



City of Colleyville

Colleyville Library Board Agenda

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

Monday, October 10, 2022
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

August 8, 2022

3. REGULAR AGENDA ITEMS

- 3a** Library Board appointments update
- 3b** City of Colleyville Fiscal Year 2023 (FY23) budget update
- 3c** Colleyville Public Library Long-Range Plan Update
- 3d** Colleyville Public Library Fine-Fee Update

4. REPORTS

- 4a** Librarian's Report
- 4b** Friends of the Colleyville Public Library Report
- 4c** Colleyville Public Library Foundation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, October 6, 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
www.colleyville.com

Monday, August 8, 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 6:09 p.m.

Present Board members: Chairman Gary McPherson, Vice-Chair Joan Roberts, Molly Skinner, Joseph Stout, Kay Newton, Wanda Cotter, Denise Light. City Staff: Library Director Mary Rodne, Library Community Events Coordinator Maria Hoefke

Absent Board Members: Pat Jones, Joy Lee Fulton

2. APPROVAL OF MINUTES

June 13, 2022

A motion was made by Kay Newton and seconded by Wanda Cotter to approve the June 13, 2022 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Colleyville Public Library Long-Range Plan Update

Director Rodne said the Library is in the midst of reviewing the draft copy of the Library's Long-Range Plan 2022-2027, and added that the goal is to present a draft for the Library Board to review and discuss at the October Board Meeting. When reviewed and approved by the Library Board, the Plan will be presented to the City Council for approval, if possible in late October or November.

3b City of Colleyville Fiscal Year 2023 (FY23) Budget Update

Director Rodne presented an update on the proposed Colleyville Public Library FY 2023 (FY23) budget, and noted that according to the proposed City's FY23 budget discussed at City Council Worksession on August 3, 2022, the Library's budget was included as submitted by the Library in April and similar to the FY22 budget. Rodne added that the City Council would be adopting the FY23 budget at the September 20, 2022, City Council Meeting.

Additionally, Rodne noted that the Library had submitted two requests for New/Expanded Programs for consideration by the Budget Committee. The requests included, replacing the Library's two automated materials handling systems and a remote locker for materials pick-up. It was also noted that the three items had been included in the proposed Colleyville Economic Development Fund (CEDC) FY23 budget.

3c Colleyville Public Library Fee Update

Rodne reported that the Library had submitted several proposed changes to the Library's fee schedule including, the recommendation to eliminate charging library fines. Rodne added that the recommendation had been included for consideration by the City Council, during the September Council Meetings. If approved, the fine-free policy for the Library would take effect on October 1, 2022.

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

Director Rodne provided an overview of the Voluntary Library Fund report, which gave projections through August 2, 2022. Rodne stated that the anticipated available funds were about \$546,144 and requested \$170,000.00 be used for the purchase of library materials, materials processing supplies, and programs. The Board discussed the proposed expenditures of \$170,000.00 for the purchase of collection materials, materials processing supplies, and library programs. A motion was made by Joan Roberts and seconded by Molly Skinner to make a recommendation to City Council to proceed with the expenditure of these funds for the purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000.00 for the FY23 budget year. The motion was approved unanimously.

3e Discussion of Future Agenda Items

Director Rodne said the Library's Long-Range Plan and the updated policy for the elimination of fines would be discussed.

REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of June and July 2022. It was noted that the circulation numbers are almost at pre-COVID levels, and that the drive-up window usage statistics had dropped as more patrons are coming inside the Library to pick-up holds. During the COVID restrictions, the Library had seen a sharp rise in drive-up usage with social distancing in place. Rodne also stated that overall Library visits are up as well and cloudLibrary usage remains strong.

B. Donations:

Rodne reported that the Library had received a total of \$1,110 in the months of June and July. In June, the Library received a \$500 donation from the Friends of the Library for the upcoming author luncheon with Jeff Guinn. In July, the Library received a percentage of sales in the amount of \$610 from the Dinosaur George Traveling Museum, hosted by the Library in July.

C. Programs:

Rodne continued with an overview of the Library's summer programs and events featured in the Summer Reading Spotlight, a newsletter highlighting the statistics, sponsors, programs, and photos from the 2022 Summer Reading Program, themed Read Y'all! Attendance at the Library's weekly Tuesday/Thursday programs routinely saw between 150 – 200 people in attendance. Some of the Library programs, such as the dog show, had a much higher attendance, Rodne added. The Library did offer some outdoor programs on The Plaza this summer, with the final two in July moved indoors due to the high heat. Overall, all the programs were well attended.

4b Friends of the Colleyville Public Library Report

Friends of the Library Member Kay Newton stated the group is still not accepting donations from the public as yet as the Library continues to house Recreation programs. Newton reported that The Friends of the Library made \$101.50 selling water and popcorn at the Summer Reading Finale, and that the Friends plan to start activities again in September.

4c Colleyville Public Library Foundation Report

Foundation President Denise Light said the group is awaiting the completion of the Long-Range Plan before determining if any additional fundraising will be needed for the Library. The Foundation is also gearing up for the annual North Texas Giving Day, set this year for Thursday, September 22nd. Light said they usually raise about \$2,200, mostly from Foundation Board members. Light added there are usually so many organizations actively soliciting as well on that day and there is no 'big item'

they are fundraising for at the moment. Suggestions were made to ask for matching grants, as they know the Board members would be donating. Director Rodne said an e-mail blast is sent to existing Library card holders and notification is given to the City to add to their weekly e-mail newsletter to residents.

4. ADJOURNMENT

A motion was made by Kay Newton and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 6:34 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
100 Main Street
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Agenda Number 3a

Agenda Date 10/10/2022

Number

Type Regular Agenda Items

Department Library

Title

Library Board appointments update

Explanation

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

On October 4, 2022, the City Secretary's Office sent an e-mail to Library Board members with terms expiring November 2022. Members wishing to reapply, need to complete an application for appointment and return to the City Secretary's Office, no later than Wednesday, October 26, 2022. Library Director Mary Rodne will provide an update on the appointments process.

Attachments

1. Library Board Roster - Updated 12-13-21

LIBRARY BOARD

PLACE 1

Kay Newton

6002 Meadowhill Drive

Colleyville, TX 76034

(817) 421-0139

gksafig@aol.com

TERM: Nov 2021 – Nov 2023

PLACE 2

Gary McPherson

316 Polo Trail

Colleyville, TX 76034

(972) 742-5778

McPherson7@verizon.net

TERM: Nov 2020 – Nov 2022

PLACE 3

Pat Jones

102 Van Buren Court

Colleyville, TX 76034

(817) 994-4880

Patjones102@gmail.com

TERM: Nov 2021 – Nov 2023

PLACE 4

Molly Skinner

309 Chestnut Bend

Colleyville, TX 76034

(214) 536-7219

mollyskinn@aol.com

TERM: Nov 2020 – Nov 2022

PLACE 5

Wanda Cotter

5601 Oak Top Drive

Colleyville, TX 76034

(806) 886-3661

Pleiades1972@gmail.com

TERM: Nov 2021 – Nov 2023

PLACE 6

Joan Roberts

5105 Overhill Drive

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2020 – Nov 2022

PLACE 7

Joy Fulton Lee

7109 Waldon Court

Colleyville, TX 76034

(817) 907-9293

joyfultonlee@gmail.com

TERM: Nov 2020 – Nov 2022

ALTERNATE 1

Joseph Stout

5505 Janet Lane

Colleyville, TX 76034

(817) 988-9488

josephstout@yahoo.com

TERM: Nov 2021 – Nov 2023

ALTERNATE 2

VACANT

EX-OFFICIO – Library Foundation

Denise Light

4601 Dartmoore Lane

Colleyville, TX 76034

(817) 319-6608

dflight16@yahoo.com

EX-OFFICIO – Friends of the Library

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

jroberts52@gmail.com



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3b

Agenda Date 10/10/2022

Number

Type Regular Agenda Items

Department Library

Title

City of Colleyville Fiscal Year 2023 (FY23) budget update

Explanation

Library Director Mary Rodne will present an update on the approved Colleyville Library Fiscal Year 2023 budget.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3c

Agenda Date 10/10/2022

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 3d

Agenda Date 10/10/2022

Number

Type Regular Agenda Items

Department Library

Title

Colleyville Public Library Fine-Fee Update

Explanation

As a part of the annual budget process, staff reviews the fees charged by the City and proposes new fees, revisions of current fees, or deletions of fees. For Fiscal Year 2023 (FY23), the Library submitted several proposed changes to the Library's fee schedule, including the recommendation to eliminate charging library fines. At the City Council Meeting on September 20, 2022, the Council approved eliminating library fines, effective as of October 1, 2022. To reflect the policy change, the staff revised the Library's Circulation Policy. The revised policy is attached for Library Board review, discussion and approval.

Attachments

1. CPL Circulation Policy_rev.10.04.2022
2. Policy Appendix A_CPL Circulating Materials Fees and Charges_10.04.2022
3. Colleyville Public Library Circulation Policy Revised 08.2012

Library Circulation Policy

GENERAL STATEMENT

The Colleyville Public Library provides access to a wide variety of materials to satisfy the diverse informational, educational and recreational interests of the residents of the City of Colleyville.

To insure the greatest degree of access to the largest number of the library's registered borrowers (and others who may use the library's collection and resources as a condition of the library's participation in cooperative regional and state library networks), while providing the maximum degree of control over the library's resources, these rules and policies for the use of the library's collections and resources are established.

PURPOSE

This document allows the Colleyville Public Library staff standards to apply regarding Library materials circulation.

Throughout this document, references are made to detailed information cited in the Colleyville Public Library Circulation Policy Appendix A: Materials Restrictions and Fees document, hereafter referred to as Appendix A.

Additionally, this document references detailed information cited in the Colleyville Public Library Patron Use Policy document, hereafter referred to as Patron Use Policy.

ELIGIBILITY TO BORROW

Individuals with a current Colleyville Public Library card and an account in good standing are eligible to borrow materials from the library's collection. A patron account is in good standing when the following conditions are met:

- No overdue materials on card
- No outstanding fees (e.g., lost/damaged items; lost card fee; etc.)
- Current information, including address, phone number, e-mail, etc.

ELIGIBILITY TO BORROW [cont.]

In addition, individuals presenting library cards issued by another public library are eligible to borrow materials from the library, per guidelines defined in the Patron Use Policy, and must meet the same requirements as Colleyville Public Library cardholders specified above.

If a patron's account does not meet the above criteria for accounts in good standing, library staff may not waive the regulations as outlined above without the specific permission of the Library Director or their designee. The patron may, however, request and receive a 24-hour hold on the item(s) selected for check out to allow the individual to correct the situation, which may have resulted in loss of eligibility to borrow on the patron's account.

Waiver of these regulations will be granted only if sufficient proof of mitigating circumstances and proof of attempts to correct the situation are presented to the Library Director or their designee.

LIMITS ON BORROWING

The library reserves the right to limit the number of items in any one subject area or any one item type that may be checked out to an individual patron on the basis of perceived demand for materials on that particular subject or in that particular item type. (Appendix A).

Access to adult DVDs with the rating R-Restricted-Under 17 is restricted for juvenile patrons under the age of 17 unless access is granted at the request of a parent or legal guardian.

Limits may also apply to some library card types per the Patron Use Policy.

LOAN PERIODS

The library's loan period for most materials is 21 days. Materials excepted from the 21-day loan period may have loan periods of 7 days (Appendix A). Upon a patron's request, extended loan periods for extenuating circumstances (e.g., vacations; hospitalizations; etc.) may be made at the discretion of a circulation staff member.

Materials secured for a patron on Interlibrary Loan are governed by the circulation policies of the lending library and must be returned to the home library on time.

RENEWALS

Most library materials may be renewed. Eligible items will automatically renew shortly before midnight on the item due date. Once the patron's account updates, an e-mail/text notification indicating the new due date is sent to the patron.

An items will *not* automatically renew if one of the following conditions exist:

- Item is on hold for another patron
- Item is not eligible for renewals
- 5-renewal limit has been reached
- Account is blocked, expired or not in good standing, or
- Item is on Interlibrary Loan (ILL)s.

Patrons may renew eligible items prior to their due date, in person, by calling the Circulation Department, by e-mail or online by using the patron's library card number and Personal Identification Number (PIN).

HOLDS

Holds may be placed on eligible library materials in person, by telephone or online. Holds placed by Colleyville Public Library resident cardholders will be given priority over holds placed by cardholders of another library.

OVERDUE ITEMS

While the Colleyville Public Library does not charge fines for overdue items, patrons are still responsible for returning library items by the due date.

Overdue notices are e-mailed, texted or mailed on the following schedule:

- 1st notice: after 7 days overdue
- 2nd notice: after 14 days overdue &
- 3rd notice: after 21 days overdue.

If items are not returned after 21 days, the patron's account is blocked and all borrowing privileges are suspended. If items are not returned within 42 days of the due date, the patron's account is charged for the item(s) and a bill mailed.

Borrowing privileges are reinstated once items are returned or lost/damaged items are paid for and/or replaced.

LOST, DAMAGED & UNRETURNED ITEMS

Borrowers are liable for the replacement cost of any library material lost, damaged or not returned. The charge for replacement shall be the cost of the material as noted in the item record of the Colleyville Public Library Catalog. A processing charge (Appendix A) will be added to all items.

Borrowers who replace lost or damaged material with an exact copy will be charged a processing fee (Appendix A). Library staff will determine if the replaced material is an acceptable match and in suitable condition.

When material is returned with parts missing, the patron is responsible for the cost of the part (Appendix A). If the part is unavailable, the patron is liable for the replacement cost of the original material, plus a processing fee. Failure to pay for damaged materials in accordance with this policy may be a basis for revoking borrowing privileges.

PATRON PAYMENTS

The Colleyville Public Library offers several options for patrons to pay account charges and fees, including in person with cash, check or debit/credit card, and online credit card payment via the library website.

LOST AND PAID

If a patron recovers library material that has been lost and paid for within 30 days, the City of Colleyville will refund the cost of the item minus the processing fee. The returned material and the original dated receipt of payment must be presented to request a refund.

DRIVE-UP WINDOW SERVICE

The library has a drive-up window through which hold materials may be picked up during library operating hours.

MATERIAL RETURNS

The library has two automated material returns, one located inside the library and one outside the library, accessible via drive-up 24 hours a day, seven days a week. Returns are applied on the day the materials are returned, with new days beginning at midnight.

POLICY REVISIONS

The staff and Library Board of the Colleyville Public Library will review the Circulation Policy periodically, and reserve the right to recommend changes at any time.



Appendix A: Library Circulating Materials Restrictions & Fees

This document covers the following Colleyville Public Library Circulating Materials information, as referenced in the [Circulation Policy](#) document:

- [Restrictions/limits](#) [page 1]
- [Replacement and processing fees](#) [page 2] &
- [Other library fees](#) [page 4].

RESTRICTIONS/LIMITS

Registered library cardholders are allowed a maximum of 40 items on account at any one time.

Automatic renewals occur in conformance with the Circulation Policy.

Item	Loan Period	Limit	Renewal Limit
Book	3 weeks	No limit	5
Book Club Kit	3 weeks	1	5
Magazine	1 week	No limit	5
DVD	1 week	10	5
CD	1 week	10	5
Audiobook	3 weeks	10	5
VOX Talking Book	3 weeks	No limit	5
cloudLibrary/Digital	3 weeks	10 [may have 10 items on hold at a time]	5
Interlibrary Loan [ILL]	Set by lending library	10 items can be in-process at 1 time [includes checked out & pending]	Set by lending library
Youth Specialty Items			
Early Literacy Kit	1 week	1	0
JUV Kit [CD + book in bag]	3 weeks	0	5
STEAM Kit	1 week	1	0



REPLACEMENT/PROCESSING FEES

Patrons returning materials that are damaged or with parts missing, or who lose materials, incur fees according to the following table.

Item	Replacement Cost	Processing Fee
Books		
Book	Cost of item	\$ 5.00
JUV Board book		
McNaughton		--
Audio / Visual		
Audiobooks:		
CD book	Cost of item	\$ 5.00
single disc	Cost of disc [if available]	\$ 1.00
Case or outer insert	--	\$ 5.00
VOX Talking books	Cost of item	\$ 5.00
DVDs [Blu-ray, Binge, etc.]:		
DVD	Cost of item	\$ 5.00
Case or outer insert	--	
Music:		
CD	Cost of item	\$ 5.00
Case or outer insert	--	
Magazine	Cost of item	\$ 2.00
Interlibrary Loan [ILL]	Set by lending library	\$ 2.00
Book Club kit	Cost of item(s)	\$ 5.00



Public Library

REPLACEMENT/PROCESSING FEES [cont.]

Item	Replacement Cost *	Processing Fee
Youth Specialty Items		
Early Literacy Kit	Cost of contents &/or storage box	\$ 5.00
JUV Kit [CD + book in bag]	Cost of contents &/or bag	\$ 2.00
STEAM Kit	Cost of contents &/or storage box	\$ 5.00

Exception: Refer to the Colleyville Public Library Circulation Policy document's Lost, Damaged & Unreturned section for exceptions to the information in the preceding table.



Public Library

OTHER LIBRARY FEES

Fees not related to library materials circulation are noted in the following table.

Item	Fee
Cards	
Replacement card	\$ 2.00
Non-resident membership/card: -- Non-TexShare -- Non-reciprocal borrowing home library or -- No home library	\$ 25.00/annual
Services	
Interlibrary loan not picked up	\$ 2.00
Copies/print jobs: -- Color	\$.50/pg.
-- Black & white	\$.10/pg
Faxes: -- Incoming -- Outgoing	\$ 1.00/pg. Local: \$ 1.00/pg. Long distance: \$ 2.00/pg.



COLLEYVILLE PUBLIC LIBRARY

CIRCULATION POLICY

GENERAL STATEMENT

It is a goal of the Colleyville Public Library to provide access to print and non-print material to satisfy the diverse informational, educational and recreational interests of the residents of the City of Colleyville. To insure the greatest degree of access to the greatest number of the library's registered borrowers (and others who may use the library's collection and resources as a condition of the library's participation in cooperative regional and state library networks), while providing the greatest degree of control over the library's resources, these rules and policies for the use of the library's collections and resources are established.

□ STATEMENT OF PURPOSE

The purpose of this policy is to provide consistent guidance for the Colleyville Public Library staff in circulation of Library materials.

❑ **BORROWING PRIVILEGES**

▪ **ELIGIBILITY TO BORROW**

Individuals presenting valid Colleyville Public Library cards are eligible to borrow materials from the Colleyville Public Library when the following conditions are met:

1. No materials which are more than one circulation period overdue on their card.
2. No outstanding fines in excess of the set threshold (Appendix A).

The library staff may not waive these regulations without the specific permission of the Library Director or his/her designee; however, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation, which has resulted in loss of eligibility to borrow. Waiver of these regulations will be granted only if proof of mitigating circumstances and proof of attempts to correct the situation are presented to the Library Director or his/her designee.

❑ **LOAN PERIODS**

The library's basic loan period is 21 days. Materials excepted from the basic loan period may have loan periods of 7 or 14 days (Appendix A). Upon a patron's request, extended loan periods for vacations may be made at the discretion of a circulation staff member. Materials secured for a patron on interlibrary loan are governed by the circulation policies of the lending library and must be returned to the home library on time.

❑ **LIMITS ON BORROWING**

The library reserves the right to limit the number of items in any one subject area of any one medium that may be checked out to an individual patron on the basis of perceived demand for materials on that particular subject or in that particular medium (Appendix A). Access to adult feature films may be restricted for juvenile patrons (under the age of 17) at the request of a parent or legal guardian.

❑ **RENEWALS**

Most materials may be renewed, in person, by calling the Circulation Department, by e-mail or online by using the patron's library card number and Personal Identification Number (PIN). Library materials not reserved by another patron may be renewed for additional loan periods (Appendix A). Materials that are on reserve for another patron may not be renewed. Overdue materials can be renewed if the total amount owed does not exceed the library's set threshold (Appendix A). Any fines incurred prior to the renewal will be added to the patron's account. Interlibrary Loan materials that are overdue cannot be renewed.

❑ **DRIVE – UP WINDOW SERVICE**

The library has a drive-up window through which materials may be picked up during library operational hours.

❑ **MATERIAL RETURNS**

The library has walk-up material returns inside the library and drive-up material returns outside the library. Patrons will be credited with the return of the item on the day it is put in the return. New day begins at midnight.

❑ **OVERDUES**

Materials returned after their due date will be assessed an overdue fine (Appendix A) for each day the library was open between the due date and date of return. A fine will not exceed the replacement cost of an overdue item. Overdue notices will be mailed or e-mailed on the following schedule:

- 1st notice: after materials are 7 days overdue.
- 2nd notice: after materials are 14 days overdue.
- 3rd notice: after materials are 21 days overdue.

If the materials are not returned one week after the 3rd notice is mailed, the patron will receive a letter revoking their borrowing privileges until the items are returned and overdue fees are paid.

❑ **DELINQUENT PATRONS**

All borrowing privileges will be suspended if a patron accumulates fines in excess of the library's threshold (Appendix A) or has unreturned materials for a period exceeding 21 days. Borrowing privileges shall be reinstated upon return of the materials and payment of the accumulated fees, or upon payment of the replacement cost of the material and the processing fees.

❑ **LOST AND DAMAGED MATERIAL**

Borrowers are liable for the replacement cost of any library material lost, damaged or not returned. The charge for replacement shall be the cost of the material as noted in the item record of the Colleyville Public Library Catalog. A processing charge (Appendix B) will be added to all items. Borrowers who replace lost or damaged material with an exact copy will be charged a processing fee (Appendix B). Library staff will determine if the replaced material is an acceptable match and in suitable condition. When material is returned with parts missing, the patron is responsible for the cost of the part (Appendix B). If the part is unavailable, the patron is liable for the replacement cost of the original material, plus a processing fee. Failure to pay for damaged materials in accordance with this policy may be a basis for revoking borrowing privileges.

❑ **LOST AND PAID**

If a patron recovers library material that has been lost and paid for within one30 days, the city will refund the cost of the material minus the processing fee. The returned material and the original dated receipt of payment must be presented at the time of refund.

❑ **REVISIONS**

The staff and Library Board of the Colleyville Public Library will review the Circulation Policy periodically and reserve the right to recommend changes at any time.



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 4a

Agenda Date 10/10/2022

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 August 2022 and September 2022.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - August 2022 - September 2022
2. Volunteer Hours Summary - FY 2021-2022



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/AUGUST 2022

	August 2022	August 2021	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,546	5,031	30%	84,580	70,275	20%
Drive Up Transactions	201	229	-12%	1,879	3,224	-42%
Gate Count	5,572	4,078	37%	74,233	59,561	25%
Cloud Library Activity	773	724	7%	8,468	7,490	13%
Total In-Library Transactions	28,802	29,353	-2%	266,357	317,304	-16%
Study Room Hours Usage	303	305	-1%	2,989	1,460	105%
Volunteer Hours	152.00	139.00	9%	2,669.95	1,990.00	34%

LIBRARY PROGRAMS PRESENTED

13	8	63%	411	240	71%
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PROGRAM ATTENDANCE

146	75	95%	16,577	10,644	56%
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COMPUTER USE

Users

Users

Children	33	0	32900%	314	0	313900%
Adult	51	0	50900%	536	0	535900%

CARD REGISTRATIONS

114	63	81%	1,256	1,030	22%
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CIRCULATION

TOTAL CIRCULATION	21,383	20,488	4%	228,626	227,803	0%
Cloud Library	5,669	4,639	22%	56,069	53,953	4%

COLLECTION

79	383	-79%	73,534	71,906	2%
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LIBRARY RECEIPTS

\$789.82	\$724.77	9%	\$8,950.23	\$7,124.52	26%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/SEPTEMBER 2022

	September 2022	September 2021	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,423	5,030	28%	91,003	75,305	21%
Drive Up Transactions	158	188	-16%	2,037	3,412	-40%
Gate Count	5,492	4,130	33%	79,725	63,691	25%
Cloud Library Activity	773	712	9%	9,241	8,202	13%
Total In-Library Transactions	24,436	24,641	-1%	290,793	341,945	-15%
Study Room Hours Usage	260	323	-20%	3,249	1,782	82%
Volunteer Hours	86	71	21%	2756.3	2061.41	34%

LIBRARY PROGRAMS PRESENTED

	51	35	46%	462	275	68%
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PROGRAM ATTENDANCE

	926	468	98%	17,503	11,112	58%
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COMPUTER USE

	Users		Users			
Children	24	0	23900%	338	0	337900%
Adult	78	0	77900%	614	0	613900%

CARD REGISTRATIONS

	119	81	47%	1,375	1,111	24%
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CIRCULATION

Total Circulation	18,450	18,240	1%	247,076	246,043	0%
Cloud Library	4,813	4,439	8%	60,882	58,392	4%

COLLECTION

	-21	965	-102%	73,641	72,817	1%
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LIBRARY RECEIPTS

	\$523.63	\$823.27	-36%	\$9,473.86	\$7,947.79	19%
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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	16.40	3	9.00	3	0.00	0	126.75	28	0.00	0	152	34
September											0	0
FY Total	112	20	127.50	38	1,121.50	432	1,286.25	249	22.75	5	2,669.95	744



City of Colleyville Colleyville Library Board Agenda Briefing

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

Agenda Number 4b

Agenda Date 10/10/2022

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



City of Colleyville Colleyville Library Board Agenda Briefing

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

Agenda Number 4c

Agenda Date 10/10/2022

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