



**CITY OF
MOUNT
DORA**

**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
October 10, 2022 at 5:00 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. September 12, 2022 Library Advisory Board Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Library Director's Report
- VII. Action Items
- VIII. Discussion Items
 - A. Lake County Library System 2022-23 Annual Plan of Service
 - B. Service Animal Policy
- 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, September 12, 2022 - 5:00 p.m.**

MINUTES

PRESENT: Cathy Gillespie (Chair), Helen Cutshaw, Janet Manchon, Ellen August,

ABSENT: Carolyn Fountain, Yiris Rivera and William Lowery (Co Chair)

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

OTHERS PRESENT: Robert Cooper

I. Call to Order

Ms. Gillespie called the meeting to order at 5:08p.m.

II. Roll Call

III. Approval of Minutes for August 8, 2022

MOTION by Ms. Cutshaw SECONDED by Ms. August to approve minutes from August 8, 2022.

AYE: Gillespie, Cutshaw, Manchon, August

NAY: None

MOTIONED CARRIED 4-0

IV. Public Comment

None

V. Presentations

Review of Mount Dora Archives

The online Mount Dora Archives digital repository was launched in December 2018 as a partnership between the Mount Dora Historical Society, the Mount Dora Library Association and the City of Mount Dora.

The Mount Dora Archives, found at <http://www.mountdoraarchives.com/>, is a growing collection of over 400 historical images, postcards, pamphlets, family histories and published books.

The first collections included People of Mount Dora, Mount Dora's Historic Downtown and Mount Dora's Agricultural Past. A postcard collection was added, as was a sampling of land boom brochures extolling the benefits of moving to Mount Dora. The Mount Dora Library Association has contributed high resolution scanners and also funds the acquisition of new items.

Collections currently in development include:

- Personal papers of Mabel Norris Reese
- Watercolors by Emma Sears Marsh
- Dr. R. Eugene Burley's *Mount Dora: The Rest of the Story, Plus!*

Long-term collection plans include digitization of additional already-published books about Mount Dora, Chautauqua and a progression of maps of downtown Mount Dora by the decades. Library volunteers actively seek historical images and documents in the community and in tandem with the Mount Dora Historical Society. Volunteers also help research, scan and write the metadata for each item, under the direction of the Library Director.

VI. Library Director's Report

Ms. Lunday shared:

- Virtual library cards for all students in Lake County have been rescinded.
- Tech classes have resumed post-COVID.
- Lake County Commissioners moved the Manga grant review to September 27, 2022. They asked Marianne Beck Memorial Library (Howey-in-the-Hills) and W.T. Bland Public Library (Mount Dora) to provide proof our lists have no duplicates.

Books

The Library Director shared three books: *Every Cloak Rolled in Blood* by James Lee Burke, *What Makes A Baby* by Cory Silverberg and *George* by Alex Gino.

VII. Action Items

None

VIII. Discussion Items

None

IX. Future Meeting Date

1. October 10, 2022

IX. Adjournment

MOTION by Ms. Gillespie, SECONDED by Ms. Cutshaw to adjourn the September 12, 2022 meeting.

AYE: Gillespie, Cutshaw, Manchon, August,

NAY: None

MOTIONED CARRIED 4-0

Meeting adjourned.

Cathy Gillespie, Chair

Cathy Lunday, Director



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E-mail: library@cityofmoundora.com

DATE: October 10, 2022

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Director

SUBJECT: Lake County Library System 2022-23 Annual Plan of Service

Introduction:

The Lake County Library System must submit an Annual Plan of Service to the State of Florida Library Division in order to retain eligibility to receive State Aid funding.

Discussion:

Lake County Library System staff prepare this annual document, gathering suggestions and feedback from the ten member libraries. This plan is referenced in the current Lake County Library Impact Fees Project Application in section #5, and projects that can draw inferences from the plan earn one point on the application. Many of the goals have remained in place for several years, with varying degrees of progress reached. County staff describe this document as a general road map and not a strategic plan or long-term plan.

Budget Impact:

n/a

Strategic Impact:

n/a

Recommendation n/a

Attachment(s):

1. ATTACHMENT #1 - LCLS Annual Plan of Service 2022-2023

Prepared by: Cathy Lunday, Library Director

Reviewed by: Cathy Lunday, Library Director

Final Approval - 10/6/2022

Lake County Library System 2022-2023 Annual Plan of Service

Administration

Library Administration will provide support and advocacy for all Lake County libraries.

- Goal 1: Provide adequate funding to ensure viability of library services by researching strategies that will allow for increased funding and support.
- Continue to integrate reports and statistics into the Koha Dashboard. Request regular feedback from members and staff.
 - Investigate system-wide funding allocations tied to the interlocals.
 - Work with the Library Advisory Board, member libraries, and municipalities on the direction of the Lake County Library Impact Fees.
- Goal 2: Complete the process for the next cycle of interlocal agreements between Lake County and the municipalities of the Lake County Library System.
- Goal 3: Implement standardized training for all library staff through virtual meetings and a system-wide standard operating procedure manual. Continue to develop and implement standardized training for library staff with a focus on electronic resources and communication.
- Goal 4: Provide inviting libraries that incorporate guidelines recommended by the American Library Association and the Florida Library Association.
- Focus User Experience Group on the customer experience.
 - Work with the City of Leesburg on a potential for a library presence in South Leesburg based on population growth and needs.
 - Town of Montverde library construction project.
 - Continue planning the East Lake County Library project.
 - Begin construction on the Astor County Library project.
- Goal 5: As per State Library requirements, staff, stakeholders, and community members will create a five-year long-range plan for Fiscal Years 2024-2028.

Youth Services

Lake County's young residents and visitors, and their caregivers, will find and experience resources, services and programs to stimulate their ability to read, write, and interact across a variety of media.

- Goal 1: Expand support for Lake County School students.
- Offer virtual and in-person educational programs through collaboration with other departments that emphasize curriculums (Agricultural Extension, Parks & Trails, Lake Tech, and Lake-Sumter State College, etc.)
 - Investigate, implement, and promote digital collections offered as a resource for students and residents, specifically targeting the Virtual Student Cardholders.
 - Work with Lake County Schools and Lake County Communications to market LCLS services to families and Virtual Student Cardholders.
 - Investigate an impact fee award for teen computer gaming systems and related furniture for all LCLS locations.
- Goal 2: Expand program marketing using digital tools to reach more youth throughout the county.

Approved by the Lake County Library Advisory Board on September 22, 2022

Adult Services

Lake County's adult residents, visitors, and the business community, will find and experience resources, services, and programs to enhance their educational and recreational interests.

Goal 1: Continue in-person programming while offering virtual components with a focus on job-hunting and small businesses by collaborating with other community agencies (Lake-Sumter State College, Lake Tech, Goodwill, CareerSource, etc.)

Goal 2: Lake County residents will find learning tools, services, and supportive staff to build skills essential in navigating today's ever-changing society.

Collection Development

Lake County residents and visitors will find resources and services to excite their imaginations, expand their horizons, and further their learning by means of reading, viewing, listening, and creating.

Goal 1: Develop system-wide Collection Development Procedure and Plan.

- a. Work to create guidelines for collection development of localized collections. This includes monitoring best sellers, requesting specific titles unique to a location, and integrating statistical reports for member directors.
- b. Develop system-wide recommendations for deselection of materials based on collection and statistical reports.
- c. Continue meetings for Collection Management/Reference Users Group.

Goal 2: Create and develop a Technical Services Users Group led by the County Cataloging Librarian to allow an opportunity for technical services staff for networking and information sharing.

- a. Create a workflow for staff to follow in order to clean up the bibliographic database.
- b. Develop in-person and virtual cataloging training sessions for system staff.

Marketing

Lake County residents and visitors will become increasingly aware of available services and resources.

Goal 1: Develop a focused marketing plan that includes programming (virtual and in-person) and the needs of our communities.

- a. Continue to work with the Lake County Communications Department to learn and understand processes and best practices for promotion and marketing.
- b. Integrate the new Lake Libraries logo and tagline into all marketing documents
- c. Create a priority-driven marketing list for Fiscal Year 2022-2023 for the Lake County Communications Department for marketing library services.
- d. Continue to investigate survey methodologies that would be implemented within Koha and using other software.
- e. Establish an ad hoc group to generate a specific focus for a two-year system-wide marketing plan to be administered by the Outreach Coordinator.

Goal 2: Use available software (Savannah, Evanced, etc.) to market resources and programming to staff and patrons.

Goal 3: Plan and promote the 40th Anniversary of the Lake County Library System.

Approved by the Lake County Library Advisory Board on September 22, 2022

unable because of a disability to use a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

b. Documentation that the service animal is trained is not a precondition for providing service to an individual accompanied by a service animal. A public accommodation may not ask about the nature or extent of an individual's disability.

To determine the difference between a service animal and a pet, a public accommodation may ONLY inquire if an animal is a service animal required because of a disability and what work or tasks the animal has been trained to perform.

In order to help maintain a pleasant, productive, and safe environment for all Library users and staff, the following behavioral guidelines for service animals are to be observed:

1. Service animals must be in physical proximity with their handler and under handler control at all times.
2. Service animals may not be left unattended by their handler at any time.
3. Service animals must be on a leash or harness at all times



unless the use of a leash or harness interferes with the animal's effective performance of its designated task(s). If the animal cannot be leashed or harnessed, it must be under the handler's control via voice, signals, or other effective means at all times.

4. Service animals must not display disruptive behavior such as barking or growling.
5. Service animals must be housebroken and their handler is responsible for any upkeep or clean-up of the animal.

If a service animal's behaviors or actions pose an unreasonable or direct threat to the health or safety of others, or do not conform to these guidelines, it may not remain in the Library facility. In accordance with ADA guidelines, non-compliance of guidelines can be grounds for a request to remove a service animal from the Library facility.

If the service animal is excluded from a Library facility, the individual with the disability is welcome to stay and will be reasonably accommodated by staff.



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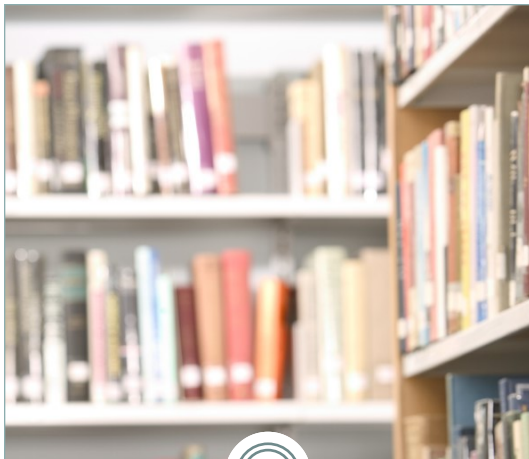
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W.T. BLAND PUBLIC LIBRARY

SERVICE ANIMAL POLICY



March 2018



Service Animal Policy

In accordance with the Americans with Disabilities Act (ADA) and Florida Statutes, Section 413.08, service animals are welcome and permitted at the W.T. Bland Public Library. Any other animals, including pets and therapy animals, are restricted from the Library.

Americans with Disabilities Act

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

In addition to the provisions about service dogs, Department's revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

According to the provisions of Florida Statute Section 413.08 (1)(d),

"Service animal" means an animal that is trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work done or tasks performed must be directly related to the individual's disability and may include, but are not limited to, guiding an individual who is visually impaired or blind, alerting an individual who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting an individual who is having a seizure, retrieving objects, alerting an individual to the presence of allergens, providing physical support and assistance with balance and stability to an individual with a mobility disability, helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors, reminding an individual with mental illness to take prescribed medications, calming an individual with posttraumatic stress disorder during an anxiety attack, or doing other specific work or performing other special tasks.

A service animal is not a pet. For purposes of subsections (2), (3), and (4), the term "service animal" is limited to a dog or miniature horse. The crime-deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition.

Per Florida Statute Section 413.08 (3)(a)(b),

The service animal must be under the control of its handler and must have a harness, leash, or other tether, unless either the handler is