



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@cityofmounddora.com

W.T. BLAND PUBLIC LIBRARY BOARD MEETING

Community Room, W.T. Bland Public Library, 1995 N. Baker Street, Mount Dora, FL 32757
February 12, 2024 at 5:00 PM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. January 8, 2024 Library Advisory Board Meeting Minutes
- IV. Public Comment
- V. Presentations
- VI. Library Director's Report
- VII. Action Items
- VIII. Discussion Items
 - A. LCLS Long Range Plan & Plan of Service
 - B. Library Metrics for Fiscal Year 2022-23
- 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@cityofmounddora.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, January 8, 2024 - 5:00 p.m.**

MINUTES

PRESENT: William Lowery (Acting Chair), Marcia Ford, Janet Manchon, Beth Sharpe, Amber Perretti, Laura Busch, Cathy Gillespie

ABSENT: None

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

OTHERS PRESENT: None

I. Call to Order

Mr. Lowery (Acting Chair) called the meeting to order at 5:02pm.

II. Roll Call

III. Approval of Minutes for December 11, 2023

MOTION by Ms. Sharpe SECONDED by Ms. Ford to approve minutes from December 11, 2023.

AYE: Lowery, Ford, Manchon, Sharp, Perretti, Busch, Gillespie

NAY: None

MOTIONED CARRIED 7-0

IV. Public Comment

None

V. Presentations

None

VI. Library Director's Report

Ms. Lunday shared:

- Circulation was stagnant during October and November 2023. January 2024 circulation has been strong.
- January's lobby exhibit – Dinosaurs (Sponsored by Friends of the Library Mount Dora)
- Forest Preserve update:
 - Resolution 2023-60, Task Authorization/Guaranteed Maximum Price for CMAR Services for Forest Preserve was approved by City Council for \$465,000.00
 - Construction to begin the end of January or beginning of February 2024. Library board will receive an invitation to the ground breaking ceremony. Site plan is available for public to review in the library's lobby.
- Swirl update:
 - Swirl dedication installation for Sebastian Morrison is scheduled for Tuesday, January 23, 2024. Private ceremony for family at 9:00am. Public ceremony at 10:00am.
- Simpson Farmhouse update:
 - Windows and front door were restored this past summer.
 - Remodel of bathroom and kitchen with granite countertops, new cabinets and mosaic tile was completed by Counter Impressions of Eustis, Florida.
 - Upcoming remodel job - six stationery windows and weather stripping around windows.
- Archives Project Assistant, Ms. Creel has started her grant-funded position working 24 hours per week through August 2024. She will be working on three projects: Mabel Norris Reese, Downtown by the Decades and Chautauqua.
- Ms. Lunday reminded board members they are under guidance of the Sunshine Law. Ms. Lunday will invite City Attorney to come and address Sunshine Law with board at a later date. Ms. Lunday gave a brief synopsis about the do's and don'ts as a board member (*Refer to Library Advisory Board notebook Section 7*). The Board requested Ms. Lunday send them an email reminding them of their limitations as a board member.

VII. Action

None

VIII. Discussion Items

A. Lake County Appropriation for 2023-24

As a member of the Lake County Library System, the City of Mount Dora receives an annual appropriation from Lake County for participation in the county-wide consortium.

In order to compensate the ten city libraries that are members of the Lake County Library System for nonresident borrowing and facility wear-and-tear, Lake County remits an appropriation each year, based upon each library's circulation. This payment is governed by the Interlocal Agreement with Lake County that all ten libraries sign. While some cities designate these monies for the libraries to spend, either on collection or operations, the City of Mount Dora deposits these payments into the General Fund.

Each of the ten libraries receives a base allocation of \$25,000, which has increased in the past two years from \$15,000 to \$25,000. After that, Lake County staff compile the physical circulation statistics at each library and base the appropriation off of that. As Mount Dora's library's circulation has grown, so has the city's annual appropriation. The amount received for 2023-24 was \$267,583. This appropriation is a significant revenue item for the city and in years past has accounted for nearly one-third of the library's operating budget.

Membership in the Lake County Library System remains of vital importance, not only to the City of Mount Dora for its financial support but to its residents, who enjoy an expanded collection from which to borrow. Discussion ensued.

B. Library Materials Review

Adult Services Librarian Ms. Hyman shared a list of banned and questionable content that was printed in the Orlando Sentinel. Ms. Hyman also shared the following books: *Sailor Moon* by Naoko Takeuchi, *Can I Touch Your Hair?* By Irene Latham & Charles Waters, *The 1619 Project Born on the Water* by Nikole Hannah-Jones and Renee Watson, and *Worm Lover Worm* by J.J. Austrian. Discussion ensued.

- C. Ms. Perretti stated that she would like to nominate Ms. Gillespie as Chair since Mr. Lowery mentioned he was stepping down as Acting Chair. Ms. Lunday informed board that typically it is the Chair of the Library Advisory Board who serves as voting representative on the County Library Advisory Board. The position of chair was unopposed. Discussion ensued.

MOTION by Ms. Perretti SECONDED by Ms. Sharpe to approve Ms. Gillespie as Chair for the W.T. Public Library Advisory Board and County Library Advisory Board for 2024.

AYE: Lowery, Ford, Manchon, Sharp, Perretti, Busch, Gillespie

NAY: None

MOTIONED CARRIED 7-0

IX. Future Meeting Date

1. February 12, 2024 (Board requested to meet @ Simpson Farmhouse)

X. Adjournment

MOTION by Ms. Manchon, SECONDED by Ms. Gillespie to adjourn the January 8, 2024 meeting.

AYE: Lowery, Ford, Manchon, Sharp, Perretti, Busch, Gillespie

NAY: None

MOTIONED CARRIED 7-0

Meeting adjourned.

Cathy Gillespie, Chair

Cathy Lunday, Director



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E-mail: library@cityofmoundora.com

DATE: February 12, 2024

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Director

SUBJECT: LCLS Long Range Plan & Plan of Service

Introduction:

As a requirement to receive state aid for libraries, the Lake County Library System is required to submit both an Annual Plan of Service and a Five-Year Strategic Plan.

Discussion:

The Library Services and Technology Act (LSTA) requires each State Library Administrative Agency to submit a plan that details library services goals for a five-year period. For the Lake County Library System, this task is complicated by needing ten city libraries to agree to the tenets in both plans. Toward that end, Lake County Library System staff conducted a survey to identify the most important areas to patrons (ATTACHMENT #1).

As a result, Lake County staff have recently distributed the final Long Range Plan 2024-29 (ATTACHMENT #2) and the Annual Plan of Service 2024 (ATTACHMENT #3).

Budget Impact:

n/a

Strategic Impact:

n/a

Recommendation n/a

Attachment(s):

1. ATTACHMENT #1 - 2022 Survey Responses May 22 9am
2. ATTACHMENT #2 - 2024_LCLS Long Range Plan Approved 8.17.2023
3. ATTACHMENT #3 - Annual Plan of Service 2024-2025 FINAL APPROVED 8.17.2023

Prepared by: Cathy Lunday, Library Director
Reviewed by: Cathy Lunday, Library Director

Final Approval - 2/5/2024

Strategic Planning Survey

1477

Responses

11:26

Average time to complete

Active

Status

1. Please enter your Zip Code

1477

Responses

Latest Responses

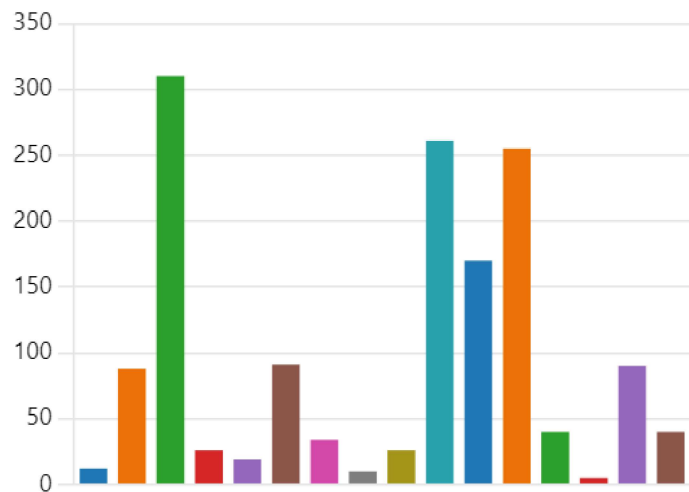
"32778"

"34788"

"32778"

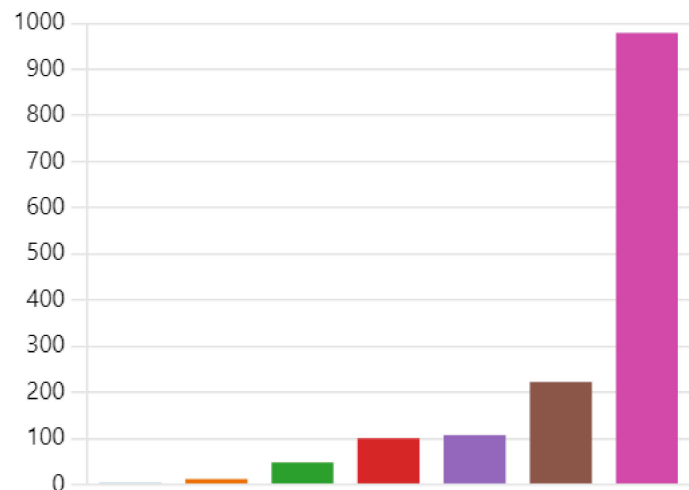
2. Which Lake County Library do you use most often?

Astor County Library	12
Cagan Crossings Community Lib...	88
Cooper Memorial Library (Clerm...	310
East Lake County Library (Sorren...	26
Eustis Memorial Library	19
Fruitland Park Library	91
Marion Baysinger Memorial Libr...	34
Helen Lehmann Memorial Librar...	10
Marianne Beck Memorial Library...	26
Leesburg Public Library	261
Lady Lake Public Library	170
W.T. Bland Public Library (Moun...	255
Minneola Schoolhouse Library	40
Paisley County Library	5
Tavares Public Library	90
Umatilla Public Library	40

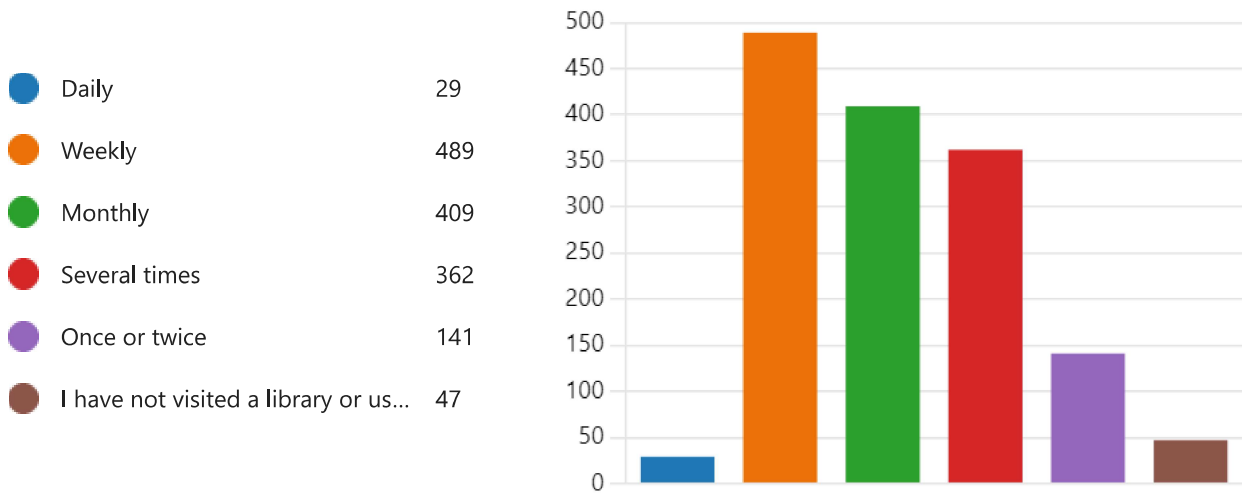


3. Please select your age group.

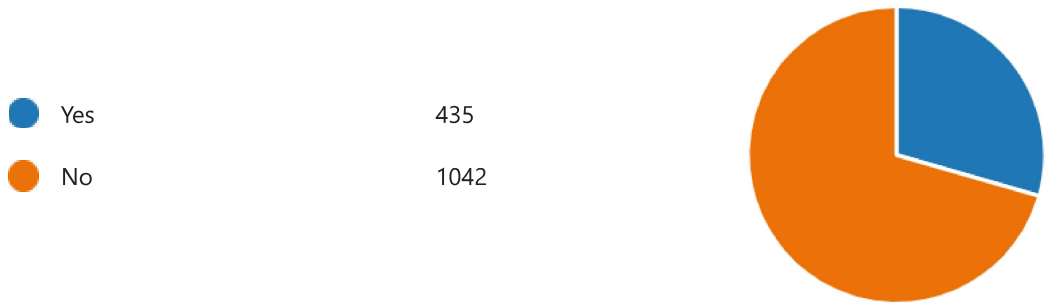
Under 18	3
18 to 24	12
25 to 34	48
35 to 44	100
45 to 54	107
55 to 64	222
65 or over	979



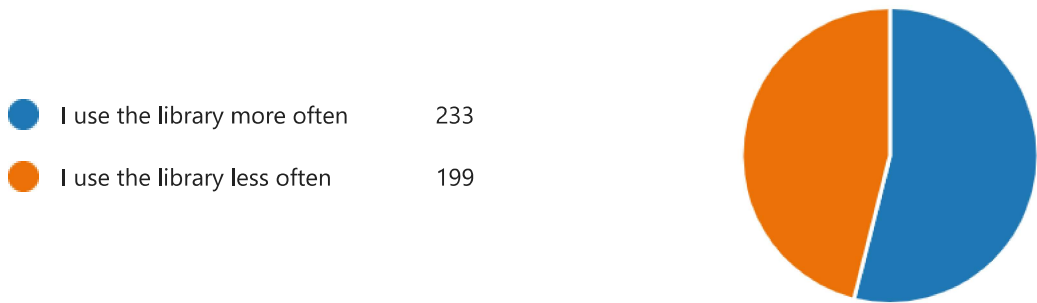
4. On average, how often have you visited any of the 16 Lake County libraries and/or used library services in the PAST 12 MONTHS?



5. Has your current frequency of use of the library changed from how often you used the library pre Covid-19 pandemic?

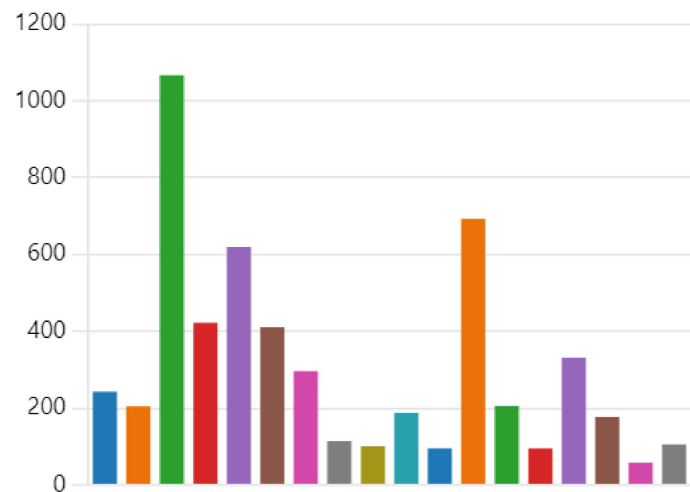


6. How has it changed?



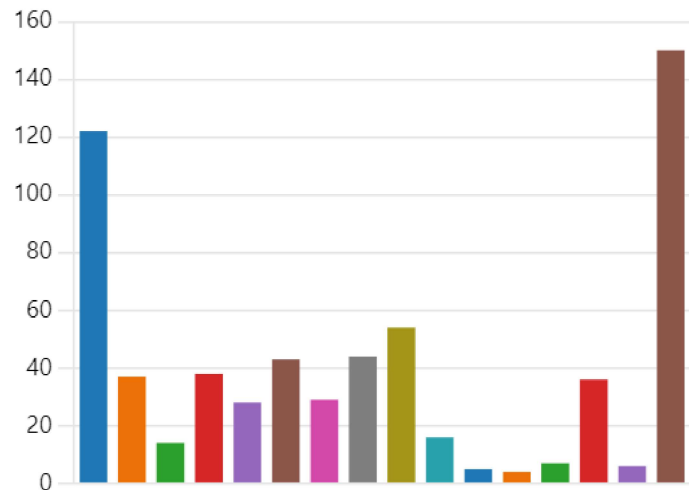
7. If you use the library, why DO you use your library and/or library services? (Check all that apply)

● Quiet space to work, read, or st...	242
● Place to meet and/or attend me...	204
● Borrow print materials (books, l...	1066
● Borrow non-print materials (DV...	422
● Browse collections for somethin...	619
● Attend a library program (me or...	410
● Help with finding books or othe...	296
● Help with research, school assig...	114
● Participate in youth programs (s...	100
● Participate in other programs (cr...	187
● Participate in the Summer Read...	95
● Enjoy friendly, welcoming staff	692
● Use computers and/or wireless I...	205
● Use local history or genealogy r...	95
● Download eContent (eBooks, m...	331
● Use office services (print, copy, s...	177
● Get technology help	58
● Other	105



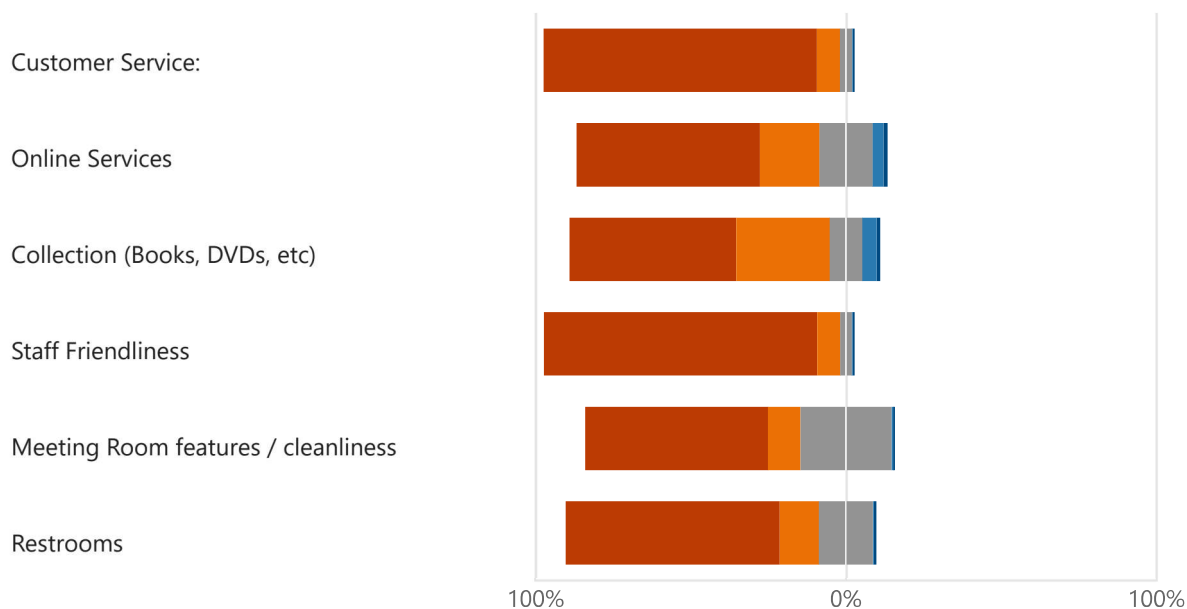
8. If you haven't used the library recently, why DON'T you use the library and/or library services, or use them often? (Check all that apply)

Too busy / no time	122
I buy what materials I need (or g...	37
My children are grown, and I m...	14
I use another library	38
Programs not of interest and/or...	28
Wait times too long for popular ...	43
Loan periods not long enough	29
It's too hard to find materials I ...	44
Hours not convenient	54
Location / parking not convenient	16
Staff not friendly, welcoming	5
Blocked account / owe money f...	4
Had a bad experience	7
Disability or physical limitation	36
Rooms / spaces not available w...	6
Other	150



9. How would you rate the library's:

■ Extremely Satisfied
 ■ Somewhat Satisfied
 ■ Neutral
 ■ Somewhat Dissatisfied
■ Extremely Dissatisfied



10. What three words would you use to describe the library?

1246
Responses

Latest Responses

"Peaceful, inspiring, informative"

"Convenient, pleasant, curbside (pick up/drop off)"

"Like on-line services "

11. Imagine you are visiting the library 10 years from now (2033). Tell us what you think the library will look like and what services will be offered.

1034
Responses

Latest Responses

"I fear that there will be less human staffing. There will be more..."

"Not sure I'll still be alive by then, but I like it as it is. "

12. What is a problem you wish the library could solve?

946

Responses

Latest Responses

"I am very happy with the Lake County Library system and staff...

"Often no close parking for me to hobble in to the library. The c...

13. What do you think should be the primary focus of the library?

1053

Responses

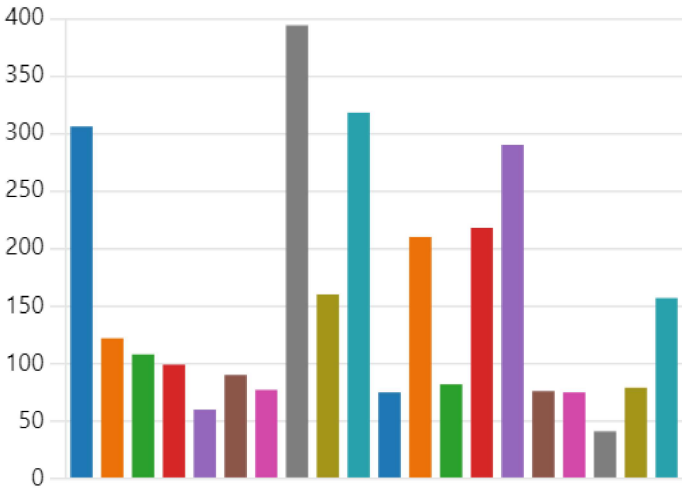
Latest Responses

"Availability of books and helpful staff. Keeping politics out of t...

"For my needs, books. But I commend the variety of resources a...

14. What else could the library provide that would get you to use the library more often?

Additional hours in the evening/...	306
Social services or other govern...	122
Additional seating inside the lib...	108
Faster wifi	99
Additional computers	60
Loaning technology (tablets, hot...	90
More study spaces/community r...	77
More programs/formal learning ...	394
More programs/formal learning ...	160
Additional digital services (eboo...	318
Virtual reference/customer servi...	75
Books By Mail or delivery of bo...	210
Fine Free	82
More technology classes or tech...	218
More bestsellers	290
More youth books (picture boo...	76
Small business support (more re...	75
More library locations	41
Ability to take credit card paym...	79
Other	157





418 W. Alfred St., Suite C • Tavares, FL 32778

Lake County Library System: Long Range Plan 2024-2029

After extensive surveying and community feedback, the Office of Library Services has identified several key areas for growth and improvement, including expanding our book collections, increasing adult and family programming, expanding access, and investing in our staff.

About the Lake County Library System

The Lake County Library System in Lake County, Florida, is a cooperative library system that provides comprehensive public library services to its residents. The Lake County Board of County Commissioners serves as the administrative governing body, operating six public library branches directly. The Office of Library Services Director is the administrative head of the system, overseeing operations and coordination with the ten municipal library directors. In addition to county-operated branches, Lake County collaborates with ten municipal governments to support the ten municipally-operated libraries. This collaborative model ensures a broad reach of library services across the county, maximizing accessibility for all residents.

About the Long Range Plan

Library Administration created a survey methodology that was emailed to 70,000 cardholders, posted on the library website, social media, and shared with residents when they visited any of our 16 locations. In addition to general statistical questions (zip code, age range, visitation schedule, etc.), the library posed eight main questions:

- If you use the library, why DO you use your library and/or library services?
- If you haven't used the library recently, why DON'T you use the library and/or library services, or use them often?
- How would you rate the library's [services]?
- What three words would you use to describe the library?
- Imagine you are visiting the library 10 years from now (2033). Tell us what you think the library will look like and what services will be offered.
- What is a problem you wish the library could solve?
- What do you think should be the primary focus of the library?
- What else could the library provide that would get you to use the library more often?

We received 4,512 responses from library patrons of all age groups.

Mission Statement

The Lake County Library System mission: to provide and promote life enriching experiences that exceed expectations for Lake County residents and visitors.

P 352.253.6180 • F 352.253.6184

Board of County Commissioners • www.mylakelibrary.org

Douglas B. Shields
District 1

Sean M. Parks, AICP, QEP
District 2

Kirby Smith
District 3

Leslie Campione
District 4

Josh Blake
District 5

1. Expanding Book Collections:

Bestsellers: Patrons have expressed a desire for more print and e-books, especially bestsellers. Over the next five years, we plan to increase our budget allocation for materials acquisition. This will allow us to add more new releases and bestselling titles to both our physical and digital collections.

2. Programming:

Increasing Adult Programming: We've heard our patrons' requests for more adult programming. To meet this demand, we plan to expand the number of programs offered for adults system-wide by 2027 while continuing our very strong slate of youth programming.

3. Access:

Enhancing Digital Resources: In today's digital age, access to online resources is crucial. We plan to invest in expanding our digital offerings system-wide and we'll explore partnerships with online learning platforms to offer patrons access to free courses and tutorials.

Marketing: Increasing awareness of our services is crucial to expanding our patron base. We'll launch a comprehensive, system-wide marketing strategy that includes social media campaigns, local partnerships, community outreach events, and brand awareness.

Partnership Exploration: Funding is crucial for maintaining and improving library services. Our focus will be on diversifying income streams and increasing community involvement in fundraising efforts.

Buildings: Library buildings should be safe, welcoming, accessible, and conducive to a variety of uses. Through our respective administrative bodies, we will ensure that all buildings are accessible and properly maintained. We will also embark on a space utilization program to accommodate as many varied activities and users as possible.

Extended Hours: Extending library hours can make services more accessible to those with varying schedules. Working with their administrative bodies, Library Headquarters and each member library will perform a community needs assessment.

4. Investing in Our Staff:

Staff: Our staff are the heart of our libraries, and their development is a priority. We'll invest in regular training and professional development opportunities, fostering leadership skills and keeping staff up-to-date with the latest library trends and technologies.

Conclusion

This long-range plan sets a clear direction for Lake Libraries to better serve our community's needs. We're committed to this vision and excited about the opportunities it presents. As we implement these changes, we'll continue to rely on patron feedback and engagement to guide our efforts.



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Lake County Library System: Annual Plan of Service 2024

During the spring of 2023, Library Services surveyed library cardholders about library usage and future needs. We received responses from over 4,500 residents of all ages and used the data to formulate the 2024-2029 Long Range Plan. The survey responses focused on four main areas: expanding the book collection, increasing family and adult programming, expanding access, and investing in staff. The Annual Plan of Service reflects these areas of growth while still focusing on our strong youth programming and services.

Expanding the Book Collection [Bestsellers]

- Library Services will evaluate current collection percentages compared to holds ratios for items and suggest areas of need.
- Member directors will evaluate current budgets to see if changes are necessary in budget proportions.
- County Collection Development Librarian will investigate different models of providing bestsellers and high interest items.

Increasing Family and Adult Programming

- Library Services will evaluate current and previous programming for adults and families.
- Program Coordinator will begin compiling ideas for programs for all ages and presenters.

Expanding Access

- [Digital Services] Library Services will investigate ways to increase ebook and eaudiobook collections.
- [Marketing] The Communications Program Coordinator will work with County and member staff to create a multi-year marketing plan.
- [Partnership Exploration] Library Services will work on creating a procedure for partnerships and outside funding.
- [Buildings] Library administrators will work to create plans to update technology in facilities and create a facilities review.

Investing in Staff

- Library Services will work with member directors to review training needs for staff and create a training plan.



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E-mail: library@cityofmoundora.com

DATE: February 12, 2024

TO: Library Advisory Board Members

FROM: Cathy Lunday, Library Director

SUBJECT: Library Metrics for Fiscal Year 2022-23

Introduction:

The operating efficiencies of the Mount Dora library can be measured and compared to its nine city library peers in the Lake County Library System.

Discussion:

For the past few years, the library's operating ratios have been calculated and compared to its largest peers in Lake County. These ratios cannot quantify the library's service levels, the relevance of its programs or the intelligence behind its collection development practices. However, based upon sheer traffic - circulation - the library is experiencing a high level of transactions at very low operating expense levels, compared to its peers. The library retains a low cost per circulated items, with an improvement of \$.02 cents over fiscal year 2021-22, with the per item cost of a transaction now reported at \$3.26.

Budget Impact:

n/a

Strategic Impact:

n/a

Recommendation n/a

Attachment(s):

Prepared by: Cathy Lunday, Library Director
Reviewed by: Cathy Lunday, Library Director

Final Approval - 2/5/2024

