



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
April 10, 2023 at 5:00 PM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. March 13, 2023 Library Advisory Board Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Library Director's Report
- VII. Action Items
- VIII. Discussion Items
 - A. Draft Recommended Appropriations for 2023-24
 - B. Library Policy Review
 - C. Library Materials 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 ("ADA") and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount Dora's ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352-735-7126, ext. 1111, or by email at clerk@cityofmoundora.com.

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, March 13, 2023 - 5:00 p.m.**

MINUTES

PRESENT: Helen Cutshaw (Chair), Marcia Ford, Carolyn Fountain, Janet Manchon (Co-chair), Yiris Rivera and Beth Sharpe

ABSENT: William Lowery

CITY STAFF: Cathy Lunday-Library Director, Lynn Gonzales-Youth Services Librarian and LaJun Garry-Administrative Assistant

OTHERS PRESENT: None

I. Call to Order

Ms. Cutshaw (Chair) called the meeting to order at 5:03pm.

II. Roll Call

III. Approval of Minutes for February 13, 2023

MOTION by Ms. Sharpe SECONDED by Ms. Fountain to approve minutes from February 13, 2023.

AYE: Cutshaw, Ford, Fountain, Manchon, Rivera, Sharpe

NAY: None

MOTIONED CARRIED 6-0

IV. Public Comment

None

V. Presentations

None

VI. Library Director's Report

Ms. Lunday shared:

- W.T. Bland Public Library is 18% above circulation from last year and 6% higher than the last strong pre-COVID year 2018-19.
- Library Impact Fund unaudited balance is \$767,959.
- In need of donations. Last year due to generous donations received from the community the Friends of the Library (Book Nook) contributed approximately \$15,000 for free programming and the GFWC Mount Dora Women's Club \$7,000 (book scanning). Our library added \$42,170 worth of donated items to our collection and 1,000 books in five little free libraries located throughout the city of Mount Dora.
- Draft of statute change for Library Advisory Board.
- Interviews for Adult Services Librarian are completed. An offer has been made.
- Community service hours for teens this summer.

VII. Action Items

None

VIII. Discussion Items

A. Review of Collection Development Policy and Reconsideration of Library Materials

Ms. Lunday shared the library's Collection Development and Reconsideration of Library Materials policies mirrors Lake County policies of the same titles.

The collection Development Policy provides the framework for managing the library's collection of circulating items. It mirrors Lake County policy of the same name, LCC-11. This policy includes directives, acquisition criteria and maintenance (weeding) guidelines. Also included in the Collection Development policy are three key American Library Association policies: Freedom to Read, Freedom to View and Library Bill of Rights.

The procedures for patron reconsideration requests were reviewed and discussion ensued.

A. Library Materials Review

Ms. Gonzales, Youth Services Librarian shared two books: Collected by Zora Neale Hurston *The Three Witches* adapted by Joyce Carol Thomas and illustrated by Faith Ringgold, *Stamped (For Kids)* by Jason Reynolds & Ibram X. Kendi.

IX. Future Meeting Date

1. April 10, 2023

IX. Adjournment

MOTION by Ms. Sharpe, SECONDED by Ms. Rivera to adjourn the March 13, 2023 meeting.

AYE: Cutshaw, Ford, Fountain, Manchon, Rivera, Sharpe

NAY: None

MOTIONED CARRIED 6-0

Meeting adjourned.

Helen Cutshaw, Chair

Cathy Lunday, Director



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E-mail: library@cityofmoundora.com

DATE: April 10, 2023

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Director

SUBJECT: Draft Recommended Appropriations for 2023-24

Introduction:

As a member of the Lake County Library System cooperative, the city of Mount Dora receives an annual appropriation from Lake County to compensate it for the use of the library by non-Mount Dora residents who live in Lake County.

Discussion:

The annual appropriation from Lake County is based upon the circulation history of the ten city-owned member libraries. Depending upon the allocation from the Board of County Commissioners, this equates to approximately \$.85-\$.90 per physical and digital item circulated. If a library owns an item requested by another library's patron, both libraries earn a circulation credit. Each of the ten libraries receive a base appropriation of \$20,000, increased from \$15,000 in 2021-22 to a proposed base of \$25,000 in 2023-24, to which the circulation-based appropriation is added. Historically, this appropriation has equaled approximately 29% of the library's operating expenses.

Budget Impact:

The annual appropriation from Lake County is estimated to increase by \$34,635 over the 2022-23 appropriation, to \$267,583. The Board of County Commissioners are expected to increase the base appropriation from \$20,000 to \$25,000, so \$30,000 of Mount Dora's increase is a result of circulation growth.

Strategic Impact:

It remains of vital interest to both the city's finances and the library service level for residents to participate in the Lake County Library System.

Recommendation n/a

Attachment(s):

1. ATTACHMENT #1 - DRAFT Recommended Appropriations Member Libraries FY 23-24 (3-28-23)

Prepared by: Cathy Lunday, Library Director

Reviewed by: Cathy Lunday, Library Director

Final Approval - 4/4/2023



**DRAFT Recommended Appropriations of County Funds
For Member Libraries - FY 23/24**

Formula Per Interlocal Agreement					
Member Library	Base Amount	Circulation for 21/22	% of Circulation	Circulation Allocation	FY 23/24 Appropriation
Eustis Memorial Library	\$25,000	95,261	10.66%	\$96,694.43	\$121,694
Fruitland Park Library	\$25,000	57,130	6.39%	\$57,989.66	\$82,990
Helen Lehmann Mem. Library	\$25,000	11,589	1.30%	\$11,763.38	\$36,763
Lady Lake Library	\$25,000	117,014	13.09%	\$118,774.75	\$143,775
Leesburg Public Library	\$25,000	196,779	22.01%	\$199,740.01	\$224,740
Marianne Beck Mem. Library	\$25,000	22,222	2.49%	\$22,556.38	\$47,556
Minneola Schoolhouse Library	\$25,000	29,465	3.30%	\$29,908.37	\$54,908
Tavares Public Library	\$25,000	84,566	9.46%	\$85,838.50	\$110,838
Umatilla Public Library	\$25,000	40,831	4.57%	\$41,445.40	\$66,445
W.T. Bland Public Library	\$25,000	238,987	26.74%	\$242,583.13	\$267,583
TOTALS	\$250,000	893,844	100.00%	\$907,294.00	\$1,157,294

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Not included in appropriations calculations:

In-House Equipment
ILL Books
County Equipment
Kindles
Hotspots
State Park Passes
Electronic items

Not Approved



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DATE: April 10, 2023

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Director

SUBJECT: Library Policy Review

Introduction:

City Council approved the library's Program Policy and Story Time Policy (ATTACHMENT #1) in September 2019. Prior to that, both policies were also recommended for approval by the Library Advisory Board in September 2019.

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 staff-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. ATTACHMENT #1 - Program Policy and Story Time Policy

Prepared by: Cathy Lunday, Library Director

Reviewed by: Cathy Lunday, Library Director

Final Approval - 4/4/2023

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.

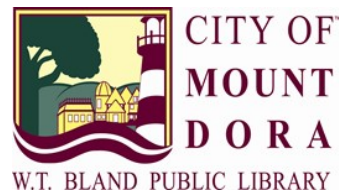


The Library's story times welcome children of all abilities.

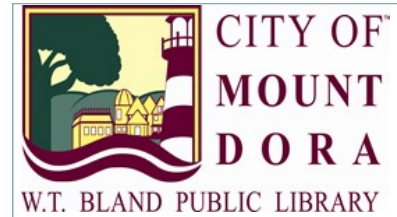
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For further details, please contact the Library Manager.

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



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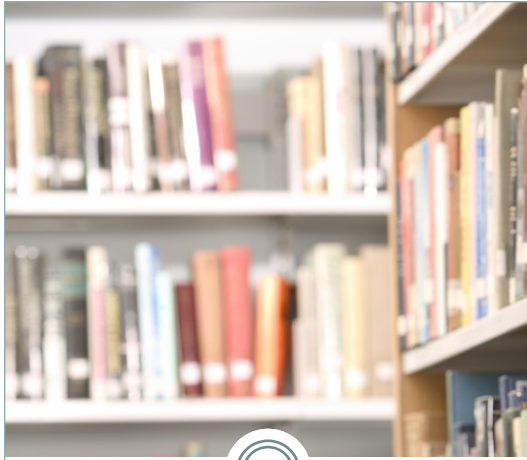


LIBRARY POLICIES



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.