



The Lake Park
Public Library

529 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3330
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www.lakepark-fl.gov

Library Board Agenda

Thursday, November 17, 2016
6:30 p.m.
Commission Chamber, Town Hall
535 Park Avenue

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, 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 (F.S. 286.0105). *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.*

- A. **Appointment of a Chair and Vice-Chair:**
 - 1. Copy of Town of Lake Park Library Board Ordinance Tab 1
 - a) Appoint a Chair
 - b) Appoint a Vice-Chair

- B. **Minutes:**
 - 2. Approval of the November 9, 2015 Library Board Meeting Minutes. Tab 2

- C. **Library Director Report:**
 - 3. Preliminary Monthly Report for October 2016 Tab 3

- D. **Discussion:**
 - 4. Highlights of the Long Range Plan Tab 4

- E. **Public Comment:**

- F. **Board Member Comments:**

- G. **Schedule next Library Board meeting:**

- H. **Adjournment:**

TAB 1

- **DIVISION 2. - LIBRARY BOARD^[6] 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)

- **ARTICLE IV. - BOARDS AND COMMITTEES^[5] Modified**

- **DIVISION 1. - GENERALLY**

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

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

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

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

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

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

Board means board or committee, as appropriate.

Valid excuse means one of the following:

(1)

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

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

(b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.

(c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).

(d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.

(e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.

(f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.

(g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

(h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

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

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

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

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

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

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

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

- **Secs. 2-114—2-150. - Reserved.**

TAB 2



Minutes
Town of Lake Park, Florida
Library Board Meeting
Monday, November 9, 2015, 7:00 PM
Town Commission Chamber, 535 Park Avenue

The Library Board met for the purpose of a regular Library Board meeting on Monday, November 9, 2015 at 7:00 p.m. Present were Board Member Diane Bernhard, Board Member Ludie Francois, Board Member Lupe Lawrence, and Board Member Robert Shelton, Town Manager John O. D’Agostino, and Town Clerk Vivian Mendez. Board Member Ruth Rodney was absent.

Town Clerk Mendez performed the roll call and introduced Town Manager D’Agostino.

INTRODUCTION OF TOWN MANGER:

1. Town Manager John O. D’Agostino introduced himself to the Board. He explained the Town Code and why the Library Board meetings would be held in the Commission Chamber moving forward. He explained that the Sunshine Law governs elected and appointed boards and requires them to meet in open public sessions. There are certain requirements to conducting Sunshine meetings, such as the meetings have to be noticed, they have to be open to the public, the public has an opportunity to participate, and the public has to be made aware of the decisions being made by the Board through public meetings and minutes of the meetings.

He explained that the Board would need to appoint a Chair, and a Vice-Chair. Board Member Shelton stated that the Board did not have a Chair, but that the Acting Chair could make motions. Town Clerk Mendez explained that the Town Code states that a Chair and Vice-Chair shall be appointed so that the person could preside over the meetings.

APPOINTMENT OF A CHAIR AND VICE-CHAIR:

2. Appointment of a Chair.

Motion: Board Member Shelton moved to nominate Diane Bernhard as the Chair of the Library Board; Board Member Lawrence seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bernhard	X		
Board Member Francois	X		
Board Member Lawrence	X		
Board Member Rodney	—		Absent
Board Member Shelton	X		

Motion passed 4-0.

Town Manager D'Agostino stated that since a Chair has been appointed to the Board the Chair could presided over the rest of the meeting.

Appointment of a Vice-Chair.

Motion: Board Member Bernhard moved to nominate Robert Shelton as the Vice-Chair of the Library Board; Board Member Lawrence seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bernhard	X		
Board Member Francois	X		
Board Member Lawrence	X		
Board Member Rodney			Absent
Board Member Shelton	X		

Motion passed 4-0.

Town Manager D'Agostino stated that the public would have the opportunity to participate in the decision making process of the Library. He complimented that the Library was a wonderful asset to the community.

Chair Bernhard asked if members of the public have to use the pink comment cards to speak at a Library Board meeting. Town Clerk Mendez explained that the public could be invited to speak by the Chair. She explained that Public Comment was a requirement of the Sunshine Law. Chair Bernhard asked if no public comments were made, are the meeting valid. Town Manager D'Agostino stated that the Town was required to provide the opportunity for public comment, but if there were, no public comments the meetings would still be valid. Town Clerk Mendez further explained that someone could submit their comments in writing and the Chair could then read the persons comments into the record.

Town Manager D'Agostino announced that he had another meeting he was attending and wished everyone a good meeting and a good evening.

MINUTES:

3. Approval of the September 4, 2014 Library Board Meeting Minutes.

Motion: Board Member Shelton moved to approve the Library Board meeting minutes of September 4, 2014; Board Member Franocis seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bernhard	X		
Board Member Francois	X		
Board Member Lawrence	X		
Board Member Rodney			Absent
Board Member Shelton	X		

Motion passed 4-0.

LIBRARY DIRECTOR REPORT:

4. Discuss the Library Director's Report

Library Director Karen Mahnk gave the directors report (see Exhibit "A"). Chair Bernhard asked the amount of the State of Florida Library Technology Grant. Library Director Mahnk stated that the Library has the potential to receive up to \$15,000 - \$20,000. Chair Bernhard asked if the computer instructor would be a paid employee. Library Director Mahnk stated that it was proposed that the computer instructor be a paid employee that would work once during the week and one evening a month. Chair Bernhard asked how many students could be in one class. Library Director Mahnk stated that up to 10 students could be in one class. Board Member Lawrence asked what types of computer classes would be taught. Library Director Mahnk stated that they would teach basic computer skills, internet safety, with the evening class directed to Microsoft Office products. Board Member Francois stated that the computer classes would be very beneficial to the community.

Chair Bernhard asked if the Board should schedule the next Board meeting. Vice-Chair Shelton asked if it were required to schedule the next Library Board meeting. Town Clerk Mendez explained that the Board was required to hold one meeting per year and the other meetings could be held as often or as little as the Board wanted.

Chair Bernhard suggested speaking with the Friends of the Library regarding the next book sale. Library Director Mahnk explained that a book sale has been scheduled for January 2016.

Chair Bernhard asked for suggestions for activities in the Library. Library Director Mahnk stated that the Board's assistance would be required when preparing the strategic plan, which was done during the spring. Board Member Lawrence asked for a status on collaborating with the Art on Park Gallery. Library Director Mahnk stated that several activities were collaborated with the Art on Park Gallery over the past few months. She invited Librarian Amy Natale to explain some of the activities that took place.

Librarian Natale explained that Art on Park and the Library Summer Reading Program participants collaborated several times during the summer. She explained that each year a theme was assigned for the Summer Reading Program. This year the theme was "Art is Science and Science is Art". The participants took a tour of the Art on Park Gallery and saw how it operates. Throughout the summer, the participants worked on different projects and were allowed to have their artwork hung and sold at the Gallery. She explained that the Easel Art Supply store has been generous to the Library by either donating or charging a reduced rate for supplies. She stated that artist with Easel Art Supply displayed their work in the Library and the Summer Reading Program participants were able to speak with artist and learn more about the craft. Additional collaborations were scheduled throughout the coming year.

Chair Bernhard asked if an official letter of gratitude were sent to the Art on Park Gallery for all their efforts. Librarian Natale stated that after each session the participants made thank you cards, which were sent to the various groups that collaborated with the Library.

She gave examples of the different organizations that collaborated with the Library and the participants created an expression of appreciation.

Board Member Lawrence suggested that an official letter be sent that was signed by the Mayor to the Art on Park Gallery and Easel Art expressing the appreciation for their work with the Library. Town Clerk Mendez explained that staff would create the letter and provide it to the Town Manager, who would then bring it before the Mayor for signature.

Chair Bernhard asked for a recap of the Halloween event. Librarian Natale explained that the theme for this year's Halloween was Peter Pan. The Library was decorated in the theme and the children could make different activities based on the theme. She gave a few examples of activities the children did; made their own treasurer chest; their own swords; Peter Pan hats; Tiger lily headbands. The children then participated in a treasure hunt with a map of Neverland. She described the different stations that were built and how the children participated in all of the activities.

5. Library events calendars for November and December.

Librarian Natale explained that in November they have a "Food for Fines" event. Anyone that has an overdue book could have the fines waived if they bring a non-perishable food item. She explained during the month the children would work on different art & craft activities for decorating their homes for the fall.

She explained that the Library would be participating in the Town's Tree Lighting ceremony on Park Avenue the first week of December. Also in December the children would be decorating the Library in the Polar Express theme. The children would be making train tickets for their adventure on the Polar Express.

Chair Bernhard suggested that this would be the best time to ask for volunteers. Librarian Natale explained that there was a volunteer application process that was handled by the Human Resources Department (HR) and encourage those that wanted to volunteer to contact HR.

Librarian Natale announced that on January 23, 2016 the annual Friends of the Library Book Sale event. There would also be a book reading of "Murder in Palm Beach" by Bob Brinkman, who was a local author. She explained that in February Artist of Palm Beach County would be presenting on Black History Month. In March, they hope to bring a murder mystery in for the adults. She announced that they hope to collaborate with the Kiwanis of Lake Park for another adult activity. During the months of March and April, the artwork created at Easel Art Supply would be showcased at the Library. She added that the Summer Reading Program would begin in June and run for 10 weeks.

She stated that once a month she does the following: outreach with Bridges at Lake Park, Twilight Tales, and Storytime. Vice-Chair Shelton was impressed by all the activities that take place at the Library.

Chair Bernhard stated that she had gone through the volunteer process. Librarian Natale stated that the Town has many different types of volunteer, but if a person were interested in becoming a volunteer at the Library they would have to specify it on the volunteer application.

BOARD MEMBER COMMENTS:

Board Member Francois had no comments.

Board Member Lawrence had no comments.

Board Member Rodney was absent.

Vice-Chair Shelton was impressed with all the activities at the Library.

Chair Bernhard had no comments.

Schedule next Library Board meeting:

The Board came to consensus to have staff contact the Board members during the spring to schedule the next Board meeting.

ADJOURNMENT

There being no further business to come before the Library Board and after a motion to adjourn by Vice-Chair Shelton and seconded by Board Member Francois, and by unanimous vote, the meeting adjourned at 7:45 p.m.

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2016

TAB 3



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Public Library

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LIBRARY

Preliminary MONTHLY REPORT

for

October 2016

The following activities and items of significance occurred during October 2016.

- Interviews for the position of Librarian II are in progress and Library Associate I part-time position circulation desk opening has been posted.
- The Friends will be sponsoring a Women's Health Seminar on October 27th at 6:30 pm
- We are participating in the Palm Beach County "Read for the Record" the week of October 24th with our community partners and Commission. The book chosen for this year's event and activity is entitled, "*The Bear Ate Your Sandwich*". As of Tuesday, Commissioners and community participants have read to over 75 children and parents.
- The library has submitted the application for the Florida Library Annual State Aid grant which was presented for approval at the September 21st Commission along with the revised Library Strategic Long Range Plan and Annual Plan for 2017.
- The Friends have provided a kiosk in the Children's room of four tablets containing over 50 Literacy and learning apps for ages ranging from preschool to 12 years. Delivery is scheduled for the third week of October.
- We are moving forward with Lake Park Elementary school to provide students and teachers with all books listed on the local reading lists for third through fifth grades and have sufficient number of substitute titles for books on the lists that are out of print.

During November, library staff will be working on the following:

- A workshop is scheduled for November, 4th for educator, librarian and Bridges leadership with the aim to create a formal coordination between these groups for the purpose of better preparing our preschool children for kindergarten.
- Volunteer Ken Campbell will be conducting a BYOD (bring your own device) Resume Writing Workshop on November 17th. This workshop was originally scheduled for October 6th at 6:00 pm but was postponed due to hurricane Matthew.
- Mr. Campbell continues to offer computer help classes on Saturday afternoons which are well attended.
- Staff member Edna Rodrigues will be conducting a children's holiday craft on Saturday, November 12th at 1:00 pm
- We will be resuming our "food for fines" annual drive beginning November 1 through December 31.
- We will be preparing for a dedication of the Teen room with a plaque honoring Mayor Desca DuBois. Invitations will be forthcoming.

TAB 4



JANUARY

1. Add at least two additional informational databases to the Library website.
2. Offer at least twice each year age-appropriate group instruction for elementary, high school and middle school students in the use of the library and on-line resources **(January and August)**.
3. Each teacher in Lake Park Elementary School will receive current information at least three times each year about library services designed to support teachers and students. **(January, May and August/September)**.
4. Produce at least one program annually for parents and caregivers for information on developing reading skills.
5. Produce at least four exhibitions annually for local visual artists and crafts people.
6. Produce at least two exhibits annually of art work created by students in Lake Park public schools.
7. Produce at least ten programs each year for families with young children.
8. Participate and/or cosponsor at least one "Back-to-School" event each year that will provide parents and caregivers information about pre-schools and other agencies that provide services for children and families.

JUNE

1. Establish standards for customer service and at least one annual survey of users.
2. Collect feedback through website from at least one hundred users.
3. Report on issues that affect users and recommend ways to improve usability.
4. Offer at least one class focusing on technology innovation.
5. Increase the total number of library volunteers by ten percent over previous FY.
6. Revise the library's collection development policy.
7. Total current collection will exceed 35,000 items.
8. The library will be able to reach at least ten percent of library users through social media tools.
9. Twenty-five percent of the recipients will open the library's monthly email newsletter.
10. At least two informative programs relating to activities that are compatible with the recreational purposes of the Lake Park Kelsey Park and the Lake Park Marina.
11. Form a Youth Services Advisory Board comprised of teenagers in Lake Park.
12. Total annual circulation of young adult materials will constitute at least three percent of total circulation.
13. Library policies and annual reports will be accessible from the library website.

JULY

1. Establish a *Work in the Flow* Co-Work program
2. Double the number of local nonprofit web links that are linked on the library's website.
3. Host annually at least one public forum at which voters can discuss local issues.

SEPTEMBER

1. Maintain an annual enrollment of at least twelve people receiving home delivery service.
2. Adopt minimal standards for technical proficiency for each library job classification.
3. Produce annually at least one program in the natural sciences that is appropriate for each of the following age groups, elementary, middle school and high school students.

DECEMBER

1. Hold at least one music concert each year in the library.
2. Twenty-five percent of library card holders will be registered with *OverDrive*, *Freegal* or other similar services offered through the library.
3. Present annually at least one outreach program at a Lake Park Senior Center.



FOUR YEAR ACTION PLAN

2017

JANUARY

1. Add at least two additional informational databases to the Library website.
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3. Each teacher in Lake Park Elementary School will receive current information at least three times each year about library services designed to support teachers and students. (**January, May and August/September**).
4. Produce at least one program annually for parents and caregivers for information on developing reading skills.
5. Produce at least four exhibitions annually for local visual artists and crafts people.
6. Produce at least two exhibits annually of art work created by students in Lake Park public schools.
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2. Twenty-five percent of library card holders will be registered with *OverDrive*, *Freegal* or other similar services offered through the library.
3. Present annually at least one outreach program at a Lake Park Senior Center.

2018

JANUARY

1. Develop an advisory panel of senior citizens to receive feedback on how the library's services to seniors can be improved.
2. Provide at least one training session for local nonprofit organizations and town agencies on developing and improving their organization's website.
3. Undertake a comprehensive analysis of the community's current and projected library needs and the space required to provide those services.
4. With the Lake Park Historic Society provide online access to a digital depository of all historic Town materials from the Library's website.
5. Produce at least one "technology fair" at which attendees will obtain information about new information technologies.
6. All library personnel achieve the established levels of minimum technical proficiency.
7. At least seventy-five percent of all registered borrowers have used their library card in the past twelve months.
8. A shared donor database available that can be used and maintained by the Friends of the Library.
9. Will host a joint meeting of the Board of the Friends of the Library, the Library Board and the Lake Park Commission to discuss library needs and fundraising strategies at once each year.
10. Will host at least one volunteer appreciation event each year.
11. Offer at least two programs focusing on personal finance and money management and finances.
12. Conduct annual evaluations of the effectiveness of services offered in the previous year.
13. At least one thousand people will annually receive personal instruction in using their devices to download electronic materials.
14. A least three hundred people will annually receive training through the library's computer classes. **15. January 2018**, host t least one public service fair annually at which the public can learn of services provided through local organizations and town agencies.

JUNE

1. Prepare and submit a facilities planning proposal for partial or complete grant funding to the Lake Park Commissioners to fund a building improvement feasibility study.
2. Twenty percent of the library's total annual circulation will be done through self-check-out.
3. Patron-placed reserves will account for twenty percent of the total reserves placed on library materials.
4. Offer annually at least four programs for children, teens and adults that encourage participation in the visual and performing arts.

JULY

1. Total attendance at the library's story time and similar programs increase by 50% within two years.

OCTOBER

1. A tech support person will be scheduled for at least 75% of the library's operational hours.

2019

JANUARY

1. Update the annual needs assessments prepared for this plan.
2. Create and maintain a catalog of programs created specifically relating to technology innovation.
3. Children's Kiosk learning workstation activities will increase by ten percent in each year of the plan.
4. Registration of new borrowers will increase by five percent in each year of the plan.

JUNE

1. Complete the implementation of at least fifty percent of the recommendations proposed in the usability report.
2. Use of library databases will increase by two percent each year.

2020

1. Prepare and submit a construction grant proposal and application to the Florida State Library and Archives or other available funding entity.