



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

MONDAY, DECEMBER 11, 2023 - 6:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 9, 2023

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board Members

3b Election of Chair and Vice-Chair

3c Review Colleyville Library Board Bylaws

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, December 7, 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 , OCTOBER 9, 2023 - 6:00 PM

1. CALL TO ORDER

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:05 p.m.

Present: Chair Molly Skinner, Vice Chair Joan Roberts, and Board members: Wanda Cotter, Pat Jones, Gary McPherson, Merry Graves and Joseph Stout. City staff: Library Director Mary Rodne and Library Community Events Coordinator Maria Hoefke.

Absent: Kay Newton, Joy Lee Fulton, Denise Light

2. APPROVAL OF MINUTES

August 14, 2023

A motion was made by Pat Jones and seconded by Joan Roberts to approve the August 14, 2023 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Library Board Appointments update

Library Director Rodne reported that there were several Library Board positions up for renewal in November 2023. Rodne said those interested in re-applying to the Library Board will need to submit their application by November 1 to the City Secretary's office. Those members up for renewal included: Kay Newton, Pat Jones, Wanda Cotter and alternate 1 member Joseph Stout.

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

Director Rodne reported that the City of Colleyville Fiscal Year 2024 (FY24) budget was approved at the September 19, 2023 City Council meeting and took effect on October 1, 2023. Rodne confirmed that City Council also

approved the Library Board's recommended expenditure amount of the Voluntary Library Fund not to exceed \$190,000, for library materials, library processing supplies, and library programs, at this City Council meeting. Rodne added that the Library requests in the general fund budget were approved as well as those items in the CEDC (Colleyville Economic Development Fund) Additionally, Rodne stated that funding, for the purchase of the new remote locker system and the new automated materials handling systems, was moved from the FY23 CEDC budget to the FY24 CEDC budget, as these projects will be completed in FY24.

3c Automated Materials Handling (AMH) Systems Update

Director Rodne provided an update on the Library's AMH System project. The current units had been dismantled by the vendor and were awaiting pick-up for disposal. Rodne said the Library's drive-up window would be unavailable to the public due to construction through October 18. Signs had been posted for Library users to return their Library items inside the building. Rodne added that the contractor was scheduled to begin construction the week of October 16th with the new units up and running by October 19.

3d Discussion of Items for Future Agendas

Library Board alternate member Joe Stout offered a potential course on media literacy, focusing on what is true and not true regarding news sources. Board members also suggested a class offering on family history and genealogy.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics

Director Rodne stated that the fiscal year ended on September 30 and overall, the Library was very pleased with the year's performance results. Most statistics showed increases including people visiting the Library, attending Library programs as well as a seven percent increase in circulation. Additionally, Rodne said cloudLibrary usage was always high and that saw a two percent increase as well. The Library had 2,987 total number of volunteer hours with 821 volunteers.

B. Donations

Rodne said there were no donations in August and September.

Rodne reported that the Library had received a \$1,293 grant for their participation in the State Interlibrary Loan Program. The Library was reimbursed for the Library materials loaned to other libraries mostly in Texas. This year the Library had 186 lends to other libraries. Rodne stated that loans are expected to increase this year. The previous year saw very little lending and it was determined that not all of the Library's records were uploaded to the WorldCat database during a software upgrade, so the database did not show all Colleyville's items that were available to other libraries.

C. Library Programs

Rodne reported that the Library's Fall Program registration had started on September 5 with programs beginning September 11. In August, Adult Services presented 12 programs and which were attended by 47 people. In September, Adult Services presented 15 programs, attended by 54 people. Rodne went on to state almost all the Youth Services story time programs were full, many with wait-lists.

In September, the Library hosted Library Card Sign-up Month. This year featured a zip line theme. Patrons were encouraged to show their Library card, renew their Library card or sign up for a Library card. They were then eligible to submit an entry for a prize. Additionally, with any five check-outs, patrons were able to enter into a drawing for one of six gift cards to Colleyville restaurants.

Rodne also stated the Library would be ordering a remote locker system to be placed at the new Colleyville Rec Center. Rodne said the unit would encompass several lockers including one with a solid doors. Patrons would be able to place materials on hold, and access them with a code to one of the lockers. The other locker, called Lucky Day, would feature glass door lockers that would hold best sellers or new arrivals that patrons may access with their Library card. Additionally, Rodne said the Library would be able to wrap the unit in specially designed graphics. It is anticipated the new remote locker system will be in place sometime in the spring of 2024.

Rodne added the Fall StoryWalk® started in October. The Youth Services department hosted a Movie Monday on October 9 as it was a non-school day with 44 people attending. Also, an upcoming Tween's Spot program would feature a Halloween themed class in October.

Rodne also reported that early voting would begin in the Library on October 23 and would continue through November 3. It was noted that the Library would also be a voting site on Election Day, November 7. Rodne concluded

that the Library would have its annual Check and Treat on October 31, as well as other Halloween activities in the Library. Additionally, in November during Thanksgiving week, the Library would be hosting a special story time and movie. Rodne also said that week was the Library’s 20th anniversary, which falls on the day after Thanksgiving and will commemorate the date with refreshments on the Wednesday before Thanksgiving.

4b Friends of the Colleyville Public Library Report

Friends of the Library President Merry Graves reported that the organization’s annual meeting would be held on October 17 and would feature local author Paul Vigilette.

Additionally, Graves said the group had suspended book donations but was currently receiving books again. The Friends had been busy re-stocking the Used Book Shelf in the Library as well as sending donated books to Better World Books and Half-Price Books.

Graves concluded that when room space was available, the Friends were looking to have a Christmas book sale in the Colleyville Room.

4c Colleyville Public Library Foundation Report

Colleyville Public Library Foundation Board member Gary McPherson reported the group was hoping for 150-200 attendees for the October 19 fundraising celebration. The event will be held from 6:00 – 8:00 pm in the Library. McPherson said the tickets were \$75 per person and that the event would feature a raffle of gift cards to area restaurants. McPherson added the evening would include Just Jazz, a three-piece jazz trio; author Erica Bauermeister speaking for about 30 minutes, hors d’oeuvres provided by Market Street, and drinks. Dallas Morning News columnist Dave Lieber was going to be the emcee for the evening. McPherson added, to date, \$10,000 had already been raised.

5. ADJOURNMENT

A motion was made by Joan Roberts and seconded by Wanda Cotter to adjourn the meeting of the Colleyville Library Board at 6:30 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 BRIEFING

Agenda Number 3a

Agenda Date 12/11/2023

Number

Type Regular Agenda Items

Department Library

Title

Introduction of new Colleyville Library Board Members

Explanation

This item allows for the introduction of new Colleyville Library Board member(s).

Attachments

1. Colleyville Library Board Roster - November 2023

LIBRARY BOARD

PLACE 1

Kay Newton

(817) 421-0139

gksafig@aol.com

TERM: Nov 2023 – Nov 2025

PLACE 2

Gary McPherson

(972) 742-5778

McPherson7@verizon.net

TERM: Nov 2022 – Nov 2024

PLACE 3

Joseph Stout

(817) 988-9488

josephstout@yahoo.com

TERM: Nov 2023 – Nov 2025

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 2023 – Nov 2025

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

Al Cain

(516) 510-1769

alcain55@gmail.com

TERM: Nov 2023 – Nov 2025

ALTERNATE 2

Susan Baum

(817) 455-2949

susan.baum@compass.com

TERM: Nov 2023 – Nov 2025

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 12/11/2023

Number

Type Regular Agenda Items

Department Library

Title

Election of Chair and Vice-Chair

Explanation

The Colleyville Library Board bylaws state that the Board shall, annually, elect a Chair and Vice-Chair from among the members. Officers shall serve a one-year term or until a successor is elected.

Attachments

1. Colleyville Public Library - Chair and Vice Chair Terms



**COLLEYVILLE PUBLIC LIBRARY
LIBRARY BOARD**

CHAIR AND VICE CHAIR TERMS

CHAIR	VICE CHAIR	TERM
Taraba, Gary	Wollin, Carol	September 2001 - June 2002
Taraba, Gary	Wollin, Carol	July 2002 - June 2003
Jones, Pat D.	Roxburgh, Richard	July 2003 - June 2004
Jones, Pat D.	Eytcheson, Nancy	July 2004 - June 2005
Eytcheson, Nancy	Jones, Pat D.	July 2005 - June 2006
Eytcheson, Nancy	Jones, Pat D.	July 2006 - June 2007
Jones, Pat D.	Isbell, Steve	August 2007 - September 2008
Davis, Jerome	Rippe, Mary Alice	October 2008 - September 2009
Davis, Jerome	Rippe, Mary Alice	October 2009 - September 2010
Davis, Jerome	Rippe, Mary Alice	October 2010 - September 2011
Davis, Jerome	Bolline, Thad	October 2011 - October 2012
Davis, Jerome	Bolline, Thad	November 2012 - September 2013
Bolline, Thad	Davis, Jerome	October 2013 - September 2014
Bolline, Thad	Kennedy-Ziegler, Victoria	October 2014 - September 2015
Noronha, Vernon	Kennedy-Ziegler, Victoria	October 2015 - July 2016
Newton, Kay	Skinner, Molly	August 2016 - January 2018
Skinner, Molly	Billinger, Seanna	February 2018 - September 2018
Skinner, Molly	McPherson, Gary	October 2018 - November 2019
McPherson, Gary	Cecilia Sublette	December 2019 - November 2020
McPherson, Gary	Cecilia Sublette -11/20-5/21 - Open	December 2020 - November 2021
McPherson, Gary	Joan Roberts	December 2021 - November 2022
Molly Skinner	Joan Roberts	December 2022 - November 2023
		December 2023 - November 2024



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3c

Agenda Date 12/11/2023

Number

Type Regular Agenda Items

Department Library

Title

Review Colleyville Library Board Bylaws

Explanation

This item allows the opportunity to distribute and review the bylaws of the Colleyville Library Board.

Attachments

1. Library Board Bylaws - Approved April 2013

COLLEYVILLE LIBRARY BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Library Board was established by the City Council of Colleyville, Texas, by Ordinance O-04-1466 on June 15, 2004. The purpose of the Colleyville Library Board is to act as an advisory board to the City Council relating to all nature of library facility planning and programming.

ARTICLE II – Membership

- 2.1 The Colleyville Library Board shall consist of seven (7) members, who shall be appointed by the City Council for a two (2) year term; provided three (3) members shall be appointed each odd-numbered year and four (4) members must be appointed each even-numbered year. Places on the Board shall be numbered one (1) through seven (7). The Board shall also consist of two (2) alternates serving two-year terms. Alternates shall be numbered Alternate 1 and Alternate 2.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 In the event of a vacancy on the Colleyville Library Board, Alternate 1 shall fill the unexpired term and Alternate 2 shall be appointed to serve as Alternate 1. In the event of more than one vacancy on the Board, Alternate 1 and Alternate 2 shall fill the unexpired terms. Applications shall be accepted through the City Secretary's office for the Alternate position(s) and filled by City Council appointment for the length of the unexpired term.
- 2.5 The City Council, if it deems it desirable, may appoint ex-officio members to the Board. Such ex-officio members shall be appointed on an annual basis and the term of office of such ex-officio members shall be one year from the date of appointment. Such ex-officio members shall have no voting authority. In consideration of appointment of ex-officio members to the Board, the President of the Friends of the Colleyville Public Library and the President of the Colleyville Public Library Foundation shall be appointed to serve as ex-officio members with concurrent terms of the Presidents of the Friends of the Colleyville Public Library and the Colleyville Public Library Foundation.

- 2.6 If a member of the Colleyville Library Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Library Board shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Library Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Library Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held bi-monthly on the second Monday of the month at 6:00 p.m. at the Colleyville Public Library, located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Library Board members shall constitute a quorum to conduct business of the Library Board. The act of the Colleyville Library Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Library Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Library Board for the transaction of business. Posting and notification meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Library Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Library Board acts in an advisory capacity to the City Council in all matters pertaining to the library facility planning and programming, including development of long range capital improvement programs.
- 5.2 Recommend policies for library services, and the adoption of standards for public library facilities and their financial support.
- 5.3 Receives requests for public funding for educational purposes of any public or private person(s), associations or business entities, and forward such requests with recommendations to City Council.
- 5.4 Review the annual operating budget and capital improvement requests related to library programs with the Library Director, and provide recommendations to the Director for submission to the City Manager or designee for consideration.
- 5.5 Cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of sound library planning and programming.
- 5.6 Board members will take the Attorney General Texas Open Meetings Act on-line training course, available on this link.
http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3d

Agenda Date 12/11/2023

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
Type Report
Department Library

Agenda Date 12/11/2023

Number

Title

Librarian's Report

Explanation

The reports provided are to update Board members on the statistics and programs for the months of October 2023 and November 2023.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - October 2023 - November 2023
2. Volunteer Hours Summary - FY2023-2024



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2023						
	October 2023	October 2022	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,132	11,527	-21%	9,132	11,527	-21%
Gate Count	8,045	10,589	-24%	8,045	10,589	-24%
Cloud Library Activity	876	782	12%	876	782	12%
Drive Up Transactions	211	156	35%	211	156	35%
Total In-Library Transactions	24,114	24,099	0%	24,114	24,099	0%
Holds Arrived	2,418	2,504	-3%	2,418	2,504	-3%
Study Room Hours Usage	276.00	272.00	1%	276.00	272.00	1%
Volunteer Hours	86.00	49.40	74%	86.00	49.40	74%
LIBRARY PROGRAMS PRESENTED						
	91	70	30%	91	70	30%
PROGRAM ATTENDANCE						
	1,978	1,129	75%	1,978	1,129	75%
COMPUTER USE						
	Users	Users				
Adult	144	75	92%	144	75	92%
LIBRARY CARDS						
Cards Registered	80	124	-35%	80	124	-35%
Library Card Holders	10,959	10,885	1%			
CIRCULATION						
Total Circulation	19,484	18,907	3%	19,484	18,907	3%
Cloud Library	5,478	5,106	7%	5,478	5,106	7%
COLLECTION						
	407	367	11%	74,345	73,575	1%
LIBRARY RECEIPTS						
	\$434.51	\$489.18	-11%	\$434.51	\$489.18	-11%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2023						
	November 2023	November 2022	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	7,965	10,403	-23%	17,097	21,930	-22%
Gate Count	7,013	9,460	-26%	15,058	20,049	-25%
Cloud Library Activity	835	775	8%	1,711	1,557	10%
Drive Up Transactions	117	168	-30%	328	324	1%
Total In-Library Transactions	22,905	24,965	-8%	47,019	49,064	-4%
Holds Arrived	2,109	2,434	-13%	4,527	4,938	-8%
Study Room Hours Usage	275.00	291.00	-5%	551.00	564.00	-2%
Volunteer Hours	81.00	100.00	-19%	166.83	149.4	12%
LIBRARY PROGRAMS PRESENTED						
	53	54	-2%	144	124	16%
PROGRAM ATTENDANCE						
	913	1,080	-15%	2,891	2,209	31%
COMPUTER USE						
	Users	Users				
Adult	88	74	19%	232	149	56%
LIBRARY CARDS						
Cards Registered	73	127	-43%	153	251	-39%
Library Card Holders	11,030	10,990	0%			
CIRCULATION						
Total Circulation	18,121	18,402	-2%	37,605	37,309	1%
Cloud Library	4,956	4,492	10%	10,434	9,598	9%
COLLECTION						
	452	126	259%	74,797	73,701	1%
LIBRARY RECEIPTS						
	\$284.60	\$247.59	15%	\$719.11	\$736.77	-2%



**COLLEYVILLE PUBLIC LIBRARY
VOLUNTEER HOURS**

FISCAL YEAR 2023-2024

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	29.50	6	0.00	0	0.00	0	56.50	21	0.00	0	86	27
November	28.83	5	0.00	0	0.00	0	52.00	17	0.00	0	81	22
December											0	0
January											0	0
February											0	0
March											0	0
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	58	11	0.00	0	0.00	0	108.50	38	0.00	0	166.83	49



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 4b
Type Report
Department Library

Agenda Date 12/11/2023

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
Type Report
Department Library

Agenda Date 12/11/2023

Number

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