



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

110 Main Street, Colleyville, TX 76034

MONDAY, OCTOBER 9, 2023 - 6:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

August 14, 2023

3. REGULAR AGENDA ITEMS

3a Library Board Appointments update

3b City of Colleyville Fiscal Year 2024 (FY24) Budget Update

3c Automated Materials Handling (AMH) Systems Update

3d Discussion of Items for Future Agendas

4. REPORTS

4a Librarian's Report

4b Friends of the Colleyville Public Library Report

4c Colleyville Public Library Foundation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Thursday, October 5, 2023* by 5:00 p.m.

Mary Rodne
Library Director

A quorum of any Colleyville board, commission, or committee may be present 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 City Secretary at least 48 hours in advance at 817.503.1130, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD MINUTES

110 Main Street, Colleyville, Texas, 76034

MONDAY, AUGUST 14, 2023 - 6:00 PM

1. CALL TO ORDER

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:00 p.m.

Present: Chair Molly Skinner, Vice Chair Joan Roberts, and Board members: Kay Newton, Wanda Cotter, Pat Jones, Gary McPherson, Joy Lee Fulton, Joseph Stout and Denise Light. City staff: Library Director Mary Rodne and Library Community Events Coordinator Maria Hoefke.

Absent:

2. APPROVAL OF MINUTES

June 12, 2023

A motion was made by Kay Newton and seconded by Pat Jones to approve the June 12, 2023 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Update on the 2023 Summer Reading Program

Library Director Rodne reported that this year's Summer Reading Program had gone very well. To date, Rodne added it was one of the highest in registration with 1,463 Library patrons enrolled. Throughout the Summer, Rodne stated that the Library offered 143 programs and over 10,000 people attended. Rodne also said around 1,500 attended the Summer Reading Finale and that many favorable comments were received.

3b City of Colleyville Fiscal Year 2024 (FY24) budget update

Rodne reported that the budget process began in April and noted in the General Fund any anticipated increases for the Library had been included. Rodne said the first reading of the City's FY24 budget will be on September 5 and the second reading on September 19 with the new fiscal year budget taking effect on October 1. Rodne reported that additional Library funding

comes from the CEDC (Colleyville Economic Development Fund) and that this budget will also be approved at the September 19 Council meeting. Some of the Library salaries and maintenance costs for online systems are incorporated in the CEDC budget, said Rodne. Additionally, the Library's new automated materials handling system, will come out of the FY24 CEDC budget, but as a roll-over item from the previous year. Rodne said the new material sorters are anticipated to arrive in October.

Additionally, Rodne provided an update on Library's remote locker project, also included in the FY24 CEDC budget. Currently, Rodne noted that the proposed location for the remote lockers will be in the new Recreation Center lobby. The three-locker system will allow Library users to place holds on materials and pick them up at the remote locker location. Users will be able to scan their Library card at the remote locker and an individual locker will open to provide access to their requested material. A third locker of the remote locker system will house best-sellers or more popular books and Library users will also be able to check those items out, said Rodne. The remote lockers are expandable, should they prove to be popular. Rodne said the outside of the lockers are wrap-ready for a custom graphic wrap to promote the Library. Rodne said the goal is to have the units up and available possibly in May 2024.

- 3c** Approval to use the Voluntary Library Fund in Fiscal Year 2024, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$190,000

Director Rodne provided an overview of the Voluntary Library Fund report, which gave projections through August 2, 2023. Rodne stated that the anticipated available funds were about \$574,186 and requested \$190,000.00 be used for the purchase of library materials, materials processing supplies, and programs. Rodne explained that the Library would like to increase funding for digital materials and noted that an additional \$5,000 for library materials had been included in the FY24 CEDC budget. Rodne also highlighted past expenditures provided in the attached Voluntary Library Fund report. The Board discussed the proposed expenditures of \$190,000.00 for the purchase of collection materials, materials processing supplies, and library programs.

A motion was made by Joseph Stout and seconded by Joan Roberts to make a recommendation to City Council to proceed with the expenditure of these funds for the purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$190,000.00 for the FY24 budget year. The motion was approved unanimously.

3d Review of Colleyville Public Library Fee Schedule

Rodne explained that as a part of the City's annual budget process, departments review the fees charged by the City and propose new fees, revisions of current fees, or deletions of fees. Rodne added that during this budget process, the Library was not proposing any changes to the Library's attached current fee schedule. It was noted as of last year, the Library no longer charges fines for late materials, only lost or damaged items.

3e Discussion of Items for Future Agendas

There were no comments or suggestions for future discussion items.

4. REPORTS**4a** Librarian's Report

Director Rodne provided an update on Library statistics for June and July, stating numbers were very good and circulation statistics were ahead by seven percent over last year at this time. Additionally, Rodne said volunteer hours were up, mostly due to the National Charity League volunteers during the summer. Rodne also noted that volunteer hours from the Friends of the Library were counted in the total number of hours.

Rodne continued with a report on donations to the Library and noted that there were no donations in June or July. Rodne added that last year, patron Anne Maddux gave \$10,000 to the Library in memory of her daughter. It was explained that there had been discussion of possible lasting purchases with the funding. One suggestion included purchasing paintings from local artist Ann Hardy. It was noted that Rodne, along with Library Foundation member Ginny Tigue had visited Ann Hardy's studio and selected three paintings with a Texas theme for purchase.

Additionally, Rodne said Hardy had donated a painting to the Library with a children's theme when the Library opened. Rodne concluded that Hardy no longer does commissioned work, but that they were able to pick from what Hardy had available in her existing collection.

For the remainder of the donation funds, the Library will continue to look for a sculpture as previously discussed.

Library Programs

Rodne said the Library was wrapping up the Summer Reading Program and had begun planning for the Fall sessions. It was announced that Fall program registration will begin on September 5, and that programs will begin on September 11 and will continue through December 2. It was announced that in August, the Library is partnering with Chick-fil-A for weekly story times. Each Monday a different Youth Services staff member will be offering stories and crafts and Chick-fil-A will offer incentives to those attending, including having the Chick-fil-A cow making a visit for photos.

In September, the Library will host Library Card Sign-up Month. This year, will feature a zip line theme. Rodne also said a Fall StoryWalk® will kick-off in October.

Rodne concluded with an update on staff vacancies and noted that recently there had been four vacant positions, three clerk positions and one youth services position. Rodne added that two clerks and a youth services assistant had been hired, leaving one clerk position open.

4b Friends of the Colleyville Public Library Report

Friends of the Library President Joan Roberts reported that the group had sold water at the Summer Reading Finale and distributed older Summer Reading Program shirts during the event. Roberts said the Friends had sold out of water at the Finale by 7:30 pm, earning \$236 in popcorn and water sales. Roberts said the group had three cases of water for the evening, but said if they were the only organization selling water they will have to have more on hand for next year.

Additionally, Roberts said the Friends were not actively accepting book donations, but acknowledged residents still do make drop-offs. Roberts hopes the group will be able to do a pop-up sale in December, if Recreation classes temporarily housed in the Library move back to their facility. Roberts said the Friends continue to re-stock the Friends bookshelf, but simply have no place to store used books. Roberts concluded that members of Friends continue to process donations through Half-Price Books and Better World Books.

4c Colleyville Public Library Foundation Report

Foundation President Denise Light reported the group will be participating in the annual North Texas Giving Day on September 21, however, they will be focusing more on the upcoming fundraiser on October 19.

Light said that invitations had been printed and that the Foundation will be organizing in early September to send out invitations. Additionally, the invitation will be posted on the Foundation's website. Light noted that the event will be limited to 120 seats and that event tickets were \$75 per person as they are looking to raise funds for the Library. Light said they are hoping to raise over \$30,000, as this is the Library's 20th anniversary. The evening will include Just Jazz, a three-piece jazz trio; author Erica Bauermeister speaking from 7:00 – 7:40 pm; hors d'oeuvres and drinks will be available, and Dallas Morning News columnist Dave Lieber will be the emcee for the evening. The event will be from 6:00 – 8:00 p.m. The Library will be closing early for event set-up that evening.

5. ADJOURNMENT

A motion was made by Wanda Cotter and seconded by Kay Newton to adjourn the meeting of the Colleyville Library Board at 6:30 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 14TH DAY OF AUGUST.

Minutes taken and prepared by:

Maria Hoefke
Library Community Events Coordinator



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3a

Agenda Date 10/9/2023

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 2, 2023, the City Secretary's Office sent an e-mail to Library Board members with terms expiring November 2023. Members wishing to reapply, need to complete an application for appointment and return to the City Secretary's Office, no later than Wednesday, November 1, 2023. Library Director Mary Rodne will provide an update on the appointments process.

Attachments

1. Library Board Roster - 09-2023

LIBRARY BOARD

PLACE 1

Kay Newton

(817) 421-0139

gksafig@aol.com

TERM: Nov 2021 – Nov 2023

PLACE 2

Gary McPherson

(972) 742-5778

McPherson7@verizon.net

TERM: Nov 2022 – Nov 2024

PLACE 3

Pat Jones

(817) 994-4880

Patjones102@gmail.com

TERM: Nov 2021 – Nov 2023

PLACE 4

Molly Skinner

(214) 536-7219

mollyskinn@aol.com

TERM: Nov 2022 – Nov 2024

PLACE 5

Wanda Cotter

(806) 886-3661

Pleiades1972@gmail.com

TERM: Nov 2021 – Nov 2023

PLACE 6

Joan Roberts

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2022 – Nov 2024

PLACE 7

Joy Fulton Lee

(817) 907-9293

joyfultonlee@gmail.com

TERM: Nov 2022 – Nov 2024

ALTERNATE 1

Joseph Stout

(817) 988-9488

josephstout@yahoo.com

TERM: Nov 2021 – Nov 2023

ALTERNATE 2

VACANT

**EX-OFFICIO – Library
Foundation**

Denise Light

(817) 319-6608

dflight16@yahoo.com

**EX-OFFICIO – Friends of the
Library**

Merry Graves

(817) 637-3077

jmgravess3@verizon.net



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3b

Agenda Date 10/9/2023

Number

Type Regular Agenda Items

Department Library

Title

City of Colleyville Fiscal Year 2024 (FY24) Budget Update

Explanation

Library Director Mary Rodne will present an update on the approved Colleyville Library Fiscal Year 2024 budget.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3c

Agenda Date 10/9/2023

Number

Type Regular Agenda Items

Department Library

Title

Automated Materials Handling (AMH) Systems Update

Explanation

Library Director Mary Rodne will present an update on the installation timeline for the new bibliotheca Automated Materials Handling (AMH) systems.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3d

Agenda Date 10/9/2023

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 BRIEFING

Agenda Number 4a

Agenda Date 10/9/2023

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 2023 and September 2023.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - August 2023 - September 2023
2. Volunteer Hours Summary - FY 2022-2023



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/AUGUST 2023						
	August 2023	August 2022	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,783	6,546	4%	97,967	84,580	16%
Drive Up Transactions	189	201	-6%	1,816	1,879	-3%
Gate Count	5718	5572	3%	87,070	74,233	17%
Cloud Library Activity	876	773	13%	9,081	8,468	7%
Total In-Library Transactions	30,544	28,802	6%	332,340	266,357	25%
Holds Arrived	2,511	2,689	-7%	29,024	28,816	1%
Study Room Hours Usage	221	303	-27%	3,267	2,989	9%
Volunteer Hours	221.00	152.00	45%	3,267.00	2,669.95	22%
LIBRARY PROGRAMS PRESENTED						
	14	13	8%	516	411	26%
PROGRAM ATTENDANCE						
	69	146	-53%	17,481	16,577	5%
COMPUTER USE						
	Users			Users		
Children	42	33	27%	634	314	102%
Adult	97	51	90%	964	536	80%
LIBRARY CARDS						
Cards Registered	95	114	-17%	1,208	1,256	-4%
Library Card Holders	9,461	9,601	-1%			
CIRCULATION						
Total Circulation	22,675	21,383	6%	245,320	228,626	7%
Cloud Library	5,530	5,669	-2%	56,542	56,069	1%
COLLECTION						
	108	79	37%	73,607	73,534	0%
LIBRARY RECEIPTS						
	\$538.94	\$789.82	-32%	\$5,319.98	\$8,950.23	-41%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/SEPTEMBER 2023

	September 2023	September 2022	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,621	6,423	3%	104,588	91,003	15%
Drive Up Transactions	160	158	1%	1,976	2,037	-3%
Gate Count	5617	5492	2%	92,687	79,725	16%
Cloud Library Activity	844	773	9%	9,925	9,241	7%
Total In-Library Transactions	25,006	24,436	2%	357,346	290,793	23%
Holds Arrived	2,380	2,686	-11%	31,404	31,502	0%
Study Room Hours Usage	221	260	-15%	3,488	3,249	7%
Volunteer Hours	75	86	-13%	2987.44	2756.3	8%

LIBRARY PROGRAMS PRESENTED						
	50	51	-2%	566	462	23%

PROGRAM ATTENDANCE						
	964	926	4%	18,451	17,503	5%

COMPUTER USE		Users	Users			
Children	0	24	-100%	634	338	88%
Adult	125	78	60%	1,089	614	77%

LIBRARY CARDS						
Cards Registered	95	119	-20%	1,303	1,375	-5%
Library Card Holders	9,546	9,710	-2%			

CIRCULATION						
Total Circulation	20,031	18,450	9%	265,351	247,076	7%
Cloud Library	5,563	4,813	16%	62,105	60,882	2%

COLLECTION						
	331	-21	1676%	73,938	73,641	0%

LIBRARY RECEIPTS						
	\$284.10	\$523.63	-46%	\$5,604.08	\$9,473.86	-41%



COLLEYVILLE PUBLIC LIBRARY VOLUNTEER HOURS

FISCAL YEAR 2022-2023

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	10.90	4	1.00	1	0.00	0	37.50	14	0.00	0	49	19
November	11.00	3	6.00	1	0.00	0	80.00	20	3.00	1	100	25
December	11.00	2	3.00	1	0.00	0	67.75	17	0.00	0	82	20
January	16.25	2	18.50	5	0.00	0	64.50	17	0.00	0	99	24
February	27.60	5	5.50	3	0.00	0	64.25	21	5.00	1	102	30
March	13.50	2	0.00	0	0.00	0	93.75	20	0.00	0	107	22
April	5.75	1	2.00	2	0.00	0	70.50	19	0.00	0	78	22
May	25.90	4	5.00	2	34.00	13	147.75	19	0.00	0	213	38
June	3.25	1	36.75	4	699.50	285	228.05	30	5.00	1	973	321
July	15.16	2	36.00	6	537.00	197	286.25	28	0.00	0	874	233
August	30.58	6	10.00	2	0.00	0	189.84	34	4.00	1	234	43
September	24.66	5	13.50	3	0.00	0	37.00	16	0.00	0	75	24
FY Total	196	37	137.25	30	1,270.50	495	1,367.14	255	17.00	4	2,987.44	821



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 4b
Type Report
Department Library

Agenda Date 10/9/2023

Number

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 BRIEFING

Agenda Number 4c

Agenda Date 10/9/2023

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