

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
February 11, 2025
11:30 a.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89343321160?pwd=YC6fg4DzuNs7ydbtwJ9FB907BCvaWZ.1>

Meeting ID: 893 4332 1160
Passcode: 199195

One tap mobile
+13462487799,,89343321160#,,, *199195# 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 January 2025.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the January 14, 2025, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library Strategic Plan 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, February 7, 2025, at 3:50 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: 02/11/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: JANUARY 2025 Library Report
Date Submitted: 02/06/2025

SUMMARY:

Review the Library Director's report, including statistics and charts, a usage report, and a financial report for January 2025. Included is the Calendar of Events for February. Morning GED classes resumed in January, and an evening class was added. GED classes are held Monday and Wednesday, 10:00 a.m.-1:00 p.m. and 5:30 p.m.-8:00 p.m. To enroll, contact PAVE <https://www.paveetx.org> or call 903-533-0330.

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

JAN25ST
JAN25CH
FEB25CAL

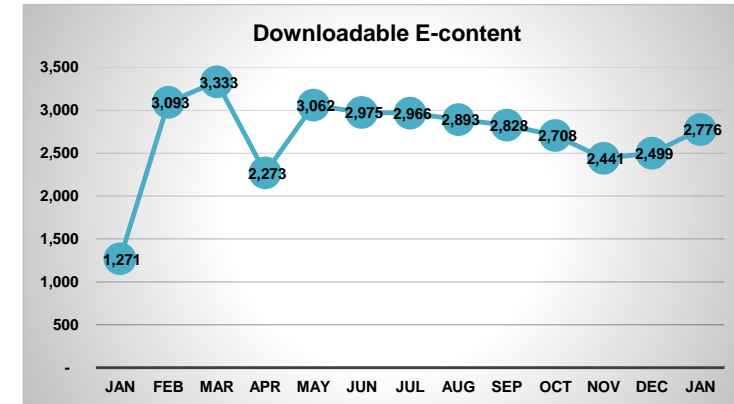
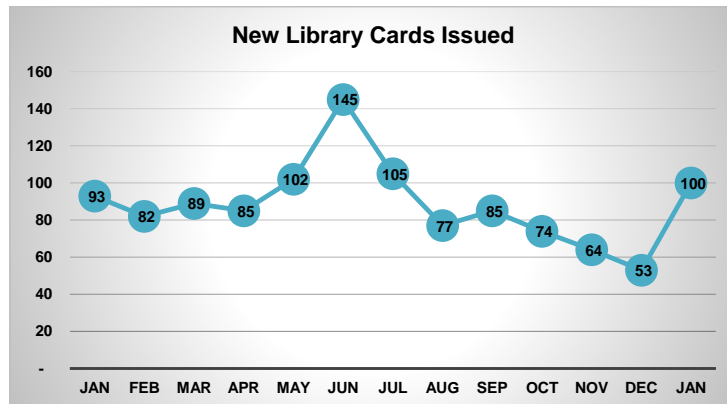
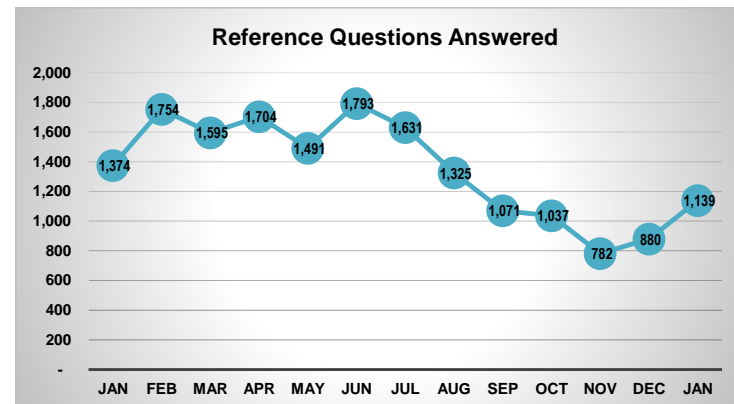
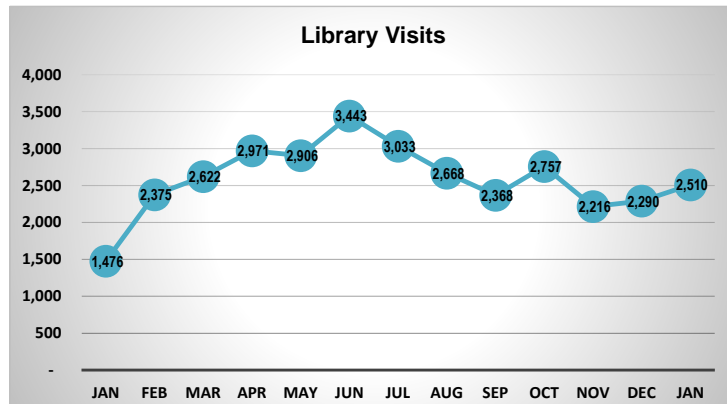
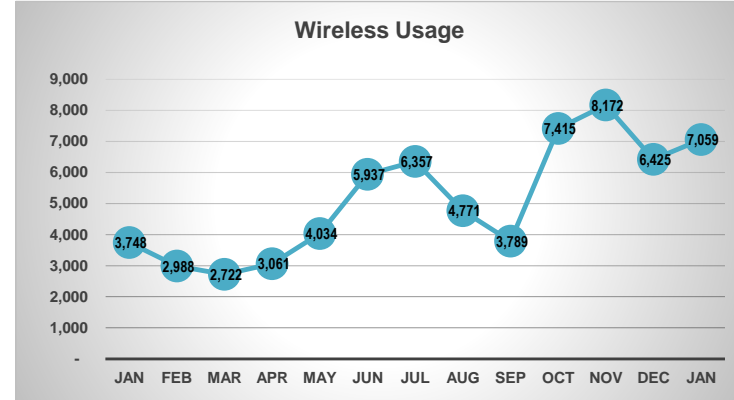
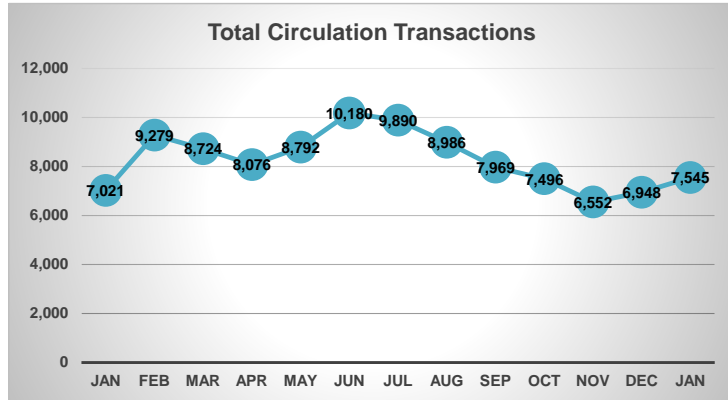
Library Usage Report

Operating Statistics	2024												2025	TOTAL
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	5,750	6,186	5,391	5,803	5,730	7,205	6,924	6,093	5,141	4,788	4,893	4,449	4,769	73,122
Print	4,750	5,116	4,462	4,978	4,817	6,245	5,865	5,183	4,199	3,917	3,470	3,609	3,770	60,381
Audio	317	294	190	150	180	189	157	126	141	144	119	122	113	2,242
Video	683	776	739	675	733	771	902	784	801	727	522	718	886	9,717
Downloadable audio/ebook usage	1,271	3,093	3,333	2,273	3,062	2,975	2,966	2,893	2,828	2,708	2,441	2,499	2,776	35,118
Total Circulation Transactions	7,021	9,279	8,724	8,076	8,792	10,180	9,890	8,986	7,969	7,496	6,552	6,948	7,545	99,913
Downloadable checkouts as % of total checkouts	18.10%	33.33%	38.20%	28.15%	34.83%	29.22%	29.99%	32.19%	35.49%	36.13%	37.26%	35.97%	36.79%	35.15%
In-House Use	355	501	414	387	501	568	440	359	253	361	340	359	413	5,251
Holds placed on items	38	50	19	24	30	29	35	32	23	24	37	20	28	389
Fines paid	\$708.08	\$774.30	\$523.99	\$ 460.91	\$ 638.84	\$ 671.99	\$ 708.70	\$ 377.99	\$ 329.46	\$ 343.19	\$ 266.84	\$ 479.05	\$ 406.52	6,690
Overdue notices sent	172	194	125	143	202	286	426	279	240	308	192	123	86	2,776
Items added	70	242	89	72	60	75	67	52	32	74	49	64	93	1,039
Items deleted	111	350	378	276	11	8	191	234	184	4	18	24	12	1,801
New library cards issued	93	82	89	85	102	145	105	77	85	74	64	53	100	1,154
Reference questions answered	1,374	1,754	1,595	1,704	1,491	1,793	1,631	1,325	1,071	1,037	782	880	1,139	17,576
Interlibrary Loan Borrow/Loan	18	17	9	26	10	6	6	13	10	15	11	10	11	162
Library visits	1,476	2,375	2,622	2,971	2,906	3,443	3,033	2,668	2,368	2,757	2,216	2,290	2,510	33,635
Youth/Family programs attendance	69	174	290	416	394	1,141	77	75	190	238	252	137	183	3,636
Adult programs attendance	62	47	67	316	43	29	50	51	78	153	83	229	77	1,285
Computer usage	391	368	519	522	470	546	511	427	476	480	347	459	527	6,043
Wireless usage	3,748	2,988	2,722	3,061	4,034	5,937	6,357	4,771	3,789	7,415	8,172	6,425	7,059	66,478

Program Attendance	
Youth-Passive	10
Youth -Active	170
Total	180
Teen-Passive	0
Teen Active	3
Total	3
Adult-Passive	0
Adult Active	77
Total	77
Total Programs Attendance	260

GED Class attendance 34
GED Registration attendance 17

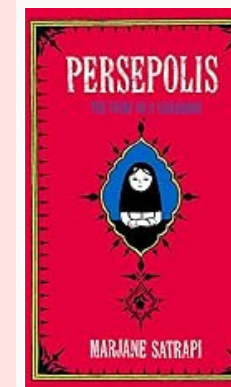
2024-2025 USAGE REPORT



FEBRUARY 2025

SUNDAY CLOSED	MONDAY 10-6	TUESDAY 10-6	WEDNESDAY 10-6	THURSDAY 10-7	FRIDAY 10-6	SATURDAY 10-1
						1 Tai Chi 10:00AM
2	3 Open Play 1-2:30 Lego Block Party 4:30-5:30	4 Stitched with Love 10-12	5 Storytime 10:30 & 1:00	6 Art Night 5:30-6:30 in Youth	7 Device Advice 10-11 Felt Valentine Craft 4-6pm	8 Tai Chi 10:00AM Paper Craft 10:30-12:30
9	10 Chess Meet-Up 4-5:45	11 Stitched with Love 10-12 Valentine Crafts 4-6pm	12 Storytime 10:30 & 1:00	13 Teen Night D&D 5:30-7:00 @ Annex	14 Device Advice 10-11 Family Movie 4-6pm	15 Closed
16	17 Closed Presidents' Day	18 Stitched with Love 10-12	19 Storytime 10:30 & 1:00	20 Craft Night 5-7PM Brown Bag Lunch book talk@Noon	21 Device Advice 10-11	22 Tai Chi 10:00AM
23	24	25 Stitched with Love 10-12	26 Storytime 10:30 & 1:00	27 Teen Night D&D 5:30-7:00 @ Annex	28 Device Advice 10-11	Tai Chi Meeting at Muscle Madness Gym 99 Chestnut St Saturdays @ 10:00 AM

NOTES



February's
brown-bag
book talk
choice
Persepolis by
Marjane Satrapi

February 20th
Craft Night
(bracelet making)
5:00-7:00
in Youth



Agenda Date: 02/11/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: LAB Minutes
Date Submitted: 02/06/2025

SUMMARY:

Review and discuss minutes for the January 14, 2025, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval as presented.

CITY MANAGER APPROVAL:

Attachments

JAN25MIN

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, January 15, 2025, at 11:32 a.m., in the City Hall Conference Room at 504 N. Queen Street, Palestine, Texas, with the following people present: Board members, Diana Payne, Breck Quarles, David Braun, Morgan Multer and Tyler Hebert. Board Members absent: Kaitlin Scroggins and Lynn Calcote. Staff members: Library Director Ana Sanchez, City Secretary April Jackson

CALL TO ORDER

With a quorum present. Vice-chair Tyler Hebert called the meeting to order at 11:32 a.m.

PROPOSED CHANGES OF AGENDA ITEMS-None.

PUBLIC COMMENTS -None

CONFLICT OF INTEREST DISCLOSURES -None.

REPORTS

1. Report from Library Friends. (Hewitt)-President Sarah Hewitt reported new members have joined the Friends Board and are looking for direction on how best to help the library, current projects are membership drive, future projects a literacy fest and ongoing author talks. Next meeting is Tuesday January 28 at 10am. in the Redlands Annex.
2. Report from Memorial Board. (Safford)-No report.
3. Review and discuss Library Director's report including Stats and Financial Reports for November and December 2024.

APPROVAL OF MINUTES

Board member Diana Payne made a motion, seconded by Board member Morgan Multer to approve Minutes from November 12, 2024, meeting. Upon vote, the motion was carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and action were taken regarding the Waiver and Permission for Programs. Board Member Breck Quarles made a motion, seconded by Board member Morgan Multer to approve. Upon voting, the motion was carried 5-0.
2. Discussion and action were taken regarding the Meeting Room Policy and Application. Board Member Diana Payne made a motion, seconded by Breck Quarles to approve. Upon voting, the motion was carried 5-0.

ADJOURN

With no other business coming before the Board, meeting was adjourned at 12:07 p.m.

PASSED AND APPROVED THIS 11th of February 2025.

Tyler Hebert, Vice Chair

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 02/11/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Strategic Plan 2025
Date Submitted: 02/06/2025

SUMMARY:

Discuss and consider possible action regarding the Palestine Public Library Strategic Plan 2025. Discuss if the Library Board is interested in leading the creation of the plan or hiring a consultant to assist. The cost will have to be investigated. The attached outline lists the general areas that must be considered to complete the plan.

RECOMMENDED ACTION:

Discuss and consider possible action regarding the Palestine Public Library Strategic Plan 2025. Discuss if the Library Board is interested in leading the creation of the plan or hiring a consultant to assist. Cost will have to be investigated. The attached outline lists the general areas that must be considered to complete the plan.

CITY MANAGER APPROVAL:

Attachments

STPL2025

Strategic Plan 2025-2030: 5-year plan

Options:

1. Strategic Planning-Consultant-quicker process; costly, possible budget item in 2025 budget.
2. The strategic Plan can be conducted by the Library Board and Staff with the creation of a committee and other community stakeholders. This plan may take longer to complete.

Board Planning

1. Committee: Library Staff; Community stakeholders, Library users, City Staff, etc.

- a. SWOT analysis-Staff; Library Board; Committee
- b. Staff survey
- c. Business survey
- d. Patron Survey
- e. Survey included

2. Plan Structure

Mission Statement-Align with City of Palestine Council

Vision Statement-Align with City of Palestine Council if any

Goals and Objectives

Marketing and Communications

Technology

Services

Collections

Facility

3. Review-Frequency of Review-Yearly

4. Timeline-TBD