



# City of Colleyville

## Colleyville Library Board Agenda

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

Monday, June 13, 2022  
6:00 PM

Colleyville Public Library  
110 Main Street

### 1. CALL TO ORDER

### 2. APPROVAL OF MINUTES

February 14, 2022

### 3. REGULAR AGENDA ITEMS

- 3a** Discussion of the Colleyville Public Library Long-Range Plan Update
- 3b** Review of Colleyville Public Library Fee Schedule
- 3c** 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, June 9, 2022 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  
817. 503.1000  
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Monday, February 14, 2022  
6:00 p.m.

Colleyville Public Library  
110 Main Street

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#### 1. CALL TO ORDER

Vice-Chair Joan Roberts called the meeting of the Colleyville Library Board to order at 6:08 p.m.

**Present** Board members: Vice-Chair Joan Roberts, Pat Jones, Wanda Cotter, Molly Skinner, Joseph Stout, Kay Newton, Joy Fulton Lee, Denise Light; City Staff: Library Director Mary Rodne, Administrative Secretary Maria Hoefke

**Absent** Board Members: Gary McPherson

#### 2. APPROVAL OF MINUTES

December 13, 2021

A motion was made by Kay Newton and seconded by Pat Jones to approve the December 13, 2021 minutes. The motion was approved unanimously.

#### 3. REGULAR AGENDA ITEMS

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

Vice-Chair Roberts introduced Aaron Babcock of Hidell Associates Architects who updated the Board members on the results of the community survey conducted in December, 2021. Hidell explained the data collected from the 1,467 respondents to the survey. Hidell explained the changing demographics, high check-out rates for materials and high usage of online and digital options for Library users. Hidell noted areas of improvement as stated by the respondents, including more study areas and the ability to pick up Library materials after hours. Hidell also said respondents praised the Library for its customer service, drive-up window and make-and-take kits.

##### 3b Discussion of Items for Future Agendas

Vice-Chair Roberts said the Long-Range Plan update would be a continued subject matter for discussion.

## REPORTS

### 4a Librarian's Report

#### A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of December 2021 through January 2021.

#### B. Donations:

Rodne reported that during the month of December the Library received a \$100 donation from Pam and David Brandt. The money will be used to purchase non-fiction books for the adult collection.

#### C. Programs:

Director Rodne provided an overview of the Library's programs and events for December and January.

In Youth Services, 28 programs were held between the two months with 360 in attendance. In Adult and Teen Services, 16 programs were held with 142 in attendance in December and January. In December, the Library launched its newest StoryWalk® with Snow Friends, which included a scavenger hunt. Rodne noted that around 115 children participated in Snow Friends scavenger hunt and claimed prizes.

In January, the Library celebrated National Popcorn Day with 100 bags of popcorn distributed to Library visitors. A craft was also available for children in the Youth Services area.

In February, the Library celebrated Love Your Library Month and Valentine's Day with small bags of candy to Library visitors. Additionally, Rodne stated that visitors to the Library were encouraged to write what they enjoy about the Library on paper hearts, which were displayed behind the Help Desk.

Rodne concluded that the Library has begun sharing its space with the Senior Center and some Parks and Recreation programming while their building undergoes renovations. Additionally, all voting in 2022 will also be held in the Library. All early voting and election days will be held in the upstairs meeting rooms.

### 4b Friends of the Colleyville Public Library Report

Kay Newton stated the Friends met via online and agreed to not have their normal Spring Book Sale, as the Library currently has limited space options due to sharing meeting room space. As a result, the Friends have decided to hold smaller, themed

sales as their December mini-sale proved to do well. Newton added that the Friends would also be open to collaborating with other community groups to bolster sales. Additionally, Newton explained that while small book donations will still be accepted, the group has started making appointments with citizens who have larger number donations. Also, Newton noted that the Friends have begun limiting what items they will continue to accept, including DVD's, CD's, VHS tapes and audiobooks as these items are difficult to donate or sell themselves.

#### **4c Colleyville Public Library Foundation Report**

Denise Light reported the Foundation had met and received a \$10,000 donation from the Robert J. and Helen H. Glaser Family Foundation for the annual Summer Reading Program at the Library. Pat Jones noted it was the 19<sup>th</sup> year the Glaser's had donated \$10,000. Director Rodne said with this year's donation, the Glaser's have donated a total of \$195,000 towards the Summer Reading Program.

#### **4. ADJOURNMENT**

A motion was made by Kay Newton and seconded by Joy Lee Fulton to adjourn the meeting of the Colleyville Library Board at 7:25 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS, AND \_\_\_\_ ABSTENTIONS ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

*Minutes taken and prepared by:*

*Maria Hoefke  
Administrative Secretary*



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 3a

**Agenda Date** 6/13/2022

**Number**

**Type** Regular Agenda Items

**Department** Library

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**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 a review of findings derived from the planning process phases including: Data Collection, Design Workshops, and the Long-Range Plan Community Survey. The presentation will conclude with an overview of the draft plan and the Library Service Recommendations proposed in the draft plan. Following the overview presentation, Babcock will facilitate a discussion to seek Board input on the plan draft and the recommendations for future needs of the Library.

**Attachments**

1. Colleyville Library Long-Range Plan Presentation - Library Board 6.13.2022

# COLLEYVILLE PUBLIC LIBRARY

LONG-RANGE PLAN PRESENTATION 2022 - 2027

## Library Board Presentation

June 13, 2022

Prepared by  
Hidell and Associates Architects, Inc.



# COLLEYVILLE LIBRARY

## Long-Range Planning 2022-2027

### INTRODUCTION

#### **The Planning Process**

- Part of Colleyville Public Library's ongoing commitment of service to the community

#### **The Objective**

- Identify and review community needs regarding Library services
- Evaluate services and facilities in relation to community needs
- Identify improvements that will address community needs

#### **The Result**

- A working document of goals and objectives that will guide the Library through the next five years
- Satisfy the Texas State Library mandate that all accredited public libraries have a current Long-Range Plan

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022-2027

### THE PROCESS

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#### **Community factors impacting the Library**

- Demographics & User Trends

#### **We Engaged the Community**

- Online Survey1,467 total participants **or 7% of service population**

#### **We Analyzed the Existing...**

Collection

Peer Library Analysis

Technology

Programing

Library Facility

#### **Proposed Recommendations**

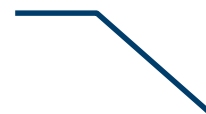
- REACT TO CHANGING COMMUNITY NEEDS
- INCREASE COMMUNICATION REGARDING LIBRARY PROGRAMS AND SERVICES
- REPLACE END OF LIFE FURNITURE AND EQUIPMENT

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### Community Factors Impacting the Library

Up from 11.4% in 2014



#### DEMOGRAPHICS

##### SIZE OF COLLEYVILLE

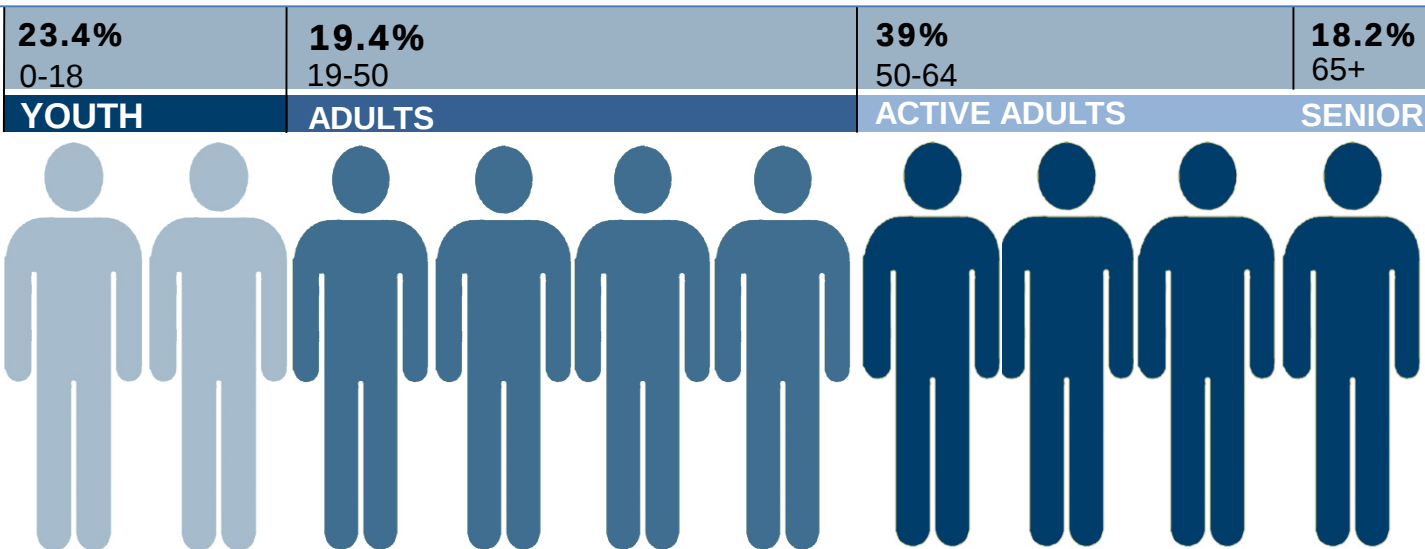
Estimated Residents (FY2020) .....26,057  
No. of Households.....9,311

##### LIBRARY CARDHOLDERS

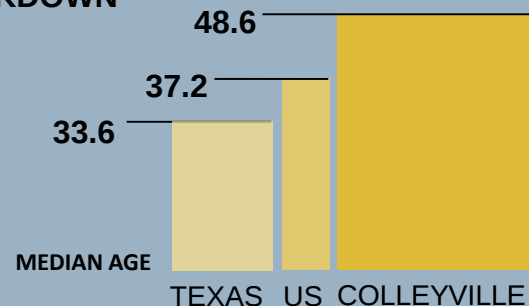
Resident Cardholders (FY2021) .....12,131  
Non-Resident Cardholders.....1,607

##### COLLEYVILLE RESIDENT

Median Age.....48.6  
Median Household Income.....\$163,509



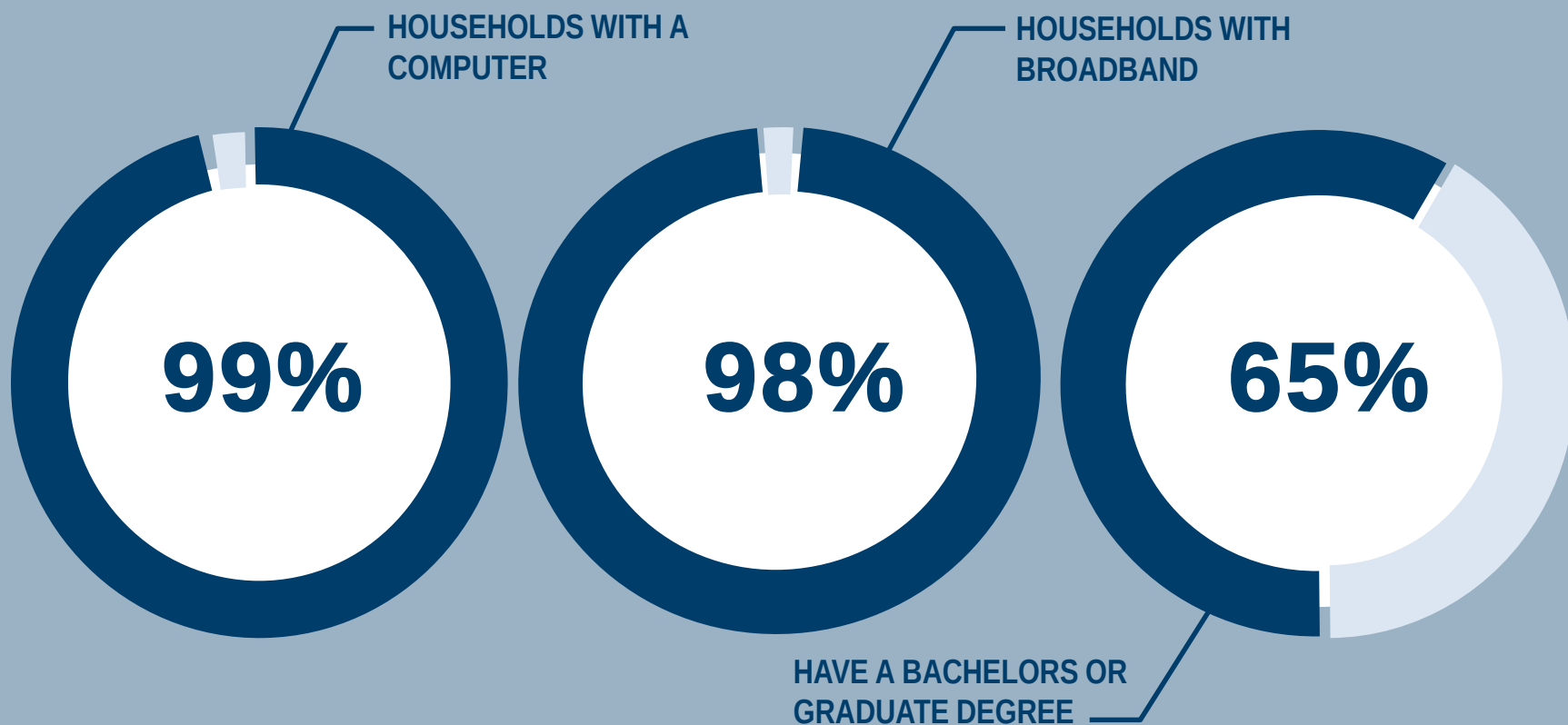
#### POPULATION AGE BREAKDOWN



# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### Community Factors Impacting the Library



# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### Community Factors Impacting the Library

#### **HIGHLY EDUCATED COMMUNITY**

- 65% of Colleyville households have a bachelors or graduate degree
- 99.7% of Colleyville households have a computer at home and access to broadband internet services

#### **STAY AT HOME TREND HAS RESULTED IN...Significant shift in borrowing habits**

- Texas libraries have experienced a 115% increase in digital lending since 2016
- Colleyville has experienced a 323% increase during that same period

#### **REGISTERED USERS**

- 10,873 OR 41% of Residents
- Number of registered users remained strong during the pandemic

#### **COMMUNICATION... Social Media has changed how users get information about the Library**

- Omnichannel marketing is being implemented by many libraries to provide information across multiple platforms

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### What we heard...

*"promote more of your digital offering. Highlight titles that are available. Host on-line zoom meetings showing how to get your digital offerings. Perhaps create a you-tube channel/video explaining the most recent arrivals and how-to classes in downloading digital offerings. Bring in more city officials to host meet and greets. Have the officials explain what they are reading and why. Perhaps offer some fun trivia quiz events based on books or periodicals only available at the library"*

### More online and audio book downloads

*"AFTER HOURS DROP OFF IN ANOTHER PUBLIC LOCATION. FOR EXAMPLE: LOCAL POST OFFICE"*

**My experience with the library has been excellent mostly due to the excellent customer service of the library staff!**

*"My kids love coming to pick out books and find new chapter books series with the librarians. They are so helpful."*

*"I feel like a library represents a community center for knowledge. Maybe if you all had Workshops for like life and business - basic classes that were advertised on Google to bring people in. Maybe advertising for group book study circles and all that. Books are a great way to connect people in a way that technology can't. I feel like shared interest across the landscape of knowledge could definitely enrich the community"*

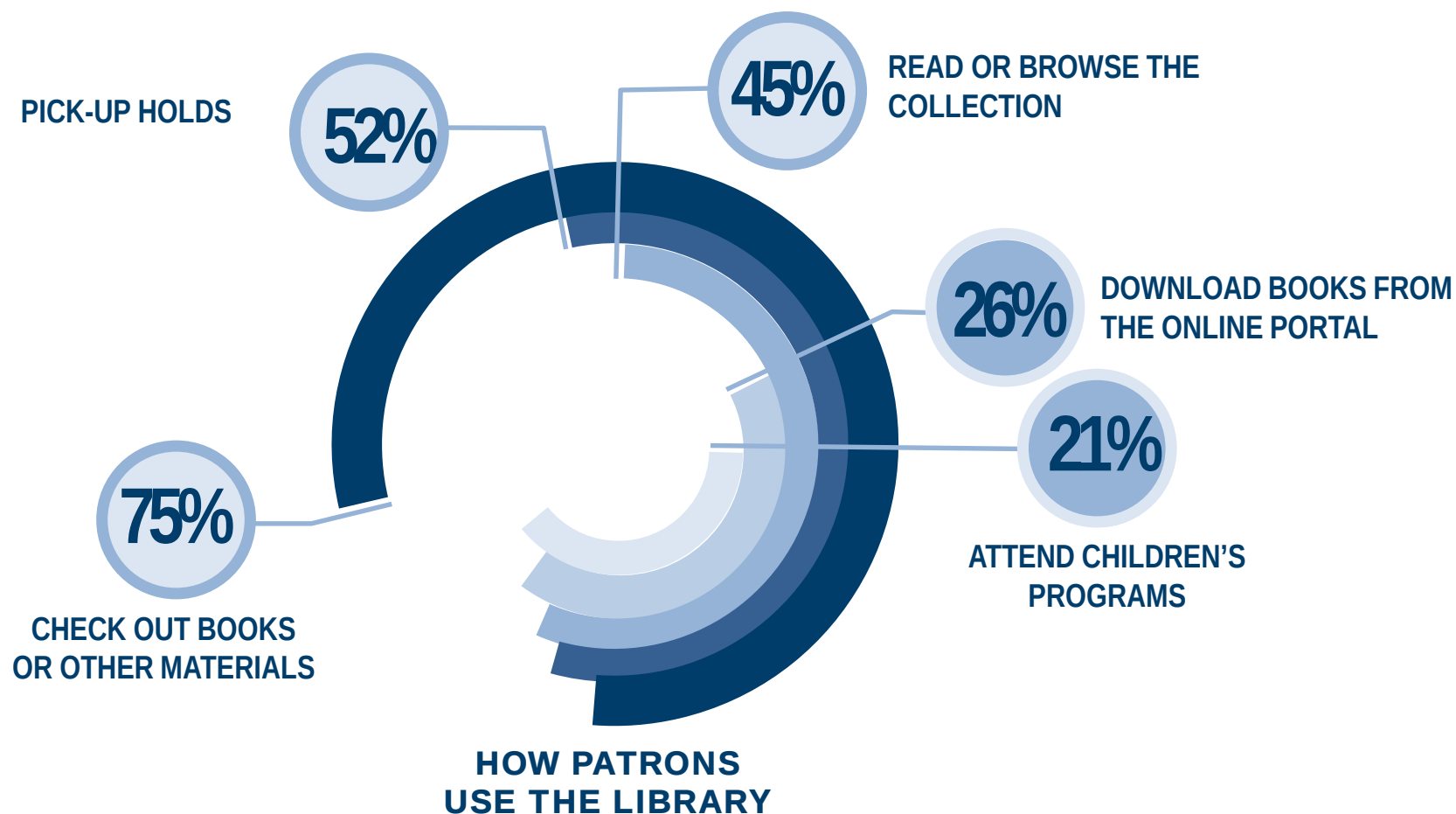
**You're doing a great job!**

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### What we heard...

What respondents do when they visit the Library...

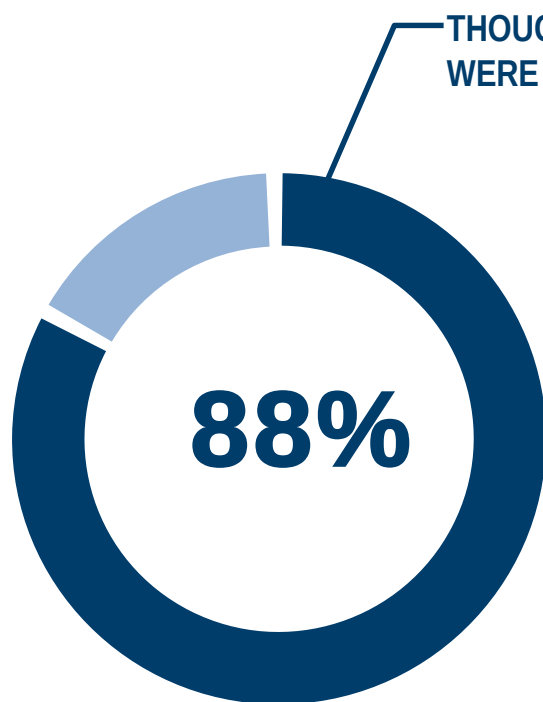


# COLLEYVILLE LIBRARY

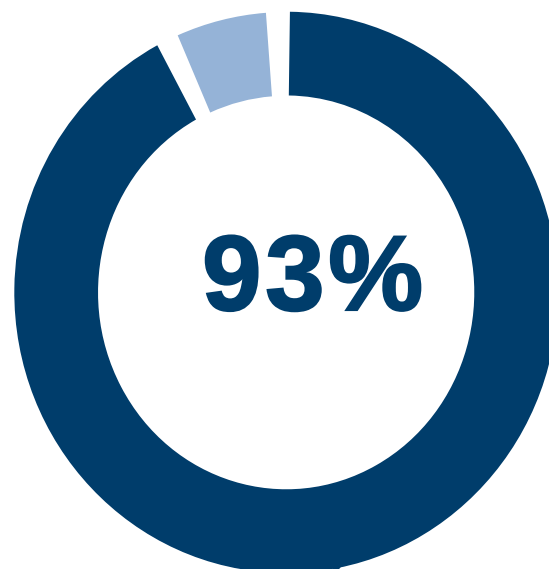
## Long-Range Planning 2022 - 2027

### What we heard...

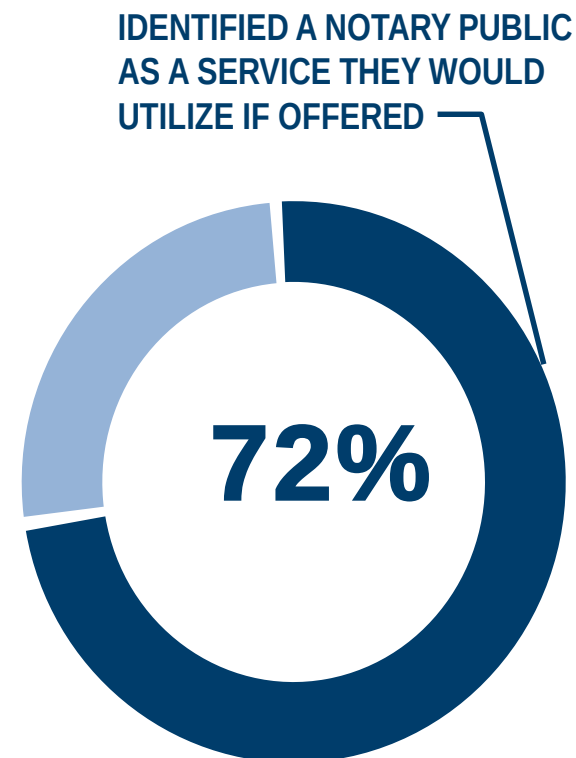
What participants thought...



THOUGHT THE CHILDREN'S PROGRAMS  
WERE GOOD OR EXCELLENT



RATED THE LIBRARY AS  
GOOD OR EXCELLENT



IDENTIFIED A NOTARY PUBLIC  
AS A SERVICE THEY WOULD  
UTILIZE IF OFFERED

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### Peer Library Review

#### CIRCULATION PER LIBRARY VISIT:

**4.14 / Visit**

Translation – Every visitor to the Library borrowed 4.14 items.

**2.2 Times** Above State and National Averages

#### DIGITAL CIRCULATION PER CAPITA

**1.96 / Capita**

Translation – The average registered users checked out 4.5 digital items.

**3.2 Times** Above State and National Averages

#### TOTAL CIRCULATION:

**7.45 Items / Capita**

Translation – The average registered user checked out 22.62 items

**2.4 Times** Above the state average for communities of similar size

#### LIBRARY VISITS:

**1.80 Visits / Capita**

Translation – 48,750 people visited the Library in FY2020

**21% ABOVE** Peer libraries of similar size

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### CONCLUSIONS

#### WHAT THE LIBRARY DOES WELL

##### CUSTOMER SERVICE

**95%**

OF SURVEY RESPONDENTS INDICATED THE LIBRARY'S  
CUSTOMER SERVICE WAS EITHER GOOD OR EXCELLENT

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##### DIGITAL COLLECTION IS POPULAR

**58,012**

DIGITAL ITEMS WERE CHECKED OUT IN FY2020 WHICH WAS  
323% ABOVE THE STATE AVERAGE FOR PEER COMMUNITIES

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##### CIRCULATION IS STRONG

**2.2 ABOVE**

THE STATE AVERAGE FOR FY2020  
201,763 ITEMS OR 22.62 ITEMS PER REGISTERED USER

# COLLEYVILLE LIBRARY

## Long-Range Planning 2022 - 2027

### CONCLUSIONS

## WHAT THE LIBRARY CAN DO TO IMPROVE

#### PRIORITY 1

##### REACT TO CHANGING COMMUNITY NEEDS



**How to  
Respond?**

- Improve access to the collection
- Reallocate collection areas in response to circulation patterns
- Develop a preparedness plan for future public health events
- Engage the aging population

#### PRIORITY 2

##### INCREASE COMMUNICATION REGARDING LIBRARY PROGRAMS AND SERVICES



- Implement an Omnichannel marketing strategy
- Continue feedback engagement for programs and services

#### PRIORITY 3

##### REPLACE END OF LIFE FURNITURE AND EQUIPMENT

- Upgrade furniture and equipment that is nearing end of life conditions

# COLLEYVILLE LIBRARY

## Long-Range Planning Update

### RECOMMENDATIONS

#### RECOMMENDATION

#### INCREASE ACCESS TO DIGITAL COLLECTIONS

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should strive to achieve optimal access to digital items with balanced choices concerning funding and service providers.                                                                                                                                                                                                                                                                                                               |
| Action Plan | <p>Step 1: Beginning in FY22, increase budget allocation for digital content. Utilizing pay-per-use services can greatly benefit users, as funds are directly tied to user selected items.</p> <p>Step 2: Beginning in FY22, continue to evaluate options for users of Amazon Kindle devices. Currently the main choice is Overdrive, however, due the constant changes in publishers' policies, other solutions might become available over the next five years.</p> |

#### RECOMMENDATION

#### STREAMLINE ACCESS TO THE COLLECTION

|             |                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should implement a remote locker for holds, allowing users to reserve an after hours pick-up location.                                             |
| Action Plan | <p>Option 1: Install a remote locker system in the Library breezeway.</p> <p>Option 2: Negotiate with a local business to locate a remote locker system at a remote location.</p> |

# COLLEYVILLE LIBRARY

## Long-Range Planning Update

### RECOMMENDATIONS

#### RECOMMENDATION

#### REALLOCATE COLLECTION AREAS

|             |                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The planning team recommends the Library transition collection areas as collections reduce due to demand. These areas can be replaced by seating or expanded popular collections. |
| Action Plan | Develop a plan for reduction of low use items and replacement with shelving and/or seating.                                                                                       |

#### RECOMMENDATION

#### ENGAGE THE AGING POPULATION

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | Stay relevant with the adult community by offering programming and services specific to their needs.                                                                                                                                                                                                                                                                                                                                                            |
| Action Plan | The planning team recommends the Library implement several strategies to engage the aging population. Provide specialized programs focused on the specific needs of older adults, such as technology training (how to use the latest iPhone) or health care seminars. Extend core Library services to ensure they are accessible to older adults. Invest in infrastructure and staff development to prepare the facility and staff to react to the aging needs. |

# COLLEYVILLE LIBRARY

## Long-Range Planning Update

### RECOMMENDATIONS

#### RECOMMENDATION

#### DEVELOP A PUBLIC HEALTH RESPONSE STRATEGY

|             |                                                                                                                                                                                                                                                                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should adopt a strategic plan and recommendations for how to deal with any future public health events.                                                                                                                                                                                                             |
| Action Plan | Investigate current strategies on how public libraries reacted to the pandemic. Develop a written plan which identifies policies, protocols and recommendations on how the Library should react to public health events. Update the plan regularly to ensure the latest recommendations by public health experts are evaluated for implementation. |

#### RECOMMENDATION

#### IMPLEMENT STRATEGIES TO REACT TO CHANGING TECH NEEDS

|             |                                                                                                                                                                                                                                      |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should strive to provide seating throughout the Library to accommodate patrons who bring devices with them for use. This will include providing various seating options, all with power available.    |
| Action Plan | Investigate battery powered charging stations which can be installed at tables or are mobile for use at lounge seating. Develop a plan to implement these systems and transition furniture with no power to a powered configuration. |

# COLLEYVILLE LIBRARY

## Long-Range Planning Update

### RECOMMENDATIONS

#### RECOMMENDATION

#### DEVELOP AN OMNICHANNEL MARKETING PLAN

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should adopt a strategic Omnichannel Marketing Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Action Plan | <p>The planning team recommends several steps to develop a comprehensive communications plan.</p> <p><b>Step 1:</b> Identify all marketing channels that shall be used to communicate programs and services, such as, newsletters, Facebook, Twitter, e-mail, flyers, e-news, Colleyville Communicator, etc.</p> <p><b>Step 2:</b> Develop a plan for use of these channels, identifying which provide the best opportunities for outreach.</p> <p><b>Step 3:</b> Integrate these siloed channels with automated tools to streamline the process and synchronize marketing across all key channels. Investigate third party software such as Monday or hubspot.com</p> <p><b>Step 4:</b> Invest in a database that provides feedback regarding members' behaviors. Utilizing predictive analytics and users' past engagement history will allow for a tailored approach to future programming and service suggestions.</p> |

# COLLEYVILLE LIBRARY

## Long-Range Planning Update

### RECOMMENDATIONS

#### RECOMMENDATION

#### DEVELOP A REPLACEMENT PLAN FOR END OF USE EQUIPMENT

|             |                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal        | The Colleyville Public Library should develop a plan for replacement of furniture and equipment.                                                                                                                                                                                                                                                                                          |
| Action Plan | <p><b>Step 1:</b> Evaluate furniture and equipment. Identify items which are nearing end of life or are worn, damaged, or no longer meeting current needs.</p> <p><b>Step 2:</b> Develop a plan for replacement of items including a timeline and projected cost.</p> <p><b>Step 3:</b> Based on plan, replace items as required and continue to update the list on a periodic basis.</p> |

# COLLEYVILLE PUBLIC LIBRARY

LONG-RANGE PLAN PRESENTATION 2022 - 2027

## Library Board Presentation

June 13, 2022

Prepared by  
Hidell and Associates Architects, Inc.





# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
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**Agenda Number** 3b

**Agenda Date** 6/13/2022

**Number**

**Type** Regular Agenda Items

**Department** Library

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**Title**

Review of Colleyville Public Library Fee Schedule

**Explanation**

As a part of the annual budget process, departments review the fees charged by the City and propose new fees, revisions of current fees, or deletions of fees. During this budget process, the Library is proposing a few changes to the attached current fee schedule. Library Director Mary Rodne will discuss current and proposed fee changes noted in red.

Also, during this budget process, staff is proposing to provide a recommendation to City Council to eliminate library fines. Recently, Library staff conducted the attached fine survey of area libraries. Currently, only two area libraries, Colleyville and Euless, charge fines. All the other area libraries surveyed have gone fine-free. Nationally, the fine-free trend is growing, and more and more libraries are joining the trend.

Additionally, each year, the Library's fine revenues have continued to decrease due to automatic renewals of materials without restrictions and increased usage of digital materials, which are automatically checked in and do not have fines. Director Rodne will provide an overview of the proposal. Following review and discussion, the Colleyville Public Library Board will have the opportunity to make a recommendation to the City Council to eliminate library fines. Once approved, this recommendation will be included as a part of the budget process.

**Attachments**

1. Colleyville Public Library - Library Fee Schedule 2022
2. Area Library Fine Survey
3. Colleyville Public Library - Library Fine Revenues - FY 2011-2012 - FY 2021-2022



## Library Materials Replacement & Processing Fees

| Item                                   | Cost                           | Processing Fee |
|----------------------------------------|--------------------------------|----------------|
| Books/periodicals                      |                                |                |
| Book<br>[hardcover, paperback]         | Cost of item                   | \$ 5.00        |
| Board, <b>VOX Talking</b> book         |                                |                |
| Magazine                               |                                | \$ 2.00        |
|                                        |                                |                |
| Audio/Visual                           |                                |                |
| Audiobooks                             |                                |                |
| CD book                                | Cost of item                   | \$ 5.00        |
| single disc                            | Cost of disc<br>[if available] | \$ 1.00        |
| artwork/outer insert                   | --                             | \$ 5.00        |
|                                        |                                |                |
| Music                                  |                                |                |
| CD                                     | Cost of item                   | \$ 5.00        |
| case                                   | --                             |                |
| artwork/outer insert                   | --                             |                |
|                                        |                                |                |
| DVDs                                   |                                |                |
| DVD                                    | Cost of item                   | \$ 5.00        |
| case                                   | --                             |                |
| artwork/outer insert                   |                                |                |
|                                        |                                |                |
| Kits                                   |                                |                |
| STEAM Kit [contents &/or box]          | Cost of item &/or box          | \$ 5.00        |
| Early Literacy Kit [contents &/or box] |                                |                |
| Red bag                                | --                             | \$ 2.00        |



## Other Library Fees

| Item                                                                                                        | Fee                                                                                                          |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Cards</b>                                                                                                |                                                                                                              |
| Non-resident card<br>-- non- TexShare<br>-- non- reciprocal borrowing home library or<br>-- no home library | \$ 25.00/ annual                                                                                             |
| Replacement Library card                                                                                    | \$ 2.00                                                                                                      |
| <b>Services</b>                                                                                             |                                                                                                              |
| Copies/ print jobs                                                                                          |                                                                                                              |
| Color                                                                                                       | \$ 0.50/ page                                                                                                |
| Black & white                                                                                               | \$ 0.10/ page                                                                                                |
|                                                                                                             |                                                                                                              |
| Faxes                                                                                                       |                                                                                                              |
| Incoming                                                                                                    | \$ 1.00/ page                                                                                                |
| Outgoing                                                                                                    | <ul style="list-style-type: none"><li>• Local: \$ 1.00/ page</li><li>• Long distance: \$ 2.00/page</li></ul> |
|                                                                                                             |                                                                                                              |
| Interlibrary loan materials not picked up                                                                   | \$ 2.00                                                                                                      |
|                                                                                                             |                                                                                                              |
|                                                                                                             |                                                                                                              |
|                                                                                                             |                                                                                                              |



## Circulating Materials Restrictions & Fees

| Item                  | Loan Period          | Item Limits                     | Fees/ Fines                    | 5 Renewals Limit                                           |  |
|-----------------------|----------------------|---------------------------------|--------------------------------|------------------------------------------------------------|--|
|                       |                      | 40 item max<br>[per card]       | OD Fines Threshold:<br>\$ 5.00 | Unless on hold for<br>another patron<br>or indicated below |  |
| Books/ Periodicals    |                      |                                 |                                |                                                            |  |
| Books                 | 3 weeks<br>[21 days] | --                              | \$ .25/ day                    | --                                                         |  |
| CD Books              |                      |                                 |                                |                                                            |  |
| VOX Books             |                      |                                 |                                |                                                            |  |
|                       |                      |                                 |                                |                                                            |  |
| Magazines             | 1 week<br>[7 days]   | 10                              | \$ .25/ day                    | --                                                         |  |
|                       |                      |                                 |                                |                                                            |  |
| Audio/ Visual         |                      |                                 |                                |                                                            |  |
| Binge Box DVDs        | 1 week<br>[7 days]   | 10                              | \$ 1.00/ day                   | --                                                         |  |
| DVDs                  |                      |                                 |                                |                                                            |  |
| JUV DVDs<br>[feature] |                      |                                 | \$ .25/ day                    |                                                            |  |
| JUV DVDs<br>[series]  |                      |                                 |                                |                                                            |  |
|                       |                      |                                 |                                |                                                            |  |
| CDs<br>[music]        | 1 week<br>[7 days]   | 10                              | \$ .25/ day                    | --                                                         |  |
|                       |                      |                                 |                                |                                                            |  |
| Kits                  |                      |                                 |                                |                                                            |  |
| JUV Kits              | 3 weeks<br>[21 days] | 10                              | \$ .25/ day                    | --                                                         |  |
| STEAM Kits            | 1 week<br>[7 days]   | 1/ adult card<br>holder account | \$ 1.00/ day                   | 0                                                          |  |
| Early Literacy Kits   |                      |                                 |                                |                                                            |  |

## Area Library Fine Survey - 2022

| Library              | Loan Period      | Max Items                | Auto Renew    | Fines                                | Notes on \$0 Fines                                                                             | Fines - Block                      |
|----------------------|------------------|--------------------------|---------------|--------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------|
| Colleyville          | 3 weeks / 1 week | 40                       | Yes, 5 times  | \$0.25 day/item;<br>\$1.00/day DVD   |                                                                                                | \$15                               |
| Southlake            | 2 weeks          | 36                       | Yes, 10 times | \$0                                  | Bill patron in full after 30 days overdue, but clear if returned                               | staff has discretion               |
| Grapevine            | 3 weeks / 1 week | unlimited                | Yes, 4 times  | \$0                                  |                                                                                                | Once item is declared lost         |
| Euless               | 3 weeks / 1 week | 25                       | Yes, 2 times  | \$0.25 day/item;<br>\$10.00 max/item |                                                                                                |                                    |
| Hurst                | 3 weeks / 1 week | 25                       | Yes, 2 times  | \$0                                  |                                                                                                |                                    |
| Bedford              | 3 weeks / 1 week | 50                       | Yes, 4 times  | \$0                                  |                                                                                                | \$10.00 general;<br>\$5.00 digital |
| North Richland Hills | 3 weeks / 1 week | only max dvds, 10        | Yes, 3 times  | \$0                                  |                                                                                                | \$25.00                            |
| Keller               | 3 weeks / 1 week | 99                       | Yes, 2 times  | \$0                                  | Case by case basis;<br>auto lost at 3 mos                                                      | \$5.00                             |
| Coppell              | 3 weeks / 1 week | 40                       | Yes, 2 times  | \$0                                  | Bill patron in full after 30 days overdue; clear charges if returned                           |                                    |
| Watauga              | 3 weeks          | unlimited books, 15 dvds | Yes, 2 times  | \$0                                  |                                                                                                | \$5.00                             |
| Haltom City          | 3 weeks          | 99                       | Yes, 2 times  | \$0                                  | Account blocked if overdue                                                                     | \$5.00                             |
| Flower Mound         | 3 weeks / 1 week | 99                       | No            | \$0                                  | Account blocked only if item on hold; Bill for full price after 30 days, but clear if returned |                                    |



## Colleyville Public Library

| Year         | Fine Revenues | Yearly Circulation | physical | Digital | % Digital | Notes                                                       |
|--------------|---------------|--------------------|----------|---------|-----------|-------------------------------------------------------------|
| FY 2011/2012 | \$19,716.45   | 244,614            | 237,013  | 7,601   | 3%        |                                                             |
| FY 2012/2013 | \$21,244.89   | 250,737            | 238,500  | 12,237  | 5%        | Joined Zinio                                                |
| FY 2013/2014 | \$21,376.78   | 235,120            | 219,634  | 15,486  | 7%        | Joined RBDigital                                            |
| FY 2014/2015 | \$19,804.43   | 228,160            | 210,106  | 18,054  | 8%        |                                                             |
| FY 2015/2016 | \$19,750.07   | 222,128            | 204,058  | 18,070  | 8%        | Left Overdrive, joined cloud Library                        |
| FY 2016/2017 | \$16,559.68   | 227,252            | 202,126  | 25,126  | 11%       |                                                             |
| FY 2017/2018 | \$15,166.12   | 237,124            | 192,405  | 44,719  | 19%       | Year we joined CloudLink                                    |
| FY 2018/2019 | \$14,724.31   | 234,477            | 186,911  | 47,566  | 20%       |                                                             |
| FY 2019/2020 | \$6,772.13    | 201,763            | 144,200  | 57,563  | 29%       | Closed 3/16/2020 Opened 5/04/2020 Waved Fines               |
| FY 2020/2021 | \$3,944.02    | 246,043            | 183,710  | 62,333  | 25%       | Automatic renewals started 11/2020 Left RBDigital and Zinio |
| FY 2021/2022 | \$1,543.10    | 106,788            | 79,257   | 27,531  | 26%       | Year to date                                                |



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 3c

**Agenda Date** 6/13/2022

**Number**

**Type** Regular Agenda Items

**Department** Library

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**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  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 4a

**Agenda Date** 6/13/2022

**Number**

**Type** Report

**Department** Library

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**Title**

Librarian's Report

**Explanation**

The reports provided are to update Board members on the statistics and programs for the months of February 2022 through May 2022.

A. Monthly Statistics

B. Donations

C. Library Programs

**Attachments**

1. Library Statistics - February 2022 - May 2022
2. Volunteer Hours Summary - FY 2021-2022



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/FEBRUARY 2022

|                               | February<br>2022 | February<br>2021 | % Change<br>(+/-) | Current<br>YTD | Current YTD | % Change<br>(+/-) |
|-------------------------------|------------------|------------------|-------------------|----------------|-------------|-------------------|
| <b>USAGE STATISTICS</b>       |                  |                  |                   |                |             |                   |
| Persons Visiting the Library  | 8,269            | 5,096            | 62%               | 29,018         | 34,940      | -17%              |
| Gate Count                    | 7,388            | 4,167            | 77%               | 24,562         | 29,989      | -18%              |
| Cloud Library Activity        | 747              | 685              | 9%                | 3,621          | 3,260       | 11%               |
| Drive Up Transactions         | 139              | 244              | -43%              | 835            | 1,691       | -51%              |
| Total In-Library Transactions | 22,724           | 24,662           | -8%               | 114,474        | 120,464     | -5%               |
| Study Room Hours Usage        | 228.00           | 32.00            | 613%              | 1,327.00       | 32.00       | 4047%             |
| Volunteer Hours               | 70.00            | 0                | 69900%            | 434.50         | 0           | 434400%           |

|                                   |    |    |      |     |    |     |
|-----------------------------------|----|----|------|-----|----|-----|
| <b>LIBRARY PROGRAMS PRESENTED</b> |    |    |      |     |    |     |
|                                   | 45 | 19 | 137% | 167 | 87 | 92% |

|                           |     |     |     |       |       |     |
|---------------------------|-----|-----|-----|-------|-------|-----|
| <b>PROGRAM ATTENDANCE</b> |     |     |     |       |       |     |
|                           | 796 | 634 | 26% | 2,904 | 2,927 | -1% |

|                     |    |       |        |     |   |         |
|---------------------|----|-------|--------|-----|---|---------|
| <b>COMPUTER USE</b> |    | Users | Users  |     |   |         |
| Children            | 8  | 0     | 7900%  | 15  | 0 | 14900%  |
| Adult               | 81 | 0     | 80900% | 111 | 0 | 110900% |

|                           |     |    |      |     |     |     |
|---------------------------|-----|----|------|-----|-----|-----|
| <b>CARD REGISTRATIONS</b> |     |    |      |     |     |     |
|                           | 113 | 41 | 176% | 388 | 397 | -2% |

|                    |        |        |     |        |        |     |
|--------------------|--------|--------|-----|--------|--------|-----|
| <b>CIRCULATION</b> |        |        |     |        |        |     |
| TOTAL CIRCULATION  | 17,365 | 19,091 | -9% | 87,127 | 90,411 | -4% |
| Cloud Library      | 4,510  | 4,916  | -8% | 22,414 | 23,276 | -4% |

|                   |     |      |      |        |        |     |
|-------------------|-----|------|------|--------|--------|-----|
| <b>COLLECTION</b> |     |      |      |        |        |     |
|                   | 228 | -224 | 202% | 73,068 | 74,448 | -2% |

|                         |          |          |      |            |            |     |
|-------------------------|----------|----------|------|------------|------------|-----|
| <b>LIBRARY RECEIPTS</b> |          |          |      |            |            |     |
|                         | \$347.39 | \$395.77 | -12% | \$2,823.97 | \$2,485.27 | 14% |



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/MARCH 2022

|                               | March<br>2022 | March<br>2021 | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | % Change<br>(+/-) |
|-------------------------------|---------------|---------------|-------------------|-------------|----------------------|-------------------|
| <b>USAGE STATISTICS</b>       |               |               |                   |             |                      |                   |
| Persons Visiting the Library  | 9,714         | 4,415         | 120%              | 38,732      | 39,355               | -2%               |
| Gate Count                    | 8,767         | 3,438         | 155%              | 33,329      | 33,427               | 0%                |
| Cloud Library Activity        | 763           | 654           | 17%               | 4,384       | 3,914                | 12%               |
| Drive Up Transactions         | 184           | 323           | -43%              | 1,019       | 2,014                | -49%              |
| Total In-Library Transactions | 25,849        | 28,652        | -10%              | 140,323     | 149,116              | -6%               |
| Study Room Hours Usage        | 271.00        | 141.00        | 92%               | 1,598.00    | 173.00               | 824%              |
| Volunteer Hours               | 132.00        | 0             | 131900%           | 566.25      | 0                    | 566150%           |

### LIBRARY PROGRAMS PRESENTED

|    |    |     |     |     |     |
|----|----|-----|-----|-----|-----|
| 63 | 32 | 97% | 230 | 119 | 93% |
|----|----|-----|-----|-----|-----|

### PROGRAM ATTENDANCE

|     |     |      |       |       |     |
|-----|-----|------|-------|-------|-----|
| 749 | 853 | -12% | 3,653 | 3,780 | -3% |
|-----|-----|------|-------|-------|-----|

### COMPUTER USE

|          | Users | Users |        |     |   |         |
|----------|-------|-------|--------|-----|---|---------|
| Children | 19    | 0     | 18900% | 34  | 0 | 33900%  |
| Adult    | 75    | 0     | 74900% | 186 | 0 | 185900% |

### CARD REGISTRATIONS

|    |    |     |     |     |    |
|----|----|-----|-----|-----|----|
| 96 | 60 | 60% | 484 | 457 | 6% |
|----|----|-----|-----|-----|----|

### CIRCULATION

|                   |        |        |     |         |         |     |
|-------------------|--------|--------|-----|---------|---------|-----|
| TOTAL CIRCULATION | 19,661 | 21,394 | -8% | 106,788 | 111,805 | -4% |
| Cloud Library     | 5,117  | 5,251  | -3% | 27,531  | 28,527  | -3% |

### COLLECTION

|     |      |      |        |        |     |
|-----|------|------|--------|--------|-----|
| 481 | -160 | 401% | 73,549 | 74,288 | -1% |
|-----|------|------|--------|--------|-----|

### LIBRARY RECEIPTS

|          |          |    |            |            |     |
|----------|----------|----|------------|------------|-----|
| \$632.86 | \$620.63 | 2% | \$3,456.83 | \$3,105.90 | 11% |
|----------|----------|----|------------|------------|-----|



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/APRIL 2022

|                               | April 2022 | April 2021 | % Change<br>(+/-) | Current<br>YTD | Last Year to<br>Date | % Change<br>(+/-) |
|-------------------------------|------------|------------|-------------------|----------------|----------------------|-------------------|
| <b>USAGE STATISTICS</b>       |            |            |                   |                |                      |                   |
| Persons Visiting the Library  | 6,903      | 3,946      | 75%               | 45,635         | 43,301               | 5%                |
| Drive Up Transactions         | 147        | 258        | -43%              | 1,166          | 2,272                | -49%              |
| Gate Count                    | 5,988      | 3,047      | 97%               | 39,317         | 36,474               | 8%                |
| Cloud Library Activity        | 768        | 641        | 20%               | 5,152          | 4,555                | 13%               |
| Total In-Library Transactions | 22,219     | 24,297     | -9%               | 162,542        | 173,413              | -6%               |
| Study Room Hours Usage        | 256.00     | 138.00     | 86%               | 1,854          | 311                  | 496%              |
| Volunteer Hours               | 119.00     | 17.00      | 600%              | 685.00         | 17.00                | 3929%             |

### LIBRARY PROGRAMS PRESENTED

|    |    |     |     |     |      |
|----|----|-----|-----|-----|------|
| 24 | 14 | 71% | 254 | 433 | -41% |
|----|----|-----|-----|-----|------|

### PROGRAM ATTENDANCE

|     |     |    |       |       |     |
|-----|-----|----|-------|-------|-----|
| 446 | 433 | 3% | 4,093 | 4,213 | -3% |
|-----|-----|----|-------|-------|-----|

### COMPUTER USE

|          | Users |   | Users  |     |   |         |
|----------|-------|---|--------|-----|---|---------|
| Children | 14    | 0 | 13900% | 48  | 0 | 47900%  |
| Adult    | 88    | 0 | 87900% | 274 | 0 | 273900% |

### CARD REGISTRATIONS

|    |    |     |     |     |    |
|----|----|-----|-----|-----|----|
| 97 | 74 | 31% | 581 | 531 | 9% |
|----|----|-----|-----|-----|----|

### CIRCULATION

|                   |        |        |     |         |         |     |
|-------------------|--------|--------|-----|---------|---------|-----|
| TOTAL CIRCULATION | 17,347 | 17,875 | -3% | 124,135 | 129,680 | -4% |
| Cloud Library     | 4,845  | 4,962  | -2% | 32,376  | 33,489  | -3% |

### COLLECTION

|      |        |     |        |        |    |
|------|--------|-----|--------|--------|----|
| -154 | -3,635 | 96% | 73,395 | 70,653 | 4% |
|------|--------|-----|--------|--------|----|

### LIBRARY RECEIPTS

|          |          |     |            |            |     |
|----------|----------|-----|------------|------------|-----|
| \$575.48 | \$483.22 | 19% | \$4,032.31 | \$3,589.12 | 12% |
|----------|----------|-----|------------|------------|-----|



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

| REPORT TO LIBRARY BOARD/MAY 2022  |            |          |                   |             |                      |                   |
|-----------------------------------|------------|----------|-------------------|-------------|----------------------|-------------------|
|                                   | May 2022   | May 2021 | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | % Change<br>(+/-) |
| <b>USAGE STATISTICS</b>           |            |          |                   |             |                      |                   |
| Persons Visiting the Library      | 9,841      | 4,535    | 117%              | 55,476      | 47,836               | 16%               |
| Drive Up Transactions             | 139        | 230      | -40%              | 1,305       | 2,502                | -48%              |
| Gate Count                        | 8,899      | 3,629    | 145%              | 48,216      | 40,103               | 20%               |
| Cloud Library Activity            | 803        | 676      | 19%               | 5,955       | 5,231                | 14%               |
| Total In-Library Transactions     | 26,876     | 25,352   | 6%                | 189,418     | 198,765              | -5%               |
| Study Room Hours Usage            | 226.00     | 222.00   | 2%                | 2,080.00    | 533.00               | 290%              |
| Volunteer Hours                   | 91.00      | 34.00    | 168%              | 775.75      | 50.50                | 1436%             |
| <b>LIBRARY PROGRAMS PRESENTED</b> |            |          |                   |             |                      |                   |
|                                   | 10         | 6        | 67%               | 264         | 136                  | 94%               |
| <b>PROGRAM ATTENDANCE</b>         |            |          |                   |             |                      |                   |
|                                   | 2,049      | 47       | 4260%             | 6,142       | 4,260                | 44%               |
| <b>COMPUTER USE</b>               |            |          |                   |             |                      |                   |
|                                   | Users      | Users    |                   |             |                      |                   |
| Children                          | 33         | 0        | 32900%            | 81          | 0                    | 80900%            |
| Adult                             | 80         | 0        | 79900%            | 354         | 0                    | 353900%           |
| <b>CARD REGISTRATIONS</b>         |            |          |                   |             |                      |                   |
|                                   | 189        | 117      | 62%               | 770         | 648                  | 19%               |
| <b>CIRCULATION</b>                |            |          |                   |             |                      |                   |
| TOTAL CIRCULATION                 | 21,120     | 18,700   | 13%               | 145,255     | 148,380              | -2%               |
| Cloud Library                     | 5,451      | 5,006    | 9%                | 37,827      | 38,495               | -2%               |
| <b>COLLECTION</b>                 |            |          |                   |             |                      |                   |
|                                   | -292       | 288      | -201%             | 73,103      | 70,941               | 3%                |
| <b>LIBRARY RECEIPTS</b>           |            |          |                   |             |                      |                   |
|                                   | \$1,445.04 | \$739.61 | 95%               | \$5,477.35  | \$4,328.73           | 27%               |



## COLLEYVILLE PUBLIC LIBRARY

### VOLUNTEER HOURS

**FISCAL YEAR 2021-2022**

| MONTH           | VOLUNTEERS | PER-<br>SONS | VOLUNTEENS   | PER-<br>SONS | NCL          | PER-<br>SONS | SCHOOL        | PER-<br>SONS | TEEN/ADULT<br>COURT | PER-<br>SONS | TOTAL         | TOTAL<br>PERSONS |
|-----------------|------------|--------------|--------------|--------------|--------------|--------------|---------------|--------------|---------------------|--------------|---------------|------------------|
| October         | 5.50       | 1            | 25.00        | 5            | 0.00         | 0            | 40.00         | 13           | 0.00                | 0            | 71            | 19               |
| November        | 10.50      | 1            | 18.00        | 6            | 0.00         | 0            | 64.25         | 21           | 0.00                | 0            | 93            | 28               |
| December        | 11.00      | 1            | 12.50        | 5            | 0.00         | 0            | 84.50         | 24           | 8.00                | 1            | 116           | 31               |
| January         | 11.75      | 1            | 5.00         | 4            | 0.00         | 0            | 66.75         | 21           | 2.00                | 1            | 86            | 27               |
| February        | 8.00       | 1            | 1.00         | 1            | 0.00         | 0            | 56.75         | 20           | 4.00                | 1            | 70            | 23               |
| March           | 6.50       | 1            | 13.00        | 3            | 0.00         | 0            | 107.50        | 26           | 4.75                | 1            | 132           | 31               |
| April           | 14.25      | 3            | 10.00        | 2            | 0.00         | 0            | 90.50         | 17           | 4.00                | 1            | 119           | 23               |
| May             | 8.50       | 3            | 4.00         | 1            | 20.00        | 9            | 58.25         | 14           | 0.00                | 0            | 91            | 27               |
| June            |            |              |              |              |              |              |               |              |                     |              | 0             | 0                |
| July            |            |              |              |              |              |              |               |              |                     |              | 0             | 0                |
| August          |            |              |              |              |              |              |               |              |                     |              | 0             | 0                |
| September       |            |              |              |              |              |              |               |              |                     |              | 0             | 0                |
| <b>FY Total</b> | <b>76</b>  | <b>12</b>    | <b>88.50</b> | <b>27</b>    | <b>20.00</b> | <b>9</b>     | <b>568.50</b> | <b>156</b>   | <b>22.75</b>        | <b>5</b>     | <b>775.75</b> | <b>209</b>       |



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 4b

**Agenda Date** 6/13/2022

**Number**

**Type** Report

**Department** Library

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**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

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 4c

**Agenda Date** 6/13/2022

**Number**

**Type** Report

**Department** Library

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**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**