



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

MONDAY, DECEMBER 9, 2024 - 6:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 14, 2024

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 Online Calendar 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, December 5, 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 OCTOBER 14, 2024 - 6:00 PM

1. CALL TO ORDER

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:00 p.m.

Present: Chair Molly Skinner, and Board members: Wanda Cotter, Kay Newton, Merry Graves, Gary McPherson, Susan Baum, Joy Fulton Lee, Al Cain, Denise Light. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles. Guest: Deputy Mayor Pro Tem Scotty Richardson.

Absent: Joseph Stout, Joan Roberts.

2. APPROVAL OF MINUTES

August 12, 2024

A motion was made by Kay Newton and seconded by Joy Fulton Lee to approve the August 12, 2024 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Library Board Appointments Update

Director Pawlowski reported the City Secretary emailed notices on September 10, 2024, of library board openings and vacancies to board members with expiring terms in November 2024. Board members whose terms are expiring that would like to continue need to fill out the application due on October 31.

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

New budget started October 1 and City Council approved all three budgets (General, CEDC, and Volunteer Library Funds) on September 17. Additional \$5,000 added to Volunteer Library budget to be allocated for Cloud Library purchases to keep up with demand. Director Pawlowski discussed exploring costs associated with video streaming apps and services such as Kanopy, Hoopla, and Acorn as potential library

offerings. Feasibility and patron demand will additionally be considered during the exploratory process of offering video streaming options. Director Pawlowski indicated cost and quality of content are considerable factors in the determination process.

3c Remote Locker System Update

Director Pawlowski reported the remote locker was installed on July 15, demonstrated to the public at the Rec Center grand opening in August and went live on September 4. Statistics reported 39 checkouts, with 34 being patron holds, and the remainder being browse and borrow checkouts. More accurate browse and borrow statistics expected next month, due to some training in September and testing of the system. A How-To video was created and shared on the library website and Facebook, thanks to the suggestion of Board member Susan Baum. A manual book return will be installed late October at the Rec Center in response to patron requests for return options at that location. Signage and a return pickup schedule will be established when the manual book return is installed. Deputy Mayor Pro Tem Scotty Richardson discussed the ease of use for checking out items that he experienced as the first patron to borrow a book from the remote locker. Deputy Mayor Pro Tem Richardson gave positive feedback on the appearance of the locker system and was instructed on how to use the Cloud Library app as a digital library card to scan and check out items on the locker.

3d E-Read Texas Update

Director Pawlowski explained E-Read Texas is a program offered by the Texas State Library and Archives Commission, allowing libraries to offer digital books and audiobooks to their patrons at no cost to the library. The Texas State Library replaced Simply-E with Boundless as it's E-Read offering. Simply-E was an open sourced app from the New York Public Library that was not well supported and experienced many IT issues. Boundless by Baker & Taylor is the new supplemental E-book offering and allows a much more user friendly experience similar to Cloud Library. No technical issues have been reported since launching October 1, however since this is a supported app, updates will be rolled out as needed. Patrons will have more options and potentially shorter wait times for holds since Boundless has the ability to have more user licenses available. Simply-E was underutilized by patrons, and the library expects Boundless to be a better patron experience. Board member Joy Fulton Lee asked if Boundless would be replacing Cloud Library and Director Pawlowski assured the board that it is a free supplemental addition to the library's digital offerings. Cloud Library will continue to be the library's primary e-book resource.

3e Discussion of Items for Future Agendas

No items for future agendas.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics

Director Pawlowski detailed the statistics were on track with previous years. Gate count down due to no longer being a voting location, however statistics are similar to previous non-voting numbers. 92,000 patron visits annually is statistically a healthy number for the library, however program attendance down by 900. Youth attendance has decreased in part due to GCISD offering free pre-k options that are full day and five days per week. Emphasis on increasing teens, adults and seniors will help to increase attendance, however not in the same large numbers as youth programs. Circulation numbers are up over last year, by an increase of roughly 1,000. Volunteer statistics are down by 9%, seeing more adult volunteers than teens. Board member Baum asked in what capacity the teens volunteered at the library, and Director Pawlowski explained they typically shelve books, assist in programs, help with crafts, and assist in the prize room during summer reading.

B. Donations

The Friends of the Colleyville Library donated funds for online subscriptions for the GlowForge laser engraver and Cricut. Access to these subscriptions allow the staff to utilize the equipment more efficiently to provide better material used for programming.

C. Library Programs

Director Pawlowski discussed the decision to move up the fall programming by one week (August 26) to better address attendance toward the end of the fall session. Program attendance traditionally declined after the Thanksgiving holiday, so adjusting the programming dates a week earlier and ending before Thanksgiving should better retain attendance throughout the entire session. The library will be offering holiday programs during the Thanksgiving break such as Family Storytime, Family Movie, and Thanksgiving Crafts and Snacks. The programming session change will be evaluated and adjusted as necessary next year. Family Glow in the Dark Bingo is this Friday, October 18, a Halloween party will be on October 31 and the Story Walk runs through October 31. The first two Teen Tuesdays were successful, and Tarrant County Health hosted a Diabetes Prevention program for adults. In December, the library is collaborating with the Colleyville Police Department to provide an educational program regarding how to recognize and prevent being scammed. Outreach efforts in September at the Colleyville Senior

Center Health and Wellness Fair produced future collaboration with Ellery Arbor Memory Care in Colleyville. Ellery Arbor would like to partner with the library to provide Memory Kits for patrons and caregivers to check out in support of the Alzheimer's and Dementia community. Dina was representing the library at National Night Out, and the library will be participating at the Harvest Festival trunk or treat. Dina will also be representing the library at the Ellery Arbor Memory Care Trunk or Treat, and at the City Tree Lighting in November. Board member Baum suggested we share post-event pictures with the community to generate excitement for future events, in addition to our upcoming announcements. The library is actively trying to improve our visibility in the community.

4b Friends of the Colleyville Public Library Report

Merry Graves reported a \$360 donation for the GlowForge and Cricut subscription services. Book sale revenue generated for September was \$68.50 and October was \$58.50. There are currently 12 members of the Friends of the Library and looking for more. A large book fair is planned for December to increase revenue and decrease inventory.

4c Colleyville Public Library Foundation Report

Denise Light indicated that about \$1600 was raised through North Texas Giving Day, which was slightly lower than anticipated. Board member Kay Newton thanked Denise for acquiring the signage for the commemorative paintings in the library. Recognition plaque is still in the works.

*Board member Al Cain was asked by a community citizen if the library had any type of Artificial Intelligence training for older adults. Director Pawlowski recommended the Book a Librarian service on the library website for assistance in this area. Pawlowski discussed working with Kara Teeter to offer something with AI and to inquire about a possible collaboration with Tarrant County College on the subject. Wanda Cotter suggested opening possible volunteer opportunities for teens to assist older adults with basic technology assistance.

Chair Skinner advised the next meeting will be on December 9, and concluded the agenda was complete and requested a motion to adjourn.

5. ADJOURNMENT

A motion was made by Merry Graves and seconded by Wanda Cotter to adjourn the meeting of the Colleyville Library Board at 6:45 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

Agenda Number 3a

Agenda Date 12/9/2024

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 2024

LIBRARY BOARD

PLACE 1

Kay Newton

(817) 421-0139

gksafig@aol.com

TERM: Nov 2023 – Nov 2025

PLACE 2

Al Cain

(516) 510-1769

alcain55@gmail.com

TERM: Nov 2024 – Nov 2026

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 2024 – Nov 2026

PLACE 5

Wanda Cotter

(806) 886-3661

Pleiades1972@gmail.com

TERM: Nov 2023 – Nov 2025

PLACE 6

Darrell Brown

(817) 313-6409

Dbrown1988@hotmail.com

TERM: Nov 2024 – Nov 2026

PLACE 7

David Thach

(214) 707-4182

david@davidthach.com

TERM: Nov 2024 – Nov 2026

ALTERNATE 1

Debra Sims

(817) 291-1022

missdebby@yahoo.com

TERM: Nov 2024 – Nov 2026

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 12/9/2024

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



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3c

Agenda Date 12/9/2024

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
Type Regular Agenda Items
Department Library

Agenda Date 12/9/2024

Number -

Title

Online Calendar Update

Explanation

Library Director Jack Pawlowski will present an update on the online calendar and registration system.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3e

Agenda Date 12/9/2024

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 12/9/2024

Number 4a

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 October 2024 and November 2024.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Volunteer Hours Summary - FY2024-2025
2. Statistics October - November 2024



COLLEYVILLE PUBLIC LIBRARY VOLUNTEER HOURS

FISCAL YEAR 2024-2025

MONTH	VOLUNTEERS	PER-SONS	VOLUNTEENS	PER-SONS	NCL	PER-SONS	SCHOOL	PER-SONS	TEEN/ADULT COURT	PER-SONS	TOTAL	TOTAL PERSONS
October	9.90	5	2.00	1	0.00	0	70.75	14	0.00	0	83	20
November	13.00	6	7.00	2	0.00	0	72.25	21	1.00	1	93	30
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	23	11	9.00	3	0.00	0	143.00	35	1.00	1	175.90	50



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2024						
	October 2024	October 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	7,468	9,132	-18%	7,468	9,132	-18%
Gate Count	6,436	8,045	-20%	6,436	8,045	-20%
Cloud Library Activity	887	876	1%	887	876	1%
Drive Up Transactions	145	211	-31%	145	211	-31%
Total In-Library Transactions	25,087	24,114	4%	25,087	24,114	4%
Holds Arrived	2,310	2,418	-4%	2,310	2,418	-4%
Study Room Hours Usage	298.00	276.00	8%	298.00	276.00	8%
Volunteer Hours	83.00	86.00	-3%	83.00	86.00	-3%
LIBRARY PROGRAMS PRESENTED						
	80	91	-12%	80	91	-12%
PROGRAM ATTENDANCE						
	1,915	1,978	-3%	1,915	1,978	-3%
COMPUTER USE						
	Users			Users		
Adult	100	144	-31%	100	144	-31%
LIBRARY CARDS						
Cards Registered	83	80	4%	83	80	4%
Library Card Holders	10,900	10,959	-1%			
CIRCULATION						
Total Circulation	20,515	19,484	5%	20,515	19,484	5%
Cloud Library	6,065	5,478	11%	6,065	5,478	11%
REMOTE LOCKER						
Circulation/ Checkouts	36			36		
Holds Arrived	27			27		
COLLECTION						
	297	407	-27%	74,136	74,345	0%
LIBRARY RECEIPTS						
	\$532.71	\$434.51	23%	\$532.71	\$434.51	23%



COLLEYVILLE PUBLIC LIBRARY

MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2024						
	November 2024	November 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,482	7,965	-19%	13,950	17,097	-18%
Gate Count	5,469	7,013	-22%	11,905	15,058	-21%
Cloud Library Activity	865	835	4%	1,752	1,711	2%
Drive Up Transactions	148	117	26%	293	328	-11%
Total In-Library Transactions	21,759	22,905	-5%	46,846	47,019	0%
Holds Arrived	2,086	2,109	-1%	4,396	4,527	-3%
Study Room Hours Usage	255.00	275.00	-7%	553.00	551.00	0%
Volunteer Hours	93.00	81.00	15%	175.9	166.83	5%
LIBRARY PROGRAMS PRESENTED						
	50	53	-6%	130	144	-10%
PROGRAM ATTENDANCE						
	1,003	913	10%	2,918	2,891	1%
COMPUTER USE						
	Users	Users				
Adult	99	88	13%	199	232	-14%
LIBRARY CARDS						
Cards Registered	63	73	-14%	146	153	-5%
Library Card Holders	10,963	11,030	-1%			
CIRCULATION						
Total Circulation	18,477	18,121	2%	38,992	37,605	4%
Cloud Library	5,866	4,956	18%	11,931	10,434	14%
REMOTE LOCKER						
Circulation/ Checkouts	27			63		
Holds Arrived	31			64		
COLLECTION						
	-397	452	-188%	73,739	74,797	-1%
LIBRARY RECEIPTS						
	\$401.16	\$284.60	41%	\$933.87	\$719.11	30%



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 4b

Agenda Date 12/9/2024

Number 4b

Type Report

Department Library

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

Agenda Date 12/9/2024

Number 4c

Type Report

Department Library

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