



CITY OF COLLEYVILLE
COLLEYVILLE LIBRARY BOARD
AGENDA

Public Library - 110 Main Street

MONDAY, JUNE 9, 2025 - 6:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

April 14, 2025

3. REGULAR AGENDA ITEMS

- 3a** Overview of the Makerspace Project
- 3b** Update on the Collection Development Policy
- 3c** Update on Digital Content Platforms
- 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 5, 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

MONDAY APRIL 14, 2025 - 6:00 PM

1. CALL TO ORDER

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

Present: Chair Al Cain, and Board members: Wanda Cotter, Kay Newton, Molly Skinner, Joseph Stout, Darrell Brown, David Thach. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles.

Absent: NA

2. APPROVAL OF MINUTES

December 9, 2024

A motion was made by Molly Skinner and seconded by Wanda Cotter to approve the December 9, 2024 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Overview of the 2025 Summer Reading Program

Jack Pawlowski introduced the Summer Reading theme and T-shirt designs. Library Program and Reading Challenge Registration opens on Monday, May 19th at 10:00 AM. The finale is scheduled for Friday, July 25th. The Kick-Off is being planned, events being added to the calendar and brochure will be released end of April. Handouts with Story Times and classes are already being shared with patrons as they plan their summer.

3b Fiscal Year 2026 Budget Process

Director Pawlowski shared the budget process has begun as meetings have already started. Final approval by Council in September, with Voluntary Budget turned in during August and to council in September. David Thach inquired about how the Library is funded. Director Pawlowski clarified that the Library is funded by the General (property taxes), CEDC (percentage of sales tax for leisure services) and the Voluntary Library fund which is the \$2.00 donation option in the water bill.

Director Pawlowski addressed the Institute of Museum and Library Services (IMLS) March presidential executive order funding cuts. The IMLS funds several services throughout the state such as Boundless and ILL reimbursement grants. On April 3rd, the state was notified from IMLS that there was no more information regarding funding from them. E-Read Texas (Boundless auxiliary app) is fully funded by the state and somewhat funded by IMLS. New titles are not being added, but what is currently there is still accessible. The longevity of the Boundless platform is unknown until more information regarding funding is available. TexShare Databases which are primarily for research are IMLS funded as well. More information to come, and the state library is waiting to get more information. The Library has studied the impact to the Library, and we have no major services that run from a state grant. Since we are fully funded by the city, we should not see any real impact to our services. The Library is waiting for more information from the Texas State Library Archives Commission to understand the full impact of supplemental service that Colleyville receives.

Board Member Wanda Cotter inquired about HB 3225 regarding juvenile restrictions to sexually explicit material access in public libraries. Library Director Pawlowski indicated that staff is reviewing the bill's language and discussing procedural changes should the bill be signed into law.

Kay Newton inquired about donation policy changes and Director Pawlowski advised an updated collection development policy and city donations policy are being reviewed.

3c Discussion of Items for Future Agendas

No future items for discussion.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics

Director Pawlowski noted the statistics were good with Circulation up 2%, and Remote Locker usage up due to Winter Reading bingo card, especially in February with \$35 Colleyville restaurant card promotion. Remote Locker usage in March was somewhat maintained with the extra visibility from February and Rec Center usage. Program attendance has been good; however, gate count is down overall due to the last early voting cycle from October of last year. David Thach questioned the circulation number being up versus the gate count and if this was due to Cloud Library or the number of physical items being checked out per patron. Pawlowski indicated that the Cloud Library usage is higher and the number of items per checkout may have been higher due to new Spring Break programming. Molly

Skinner asked about the number of resident versus non-resident library card holders. Resident card holders make up roughly 85% of total patron's and program attendance is around 80% resident card holders.

B. Donations

The library received a donation of \$200 from Colleyville Rummikub and a \$250 donation from the Colleyville Garden Club. The Colleyville Woman's Club is awarding a \$2,500 grant to the Library for the purchase of memory care kits to support the community.

4b Friends of the Colleyville Public Library Report

Kay Newton reported that over 5,000 books were brought to Thrift Books in Dallas, and some were selling. About half were recycled, but there were items they were wanting to get rid of. The rest are selling although at a smaller profit back to the Friends than through Better World Books. Inside the Library book sales are roughly \$80-\$100 per month in sales. A spring sale is being considered on a more defined scale such as Children's or Adult only book sales. Director Pawlowski has asked for funds for upcoming programs and author luncheons, which are available as needed.

4c Colleyville Public Library Foundation Report

No Foundation members present and their next meeting is in May.

5. ADJOURNMENT

A motion was made by Kay Newton and seconded by Darrell Brown 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

Agenda Number 3a

Agenda Date 6/9/2025

Number

Type Regular Agenda Items

Department Library

Title

Overview of the Makerspace Project

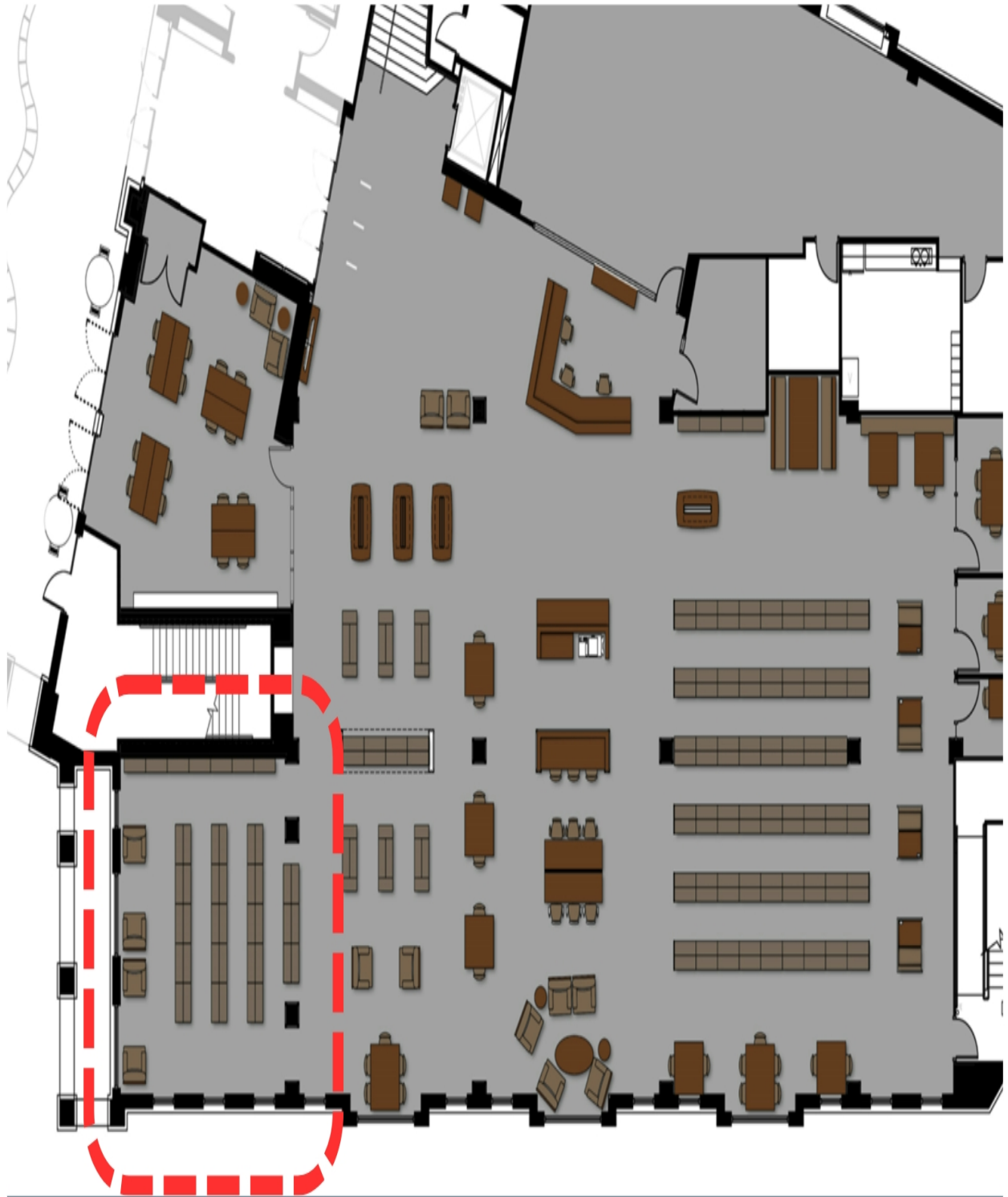
Explanation

Library Director Jack Pawlowski will provide an overview of the Makerspace project.

Attachments

1. Makerspace location

Colleyville Public Library



Makerspace Location



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3b
Type Regular Agenda Items
Department Library

Agenda Date 6/9/2025

Number -

Title

Update on the Collection Development Policy

Explanation

Library Director Jack Pawlowski will provide an update on the collection development policy.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3c
Type Regular Agenda Items
Department Library

Agenda Date 6/9/2025

Number -

Title

Update on Digital Content Platforms

Explanation

Library Director Jack Pawlowski will present information on the digital content platforms: Boundless and Hoopla.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3d

Agenda Date 6/9/2025

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

Agenda Date 6/9/2025

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 April and May 2025.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Statistics April - May 2025
2. Volunteer Hours Summary - FY2024-2025



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/APRIL 2025

	April 2025	April 2024	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,105	6,147	-1%	46,534	50,570	-8%
Drive Up Transactions	135	159	-15%	1,014	1,138	-11%
Gate Count	5,028	5,084	-1%	39,104	43,253	-10%
Cloud Library Activity	942	904	4%	6,416	6,179	4%
Total In-Library Transactions	22,493	24,295	-7%	160,772	167,189	-4%
Holds Arrived	2,129	2,231	-5%	15,319	15,830	-3%
Study Room Hours Usage	317.00	330.00	-4%	2,025	1,996	1%
Volunteer Hours	97.00	113.00	-14%	639.80	667.46	-4%
LIBRARY PROGRAMS PRESENTED						
	29	33	-12%	364	347	5%
PROGRAM ATTENDANCE						
	800	1,177	-32%	8,120	8,046	1%
COMPUTER USE						
	Users			Users		
Adult	121	134	-10%	751	875	-14%
LIBRARY CARDS						
Cards Registered	52	78	-33%	486	547	-11%
Library Card Holders	9,540	9,050	5%			
CIRCULATION						
Total Circulation	20,332	20,035	1%	138,377	135,574	2%
Cloud Library	7,006	5,977	17%	44,984	38,662	16%
REMOTE LOCKER						
Circulation/ Checkouts	54			502		
Holds Arrived	50			506		
COLLECTION						
	-487	156	-412%	72,593	74,658	-3%
LIBRARY RECEIPTS						
	\$1,106.97	\$393.69	181%	\$4,749.09	\$3,696.71	28%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MAY 2025

REPORT TO LIBRARY BOARD/MAY 2025						
	May 2025	May 2024	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	7,296	7,648	-5%	53,830	58,218	-8%
Drive Up Transactions	136	156	-13%	1,150	1,294	-11%
Gate Count	6,195	6,533	-5%	45,299	49,786	-9%
Cloud Library Activity	965	959	1%	7,381	7,138	3%
Total In-Library Transactions	29,417	29,477	0%	190,189	196,666	-3%
Holds Arrived	2,479	2,560	-3%	17,798	18,390	-3%
Study Room Hours Usage	327.00	312.00	5%	2,353.00	2,307.00	2%
Volunteer Hours	195.00	219.00	-11%	834.65	886.21	-6%
LIBRARY PROGRAMS PRESENTED						
	14	10	40%	378	357	6%
PROGRAM ATTENDANCE						
	713	1,611	-56%	8,833	9,657	-9%
COMPUTER USE						
	Users			Users		
Adult	126	138	-9%	877	1,013	-13%
LIBRARY CARDS						
Cards Registered	127	146	-13%	613	687	-11%
Library Card Holders	9,540	9,188	4%			
CIRCULATION						
Total Circulation	25,849	24,570	5%	164,226	160,144	3%
Cloud Library	7,946	6,576	21%	52,930	45,238	17%
REMOTE LOCKER						
Circulation/ Checkouts	106			608		
Holds Arrived	107			613		
COLLECTION						
	-839	-814	-3%	71,754	73,844	-3%
LIBRARY RECEIPTS						
	\$790.48	\$838.72	-6%	\$5,539.51	\$4,535.43	22%



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	7.25	2	12.00	7	0.00	0	77.50	23	0.00	0	97	32
May	4.60	2	15.00	5	120.00	44	55.25	16	0.00	0	195	67
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	85	26	60.00	29	120.00	44	551.75	155	17.50	3	834.65	257



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number

Agenda Date 6/9/2025

Number

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

Agenda Date 6/9/2025

Number

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