



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

Public Library - 110 Main Street

---

**MONDAY, APRIL 20, 2026 - 6:00 PM**

---

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

December 15, 2025

**3. REGULAR AGENDA ITEMS**

**3a** Presentation on Library's Departmental Structure

**3b** Makerspace Update

**3c** Summer Reading Program Update

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

**4. REPORTS**

Librarian's Report

Friends of the Colleyville Public Library Report

Colleyville Public Library Foundation Report

**5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Tuesday, April 14, 2026*, 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 DECEMBER 15, 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: Bill Utley, Ellen Stotmeister, Molly Skinner, Robin Waggoner, Darrell Brown, David Thach, Susan Baum. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles.

**Absent:** NA

## **2. APPROVAL OF MINUTES**

August 11, 2025

A motion was made by Molly Skinner and seconded by Darrell Brown to approve the August 11, 2025 minutes. The motion was approved unanimously.

## **3. REGULAR AGENDA ITEMS**

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

Introductions were made by the board members. Bill Utley, Ellen Stotmeister, and Robin Waggoner were introduced and welcomed as new board members.

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

Molly Skinner nominated Al Cain as Chair to which Susan Baum seconded. Al Cain accepted. Susan Baum nominated Molly Skinner as Vice-Chair which was seconded by Robin Waggoner and David Thach. Molly Skinner accepted.

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

Al Cain addressed Article IV for number of meetings and 75% meeting attendance requirement. Director Pawlowski will be working with the City Secretary to discuss any updates to Article IV regarding new meeting dates and required attendance.

### **3d** Makerspace Update

Director Pawlowski noted the ribbon cutting for the Makerspace was Tuesday, December 2<sup>nd</sup> at 5:00 PM and was well attended. First day of operation was Wednesday, December 3<sup>rd</sup> with operating hours given to the board. Existing staff are being utilized to run the Makerspace 20 hours per week. There have been 43 people touring the space and six patrons using the Makerspace as of today's date, for a total of 7.5 hours of utilization.

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

Darrell Brown inquired about how the library is staffed, specifically how many full-time and part-time employees. Director Pawlowski informed the board there are five full-time staff members and 15 part-time staff at the library and would be able to provide a staff organizational chart at the next meeting. Susan Baum asked about volunteer utilization to which Director Pawlowski explained how the teen volunteers and adult volunteers support both the youth services and adult services areas. Director Pawlowski addressed the next board meeting date of Monday, April 20<sup>th</sup>, with the upcoming meeting dates being the 3<sup>rd</sup> Monday of April, August, and December. Future dates will be locked in at prior meetings due to potential holiday conflicts.

## **4. REPORTS**

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

#### A. Monthly Statistics

Director Pawlowski noted the September statistics are a good indication of how the year wrapped up. Circulation statistics were high, with Cloud Library usage continuing to grow. Hoopla usage is growing with 526 checkouts from June through September. Hoopla averages almost 100 uses per month at \$200 per month in pay per use charges. The entire Hoopla offerings were discussed to include e-books, e-audiobooks, music, TV shows, comics and binge passes. Two months into the new fiscal year, the gate count is high along with circulation statistics. Program attendance and statistics are strong as well.

#### B. Donations

The Garden Club donated the wreath at the Circulation Help Desk.

### C. Library Programs

Holiday programs have been well attended. Winter/Spring Program brochure will be finalized on December 16<sup>th</sup> and published upon approval. Registration starts on Monday, January 5<sup>th</sup> with classes beginning on Monday, January 12<sup>th</sup>. Promotional support will be given through various channels to increase program attendance. The Winter Reading Challenge also begins on Monday, January 12<sup>th</sup> and is open to all ages. This bingo challenge encourages patrons to explore the library and its services in addition to reading. The Winter Reading Challenge ends on February 28<sup>th</sup>.

Director Pawlowski invited discussion regarding revising monthly statistics reporting to reflect current and pertinent library usage, such as the remote locker system and the new Makerspace. The next meeting will be additional discussion on the suggested updated revisions and what the board is interested in evaluating statistically. Molly Skinner inquired about statistics with the new library card and patron turnover from moving or not renewing cards. Director Pawlowski informed the board of the purging process with our database once per year around April. Library cardholder numbers are higher, and patron retention is better. Bill Utley asked how the library tracks patron visits inside the library and Director Pawlowski explained how the gate count system tracks movement into and out of the library. Ellen Stotmeister asked for more information about the remote locker system at the Colleyville Rec Center. Director Pawlowski explained the process of putting items on hold for pickup at the locker, how to check out browse-and-borrow items, and how to return items at the remote locker. The locker has been very popular with the eastern perimeter of Colleyville with steady monthly usage. Al Cain acknowledged that the Colleyville Rec Center staff have been very helpful with assisting patrons with the locker and promoting it.

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

No members were present.

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

No members were present.

### **5. ADJOURNMENT**

A motion was made by Darrell Brown and seconded by Susan Baum to adjourn the meeting of the Colleyville Library Board at 6:39 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:

A handwritten signature in black ink that reads "Dina Bayles". The signature is written in a cursive, flowing style.

Dina Bayles  
Library Outreach and Program Coordinator



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

---

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

---

**Agenda Date** 4/20/2026

**Number -**

## **Title**

Presentation on Library's Departmental Structure

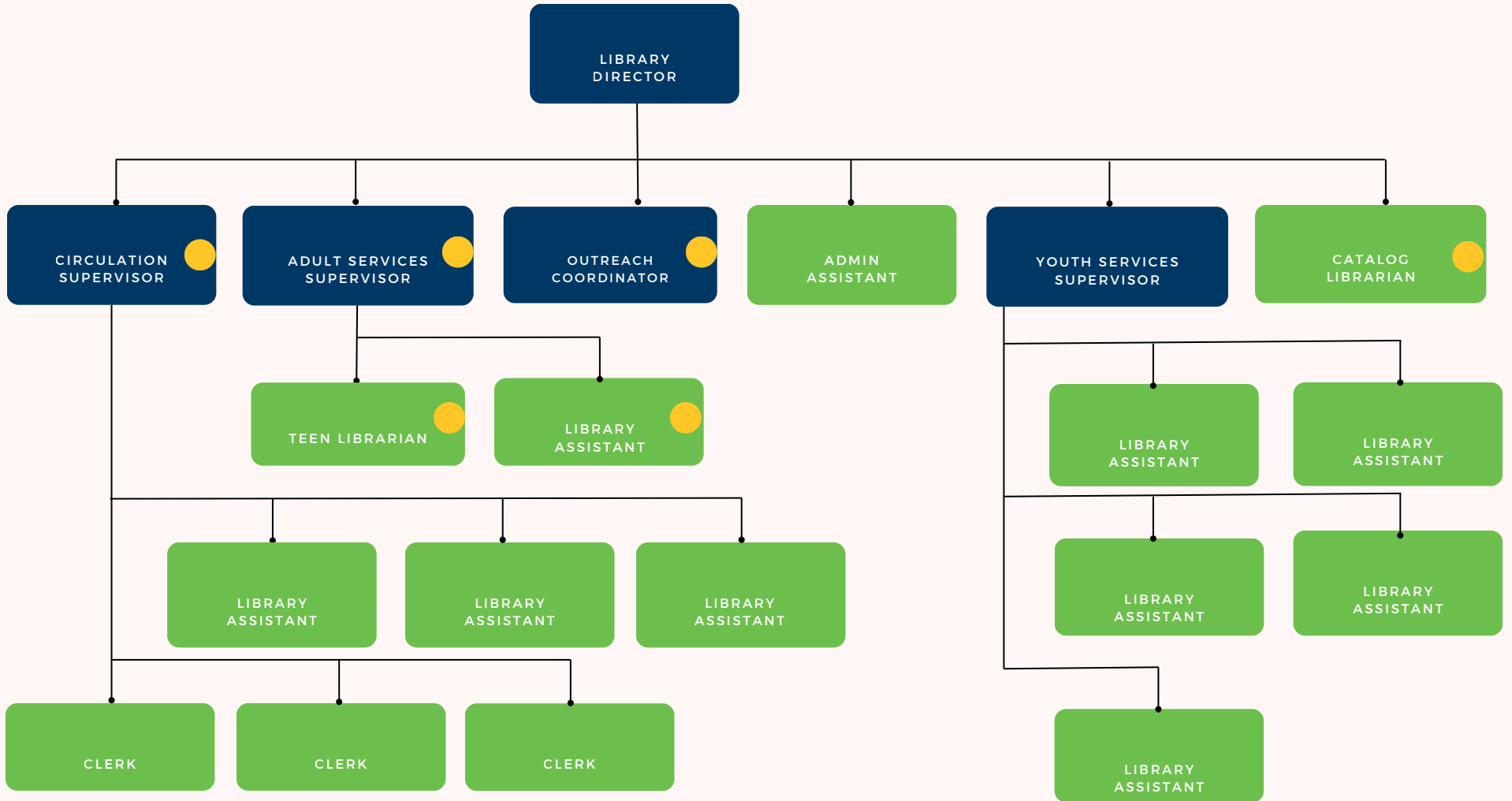
## **Explanation**


During the discussion of items for future agendas at the December 15, 2025, Library Board meeting, Board Member Brown asked for a short report on the Library's staffing and organizational structure of the Library. Director Pawlowski will provide a report on the Library's staff and organizational structure.

## **Attachments**

1. Library Org Chart

# COLLEYVILLE PUBLIC LIBRARY ORGANIZATIONAL CHART



-  = **MAKERSPACE TEAM**
-  = **FULL TIME**
-  = **PART TIME**





# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

---

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

---

**Agenda Date** 4/20/2026

**Number -**

## **Title**

Makerspace Update

## **Explanation**

Library Director Jack Pawlowski will present an update on the Library's Makerspace.

## **Attachments**

1. Makerspace Update

**Colleyville Public Library  
Makerspace Equipment Usage**

**FY 2025-2026**

Month	Laminator	#	Sewing #1	#	Sewing #2	#	Cricut & Heatpress	#	Button Maker	#	Laser Engraver	#	3D Printer	#	Total Hours	Total Users
<b>October</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>December</b>	1.5	5	1	2	0	0	2.5	3	3.75	18	20.5	15	10	11	<b>39.25</b>	<b>54.00</b>
<b>January</b>	1	4	0	0	0	0	8.75	5	2	5	7.5	12	7.5	12	<b>26.75</b>	<b>38.00</b>
<b>February</b>	5.5	7	0	0	0	0	4.25	5	5.25	11	9.25	7	17.75	17	<b>42.00</b>	<b>47.00</b>
<b>March</b>	2.75	4	1.25	1	0	0	5.25	4	3.75	11	11.75	15	26.5	28	<b>51.25</b>	<b>63.00</b>
<b>April</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>May</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>June</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>July</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>August</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>September</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>11</b>	<b>20</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>17</b>	<b>15</b>	<b>45</b>	<b>49</b>	<b>49</b>	<b>62</b>	<b>68</b>	<b>159.25</b>	<b>202.00</b>

# Colleyville Makerspace





# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

---

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

---

**Agenda Date** 4/20/2026

**Number -**

## **Title**

Summer Reading Program Update

## **Explanation**

Library Director Jack Pawlowski will present an update on the 2026 Summer Reading Program.

## **Attachments**

1. Chill Out and Read

# Colleyville Public Library

## Summer 2026



**CHILL OUT  
AND READ**  
Colleyville Public Library



110 Main Street  
Colleyville, TX 76034  
817-503-1150  
[www.colleyvillelibrary.com](http://www.colleyvillelibrary.com)

# June

Summer Reading Kick-Off Party  
Friday, May 29<sup>th</sup> 6:00-8:00 p.m.  
*\*First night to claim prizes*



Mon.	Tues.	Wed.	Thurs.	Fri.
1	2 Creature Teacher 2:00 p.m. Library Meeting Rm	3	4 James Wand 2:00 p.m. Library Meeting Rm	5 Friday Movie 2:00 p.m. Library Meeting Rm
8	9 Blackland Prairie Raptor 2:00 p.m. Library Meeting Rm	10	11 Prof. Brainius 2:00 p.m. Library Meeting Rm	12 Friday Movie 2:00 p.m. Library Meeting Rm
15	16 David Slick 2:00 p.m. Library Meeting Rm	17	18 Science Heroes 2:00 p.m. Library Meeting Rm	19 Friday Movie 2:00 p.m. Library Meeting Rm
22 America's Birthday Party! 2:00 p.m. Library Meeting Rm	23	24	25 Dallas Zoo 2:00 p.m. Library Meeting Rm	26 Friday Movie 2:00 p.m. Library Meeting Rm
29 Will Baffle 2:00 p.m. Library Meeting Rm	30			

# July

Summer Finale  
Friday, July 24<sup>th</sup> 5:30 p.m.



Mon.	Tues.	Wed.	Thurs.	Fri.
		1	2 Wildlife on the Move 2:00 p.m. Library Meeting Rm	3 CLOSED 
6	7 Gregg Ka-Zam 2:00 p.m. Library Meeting Rm	8	9 Dino Shark 2:00 p.m. Library Meeting Rm	10 Friday Movie 2:00 p.m. Library Meeting Rm
13	14 Window to the Wild 2:00 p.m. Library Meeting Rm	15	16 Dennis Lee 2:00 p.m. Library Meeting Rm	17 Friday Movie 2:00 p.m. Library Meeting Rm
20	21	22	23	24 Finale 5:30 p.m. The PLAZA



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

---

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

---

**Agenda Date** 4/20/2026

**Number** -

## **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** 4/20/2026

**Number -**

**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 December 2025, January, February and March 2026.

A. Monthly Statistics

B. Library Programs

## **Attachments**

1. Statistics December 2025 - March 2026



# COLLEYVILLE PUBLIC LIBRARY

## MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/DECEMBER 2025

	December 2025	December 2024	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	6,511	5,413	20%	21,544	19,363	11%
Gate Count	5,466	4,430	23%	18,292	16,335	12%
Cloud Library Activity	902	865	4%	2,830	2,617	8%
Drive Up Transactions	143	118	21%	422	411	3%
Total In-Library Transactions	19,922	20,158	-1%	63,146	67,004	-6%
Holds Arrived	1,723	1,872	-8%	5,785	6,268	-8%
Study Room Hours Usage	220.00	249.00	-12%	847.00	802.00	6%

LIBRARY PROGRAMS PRESENTED						
	22	21	5%	145	151	-4%

PROGRAM ATTENDANCE						
	803	511	57%	3,664	3,429	7%

COMPUTER USE		Users	Users			
Adult	95	84	13%	276	283	-2%

LIBRARY CARDS						
Cards Registered	62	42	48%	204	188	9%
Library Card Holders	11,132	11,005	1%			

CIRCULATION						
Total Circulation	19,473	17,804	9%	59,997	56,796	6%
Cloud Library	7,548	6,107	24%	22,620	18,038	25%

REMOTE LOCKER						
Circulation/ Checkouts	31	28	11%	92	91	1%
Holds Arrived	39	35	11%	113	99	14%

COLLECTION						
	611	-37	1751%	70,810	73,702	-4%

LIBRARY RECEIPTS						
	\$460.74	\$659.26	-30%	\$1,663.94	\$1,593.13	4%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JANUARY 2026						
	January 2026	January 2025	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	6,951	6,384	9%	28,495	25,747	11%
Gate Count	5,816	5,259	11%	24,108	21,594	12%
Cloud Library Activity	995	959	4%	3,825	3,576	7%
Drive Up Transactions	140	166	-16%	562	577	-3%
Total In-Library Transactions	22,147	23,416	-5%	85,293	90,420	-6%
Holdings Arrived	2,173	2,491	-13%	7,958	8,759	-9%
Study Room Hours Usage	303.00	306.00	-1%	1,150.00	1,109.00	4%
LIBRARY PROGRAMS PRESENTED						
	50	49	2%	195	200	-3%
PROGRAM ATTENDANCE						
	866	903	-4%	4,550	4,332	5%
COMPUTER USE						
	Users			Users	Users	
Adult	152	122	25%	428	504	-15%
LIBRARY CARDS						
Cards Registered	101	89	13%	305	277	10%
Library Card Holders	11,232	11,092	1%			
CIRCULATION						
Total Circulation	21,577	20,659	4%	81,574	77,294	6%
Cloud Library	8,456	6,874	23%	31,076	24,912	25%
REMOTE LOCKER						
Circulation/ Checkouts	46	47	-2%	138	138	0%
Holdings Arrived	48	45	7%	161	144	12%
COLLECTION						
	-244	266	-192%	70,566	73,968	-5%
LIBRARY RECEIPTS						
	\$555.94	\$691.76	-20%	\$2,219.88	\$2,473.67	-10%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/FEBRUARY 2026						
	February 2026	February 2025	% Change (+/-)	Current YTD	Current YTD	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	8,200	7,568	8%	36,695	33,315	10%
Gate Count	7,118	6,483	10%	31,226	28,077	11%
Cloud Library Activity	927	932	-1%	4,752	4,508	5%
Drive Up Transactions	155	153	1%	717	730	-2%
Total In-Library Transactions	21,056	23,529	-11%	106,349	113,949	-7%
Holdings Arrived	1,892	2,381	-21%	9,850	11,140	-12%
Study Room Hours Usage	285.00	295.00	-3%	1,435.00	1,404.00	2%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	66	72	-8%	261	272	-4%
<b>PROGRAM ATTENDANCE</b>						
	1,354	1,445	-6%	5,904	5,777	2%
<b>COMPUTER USE</b>						
	Users	Users				
Adult	118	102	16%	546	507	8%
<b>LIBRARY CARDS</b>						
Cards Registered	109	94	16%	414	371	12%
Library Card Holders	11,339	11,186	1%			
<b>CIRCULATION</b>						
Total Circulation	19,385	19,565	-1%	100,959	96,859	4%
Cloud Library	7,121	6,187	15%	38,197	31,099	23%
<b>REMOTE LOCKER</b>						
Circulation/ Checkouts	162	234	-31%	300	372	-19%
Holdings Arrived	160	234	-32%	321	378	-15%
<b>COLLECTION</b>						
	268	-667	140%	70,834	73,301	-3%
<b>LIBRARY RECEIPTS</b>						
	\$683.98	\$476.63	44%	\$2,903.86	\$2,950.30	-2%



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2026						
	March 2026	March 2025	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
<b>USAGE STATISTICS</b>						
Persons Visiting the Library	7,511	7,114	6%	44,206	40,429	9%
Gate Count	6,392	5,999	7%	37,618	34,076	10%
Cloud Library Activity	942	966	-2%	5,694	5,474	4%
Drive Up Transactions	177	149	19%	894	879	2%
Total In-Library Transactions	23,255	24,330	-4%	129,604	138,279	-6%
Holds Arrived	2,063	2,050	1%	11,913	13,190	-10%
Study Room Hours Usage	313.00	305.00	3%	1,747.00	1,709.00	2%
<b>LIBRARY PROGRAMS PRESENTED</b>						
	59	63	-6%	320	335	-4%
<b>PROGRAM ATTENDANCE</b>						
	1,662	1,543	8%	7,566	7,320	3%
<b>COMPUTER USE</b>						
	Users	Users				
Adult	139	123	13%	685	630	9%
<b>LIBRARY CARDS</b>						
Cards Registered	89	63	41%	503	434	16%
Library Card Holders	11,428	11,245	2%			
<b>CIRCULATION</b>						
Total Circulation	21,116	21,186	0%	122,075	118,045	3%
Cloud Library	7,568	6,879	10%	45,765	37,978	21%
<b>REMOTE LOCKER</b>						
Circulation/ Checkouts	83	76	9%	383	448	-15%
Holds Arrived	88	78	13%	409	427	-4%
<b>COLLECTION</b>						
	-407	-221	84%	70,427	73,080	-4%
<b>LIBRARY RECEIPTS</b>						
	\$685.52	\$691.76	-1%	\$3,589.38	\$3,642.06	-1%



# CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

---

**Agenda Number**

**Agenda Date** 4/20/2026

**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** 4/20/2026

**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**