

**LAKE WALES LIBRARY BOARD  
MINUTES FROM MEETING HELD ON  
WEDNESDAY, FEBRUARY 1, 2023 AT  
4:00 PM**

**LAKE WALES PUBLIC LIBRARY – SCHOENOFF MEETING ROOM**

Members in attendance: Allison Kapphan, Brandon Alvarado, Jodie Schmidt, and Kathy Manry Smith. Imelda Tice not present.

Staff in attendance: Belle Reynoso and Christine Runyon

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The meeting was called to order by Allison Kapphan.

**Review of the Meeting Minutes for January 2023**

A motion was made by Allison to approve the minutes for the January 2023 Lake Wales Library Board meeting. The minutes were approved by Kathy Manry Smith and seconded by Brandon Alvarado.

**Library Updates**

Belle introduced the new Circulation policy. Currently, there is a four-book limit when signing up for a library card, and a twenty-item limit afterward. She wishes to introduce a new unlimited checkout policy as she doesn't believe we should restrict the number of items. Belle has researched other PCLC libraries and many have unlimited checkouts. Winter Haven also has snowbird vacation breaks for their library patrons, which is something she is interested in implementing later on.

Belle is also concerned with fee restrictions. Currently, if you owe more than ten dollars you cannot access online library resources which may also impede public access to computers. Belle suggested a free guest pass and using it for printing services. Brandon asked about the policy and if it would put us more in line with other PCLC libraries, which Belle confirms it would. All board members are in favor of changes once Belle adds a guest pass table to note the change.

Kathy mentioned the Lake Wales Library is more in line with the mindset of our Lake Wales residents. Belle confirmed she is pleased with Google reviews and her staff's exceptional customer service.

Belle presented her Director's Report. The Library currently has two positions open in Circulation and Youth Service departments. Previous Circ supervisor Melissa retired and Kristina was promoted into her position. Rebecca has moved to full-time downstairs in the Books by Mail department. Rebecca also assists with the new vending machine at City Hall. She is working on creating bookmarks to add to utility bills as vending machine marketing.

Belle will be doing a small event at City Hall to promote the Vending Machine on Tuesday, February 14 from 9:30 – 11:30. A table will be set up to show patrons how to use it and to sign patrons up for library cards.

Belle expressed excitement over new Technology Guides and the knowledge they will impart to patrons during hour sessions.

The library is also working on a new website. Programming and Social media committees have been formed and are now a part of the City of Lake Wales' digital media council, headed by Eric Marshall, Director of Communications. Kathy seconds that library's website is nice but could use a redesign and needs to be more navigationally friendly. A meeting was planned for February 6<sup>th</sup> regarding the website. Belle is pushing for library to have own tab window and page.

Belle presented an update on Bookmobile, which has a new stop at Nalcrest. First stop on Feb 17<sup>th</sup> saw 26 new visitors. The library is also adding a large print deposit collection, which will be distributed for Nalcrest stop. Bookmobile has 14 total stops at present.

Kathy inquired about the possibility of building a collection for the visually impaired.

The library collected \$130 dollars from our holiday giving tree for the Lake Wales Care Center. Over \$500 dollars was garnered to purchase books for the library's collection.

Belle presented information on PCLC's first Community Resource Fair. Lake Wales Public Library will be the first to host this fair on Saturday, March 11<sup>th</sup> from 10 – 12. Vendors will be set up to share information on crucial services for the community, including health screenings via a mobile health van, literacy, housing assistance, and more. The goal is to educate through demonstration and to assist families as much as possible. The Friends of the Library are on board and will provide light refreshments. Two other confirmed attendee groups are Removing the Barriers and Family Literacy Academy.

Belle mentioned the recently completed Annual Report, which was sent to the city for approval. The City will also be installing a new phone system for all staff in the library, making it easier to connect and navigate with each other as well as patrons. Brandon asks if numbers will stay the same; Belle confirms they will.

Belle suggested a Travelling Library, to reach senior residents who cannot visit the library or attend events on the Bookmobile. The idea is to bring the library to them, via deposit collections, large print, etc.

Kathy brought up the Lake Wales Literacy Council and said there was a huge need for donated children's books. Belle agrees we should recycle books as sustainably as we can, via donations to children, the elderly, and underserved communities, including B Street.

The Library is working on a Bookmobile stop at B Street as well. Belle suggests making the Bookmobile a mobile hotspot for WiFi, a place for people to hang out. She will chat with Polk County Library Cooperative regarding this. All board members expressed excitement at this proposition.

The Friends of the Library are setting up for Love Your Library Week on 13<sup>th</sup> of February. There will be tables set up in the main lobby entrance and children's entrance, run by volunteers, the library association, and the board. When people buy a ticket, they become an LWLA member and entered into a drawing. Gift baskets will be distributed to winners.

### **Other Business**

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The next meeting is scheduled for March 1, 2023, at 4 pm in the Lake Wales Public Library's Schoenoff Meeting Room. If you are unable to attend this meeting, please email [library@lakewalesfl.gov](mailto:library@lakewalesfl.gov).

There was no further business. The meeting was adjourned by Allison Kapphan.

Submitted by

Allison Kapphan, Chairman

Christine Runyon, Library Administrative Assistant