



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

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**MONDAY, OCTOBER 14, 2024 - 6:00 PM**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

August 12, 2024

**3. REGULAR AGENDA ITEMS**

**3a** Library Board Appointments Update

**3b** City of Colleyville Fiscal Year 2025 (FY25) Budget Update

**3c** Remote Locker System Update

**3d** E-Read Texas Update

**3e** 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 10, 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 , AUGUST 12, 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, Merry Graves, Joseph Stout, Susan Baum, Joy Fulton Lee, Joan Roberts. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles.

**Absent:** Al Cain, Gary McPherson, Denise Light.

## **2. APPROVAL OF MINUTES**

June 10, 2024

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

## **3. REGULAR AGENDA ITEMS**

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

Director Pawlowski advised this year was the largest Summer Reading Challenge participation for the library. The total number of participation was 1,532 to include a smaller number of children participating this year, but an increase in teen and adult participation. Teen participation went up from 43 to 67, while adults went up from 168 to 316. Completion of the adult program was 184, which was more than all of the adult participation last year. There were 8,300 participating in programs, which is slightly down from last year due to less programs offered. Circulation numbers are on par from last year at 72,000, and the feedback on programs being positive.

### **3b Remote Locker System Update**

Remote lockers were installed on July 15<sup>th</sup> inside the Rec Center Lobby. Currently testing operation of the system on the back end, getting staff trained within the next two weeks, and the goal is to go live on August 28<sup>th</sup> (day after Grand Opening). Demonstration material will be available at Grand Opening to show what it can do, and go live for patrons the next day. Chair Skinner asked about signage regarding how to use the locker. Director Pawlowski indicated that the usage screen will guide patron as well as user friendly information available on Facebook and Library website. The compartments of the locker were discussed, and Board Member Susan Baum suggested recording an instructional video for patrons to access via scanning a QR code. That suggestion of a video will be pursued. Board Member Merry Graves inquired about how to place holds on the locker, and Director Pawlowski indicated that there will be an option to choose the Rec Center Lockers location when placing the hold. There are 24 locker compartments available for holds in addition to non-reserved material that is readily available for checkout on-demand. Chair Skinner asked how staff will know that locker items are picked up, and Director Pawlowski explained that staff is able to see when those compartments are free due to items being retrieved. Delivery schedule is currently planned for 3 days per week, with the ability to go up to 5 days per week (M-F) based on demand. Board Member Joseph Stout suggested fitness and pickle ball books as on-demand items to tie into the fitness aspect of the Rec Center. Director Pawlowski indicated that items that are popular and readily available from the library will initially be placed in the on-demand locker compartments.

### **3c** Book Vending Machine Partnership

Director Pawlowski explained the library will not be moving forward with the Book Vending Machine due to size and space constraints, and general functionality of the machine. Staff intervention requirements also led to location issues that would not be easily addressed. Chair Skinner investigated how the machines were being used in Grapevine Public Library and ran into the same issues Dina Bayles found with books falling over and the machine jamming. Skinner also noted that the librarians discussed how children were putting non-token items in the machine causing it to malfunction.

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

Board Member Joseph Stout discussed a media literacy program recommended last October, addressing how to assess legitimate news resources. Director Pawlowski suggested community opportunities with the Police department regarding this issue as well as potential scams to be aware of. *Book a Librarian* was discussed as a resource for patrons to determine where to find reliable news sources as well. Board Member Wanda Cotter recommended that this be geared to adults as well as younger patrons.

## **4. REPORTS**

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

#### A. Monthly Statistics

Director Pawlowski noted the statistics were on track with previous years, with the exception of patron's visiting the library to get new cards. Gate count down due to no longer being a voting location, however statistics are similar to previous non-voting numbers. Chair Skinner inquired about ability to issue library cards at the new Rec Center. Director Pawlowski explained that the existing patron system and database restricts access to more than one computer since it is not cloud based. The current system does not allow shared access to other ID systems due to how it assigns library and ID numbers in conjunction with the patron's photo and signature. Other systems have been evaluated, however no changes can be made at this time. Dina Bayles indicated that library card applications are currently being brought to outreach events to help facilitate a quicker process for patrons to visit the library and quickly process their new card.

#### B. Donations

The Lions Club donated \$500 to purchase material that Kara Teeter is currently working on purchasing.

#### C. Library Programs

Director Pawlowski discussed the August Author luncheon with "The Turtle House" local author, Amanda Churchill. Kara Teeter currently has other wellness programs scheduled, while Teen Tuesday will kick off this fall with Clare Moore. Make and Take Crafts for teens will be introduced in addition to the regular Get Crafty classes. An October Story Walk® is scheduled as well as another one in the December/January time frame. Children's programs including Glow in the Dark Bingo, Halloween Party, Thanksgiving activities, and Noon Year's Eve parties are planned in addition to regular popular story times and classes.

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

Friends of the Library President Merry Graves reported on the ice cream sales after the Thursday Summer Reading Program performers, profiting \$272.57, and popcorn and water sales at the finale totaled \$155. Summer book donations were suspended but material still coming in and being processed. Books continue to be sold to Better World Books and Half Price Books to generate income.

### **4c Colleyville Public Library Foundation Report**

Kay Newton provided an updated that recognition plaques to coincide with the donated paintings are currently being made, and awaiting arrival.

Chair Skinner advised that the next meeting will be October 14, and concluded the agenda was complete and requested a motion to adjourn.

**5. ADJOURNMENT**

A motion was made by Joy Fulton Lee 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** 10/14/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **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 September 10, 2024, the City Secretary's Office sent an e-mail to Library Board members with terms expiring November 2024. Members wishing to reapply, need to complete an application for appointment and return to the City Secretary's Office, no later than Thursday, October 31, 2024. Library Director Jack Pawlowski will provide an update on the appointments process.

## **Attachments**

1. Library Board Roster

# LIBRARY BOARD

## PLACE 1

**Kay Newton**

(817) 421-0139

[gksafiq@aol.com](mailto:gksafiq@aol.com)

TERM: Nov 2023 – Nov 2025

## PLACE 2

**Gary McPherson**

(972) 742-5778

[McPherson7@verizon.net](mailto:McPherson7@verizon.net)

TERM: Nov 2022 – Nov 2024

## PLACE 3

**Joseph Stout**

(817) 988-9488

[josephstout@yahoo.com](mailto:josephstout@yahoo.com)

TERM: Nov 2023 – Nov 2025

## PLACE 4

**Molly Skinner**

(214) 536-7219

[mollyskinn@aol.com](mailto:mollyskinn@aol.com)

TERM: Nov 2022 – Nov 2024

## PLACE 5

**Wanda Cotter**

(806) 886-3661

[Pleiades1972@gmail.com](mailto:Pleiades1972@gmail.com)

TERM: Nov 2023 – Nov 2025

## PLACE 6

**Joan Roberts**

(817) 571-5721

[jroberts52@gmail.com](mailto:jroberts52@gmail.com)

TERM: Nov 2022 – Nov 2024

## PLACE 7

**Joy Fulton Lee**

(817) 907-9293

[joyfultonlee@gmail.com](mailto:joyfultonlee@gmail.com)

TERM: Nov 2022 – Nov 2024

## ALTERNATE 1

**Al Cain**

(516) 510-1769

[alcain55@gmail.com](mailto:alcain55@gmail.com)

TERM: Nov 2023 – Nov 2025

## ALTERNATE 2

**Susan Baum**

(817) 455-2949

[susan.baum@compass.com](mailto:susan.baum@compass.com)

TERM: Nov 2023 – Nov 2025

## EX-OFFICIO – Library Foundation

**Denise Light**

(817) 319-6608

[dflight16@yahoo.com](mailto:dflight16@yahoo.com)

## EX-OFFICIO – Friends of the Library

**Merry Graves**

(817) 637-3077

[jmgravess3@verizon.net](mailto:jmgravess3@verizon.net)



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3b

**Agenda Date** 10/14/2024

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

City of Colleyville Fiscal Year 2025 (FY25) Budget Update

## **Explanation**

Library Director Jack Pawlowski will present an update on the approved Colleyville Library Fiscal Year 2025 budget.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3c

**Agenda Date** 10/14/2024

**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** 3d  
**Type** Regular Agenda Items  
**Department** Library

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**Agenda Date** 10/14/2024

**Number**

## **Title**

E-Read Texas Update

## **Explanation**

Library Director Jack Pawlowski will present an update on the E-Read Texas program from the Texas State Library and Archives Commission.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3e

**Agenda Date** 10/14/2024

**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  
**Type** Report  
**Department** Library

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**Agenda Date** 10/14/2024

**Number**

## **Title**

Librarian's Report

## **Explanation**

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

- A. Monthly Statistics
- B. Donations
- C. Library Programs

## **Attachments**

1. Statistics August - September 2024
2. Volunteer Hours Summary - FY2023-2024



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

| REPORT TO LIBRARY BOARD/AUGUST 2024 |             |             |                |             |                   |                |
|-------------------------------------|-------------|-------------|----------------|-------------|-------------------|----------------|
|                                     | August 2024 | August 2023 | % Change (+/-) | Current YTD | Last Year to Date | % Change (+/-) |
| <b>USAGE STATISTICS</b>             |             |             |                |             |                   |                |
| Persons Visiting the Library        | 6,844       | 6,783       | 1%             | 86,272      | 97,967            | -12%           |
| Drive Up Transactions               | 176         | 189         | -7%            | 1,837       | 1,816             | 1%             |
| Gate Count                          | 5749        | 5718        | 1%             | 74,435      | 87,070            | -15%           |
| Cloud Library Activity              | 919         | 876         | 5%             | 10,000      | 9,081             | 10%            |
| Total In-Library Transactions       | 28,928      | 30,544      | -5%            | 313,284     | 332,340           | -6%            |
| Holds Arrived                       | 2,352       | 2,511       | -6%            | 26,350      | 29,024            | -9%            |
| Study Room Hours Usage              | 343         | 221         | 55%            | 3,309       | 3,267             | 1%             |
| Volunteer Hours                     | 116.00      | 221.00      | -48%           | 2,672.84    | 3,267.00          | -18%           |
| <b>LIBRARY PROGRAMS PRESENTED</b>   |             |             |                |             |                   |                |
|                                     | 22          | 14          | 57%            | 518         | 516               | 0%             |
| <b>PROGRAM ATTENDANCE</b>           |             |             |                |             |                   |                |
|                                     | 267         | 69          | 287%           | 16,373      | 17,481            | -6%            |
| <b>COMPUTER USE</b>                 |             |             |                |             |                   |                |
|                                     | Users       |             |                | Users       |                   |                |
| Adult                               | 123         | 97          | 27%            | 1,401       | 964               | 45%            |
| <b>LIBRARY CARDS</b>                |             |             |                |             |                   |                |
| Cards Registered                    | 112         | 95          | 18%            | 1,081       | 1,208             | -11%           |
| Library Card Holders                | 9,496       | 9,461       | 0%             |             |                   |                |
| <b>CIRCULATION</b>                  |             |             |                |             |                   |                |
| Total Circulation                   | 22,733      | 22,675      | 0%             | 245,913     | 245,320           | 0%             |
| Cloud Library                       | 6,421       | 5,530       | 16%            | 65,358      | 56,542            | 16%            |
| <b>COLLECTION</b>                   |             |             |                |             |                   |                |
|                                     | -150        | 108         | -239%          | 73,686      | 73,607            | 0%             |
| <b>LIBRARY RECEIPTS</b>             |             |             |                |             |                   |                |
|                                     | \$506.79    | \$538.94    | -6%            | \$6,401.73  | \$5,319.98        | 20%            |



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/SEPTEMBER 2024

|                                   | September 2024 | September 2023 | % Change (+/-) | Current YTD | Last Year to Date | % Change (+/-) |
|-----------------------------------|----------------|----------------|----------------|-------------|-------------------|----------------|
| <b>USAGE STATISTICS</b>           |                |                |                |             |                   |                |
| Persons Visiting the Library      | 6,612          | 6,621          | 0%             | 92,884      | 104,588           | -11%           |
| Drive Up Transactions             | 154            | 160            | -4%            | 1,991       | 1,976             | 1%             |
| Gate Count                        | 5557           | 5617           | -1%            | 79,992      | 92,687            | -14%           |
| Cloud Library Activity            | 901            | 844            | 7%             | 10,901      | 9,925             | 10%            |
| Total In-Library Transactions     | 25,077         | 25,006         | 0%             | 338,361     | 357,346           | -5%            |
| Holds Arrived                     | 2,342          | 2,380          | -2%            | 28,692      | 31,404            | -9%            |
| Study Room Hours Usage            | 328            | 221            | 48%            | 3,637       | 3,488             | 4%             |
| Volunteer Hours                   | 45             | 75             | -40%           | 2718.09     | 2987.44           | -9%            |
| <b>LIBRARY PROGRAMS PRESENTED</b> |                |                |                |             |                   |                |
|                                   | 61             | 50             | 22%            | 579         | 566               | 2%             |
| <b>PROGRAM ATTENDANCE</b>         |                |                |                |             |                   |                |
|                                   | 1,134          | 964            | 18%            | 17,507      | 18,451            | -5%            |
| <b>COMPUTER USE</b>               |                |                |                |             |                   |                |
|                                   | Users          |                |                | Users       |                   |                |
| Adult                             | 91             | 125            | -27%           | 1,492       | 1,089             | 37%            |
| <b>LIBRARY CARDS</b>              |                |                |                |             |                   |                |
| Cards Registered                  | 90             | 95             | -5%            | 1,171       | 1,303             | -10%           |
| Library Card Holders              | 9,584          | 9,546          | 0%             |             |                   |                |
| <b>CIRCULATION</b>                |                |                |                |             |                   |                |
| Total Circulation                 | 20,651         | 20,031         | 3%             | 266,564     | 265,351           | 0%             |
| Cloud Library                     | 6,279          | 5,563          | 13%            | 71,637      | 62,105            | 15%            |
| <b>REMOTE LOCKER</b>              |                |                |                |             |                   |                |
| Circulation/ Checkouts            | 39             |                |                | 39          |                   |                |
| Holds Arrived                     | 34             |                |                | 34          |                   |                |
| <b>COLLECTION</b>                 |                |                |                |             |                   |                |
|                                   | 153            | 331            | -54%           | 73,839      | 73,938            | 0%             |
| <b>LIBRARY RECEIPTS</b>           |                |                |                |             |                   |                |
|                                   | \$776.86       | \$284.10       | 173%           | \$7,178.59  | \$5,604.08        | 28%            |



## COLLEYVILLE PUBLIC LIBRARY VOLUNTEER HOURS

### FISCAL YEAR 2023-2024

| MONTH           | VOLUNTEERS | PER-<br>SONS | VOLUNTEENS    | PER-<br>SONS | NCL             | PER-<br>SONS | SCHOOL          | PER-<br>SONS | TEEN/ADULT<br>COURT | PER-<br>SONS | TOTAL           | TOTAL<br>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          | 10.33      | 2            | 28.00         | 5            | 0.00            | 0            | 77.75           | 19           | 0.00                | 0            | 116             | 26               |
| September       | 14.25      | 2            | 7.00          | 3            | 0.00            | 0            | 24.00           | 12           | 0.00                | 0            | 45              | 17               |
| <b>FY Total</b> | <b>259</b> | <b>58</b>    | <b>105.29</b> | <b>42</b>    | <b>1,271.25</b> | <b>533</b>   | <b>1,074.59</b> | <b>242</b>   | <b>8.00</b>         | <b>1</b>     | <b>2,718.09</b> | <b>876</b>       |



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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

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**Agenda Date** 10/14/2024

**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  
**Type** Report  
**Department** Library

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**Agenda Date** 10/14/2024

**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**