



**CITY OF COLLEYVILLE**  
**COLLEYVILLE LIBRARY BOARD**  
**AGENDA**

Public Library - 110 Main Street

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**MONDAY, APRIL 14, 2025 - 6:00 PM**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

December 9, 2024

**3. REGULAR AGENDA ITEMS**

**3a** Overview of the 2025 Summer Reading Program

**3b** Fiscal Year 2026 Budget Process

**3c** 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 10, 2025* 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 DECEMBER 9, 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.

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

**Absent:** NA

## **2. APPROVAL OF MINUTES**

October 14, 2024

A motion was made by Kay Newton and seconded by Al Cain to approve the October 14, 2024 minutes. The motion was approved unanimously.

## **3. REGULAR AGENDA ITEMS**

### **3a** Introduction of new Colleyville Library Board Members

New members Darrell Brown, David Thach, and Debra Sims were introduced, followed by current members and present library staff.

### **3b** Election of Chair and Vice-Chair

Kay Newton nominated Al Cain for Chair and the motion was seconded by Molly Skinner. Al Cain was unanimously voted in as Chair. Wanda Cotter volunteered for Vice Chair, was seconded by Kay Newton and Darrell Brown. Wanda Cotter was unanimously voted in as Vice Chair.

### **3c** Review Colleyville Library Board Bylaws

Library Board Bylaws were unchanged and reviewed with no questions or concerns.

### **3d** Online Calendar Update

Director Pawlowski discussed the October 2024 issues created from the data migration update initiated by the current vendor, Plymouth Rocket Event Keeper. The vendor encountered problems that they were unable to resolve and ultimately decided to sunset the calendar product with no support staff available. The library reviewed various online calendar platforms and ultimately decided to go with one that best fits the library's needs. The library is planning to go live on January 1 with its new online calendar called "Library Calendar" by Library Market. December programs will not be affected as those requiring registration were already in the calendar at the beginning of the Fall programming cycle. The Winter/Spring programming cycle registration opens on January 6 with programs beginning January 13. Director Pawlowski assured the board that the library will be able to offer program registration through the new online calendar on the January 6 date. There was discussion of cost between the sunsetted product and the new one. The old calendar was \$900 annually and the new one being \$2,000 annually plus implementation costs. Other platforms considered did not have the functionality required of the library's program needs. The library has existing funds to cover the cost of implementation and annual subscription cost this year.

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

No items for future agendas.

## **4. REPORTS**

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

#### A. Monthly Statistics

Director Pawlowski noted the statistics were good for the beginning of the year. Discussion regarding the "Persons visiting the library" statistic focused around how the library not being a voting center was creating a larger discrepancy between the current fiscal year and previous one. The library's "person visiting the library" numbers are on par to previous fiscal years when the library was not a voting site. Circulation numbers are up 5% total, Cloud Library continues to grow, program attendance is good. Fall programming moved up a week earlier to accommodate the dip in attendance after Thanksgiving. Volunteering is strong with an increase in adult

volunteers participating, freeing up staff to focus on other circulation duties. Upon Board Member David Thach's request, clarification was given regarding the difference between Patrons Visiting the Library and Gate Count statistics. The Gate Count only includes patrons physically entering the building, while Persons Visiting the Library tracks all users of the library including people using the drive up window and digital traffic through Cloud Library. Member Thach also inquired about number of households to library card holders. Director Pawlowski indicated that most library's goals are to aim for 50% of households which as of the last time those numbers were run, the Colleyville Public Library was at the 50% mark.

### B. Donations

The library received a donation of \$151 from the books sold to Better World Books.

### C. Library Programs

Director Pawlowski discussed the Fall programming attendance. The library brought back it's Halloween party this year. Over 200 patrons were in attendance for the hour long party, which was well received by all. Our Youth Services department had a Pokemon Scavenger Hunt that drew 120 kids participating over the 6 day event. Thanksgiving Family Story Time, family movie and crafts and snacks were all well attended. The holiday Storywalk went up in the Plaza on December 2nd. The library partnered with the Colleyville Police Department to host an Elder Fraud Scam Awareness forum. Detective Jeff Prater facilitated an engaging program with a healthy interaction and Q&A with the 12 attendees present, which he acknowledged as being very good attendance compared to some of his prior presentations. Passive programs going on inside the library include a "How many marshmallows to make a snowman" where Teens and Adults can guess and potentially win a snowman shaped jar full of marshmallows and a \$35 Colleyville Gift Card. Winter/Spring Story Time and Program registration opens January 6 and starting the following Monday, January 13. Winter Reading Challenges will be Bingo card based. Children's challenges will be focused on reading, while the adults challenge will be based on utilizing library resources in addition to reading. The adult services department is actively encouraging and promoting all the services the library has to offer. Youth Services department has Spring Break activities and events planned and performers booked, including juggler David Slick, Dallas Zoo, and Southwest Dairy Farmers. For adults, Tarrant County Public Health will be presenting an Emergency Preparedness program through collaboration with our library outreach. A Family Communication workshop is scheduled in March, in addition to a Medicare and Social Security informational session. Board member Newton asked for clarification between the winter program and challenge. Director Pawlowski explained the library will continue to differentiate the reading portion as the "challenge" and the classes as the "program". This is intended to help patrons better understand what they are signing up for.

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

Merry Graves reported the Friends are still taking donations and selling books inside the library. The Friends received a \$10,000 donation from a resident in November, and he will be given a lifetime membership. This donation will support the library’s needs. Membership has increased in addition to marketing efforts, and advertising is primarily through Facebook. The holiday book sale is scheduled for Friday, December 13th from 10 a.m. – 5 p.m. and Saturday, December 14th from 10 a.m. – 3 p.m. The Friends continue to sell to Better World Books and Half Price Books. Board member Newton announced some of the special things they will have during the books sale, including a raffle and a prize wheel.

**4c Colleyville Public Library Foundation Report**

Denise Light picked up the 20<sup>th</sup> Anniversary Celebration plaque to be hung in the library. The Foundation received the Glazier family foundation check for \$10,000 to support the Summer Reading Program. That money is planned to be distributed to the library in April, with some of the focus on library furniture updates.

Chair Skinner advised the next meeting will be Monday, February 10 at 6:00pm. New members were advised as to when and how they will be notified before the next meeting. Chair Skinner concluded the agenda was complete and requested a motion to adjourn.

**5. ADJOURNMENT**

A motion was made by Darrell Brown and seconded by Kay Newton 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** 4/14/2025

**Number**

**Type** Regular Agenda Items

**Department** Library

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## **Title**

Overview of the 2025 Summer Reading Program

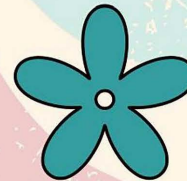
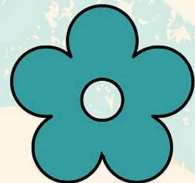
## **Explanation**

Library Director Jack Pawlowski will provide an overview of the 2025 Summer Reading Program, "Reading is Groovy".

## **Attachments**

1. 2025 Summer Reading Logo

Reading is Groovy



2025



Collexville Public Library



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3b  
**Type** Regular Agenda Items  
**Department** Library

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**Agenda Date** 4/14/2025

**Number -**

## **Title**

Fiscal Year 2026 Budget Process

## **Explanation**

Library Director Jack Pawlowski will present an update on the budget process for fiscal year 2026.

## **Attachments**



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number** 3c

**Agenda Date** 4/14/2025

**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** 4/8/2024

**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 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 MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/DECEMBER 2024

	December 2024	December 2023	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	5,413	6,462	-16%	19,363	23,559	-18%
Gate Count	4,430	5,492	-19%	16,335	20,550	-21%
Cloud Library Activity	865	830	4%	2,617	2,541	3%
Drive Up Transactions	118	140	-16%	411	468	-12%
Total In-Library Transactions	20,158	20,420	-1%	67,004	67,439	-1%
Holds Arrived	1,872	1,976	-5%	6,268	6,503	-4%
Study Room Hours Usage	249.00	197.00	26%	802.00	748.00	7%
Volunteer Hours	83.00	83.00	0%	259.30	249.42	4%

<b>LIBRARY PROGRAMS PRESENTED</b>						
	21	23	-9%	151	161	-6%

<b>PROGRAM ATTENDANCE</b>						
	511	917	-44%	3,429	3,893	-12%

<b>COMPUTER USE</b>		Users	Users			
Adult	84	102	-18%	283	334	-15%

<b>LIBRARY CARDS</b>						
Cards Registered	42	40	5%	188	193	-3%
Library Card Holders	11,005	11,062	-1%			

<b>CIRCULATION</b>						
Total Circulation	17,804	16,887	5%	56,796	54,492	4%
Cloud Library	6,107	4,959	23%	18,038	15,393	17%

<b>REMOTE LOCKER</b>						
Circulation/ Checkouts	28			91		
Holds Arrived	35			99		

<b>COLLECTION</b>						
	-37	-223	83%	73,702	74,574	-1%

<b>LIBRARY RECEIPTS</b>						
	\$659.26	\$402.69	64%	\$1,593.13	\$1,121.80	42%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/JANUARY 2025

REPORT TO LIBRARY BOARD/JANUARY 2025						
	January 2025	January 2024	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	6,384	6,453	-1%	25,747	30,512	-16%
Gate Count	5,259	5,870	-10%	21,594	26,420	-18%
Cloud Library Activity	959	893	7%	3,576	3,434	4%
Drive Up Transactions	166	190	-13%	577	658	-12%
Total In-Library Transactions	23,416	24,853	-6%	90,420	92,292	-2%
Holds Arrived	2,491	2,567	-3%	8,759	9,070	-3%
Study Room Hours Usage	306.00	343.00	-11%	1,109.00	1,091.00	2%
Volunteer Hours	87.00	94.00	-7%	346.40	343.08	1%

LIBRARY PROGRAMS PRESENTED						
	49	37	32%	200	198	1%

PROGRAM ATTENDANCE						
	903	647	40%	4,332	4,540	-5%

COMPUTER USE						
	Users			Users	Users	
Adult	122	129	-5%	504	463	9%

LIBRARY CARDS						
Cards Registered	89	102	-13%	277	295	-6%
Library Card Holders	11,092	11,160	-1%			

CIRCULATION						
Total Circulation	20,659	20,659	0%	77,294	75,151	3%
Cloud Library	6,874	6,147	12%	24,912	21,540	16%

REMOTE LOCKER						
Circulation/ Checkouts	47			138		
Holds Arrived	45			144		

COLLECTION						
	266	285	-7%	73,968	74,859	-1%

LIBRARY RECEIPTS						
	\$691.76	\$623.58	11%	\$2,473.67	\$1,745.38	42%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/FEBRUARY 2025

	February 2025	February 2024	% Change (+/-)	Current YTD	Current YTD	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	7,568	7,683	-1%	33,315	38,195	-13%
Gate Count	6,483	6,611	-2%	28,077	33,031	-15%
Cloud Library Activity	932	916	2%	4,508	4,350	4%
Drive Up Transactions	153	156	-2%	730	814	-10%
Total In-Library Transactions	23,529	25,223	-7%	113,949	117,515	-3%
Holds Arrived	2,381	2,308	3%	11,140	11,378	-2%
Study Room Hours Usage	295.00	317.00	-7%	1,404.00	1,408.00	0%
Volunteer Hours	84.00	95.00	-12%	430.20	437.96	-2%

LIBRARY PROGRAMS PRESENTED						
	72	57	26%	272	255	7%

PROGRAM ATTENDANCE						
	1,445	1,073	35%	5,777	5,613	3%

COMPUTER USE		Users	Users			
Adult	102	162	-37%	507	625	-19%

LIBRARY CARDS						
Cards Registered	94	102	-8%	371	397	-7%
Library Card Holders	11,186	11,262	-1%			

CIRCULATION						
Total Circulation	19,565	20,004	-2%	96,859	95,155	2%
Cloud Library	6,187	5,445	14%	31,099	26,985	15%

REMOTE LOCKER						
Circulation/ Checkouts	234			372		
Holds Arrived	234			378		

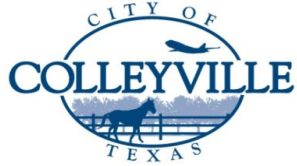
COLLECTION						
	-667	-382	-75%	73,301	74,477	-2%

LIBRARY RECEIPTS						
	\$476.63	\$963.57	-51%	\$2,950.30	\$2,708.95	9%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2025						
	March 2025	March 2024	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	7,114	6,228	14%	40,429	44,423	-9%
Gate Count	5,999	5,138	17%	34,076	38,169	-11%
Cloud Library Activity	966	925	4%	5,474	5,275	4%
Drive Up Transactions	149	165	-10%	879	979	-10%
Total In-Library Transactions	24,330	25,379	-4%	138,279	142,894	-3%
Holds Arrived	2,050	2,221	-8%	13,190	13,599	-3%
Study Room Hours Usage	305.00	259.00	18%	1,709.00	1,666.00	3%
Volunteer Hours	113.00	117.00	-3%	543.05	554.71	-2%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	63	59	7%	335	314	7%
<b>PROGRAM ATTENDANCE</b>						
	1,543	1,245	24%	7,320	6,869	7%
<b>COMPUTER USE</b>						
	Users	Users				
Adult	123	116	6%	630	741	-15%
<b>LIBRARY CARDS</b>						
Cards Registered	63	72	-13%	434	469	-7%
Library Card Holders	11,245	11,330	-1%			
<b>CIRCULATION</b>						
Total Circulation	21,186	20,346	4%	118,045	115,501	2%
Cloud Library	6,879	5,700	21%	37,978	32,685	16%
<b>REMOTE LOCKER</b>						
Circulation/ Checkouts	76			448		
Holds Arrived	78			427		
<b>COLLECTION</b>						
	-221	25	-984%	73,080	74,502	-2%
<b>LIBRARY RECEIPTS</b>						
	\$691.76	\$594.07	16%	\$3,642.06	\$3,303.02	10%



## 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	17.65	5	6.00	3	0.00	0	58.75	19	1.00	1	83	28
January	9.60	2	3.00	2	0.00	0	59.00	19	15.50	1	87	24
February	8.80	2	6.00	4	0.00	0	69.00	21	0.00	0	84	27
March	14.60	2	9.00	5	0.00	0	89.25	22	0.00	0	113	29
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
<b>FY Total</b>	<b>74</b>	<b>22</b>	<b>33.00</b>	<b>17</b>	<b>0.00</b>	<b>0</b>	<b>419.00</b>	<b>116</b>	<b>17.50</b>	<b>3</b>	<b>543.05</b>	<b>158</b>



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

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**Agenda Number**

**Agenda Date** 4/14/2025

**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** 4/14/2025

**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**