

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, AUGUST 7, 2019**

Members in attendance: Paula Alford, Allison Kapphan, Brystal Michalkiewicz, and Deborah Solow

Staff in attendance: Tina Peak, Jennifer D'hollander, and Amanda McCallister

Members of the Public in attendance: None

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The meeting was opened by Chairman Paula Alford.

**Review of the June Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on June 5, 2019 were reviewed. Deborah Solow moved and Brystal Michalkiewicz seconded the motion to approve the minutes as printed. The motion passed.

**Update on Status of Student Library Cards and Roll Out of the FY19-20**

Tina reported that PCLC was waiting on board action from Polk County Public Schools as their vote on the project would come on August 20<sup>th</sup>. Opt out forms for students would obviously not go to students with their first day of school paperwork. Paula confirmed that Lake Wales Charter Schools would not take action on the project until after the August 20<sup>th</sup> vote by PCPS. Deborah Solow asked if there was an advantage to one card over another for students. Tina answered that ultimately it depended on what kind of library user the patron was as to which card had an advantage. Tina confirmed that Gladys Roberts, PCLC Coordinator, would contact Paula directly following the PCPS vote to coordinate the LWCS vote.

**Update on the Library and Museum's City of Lake Wales Budget Status**

Tina reported that last Friday the City Manager asked all departments to make a 1.5% cut across the board on all budgets. Tina made no cuts to BMail or Bookmobile as those are not funded by the City. Tina's total cut to the budget as previously presented was \$1,000 from her instructional budget line item. The final draft of the budget will be sent to Directors on Friday. There will be one more budget workshop. The first reading of the proposed City budget will be at the first City Commission meeting in September. The Library Board will need to take action on the budget at their September 4<sup>th</sup> meeting. During the PCLC budget workshop, Tina requested an additional \$25,000 for BMail and an addition \$10,000 for Bookmobile from PCLC.

**Update on the Fine-free Model for the Lake Wales Public Library**

Tina brought forth an accountability piece from Los Angeles County, California. Their library system now allows patrons 21 years of age and young to "read off" their book fines by reading in the library. Reading for one hour in the library deducts \$5.00 worth of fines. She added an article from Pike's Peak library system which cited that their circulation statistics increased when fines were eliminated. Tina stated that our overdue fine collections account for less than 1% of the library's budget. Deborah asked how patrons were notified of fines on their account. Tina responded that patrons were notified of fines through an automated system by which preferred means (text, email, or call) the patron established on their account. Debit/credit cards are not currently accepted at the library for the payment of fines, but the City's Recreation Department is adding an online POS to their website and there was

the potential for the library to use that system as well. Therefore, patrons would be able to use the library's public access computers and/or free Wi-Fi to use their debit/credit cards to pay fines online. Tina suggested that another alternative to fine-free would be to lower the caps on fine limits. Brystal asked if this was trending among other libraries. Tina confirmed that it was. Deborah asked what happened if the books were never returned. Tina stated that lost or never returned books would still be charged to the patron and added that we could look at charging a restocking fee for books kept out for a certain length of time. Paula asked that Tina bring a draft policy to the Library Board at the next meeting. Tina said that ultimately, because this had revenue impact, the Library Board would make a recommendation to the City, but the City Commission would have to vote on the new policy. Deborah asked that whatever the new policy is, branding and messaging around the policy be strong on its roll out to the public.

### **Summer Programs Update**

Tina reported a wonderful summer. Touch A Truck, a summer highlight, boasted an attendance of more than 300, bringing a day camp group in from as far away as Davenport. Next year, the Lake Wales Fire Department has already expressed an interest in sponsoring the event. Circulation statistics are up and attendance has been strong. We are still wrapping up summer programs for adults with voting for our alien art competition.

### **Florida's Natural Growers Foundation Grant Application**

The paperwork for this grant is done. Jenn will send Tina the affidavit attesting that library volunteers have a background checks which is a requirement of the grant. The grant request was for \$3,000 for our lifelong learning series. The Jahna Foundation also contributed \$2,000 to this series. Tina will submit a funding request to the Mountain Lake Community Services, Inc. to assist with funding for our summer youth and adult programs as well as support an extension of last summer's Young Writer's program through the upcoming school year.

### **Review of May and June Statistics**

The May and June statistics for the library, bookmobile and B-Mail were distributed and reviewed.

### **Lake Wales History Museum Report**

New museum rack cards and membership forms were distributed and reviewed. Official museum membership is being kicked off by the Friends of the Lake Wales History Museum with a process similar to membership with the Lake Wales Library Association. The Friends of the Museum has received their official 501(c)3 designation with Sunbiz paperwork in progress. There is a Friends of the Museum Facebook page, but not a separate website at this time. However, the museum is not processing the memberships. Deborah asked that the leadership of the Friends of the Museum be listed for the purposes of good faith transparency. Jenn suggested at September 22<sup>nd</sup> kick off for membership with an accompanying event, open house, press release, and kickoff party.

Deborah asked if the finances between the Lake Wales History Museum and the Lake Wales Museum Association were settled. Jenn reported that they were. The LWMA paid \$750 for Bart Delcamp to attend a museum conference and they spent money to renovate the caboose on site; however, the other monies that LWMA accumulated were staying with that organization.

Jenn is reviewing 3 proposals for the implementation of the museum's master plan which would take between four and six months to implement. The Mimi Hardman Collections Center is still on the table for this upcoming fiscal year despite the budget cuts requested by the City Manager.

Jenn has \$12,000 in confirmed sponsorship for Pioneer Days.

The museum has seen a 15% increase in attendance in their Summer Fun Days.

**Other Business**

Tina received notification that the library is officially approved to be a Foundations Center site. Several staff members will be taking an upcoming online training on the database. The Bullard Trust will be purchasing three new laptops to be checked out by the public to help with access for this new database.

The next meeting is scheduled for Wednesday September 4, 2019 at 4 pm. If you are unable to attend this meeting, please email [cperry@lakewalesfl.gov](mailto:cperry@lakewalesfl.gov).

There was no further business and the meeting was adjourned by Paula Alford

Submitted by

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Amanda McCallister, Teen Specialist

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Paula Alford, Chairman