

Kaitlin Carroll, 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**

April 15, 2025

11:30 a.m.

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

Zoom Link:

<https://us02web.zoom.us/j/84718770636?pwd=xavj1bPCWnKF5MdoaRtWnKUbrHd.1>

Meeting ID: 847 1877 0636

Passcode: 051958

One tap mobile

+13462487799,,84718770636#,,, *051958# 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/palestinetx/](https://www.facebook.com/palestinetx/)

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 March 2025.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the March 11, 2025, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library Strategic Five-Year Plan for 2025-2030.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, April 11, 2025, at 4:45 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: 04/15/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Library Report March 2025
Date Submitted: 04/09/2025

SUMMARY:

Review and discuss the Library Director's report, including statistics and charts, a usage report, and a financial report for March 2025. Included is the Calendar of Events for April. The Summer Reading Club 2025 promotion begins this month. Library staff will attend community events such as United Way Literacy Festival 4/12, Story School Career Day 4/30, and the Farmer's Market Children's Day 5/3. Summer Reading Club runs June 2- July 13. Registration begins on May 7, 2025. Registration can be in-person or readerzone.com, code#4b93c. The Annual Report to the Texas State Library was submitted on March 31.

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

MAR25ST
MAR25CH
MAR25CH
MAR25FIN
APR25CAL
SRC25IN
pplapp

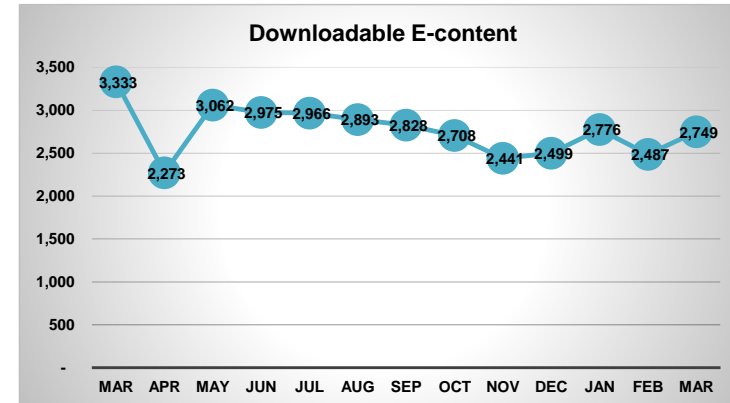
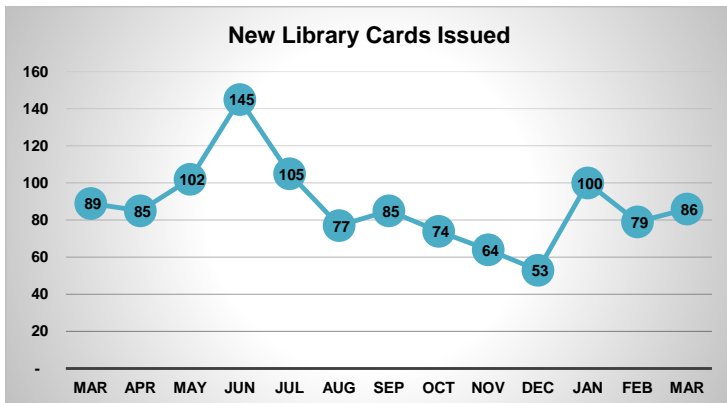
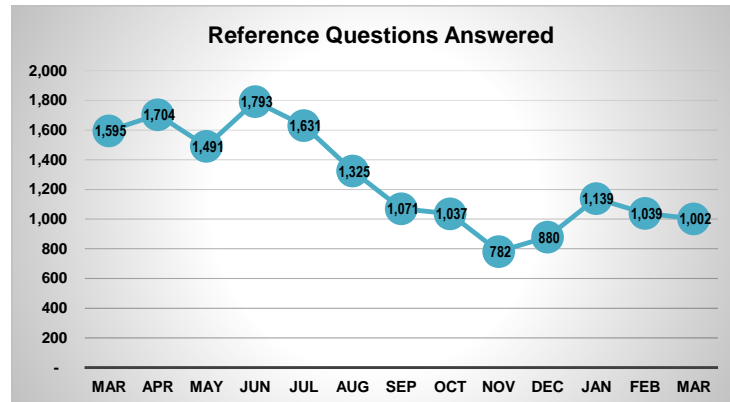
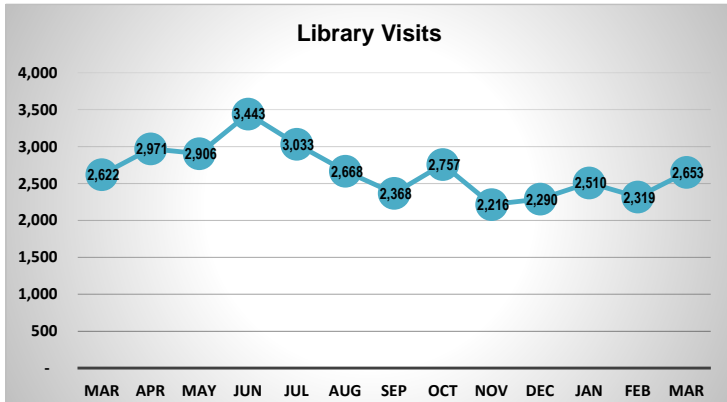
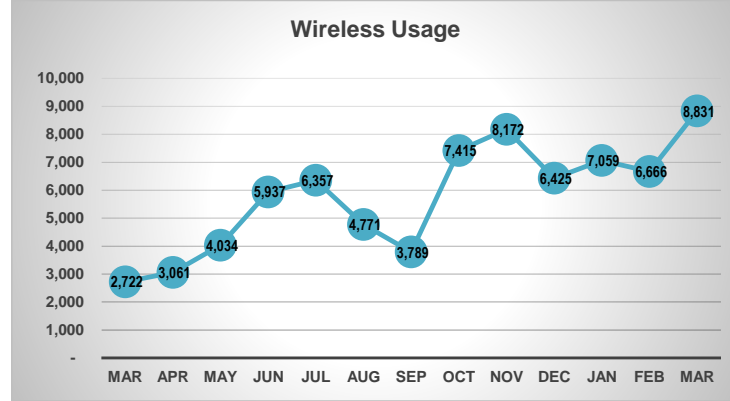
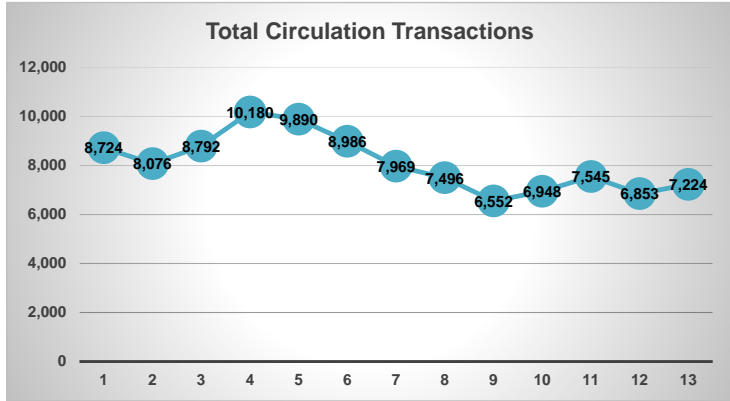
Library Usage Report

Operating Statistics	2024										2025			TOTAL
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	5,391	5,803	5,730	7,205	6,924	6,093	5,141	4,788	4,893	4,449	4,769	4,366	4,475	70,027
Print	4,462	4,978	4,817	6,245	5,865	5,183	4,199	3,917	3,470	3,609	3,770	3,750	3,840	58,105
Audio	190	150	180	189	157	126	141	144	119	122	113	130	102	1,863
Video	739	675	733	771	902	784	801	727	522	718	886	486	533	9,277
Downloadable audio/ebook usage	3,333	2,273	3,062	2,975	2,966	2,893	2,828	2,708	2,441	2,499	2,776	2,487	2,749	35,990
Total Circulation Transactions	8,724	8,076	8,792	10,180	9,890	8,986	7,969	7,496	6,552	6,948	7,545	6,853	7,224	83,613
Downloadable checkouts as % of total checkouts	38.20%	28.15%	34.83%	29.22%	29.99%	32.19%	35.49%	36.13%	37.26%	35.97%	36.79%	36.29%	38.05%	43.04%
In-House Use	414	387	501	568	440	359	253	361	340	359	413	507	497	5,399
Holds placed on items	19	24	30	29	35	32	23	24	37	20	28	44	25	370
Fines paid	\$523.99	\$ 460.91	\$ 638.84	\$ 671.99	\$ 708.70	\$ 377.99	\$ 329.46	\$ 343.19	\$ 266.84	\$ 479.05	\$ 406.52	\$ 385.54	\$263.86	5,857
Overdue notices sent	125	143	202	286	426	279	240	308	192	123	86	90	250	2,750
Items added	89	72	60	75	67	52	32	74	49	64	93	96	126	949
Items deleted	378	276	11	8	191	234	184	4	18	24	12	43	127	1,510
New library cards issued	89	85	102	145	105	77	85	74	64	53	100	79	86	1,144
Reference questions answered	1,595	1,704	1,491	1,793	1,631	1,325	1,071	1,037	782	880	1,139	1,039	1,002	16,489
Interlibrary Loan Borrow/Loan	9	26	10	6	6	13	10	15	11	10	11	20	16	163
Library visits	2,622	2,971	2,906	3,443	3,033	2,668	2,368	2,757	2,216	2,290	2,510	2,319	2,653	34,756
Youth/Family programs attendance	290	416	394	1,141	77	75	190	238	252	137	183	110	178	3,681
Adult programs attendance	67	316	43	29	50	51	78	153	83	229	77	155	90	1,421
Computer usage	519	522	470	546	511	427	476	480	347	459	527	507	407	6,198
Wireless usage	2,722	3,061	4,034	5,937	6,357	4,771	3,789	7,415	8,172	6,425	7,059	6,666	8,831	75,239

Program Attendance	
Youth-Passive	0
Youth -Active	171
Total	171
Teen-Passive	0
Teen Active	6
Total	6
Adult-Passive	0
Adult Active	90
Total	94
Total Programs Attendance	271

GED Class attendance 105

2024-2025 USAGE REPORT





Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		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	20,715.24	122,679.91	161,806.45	56.88 %
010-620-51020	OVERTIME	4,500.00	4,500.00	318.94	1,250.22	3,249.78	72.22 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	312.00	1,638.60	3,113.40	65.52 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	300.00	1,635.00	3,165.00	65.94 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	1,603.13	9,451.81	13,386.37	58.61 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	3,234.72	20,322.30	29,208.88	58.97 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	119.05	699.57	865.10	55.29 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	3,221.46	18,389.43	26,548.06	59.08 %
	Group: 510 - Personnel Total:	417,409.88	417,409.88	29,824.54	176,066.84	241,343.04	57.82%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	0.00	3,396.52	8,703.48	71.93 %
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	0.00	477.71	3,522.29	88.06 %
	Group: 520 - Supplies & Materials Total:	21,600.00	21,600.00	0.00	4,527.39	17,072.61	79.04%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.23	241.38	408.62	62.86 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	609.00	2,131.50	2,168.50	50.43 %
010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	1,516.74	50,488.64	5,624.36	10.02 %
010-620-53310	EQUIPMENT RENTAL/LEASE	0.00	0.00	0.00	274.47	-274.47	0.00 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	460.93	1,965.51	4,754.49	70.75 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,257.00	18,257.00	0.00	13,689.77	4,567.23	25.02 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	1,237.03	3,762.97	75.26 %
010-620-53511	ADVERTISING	500.00	500.00	0.00	137.50	362.50	72.50 %
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	51.37	1,176.68	323.32	21.55 %
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	4,500.00	28,363.12	19,696.88	40.98 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	1,250.00	6,250.00	18,550.00	74.80 %
	Group: 530 - Professional/Contractual Services Total:	169,500.00	169,500.00	8,428.27	106,663.60	62,836.40	37.07%
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	346.68	253.32	42.22 %
	Group: 540 - Maintenance & Repairs Total:	3,472.00	3,472.00	0.00	3,218.18	253.82	7.31%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	965.17	3,795.17	12,204.83	76.28 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	711.75	2,288.25	76.28 %
010-620-54502	UTILITIES - GAS	1,000.00	1,000.00	206.17	738.39	261.61	26.16 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	347.56	2,424.78	7,575.22	75.75 %
	Group: 545 - Utilities Total:	30,000.00	30,000.00	1,518.90	7,670.09	22,329.91	74.43%

Budget Report

For Fiscal: 2024-2025 Period Ending: 03/31/2025

	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	868.95	19,810.43	30,189.57	60.38 %
Group: 580 - Capital Outlay Total:	50,000.00	50,000.00	868.95	19,810.43	30,189.57	60.38%
Expense Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%

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	29,824.54	176,066.84	241,343.04	57.82%
520 - Supplies & Materials	21,600.00	21,600.00	0.00	4,527.39	17,072.61	79.04%
530 - Professional/Contractual Services	169,500.00	169,500.00	8,428.27	106,663.60	62,836.40	37.07%
540 - Maintenance & Repairs	3,472.00	3,472.00	0.00	3,218.18	253.82	7.31%
545 - Utilities	30,000.00	30,000.00	1,518.90	7,670.09	22,329.91	74.43%
580 - Capital Outlay	50,000.00	50,000.00	868.95	19,810.43	30,189.57	60.38%
Expense Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%

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	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%



Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 03/31/2025

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Fund: 010 - GENERAL FUND							
Expense							
Group: 510 - Personnel							
010-620-51010	SALARIES & WAGES	284,486.36	284,486.36	20,715.24	122,679.91	161,806.45	56.88 %
010-620-51020	OVERTIME	4,500.00	4,500.00	318.94	1,250.22	3,249.78	72.22 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	312.00	1,638.60	3,113.40	65.52 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	300.00	1,635.00	3,165.00	65.94 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	1,603.13	9,451.81	13,386.37	58.61 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	3,234.72	20,322.30	29,208.88	58.97 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	119.05	699.57	865.10	55.29 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	3,221.46	18,389.43	26,548.06	59.08 %
	Group: 510 - Personnel Total:	417,409.88	417,409.88	29,824.54	176,066.84	241,343.04	57.82%
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	0.00	3,396.52	8,703.48	71.93 %
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	0.00	477.71	3,522.29	88.06 %
	Group: 520 - Supplies & Materials Total:	21,600.00	21,600.00	0.00	4,527.39	17,072.61	79.04%
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.23	241.38	408.62	62.86 %
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010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	1,516.74	50,488.64	5,624.36	10.02 %
010-620-53310	EQUIPMENT RENTAL/LEASE	0.00	0.00	0.00	274.47	-274.47	0.00 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	460.93	1,965.51	4,754.49	70.75 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,257.00	18,257.00	0.00	13,689.77	4,567.23	25.02 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	1,237.03	3,762.97	75.26 %
010-620-53511	ADVERTISING	500.00	500.00	0.00	137.50	362.50	72.50 %
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	51.37	1,176.68	323.32	21.55 %
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	4,500.00	28,363.12	19,696.88	40.98 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	1,250.00	6,250.00	18,550.00	74.80 %
	Group: 530 - Professional/Contractual Services Total:	169,500.00	169,500.00	8,428.27	106,663.60	62,836.40	37.07%
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	346.68	253.32	42.22 %
	Group: 540 - Maintenance & Repairs Total:	3,472.00	3,472.00	0.00	3,218.18	253.82	7.31%
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	965.17	3,795.17	12,204.83	76.28 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	711.75	2,288.25	76.28 %
010-620-54502	UTILITIES - GAS	1,000.00	1,000.00	206.17	738.39	261.61	26.16 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	347.56	2,424.78	7,575.22	75.75 %
	Group: 545 - Utilities Total:	30,000.00	30,000.00	1,518.90	7,670.09	22,329.91	74.43%

Budget Report

For Fiscal: 2024-2025 Period Ending: 03/31/2025

	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	868.95	19,810.43	30,189.57	60.38 %
Group: 580 - Capital Outlay Total:	50,000.00	50,000.00	868.95	19,810.43	30,189.57	60.38%
Expense Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%

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Grou...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
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Fund: 010 - GENERAL FUND						
Expense						
510 - Personnel	417,409.88	417,409.88	29,824.54	176,066.84	241,343.04	57.82%
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530 - Professional/Contractual Services	169,500.00	169,500.00	8,428.27	106,663.60	62,836.40	37.07%
540 - Maintenance & Repairs	3,472.00	3,472.00	0.00	3,218.18	253.82	7.31%
545 - Utilities	30,000.00	30,000.00	1,518.90	7,670.09	22,329.91	74.43%
580 - Capital Outlay	50,000.00	50,000.00	868.95	19,810.43	30,189.57	60.38%
Expense Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Fund: 010 - GENERAL FUND Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%

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	40,640.66	317,956.53	374,025.35	54.05%
Report Total:	691,981.88	691,981.88	40,640.66	317,956.53	374,025.35	54.05%

APRIL 2025

Program Ages:



0-6



5 & up



5-18



12-18



18+

SUNDAY CLOSED	MONDAY 10-6	TUESDAY 10-6	WEDNESDAY 10-6	THURSDAY 10-7	FRIDAY 10-6	SATURDAY 11-1
			No Storytime		Device Advice 10-11	Tai Chi 10-11
	Open Play @ 1 LEGO BLOCK HOUR 4:30-5:30	Stitch with Love 10-12	Story Time 10:30 & 1	5:30-7 Teen D&D	10-11 Device Advice 10-12 Watercolor 4-FAMILY MOVIE	Tai Chi 10-11 PAPERCRAFTS 10:30-12:30
	CHESS MEET UP 4:30-5:45	Stitch with Love 10-12	Story Time 10:30 & 1	Craft Night Soap Carving 5-7	CLOSED	CLOSED
HAPPY EASTER		Stitch with Love 10-12	Story Time 10:30 & 1	5:30-7 Teen D&D Anderson County Master Gardeners Assoc. @noon Brown bag lunch book talk @ 12	10-11 Device Advice 10-12 watercolor	Tai Chi 10-11 Speed Friending 10:30-12:30
		Stitch with Love 10-12	Story Time 10:30 & 1	family movie Wreck-it Ralph	Elon Musk by Walter Isaacson	April Book Selection: Elon Musk by Walter Isaacson

COLOR WORLD™

Palastine Public Library

2025 Summer Reading Club

June 2–July 13, 2025

*Sign-up at the library starting on
May 7, 2025*

In Person or on readerzone.com #4b93c

Log in your reading time starting June 2



Palastine Library
Memorial Board, Inc.



PALESTINE PUBLIC LIBRARY

502 N. Queen St, Palastine, TX 75801 | 903.729.4121 | cityofpalestinetx.com/158/Library



@PalastineTXLibrary



APPLICATION for ACCREDITATION in THE TEXAS STATE LIBRARY SYSTEM Local Fiscal Year 2024 - State Fiscal Year 2026

Palestine Public Library

Palestine

LIBRARY NAME

CITY

A public library is defined as an entity operated by a single public library agency or board, that is freely open to all. If the library is applying for accreditation for State fiscal year 2026 (September 1, 2025, through August 31, 2026). This authorization for application must be completed and submitted on or before April 30, 2025.

The below signed certify, to the best of their ability, that the information contained in this Annual Report is complete and accurate for local fiscal year 2024.

All applicable signatures are necessary, based on library's legal establishment.

Library Director/Head Librarian/Library Manager

Ana Sanchez, Library Director		
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Printed Name and Title	Signature	Date
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Governing Authority

*Signature of the Mayor, City Manager, or County Judge, as appropriate.
City Secretary, County Clerk or similar positions are not valid substitutions.*

Teresa Herrera, City Manager		
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Printed Name and Title	Signature	Date
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Advisory Board Chair, if appropriate

Kaitlin Carroll Library Advisory Board Chair		
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Printed Name and Title	Signature	Date
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Check one

	The library has met all minimum standards of library accreditation. <i>Complete pages 2 and 3, below.</i>
✓	The library has not met all minimum standards of library accreditation. <i>Please contact TSLAC staff for options.</i>

Library look-up: <https://www.tsl.texas.gov/ldn/annualreport>
 2024 Populaton and Minimum Accreditation Criteria Table

Accreditation Minimums				
Check to confirm	13 TAC Section	Description	Reported	Minimum Criteria
✓	§1.71	Legal Service Area (LSA) , population assignment based on sources of local government funding.		42,040
✓	§1.72	Public Library Service: A public library must provide core library services for the general public during the hours of operations of all library facilities without charge or deposit to all persons residing in the local legal service area that provides monetary support to the library.		
✓	§1.73	Legal Establishment: A public library must be legally established to provide general library services as <ul style="list-style-type: none"> • a department of a city, municipality, or county government by charter, resolution, or ordinance; • a library district; or • a nonprofit corporation chartered by the Office of the Secretary of State for the purposes of providing free public library services with a current contract with each source of local government funding (i.e., a city, municipality, county, or school district) to provide free public library services for the city, municipality, county, or school district. 		
✓	§1.75	Non-discrimination: The library complies with all State and Federal Statues relating to non-discrimination. It agrees not to discriminate on the basis of race, color, national origin, sex, handicap, age, or disability in its employment practices and library services.		
✓	§1.74 (a)	Maintenance of effort (MOE) - 3.9b Local operating expenditures	\$607,920.00	\$675,750.33
✓	§1.77	Minimum local government support (4.3)	\$607,920.00	\$118,342.60
✓	§1.81 (A)	Minimum per capita expenditures	\$14.46	\$5.63
✓	§1.81 (B)	One item per capita in collection OR expenditures of at least 15 percent of local operating expenditures on collection material. (6.14)	351,395	42,040
✓	§1.81 (C)	One percent of total items in collection published in last five years.	4,521	3514
✓	§1.81 (D)	Open for not less than the required number of hours per week	44	40
✓	§1.81 (E)	Employ a library director/head librarian for at least the required number of hours per week.	40	40
✓	§1.81 (F)	Employ the minimum number of required full-time equivalent professional librarians (Libraries over 25,001 LSA)	1	1

Check here to confirm	13 TAC Section	Description
✓	§1.83 (1)	Website: The library must have a website detailing current services and contact information, including a telephone number and email address.
✓	§1.83 (2)	Internet access: The library must have available technology to enable staff and the general public the ability to access the Internet and print/copy/scan materials on demand.
✓	§1.83 (3)	Interlibrary Loan: The library must offer to borrow materials through the statewide interlibrary loan system for eligible persons residing within in the library's legal service area and offer to lend materials to other participating Texas libraries using the statewide interlibrary loan system. The library's governing board may adopt local policies regarding collections available to lend, lending periods and renewals, patron eligibility, and other factors. Local policies must be available to the public.
✓	§1.83 (4)	Continuing Education: The library director/head librarian must obtain a minimum of 10 hours of continuing education every year.
✓	§1.83 (5)	Catalog: The library must have an integrated searchable (electronic) catalog of its holdings available online to the public.
✓	§1.83 (6)	Long-Range Plan: The library must have a long-range/strategic plan that is approved by its governing authority and reviewed, updated, and approved at least every five years. The library's strategic plan may be part of a larger plan from the governing authority.
Resolution by Accreditation Staff		Date
Receipt and Acceptance		TSLAC Initials
Referral to LSA Advisory Board		



Agenda Date: 04/15/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Meeting Minutes March 2025
Date Submitted: 04/09/2025

SUMMARY:

Consider approval of minutes for the March 11, 2025, Library Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval as presented.

CITY MANAGER APPROVAL:

Attachments

MAR25MIN

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Library Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, March 11, 2025, 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 Carroll, David Braun, Morgan Multer, Tyler Hebert and Lynn Calcote. Board Members absent: Breck Quarles and Diana Payne. Staff members: Library Director Ana Sanchez, City Manager Administrative Assistant, Casey Debord

CALL TO ORDER

With a quorum present. Chair Kaitlin Carroll 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)-planning a literary fest with a poet, a non-fiction and a fiction author as panel guests. No date was announced.
2. Report from Memorial Board. (Safford)-None.
3. Review and discuss Library Director's report including Stats and Financial Reports for March 2025, including April programs calendar and Summer Reading Club 2025 announcement.

APPROVAL OF MINUTES

1. Board member Tyler Hebert made a motion, seconded by Board member David Braun to approve Minutes from February 11, 2025, meeting. Upon vote, the motion was carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Board member Morgan Multer made a motion, seconded by Board member Tyler Hebert to approve Palestine Public Library to join the Carnegie Libraries of Texas Coalition. Upon vote, the motion was carried unanimously 5-0.
2. Board member David Braun made a motion, seconded by Board member Lynn Calcote to approve changing the Library Advisory Board meeting to April 15, 2025. Upon vote, the motion was carried unanimously 5-0.
3. Board member Tyler Hebert made a motion, seconded by Board member Morgan Multer for the Library Advisory Board to author the Strategic Five-Year Plan 2025-2030. Upon vote, the motion was carried unanimously 5-0.

ADJOURN

Board member David Braun made a motion, seconded by Tyler Hebert, to adjourn the meeting. With no other business coming before the Board, the meeting was adjourned at 11:56 a.m.

PASSED AND APPROVED THIS 15th of April 2025.

Kaitlin Carroll, Chair

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 04/15/2025
To: Library Advisory Board
From: Ana Sanchez, Library Director
Agenda Item: Strategic Five-Year Plan
Date Submitted: 04/09/2025

SUMMARY:

Discuss and consider possible action regarding the Palestine Public Library Strategic Five-Year Plan for 2025-2030. A review of the Long Range Plan 2019-2023 and the results of the 2021 Community Survey.

RECOMMENDED ACTION:

Discuss and consider possible action regarding the Palestine Public Library Strategic Five-Year Plan 2025-2030

CITY MANAGER APPROVAL:
