



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

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**MONDAY, AUGUST 12, 2024 - 6:00 PM**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

June 10, 2024

**3. REGULAR AGENDA ITEMS**

**3a** Update on the 2024 Summer Reading Program

**3b** Remote Locker System Update

**3c** Book Vending Machine Partnership

**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, August 8, 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 , JUNE 10, 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 6:05 p.m.

**Present:** Chair Molly Skinner, and Board members: Wanda Cotter, Kay Newton, Al Cain, Merry Graves, Joseph Stout, Gary McPherson, Susan Baum, Denise Light. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles.

**Absent:** Joan Roberts, Joy Fulton Lee.

## **2. APPROVAL OF MINUTES**

April 8, 2024

A motion was made by Kay Newton and seconded by Al Cain to approve the April 8, 2024 minutes. The motion was approved unanimously.

## **3. REGULAR AGENDA ITEMS**

### **3a Remote Locker System Update**

Director Pawlowski discussed the remote locker system to be installed at the Colleyville Recreation Center scheduled for the week of July 15, 2024. Staff is anticipating one week for internal setup and staff training, launching the system within the first week of August. This will be a remote satellite pickup location for items reserved on hold and the library will work on a schedule for drop off before implementation. Wanda Cotter asked for existing metrics for measuring usage which will be determined by "Recreation Center Branch" statistics reports. Kay Newton inquired about security cameras at the remote locker location, which will need to be verified given that all city buildings currently have security cameras.

### **3b Book Vending Machine Partnership**

Atmos Energy and the Colleyville Rotary Club requested to partner with the Colleyville Public Library to install a book vending machine inside the library. Tokens earned throughout the local schools and community would be used to redeem a book to keep from the vending machine. The goal is to increase connection to students' local public library to further continue literacy. Rotary club to donate \$2,000 to start collection. Director Pawlowski asked if the board would like him to explore this partnership. Chair Skinner asked if there was an age range for the books in the vending machine. Clarification was given that the books would be for elementary school ages and younger. Questions regarding how many books would be in the machine and how the vending machine would be maintained were raised by Al Cain and Merry Graves. Concern was also raised regarding empty slots in the vending machine which could deter usage. Chair Skinner asked if library staff will be responsible for restocking. The library would curate the collection with the money from the Rotary Club's initial donation. Concern was raised about how long the funds would last based on the distribution of tokens. Wanda Cotter suggested other community organizations could partner to support the program financially and distribute tokens to those best served by it. Chair Skinner inquired if the Friends of the Library could supplement the program with new condition donated books or monies from the sale of donated books. Kay Newton agreed this was part of how the Friends of the Library support the library programs. The director was asked to explore the partnership with Atmos Energy and the Colleyville Rotary Club.

- 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

Director Pawlowski is seeking an additional \$5,000 from last year's \$190,000 to be used for digital material in Cloud Library. Digital circulation continues to rise and the funds would be used to keep pace with demand. Joseph Stout inquired about Kanopy for video content and it's feasibility for the library. Director Pawlowski indicated the platform fee is anywhere from \$1,000-\$3,000 per year with additional monthly funds needed for content. The library is looking at video streaming service options that are fiscally sound for the library's budget. Video streaming platforms will be investigated but will not be purchased during in this year's budget. Board member Denise Light asked how much money will be added to Cloud Library which was reported to be \$42,000, up \$4,000 from last year. Susan Baum inquired about whether these additional funds would be allocated to the adults or childrens collections. Director Pawlowski indicated that license fees dictate content selection, leaning toward best sellers. Kay Newton made a motion to approve, Wanda Cotter seconded. Al Cain suggested reading recommendations on bookshelves as seen at Hurst Public Library to expand reading opportunities, while Kay Newton discussed how the Friends have done this before with employee recommendation displays. Director Pawlowski agreed to explore options once space configuration is addressed. He also discussed how the new YA collection and Hidden Gem display curated by our Adult Services and Assistant Librarian has helped to promote and increase

circulation. The library will explore Staff Picks, and Chair Skinner suggested a shelf on the New Release islands while Wanda Cotter discussed wall space as an idea. Board member Gary McPherson requested vote to approve the Voluntary Fund usage, which was approved unanimously.

#### **4. REPORTS**

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

###### **A. Monthly Statistics**

Director Pawlowski detailed the gate count being down due to no longer being a voting location, however statistics are similar to previous non-voting numbers. Cloud Library circulation up 23% last month, 15% from last year and continues to grow. Program statistics up to due school visits for summer reading program, and Dina Bayles at the Car Show, Senior Center Meals on Wheels luncheon, and City Fair promoting the adult and teen summer reading program as well.

###### **B. Donations**

The Friends of the Library donated \$500 to support our summer reading program through weekly gift card and grand prizes. Gift cards were purchased from local businesses, where many also provided gift card donations in kind.

###### **C. Library Programs**

Programming numbers trending positively. Winter/Spring programs went well. Over 1,000 summer reading participants registered as of June 10, with an increase in adult participation. While the adult program is not new, awareness is growing and participation increasing with awareness. Program attendance has been very high, starting with a kick-off from magician Will Baffle who had 275 in attendance. David Slick had 190 in attendance, and the Trolls Band Together movie brought 119 patrons into the library. The Friends of the Library will be selling ice cream after each Thursday performance.

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

Friends of the Library President Merry Graves reported on the Meet the Director event introducing the community to Jack Pawlowski, as well as the paintings donated to honor former director Mary Rodne's service to the library. Merry acknowledged the summer reading program donation and the book sale held inside the library. Kay Newton noted the sale was successful in that they made \$151 and many more books were moved out of the library via the sale and donations to various local organizations. Summer Reading Program Thursday ice cream sale details were given and help requested. Friends of the Library membership opens on July 1<sup>st</sup> and forms are available at the Help Desk.

**4c Colleyville Public Library Foundation Report**

Board member Denise Light discussed how the Foundation partnered with the Friends of the Library once they reached out to acquire the painting in the library in honor of Mary Rodne’s service. Light acknowledged the continued support of \$10,000 from the Glaser Foundation toward library programs. Adult Services Librarian, Kara Teeter, secured an author for the August luncheon event, as the acquisition of Sandra Brown proved to be too costly. A raffle or some sort of fundraising is being considered for the luncheon, as well as participating in North Texas Giving Day on September 19<sup>th</sup>.

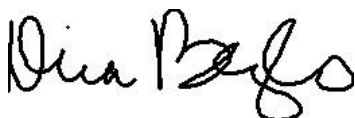
Chair Skinner concluded the agenda was complete and requested a motion to adjourn.

**5. ADJOURNMENT**

A motion was made by Wanda Cotter and seconded by Al Cain to adjourn the meeting of the Colleyville Library Board at 6:46 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** 8/12/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

Update on the 2024 Summer Reading Program

## **Explanation**

Library Director Jack Pawlowski will provide an update on the 2024 Summer Reading Program.

## **Attachments**

1. Colleyville Public Library Summer Reading Summary 2024

# Colleyville Public Library

## 2024 Summer Reading Program

### By the Numbers

**READING  
WITH MY  
GNOMIES**



**1,532 participants**

**in the summer reading challenge**

**1,149 Children**

**67 Teens**

**316 Adults**



**8,303 people attending 124 programs**

**21,210 patrons in the library during**

**June and July**

**63,036 books, movies, S.T.E.A.M &  
Literacy kits checked out**

**13,699 e-books and e-audiobooks**



## 2024 Community Partners

The Robert J. and Helen H. Glaser Family Foundation

Ace Hardware

Adventure Kids

Alley Cats Entertainment

Black Walnut Cafe

Buttermilk Sky Pie

Chef Point

Chick-fil-A

Chipotle

Cinapolis

Colleyville ATA Martial Arts

Comics and Games

Costa Vida

Daddy's Chicken Shack

Eye Level Learning

Fort Worth Zoo

HTeaO

Honey Teriyaki

Jersey Mike's

La Hacienda

Lego Land

Luna Grill

Main Event

Market Street

McAlister's Deli

McDonald's

Menchie's Frozen Yogurt

Mooyah

Nothing Bundt Cakes

NRH2O

NYC Bagel

Red Barn BBQ

Peppa Pig Theme Park

Pinnacle Bank

Sea Life

Shake Shack

Shipleys Do-Nuts

Smoothie Factory

Sonic

Sweet & Sassy

Texas Rangers

Whataburger

Whole Foods

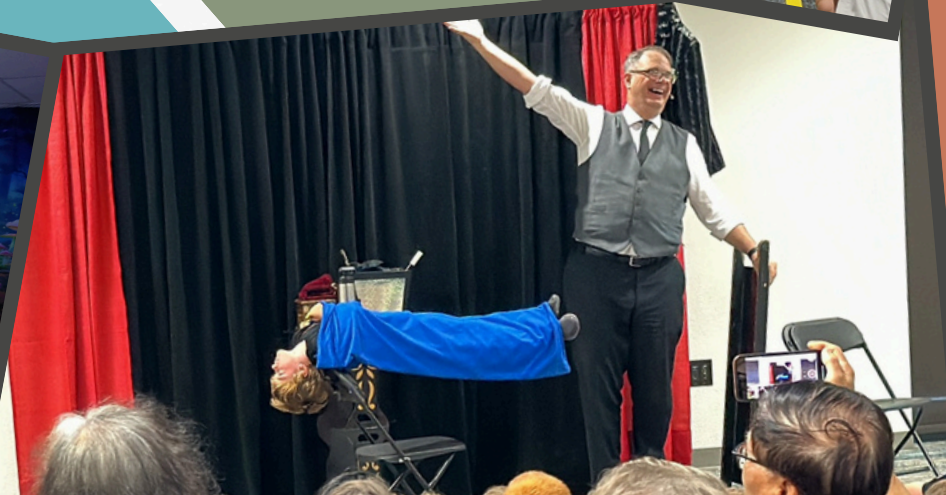
Zafiro's

Friends of the Library

# Colleyville Public Library 2024 Summer Reading Program

## Photos

# READING WITH MY GNOMIES





# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3b

**Agenda Date** 8/12/2024

**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 for the Bibliotheca Remote Locker System.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3c

**Agenda Date** 8/12/2024

**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** 3d

**Agenda Date** 8/12/2024

**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**

**Agenda Date** 8/12/2024

**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 June 2024 through July 2024.

A. Monthly Statistics

B. Donations

C. Library Programs

## **Attachments**

1. Statistics June - July 2024
2. Volunteer Hours Summary - FY2023-2024



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JUNE 2024						
	June 2024	June 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	11,082	13,722	-19%	69,300	80,311	-14%
Drive Up Transactions	175	176	-1%	1,469	1,431	3%
Gate Count	9,936	12,646	-21%	59,722	71,583	-17%
Cloud Library Activity	971	900	8%	8,109	7,297	11%
Total In-Library Transactions	45,057	52,910	-15%	241,823	256,800	-6%
Holdings Arrived	2,952	3,585	-18%	21,342	23,351	-9%
Study Room Hours Usage	329.00	377.00	-13%	2,637.00	2,751.00	-4%
Volunteer Hours	899.00	973.00	-8%	1,784.81	1,803.45	-1%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	72	83	-13%	436	442	-1%
<b>PROGRAM ATTENDANCE</b>						
	3,043	4,820	-37%	12,730	13,394	-5%
<b>COMPUTER USE</b>						
	Users			Users		
Adult	142	114	25%	1,155	771	50%
<b>LIBRARY CARDS</b>						
Cards Registered	179	214	-16%	866	998	-13%
Library Card Holders	9,319	9,275	0%			
<b>CIRCULATION</b>						
Total Circulation	32,319	35,720	-10%	192,463	192,421	0%
Cloud Library	6,768	5,859	16%	52,006	45,221	15%
<b>COLLECTION</b>						
	156	276	-43%	74,000	73,313	1%
<b>LIBRARY RECEIPTS</b>						
	\$728.61	\$683.12	7%	\$5,264.04	\$4,308.29	22%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JULY2024						
	July 2024	July 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	10,128	10,873	-7%	79,428	91,184	-13%
Drive Up Transactions	192	196	-2%	1,661	1,627	2%
Gate Count	8,964	9,769	-8%	68,686	81,352	-16%
Cloud Library Activity	972	908	7%	9,081	8,205	11%
Total In-Library Transactions	42,533	44,996	-5%	284,356	301,796	-6%
Holdings Arrived	2,656	3,162	-16%	23,998	26,513	-9%
Study Room Hours Usage	330.00	296.00	11%	2,966.00	3,046.00	-3%
Volunteer Hours	772.00	874.00	-12%	2,556.76	2,677.86	-5%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	60	56	7%	496	502	-1%
<b>PROGRAM ATTENDANCE</b>						
	3,367	4,012	-16%	16,097	17,406	-8%
<b>COMPUTER USE</b>						
	Users			Users		
Adult	123	96	28%	1,278	867	47%
<b>LIBRARY CARDS</b>						
Cards Registered	103	115	-10%	969	1,113	-13%
Library Card Holders	9,404	9,376	0%			
<b>CIRCULATION</b>						
Total Circulation	30,717	30,224	2%	223,180	222,645	0%
Cloud Library	6,931	5,791	20%	58,937	51,012	16%
<b>COLLECTION</b>						
	-164	186	-188%	73,836	73,499	0%
<b>LIBRARY RECEIPTS</b>						
	\$630.90	\$472.75	33%	\$5,894.94	\$4,781.04	23%



## 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	29.30	6	14.00	6	616.50	228	230.80	29	8.00	1	899	270
July	28.50	6	7.95	8	513.50	255	222.00	27	0.00	0	772	296
August											0	0
September											0	0
<b>FY Total</b>	<b>234</b>	<b>54</b>	<b>70.29</b>	<b>34</b>	<b>1,271.25</b>	<b>533</b>	<b>972.84</b>	<b>211</b>	<b>8.00</b>	<b>1</b>	<b>2,556.76</b>	<b>833</b>



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number**

**Agenda Date** 8/12/2024

**Number**

**Type** Report

**Department** Library

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## **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**

**Agenda Date** 8/12/2024

**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**