

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

Ana Sanchez, Library Director



**NOTICE OF MEETING
LIBRARY ADVISORY BOARD
January 14, 2025
11:30 a.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89672772230?pwd=8djgPmbEzYSTfrcw2sOnt1yEu1M16C.1>

Meeting ID: 896 7277 2230
Passcode: 304759

One tap mobile
+13462487799,,89672772230#,,, *304759# 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/palestinetxt/

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 November and December 2024.

F. APPROVAL OF MINUTES

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

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Waiver and Permission for Programs.
2. Discussion and possible action regarding the Meeting Room Policy and Application.

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 10, 2025, at 3:00 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: 01/14/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Director's Report
Date Submitted: 12/19/2024

SUMMARY:

Review the Library Director's report, including statistics and charts, a usage report, and a financial report for November and December 2024. Included is the Calendar of Events for January 2025. An Open House was held on Saturday, December 7, 2024, from 10-1. A movie, a take-and-make craft, and light refreshments were offered. 189 attendees came to the Open House. The book discussion group is moving to a noon Brown Bag Lunch Book Talk on the 4th Thursday of the month in the Redlands Annex. The first Thursday, Teen Night changed to Art Night for participants ages eight and older. Printmaking will be held from 5:30-6:30 in the Carnegie building for participants 12 and older. E-Content use report.

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

NOV24ST
NOV24CH
DEC24ST
DEC24CH
FINDEC24
JAN24CAL
ECRpt24

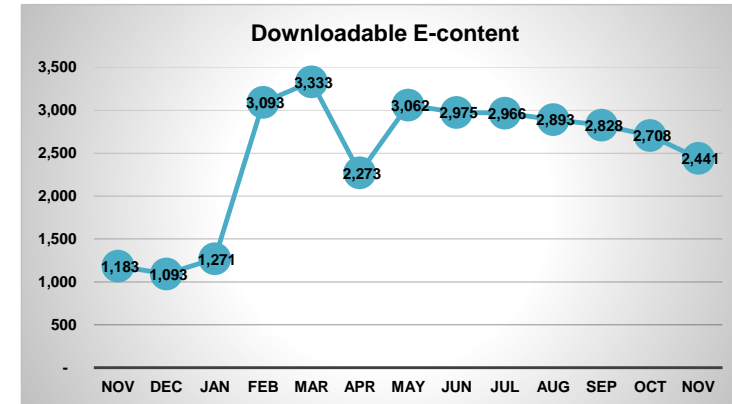
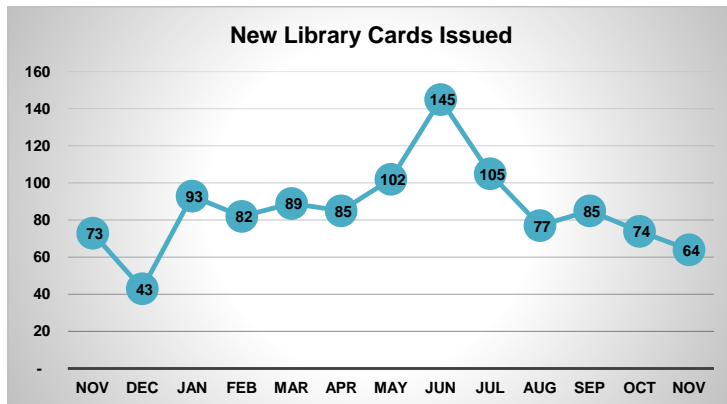
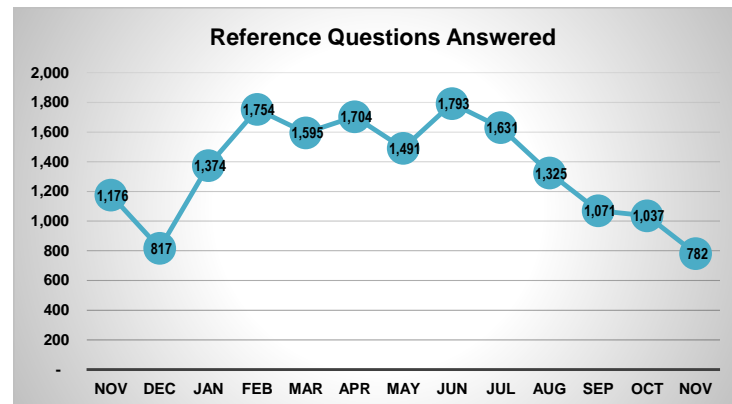
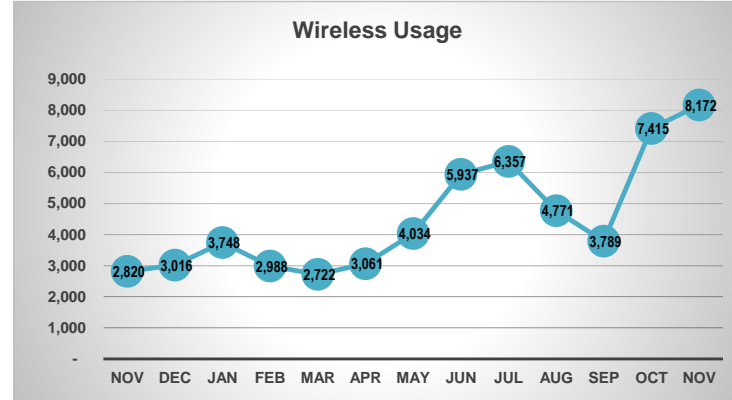
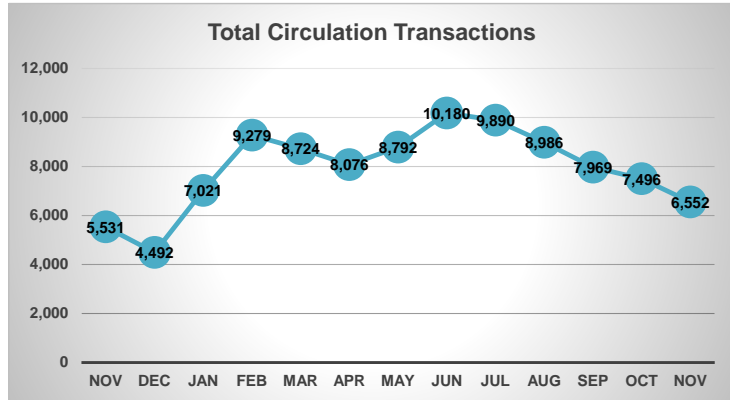
Library Usage Report

	2023		2024											
Operating Statistics	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	4,348	3,399	5,750	6,186	5,391	5,803	5,730	7,205	6,924	6,093	5,141	4,788	4,893	71,651
Print	3,807	2,962	4,750	5,116	4,462	4,978	4,817	6,245	5,865	5,183	4,199	3,917	3,470	59,771
Audio	146	140	317	294	190	150	180	189	157	126	141	144	119	2,293
Video	395	297	683	776	739	675	733	771	902	784	801	727	522	8,805
Downloadable audio/ebook usage	1,183	1,093	1,271	3,093	3,333	2,273	3,062	2,975	2,966	2,893	2,828	2,708	2,441	32,119
Total Circulation Transactions	5,531	4,492	7,021	9,279	8,724	8,076	8,792	10,180	9,890	8,986	7,969	7,496	6,552	88,940
Downloadable checkouts as % of total checkouts	21.39%	24.33%	18.10%	33.33%	38.20%	28.15%	34.83%	29.22%	29.99%	32.19%	35.49%	36.13%	37.26%	36.11%
In-House Use	362	301	355	501	414	387	501	568	440	359	253	361	340	5,142
Holds placed on items	34	26	38	50	19	24	30	29	35	32	23	24	37	401
Fines paid	\$521.77	\$268.85	\$708.08	\$774.30	\$523.99	\$ 460.91	\$ 638.84	\$ 671.99	\$ 708.70	\$ 377.99	\$ 329.46	\$ 343.19	\$ 266.84	\$ 6,594.91
Overdue notices sent	228	133	172	194	125	143	202	286	426	279	240	308	192	2,928
Items added	64	116	70	242	89	72	60	75	67	52	32	74	49	1,062
Items deleted	205	65	111	350	378	276	11	8	191	234	184	4	18	2,035
New library cards issued	73	43	93	82	89	85	102	145	105	77	85	74	64	1,117
Reference questions answered	1,176	817	1,374	1,754	1,595	1,704	1,491	1,793	1,631	1,325	1,071	1,037	782	17,550
Interlibrary Loan Borrow/Loan	11	3	18	17	9	26	10	6	6	13	10	15	11	155
Library visits	2,983	1,126	1,476	2,375	2,622	2,971	2,906	3,443	3,033	2,668	2,368	2,757	2,216	32,944
Youth/Family programs attendance	300	72	69	174	290	416	394	1,141	77	75	190	238	252	3,688
Adult programs attendance	46	80	62	47	67	316	43	29	50	51	78	153	83	1,105
Computer usage	243	199	391	368	519	522	470	546	511	427	476	480	347	5,499
Wireless usage	2,820	3,016	3,748	2,988	2,722	3,061	4,034	5,937	6,357	4,771	3,789	7,415	8,172	58,830

Program Attendance	
Youth-Passive	0
Youth -Active	247
Total	247
Teen-Passive	0
Teen Active	5
Total	5
Adult-Passive	0
Adult Active	83
Total	83
Total Programs Attendance	335

GED Class attendance: 60

2024-2025 USAGE REPORT



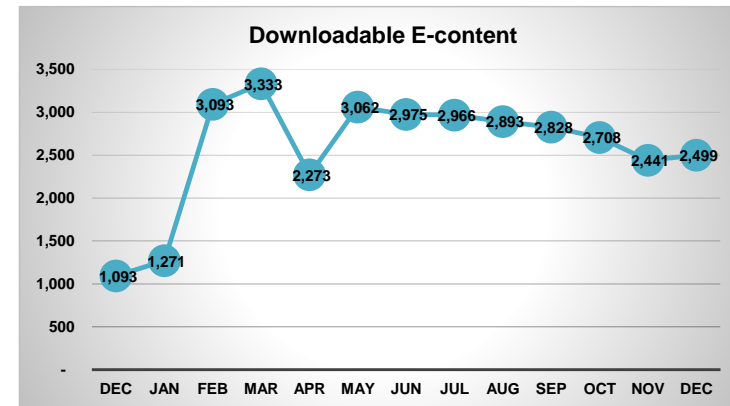
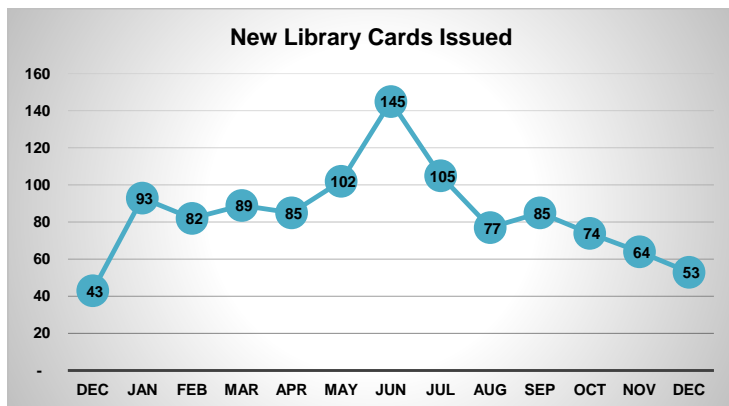
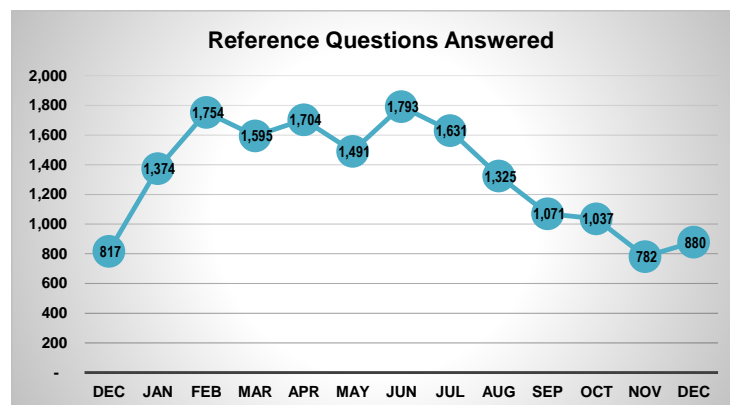
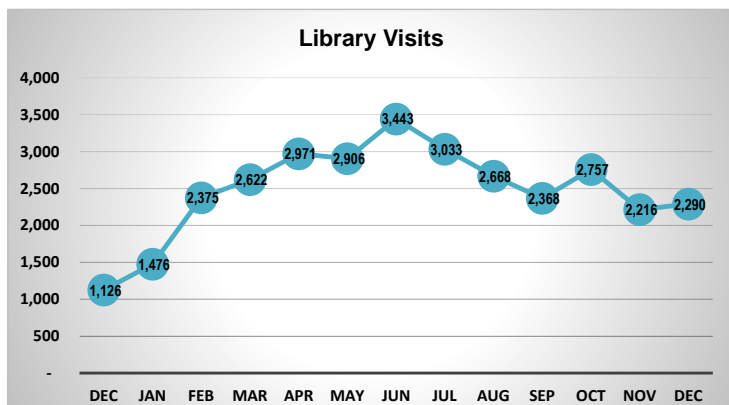
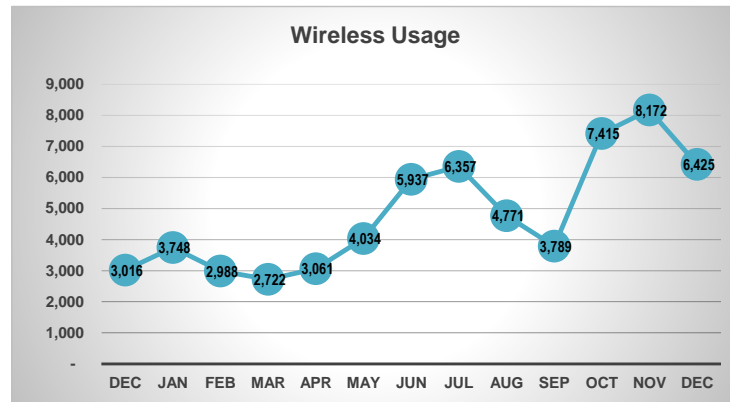
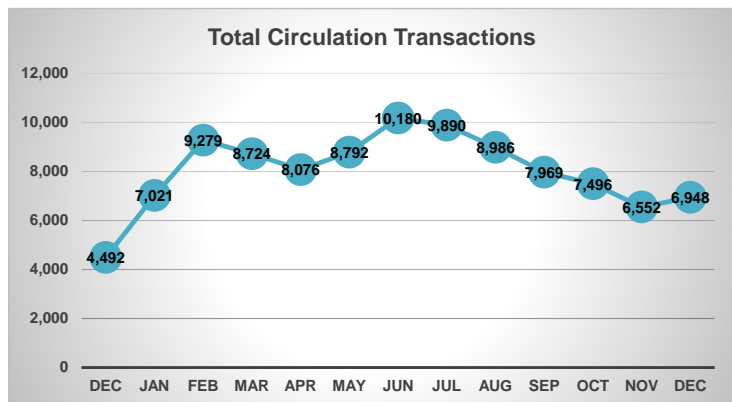
Library Usage Report

	2023	2024												
Operating Statistics	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	3,399	5,750	6,186	5,391	5,803	5,730	7,205	6,924	6,093	5,141	4,788	4,893	4,449	68,353
Print	2,962	4,750	5,116	4,462	4,978	4,817	6,245	5,865	5,183	4,199	3,917	3,470	3,609	56,611
Audio	140	317	294	190	150	180	189	157	126	141	144	119	122	2,129
Video	297	683	776	739	675	733	771	902	784	801	727	522	718	8,831
Downloadable audio/ebook usage	1,093	1,271	3,093	3,333	2,273	3,062	2,975	2,966	2,893	2,828	2,708	2,441	2,499	32,342
Total Circulation Transactions	4,492	7,021	9,279	8,724	8,076	8,792	10,180	9,890	8,986	7,969	7,496	6,552	6,948	99,913
Downloadable checkouts as % of total checkouts	24.33%	18.10%	33.33%	38.20%	28.15%	34.83%	29.22%	29.99%	32.19%	35.49%	36.13%	37.26%	35.97%	32.37%
In-House Use	301	355	501	414	387	501	568	440	359	253	361	340	359	4,838
Holds placed on items	26	38	50	19	24	30	29	35	32	23	24	37	20	361
Fines paid	\$268.85	\$708.08	\$774.30	\$523.99	\$ 460.91	\$ 638.84	\$ 671.99	\$ 708.70	\$ 377.99	\$ 329.46	\$ 343.19	\$ 266.84	\$ 479.05	6,283
Overdue notices sent	133	172	194	125	143	202	286	426	279	240	308	192	123	2,690
Items added	116	70	242	89	72	60	75	67	52	32	74	49	64	946
Items deleted	65	111	350	378	276	11	8	191	234	184	4	18	24	1,789
New library cards issued	43	93	82	89	85	102	145	105	77	85	74	64	53	1,054
Reference questions answered	817	1,374	1,754	1,595	1,704	1,491	1,793	1,631	1,325	1,071	1,037	782	880	16,437
Interlibrary Loan Borrow/Loan	3	18	17	9	26	10	6	6	13	10	15	11	10	151
Library visits	1,126	1,476	2,375	2,622	2,971	2,906	3,443	3,033	2,668	2,368	2,757	2,216	2,290	31,125
Youth/Family programs attendance	72	69	174	290	416	394	1,141	77	75	190	238	252	137	3,453
Adult programs attendance	80	62	47	67	316	43	29	50	51	78	153	83	229	1,208
Computer usage	199	391	368	519	522	470	546	511	427	476	480	347	459	5,516
Wireless usage	3,016	3,748	2,988	2,722	3,061	4,034	5,937	6,357	4,771	3,789	7,415	8,172	6,425	59,419

Program Attendance	
Youth-Passive	0
Youth -Active	124
Total	124
Teen-Passive	0
Teen Active	13
Total	13
Adult-Passive	145
Adult Active	84
Total	229
Total Programs Attendance	366

GED Class attendance: 15
 Stitched with Love: Hand crocheted or knit items
 Stockpot 30 hats 15 scarves
 Nursing 22 shawls
 homes

2024-2025 USAGE REPORT





Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		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	284,486.36	284,486.36	20,646.81	61,755.46	222,730.90	78.29 %
010-620-51020	OVERTIME	4,500.00	4,500.00	159.38	566.96	3,933.04	87.40 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	300.00	717.60	4,034.40	84.90 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	300.00	735.00	4,065.00	84.69 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	1,591.85	4,757.88	18,080.30	79.17 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	3,234.72	10,618.14	38,913.04	78.56 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	117.73	350.75	1,213.92	77.58 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	2,998.28	8,834.76	36,102.73	80.34 %
Group: 510 - Personnel Total:		417,409.88	417,409.88	29,348.77	88,336.55	329,073.33	78.84 %
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	1,747.85	2,571.57	9,528.43	78.75 %
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	80.33	919.67	91.97 %
010-620-52040	UNIFORMS/APPAREL	500.00	500.00	0.00	538.25	-38.25	-7.65 %
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	34.58	965.42	96.54 %
010-620-52201	READING PROGRAM	4,000.00	4,000.00	111.03	338.92	3,661.08	91.53 %
Group: 520 - Supplies & Materials Total:		21,600.00	21,600.00	1,858.88	3,563.65	18,036.35	83.50 %
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.23	120.69	529.31	81.43 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	0.00	609.00	3,691.00	85.84 %
010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	0.00	2,939.19	53,173.81	94.76 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	490.33	490.33	6,229.67	92.70 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,257.00	18,257.00	713.88	9,774.00	8,483.00	46.46 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	578.00	4,422.00	88.44 %
010-620-53511	ADVERTISING	500.00	500.00	27.50	82.50	417.50	83.50 %
010-620-53512	PRINTING SERVICES	3,100.00	3,100.00	0.00	708.00	2,392.00	77.16 %
010-620-53513	MERCHANT CR CRD PROCESSING	1,500.00	1,500.00	143.75	430.02	1,069.98	71.33 %
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	4,565.98	14,731.16	33,328.84	69.35 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	0.00	2,500.00	22,300.00	89.92 %
Group: 530 - Professional/Contractual Services Total:		169,500.00	169,500.00	5,981.67	32,962.89	136,537.11	80.55 %
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTEN...	2,872.00	2,872.00	0.00	2,871.50	0.50	0.02 %
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	2,871.50	600.50	17.30 %
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	724.64	1,168.41	14,831.59	92.70 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	143.60	492.05	2,507.95	83.60 %
010-620-54502	UTILITIES - GAS	1,000.00	1,000.00	95.04	190.08	809.92	80.99 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	506.88	1,541.04	8,458.96	84.59 %
Group: 545 - Utilities Total:		30,000.00	30,000.00	1,470.16	3,391.58	26,608.42	88.69 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 12/31/2024

		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	3,460.31	9,156.20	40,843.80	81.69 %
Group: 580 - Capital Outlay Total:		50,000.00	50,000.00	3,460.31	9,156.20	40,843.80	81.69%
Expense Total:		691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%
Fund: 010 - GENERAL FUND Total:		691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%
Report Total:		691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%

Group Summary

Grou...	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	
Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	417,409.88	417,409.88	29,348.77	88,336.55	329,073.33	78.84%
520 - Supplies & Materials	21,600.00	21,600.00	1,858.88	3,563.65	18,036.35	83.50%
530 - Professional/Contractual Services	169,500.00	169,500.00	5,981.67	32,962.89	136,537.11	80.55%
540 - Maintenance & Repairs	3,472.00	3,472.00	0.00	2,871.50	600.50	17.30%
545 - Utilities	30,000.00	30,000.00	1,470.16	3,391.58	26,608.42	88.69%
580 - Capital Outlay	50,000.00	50,000.00	3,460.31	9,156.20	40,843.80	81.69%
Expense Total:	691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%
Report Total:	691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%

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	42,119.79	140,282.37	551,699.51	79.73%
Report Total:	691,981.88	691,981.88	42,119.79	140,282.37	551,699.51	79.73%

January 2025

Sunday closed	Monday 10-6	Tuesday 10-6	Wednesday 10-6	Thursday 10-7	Friday 10-6	Saturday 10-1
			1 Closed New Year's Day	2 Art Night 5:30-6:30 @ Carnegie	3 Device Advice 10-11	4 Tai Chi 10:00AM
5	6 Lego Block Hour 4:30-5:30	7 Stitched with Love 10-12	8 Storytime 10:30 & 1:00	9 Teen Night D&D 5:30-7:00	10 Device Advice 10-11 Family Movie 3:30PM Little Women	11 Tai Chi 10:00AM Adult Paper-craft 10:30-12:30
12	13 Chess Meet Up 4:30-5:30	14 Stitched with Love 10-12	15 Storytime 10:30 & 1:00	16 Printmaking 5:30-6:30 @Carnegie	17 Device Advice 10-11 Felt Embroidery 4:30-5:30 @Carnegie	18 closed
19	20 closed Martin Luther King Jr	21 Stitched with Love 10-12	22 Storytime 10:30 & 1:00	23 Teen Night D&D 5:30-7:00 Brown Bag Lunch book talk@Noon	24 Device Advice 10-11	25 Tai Chi 10:00AM
26	27	28 stitched with Love 10-12	29 Storytime 10:30 & 1:00	30	31 Device Advice 10-11	



E-Content Checkouts by Service

	Audiobooks	Bingepass	Comics	Ebooks	Movies	Music	Television	TOTAL by platform	Budget	Cost /CKO
Boundless				330				330	0	\$ -
CloudLibrary	4001			15744				19745	\$ 5,000.00	\$ 0.25
Hoopla	2291	57	122	1085	215	73	218	4061	\$ 6,000.00	\$ 1.48
Libby	4153			4953				9106	\$ 6,000.00	\$ 0.66
Total per Format	6444	57	122	6038	215	73	218	33242	\$ 17,000.00	\$ 0.51



Agenda Date: 01/14/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library Minutes
Date Submitted: 01/08/2025

SUMMARY:

Review and discuss minutes for the November 12, 2024, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval as presented.

CITY MANAGER APPROVAL:

Attachments

NOV24MIN

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 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, Breck Quarles, David Braun and Tyler Hebert. Board Members absent: Morgan Multer. 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 -Miscelle Sheppard commented on the use of AI. Citizen did not elaborate on anything specific. Staff to follow up with the patron after the meeting.

CONFLICT OF INTEREST DISCLOSURES

None.

REPORTS

1. Report from Library Friends. (Hewitt)-No report.
2. Report from Memorial Board. (Safford)-No report.
3. Review and discuss Library Director's report including Stats and Financial Reports for October 8, 2024, upcoming November 2024 events. Lynn Calcote gave a show and tell from her participation in the Papercrafts program.

APPROVAL OF MINUTES

Board Member Tyler Hebert made a motion, seconded by Board Member Breck Quarles to approve Minutes from October 8, 2024, meeting. Upon vote, the motion was carried unanimously 6-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and action were taken regarding the Library Advisory Board Annual Meeting and Election of Officers for Fiscal year 2024-2025. Vice-Chair Lynn Calcote made a motion to nominate Kaitlin Scroggins to Chair position, seconded by Board Member David Braun. Upon vote, the motion was carried unanimously 6-0. Board Member Breck Quarles made a motion to nominate Tyler Hebert to Vice-Chair position, seconded by David Braun. Upon vote, the motion was carried unanimously 6-0.

ADJOURN

With no other business to come before the Board, Board member David Braun made a motion, seconded by Board Member Diana Payne, upon vote, the motion was carried unanimously 6-0, to adjourn the meeting at 11:59 a.m.

PASSED AND APPROVED THIS 14th January 2025.

Kaitlin Scroggins, Chair

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 01/14/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Program Waiver Release Form
Date Submitted: 01/09/2025

SUMMARY:

Review and consider approval of the Waiver and Permission for Programs. Some programs require the use of tools or materials that may cause injury if not used correctly. Examples of some of these programs are printmaking, embroidery, STEM activities. The form has been reviewed by the City Attorney.

RECOMMENDED ACTION:

Staff recommends approval of the Waiver and Permission for Programs.

CITY MANAGER APPROVAL:

Attachments

PWFM25



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

Waiver and Permission for Programs

All participating family members may be listed on the same sheet.

Name of Program: _____

Name of Participant(s): _____

Parent/ Guardian Name(s): _____

Address: _____

Home Phone: _____ Cell Phone: _____

WAIVER AND RELEASE OF ALL CLAIMS

Please read this section carefully and be aware that in signing up and participating in the above program, you will be expressly assuming the risk and legal liability as well as availing and releasing all claims of injuries, damages, or loss which you or your minor child might sustain as a result of participating in any and all activities associated with the above program.

I recognize and acknowledge that there are certain risks of physical injury to participants in these activities and I voluntarily agree to assume the full risk of any and all injuries, damages, or loss, regardless of severity, that my minor child or I might sustain as a result of said participation. I understand that the City of Palestine does not assume any responsibility for and has no obligation to provide financial or other assistance, including but not limited to medical, health or disability insurance, in the event of injury or illness. I further agree to waive and relinquish all claims that I or my child may have against the City of Palestine and the Palestine Public Library, including its officials, agents, volunteers, and employees (herein after referred to as the "City"). I do hereby fully release and forever discharge the City from any and all claims for injuries, damages, or loss that my minor child or I may have which may accrue to me or my minor child arising out of, connected with, or in any way associated with these programs and activities. I acknowledge, warrant, and represent that I am signing this Waiver and Release for the purposes and considerations herein expressed freely, voluntarily, and of my own free will.

Signature of Participant/Parent or Guardian

Date

DRAFT



Agenda Date: 01/14/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Meeting Room Policy
Date Submitted: 01/09/2025

SUMMARY:

Discuss and consider approval of the Meeting Room Policy and Application. The Special Collections building in the Redlands Annex has been used in the past several months for small group meetings ranging from library-sponsored programs, Friends and Memorial Board Meetings, DRT meetings, Legal Services, and PAVE GED classes. In order to maintain efficiency and optimal service and access, a policy is needed. An application has been created to streamline the reservation process. The space will only be open to groups of civic, non-profit, or other not-for-profit business meetings. The reservation may be made in advance. There are two spaces. The Learning Center is enclosed and equipped with Wi-Fi, a TV and HDMI cable, tables, and chairs. The Meeting Room is a public space, and no equipment is available. Tables and chairs are provided. In each meeting space, 12 people can sit comfortably.

RECOMMENDED ACTION:

Consider approval of the Meeting Room Policy and Application.

CITY MANAGER APPROVAL:

Attachments

MRPOL25
MRAPP25



502 N. Queen St. Palestine, TX 75801 P: 903-729-4121 F: 903-729-4062
Library Hours: Monday-Wednesday and Friday 10am-6pm, Thursday 10am-7pm, Saturday 10am-1pm

MEETING ROOM USE POLICY

1. POLICY STATEMENT

- 1.1.1. The Meeting Room of the Palestine Public Library is open to non-profit groups and organizations whose purpose is not illegal and whose conduct within the library follows City of Palestine, State of Texas, and United States laws, codes and ordinances. Meeting Rooms are available for meetings of a civic, cultural, charitable, intellectual, or educational nature at no charge to the public. Use of these rooms will not be granted for meetings which are commercial in nature. Use of these rooms is subject to the following policies and regulations. These policies do not apply to City of Palestine or Palestine Public Library programs, Palestine Library Friends, Palestine Library or Memorial Board events.
- 1.1.2. Groups and/or activities for which the meeting room may be reserved.
 - A. City of Palestine, Palestine Public Library, Palestine Library Friends, Palestine Library and Memorial Board sponsored activities are given priority in consideration for use of the meeting room.
 - B. All meetings must be free of charge. While using library meeting space, parties shall not engage in commercial, financial, or monetary activity. No materials may be sold, or donations be solicited. No money shall be exchanged. Contracts may not be solicited nor be entered into in library meeting space.
 - C. Requests for meeting rooms or meetings that are social in their purpose will not be granted. Examples of social are birthday, anniversary, going away, or retirement parties, wedding receptions, and/or parties held to honor a particular person or holiday. Student recitals of for-profit teachers are interpreted to be commercial/social.
 - D. Meeting space may be used for partisan political activities, ONLY when all candidates are invited by an independent civic organization. Elected officials may use the meeting room to meet with constituents, but such meetings may not be used for re-election purposes.
- 1.1.3. Any unusual expenses incurred by the library because of the meeting will be charged to the individual who reserved the meeting space. The individual reserving the room shall be financially responsible for damage to walls, floor covering, tables, chairs, and/or fixtures and any other contents of the room.
- 1.1.4. Use of the Library's meeting rooms does not constitute library or city endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted. The library's name may only be used to indicate location of the program and not a referral for information about the program.
- 1.1.5. Violation of these rules is grounds for revocation of the privilege to use the meeting space.
- 1.1.6. Approval or denial of the request by the Library Director will be based on current Library policies, in consultation with the Library Board. Staff will notify applicants of the application status.
- 1.1.7. The Library Director is responsible for all activities in the library and reserves the right to ask library staff to be present during any meeting.

2. RESERVATIONS

- 2.1.2. Groups may schedule the room for up to 2 hours for an educational or non-commercial business purpose.
- 2.1.3. Requests for use of a meeting room should be completed in writing using the "Meeting Room Use Application". The group representative reserving the Meeting Room must be at least 18 years old, have a library card in good standing. The organization in whose name the reservation has been made shall be the same organization conducting the meeting for which the application is made. No group may reserve or use any meeting room unless it complies in all respects with the provisions of this policy and submits, in fully executed form, the application called for in this policy, and any insurance certificate requested pursuant hereto. Any false, misleading or incomplete statement on the application form shall be grounds to forbid the use of the meeting room by the applicant individual or group.
- 2.1.4. There are two spaces available for reservation in the Palestine Public Library Special Collections located in the Redlands Annex. The Meeting Room is a public space with limit of 12. The Learning Center is an enclosed space with the limit of 12. Group must select the space at the time of reservation. Applications are received at the Palestine Public Library Circulation Desk and will be filed and considered in order of receipt and availability of the Meeting Room. Scheduling should be done in advance; no spontaneous use may be authorized.
- 2.1.5. The Meeting Room is available for reservation to the public during the library's regular hours of operation. The maximum occupancy of the room is 12 people. Meetings involving confidential discussions or materials shall not be scheduled in the library. The Meeting Room shall not be used for private parties or events.
- 2.1.6. Meeting space may be reserved up to twelve months in advance. Regular use (monthly or weekly) must be confirmed every three months with the understanding that library programs take precedence.
- 2.1.7. Set-up and clean-up time must be included in the reservation time.
- 2.1.8. Meetings will normally be held only during regular library hours.
- 2.1.9. The scheduled group is responsible for setting up chairs, tables, and equipment prior to the meeting. Palestine Public Library provides chairs and tables in the meeting room.
- 2.1.10. The Learning Center is equipped with an HD TV, HDMI cable and access to open access Wi-Fi. The Group must request the equipment in advance. The public meeting space does provide any equipment. Group requesting the reservation must provide their own equipment and inform the library at the time of reservation the type of equipment used.

3. FEES

- 3.1.1. Organizations using any library facility are fully responsible for any damages based upon actual repair or replacement costs of library facilities or equipment
- 3.1.2. No fees are charged for the use of library meeting rooms. Groups using library rooms may not charge admission.
- 3.1.3. Any unusual expenses incurred by the library because of the meeting will be charged to the individual who reserved the meeting space. The individual reserving the room shall be financially responsible for damage to walls, floor covering, tables, chairs, and/or fixtures and any other contents of the room.

4. REFRESHMENTS

- 4.1.1. No food or beverage is allowed at any time in the Meeting Room. Neither tobacco products nor alcoholic beverages may be consumed on library premises.
- 4.1.2. Light refreshments are only permitted for City of Palestine, Palestine Public Library, Palestine Library Friends, Palestine Library and Memorial Board sponsored activities.

5. USER RESPONSIBILITIES

- 5.1.1. Room use must be under the direct supervision of the adult making the reservation, or their designated representative, as stated on the application
- 5.1.2. The room must be vacated and all the group or individual's equipment removed before the ending time of the reservation.
- 5.1.3. The room must be left in a clean and orderly condition.
- 5.1.4. Organizations must notify the library of any cancellation on their part as soon as possible.
- 5.1.5. Any announcements or notices to publicize an activity should not be posted or distributed without prior approval from the Library Director.
- 5.1.6. Attendance at meetings shall be limited to the capacity of the meeting room as listed in this policy.
- 5.1.7. The library staff is not responsible for the supervision of children while adults attend meetings. A copy of the Palestine Public Library Safe Child Policy may be obtained from a library staff member.
- 5.1.8. Programs or meetings may not disturb the use of the library by other patrons.
- 5.1.9. Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use. The library is not responsible for lost or stolen items.
- 5.1.10. Meetings must be concluded and all persons out of the building 30 minutes before the library is scheduled to close. The library staff will close the main doors promptly at closing time.

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

Revision approved by the Palestine Public Library Board 5/6/14.

Revisions approved by the Palestine Public Library Board 01/14/2025



502 N. Queen St. Palestine, TX 75801 P: 903-729-4121 F:903-729-4062
Library Hours: Monday, Tuesday, Wednesday and Friday 10am-6pm; Thursday 10am-7pm, Saturday 10am-1pm

Meeting Room Application

Fill out this form and return in person to Circulation desk staff . Or e-mail to: asanchez@palestine-tx.org

Please check one: Group meeting space is available in Special Collections in the Redlands Annex at 315 W. Oak St.

SC Meeting Room (public space sits 12) _____

SC Learning Center (enclosed space sits 12) _____

Date _____

Organization or Individual's name _____

Purpose of meeting _____

Meeting Date (s): _____ from _____ a.m.-p.m.

Responsible Party: _____ Phone: _____

Library card number: _____

Mailing Address: _____

Email address: _____

Preferred method of communication (check one): Phone _____ E-mail: _____

May we publicize your meeting? Yes _____ No _____

Anticipated number of attendees (estimated) _____

We, the Organization, have requested the use of the following items in advance of the requested meeting date:

Learning Center ONLY: _____TV _____HDMI Cable

List any other equipment not provided by the library, you will be using for your meeting:

The undersigned agrees on behalf of the above-named organization to be financially responsible for any damage or loss sustained to library property while being used by the organization, to all rules and regulations set forth in the Palestine Public Library Meeting Room Policy, and to return the room to the original condition.

Signature: _____ Date: _____

Library staff will notify applicant of meeting room use approval within 72 hours.

OFFICE USE ONLY:

Staff Initials: _____

Date: _____

____ Reservation Confirmed

____ Disapproved

Director's Approval _____

Date: _____