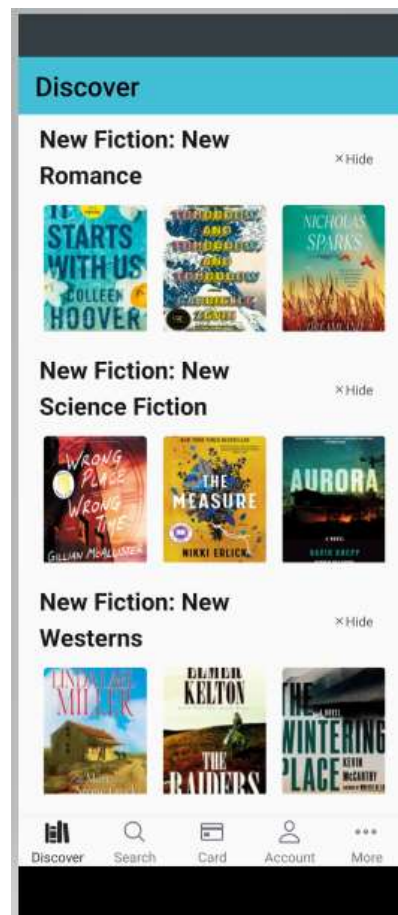
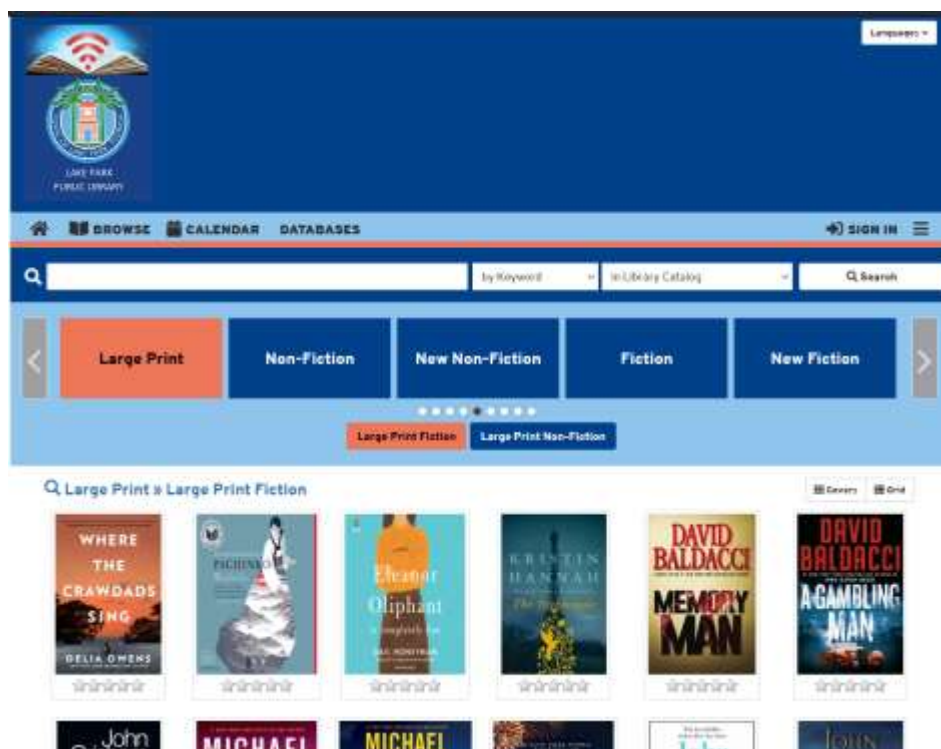


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New Discovery Layer discovery.lakeparkflorida.gov



Aspen LiDA

Aspen Discovery
With Aspen LiDA
(Library Discovery App)

Community Partners



New Programming

Provided by grants
Digital Literacy
Financial Literacy
Hot Spots

Care Crew

Homework Help most afternoons

Chess Club on Fridays

Enrichment

Help with outreach

Lego Day (with Bridges)

Science Saturday

Chess Tournament

Children's Crafts

Kids' Movie

Read for the Record Fest
Literacy Day

Field Trips from
Palm Beach Christian Academy
Spark2Ignite

ESOL Classes

Outreach with book clubs to
H.L. Watkins Middle School
Lake Park Elementary School

Palm Beach County Food Bank

Help with Food Assistance

PBC Food Bank Free Weekend Meals for Kids

Bridges

Lapsit once a month

Sponsor one Storytime every month

Love Your Library

Palm Beach County Community Services

Case Manager

Lake Park Little Free Library Program



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

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



Collection Development Policy

Collection Development

Introduction

The Lake Park Public Library (the Library) seeks to provide the community with information that satisfies educational, entertainment, and recreational pursuits through the purchase and organization of books, periodicals, newspapers, audio and video recordings, e-books, databases, and other forms of electronic media. The Library emphasizes the importance of those materials that have contemporary significance and/or permanent value. Materials are chosen, within budgetary limits, to inform, inspire, entertain, help patrons develop new interests, educate, and satisfy free inquiry. The purpose of the Lake Park Public Library's collection management policy is to provide a general guide for the selection and maintenance of material collections offered by the Library and to emphasize the Library's commitment to intellectual freedom and unrestricted access to information. The policy offers guidance to Library staff and informs the public about general selection principles.

The Library affirms the public's right of free access to a diverse and balanced spectrum of listening, reading, and viewing materials in a variety of current and emerging formats. In keeping with the professional standards and best practices of all public libraries, the Lake Park Public Library has adopted the following supporting documents from the American Library Association's (ALA) guidelines for public access to library resources:

- [Libraries: An American Value](#)
- [Library Bill of Rights](#) and [Interpretations](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Code of Ethics](#)

Responsibility

The Commission of the Town of Lake Park annually approves the Library's budget, as developed by the Library Director. The annual budget allocates resources to ensure that the collection meets the needs of the community. Priorities are set to purchase materials and resources that support the Library's mission, strategic goals, and key initiatives.

The ultimate responsibility for the growth and maintenance of the Library's collection rests with the Library Director.

General Selection Criteria

Material selection for a public library is a complex process requiring a familiarity with community needs; sound judgment and consultation of review journals and other professional tools; an appreciation for cultural diversity, literary merit, historical accuracy, and objectivity; and a practical understanding of the economic and spatial constraints on the collection. In support of this process and as a basis for building a collection of enduring merit, all acquisitions, whether purchased or

donated, are subject to the guidelines listed below. An item need not meet all of the criteria for acceptance. Some materials may be judged primarily on artistic merit, while others are considered because of scholarship, historic value, or ability to satisfy the needs of the community.

- Accuracy of scientific or historical fact
- Attention of the public, critics, or recognition of material by other general-interest media outlets
- Authority, reputation, and significance of the author, performer, composer, illustrator, publisher, and/or producer: no item will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs, or personal history of the author
- Availability and suitability of physical format for Library purposes
- Clarity, readability, and ease of use
- Contemporary significant or permanent value
- Creative, literary, or technical quality
- Currency of information
- Current and projected demand
- In the case of electronic materials, the nature of licensing, technical support, user interface, system resource demands, remote access capabilities, and other factors affecting the Library's ability to make the material accessible to patrons
- Insight into human and social conditions
- Literary merit
- Local authorship or production
- Price as a reasonable value for anticipated use
- Relation to the existing collection and other materials on the subject (an effort is made to include significant works to illuminate the different and important sides of issues)
- Relevance, present and potential, to community needs (the Library makes a conscious effort to obtain materials pertaining to local matters – civic, cultural, artistic, educational, recreational, and historic)
- Reviews from professional library journals and sources such as librarian blogs and newsletters
- Space and maintenance requirements
- Topicality or the importance of material as a document or recording of the times
- Treatment of subject for the intended audience
- Use of similar works as monitored through the integrated library system (ILS)

Patrons may also recommend materials for the library using the purchase suggestion feature in their account on the Library's discovery layer or catalog website or by filling out the Library Materials Suggestion Form, though there is no guarantee these suggestions will be purchased. This form does not need to be filled out completely, but providing as much information as possible helps with this request.

The Library recognizes that certain materials are controversial and that any item may offend some Library users. Selections are made solely on the merits of the works in relation to the goals of building and enhancing a collection that serves the diverse interests of the community.

Materials may be removed from circulation due to age, cost, accessibility, limited demand, poor suitability of format for use by the public, or lack of documentation. Materials not found in the collection may be available through Interlibrary Loan (ILL).

Children's and Young Adult Materials

The Library provides books and other materials suitable for children that are clearly labeled and separate from the Adult and Young Adult collections. Young Adult fiction and non-fiction are clearly marked and shelved separately from the Children's and Adult collections. The Young Adult graphic novels are interfiled with the Adult graphic novels. Children's and Young Adult materials are selected for their merits and not necessarily excluded because of coarse language or frankness. The Library does not deny or limit access to any item because of its content or style. The selection of materials for the Library's collections shall not be inhibited by the possibility that some materials may inadvertently come into the possession of children. Responsibility for the listening, reading, and viewing of library materials by children rests with their parents or legal guardians.

Materials Acquired through Interlibrary Loan

The Lake Park Public Library, via its membership in an interlibrary loan consortium, benefits from the resources of many other libraries throughout the United States. All reasonable efforts will be made to obtain items requested by patrons that are not in the collection. The Library does not acquire highly specialized or technical materials that can be obtained through interlibrary loan or accessed electronically from non-library sources.

Collection Evaluation

Library collections are constantly changing. Maintenance of the collection through constant evaluation and assessment by library staff ensures its usefulness and relevancy to the community. The library adheres to professional collection review and weeding practices including the use of:

- Circulation statistics
- CREW Method (Continuous Review, Evaluation, and Weeding) to identify items for consideration for retention or withdrawal.
- MUSTIE Method - includes six undesirable factors that increase the likelihood of withdrawal:
 - M = Misleading (and/or factually inaccurate)
 - U = Ugly (worn and beyond mending)
 - S = Superseded (by a new edition or a material with better coverage on the subject)
 - T = Trivial (no longer of discernable literary or scientific merit)
 - I = Irrelevant (to the needs and interests of the community)
 - E = Elsewhere (found expeditiously through another resource, other format, or ILL)
- Number of copies in the collection
- Poor condition due to missing pages, markings, water, or mildew damage
- Shelf space
- Sustainability of format
- Statistical reports

Replacements

The Library does not automatically replace materials withdrawn or lost from the collection. The need for replacement is considered in relation to several factors including the number of remaining copies of the title in the system; the existence of newer or better material on a subject; budget constraints; and availability (out-of-print materials are rarely replaced).

Gifts and Donations

A gift for the Library collection may consist of Library material donations, monetary donations to purchase materials, equipment, or support various Library activities, or other material donations.

Material Donations

On behalf of the Friends of the Lake Park Library (the Friends), a 501(c)3 group raising funds for the Library, the Library will accept hardcover and paperback books and audiovisual materials if they are in good condition. Donations will be evaluated and, if appropriate, will be added to the collection or put in the Friends of the Library book sale. Proceeds from the book sales are used to supplement Library programs. While donations of quality items are gratefully accepted, neither the Friends nor Library staff can be responsible for the valuation of a gift. We cannot appraise donated materials or indicate a value on the receipt. If desired, the donor may receive a donation receipt noting the number and type of materials donated.

Monetary Donations

The Library welcomes the support of its activities through monetary donations by individuals and organizations. Contributions made directly to the Friends will enable the Library to purchase materials, equipment, or support special programs.



Library Materials Suggestion Form

Please use this form for materials suggested for purchase by the Lake Park Public Library.

_____ Periodical (Newspaper, Magazine, Newsletter, etc.)

_____ Audio Recording _____ Video Recording _____ Book

Title _____

Author/Editor _____

Performer/Artist/Director _____

Publisher/Producer _____

ISBN/EIN _____

Year Created/Published _____

Preferred Format _____ Digital/Streaming _____ Print/DVD/CD

Have you listened to/read/viewed this material?

Are you aware of any reviews of this material?

Subject Matter _____

What age group is this appropriate for? _____

Why do you think the library should purchase this material?

Do you have a library card with this library? _____ Yes _____ No

Do you want to place a hold on the item if it is acquired? _____ If yes, then:

Name _____

Bar Code _____

Phone _____

Revised 12/17/2024 JKC

LAKE PARK PUBLIC LIBRARY

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Reconsideration of Library Resources Policy

Request for Reconsideration of Library Resources

In order to represent the diversity of thought within the Lake Park community, it is very important that the Lake Park Public Library's (the Library) collection contains materials representing differing points of view on public issues of a controversial nature. The Lake Park Public Library has a responsibility to serve the whole community, which includes providing information that some patrons may find offensive and/or controversial. The Library makes every effort to represent all sides and viewpoints of controversial issues.

The Library recognizes that there will, from time to time, be citizen complaints or concerns about a specific title or type of material selected for or deselected from the collection. Patrons, at any time, are invited to give their comments and criticism of the collection, parts of the collection, or individual items. However, the Library Advisory Board believes that no citizen in a democracy has a right to prevent another from listening to/reading/viewing a specific work or using specific materials by demanding the removal of such from the Library's collection. Library materials will not be marked or identified to show approval or disapproval of the contents. Library items will not be sequestered except for the purpose of staff use, or protecting them from theft or damage. With respect to the use of Library materials by children, the decision as to what a minor may hear, read, or view is the responsibility of their parent or legal guardian. Selection will not be inhibited by the possibility that controversial materials may come into the hands of children. Individuals are welcome to meet with the Director or attend Library Advisory Board meetings to discuss this policy, the Library collection as a whole, and individual items in the collection.

The Lake Park Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: [Library Bill of Rights](#) and [Interpretations](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#).

Reconsideration Procedure:

As stated above, the Lake Park Public Library staff and Library Advisory Board support intellectual freedom and subscribe to the principles of the American Library Association's [Library Bill Of Rights](#) and [Interpretations](#), and its statements on [Freedom To Read](#) and [Freedom To View](#). Library staff makes every effort through the Collection Development Policy to provide materials that reflect the diversity of viewpoints within the community. The term "materials," as used in the policy, includes books, periodicals, pamphlets, pictures, photographs, audio recordings, films, DVDs, software, databases, posters, displays, educational toys, and any other form or format in which information and ideas may be conveyed, either existing or as may be developed.

All requests for reconsideration of materials will be handled as follows:

Receipt of the Request

A member of the Library staff explains the reconsideration policy to the patron. The patron, after discussion, may then submit a written Request for Reconsideration of Library Resources form to the Library staff. The Library will keep on hand and make available Request for Reconsideration of Library Resources forms at the service desk and online. All formal objections to materials must be made on this form and signed by the requester. No further action is to be taken by staff, the Library Director, or a member of the Library Advisory Board unless and until a Request for Reconsideration of Library Resources form is made in writing on the appropriate form and the completed form is returned to the Library. Additionally, no further action can be taken unless and until the complainant returns the challenged material, if it is checked out to the complainant.

The completed form will be forwarded to the Library Director.

Formal Staff

The Library Director will appoint a committee composed of Library staff to review the challenged material in light of the criteria set out in the Library's Collection Development Policy. This committee will then formulate a written recommendation responding to the patron's request and will forward this recommendation to the Library Director within 21 days of the date that the reconsideration form was submitted. The Library Director will prepare a final written response within one week of receiving the committee's recommendation. This response will be forwarded to the patron, the Town Manager, and the President of the Library Advisory Board. The item will remain with the collection and available until recommended otherwise.

Appeal to the Library Advisory Board for Recommendation

If the patron wishes to pursue the matter further, the next step is to contact the Library Director to request a hearing at a regularly scheduled Library Advisory Board meeting. The Town Manager and the Town Attorney will be informed of the appeal.

As part of the agenda, all members of the Library Advisory Board will receive copies of the reconsideration form, the staff committee report, the Library Director's written response, and a copy of the material or resource being reviewed. Depending on the number of copies of the material or resource available to be provided to Board members, a longer review time may be necessitated to ensure each Board member has an opportunity to review the material or resource being reviewed. Every attempt will be made to keep the process as timely as possible.

The Library Advisory Board will set a time on the agenda for comments from the patron submitting the Request for Reconsideration of Library Materials as well as public comment. The Library Advisory Board will issue its recommendation after public deliberation by the board members, in consideration of all the materials and public comment regarding the request.

The Library Director will advise the Town Manager of the recommendation and provide any additional documentation as needed in the event that the patron pursues additional remedy through the Commissioners of the Town of Lake Park.



Lake Park Public Library Request for Reconsideration of Material Form

The Board of Lake Park Public Library has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library director.

The Lake Park Public Library
529 Park Avenue
Lake Park, Florida 33403

Date _____

Name _____

Address _____

City _____ State/ Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

_____ Book (e-book) _____ Movie _____ Magazine _____ Audio Recording

_____ Digital Resource _____ Game _____ Newspaper _____ Other

Title _____

Author/ Producer _____

2. What brought this resource to your attention? _____

3. Please indicate specifically the nature of your complaint about this item. Cite pages or other details as needed.

4. Please state specifically what you believe to be the primary harm that may occur from this item.

5. Have you examined the entire resource or only parts? _____
If you did not examine the entire work please indicate the portions that you completed.

6. For what age group would you recommend this item? _____

7. Is there anything good about this item?

8. Are you aware of any professional reviews of this item?

9. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

10. What action are you requesting the committee consider?

Print name of submitter

Signature of submitter

Date



Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines

Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines

In Correlation with the Collection Development Policy and the acquisition of resources, the Lake Park Public Library (the Library) endeavors to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits in order to appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits may include books, media, and other resources to create points of interest on a variety of topics.

Library staff will be mindful of age-appropriate locations in the Library, and mindful that the manner in which displays and exhibits are presented is in keeping with the standards and best practices of public libraries nationally, statewide, and regionally.

Staff will make every effort to ensure that displays cover a diverse range of topics and are inclusive of the whole community. The content of bulletin boards, displays, exhibits, and material displays, does not indicate Library endorsement of the ideas, issues, or events promoted.

Selection of Displays

Library displays are planned, organized, and implemented by Library staff and approved by the Library Director. The Library uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interests
- Connection to other community, state, or national programs, exhibitions, or events
- Historical or educational significance
- Relation to Library collections, resources, exhibits, programs, and events

In addition, the Library draws upon other community resources in developing displays and may partner with other governmental entities, community agencies, and educational institutions, to develop and present materials and book displays.

Selection of Exhibits

The Library designates space for exhibits beyond that of books and materials displays to provide exposure to the work of artists, special collections, or items of general interest to the public.

Library staff members coordinate all exhibits and may draw upon a variety of resources including, but not limited to, governmental entities, community agencies, and educational institutions.

Applications to exhibit must be reviewed by supervisory staff. The exhibits of private collections, individual artwork and crafts, or other materials are approved or denied at the Library's discretion considering all of the criteria listed above for the selection of displays, as well as timeliness, space availability, relevance, and quality.

Reconsideration of Library Displays or Exhibits

If a patron wishes to submit a request for review of a display or exhibit, they may submit a Request for the Reconsideration of Library Displays, Exhibits, Programs, and Services. The form is available at the library or through the library's webpage. Once a completed form has been received by the Library Director, the process will follow the Request for Reconsideration of a Display, Exhibit, Program, or Service Policy.

Bulletin Boards and Other Posting Spaces

Library bulletin boards and other posting spaces are available for the posting of notices related to Library business or activities and public service items of educational or civic interest to the community.

- Library bulletin boards and other posting spaces are not intended as a forum for the expression of the views or opinions of individuals or groups
- Any notice to be considered for posting must be submitted to supervisory staff for approval. Only authorized Library personnel may post or remove notices. Notices posted without authorization will be removed. The Library may limit the frequency with which notices may be posted by the same organization.
- All notices posted on the Library bulletin board and other posting spaces must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Notice size (physical dimensions) may be restricted to available space or a maximum of 8.5" x 11"
- Notices will be removed when they are no longer timely or when space is required for more current items
- The Library assumes no responsibility for the preservation or protection of any materials posted

The following will not be accepted for posting:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state, or local legislation
- Materials promoting commercial products, services, or events

Material Distribution

Space on Library publication displays and tables is available for brochures, flyers, pamphlets, promotional items, etc. that are related to Library business or activities, and public service materials of educational or civic interest to the community.

- These spaces are not intended as a forum for the expression of the views or opinions of individuals or groups
- Any items to be considered for distribution must be submitted to supervisory staff for approval. Only authorized Library personnel may add materials to displays or tables. The public is encouraged to take whatever items they need. Materials placed for distribution without authorization will be removed by Library personnel and disposed of. The Library may limit the amount or frequency of materials distributed by the same organization.
- Materials will be removed when they are no longer timely or when space is required for more current items

The following will not be accepted for distribution:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state, or local legislation
- Materials promoting commercial products, service, or events.



Request for Reconsideration of a Display, Exhibit, Program, or Service Policy

In order to represent the diversity of thought within the Lake Park community, it is very important that the Lake Park Public Library's (the Library) displays, exhibits, and programs present materials representing differing points of view on public issues of a controversial nature. The Lake Park Public Library has a responsibility to serve the whole community, which includes providing information that some patrons may find offensive and/or controversial. The Library makes every effort to represent all sides and viewpoints of controversial issues.

The Library recognizes that there will, from time to time, be citizen complaints or concerns about a display, exhibit, program, or service. Patrons, at any time, are invited to give their comments and criticism of the presentation or parts of the presentation. However, the Library Advisory Board believes that censorship is a purely individual matter and declares that while anyone is free to reject displays, exhibits, programs, or services of which they do not approve, they may not restrict the freedom of others. Persons are welcome to meet with the Library Director or attend Library Advisory Board meetings to discuss this policy, the Library collection as a whole, and individual items in the collection.

The Lake Park Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: [Library Bill of Rights](#) and [Interpretations](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#).

Reconsideration Procedure:

As stated above, the Lake Park Public Library staff and Library Advisory Board support intellectual freedom and subscribe to the principles of the American Library Association's [Library Bill Of Rights](#) and [Interpretations](#), and its statements on [Freedom To Read](#) and [Freedom To View](#). The Library staff makes every effort through the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines, and the Library Program and Services Guidelines to provide displays, presentations, and programs that reflect the diversity of viewpoints within the community.

All requests for reconsideration of displays, exhibits, programs, and services will be handled as follows:

Receipt of the Request

A member of the Library staff explains the reconsideration policy to the patron. The patron, after discussion, may then submit a written Request for Reconsideration of Library Displays, Exhibits, Programs, or Services form to the Library staff. The Library will keep on hand and make available Request for Reconsideration of Library Displays, Exhibits, Programs, or Services forms at the service desk and online. All formal objections to displays, exhibits, programs, or services must be made on

this form and signed by the requester. No further action is to be taken by staff, the Library Director, or a member of the Library Advisory Board unless and until a Request for Reconsideration of Library Displays, Exhibits, Programs, or Services form is made in writing on the appropriate form and the completed form is returned to the Library.

The completed form will be forwarded to the Library Director.

Formal Staff

The Library Director will appoint a committee composed of Library staff to review the challenged display, exhibit, program, or service in light of the criteria set out in the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines and in the Library Program and Services Guidelines. This committee will then formulate a written recommendation responding to the patron's request and will forward this recommendation to the Library Director within 21 days of the date that the reconsideration form was submitted. The Library Director will prepare a final written response within one week of receiving the committee's recommendation. This response will be forwarded to the patron, the Town Manager, and the President of the Library Advisory Board. During this time the display, exhibit, program, or service will continue as scheduled until recommended otherwise.

Appeal to the Library Advisory Board for Recommendation

If the patron wishes to pursue the matter further, the next step is to contact the Library Director to request a hearing at a regularly scheduled Library Advisory Board meeting. The Town Manager and the Town Attorney will be informed of the appeal.

As part of the agenda, all members of the Library Advisory Board will receive copies of the reconsideration form, the staff committee report, the Library Director's written response, and information and reviews regarding items within the display or exhibit, the program (unless already presented and a recording is not available), information and reviews regarding the program presenter/speaker, information about the service, and criteria set forth in the Library Bulletin Board, Display, Exhibit, and Material Distribution Guidelines and in the Library Program and Services Guidelines. Depending on the number of copies available to be provided to Board members, a longer review time may be necessitated to ensure each Board member has an opportunity to review the information presented. Every attempt will be made to keep the process as timely as possible.

The Library Advisory Board will set a time on the agenda for comments from the patron submitting the Request for Reconsideration of Library Materials as well as public comment. The Library Advisory Board will issue its recommendation after public deliberation by the Board members, in consideration of all the materials and public comment regarding the request.

The Library Director will advise the Town Manager of the recommendation and provide any additional documentation as needed in the event that the patron pursues additional remedy through the Commissioners of the Town of Lake Park.



Lake Park Public Library Request for Reconsideration of Library Displays, Exhibits, Programs, or Services Form

The Board of the Lake Park Public Library has established guidelines for library displays, exhibits, programs, and services, and a procedure for gathering input about particular presentations. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

The Lake Park Public Library
529 Park Avenue
Lake Park, Florida 33403

Date _____

Name _____

Address _____

City _____ State/ Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Presentation on which you are commenting:

_____ A library display _____ A library exhibit _____ A library event _____ A library service

_____ Something else: _____

Note: If you wish to request reconsideration of something in the library's collection, please use the Reconsideration of Library Material Form.

Name/ Description: _____

Presenter/ Performer (if applicable): _____

Department: Circulation/ Reference/ Adult (general)/ Young Adult (teen)/ Children's

Any other descriptive information?

2. Please list your reasons for filling this request. Please be as specific as possible. (You may attach pages to this form if needed.):

3. How did you become aware of this display, exhibit, program, or service? What do you know about its content and purpose? Have you attended the display, exhibit, program (or another event with this presenter), or used the service?

4. What do you believe might be the result of attending this display, exhibit, program/using this service?

5. Do you see any ways in which this display, exhibit, program, or service could be of value?

6. Please suggest alternative displays, exhibits, programs, or services that could provide similar information on this topic or support in this area to the community.

7. What action are you requesting the committee consider?

Print name of submitter

Signature of submitter

Date



Library Program and Services Guidelines

Program Guidelines

The Lake Park Public Library (the Library) presents programs that are informational, educational, cultural, and recreational for residents of all ages. These programs are often presented in cooperation with local authors, experts, agencies, institutions, and other public and private resources. Programs are coordinated by Library staff and planned to meet the interests and needs of community members of all ages, and represent the wide range of ideas and views contained in the Library's materials collection.

The Library holds a variety of programs to:

- (1) expand the Library's role as a community resource
- (2) introduce customers and non-users to Library resources
- (3) provide entertainment
- (4) provide opportunities for lifelong learning
- (5) expand the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who, in turn, delegates the authority for program management to designated Library staff.

In planning programs, the Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- (1) community needs and interests
- (2) availability of program space
- (3) treatment of content for the intended audience
- (4) presentation quality
- (5) presenter background/qualifications in the content area
- (6) budget
- (7) relevance to community interests and issues
- (8) historical or educational significance
- (9) connection to other community programs, exhibitions, or events
- (10) relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing programs, and actively partners with other community agencies, organizations, educational, and cultural institutions, and individuals to develop and present co-sponsored public programs for programming.

All Library programs must be free and open to the public and are designed to encourage equal participation by all who might wish to attend. Therefore, the Lake Park Public Library makes it a practice to not present programs that involve a materials fee.

Program attendance may be limited based on age, especially programs intended for children and young adults that are geared to their interests and developmental needs.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of the program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first-come, first-served basis. Registration for programs may be done by calling or visiting the library.

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Programs may be cancelled due to weather, low registration, or the absence of the presenter. Cancelled programs may or may not be rescheduled.

The Library will offer virtual programming to reach a larger audience or adhere to social distancing directives when recommended by local or state authorities. These programs will utilize Library-approved virtual meeting platforms that patrons may use to access virtual programs from their own devices.

Virtual programs will be hosted via the Library's virtual meeting accounts. At least one designated Library staff member will act as a host. While hosting the virtual program, the host may mute attendees, lock the event after the program has begun, or remove participants due to violations of Library policy.

The Library reserves the exclusive right to record any or all virtual programs. Library staff will inform all program participants when the recording will take place. At the same time, to protect the privacy of all meeting attendees, the Library strongly discourages the recording of all virtual programs by any attendee, either on their local computer or via an external device such as a tablet or smartphone.

Attendees at all programs are expected to adhere to the Library's code of conduct while in attendance.

No individual or organization presenting a program at the Library is allowed to sell their product or service or collect the names, addresses, or phone numbers of attendees during their presentation or during their time at the Library.

Exempt from this are authors, filmmakers, or performers who come to speak about published books they have authored, perform songs they have recorded, or show a film they have produced. Before or after the presentation, the author, filmmaker, performer, or his/her representative may unobtrusively sell copies of the published or recorded work.

Presentation at the Library of any specific idea, strategy, financial plan, or investment does not constitute an endorsement. Organizations or business affiliations will be used by the Library in the promotion of programs. This does not constitute an endorsement, merely acknowledgement.

Services

The Library offers the community a number of services beyond the circulation of materials from its collections. These services include, but are not limited to, access to the internet and computers, answering informational (reference) questions, askhere@lakeparkflorida.gov, copier, curbside service, holds, interlibrary loan, meeting rooms, printing, scanning, and test proctoring. The Library partners with other organizations when providing some services, and certain services have associated charges, such as copying, printing, and scanning. Service availability is dependent upon equipment, space, staff, and the discretion of the administration. The Library does not guarantee the availability of all services at all times, although every effort will be made to accommodate users.

Reconsideration of Library Programs or Services

The Library recognizes that there will, from time to time, be citizen complaints or concerns about programs or services offered by the Library. Patrons, at any time, are invited to give their comments and criticism of the program or service, or parts of the program or service. If a patron wishes to submit a request for review of a Library-sponsored program or service, they may submit a Request for the Reconsideration of Library Displays, Exhibits, Programs, and Services. The form is available at the Library or through the Library's webpage. Once a completed form has been received by the Library Director, the process will follow the Request for Reconsideration of a Display, Exhibit, Program, or Service Policy.

Recommendation of a Program or Service

If a patron wishes to request or suggest a program or service be added to the Library, they may fill out the Library Program and Services Request Form. This form does not need to be filled out completely, but providing as much information as possible helps with this request.



Library Programs and Services Request Form

Please use this form to request a program or service be added to the library.

I want to have a _____ Library Program _____ Library Service added.

For a program:

What is the subject of the program? _____

Have you seen the program you would like to have added? _____ Yes _____ No

Title of program _____

Performer/Presenter/Organization involved in the program

What age group would this be appropriate for? _____

Why do you think it should be offered by the Lake Park Public Library?

For a service:

(Please circle)

This service involves Adults/Teens/Children/Seniors/ All Ages/Pre-K

I saw this service being used _____

Please describe the service

How will this service help residents?

Can we contact you for more information? _____ Yes _____ No

Name _____

Bar Code _____

Phone _____

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Hotspots

Policy

A Wi-Fi hotspot is a device that can be used to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the internet. The hotspot is portable, so it can connect a device almost anywhere. More than one device can be connected to the Wi-Fi hotspot and in most situations, up to 10 devices can be connected.

The Lake Park Public Library lends Wi-Fi hotspots to Lake Park Public Library cardholders ages 18 years old or above, in good standing (no fees owed or overdue items). Since the Wi-Fi hotspot benefits the whole household, **ALL** members of a household must have cards in good standing (no fees owed or overdue items) in order to be eligible to check-out a Wi-Fi hotspot. The patron must present their library card and a state-issued ID or driver's license, and is required to sign a "Hotspot Device Agreement" prior to each checkout, acknowledging financial responsibility for lost and damaged equipment.

Hotspots are not available for new card holders. New card holders must have checked out one item and returned that item after 72 hours in order to be able to check out a hotspot.

Hotspot check-out is limited to one per household for a period of seven days, and it cannot be renewed or placed on hold. Hotspots are available at the circulation desk on a first-come, first-served basis from the time of opening until one hour before the library closes. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data lost resulting from use of device. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

Hotspots are not to be returned to the book drop. The wireless service for hotspots greater than seven days overdue will be turned off and all library cards associated with the household will be blocked until the device is returned. Hotspots must be returned directly to a library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the patron's account. The hotspot is not considered returned until **ALL** pieces of the kit are returned. Kits consist of device, charger cord, USB wall charger, case, and laminated instructions. Patrons are responsible for costs associated with loss or damage of the hotspots and/or cords, adapters, cases, etc. If individual parts of the kit are lost or damaged, the following replacement costs will be the responsibility of the borrower:

- Case replacement fee: \$20
- Charger cord replacement fee: \$5
- Hotspot device replacement fee: \$100
- Laminated instructions replacement fee: \$2
- USB wall charger replacement fee: \$5

If the entire hotspot kit is lost or damaged, the library should be contacted immediately. The total kit replacement fee is \$132. If any technical problems are encountered, the hotspot device should be returned to the library as soon as possible.

For assistance in the operation of the library's hotspots, patrons may call the library during normal business hours.

Hotspot Device Agreement

I understand I must present my library card and photo identification to the circulation desk.

Once a hotspot is checked out to me, it becomes my responsibility. Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device upon checkout. If any technical problems are encountered, I should return the device immediately to the circulation desk.

I understand kits must be returned to the circulation desk at least one hour before the library closes, and should never be returned in the book drop or to another library. The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by library staff, appropriate costs will be added to my account. If the kit needs to be replaced, I will be charged the full replacement cost of \$132. If individual pieces of the kit are missing, the kit will not be considered returned until the missing pieces are returned or paid for. A returned hotspot must remain available in the library for 24 hours before I or someone in my household may check it out again.

I understand and I agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled

Internet Use

The Lake Park Public Library is not responsible for any information accessed or action taken by a patron while using a Wi-Fi hotspot. Hotspot users are encouraged to use safe internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Signature: _____

Date: _____

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I _____ (print full name), understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to the Lake Park Public Library in good working condition

and free from damage. I understand that hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures). I understand that if the hotspot is not returned, its wireless service will be discontinued. The hotspot will be unusable. Hotspots are checked out for a period of seven days. I acknowledge that a Wi-Fi hotspot is **NOT** to be returned in the book drop, but must be returned to the circulation desk at least one hour before the library closes.

Please fill out the following fields:

Patron: _____

Library Card Number: _____

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Library Staff Only

___ Checked library card and photo identification.

___ Reviewed policy, due date and fines assessed.

___ Checked that device included hotspot, cord, instructions, and case.



Public Use Of Library Rooms

One of the primary purposes of the Lake Park Public Library (Library) in the Town of Lake Park (Town) is to serve as a community resource for learning, studying, and educational pursuits. The Rose and Stanley Schuyler Meeting Room (Schuyler Room) and the Large Study Room are available for the public, and public and private non-profit organizations of the community in support of programs and functions that further the goals of the Library. Maximum occupancy of the Schuyler Room is 50 people, and of the Large Study Room is 13 people.

1. Permission to use Library rooms may be granted to departments of the Town of Lake Park, the public, and to public and private non-profit organizations for cultural, intellectual, charitable, and educational purposes. The non-profit status will be verified by Library staff using Sunbiz.org.
2. Library rooms may not be utilized for commercial purposes, advertising, solicitation of business, or any for-profit function. Library rooms may not be reserved for personal functions such as bridal showers or product parties.
3. Use of the Library's rooms does not constitute Library or Town endorsement of viewpoints expressed by participants in any program, activity, or event.
4. Priorities for reserving and using the Schuyler Room and Large Study Room are in accordance with the service goals of the Library. Library-sponsored programming has precedence over other reservations.
5. When not reserved for Library-sponsored programming, the Library reserves space on a first-come, first-served basis. Library rooms are not scheduled more than nine months in advance, except for individuals, groups, and organizations using Library facilities for regular monthly meetings. These individuals, groups, and organizations may schedule one meeting per month for up to one year at a time.
6. Programs scheduled in the Library rooms are required to be open to the public at large. Groups and organizations may arrange to use these rooms for regularly scheduled meetings, provided membership of the group or organization is not restricted and the regular meetings are open to the public.
7. No outside individual, group, or organization using Library rooms may charge admission fees, solicit free-will offerings, or present items for sale. However, groups and organizations may conduct normal membership activities, such as the collection of dues. Individuals, groups, and organizations supporting programs and services for the benefit of the Library may conduct fundraising activities in the Library's facilities.
8. There are no user fees for individuals, groups, and organizations scheduling functions in the Library.
9. To ensure availability to the citizens of Lake Park, each individual or representative of a group or organization applying to use library facilities is required to have a Lake Park Library Card. Applications for reserving Library

space must be completed and submitted at least five business days in advance of the planned event. Representatives of a group or organization must provide proof they have the authority to represent the group or organization. This can be through an identification card, a business card, a letter stating they are a representative on the group or organization's letterhead, or they are identified on the group or organization's website. In the event of damage to Library facilities, the person making the reservation will be held responsible for any and all damages that occur.

10. Individuals, groups, and organizations are responsible for setting up chairs, tables, equipment, and other furnishings required for their activities. Users are responsible for restoring the room to how it was originally arranged.
11. Alcoholic beverages, smoking, and vaping are not permitted in the Library. Individuals, groups, and organizations must notify the Library at least five business prior to scheduled use if serving food and non-alcoholic beverages before using the Schuyler Room. No food is allowed in the Large Study Room. All trash created by those using the room must be bagged and set in trash containers outside the Library before leaving.
12. The Library is not responsible for loss or damage to equipment, supplies, or other materials brought to the Library by individuals, groups, and organizations for their meetings. No equipment or materials belonging to an individual, group, or organization may be stored in the Library, with exceptions for individuals, groups, and organizations who are providing Library sponsored programming.



GETTING PATRONS SET UP TO USE THE COMPUTERS:

The following procedure is to be used by Library staff or volunteers in getting patrons set up to use the computers in the computer room:

- Upon entering the computer room, ask the patron to stand by the door until the Library staff member or volunteer has set up the computer for the patron.
- Once the computer has been set up, and the patron has successfully logged on, the Library staff person may leave the computer, and the patron may sit to use the computer.
- Please refrain from leaning over patrons to assist them. If the patron needs further assistance, the Library staff person should ask the patron to move out of the chair so that the Library staff person can sit in front of the computer to provide assistance.

REGARDING SEXUAL HARASSMENT :

To help comply with the Town's sexual harassment policy as set forth in the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) and avoid any misperceptions, Library staff members must avoid any form of physical contact with patrons, volunteers, and other staff members.

All staff members must report any patrons, volunteers, or other staff members engaging in sexual harassment towards a staff member to the Assistant Library Director or Library Director, who shall immediately report it to the Human Resources Department.

If a patron is observed violating the Town's sexual harassment policy, the patron will be informed that sexual harassment is not tolerated and will be asked to leave the Library and may be trespassed.

CONTACTING PBSO:

If at any time a Library staff member or volunteer observes disruptive behavior or potential criminal activity on the part of any Library patron, they are to find a safe area and call 911 if it is an emergency or push the panic button. Once you are safe and the incident is reported, notify the Assistant Library Director or Library Director immediately.

If you are in a non-emergency situation or to trespass an individual, call PBSO Dispatch at 561-688-3466.