

**RESOLUTION NO. 55-08-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE SUBMISSION OF AN APPLICATION REQUESTING STATE AID TO LIBRARIES GRANT FUNDING FOR LIBRARY SERVICES AND PROVIDING THE REQUIRED ASSURANCES; AUTHORIZING THE MAYOR AND TOWN CLERK TO EXECUTE THE GRANT APPLICATION OF BEHALF OF THE TOWN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, effective July 1, 2003 the Florida Legislature amended Chapter 257, Florida Statutes to allow application for State Aid to Libraries Grant Funding by municipalities; and

**WHEREAS**, in order to meet the requirements for application for State Aid to Libraries Grant Funding, the Town of Lake Park is required to approve submission of the application and make the following certifications provided herein;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA THAT;**

- Section 1. The Town of Lake Park, Florida is an eligible political subdivision.
- Section 2. The Town of Lake Park is the single library administrative unit.
- Section 3. The Commission of the Town of Lake Park is the designated governing body to provide library services.
- Section 4. The Library Director shall be the single administrative head employed by the Town of Lake Park with the authority to manage and coordinate operations of the Town of Lake Park Public Library and shall have an approved job description.
- Section 5. The Library Director shall have an American Library Association accredited professional degree, and have at least two (2) years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of forty (40) hours per week.
- Section 6. All funds will be centrally expended by the single administrative head as part of the Library's budget.

- Section 7. The Town of Lake Park Public Library will extend borrowing privileges without charge to residents of all library service areas in the county that receives State Aid to Libraries Grants.
- Section 8. The Town of Lake Park Library will provide free library services.
- Section 9. The Town of Lake Park Library will participate with all libraries in county that receive State Aid to Libraries Grants, in joint planning for the coordination of library services to residents.
- Section 10. The Town of Lake Park Library will continue to be operated a minimum of forty (40) hours per week.
- Section 11. Attached hereto are **Exhibit A**, a three (3) year long-range plan as approved by the Town Commission of the Town of Lake Park.
- Section 12. The Commission of the Town of Lake Park, Florida hereby authorizes the Mayor and Town Clerk to execute the application for the State Aid to Libraries Grant Funding.
- Section 13. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Carey, who moved its adoption. The motion was seconded by Commissioner Osterman, and upon being put to a roll call vote, the vote was as follows:

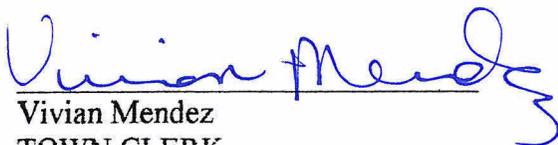
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR ED DALY	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X</u>	_____
COMMISSIONER JEFF CAREY	<u>X</u>	_____
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	_____

The Town Commission thereupon declared the foregoing Resolution NO. 55-08-07 duly passed and adopted this 22 day of August, 2007.

TOWN OF LAKE PARK, FLORIDA

BY:   
PAUL W. CASTRO  
MAYOR

ATTEST:



Vivian Mendez  
TOWN CLERK

TOWN OF LAKE PARK  
(TOWN SEAL)

FLORIDA

Approved as to form and legal sufficiency:

BY:   
for THOMAS J. BAIRD  
TOWN ATTORNEY

# TOWN OF LAKE PARK LIBRARY LONG RANGE PLAN: 2007 - 2010

## Year 2007-2008

**MISSION:** Provide a library collection that meets informational, recreational and educational needs of the diverse Lake Park community.

**GOAL:** The Library provides current high-interest materials in a variety of formats.

- Objective 1.1 In addition to normal trade books, continue selection of current fiction and other high-interest materials from: best-seller McNaughton plan, large-print editions, magazines, newspapers and DVD, CD and other digital resources.
- Objective 1.2 Promote use of foreign language materials section, the Language Cove including digital books and audio, for adults and children. Survey library users for possible beginner language classes and classes for parent and child. Expand ESOL materials and literacy services.
- Objective 1.3 Continue phasing out old technology-based materials such as VHS and audio tape collections. Investigate economical and worthwhile emerging technology such as web-based downloadable MP3 format and play-aways, Consider other emerging media that provides downloading directly from the internet as an alternative to purchasing physical media.
- Objective 1.4 Continue removing out-dated, damaged and un-circulated items as appropriate.

**GOAL:** The Library provides informational and educational resources for all ages of the community.

- Objective 2.1 Promote Library's materials for ESOL (English as a Second Language), GED (High-school equivalency diplomas), Citizenship preparation, SAT (Scholastic Aptitude Test), and other instructional/cultural purposes. Continue programs and events that include focusing on a variety of life skills/needs such as health, consumer credit and personal finance.
- Objective 2.2 Continue to identify current, appropriate online sources to link from the Library's homepage. Expand topical reference such as those useful for job or home hunting, and genealogy research. Continue providing online access to the *Palm Beach Post*, *Learning Express* and *Daily Business Review*. Add other cost effective databases as appropriate; particularly those geared towards children and learning skills as well as those improving life skills for adults. Continue revising the library website to reflect community's current needs and interests. Add library program content to increase interest in library programs, such as including film clips of some past programs/speakers.

**MISSION: Increase the accessibility of library services for various populations within the community.**

**GOAL: Provide services as a community support center for all ages.**

- Objective 3.1 Continue promoting patron use of personal PIN numbers for Lake Park Library services via the Internet from home or office.
- Objective 3.2 Consider expanding Library outreach to the community by partnering with other organizations to provide Kiosk access at commercial centers in the developing western areas of Lake Park.
- Objective 3.3 Continue focus on storytelling services for preschool elementary school children of the community, including Lake Park Elementary, Lake Park Baptist schools. Continue marketing to Lake Park nursery schools and day-cares. Expand storytelling services to additional events such as bedtime stories, to promote the parent-child reading experience.
- Objective 3.4 Conduct annual Summer Reading Program during June-July for juvenile readers. Consider expanding youth program to include summer teen book discussion groups.
- Objective 3.5 Continue volunteer Homework Connection (a tutoring program) for elementary students during after-school hours. Consider marketing drive to encourage more volunteers.
- Objective 3.6 Continue *TeenAchieve!* a program for young adults that offers homework assistance and activities emphasizing literature, academics, computer skills and social skills. Expand program's speaker visits to include more authors and speakers focusing on life and coping skills.
- Objective 3.7 Continue offering appropriate tutoring sessions in the computer lab. Consider feasibility of expanding sessions to cover beyond beginner level, such as creating Word documents, Powerpoint or Access databases as well as topical internet research. Consider feasibility of adding online tutorials to web page.
- Objective 3.8 Continue promoting and marketing the educational functions of the Library within the community.
- Objective 3.9 Consider feasibility of expanding Library's production capabilities by providing additional production capabilities for the public such as scanning and digital photography editing.
- Objective 3.10 Continue expanding programming schedule and continue Friends of the Library program series. Continue activities such as monthly book club, weekly film club and add other community programs as appropriate. Assist Friends of the library in increasing membership and participation with marketing drives.
- Objective 3.11 Re-evaluate Library hours and adjust according to community's needs within current budget.
- Objective 3.12 Continue promoting middle and high school student services, including volunteer opportunities for teenagers through the Teen program and volunteer opportunities.
- Objective 3.13 Continue organizing frequent exhibits by local artists and civic organizations. Expand to include an even wider variety of artists and performers.
- Objective 3.14 Expand topical lectures series. Continue Library's annual Beyond the Books event.

**MISSION: Support the programs, services and collection development of the Library through effective administrative practices.**

**GOAL: Continue to integrate and refine library management functions.**

- Objective 4.1 Continue membership in SEFLIN (Southeast Florida Library Information Network) and complying with library standards for such membership , for improved regional services, including taking an active role in SEFLIN Committees for the purpose of promoting interlibrary cooperation and taking full advantage of all staff training opportunities. .
- Objective 4.2 Continue commitment to seeking and providing new training opportunities and professional development for all staff.
- Objective 4.3 Explore new identification technology for upgrading library card system to improve patron convenience.
- Objective 4.4 Keep abreast of new technologies to maximize efficiency of Library functions.
- Objective 4.5 Review current Technical Processing procedures and revise as appropriate.
- Objective 4.6 Continue survey of latest technology in order to ensure network system and computer hardware/software is compliant and current and upgrade such technology as funds are available.
- Objective 4.7 Continue maintaining automated catalog via upgrades in conjunction with the other members of COALA library network which consists of Boynton, Delray, Lake Park and Palm Springs libraries.
- Objective 4.8 Review existing Library policies, revising as appropriate, with approval from the Lake Park Library Board and the Town Commission.

**GOAL: Enhance public awareness of resources, services and programs available in the Library.**

- Objective 5.1 Increase annual circulation and the number of new library user registrations over previous year, 2007.
- Objective 5.2 Continue expanding Library's Internet homepage ([www.lakepark-fl.gov](http://www.lakepark-fl.gov)) to promote programs, services and resources by continuing an improved version of the web-based version of the library newsletter by adding new features as emerging technology allows.
- Objective 5.3 Increase use of emerging technology as a marketing and promotional tool.
- Objective 5.4 Continue publication of the Lake Park Library Newsletter and regularly submit library news to local newspapers .
- Objective 5.5 Cultivate contacts with local news outlets for publicity releases, in addition to normal announcements in *WEEKDAY* and other newspapers. Continue participating in the Sun Sentinel's "ask a Librarian" column. Expand marketing strategies to include listings with online/ internet-based sources such as FloridaView.com and Wi-Fi locator websites.
- Objective 5.6 Assist the Friends of the Library's membership drive, with the goal of increasing Friends membership.
- Objective 5.7 Continue coordinating with the Friends of the Library on the improvement project for creating a more esthetic area at the Greenbriar entrance.
- Objective 5.8 Investigate the feasibility of providing a gift and refreshment area at the library.

- Objective 5.9 Continue with cooperative efforts with community groups (i.e., Historical Society, Kiwanis, Citizens On Patrol, Neighborhood Awareness Group).
- Objective 5.10 Continue promoting and managing use of the Schuyler Meeting Room by local organizations.

## **TOWN OF LAKE PARK LIBRARY LONG RANGE PLAN Year 2009**

**MISSION:** Provide a library collection that meets informational, recreational and educational needs of the community.

**GOAL:** The Library's collection provides current fiction and other high-interest materials in a variety of formats.

- Objective 1.1 Continue selection/review of entire collection for currency, high-interest and appeal.
- Objective 1.2 Continue expanding non-book collections, including foreign language materials.

**GOAL:** The Library provides informational and educational resources for all ages of the community.

- Objective 2.1 Continue providing reference materials and cultural resources related to interests and needs of the community. Expand programs to highlight & promote cultural exchange within the community.
- Objective 2.2 Continue access to relevant licensed online reference databases, either through a library cooperative, or purchased independently.
- Objective 2.3 Investigate new technologies and/or formats to offer as part of the Library's services.
- Objective 2.4 Expand current resources to be available from the Lake Park Library's homepage.

**MISSION:** Increase the accessibility of library services for various populations within the community.

**GOAL:** Provide services as a community educational support center for all age levels.

- Objective 3.1 Continue providing story hours and literacy events for preschool children.
- Objective 3.2 Continue Summer Reading program utilizing teenage volunteers.
- Objective 3.3 Continue volunteer Homework Connection (a tutoring program).
- Objective 3.4 Conduct expanded programs during the school year for elementary school students.
- Objective 3.5 Offer a variety of tutoring classes in the computer lab for both adults and children.

Objective 3.6 Continue providing focused programs for teens.

Objective 3.7 Provide educational programs for the community.

**GOAL: Provide assistance in locating educational and informational resources for the community.**

Objective 4.1 Continue to provide reference assistance online and face to face reference in the Library.

Objective 4.3 Expand reader advisory services for all users.

**MISSION: Support the programs, services and collection development of the Library through effective administrative practices.**

**GOAL: Continue to integrate and refine library management functions.**

Objective 5.1 Periodically review network systems and computer hardware/software in light of changing technology, updating as funds are available.

Objective 5.2 Continue upgrading the automated catalog in conjunction with fellow members of Cooperative library network.

Objective 5.3 Continue revising Technical Processing procedures as appropriate.

**GOAL: Enhance public awareness of resources, services and programs available in the Library.**

Objective 6.1 Increase annual circulation and registrations for new library users over year 2008.

Objective 6.2 Continue promotion and marketing efforts for all library programs and services.

Objective 6.3 Continue reviewing and refining Library policies, as appropriate.

# **TOWN OF LAKE PARK LIBRARY LONG RANGE PLAN Year 2010**

**MISSION:** Provide a library collection that meets informational, recreational and educational needs of the community.

**GOAL:** The Library's collection provides current fiction and other high-interest materials in a variety of formats.

Objective 1.1 Continue selection/review of entire collection for currency, appeal and high-interest for users. Expand programs that address community's needs and interests.

Objective 1.2 Review existing non-book resources and expand or reduce as appropriate and according to latest available technology.

**GOAL:** The Library provides informational and educational resources for all ages of the community.

Objective 2.1 Provide cutting-edge reference materials and digital resources as needed.

Objective 2.3 Investigate newer technologies and/or formats to offer as part of Library's services.

Objective 2.4 Continue expanding resources linked on the Library's homepage.

**MISSION:** Increase the accessibility of library services for various populations within the community.

**GOAL:** Provide services as a community educational support center for all age levels.

Objective 3.1 Provide expanded story hours and other literacy programs for preschool children.

Objective 3.2 Offer Summer Reading Programs for elementary school age children.

Objective 3.3 Continue volunteer Homework Connection (a tutoring program).

Objective 3.4 Conduct programs during the school year for Lake Park Elementary School and other local elementary students.

Objective 3.5 Expand focused programming for teens.

Objective 3.6 Organize tutoring classes in the computer lab for both adults and children.

Objective 3.7 Expand Adult Literacy, ESOL and Citizenship . programs

Objective 3.8 With Friends of the Library, provide educational programs for the community.

**GOAL: Provide assistance in locating educational and informational resources for the community.**

Objective 4.1 Continue to provide reference assistance, online and in the library.

Objective 4.2 Continue to provide reader's advisory services for all users.

**MISSION: Support the programs, services and collection development of the Library through effective administrative practices.**

**GOAL: Continue to integrate and refine library management functions.**

Objective 5.1 Review and update network systems and computer hardware/software in light of changing technology and update as funds are available.

Objective 5.2 Continue upgrading the automated catalog in conjunction with the other members of the COALA library network.

Objective 5.3 Continue revising Technical Processing procedures as appropriate.

**GOAL: Enhance public awareness of resources, services and programs available in the Library.**

Objective 6.1 Increase annual circulation and registrations for new library users over year 2009.

Objective 6.2 Continue promotion and marketing efforts in the community for Library programs and strengthen community partnerships for improved services.

Objective 6.3 Continue reviewing and refining Library policies, as appropriate.