Library Board Agenda

Thursday, April 19, 2018
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. Minutes:
   1. January 25, 2018 Library Board Meeting Minutes Tab 1

B. Special Presentation/Report
   2. Overview and Progress of the new Radio Frequency Identification (RFID) security and self-check-out system Tab 2
      3. Presentation by Librarian, Judy Cooper – Overview of the 2018 Summer Reading Program Tab 3

C. Library Director’s Report:
   4. Library Director’s Report.
      • Copy of the April Library Calendar Tab 4

D. Board Member Comments:

E. Schedule next Library Board meeting:

F. Adjournment:
The Library Board met for the purpose of a regular Library Board meeting on Thursday, January 25, 2018 at 6:30 p.m. Present were Board Members Diane Bernhard, Robert Shelton, and Tony Bontrager, Library Director Karen Mahnk and Town Clerk Vivian Mendez. Board member Lupe Lawrence was absent.

Town Clerk Mendez performed the roll call, Chair Bernhard lead in the pledge of allegiance.

Appointment of Chair and Vice-Chair:

Board Member Shelton nominated Diane Bernhard as the Chair of the Library Board. Board Member Bernhard declined and explained that she would be resigning from the Library Board effective this evening. She read her resignation letter into the record (see Exhibit “A”).

**Motion:** Board Member Shelton moved to nominate Board Member Bontrager as Chair; Board Member Bernhard seconded the motion.

Vote on Motion:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Aye</th>
<th>Nay</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Member Bernhard</td>
<td>X</td>
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<tr>
<td>Board Member Bontrager</td>
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<tr>
<td>Board Member Lawrence</td>
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<td></td>
<td>Absent</td>
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<tr>
<td>Board Member Shelton</td>
<td>X</td>
<td></td>
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</tbody>
</table>

Motion passed 3-0

**Motion:** Board Member Shelton moved to nominate Board Member Lawrence as Vice-Chair; Board Member Bontrager seconded the motion.

Vote on Motion:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Aye</th>
<th>Nay</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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<td>X</td>
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<tr>
<td>Board Member Lawrence</td>
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<tr>
<td>Board Member Shelton</td>
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</tbody>
</table>

Motion passed 3-0

**Minutes:**

Approval of the April 13, 2017 Library Board Meeting Minutes.
Motion: Board Member Shelton moved to approve the Library Board Meeting Minutes of April 13, 2017; Board Member Bernhard seconded the motion.

Vote on Motion:

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Aye</th>
<th>Nay</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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<td>X</td>
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<td>Board Member Bontrager</td>
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<tr>
<td>Board Member Lawrence</td>
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<tr>
<td>Board Member Shelton</td>
<td>X</td>
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</tbody>
</table>

Motion passed 3-0

Library Director’s Report:
Library Director Mahnk gave the Director’s Report (see Exhibit “B”). She reviewed some of the highlighted activities being accomplished at the Library. Board Member Bernhard asked about the mentoring program. Library Director Mahnk stated that they were working on the project. They hoped to roll this out soon.

BOARD MEMBER COMMENTS:

Chair Bontrager had no comments.

Board Member Lawrence was absent.

Board Member Shelton complemented Library Director Mahnk for a job well done. Library Director Mahnk credited her amazing staff.

Board Member Bernhard had announced her resignation earlier in the meeting. She thanked everyone for their support.

Schedule of next Library Board Meeting

The Board came to consensus to have the next meeting in the month of April. Staff will follow up with the Board members to schedule the meeting.

ADJOURNMENT:

There being no further business to come before the Library Board the meeting adjourned at 6:50 p.m.

Chair, Tony Bontrager

Town Clerk, Vivian Mendez, CMC  
(Town Seal)
Special Presentations /Reports
RFID
(RADIO FREQUENCY IDENTIFICATION)

RFID tags track & identify items in the library’s collection.

RFID is a system that tracks specific tagged items within a fixed area by enabling certain hardware within the fixed area to communicate, exchange and update specific data within the library’s patron and collection database which is known as the library’s ILS (Integrated Library System).
RFID SERVES SEVERAL PRACTICAL PURPOSES FOR THE LIBRARY:

- Security
- Circulation
- Inventory
- Statistics & research
THE PRIMARY COMPONENTS OF A LIBRARY’S RFID SYSTEM ARE:

• Electronic Tag
• Self-check Station
• Librarian Station
• RFID gates
• Digital Library Assistant (DLA)
THE ELECTRONIC TAG

A self-adhesive tag which contains an aluminum or copper flat antenna, a chip and a memory. Tags can be reused, and not dependent on an external database, and have the ability to contain a huge amount of data.

Initially, tags were costly but currently, cost less than .20 per tag.

Tagging the library materials reflects approximately 30% of the implementation cost.
SELF-CHECK STATION

Allows patrons to check their items in or out without assistance from staff. The station includes a touch screen, and multiple books can be checked in or out simultaneously by stacking up to 10 items on the tray.
In addition, the Self-check station can include other external software such as registration for Library programs, Surveys and current library events and news.
LIBRARIAN STATION

Operates as a circulation station and also serves to program and reprogram tagged items, integrating with the software for converting tags from barcodes to RFID.
RFID GATES

Usually gates are placed before external entrances to the library, gates provide an acoustic and visual signal that is triggered when an item passes between the gates and acts as an alert that item(s) may not have been checked out to a patron.

RFID Gates also draw data used for statistical research on library traffic, peak periods of operation, and more.
DIGITAL LIBRARY ASSISTANT (DLA)

Wireless handheld scanning device used for inventory of the library collection.

Books do not need to be removed from the shelf to be scanned so the inventory process can be accomplished in less time more efficiently, an important factor for libraries with few staff.
THE PROCESS OF CONVERTING FROM A BARCODE SYSTEM TO AN RFID SYSTEM:

- placing a smart tag on each book or existing material in the library
- registration of the unique identifying data in each tag (from barcode number)
- checking the tags by librarians and users
- reading tags by means of scanning devices when receiving and returning books
ADVANTAGES OF RFID

**SPEED** – allows faster reading and conveyance of data transactions.

**SIMULTANEOUS TRANSACTIONS** – RFID can read multiple items with high accuracy.

**ACCURACY** – high degree of accuracy, about 99% assures few errors in the system records.

**AUTOMATED/ ADA COMPLIANT** – information stored in the RFID tag does not require sight nor hearing as transactions are processed with both audio and visual confirmations. RFID does not require particular orientation of the item on the tray as is required by a barcode that must be read directly over the barcode. Up to 10 books placed on the tray can be simultaneously processed regardless of book orientation on the tray.

**HIGH CAPACITY DATA STORAGE** – tags contain much more data than barcodes which are limited to a fixed number of alphanumerical characters. RFID tags provide multiple functionality to serve several different purposes such as security, inventory, etc.

**FLEXIBILITY** – information from tags can be written and read numerous times. The stored data can be modified in real time.

**SECURITY**: data is encoded using encryption algorithms.
TAB 3
<table>
<thead>
<tr>
<th>Contest of the Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>Hieroglyphic Tunes</td>
<td>4</td>
<td>5 SRDP Kickoff 4-6</td>
<td>6</td>
<td>7 Storytime Go Away Big Green Monster 1-1:30 Jeff Heinz and Hurricane, generator and co detectors 6</td>
<td>8</td>
<td>9 Adult Writers Group 10</td>
</tr>
<tr>
<td>Brass and Woodwind Crossword</td>
<td>18 Clapping games 1-2:30</td>
<td>19 Kid’s Monthly Movie 5</td>
<td>20 Music Writing 1-2:30 Monthly Movie 5:30</td>
<td>21 Jeff Heinz and Fire Safety 1-2:30</td>
<td>22</td>
<td>23 Adult Writers Group 10</td>
</tr>
<tr>
<td>Famous Songsters Scramble 50s Edition</td>
<td>25</td>
<td>26 Teen Book Club 4:30 Documentary and Discussion 5:30</td>
<td>27 SFSC Insects 1-2:30</td>
<td>28 Surfing! 1-2:30</td>
<td>Crafting Guild 1 LPPL Book Club 6 Jeff Heinz Firework Safety 5:30</td>
<td>29</td>
</tr>
</tbody>
</table>

Sign up for the SRDP can be done at the circulation desk.

**Contests weekly** – fill out the puzzle for the week and be entered in a drawing.

- **These programs are for school age children.**
- **These programs are for pre-school and those under 10.**
- **These programs are for teens.**
- **These programs are for adults.**
- **These programs are for all ages.**

Books for the book clubs are available at the circulation desk the first week of the month.

- Heart of Stone by Elle Katherine White
- The Truth about Alice: A Novel by Jennifer Mathieu

**Movies for the month**

- Kids’s Monthly Movie
- Monthly Movie
- Documentary and Discussion
- More than Honey
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<tbody>
<tr>
<td>Orchestra Word Search</td>
<td>2 Let’s Make Some Music 1-2:30</td>
<td>3</td>
<td>4 Happy 4th of July</td>
<td>5 Storytime 1-1:30</td>
<td>6</td>
<td>7</td>
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<tr>
<td>Composers Word Search</td>
<td>23</td>
<td>24 Teen Book Club 4:30</td>
<td>25 Morikami Children’s Program 1-2:30</td>
<td>26 Games 1-2:30</td>
<td>Crafting Guild 1</td>
<td>27</td>
</tr>
<tr>
<td>Classic Children’s Songs Crossword</td>
<td>30 Fun with Boxes! 1-2:30</td>
<td>31</td>
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<td>28</td>
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**Events**

To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

View and edit this document in Word on your computer, tablet, or phone.
<table>
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<td></td>
<td>1</td>
<td>2 Storytime 1-1:30</td>
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<td>4</td>
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<tr>
<td>Spying Some Instrument</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9 SDRP Wrap Up Party 4-6 Crafting Guild 6</td>
<td>10</td>
<td>11</td>
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**Movies for the month**

- **Kids’s Monthly Movie**
  - Heart of Stone by Elle Katherine White
  - The Truth about Alice: A Novel by Jennifer Mathieu

- **Monthly Movie**
- **Documentary and Discussion**
  - More than Honey
TAB 4
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 2     | Investment Group Mtg. 1 - 3  
      | Teen Movie  
      | The Space between Us Rated PG13 @ 5:00  
      | Friends of the Library Mtg. 7:00  
| 9     | Investment Group Mtg. 1 - 3  
      |  
| 10    | Teen Writers Group @4:30  
      | Conehead Termite Seminar  
      | @5:30 p.m.  
      | Community Garden Meeting 6:00  
| 16    | Investment Group Mtg. 1 - 3  
      | Kid’s Monthly Movie Madness featuring Tangled at 5:00  
      | Rated: G  
| 17    |  
| 18    | Drama Club 3 - 5  
      | Mid-Week Movie Night featuring Inside Man @5:30 Rated: R  
| 19    | Story Time & Activity  
      | Harold and the Purple Crayon @1:00  
      | Constitution Revision Speaker  
      | @5:30 p.m.  
| 20    |  
| 21    | Adult Writers Group 10:00  
      | AARP Tax Prep 10:00-2:00  
      | P2P Parent & Child Activity 11 - 1  
| 23    | Investment Group Mtg. 1 - 3  
      | How to protect your Money Seminar  
      | @11:00 a.m.  
| 24    | Teen Book Club @4:30  
      | Documentary & Discussion  
      | The Inconvenient Truth 5:30-8:00  
      | Community Garden Meeting 6:00  
| 25    | Drama Club 3 - 5  
      | P2P Mtg. @5pm  
      | Purple Sage Book Group 6:00  
      | Money Smart Week Lunch & Learn @12:00 p.m.  
| 26    | Crafting Guild 1:00 - 2:30  
      | LPPL Book Club  
      | 1 Dead In Attic by Chris Rose @6:00  
| 27    |  
| 28    | Saturday Mid-Day Movie  
      | Iron Man Rated PG-13 @ 1:00 p.m.  
| 30    | Investment Group Mtg. 1 - 3  
      |  
| MONDAY | 9:00 am - 6:00 pm |
| FRIDAY | 9:00 am - 4:00 pm |
| TUESDAY, WEDNESDAY, THURSDAY | 9:00 am - 8:00 pm |
| SATURDAY | 10:00 am - 4:00 pm |
Friends of the Library Mtg.
April 3rd @ 7:00 pm
Do you have ideas about how to make the library an even better place? We need your input and suggestions. Meet with the Friends of the Library the first Tuesday of each month to discuss your ideas about improving the Lake Park Public Library.

Twilight Tales
April 4th @ 5:30 pm
The earlier your child learns to read, the easier it will be when it's time for elementary school. Bring your child to the Lake Park Library children's room for an interactive story time. Sponsored by Bridges at Lake Park.

Community Garden Mtg.
Every 10th & 24th Tuesday @ 6:00 pm
The Community Garden club meets at the library every second & fourth Tuesday. All other meetings take place at the community garden.

Community Watch Mtg.
April 11th @ 6:00
In the Schuyler Room
Volunteers Needed at the Lake Park Library. Are You Interested in Giving Back to Your Community or Earning Community Service for School? Call 881-3330 for Further Details

Adult Writers Group
April 7th, 14th & 21st
10:00-1:00
Anxious to share your writing with others? Are you seeking publication? Come Work with fellow writers in a professional environment.

Kid’s Monthly Movie
April 7th @ 5:00 pm
Looking for something fun to do? Come enjoy free popcorn and check out this month’s feature. Tangled Rated: G

Monthly Adult Movie
April 18th @ 5:30 pm
Come and enjoy free popcorn while watching our monthly adult movie. This month’s feature is Inside Man Rated: PG-13

Purple Sage Book Group
April 25th @ 6:00
In the Schuyler Room

Volunteers Needed at the Lake Park Library. Are You Interested in Giving Back to Your Community or Earning Community Service for School? Call 881-3330 for Further Details

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Explore the Poems and Great Minds of such Poets as

Library Hours
Monday --------------- 9am – 6pm
Tues., Wed., & Thurs. ------ 9am – 8pm
Friday ------------------- 9am – 8pm
Saturday ----------------- 10am – 4pm
Sunday ------------------- Closed

Lake Park
Public Library

529 Park Ave
Lake Park, FL 33403
561-881-3330
www.lakepark-fl.gov
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>9 am - 6 pm</td>
<td>9 am - 8 pm</td>
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<td>9 am - 4 pm</td>
<td>10 am - 4 pm</td>
</tr>
</tbody>
</table>

**Lake Park Public Library**

- **Address:** 529 Park Ave, Lake Park, FL 33403
- **Phone:** 561-881-3330
- **Website:** www.lakepark-fl.gov

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Friends of the Library Mtg.</td>
<td>7:00</td>
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<tr>
<td>2</td>
<td>Drama Club 3 - 5</td>
<td>1:00</td>
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<tr>
<td>3</td>
<td>Story Time &amp; Activity</td>
<td>1:00</td>
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<td>4</td>
<td>Adult Writers Group</td>
<td>10:00</td>
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<td>5</td>
<td>Drama Club 3 - 5</td>
<td>1:00</td>
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<td>6</td>
<td>Constitution Revision Speaker</td>
<td>6:00</td>
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<td>7</td>
<td>Lynn Morgan Art Opening Reception</td>
<td>5:30 - 7:30</td>
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<td>8</td>
<td>Teen Writers Group</td>
<td>4:30</td>
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<td>9</td>
<td>Community Garden Meeting</td>
<td>6:00</td>
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<td>10</td>
<td>Craft Guild 6:00 - 7:30</td>
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<td>11</td>
<td>Adult Writers Group</td>
<td>10:00</td>
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<td>12</td>
<td>Teen Writers Group</td>
<td>10:00</td>
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<td>13</td>
<td>Community Garden Meeting</td>
<td>6:00</td>
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<tr>
<td>14</td>
<td>Investment Group Mtg.</td>
<td>1 - 3</td>
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<tr>
<td>15</td>
<td>Volunteer opportunities</td>
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<tr>
<td>16</td>
<td>Kid's Monthly Movie in the Library Schuyler Room</td>
<td>5:00</td>
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<tr>
<td>17</td>
<td>Story Time &amp; Activity</td>
<td>1:00</td>
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<td>18</td>
<td>Haitian Flag Day</td>
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<td>19</td>
<td>Adult Writers Group</td>
<td>10:00</td>
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<td>20</td>
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<td>24</td>
<td>Crafting Guild 1:00 - 2:30</td>
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<td>25</td>
<td>Adult Writers Group</td>
<td>10:00</td>
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<tr>
<td>26</td>
<td>Community Garden Meeting</td>
<td>6:00</td>
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<td>27</td>
<td>Memorial Day</td>
<td>CLOSED</td>
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<tr>
<td>28</td>
<td>Teen Book Club</td>
<td>4:30</td>
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<tr>
<td>29</td>
<td>Documentary &amp; Discussion</td>
<td>5:30 - 8:00</td>
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<tr>
<td>30</td>
<td>Drama Club 3 - 5</td>
<td>1:00</td>
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<tr>
<td>31</td>
<td>LPPL Book Club</td>
<td>6:00</td>
</tr>
</tbody>
</table>

**Hours:**
- **Monday:** 9:00 am - 6:00 pm
- **Tuesday - Thursday:** 9:00 am - 8:00 pm
- **Friday:** 9:00 am - 4:00 pm
- **Saturday:** 10:00 am - 4:00 pm
Friends of the Library Mtg.
May 1st @ 7:00 pm
Do you have ideas about how to make the library an even better place? We need your input and suggestions. Meet with the Friends of the Library the first Tuesday of each month to discuss your ideas about improving the Lake Park Public Library.

Twilight Tales
May 2nd @ 5:30 pm
The earlier your child learns to read, the easier it will be when it's time for elementary school. Bring your child to the Lake Park Library children's room for an interactive story time. Sponsored by Bridges at Lake Park.

Community Garden Mtg.
Every 2nd & 4th Tuesday @ 6:00 pm
The Community Garden club meets at the library every second & fourth Tuesday. All other meetings take place at the community garden.

Adult Writers Group
May 5th, 12th & 19th 10:00-1:00
Anxious to share your writing with others? Are you seeking publication? Come work shop with fellow writers in a professional environment.

Haïtian Art Film
May 16th @ 5:30

Kid’s Monthly Movie
May 16th @ 5:00 pm
Looking for something fun to do? Come enjoy free popcorn and check out this month’s feature Jumanji Rated PG

Monthly Adult Movie
May 23rd @ 5:30 pm
Come and enjoy free popcorn while watching our monthly adult movie. This month’s feature: Beauty and the Beast Rated PG

Purple Sage Book Group
May 23rd @ 6:00
In the Schuyler Room

Volunteers Needed at the Lake Park Library. Are You Interested in Giving Back to Your Community or Earning Community Service for School? Call 881-3330 for Further Details

MAY 2018

Lake Park Public Library

529 Park Ave
Lake Park, FL 33403
561-881-3330
www.lakepark-fl.gov

Library Hours
Monday ---------------------- 9am – 6pm
Tues., Wed.& Thurs. ------- 9am – 8pm
Friday ---------------------- 9am – 4pm
Saturday ------------------ 10am – 4pm
Sunday --------------------- Closed