

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

Ana Sanchez, Library Director



**NOTICE OF MEETING
LIBRARY ADVISORY BOARD**

June 11, 2024

11:30 a.m.

**City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/83092944988?pwd=obFaq1UfHdAaiXD6m9wFY3z7QcgAJX.1>

Meeting ID: 830 9294 4988

Passcode: 419250

One tap mobile

+13462487799,,83092944988#,,,,*419250# 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/palestinetc/](https://www.facebook.com/palestinetc/)

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 (Hewitt)
2. Report from Memorial Board (Safford)
3. Review and discuss the Library Director's report, including Narrative, Stats, Charts, and Financial Reports for May 2024.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the May 14, 2024, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library Volunteer Policy, including the Adult Volunteer and Student Intern Applications and the Volunteer Policy Agreement Form.

2. 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, June 7, 2024, at 3:30 p.m.**

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above a horizontal line.

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: 06/11/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library May 2024 Report
Date Submitted: 06/07/2024

SUMMARY:

Review the Library Director's report, including statistics and charts usage report for May 2024, including the Summer Reading calendar highlights. The library staff continued to promote the Summer Reading Club in May. Summer Reading Club registration began on May 1 and will run from June 1 to July 12, 2024. Registration can be made online using the ReaderZone app. Adventure Begins at Your Library is this year's theme. Highlights from this year's summer events are STEM Tuesdays, Pigeon pop-up Storytime and Pirate adventure on Wednesdays. Special performers on Thursdays are hosted at City Hall council chambers. New chairs for the Youth area have arrived; thanks to the Library Friends for their continued support.

RECOMMENDED ACTION:

No action required

CITY MANAGER APPROVAL:

Attachments

MAY24ST
MAY21CH
MAY24FIN
SUM24STEM
SUM24PIG
SUM24PIR
SUM24THUR

Library Usage Report

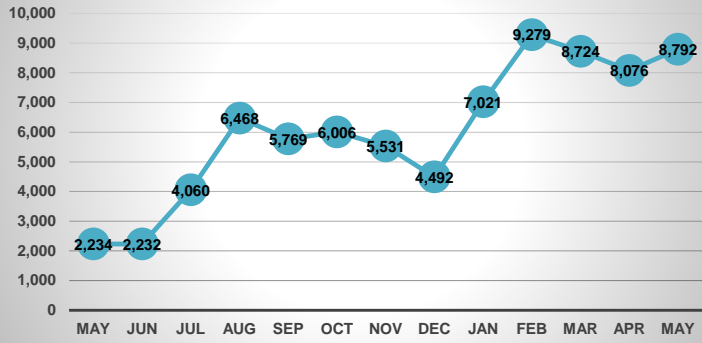
Operating Statistics	2023								2024				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	1,390	1,148	2,952	5,315	4,650	4,866	4,348	3,399	5,750	6,186	5,391	5,803	5,730
Print	1,101	1,005	2,517	4,714	4,150	4,257	3,807	2,962	4,750	5,116	4,462	4,978	4,817
Audio	76	65	194	203	173	182	146	140	317	294	190	150	180
Video	86	78	241	398	327	427	395	297	683	776	739	675	733
Downloadable audio/ebook usage	971	1,084	1,108	1,153	1,119	1,140	1,183	1,093	1,271	3,093	3,333	2,273	3,062
Total Circulation Transactions	2,234	2,232	4,060	6,468	5,769	6,006	5,531	4,492	7,021	9,279	8,724	8,076	8,792
Downloadable checkouts as % of total checkouts	43.46%	48.57%	27.29%	17.83%	19.40%	18.98%	21.39%	24.33%	18.10%	33.33%	38.20%	28.15%	34.83%
In-House Use	7	25	296	296	486	551	362	301	355	501	414	387	501
Holds placed on items	2	4	21	32	58	44	34	26	38	50	19	24	30
Fines paid	\$ 30.99	\$ 89.45	\$ 174.22	\$ 355.37	\$ 335.09	\$ 354.15	\$521.77	\$268.85	\$708.08	\$774.30	\$523.99	\$ 460.91	\$ 638.84
Overdue notices sent	-	-	-	-	148	302	228	133	172	194	125	143	202
Items added	39	68	80	151	109	56	64	116	70	242	89	72	60
Items deleted	14,041	133	236	149	211	113	205	65	111	350	378	276	11
New library cards issued	8	30	102	124	80	81	73	43	93	82	89	85	102
Reference questions answered	127	601	1,098	1,536	1,193	1,163	1,176	817	1,374	1,754	1,595	1,704	1,491
Interlibrary Loan Borrow/Loan	-	-	-	6	7	11	11	3	18	17	9	26	10
Library visits	970	1,094	3,134	2,203	2,875	2,537	2,983	1,126	1,476	2,375	2,622	2,971	2,906
Youth programs attendance	-	846	343	32	192	226	300	72	69	174	290	416	394
Adult programs attendance	-	37	40	56	31	33	46	80	62	47	67	316	43
Computer usage	-	-	62	311	308	303	243	199	391	368	519	522	470
Wireless usage	2,827	-	1,449	650	1,429	2,512	2,820	3,016	3,748	2,988	2,722	3,061	4,034

Program Attendance		*Library closed -April 17 in preparation for move to Carnegie	
Youth-Passive	210	Library opened June 12, 2023 at 502 N. Queen Street	
Youth -Active	378	Library Grand Opening July 26-all services available	
Total	588	Library Visit count: Carnegie 1669 and Mall 1465	
Adult-Passive	0		
Adult Active	43		
Total	43		
Teen-Passive	0		
Teen Active	16		
Total	16		

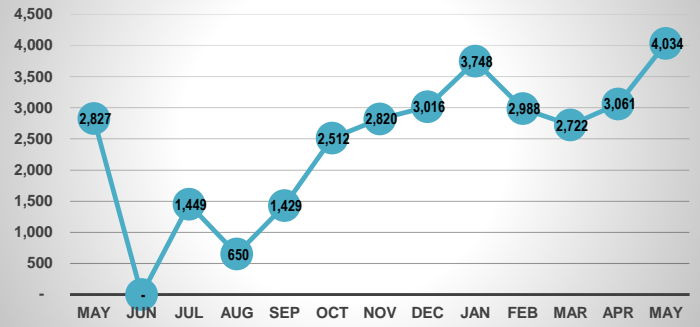
In- Person Community Outreach	Attendance
5/4/2024 Cinco De Mayo	100
5/24/2024 Farmers Market	30
	130

2023-2024 USAGE REPORT

Total Circulation Transactions



Wireless Usage

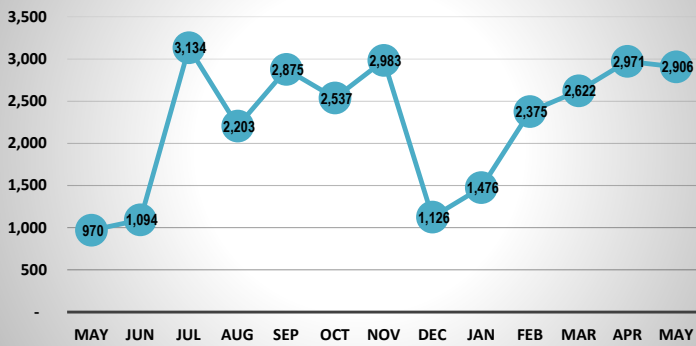


LIBRARY Closed April 17, 2023-to move to Carnegie

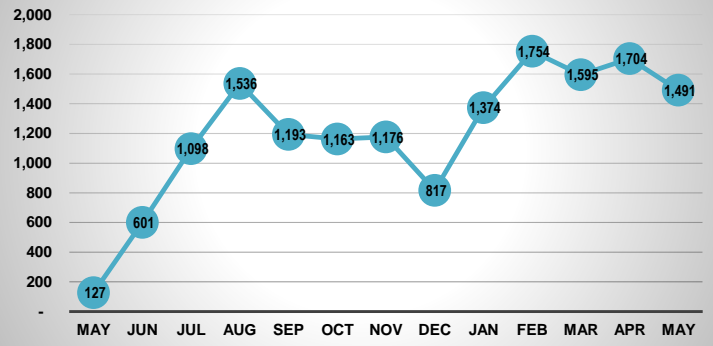
LIBRARY Opened June 12, 2023 at 502 Carnegie

LIBRARY Grand Opening July 26 -all services available

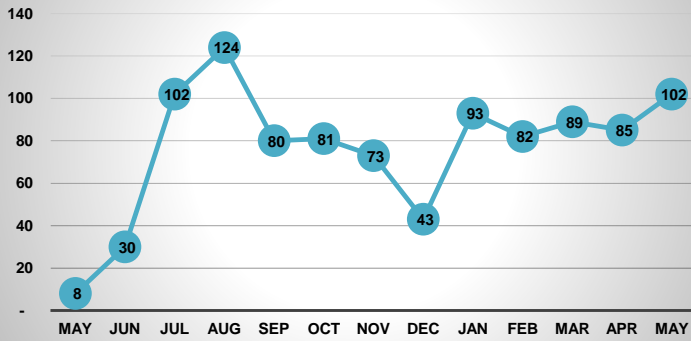
Library Visits



Reference Questions Answered



New Library Cards Issued





Budget Report

Account Summary

For Fiscal: 2023-2024 Period Ending: 05/31/2024

		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	31,969.13	181,637.50	105,510.51	36.74 %
010-620-51020	OVERTIME	4,500.00	4,500.00	937.54	2,351.19	2,148.81	47.75 %
010-620-51030	LONGEVITY	4,896.00	4,896.00	396.00	2,920.28	1,975.72	40.35 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	400.00	3,014.28	1,785.72	37.20 %
010-620-51040	SOCIAL SECURITY	23,052.82	23,052.82	2,523.22	14,163.37	8,889.45	38.56 %
010-620-51050	HEALTH INSURANCE	49,493.82	49,493.82	3,290.50	29,399.10	20,094.72	40.60 %
010-620-51061	WORKER'S COMPENSATION	3,037.68	3,037.68	185.37	1,044.60	1,993.08	65.61 %
010-620-51070	RETIREMENT	39,838.12	39,838.12	4,646.39	25,997.64	13,840.48	34.74 %
Group: 510 - Personnel Total:		416,766.45	416,766.45	44,348.15	260,527.96	156,238.49	37.49%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	9,700.00	9,700.00	56.78	4,278.41	5,421.59	55.89 %
010-620-52020	POSTAGE	2,000.00	2,000.00	0.00	-44.80	2,044.80	102.24 %
010-620-52030	JANITORIAL SUPPLIES	1,000.00	1,000.00	309.76	373.00	627.00	62.70 %
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	505.05	505.05	3,494.95	87.37 %
010-620-52201	READING PROGRAM	4,000.00	4,000.00	217.17	3,053.79	946.21	23.66 %
Group: 520 - Supplies & Materials Total:		23,200.00	23,200.00	1,088.76	10,625.44	12,574.56	54.20%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.21	321.71	328.29	50.51 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	0.00	1,827.00	2,473.00	57.51 %
010-620-53095	SOFTWARE MAINTENANCE	50,680.00	50,680.00	0.00	20,965.90	29,714.10	58.63 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	535.72	3,071.37	3,648.63	54.30 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,000.00	18,000.00	853.32	10,572.79	7,427.21	41.26 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	204.40	742.80	4,257.20	85.14 %
010-620-53511	ADVERTISING	500.00	500.00	27.89	194.04	305.96	61.19 %
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	118.56	1,176.34	323.66	21.58 %
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	3,974.00	32,755.70	23,344.30	41.61 %
010-620-53520	JANITORIAL SERVICES	15,600.00	15,600.00	2,600.00	10,400.00	5,200.00	33.33 %
Group: 530 - Professional/Contractual Services Total:		162,050.00	162,050.00	8,354.10	82,027.65	80,022.35	49.38%
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	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	173.32	173.32	346.68	66.67 %
Group: 540 - Maintenance & Repairs Total:		520.00	520.00	173.32	5,178.32	-4,658.32	-895.83%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	173.26	1,107.92	14,892.08	93.08 %
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	168.44	667.95	1,332.05	66.60 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	745.43	8,638.72	1,361.28	13.61 %
Group: 545 - Utilities Total:		31,000.00	31,000.00	1,087.13	10,838.99	20,161.01	65.04%

Budget Report

For Fiscal: 2023-2024 Period Ending: 05/31/2024

	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	1,128.48	20,237.53	29,762.47	59.52 %
Group: 580 - Capital Outlay Total:	50,000.00	50,000.00	1,128.48	20,237.53	29,762.47	59.52%
Expense Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%
Report Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%

Group Summary

Grou...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	416,766.45	416,766.45	44,348.15	260,527.96	156,238.49	37.49%
520 - Supplies & Materials	23,200.00	23,200.00	1,088.76	10,625.44	12,574.56	54.20%
530 - Professional/Contractual Services	162,050.00	162,050.00	8,354.10	82,027.65	80,022.35	49.38%
540 - Maintenance & Repairs	520.00	520.00	173.32	5,178.32	-4,658.32	-895.83%
545 - Utilities	31,000.00	31,000.00	1,087.13	10,838.99	20,161.01	65.04%
580 - Capital Outlay	50,000.00	50,000.00	1,128.48	20,237.53	29,762.47	59.52%
Expense Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%
Fund: 010 - GENERAL FUND Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%
Report Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%

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	56,179.94	389,435.89	294,100.56	43.03%
Report Total:	683,536.45	683,536.45	56,179.94	389,435.89	294,100.56	43.03%

STEM TUESDAYS

ADVENTURE
— BEGINS AT —
YOUR LIBRARY™

JUNE

4

KINETIC SAND

10:30AM –Ages 7-13

LIMIT 15

JUNE

11

HOMEMADE COMPASS

10:30AM –Ages 7-13

LIMIT 15

JUNE

18

CLOUD SLIME

10:30AM –Ages 7-13

LIMIT 15

JUNE

25

SAND ART WILDERNESS

10:30AM –Ages 7-13

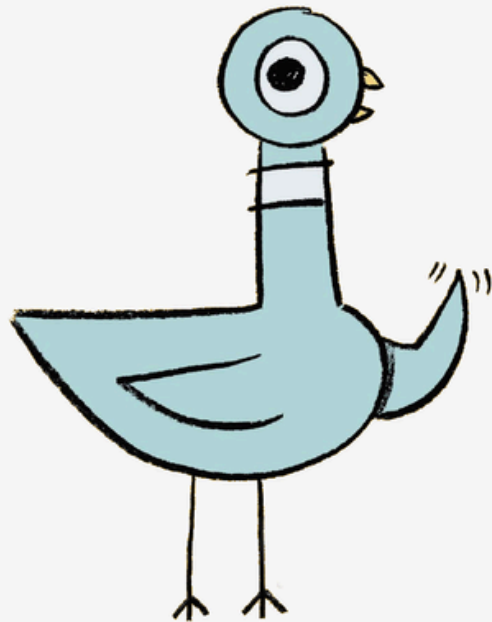
LIMIT 15

LIMITED SUPPLIES WHILE THEY LAST, FIRST COME FIRST SERVED

502 N. Queen Street 903-729-4121

"The Pigeon"

Summer Storytime



WEDNESDAY

JUNE 5

10:30AM

WEDNESDAY

JUNE 12

10:30AM

MONDAY

JUNE 24

10:30AM

Palestine
Library
established 1882

502 NORTH QUEEN ST
903.729.4121

ADVENTURE
— BEGINS AT —
YOUR LIBRARY™

Summer
Pirate Adventure
on Wednesdays
@ Redlands Annex
4:00-5:00PM

ages 8-14

Pen and paper
role playing
game

June 5
June 12
June 26
July 3
July 10



ADVENTURE
— BEGINS AT —
YOUR LIBRARY™

SUMMER THURSDAY *Adventures*

CITY HALL COUNCIL CHAMBERS

ADVENTURE *BEGINS AT YOUR* LIBRARY

JUNE 6



WILD THINGS ZOO FARI

- ✓ 10:30AM-1ST PROGRAM
- 11:30AM-2ND PROGRAM

✓ 150 LIMIT PER PROGRAM-OCCUPANCY LIMIT
TICKETS WILL BE DISTRIBUTED 30 MINUTES
BEFORE EACH PROGRAM-SECOND PROGRAM IS A
DUPLICATE OF THE FIRST PROGRAM

JUNE 13



INDIGENOUS PEOPLE

- ✓ 10:30AM
- ONE PROGRAM ONLY

✓ 150 LIMIT PER PROGRAM-OCCUPANCY LIMIT
TICKETS WILL BE DISTRIBUTED 30 MINUTS BEFORE
THE PROGRAM

JUNE 20



TEXAS SNAKES AND MORE

- ✓ 10:30AM-1ST PROGRAM
- 11:30AM-2ND PROGRAM

✓ 150 LIMIT PER PROGRAM-OCCUPANCY LIMIT
TICKETS WILL BE DISTRIBUTED 30 MINUTES BEFORE
EACH PROGRAM-SECOND PROGRAM IS A DUPLICATE OF
THE FIRST PROGRAM

JUNE 27



THE READING MAGIC SHOW

- ✓ 10:30AM
- ONE PROGRAM ONLY

✓ 150 LIMIT PER PROGRAM-OCCUPANCY LIMIT
TICKETS WILL BE DISTRIBUTED 30 MINUTS BEFORE
THE PROGRAM

THANKS TO THE SUPPORT OF THE
LIBRARY MEMORIAL BOARD, INC.

502 N. QUEEN STREET- PALESTINE, TX 75801-903.729.4121



Agenda Date: 06/11/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: LAB Minutes
Date Submitted: 06/07/2024

SUMMARY:

Review and discuss minutes for the May 14, 2024, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Consider approval of minutes for the May 14, 2024, Library Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

MAY24MIN

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, May 14, 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, Morgan Multer and Cynthia Thornton; Retired Board member: Rhonda Herrington, Library Director Ana Sanchez, City Secretary, April Jackson, Board Members absent: Breck Quarles

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. (Hewitt) -Friends approved funds for the purchase library furniture at their last meeting on April 23, 2024
2. Report from Memorial Board. None.
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 Morgan Multer to approve Minutes from April 9, 2024, meeting. Upon vote, the motion was carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Discussion regarding the Palestine Public Library's Long-Range Plan and Community Survey 2024. Board members requested survey samples be e-mailed to members. No other action was taken.

ITEMS FROM BOARD MEMBERS

None.

ADJOURN

With no other business to come before the Board, Board Lynn Calcote made a motion, seconded by Board Member Diane Payne, to adjourn the meeting at 11:56 a.m., meeting was adjourned.

PASSED AND APPROVED THIS 11th of JUNE 2024.

Kaitlin Scroggins, Chair

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 06/11/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Volunteer Policy
Date Submitted: 06/07/2024

SUMMARY:

Discussion regarding the Palestine Public Library Volunteer Policy, including the Adult Volunteer and Student Intern Applications and the Volunteer Policy Agreement Form. The policy and agreement form did not undergo significant changes from the previous version. Section H of the application was reviewed and approved by the City attorney in June 2023.

RECOMMENDED ACTION:

Consider approval of the Palestine Public Library Volunteer Policy, including the Adult Volunteer and Student Intern Applications and the Volunteer Policy Agreement form.

CITY MANAGER APPROVAL:

Attachments

VOLPOL24
VOLAGR
ADVOLAP
STVOLAP

PALESTINE PUBLIC LIBRARY

VOLUNTEER PLACEMENT POLICY

Statement of Policy

The Palestine Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

Palestine Public Library shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff. Palestine Public Library reserves the right to refuse or terminate volunteer services at any time.

Definitions

A ***volunteer*** shall be considered as any individual, 18 years or older, who assists with work done at the Palestine Public Library, without remuneration.

A ***student intern*** shall be considered as any persons 12 to 18 years old who performs volunteer work. Exceptions to the age requirement may be made by the Library Director or Volunteer Coordinator.

Role of Volunteers

Volunteers are an essential part of the Palestine Public Library's service to customers. Volunteers generally provide support services to staff and/or work on special projects. Because we rely upon our volunteers to help provide service, it is essential that a volunteer make a real commitment to the library.

****Palestine Public Library does not accept court mandated community service volunteers.****

Volunteer Program Mission

The mission of the Palestine Public Library volunteer program is to give surrounding community members fulfilling opportunities to use their skills to enhance the life long learning of community residents; to assist the library staff in

providing services and service enhancements that otherwise could not be achieved; and to further the relationship between the public library and the community it serves.

Selection of Volunteers

- A Volunteer Application and interview must be completed before anyone can serve as a volunteer at the library. Volunteers are selected based upon their qualifications and the needs of the library at any given time. While we appreciate every person who wishes to volunteer at the library, opportunities for voluntary work are limited. A criminal background check and/or drug screen will be required for all adult volunteer positions. Members of the Palestine Public Library boards are not required to apply.

Volunteer Service

- The library does not compensate volunteers for time spent or expense incurred.

Attendance

- We ask all volunteers to commit to at least a 2 hour work week unless other arrangements have been made.
- To end a volunteer commitment, please notify your supervisor or the Volunteer Coordinator of that decision and the effective date.
- Volunteers should notify their supervisor or the Volunteer Coordinator as soon as possible if they know they will be late or absent.
- Volunteer service should be sufficient in scope and duration to justify the investment of staff time in training and managing the volunteers.

General Conduct

- Volunteers are bound by all library policies.
- Neither adult or student intern volunteers may bring young children nor friends that have not completed the volunteer interview process and been selected as a volunteer to the library during their scheduled work time.
- Volunteers are expected to complete the orientation program for their particular function and to take directions from the supervisor who is responsible for their work.
- Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.
- Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss problems.
- Volunteers may not have access to staff-only areas without direct supervision or permission.

- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer whether this information involves single members of staff, volunteers, patrons, or other persons, or involves the overall business of the library. Failure to maintain confidentiality will result in immediate termination of the volunteer and/or other corrective action
- All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the Library Director.
- Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
- Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
- Volunteers who are interested in paid employment with the library should apply through the City of Palestine's Human Resources Department and will compete with all other applicants responding to notices for available positions.
- Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your supervisor and the Library Director.
- Library owned equipment and supplies are for library use only and may not be used for personal business.
- Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
- Volunteers must sign in and sign out in the volunteer notebook daily.
- Volunteers should always wear their name badges while working in the library.

Leaving Volunteer Service

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

Whenever possible, the library will make an effort to reassign the volunteer, if desired. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time. If a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

Reviewed and approved at Palestine Public Library Board Meeting held on 10/4/11

Reviewed and approved at Palestine Public Library Advisory Board Meeting held on 06/11/2024

Palestine Public Library Volunteer Policy Agreement

Please initial by each line and sign.

- I understand that I am bound by all library policies.
- I understand that I am prohibited from carrying or possessing a firearm or dangerous weapon while I perform volunteer work at the library.
- I understand that I am not allowed to bring unauthorized volunteers to assist during my scheduled volunteer hours until they have been interviewed and placed by PPL staff.
- I understand that as a volunteer I am considered a representative of the library and shall be guided by the same work and behavior codes as employees and work with the status of "at-will" employees.
- I understand whom I am to report to.
- I understand that I will not have access to staff-only areas if the staff member I work for is not present.
- I understand that I am bound by a confidentiality agreement and may not discuss issues pertaining to the function of the library or our patrons.
- I understand sexual harassment of any kind is strictly prohibited and should be reported.
- I understand that use of alcohol or illegal drugs is strictly prohibited.
- I understand that I am to be alert to any safety hazards and report any injuries, no matter how minor.

- I understand that library owned equipment and supplies are for library use only and may not be used for personal business. I must go through the same channel as patrons for such services as internet, copies, and prints.
- I understand that I am responsible for updating personal data, such as change of address or telephone number, etc., with a library staff member.
- I understand I must sign in and sign out in the volunteer notebook daily.
- I understand that a breach of any of these policies may lead to immediate termination of my status as a volunteer for Palestine Public Library.

Volunteer Signature/Date

Staff Signature/Date

Reviewed and approved at Palestine Public Library Board Meeting held on 2/14/17

Reviewed and approved at Palestine Public Library Board Meeting held on 06/11/2024

Welcome to the Palestine Public Library

Welcome to the Palestine Public Library's Volunteer Program! The library's staff and board thank you for expressing interest in working for the library on a voluntary basis.

Why does the library need volunteers?

Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective.

They enhance, rather than replace, adequate staffing. They enrich the library's offerings, rather than provide basic service. Volunteer service helps the library to make the best use of its fiscal resources. Volunteers are liaisons to the community and by their contribution are advocates for quality library service.

How do you become a volunteer?

- Complete the attached application.
- Obtain a criminal background check from the Sheriff's office, an ID will be required.
- Drop off both the application and the certified background check at the circulation desk.
- The library staff will call you when a volunteer position becomes available.
- Please be aware that some volunteer positions require a fixed schedule.
- Any volunteer under 16 years of age will be considered a "student intern" and must submit a Student Intern Parental Consent Form.
- For security purposes, the library cannot accommodate court referred volunteers.

Would you like to become a Friend of the Palestine Library?

The Friends of the Library is a group of library enthusiasts who work together to promote and expand the library's services to our community. The Friends provide support for the library through membership fees, fund-raising events such as our Annual Friends Book Sale to support special programming events, the annual Summer Reading Club, and much more. If you are not yet ready for the commitment of time and energy which might be necessary as a Library Volunteer, you might prefer to serve as an active member of the Friends of the Library. Stop by the Information Desk to find out more about becoming a Friend!



502 N. Queen Street · Palestine Texas 75801 (903) 729-4121
Fax 903 729-4062

Adult Volunteer Application

A.Contact Information

Date: _____

Name: _____
(Last) (First) (MI)

Date of Birth: ____ / ____ / ____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ ☐ Home ☐ Work ☐ Cell

Email Address: _____

B.Employment Information

Current Employer: _____

Position/Title: _____

Duties Include: _____

Other Employment Experience: (Please describe below)

C.Education Information

High School: ☐ Diploma ☐ GED

Current School Attending: (if any) _____

Adult Volunteer Application

Current Grade Level: (if any) _____

Check highest level of education completed:

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
- ☐ Associates ☐ Undergraduate ☐ Post Graduate ☐ Doctorate

Please list degrees and/or certifications

D.Volunteer Information

Have you ever volunteered before? ☐ Yes ☐ No

If yes, where? _____

How did you hear about the library’s volunteer program?

- ☐ Newspaper ☐ Palestine Public Library website ☐ Library Facebook
- ☐ Friends of the Library ☐ Other _____

Please note the skills, abilities, or interests below that are applicable to you:

- ☐ Previous Library Work

☐ Data entry

☐ Typing

☐ Bilingual

☐ Photography

☐ Other _____
- ☐ Knowledge of AV equipment

☐ Storytelling

☐ Crafts

☐ Historical Research / Genealogy

☐ Filing

Other skills, special interests, or hobbies: _____

Other organizations with which you currently volunteer: _____

E.Schedule / Availability

Please check the following time(s) you are available for volunteer service

	10-12	12-2	2-4	4-6	6-8
Monday					
Tuesday					
Wednesday					
Thursday					

Adult Volunteer Application

Friday					
Saturday					

F. Background Information

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☐ No If yes, please list: _____

All volunteer positions require a criminal background check. An authorization form will be required. See page 6 for procedure to obtain background check.

References

Personal Reference _____

Relationship _____

Telephone _____

Professional Reference _____

Relationship _____

Telephone _____

G. Emergency Contact Information

Person(s) to contact in the event of an emergency:

Name: _____

Relationship: _____

Telephone: _____

H. Liability and Confidentiality Waiver

I, _____, do hereby agree to indemnify and hold harmless the City of Palestine from any and all claims or causes of action that may arise out of the performance of my participation as a volunteer for the City of Palestine.

I understand that as a volunteer for the Palestine Public Library, I am not an employee and therefore not entitled to any compensation or benefits.

I also understand that in my capacity as a City of Palestine volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

I agree to follow all policies and procedures of the Palestine Public Library while volunteering. I understand that failure to comply with these policies and procedures may result in the termination of my volunteer services.

Adult Volunteer Application

I have read and understood all the terms and conditions of this release. I sign it voluntarily and with full knowledge of its significance.

Printed Name: _____

Signature: _____ Date: _____

Procedure for obtaining Background Check

Go to the Anderson County Sheriff’s Office, 1200 E. Lacy Street. The entrance is on the right side of the building; go through the main entrance, go down the hallway to your left until

you see the office door that is a ½ door, next to the vending machines. This is the office of the Records Supervisor. Upon showing your ID (government issued, ex. Driver's license or ID), then they will process the background check, then print out the document you will bring to the library.

Welcome to the Palestine Public Library

Welcome to the Palestine Public Library's Volunteer Program! The library's staff and board thank you for expressing interest in working for the library on a voluntary basis.

Why does the library need volunteers?

Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective.

They enhance, rather than replace, adequate staffing. They enrich the library's offerings, rather than provide basic service. Volunteer service helps the library to make the best use of its fiscal resources. Volunteers are liaisons to the community and by their contribution are advocates for quality library service.

How do you become a volunteer?

- If you are interested in volunteering, please complete the application included in this brochure and drop it off at the library. After your application has been reviewed, a staff member will call you. Please be aware that some volunteer positions require a fixed schedule, while others may be more flexible. A copy of the library's Volunteer Policy is available at the Information Desk.
- Any volunteer under 16 years of age will be considered a "student intern" and must submit a Student Intern Parental Consent Form.
- For security purposes, the library cannot accommodate court referred volunteers.

Would you like to become a Friend of the Palestine Library?

The Friends of the Library is a group of library enthusiasts who work together to promote and expand the library's services to our community. The Friends provide support for the library through membership fees and fund-raising events to support special programming events, the annual Summer Reading Club, and much more. If you are not yet ready for the commitment of time and energy which might be necessary as a Library Volunteer, you might prefer to serve as an active member of the Friends of the Library. Stop by the Information Desk to find out more about becoming a Friend!



502 North Queen Street · Palestine Texas 75801 · 903 729-4121 · Fax 903 729-4062 ·
cityofpalestinetx.com/158/Library

Student Intern Volunteer Application

A. Contact Information

Date: _____

Name: _____
(Last) (First) (MI)

Date of Birth: _____ / _____ / _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ ☐ Home ☐ Work ☐ Cell

Email Address: _____

B. Employment Information

Current Employer: _____

Position/Title: _____

Duties Include: _____

Other Employment Experience: (Please describe below)

C. Education Information

High School: ☐ Diploma ☐ GED

Current School Attending: (if any) _____

Current Grade Level: (if any) _____

Check highest level of education completed:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Please list any clubs or organizations to which you belong:

D. Volunteer Information

Have you ever volunteered before? ☐ Yes ☐ No

If yes, where? _____

How did you hear about the library's volunteer program?

☐ Newspaper ☐ Palestine Public Library website ☐ Library Facebook
☐ Friends of the Library ☐ Other _____

Please note the skills, abilities, or interests below that are applicable to you:

<input type="checkbox"/> Previous Library Work	<input type="checkbox"/> Knowledge of AV equipment
<input type="checkbox"/> Data entry	<input type="checkbox"/> Storytelling
<input type="checkbox"/> Typing	<input type="checkbox"/> Crafts
<input type="checkbox"/> Bilingual	<input type="checkbox"/> Historical Research / Genealogy
<input type="checkbox"/> Photography	<input type="checkbox"/> Filing
<input type="checkbox"/> Other _____	

Other skills, special interests, or hobbies: _____

Other organizations with which you currently volunteer: _____

Physical Limitations: _____

E. Schedule / Availability

Please check the following time(s) you are available for volunteer service.

	10-12	12-2	2-4	4-6	6-8
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

F. Background Information

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☐ No If yes, please list: _____

All volunteer positions require a criminal background check. An authorization form will be required.

References

Personal Reference _____

Relationship _____

Telephone _____

Professional Reference _____

Relationship _____

Telephone _____

G. Emergency Contact Information

Person(s) to contact in the event of an emergency:

Name: _____

Relationship: _____

Telephone: _____

H. Liability and Confidentiality Waiver

I, _____, do hereby agree to indemnify and hold harmless the City of Palestine from any and all claims or causes of action that may arise out of the performance of my participation as a volunteer for the City of Palestine.

I understand that as a volunteer for the Palestine Public Library, I am not an employee and therefore not entitled to any compensation or benefits.

I also understand that in my capacity as a City of Palestine volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended.

I agree to follow all policies and procedures of the Palestine Public Library while volunteering. I understand that failure to comply with these policies and procedures may result in the termination of my volunteer services.

I have read and understood all the terms and conditions of this release. I sign it voluntarily and with full knowledge of its significance.

Printed Name: _____

Signature: _____ Date: _____

Student Intern Parental Consent Form

For your child to become a volunteer with us, we need your consent and involvement in helping them have a productive experience. Please read and sign this parental consent form if you would like Palestine Public Library to continue the process of considering your child as a volunteer.

Note: This Parental Consent Form must be filled out for all volunteers under age 18. Children under the age of 14 may not volunteer at Palestine Public Library without the supervision of a parent, guardian, or other responsible adult unless permission is given by the Palestine Public Library Director.

I understand that my child, _____
wishes to be considered for volunteer work and I, _____
hereby give my permission for him/her to serve in that capacity, if accepted by
the Palestine Public Library. I understand that he/she will be provided with
orientation and training necessary for the safe and responsible performance of
his/her duties and that he/she will be expected to meet all the requirements of the
position, including regular attendance and adherence to Palestine Public Library
and City of Palestine policies and procedures. I understand that he/she will not
receive monetary compensation for the services contributed.

Parent/Guardian Signature:

Nature of relationship to volunteer:

Date:

Library Director Signature:



Agenda Date: 06/11/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Long Range Plan
Date Submitted: 06/07/2024

SUMMARY:

Discussion 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:
