

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

Ana Sanchez,
Library Director



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

Zoom Link:

<https://us02web.zoom.us/j/89644649887?pwd=Z2JPOWRyU2l0TXJwT2lULytPTWxpdz09>

Meeting ID: 896 4464 9887

Passcode: 444690

One tap mobile

+13462487799,,89644649887#,,, *444690# 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 March 2024.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the March 12, 2024, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library's Long Range Plan and Community Survey.

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, April 5, 2024, at 4:00 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: 04/09/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library Report
Date Submitted: 04/03/2024

SUMMARY:

Review the Library Director's report, including statistics and charts usage report for March 2024, including the April 2024 calendar of programs and events. April 7-14 is National Library Week. Library staff will be visiting community events in April and May promoting Summer Reading Club. Registration begins May 1. Summer Reading Club 2024 runs for six weeks, June 1-July 12. Library fines 7 years or older will be submitted to Council for approval to write off to clean up old accounts and library holdings database.

RECOMMENDED ACTION:

Review the Library Director's report, including statistics and charts usage report for March 2024, including the April 2024 calendar of programs and events. April 7-14 is National Library Week. Library staff will be visiting community events in April and May promoting Summer Reading Club. Registration begins May 1. Summer Reading Club 2024 runs for six weeks, June 1-July 12. Library fines 7 years or older will be submitted to Council for approval to write off to clean up old accounts and library holdings database.

CITY MANAGER APPROVAL:

Attachments

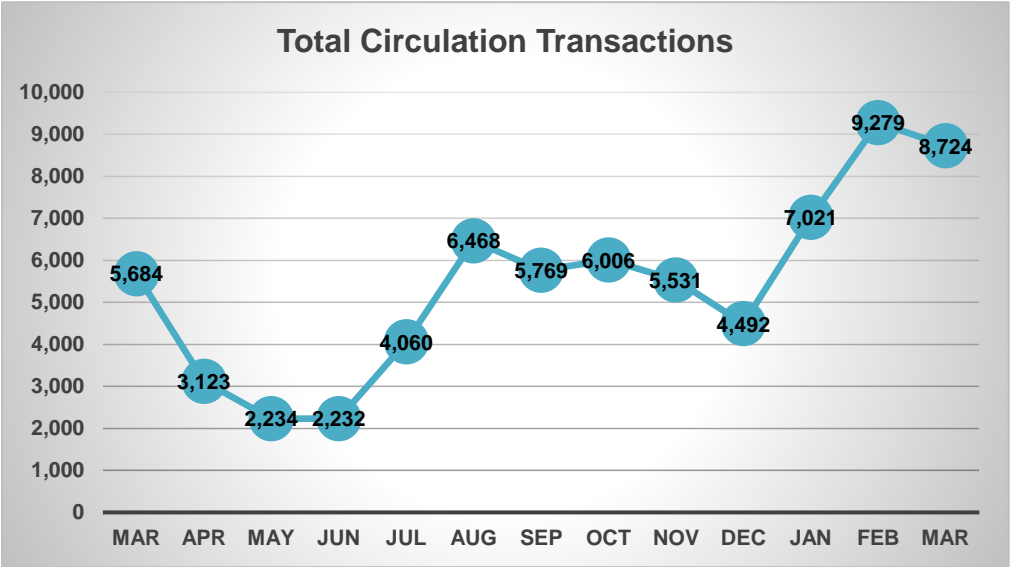
MAR24ST
MAR24CH
FINMAR24
NLW24
APR24CAL
SRC24REG

Library Usage Report

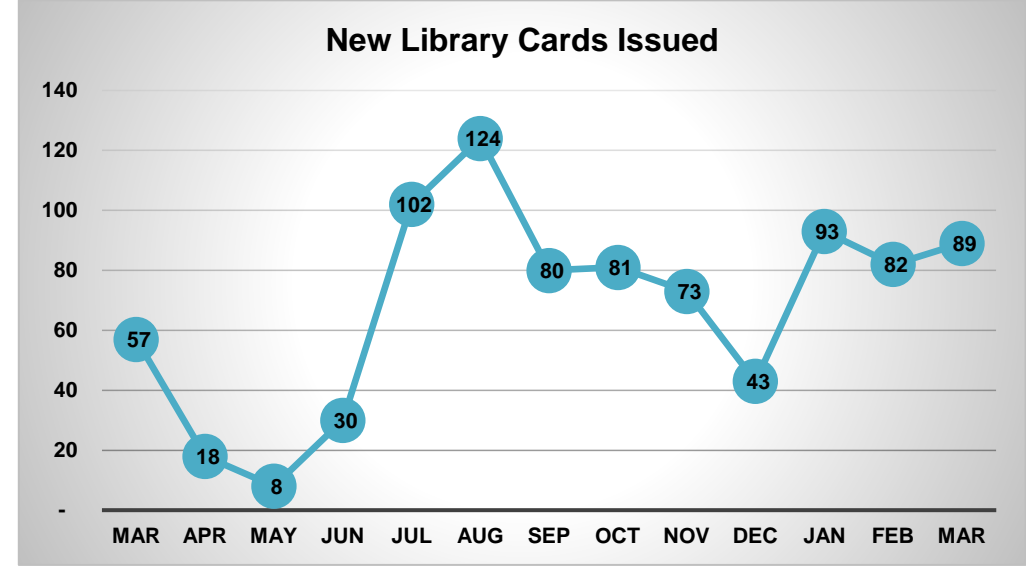
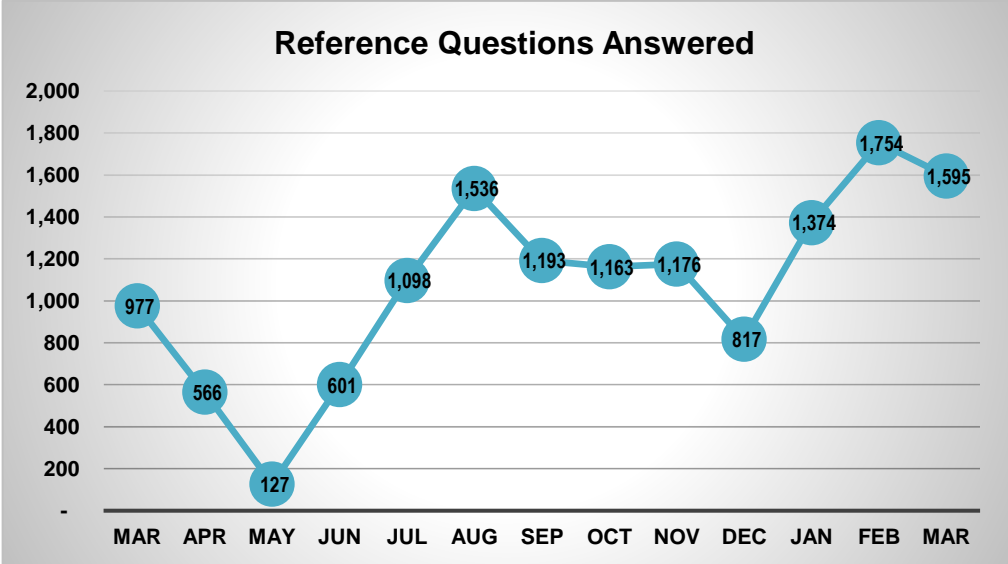
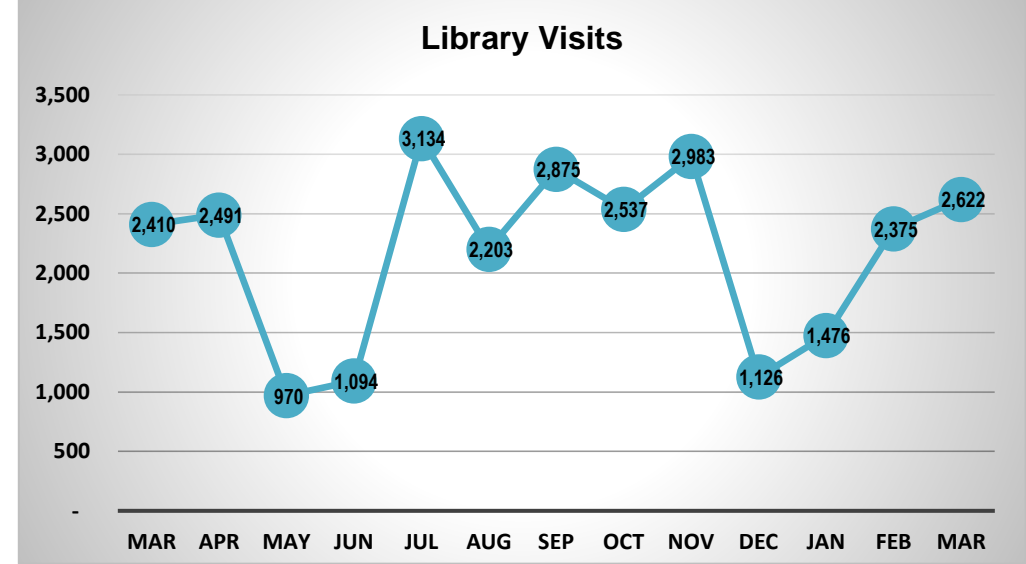
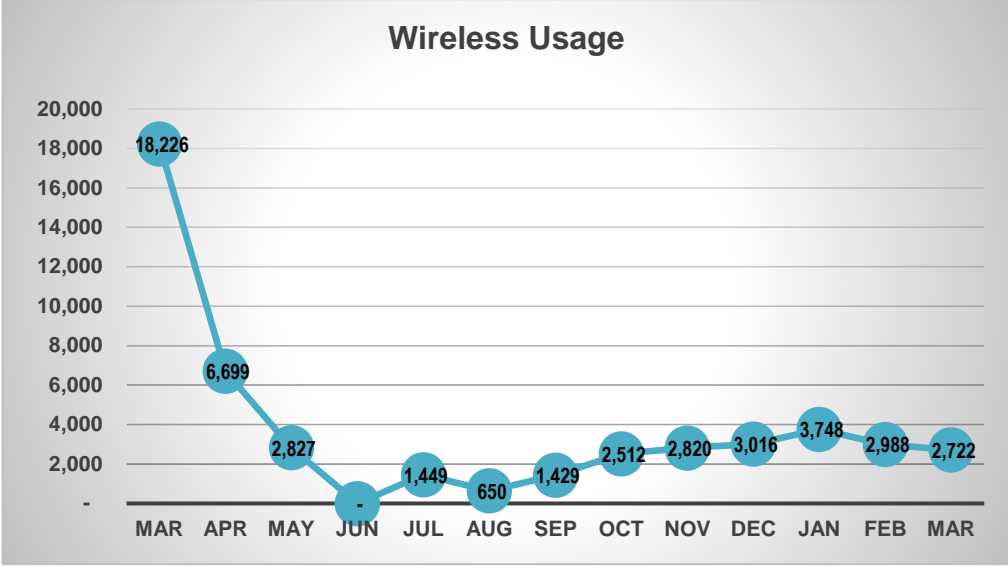
	2023										2024		
Operating Statistics	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	4,740	2,753	1,390	1,148	2,952	5,315	4,650	4,866	4,348	3,399	5,750	6,186	5,391
Print	3,912	1,858	1,101	1,005	2,517	4,714	4,150	4,257	3,807	2,962	4,750	5,116	4,462
Audio	203	134	76	65	194	203	173	182	146	140	317	294	190
Video	625	203	86	78	241	398	327	427	395	297	683	776	739
Downloadable audio/ebook usage	944	928	971	1,084	1,108	1,153	1,119	1,140	1,183	1,093	1,271	3,093	3,333
Total Circulation Transactions	5,684	3,123	2,234	2,232	4,060	6,468	5,769	6,006	5,531	4,492	7,021	9,279	8,724
Downloadable checkouts as % of total checkouts	16.61%	29.72%	43.46%	48.57%	27.29%	17.83%	19.40%	18.98%	21.39%	24.33%	18.10%	33.33%	38.20%
In-House Use	260	150	7	25	296	296	486	551	362	301	355	501	414
Holds placed on items	94	17	2	4	21	32	58	44	34	26	38	50	19
Fines paid	\$ 545.49	\$ 532.41	\$ 30.99	\$ 89.45	\$ 174.22	\$ 355.37	\$ 335.09	\$ 354.15	\$521.77	\$268.85	\$708.08	\$774.30	\$523.99
Overdue notices sent	140	81	-	-	-	-	148	302	228	133	172	194	125
Items added	116	34	39	68	80	151	109	56	64	116	70	242	89
Items deleted	2,245	14,054	14,041	133	236	149	211	113	205	65	111	350	378
New library cards issued	57	18	8	30	102	124	80	81	73	43	93	82	89
Reference questions answered	977	566	127	601	1,098	1,536	1,193	1,163	1,176	817	1,374	1,754	1,595
Interlibrary Loan Borrow/Loan	34	-	-	-	-	6	7	11	11	3	18	17	9
Library visits	2,410	2,491	970	1,094	3,134	2,203	2,875	2,537	2,983	1,126	1,476	2,375	2,622
Youth programs attendance	182	70	-	846	343	32	192	226	300	72	69	174	290
Adult programs attendance	42	21	-	37	40	56	31	33	46	80	62	47	67
Computer usage	543	188	-	-	62	311	308	303	243	199	391	368	519
Wireless usage	18,226	6,699	2,827	-	1,449	650	1,429	2,512	2,820	3,016	3,748	2,988	2,722

Program Attendance		*Library closed -April 17 in preparation for move to Carnegie
Youth-Passive	99	Library opened June 12, 2023 at 502 N. Queen Street
Youth -Active	290	Library Grand Opening July 26-all services available
Total	389	Library Visit count: Carnegie 1669 and Mall 1465
Adult-Passive	0	
Adult Active	67	
Total	67	
Teen-Passive	0	
Teen Active	24	
Total	24	

2023-2024 USAGE REPORT



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





City of Palestine, TX

Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		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	21,346.34	128,719.37	158,428.64	55.17 %
010-620-51020	OVERTIME	4,500.00	4,500.00	361.28	1,167.32	3,332.68	74.06 %
010-620-51030	LONGEVITY	4,896.00	4,896.00	396.00	2,128.28	2,767.72	56.53 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	400.00	2,214.28	2,585.72	53.87 %
010-620-51040	SOCIAL SECURITY	23,052.82	23,052.82	1,675.33	10,004.01	13,048.81	56.60 %
010-620-51050	HEALTH INSURANCE	49,493.82	49,493.82	3,381.42	22,818.10	26,675.72	53.90 %
010-620-51061	WORKER'S COMPENSATION	3,037.68	3,037.68	123.79	738.29	2,299.39	75.70 %
010-620-51070	RETIREMENT	39,838.12	39,838.12	3,099.87	18,319.07	21,519.05	54.02 %
Group: 510 - Personnel Total:		416,766.45	416,766.45	30,784.03	186,108.72	230,657.73	55.34%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	9,700.00	9,700.00	0.00	2,682.77	7,017.23	72.34 %
010-620-52020	POSTAGE	2,000.00	2,000.00	-44.80	-44.80	2,044.80	102.24 %
010-620-52030	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	63.24	936.76	93.68 %
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	0.00	2,084.67	-84.67	-4.23 %
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	788.45	2,766.62	1,233.38	30.83 %
Group: 520 - Supplies & Materials Total:		23,200.00	23,200.00	743.65	7,927.82	15,272.18	65.83%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.22	241.29	408.71	62.88 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	304.50	1,827.00	2,473.00	57.51 %
010-620-53095	SOFTWARE MAINTENANCE	50,680.00	50,680.00	530.30	20,726.90	29,953.10	59.10 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	497.77	2,030.22	4,689.78	69.79 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,000.00	18,000.00	0.00	9,599.48	8,400.52	46.67 %
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	0.00	138.26	361.74	72.35 %
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	846.48	939.18	560.82	37.39 %
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	4,248.47	24,636.74	31,463.26	56.08 %
010-620-53520	JANITORIAL SERVICES	15,600.00	15,600.00	2,600.00	7,800.00	7,800.00	50.00 %
Group: 530 - Professional/Contractual Services Total:		162,050.00	162,050.00	9,067.74	68,477.47	93,572.53	57.74%
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTEN...	0.00	0.00	0.00	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	0.00	5,005.00	-4,485.00	-862.50%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	121.71	771.92	15,228.08	95.18 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	424.40	2,575.60	85.85 %
010-620-54502	UTILITIES - GAS	2,000.00	2,000.00	104.12	499.51	1,500.49	75.02 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	-574.37	7,319.22	2,680.78	26.81 %
Group: 545 - Utilities Total:		31,000.00	31,000.00	-348.54	9,015.05	21,984.95	70.92%

Budget Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	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	663.05	18,482.19	31,517.81	63.04 %
Group: 580 - Capital Outlay Total:	50,000.00	50,000.00	663.05	18,482.19	31,517.81	63.04%
Expense Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%
Report Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%

Group Summary

Grou...	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	416,766.45	416,766.45	30,784.03	186,108.72	230,657.73	55.34%
520 - Supplies & Materials	23,200.00	23,200.00	743.65	7,927.82	15,272.18	65.83%
530 - Professional/Contractual Services	162,050.00	162,050.00	9,067.74	68,477.47	93,572.53	57.74%
540 - Maintenance & Repairs	520.00	520.00	0.00	5,005.00	-4,485.00	-862.50%
545 - Utilities	31,000.00	31,000.00	-348.54	9,015.05	21,984.95	70.92%
580 - Capital Outlay	50,000.00	50,000.00	663.05	18,482.19	31,517.81	63.04%
Expense Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%
Report Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%

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	40,909.93	295,016.25	388,520.20	56.84%
Report Total:	683,536.45	683,536.45	40,909.93	295,016.25	388,520.20	56.84%



PROCLAMATION

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey;

WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community;

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth;

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all;

NOW, THEREFORE, be it resolved that I, Mitchell Jordan, Mayor of Palestine, Texas and on behalf of the City Council, do hereby proclaim April 7-13, 2024 as:

'NATIONAL LIBRARY WEEK'

IN WITNESS THEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Palestine, Texas, this 8th day of April 2024.

Mitchell Jordan, Mayor

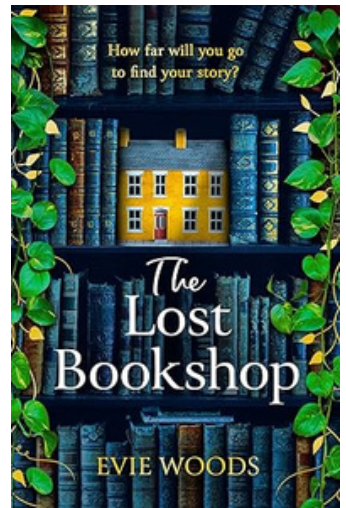
Attest: April Jackson, City Secretary



PaperCrafts 101
Saturday 10:30-11:30am
March 20-April 24
For Adults
All materials will be provided
Limited space: Call Library to register

SUN CLOSED	MON 10 - 6	TUE 10 - 6	WED 10 - 6	THU 10 - 7	FRI 10 - 6	SAT 10 - 1	
	1 4:30 Lego Meet Up	2 10-Stitched W Love Redlands Annex	3 10:30 Storytime 4:15 Advanced Crochet for kids	4 5:30-7 Teen Night Game Night	5 10-11 Device Advice	6 10-Tai Chi 10-1 United Way Literacy Festival on the Library Lawn	
7	8 Library Closed 1-3 pm  4:30 Chess Meet Up	9 10-Stitched W Love Redlands Annex	10 10:30 Storytime 4:15 Advanced Crochet for kids	11 5:30-7 Teen Night D&D	12 10-11 Device Advice	13 10-Tai Chi	
14	15	16 10-Stitched W Love Redlands Annex	17 10:30 Storytime 4:15 Advanced Crochet for kids	18 5:30-6:30 Teen Night Art Journaling	19 10-11 Device Advice	20 10-Tai Chi 10:30 Paper Crafts 101	
21	22	23 10-Stitched W Love Redlands Annex	24 10:30 Storytime 4:15 Advanced Crochet for kids	25 5:30-7 Teen Night D&D 6-Book Discussion	26 10-11 Device Advice	27 10-Tai Chi 11-12-Coding Hour	
28 	29	30 10-Stitched W Love Redlands Annex	MAY 1-SUMMER READING CLUB REGISTRATION BEGINS www.readerzone.com READERZONE CODE: b5d8d				

Book Discussion April Selection:



The Lost Bookshop by Evie Woods



ADVENTURE — BEGINS AT — YOUR LIBRARY™

Palestine Public Library

2024 Summer Reading Program

June 1–July 12, 2024

Sign up at the library starting on May 1, 2024

In Person or on ReaderZone: Code # b5d8d

Log in your reading time starting June 1



Palestine
Library
established 1882

502 N. Queen St

903-729-4121



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

SUMMARY:

Review and discuss Minutes for the March 12, 2024, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Consider approval of Minutes for the March 12, 2024, Library Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

MAR24MIN

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, March 12, 2024, 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 Kaitlin Scroggins, Lynn Calcote, Diana Payne, Cynthia Thornton; Library Director Ana Sanchez, City Secretary, April Jackson. Board Members absent: Rhonda Herrington Breck Quarles, Morgan Multer.

CALL TO ORDER

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

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

None.

CONFLICT OF INTEREST DISCLOSURES

None.

REPORTS

1. Report from Library Friends. No report.
2. Report from Memorial Board. Memorial Board members not present.
3. Review and discuss Library Director's report including Stats and Financial Reports for March 2024.

APPROVAL OF MINUTES

Board Member Cynthia Thornton made a motion, seconded by Board Member Lynn Calcote to approve Minutes from February 13, 2024, meeting. Upon vote, the motion was carried unanimously 4-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Print/Copy/Scan/Fax Policy. Motion made by Vice-Chair Lynn Calcote, seconded by Board Member Cynthia Thornton, with corrections. Upon vote, the motion was carried unanimously, 4-0.
2. Discussion regarding the Palestine Public Library's Long-Range Plan 2019-2023 and the 2021 Community Survey results summary. No action taken.

ITEMS FROM BOARD MEMBERS

None.

ADJOURN

With no other business to come before the Board, Board Member Lynn Calcote made a motion, seconded by Board Member Diana Payne, to adjourn the meeting at 12:15 pm., meeting was adjourned.

PASSED AND APPROVED THIS 9th OF APRIL 2024.

Kaitlin Scroggins, Chair

ATTEST:

Ana Sanchez, Library Director



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

SUMMARY:

Discussion and possible action regarding the Palestine Public Library's Long Range Plan and Community Survey.

RECOMMENDED ACTION:

Discussion and possible action regarding the Palestine Public Library's Long Range Plan and Community Survey.

CITY MANAGER APPROVAL:
