



**CITY OF COLLEYVILLE**  
**COLLEYVILLE LIBRARY BOARD AGENDA**  
Public Library - 110 Main Street

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**MONDAY, JUNE 10, 2024 - 6:00 PM**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

**2a** April 8, 2024

**3. REGULAR AGENDA ITEMS**

**3a** Remote Locker System Update

**3b** Book Vending Machine Partnership

**3c** Approval to use the Voluntary Library Fund in Fiscal Year 2025, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$195,000

**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, June 6, 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

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**MONDAY , APRIL 8, 2024 - 6:00 PM**

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## **1. CALL TO ORDER**

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:00 p.m. Informal introductions from Library Director and Outreach and Program Coordinator, along with Library Board, Friends of the Library members and visiting teen volunteer.

**Present:** Chair Molly Skinner, and Board members: Wanda Cotter, Kay Newton, Joy Fulton Lee, Al Cain, Merry Graves, Joseph Stout, Gary McPherson. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles. Visitor - teen library volunteer, Kiefer Albers.

**Absent:** Susan Baum, Denise Light.

## **2. APPROVAL OF MINUTES**

December 11, 2023

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

Joan Roberts joined at 6:07 p.m.

## **3. REGULAR AGENDA ITEMS**

### **3a Overview of Summer Reading Program**

Director Pawlowski discussed the Summer Reading Program theme and logo, "Reading with My Gnomies" and discussed the Kick-off Party on Friday May 31, 2024. Registration opens May 20, 2024 for programs as well as for summer reading. All performers are booked with a range of performers, including David Slick juggler, a magic show, Dallas Zoo, Creature Teacher, Blackland Prairies Raptors, Dennis Lee, and the Dinosaur George Traveling Museum. The city brochure is being compiled as well as print materials. School visits are tentatively scheduled for late April and early May as a school has contacted the library already.

### **3b** Discussion of Items for Future Agendas

Board member Joan Roberts received a community member question regarding how the Cloud Library digital content platform categorizes adult, teen, and juvenile content. Director Pawlowski explained that within the Cloud Library platform, the publishers decide what audience, be it juvenile, teen or adult, that the book is categorized as and the Colleyville Public Library is unable to change the content categorization items are grouped in. Director Pawlowski demonstrated the Kid's Mode function in the Cloud Library app that can be used to filter juvenile material only. Board member Roberts asked if there was a teen section as well as a children's section in Kid's Mode. Director Pawlowski indicated that only children's classified material should be in Kid's Mode but will further investigate. Board member Roberts asked for this to be further investigated and to be given feedback on final determination. Chair Molly Skinner closed this discussion.

## **4. REPORTS**

### **4a** Librarian's Report

#### A. Library Staff

Director Pawlowski detailed the staff changes. The previous Library community Events Coordinator position was changed to the Outreach and Program Coordinator and discussed the changes in responsibilities. Director Pawlowski discussed Holli Carullo being promoted from Clerk to Library Assistant and two other circulation and youth position openings along with Circulation Information Services position.

#### B. Monthly Statistics

Pawlowski indicated that the monthly statistics are on par for year to year statistics. Patron visits down (roughly 9%) due to no longer being a voting center. Program numbers down slightly due to a popular youth services program being reduced due to staffing shortages. Pawlowski looking to get program numbers up once open youth positions are filled. Circulation numbers up 1%, very similar to last year. Cloud Library numbers and statistics are still very strong and continue to rise. Volunteer statistics are relatively the same. Teen volunteers typically fall off during the holidays and end of school year testing but increase with Summer Reading Program.

#### C. Donations

Pawlowski reported that the Library received a \$500 donation from the Colleyville Lions Club for the purchase of new Large Print books that are already added to the

collection. In addition, the Glaser Family Foundation donated \$10,000 which will be used for the 2024 Summer Reading Program mainly for performers, the finale and other components.

#### D. Library Programs

Pawlowski said the last week wrapped up of fall/spring programs with attendance being strong. This year was strong from beginning to end with similar numbers in attendance for all programs. An impromptu Easter Egg Scavenger Hunt invited the community to explore the library and find eggs based on clues. Once the activity sheet was completed they received a little prize. Pawlowski introduced the new Spring Story Walk (started on April 1), "Norman the Slug with the Silly Shell" which includes an activity and a plush prize upon completion. Prize redemption was moved to the youth services department upstairs to encourage children to interact more with the youth services librarian and increase program participation. Adult programs with George Pavelek was well received regarding informational gardening, as well as various food and nutrition series programming. Adult Services Librarian Kara Teeter is working on a May booking of Peggy Lore, a local author discussing her time in Hollywood. Teeter is also working on booking local author Amanda Churchill for an author luncheon in the month of August. Chair Skinner asked for repeat of the dates for the Summer Reading Program Kick-off and Finale. Pawlowski repeated the dates are May 31<sup>st</sup> and July 26<sup>th</sup> accordingly.

#### **4b** Friends of the Colleyville Public Library Report

Friends of the Library President Merry Graves reported the group received requests for two design suite subscriptions, Glowforge engraving machine (\$239) and Cricut diecut machine (\$120) which they will be purchasing. Graves also reported the acquisition of two paintings from local painter, Ann Hardy, that will be donated to the library. One painting will be donated from the Friend's and one from the Foundation, to honor former director Mary Rodne. Board member Kay Newton further elaborated that the paintings will have plaques included on the frames commemorating Rodne. Merry Graves said they are continuing to accept used book donations and maintain the book sale material in the library. Graves commented on the other avenues of book sales including Better World Books and Half Price Books. Board member Roberts reported the Friend's have reached out to local charities for opportunities for the Friend's to donate books to those in need. Loretta House and Moms in Need are programs the Friend's have donated books to. President Graves indicated a friend was setting up a preschool library in their church and books were donated for this as well. Graves said they are continuing to try to generate money from selling donated books and she introduced the planned City Council presentation of the acquired paintings. Board member Newton gave more information on the timing of the presentations in Rodne's honor. Tuesday May 7<sup>th</sup> from 2-4 p.m. will be an Open House to introduce the new director, Jack Pawlowski. On May 7<sup>th</sup> beginning at 7 p.m., the paintings will be

presented at the City Council meeting. The Library Foundation will be present and the Library Board was invited by Board member Newton.

**4c Colleyville Public Library Foundation Report**

Chair Skinner remarked that the Foundation report was commented on by Board member Kay Newton who further elaborated that Foundation member Denise Light, Ginny Tigue and Newton met with painter Ann Hardy to choose the commemorative paintings. Newton commented that Hardy generously discounted the cost of the paintings. There was no member of the Library Foundation present.

Chair Skinner concluded the agenda was complete and opened discussion for questions. Board member Joy Fulton Lee inquired about potential outreach with the schools, specifically elementary schools in general. Director Pawlowski discussed that the only prior outreach in the schools has been Summer Reading Program school visits. New avenues into school outreach is being considered and explored for the new school year, as well as collaborating with the district.

**5. ADJOURNMENT**

A motion was made by Kay Newton and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 6:32 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:

Dina Bayles  
Library Outreach and Program Coordinator



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3a

**Agenda Date** 6/10/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

Remote Locker System Update

## **Explanation**

Library Director Jack Pawlowski will present an update on the installation timeline for the new Bibliotheca Remote Locker System.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3b

**Agenda Date** 6/10/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

Book Vending Machine Partnership

## **Explanation**

Library Director Jack Pawlowski will present information on a book vending machine partnership opportunity with Atmos Energy and the Rotary Club of Colleyville.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3c

**Agenda Date** 6/10/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

Approval to use the Voluntary Library Fund in Fiscal Year 2025, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$195,000

## **Explanation**

The Voluntary Library Fund is used for the purpose of the development and improvement of library programs and services and for approved library programs and capital items, including collection development (books and other materials). Funding is received by monthly donation of \$2.00 from residents.

This item provides for the Library Board to make a recommendation to the City Council for use of the Voluntary Library Fund, for the purchase of library collection materials, collection processing supplies and library programs in an amount not to exceed \$195,000.00.

## **Attachments**

1. Voluntary Library Fund Report FY 2015 - FY 2025
2. Financial Status of Voluntary Library Fund



# Public Library

## Voluntary Library Fund Report \*

### FY 2015 - FY 2025

Fiscal Year (FY)	Board Recommended	Council Approved
FY 2015	\$145,000	\$145,000
FY 2016	\$145,000	\$145,000
FY 2017	\$155,000	\$155,000
FY 2018	\$160,000	\$160,000
FY 2019	\$167,000	\$167,000
FY 2020	\$170,000	\$170,000
FY 2021	\$170,000	\$170,000
FY 2022	\$170,000	\$170,000
FY 2023	\$170,000	\$170,000
FY 2024	\$190,000	\$190,000
FY 2025	\$195,000	

\*Use of the Voluntary Library Fund for the purchase of physical collection materials, library programs, digital content, databases, and processing supplies.

## Voluntary Library Fund Report Special Project Expenditures

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

## FINANCIAL STATUS OF VOLUNTARY LIBRARY FUND AT 4/8/2024

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FUND BALANCE AT 9-30-2023: \$574,400

### *FY 2024 REVENUE*

Donations:	PROJECTED	ACTUAL
October	\$14,301	\$14,301
November	\$14,179	\$14,179
December	\$14,378	\$14,378
January	\$14,759	\$14,759
February	\$15,066	\$15,066
March	\$13,721	\$13,721
April	\$13,731	\$0
May	\$13,741	\$0
June	\$13,751	\$0
July	\$13,761	\$0
August	\$13,771	\$0
September	\$13,781	\$0
Total Donations	\$168,939	\$86,404
ILL Grant Reimbursement	\$0	\$0
Interest income Received	\$28,800	\$13,693
TOTAL	\$197,739	\$100,097

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### *FY 2024 EXPENDITURES*

	RECOMMENDED (BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE
<b>BOOKS AND PROCESSING MATERIALS</b>			
FY 2023 BALANCE OF AUTHORIZATION	\$123,060	\$123,060	\$119,046
<b>FY 2024 AUTHORIZATION (R-23-4876, 9/19/23)</b>	\$190,000	\$190,000	\$0
TOTAL	\$313,060	\$313,060	\$119,046

2024 ILL Grant Reimbursement Expenses \$521

**AVAILABLE FUND BALANCE AT 4-08-2024 (COUNCIL APPROVED)** \$554,930

**PROJECTED AVAILABLE FUND BALANCE AT 9-30-2024 (COUNCIL APPROVED)** \$458,558

**AVAILABLE CASH BALANCE AT 9-30-2024** \$554,930



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3d

**Agenda Date** 6/10/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **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

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**Agenda Number** 4a

**Agenda Date** 6/10/2024

**Number**

**Type** Report

**Department** Library

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## **Title**

Librarian's Report

## **Explanation**

The reports provided are to update Board members on the statistics and programs for the months of April and May 2024.

A. Monthly Statistics

B. Donations

C. Library Programs

## **Attachments**

1. Volunteer Hours Summary - FY2023-2024
2. Statistics April - May 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	24.75	6	14.00	4	0.00	0	74.00	17	0.00	0	113	27
May	17.50	5	16.00	6	141.25	50	44.00	13	0.00	0	219	74
June											0	0
July											0	0
August											0	0
September											0	0
<b>FY Total</b>	<b>177</b>	<b>42</b>	<b>48.34</b>	<b>20</b>	<b>141.25</b>	<b>50</b>	<b>520.04</b>	<b>155</b>	<b>0.00</b>	<b>0</b>	<b>886.21</b>	<b>267</b>



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/APRIL 2024						
	April 2024	April 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	6,147	7,736	-21%	50,570	57,309	-12%
Drive Up Transactions	159	131	21%	1,138	1,065	7%
Gate Count	5,084	6,814	-25%	43,253	50,699	-15%
Cloud Library Activity	904	791	14%	6,179	5,545	11%
Total In-Library Transactions	24,295	24,077	1%	167,189	174,127	-4%
Holds Arrived	2,231	2,226	0%	15,830	16,809	-6%
Study Room Hours Usage	330.00	290.00	14%	1,996	2,029	-2%
Volunteer Hours	113.00	78.00	45%	667.46	618.25	8%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	33	24	38%	347	338	3%
<b>PROGRAM ATTENDANCE</b>						
	1,177	413	185%	8,046	6,995	15%
<b>COMPUTER USE</b>						
	Users	Users				
Adult	134	87	54%	875	562	56%
<b>LIBRARY CARDS</b>						
Cards Registered	78	104	-25%	547	643	-15%
Library Card Holders	9,050	8,998	1%			
<b>CIRCULATION</b>						
Total Circulation	20,035	18,741	7%	135,574	133,510	2%
Cloud Library	5,977	4,841	23%	38,662	33,830	14%
<b>COLLECTION</b>						
	156	1,339	-88%	74,658	73,136	2%
<b>LIBRARY RECEIPTS</b>						
	\$393.69	\$409.05	-4%	\$3,696.71	\$2,994.41	23%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MAY 2024						
	May 2024	May 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	7,648	9,280	-18%	58,218	66,589	-13%
Drive Up Transactions	156	190	-18%	1,294	1,255	3%
Gate Count	6,533	8,238	-21%	49,786	58,937	-16%
Cloud Library Activity	959	852	13%	7,138	6,397	12%
Total In-Library Transactions	29,477	29,763	-1%	196,666	203,890	-4%
Holds Arrived	2,560	2,957	-13%	18,390	19,766	-7%
Study Room Hours Usage	312.00	345.00	-10%	2,307.00	2,374.00	-3%
Volunteer Hours	219.00	213.00	3%	886.21	830.90	7%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	10	25	-60%	357	363	-2%
<b>PROGRAM ATTENDANCE</b>						
	1,611	1,421	13%	9,657	8,416	15%
<b>COMPUTER USE</b>						
	Users	Users				
Adult	138	95	45%	1,013	657	54%
<b>LIBRARY CARDS</b>						
Cards Registered	146	141	4%	687	784	-12%
Library Card Holders	9,188	9,135	1%			
<b>CIRCULATION</b>						
Total Circulation	24,570	23,191	6%	160,144	156,701	2%
Cloud Library	6,576	5,532	19%	45,238	39,362	15%
<b>COLLECTION</b>						
	-814	-99	-722%	73,844	73,037	1%
<b>LIBRARY RECEIPTS</b>						
	\$838.72	\$630.76	33%	\$4,535.43	\$3,625.17	25%



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 4b  
**Type** Report  
**Department** Library

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**Agenda Date** 6/10/2024

**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

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**Agenda Number** 4c

**Agenda Date** 6/10/2024

**Number**

**Type** Report

**Department** Library

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## **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**