



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

MONDAY, APRIL 8, 2024 - 6:00 PM

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
December 11, 2023
- 3. REGULAR AGENDA ITEMS**
 - 3a** Overview of the 2024 Summer Reading Program
 - 3b** 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, April 4, 2024* by 5:00 p.m.

Jack Pawlowski
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 , DECEMBER 11, 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, and Board members: Wanda Cotter, Kay Newton, Joy Fulton Lee, Al Cain, and Merry Graves. City staff: Library Director Mary Rodne and Library Community Events Coordinator Maria Hoefke.

Absent: Gary McPherson, Joseph Stout, Joan Roberts, Susan Baum, Denise Light

2. APPROVAL OF MINUTES

October 9, 2023

A motion was made by Kay Newton and seconded by Al Cain to approve the October 9, 2023 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board Members

Board Chair Molly Skinner asked the members to introduce themselves as two new Board members were added to this year's roster, Al Cain and Susan Baum. The memberships of Board members Kay Newton, Wanda Cotter and alternate 1 member Joseph Stout had been renewed.

3b Election of Chair and Vice Chair

Board members discussed nominations for the upcoming year. A motion was made by Wanda Cotter to have Molly Skinner continue as Chairman of the Colleyville Library Board. The motion was seconded by Kay Newton. Kay Newton nominated Joy Fulton Lee as Vice-Chair. The motion was seconded by Molly Skinner. The nominations were approved, as presented, with a unanimous vote.

3c Review Colleyville Library Board Bylaws

Director Rodne stated that Library Board Bylaws were included, annually, for member review. Rodne reminded the Board of the importance of adhering to meeting attendance guidelines and described the general frequency of Library Board meetings.

3d Discussion of Items for Future Agendas

Library Board member Wanda Cotter asked if something could be done to honor former Library Board member Pat Jones for her years of service to the Board and the Library. Director Rodne stated that Pat Jones had been a member almost from the start and was one of the original members of a community group to start the formation of a Library in Colleyville. Rodne said she would inquire with the City Secretary's office as to what the Library Board could do to honor Pat Jones' service.

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

A. Monthly Statistics

Director Rodne stated that the Library is doing very well. Statistics were up in many areas, said Rodne, however people visiting the Library is less than last year due to high voter turnout last year. Additionally when voting is no longer at the Library it will take down the gate count. However, Rodne stated program attendance and computer usage are up. Library card sign-up fluctuates as some months are higher than others. Circulation numbers are up one percent overall and Rodne said the cloudLibrary usage is still strong with downloads up nine percent.

Board members stated they were impressed with cloudLibrary and the ability to read the Dallas newspaper and magazines digitally on a daily basis. Rodne said the Library has renewed PressReader and is considering supplementing the Library's magazine collection with Flipster, another online service. Also Consumer Reports was previously provided by the State Library and has since been dropped and the Library is considering adding an online subscription for that publication. Board members also asked about the Fort Worth Star Telegram. Rodne stated it currently is provided by the Library through Newsbank, an online database which also carries many smaller newspapers around the country.

Additionally, Rodne said the Library volunteer hours are lower as compared to the Summer without the National Charity League volunteers. However the Library had 166 total number of volunteer hours with 49 volunteers.

B. Donations

Rodne said the Library received \$3,134.61 from the Friends of the Library. With those funds the Library purchased eight additional iPads. Rodne said the Library had four iPads, and now with this purchase there is enough for a class. Rodne added the Library also purchased seven Dash Bots, used for coding in STEAM programming and Library activities throughout the year.

Board member Cain asked if the Library had considered hosting a class on how to use eReaders or databases, specifically for seniors. Rodne said the Library currently holds a monthly class for that purpose. Additionally, any of the Librarians would be able to assist at any time with digital devices.

C. Library Programs

Rodne reported that the Library's adult services department hosted 15 programs in October with 48 in attendance. In November, adult services presented 13 programs and 64 attended. Those programs included volunteer training, Medicare seminars, Intro to eBooks, Teen Book Club, Books 'n Brunch, Late Edition, Keeping it Real, Get Crafty, Wild about Watercolor, and Craft and Chat.

In Youth Services, 56 programs were held with 1,519 people in attendance. Those programs include Preschool Pals, Budding Bookworms, Little Tweets as well as Homeschool and Bounce Time classes which continue to flourish.

In October, Rodne said the Library hosted a Fall StoryWalk®, *Meowl-o-Ween*, with 471 participants. In November, Youth Services hosted 39 programs with 744 in attendance. During Thanksgiving week, The Library hosted a special story time, family movie, and celebrated the Library's 20th anniversary with cupcakes, and displayed Library show boards in the Colleyville Room.

In December, Rodne said the Library launched its current StoryWalk®, *Snowmen's 12 Nights of Christmas*, on The Plaza, as well as a scavenger hunt to earn an additional plush prize. Additionally, elves Buddy and Holly will visit in Youth Services. The week of Christmas, the Library will host Story Time with Mrs. Claus, and a sweet celebration with a special magic show along with treats for children in attendance. A local children's author will be visiting and reading her book, *The Merry Christmas Mittens*, to children, as well as answer questions and have a book signing. Youth Services will also host a family

movie. Additionally, the adult and teen book clubs will host their holiday parties.

Rodne also said one of the youth services staff will be retiring on December 28th. She has been a member of the staff since 2011 when the Library expanded to the second floor for youth services. Additionally, one of the Library clerks has also left for a full-time position in the City of Arlington.

Rodne continued, on January 8th, the Library will launch its Winter Reading Program with regular programming beginning on January 16th. This year's theme is *Read Together*, and Rodne said the Library is awaiting permission from the illustrator to use the graphics. The graphic includes the books and likeness of the *Little Blue Truck* series.

4b Friends of the Colleyville Public Library Report

Friends of the Library President Merry Graves reported that the group is continuing to sort donated books and supply the Friends of the Library Book Sale shelves with replenished materials. Graves added the Library had asked for funds from the Friends to purchase additional Dash Bots and iPads for program use and the Friends were happy to be able to do so. Graves said the Friends had a small book sale in the Colleyville Room at the beginning of December and raised \$285 despite rain and the Library front doors blocked due to repairs to the fountain in the loggia. Visitors to the Library used the Staff door off the parking lot to enter and leave the building. Part of the funds raised were due to the donation by the City of a \$35 gift card which was used by the Friends in a raffle as an additional incentive for book buyers.

4c Colleyville Public Library Foundation Report

There was no member of the Library Foundation present. Director Rodne stated the group did well at its 20th Anniversary Celebration in October, receiving nearly \$30,000 in donations. Catering for the event was donated and provided by Market Street, Colleyville. Chair Molly Skinner was complimentary of the speaker, food and event.

5. ADJOURNMENT

A motion was made by Kay Newton 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 4/8/2024

Number

Type Regular Agenda Items

Department Library

Title

Overview of the 2024 Summer Reading Program

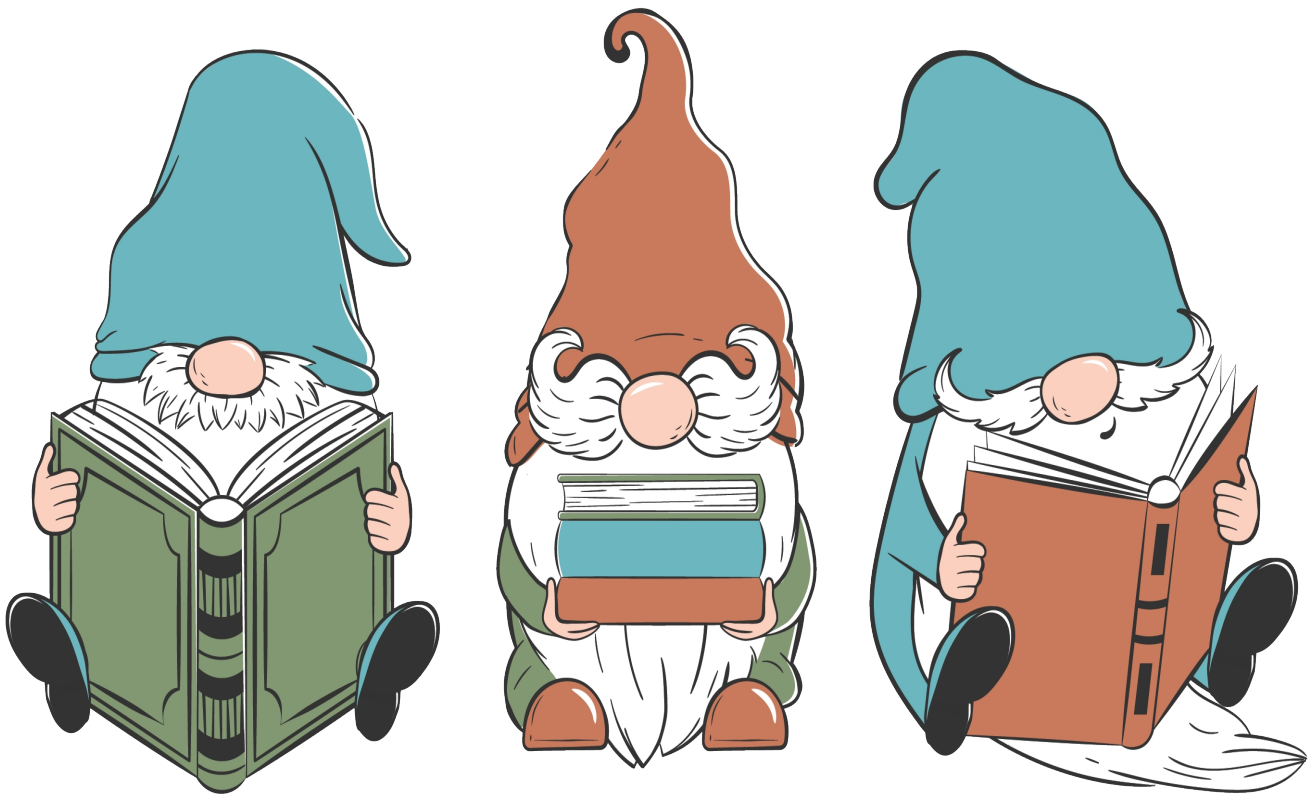
Explanation

Library Director Jack Pawlowski will provide an overview of the 2024 Summer Reading Program, "Reading With My Gnomies".

Attachments

1. 2024 Summer Reading logo

READING WITH MY GNOMIES



COLLEYVILLE PUBLIC LIBRARY
2024 SUMMER READING PROGRAM



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3b

Agenda Date 4/8/2024

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 4/8/2024

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 December 2023 through March 2024.

A. Personnel Changes

B. Monthly Statistics

C. Donations

D. Library Programs

Attachments

1. Library Statistics - December 2023 - March 2024
2. Volunteer Hours Summary - FY2023-2024



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	16.00	5	2.34	2	0.00	0	64.25	20	0.00	0	83	27
January	18.50	4	6.00	2	0.00	0	69.16	19	0.00	0	94	25
February	18.00	6	5.00	3	0.00	0	71.88	21	0.00	0	95	30
March	23.50	5	5.00	3	0.00	0	88.25	27	0.00	0	117	35
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	134	31	18.34	10	0.00	0	402.04	125	0.00	0	554.71	166



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/DECEMBER 2023						
	December 2023	December 2022	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,462	6,546	-1%	23,559	28,470	-17%
Gate Count	5,492	5,655	-3%	20,550	25,704	-20%
Cloud Library Activity	830	749	11%	2,541	2,306	10%
Drive Up Transactions	140	136	3%	468	460	2%
Total In-Library Transactions	20,420	22,314	-8%	67,439	71,378	-6%
Holds Arrived	1,976	2,314	-15%	6,503	7,252	-10%
Study Room Hours Usage	197.00	256.00	-23%	748.00	820.00	-9%
Volunteer Hours	83.00	82.00	1%	249.42	231.15	8%
LIBRARY PROGRAMS PRESENTED						
	23	19	21%	161	148	9%
PROGRAM ATTENDANCE						
	917	586	56%	3,893	2,814	38%
COMPUTER USE						
	Users			Users		
Adult	102	79	29%	334	273	22%
LIBRARY CARDS						
Cards Registered	40	38	5%	193	289	-33%
Library Card Holders	11,062	11,028	0%			
CIRCULATION						
Total Circulation	16,887	17,647	-4%	54,492	54,956	-1%
Cloud Library	4,959	4,645	7%	15,393	14,243	8%
COLLECTION						
	-223	214	-204%	74,574	73,839	1%
LIBRARY RECEIPTS						
	\$402.69	\$570.95	-29%	\$1,121.80	\$1,307.72	-14%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JANUARY 2024						
	January 2024	January 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,453	6,409	1%	30,512	34,879	-13%
Gate Count	5,870	5,407	9%	26,420	31,111	-15%
Cloud Library Activity	893	851	5%	3,434	3,157	9%
Drive Up Transactions	190	151	26%	658	611	8%
Total In-Library Transactions	24,853	24,145	3%	92,292	95,523	-3%
Holds Arrived	2,567	2,407	7%	9,070	9,659	-6%
Study Room Hours Usage	343.00	313.00	10%	1,091.00	1,133.00	-4%
Volunteer Hours	94.00	99.00	-5%	343.08	330.40	4%
LIBRARY PROGRAMS PRESENTED						
	37	39	-5%	198	187	6%
PROGRAM ATTENDANCE						
	647	797	-19%	4,540	3,611	26%
COMPUTER USE						
	Users			Users		
Adult	129	95	36%	463	289	60%
LIBRARY CARDS						
Cards Registered	102	90	13%	295	379	-22%
Library Card Holders	11,160	11,080	1%			
CIRCULATION						
Total Circulation	20,659	19,154	8%	75,151	74,110	1%
Cloud Library	6,147	5,087	21%	21,540	19,330	11%
COLLECTION						
	285	279	2%	74,859	74,118	1%
LIBRARY RECEIPTS						
	\$623.58	\$398.54	56%	\$1,745.38	\$1,706.26	2%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/FEBRUARY 2024						
	February 2024	February 2023	% Change (+/-)	Current YTD	Current YTD	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	7,683	7,047	9%	38,195	41,926	-9%
Gate Count	6,611	6,097	8%	33,031	37,208	-11%
Cloud Library Activity	916	809	13%	4,350	3,966	10%
Drive Up Transactions	156	141	11%	814	752	8%
Total In-Library Transactions	25,223	25,527	-1%	117,515	121,050	-3%
Holds Arrived	2,308	2,314	0%	11,378	11,973	-5%
Study Room Hours Usage	317.00	306.00	4%	1,408.00	1,439.00	-2%
Volunteer Hours	95.00	102.00	-7%	437.96	432.75	1%
LIBRARY PROGRAMS PRESENTED						
	57	60	-5%	255	247	3%
PROGRAM ATTENDANCE						
	1,073	1,363	-21%	5,613	4,974	13%
COMPUTER USE						
	Users			Users		
Adult	162	79	105%	625	368	70%
LIBRARY CARDS						
Cards Registered	102	68	50%	397	447	-11%
Library Card Holders	11,262	11,148	1%			
CIRCULATION						
Total Circulation	20,004	18,985	5%	95,155	93,095	2%
Cloud Library	5,445	4,550	20%	26,985	23,880	13%
COLLECTION						
	-382	-69	-454%	74,477	74,649	0%
LIBRARY RECEIPTS						
	\$963.57	\$523.57	84%	\$2,708.95	\$2,229.83	21%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2024						
	March 2024	March 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,228	7,647	-19%	44,423	49,573	-10%
Gate Count	5,138	6,677	-23%	38,169	43,885	-13%
Cloud Library Activity	925	788	17%	5,275	4,754	11%
Drive Up Transactions	165	182	-9%	979	934	5%
Total In-Library Transactions	25,379	28,999	-12%	142,894	150,050	-5%
Holds Arrived	2,221	2,610	-15%	13,599	14,583	-7%
Study Room Hours Usage	259.00	300.00	-14%	1,666.00	1,739.00	-4%
Volunteer Hours	117.00	107.00	9%	554.71	540.00	3%
LIBRARY PROGRAMS PRESENTED						
	59	65	-9%	314	312	1%
PROGRAM ATTENDANCE						
	1,245	1,595	-22%	6,869	6,567	5%
COMPUTER USE						
	Users	Users				
Adult	116	211	-45%	741	475	56%
LIBRARY CARDS						
Cards Registered	72	92	-22%	469	539	-13%
Library Card Holders	11,330	11,220	1%			
CIRCULATION						
Total Circulation	20,346	21,666	-6%	115,501	114,761	1%
Cloud Library	5,700	5,109	12%	32,685	28,989	13%
COLLECTION						
	25	560	-96%	74,502	74,609	0%
LIBRARY RECEIPTS						
	\$594.07	\$411.13	44%	\$3,303.02	\$2,640.96	25%



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 4b
Type Report
Department Library

Agenda Date 4/8/2024

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 4/8/2024

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