



NEW PORT RICHEY
**PUBLIC
LIBRARY**

LIBRARY ADVISORY BOARD

AGENDA

Monday, May 20, 2024
New Port Richey Public
Library
Magnolia Room
9:30 a.m.

*Enter by ringing doorbell
at staff door, located near
handicap parking.

- I. Call to Order/Quorum
- II. Review and Approval of April Minutes
- III. Public Comment
- IV. Officer/Committee Report
 - a. Pasco County Library Advisory Board & Library Cooperative Board (Nancy Cote)
 - b. Friends of the Library (Nancy Cote)
 - c. Library Director's Update (Andi Figart)
- V. New Business
 - a. City's Revised Social Media Policy
 - b. Reconsideration Policy Update
- VI. Continuing Business
 - a. City Centennial Updates
 - b. NPR Film Festival Updates
 - c. Little Free Libraries
 - d. Circulation and Programming Statistics, April
- VII. Next Meeting June 24, 2024
- VIII. Adjournment

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1021, not later than four days prior to said proceeding.

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE ADVISORY BOARD, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE (F.S. 286.0105)

Library Advisory Board

Meeting Minutes

April 22, 2024

In Attendance: Ron Becker, Nancy Cote, Nicholas Pacini, Renee Tyner, Jayne Brewin, Joyce Haasnoot, Andi Figart, Joan Nelson Hook, Marci Mihall, Lewis Curtwright was absent.

- I. **Call to Order:** 9:35 a.m. by Ron Becker. A quorum was met.
- II. **Minutes:** The March 2023 minutes were unanimously accepted.
- III. **Public Comment:** None
- IV. **Officer/Committee Reports:**
 - Pasco County Library Advisory Board & Library Cooperative (Ron Becker)
 - Ron Becker let the board know that May 9th is a Strategic Planning breakfast for the Pasco County Library System.
 - The Friends of the New Port Richey Library (Nancy Cote)
 - Reported that the Friends made approximately \$450 at the rummage sale, and recruited one new member.
 - Friends received \$90 in donations and recruited 3 new members at a Gulf Harbors event.
 - Library Director's Update (Andi Figart)
 - Reviewed upcoming activities hosted by the library. Including the summer kick off Touch-a-Truck event on June 1st.
 - Reviewed the upcoming film festival and thanks the Board for their donations toward guest speakers and prizes. The intention is to have several guest speakers through the weeks leading up to the festival.
 - The library is waiting on notification from DLIS regarding this year's round of funding. The state aid this year is \$17.3 million to be split among the libraries. Once the Governor signs off, barring any cuts, funding will be sent through. This is also the same for the mobile book branch funding that went through the Florida House.
 - Board member Bonnie Martin complimented the library in regards to how quickly and with success, the goals set in the Strategic Plan have been completed. She also suggested a puzzle contest to go along with the popular puzzle swaps.
- V. **Continuing Business:**
 - The Little Free Libraries are still doing well and books are always needed. The Friends of the Library has a box that will be at local businesses to collect children's books. Joan Hook and Nancy cote received a large donation from a local teacher and will need to find space to store the books.
 - Nicholas Pacini reviewed the social media statistics. Library Director Figart let the board know that the city has changed their official social media policy and comments and interaction with public has been limited. We should expect to see a decrease in the numbers.

VI. New Business:

- There will be a new Little Free Library at Frances Avenue Park and will be monitored by Bonnie Martin.

VII. Communications:

- The next meeting will be May 20, 2024, at 9:30 a.m. at the library.

VIII. Adjournment

- The meeting was adjourned at 10:34 a.m.



SOCIAL MEDIA POLICY

CITY ADMINISTRATIVE POLICY **(REVISED)**

PURPOSE

This City Administrative Policy rescinds CAP-IT-001 in its entirety in order to establish revised guidelines, procedures, limitations and responsibilities relating to the City of New Port Richey's use of social media. Social media is considered to be any online platform where you may be interacting with others.

OUTLINE

STATEMENT OF POLICY:

City departments may use certain social media platforms to promote City programs, services, events, and activities if it is determined that the use of a specific site will serve the public interest and portray the City in a positive manner. Subject to the terms and conditions set forth in this policy, social media may be used for City marketing, promotional, and general information only and only to convey information that is useful to, or will further the goals of, the City.

PROCEDURES FOR CITY SOCIAL MEDIA ACCOUNTS:

1. Employees must be authorized to create and maintain any social media account by the Department Director and the Technology Solutions Director. Administration of social media accounts may be assigned to any department employee by the requesting Department Director who has a complete understanding of this policy and has appropriate content and technical experience and who will supervise such administration. The Technology Solutions Department shall oversee all City of New Port Richey's presence on social media platforms and reserves the right to regulate the accounts as needed.
2. Under no circumstance shall any city board or committee, individually or collectively as the appointed board or committee, create or maintain any social media account

that represents the board or committee they are appointed to on any social media platform.

3. Social media accounts used by the City of New Port Richey will be limited to outbound communication only and shall not allow for any reply postings.
4. Wherever possible, City social media accounts should make clear that they are maintained by the City and follow this Social Media Policy with links that direct users back to the City's website for more information, forms, documents or online services necessary to conduct business with the City of New Port Richey.
5. Employees authorized to represent the City in an official capacity via social media platforms must conduct themselves at all times as representatives of the City of New Port Richey in accordance with the City's Personnel Rules and Regulations Policy Manual.
6. City social media sites are subject to the public records laws of the State of Florida. Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication and communication submitted for posting, may be subject to public disclosure. All such content shall be maintained in accordance with Florida law and retention schedules. E-Discovery laws may also apply to social media content and, therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

LINKS TO OTHER SOCIAL MEDIA AND/OR EXTERNAL WEBSITES PROVIDED ON CITY SOCIAL MEDIA SITES

The City of New Port Richey may select links to other social media sites and outside websites that offer helpful resources for users. Once an individual links to another page or site, the City's policies no longer apply and the individual becomes subject to the policies of that page or site.

LINKS BY OTHER ENTITIES TO CITY SOCIAL MEDIA SITES

It is not necessary to get advance permission to link to the City of New Port Richey social media sites; however, entities and individuals linking to the City of New Port Richey social media sites should not in any way suggest that the City of New Port Richey has any relationship or affiliation with the organization or that the City endorses, sponsors or recommends the information, products, or services of that site. Furthermore, social media sites should not make use of the City seal or use the name of any department, committee or board as its name.

COPYRIGHT POLICY

All information and material generated by the City of New Port Richey and provided on City of New Port Richey social media sites are the property of the City of New Port Richey. The City retains copyright on all text, graphic images and other content that was produced by the City of New Port Richey and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted material you copy. Please include a credit line reading: "credit: City of New Port Richey (insert name of social media platform page)" or "Courtesy of City of New Port Richey."

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of New Port Richey. Use of the City logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third-party copyright must adhere to the terms and conditions of the third-party copyright holder. If you are a copyright holder and you feel that City of New Port Richey did not use an appropriate credit line, please notify the Technology Solutions Director with detailed information about the circumstances so that the copyright information can be added or the material in question can be removed.

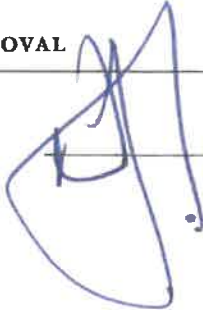
COMPLIANCE

The Technology Solutions Director will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the Technology Solutions Director in advance. An employee found to have violated this policy may be subject to disciplinary action in accordance with the City of New Port Richey's Policies and Procedures Manual.

This policy shall take effect immediately and rescinds CAP-IT-001 issued on January 23, 2014 in its entirety.

APPROVAL

Approved by Debbie L. Manns, City Manager



(Initials)

Request for Reconsideration of Library Resources

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Are you a resident of New Port Richey? _____ Yes _____ No

Do you represent yourself? _____ Yes _____ No

Do you represent an organization? _____ Yes _____ No

If yes, please specify : _____

Type of resource on which you are commenting:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording

____ Digital Resource ____ Game ____ Newspaper ____ Other

Title: _____

Author/Producer: _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____ Yes _____ No

If not, what sections did you review?

Are you aware of the guidelines set out in the Library's collection development policy, which is available on request to any interested Library member? _____ Yes _____ No

If this work is fiction, what do you think is the theme? _____

If non-fiction, what do you think is the purpose of this work? _____

Is there anything in this work that any Library members would find of use or value?

What concerns you about the resource? Please state your comments, suggestions, or criticisms as specifically as possible. Please use additional paper if necessary.

What action are you requesting the Library staff consider?

Removal from the Library _____ Yes _____ No

If yes, please state why you believe people should not have access to this work in the New Port Richey Public Library: _____

Restricted to some members? _____ Yes _____ No

If yes, to which members? _____

Please state why this work is suitable for those members only: _____

Why do you think the Library placed this work in the collection?

Please recommend another work that could fill the same role in the collection.

Are there other resource(s) you can suggest to provide additional information and/or other viewpoints on this topic?

Your Signature: _____ Date: _____

City Residents who wish to formally recommend removing or reclassifying a resource after speaking with Library staff may submit the Request for Reconsideration form in person, by mail, or by emailing it to the Library Director. The Library Director and administrative staff will evaluate the request within the context of the Library's Mission Statement and Development Collection Policy. During this process, the resource will remain accessible to all Library members. The Library Director or designee will respond by letter within 30 days of receiving the formal request.

Please return the completed form to: Library Director, 5939 Main St., New Port Richey, FL, 34652.
E-mail: figarta@cityofnewportrichey.org

Circulation and Programming Stats

Data taken from 4/1 - 4/30



NEW PORT RICHEY
PUBLIC LIBRARY



Circulation / Reserve Statistics

Started: Wednesday, May 15, 2024 at 9:20:00 AM EDT

Finished: Wednesday, May 15, 2024 at 9:20:01 AM EDT

Duration: 1 second

Report criteria:

- Data Type: Circulations.
- Date: Monday April 1 2024 through the end of Tuesday April 30 2024.
- Time Division: Month.
- By Circulation Type.
- Include In-Library.
- Exclude Renewals.
- By Checked Out.

Circulation Results

	4/2024	Totals
Normal	2793	2793
Self-Check	2887	2887
In-Library	387	387
In-Library (Bulk)	491	491
	6558	6558

Program Statistics

Passive Programs:

5 Programs
283 Participants

In-Person Programming:

86 Programs
2,528 Attendees

Door Count:

8,544 people