



**CITY OF[™]
MOUNT
D O R A**

**City of Mount Dora
W.T. Bland Public Library
1995 N. Donnelly St.
Mount Dora, FL 32757
352-735-7180**

E-mail: library@cityofmoundora.com

**W.T. BLAND PUBLIC LIBRARY
BOARD MEETING**

**Community Room, W.T. Bland Public Library, 1995 N. Baker Street, Mount Dora, FL 32757
June 13, 2022 at 5:00 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. May 9, 2022 Library Advisory Board Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Library Manager's Report
- VII. Action Items
 - A. Proposed Capital Project
- VIII. Discussion Items
 - A. Library Policy Review
- IX. Future Meeting Dates
- X. Adjournment

NOTICE: Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person 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.

NOTICE: In accordance with the Americans With Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding should contact LaJun Garry no later than seven (7) days prior to the proceedings. Telephone (352) 735-7180 ext. 3101. for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

If you have any comments or question regarding the contents of this agenda packet, please call LaJun Garry at (352) 735-7180 ext. 3101.



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**W. T. BLAND PUBLIC LIBRARY BOARD MEETING
W.T. Bland Public Library, 1995 N. Donnelly Street, Mount Dora, FL 32757
Monday, May 9, 2022 - 5:00 p.m.**

MINUTES

PRESENT: Cathy Gillespie (Chair), Ellen August, Carolyn Fountain, Janet Manchon,
William Lowery (Co-chair)

ABSENT: Helen Cutshaw and Yiris Rivera

CITY STAFF: Cathy Lunday-Library Manager and LaJun Garry-Administrative
Assistant

OTHERS PRESENT: Robert Cooper

I. Call to Order

Ms. Gillespie called the meeting to order at 5:03 p.m.

II. Roll Call

III. Approval of Minutes for April 11, 2022

**MOTION by Mr. Lowery SECONDED by Ms. August to approve minutes from
April 11, 2022.**

AYE: Gillespie, August, Fountain, Manchon, Lowery

NAY: None

MOTIONED CARRIED 5-0

MOTIONED CARRIED 5-0

IV. Public Comment

None

V. Presentations

None

VI. Library Manager's Report

Ms. Lunday shared:

- This is the Library's twelfth month in a row being second busiest in overall circulation in Lake County.
- Free Summer Learning Program beginning June 1st through July 31st.
- Next month Lobby exhibit will reflect Summer Learning Program theme An Ocean of Possibilities. Small fish and 3D sharks will be hanging from rafters along with educational and marine life posters on the wall. Plans include water sound effects.
- Lobby exhibit for the month of July is a LEGO experience.
- Library Impact Fee Fund unaudited balance is \$816,540.

VII. Action Items

MOTION by Mr. Lowery SECONDED by Ms. Manchon to amend May 9, 2022 Library Advisory Board Agenda to include under Action Items Florida Department of State Historical Resources Grant Application.

AYE: Gillespie, August, Fountain, Manchon, Lowery

NAY: None

MOTIONED CARRIED 5-0

Florida Department of State Historical Resources Grant Application – Archives Project Assistant

The Department of State, Division of Historical Resources Small Matching Grant Program provides state and federal funds for historic preservation (\$50,000 maximum), including contract employees who complete specific historical projects.

For the grant, an Archives Project Assistant is being proposed. The application deadline is June 1, 2022 and the awards will be announced on July 1, 2022. If awarded, funds will become available after July 1, 2023.

MOTION by Mr. Lowery SECONDED by Ms. Manchon recommend to Council to accept the Request for Approval for the Florida Department of State Historical Resources Grant Application.

AYE: Gillespie, August, Fountain, Manchon, Lowery

NAY: None

MOTIONED CARRIED 5-0

VIII. Discussion Items

Proposed Capital Projects for 2022-23 budget approval;

- Library Collection \$93,000
- Library Shelving Expansion \$67,095
- Manga and DAD Shelving Expansion \$38,485
- Forest Preserve Site Plan \$40,000
- Simpson Farmhouse Renovation \$100,000 (2021-22 carryover)

IX. Future Meeting Date

1. June 13, 2022

IX. Adjournment

MOTION by Ms. Manchon, SECONDED by Ms. August to adjourn the May 9, 2022 meeting.

Meeting adjourned.

Cathy Gillespie, Chair

Cathy Lunday, Library Manager



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E-mail: library@cityofmoundora.com

DATE: June 13, 2022

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Manager

SUBJECT: Proposed Capital Project

Introduction:

A sixth capital project has been added to the library's list of 2022-23 capital improvement projects.

Discussion:

The following projects were presented and reviewed by the Library Advisory Board at its May 9, 2022 meeting and will be presented as part of the 2022-23 budget approval process:

- Library Collection \$93,000 (annual)
- Library Shelving Expansion \$61,595 (new)
- Manga and DAD Shelving Expansion \$38,485 (new)
- Forest Preserve Site Plan \$40,000
- Simpson Farmhouse Restoration \$100,000 (pending grant)

The following capital project was added to the list of library-requested projects for 2022-23:

- Simpson Farmhouse Expansion \$15,000 (new)

This three-year project would begin 2022-23 with a topographical survey of the farmhouse, for the purpose of determining whether it would be possible to add two 500 sq. ft. state-of-the-art meeting rooms behind the farmhouse, along with restroom facilities. Mount Dora's growth continues to place demands upon the library's meeting room spaces, which now are reduced to a 160-person Community Room and a 15-person Archives Room. The addition would attach to the farmhouse by a screened-in breezeway. Year 2 includes development of a concept plan and Year 3 includes engineering, construction and completion.

Budget Impact:

The impetus for this project is due to Mount Dora's growth and therefore funding is proposed from both the City's Library Impact Fee Fund (GL #310-5555-580.63-01) and the Lake County Library Impact Fee Fund.

Strategic Impact:

As Mount Dora continues to grow, it is vitally important that the City's facilities keep pace with that growth, including the Library and its campus.

Recommendation Library Advisory Board to advise City Council to approve the Simpson Farmhouse Expansion Capital Improvement Project.

Attachment(s):

Prepared by: Cathy Lunday, Library Manager

Reviewed by: Cathy Lunday, Library Manager

Final Approval - 6/7/2022



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DATE: June 13, 2022

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Manager

SUBJECT: Library Policy Review

Introduction:

City Council approved the following library policies in September 2019 (also recommended for approval by the Library Advisory Board in September 2019):

- Program Policy
- Story Time Policy

Discussion:

The purpose of the Program Policy is to define the reasoning behind the programs produced, sponsored or hired for the education and entertainment needs of library patrons. It also delineates between actively managed programs and sales-oriented workshops. Finally, it stipulates that program topics, speakers and resources are not excluded from programming because of origin, background, views or because of possible controversy.

The purpose of the Story Time Policy is to clearly define story times as created with intention, purpose and adherence to early literacy best practices. The use of volunteers or celebrity story tellers is diminished, in favor of staff with specialized training, musical skills and pedagogical intent.

Budget Impact:

n/a

Strategic Impact:

n/a

Recommendation n/a

Attachment(s):

1. Program Policy and Story Time Policy

Prepared by: Cathy Lunday, Library Manager

Reviewed by: Cathy Lunday, Library Manager

Final Approval - 6/3/2022

Story Time Policy

Story time is an opportunity for children to experience the joys of reading and literature, and to focus on developing the literacy skills necessary for educational success in school. Story time programming is created with intention, purpose and adherence to best practices, and is supported by Children's Library borrowing materials.

Story time sessions are conducted by a qualified and experienced Youth Services Librarian and other supporting and approved library staff and volunteers. Caregivers are expected to stay during story time and participate with their children.

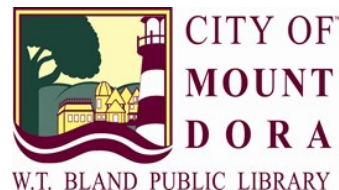


The Library's story times welcome children of all abilities.

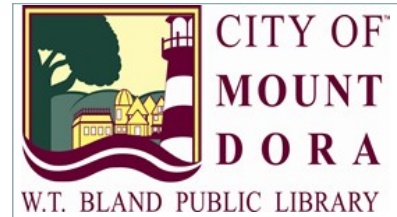
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For further details, please contact the Library Manager.

Adopted by the Mount Dora City Council on September 19, 2019.



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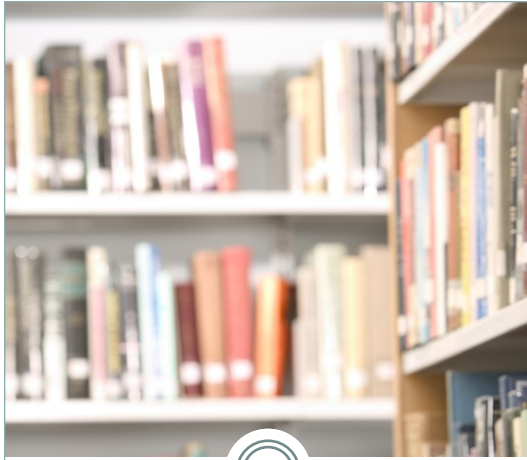


LIBRARY POLICIES



Program Policy *and* Story Time Policy

September 2019



Program Policy

and

Story Time Policy

Program Policy

The purpose of library programming is to enhance the Library's mission of supporting lifelong learning and providing access to information. Programming is offered as a library resource that provides information, education and recreation to library users and the community at large.

Programming promotes the services, collections and other resources of the W.T. Bland Public Library and the Lake County Library System. This policy reflects the American Library Association's philosophy regarding free and open access to information and ideas. A person's right to attend a program will not be denied because of national origin, race, color, age, sex, religion, background, views, sexual orientation, disability or ability to pay. All Library programs are open to the public. Fees may be charged for Library programs as determined necessary to reimburse the City for expenses such as food items and craft supplies. Registration may be required for planning purposes or when space is limited.

The Library draws upon community

resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, businesses and individuals to develop and present co-sponsored public programs.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their employment with the City. The City does not hire outside contractors for programming. Programs are not used for commercial, religious, or partisan purposes or for the solicitation of business. The marketing materials, presentation content and disbursement of materials are subject to Library review and approval before production.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from Library Programming because of origin, background, views or because of possible controversy.