



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD AGENDA

Public Library - 110 Main Street

MONDAY, AUGUST 17, 2026 - 6:00 PM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2a April 20, 2026

3. REGULAR AGENDA ITEMS

3a Approval of Library Board Bylaws

3b Summer Reading Program Update

3c Library Website Project

3d Approval to use the Voluntary Library Fund in Fiscal Year 2027, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$195,000

3e 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 August 11, 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 meeting and have a disability requiring special accommodations, contact 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 20, 2026 - 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 and Susan Baum. Friends of the Colleyville Public Library: Joan Roberts. Colleyville Public Library Foundation: Kris Lindsay. City staff: Library Director Jack Pawlowski and Library Outreach and Program Coordinator Dina Bayles.

Absent: NA

2. APPROVAL OF MINUTES

December 15, 2025

A motion was made by Susan Baum and seconded by Robin Waggoner to approve the December 15, 2025 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Presentation on Library's Departmental Structure

Director Pawlowski introduced and explained the library's organizational chart along with job duty specifics. Board member Al Cain inquired about staffing allocation with the Makerspace addition, and whether additional staff were needed or the feasibility of utilizing volunteers in the Makerspace. Discussion was had about exploring a new hire in the next cycle as a staff member must always be present in the Makerspace due to the waiver and nature of the equipment. Board members complimented the library on great customer service with a small staff.

3b Makerspace Update

The Makerspace continues to grow in usage with 202 patrons using it over the last four months. Board member Susan Baum inquired about the age minimum for

children using the equipment, which was answered with age of 13 to use the equipment independently without a parent. Questions regarding how much instruction patrons are given while making a project, to which Director Pawlowski answered that staff can guide usage of the equipment but patrons are required to make the project themselves. The library's goal is to start offering classes and programs in the Makerspace in August. Al Cain inquired whether the library will assess underutilized equipment. Director Pawlowski addressed some IT and data port issues inside the Makerspace that should be resolved during and after the summer, with usage assessments made in the fall.

3c Summer Reading Program Update

Director Pawlowski shared the summer reading theme "Chill Out and Read" along with the scheduled summer calendar of events. Decorations are being ordered in preparation for summer reading. Registration for the reading challenge as well as story time programs is May 18th with the kick-off party on May 29th. Tuesday and Thursday performers are scheduled along with regular adult and team programs.

3d Discussion of Items for Future Agendas

Director Pawlowski advised of the next board meeting on Monday, August 17, 2026 at 6:00 PM. Voluntary Library Fund will be discussed regarding funding and allocation of funds. A \$5,000 Woman's Club grant for Tonie boxes was received and will be discussed at the August board meeting.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics

Director Pawlowski noted the four month statistics look good, especially the gate count, circulation and program attendance. Statistics are on par with last year. Discussion was had about streamlining and updating statistics reporting which is scheduled to be completed by August meeting. Program attendance was good with positive feedback from post-program surveys. Board member Molly Skinner inquired about the number of Colleyville residents that were library card-holders, as the percentage seemed high for the community. Outreach and the Makerspace have had an impact on the number of patrons either returning to the library or joining as a new member. Requiring a library card for the Makerspace and programs has helped, along with increased demand for the digital collection. Discussion was had about access to the Dallas Morning News through Pressreader.

4b Friends of the Colleyville Public Library Report

Joan Roberts provided donations updates along with Better World Books and Thrift Books sales. These are revenue generating sources along with the ongoing book sale inside the library. The refreshing and rotating of the book sale selection has increased activity at the Friends book sale shelves. Joan explained the process of sending books to resale vendors.

4c Colleyville Public Library Foundation Report

Kris Lindsay introduced herself as the new president of the Foundation, and the Foundation Board now has a total of 15 members. North Texas Giving Day has been the primary fundraiser, and fundraising opportunities will be reviewed and ongoing. Investment of Foundation funds is being reviewed as well.

5. ADJOURNMENT

A motion was made by Darrell Brown and seconded by Ellen Stotmeister to adjourn the meeting of the Colleyville Library Board at 6:40 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 8/17/2026

Number -

Type Regular Agenda Items

Department Library

Title

Approval of Library Board Bylaws

Explanation

Review and approval of updated Library Board Bylaws.

Attachments

1. Colleyville_Library_Board_Bylaws 2026

**City of Colleyville
COLLEYVILLE LIBRARY BOARD
BYLAWS**

ARTICLE I. ESTABLISHMENT AND AUTHORITY

The Colleyville Library Board ("Board") is established by the City Council of the City of Colleyville, Texas, by Ordinance O-04-1466 on June 15, 2004. The Board serves in an advisory capacity only and operates under the authority of the City Council. The Board shall have no administrative, budgetary, contractual, or supervisory authority, and shall comply with all applicable federal and state laws, City Charter provisions, City ordinances, and City policies, including the Texas Open Meetings Act and the Texas Public Information Act.

ARTICLE II. PURPOSE

1. Provide recommendations regarding library services, programs, collections, and community outreach.
2. Support long-range planning efforts for library facilities and services.
3. Promote community awareness and engagement with library programs and resources.

All recommendations are subject to review and approval by the City Council.

ARTICLE III. MEMBERSHIP

Section 1. Appointment and Terms

The Board shall consist of seven (7) members, who shall be appointed by the City Council, and two ex-officio members, one each representing the Colleyville Library Foundation and the Friends of the Library, as appointed by each organization. Members are appointed for a two-year term with an established staggered structure. All members shall be qualified voters and residents of the City. No member may be employed by the City and all members serve without compensation.

The Board currently consists of two (2) alternates serving two-year terms, with the last term to expire 2027. The Alternate positions will be removed from the appointment structure at the conclusion of the 2027 Alternate 2 term.

Section 2. Attendance

Members are expected to attend all regular meetings. Absence from three (3) consecutive regular meetings in a twelve-month period may constitute grounds for review and possible removal by the City Council. Members shall notify staff in advance if unable to attend a meeting.

Section 3. Vacancies

Vacancies shall be filled by appointment of the City Council for the remainder of the unexpired term.

ARTICLE IV. OFFICERS

Section 1. Election

The Board shall elect from its membership a Chair and Vice Chair who will serve for the two-year appointment. If one or both terms expire, a Chair and Vice Chair will be elected from the membership, at the first meeting following City Council appointments or when the term has expired.

Section 2. Duties

The Chair shall preside at meetings, coordinate agenda requests with City staff, and maintain order and decorum during meetings. The Vice Chair shall perform the duties of the Chair in the Chair’s absence. Officers shall not exercise authority beyond that granted to the Board as an advisory body.

ARTICLE V. MEETINGS

Section 1. Number of Meetings

A minimum of two regular meetings shall be conducted annually at a time and place designated by the City. All meetings shall be posted and conducted in compliance with the Texas Open Meetings Act. A majority of appointed members shall constitute a quorum. Proxy voting is prohibited. Members must be physically present or participate as otherwise permitted by law.

Section 2. Quorum

A quorum is defined as the minimum number of voting members who must be present at a properly convened meeting in order to conduct business. A quorum is a majority of voting members, and a majority is required to conduct the meeting, even when there is no item for vote or action. If a majority is not present, the Chair may: 1. Adjourn the meeting; 2. give a stated time (example: 15 minutes from the time the meeting was scheduled) when the meeting will be adjourned if other members do not arrive. If the option is to extend the time, no business may be conducted and the meeting adjourned when the time expires.

The following Robert’s Quorum Table will be used to determine a quorum and a majority vote of a quorum:

Total Number of Members	Quorum	Majority of a Quorum
5	3	2
6	4	3
7	4	3
8	5	3
9	5	3
10	6	4

11	6	4
12	7	4

ARTICLE VI. VOTING

Each member shall have one vote, excepting the ex-officio members. Action shall be taken by a majority vote of members present and voting, unless otherwise required by law. See Robert's Quorum Table for a majority vote minimum, when based on quorum present.

ARTICLE VII. CODE OF CONDUCT

Section 1. State of Commitment

Members are appointed to represent the best interests of the residents of the City of Colleyville and shall conduct themselves in a manner that reflects positively on the City in all actions.

Section 2. General Standards

- Act in the best interest of the City as a whole.
- Comply with all applicable laws, including the Texas Open Meetings Act and Texas Public Information Act.
- Treat fellow members, City Council, City staff, and the public with courtesy and respect.
- Shall not accept or solicit any benefit, economic gain, or advantage related to his/her position with the City, nor use that position to secure special privileges or exemptions.
- When acting in an official capacity, shall not grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization, and shall not personally represent, or appear on behalf of, the private interests of others in a meeting of any board, commission, committee, or the city council.
- Refrain from disruptive conduct during meetings.
- Avoid conflicts of interest and comply with all applicable disclosure requirements under state law and City policy.
- Refrain from directing City staff or becoming involved in administrative operations.
- Maintain confidentiality of executive session discussions and legally protected information.
- Conviction of a felony or offense involving moral turpitude will result in immediate dismissal.

Section 3. Public Communication

Members shall not represent themselves as speaking on behalf of the Board or the City unless authorized by the City Council. When speaking as private citizens, members shall clarify that their comments do not represent official City positions.

Section 4. Enforcement

Alleged violations of this Code of Conduct may be referred to the City Secretary for City Manager and City Council review. Members serve at the pleasure of the City Council and may be removed in accordance with City policy and applicable law.

ARTICLE VIII. SOCIAL MEDIA

Section 1. Purpose

This Social Media Policy provides guidance regarding appropriate use of social media platforms in a manner consistent with state law, City policy, and the advisory role of the Board.

Section 2. Personal Accounts

- Members shall not represent their personal opinions as official positions of the Board or the City unless expressly authorized.
- When referencing Board matters, members should clearly state they are speaking in their individual capacity unless authorized to speak on behalf of the Board.
- Members shall not use City logos, official branding, or titles in a manner that implies official endorsement without prior authorization.

Section 3. Open Meeting Act and City Policy Compliance

- Members shall not post their individual opinions regarding any case or action which will be forthcoming to City Council, or any Board, Commission, or Committee, prior to the case or action being presented on an official agenda for the Board, Commission, Committee, and City Council.
- Members shall not use social media to deliberate with a quorum regarding matters within the Board's jurisdiction outside of a properly posted meeting.
- Posting comments, replies, reactions, or similar interactions that constitute deliberation among a quorum is prohibited.
- Members shall avoid engaging in online discussions of Board business when other Board members are participating in the same communication thread.

Section 4. Professional Conduct

Members shall

- Conduct themselves respectfully in all online interactions relating to City matters.
- Refrain from posting confidential, privileged, or executive session information.
- Avoid personal attacks or inflammatory remarks that undermine public trust.
- Comply with state law when engaging in political activity in a private capacity.

Section 5. Enforcement

Alleged violations of this Social Media Policy may be referred to the City Secretary for City Manager and City Council for final action. Members serve at the pleasure of the City Council and may be subject to removal in accordance with City policy and applicable law.

ARTICLE IX. – TRAINING REQUIREMENTS

Within 90 days of appointment, members shall complete and provide proof of completion to the City Secretary of the state required Open Meetings Act and Public Information Act training.

ARTICLE X. REMOVAL

Members serve at the pleasure of the City Council and may be removed by the City Council with or without cause, in accordance with City Charter, ordinances, and applicable law.

ARTICLE XI. AMENDMENTS

These bylaws may be amended by majority vote of the Board and approval of the City Council. Proposed amendments shall be submitted to the City Secretary for review and placement on a City Council agenda for consideration.

City Council approved June 2, 2026.

Colleyville Library Board approval _____.



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3b

Agenda Date 8/17/2026

Number -

Type Regular Agenda Items

Department Library

Title

Summer Reading Program Update

Explanation

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

Attachments

1. SRP Stats for Board 2026



Colleyville Public Library

2026 Summer Reading Program

By the Numbers



1,566 participants

in the Summer Reading Challenge

962 Children

86 Teens

518 Adults



6,232 people attending 143 programs

26,217 patrons in the library during

May, June and July

51,374 books, movies, S.T.E.A.M &
Literacy kits checked out

18,453 digital items (books, movies, magazines)



2026 Community Partners

The Robert J. and Helen H. Glaser Family Foundation & The Friends of the Library

Ace Hardware
Alley Cats Entertainment
Buttermilk Sky Pie
Chef Point
Chick-fil-A
Chicken N Pickle
Cinepolis
Colleyville Florist
The Cookie Bar

Costa Vida
Dallas Zoo
Einstein Bagel Bros.
Fort Worth Zoo
Fort Worth Museum of Science & History
Gloria's Latin Cuisine
HTeaO
Jersey Mike's
LegoLand

Main Event
Market Street
Nothing Bundt Cakes
NRH20
Palio's Pizza
Pinnacle Bank
Raising Canes
Rings Donuts
Shake Shack

Slick City
Smoothie Factory
Sonic
Sparkling Image
Texas Rangers
Trader Joe's
Walmart Colleyville
Whole Foods
Whataburger



Colleyville Public Library

2026 Summer Reading Program

Photos





CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3c
Type Regular Agenda Items
Department Library

Agenda Date 8/17/2026

Number -

Title

Library Website Project

Explanation

Library Director Jack Pawlowski will present information on the library's website update project.

Attachments



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3d
Type Regular Agenda Items
Department Library

Agenda Date 8/17/2026

Number -

Title

Approval to use the Voluntary Library Fund in Fiscal Year 2027, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$195,000

Explanation

The Voluntary Library Fund is used for the development and improvement of library programs and services and for approved capital items, including collection development (books and other materials). Funding is received by monthly donation of \$2.00 from residents.

This item provides for the Library Board to make a recommendation to the City Council for use of the Voluntary Library Fund, for the purchase of library collection materials, collection processing supplies and library programs in an amount not to exceed \$195,000.00.

Attachments

1. Voluntary Library Fund Report FY 27
2. Financial Status of Voluntary Library Fund



Public Library

Voluntary Library Fund Report * FY 2017 - FY 2027

Fiscal Year (FY)	Board Recommended	Council Approved
FY 2017	\$155,000	\$155,000
FY 2018	\$160,000	\$160,000
FY 2019	\$167,000	\$167,000
FY 2020	\$170,000	\$170,000
FY 2021	\$170,000	\$170,000
FY 2022	\$170,000	\$170,000
FY 2023	\$170,000	\$170,000
FY 2024	\$190,000	\$190,000
FY 2025	\$195,000	\$195,000
FY 2026	\$195,000	\$195,000
FY 2027	\$195,000	

*Use of the Voluntary Library Fund for the purchase of physical collection materials, digital content, databases, and processing supplies.

Voluntary Library Fund Report Special Project Expenditures

Fiscal Year (FY)	Board Recommended	Council Approved
FY 2003 - Library Building Construction	\$400,000	\$400,000
FY 2011 - Library Second Floor Audio-Visual Equipment	\$50,000	\$50,000
FY 2015 - Library Long-Range Plan 2016-2021	\$25,000	\$25,000
FY 2020 - Library Equipment- ECO-Master 50-Disc Repair Machine with Blu-Ray Mode	\$16,025	\$16,025
FY 2021 - Library Long-Range Plan 2022-2027	\$17,000	\$17,000

FINANCIAL STATUS OF VOLUNTARY LIBRARY FUND AT 07/31/2026

FUND BALANCE AT 9-30-2025:

\$650,722

FY 2026 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$15,267	\$15,267
November	\$12,919	\$12,919
December	\$15,298	\$15,298
January	\$13,800	\$13,800
February	\$14,238	\$14,238
March	\$15,092	\$15,092
April	\$14,141	\$14,141
May	\$14,154	\$14,154
June	\$14,356	\$14,356
July	\$15,380	\$15,380
August	\$14,465	\$0
September	\$14,465	\$0
Total Donations	\$173,576	\$144,646
Interest income Received	\$25,000	\$19,518
TOTAL	\$198,576	\$164,164

FY 2025 EXPENDITURES

	RECOMMENDED (BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE
BOOKS AND PROCESSING MATERIALS			
FY 2026 AUTHORIZATION (R-25-5072, 9/03/25)	<u>\$195,000</u>	<u>\$195,000</u>	<u>\$130,831</u>
TOTAL	\$195,000	\$195,000	\$130,831

AVAILABLE AMOUNT LEFT TO SPEND IN FY 2026

\$64,169

AVAILABLE FUND BALANCE AT 7-31-2026 (COUNCIL APPROVED)

\$684,055

PROJECTED AVAILABLE FUND BALANCE AT 9-30-2025 (COUNCIL APPROVED)

\$654,297

AVAILABLE CASH & INVESTMENT BALANCE AT 7-31-2025

\$684,055



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number 3e

Agenda Date 8/17/2026

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
Type Report
Department Library

Agenda Date 8/17/2026

Number -

Title

Librarian's Report

Explanation

The reports provided are to update Board members on the statistics and programs for the months of April, May, June and July 2026.

A. Monthly Statistics

B. Library Programs

Attachments

1. Statistics April - July 2026



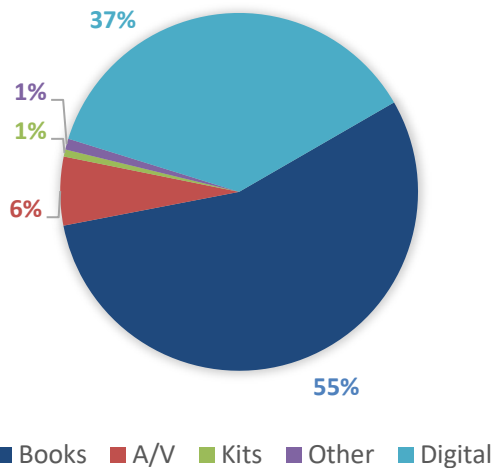
Colleyville Public Library

April 2026 Statistics

Circulation

19,365 Total Checkouts
7,139 Digital Checkouts
141,642 YTD Circulation

Circulation by Type



Digital Checkout Breakdown



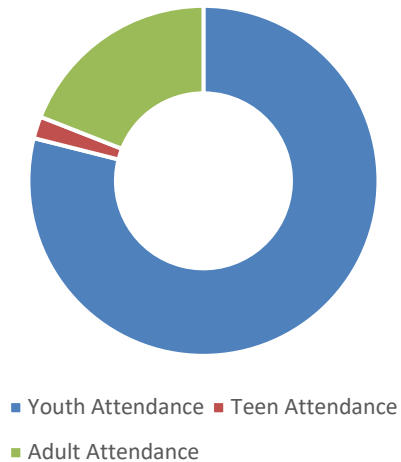
General

5,408 Visitors
74 New Library Cards
11,501 Total Card Holders
268.00 Hours of Study Room Usage

Programing

541 Program Attendance
25 Programs Presented

Attendance by Group



Makerspace

45 Makerspace Users
54.75 Total Hours of Equipment Use

Remote Locker

46 Checkouts
48 Holds Arrived



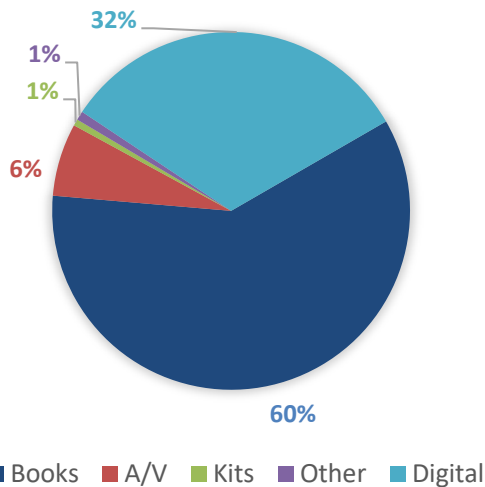
Colleyville Public Library

May 2026 Statistics

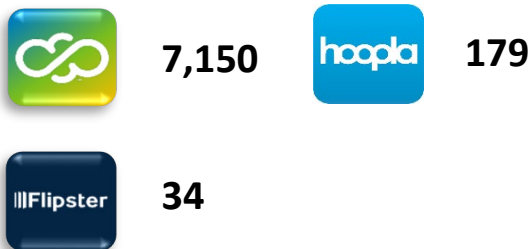
Circulation

22,952 Total Checkouts
7,420 Digital Checkouts
164,594 YTD Circulation

Circulation by Type



Digital Checkout Breakdown



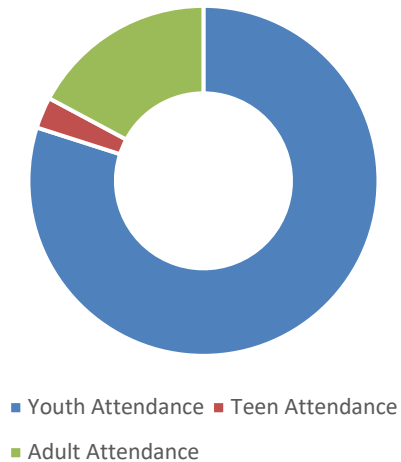
General

6,214 Visitors
111 New Library Cards
10,664 Total Card Holders
298.00 Hours of Study Room Usage

Programing

588 Program Attendance
15 Programs Presented

Attendance by Group



Makerspace

61 Makerspace Users
55 Total Hours of Equipment Use

Remote Locker

71 Checkouts
72 Holds Arrived



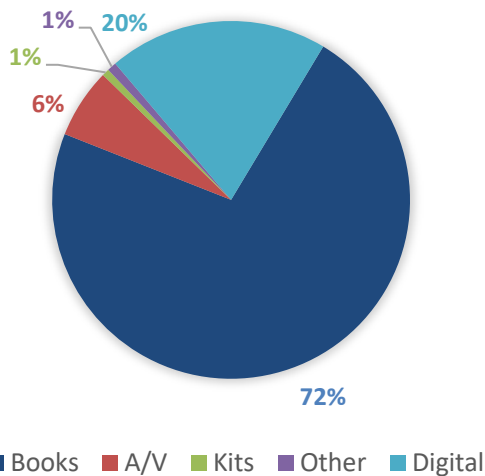
Colleyville Public Library

June 2026 Statistics

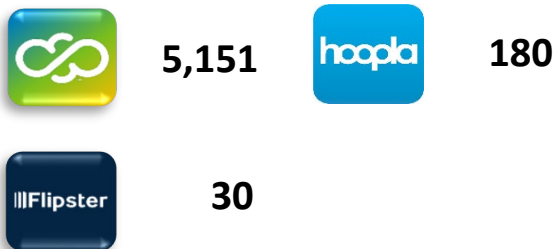
Circulation

27,042 Total Checkouts
5,361 Digital Checkouts
191,514 YTD Circulation

Circulation by Type



Digital Checkout Breakdown



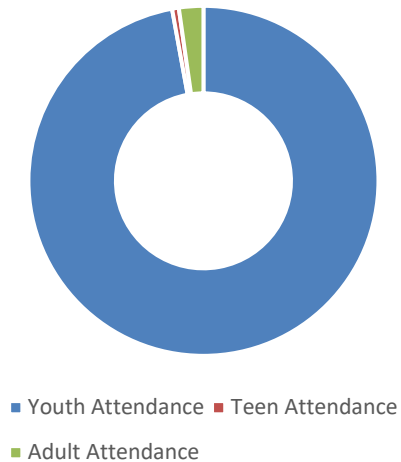
General

10,747 Visitors
158 New Library Cards
10,819 Total Card Holders
378.00 Hours of Study Room Usage

Programing

3,548 Program Attendance
80 Programs Presented

Attendance by Group



Makerspace

96 Makerspace Users
88 Total Hours of Equipment Use

Remote Locker

48 Checkouts
48 Holds Arrived



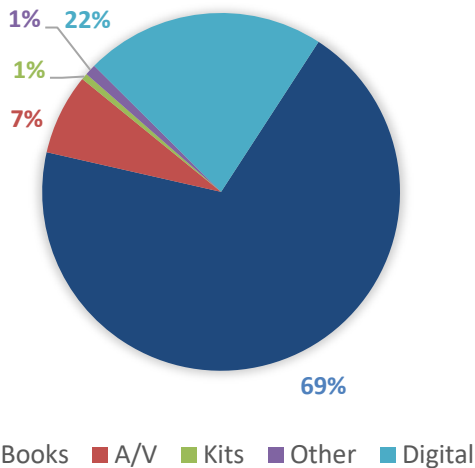
Colleyville Public Library

July 2026 Statistics

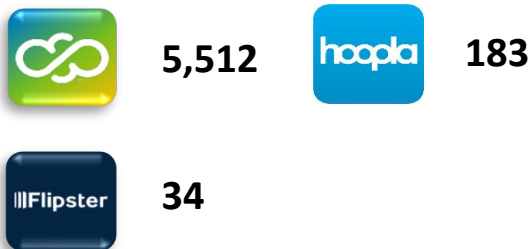
Circulation

26,376 Total Checkouts
5,729 Digital Checkouts
217,890 YTD Circulation

Circulation by Type



Digital Checkout Breakdown



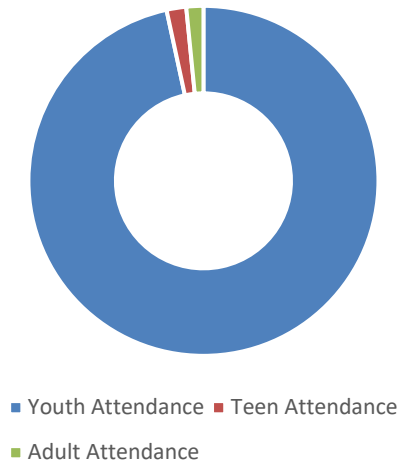
General

9,256 Visitors
142 New Library Cards
10,960 Total Card Holders
278.00 Hours of Study Room Usage

Programing

2,096 Program Attendance
48 Programs Presented

Attendance by Group



Makerspace

68 Makerspace Users
43 Total Hours of Equipment Use

Remote Locker

45 Checkouts
46 Holds Arrived



CITY OF COLLEYVILLE COLLEYVILLE LIBRARY BOARD BRIEFING

Agenda Number

Agenda Date 8/17/2026

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 8/17/2026

Number -

Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

A representative from the Colleyville Library Foundation will provide an update and report to the Colleyville Library Board members.

Attachments