Kaitlin Carroll, Chair
Tyler Hebert, Vice-Chair
Breck Quarles, Board Member
Morgan Multer, Board Member
Lynn Calcote, Board Member

Ana Sanchez, Library Director

Palestine Public Library established 1882

NOTICE OF MEETING
LIBRARY ADVISORY BOARD
August 12, 2025
11:30 a.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas

Zoom Link:
https://us02web.zoom.us/j/87595082363?pwd=2dbz1AnkFvjm2GMM43LyOxDnQZRHZy.1

Meeting ID: 875 9508 2363
Passcode: 552757

One tap mobile
+13462487799,,87595082363#,,,,*552757# 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/

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 June and July 2025.

F. **APPROVAL OF MINUTES**
1. Consider approval of minutes from the June 10, 2025, meeting.

G. **DISCUSSION AND ACTION ITEMS**

1. Discussion 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 **Monday, August 4, 2025**.

April Jackson

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:	08/12/2025
To:	Library Advisory Board
From:	Ana Sanchez, Library Director
Agenda Item:	Library Report June & July 2025
Date Submitted:	08/01/2025

SUMMARY:

Review and discuss the Library Director's report, including statistics and charts, a usage report, and a financial report for June and July 2025. Report on Summer Reading Program. Youth programming will be minimal in August. Fall program planning begins. GED Classes are on a short break for the summer. PAVE is currently looking for a new teacher. A job description can be found on the PAVE website. New students may still register online at paveetx.org. Classes will begin on August 11. Future special programs: Rock in Rope Warrior: October 9, 4 pm. in Council Chambers. Open House on December 6, 10 am-1 pm in Carnegie.

RECOMMENDED ACTION:

No action required.

CITY MANAGER APPROVAL:

Attachments

JUNE25ST
JUNE25CH
JUN25FIN
JUL25ST
JUL25CH
RZJUL25
JUL25FIN

Library Usage Statistics

JUNE 2025	2024							2025						
Operating Statistics	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**TOTAL**
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	7,205	6,924	6,093	5,141	4,788	4,893	4,449	4,769	4,366	4,475	4,966	4,920	6,142	**69,131**
Print	6,245	5,865	5,183	4,199	3,917	3,470	3,609	3,770	3,750	3,840	3,389	4,252	5,449	**56,938**
Audio	189	157	126	141	144	119	122	113	130	102	132	139	103	**1,717**
Video	771	902	784	801	727	522	718	886	486	533	447	529	590	**8,696**
Downloadable audio/ebook usage	2,975	2,966	2,893	2,828	2,708	2,441	2,499	2,776	2,487	2,749	2,658	2,861	2,798	**35,639**
Total Circulation Transactions	**10,180**	**9,890**	**8,986**	**7,969**	**7,496**	**6,552**	**6,948**	**7,545**	**6,853**	**7,224**	**6,626**	**7,781**	**8,940**	**58,021**
Downloadable checkouts as % of total checkouts	29.22%	29.99%	32.19%	35.49%	36.13%	37.26%	35.97%	36.79%	36.29%	38.05%	40.11%	36.77%	31.30%	**61.42%**
In-House Use	568	440	359	253	361	340	359	413	507	497	338	432	384	**5,251**
Holds placed on items	29	35	32	23	24	37	20	28	44	25	26	19	41	**383**
Fines paid	$ 671.99	$ 708.70	$ 377.99	$ 329.46	$ 343.19	$ 266.84	$ 479.05	$ 406.52	$ 385.54	$263.86	$383.70	$437.64	$500.49	**5,555**
Overdue notices sent	286	426	279	240	308	192	123	86	90	250	109	115	350	**2,854**
Items added	75	67	52	32	74	49	64	93	96	126	137	39	55	**959**
Items deleted	8	191	234	184	4	18	24	12	43	127	10	43	2	**900**
New library cards issued	145	105	77	85	74	64	53	100	79	86	73	138	144	**1,223**
Reference questions answered	1,793	1,631	1,325	1,071	1,037	782	880	1,139	1,039	1,002	998	1,378	1,560	**15,635**
Interlibrary Loan Borrow/Loan	6	6	13	10	15	11	10	11	20	16	14	6	20	**158**
Library visits	3,443	3,033	2,668	2,368	2,757	2,216	2,290	2,510	2,319	2,653	2,468	2,889	3,782	**35,396**
Youth/Family programs attendance	1,141	77	75	190	238	252	137	183	110	178	192	213	1,246	**4,232**
Adult programs attendance	29	50	51	78	153	83	229	77	155	90	111	117	94	**1,317**
Computer usage	546	511	427	476	480	347	459	527	507	407	476	468	454	**6,085**
Wireless usage	5,937	6,357	4,771	3,789	7,415	8,172	6,425	7,059	6,666	8,831	8,325	11,195	11,742	**96,684**

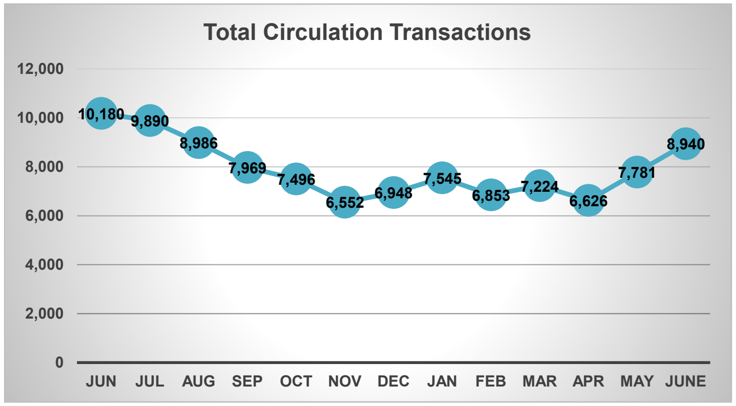
Program Attendance	
Youth-Passive	52
Youth -Active	1181
Total	**1233**
Teen-Passive	0
Teen Active	13
Total	**13**
Adult-Passive	10
Adult Active	84
Total	**94**
Total Programs Attendance	**1340**

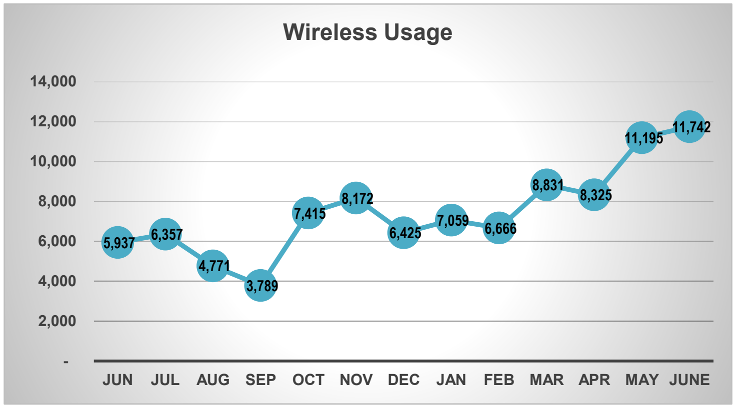
GED Class attendance **83**

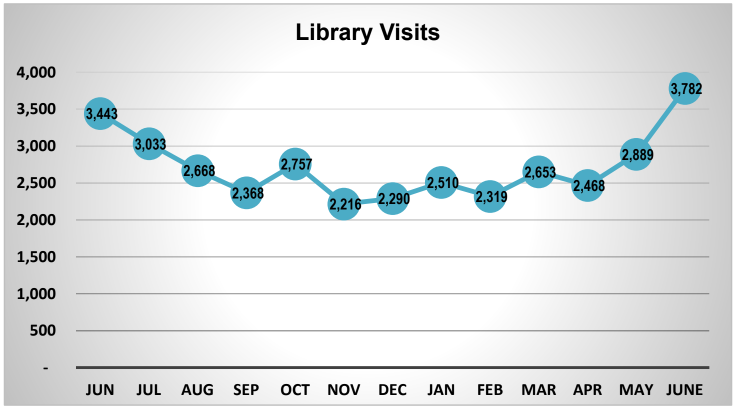
SUMMER PERFORMERS

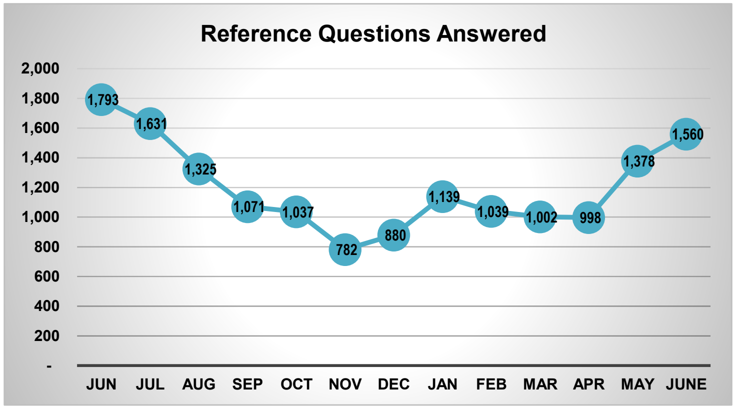
Wild Things Zoofari	**223**
Ms. Maria	**33**
The Ramazinis	**120**
TX A&M Chemistry Roadshow	**130**
Texas Snakes and More	**182**
Total	**771**

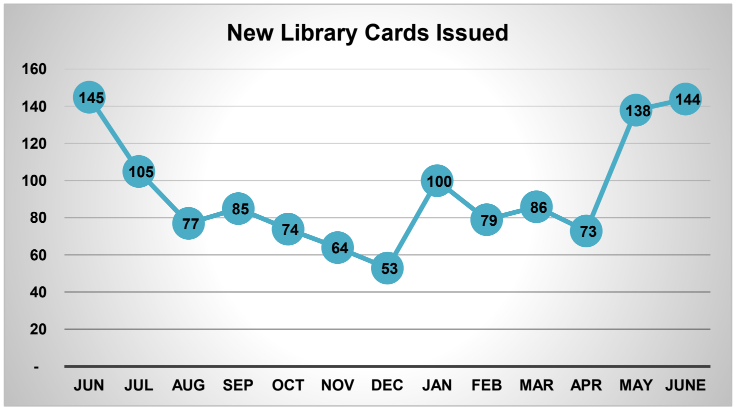
2024-2025 USAGE REPORT

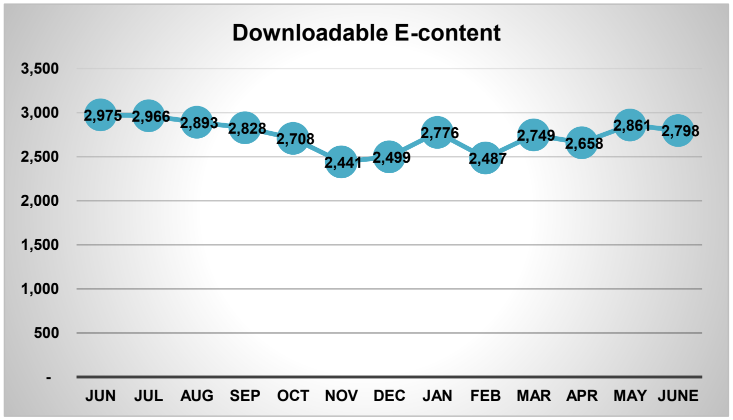












City of Palestine, TX

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		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	21,243.62	195,979.86	88,506.50	31.11 %
010-620-51020	OVERTIME	4,500.00	4,500.00	301.53	2,782.26	1,717.74	38.17 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	312.00	2,574.60	2,177.40	45.82 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	300.00	2,535.00	2,265.00	47.19 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	1,642.24	15,146.22	7,691.96	33.68 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	3,234.72	30,026.46	19,504.72	39.38 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	121.87	1,121.26	443.41	28.34 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	3,214.43	29,540.22	15,397.27	34.26 %
	Group: 510 - Personnel Total:	**417,409.88**	**417,409.88**	**30,370.41**	**279,705.88**	**137,704.00**	**32.99%**
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	15.98	5,190.94	6,909.06	57.10 %
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	151.47	848.53	84.85 %
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	192.98	192.98	307.02	61.40 %
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	1,527.00	3,400.50	599.50	14.99 %
	Group: 520 - Supplies & Materials Total:	**21,600.00**	**21,600.00**	**1,735.96**	**9,508.72**	**12,091.28**	**55.98%**
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.23	362.07	287.93	44.30 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	358.87	3,099.37	1,200.63	27.92 %
010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	1,004.87	52,539.46	3,573.54	6.37 %
010-620-53310	EQUIPMENT RENTAL/LEASE	0.00	0.00	274.47	823.41	-823.41	0.00 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	486.09	3,435.61	3,284.39	48.87 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,257.00	18,257.00	0.00	16,125.80	2,131.20	11.67 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	4,707.26	292.74	5.85 %
010-620-53511	ADVERTISING	500.00	500.00	56.20	248.70	251.30	50.26 %
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	168.16	1,679.68	-179.68	-11.98 %
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	42,135.04	5,924.96	12.33 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	1,250.00	11,250.00	13,550.00	54.64 %
	Group: 530 - Professional/Contractual Services Total:	**169,500.00**	**169,500.00**	**8,138.89**	**137,114.40**	**32,385.60**	**19.11%**
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTE...	2,872.00	2,872.00	145.00	3,016.50	-144.50	-5.03 %
010-620-54120	EQUIPMENT REPAIR/MAINT EXP	600.00	600.00	0.00	866.68	-266.68	-44.45 %
	Group: 540 - Maintenance & Repairs Total:	**3,472.00**	**3,472.00**	**145.00**	**3,883.18**	**-411.18**	**-11.84%**
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	735.97	6,230.15	9,769.85	61.06 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	951.30	2,048.70	68.29 %
010-620-54502	UTILITIES - GAS	1,000.00	1,000.00	95.04	1,025.83	-25.83	-2.58 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	512.59	4,609.09	5,390.91	53.91 %
	Group: 545 - Utilities Total:	**30,000.00**	**30,000.00**	**1,343.60**	**12,816.37**	**17,183.63**	**57.28%**

		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	2,778.81	24,864.27	25,135.73	50.27 %
	Group: 580 - Capital Outlay Total:	**50,000.00**	**50,000.00**	**2,778.81**	**24,864.27**	**25,135.73**	**50.27%**
	Expense Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**
	Fund: 010 - GENERAL FUND Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**
	Report Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**

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	30,370.41	279,705.88	137,704.00	32.99%
520 - Supplies & Materials	21,600.00	21,600.00	1,735.96	9,508.72	12,091.28	55.98%
530 - Professional/Contractual Services	169,500.00	169,500.00	8,138.89	137,114.40	32,385.60	19.11%
540 - Maintenance & Repairs	3,472.00	3,472.00	145.00	3,883.18	-411.18	-11.84%
545 - Utilities	30,000.00	30,000.00	1,343.60	12,816.37	17,183.63	57.28%
580 - Capital Outlay	50,000.00	50,000.00	2,778.81	24,864.27	25,135.73	50.27%
Expense Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**
Fund: 010 - GENERAL FUND Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**
Report Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**

Fund Summary

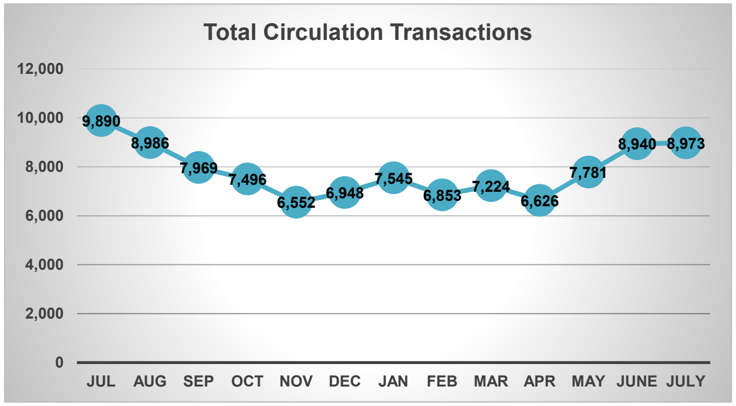
Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
010 - GENERAL FUND	691,981.88	691,981.88	44,512.67	467,892.82	224,089.06	32.38%
Report Total:	**691,981.88**	**691,981.88**	**44,512.67**	**467,892.82**	**224,089.06**	**32.38%**

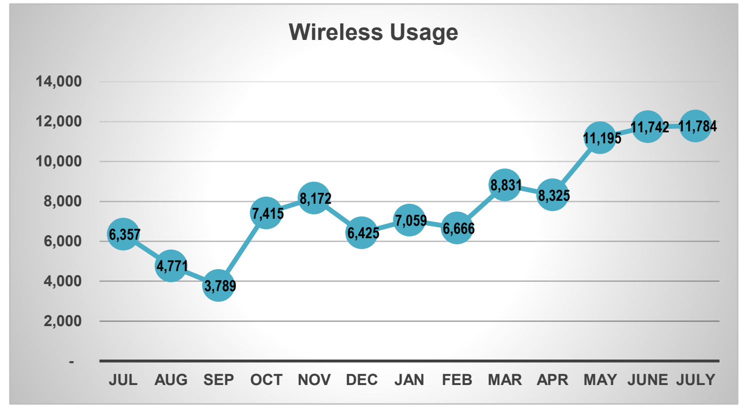
Library Usage Statistics

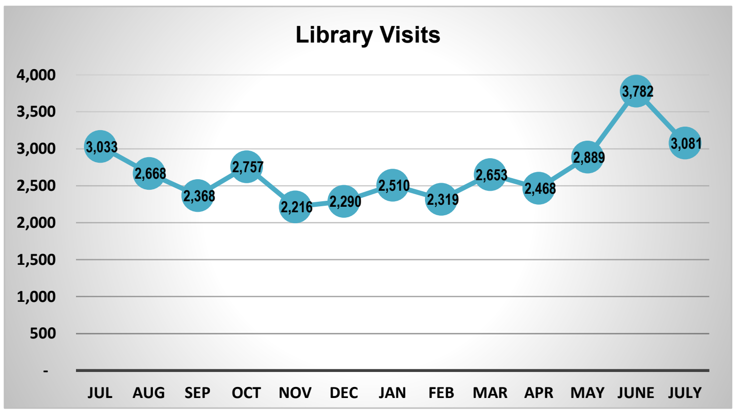
	2024						2025							
Operating Statistics	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**JULY**	**TOTAL**
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	6,924	6,093	5,141	4,788	4,893	4,449	4,769	4,366	4,475	4,966	4,920	6,142	6,031	**67,957**
Print	5,865	5,183	4,199	3,917	3,470	3,609	3,770	3,750	3,840	3,389	4,252	5,449	5,333	**56,026**
Audio	157	126	141	144	119	122	113	130	102	132	139	103	89	**1,617**
Video	902	784	801	727	522	718	886	486	533	447	529	590	609	**8,534**
Downloadable audio/ebook usage	2,966	2,893	2,828	2,708	2,441	2,499	2,776	2,487	2,749	2,658	2,861	2,798	2,942	**35,606**
Total Circulation Transactions	**9,890**	**8,986**	**7,969**	**7,496**	**6,552**	**6,948**	**7,545**	**6,853**	**7,224**	**6,626**	**7,781**	**8,940**	**8,973**	**47,841**
Downloadable checkouts as % of total checkouts	29.99%	32.19%	35.49%	36.13%	37.26%	35.97%	36.79%	36.29%	38.05%	40.11%	36.77%	31.30%	32.79%	**74.43%**
In-House Use	440	359	253	361	340	359	413	507	497	338	432	384	338	**5,021**
Holds placed on items	35	32	23	24	37	20	28	44	25	26	19	41	32	**386**
Fines paid	$ 708.70	$ 377.99	$ 329.46	$ 343.19	$ 266.84	$ 479.05	$ 406.52	$ 385.54	$263.86	$383.70	$437.64	$500.49	$537.78	**5,421**
Overdue notices sent	426	279	240	308	192	123	86	90	250	109	115	350	300	**2,868**
Items added	67	52	32	74	49	64	93	96	126	137	39	55	143	**1,027**
Items deleted	191	234	184	4	18	24	12	43	127	10	43	2	175	**1,067**
New library cards issued	105	77	85	74	64	53	100	79	86	73	138	144	110	**1,188**
Reference questions answered	1,631	1,325	1,071	1,037	782	880	1,139	1,039	1,002	998	1,378	1,560	1,323	**15,165**
Interlibrary Loan Borrow/Loan	6	13	10	15	11	10	11	20	16	14	6	20	24	**176**
Library visits	3,033	2,668	2,368	2,757	2,216	2,290	2,510	2,319	2,653	2,468	2,889	3,782	3,081	**35,034**
Youth/Family programs attendance	77	75	190	238	252	137	183	110	178	192	213	1,246	273	**3,364**
Adult programs attendance	50	51	78	153	83	229	77	155	90	111	117	94	122	**1,410**
Computer usage	511	427	476	480	347	459	527	507	407	476	468	454	454	**5,993**
Wireless usage	6,357	4,771	3,789	7,415	8,172	6,425	7,059	6,666	8,831	8,325	11,195	11,742	11,784	**102,531**

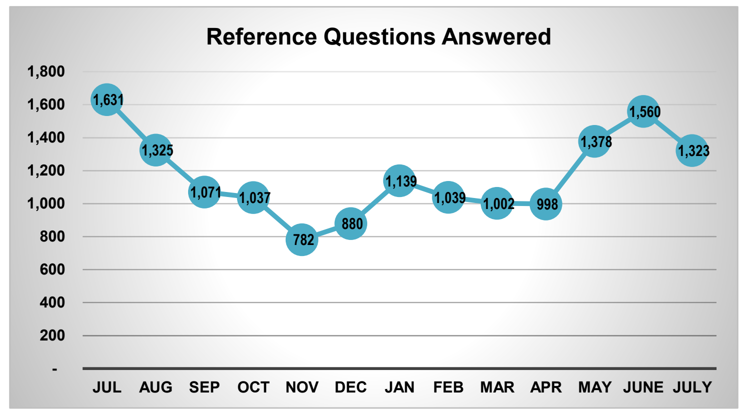
Program Attendance	
Youth-Passive	113
Youth -Active	160
Total	**273**
Teen-Passive	0
Teen Active	23
Total	**23**
Adult-Passive	15
Adult Active	107
Total	**122**
Total Programs Attendance	**418**

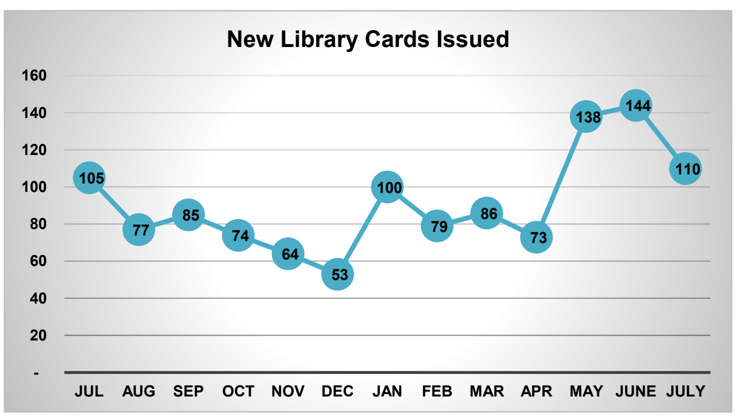
2024-2025 USAGE REPORT

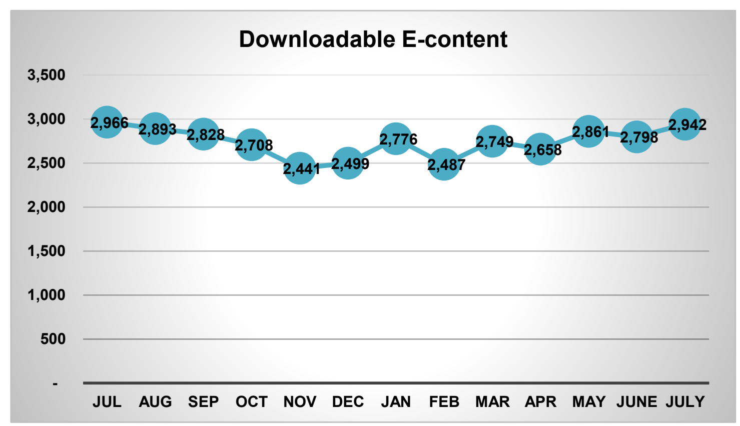












Reader Zone

Palestine Public Library

130,580 Minutes

Palestine Public Library Summer 2025

791 Readers | **4** Total Groups | **2704** Total Entries

Summer Read Ages 5-11

Starts: 06/02/2025 - Ends: 09/01/2025

346 Readers | **34005** Total Minutes | **998** Total Entries | Weekly | Goal Based

Summer Read Ages 0-4

Starts: 06/02/2025 - Ends: 09/01/2025

137 Readers | **8069** Total Minutes | **436** Total Entries | Weekly | Goal Based

Summer Read Ages 12-17

Starts: 06/02/2025 - Ends: 09/01/2025

108 Readers | **16038** Total Minutes | **286** Total Entries | Reading Log

Summer Read Adults 18+

Starts: 06/02/2025 - Ends: 09/01/2025

200 Readers | **72468** Total Minutes | **984** Total Entries | Reading Log

Budget Report
Account Summary
For Fiscal: 2024-2025 Period Ending: 07/31/2025

		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	21,033.60	217,013.46	67,472.90	23.72 %
010-620-51020	OVERTIME	4,500.00	4,500.00	321.57	3,103.83	1,396.17	31.03 %
010-620-51030	LONGEVITY	4,752.00	4,752.00	312.00	2,886.60	1,865.40	39.26 %
010-620-51031	CERTIFICATION PAY	4,800.00	4,800.00	300.00	2,835.00	1,965.00	40.94 %
010-620-51040	SOCIAL SECURITY	22,838.18	22,838.18	1,627.70	16,773.92	6,064.26	26.55 %
010-620-51050	HEALTH INSURANCE	49,531.18	49,531.18	3,234.72	33,261.18	16,270.00	32.85 %
010-620-51061	WORKER'S COMPENSATION	1,564.67	1,564.67	120.83	1,242.09	322.58	20.62 %
010-620-51070	RETIREMENT	44,937.49	44,937.49	3,196.33	32,736.55	12,200.94	27.15 %
	Group: 510 - Personnel Total:	**417,409.88**	**417,409.88**	**30,146.75**	**309,852.63**	**107,557.25**	**25.77%**
Group: 520 - Supplies & Materials							
010-620-52010	OFFICE SUPPLIES/EQUIPMENT	12,100.00	12,100.00	1,598.26	7,550.75	4,549.25	37.60 %
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	249.11	750.89	75.09 %
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	359.99	552.97	-52.97	-10.59 %
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	4,664.75	-664.75	-16.62 %
	Group: 520 - Supplies & Materials Total:	**21,600.00**	**21,600.00**	**1,958.25**	**13,590.41**	**8,009.59**	**37.08%**
Group: 530 - Professional/Contractual Services							
010-620-53041	CITY ISSUED CELL PHONES	650.00	650.00	40.22	402.29	247.71	38.11 %
010-620-53090	IT SUPPORT	4,300.00	4,300.00	304.50	3,403.87	896.13	20.84 %
010-620-53095	SOFTWARE MAINTENANCE	56,113.00	56,113.00	1,294.60	54,470.76	1,642.24	2.93 %
010-620-53310	EQUIPMENT RENTAL/LEASE	0.00	0.00	0.00	823.41	-823.41	0.00 %
010-620-53311	PRINTER/COPIER LEASE	6,720.00	6,720.00	333.78	3,769.39	2,950.61	43.91 %
010-620-53509	MEMBERSHIPS & SUBSCRIPTIONS	18,257.00	18,257.00	249.99	16,375.79	1,881.21	10.30 %
010-620-53510	TRAVEL AND TRAINING	5,000.00	5,000.00	0.00	4,707.26	292.74	5.85 %
010-620-53511	ADVERTISING	500.00	500.00	27.50	276.20	223.80	44.76 %
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	181.74	1,861.42	-361.42	-24.09 %
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	46,635.04	1,424.96	2.96 %
010-620-53520	JANITORIAL SERVICES	24,800.00	24,800.00	0.00	11,250.00	13,550.00	54.64 %
	Group: 530 - Professional/Contractual Services Total:	**169,500.00**	**169,500.00**	**6,932.33**	**144,683.43**	**24,816.57**	**14.64%**
Group: 540 - Maintenance & Repairs							
010-620-54010	BLDG/STRUCTURE/GRNDS MAINTE...	2,872.00	2,872.00	0.00	3,016.50	-144.50	-5.03 %
010-620-54120	EQUIPMENT REPAIR/MAINT EXP	600.00	600.00	0.00	866.68	-266.68	-44.45 %
	Group: 540 - Maintenance & Repairs Total:	**3,472.00**	**3,472.00**	**0.00**	**3,883.18**	**-411.18**	**-11.84%**
Group: 545 - Utilities							
010-620-54500	UTILITIES - ELECTRIC	16,000.00	16,000.00	999.04	7,229.19	8,770.81	54.82 %
010-620-54501	UTILITIES - WATER/SEWER	3,000.00	3,000.00	0.00	1,068.65	1,931.35	64.38 %
010-620-54502	UTILITIES - GAS	1,000.00	1,000.00	95.04	1,120.87	-120.87	-12.09 %
010-620-54503	PHONES/INTERNET	10,000.00	10,000.00	509.73	5,118.82	4,881.18	48.81 %
	Group: 545 - Utilities Total:	**30,000.00**	**30,000.00**	**1,603.81**	**14,537.53**	**15,462.47**	**51.54%**

		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	836.95	25,701.22	24,298.78	48.60 %
	Group: 580 - Capital Outlay Total:	**50,000.00**	**50,000.00**	**836.95**	**25,701.22**	**24,298.78**	**48.60%**
	Expense Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**
	Fund: 010 - GENERAL FUND Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**
	Report Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**

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	30,146.75	309,852.63	107,557.25	25.77%
520 - Supplies & Materials	21,600.00	21,600.00	1,958.25	13,590.41	8,009.59	37.08%
530 - Professional/Contractual Services	169,500.00	169,500.00	6,932.33	144,683.43	24,816.57	14.64%
540 - Maintenance & Repairs	3,472.00	3,472.00	0.00	3,883.18	-411.18	-11.84%
545 - Utilities	30,000.00	30,000.00	1,603.81	14,537.53	15,462.47	51.54%
580 - Capital Outlay	50,000.00	50,000.00	836.95	25,701.22	24,298.78	48.60%
Expense Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**
Fund: 010 - GENERAL FUND Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**
Report Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**

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	41,478.09	512,248.40	179,733.48	25.97%
Report Total:	**691,981.88**	**691,981.88**	**41,478.09**	**512,248.40**	**179,733.48**	**25.97%**

Agenda Date:	08/12/2025
To:	Library Advisory Board
From:	Ana Sanchez, Library Director
Agenda Item:	LAB Minutes
Date Submitted:	08/04/2025

SUMMARY:
Consider approval of Minutes for the June 10, 2025, Library Advisory Board Meeting.

RECOMMENDED ACTION:
Staff recommends approval as presented.

CITY MANAGER APPROVAL:

Attachments

JUN25MIN

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, June 10, 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, Tyler Hebert, Breck Quarles and Lynn Calcote. Members absent: Morgan Multer, Staff members: Library Director Ana Sanchez, City Secretary, April Jackson.

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)-None.
2. Report from Memorial Board. (Safford)-None.
3. Review and discuss Library Director's report including Stats and Financial Reports for May 2025, including the summer reading program calendar.

APPROVAL OF MINUTES

Board member Lynn Calcote made a motion, seconded by Board member Breck Quarles approve the Minutes from May 13, 2025, meeting, as corrected. Upon vote, the motion was carried unanimously 4-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Palestine Public Library Strategic Plan 2025. Survey format and length were discussed. Tyler Hebert made a motion to approve the survey with proposed changes, seconded by Breck Quarles. Upon vote, the motion was carried 4-0.

ADJOURN
With no other business coming before the Board, Lynn Calcote made a motion to adjourn the meeting seconded by Tyler Hebert. The meeting was adjourned at 12:20 p.m.

PASSED AND APPROVED THIS 8th of July 2025.

Kaitlin Carroll, Chair

ATTEST:

Ana Sanchez, Library Director

Agenda Date:	08/12/2025
To:	Library Advisory Board
From:	Ana Sanchez, Library Director
Agenda Item:	Long Range Plan-5YR Plan
Date Submitted:	08/04/2025

SUMMARY:

Discussion regarding the Palestine Public Library Strategic Five-Year Plan 2025-2030. Update on the survey progress. Tentative post date: September 1-September 30.

RECOMMENDED ACTION:

No action required at this time.

CITY MANAGER APPROVAL: