

Kaitlin Scroggins, Chair
Lynn Calcote, Vice-Chair
Diana Payne, Board Member
Breck Quarles, Board Member
Morgan Multer, Board Member
Tyler Hebert, Board Member
David Braun, Board Member

Ana Sanchez, Library Director



**NOTICE OF MEETING
LIBRARY ADVISORY BOARD
November 12, 2024
11:30 a.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/86895988679?pwd=ia5jixBPuhvlohBNIMZbr3mYde3nTm.1>

Meeting ID: 868 9598 8679
Passcode: 981846

One tap mobile
+13462487799,,86895988679#,,,,*981846# 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/

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 reports, including Narrative, Stats, Charts, and Financial Reports for October 2024.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the October 8, 2024, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Library Advisory Board Annual Meeting and Election of Officers for Fiscal Year 2024-2025.

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, November 8, 2024, at 5:00 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: 11/12/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library Report
Date Submitted: 11/07/2024

SUMMARY:

Review the Library Director's report, including statistics and charts usage report and financial report for October 2024. Included is the Calendar of events for November 2024. An Open House is scheduled for Saturday, December 7, from 10-1. A movie, a take-and-make craft, and light refreshments will be offered.

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

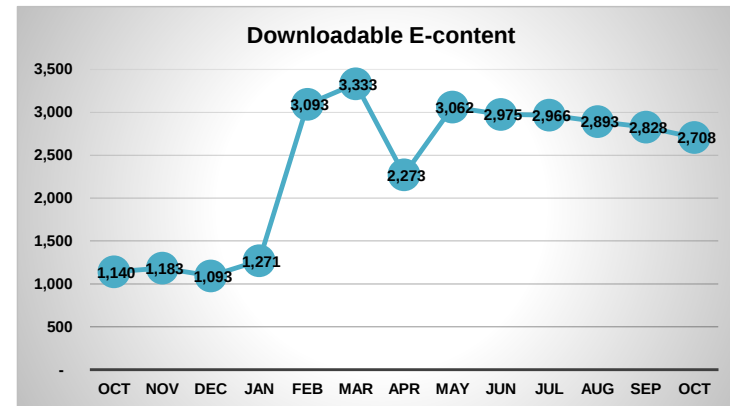
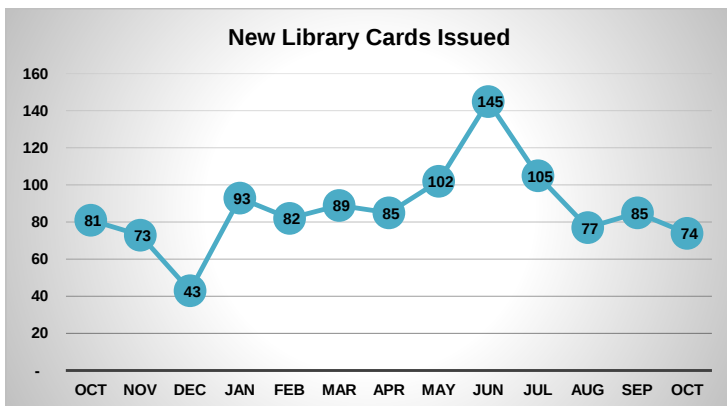
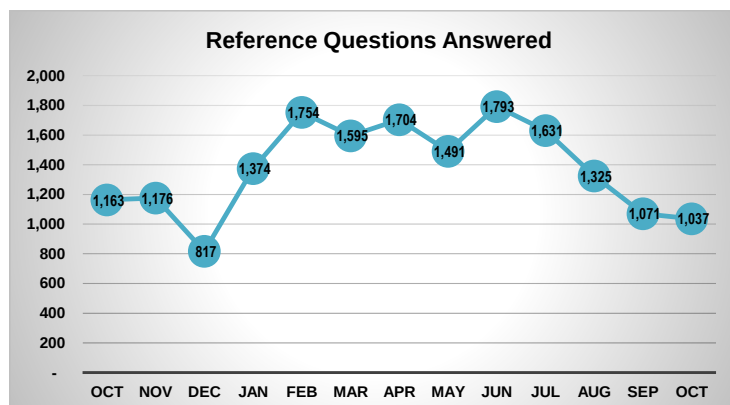
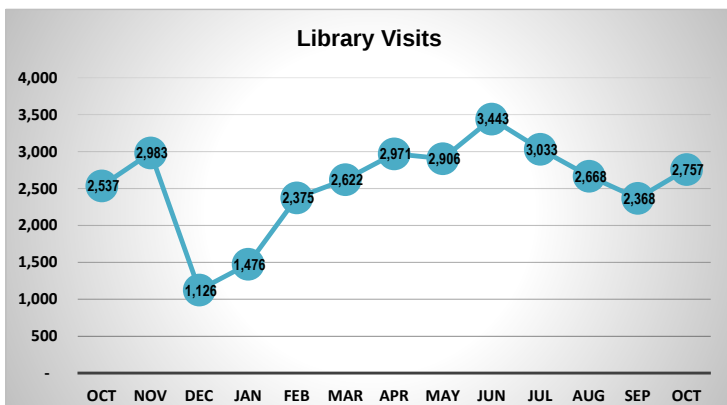
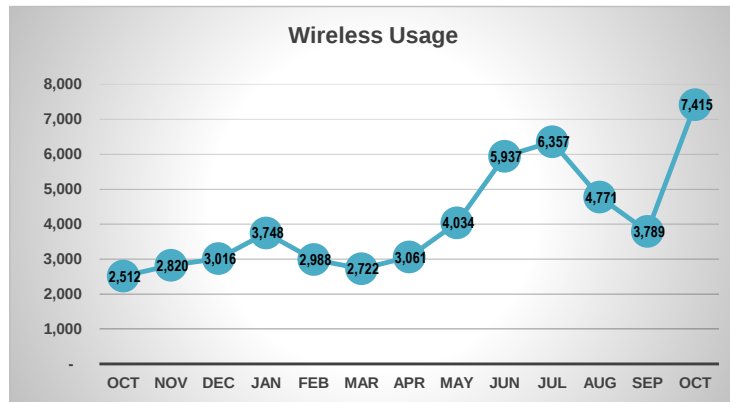
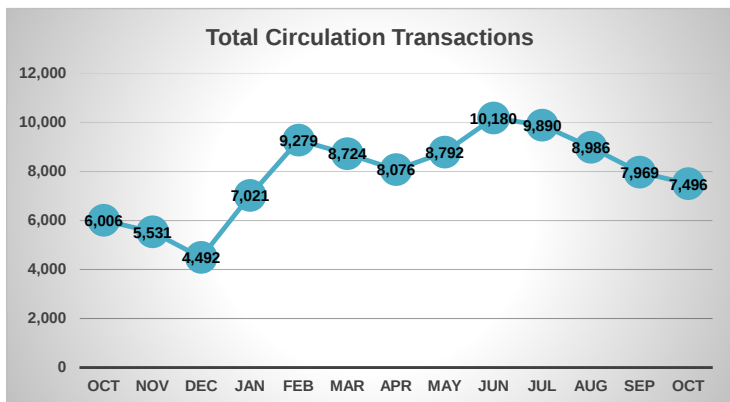
OCT24ST
OCT24CH
SEP24FIN
NOV24CAL

Library Usage Report

	2023			2024										
Operating Statistics	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	TOTAL
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	4,866	4,348	3,399	5,750	6,186	5,391	5,803	5,730	7,205	6,924	6,093	5,141	4,788	71,624
Print	4,257	3,807	2,962	4,750	5,116	4,462	4,978	4,817	6,245	5,865	5,183	4,199	3,917	60,558
Audio	182	146	140	317	294	190	150	180	189	157	126	141	144	2,356
Video	427	395	297	683	776	739	675	733	771	902	784	801	727	8,710
Downloadable audio/ebook usage	1,140	1,183	1,093	1,271	3,093	3,333	2,273	3,062	2,975	2,966	2,893	2,828	2,708	30,818
Total Circulation Transactions	6,006	5,531	4,492	7,021	9,279	8,724	8,076	8,792	10,180	9,890	8,986	7,969	7,496	94,946
Downloadable checkouts as % of total checkouts	18.98%	21.39%	24.33%	18.10%	33.33%	38.20%	28.15%	34.83%	29.22%	29.99%	32.19%	35.49%	36.13%	32.46%
In-House Use	551	362	301	355	501	414	387	501	568	440	359	253	361	5,353
Holds placed on items	44	34	26	38	50	19	24	30	29	35	32	23	24	408
Fines paid	\$ 354.15	\$521.77	\$268.85	\$708.08	\$774.30	\$523.99	\$ 460.91	\$ 638.84	\$ 671.99	\$ 708.70	\$ 377.99	\$ 329.46	\$ 343.19	\$ 6,682.22
Overdue notices sent	302	228	133	172	194	125	143	202	286	426	279	240	308	3,038
Items added	56	64	116	70	242	89	72	60	75	67	52	32	74	1,069
Items deleted	113	205	65	111	350	378	276	11	8	191	234	184	4	2,130
New library cards issued	81	73	43	93	82	89	85	102	145	105	77	85	74	1,134
Reference questions answered	1,163	1,176	817	1,374	1,754	1,595	1,704	1,491	1,793	1,631	1,325	1,071	1,037	17,931
Interlibrary Loan Borrow/Loan	11	11	3	18	17	9	26	10	6	6	13	10	15	155
Library visits	2,537	2,983	1,126	1,476	2,375	2,622	2,971	2,906	3,443	3,033	2,668	2,368	2,757	33,265
Youth/Family programs attendance	226	300	72	69	174	290	416	394	1,141	77	75	190	238	3,662
Adult programs attendance	33	46	80	62	47	67	316	43	29	50	51	78	153	1,055
Computer usage	303	243	199	391	368	519	522	470	546	511	427	476	480	5,455
Wireless usage	2,512	2,820	3,016	3,748	2,988	2,722	3,061	4,034	5,937	6,357	4,771	3,789	7,415	53,170

Program Attendance	
Youth-Passive	0
Youth -Active	232
Total	232
Teen-Passive	0
Teen Active	6
Total	6
Adult-Passive	0
Adult Active	153
Total	153
Total Programs Attendance	391

2023-2024 USAGE REPORT





City of Palestine, TX

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		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	284,486.36	284,486.36	0.00	0.00	284,486.36	100.00 %
010-620-51020	OVERTIME	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	0.00	0.00	4,752.00	100.00 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	0.00	0.00	4,800.00	100.00 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	0.00	0.00	22,838.18	100.00 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	0.00	0.00	49,531.18	100.00 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	0.00	0.00	1,564.67	100.00 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	0.00	0.00	44,937.49	100.00 %
Group: 510 - Personnel Total:		417,409.88	417,409.88	0.00	0.00	417,409.88	100.00%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	0.00	0.00	12,100.00	100.00 %
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	0.00	1,000.00	100.00 %
010-620-52040	UNIFORMS/APPAREL	500.00	500.00	0.00	0.00	500.00	100.00 %
010-620-52060	PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	100.00 %
010-620-52080	SMALL TOOLS/EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
010-620-52091	FURNITURE & OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
010-620-52201	READING PROGRAM	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
Group: 520 - Supplies & Materials Total:		21,600.00	21,600.00	0.00	0.00	21,600.00	100.00%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	0.00	0.00	650.00	100.00 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	0.00	0.00	4,300.00	100.00 %
010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	0.00	834.81	55,278.19	98.51 %
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	18,257.00	18,257.00	0.00	2,900.00	15,357.00	84.12 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
010-620-53511	ADVERTISING	500.00	500.00	0.00	0.00	500.00	100.00 %
010-620-53512	PRINTING SERVICES	3,100.00	3,100.00	0.00	0.00	3,100.00	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	500.00	500.00	0.00	0.00	500.00	100.00 %
010-620-53517	CONTRACTUAL SERVICES	48,060.00	48,060.00	0.00	4,967.88	43,092.12	89.66 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	0.00	0.00	24,800.00	100.00 %
Group: 530 - Professional/Contractual Services Total:		169,500.00	169,500.00	0.00	8,702.69	160,797.31	94.87%
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTEN...	2,872.00	2,872.00	0.00	0.00	2,872.00	100.00 %
010-620-54120	EQUIPMENT REPAIR/MAINT EXP	600.00	600.00	0.00	0.00	600.00	100.00 %
Group: 540 - Maintenance & Repairs Total:		3,472.00	3,472.00	0.00	0.00	3,472.00	100.00%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
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	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
Group: 545 - Utilities Total:		30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%

Budget Report

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Group: 580 - Capital Outlay							
010-620-58070	LIBRARY BOOKS	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
Group: 580 - Capital Outlay Total:		50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%
Expense Total:		691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%
Fund: 010 - GENERAL FUND Total:		691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%
Report Total:		691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%

Group Summary

Grou...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	417,409.88	417,409.88	0.00	0.00	417,409.88	100.00%
520 - Supplies & Materials	21,600.00	21,600.00	0.00	0.00	21,600.00	100.00%
530 - Professional/Contractual Services	169,500.00	169,500.00	0.00	8,702.69	160,797.31	94.87%
540 - Maintenance & Repairs	3,472.00	3,472.00	0.00	0.00	3,472.00	100.00%
545 - Utilities	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%
580 - Capital Outlay	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%
Expense Total:	691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%
Report Total:	691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%

Fund Summary

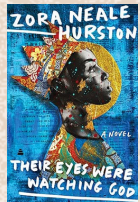
Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
010 - GENERAL FUND	691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%
Report Total:	691,981.88	691,981.88	0.00	8,702.69	683,279.19	98.74%

DINOVEMBER



Sunday closed	Monday 10-6	Tuesday 10-6	Wednesday 10-6	Thursday 10-7	Friday 10-6	Saturday 10-1
				paper craft holiday theme Nov. 2 10:30 @annex	device advice 10-11	adult paper craft 10:30-12:30
3	4 Dinosaur Dimensions 5P Council Chambers	5 stitched with love 10-12 children beginning crochet 4:30-5:30	6 storytime 10:30 & 1:00	7 Teen Art journaling 5:30-6:30	8 device advice 10-11 family movie 4:00P November 8 Family Movie 'Onward' 4:00P	9 closed
10 soft friends sleepover in library Nov. 13th	11 closed	12 stitched with love 10-12 printmaking 4:30-5:30	13 storytime 10:30 & 1:00 soft friends sleepover drop off	14 soft friends pick up before 5P Teen D & D 5:30-7:00	15 device advice 10-11	16 
17	18 Lego Block Hour 4:30-5:30	19 stitched with love 10-12 printmaking 4:30-5:30	20 storytime 10:30 & 1:00	21 Teen Embroidery 5:30-7:00 book discussion 6:00P	22 device advice 10-11	23 Saturday storytime 11:00
24	25	26 stitched with love 10-12 printmaking 4:30-5:30	27 storytime 10:30 library closes at 2:00P	28  happy thanksgiving	29 closed	30 closed

All day games in the library 11/25-11/27



November
21st
book discussion



10-Tai Chi
Saturdays @
First Christian
Church
113 E Crawford St



Palestine
Library
established 1882

502 N. QUEEN ST .
903-729-4121



Agenda Date: 11/12/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: LAB Minutes
Date Submitted: 11/07/2024

SUMMARY:

Review and discuss Minutes for the October 8, 2024, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Consider approval of the Minutes for the October 8, 2024, Library Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

OCT24MIN

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, October 8, 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, Breck Quarles, Morgan Multer David Braun and Tyler Hebert. Staff members: Library Director Ana Sanchez, City Secretary April Jackson

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)-No report.
2. Report from Memorial Board. No report.
3. Review and discuss Library Director's report including Stats and Financial Reports for September 2024 upcoming October programs.

APPROVAL OF MINUTES

Board Member Breck Quarles made a motion, seconded by Board Member Morgan Multer to approve Minutes from September 10, 2024, meeting. Upon vote, the motion was carried unanimously 7-0

DISCUSSION AND ACTION ITEMS -None

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, upon vote, the motion was carried unanimously 7-0, to adjourn the meeting at 11:58 a.m.

PASSED AND APPROVED THIS 12th November 2024.

Kaitlin Scroggins, Chair

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 11/12/2024
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Annual Meeting-Election of Officers
Date Submitted: 11/08/2024

SUMMARY:

Discuss and take action regarding the Library Advisory Board Annual Meeting and Election of Officers for FY 2024-2025. Consider making appointments for the Chair and Vice-Chair positions on the Library Advisory Board.

RECOMMENDED ACTION:

Consider making appointments for the Chair and Vice-Chair positions for the Library Advisory Board for FY 2024-2025.

CITY MANAGER APPROVAL:
