



City of Colleyville

Colleyville Library Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Monday, October 25, 2021
6:00 PM

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

August 9, 2021

3. REGULAR AGENDA ITEMS

3a Election of Vice-Chair

3b Library Board appointments update

3c City of Colleyville Fiscal Year 2022 (FY22) budget update

3d Discussion of the Colleyville Public Library Long-Range Plan Update

3e Discussion of Items for Future Agendas

4. REPORTS

4a Librarian's Report

4b Friends of the Colleyville Public Library Report

4c Colleyville Public Library Foundation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, October 21, 2021 by 5:00 p.m.

Mary Rodne, Library Director

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Library Assistant at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Library Board MINUTES

City Hall
100 Main Street
Colleyville, Texas 76034
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Monday, August 9, 2021
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Gary McPherson called the meeting of the Colleyville Library Board to order at 6:04 p.m.

Present Board members: Chair Gary McPherson, Molly Skinner, Pat Jones, Joan Roberts, Tina Bond, Kay Newton, Joy Fulton Lee, Wanda Cotter; Ex-Officio: Denise Light; City Staff: Library Director Mary Rodne, Library Events Coordinator Alyssa Ross

2. APPROVAL OF MINUTES

June 14, 2021

A motion was made by Pat Jones and seconded by Kay Newton to approve the June 14, 2021 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Colleyville Library Board Place 5 Vacancy Update

Director Rodne reported that the City Secretary's office had provided guidelines for filling the Library Board Place 5 vacancy, which included following the Library Board Bylaws and move Alternate 1 into the vacant seat. As such, Tina Bond was moved into Place 5, Wanda Cotter was moved into Alternate 1, and Alternate 2 will remain vacant until filled by City Council. It was noted that Cecilia Sublette, who vacated Place 5, was also serving as Vice-Chair of the Board, and that a replacement would need to be appointed at the next meeting.

Additionally, Director Rodne included an updated list of Library Board members with contact information, and requested members to review to ensure the information was correct.

3b Colleyville Library Funding Summary

Director Rodne noted that at a previous Library Board Meeting the Board requested a summary of funding sources for the Library. Rodne reported that Kyle Lester, City of Colleyville Finance Director, had provided a Colleyville Library Funding Summary for FY21 for review and discussion, which was included in the packet. Director Mary Rodne provided an overview of the report. Following review and discussion of the report, the Board expressed appreciation for the complete and thorough explanation provided by Kyle Lester.

3c City of Colleyville Fiscal Year 2022 (FY22) budget update

Director Rodne presented an update on the proposed Colleyville Public Library FY 2022 (FY22) budget, and noted that according to the proposed City's FY22 budget discussed at City Council Worksession on August 3, 2021, the Library's budget was included according to what was submitted by the Library in April and similar to the current year. Rodne added that the City Council would be adopting the FY22 budget at September 17, 2021, City Council meeting.

3d Approval to use the Voluntary Library Fund in Fiscal Year 2022, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000

Director Rodne provided an overview of the Voluntary Library Fund report, which gave projections through June 30, 2021. Rodne stated that the anticipated available funds were about \$520,867 and requested \$170,000.00 be used for the purchase of library materials, materials processing supplies, and programs. The Board discussed the proposed expenditures of \$170,000.00 for the purchase of collection materials, materials processing supplies, and library programs. A motion was made by Molly Skinner and seconded by Joan Roberts to make a recommendation to City Council to proceed with the expenditure of these funds for the purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000.00 for the FY22 budget year. The motion was approved unanimously.

3e Colleyville Public Library Long-Range Plan Update

Director Rodne reported that the Library Board's recommendation for Approval to use the Voluntary Library Fund in Fiscal Year 2021, for professional services to update the Library's Long-Range Plan, in an amount not to exceed \$17,000, would be presented to the City Council for approval at the August 17, 2021, City Council

Meeting. Rodne added that Aaron Babcock, Hidell and Associated Architects, was presenting an overview of the Colleyville Public Library Long-Range Plan update at a City Council in September, and that the Board would be notified when the plan update was scheduled at a Council Worksession. Additionally, it was noted that once approved by City Council, the Library would launch the planning process.

3f Discussion of Items for Future Agendas

The next regularly scheduled meeting was tentatively set for Monday, October 11, 2021, and that two of the agenda items would include the appointment of a new Vice-Chair and discussion of the Long-Range Plan update.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of June through July 2021.

Rodne explained that the Library's computer usage statistics were skewed due to the Library's computer reservation software company, which tracks computer usage, going out of business. It was noted that the Library will be purchasing new computer reservation software, which will track computer usage. Additionally, it was highlighted that the Library had received new children's AWE computers, which will allow for better tracking of children's computer usage as well.

B. Donations:

Rodne stated that in June and July, the Library received a total of \$1,844.88 in donations. In June, no donations were received. In July, donations included a \$1,770.00 grant from the Texas Commission on the Arts, used for the Laser Spectacles, Inc. show at the Finale, \$49.88 for the purchase of books in memory of Barbara Scott Wood, and \$25.00 from Carol Harvey to purchase books for adults.

C. Programs:

Director Rodne provided highlights of the Library's Summer Reading Program, Glow Crazy with Reading, and reported that it had been very successful. It was noted that in the months of June and July, the Library hosted 17 adult programs, with 107 participants, and 93 youth programs, with 6,068 participants. Rodne continued that

planning for fall programming was in progress and would include most regular programs. Additionally, programs would include a kangaroo themed National Library Card Sign-Up Month campaign, with opportunities for patrons to earn prizes for registering, renewing, or using their library card and for checking out items.

4b Friends of the Colleyville Public Library Report

Joan Roberts reported that the Friends of the Library were currently not meeting. Roberts noted that the Friends hosted a small book sale during the Golden's Good Karma K9z show on June 3, 2021, which raised \$177. Robert added that the Friends plan to host another book sale closer to the Christmas season. Kay Newton is continuing to meet with donors to control the number of books in the Library. The Friends also sold popcorn and water during the Finale.

4c Colleyville Public Library Foundation Report

Denise Light reported that the Library Foundation was gearing up for North Texas Giving Day, on September 23, 2021. Light added that the Foundation set a goal to raise \$5000. It was also noted that Library staff would assist with displaying marketing materials for the event. Light concluded that the Library Foundation was also updating their website.

5. ADJOURNMENT

A motion was made by Kay Newton and seconded by Molly Skinner to adjourn the meeting of the Colleyville Library Board at 6:40 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

Alyssa Ross
Library Community Events Coordinator



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a

Agenda Date 10/25/2021

Number

Type Regular Agenda Items

Department Library

Title

Election of Vice-Chair

Explanation

The Colleyville Library Board bylaws state that the Board shall, annually, elect a Chair and Vice-Chair from among the members. Officers shall serve a one-year term or until a successor is elected. This item provides for the Board to select a Vice-Chair successor due to a vacancy.

Attachments

1. Colleyville Public Library - Chair and Vice Chair Terms



COLLEYVILLE PUBLIC LIBRARY LIBRARY BOARD

CHAIR AND VICE CHAIR TERMS

CHAIR	VICE CHAIR	TERM
Taraba, Gary	Wollin, Carol	September 2001 - June 2002
Taraba, Gary	Wollin, Carol	July 2002 - June 2003
Jones, Pat D.	Roxburgh, Richard	July 2003 - June 2004
Jones, Pat D.	Eytcheson, Nancy	July 2004 - June 2005
Eytcheson, Nancy	Jones, Pat D.	July 2005 - June 2006
Eytcheson, Nancy	Jones, Pat D.	July 2006 - June 2007
Jones, Pat D.	Isbell, Steve	August 2007 - September 2008
Davis, Jerome	Rippe, Mary Alice	October 2008 - September 2009
Davis, Jerome	Rippe, Mary Alice	October 2009 - September 2010
Davis, Jerome	Rippe, Mary Alice	October 2010 - September 2011
Davis, Jerome	Bolline, Thad	October 2011 - October 2012
Davis, Jerome	Bolline, Thad	November 2012 - September 2013
Bolline, Thad	Davis, Jerome	October 2013 - September 2014
Bolline, Thad	Kennedy-Ziegler, Victoria	October 2014 - September 2015
Noronha, Vernon	Kennedy-Ziegler, Victoria	October 2015 - July 2016
Newton, Kay	Skinner, Molly	August 2016 - January 2018
Skinner, Molly	Billinger, Seanna	February 2018 - September 2018
Skinner, Molly	McPherson, Gary	October 2018 - November 2019
McPherson, Gary	Cecilia Sublette	December 2019 - November 2020
McPherson, Gary		December 2020 - November 2021
		December 2021 - November 2022



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Agenda Number 3b

Agenda Date 10/25/2021

Number

Type Regular Agenda Items

Department Library

Title

Library Board appointments update

Explanation

Those who serve on citizen Boards, Commissions, or Committees have a direct impact on City policies and procedures, and provide a real service to the Colleyville community.

On October 7, 2021, the City Secretary's Office sent an e-mail to Library Board members with terms expiring November 2021. Members wishing to reapply, need to complete an application for appointment and return to the City Secretary's Office, no later than Monday, November 1, 2021. Library Director Mary Rodne will provide an update on the appointments process.

Attachments

1. Library Board Roster - Updated 07-20-21

LIBRARY BOARD

PLACE 1

Kay Newton

6002 Meadowhill Drive

Colleyville, TX 76034

(817) 421-0139

gksafig@aol.com

TERM: Nov 2019 – Nov 2021

PLACE 2

Gary McPherson

316 Polo Trail

Colleyville, TX 76034

(972) 742-5778

McPherson7@verizon.net

TERM: Nov 2020 – Nov 2022

PLACE 3

Pat Jones

102 Van Buren Court

Colleyville, TX 76034

(817) 994-4880

Patjones102@gmail.com

TERM: Nov 2019 – Nov 2021

PLACE 4

Molly Skinner

309 Chestnut Bend

Colleyville, TX 76034

(214) 536-7219

mollyskinn@aol.com

TERM: Nov 2020 – Nov 2022

PLACE 5

Tina Bond

3104 St. Albans Circle

Colleyville, TX 76034

(817) 903-8462

tina.e.bond@gmail.com

TERM: Nov 2020 – Nov 2021

PLACE 6

Joan Roberts

5105 Overhill Drive

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2020 – Nov 2022

PLACE 7

Joy Fulton Lee

7109 Waldon Court

Colleyville, TX 76034

(817) 907-9293

joyfultonlee@gmail.com

TERM: Nov 2020 – Nov 2022

ALTERNATE 1

Wanda Cotter

5601 Oak Top Drive

Colleyville, TX 76034

(806) 886-3661

Pleiades1972@gmail.com

TERM: Nov 2020 – Nov 2021

ALTERNATE 2

VACANT

EX-OFFICIO – Library Foundation

Denise Light

4601 Dartmoore Lane

Colleyville, TX 76034

(817) 319-6608

dflight16@yahoo.com

EX-OFFICIO – Friends of the Library

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

Joan-r@att.net



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Agenda Number 3c

Agenda Date 10/25/2021

Number

Type Regular Agenda Items

Department Library

Title

City of Colleyville Fiscal Year 2022 (FY22) budget update

Explanation

Library Director Mary Rodne will present an update on the approved Colleyville Library Fiscal Year 2022 budget.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3d

Agenda Date 10/25/2021

Number

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library Long-Range Plan Update

Explanation

This item is provided as an opportunity for the Board to give input on the Colleyville Public Library Long-Range Plan update. Aaron Babcock, Hidell and Associates Architects, will present an overview of the planning process phases, which will include the following tasks:

Data Collection

The data collection phase will establish factual criteria regarding the Colleyville Public Library, its users, local and national trends impacting library service, and funding. Demographics and growth data, library service analysis data, and future trends data will be utilized during this phase.

Design Workshop

The workshop phase with key stakeholders will bring together the exchange of ideas and information gathered from previous data collection tasks through an intensive and highly integrated workshop session; utilizing the data as a backdrop to start the discussion and navigate solutions. The results of the workshop process will establish short and long-term goals for user-centered service delivery, marketing, collections, technology, programs, and services.

Long-Range Plan Survey

The community engagement phase will include a library assessment survey.

Final Report

This phase will include the compiling of all analysis, information and recommendations into a comprehensive document that includes the established data, priorities from the collaborative planning workshop, and the library assessment survey responses into a feasible solution (with multiple options), and associated costs. The final document will articulate a vision and plan for the Colleyville Public Library for the next five years, and will provide recommendations for user-centered service delivery, marketing, collections, technology, programs, and services. The final plan will include vision and mission statements for the Library and identified goals, objectives, and activities to implement the Library's core service priorities, identified in the City's Business Plan.

Following the overview presentation, Babcock will facilitate a discussion to seek Board input on the future needs of the Library.

Attachments

1. Colleyville Library Presentation 10.25.2021

COLLEYVILLE PUBLIC LIBRARY

LONG-RANGE PLAN UPDATE 2021

Library Board Presentation
October 25, 2021



COLLEYVILLE PUBLIC LIBRARY PLANNING TASKS

KEY LONG-RANGE PLANNING TASKS



COMMUNITY ENGAGEMENT
(online survey)



PEER LIBRARY COMPARISON



**STAKEHOLDER
FOCUS GROUP MEETINGS**

DATA GATHERING PROCESS

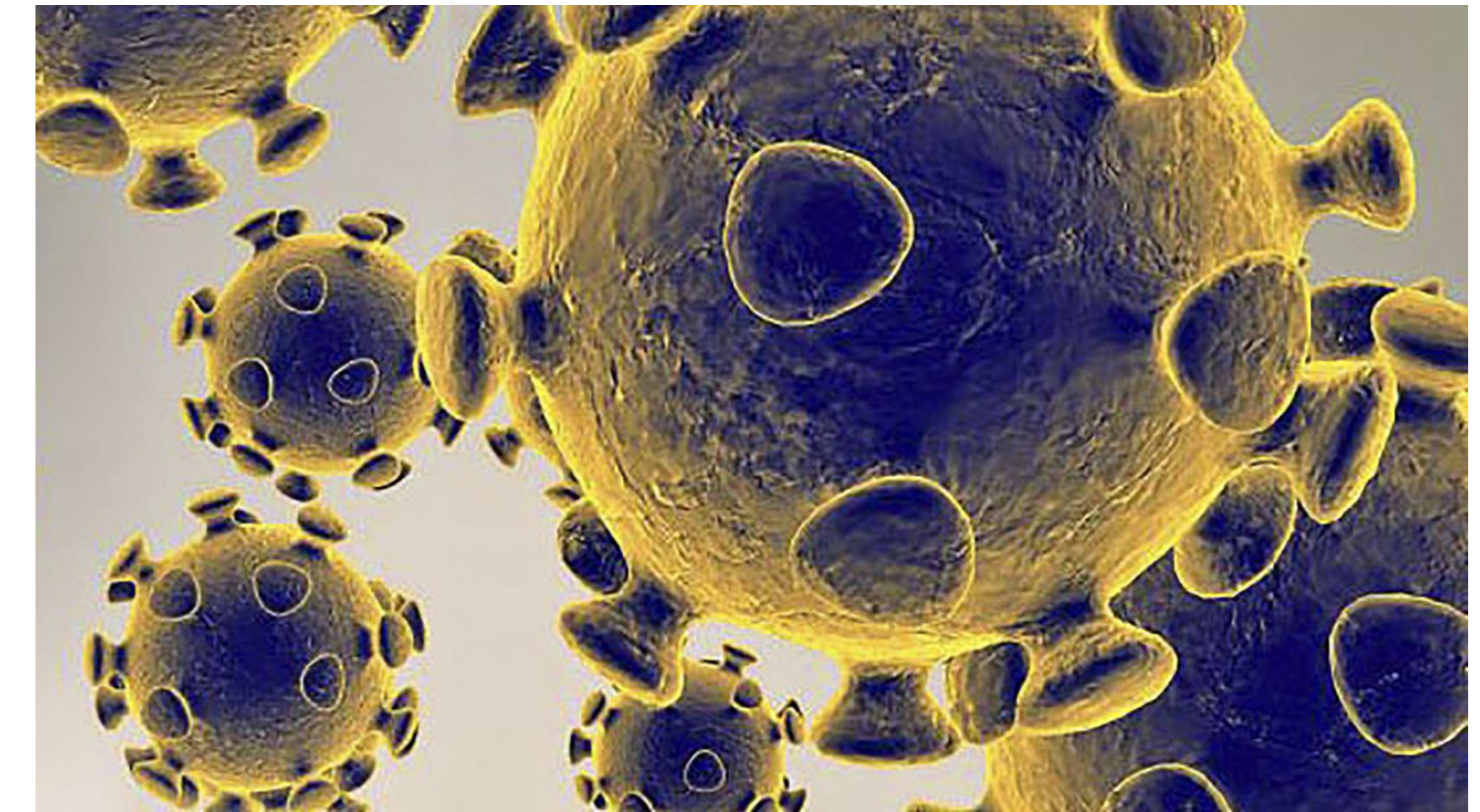
Collect data regarding performance and future needs

COLLEYVILLE PUBLIC LIBRARY PLANNING QUESTIONS

HOW ARE PATRONS USING THE COLLECTION?



What are the trends in circulation over the past 5 years?



Has COVID changed service expectations?



What are future needs?

COLLEYVILLE PUBLIC LIBRARY PLANNING RESULTS

A ROAD MAP FOR THE FUTURE

**PROVIDE A BROAD SENSE OF DIRECTION AND
OVERARCHING GOALS**



**GOALS SHALL INCLUDE ACTIONS AND
MEASURES OF SUCCESS**



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

KEY QUESTIONS WE WILL BE ASKING

- Library use over the past 24 months, both online and in person?
- What do patrons do when they visit (online or in person)?
- Is there a service or item you would like the library to provide?
- Question relating to the new strategies implemented during covid
Were these utilized and should they continue?
 - Expanded home delivery
 - Themed Take and Make Activity Kits
 - Expanded Digital Collection
 - Library Newsletter
 - Online registration and tracking for Summer Reading



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

KEY QUESTIONS WE WILL BE ASKING

- Would patrons like non-traditional items for check-out?
- Would patrons be interested in Maker Days?
- If you have not used the library why?
- If you use another library, which one and why?



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

LET'S DISCUSS...

Your relationship with the library?



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

LET'S DISCUSS...

What does the library do well?



What can the library do better?



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

LET'S DISCUSS...

What service or services do you think the library should provide that is currently does not. This assumes an unlimited budget and unlimited space?



COLLEYVILLE PUBLIC LIBRARY ONLINE SURVEY

LET'S DISCUSS...

Is there anything else you'd like to share or suggestions you might have about the library to help us plan for the future?



COLLEYVILLE PUBLIC LIBRARY

LONG-RANGE PLAN UPDATE 2021

Library Board Presentation
October 25, 2021





City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3e

Agenda Date 10/25/2021

Number

Type Regular Agenda Items

Department Library

Title

Discussion of Items for Future Agendas

Explanation

This item allows the opportunity for Library Board members to suggest items for consideration on future Library Board agendas and to confirm the next regularly scheduled meeting date.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 4a

Agenda Date 10/25/2021

Number

Type Report

Department Library

Title

Librarian's Report

Explanation

The reports provided are to update Board members on the statistics and programs for the months of August 2021 and September 2021.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - August 2021 - September 2021
2. Volunteer Hours Summary - FY 2020-2021



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/AUGUST 2021

	August 2021	August 2020	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	5,031	4,014	25%	70,275	51,758	36%
Drive Up Transactions	229	445	-49%	3,224	2,885	12%
Gate Count	4,078	2,926	39%	59,561	42,557	40%
Cloud Library Activity	724	643	13%	7,490	6,316	19%
Total In-Library Transactions	29,353	27,416	7%	317,304	240,814	32%
Study Room Hours Usage	305	0	3049900%	1,460	1,450	1%
Volunteer Hours	139.00	10.00	1290%	1,990.00	1,144.95	74%

LIBRARY PROGRAMS PRESENTED

8	4	100%	240	383	-37%
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PROGRAM ATTENDANCE

75	16	369%	10,644	20,553	-48%
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COMPUTER USE

	Users			Users		
Children	0	0	0%	0	338	-100%
Adult	0	0	0%	0	907	-100%

CARD REGISTRATIONS

63	73	-14%	1,030	589	75%
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CIRCULATION

TOTAL CIRCULATION	20,488	18,842	9%	227,803	185,007	23%
Cloud Library	4,639	5,351	-13%	53,953	46,563	16%
Zinio		544	-100%		4,742	-100%
RB Digital		105	-100%		863	-100%

COLLECTION

383	409	-6%	71,906	74,951	-4%
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LIBRARY RECEIPTS

\$724.77	\$513.49	41%	\$7,124.52	\$9,232.93	-23%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/SEPTEMBER 2021

	September 2021	September 2020	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	5,030	3,953	27%	75,305	55,711	35%
Drive Up Transactions	188	388	-52%	3,412	3,273	4%
Gate Count	4,130	2,920	41%	63,691	45,477	40%
Cloud Library Activity	712	645	10%	8,202	6,961	18%
Total In-Library Transactions	24,641	23,761	4%	341,945	264,575	29%
Study Room Hours Usage	323	0	322900%	1,782	1,450	23%
Volunteer Hours	71	0	70900%	2,061.41	1,144.95	80%

LIBRARY PROGRAMS PRESENTED

35	17	106%	275	400	-31%
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PROGRAM ATTENDANCE

468	223	110%	11,112	20,776	-47%
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COMPUTER USE

	Users	Users			Users	
Children	0	0	0%	0	338	-100%
Adult	0	0	0%	0	907	-100%

CARD REGISTRATIONS

81	55	47%	1,111	644	73%
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CIRCULATION

TOTAL CIRCULATION	18,240	16,756	9%	246,043	201,763	22%
Cloud Library	4,439	4,706	-6%	58,392	51,269	14%
Zinio		607	-100%		5,349	-100%
RB Digital		82	-100%		945	-100%

COLLECTION

	12	100%		74,939	-100%
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LIBRARY RECEIPTS

\$823.27	\$794.84	4%	\$7,947.79	\$10,201.55	-22%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2020-2021

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
November	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
December	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
January	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
February	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
March	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
April	0.00	0	6.00	1	0.00	0	11.00	6	0.00	0	17	7
May	6.50	1	2.00	1	0.00	0	25.00	8	0.00	0	34	10
June	0.00	0	47.50	5	598.50	249	223.00	31	10.50	2	880	287
July	0.00	0	51.50	5	642.00	255	227.25	34	0.00	0	921	294
August	8.50	2	29.00	6	0.00	0	99.75	24	2.00	1	139	33
September	6.66	1	22.00	3	0.00	0	42.75	15	0.00	0	71	19
FY Total	22	4	158.00	21	1,240.50	504	628.75	118	12.50	3	2,061.41	650



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Agenda Number 4b

Agenda Date 10/25/2021

Number

Type Report

Department Library

Title

Friends of the Colleyville Public Library Report

Explanation

A representative from the Friends of the Colleyville Public Library will provide an update and report to the Colleyville Library Board members.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4c

Agenda Date 10/25/2021

Number

Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

A representative from the Colleyville Public Library Foundation will provide an update and report to the Colleyville Library Board members.

Attachments