



City of Colleyville

Colleyville Library Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, April 8, 2013
6:00 p.m.

Colleyville Public Library
110 Main Street

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
February 11, 2013
- 3. REGULAR AGENDA ITEMS**
 - 3a** Discussion of closing the North Texas Library Partners (NTLP)
 - 3b** Colleyville Public Library Second Floor Expansion Project Update
 - 3c** Discussion of the Colleyville Public Library 2013 Summer Reading Program
 - 3d** Discussion of the Colleyville Public Library 10th Anniversary Year Events
- 4. REPORTS**
 - 4a** Librarian's Report
 - 4b** Friends of the Colleyville Public Library Report
 - 4c** Colleyville Public Library Foundation Report
- 5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**
- 6. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, April 5, 2013 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

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 Library Assistant at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Library Board Minutes

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, February 11, 2013
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Jerome Davis called the meeting of the Colleyville Public Library to order at 6:02 p.m.

Roll Call: Present Chairperson Jerome Davis, Board members Victoria Kennedy-Ziegler, Thad Bolline, Billie Tuttle, Charna Logan-Gray; Library/Parks and Recreation Director Mary Rodne and Administrative Assistant Kathy Moore.

Absent Board member Pam Jones; Alternate and Ex-Officio members Melissa Orlando, Kay Newton and Cecilia Monacelli

2. APPROVAL OF MINUTES

November 12, 2012

A motion was made by Charna Logan-Gray and seconded by Billie Tuttle to approve the November 12, 2012 minutes as presented. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Colleyville Public Library second floor expansion project update

Director Rodne presented an update on the second floor expansion project. It was noted that the reorganization project was nearly completed, and that some miscellaneous shelving was left to install. Additionally, Rodne noted that the online public access catalog (OPAC) stations were ready for installation by the City Information Systems (IS) staff.

3b Approval of the updated bylaws for the Colleyville Public Library Board

Director Mary Rodne explained to the Board members that all boards, commissions and committees had been asked to update their bylaws and incorporate them into a new uniformed template, which was provided by the City Secretary's Office.

Rodne stated that the main concern was attendance, which will now be a unified 75% attendance rate for all boards, commissions and committees. Rodne added that attendance records are reported to City Council on a quarterly basis and concluded

that all other changes to the Colleyville Public Library Board were minor. A motion was made by Victoria Kennedy-Ziegler to approve the updated Colleyville Public Library Board bylaws as presented, and Charna Logan-Gray seconded the motion.

Motion was approved unanimously. It was noted that the approved bylaws would be forwarded to the City Council for approval.

During the course of discussing the bylaw updates, Rodne informed the Board members that Amy Dowell submitted her resignation from the Library Board, due to a conflict of interest. It was explained that Amy Dowell was serving as the Chair of the Grants Committee for the Colleyville Woman's Club, and that the Colleyville Public Library had applied for a 2013 Circle of Hope Grant from the Woman's Club.

Director Rodne continued that according to the bylaws of the Colleyville Public Library Board, the Alternate 1 position member (Kay Newton) would move into the vacant position on the Board and the Alternate 2 position member (Melissa Orlando) would move to the Alternate 1 position. Due to the timeline necessary to fill the Alternate 2 position, Board member Thad Bolline made a motion to leave the Colleyville Public Library Board Alternate 2 position vacant until the normal proceedings fill the position; Billie Tuttle seconded the motion. **Motion was approved unanimously.**

3c Discussion of the Colleyville Public Library's Tenth Anniversary Year

Director Rodne stated that the Library staff was planning a series of activities throughout the year to celebrate the ten year anniversary. Rodne added that community groups, who have supported the Library over the years, had been invited to put up displays each month in the Library's front lobby display cases. It was noted that a different community group would be featured each month. Rodne offered several suggestions to add to the festivities from an essay contest to rotating sculpture exhibits. A lengthy discussion ensued, which covered plans for the Summer Reading Program and the possibility of having some type of Gala event to conclude the Ten Year Anniversary celebration in November 2013.

3d Discussion and Suggestions if items for future agendas

Board member Charna Logan-Gray requested assistance from the Library staff to help in the promotion of an art contest, for the design of t-shirts for Keep Colleyville Beautiful (KCB). Logan-Gray stated that KCB would like to draw in art students from GCISD; noting that the prize was \$100 for the winning entry. Director Rodne suggested that she present the contest to the Library Teen Advisory Board to promote as an art project within the GCISD school system.

The Library Board agreed to hold their next meeting on April 8, 2013 at 6:00 p.m.

Additional items to be considered for future meetings are:

- 1.) Fund Raising Efforts

- 2.) Revisions to the Long Range Plan/Senior Center Rebranding
- 3.) Policy Revisions

4. REPORTS

4a Librarian's Report

Monthly Statistics

Director Mary Rodne gave the Board an overview of the statistics for the months of November, December and January. Rodne informed the Board that overall the numbers were up from last year, and noted that library card registrations had increased 35% over last year and that circulation of library materials was 7% higher than last year. Rodne concluded that the usage of downloadable materials continued to increase. Rodne added that volunteer hours totaled 788 hours.

Donations

Director Rodne reported that the Library had received a total of \$755 in donations in November, December and January, and that the donations had been received in December. Donations included: \$300 from William and Beverly Schweikhard for E-audio books; \$100 Ann Maddux for books on CD; \$75 from the Saddlebrook Homeowners Association for the purchase of books in memory of Margie Sherlock, Tom Blowen and Edward Posnock; \$200 from Adele Harrop and \$25 from Clarke and Pat Jones in memory of Richard Roxburgh; \$5 from Alfred Kohlmann for the purchase of a book; and \$50 from Olivia Nault for the Teen Advisory Board.

Library Programs

Director Mary Rodne passed out the Colleyville Public Library Spring 2013 program brochure to the Board members, and gave an overview of the programs being offered through May. Rodne also noted that additional adult programs had been added to the spring lineup of programs.

4b Friends of the Colleyville Public Library Report

Director Rodne reported for the Friends of the Colleyville Library. Rodne stated that the Friends had met on Thursday, February 7, and that they would be sponsoring a used book sale on April 19-20, 2013. It was noted that a "For Friends Only" event would be held on Friday evening from 3:00 p.m. - 5:00 p.m., and that the book sale for the general public would be held on Saturday from 10:00 a.m. - 2:30 p.m.

4c Colleyville Public Library Foundation Report

Mary Rodne stated that the Library Foundation was still working on the redesign of the adult reading area, and noted that the project committee was currently selecting a chair style.

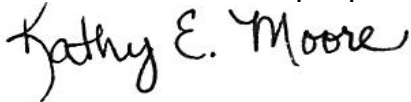
5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Charna Logan-Gray and seconded by Victoria Kennedy-Ziegler to adjourn the meeting of the Colleyville Library Board at 6:51 p.m. **Motion approved unanimously.**

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive, flowing style.

Kathy E. Moore
Administrative Assistant



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3a

Agenda Date 04/08/2013

Number 3a

Type Regular Agenda Items

Department Library

Title

Discussion of closing the North Texas Library Partners (NTLP)

Explanation

The North Texas Library Partners (NTLP) announced on March 29, 2013 that they will be closing. A financial crisis with no solid funding base sufficient to carry them into the next fiscal year has caused the NTLP Board of Directors to advise a immediate and orderly shutdown of the organization since it would no longer be able to serve its mission.

Attachments

1. North Texas Library Partners (NTLP) Closure Letter - March 29, 2013

6320 Southwest Blvd., Suite 101
Fort Worth, TX 76109

main phone 817-377-4440
fax 817-377-8020
www.NotTypical.org

NTLP

~~Not Typical~~
~~North Texas~~ Library Partners

 @ntplibpartners

 ntrls.blogspot.com

 North Texas Library Partners

March 29, 2013

Dear Partner Libraries of NTLP,

It is with regret that the NTLP Board of Directors announces the imminent closing of NTLP.

When the TSLAC announced that funding for the State Library Systems program would not continue past August 31, 2012, the NTLP Board and the staff decided that the independent nonprofit could continue serving libraries and anticipated that the organization would be funded through membership fees, fees for services, donations, sponsorships, grants, and contracts. This decision was reinforced through a vote of the NTRLS membership.

With the change, NTLP reduced its staff to about one-third of the previous level. NTLP's office space had already been reduced to about one-third of the original space during a recent move.

From 1974 through 2012, the State Library Systems program enabled an increase in the number of Texas public libraries and an enhancement in personnel skills and library services. This set a new standard for public libraries across the state and enabled the standard to be met without charge to Texas public library communities. In an ironic twist to the original plan, then, few library communities were prepared to absorb the cost to continue receiving such services when State funding ended.

In its first year without government funding, NTLP has grown to 80 member libraries, a figure which exceeds any previous NTRLS membership number and includes 15 libraries from the former NETLS and CTLS areas. However, \$80,000 total revenue from membership fees represents only about 25% of NTLP's minimum annual operating budget for the current level of service, and many libraries could not pay the cost of membership nor the cost of individual services. During this fiscal year NTLP received \$85,000 in grants from TSLAC, but those funds are committed to specific programs and not available to support general operations. NTLP has been seeking support from donors and sponsors but to date no funds have come from those sources.

By mid-March NTLP Board and staff had already recognized that a crisis point was coming, and we were anticipating staff salary cuts in order to continue operations to the end of the fiscal year. Recent developments, however, have made it futile to attempt to carry on.

Beginning in 1999 TSLAC required that all Regional Library Systems maintain a cash reserve equal to a certain percentage of the annual administrative costs. Since the closing of NTRLS, TSLAC has been in communications with NTLP regarding a requirement to return the cash reserve funds to the State. NTLP and TSLAC disagree on the amount of the cash reserve (by an order of magnitude), but variations in recordkeeping and staff changes over 15 years have made it challenging to document our position.

On Monday March 25, NTLP received a letter from the Texas Attorney General's office supporting TSLAC's position on the cash reserve issue. The Board plans to contest the amount, but it will mean diverting staff time to researching and documenting the history of the cash reserve. This development, when we were already facing a financial crisis with no solid funding base sufficient to carry us into the

Board of Directors

Kenneth Haas, Chair

Ray Stephens

Cecil Carter, Vice-Chair & Parliamentarian

Tina Hager

Craig Elam, Secretary

Bobby Quinten

Dana Wood, Treasure

next fiscal year, led the NTLP Board of Directors to advise an immediate and orderly shutdown of the organization since it would no longer be able to serve its mission.

Libraries that joined NTLP since January 1, 2013 will have their membership fees refunded in full but continue to be recognized as Partner Libraries of NTLP. NTLP is asking our Commercial Partners to continue to make vendor discounts available to our Partner Libraries through at least September 30, 2013. The NTLP website and other online resources will continue to be available as long as funding permits. Other existing NTLP commitments will be met to the extent possible, but no new services are possible at this time, since NTLP staff must focus on the shutdown process.

NTLP staff will release further information about the shutdown process and the plans for specific projects – including scheduled training events, support for NTLC (the ILS consortium), support for North Texas Libraries on the Go (the Overdrive Consortium), and development of Geodesity (the eBook Platform) - as we work out the details.

Both the Board and the staff are sad to have to accept this decision, which we know will adversely affect so many libraries. We continue to believe in the value of nonprofit support for libraries and for collaborative library projects, and we hope that sometime in the future such efforts may be funded at a level that makes them viable. It is clear that such services cannot depend solely on funding from cash-strapped public libraries.

Thank you to all of you who have supported NTLP and NTRLIS during its nearly-40-year history.

Sincerely,

Ken Haas, Chair
NTLP Board of Directors

Cc: NTLP Board of Directors
Carolyn Brewer, NTLP Executive Director

Board of Directors

Kenneth Haas, Chair

Ray Stephens

Cecil Carter, Vice-Chair & Parliamentarian

Tina Hager

Craig Elam, Secretary

Bobby Quinten

Dana Wood, Treasurer



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3b

Agenda Date 04/08/2013

Number 3b

Type Regular Agenda Items

Department Library

Title

Colleyville Public Library Second Floor Expansion Project Update

Explanation

This item is provided to give the Library Board an update on the Colleyville Public Library second floor expansion project.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3c

Agenda Date 04/08/2013

Number 3c

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library 2013 Summer Reading Program

Explanation

This item is provided for an update and discussion of the Colleyville Public Library's 2013 Summer Reading program.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3d

Agenda Date 04/08/2013

Number 3d

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library Tenth Anniversary Year Events

Explanation

This item is provided to discuss the upcoming tenth year anniversary of the Colleyville Public Library.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4a

Agenda Date 04/08/2013

Number 4a

Type Report

Department Library

Title

Librarian's Report

Explanation

The reports provided are to update the Board members on the statistics for the months of February and March.

- A. Monthly Statistics
- B. Donations
- C. Library Programs

Attachments

1. Library Monthly Statistics Report - February - March 2013



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/FEBRUARY 2013

	February 2013	February 2012	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	7,016	7,366	-5%	34,636	38,434	-10%
Drive Up Transactions	133	171	-22%	738	749	-1%
Total In-Library Transactions	31,496	30,017	5%	160,332	149,836	7%
Study Room Hours Usage	299.00	312.00	-4%	1,594.00	1,362.00	17%
Volunteer Hours	147.70	145.25	2%	937.45	737.05	27%
LIBRARY PROGRAMS PRESENTED						
	45	47	-4%	201	193	4%
PROGRAM ATTENDANCE						
	1,373	1,149	19%	10,321	6,450	60%
COMPUTER USE						
	Users			Users		
Children	78	78	0%	363	323	12%
Adult	378	571	-34%	1765	2912	-39%
CARD REGISTRATIONS						
	74	77	-4%	423	335	26%
CIRCULATION						
TOTAL CIRCULATION	17,731	17,925	-1%	90,562	85,798	6%
Digital	623	612	2%	3,055	2,721	12%
COLLECTION						
	524	321	63%	66,150	63,705	4%
LIBRARY RECEIPTS						
	\$1,721.59	\$1,795.92	-4%	\$9,865.37	\$9,230.88	7%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2013

	March 2013	March 2012	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	8,105	8,138	0%	42,741	46,573	-8%
Drive Up Transactions	144	176	-18%	882	1,033	-15%
Total In-Library Transactions	35,830	35,255	2%	196,162	185,091	6%
Study Room Hours Usage	278.00	336.00	-17%	1,872.00	1,698.00	10%
Volunteer Hours	173.32	185.25	-6%	1,110.77	922.30	20%

LIBRARY PROGRAMS PRESENTED

43	46	-7%	244	239	2%
----	----	-----	-----	-----	----

PROGRAM ATTENDANCE

1,504	1,271	18%	11,825	7,721	53%
-------	-------	-----	--------	-------	-----

COMPUTER USE

	Users			Users		
Children	67	64	5%	430	387	11%
Adult	466	525	-11%	2,231	3,437	-35%

CARD REGISTRATIONS

92	90	2%	515	425	21%
----	----	----	-----	-----	-----

CIRCULATION

TOTAL CIRCULATION	20,032	19,756	1%	110,594	105,734	5%
Digital	792	591	34%	3,847	3,312	16%

COLLECTION

527	284	86%	66,677	64,008	4%
-----	-----	-----	--------	--------	----

LIBRARY RECEIPTS

\$1,953.11	\$2,223.63	-12%	\$11,818.48	\$11,454.51	3%
------------	------------	------	-------------	-------------	----



COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2012/2013

MONTH	VOLUNTEERS	PERS- ONS	VOLUNTEENS	PERS- ONS	NCL	PERS- ONS	SCHOOL	PERS- ONS	TEEN/ADULT COURT	PERS- ONS	TOTAL	TOTAL PERSONS
October	64.33	7	1.00	1	0.00	0	100.00	19	10.00	2	175.33	29
November	75.25	6	10.00	2	100.00	26	119.75	21	11.00	2	316.00	57
December	36.70	5	3.00	2	0.00	0	101.30	24	2.00	1	143.00	32
January	24.25	4	9.50	4	0.00	0	114.00	29	6.00	1	153.75	38
February	32.25	4	2.00	1	0.00	0	102.90	22	10.25	2	147.40	29
March	37.17	6	19.25	5	0.00	0	104.30	24	12.60	2	173.32	37
April											0.00	0
May											0.00	0
June											0.00	0
July											0.00	0
August											0.00	0
September											0.00	0
FY Total	269.95		44.75		100.00		642.25		51.85		1,108.80	0



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4b

Agenda Date 04/08/2013

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.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4c

Agenda Date 04/08/2013

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.

Attachments