

**West Florida Public Libraries Board of Governance
Regular Board Meeting Agenda
Monday, June 24, 2024, 2024@ 4:00 PM CST
at the Pensacola Library, 239 N. Spring St., 32502**

Call to Order:

Please set your cell phone to vibrate, silence, or off. The West Florida Public Libraries Board of Governance allows any person and/or Board member to speak regarding an item on the Agenda. The speaker is limited to three minutes, unless otherwise determined by the Chairman, to allow sufficient time for all speakers. Speakers shall refrain from abusive or profane remarks, disruptive outbursts, protests, or other behavior that interferes with the orderly conduct of the meeting. Upon completion of the public comment period, discussion is limited to Board members and questions raised by the Board.

Did the Clerk's Office receive the proofs of publication for the Public Hearing(s) on the Agenda and the Board's Weekly Meeting Schedule?

Is there a quorum present?

- I. Pledge of Allegiance to the Flag
- II. Are there any changes to add to the Agenda?
- III. Public Forum
- IV. Approval of the Minutes
- V. Appeal – Caitlyn Bradley
- VI. Chairman's Report
- VII. Director's Report
- VIII. New Business
 - Lost and Found Policy
 - Rights and Responsibilities Policy
- IX. Old Business
 - Interlibrary Loan Policy
 - Director Evaluation Form
- X. Open Board Discussion
- XI. Future Meeting Schedule and Location – July 22, 2024, at 4:00 p.m. at the Southwest Library, 12248 Gulf Beach Highway, Pensacola, FL 32507
- XII. Adjournment

**Minutes of WFPL Board of Governance Regular Board Meeting
Monday, May 6, 2024 at 4:00 p.m. CST
Tryon Library, 1200 Langley Ave., Pensacola, FL 32504**

Board Members Present

- Lori NeSmith, Library Board of Governance, Chair
- Kenneth “Blaine” Wall, Library Board of Governance, Vice Chair
- John Bullock, Library Board of Governance, Member

Board Members Absent

- Robin Reshard, Library Board of Governance, Member
- Liza Campbell, Library Board of Governance, Member

Administration Present

- Christal Bell-Rivera, Deputy Director, Library Services
- Tricia Sheridan, Director’s Aide, Library Services

Administration Absent

- Todd J. Humble, Director, Library Services

Call to Order

- Ms. NeSmith called the meeting to order at 4:06 p.m.
- Proof of Publication was received.
- The quorum is present.

Pledge of Allegiance

- Ms. NeSmith led the Pledge of Allegiance to the Flag of the United States of America.

Public Forum

Approval of Agenda

Approval of Minutes

- Dr. Wall made a motion to approve the March 21, 2024, minutes. Mr. Bullock seconded the motion. The March minutes were approved unanimously.

Chairman’s Report

- Ms. NeSmith shared she was excited to see the Summer Reading program sign-up started today.
- Ms. NeSmith inquired about the Friends of the Library book sale. Deputy Bell-Rivera reported that the sale brought in \$16,794.00 and sales were up 8% from the 2023 Spring

sale. Approximately 13,470 items were sold and 1,163 people were in attendance. Ms. NeSmith extended a thanks to the Friends volunteers from the Board.

- Mr. Bullock asked about the bookstores in the libraries and a possible donation. Deputy Bell-Rivera shared that there are bookstores run by the Friends at the Pensacola, Tryon and Bellview libraries. His donation could be dropped off at any library and they would become part of the Friends bookstore or quarterly sale events.
- Ms. NeSmith thanked the library staff for the volunteer appreciation event.

Library Director's Report

- Deputy Director provided the report.
- Deputy Bell-Rivera notified the Board that she and Director Humble would be in a budget workshop on September 23 and requested the September board meeting be changed to September 16th. The Board changed the meeting date to September 16, 2024 and the meeting will be held at the Bellview location.
- The Genealogy Department received a donation for over \$26,000.00 from the Patricia Miller estate. The Deputy reassured Mr. Bullock that it was earmarked on the budget to be used only for Genealogy.
- The theme for the summer reading program is "Summer Adventures" so all programming topics relate to the theme.
- The summer feeding program will happen at every library location.
- The library is making a concerted effort to flood social media with information about the libraries. The Deputy met with the manager of Century to brainstorm ideas for raising the patron numbers. The Deputy contacted Byrneville Elementary and will send home flyers advertising the library as a place to be over the summer. She is also working with the Escambia County School district for approval to send home flyers to those at Bratt Elementary.
- A Parton requested that colored Plexi-glass and high contrast keyboards be made available. We are currently in the process of cataloging the items to be part of the "Library of Things" and dispersing them to all libraries. Dr. Wall requested the items be brought to the next meeting so the Board could see the new items.
- Ms. NeSmith inquired about Director Humble and the Deputy shared he is on PTO leave.
- Mr. Bullock asked about the email that all the Board members received from a patron regarding his bags. The Deputy explained that the patron comes to the library with many bags in tow. Our policy does not state how many bags someone can have, but only limits the size. The library's contracted security guard considered all of the bags as one unit be larger than the allowed size. Ms. NeSmith request that the Rights and

Responsibilities policy be placed on the agenda for the next meeting to review the bag policy.

New Business

- Discussion on the ILL Policy.
- Mr. Bullock asked about the identifying information that is asked for on the WFPL form during an ILL transaction; whereas, the State statute prohibits us from giving out personal information. He also asked why the minimum age was changed to 18 years old.
- Ms. NeSmith asked why we must ask identifying questions and why can't a parent or guardian be responsible for a younger child's request? Mr. Bullock pointed out that the existing policy allows for people under the age of 18 and he was surprised to see the change. Dr. Wall stated a student in middle or high school might need access to something they can't get locally. Dr. Wall requested data at the next meeting on how many users are 18 years old and under; so, if it is an issue to loan to minors through ILL, how often is it an issue?
- Ms. NeSmith requested the policy review for ILL be tabled until the next meeting when Director Humble returns and can answer the questions.
- Discussion on the Internet Policy. The Deputy shared that there was only one grammatical and one formatting change proposed by administration. The policy itself can't really be changed a lot because the verbiage in our policy is specifically from the FCC policy, and we receive funding dollars from the FCC. Last year we received close to \$81,000.00. The Deputy provided handouts on the Children's Internet Protection Act (CIPA), the E-Rate Universal Service Program for Schools and Libraries and the FCC's State Statute 54.520.
- Deputy stated that people try to work around being monitored on the library computers by using the guest pass and she has been approached by law enforcement for records and information. The policy does cover the use of wi-fi and referred the Board to the statement, "The following rules apply to the library computers, equipment, and networks [wired or wireless (Wi-fi)].....". Patrons do not need a guest pass to connect to the wi-fi.
- Mr. Bullock asked if law enforcement comes in and wants information, do we demand a warrant for subpoena before giving information. The Deputy states that law enforcement will connect with the County attorney's office and County will take over from there. The County IT department is the one that is pulling the information that is requested in the warrant. The County's IT department are the ones to certify the evidence.
- Ms. NeSmith made the first motion to approve the Internet Use Policy as presented in the admin draft. Dr. Wall seconded the motion. Motion passed.

Old Business

- Ms. NeSmith asked the Board to rehash where things were regarding Director Humble's evaluation following the February meeting when she had to leave early. Dr. Wall shared that they worked through the evaluation and each member handed their signed evaluation to Ms. Reshad who was going to compile the data for the next meeting. However, Ms. Reshad was not at the next meeting, so members had not heard anything back from her. Ms. NeSmith asked for confirmation that the evaluation provided in their packet was the one that was turned into the County. The Deputy confirmed.
- Additionally presented in the board packet was Director Humble's self-evaluation. Ms. NeSmith questioned whether the self-evaluation was turned into the County. This was not able to be confirmed.
- Ms. NeSmith sought confirmation if the compilation of the board member's evaluation had been turned into Director Humble's supervisor. This was confirmed with Ms. Reshad's email stating it had been emailed on March 25, 2024.
- Ms. NeSmith expressed concerned that the form that they had to fill out had information that she had no knowledge of regarding his work performance. She asked if it was a standard form because she had not seen it in the past. The Deputy stated she believed it had been used in the past. The Deputy shared her concern regarding the evaluation criteria and that Board members only had about only 24 hours of contact time and interaction to score him.
- Ms. NeSmith stated that in the Bylaws it states it is the board's job to evaluate the director. The Deputy agreed but added that it doesn't indicate which form or categories need to be completed. She offered that it as within their authority to draft a new form that would make it applicable to his review and eliminate the things that were difficult to rate.
- Dr. Wall stated he thought the process was less than ideal and it would have been helpful to have the self-evaluation first. When rating Director Humble's continuing education, Dr. Wall was not aware of what Director Humble did because it doesn't come up during regular meetings. Dr. Wall also asked about the staff feedback and Director Humble not wanting to share that information before the Board completed their evaluation because it might influence how things are perceived. He added, staff evaluations are relevant, and it speaks to the Deputy's point about the Boards limited contact time with Director Humble. The Board does not work with him, but the people that do work with him are in the best position to provide meaningful feedback. In any profession there will be people that are unhappy about something, but it would be important to look for trends and recurring complaints or issues. Having the data from staff along with his self-evaluation would result in a more fair and accurate evaluation.
- Mr. Bullock pointed out that one of the criteria is "motivating staff" and the Board would have no way of knowing that. He asked how that became his lowest score? Dr. Wall thought that through conversation at the February meeting, multiple people

commented on hearing from staff about this issue, but it was random people who sought out board members to make their concerns known. The Board could not speak to the fact that it was a larger issue or was this you just a few unhappy people.

- Ms. NeSmith asked if the County already has a platform in place for evaluations. Deputy explained how the County conducts evaluations, which begin in June. Ms. NeSmith asked if it was possible to pull out some of the questions to use. The Deputy shared that the evaluation are maybe four or five questions, and it depends on the positions. Further discussion regarding existing electronic platforms the County uses (i.e. Survey Monkey) and existing ways staff can give feedback. Dr. Wall adds that in his profession, students complete a survey each semester. That feedback might make it into his annual review if there is a trend, not just if one student says something. If they notice issues, it might translate to something they can look at. The Deputy asked follow-up questions like where would the survey go and how is it getting there? Electronic surveys will be connected to their email so that it will create public records issues. Whomever is going to be the recipient of those surveys will be responsible. Ms. NeSmith asked to have this issue researched with County. Discussion about confidentiality and HR if the forms are submitted there.
- The Deputy suggested creating another document that narrowed down what they want the staff to answer, this would be in addition to a new, separate form for the self-evaluation.
- Dr. Wall added he would like to hear Ms. Campbell's input regarding the evaluations since she has worked in a public library previously.
- Ms. NeSmith asked for Director Evaluations to be on the next agenda and perhaps keep it as a rolling agenda item.

Open Board Discussion

- Mr. Bullock asked that the library have something in the lobby about the ballot items that voters can read before going into the poll to speed up the process. Ms. NeSmith suggest something could be promoted social media.
- Mr. Bullock stated he would like to know about incidents before hearing it on the news. Ms. NeSmith said an email letting us know is fine.
- Ms. NeSmith stated that in Director Humble's self-review he mentions, "circulation numbers have not specifically been requested and can become part of the weekly report or whatever frequency the Board requests." Discussion regarding how to disseminate information. The Director's Aide will send a copy of the weekly report showing the door count and programming numbers on a weekly basis. Additionally, the Board requested a manager or staff member was placed on the agenda and spoke for about five minutes and share what was happening in their library.

XI. Next Meeting

Monday, June 24, 2024, at 4:00 p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL 32502.

- A motion to adjourn was made by Mr. Bullock. Dr. Wall seconded the motion. The meeting was adjourned at 5:55 p.m. by Ms. NeSmith.

SUNGARD PENTAMATION
 DATE: 06/18/2024
 TIME: 12:11:26

ESCAMBIA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTA11

SELECTION CRITERIA: orgn.fund='113'
 ACCOUNTING PERIOD: 9/24

SORTED BY: FUND,TOTAL COST CNTR,1ST SUBTOTAL,ACCOUNT
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FUND-113 LIBRARY FUND
 TOTAL COST CNTR- TITLE NOT FOUND
 1ST SUBTOTAL-310000 TAXES

ACCOUNT - - - - TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
311006 MSTU LIBRARY	10,060,746.00	.00	.00	7,893,403.95	2,167,342.05	78.46
311050 DELINQUENT AD VALOREM	5,500.00	.00	.00	3,844.18	1,655.82	69.89
TOTAL TAXES	10,066,246.00	.00	.00	7,897,248.13	2,168,997.87	78.45
1ST SUBTOTAL-330000 INTERGOVERNMENT REVENUE						
334710 STATE AID TO LIBRARIES	82,000.00	.00	.00	.00	82,000.00	.00
TOTAL INTERGOVERNMENT REVENUE	82,000.00	.00	.00	.00	82,000.00	.00
1ST SUBTOTAL-340000 CHARGES FOR SERVICES						
347103 CHGS FOR SVC-COPY/PRT/FA	23,000.00	1,281.05	.00	23,688.47	-688.47	102.99
TOTAL CHARGES FOR SERVICES	23,000.00	1,281.05	.00	23,688.47	-688.47	102.99
1ST SUBTOTAL-350000 FINES & FORFEITURES						
352001 LIBRARY FINES	25,000.00	1,464.50	.00	24,600.06	399.94	98.40
352002 LIBRARY FINE LOST&PAID B	3,000.00	185.89	.00	2,302.80	697.20	76.76
TOTAL FINES & FORFEITURES	28,000.00	1,650.39	.00	26,902.86	1,097.14	96.08
1ST SUBTOTAL-360000 MISCELLANEOUS REVENUES						
361001 INTEREST	.00	.00	.00	229,724.47	-229,724.47	.00
361008 INTEREST UNREALIZED G/L	.00	.00	.00	23,981.26	-23,981.26	.00
366217 DONATIONS-SPECIAL NEEDS	6,894.00	.00	.00	.00	6,894.00	.00
366218 FRIENDS LIBRARY DONATION	88,147.00	.00	.00	.00	88,147.00	.00
366219 DONATIONS-LIBRARY	5,229.00	3.45	.00	30,513.67	-25,284.67	583.55
369001 MISCELLANEOUS REVENUES	.00	.00	.00	355.86	-355.86	.00
369009 CONCESSIONS	3,100.00	.00	.00	4,670.81	-1,570.81	150.67
TOTAL MISCELLANEOUS REVENUES	103,370.00	3.45	.00	289,246.07	-185,876.07	279.82
1ST SUBTOTAL-380000 OTHER SOURCES						
389901 ESTIMATED FUND BALANCE	5,375,841.00	.00	.00	.00	5,375,841.00	.00
389905 LESS 5% ANTICIPATED REC	-513,417.00	.00	.00	.00	-513,417.00	.00
TOTAL OTHER SOURCES	4,862,424.00	.00	.00	.00	4,862,424.00	.00
TOTAL TITLE NOT FOUND	15,165,040.00	2,934.89	.00	8,237,085.53	6,927,954.47	54.32
TOTAL LIBRARY FUND	15,165,040.00	2,934.89	.00	8,237,085.53	6,927,954.47	54.32
TOTAL REPORT	15,165,040.00	2,934.89	.00	8,237,085.53	6,927,954.47	54.32

SUNGARD PENTAMATION
 DATE: 06/18/2024
 TIME: 12:06:56

ESCAMBIA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

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FUND-113 LIBRARY FUND
 TOTAL COST CNTR-110501 OPERATIONS
 1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51201	REGULAR SALARIES & WAGES	3,530,643.00	124,105.61	.00	2,114,213.62	1,416,429.38	59.88
51304	OTHR SALARIES-TERMINAL P	.00	.00	.00	21,077.28	-21,077.28	.00
51401	OVERTIME	12,000.00	.00	.00	178.11	11,821.89	1.48
51501	SPECIAL PAY	18,600.00	325.00	.00	5,525.00	13,075.00	29.70
52101	FICA TAXES	267,130.00	9,282.73	.00	159,546.24	107,583.76	59.73
52102	FICA PRETAX SAVINGS	.00	.00	.00	3,426.70	-3,426.70	.00
52201	RETIREMENT CONTRIBUTIONS	496,720.00	17,729.42	.00	319,899.75	176,820.25	64.40
52301	LIFE & HEALTH INSURANCE	854,626.00	26,174.26	.00	454,142.27	400,483.73	53.14
52401	WORKER'S COMPENSATION	4,890.00	.00	.00	3,639.00	1,251.00	74.42
	TOTAL PERSONAL SERVICES	5,184,609.00	177,617.02	.00	3,081,647.97	2,102,961.03	59.44
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53101	PROFESSIONAL SERVICES	3,500.00	.00	.00	.00	3,500.00	.00
53401	OTHER CONTRACTUAL SERVIC	618,036.00	26,957.34	168,763.94	392,691.79	56,580.27	90.85
54001	TRAVEL & PER DIEM	10,000.00	218.02	.00	4,380.54	5,619.46	43.81
54201	POSTAGE & FREIGHT	3,000.00	.00	363.08	1,707.09	929.83	69.01
54504	PREMIUM-VEHICLE	4,000.00	.00	.00	3,860.00	140.00	96.50
54601	REPAIR & MAINTENANCE	28,000.00	.00	1,800.00	3,902.75	22,297.25	20.37
54608	VEHICLE R&M	5,000.00	.00	.00	1,139.69	3,860.31	22.79
54701	PRINTING & BINDING	6,800.00	.00	.00	3,290.61	3,509.39	48.39
54801	PROMOTIONAL ACTIVITIES	23,500.00	64.14	1,668.34	19,778.06	2,053.60	91.26
54901	OTHER CURRENT CHGS & OBL	12,500.00	70.00	3,500.00	6,413.06	2,586.94	79.30
54931	HOST ORDINANCE ITEMS	.00	.00	.00	112.91	-112.91	.00
54934	COST ALLOC-INDIRECT	514,896.00	.00	.00	386,172.00	128,724.00	75.00
55101	OFFICE SUPPLIES	41,500.00	479.14	6,059.62	23,213.02	12,227.36	70.54
55201	OPERATING SUPPLIES	285,000.00	996.74	77,704.58	154,799.33	52,496.09	81.58
55204	FUEL	7,400.00	2.99	.00	3,427.10	3,972.90	46.31
55401	BOOK/PUBL/SUBSCRIPT/MEMB	350,000.00	17.20	8,739.61	213,797.77	127,462.62	63.58
55501	TRAINING/REGISTRATION	4,000.00	.00	.00	1,359.00	2,641.00	33.98
	TOTAL OPERATING EXPENSES	1,917,132.00	28,805.57	268,599.17	1,220,044.72	428,488.11	77.65
1ST SUBTOTAL-56000 CAPITAL OUTLAY							
56401	MACHINERY & EQUIPMENT	.00	.00	5,705.00	14,582.39	-20,287.39	.00
56601	BOOKS/PUBLICAT/LIBR. MAT	850,000.00	11,288.23	497,359.24	330,031.36	22,609.40	97.34
	TOTAL CAPITAL OUTLAY	850,000.00	11,288.23	503,064.24	344,613.75	2,322.01	99.73
1ST SUBTOTAL-58000 GRANTS AND AIDS							
58101	AIDS TO GOVERNMENT AGENC	206,000.00	.00	.00	201,635.46	4,364.54	97.88
	TOTAL GRANTS AND AIDS	206,000.00	.00	.00	201,635.46	4,364.54	97.88
1ST SUBTOTAL-59000 OTHER USES							
59801	RESERVES	5,228,268.00	.00	.00	.00	5,228,268.00	.00
	TOTAL OTHER USES	5,228,268.00	.00	.00	.00	5,228,268.00	.00
	TOTAL OPERATIONS	13,386,009.00	217,710.82	771,663.41	4,847,941.90	7,766,403.69	41.98

SUNGARD PENTAMATION
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ESCAMBIA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

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FUND-113 LIBRARY FUND
 TOTAL COST CNTR-110502 MAINTENANCE
 1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL COST	CNTR-110502 MAINTENANCE						
51201	REGULAR SALARIES & WAGES	93,659.00	3,486.40	.00	54,970.52	38,688.48	58.69
51401	OVERTIME	1,000.00	.00	.00	886.86	113.14	88.69
51501	SPECIAL PAY	7,200.00	.00	.00	.00	7,200.00	.00
52101	FICA TAXES	7,155.00	274.64	.00	4,325.21	2,829.79	60.45
52102	FICA PRETAX SAVINGS	.00	.00	.00	181.97	-181.97	.00
52201	RETIREMENT CONTRIBUTIONS	12,692.00	473.10	.00	7,809.33	4,882.67	61.53
52301	LIFE & HEALTH INSURANCE	32,250.00	523.98	.00	14,145.70	18,104.30	43.86
52401	WORKER'S COMPENSATION	3,031.00	.00	.00	2,273.25	757.75	75.00
	TOTAL PERSONAL SERVICES	156,987.00	4,758.12	.00	84,592.84	72,394.16	53.89
1ST SUBTOTAL-53000	OPERATING EXPENSES						
53401	OTHER CONTRACTUAL SERVIC	284,499.00	4,093.28	44,855.71	97,252.29	142,391.00	49.95
54101	COMMUNICATIONS	2,413.00	.00	674.55	425.45	1,313.00	45.59
54301	UTILITY SERVICES	321,188.00	12,336.86	8,648.57	149,438.10	163,101.33	49.22
54601	REPAIR & MAINTENANCE	138,519.00	2,261.98	16,148.69	26,900.53	95,469.78	31.08
54608	VEHICLE R&M	1,200.00	.00	.00	64.39	1,135.61	5.37
54901	OTHER CURRENT CHGS & OBL	150.00	.00	.00	.00	150.00	.00
55201	OPERATING SUPPLIES	4,012.00	.00	1,613.21	437.46	1,961.33	51.11
55204	FUEL	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL OPERATING EXPENSES	755,481.00	18,692.12	71,940.73	274,518.22	409,022.05	45.86
	TOTAL MAINTENANCE	912,468.00	23,450.24	71,940.73	359,111.06	481,416.21	47.24

SUNGARD PENTAMATION
 DATE: 06/18/2024
 TIME: 12:06:56

ESCAMBIA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
 EXPSTA11

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FUND-113 LIBRARY FUND
 TOTAL COST CNTR-110503 INFORMATION SYSTEMS
 1ST SUBTOTAL-51000 PERSONAL SERVICES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51201	REGULAR SALARIES & WAGES	72,102.00	1,457.40	.00	31,460.93	40,641.07	43.63
52101	FICA TAXES	5,451.00	109.89	.00	2,349.37	3,101.63	43.10
52102	FICA PRETAX SAVINGS	.00	.00	.00	16.04	-16.04	.00
52201	RETIREMENT CONTRIBUTIONS	9,670.00	197.77	.00	4,633.85	5,036.15	47.92
52301	LIFE & HEALTH INSURANCE	16,125.00	6.77	.00	3,428.65	12,696.35	21.26
52401	WORKER'S COMPENSATION	100.00	.00	.00	75.00	25.00	75.00
	TOTAL PERSONAL SERVICES	103,448.00	1,771.83	.00	41,963.84	61,484.16	40.57
1ST SUBTOTAL-53000 OPERATING EXPENSES							
53401	OTHER CONTRACTUAL SERVIC	10,000.00	.00	.00	.00	10,000.00	.00
54001	TRAVEL & PER DIEM	1,000.00	.00	.00	.00	1,000.00	.00
54101	COMMUNICATIONS	118,940.00	6,408.10	21,933.46	63,699.48	33,307.06	72.00
54601	REPAIR & MAINTENANCE	76,000.00	.00	21,799.49	36,853.25	17,347.26	77.17
55201	OPERATING SUPPLIES	116,645.00	.00	5,938.25	30,336.10	80,370.65	31.10
55401	BOOK/PUBL/SUBSCRIPT/MEMB	1,160.00	.00	.00	.00	1,160.00	.00
55501	TRAINING/REGISTRATION	600.00	.00	.00	.00	600.00	.00
	TOTAL OPERATING EXPENSES	324,345.00	6,408.10	49,671.20	130,888.83	143,784.97	55.67
	TOTAL INFORMATION SYSTEMS	427,793.00	8,179.93	49,671.20	172,852.67	205,269.13	52.02

SUNGARD PENTAMATION
DATE: 06/18/2024
TIME: 12:06:56

ESCAMBIA COUNTY BOCC
EXPENDITURE STATUS REPORT

PAGE NUMBER: 4
EXPSTA11

SELECTION CRITERIA: orgn.fund='113'
ACCOUNTING PERIOD: 9/24

SORTED BY: FUND,TOTAL COST CNTR,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: FUND,TOTAL COST CNTR,1ST SUBTOTAL
PAGE BREAKS ON: FUND,TOTAL COST CNTR

FUND-113 LIBRARY FUND
TOTAL COST CNTR-110504 LIBRARY DONATIONS
1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
55201	OPERATING SUPPLIES	13,729.00	.00	.00	.00	13,729.00	.00
	TOTAL OPERATING EXPENSES	13,729.00	.00	.00	.00	13,729.00	.00
	TOTAL LIBRARY DONATIONS	13,729.00	.00	.00	.00	13,729.00	.00

SUNGARD PENTAMATION
 DATE: 06/18/2024
 TIME: 12:06:56

ESCAMBIA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 5
 EXPSTA11

SELECTION CRITERIA: orgn.fund='113'
 ACCOUNTING PERIOD: 9/24

SORTED BY: FUND,TOTAL COST CNTR,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,TOTAL COST CNTR,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,TOTAL COST CNTR

FUND-113 LIBRARY FUND
 TOTAL COST CNTR-110509 FRIENDS LIBRARY DONATION
 1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD.
53401	OTHER CONTRACTUAL SERVIC	.00	.00	.00	8,525.00	-8,525.00	.00
55201	OPERATING SUPPLIES	88,147.00	.00	.00	17,187.10	70,959.90	19.50
	TOTAL OPERATING EXPENSES	88,147.00	.00	.00	25,712.10	62,434.90	29.17
	TOTAL FRIENDS LIBRARY DONATIO	88,147.00	.00	.00	25,712.10	62,434.90	29.17

SUNGARD PENTAMATION
 DATE: 06/18/2024
 TIME: 12:06:56

ESCAMBIA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 6
 EXPSTA11

SELECTION CRITERIA: orgn.fund='113'
 ACCOUNTING PERIOD: 9/24

SORTED BY: FUND,TOTAL COST CNTR,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,TOTAL COST CNTR,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,TOTAL COST CNTR

FUND-113 LIBRARY FUND
 TOTAL COST CNTR-110550 SPECIAL NEEDS FOR LIBRARY
 1ST SUBTOTAL-53000 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53401	OTHER CONTRACTUAL SERVIC	5,000.00	.00	.00	.00	5,000.00	.00
55201	OPERATING SUPPLIES	56,894.00	.00	.00	.00	56,894.00	.00
55401	BOOK/PUBL/SUBSCRIPT/MEMB	275,000.00	.00	.00	.00	275,000.00	.00
	TOTAL OPERATING EXPENSES	336,894.00	.00	.00	.00	336,894.00	.00
	TOTAL SPECIAL NEEDS FOR LIBRA	336,894.00	.00	.00	.00	336,894.00	.00
	TOTAL LIBRARY FUND	15,165,040.00	249,340.99	893,275.34	5,405,617.73	8,866,146.93	41.54
	TOTAL REPORT	15,165,040.00	249,340.99	893,275.34	5,405,617.73	8,866,146.93	41.54

Lost and Found Policy

The West Florida Public Libraries is not responsible for personal items left in the library by patrons. All unclaimed items found shall be disposed of in accordance with the following guidelines:

- ~~Unclaimed identification documents and items, including credit cards, wallets, and laptops, will be forwarded to the Pensacola Police Department or Escambia County Sheriff's Department one hour prior to close of business.~~
- Lost and found items will be stored at central sites in all library facilities. Reasonable attempts will be made to contact the owners to reclaim their lost items.
- If the owner of a lost and found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.
- ~~Hazardous and perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.~~
- Hazardous or perishable items such as food, personal care, baby bottles, or water bottles will be discarded immediately.
- All other items, if not claimed in a timely manner, will be discarded, provided to the Police or Sheriff's Department, or donated to charity, as appropriate.
- The Pensacola Police Department or the Escambia County Sheriff's Office will be contacted to pickup unclaimed identification documents and items, including credit cards, wallets, and laptops the next business day.*

Commented [CLB1]: Revise the timeframe. One hour prior to closing isn't realistic.

Items to consider adding to this policy are designated in yellow highlight and italics

Rights and Responsibilities

Rights

- You should expect to see yourself and your interests represented in our library collections.
- You should expect to receive respect and excellent customer service.
- You may talk and have conversations in the library but must be considerate of others.
- You may use your cellphone, laptop, or other technology, but must be considerate of others.
- You may have small snacks or single-person meals in the library.
- You may have non-alcoholic drinks in a closed container in the library.
- You may use a meeting room or study room to have a quiet space when available.
- You may bring your service animal *(as defined by the American with Disabilities Act)* into the library to assist you.

Responsibilities

- You must supervise your children under the age of twelve (12) at all times. Supervision of children under 12 must be by an individual 15 years old or older.
- You must keep personal property with you at all times.
- *Food may not be consumed at computers or other electronic technologies.*
- *Areas utilized must be returned to their original state (i.e., tables cleared of food waste, books placed onto carts for reshelving, etc.)*
- You must wear clothing (shirts, pants, etc.) and footwear (shoes, sandals, etc.).
- You must not leave vulnerable adults unaccompanied.
- You must not bring large objects into the library. This includes, but is not limited to carts, bicycles, and oversized bags (greater than 32 inches x 18 inches x 18 inches).
- You must not block aisles, hallways, doorways, staircases, elevators or ramps.
- You must not lie on the floor or furniture.
- You must not restrict, block, or impede entrance or exit areas or engage in any activity that disrupts pedestrian, bicycle, or traffic flow outside library facilities.
- You must not solicit money, sell merchandise, request donations, conduct surveys, poll citizens, or engage in any activity that disrupts or interferes with library use by others.
- You must not use skateboards, scooters, rollerblades, or other similar devices inside the library.
- You must not bring non-service animals into the library or within ten (10) feet of any exit or entrance.
- You must not bathe, shave, use a hair dryer, or launder clothing in our restrooms.

- You must not exhibit lewd or offensive behavior. This includes, but is not limited to verbal assaults, harassment, threats, stalking, leering, indecent exposure, or sexual acts.
- You must not consume, be in the possession of, or be under the influence of alcohol.
- You must not consume, be under the influence of, or possess illegal drugs.
- You must not use tobacco, vape, marijuana, or products containing THC (delta-9-tetrahydrocannabinol) less than fifty (50) feet from entrances or exits. This prohibition includes, but is not limited to the use of cigars, cigarillos, cigarettes, water pipes, smokeless tobacco, e-cigarettes, vape pens, or similar devices.
- You must not vandalize or abuse library facilities, equipment, or materials.
- *Emergency doors should only be used during an emergency.*

Persons who do not follow these responsibilities may receive a warning from the library staff and/or an opportunity to cease the violation or leave the library. Illegal activity, as well as any willful or repeated violations of these guidelines or other posted library regulations (e.g. computer and internet use rules), may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by federal, state or local law, violations of these guidelines may also result in arrest.

Reviewed and approved on February 26, 2024 by the West Florida Public Libraries Board of Governance.

Draft for Board approval

InterLibrary Loan Policy

West Florida Public Library's (WFPL) Interlibrary Loan Service (ILL) offers eligible library cardholders in good standing the ability to request over 2 billion items available through 72,000 ILL partner libraries around the state and across the continental U.S. ILL is not available to any child (a patron not yet 18 years old), unless the child's parent has agreed to be responsible for all charges associated with the child's use of the service (such as, processing fees and replacement costs for damaged or lost items). WFPL adheres to the Interlibrary Loan Code for the United States With Explanatory Text (only the document name changed).

Requesting Items

- ILL requests may be made electronically from home [here](#) or at any WFPL location using the ILL interface on the library's website. Requests may also be submitted on a paper form that is available at each library location.
[Click here to download a Book/CD/DVD Form.](#)
[Click here to download a Photocopy/Microfilm Form.](#)
- Patrons may submit a total of 5 new requests during a 30 day-time frame. Special circumstances may require a change in the number of new requests allowed.
- Some materials may not be available for check-out and will be designated as "In Library Use Only," such as difficult to replace materials (including those the Library deems expensive or rare), materials received for in-house use only, and microfilm. Microfilm may be viewed only at Pensacola Library and is designated "In Library Use Only."
- Any item not currently owned by WFPL may be requested, but the following may be difficult for our partner libraries:
 - Items published or released in the last 6 months
 - Movies / Videos (DVD, Blu-ray)
 - Textbooks and study guides (if available these will be in library use only)
- Each lending library determines whether a borrower's fee will be assessed for an item or request. Patrons will be notified by the ILL Department if such a fee is charged. The fee must be paid before the request is processed.

Patron Loan Periods and Overdue Fines

- WFPL is unable to guarantee if and/or when an ILL request will be delivered. Patrons will be notified by the ILL department of their status.
- Materials are loaned for a period of 21 days, nonrenewable.
- Patrons will be notified when their requested items are ready for pickup at their selected library. Received interlibrary loans (ILL) will be held for five (5) days from notification.
- ILL items that are not returned by their assigned due date will incur overdue fines in accordance with lending library's policies.
- ILL items may be returned to circulation staff at any WFPL circulating location regardless of where the items were originally checked out. To ensure the library has received returned ILL materials, items should not be placed in a book drop nor the attached paperwork removed.

Lost and Damaged Items

Patrons are responsible for the damage, replacement cost, and processing fee of any ILL items that are lost, damaged, or stolen in accordance with WFPL's policies and as determined by the lending library. Repeated loss or damage to other libraries' property may result in a suspension of a patron's borrowing privileges.

ILL Services

Interlibrary loan is a courtesy provided to libraries by other libraries. This service is based on protocols and good will. Continuous disregard of due dates and/or failure to pick up requested items may result in the loss of ILL privileges for the patron.

Lending Policy to Other Libraries

- Other libraries may request materials from WFPL for their patrons through Florida Library Navigator, an OCLC WorldCat Navigator affiliate. ~~WFPL adheres to the Reference and User Services Interlibrary Loan Code for the United States (repeat from first paragraph).~~
- WFPL does not lend materials added to its collections in the last 6 months, e-books, e-audiobooks, local history and genealogy materials, microforms, periodicals, reference books, textbooks, and study guides. The decision to lend materials is made at the discretion of the supervisor of WFPL's ILL service.

- Materials are loaned for a period of 21 days, nonrenewable.
- To comply with Section 108 of the Copyright Act of 1976 the following limits are made on photocopies: book sections (1 per book*) and periodical articles (5 per periodical). Per page and processing fee are defined in WFPL's Florida Library / OCLC WorldCat Navigator policies profile.
- ~~The requesting library assumes responsibility for borrowed material from the time it leaves WFPL until it has been returned to and received by WFPL. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, the library that owns the material will access fine and/or fees for replacement.~~
- WPLF assumes the responsibility for the borrowed material from the time it leaves WFPL until the time the requesting library receives it. The requesting library then assumes the responsibility for the item until it is sent back and received by WFPL.
- The confidentiality of a cardholder's request and ILL transaction will be maintained in accordance with the WFPL policy for all cardholder transactions. ~~The lending library will not be given the name of the cardholder.~~
- WFPL may suspend service to a requesting library if it fails to comply with the provisions of this code.

Revised and approved on April 24, 2023 by the West Florida Public Libraries Board of Governance.

Cooperative Purchase Statistics 2023-2024

Title Holdings - Consortia	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep
e-audio	13,563	13,674	14,040	14,208	14,391	14,657	14,810	14,889				
e-book	25,101	24,997	25,194	25,219	25,244	25,153	25,208	25,124				
Total Holdings	38,664	38,671	39,234	39,427	39,635	39,810	40,018	40,013	0	0	0	0

E-book Circulations by Library	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	TOTAL
Apalachicola Margaret Key Public Library	97	64	115	116	90	102	98	88					770
Escambia County School District	0	0	0	0	0	0	0	0					0
Gulf Coast State College	19	10	1	0	0	0	0	0					30
LeRoy Collins Leon Co. Public Library	10,020	9,498	10,110	11,076	9,863	10,463	10,354	10,563					81,947
Northwest Regional Library System	4,632	4,622	4,787	5,196	4,920	5,074	4,935	5,090					39,256
Okaloosa County Public Library Coop	376	395	431	491	409	474	486	389					3,451
Crestview	1,260	1,313	1,185	1,228	1,147	1,328	1,212	1,429					10,102
Destin	815	860	773	855	824	889	735	789					6,540
Fort Walton Beach	1,345	1,323	1,313	1,476	1,401	1,387	1,495	1,625					11,365
Mary Esther	447	428	460	446	370	373	349	351					3,224
Niceville	1,729	1,610	1,682	1,834	1,647	1,672	1,490	1,674					13,338
Valparaiso	114	101	138	180	163	227	300	175					1,398
Panhandle Public Library Coop System													
Calhoun	33	44	50	57	45	50	54	50					383
Holmes	97	90	89	81	103	117	121	89					787
Jackson	210	161	194	214	190	156	175	190					1,490
Walton County Public Library System	1,735	1,627	1,689	1,956	1,827	1,902	1,921	1,980					14,637
West Florida Public Libraries	5,475	5,222	5,569	6,432	5,752	5,820	6,024	6,322					46,616
Wilderness Coast Public Libraries													0
Franklin Carrabelle	87	100	81	106	80	81	110	98					743
Franklin Eastpoint	184	204	195	200	194	212	215	215					1,619
Jefferson County	133	161	159	155	178	193	200	216					1,395
Wakulla	674	630	628	727	621	596	670	717					5,263
TOTALS	29,482	28,463	29,649	32,826	29,824	31,116	30,944	32,050	0	0	0	0	244,354

Audio Book Circulations by Library	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	TOTAL
Apalachicola Margaret Key Public Library	138	123	115	139	152	155	155	138					1,115
Escambia County School District	0	0	0	0	0	0	0	0					0
Gulf Coast State College	31	30	11	0	0	0	0	0					72
LeRoy Collins Leon Co. Public Library	14,685	14,176	14,349	15,815	14,816	16,092	15,385	16,224					121,542
Northwest Regional Library System	5,854	5,524	5,567	6,065	5,946	6,747	6,454	6,552					48,709
Okaloosa County Public Library Coop	602	589	589	755	658	766	828	793					5,580
Crestview	1,730	1,603	1,519	1,768	1,634	1,837	1,869	1,791					13,751

INTERLIBRARY LOAN REQUEST FORM

West Florida Public Libraries, Escambia County, FL

Photocopy/Microform Request

* Periodical, Book, or Microfilm Title: _____

* Article Title: _____

Author: _____

*Date: _____ Pages: _____ Vol. No.: _____

Notes: _____

I agree to pay \$ _____ max for any fees charged by the lending library.

Patron Info:

* Item Pickup Library: _____

* Card No.: 12365 _____ *Name: _____

* Please provide the best way to contact you:

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS

(For Photocopies Only)

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If the user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By signing below, I agree to comply with ALL copyright laws and to pay any fees as stated above.

*Signature: _____ Date: _____

***Required fields**

Staff use only:

Date Request Received: _____ **Branch:** _____ **Staff Initials:** _____

INTERLIBRARY LOAN REQUEST FORM

West Florida Public Libraries, Escambia County, FL

* Please indicate which format you prefer. If more than one format is acceptable, number your preference:

Book Large Print Book Audiobook Music CD DVD Blu-Ray
(Request Photocopy/Microform on separate form)

* Title: _____

* Author: _____

Copyright Date: _____ ISBN: _____

Notes: _____

Patron Info:

* Item Pickup Library Location: _____

* Card No.: 12365 _____ * Name: _____

* Please provide the best way to contact you:

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____

By signing below, I agree to accept full responsibility for all materials received through Interlibrary Loan.

* Signature: _____

Staff use only:		
Date Request Received: _____	Branch: _____	Staff Initials: _____
ILL Staff: _____	Patron Rec. Creation date _____	Expiration date _____

Up to 5 requests can be placed within a 30-day period.
For any questions, please contact the Interlibrary Loan Department at (850) 436-5066