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@cityofmountdora.com**

**W.T. BLAND PUBLIC LIBRARY**
**BOARD MEETING**
**Community Room, W.T. Bland Public Library**
**1995 N. Donnelly Street, Mount Dora, FL 32757**
**April 8, 2024 at 5:00 PM**

## AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

- A. March 11, 2024 Library Advisory Board Meeting Minutes

IV. Public Comment

V. Presentations

- A. Sunshine Law Review
- B. Map of Forest Preserve

VI. Library Director's Report

VII. Action Items

VIII. Discussion Items

- A. Simpson Farmhouse Expansion Project 2024-25

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@cityofmountdora.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.

**City of Mount Dora**
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**W. T. BLAND PUBLIC LIBRARY BOARD MEETING**
**Simpson Farm House, 2015 N. Donnelly Street, Mount Dora, FL 32757**
**Monday, March 11, 2024 - 5:00 p.m.**

# MINUTES

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

ABSENT: Amber Perretti

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

OTHERS PRESENT: None

**I. Call to Order**
Ms. Gillespie (Chair) called the meeting to order at 5:05pm.

**II. Roll Call**

**III. Approval of Minutes for February 12, 2024**
**MOTION by Ms. Manchon SECONDED by Ms. Sharpe to approve minutes from February 12, 2024.**

**AYE:** Gillespie, Lowery, Ford, Manchon, Sharpe, Busch

**NAY:** None

**MOTIONED CARRIED 6-0**

**IV. Public Comment**
None

**V. Presentations**
None

## VI. Library Director's Report

Ms. Lunday shared:

- Simpson Farmhouse:
  - Ms. Lunday shared photos of the Simpson Farmhouse with the board and she also gave a brief history about the building.
  - The six panel windows on the sunporch will be repaired soon.
  - The Historic Preservation Board toured the farmhouse recently. It was suggested a work day be held quarterly at the Simpson Farmhouse. A flyer is currently being designed.

- Two capital improvement projects to be presented to City Council for 2024-2025:
  1. Simpson Farmhouse Expansion-
     In the process of getting a quote for the design work of an extension to the Simpson Farmhouse. It will not actually touch the farmhouse. The back porch and storage room with metal roof may be removed and two separate meeting rooms, with shared bathroom and kitchenette area will be built. A sidewalk could lead to both ADA parking along the north side and also add ten to twelve parking spots with a circular drive-through on the south side. When quote/plan is ready it will be presented to the Library Advisory Board.
  2. Tech Expansion -
     Ms. Hyman, Adult Services Librarian is planning to submit for her Sunshine State Leadership Institute (SSLI) Project a tech expansion here at the library. The current tech lab can only seat eight people. This puts a limitation on what type of class we can host and how many people we can have in each class. Propose to have twelve laptops to create a mobile tech lab so we can use the larger rooms. The laptops will be on a charging cart so we can have a place to store them. Also, turn the existing tech lab into a computer lab for public access so they can have a little more privacy on what they're working on.

- Lake County Supervisor of Elections is using the Community Room for registered Republicans voting in the Presidential Preference Primary Election from March 7, 2024 through March 16, 2024.

- Archives Project Assistant Erin Creel has completed the Mabel Norris Reese collection and it is published. The Chautauqua collection has been completed as well. Ms. Creel is currently working on the final grant – designated project Downtown by the Decades.

## VII. Action

None

**VIII. Discussion Items**

A. Waterman Village Outreach

The library has forged a partnership with Waterman Village, working with the activity directors of Bridgewater Assisted Living and Waterman's two independent retirement communities, to bring library services to residents. The library proposes an organized book delivery once a week in order to reach older residents who may not have a means to visit the library in person. The Friends of the Library is sponsoring this initiative with custom canvas tote bags imprinted with the FOL logo. Discussion ensued.

B. Library Materials Review

Adult Services Librarian Ms. Hyman shared the following book: Juvenile Graphic Novel *Glitch* by Sarah Graley. Discussion ensued.

**IX. Future Meeting Date**

1. April 8, 2024 @ 5:00pm

**X. Adjournment**

**MOTION by Mr. Lowery, SECONDED by Ms. Manchon to adjourn the March 11, 2024 meeting.**

**AYE:** Gillespie, Lowery, Ford, Manchon, Sharpe, Busch

**NAY:** None

**MOTIONED CARRIED 6-0**

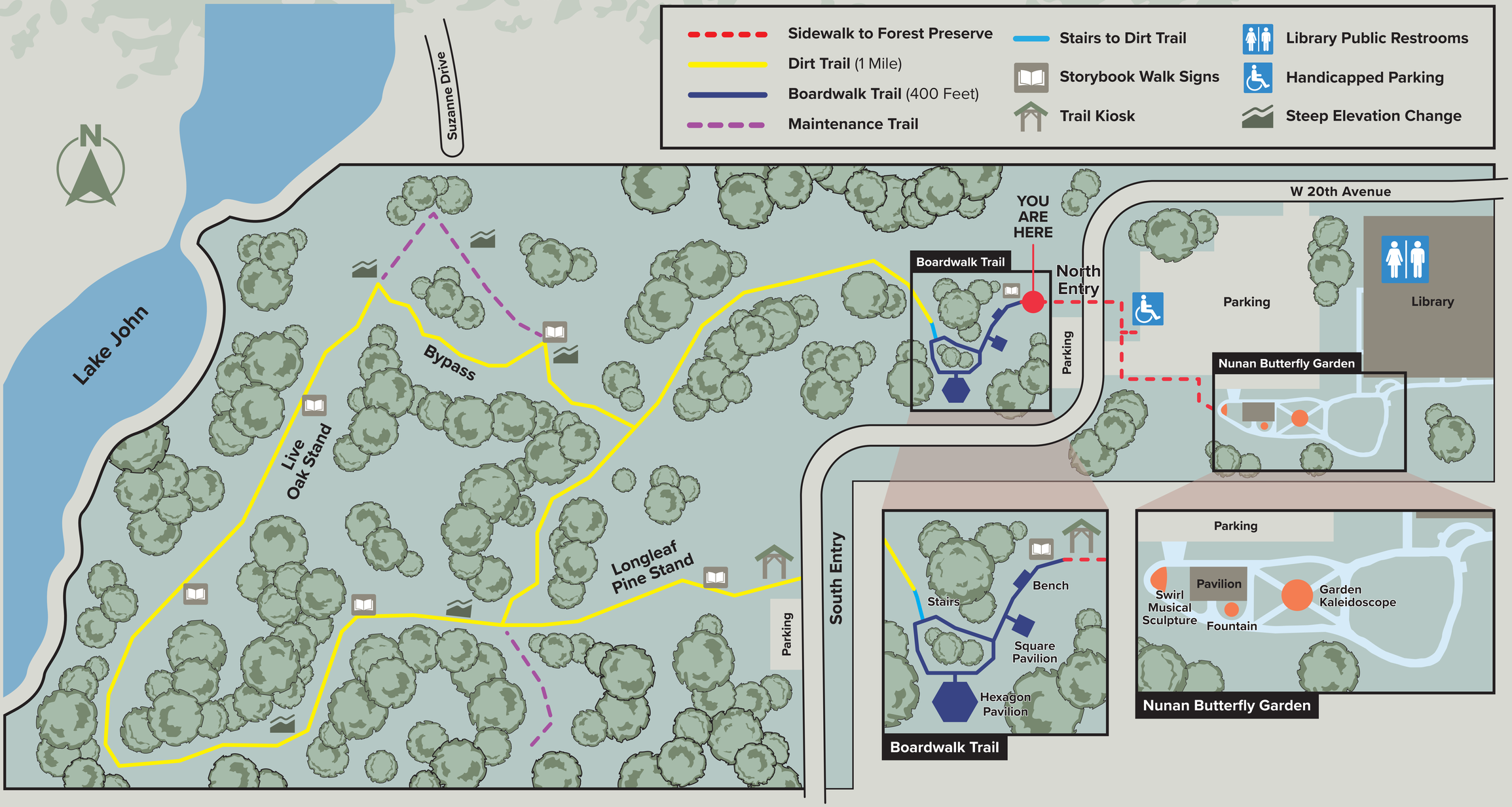
Meeting adjourned.

_____ _____

Cathy Gillespie, Chair Cathy Lunday, Director

WELCOME TO MOUNT DORA'S

# Forest Preserve




No bicycles, dirt trail bikes, skateboards, hoverboards or other mechanized conveyances allowed, other than accessibility-related equipment. No music, speakers or broadcast sounds.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**DATE:** **April 8, 2024**

**TO:** **Library Advisory Board Members**

**FROM:** **Cathy Lunday, Library Director**

**SUBJECT:** Simpson Farmhouse Expansion Project 2024-25

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**Introduction:**
The Simpson Farmhouse Expansion Project is a proposed 2024-25 capital improvement project that will be presented to City Council for review and approval as part of the budget process later this summer.

**Discussion:**
This project (ATTACHMENT #1, which is in draft form) includes two significant components:

- Build a stand-alone meeting room center behind the Simpson Farmhouse housing two meeting rooms that seat up to 50, with a shared kitchenette and restrooms.
- Connect the Simpson Farmhouse to Forest Preserve with a network of paths, including a 600' concrete sidewalk to the forest's entry and a 920' path encircling the former Goat Pond.

As an expansion of library services due to our continued growth, this project will be funded by Library Impact Fees. Additional monies may be sought for extras, such as the public gazebo, a lawn alternative demo garden and possible inclusion of Freenotes Harmony Park's musical sculptures.

**Budget Impact:**
Firm cost estimates are expected by May 2024.

**Strategic Impact:**
Supports Objective 1.2 - Enhance mobility, connectivity and expand trail network by connecting all the library campus amenities with a sidewalk.

Supports Objective 2.4 - Sustain city infrastructure by supporting increased demands for the library's meeting rooms.

**Recommendation** Advise City Council to approve the Simpson Farmhouse Expansion Project when presented with the 2024-25 budget.

**Attachment(s):**

1. FY 2024-25 CIP Simpson Farmhouse Expansion

Prepared by: Cathy Lunday, Library Director
Reviewed by: Cathy Lunday, Library Director Final Approval - 4/2/2024

CITY OF MOUNT DORA

# Capital Improvement Project (CIP) Request Form

Priority #: 1

| Department Division: ☐ Multiple | Fiscal Year: | GL#: |
|---|---|---|
| Library | 2024-25 | 310-5555-580.62-01-LI2303 |

**Project Title:**

Simpson Farmhouse Expansion

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**Type of Project: (Check all that apply)**

☑ New Project ☐ Replacement ☐ Project Continuation **Project #:**_____

**Description, Objective and Benefits of Project:**

This project will expand the library's meeting room capabilities, which continue to increase due to Mount Dora's growth, as well as complete development of the library's campus by connecting the Simpson Farmhouse, acreage behind the farmhouse, Forest Preserve and the Nunan Butterfly Garden to the library via sidewalk and public amenities. A 1,500 sq. ft. structure is planned behind the farmhouse, with two meeting rooms seating 50 each and shared restrooms and a kitchenette. Plans include a large gazebo, concrete 600' sidewalk from N. Donnelly to the Forest Preserve North Entrance, a 920' pathway that encircles Goat Pond, seating facing the pond, interpretative signage, a W. Jackson Avenue speed table adjacent the library, 10-12 parking spots south of

**Needs Criteria: (Check all that apply and explain below)**

☑ Building ☐ Imp. Other than Building ☐ Machinery & Equipment ☐ Land

**Needs/Issues/Problems: What specific need, issue, or problem does this request address?**

The library's current 160-person Community Room and 15-person Archives Room are in high demand during peak hours, with the Simpson Farmhouse handling overflow for small group meetings. There are no library meeting rooms in the 15-50 person capacity, which is the size in most demand. Currently the Community Room averages 42 meetings per month, Archives Room averages 36 per month and the farmhouse averages 40-50 meetings per month. A topo survey was completed in 2022-23 and a concept plan is underway in 2023-24.

**Alternatives: What alternative measures have been taken to address this need/issue/problem? Are there solutions other than adding a new project that have been utilized or considered?**

The library's current practice is to either decline reservations due to no vacancies or not offer programs on the desired dates. Small groups are occasionally booked into the Community Room, which is then unavailable for larger groups who inquire later. As Mount Dora continues to grow, the community is increasingly underserved due to the library's short supply of adult meeting room spaces. The acreage behind the farmhouse includes an unsightly utility fence, with no public access. This area will draw much attention due to the soon-to-be-opened Forest Preserve and warrants development as a public outdoors space.

**Outcomes / Measurable Results: What specific outcomes are expected with this project? Describe in detail what performance measures will be used to measure the impact of the new project. How do the proposed measures compare to current measures, if different?**

The plan is to maximize both the Simpson Farmhouse footprint with an est. 1,500 sq. ft. addition behind it, providing after-hours meeting room access, as well as the acreage behind it into an attractive amenity completing the library campus. This will eliminate the need to include meeting room space in the library's future expansion plans. This building expansion project is a result of our community's growth and increased demands for services from residents. NOTE: Firm cost estimates are expected in May 2024.

## Funding Sources

**Funding Sources: (Check all that apply)**

- [ ] General Fund
- [ ] Water & WW Fund
- [ ] Stormwater Utility Fund
- [ ] Electric Utility Fund
- [ ] Northeast CRA
- [ ] Downtown CRA
- [ ] Debt (SRF loan, lease)
- [ ] Grant (federal, state, local)
- [x] Other Funds
- [ ] FDOT
- [ ] Donation/Contribution

Impact Fees: [ ] Wastewater [ ] Water [ ] Parks [ ] Fire [ ] Police [x] Library

| Funding Sources | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|---|---|---|---|---|---|
| Transfer between projects | $ - | $ - | $ - | $ - | $ - |
| Debt/Borrowed Funds | - | - | - | - | - |
| General Fund | - | | - | - | - |
| Library Impact Fund | 157,500 | 1,247,000 | - | - | - |
| Other Fund - Mount Dora Library Association | - | 25,000 | - | - | - |
| Grant | - | - | - | - | - |
| Total | $ 157,500 | $ 1,272,000 | $ - | $ - | $ - |

## Project Costs

**Estimated Project Costs**

| Description | Five Year Sched 2024-25 | 2025-26 | 2026-27 | 2026-27 | 2027-28 | To 5 Year Cost |
|---|---|---|---|---|---|---|
| Planning & Design | $ 50,000 | $ - | $ - | $ - | $ - | $ 50,000 |
| Engineering | 100,000 | - | - | - | - | 100,000 |
| Construction - Farmho | - | 500,000 | - | - | - | 500,000 |
| Construction - paths, sidewalk | - | 400,000 | - | - | - | 400,000 |
| Furniture & Equipment | - | 100,000 | - | - | - | 100,000 |
| Outdoor Seating, Signs, Gazeb | - | 60,000 | - | - | - | 60,000 |
| Contingency | - | 159,000 | - | - | - | 159,000 |
| Inflation | 7,500 | 53,000 | - | - | - | 60,500 |
| **Total Capital Costs** | $ 157,500 | $ 1,272,000 | $ - | $ - | $ - | $ 1,429,500 |
| **Estimated Operating Costs [1]** | | | | | | |
| Equipment [2] | $ - | $ - | $ - | $ - | $ - | $ - |
| Utilities | - | - | - | - | - | - |
| Supplies | - | - | - | - | - | - |
| Additional Staff [3] | - | - | - | - | - | - |
| Other (describe below) | - | - | - | - | - | - |
| **Total Operating Costs** | $ - | $ - | $ - | $ - | $ - | $ - |
| **Total Project Costs** | $ 157,500 | $ 1,272,000 | $ - | $ - | $ - | $ 1,429,500 |

**Other Costs:** The acreage behind the Simpson Farmhouse is already maintained by City staff.

[1] Are the estimated operating costs listed above included in your budget?

[2] Machinery & Equipment requests require Request Justification.

[3] New Staff positions require Personnel Requisition Form and must be submitted to Human Resources.

## Finance Department Use Only

[ ] Approved [ ] Denied

**Comments:**

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