

Kaitlin Scroggins, Chair
Lynn Calcote, Vice-Chair
Diana Payne, Board Member
Breck Quarles, Board Member
Cynthia Thornton, Board Member
Rhonda Herrington, Board Member

Ana Sanchez,
Library Director



**NOTICE OF MEETING
LIBRARY ADVISORY BOARD
January 9, 2024
11:30 a.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/82863285516?pwd=ZGV1QytQRjBKMSthZUtrMXdlcjRPZz09>

Meeting ID: 828 6328 5516
Passcode: 935739

One tap mobile
+13462487799,,82863285516#,,, *935739# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at: facebook.com/palestinety/

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. REPORTS

1. Report from Library Friends (Cobb)
2. Report from Memorial Board (Safford)
3. Review and discuss the Library Director's report, including Narrative, Stats, Charts, and Financial Reports for November/December 2023.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the November 14, 2023, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library's Food and Beverage Policy.

2. Discussion and possible action regarding the Palestine Public Library Digital Resource Card Policy.
3. Discussion and possible action regarding the Palestine Public Library Interlibrary Loan Policy.
4. Discussion and possible action regarding the Palestine Public Library's Long Range Plan 2019–2023 updates and Strategic Plan.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, January 5, 2024, at 4:45 p.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library Report
Date Submitted: 01/04/2024

SUMMARY:

Review and discuss the Library's Report for the month of November and December 2023, including stats and charts and financial reports and January 2024 calendar of events and programs. . December is a slow time of the year in the library; it allows the staff to take a much-needed vacation and to start planning for the upcoming busy season. The Library will be introducing an hour of Open Lab every Friday, beginning on 01/12/2024; 10-11AM. This session will provide an opportunity for users to learn to connect to the library's online resources from their personal device. Staff will guide them through app installation, sign-up, checking out electronic materials and navigating platform collections. The Library will conduct an informational and sign-up session for Fiero Code, on Saturday, January 20, 11AM-12PM. Fiero Code is a free coding app for children ages 7-18. The app provides free access to coding that teaches learners to build websites, games, apps, animations, programs and projects. The app is available for independent learning for those who want access from home and work on their own time, access from library devices, an afterschool Code Club and coding competitions held twice per year.

RECOMMENDED ACTION:

Review and discuss the Library's Report for the month of November and December 2023, including stats and charts and financial reports and January 2024 calendar of events and programs.

CITY MANAGER APPROVAL:

Attachments

NOV23ST
NOV23CH
NOV23FIN
DEC23ST
DEC23CH
DEC23FIN
JAN24CAL

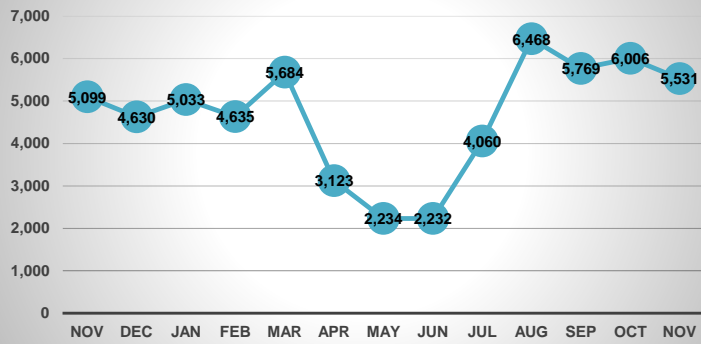
Library Usage Report

	2022		2023										
Operating Statistics	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	4,213	3,826	4,083	3,701	4,740	2,753	1,390	1,148	2,952	5,315	4,650	4,866	4,348
Print	3,482	3,191	3,361	3,114	3,912	1,858	1,101	1,005	2,517	4,714	4,150	4,257	3,807
Audio	188	187	182	168	203	134	76	65	194	203	173	182	146
Video	543	448	540	419	625	203	86	78	241	398	327	427	395
Downloadable audio/ebook usage	886	804	950	934	944	928	971	1,084	1,108	1,153	1,119	1,140	1,183
Total Circulation Transactions	5,099	4,630	5,033	4,635	5,684	3,123	2,234	2,232	4,060	6,468	5,769	6,006	5,531
Downloadable checkouts as % of total checkouts	17.38%	17.37%	18.88%	20.15%	16.61%	29.72%	43.46%	48.57%	27.29%	17.83%	19.40%	18.98%	21.39%
In-House Use	197	181	215	257	260	150	7	25	296	296	486	551	362
Holds placed on items	59	51	93	36	94	17	2	4	21	32	58	44	34
Fines paid	#####	\$ 327.64	\$ 454.06	\$ 429.06	\$ 545.49	\$ 532.41	\$ 30.99	\$ 89.45	\$ 174.22	\$ 355.37	\$ 335.09	\$ 354.15	\$521.77
Overdue notices sent	267	126	138	136	140	81	-	-	-	-	148	302	228
Items added	49	47	58	180	116	34	39	68	80	151	109	56	64
Items deleted	1,978	2,253	3,533	2,459	2,245	14,054	14,041	133	236	149	211	113	205
New library cards issued	55	49	72	52	57	18	8	30	102	124	80	81	73
Reference questions answered	1,022	807	1,026	935	977	566	127	601	1,098	1,536	1,193	1,163	1,176
Interlibrary Loan Borrow/Loan	24	41	44	21	34	-	-	-	-	6	7	11	11
Library visits	2,873	1,425	2,573	2,314	2,410	2,491	970	1,094	3,134	2,203	2,875	2,537	2,983
Youth programs attendance	243	273	98	103	182	70	-	846	343	32	192	226	300
Adult programs attendance	36	25	64	26	42	21	-	37	40	56	31	33	46
Driving Tests.org	0	1	1	1	-	-	-	-	-	-	-	1	-
Computer usage	391	370	460	461	543	188	-	-	62	311	308	303	243
Wireless usage	17,197	16,896	17,303	16,770	18,226	6,699	2,827	-	1,449	650	1,429	2,512	2,820

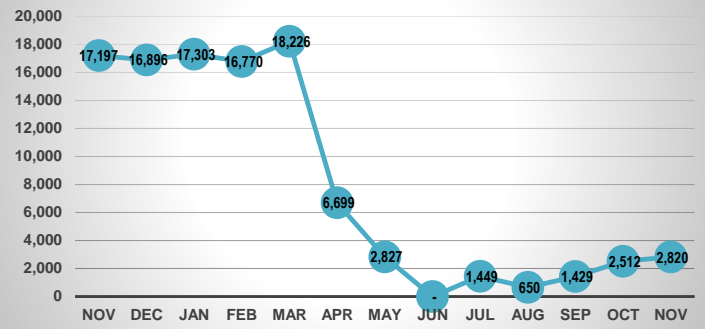
Program Attendance		*Library closed -April 17 in preparation for move to Carnegie	
Youth-Passive	0	Library opened June 12, 2023 at 502 N. Queen Street	
Youth -Active	279	Library Grand Opening July 26-all services available	
Total	279	Library Visit count: Carnegie 1669 and Mall 1465	
Adult-Passive	0		
Adult Active	46		
Total	46		
Teen-Passive	0		
Teen Active	21		
Total	21		

2023 USAGE REPORT

Total Circulation Transactions



Wireless Usage

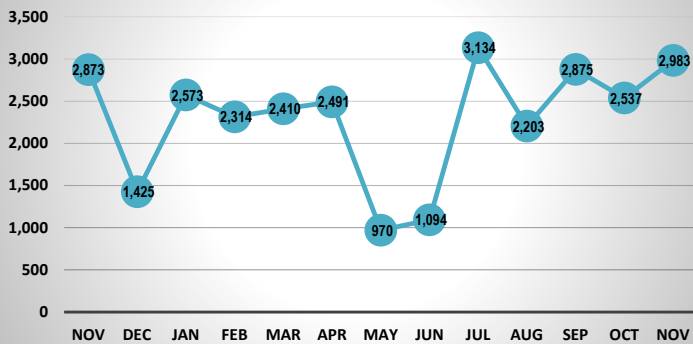


LIBRARY Closed April 17, 2023-to move to Carnegie

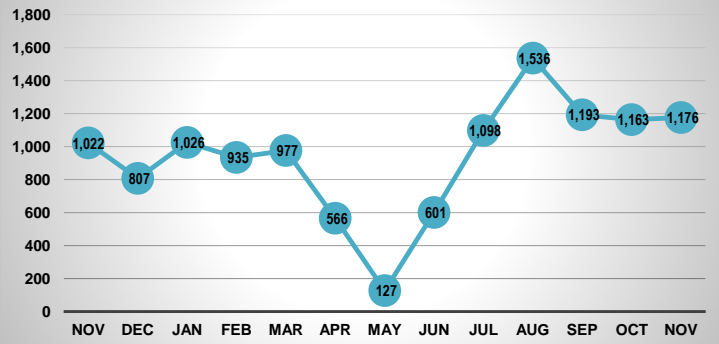
LIBRARY Opened June 12, 2023 at 502 Carnegie

LIBRARY Grand Opening July 26 -all services available

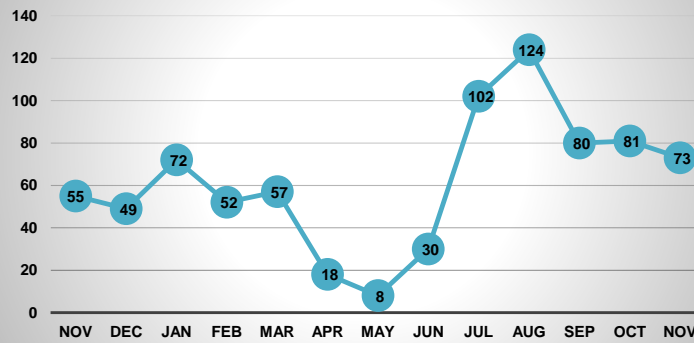
Library Visits



Reference Questions Answered



New Library Cards Issued





City of Palestine, TX

Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 11/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 010 - GENERAL FUND							
Expense							
Group: 510 - Personnel							
010-620-51010	SALARIES & WAGES	287,148.01	287,148.01	31,835.31	43,241.05	243,906.96	84.94 %
010-620-51020	OVERTIME	4,500.00	4,500.00	263.15	266.25	4,233.75	94.08 %
010-620-51030	LONGEVITY	4,896.00	4,896.00	372.00	571.28	4,324.72	88.33 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	400.00	614.28	4,185.72	87.20 %
010-620-51036	CELL PHONE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-51040	SOCIAL SECURITY	23,052.82	23,052.82	2,459.57	3,339.25	19,713.57	85.51 %
010-620-51050	HEALTH INSURANCE	49,493.82	49,493.82	3,260.16	9,625.86	39,867.96	80.55 %
010-620-51061	WORKER'S COMPENSATION	3,037.68	3,037.68	180.81	245.81	2,791.87	91.91 %
010-620-51070	RETIREMENT	39,838.12	39,838.12	4,447.18	6,045.00	33,793.12	84.83 %
Group: 510 - Personnel Total:		416,766.45	416,766.45	43,218.18	63,948.78	352,817.67	84.66%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	9,700.00	9,700.00	395.19	431.01	9,268.99	95.56 %
010-620-52020	POSTAGE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
010-620-52030	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	16.88	983.12	98.31 %
010-620-52040	UNIFORMS/APPAREL	500.00	500.00	0.00	135.00	365.00	73.00 %
010-620-52060	PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-52080	SMALL TOOLS/EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
010-620-52091	FURNITURE & OFFICE EQUIPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
010-620-52092	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-52201	READING PROGRAM	4,000.00	4,000.00	1,265.00	1,453.25	2,546.75	63.67 %
Group: 520 - Supplies & Materials Total:		23,200.00	23,200.00	1,660.19	2,036.14	21,163.86	91.22%
Group: 530 - Professional/Contractual Services							
010-620-53030	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.21	80.42	569.58	87.63 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	609.00	913.50	3,386.50	78.76 %
010-620-53095	SOFTWARE MAINTENANCE	50,680.00	50,680.00	4,982.43	5,166.43	45,513.57	89.81 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	0.00	0.00	6,720.00	100.00 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,000.00	18,000.00	7,043.20	7,103.20	10,896.80	60.54 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	399.00	399.00	4,601.00	92.02 %
010-620-53511	ADVERTISING	500.00	500.00	27.50	55.00	445.00	89.00 %
010-620-53512	PRINTING SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
010-620-53513	MERCHANT CR CRD PROCESSING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
010-620-53515	INSURANCE AND BONDS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
010-620-53517	CONTRACTUAL SERVICES	56,100.00	56,100.00	4,087.92	8,061.92	48,038.08	85.63 %
010-620-53520	JANITORIAL SERVICES	15,600.00	15,600.00	2,600.00	2,600.00	13,000.00	83.33 %
Group: 530 - Professional/Contractual Services Total:		162,050.00	162,050.00	19,789.26	24,379.47	137,670.53	84.96%
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-54110	MOTOR VEHICLE REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00 %
010-620-54120	EQUIPMENT REPAIR/MAINT EXP	520.00	520.00	0.00	0.00	520.00	100.00 %
Group: 540 - Maintenance & Repairs Total:		520.00	520.00	0.00	0.00	520.00	100.00%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	174.09	174.09	15,825.91	98.91 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
010-620-54502	UTILITIES - GAS	2,000.00	2,000.00	83.71	83.71	1,916.29	95.81 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	1,335.14	1,949.12	8,050.88	80.51 %
Group: 545 - Utilities Total:		31,000.00	31,000.00	1,592.94	2,206.92	28,793.08	92.88%

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Group: 570 - Debt Service							
010-620-57020	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00 %
Group: 570 - Debt Service Total:		0.00	0.00	0.00	0.00	0.00	0.00%
Group: 580 - Capital Outlay							
010-620-58070	LIBRARY BOOKS	50,000.00	50,000.00	5,332.25	5,332.25	44,667.75	89.34 %
Group: 580 - Capital Outlay Total:		50,000.00	50,000.00	5,332.25	5,332.25	44,667.75	89.34%
Group: 590 - Interfund Activity							
010-620-59570	TRANSFER TO FLEET FUND	0.00	0.00	0.00	0.00	0.00	0.00 %
Group: 590 - Interfund Activity Total:		0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:		683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%
Fund: 010 - GENERAL FUND Total:		683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%
Report Total:		683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%

Group Summary

Grou...	Original	Current	Period	Fiscal	Variance	
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	416,766.45	416,766.45	43,218.18	63,948.78	352,817.67	84.66%
520 - Supplies & Materials	23,200.00	23,200.00	1,660.19	2,036.14	21,163.86	91.22%
530 - Professional/Contractual Services	162,050.00	162,050.00	19,789.26	24,379.47	137,670.53	84.96%
540 - Maintenance & Repairs	520.00	520.00	0.00	0.00	520.00	100.00%
545 - Utilities	31,000.00	31,000.00	1,592.94	2,206.92	28,793.08	92.88%
570 - Debt Service	0.00	0.00	0.00	0.00	0.00	0.00%
580 - Capital Outlay	50,000.00	50,000.00	5,332.25	5,332.25	44,667.75	89.34%
590 - Interfund Activity	0.00	0.00	0.00	0.00	0.00	0.00%
Expense Total:	683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%
Report Total:	683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
010 - GENERAL FUND	683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%
Report Total:	683,536.45	683,536.45	71,592.82	97,903.56	585,632.89	85.68%

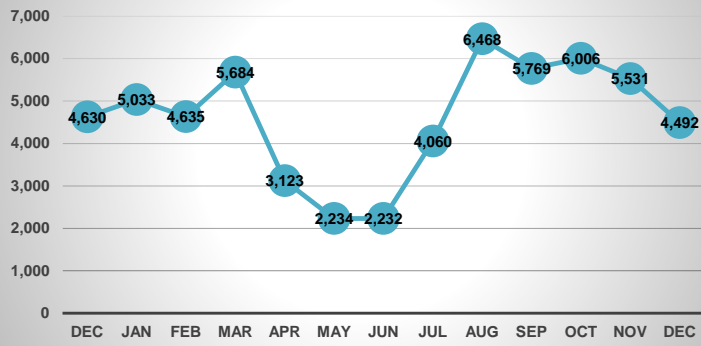
Library Usage Report

	2022		2023										
Operating Statistics	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	3,826	4,083	3,701	4,740	2,753	1,390	1,148	2,952	5,315	4,650	4,866	4,348	3,399
Print	3,191	3,361	3,114	3,912	1,858	1,101	1,005	2,517	4,714	4,150	4,257	3,807	2,962
Audio	187	182	168	203	134	76	65	194	203	173	182	146	140
Video	448	540	419	625	203	86	78	241	398	327	427	395	297
Downloadable audio/ebook usage	804	950	934	944	928	971	1,084	1,108	1,153	1,119	1,140	1,183	1,093
Total Circulation Transactions	4,630	5,033	4,635	5,684	3,123	2,234	2,232	4,060	6,468	5,769	6,006	5,531	4,492
Downloadable checkouts as % of total checkouts	17.37%	18.88%	20.15%	16.61%	29.72%	43.46%	48.57%	27.29%	17.83%	19.40%	18.98%	21.39%	24.33%
In-House Use	181	215	257	260	150	7	25	296	296	486	551	362	301
Holds placed on items	51	93	36	94	17	2	4	21	32	58	44	34	26
Fines paid	\$ 327.64	\$ 454.06	\$ 429.06	\$ 545.49	\$ 532.41	\$ 30.99	\$ 89.45	\$ 174.22	\$ 355.37	\$ 335.09	\$ 354.15	\$521.77	\$268.85
Overdue notices sent	126	138	136	140	81	-	-	-	-	148	302	228	133
Items added	47	58	180	116	34	39	68	80	151	109	56	64	116
Items deleted	2,253	3,533	2,459	2,245	14,054	14,041	133	236	149	211	113	205	65
New library cards issued	49	72	52	57	18	8	30	102	124	80	81	73	43
Reference questions answered	807	1,026	935	977	566	127	601	1,098	1,536	1,193	1,163	1,176	817
Interlibrary Loan Borrow/Loan	41	44	21	34	-	-	-	-	6	7	11	11	3
Library visits	1,425	2,573	2,314	2,410	2,491	970	1,094	3,134	2,203	2,875	2,537	2,983	1,126
Youth programs attendance	273	98	103	182	70	-	846	343	32	192	226	300	72
Adult programs attendance	25	64	26	42	21	-	37	40	56	31	33	46	80
Driving Tests.org	1	1	1	-	-	-	-	-	-	-	1	-	-
Computer usage	370	460	461	543	188	-	-	62	311	308	303	243	199
Wireless usage	16,896	17,303	16,770	18,226	6,699	2,827	-	1,449	650	1,429	2,512	2,820	3,016

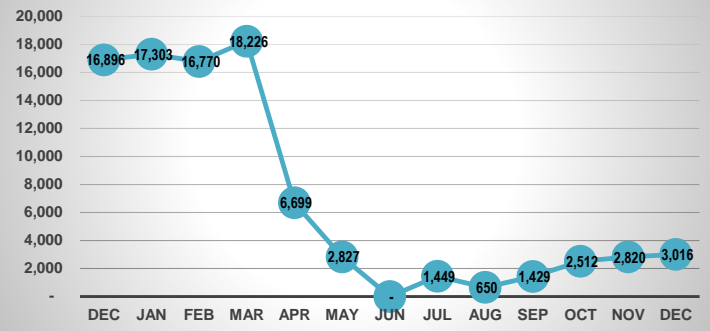
Program Attendance		*Library closed -April 17 in preparation for move to Carnegie
Youth-Passive	0	Library opened June 12, 2023 at 502 N. Queen Street
Youth -Active	72	Library Grand Opening July 26-all services available
Total	72	Library Visit count: Carnegie 1669 and Mall 1465
Adult-Passive	0	
Adult Active	80	
Total	80	
Teen-Passive	0	
Teen Active	9	
Total	9	

2023 USAGE REPORT

Total Circulation Transactions



Wireless Usage

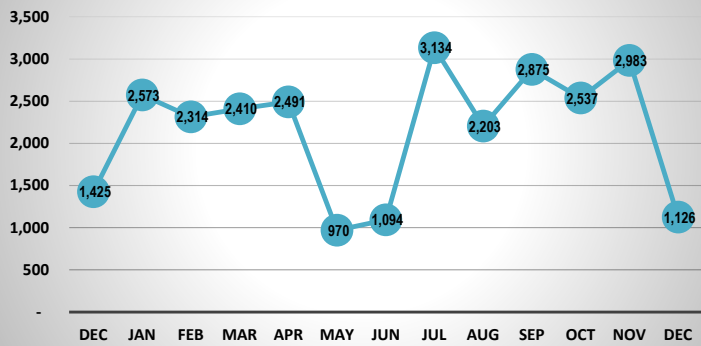


LIBRARY Closed April 17, 2023-to move to Carnegie

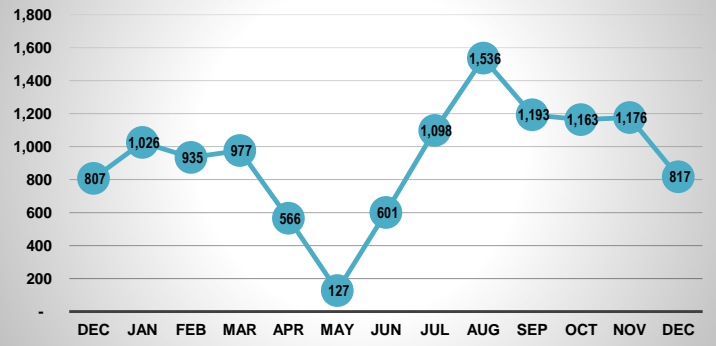
LIBRARY Opened June 12, 2023 at 502 Carnegie

LIBRARY Grand Opening July 26 -all services available

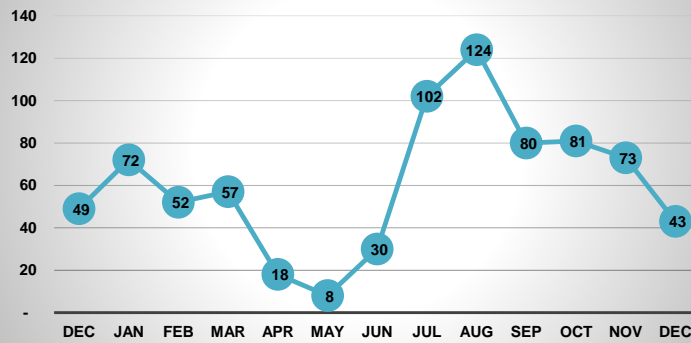
Library Visits



Reference Questions Answered



New Library Cards Issued





City of Palestine, TX

Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 010 - GENERAL FUND							
Expense							
Group: 510 - Personnel							
010-620-51010	SALARIES & WAGES	287,148.01	287,148.01	21,468.37	64,709.42	222,438.59	77.46 %
010-620-51020	OVERTIME	4,500.00	4,500.00	244.46	510.71	3,989.29	88.65 %
010-620-51030	LONGEVITY	4,896.00	4,896.00	384.00	955.28	3,940.72	80.49 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	400.00	1,014.28	3,785.72	78.87 %
010-620-51040	SOCIAL SECURITY	23,052.82	23,052.82	1,674.81	5,014.06	18,038.76	78.25 %
010-620-51050	HEALTH INSURANCE	49,493.82	49,493.82	3,260.16	12,886.02	36,607.80	73.96 %
010-620-51061	WORKER'S COMPENSATION	3,037.68	3,037.68	123.72	369.53	2,668.15	87.84 %
010-620-51070	RETIREMENT	39,838.12	39,838.12	3,028.69	9,073.69	30,764.43	77.22 %
Group: 510 - Personnel Total:		416,766.45	416,766.45	30,584.21	94,532.99	322,233.46	77.32%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	9,700.00	9,700.00	203.26	690.85	9,009.15	92.88 %
010-620-52020	POSTAGE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
010-620-52030	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	42.87	957.13	95.71 %
010-620-52040	UNIFORMS/APPAREL	500.00	500.00	0.00	375.32	124.68	24.94 %
010-620-52080	SMALL TOOLS/EQUIPMENT	2,000.00	2,000.00	7.17	7.17	1,992.83	99.64 %
010-620-52091	FURNITURE & OFFICE EQUIPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
010-620-52201	READING PROGRAM	4,000.00	4,000.00	207.50	1,730.73	2,269.27	56.73 %
Group: 520 - Supplies & Materials Total:		23,200.00	23,200.00	417.93	2,846.94	20,353.06	87.73%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.21	120.63	529.37	81.44 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	304.50	1,218.00	3,082.00	71.67 %
010-620-53095	SOFTWARE MAINTENANCE	50,680.00	50,680.00	530.30	5,696.73	44,983.27	88.76 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	479.97	479.97	6,240.03	92.86 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,000.00	18,000.00	351.00	7,454.20	10,545.80	58.59 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	538.40	4,461.60	89.23 %
010-620-53511	ADVERTISING	500.00	500.00	27.88	82.88	417.12	83.42 %
010-620-53512	PRINTING SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
010-620-53513	MERCHANT CR CRD PROCESSING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
010-620-53515	INSURANCE AND BONDS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
010-620-53517	CONTRACTUAL SERVICES	56,100.00	56,100.00	3,925.00	11,986.92	44,113.08	78.63 %
010-620-53520	JANITORIAL SERVICES	15,600.00	15,600.00	1,300.00	3,900.00	11,700.00	75.00 %
Group: 530 - Professional/Contractual Services Total:		162,050.00	162,050.00	6,958.86	31,477.73	130,572.27	80.58%
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTEN...	0.00	0.00	5,005.00	5,005.00	-5,005.00	0.00 %
010-620-54120	EQUIPMENT REPAIR/MAINT EXP	520.00	520.00	0.00	0.00	520.00	100.00 %
Group: 540 - Maintenance & Repairs Total:		520.00	520.00	5,005.00	5,005.00	-4,485.00	-862.50%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	182.50	356.59	15,643.41	97.77 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
010-620-54502	UTILITIES - GAS	2,000.00	2,000.00	0.00	83.71	1,916.29	95.81 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	1,504.02	3,453.14	6,546.86	65.47 %
Group: 545 - Utilities Total:		31,000.00	31,000.00	1,686.52	3,893.44	27,106.56	87.44%

Budget Report

For Fiscal: 2023-2024 Period Ending: 12/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Group: 580 - Capital Outlay						
010-620-58070 LIBRARY BOOKS	50,000.00	50,000.00	5,792.52	11,124.77	38,875.23	77.75 %
Group: 580 - Capital Outlay Total:	50,000.00	50,000.00	5,792.52	11,124.77	38,875.23	77.75%
Expense Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%
Report Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%

Group Summary

Grou...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent
					Favorable (Unfavorable)	
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	416,766.45	416,766.45	30,584.21	94,532.99	322,233.46	77.32%
520 - Supplies & Materials	23,200.00	23,200.00	417.93	2,846.94	20,353.06	87.73%
530 - Professional/Contractual Services	162,050.00	162,050.00	6,958.86	31,477.73	130,572.27	80.58%
540 - Maintenance & Repairs	520.00	520.00	5,005.00	5,005.00	-4,485.00	-862.50%
545 - Utilities	31,000.00	31,000.00	1,686.52	3,893.44	27,106.56	87.44%
580 - Capital Outlay	50,000.00	50,000.00	5,792.52	11,124.77	38,875.23	77.75%
Expense Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%
Report Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
010 - GENERAL FUND	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%
Report Total:	683,536.45	683,536.45	50,445.04	148,880.87	534,655.58	78.22%

January 2024

Sunday-Closed

Monday 10-6

Tuesday 10-6

Wednesday 10-6

Thursday 10-7

Friday 10-6

Saturday 10-1

31

1 Library Closed



2

10-Stitched W
Love
Redlands Annex

3

10:30 Storytime

4

5:30 Vision Board Party
Redlands Annex

5

6

7

8

4:30 Lego
Meet Up

9

10-Stitched W
Love
Redlands Annex

10

10:30 Storytime

11

5:30 -Teen Night
Redlands Annex

12

10-11 Open Lab

13

Library Closed

14

15



Library Closed

16

10-Stitched W
Love
Redlands Annex

17

10:30 Storytime

18

5:30 -Teen Night
Redlands Annex

19

10-11 Open Lab

20

11-12 Coding Club
Redlands Annex
Ages: 7-12
Informational and
Sign-up Session

21

22

4: 30 Chess
Meet Up

23

10-Stitched W
Love
Redlands Annex

24

10:30 Storytime

25

5:30 -Teen Night
Redlands Annex
6PM Book Discussion

26

10-11 Open Lab

27

28

29

30

10-Stitched W
Love
Redlands Annex

31

10:30 Storytime

1

2

3

Coding Club-Ages 7-12 Informational and Sign up Session-Find out all about coding on Fiero. <https://app.fierocode.com/sign-in>

Open Lab: Bring your own device and get help accessing the library's online resources and databases. E-books, downloading an audiobook, accessing the library website and services, renewing a book, wireless printing app.



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: November 23 Minutes
Date Submitted: 01/04/2024

SUMMARY:

Review and discuss Minutes for the November 14, 2023, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Consider approval of minutes for the November 14, 2023, Library Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

NOV23MIN

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Library Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, November 14, 2023, at 11:30 a.m., in the City Hall Conference Room at 504 N. Queen Street, Palestine, Texas, with the following people present: Board Members Rhonda Herrington, Lynn Calcote, Cynthia Thornton, Kaitlin Scroggins and Breck Quarles. Staff present: Library Director Ana Sanchez, City Manager Teresa Herrera and City Secretary, April Jackson

CALL TO ORDER

With a quorum present. Chair Rhonda Herrington called the meeting to order at 11:30 a.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

Ester Jones requested additional seating space in the library. Linda Wickware, Sherrill Poff representing Montalba Community Library requested expanding services and seeking possible funding opportunities to expand services to the Montalba community.

CONFLICT OF INTEREST DISCLOSURES

None.

REPORTS

1. Report from Library Friends. Upcoming Friends Board meeting -Treasurer Cindy Thornton reported-Friends approved refreshments for Library December 1, 2023 program and Carnegie building window shades.
2. Report from Memorial Board. Memorial Board members not present. Library Director Ana Sanchez updated- October 26 meeting approved funding for Summer Reading Club 2024 and Storyteller for December 1, 2023, library program. Chair Rhonda Herrington Reported-Funding will be provided for Arthur Sherrod program with PISD to be held in January at the High School Auditorium.
3. Review and discuss Library Director's report including Stats and Financial Reports for October 2023.

APPROVAL OF MINUTES

Board Member Breck Quarles made a motion, seconded by Board Member Cynthia Thornton to approve Minutes from October 10, 2023, meeting. Upon vote, the motion was carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Library Advisory Board Annual Meeting and Election of Officers for Fiscal year 2023-2024 was conducted. Board Member Cynthia Thornton made a motion to appoint Kaitlin Scroggins as Chair, seconded Board Member Breck Quarles. Upon vote, the motion was carried unanimously 4-0. Board Member Cynthia Thornton made a motion to appoint Lynn Calcote as Vice-Chair, seconded by Board Member Breck Quarles. Upon vote, the motion was carried 4-0.
2. Discussion regarding the Palestine Public Library's Long-Range. 2019-2023 Plan-Update was requested for the next meeting's discussion. Long Range plan 2020-2025 was requested for the next meeting. No action was taken.
3. Discussion and possible action regarding the Palestine Public Library Circulation Policy. Kaitlin Scroggins made a motion to approve the Circulation Policy as presented, seconded by Breck Quarles. Upon vote, the motion was approved unanimously 5-0.

ITEMS FROM BOARD MEMBERS

None.

ADJOURN

With no other business to come before the Board, Board Member Cynthia Thornton made a motion, seconded by Board Member Kaitlin Scroggins, to adjourn the meeting at 12:19pm. meeting was adjourned.

PASSED AND APPROVED THIS 9TH OF JANUARY 2024.

Kaitlin Scroggins, Chair

ATTEST:

Ana Sanchez, Library Director

DRAFT



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Food and Beverage Policy
Date Submitted: 01/04/2024

SUMMARY:

Review and discuss the Palestine Public Library's Food and Beverage Policy. Palestine Public Library endeavors to create a welcoming, clean, and comfortable environment for the public while maximizing the continuing value of the library's collections, equipment, and furnishings. Because of damage caused by insects, rodents, and molds, food or beverages may not be consumed in public areas of the library except for water contained in a spill-proof container.

RECOMMENDED ACTION:

Consider approval of the Palestine Public Library's Food and Beverage Policy.

CITY MANAGER APPROVAL:

Attachments

FBPOL23



502 N. Queen Street · Palestine Texas 75801 · 903 729-4121
Fax 903 729-4062 · cityofpalestinetx.com/Library

Library Food and Beverage Policy

Palestine Public Library endeavors to create a welcoming, clean, and comfortable environment for the public while maximizing the continuing value of the library's collections, equipment, and furnishings. Because of damage caused by insects, rodents, and molds, food or beverages may not be consumed in public areas of the library, except for water contained in a spill-proof container. Patrons violating this policy will be asked to remove food and drink from the area. Unattended food and drink openly displayed in public areas will be discarded. This policy is not applicable to Palestine Public Library programs.

Reviewed and approved by the Palestine Public Library Board 4/1/14.
Reviewed and approved by the Palestine Library Advisory Board 12/14/2023.



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Digital Resource Card Policy
Date Submitted: 01/04/2024

SUMMARY:

Review and discuss the Palestine Public Library Digital Resource Card Policy. Palestine Public Library understands that not all members of the community meet the requirements to obtain a library card. For this reason, PPL has created the Digital Resource Card and Policy to allow access to only digital library materials. The Palestine Public Library (PPL) Digital Resource Card allows patrons who do not meet the requirements or have proper documentation to receive a Palestine Public Library Card and access to PPL digital materials and digital services. These materials and services include Internet access, printing, online databases, and the Palestine Public Library's collection of digital materials on the Digital Branch.

RECOMMENDED ACTION:

Consider Approval of the Palestine Public Library Digital Resource Card Policy.

CITY MANAGER APPROVAL:

Attachments

DRC23



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Fax 903 729-4062 · cityofpalestinetxt.com/Library

Digital Resource Card

Statement of Policy & Text

The Palestine Public Library (PPL) Digital Resource Card allows patrons who do not meet the requirements or have proper documentation to receive a Palestine Public Library Card access to PPL digital materials and digital services. These materials and services include internet access, printing, online databases, and Palestine Public Library's collection digital materials on the Digital Branch.

As stated in Palestine Public Library's Circulation Policy, each user of the Palestine Public Library has only one card:

- One unique record in the patron database.
- One library card to check out material from the Palestine Public Library or the Palestine Public Library Digital Branch.

Need for Policy

Palestine Public Library understands that not all members of the community meet the requirements to obtain a library card. For this reason PPL has created the Digital Resource Card and Policy to allow access to only digital library materials.

Card Requirements

The Palestine Public Library Digital Resource Card is available to any person who can produce the following:

Adults

- Name
- Birth Date*
- Any valid government issued photo I.D. that includes birth date

Children under 18

- Must be accompanied by custodial guardian and have parent or guardian's permission to obtain a library card. The custodial guardian applies for the card for the minor. Parent/guardian must be present at the time of issuance. Child must also be present to receive a card.
- Name. Children must be able to write their first and last name unassisted to be eligible for a library card. (Exceptions will be made at the discretion of the Director, consistent with ADA requirements.)
- Birth date*

**Birth date is required to help prevent duplication of records.*

Renewal

In order to remain an active member of the Palestine Public Library customers must:

- Present their library cards each time they would like access to library materials.
- Digital Resource Cards must be renewed every year. There is a replacement fee for lost Digital Resource Cards.
- Present a valid government issued photo I.D. that includes birth date each time their card needs to be renewed.
- Library customers may only use their own library card to access library resources including public access computers. The only exception is parents using their children's card or vice versa.

Access to Material

Digital Resource Cardholders have access to the following material and services:

- One hour per day computer time.
- Access to the Digital Branch, online databases and learning software as a regular Palestine Public Library card holder.

Palestine Public Library Circulation Policy

All applicable provisions of Palestine Public Library's Circulation Policy apply to the Digital Resources Card.

Reviewed and approved at Palestine Public Library Board Meeting held on 8/6/13

Reviewed and approved at Palestine Public Library Advisory Board meeting held on 12/14/2023



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Interlibrary Loan Policy
Date Submitted: 01/04/2024

SUMMARY:

Review and discuss Palestine Public Library Interlibrary Loan Policy. Materials from the collections of other public, academic, and special libraries may be requested through Interlibrary Loan (ILL). Patrons may request that the library attempt to locate materials that are not available in the Palestine Public Library. The service is not free, the patron is required to pay postage one-way. It also implicates limitations to materials borrowed from libraries. Texas State Library-accredited libraries are required to participate in the Interlibrary Loan Program. The State Library provides free software and training. Palestine Public Library has been a participant since the 1990s. This version of the policy is an update of a previously adopted policy.

RECOMMENDED ACTION:

Consider approval of Palestine Public Library's Interlibrary Loan Policy.

CITY MANAGER APPROVAL:

Attachments

ILLPOL23



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Fax 903 729-4062 · cityofpalestinetx.com/Library

Interlibrary Loan Policy

Statement of Policy

Materials from the collections of other public, academic, and special libraries may be requested through Interlibrary Loan (ILL). Patrons may request that the library attempt to locate materials that are not available in the Palestine Public Library.

Materials that are borrowed from other libraries or loaned to other libraries through ILL have specific loan and renewal periods, with restrictions and possible charges.

Requirements & Guidelines

- All cardholders of the Palestine Public Library who have been in good standing for six months are eligible for interlibrary loan. To be considered in "good standing" the card holder cannot have been charged for a lost or damaged item within the six-month period or be blocked from library privileges for any other reason.
- There is a limit of five open requests at one time per patron.
- If the patron fails to adhere to Palestine Public Library's Interlibrary Loan Policy, or to restrictions outlined by lending libraries, the patron is subject to all fees outlined in the Interlibrary Loan Policy. Failure to follow rules outlined in the Interlibrary Loan Policy may also result in the revocation of interlibrary loan privileges at Palestine Public Library.

Lending libraries may *not* lend the following types of materials:

- Newly published material
- Old, rare or valuable material
- Reference and genealogical material
- Audio, DVD, videocassettes, sound recordings, and motion picture films
- Entire issues of periodicals
- Material in high demand at the lending library; curriculum material, including textbooks
- Scripts, screen plays, libretti, and scores
- Multi-volume sets

Materials which will not be borrowed:

- Material owned by the Palestine Public Library and temporarily in use
- Multiple copies of a title for class or other group use
- Titles not yet published
- Textbooks
- E-books or e-documents/articles
- Entire issues of periodicals

Material which may be borrowed:

- A loan or a copy of any material may be requested from another library, but the lending library will decide in each case whether a particular item can be provided.

Restricted Materials

- Most materials acquired through ILL may be circulated. Occasionally the materials you request may be designated by the lending library as restricted. This means that this material must be used in the library and cannot be checked out. You can, however, use the material in the Palestine Public Library.

Returning Materials

- ILL material can be returned to any marked Palestine Public Library book drop.

Fines and Fees

- Borrowers are responsible for all shipping and handling charges incurred by Palestine Public Library on their behalf, shipping must be paid at the time the item is received.
- Materials returned late will be assessed a fine per day. *See Fine/Fee Schedule.*
- Patrons who fail to return materials borrowed on their behalf will be charged fees set by the lending library plus a processing fee (*see Fine/Fees Schedule*) as well as any other fees requested by the lending library.

As an interlibrary loan borrower, I understand

- I am responsible for any charges assessed in connection with ILL, whether or not I choose to use the material, including shipping and handling, overdue fines, unclaimed, lost or damaged items, and any additional charges/fines/fees imposed by the lending institution.
- Compliance with the Copyright Laws of the United States (Title 17, United States Code).

By signing this document, you acknowledge receipt of the Interlibrary Loan Policy and agree to adhere to the rules outlined in this policy.

Please Print Name

Patron ID Number

Address

Phone Number

Signature

Date

Reviewed and approved at Palestine Public Library Board Meeting held on 7/5/11
Reviewed and amended at Palestine Public Library Board Meeting held on 8/6/13
Reviewed and amended at Palestine Public Library Board Meeting held on 12/14/2023



Agenda Date: 01/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Long Range Plan
Date Submitted: 01/04/2024

SUMMARY:

Review and discussion regarding the Palestine Public Library's Long Range Plan 2019-2023 updates. And review of the 2020-2025 Library Strategic Plan

RECOMMENDED ACTION:

Review and discussion regarding the Palestine Public Library's Long Range Plan 2019-2023 updates, and of 2020-2025 Library Strategic Plan.

CITY MANAGER APPROVAL:

Attachments

LRP19-23UP
STPL20-25



LONG RANGE PLAN 2019-2023

Board Members

Kaitlin Scroggins
Lynn Calcote
Rhonda Herrington
Breck Quarles
Cindy Thornton

PALESTINE PUBLIC LIBRARY

Updated draft 4/1/20
Updated draft 12/14/2023

MISSION

Enabling our community to have access to ideas, information, experiences, and materials in a variety of formats for lifelong learning, work skills development, and cultural enrichment, the Palestine Public Library creates an environment for all residents to learn, to explore, to enjoy, to create, to connect, and to be inspired.

VISION

Palestine Public Library aspires to be a vibrant informational and cultural center to inform, educate, entertain, and enrich our community.

MARKETING and COMMUNICATIONS

Library materials and services are worthless if people are unaware they exist. The Palestine Public Library will move beyond traditional methods of publicizing its services and programs and enter into a complete marketing program.

GOAL

Increase Palestine Public Library's visibility in the community thus increasing new memberships and patrons' visits.

OBJECTIVE 1: *Increase the Library's social media presence.*

ACTIVITIES:

- Increase Twitter post per day -Inactive
- Post weekly to Facebook-post weekly on FB, Post what? Programs? Census? Computer lessons, reading, -Library Programs, City Posts, some lessons, online resources
- Showcase interactions between patrons and staff participating in library activities on social media.- Post on Instagram. Youth activities at the moment. Library programs, storytime, crafts, shows, summer reading
- Highlight new items and authors on social media -??? They are highlighted on our website.

OUTCOME: By the end of the plan, the library will increase social media presence by 25-30%

OBJECTIVE 2: *Increase community involvement with library activities.*

ACTIVITIES:

- Seek volunteers for library activities – Story time, teach art classes or other activities. New Librarian managing this- Youth department: volunteers teaching crocheting, assisting with storytime, making crafts kits
- Recruit local artisans to present workshops for adults and children. Ongoing in Youth. Adult? ?? Library has offered, writing, art, crafts and music programming.

Updated draft 4/1/20

Updated draft 12/14/2023

- Host a quarterly open house. Christmas Open House stats were low –we need help from Friends or other volunteer to head this? Library has held an annual open house on first weekend in December.

OUTCOME: By the end of the plan, the library will increase community involvement by 44-65%.

PALESTINE PUBLIC LIBRARY

TECHNOLOGY

As we continue into the 1st century, technology resources and uses continue to evolve at a rapid pace. The Palestine Public Library seeks to provide patrons and staff with the most efficient and effective technology resources available to serve the needs of our community

GOAL

Library patrons and staff will have access to the Internet, training, and other technology and creative resources with no unnecessary restrictions.

OBJECTIVE 1: *Develop and maintain a plan for technology acquisition, upgrade and rotation that will allow the library to have the most current and reliable equipment and software.*

ACTIVITIES: In conjunction with integrated City plan due to budget limits

- Implement and execute a five year hardware replacement plan for library computers resulting in one-fifth of computers being replaced or upgraded annually including the addition of touch-screens on every stationary computer. City of Palestine has placed all equipment on 3-5 year plans. 2022-All public and staff computers were replaced
- Upgrade operating system on all computers prior to 2020,
- Implement and execute a five-year software upgrade plan to allow for the most recent software to be available for patrons and staff. With 2022 upgrades library computer have the most up to date software possible.
- Replace a minimum of two dedicated servers-Two servers that served our ILS have been moved to the Cloud via TLC

- Upgrade to VOIP on phone tree-recently obtaining quotes and looking at other options.
- Investigate feasibility of integrating emerging technologies into library resources.
- Continue to provide secure Internet service to patrons that keep their online information private. With 2022 upgrades, library added software to mitigate this issue
- Explore the possibility of acquiring tablets, e-readers, and/or laptops for in-house use and potential check-out to expand the ways patrons can access the Internet and digital media.-budget??? Do patrons really have access to Internet? Connectivity is poor? Acquired tablets, e-readers for in-house and internet access

OUTCOME: By the end of the plan, the Library will provide patrons and staff access to the most current and reliable equipment and software and become the main go-to location for patrons lacking other access to reliable technology.

OBJECTIVE 2: *Provide technology training in a variety of formats for both patrons and staff.*

ACTIVITIES:

- Restart in-house training classes including digital media, coding, and other new technologies. This depends on budget to purchase software for this; staff issues, we also train staff -have tried several computer classes, Microsoft, Social media, online resources, open labs; one-on-one sessions with mobile devices daily
- Create instructional videos and guides for how to use digital services and post on library website. TLC working on this , Help option is best; vendor provided guides, videos, posts,
- Ensure library staff is well-trained on technology uses specifically related to public libraries through ongoing training opportunities such as webinars, conferences, and online courses. Library staff has monthly training; ongoing training, online, in person at conference,

OUTCOME: By the end of the plan, 50% of patrons who attend or access technology training will say that it has increased their ability to use the latest technology.

OBJECTIVE 3: *Develop spaces in the library that allow patrons of all Ages to be innovative and creative.*

Updated draft 4/1/20

Updated draft 12/14/2023

ACTIVITIES:

- Research and analyze the feasibility, options, and community interest in/demand for Makerspaces or other creative spaces that foster innovation and creativity. Space issues regarding; storytime, summer reading provide opportunities to teach STEAM; past two summer series, crafts after each storytime
- If Makerspaces or other creative spaces are deemed feasible and desirable, begin seeking funding and resources to put a Makerspace or other creative space in place by the end of 2021. Budget?? Where? Library youth department provides STEM series, storytime crafts, take and make crafts, knitting and crocheting for adults and youth. Coding and coding club established in 2022

OUTCOME: By the end of the plan, patrons will report using creative learning spaces at least 50% of the times they visit the library.

PALESTINE PUBLIC LIBRARY**SERVICES**

The Palestine Public Library continues to evolve as a 21st century library to serve the needs of contemporary patrons. Services will reflect the community needs and interests as well as providing adequate access for public and staff to the library holdings, internet, and other electronic resources. Current popular services include children's programming and adult programming.

GOAL

Continue to initiate and maintain services and programming that supports the library's mission and meets community needs for the personal enrichment, enjoyment, and educational endeavors for patrons of all ages.

Updated draft 4/1/20

Updated draft 12/14/2023

OBJECTIVE 1: Provide lifelong learning opportunities based on community expressed needs.

ACTIVITIES:

- Notify patrons of library events, information about materials, and other news via the most appropriate form of notification. Newspaper column, press releases, social media. Library Facebook, City FB, City Calendar, newspaper articles, chamber of commerce, visitors center,
- Communicate with other community organizations and educational institutions to promote library services and resources. Partnership with Community Orgs
- Seek opportunities to provide library outreach services to the under-served and un-served. Partnership with UW, Unidos; Friends of the Hospital–PRMC ; outreach visits and partnerships with Workforce Commission, VA hospital, Veterans Service Center, local schools

OUTCOME: By the end of the plan, the library will have enriched the lives and positively contributed its users life-long learning, education, and personal enrichment.

OBJECTIVE 2: *Serve the educational needs of a multicultural and multigenerational population.*

ACTIVITIES:

- Partner with area agencies and schools to promote reading for pleasure and provide information to school-age children about available library resources. SRC calendars provided to local schools; have partnered during summer to provide summer programs, attend activities and events when invited
- Present educational, cultural, recreational, and programs that reflect diverse community needs and interests Monthly field trip to different community organizations ; members of the community invited to attend and read to storytime youth

OUTCOME: By the end of the plan, the library will have offered a great number and diversity of programs

OBJECTIVE 3: *Expand the community's access to Library resources, programs and services.*

ACTIVITIES:

- Use library space creatively to ease discovery of materials by patrons continually arranging collection to meet growing collection. We need more money. Expanded online reading offerings

Updated draft 4/1/20

Updated draft 12/14/2023

- Offer programs at a variety of times of day and at off-site locations. **Field Trip;**
Have participated in Fall activities, Literacy festival as library guest readers
- Provide service hours to meet the needs of the public. **Recently expanded hours**

OUTCOME: By the end of the plan, patrons who use the library will say that the library meets their service and borrowing needs, and is more user-friendly with collections that are up-to-date and visually appealing.

PALESTINE PUBLIC LIBRARY

COLLECTIONS

The Palestine Public Library provides a large, balanced, and stimulating collection of materials in a variety of formats which meets the needs of the community served, without exclusion. The Collection Development Policy guides the staff's selection of materials, acceptance of donations and de-selection of items.

GOAL

Deliver current, high-demand materials in both physical and digital format to meet patrons' informational, educational and recreational needs.

OBJECTIVE 1: *Review and update the Collection Development Policy.*

- Library board will review and update Collection Development Policy annually.

Updated draft 4/1/20

Updated draft 12/14/2023

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OUTCOME: By the end of the plan, the Collection Development Policy will reflect current library trends and changing needs of our community.

OBJECTIVE 2: *Maintain a quality collection of materials in various formats that reflects the needs and use patterns of the community*

ACTIVITIES: **Acquisitions handles this**

- Conduct an annual analysis to determine strengths, weaknesses, and turnover of the collection. Performed by Acquisitions. Ongoing weeding of collections and inventory checks, space will be a factor in determining the growth of the collection.
- Perform on-going, system-wide inventory and weeding of the collection. Performed by Acquisitions. Inventory is underway after the move
- Investigate physical and digital material vendors to improve access to current, popular materials in a cost effective manner. Analysis of joining a consortium has mixed results. Since 2020-PPL has actively engaged in seeking more e-content resources such as ebooks, downloadable books, databases, learning apps, for learning , entertainment and research.
- Maintain Spanish language resources for all ages according to demand and demographics. Performed by Acquisitions. Size of this collection will be impacted by space and budget
- Expand number of eBook fiction and non-fiction items in adult, youth, and children's collections to meet demand. Limited by reduced budget and is low circulating Hoopla, Libby and CloudLibrary, TexShare and Simply E
- Collaborate with area educators to develop resources that support and enhance the schools' curriculum. Currently done. Volunteers with teaching experience have taken leadership and supporting roles for library programs
- Continue to consider patron requested materials when placing orders. Currently done. Due to budget and space constraints materials requested by patrons are given priority, reading lists, award titles and book reviews of newly released materials are also considered when adding materials to the collection.

OUTCOME: By the end of the plan, the library will meet the *Texas Public Library Standards'* Enhanced Level of 20% of materials less than 5 years old, maintain the collection size at the Texas Public Library Standards' Exemplary Level of 2.46 items per capita, and increase circulation of collection to the Texas Public Library Standards' Enhanced Level of 4.1 items per capita.

Updated draft 4/1/20

Updated draft 12/14/2023

OBJECTIVE 3: *Digitize and index Special Collection Materials*

- Investigate digitizing and indexing of Palestine Herald Press Grant based so depends on grant; actively prioritizing list of digitization project; acquiring information from other vendors and UNT and gathering grant information
- Investigate digitizing and indexing Kate Hunter Collection Grant based so depends on grant; actively prioritizing list of digitization project; acquiring information from other vendors and UNT and gathering grant information
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- Investigate digitizing and indexing other local History collections Grant based so depends on grant; actively prioritizing list of digitization project; acquiring information from other vendors and UNT and gathering grant information
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OUTCOME: By the end of the plan, the library will have at least 20% of local history research collection digitized and indexed.

PALESTINE PUBLIC LIBRARY

FACILITY

The Palestine Public Library will insure that physical facilities and equipment are well maintained in order to provide an accessible, safe, comfortable, and attractive environment for patrons and staff.

GOAL

The Palestine Public Library seeks to provide a welcoming, comfortable environment that meets the physical needs for patrons and staff.

OBJECTIVE 1: *All areas of the current library will be clean, safe and available for use by patrons and/or staff as appropriate.*

ACTIVITIES:

- Immediate remediation of mold in Special Collections/Closed Stacks area. **Done**
- Timely periodic inspection and maintenance of roof and HVAC system, ducts, vents and installation of clean air filters. **Facilities;** Library reports needs to Facilities maintenance
- Periodic inspection of all furnishings, shelving, and equipment for excess wear or damage. Repair or replace as necessary for safe operation of the library. **Done by staff, repairs limited by budget; We need to replace shelving in Adult Non-fiction during move; Currently working on a new plan for the new space**
- Daily custodial services to include vacuuming and trash removal. **Done by custodial service; Custodial services offered 3 times per week for both Carnegie and Redlands Annex**

OUTCOME: By the end of the plan, the library will make sure the library facilities impose no physical barriers for use.

OBJECTIVE 2: Considering the proposed sale of the mall site, planning for the future physical needs of the library is essential.

Updated draft 4/1/20

Updated draft 12/14/2023

ACTIVITIES:

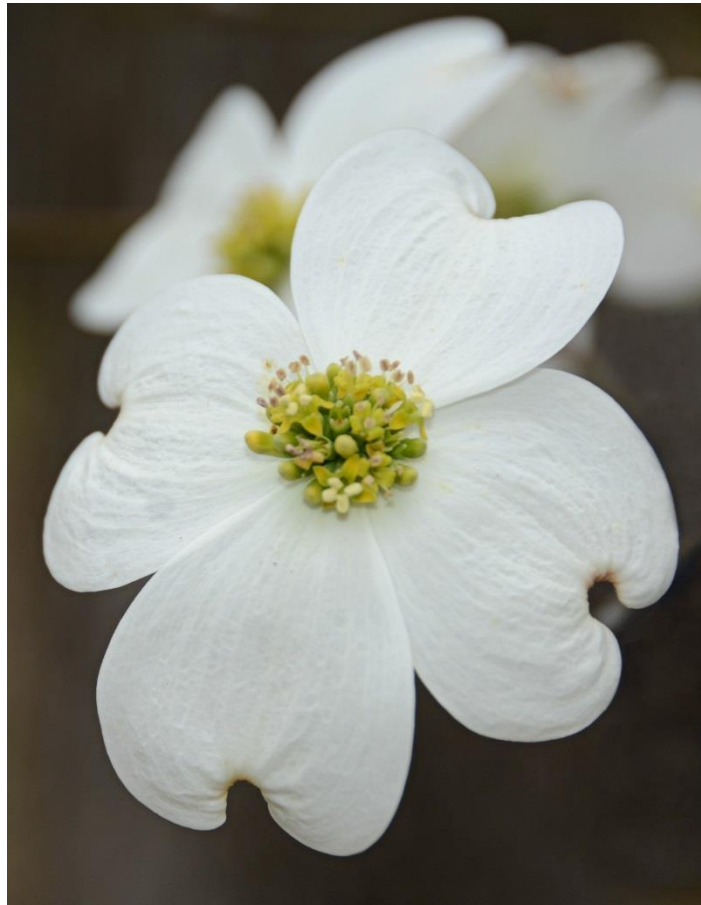
Review existing community buildings for possible renovation as a free-standing library. **City Manager level;**

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Research available property for appropriate location to build a new library facility. **City Manager level**

- Conduct a review of spatial needs for a new/renovated library building including, but not limited to, book stacks and shelving for A/V and audio books; public and staff computer/technology needs; server room and WIFI; computer learning lab; special collections space; multi-purpose community meeting space; quiet study rooms; reference desk area and research materials storage; staff work, storage, breakroom and restroom areas; administrative area; materials processing/preparation area; circulation desk; Friends' book storage/preparation area; restrooms; and periodical reading area. [A plan was initiated in 2020, about 50% of it was completed; move to Carnegie was initiated in 2021](#)
- Review trends in public libraries as they affect planning for Palestine Public Library such as early learning development (children services); positive youth development (teen services); distance learning; lifelong learning; balancing electronic, digital and traditional collections; community adult services; and reference services. [A plan was initiated in 2020, about 50% of it was completed](#)
- Explore potential funding resources including Palestine Memorial Board, grants, City Finance Department and governmental resources, and community-wide fund drive.

OUTCOME: By the end of the plan, the library will have completed all necessary research and documentation in order to have an in-depth understanding of needed improvements to the physical building, whether renovations or new construction.



Palestine, Texas

STRATEGIC PLAN
October 1, 2020 - September 30, 2025

Library

(Libraries provide the physical and virtual spaces that are an integral part of an overarching system that provides continuous opportunities for learning from birth to senior age. Libraries continue to undergo tremendous transition as they move to virtual services in response to changes in technology and the expectations of their patrons, and as they facilitate not only the use of existing information, but also production of new information through online communities and efforts to preserve local history. The public values its library as a meeting place, a community center, and a learning place.)

2019 – 2020 Accomplishments (October 1, 2019 – September 30, 2020)

- Completed remediation of mold in Special Collections/Closed Stacks area.
- Increased followers using social media
- Performed a system-wide inventory and weeding of the children's non-fiction collection
- Phone tree software was installed to notify patrons to return materials on time.
- Conducted an annual analysis to determine strengths, weaknesses, and turnover of the collection.
- Palestine Public Library maintained their accreditation with the Texas State Library and Archives Commission.

(Recommendations call for a wide range of change, including initiatives to educate the public concerning the role and value of libraries, to meet the challenge of e-resources, to develop enhanced collaborations with other libraries and organizations, to support open content, and to oppose censorship.)

Year One Short-Term Goals (October 1, 2020 – September 30, 2021)

- The relocation of the Palestine Public Library from its current location within the Palestine Mall to a new or refurbished freestanding facility.
 - Research existing buildings for possible renovation as a free-standing library.
 - Research available property for appropriate location to build a new library facility.
 - Conduct a review of all spatial needs for a new/renovated library building to include staffing, technological upgrades and spacing for library/community events.
 - Explore potential funding resources including Palestine Memorial Board, grants, City Finance Department and governmental resources, and community-wide fund drive.
 - Set a tentative date for relocation.
- Review trends in public libraries as they affect planning for Palestine Public Library such as early learning development (children services); positive youth development (teen services); distance learning; lifelong learning; balancing electronic, digital and traditional collections; community adult services; and reference services
- The Palestine Public Library will provide a welcoming, comfortable environment that meets the physical needs for patrons and staff.
- Library will maintain adequate staffing to accommodate patron needs for programming.
- Rebrand the current marketing plan to reflect the Palestine Public Library's commitment to community and community services.
- The Palestine Public Library will continue to meet the requirements for state accreditation with the Texas State Library and Archives Commission.

Years Two – Five Short-Term Goals (October 1, 2021 – September 30, 2025)

- The Palestine Public Library will provide a welcoming, comfortable environment that meets the physical needs for patrons and staff.
- Library will maintain adequate staffing to accommodate patron needs and daily operations.
- Provide resources by which to educate and train staff to ensure staff is knowledgeable on current changes within the scope of their job descriptions.
- Library patrons and staff will have access to the Internet, training, and other technology and creative resources with no unnecessary restrictions.

- Continue to initiate and maintain services and programming that supports the library's mission and meets community needs for the personal enrichment, enjoyment, and educational endeavors for patrons of all ages.
- Deliver current, high-demand materials in both physical and digital format to meet patrons' informational, educational and recreational needs.
- Add "Information Center" to the name of the library (Palestine Public Library and Information Center)
- Expand the marketing of library services to all clientele and communities by rebranding the library while addressing the inaccurate perceptions about the need for libraries in a digital world.
- The Palestine Public Library will continue to meet the requirements for state accreditation with the Texas State Library and Archives Commission.

Years Six – Ten Long-Term Goals (October 1, 2025 – September 30, 2030)

- The Palestine Public Library will continue to meet and look for new means by which to be a viable partner and participate in facilitating its patrons: environmentally, technologically, facilities, historical and genealogical content and community awareness programming.
- Include to the library's existing Special Collections additional historical Palestine and Anderson County materials.
- Continue to market the library services to all clientele and communities by rebranding the library while addressing the inaccurate perceptions about the need for libraries in a digital world.
- With our current/future reality, we need to increase our media presence, particularly offering more programs digitally (Children's programming, book clubs, etc) that would coincide with or enhance in-person programs.
- Build a streaming content that offers twenty-four hour availability (without copyright infringement)
- The Palestine Public Library will continue to meet the requirements for state accreditation with the Texas State Library and Archives Commission.