



**Little Free Library®**

Take a Book. Share a Book.

Lake Park

# Little Free Libraries

# The Little Free Library

## WHAT IS A LITTLE FREE LIBRARY?

A Little Free Library is a free book exchange. It belongs to everyone, and everyone can use it!

## TAKE BOOKS

If you see something you would like to read, take it. When you're finished, share it with a friend, bring it back here, or leave it in another Little Free Library.

This is from the user's side, but what does it mean to have a Little Free Library on your property?

# How do Little Free Libraries work?

A Little Free Library is a structure placed in areas accessible to the public and containing reading material and occasionally also used for collections like seed libraries and food pantries.

Little Free Libraries that are registered to the Little Free Library organization can be located using a map on the organization's website or through the Little Free Library app.

The Little Free Library can be located on public or private property and requires a caretaker or Steward.



# What is a Steward?

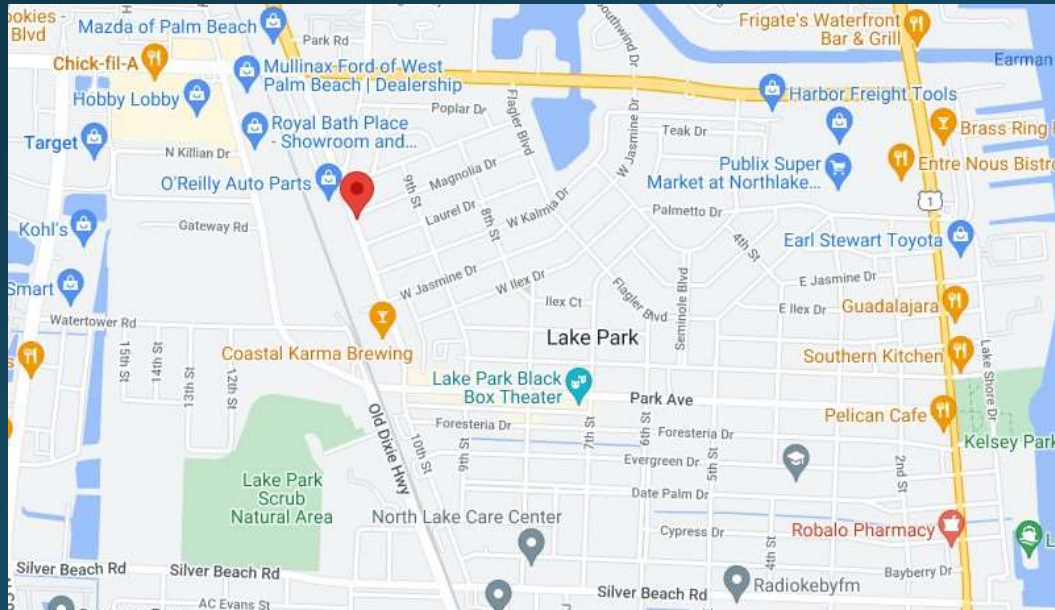
Stewards are the individuals who have volunteered to take care of a Little Free Library. Many times the Stewards own the property on which the Little Free Library is located, but Stewards are also needed for Little Free Libraries located on public property.

The Steward maintains the Little Free Library, ensuring that it is neat and in good condition as well as stocking and monitoring books placed in the Little Free Library. They remove inappropriate books and make sure there are enough, but not too many books, so that it is browseable.



# Why a Charter should be purchased for a Little Free Library.

The red balloon is the only Little Free Library with a current charter in our town.



There are other Little Free Libraries in town without charters.  
These are the ones that we know of.



307 Fourth Street

A service project by a homeschooler, it was taken down before a hurricane and hasn't been reinstalled. This does have a charter, but for some reason isn't on the map.



214 Hawthorne Drive

This Little Free Library is a large mailbox. The current steward has been having problems with vandalism and mail being placed in the Little Free Library.



# What staff recommends



- The Town chooses a design of Little Free Libraries and provides interested parties with the Little Free Library and a Charter.
- The Little Free Libraries be purchased from Lake Worth Little Free Libraries. A new unfinished Little Free Library would cost \$200.
- The Town purchases the Charters from the Little Free Libraries organization in large batches for a discount. Batches of 20 signs will be \$739.09 and that includes the \$19.99 shipping charge.
- The Town will remain the owner of all Little Free Libraries in this program. The Public Works Department will install the Little Free Library in the designated location, and provide maintenance and repair.

- The interested parties will have to submit an application and permit. The application will include language holding the Town harmless of any legal liability and giving the Town access to the Little Free Library for maintenance and repair.



- The Town Code will be amended to standardize the Town of Lake Park's Little Free Library

ORDINANCE NO. \_\_\_\_-22

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE V OF THE LAKE PARK CODE OF ORDINANCES BY ADOPTING A NEW SECTION 78-156 ENTITLED "LITTLE FREE LIBRARIES" PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Chapter 78, of the Town's Code of Ordinances (Code) regulates zoning generally, including the location of uses within the Town; and

WHEREAS, Article V, of the Town's Code of Ordinances sets forth certain supplementary regulations that are permitted in the zoning districts; and

WHEREAS, the Community Development Director has recommended that the Town Commission amend Chapter 78, Article V, to permit Little Free Libraries within the zoning district.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

**Section 1.** The whereas clauses are hereby incorporated as the legislative findings of the Town Commission.

**Section 2.** Chapter 78, Article V, Section 78-156 of the Code, entitled "Little Free Libraries" is hereby adopted and shall read as follows:

**Sec. 78-156. - Little Free Libraries.**

- (a) Purpose and intent. This purpose of this section is to regulate where a Little Free Library book dispensaries located on private and public properties within the Town.
- (b) Definition. A Little Free Library shall mean a book dispensary that is designed, constructed and established in accordance with the Town Library's Little Free Library Program.

(c) Lake Park Little Free Library Program Enrollment. All Lake Park Little Free Library participants shall operate and maintain their book dispensaries in accordance with this section and the terms and conditions of the Lake Park Little Free Library Program, as established by the Lake Park Library. Book dispensaries established prior to the adoption of this ordinance shall be eligible to participate in the program, subject to its requirements. All book dispensaries established subsequent to the adoption of this ordinance shall be permitted in accordance with this section.

(d) Design. All Lake Park Little Free Libraries shall utilize one of the designs approved by the Lake Park Library. Little Free Libraries shall be considered "temporary structures" and shall be subject to removal by the Town during severe weather events or other Town-designated emergencies, as deemed necessary.

(e) Permitting. All Lake Park Little Free Library participants shall be required to apply for and receive zoning review prior to placing their book dispensary. A zoning review fee shall not be charged for reviews of Little Free Library placements.

(f) Location. Lake Park Little Free Libraries shall only be located on a single-family residential parcels or public properties. Little Free Libraries shall be placed no further than two feet away from a front or side yard public right of way line. Lake Park Little Free Libraries shall be unobstructed and freely accessible to the public.

(g) Lake Park Little Free Libraries shall not be placed within visibility triangles as defined under Sec. 78-253 or in such a way as to obstruct the sightlines of motor vehicles.

(h) Maintenance. Little Free Libraries shall be maintained in good condition; whenever a book dispensary becomes discolored, faded, or shows other visible signs of deterioration, it shall be replaced. Whenever a book dispensary must be replaced, a zoning review is required. A zoning review shall not be required to replace a Little Free Library dispensary in a previously-approved location that has been removed for emergency preparedness in accordance within subsection (c) herein.

**Section 4. Codification.** The provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Town of Lake Park. The sections of the ordinance may be re-numbered or re-lettered to accomplish such.

**Section 5. Severability.** If any section, paragraph, sentence, clause, phrase or word of this ordinance is for any reason held by a court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this ordinance.

**Section 6. Effective date.** This ordinance shall take effect immediately upon execution.

- There will be an annual survey of all Little Free Libraries to ensure that they are being kept neat and stocked. Any abandoned or neglected Little Free Libraries will be removed from their location.

## **Procedures Regarding the Town of Lake Park's Little Free Library Program**

- I. **Placement Location and Inventory:**
  1. Locations will be established according to applications by interested parties.
  2. All requested locations must be pre-approved by the Town prior to installation.
  3. Books are purchased, donated, and hand selected from the School Board Book Warehouse for distribution.
  4. Books are cleaned, checked, and stamped prior to distribution to the Little Free Libraries.
  5. Unstamped books should be removed from the Little Free Library and checked.
  6. The Library will have bags of replacement books ready for Stewards or staff to stock Little Free Libraries as needed.
- II. **Library Stewards Responsibility:**
  1. Stewards must remove any political or inappropriate/prohibited literature/information.
  2. A variety of Town-approved stamped books, Town event, class, and program flyers must be kept current.
  3. The Little Free Library must be kept clean and free of trash.
  4. Stewards aid in gathering books for the Little Free Library and Town events.
- III. **Construction and Installation:**
  1. Dimensions should be a minimum of 22" high, 21" wide, and 15" deep (or larger).
  2. Each Little Free Library should be weatherproof, have a roof, be watertight, and have a transparent panel of Plexiglas or other common transparent building material in the front door opening.
  3. A galvanized post of 30" deep concreted in, and at least 30" off the ground.
  4. A permit must be applied for the installation of the Little Free Library.
  5. Placement must not be in the Town's Right of Way.
  6. The Little Free Library must be located at a minimum of 2' from the sidewalk, on the side of the sidewalk closest to the residence.
  7. Must be a safe place for children to congregate - away from traffic hazards.
  8. The Little Free Library shall not obstruct vehicular, bicycle, or pedestrian traffic, either physically, or by a person utilizing the Little Free Library.
  9. The Little Free Library shall not obstruct access aisles or paths utilized by persons in wheelchairs or for ADA accessibility.
  10. Community Little Free Libraries may be on public land as approved by the Town of Lake Park.
  11. The Town will assist the Little Free Library Steward who is responsible for removal and storage of the Little Free Library, if under a Hurricane Warning/National Disaster (i.e. Hurricane Preparedness/projectile prevention).

## **IV. Maintenance and Renovations**

1. The Little Free Library must remain in good repair and working condition, well maintained and stocked with books.
2. Any vandalism and/or heavy maintenance shall be reported to the Public Works Department.
3. The Town will coordinate any major required repairs, whenever possible.
4. The Town shall review the Little Free Library installation every year.
5. If the Town finds the Little Free Library is in disrepair, not serviced or in any way not appropriate, the responsible party may be requested to correct the condition(s) and/or the Little Free Library may be removed.

- Books will be gathered through donations or purchased through a bulk discount vendor, and will be available for Stewards to pick up from the Lake Park Public Library. These books will be stamped to show that they are part of the Town of Lake Park's Little Free Library Program.



### Customizable Artisan Stamp

\$ 29.95



# Steward's Guidelines and Responsibilities

## Lake Park Little Free Library Program Steward Guidelines & Responsibilities

1. The Little Free Library you'll be caring for was fully stocked the day it was installed. Please take note of the selection and quantity of books. Check the unit daily, if possible and keep at least 1 quarter stocked with hard cover novels and other grown-up books, and the remainder with children's books. An empty Little Free Library invites mischief! Also, do not overstuff your Little Free Library. People need to browse through to see the titles and it is beneficial to have a little room for those kind souls who leave a book sometime. Little gift (no food/drink) will be allowed in the Little Free Library.
2. We are supported by the Lake Worth LFL and their agreement with Palm Beach County School District, which provides us with perpetual supply of books for children and tweens. For that reason, you are not expected to buy books to keep the Little Free Library stocked. We receive frequent donations of grown-up books from our friends and neighbors. All of these books are available for you as a Steward to replenish your Little Free Library inventory. Of course, we all hope that our Little Free Library's achieve self-sufficiency someday and that people "leave" as many books as other people "take."
3. If a Little Free Library is vandalized, please report it to the Public Works department. We will repair what is damaged as soon as possible. Please do not attempt to repair any part of the Little Free Library yourself.
4. As a Lake Park Little Free Library Steward, you may request to be added to the Lake Worth LFL Stewards Facebook Group. This is an important avenue for communication among us all. Please make this group a favorite and check it every day for important announcements, news and most of all to exchange ideas, concerns and solution with other Greenacres/Lake Park/Lake Worth LFL Stewards. Anyone in the group can post photos or messages. This is a steward's only private and closed group on Facebook.
5. Visit: <http://littlefreelibrary.org> website and look under the Stewards tab at the top. Just for Stewards will lead you to the link to join that group. You must have your charter number handy when you join. It's easy, fun and offers some really interesting perspectives from Stewards all over the world.

6. Thank you for helping us expand our Little Free Library System. Be as broad minded as you can in the selection of books you choose for your Little Free Library. We serve our entire community. The only "Rules" are:

- a. Absolutely NO political flyers or advertising; not national, not local, not ANY! Books on politics are fine, but choose carefully - we enjoy the great support of all our neighbors across the political spectrum and we would like to keep it that way.
- b. We always try to have bookmarks for our Stewards to include in the books they offer. Please place these IN the books if you have them and not in a stack on the shelf. They will all disappear at once.

Thank you for participating in this project dedicated to raising the level of literacy in all our neighborhoods and in building an even stronger community through the Little Free Library.