



# Town of Lake Park, Florida

## Library Board Meeting Agenda

Thursday, February 09, 2023 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

### SELECTION OF CHAIR AND VICE-CHAIR

[1. Selection](#) of a Chair and Vice Chair

### MINUTES

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

[3. September](#) 2, 2021 Library Board Meeting Minutes

### NEW BUSINESS

[4. Library](#) Board Membership

[5. New](#) Library Policies for Endorsement by the Board

### LIBRARY DIRECTOR'S REPORT

[6. Annual](#) Plan of Service

[7. Update](#) on the Library for the 2021-2022 year.



## Town of Lake Park Library Board

### Agenda Request Form

**Meeting Date:**      **February 9, 2023**      **Agenda Item No.**

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

- |   |  |
|---|--|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS<br><input type="checkbox"/> BOARD APPOINTMENT<br><input type="checkbox"/> PUBLIC HEARING ORDINANCE ON _____ READING<br><input checked="" type="checkbox"/> <b>NEW BUSINESS</b><br><input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> OLD BUSINESS |
|---|--|

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

***Vivian Mendez, MMC, Town Clerk***

Name/Title

<b>Originating Department:</b>  <div style="text-align: center;"><b>Town Clerk</b></div>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <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 _____ <div style="text-align: center;">OR</div> 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.

## ARTICLE IV. - BOARDS AND COMMITTEES<sup>5</sup>

### Footnotes:

--- (5) ---

**Cross reference**— Code compliance board, § 9-31 et seq.; planning and zoning board, § 55-61 et seq., § 54-98; historic preservation board—created and established, § 66-4; harbor marina advisory board, § 76-31 et seq.

**State Law reference**— Public meetings and records, F.S. § 286.011.

### DIVISION 1. - GENERALLY

#### Sec. 2-111. - Election of board and committee officers.

- (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 a board or committee of the town.

(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; Ord. No. 05-2016, § 2, 7-20-2016)

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.



**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 Library Board

### Agenda Request Form

Meeting Date: February 9, 2023 Agenda Item No.

Agenda Title: Library Board Memberships

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

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

*Vivian Mendez, MMC, Town Clerk*

Name/Title

<b>Originating Department:</b>  Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  1. Library Board Membership Code 2. Board Membership Applications
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	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>  Please initial one.

**Summary Explanation/Background:** The Town's Library Board Code states that members of the Board serve for a three-year term. The Board may have five members and two alternates. The Town Code also states that a "Profile Sheet" (or Board Member Applications) shall be required to be completed every three-years.

The purpose of this agenda item is to notify the Board that each membership will expire May, 2023. To be reconsidered for appointment to this Board please fill out the attached application and provide it to the Town Clerk's Office no later than March 10, 2023. The Town Clerk's Office will provide the Town Commission the applications for their consideration for reappointment to the Board. Please find attached the Town Code related to Board Membership.

**Recommended Motion:** No action is required at this time. This item is for informational purposes only.



## ARTICLE IV. - BOARDS AND COMMITTEES<sup>51</sup>

### Footnotes:

--- (5) ---

**Cross reference**— Code compliance board, § 9-31 et seq.; planning and zoning board, § 55-61 et seq., § 54-98; historic preservation board—created and established, § 66-4; harbor marina advisory board, § 76-31 et seq.

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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.

- **DIVISION 2. - LIBRARY BOARD<sup>(6)</sup> Modified**

- **Sec. 2-151. - Established.**

There is hereby established a library board for the town.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-16)

- **Sec. 2-152. - Composition.**

The library board shall consist of five members who shall be appointed by the town commission.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-17)

- **Sec. 2-153. - Qualifications.**

Members of the library board shall be residents of the town; however, neither the mayor nor any member of the town commission shall be eligible to be a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-18)

- **Sec. 2-154. - Term of members.**

Members of the library board shall be appointed for a term of three years or until their successors have been appointed and qualified.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-19; Ord. No. 05-2010, § 2, 6-2-2010)

- **Sec. 2-155. - Removal of members.**

Members of the library board may be removed by an affirmative vote of a majority of the total members of the town commission.

(Ord. No. 5-1968, § VI, 4-15-1968; Code 1978, § 12-20)

- **Sec. 2-156. - Vacancies.**

In the case of vacancy on the library board by resignation, removal or otherwise, the town commission shall fill such vacancy for the unexpired term.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-21)

**Cross reference—** Vacancies on certain boards, [§ 2-112](#).

- **Sec. 2-157. - Compensation.**

No member of the library board shall receive any pay or compensation for any services rendered as a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-22)

- **Sec. 2-158. - Meetings.**

In the performance of its duties set forth in this article, the library board shall hold at least two meetings per calendar year. The board may also hold meetings on an as-needed basis.

(Ord. No. 5-1968, § V, 4-15-1968; Code 1978, § 12-24; Ord. No. 05-2010, § 3, 6-2-2010; Ord. No. 15-2014, § 2, 12-3-2014)

- **Sec. 2-159. - Quorum.**

Three members of the library board shall constitute a quorum.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-25)

- **Sec. 2-160. - Rules and regulations.**

The library board may make and adopt such bylaws, rules and regulations for its own guidance and as the library board may deem expedient, subject to the approval, supervision and control of the town commission and not inconsistent with law.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-26; Ord. No. 05-2010, § 4, 6-2-2010)

- **Sec. 2-161. - Powers and duties.**

Subject to the control and direction of the town commission, the library board shall:

(1)

Act in an advisory capacity (non-administrative) to the town commission, to ensure representation of the ideas of citizens and taxpayers of the town relative to the function and operation of a municipal library;

(2)

Make recommendations concerning all matters involving the library as it sees fit to the commission concerning the management and operation of the municipal library. Any

action, decision or recommendation of the library board shall not be final or binding upon the commission but shall be advisory only.

(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)



## The Town of Lake Park

### Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Birthday: Month: \_\_\_\_\_ Day: \_\_\_\_\_

Telephone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

	Yes	No
Are you a resident of Lake Park	<input type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input type="checkbox"/>
If so, which one(s): _____		
Have you been convicted of a crime	<input type="checkbox"/>	<input type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number “1” through “3” of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

<u>Active Boards:</u>			
<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> _____	Planning & Zoning/ Historic Preservation Board *
<input type="checkbox"/> _____	Library Board		
<input type="checkbox"/> _____	Stormwater Policy Steering Committee		
<input type="checkbox"/> _____	Floodplain Management Committee	<input type="checkbox"/> _____	Tree Board
<input type="checkbox"/> _____	Centennial Celebration Committee		

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	

Your Name: \_\_\_\_\_

Please indicate the reason for your interest in your first and second choices:

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Number of Meetings of the above boards you have attended in the past six months: \_\_\_\_\_

Your educational background: (High school, College, Graduate School or other training)

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What is/was your profession or occupation: \_\_\_\_\_

How long: \_\_\_\_\_

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: \_\_\_\_\_

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Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: \_\_\_\_\_

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Feel free to attach additional sheets if necessary. Also, please attach your resume, if available. Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403.

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: \_\_\_\_\_ 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.

# 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 \_\_\_\_\_

Lake Park Public Library | 529 Park Avenue, Lake Park, FL | (561) 881-3330 |

Revised 11/16/2022 JKC | [www.lakeparkflorida.gov/government/departments/lake-park-public-library](http://www.lakeparkflorida.gov/government/departments/lake-park-public-library) |

# 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.

Revised 11/16/2022 JKC



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](mailto: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 \_\_\_\_\_

**Lake Park Public Library | 529 Park Avenue, Lake Park, FL | (561) 881-3330 |**

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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.

---

---

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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.

---

---

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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?

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---

---

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



**Lake Park Public Library | 529 Park Avenue, Lake Park, FL | (561) 881-3330 |**  
**| [www.lakeparkflorida.gov/government/departments/lake-park-public-library](http://www.lakeparkflorida.gov/government/departments/lake-park-public-library) |**



# 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?

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

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

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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.

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7. What action are you requesting the committee consider?

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\_\_\_\_\_  
Print name of submitter

\_\_\_\_\_  
Signature of submitter

\_\_\_\_\_  
Date



**Lake Park Public Library | 529 Park Avenue, Lake Park, FL | (561) 881-3330 |**  
**| [www.lakeparkflorida.gov/government/departments/lake-park-public-library](http://www.lakeparkflorida.gov/government/departments/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

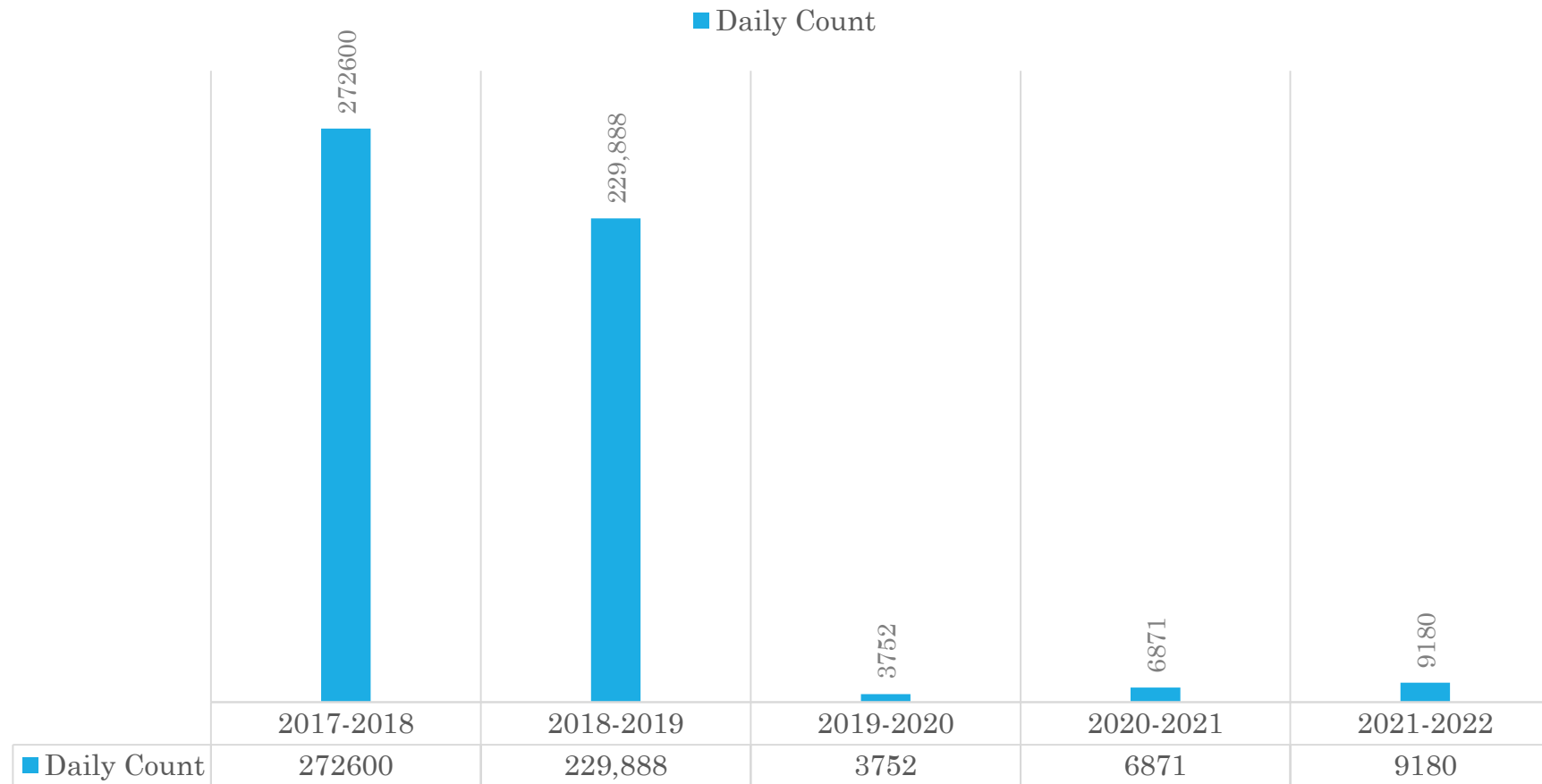
- Ensure that staff receives training on all new software and hardware, as well as refresher courses on current programs.
- Increase staffing as funding becomes available in order to bring staffing to enhanced standard levels.
- Ensure that staff minimum starting wage per hour is \$15.00.

## 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.

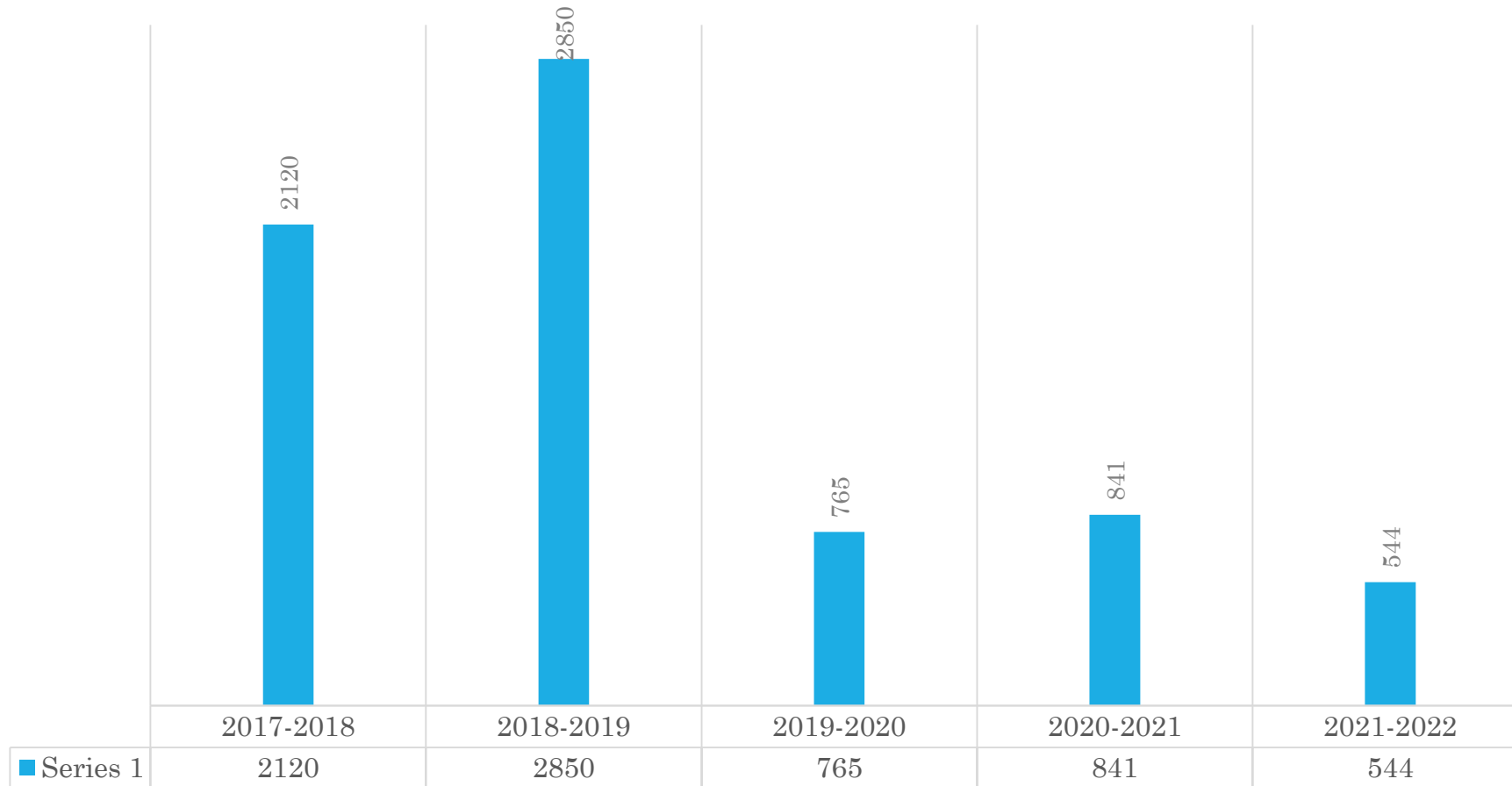
# Update on the Lake Park Public Library

# Daily Count of Patrons

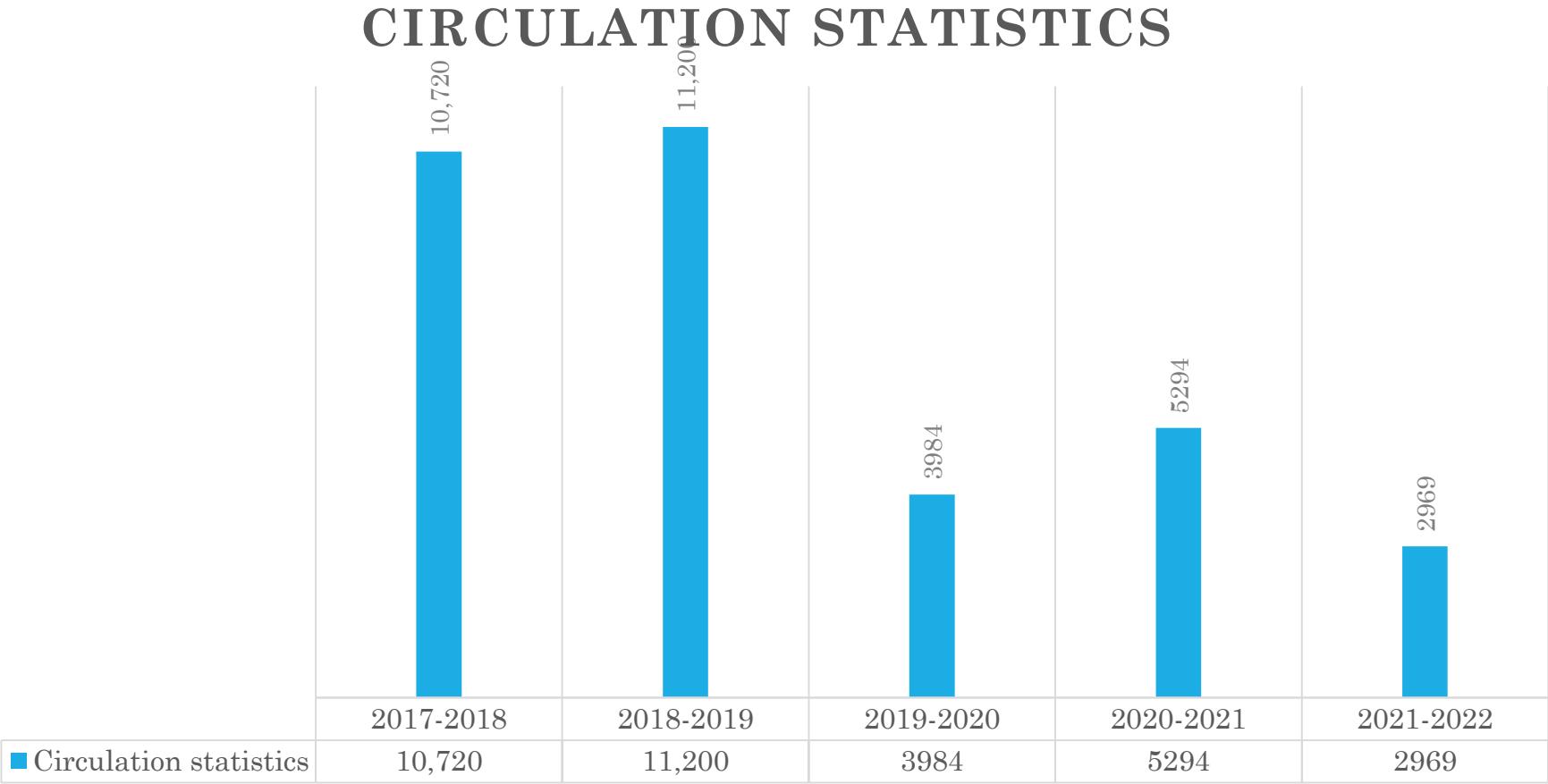




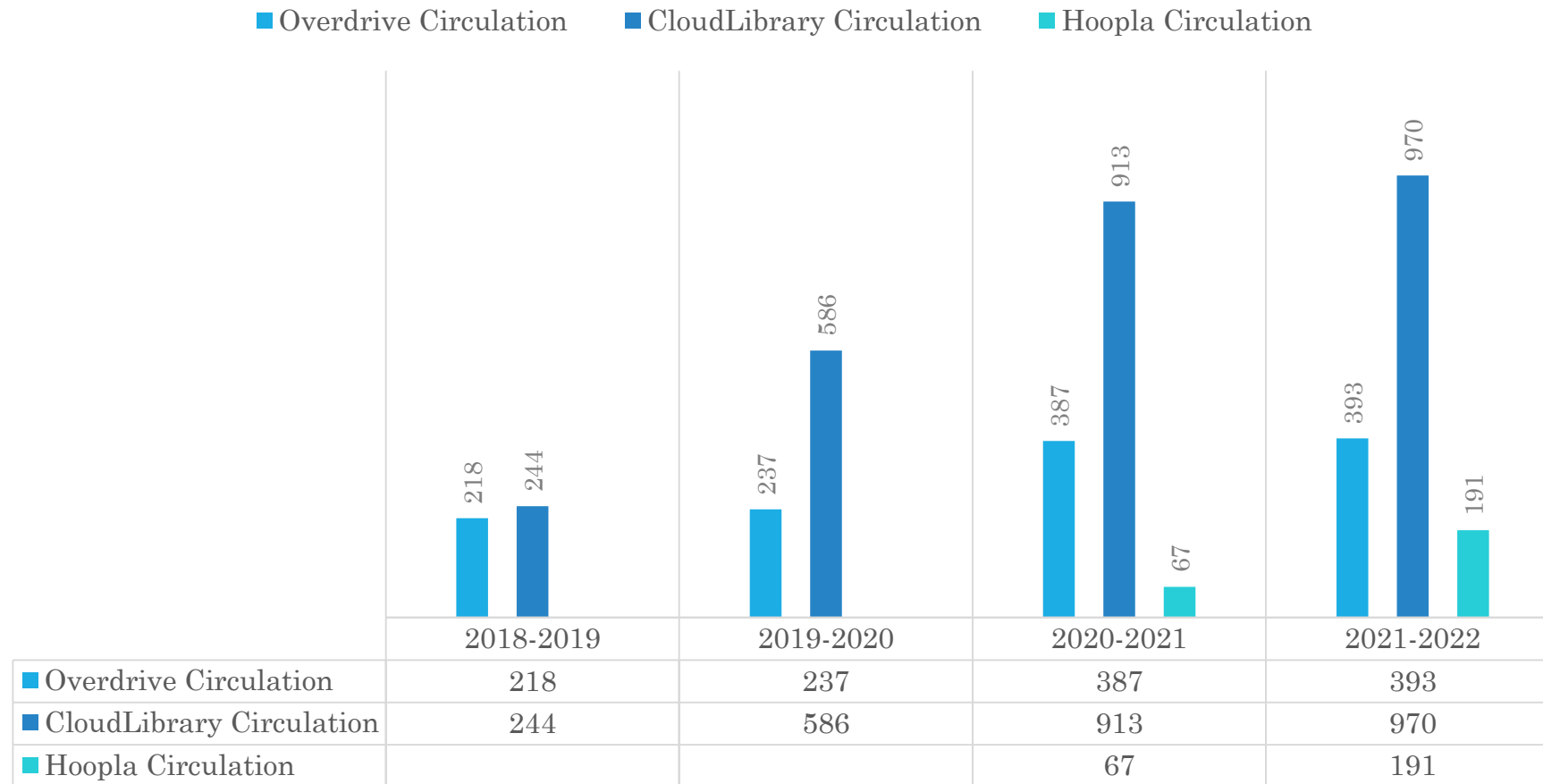
# Reference Questions



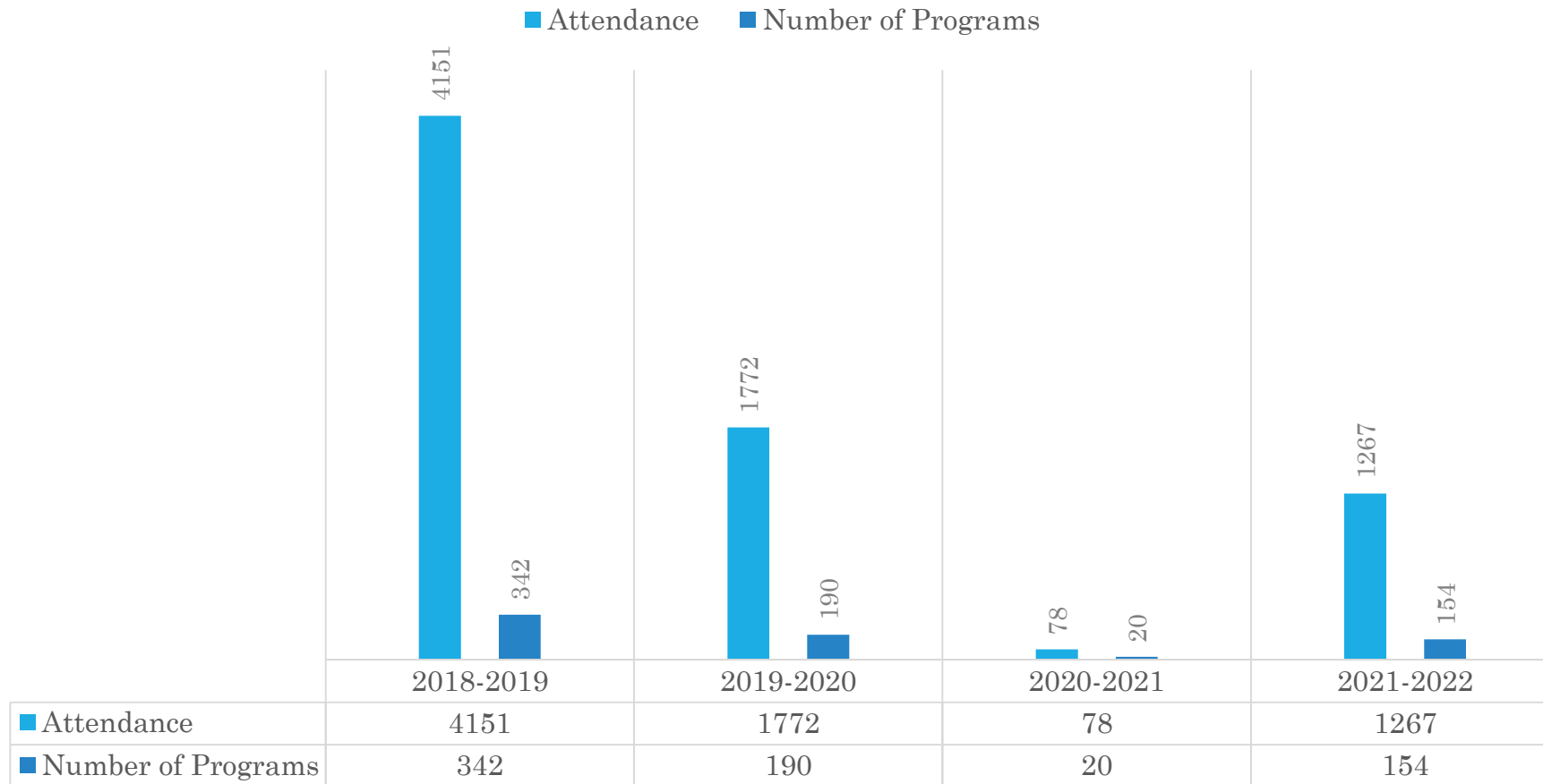
# Circulation Statistics



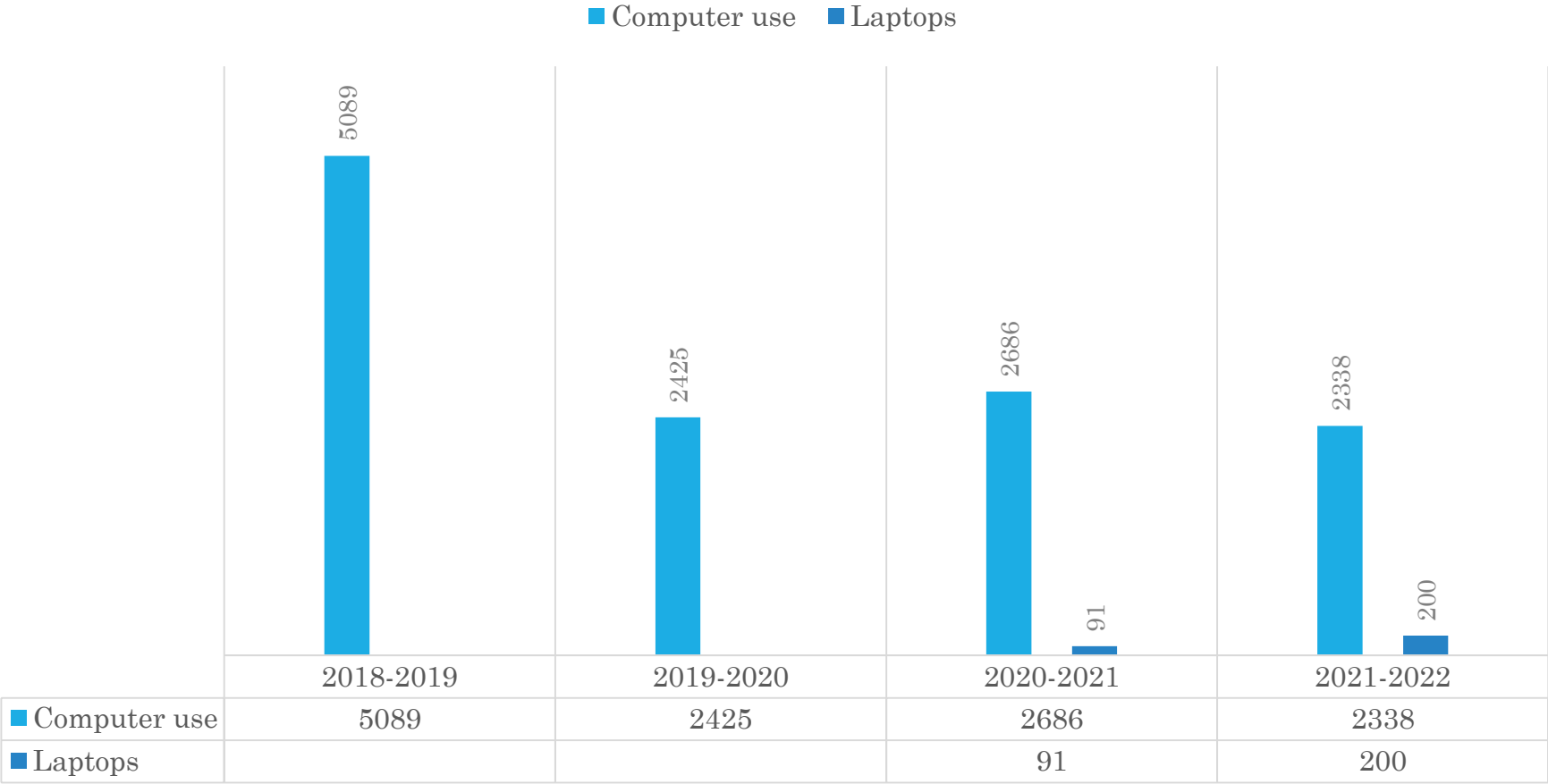
# E-materials



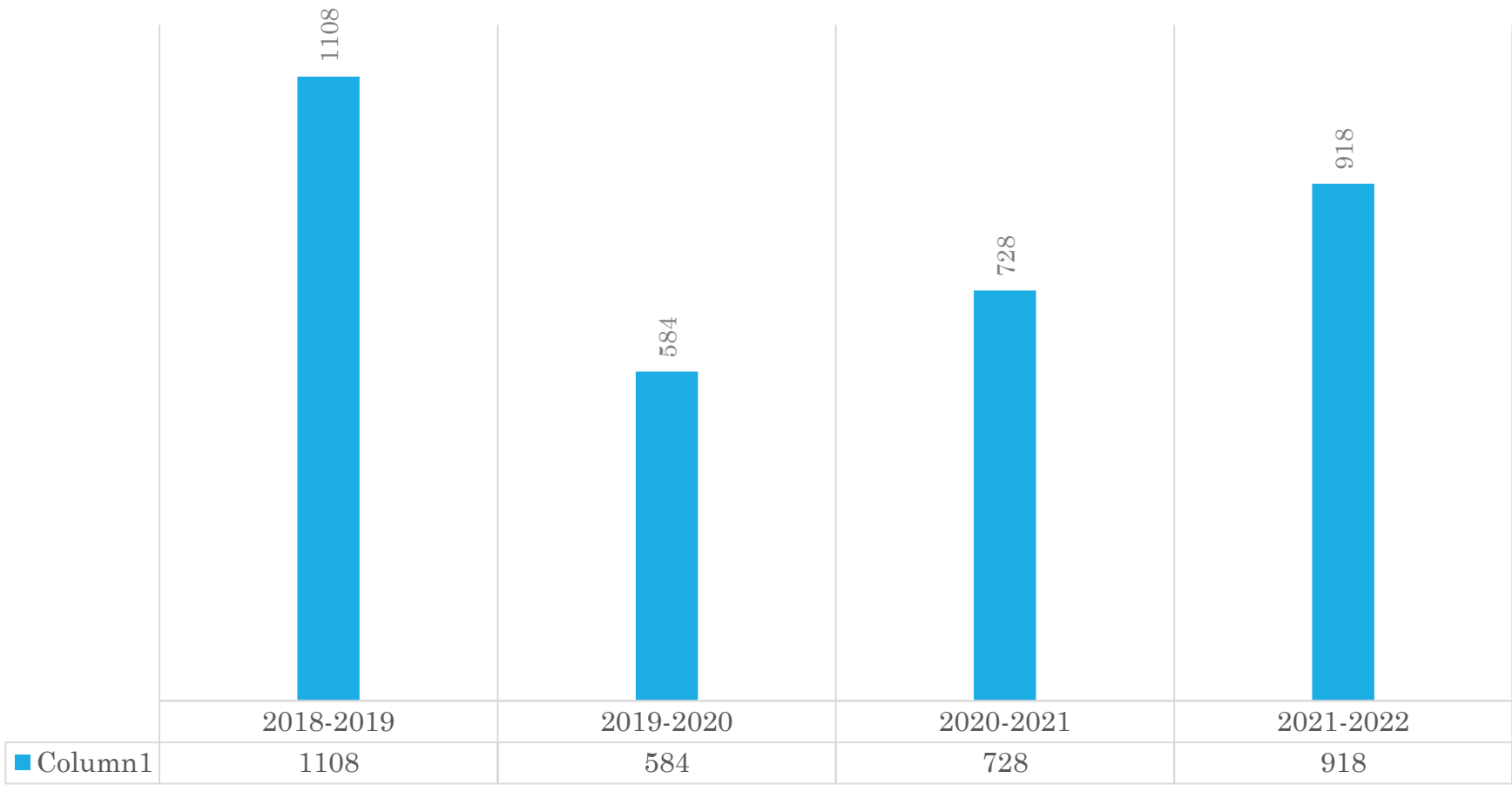
# Program Attendance



# Computer Use



# Study Room Use



# New Databases

## Brainfuse- HelpNow, JobNow, VetNow

The image displays a collage of eight promotional banners for Brainfuse services, arranged in two rows of four. Each banner features a distinct color scheme and text describing a specific service.

- Top Left:** "Got homework? Get live online help from **brainfuse HelpNow**".
- Top Second:** "Online Writing Lab. Free expert feedback for all types of writing.".
- Top Third:** "FREE LESSONS AND VIDEOS" (powered by brainfuse).
- Top Fourth:** "FREE ONLINE PRACTICE TESTS" (powered by brainfuse).
- Bottom Left:** "Get help finding a **JobNow**. Free online career assistance for all stages of job hunting.".
- Bottom Second:** "Free online resume review. Get personalized feedback on your resume.".
- Bottom Third:** "FREE ONLINE JOB COACHING" (powered by brainfuse).
- Bottom Fourth:** "GET LIVE HELP TRANSITIONING TO A CIVILIAN CAREER" (powered by brainfuse).
- Far Right (Vertical Strip):** "NEED LIVE HELP FINDING ELIGIBLE VA BENEFITS? CONNECT WITH A VETERAN NAVIGATOR" (powered by brainfuse).
- Bottom Right:** "BRUSH UP ON COLLEGE SKILLS WITH VETNOW" (powered by brainfuse).

# Databases added



Language  
learning for  
everyone



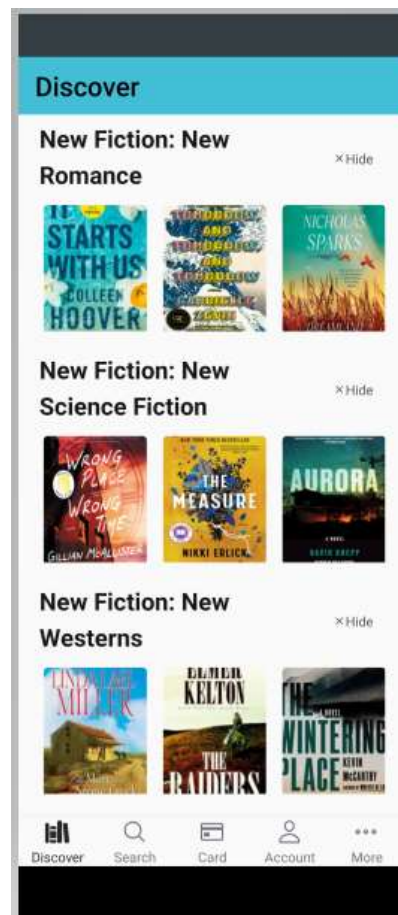
Be a **global** leader. Learn a new language.



Transparent Language®



# New Discovery Layer discovery.lakeparkflorida.gov



Aspen LiDA

Aspen Discovery  
With Aspen LiDA  
(Library Discovery App)

# Community Partners



# New Programming

## Care Crew

Homework Help most afternoons

Chess Club on Fridays

Tween Club

Help with outreach

Lego Day (with Bridges)

Palm Beach County School District  
McKinney-Vento Program

## Bridges

Lapsit once a month

Sponsor first Storytime every month

Love Your Library

## Palm Beach County Food Bank

Help with Food Assistance

PBC Food Bank Free Weekend Meals for Kids

# Lake Park Little Free Library Program

