



# City of Colleyville

## Colleyville Library Board Agenda

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
[www.colleyville.com](http://www.colleyville.com)

---

Monday, August 12, 2013  
6:00 p.m.

Colleyville Public Library  
110 Main Street

---

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

June 10, 2013

**3. REGULAR AGENDA ITEMS**

**3a** Library Board appointment updates

**3b** City of Colleyville Fiscal Year 2014 (FY 2014) budget update

**3c** Approval of the use of the Voluntary Library Fund for the purchase of library materials, materials processing supplies, and library programs

**3d** Discussion of Library meeting room policy

**3e** Discussion of the Colleyville Public Library tenth anniversary year events

**3f** Suggested items for future meetings

**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, August 9, 2013 by 5:00 p.m.*

Kathy E. Moore  
Administrative Assistant

*A quorum of the Colleyville City Council may be in attendance 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 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, June 10, 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 6:04 p.m. The Board members took a brief tour of the Library to view decorations for the summer reading program and the prize room before the start of business.

**Roll Call: Present** Chairperson Jerome Davis, Board members Victoria Kennedy-Ziegler, Thad Bolline, Kay Newton, Charna Logan-Gray, Melissa Orlando; Library, Parks and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake and Administrative Assistant Kathy Moore

**Absent** Board member Billie Tuttle and Pam Jones; Ex-Officio member Cecilia Monacelli

### 2. APPROVAL OF MINUTES

April 8, 2013

A motion was made by Charna Logan-Gray and seconded by Kay Newton to approve the April 8, 2013 minutes as presented. **Motion approved unanimously.**

### 3. REGULAR AGENDA ITEMS

#### 3a Discussion of the Colleyville Public Library 2013 Summer Reading Program

Library Director Mary Rodne presented an update to the Board on the Summer Reading Program and stated that 638 participants had registered for the program to date. Rodne continued with an overview of the programs that were being offered throughout the summer and noted that all story times were filled and that an additional time was added for "Snacks and Stories" to meet the large number of participants. Additionally, Rodne noted that the Library was partnering with the Recreation Department to offer a new program for older kids called the Globe Trotters, which would feature stories, crafts and a sports activity.

Rodne handed out the new summer program brochures, and noted that the Library and Recreation were now offering a combined brochure with the Library summer reading program featured on one side and the Recreation summer program featured on the other side. Rodne added that the response to the combined brochure had been

very favorable. The discussion continued in regard to the possibility of only offering online brochures in the future. Discussion ensued and consensus of the Board was a concern about offering the brochure in a digital format only. Director Rodne reminded the Board that the Summer Reading Finale was scheduled for August 2, and that the event would be a larger event in celebration of the Library's ten years of service.

### **3b** Discussion of the Colleyville Public Library Tenth Anniversary Year Events

Director Rodne stated that the Library staff was planning a series of activities throughout the year to celebrate the ten year anniversary and that events would start during the Summer Reading Program.

The meeting was then opened for discussion of ways to recognize those who have supported the Library over the years and the type of events to include in the ten year celebration. Rodne stated that part of the celebration would include a Sculpture Exhibit featuring various sculptures and that the display had been scheduled at the Library and City Hall in August - December. Rodne added that the donation of the sculpture "Juliana's Two Loves" had been approved by Council, and that due to a family emergency of Susan Stark, the unveiling of the sculpture in the Library had been postponed.

### **3c** Discussion of the closing of the North Texas Library Partners (NTLP)

Mary Rodne informed the Board that the North Texas Library Partners (NTLP) was officially closed, and announced that CTLS-Connecting Texas Libraries Statewide was another non-profit organization that the Library could join to get contract pricing. Rodne added that CTLS offered two levels of membership with fees of \$300 or \$600 annually and explained that the \$600 fee offered more IT support, which our Library does not need.

### **3d** Colleyville Public Library Second Floor Expansion Project Update

Director Rodne presented an update on the second floor expansion project. It was noted that all the online public access catalog (OPAC) stations had been installed, and that all the new chairs had been received. Also, Rodne informed Board members that a final walk through for miscellaneous shelving items had been completed.

### **3e** Discussion of the Senior Center Rebranding Study

Library, Parks and Recreation Director Mary Rodne informed the Board that a rebranding study was underway for the Colleyville Senior Center. It was explained that the objective of the study was to determine how to better utilize the facility and how to incorporate programming to include the fifty plus seniors. Rodne stated that a

public meeting was tentatively set for June 20, 2013, and that all Board and Committees members would be invited to participate in the discussion, which was going to be facilitated by Hidell and Associates Architects, Inc.

#### **4. REPORTS**

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

###### Monthly Statistics

Director Mary Rodne gave the Board an overview of the statistics for the months of April and May. Rodne informed the Board that overall the numbers were up and noted that May is often a slower month due to end of school activities. Rodne continued with information on Zinio, a new online service for downloadable magazines offered to Library cardholder at no cost. It was noted that, at year-to-date, 1,142 magazines had been downloaded using the service. Rodne added that volunteer hours totaled 1,346 hours.

###### Donations

Director Rodne reported that the Library had received a total of \$3,370 in donations in April and May. In April, donations included: an anonymous donation of \$20 for the Books 'n' Brunch Book Club. In May, donations included: a \$3,000 Circle of Hope Grant from the Colleyville Women's Club for books on CD; \$100 from Becky Prentice for children's books in memory of Jack P. Flower; and \$250 from the Colleyville Garden Club for the purchase of gardening and landscaping books and periodicals.

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

Kay Newton reported for the Friends of the Colleyville Library. Newton stated that the Friends had held a used book sale in April, which had netted a profit of \$1,400. Also, Newton reported that the Friends had created a flyer to promote the Library's Summer Reading Program and digital downloadable materials, which was passed out at Market Street. Additionally, Newton announced that the Friends would be providing \$500 in gift cards for the Summer Reading Program grand prizes. In closing, Newton stated that the Friends of the Colleyville Library would be holding an annual meeting in the Library on June 25, 2013, at 7:00 p.m., and that the meeting would include an election of new officers and a program on digital downloads.

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

Mary Rodne stated that the Library Foundation Board had not held a meeting recently, and that a committee was still working on the redesign of the adult reading area project.

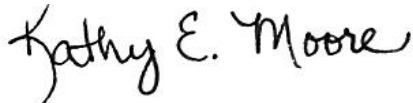
## **5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**

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

## **6. ADJOURNMENT**

A motion was made by Victoria Kennedy-Ziegler and seconded by Charna Logan-Gray to adjourn the meeting of the Colleyville Library Board at 6:45 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](http://www.colleyville.com)

---

**Agenda Number** 3a

**Agenda Date** 08/12/2013

**Number** 3a

**Type** Regular Agenda Items

**Department** Library

---

**Title**

Library Board appointment updates

**Explanation**

Those who serve on citizen boards, commissions, or committees have a direct impact on city policies and procedures, and provide a real service to the Colleyville community. The Colleyville City Council will be accepting applications from July 1 through August 30.

**Attachments**

1. 2013 Colleyville Library Board Roster

## ***Library Board***

### **PLACE 1**

**Kay Newton**

6002 Meadowhill  
Colleyville, TX 76034  
H: (817) 421-0139  
[gksafiq@aol.com](mailto:gksafiq@aol.com)  
TERM:Feb 2013 - Sep 2013

### **PLACE 3**

**Thad Bolline**

3013 Sherwood Lane  
Colleyville, TX 76034  
H: (817) 685-8864  
[public.bollini@gmail.com](mailto:public.bollini@gmail.com)  
TERM:Sep 2011 - Sep 2013

### **PLACE 5**

**Billie Tuttle**

202 Madison Square  
Colleyville, TX 76034  
W: (817) 991-1170  
H: (817) 581-4188  
[tuttlebob@sbcglobal.net](mailto:tuttlebob@sbcglobal.net)  
TERM:Sep 2011 - Sep 2013

### **PLACE 7**

**Charna Gray**

3300 Pembroke Parkway South  
Colleyville, TX 76034  
W: (817) 996--9217  
H: (817) 318-8229  
[cvquilter@verizon.net](mailto:cvquilter@verizon.net)  
TERM:Sep 2012 - Sep 2014

### **ALTERNATE 2**

**VACANT**

TERM:Feb 2013 - Sep 2013

### **EX-OFFICIO**

**Kay Newton**

6002 Meadowhill  
Colleyville, TX 76034  
H: (817) 421-0139  
[gksafiq@aol.com](mailto:gksafiq@aol.com)  
TERM:Sep 2012 - Sep 2014

### **PLACE 2**

**Victoria Kennedy-Ziegler**

5105 Camelot Drive  
Colleyville, TX 76034  
W: (972) 571-3719  
H: (817) 540-1191  
[dvrkennedy@tx.rr.com](mailto:dvrkennedy@tx.rr.com)  
TERM:Sep 2012 - Sep 2014

### **PLACE 4**

**Jerome Davis**

1704 Avalon  
Colleyville, TX 76034  
H: (817) 571-2153  
[davisjerome15@yahoo.com](mailto:davisjerome15@yahoo.com)  
TERM:Sep 2012 - Sep 2014

### **PLACE 6**

**Pam Jones**

2102 Maplewood Trail  
Colleyville, TX 76034  
W: (817) 577-2963  
H: (817) 577-2963  
[pam.jones1@att.net](mailto:pam.jones1@att.net)  
TERM:Sep 2012 - Sep 2014

### **ALTERNATE 1**

**Melissa Orlando**

3009 Scarborough Lane West  
Colleyville, TX 76034  
W: (215) 470-6800  
H: (682) 738-8153  
[melissa\\_orlando@hotmail.com](mailto:melissa_orlando@hotmail.com)  
TERM:Feb 2013 - Sep 2013

### **EX-OFFICIO**

**Cecilia Monacelli**

2504 Meandering Court  
Colleyville, TX 76034  
H: (817) 571-6210  
[cecilia@monacelli.net](mailto:cecilia@monacelli.net)  
TERM:Sep 2012 - Sep 2014



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 3b

**Agenda Date** 08/12/2013

**Number** 3b

**Type** Regular Agenda Items

**Department** Library

---

**Title**

City of Colleyville Fiscal Year 2014 (FY 2014) budget update

**Explanation**

Library, Parks and Recreation Director Mary Rodne will present an update on the proposed Colleyville Library Fiscal Year 2014 budget.

**Attachments**



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 3c

**Agenda Date** 08/12/2013

**Number** 3c

**Type** Regular Agenda Items

**Department** Library

---

**Title**

Approval of the use of the Voluntary Library Fund for the purchase of library materials, materials processing supplies, and library programs

**Explanation**

In preparing the Fiscal Year 2014 (FY2014) Colleyville Public Library budget, there were discussions with the Library Board supporting the use of the Voluntary Library Fund monies for the purchase of collection materials, collection processing supplies and library programs. Resolution R-03-2237 provides for the Voluntary Library Fund to be used for the purpose of the development and improvement of library programs and services and for approved library programs and capital items, including collection development (books and other materials). In October 2006, City Council approved Resolution R-06-2768, which increased the monthly Voluntary Library Fund contribution amount from \$1.00 to \$2.00 per month. It was projected the increase would generate \$55,000.00 per year, which would be used as a funding source for library material collections, collection processing supplies and library programs. As of September 30, 2013, the projected available Voluntary Library Fund balance is \$342,145. It is projected that the actual fund balance will be higher as FY 2013 total expenditures are not anticipated to be \$183,085. It has been determined that funds are available in the Voluntary Library Fund.

This item provides for the Colleyville Public 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 \$145,000.00.

**Attachments**

1. Voluntary Library Fund Report FY 2013
2. Resolution R-03-2237
3. Resolution R-06-2768

---

**FINANCIAL STATUS OF VOLUNTARY LIBRARY FUND AT 7-31-2013**

---

FUND BALANCE AT 9-30-2012:

\$369,083

**FY 2013 REVENUE**

| Donations:                   | PROJECTED     | ACTUAL        |
|------------------------------|---------------|---------------|
| October                      | \$13,855      | \$13,855      |
| November                     | \$12,636      | \$12,636      |
| December                     | \$12,421      | \$12,421      |
| January                      | \$12,460      | \$12,460      |
| February                     | \$12,492      | \$12,492      |
| March                        | \$12,413      | \$12,413      |
| April                        | \$13,388      | \$13,388      |
| May                          | \$13,932      | \$13,932      |
| June                         | \$11,418      | \$11,418      |
| July                         | \$13,367      | \$13,367      |
| August                       | \$13,377      | \$0           |
| September                    | \$13,387      | \$0           |
| <br>Total Donations          | <br>\$155,148 | <br>\$128,384 |
| <br>Interest income Received | <br>\$1,000   | <br>\$460     |
| <br>TOTAL                    | <br>\$156,148 | <br>\$128,844 |

---

**FY 2013 EXPENDITURES**

|                                  | RECOMMENDED<br>(BOARD) | APPROVED<br>(COUNCIL) | EXPENDED<br>YEAR-TO-DATE |
|----------------------------------|------------------------|-----------------------|--------------------------|
| BOOKS AND PROCESSING MATERIALS   |                        |                       |                          |
| FY 2012 BALANCE OF AUTHORIZATION | \$38,085               | \$38,085              | \$38,085                 |
| FY 2013 AUTHORIZATION            | \$145,000              | \$145,000             | \$83,145                 |
| <br>TOTAL                        | <br>\$183,085          | <br>\$183,085         | <br>\$121,230            |

**AVAILABLE FUND BALANCE AT 7-31-2013 (COUNCIL APPROVED)**

\$314,842

**PROJECTED AVAILABLE FUND BALANCE AT 9-30-2013 (COUNCIL APPROVED)**

\$342,145

**RESOLUTION R-03-2237**

**A RESOLUTION ESTABLISHING THE ALLOWED USES OF THE  
VOLUNTARY LIBRARY FUND**

**WHEREAS,** the mission of the Colleyville Public Library is to provide cultural, educational, intellectual and recreational resources in an inviting environment to enhance the quality of life for all ages; and

**WHEREAS,** the City of Colleyville can anticipate continued growth in the demand for library programs and services; and

**WHEREAS,** it is the opinion of the City Council that the best interest of the citizens of Colleyville will be served by providing for a voluntary library fund; and

**WHEREAS,** the City Council has established the Colleyville Public Library Board and this Board shall serve as a recommending body to the City Council for the use of the Voluntary Library Fund.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

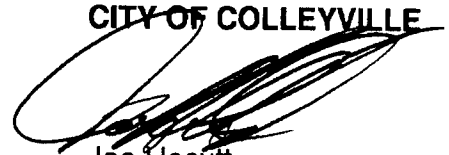
- Sec. 1. THAT a voluntary library fund has been established for the purpose of the development and improvement of library programs and services; and said fund can be used for approved library programs and capital items, including collection development (books and materials) and other items as desired by the City Council; however, said fund will not be used to provide for ongoing library maintenance and operations.
- Sec. 2. THAT the voluntary library fund is funded through a voluntary donation of one (\$1) per month from the citizens of Colleyville.
- Sec. 3. THAT this fee is listed with the Library Donation Fund as a separate entry on the Colleyville residents' water bills and is in all ways strictly voluntary.

**AND SO IT IS RESOLVED.**

PASSED BY A VOTE OF 5 AYES, 0 NAYS AND 0 ABSTENTIONS ON THIS  
THE 7<sup>th</sup> DAY OF October 2003.

**ATTEST:**

  
Cynthia Singleton, TRMC  
City Secretary

**CITY OF COLLEYVILLE**  
  
Joe Hocutt  
Mayor

**RESOLUTION R-06-2768**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE,  
TEXAS, INCREASING THE VOLUNTARY LIBRARY FUND CONTRIBUTION  
AMOUNT**

**WHEREAS,** the City Council previously created the Voluntary Library Fund; and

**WHEREAS,** in order to enhance the services at the Colleyville Public Library,  
the Colleyville Library Board has asked to increase the monthly  
Voluntary Library Fund contribution amount.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
COLLEYVILLE, TEXAS:**

Sec. 1. THAT the voluntary donation amount to the Voluntary Library Fund  
is increased to two (\$2) per month from the citizens of Colleyville.

Sec. 2. THAT this Resolution shall take effect November 1, 2006.

**AND IT IS SO RESOLVED.**

PASSED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS ON  
THIS THE 17<sup>th</sup> DAY OF October 2006.

**ATTEST:**



Cynthia Singleton, TRMC  
City Secretary

**CITY OF COLLEYVILLE**



David Kelly  
Mayor



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 3d

**Agenda Date** 08/12/2013

**Number** 3d

**Type** Regular Agenda Items

**Department** Library

---

**Title**

Discussion of Library meeting room policy

**Explanation**

This item is provided for the discussion of proposed changes to the Library meeting room policy. Attached is the current policy for review and discussion of the proposed changes.

**Attachments**

1. Library Meeting Room Policy



# COLLEYVILLE PUBLIC LIBRARY

## MEETING ROOM SPACE POLICY

### ☐ GENERAL STATEMENT

The Colleyville Public Library is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library may render under conditions recommended by the Library Board and set by the City of Colleyville.

Space, staff limitations and library schedules necessarily require regulatory measures, which affect the use of the meeting room space. These rules may be modified for official library and City functions when deemed appropriate. The City of Colleyville through its authorized Library representatives reserves the right to deny permission to use the meeting room space.

### ☐ STATEMENT OF PURPOSE

The purpose of this policy is to provide consistent guidance for the Colleyville Public Staff in Library meeting room space.

### ☐ PERMISSIBLE MEETINGS

Meeting room space in the Library is available primarily to meet the operational needs of the Library, Library – related organizations, and the City of Colleyville. When meeting room space is not in use by the Library or a City department, meeting room space is available as specified below. The use of the meeting room will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of city residents. Priority for the use of the meeting room will be given in the following order:

1. Library sponsored meetings or programs.
2. Friends of the Colleyville Public Library/ Colleyville Public Library Foundation sponsored meetings or programs.
3. City of Colleyville sponsored meetings or programs.
4. Colleyville non-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities.

The use of Library meeting room space for meetings, by organizations in Category #4, above, requires that the meetings must be open to the public and that at least one or more members of the organization are residents of the City of Colleyville. Any such requested use must not be disruptive to library patrons. Standing reservations for Library meeting room space will not be accepted. Library meeting facilities may not be used as the primary meeting place for any organization.

## **□ EXCLUSIONS**

- Commercial groups
- Social or private functions

A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc.

## **□ ENDORSEMENT OR SPONSORSHIP**

Use of Library meeting room space by an organization does not constitute Library sponsorship or endorsement of the organization or its policies, beliefs or activities. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted. Use of the name or address of the Library as the official address or headquarters of an organization is prohibited.

## **□ FACILITIES**

On the first level, the library has one (1) carpeted meeting room designed to meet general educational, cultural, intellectual, civic, or charitable purposes. On the second level, the Library has additional carpeted open space, designed for future Library expansion. When not in use by the Library or City, this space may be used by Colleyville non-profit organizations according to the guidelines detailed in this policy.

The meeting room has a kitchenette with a sink available for use. The second level has no kitchen facilities or sinks available.

**Please note that the meeting room kitchenette is designed to serve prepared food, not to prepare food. The second level is not designed to prepare food, but light refreshments may be served.**

Restrooms are located on the main level and the upper level.

## **□ PARKING**

The Library/City Hall has a sixty-two (62) space parking lot that includes three (3) handicapped spaces. A thirty-six (36) space overflow parking lot is also available.

## **□ EQUIPMENT**

### **▪ Audiovisual**

The Library meeting room has a built-in sound system. Audiovisual equipment is available for public use for a fee established by City Council Ordinance. (See Attachment A)

The Library will not supply an equipment operator. If instruction in the use of the equipment is necessary, arrangements must be made with the Library Director at least seventy-two (72) hours in advance of meeting time.

### **▪ Tables/Chairs**

The Library meeting room has tables and chairs available for public use at no additional charge. Tables and chairs available for use are listed on Colleyville Public Library Meeting Room Set-up Request Form (Attachment B).

### **▪ Upper Level**

The upper level meeting room space does have use of library chairs and tables, but not audio/visual equipment. Organizations using the upper level space are responsible for renting all audio/visual equipment needed for meetings and events.

## **□ RESERVATIONS**

Reservations for the use of the meeting room must be made on the Colleyville Public Library Meeting Room Application and Agreement (Attachment A). Groups will be booked in order of priority and then by date application is received with payment.

Reservations may be made for no more than three months in advance or less than 72 hours in advance by a City of Colleyville resident.

Library-related organizations and City of Colleyville meetings and programs are exempt from the advance reservation rule, but must complete an application to secure a room reservation.

## **□ HOURS**

Meetings may only be scheduled during times the Library is open.

The present schedule for use of Library meeting room space is:

|                    |                        |
|--------------------|------------------------|
| Monday & Wednesday | 10:00 a.m. - 6:00 p.m. |
| Tuesday & Thursday | 10:00 a.m. - 8:00 p.m. |
| Friday             | 10:00 a.m. - 5:00 p.m. |
| Saturday           | 10:00 a.m. - 3:00 p.m. |
| Sunday             | Closed                 |

All members of an organization must be out of the building at designated closing times. Groups must allow time for clean up, etc., so the Library can be secured **promptly** at closing times specified above.

Library, Library-related organizations and City of Colleyville meetings may be scheduled when the Library is closed. City staff will make arrangements in advance for securing the building at the conclusion of the meeting.

## **□ FEES**

Rental fees will be charged for use of Library meeting room space and equipment. Library-related organizations and the City of Colleyville are exempt from rental fees. Rental rates shall be the rates, which are in effect on the date of the event. Rental rates, fees and policy are established by City Council Ordinance and are subject to change. (See Attachment A)

All fees must accompany the application when submitted to the Library Director for approval. If the application is denied, the fee will be returned.

An application for meeting room use will include the name of the group, date and time of meeting, nature of meeting, name of group-contact person, number of people attending, and desired equipment needed.

Refunds on meeting room space charges are made when the cancellation is received in writing two weeks prior to the meeting. If the reservation is cancelled less than two weeks prior to the meeting, refunds will be considered on an individual basis.

The Library due to the booking of a major Library/City event, weather, natural disaster or national emergency may cancel a Library meeting room space reservation, though confirmed. A full refund will be made.

## **☐ DAMAGE DEPOSIT**

An organization shall pay a damage deposit set by the City Council Ordinance. (See Attachment A) A damage deposit is to be paid, by check, separately at the time an application is submitted. The damage deposit will be refunded after a Library staff member has inspected the area and determines that no damage to the meeting room space has occurred. An additional charge for the cost of the actual damages will be billed to the organization if damages exceed the damage deposit.

## **☐ MEETING ROOM SPACE REGULATIONS**

### **▪ Set-up and Clean-up**

The Library will provide meeting room set-ups for groups. Requests must be submitted on the Colleyville Public Library Meeting Room Set-up Request Form (Attachment B) a minimum of seventy-two (72) hours in advance of the meeting time.

Organizations must provide their own support for additional set-up of the meeting room space they use. Library staff will not be made available to provide support services such as carrying equipment or materials into or around the Library, making coffee or photocopies.

Organizations must leave the premises in as good condition in which it was found. Groups will be assessed for clean up of any areas which may have been overlooked. All decorations and organization belongings must be removed.

### **▪ Food and Other Refreshments**

Light refreshments (equivalent to coffee and cookies) may be served in Library meeting room space. Red beverages may not be served. The Library Director must approve service of all refreshments in advance as part of the formal meeting room space reservation process. Groups must supply their own coffee, cream, sugar, and paper goods. The Library will not store food, beverages or supplies for groups.

The Library and Library-related organizations such as the Friends of the Library, the Library Foundation and the City of Colleyville are exempt and may serve food and refreshments as deemed appropriate for meetings, programs and special events.

- **Tobacco Materials**

Use of tobacco materials is not permitted anywhere in the Library, including meeting room, lobbies, restrooms, etc.

- **Drugs**

No drugs or contraband may be used and/or in possession of on Library premises.

- **Alcohol**

No alcoholic beverages may be used and/or in possession of on Library premises.

Library-related organizations such as the Friends of the Library, and the Library Foundation may request an exemption subject to approval by the City Manager.

- **Decorations**

The Library must approve all decorations in advance. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations. All open flames are prohibited. Decorations cannot be nailed, stapled, taped or otherwise attached to walls, ceilings, woodwork or furniture. Use of confetti and metallic glitter is prohibited.

- **Solicitations, Sales, and Promotions**

No admission, donations or fees to defray expenses are to be charged by any group using the meeting room space, with the exception of library-sponsored programs for which fees may be charged to defray expenses. No fees may be charged for products or product services. Gambling, lottery or bingo is not allowed in the Library meeting room space.

The Library and Library-related organizations such as the Friends of the Library and the Library Foundation may have special sales or promotions in the Library.

## **☐ VIOLATIONS**

If a group violates one or more of the above meeting room regulations, the group will receive a written **Colleyville Public Library Meeting Room Violation Notification**, and may be denied use of the Library facility in the future.

## **☐ LOSS OR DAMAGE**

In the case of vandalism, theft, fire, flood or other natural disaster, the Library is not responsible for loss or damage to the organization's property within the building. However, each organization will promptly pay for any and all damage or injury to or loss of Library property, which may occur as a result of the use of the premises.

## **☐ SECURITY**

The Library and City reserve the right to determine the need for police and/or fire security at an event and will provide the group a list of approved security personnel allowed in the Library. The group will be responsible for security expenses, which will be paid directly to the security personnel **PRIOR TO THE START OF THE EVENT**. If a group refuses to assume the cost for security, use of the Library meeting room space shall not be granted.

## **☐ AMERICANS WITH DISABILITIES ACT (ADA)**

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Organizations must comply with applicable ADA requirements when using Library meeting room space and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids requested in order to accommodate any person(s) in accordance with such requirements.

## **☐ INDEMNIFICATION**

The organization shall agree to indemnify, save harmless and defend the City of Colleyville from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organization's use of the Colleyville Public Library's meeting room and other facilities.

## **☐ WAIVER OR VARIATION REQUESTS**

Requests for waiver or variation of any of the meeting room regulations may be made to the Library Board. Requests must be submitted in writing to the Library Director who will forward the request on to the Library Board. The Library Board will review the request and submit recommendations to the City Council for approval.

## **□ APPEAL**

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Library Board. The appeal must be submitted in writing to the Library Director who will forward the request on to the Library Board. The Library Board will review the request and submit recommendations to the City Council for approval.

## **□ REVISIONS**

The staff and the Library Board of the Colleyville Public Library will review the meeting room policy and regulations periodically, and reserve the right to recommend changes at any time.



# COLLEYVILLE PUBLIC LIBRARY

## MEETING ROOM SPACE

### Application and Agreement

TO: City of Colleyville Date: \_\_\_\_\_

ATTENTION: Library Director

As \_\_\_\_\_ of the \_\_\_\_\_  
(Officer or Authorized Representative) (Organization)

I respectfully request permission to use the library meeting room space on the following date, or dates, at the time indicated: (specify starting and ending times)

| DATE  | TIME  | DATE  | TIME  |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Number expected to attend meeting/meetings: \_\_\_\_\_

Permission is requested to serve refreshments: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list refreshments to be served (be specific; please be aware that red beverages are not permitted):  
\_\_\_\_\_  
\_\_\_\_\_

Area Selection Meeting Room: ☐ Upper Level: ☐

Setup: Please complete Meeting Room Set-up Request form.

|                     |                          |                 |                     |  |
|---------------------|--------------------------|-----------------|---------------------|--|
| Damage Deposit Fee: | Meeting Room (\$100.00): |                 |                     |  |
|                     | Upper Level (\$250.00):  |                 |                     |  |
|                     | Room                     | First Two Hours | Per Additional Hour |  |
| Rental Fee:         | Meeting Room             | \$25.00         | \$10.00             |  |
|                     | Upper Level              | \$300.00        | \$50.00             |  |

#### Equipment Rental Fee Schedule:

(check needed materials following):

|                          |       |          |          |
|--------------------------|-------|----------|----------|
| Data/Video LCD Projector | _____ | Hourly   | \$50.00  |
| Front Projection Screen  | _____ | Full Day | \$400.00 |
| DVD + VHS VCR Recorder   | _____ |          | \$25.00  |
| CD/Tape Player           | _____ |          | \$35.00  |
| Podium                   | _____ |          | \$20.00  |
|                          |       |          | \$35.00  |
| Total                    |       |          | _____    |

ATTACHMENT A  
1 OF 2

We hereby acknowledge that prior to our use of Library Meeting Room space, we will have, or we already have, reviewed the Colleyville Public Library policies, rules and regulations governing the use of the room. We, individually and on behalf of the Organization, agree to abide by all such policies, rules and regulations regarding our use of the space. Further, the Organization will undertake its best efforts to cause all others in the room during our use thereof to abide by the policies, rules and regulations.

We do hereby further agree to indemnify and hold harmless the Colleyville Public Library and the City of Colleyville, from any and all claims, demands, causes of action and any and all other expense, including attorney's fees, should any be incurred arising from or during the course of our use of the room pursuant to this Application.

We shall also be responsible for any and all damage caused to the library building, the premises, and the library equipment and other personal property, whether said damage is negligently or willfully caused as a result of our use of the meeting room.

Payment of the fee for each date requested must be made at time of application. Refund will be made if meeting room is previously booked.

ORGANIZATION \_\_\_\_\_

REPRESENTATIVE'S SIGNATURE \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBERS: Home \_\_\_\_\_ Work \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**USE OF MEETING ROOM**

Approved: \_\_\_\_\_

Modifications or restrictions, if any: \_\_\_\_\_

\_\_\_\_\_

Disapproved: \_\_\_\_\_

Reason for disapproval, modifications or restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library Director

Date

Date Application Received \_\_\_\_\_ Funds Received \_\_\_\_\_

ATTACHMENT A  
2 OF 2



# COLLEYVILLE PUBLIC LIBRARY

110 MAIN STREET  
COLLEYVILLE, TEXAS 76034  
817-503-1150

## Meeting Room Set-up Request Form

Group Name: \_\_\_\_\_

Group Set-up Contact: \_\_\_\_\_

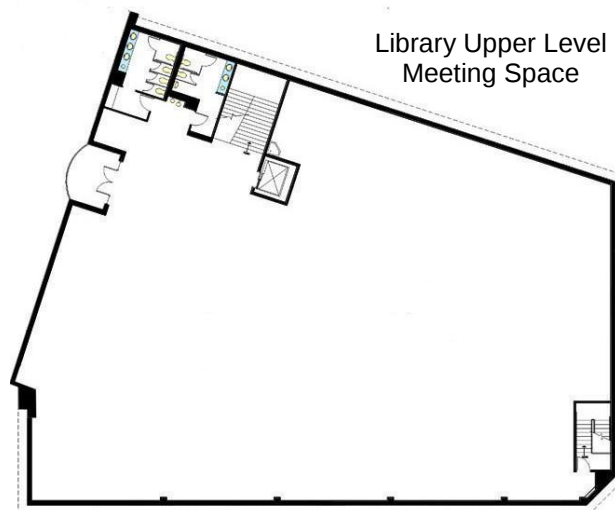
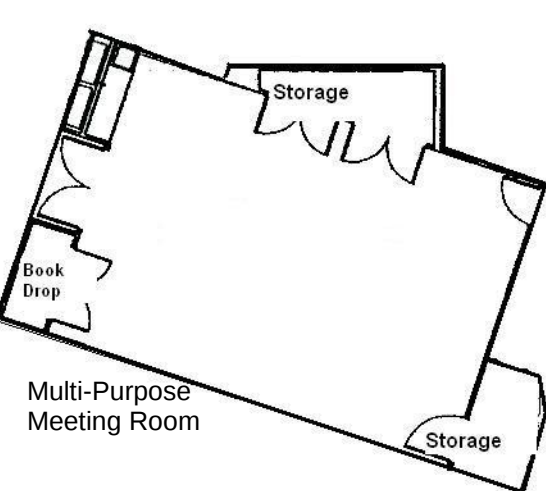
Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Set-up / Additional Comments: \_\_\_\_\_



## Meeting Room Capabilities

| Room                           | Size         | Square Feet | Classroom Capacity | Theatre Capacity | Conference Capacity |
|--------------------------------|--------------|-------------|--------------------|------------------|---------------------|
| Lower Level Multi-Purpose Room | 24' by 33.5' | 804 s.f.    | 45                 | 63               | 30                  |
| Upper Level Open Area          |              | 10,275 s.f. |                    |                  |                     |

Set-up Style    Classroom ☐    Theatre ☐    Square ☐    "U" Shape ☐

## Tables and Chairs

(Please indicate quantity needed)

Fifteen (15) 6' x 18" tables  
 Twenty (20) 8' x 30" tables  
 Eight (8) 60" round tables

Chairs w/ arms  
 (338)  
 Chairs w/o arms  
 (65)

## Equipment Rental Fee Schedule

Check Needed Materials

Data / Video LCD Projector  
 Front Projection Screen  
 DVD + VHS VCR Recorder  
 CD/Tape Player  
 Podium

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

|          |          |
|----------|----------|
| Hourly   | \$50.00  |
| Full Day | \$400.00 |
|          | \$25.00  |
|          | \$35.00  |
|          | \$20.00  |
|          | \$35.00  |



# COLLEYVILLE PUBLIC LIBRARY

## MEETING ROOM

### Violation Notification

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(applicant's name)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Meeting room space of the Colleyville Public Library was scheduled by you for use on

\_\_\_\_\_ by your group \_\_\_\_\_  
(date) (name of organization)

Checking the facility afterwards, we found:

\_\_\_\_\_ Room not used, no cancellation notice received by Library

\_\_\_\_\_ Spots on carpet

\_\_\_\_\_ Evidence of smoking in a "No Smoking Building"

\_\_\_\_\_ Tables and/or countertops not cleaned

\_\_\_\_\_ Refuse not properly disposed of

\_\_\_\_\_ Lights left on

\_\_\_\_\_ Other:

\_\_\_\_\_  
\_\_\_\_\_

We assume that the item(s) checked above were unintentional oversights. However, if clarification of the regulations governing the use of the meeting room is needed, please let me know.

Sincerely Yours,

\_\_\_\_\_  
Library Director



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 3e

**Agenda Date** 08/12/2013

**Number** 3e

**Type** Regular Agenda Items

**Department** Library

---

**Title**

Discussion of the Colleyville Public Library tenth anniversary year events

**Explanation**

This item is provided for the discussion of 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](http://www.colleyville.com)

---

**Agenda Number** 3f

**Agenda Date** 08/12/2013

**Number** 3f

**Type** Regular Agenda Items

**Department** Library

---

**Title**

Suggested items for future meetings

**Explanation**

This item allows the opportunity for Library Board members to suggest items for consideration on future Library Board agendas.

**Attachments**



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 4a

**Agenda Date** 08/12/2013

**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 June and July.

- A. Monthly Statistics
- B. Donations
- C. Library Programs
  - 1. Summer Reading Program
  - 2. Fall Programs

**Attachments**

- 1. Library Monthly Statistic Report - June and July



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

| REPORT TO LIBRARY BOARD/JUNE 2013 |            |            |                   |             |                      |                   |
|-----------------------------------|------------|------------|-------------------|-------------|----------------------|-------------------|
|                                   | June 2013  | June 2012  | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | % Change<br>(+/-) |
| <b>USAGE STATISTICS</b>           |            |            |                   |             |                      |                   |
| Persons Visiting the Library      | 13,714     | 15,311     | -10%              | 68,639      | 75,360               | -9%               |
| Drive Up Transactions             | 148        | 174        | -15%              | 1,354       | 1,522                | -11%              |
| Total In-Library Transactions     | 53,876     | 56,975     | -5%               | 313,127     | 304,255              | 3%                |
| Study Room Hours Usage            | 382.00     | 398.00     | -4%               | 2,842.50    | 2,951.00             | -4%               |
| Volunteer Hours                   | 798.64     | 819.50     | -3%               | 2,147.17    | 1,923.55             | 12%               |
| <b>LIBRARY PROGRAMS PRESENTED</b> |            |            |                   |             |                      |                   |
|                                   | 60         | 50         | 20%               | 353         | 326                  | 8%                |
| <b>PROGRAM ATTENDANCE</b>         |            |            |                   |             |                      |                   |
|                                   | 3,830      | 3,844      | 0%                | 17,697      | 13,453               | 32%               |
| <b>COMPUTER USE</b>               |            |            |                   |             |                      |                   |
|                                   | Users      |            |                   | Users       |                      |                   |
| Children                          | 190        | 269        | -29%              | 820         | 769                  | 7%                |
| Adult                             | 478        | 556        | -14%              | 3,483       | 4,932                | -29%              |
| <b>CARD REGISTRATIONS</b>         |            |            |                   |             |                      |                   |
|                                   | 217        | 213        | 2%                | 910         | 794                  | 15%               |
| <b>CIRCULATION</b>                |            |            |                   |             |                      |                   |
| TOTAL CIRCULATION                 | 32,048     | 33,327     | -4%               | 179,884     | 175,155              | 3%                |
| Digital                           | 972        | 759        | 28%               | 6,363       | 5,291                | 20%               |
| Zinio                             | 526        |            |                   | 1,968       |                      |                   |
| <b>COLLECTION</b>                 |            |            |                   |             |                      |                   |
|                                   | 465        | 540        | -14%              | 68,298      | 65,573               | 4%                |
| <b>LIBRARY RECEIPTS</b>           |            |            |                   |             |                      |                   |
|                                   | \$3,515.34 | \$2,922.03 | 20%               | \$19,183.65 | \$18,076.92          | 6%                |



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/JULY 2013

|                               | July 2013 | July 2012 | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | % Change<br>(+/-) |
|-------------------------------|-----------|-----------|-------------------|-------------|----------------------|-------------------|
| <b>USAGE STATISTICS</b>       |           |           |                   |             |                      |                   |
| Persons Visiting the Library  | 13,563    | 12,569    | 8%                | 82,202      | 89,262               | -8%               |
| Drive Up Transactions         | 171       | 202       | -15%              | 1,525       | 1,724                | -12%              |
| Total In-Library Transactions | 57,903    | 54,692    | 6%                | 371,030     | 358,947              | 3%                |
| Study Room Hours Usage        | 355.00    | 304.00    | 17%               | 3,197.50    | 3,255.00             | -2%               |
| Volunteer Hours               | 851.00    | 815.75    | 4%                | 2,998.17    | 2,739.30             | 9%                |

### LIBRARY PROGRAMS PRESENTED

|    |    |     |     |     |     |
|----|----|-----|-----|-----|-----|
| 70 | 61 | 15% | 424 | 387 | 10% |
|----|----|-----|-----|-----|-----|

### PROGRAM ATTENDANCE

|       |       |     |        |        |     |
|-------|-------|-----|--------|--------|-----|
| 3,705 | 3,316 | 12% | 21,297 | 16,769 | 27% |
|-------|-------|-----|--------|--------|-----|

### COMPUTER USE

Users

Users

Children

Adult

|     |     |     |       |       |      |
|-----|-----|-----|-------|-------|------|
| 161 | 167 | -4% | 981   | 936   | 5%   |
| 477 | 487 | -2% | 3,960 | 5,419 | -27% |

### CARD REGISTRATIONS

|     |     |    |       |     |     |
|-----|-----|----|-------|-----|-----|
| 175 | 162 | 8% | 1,085 | 956 | 13% |
|-----|-----|----|-------|-----|-----|

### CIRCULATION

TOTAL CIRCULATION

Digital

Zinio

|        |        |     |         |         |     |
|--------|--------|-----|---------|---------|-----|
| 31,084 | 29,331 | 6%  | 210,968 | 204,486 | 3%  |
| 995    | 845    | 18% | 7,358   | 6,136   | 20% |
| 377    |        |     | 2,345   |         |     |

### COLLECTION

|     |     |     |        |        |    |
|-----|-----|-----|--------|--------|----|
| 536 | 483 | 11% | 68,834 | 66,056 | 4% |
|-----|-----|-----|--------|--------|----|

### LIBRARY RECEIPTS

|            |            |    |             |             |    |
|------------|------------|----|-------------|-------------|----|
| \$2,946.12 | \$2,891.01 | 2% | \$22,129.67 | \$20,967.93 | 6% |
|------------|------------|----|-------------|-------------|----|



## COLLEYVILLE PUBLIC LIBRARY

### VOLUNTEER HOURS

**FISCAL YEAR 2012/2013**

| MONTH           | VOLUNTEERS    | PERS-<br>ONS | VOLUNTEENS   | PERS-<br>ONS | NCL           | PERS-<br>ONS | SCHOOL          | PERS-<br>ONS | TEEN/ADULT<br>COURT | PERS-<br>ONS | TOTAL           | TOTAL<br>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           | 96.00         | 6            | 0.00         | 0            | 0.00          | 0            | 61.90           | 20           | 5.45                | 2            | 163.35          | 28               |
| May             | 23.16         | 4            | 0.00         | 0            | 0.00          | 0            | 41.60           | 15           | 10.00               | 2            | 74.76           | 21               |
| June            | 105.67        | 5            | 16.00        | 3            | 380.50        | 65           | 294.47          | 46           | 2.00                | 1            | 798.64          | 120              |
| July            | 54.50         | 8            | 11.25        | 3            | 415.50        | 100          | 369.75          | 50           | 0.00                | 0            | 851.00          | 161              |
| August          |               |              |              |              |               |              |                 |              |                     |              | 0.00            | 0                |
| September       |               |              |              |              |               |              |                 |              |                     |              | 0.00            | 0                |
| <b>FY Total</b> | <b>549.28</b> |              | <b>72.00</b> |              | <b>896.00</b> |              | <b>1,409.97</b> |              | <b>69.30</b>        |              | <b>2,996.55</b> | <b>0</b>         |



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 4b

**Agenda Date** 08/12/2013

**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 members.

**Attachments**



# City of Colleyville Colleyville Library Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 4c

**Agenda Date** 08/12/2013

**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**