



City of Colleyville

Colleyville Library Board Agenda

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

Monday, August 8, 2022
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

June 13, 2022

3. REGULAR AGENDA ITEMS

3a Colleyville Public Library Long-Range Plan Update

3b City of Colleyville Fiscal Year 2023 (FY23) budget update

3c Colleyville Public Library Fee Update

3d Approval to use the Voluntary Library Fund in Fiscal Year 2023, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000

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, August 4, 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
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Monday, June 13, 2022
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 6:06 p.m.

Present Board members: Vice-Chair Joan Roberts, Molly Skinner, Joseph Stout, Kay Newton, Joy Fulton Lee; City Staff: Library Director Mary Rodne, Library Community Events Coordinator Maria Hoefke

Absent Board Members: Pat Jones, Wanda Cotter, Denise Light

2. APPROVAL OF MINUTES

February 14, 2022

A motion was made by Molly Skinner and seconded by Kay Newton to approve the February 12, 2022 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

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

Chair McPherson introduced Aaron Babcock of Hidell Associates Architects, who updated the Board members on a proposed presentation to the Colleyville City Council regarding the Colleyville Library Long-Range Plan. As a result of the community survey conducted in December, 2021 and staff input, Babcock said several priorities and recommendations would be made to the City Council. Among them is increased access to the Library's digital collection as well as an after-hours method for picking up hold materials. For example, a locker system either located at the Library, other City facility, or public building, within the City, to collect or pick up Library materials. Babcock also stated the survey indicated Library patrons wanted increase access to the digital book collection. More specifically, with the ability to use specific devices to access the Library's online offerings. Additionally, the Library's budget for pay-per-use or specific titles online, is generally depleted by the beginning of each month due to high demand. Babcock also said the survey indicated a need for programming for older adults and trying to find topics and

areas they would be interested in attending. Other areas included developing a public health response and other emergency planning guidelines; changing technology needs as in how to charge different devices within the Library; an omni-channel marketing plan utilizing several print or online methods; and the replacement of some of the Library's furniture, specifically the eight-foot community tables and the Library's book return/sorter system.

3b Discussion of Items for Future Agendas

Chair McPherson said the Long-Range Plan update would be a continued subject matter for discussion as well as a marketing and communication plan.

REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the month of May 2022.

B. Donations:

Rodne reported that the Library had received a total of \$14,860.91 in the months of February through May. In February, the Library received a \$10,000 donation from the Robert J. and Helen H. Glaser Family Foundation for the Library's Summer Reading Program; and \$210.91 from Better World Books through the Friends of the Colleyville Public Library. In March, the Library received \$50 from Alam Ziq, a patron, which was used to purchase books for the adult collection; and a \$500 Grant from the Colleyville Lion's Club for the purchase of large print books. In April, the Library received \$100 from the Colleyville Garden Club for the purchase of gardening books; and \$500 from the Friends of the Library for the purchase of Summer Reading Program prizes. In May, the Library received a \$3,500 grant from the Colleyville Woman's Club, which the Library will use to purchase VOX Talking Books.

C. Programs:

Director Rodne provided an overview of the Library's programs and events from February to April.

Director Rodne noted that the early voting and Election Day in the Spring saw additional foot traffic in the Library.

Additionally, Rodne reported that in May, Youth Services staff members were able to visit the Colleyville schools and promote the Library's Summer Reading Program. The staff visited O.C. Taylor Elementary, Colleyville Elementary, Glen Hope Elementary, Bransford Elementary and Colleyville Montessori, for a total of 2,000 people reached. The Summer Reading Program, Read Y'all! launched and participants are able to track their reading either online or use a paper brochure. The Summer Reading Program will last seven weeks and the Finale is scheduled from 5:30 – 8:30 PM, Friday, July 29. Additionally, the Library has become the recipient of a grant from the Texas Commission on the Arts. The grant money will be used to have a larger-than-life armadillo at the Finale. The armadillo is from the Austin-based company, The Bike Zoo. The Library has returned to in-person Story Times and has added some new programming, including Makey Place, Buckaroo Builders and Family Art: Quick Draw on the Plaza. Family Movies on Friday as well as Bounce Time have returned again for the Summer.

In Adult Programming, a new Craft & Chat program is being offered. Also, there is an Author Luncheon planned for August 12, with author Jeff Guinn.

To date, the Summer Reading Program has 951 registered children, 17 teens, and 60 adults. The Kick-Off saw 630 people in attendance and all the Youth Service Story Time programs are full with wait-lists.

Rodne reported that the Library experienced a flood from the second floor kitchen in February and all repairs to the Colleyville Room, Meeting Room B, the Story Time Room, and the storage room have all been repaired and completed just in time for the Summer Reading Kick-Off.

Additionally, Rodne announced that the Library had submitted applications and received two Texas Library Association awards. The Library worked with an intern at the City of Colleyville on the award proposals. The Library was notified in the Spring that the Library received the Texas Library Association's Branding Iron Award for the 2021 Summer Reading Program as well as the Texas Library Association's Benefactor Award for the Glaser Family Foundation. In April, Director Mary Rodne and several members of the Library Foundation attended a Texas Library Association luncheon in Fort Worth, at which an award was presented to Robert and Christine Glaser. Also, both awards were featured in the June edition of the Texas Library Association's magazine.

4b Friends of the Colleyville Public Library Report

Joan Roberts stated the Friends of the Library's annual meeting will be held Tuesday, June 14 and will feature a technology talk with Jack Pawlowski, the

Library's Circulation Information Services Librarian. Roberts also said the Friends will be taking a 'pause' during the Summer in accepting book donations. The Friends have tried scheduling appointments with those with book donations, however, donations continue to arrive at the Library. Due to space constraints this year, with the Library sharing space with the Parks/Recreation and Senior Center, there isn't an opportunity to accept more donations.

4c Colleyville Public Library Foundation Report

No Report.

4. ADJOURNMENT

A motion was made by Kay Newton and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 7:26 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:

*Maria Hoefke
Library Community Events Coordinator*



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3a

Agenda Date 8/8/2022

Number

Type Regular Agenda Items

Department Library

Title

Colleyville Public Library Long-Range Plan Update

Explanation

Library Director Mary Rodne will provide a report on the Colleyville Public Library Long-Range Plan update.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3b

Agenda Date 8/8/2022

Number

Type Regular Agenda Items

Department Library

Title

City of Colleyville Fiscal Year 2023 (FY23) budget update

Explanation

Director Mary Rodne will present an update on the proposed Colleyville Library Fiscal Year 2023 (FY 2023) budget.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3c

Agenda Date 8/8/2022

Number

Type Regular Agenda Items

Department Library

Title

Colleyville Public Library Fee Update

Explanation

Library Director Mary Rodne will provide an update on the proposed Library fee changes.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3d	Agenda Date 8/8/2022	Number
Type Regular Agenda Items		
Department Library		

Title

Approval to use the Voluntary Library Fund in Fiscal Year 2023, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000

Explanation

Resolution R-03-2237 provides for the Voluntary Library Fund to be used for the purpose of the development and improvement of library programs and services and for approved library programs and capital items, including collection development (books and other materials). In October 2006, City Council approved Resolution R-06-2768, which increased the monthly Voluntary Library Fund contribution amount from \$1.00 to \$2.00 per month. It was projected the increase would generate \$55,000.00 per year, which would be used as a funding source for library material collections, collection processing supplies and library programs. As of August 2, 2022, the projected available Voluntary Library Fund balance is \$546,144. It has been determined that funds are available in the Voluntary Library Fund.

This item provides for the Colleyville Public Library Board to make a recommendation to the City Council for use of the Voluntary Library Fund, for the purchase of library collection materials, collection processing supplies and library programs in an amount not to exceed \$170,000.00.

Attachments

1. Resolution R-03-2237
2. Resolution R-06-2768
3. Financial Status of Voluntary Library Fund at August 2, 2022
4. Voluntary Library Fund Report FY 2004 - FY 2023

RESOLUTION R-03-2237

**A RESOLUTION ESTABLISHING THE ALLOWED USES OF THE
VOLUNTARY LIBRARY FUND**

WHEREAS, the mission of the Colleyville Public Library is to provide cultural, educational, intellectual and recreational resources in an inviting environment to enhance the quality of life for all ages; and

WHEREAS, the City of Colleyville can anticipate continued growth in the demand for library programs and services; and

WHEREAS, it is the opinion of the City Council that the best interest of the citizens of Colleyville will be served by providing for a voluntary library fund; and

WHEREAS, the City Council has established the Colleyville Public Library Board and this Board shall serve as a recommending body to the City Council for the use of the Voluntary Library Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

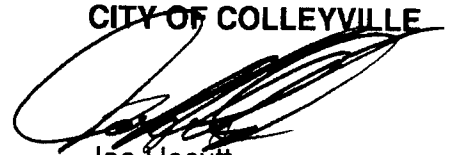
- Sec. 1. THAT a voluntary library fund has been established for the purpose of the development and improvement of library programs and services; and said fund can be used for approved library programs and capital items, including collection development (books and materials) and other items as desired by the City Council; however, said fund will not be used to provide for ongoing library maintenance and operations.
- Sec. 2. THAT the voluntary library fund is funded through a voluntary donation of one (\$1) per month from the citizens of Colleyville.
- Sec. 3. THAT this fee is listed with the Library Donation Fund as a separate entry on the Colleyville residents' water bills and is in all ways strictly voluntary.

AND SO IT IS RESOLVED.

PASSED BY A VOTE OF 5 AYES, 0 NAYS AND 0 ABSTENTIONS ON THIS
THE 7th DAY OF October 2003.

ATTEST:


Cynthia Singleton, TRMC
City Secretary

CITY OF COLLEYVILLE

Joe Hocutt
Mayor

RESOLUTION R-06-2768

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE,
TEXAS, INCREASING THE VOLUNTARY LIBRARY FUND CONTRIBUTION
AMOUNT**

WHEREAS, the City Council previously created the Voluntary Library Fund; and

WHEREAS, in order to enhance the services at the Colleyville Public Library,
the Colleyville Library Board has asked to increase the monthly
Voluntary Library Fund contribution amount.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
COLLEYVILLE, TEXAS:**

Sec. 1. THAT the voluntary donation amount to the Voluntary Library Fund
is increased to two (\$2) per month from the citizens of Colleyville.

Sec. 2. THAT this Resolution shall take effect November 1, 2006.

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS ON
THIS THE 17th DAY OF October 2006.

ATTEST:



Cynthia Singleton, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

FINANCIAL STATUS OF VOLUNTARY LIBRARY FUND AT 8-2-2022

FUND BALANCE AT 9-30-2021:

\$538,703

FY 2022 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$14,887	\$14,887
November	\$15,273	\$15,273
December	\$14,918	\$14,918
January	\$14,896	\$14,896
February	\$14,596	\$14,596
March	\$15,789	\$15,789
April	\$15,206	\$15,206
May	\$15,008	\$15,008
June	\$15,318	\$15,318
July	\$14,764	\$14,764
August	\$14,774	\$0
September	\$14,784	\$0
Total Donations	\$180,213	\$150,655
Interest income Received	\$1,464	\$1,464
TOTAL	\$181,677	\$152,119

FY 2022 EXPENDITURES

	RECOMMENDED (BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE
BOOKS AND PROCESSING MATERIALS			
FY 2021 BALANCE OF AUTHORIZATION	\$130,672	\$130,672	\$130,672
FY 2022 AUTHORIZATION (R-21-4646, 9/07/21)	\$170,000	\$170,000	\$14,007
TOTAL	\$300,672	\$300,672	\$144,679

AVAILABLE AMOUNT LEFT TO SPEND IN FY 2022

\$155,993

AVAILABLE FUND BALANCE AT 8-02-2022 (COUNCIL APPROVED)

\$546,144

PROJECTED AVAILABLE FUND BALANCE AT 9-30-2022 (COUNCIL APPROVED)

\$575,702

AVAILABLE CASH BALANCE AT 8-02-2022

\$546,144



Public Library

Voluntary Library Fund Report *

FY 2004 - FY 2023

Fiscal Year (FY)	Board Recommended	Council Approved
FY 2004	\$36,436	\$36,436
FY 2005	\$46,750	\$46,750
FY 2006	\$102,370	\$102,370
FY 2007	\$220,825	\$220,825
FY 2008	\$126,000	\$126,000
FY 2009	\$130,000	\$130,000
FY 2010	\$135,000	\$135,000
FY 2011	\$145,000	\$145,000
FY 2012	\$145,000	\$145,000
FY 2013	\$145,000	\$145,000
FY 2014	\$145,000	\$145,000
FY 2015	\$145,000	\$145,000
FY 2016	\$145,000	\$145,000
FY 2017	\$155,000	\$155,000
FY 2018	\$160,000	\$160,000
FY 2019	\$167,000	\$167,000
FY 2020	\$170,000	\$170,000
FY 2021	\$170,000	\$170,000
FY 2022	\$170,000	\$170,000
FY 2023	\$170,000	

*Use of the Voluntary Library Fund for the purchase of collection materials, collection processing supplies and library programs

Voluntary Library Fund Report

Special Project Expenditures

Fiscal Year (FY)	Board Recommended	Council Approved
FY 2003 - Library Building Construction	\$400,000	\$400,000
FY 2011 - Library Second Floor Audio-Visual Equipment	\$50,000	\$50,000
FY 2015 - Library Long-Range Plan 2016-2021	\$25,000	\$25,000
FY 2020 - Library Equipment- ECO-Master 50-Disc Repair Machine with Blu-Ray Mode	\$16,025	\$16,025
FY 2021 - Library Long-Range Plan 2022-2027	\$17,000	\$17,000



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3e

Agenda Date 8/8/2022

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 8/8/2022

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 June 2022 and July 2022.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - June 2022 - July 2022
2. Volunteer Hours Summary - FY 2021-2022
3. Summer Reading Program Newsletter 2022



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JUNE 2022						
	June 2022	June 2021	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	12,409	8,928	39%	67,885	56,704	20%
Drive Up Transactions	179	254	-30%	1,484	2,756	-46%
Gate Count	11,373	7,904	44%	59,589	48,007	24%
Cloud Library Activity	857	770	11%	6,812	6,001	14%
Total In-Library Transactions	48,137	45,690	5%	237,555	244,455	-3%
Study Room Hours Usage	302.00	381.00	-21%	2,382.00	914.00	161%
Volunteer Hours	768.00	880.00	-13%	1,543.43	930.00	66%
LIBRARY PROGRAMS PRESENTED						
	76	57	33%	340	176	93%
PROGRAM ATTENDANCE						
	4,008	2,163	85%	10,150	6,125	66%
COMPUTER USE						
	Users	Users				
Children	106	0	105900%	187	0	186900%
Adult	77	0	76900%	431	0	430900%
CARD REGISTRATIONS						
	246	203	21%	1,016	851	19%
CIRCULATION						
TOTAL CIRCULATION	33,247	30,485	9%	178,502	178,565	0%
Cloud Library	6,389	5,361	19%	44,216	43,856	1%
COLLECTION						
	190	360	-47%	73,293	71,301	3%
LIBRARY RECEIPTS						
	\$1,523.11	\$1,096.79	39%	\$7,013.46	\$5,425.52	29%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JULY 2022

	July 2022	July 2021	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,149	8,480	20%	78,034	65,244	20%
Drive Up Transactions	194	239	-19%	1,678	2,995	-44%
Gate Count	9,072	7,476	21%	68,661	55,483	24%
Cloud Library Activity	883	765	15%	7,695	6,766	14%
Total In-Library Transactions	42,573	43,496	-2%	280,128	287,951	-3%
Study Room Hours Usage	304.00	241.00	26%	2,686.00	1,154.00	133%
Volunteer Hours	975.00	921.00	6%	2,517.80	1,850.75	36%

LIBRARY PROGRAMS PRESENTED

58	55	5%	398	250	59%
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PROGRAM ATTENDANCE

6,281	4,244	48%	16,431	10,819	52%
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COMPUTER USE

Users

Users

Children

94

0

93900%

281

0

280900%

Adult

54

0

53900%

485

0

484900%

CARD REGISTRATIONS

126	116	9%	1,142	967	18%
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CIRCULATION

TOTAL CIRCULATION

28,741

28,366

1%

207,243

207,315

0%

Cloud Library

6,184

5,458

13%

50,400

49,314

2%

COLLECTION

162	222	-27%	73,455	71,523	3%
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LIBRARY RECEIPTS

\$1,146.95	\$974.23	18%	\$8,160.41	\$6,399.75	28%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2021-2022

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL 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	10.75	3	13.00	5	533.50	211	210.25	34	0.00	0	768	253
July	8.80	2	17.00	3	568.00	212	380.75	31	0.00	0	975	248
August											0	0
September											0	0
FY Total	96	17	118.50	35	1,121.50	432	1,159.50	221	22.75	5	2,517.80	710



Colleyville Public Library Summer Reading Program **SPOTLIGHT**



PROGRAMS

May—July 2022

136
Programs
Presented



Attended by
children, teens,
and adults
12,297 TOTAL

IMPACT

May—July 2022

1,348
Enrolled

in Reading Program



1,161 children ♦ 46 teens ♦ 141 adults

Since 2004, Colleyville's
Summer Reading Program
has enrolled over 23,500!



68,633
Items
Circulated



- ♦ Tiny Treasurers ♦ Little Tweets ♦ Budding Bookworms
♦ Preschool Pals ♦ Saturday Story Time
♦ Exploratorium ♦ MakeyPlace ♦ Homeschool Libr@tory
♦ Rocket Readers ♦ Chess Club ♦ Buckaroo Builders
♦ Bounce Time ♦ Friday Movies ♦ Quick Draw
♦ Books N Brunch ♦ Late Edition ♦
♦ Keeping It Real Non-Fiction Book Club
♦ Teen Book Club ♦ Get Crafty ♦ Spa-Tacular ♦



In 19 years, over 149,000 area children,
teens, and adults have experienced
"community" through over 2,000
Summer Reading events in Colleyville.



THANK YOU

to

**The Robert J. and Helen H.
Glaser Family Foundation**



Texas
Commission
on the Arts

and the following supporters:

Alley Cats Entertainment

Black Walnut Café

Buttermilk Sky Pie

Chef Point Cafe

Chick-fil-A

Colleyville ATA Martial Arts

Costa Vida, Colleyville

Dave & Busters

Eye Level Learning

Friends of the Colleyville Public Library

Fajita Pete's

Fort Worth Zoo

Jersey Mike's

La Hacienda Ranch

Lego Land/ Sea Life

LOOK Cinema

Main Event

Market Street

McAlister's Deli

Menchie's Frozen Yogurt

Mooyah

NRH2O Water Park

Pinnacle Bank

Sonic

Sweet & Sassy

Texas Rangers Baseball

Whataburger

Dinosaur George!

A pre-historic display of all things dinosaur entertained children and their families as a total of 1,250 attendants enjoyed the day-long Dinosaur George Traveling Museum hosted by the Library.



COMMUNITY COMMENTS

"A huge thank you to our librarians! You have put so much effort and love in the programs. Can't thank you enough!"

"The shows were great. My kids love the prizes too."

"All the events! Such a great program to emphasize reading."

"My son got to read so many more books because he enjoys the spin in the prize room too much!"

"The creative challenges, student led, STEM activities changes weekly & they were all a hit!"

"Thank you for an amazing time in the summer."

"We love the Colleyville Library"



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4b

Agenda Date 8/8/2022

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



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Agenda Number 4c

Agenda Date 8/8/2022

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