



City of Colleyville

Colleyville Library Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Monday, February 10, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 14, 2013

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

3b Discussion of the Colleyville Public Library tenth anniversary event

3c Discussion of the Colleyville Public Library 2014 Summer Reading Program

3d Discussion of items for future agendas

4. REPORTS

4a Librarian's Report

4b Friends of the Colleyville Public Library Report

4c Colleyville Public Library Foundation Report

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

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 7, 2014 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, October 14, 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 6:06 p.m.

Roll Call: Present Chairperson Jerome Davis, Board members Billie Tuttle, Thad Bolline, Kay Newton, Victoria Kennedy-Ziegler and Vernon Noronha; Library, Parks and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake, Administrative Assistant Kathy Moore

Absent Board members Charna Logan-Gray, and Pam Jones; Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

August 12, 2013

A motion was made by Kay Newton and seconded by Thad Bolline to approve the August 12, 2013 minutes as presented. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members and a Tour of the Library

Jerome Davis introduced new member Vernon Noronha to the Board members and staff. Library Director Mary Rodne offered to schedule a tour at his convenience.

3b Election of the Colleyville Library Board Chair and Vice-Chair

Jerome Davis made a motion that Thad Bolline serve as Board Chair for the upcoming year and Billie Tuttle seconded the motion. Kay Newton nominated Jerome Davis as Vice-Chair and Victoria Kennedy-Ziegler seconded the motion. The motions carried with a unanimous vote.

3c Library Board Appointment Update

Library Director Mary Rodne informed Board members that Pam Jones had submitted a letter of resignation due to family issues, and noted that this would leave the Board

with two vacant positions. Rodne added that the City Secretary's office would be accepting applications through November 26, and that appointments would be made in December.

3d City of Colleyville Fiscal Year 2014 (FY2014) Budget Update

Director Rodne updated the Board on the Colleyville Public Library FY2014 budget, and announced that the City Council had approved the Library budget as submitted at the September 17, 2013, City Council meeting. It was noted that the new budget would go into effect on October 1, 2013.

Rodne stated that the new budget included a permanent part-time position for a cataloging assistant, which had previously been a temporary position. Additionally, Rodne noted that Council had approved \$145,000 from the Voluntary Park Fund for the purchase of library materials, material processing supplies and library programs, as recommended by the Board. Library Director Rodne added that due to the closing of the North Texas Library Partners, staff would be researching other sources for vendor discounts. Discussion continued concerning the types of options available throughout the State.

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

Director Rodne stated that the planning Committee had met and that plans for the event were well underway and noted that the Committee agreed that the event should be an evening for adults.

Rodne informed the Board members that Rebecca Miller had consented to serve as the Master of Ceremonies for the evening, and noted that the event would be held 6:30 to 9:00 p.m. Additionally, Rodne noted that plans were underway for refreshments; soft music; displays highlighting programs and activities from the past ten years; tours of the Library; and a program that celebrated ten years of accomplishments, and recognition of those who have supported the Library over the years.

3f Suggested items for future agendas

It was agreed that the Board would update and approve the Meeting Room Policy at a future meeting date. Additionally, a request was made to add a review of the Library's current hours of operations as a future agenda item. The Library Board agreed to hold the next Library Board meeting on December 9, 2013 at 6:00 p.m. It was noted that staff would send out a reminder notice in late November to ensure there would be a quorum.

4. REPORTS

4a Librarian's Report

Monthly Statistics

Director Mary Rodne gave the Board an overview of the statistics for the months of August and September. Patrons had checked out a total of 39,746 items, 197 Colleyville residents had registered for library cards, library patron visits totaled 15,305, attendance for programs totaled 1,591, and volunteer hours totaled 330 hours.

Rodne also reported that the Library's fiscal year had ended on September 30, 2013, and noted that Library usage had increased over last Fiscal Year in most key performance measures. During Fiscal Year 2012-2013, patrons checked out 250,737 items, 1,282 Colleyville residents had registered for Library cards, patron visits totaled 99,009, and attendance for programs totaled 22,865. Additionally, Rodne noted that virtual visits, tracked through the Library's downloadable collection websites, were now being included in the Library's patron visit statistics.

Donations

Director Rodne reported that the Library had received a total of \$629.13 in donations in August and September. In August, donations included: \$500 from the Colleyville Lions Club for the purchase of large print books, \$47 from the Books 'n' Brunch Club for the purchase of refreshments, and \$20 from an anonymous donor for the purchase of refreshments for the Books 'n' Brunch Book Club. September donations included: \$62.13 from the Friends of the Colleyville Public Library from the sale of used books through Better World Books.

Library Programs

Director Rodne reminded Board members that the City now has a combined program brochure for the Colleyville Public Library and the Recreation Department, and noted that it was only available online. Rodne concluded that the fall program information was currently available online and that registration was open.

Rodne added that most of the classes were full and that staff was considering adding additional classes to accommodate the more popular programs. Additionally, a new program, "Home 2 Library Connection" had been added to accommodate home school patrons. Rodne concluded that a draft of the Library's Winter/Spring program brochure was due that week and it would be available online in January.

4b Friends of the Colleyville Public Library Report

President Kay Newton reported that the Friends of the Colleyville Public Library had held a general meeting on September 26. Newton stated that they had adopted a new budget and that new Executive Board officers for FY 2013-2014 had been selected. Newton announced that the new officers included: President, Kay Newton; Vice-President, Nancy Tuuling; Secretary, Billie Tuttle; and Treasurer, Vicki Smith.

Additionally, Newton reported that the evening's program topic covered the use of digital downloads, which people seemed to be very interested in.

Newton also noted that Youth Librarian Angela Bailey had accepted another position and that the Friends had donated four books to be placed at the Library in honor of Angela and her work with the Friends. Newton concluded that the Friends planned to decorate a themed holiday tree again this year in front of the City Hall for the Community Decorated tree display.

4c Colleyville Public Library Foundation Report

Mary Rodne stated that the Library Foundation had not met recently. However, Rodne noted that the Foundation was planning to meet to discuss plans for the future.

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

Board member, Vernon Noronha asked how the hours of operation for the Library were determined. Director Rodne stated the hours of operation were determined when the Library originally opened and added that funding availability and staffing were the major factors. Rodne suggested that the Board add hours of operation as a future agenda item.

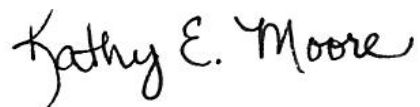
Assistant City Manager/Chief Financial Officer Terry Leake reminded the Board members that it was a requirement for anyone who serves on a Board or Committee to complete the Texas Open Meetings Act (TOMA) online training session. It was noted that the audio presentation lasts approximately one hour and that there is no test. Leake added that a code is given to obtain a certificate of completion, and explained that the certificate of completion should be forwarded to City Secretary Amy Shelley. It was agreed that staff would check to see who still needs to complete the training and that an email link would be sent to those members.

6. ADJOURNMENT

A motion was made by Kay Newton and seconded by Jerome Davis to adjourn the meeting of the Colleyville Library Board at 7:04 p.m. **Motion approved unanimously.**

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____
ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive style with a large, stylized 'K' and 'M'.

Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a

Agenda Date 02/10/2014

Number 3a

Type Regular Agenda Items

Department Library

Title

Introduction of new Colleyville Library Board members

Explanation

This item is provided to allow for the introductions of the new Colleyville Library Board members.

Attachments

1. 2014 Colleyville Library Board Roster

Library Board

PLACE 1

Kay Newton

6002 Meadowhill
Colleyville, TX 76034
H: (817) 421-0139
gksafiq@aol.com
TERM: Sep 2013 - Sep 2015

PLACE 3

Thad Bolline

3013 Sherwood Lane
Colleyville, TX 76034
W: (817) 961-5118
H: (817) 685-8864
public.bollini@gmail.com
TERM: Sep 2013 - Sep 2015

PLACE 5

Billie Tuttle

202 Madison Square
Colleyville, TX 76034
W: (817) 991-1170
H: (817) 581-4188
tuttlebob@sbcglobal.net
TERM: Sep 2013 - Sep 2015

PLACE 7

Charna Gray

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

ALTERNATE 2

Nancy Andrews

508 Colleyville Terrace
Colleyville, TX 76034
W: (817) 917-1940
H: (817) 281-5559
nancya@sbcglobal.net
TERM: Dec 2013 - Sep 2015

EX-OFFICIO

Kay Newton

6002 Meadowhill
Colleyville, TX 76034
H: (817) 421-0139
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
drvkenney@tx.rr.com
TERM: Sep 2012 - Sep 2014

PLACE 4

Jerome Davis

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

PLACE 6

Vernon Noronha

200 Old Grove Road
Colleyville, TX 76034
W: (214) 840-4255
H: (817) 576-2050
vernon.noronha@gmail.com
TERM: Sep 2013 - Sep 2014

ALTERNATE 1

Sue Anne Martinez

1816 Maplewood Trail
Colleyville, TX 76034
W: (972) 586-1938
H: (817) 525-5342
sueanne.martinez@aviall.com
TERM: Dec 2013 - Sep 2015

EX-OFFICIO

Cecilia Monacelli

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



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3b

Agenda Date 02/10/2014

Number 3b

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library tenth anniversary event

Explanation

Library, Parks and Recreation Director Mary Rodne will provide a summary for the Colleyville Public Library's ten year anniversary event, held on November 8, 2013.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3c

Agenda Date 02/10/2014

Number 3c

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library 2014 Summer Reading Program

Explanation

This item is provided for an update and discussion of the Colleyville Public Library's 2014 summer reading program - "Paws to Read".

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3d

Agenda Date 02/10/2014

Number 3d

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 Agenda Briefing

City Hall
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Agenda Number 4a

Agenda Date 02/10/2014

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 October, November, December and January.

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

Attachments

1. Library Monthly Statistics Report - October 2013 - January 2014



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2013

	October 2013	October 2012	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,005	7,653	31%	10,005	7,653	31%
Drive Up Transactions	115	186	-38%	115	186	-38%
Total In-Library Transactions	32,130	34,480	-7%	32,130	34,480	-7%
Study Room Hours Usage	130.00	357.25	-64%	130.00	357.25	-64%
Volunteer Hours	105.75	177.00	-40%	105.75	177.00	-40%

LIBRARY PROGRAMS PRESENTED

	62	61	2%	62	61	2%
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PROGRAM ATTENDANCE

	2,828	2,369	19%	2,828	2,369	19%
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COMPUTER USE

Users

Users

Children

55

61

-10%

55

61

-10%

Adult

301

343

-12%

301

343

-12%

CARD REGISTRATIONS

	67	105	-36%	67	105	-36%
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CIRCULATION

TOTAL CIRCULATION

18,353

19,532

-6%

18,353

19,532

-6%

Digital

822

577

42%

822

577

42%

Zinio

366

366

COLLECTION

	414	353	17%	70,150	66,093	6%
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LIBRARY RECEIPTS

	\$2,041.77	\$2,384.72	-14%	\$2,041.77	\$2,384.72	-14%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2013

	November 2013	November 2012	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,354	7,117	31%	19,359	14,770	-24%
Drive Up Transactions	119	126	-6%	234	312	33%
Total In-Library Transactions	29,530	31,480	-6%	61,660	65,960	7%
Study Room Hours Usage	302.00	329.00	-8%	432	686.25	59%
Volunteer Hours	112.67	316.00	-64%	218.42	493.00	126%

LIBRARY PROGRAMS PRESENTED

	48	49	-2%	110	110	0%
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PROGRAM ATTENDANCE

	933	5,518	-83%	3,761	7,887	-52%
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COMPUTER USE

Users

Users

Children	65	97	-33%	120	158	-24%
Adult	231	340	-32%	532	683	-22%

CARD REGISTRATIONS

	63	90	-30%	130	195	-33%
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CIRCULATION

TOTAL CIRCULATION	17,264	17,493	-1%	35,617	37,025	4%
Digital	833	534	-56%	1655	1,111	-49%
Zinio	363			729		

COLLECTION

	174	303	-43%	70,324	66,396	6%
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LIBRARY RECEIPTS

	\$1,433.94	\$1,914.19	-25%	\$3,475.71	\$4,298.91	-19%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/DECEMBER 2013

	December 2013	December 2012	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	8,808	5,634	56%	28,167	20,404	38%
Drive Up Transactions	104	121	-14%	338	433	-22%
Total In-Library Transactions	28,484	28,575	0%	90,144	94,535	-5%
Study Room Hours Usage	141.00	293.00	-52%	573.00	979.25	-41%
Volunteer Hours	103.75	143.00	-27%	322.17	636.00	-49%

LIBRARY PROGRAMS PRESENTED

16	19	-16%	126	129	-2%
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PROGRAM ATTENDANCE

587	456	29%	4,348	8,337	-48%
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COMPUTER USE

Users

Users

Children

35

64

-45%

155

222

-30%

Adult

192

324

-41%

724

1007

-28%

CARD REGISTRATIONS

40

62

-35%

170

257

-34%

CIRCULATION

TOTAL CIRCULATION

16,566

16,376

1%

52,183

53,401

-2%

Digital

809

583

39%

2,464

1,694

45%

Zinio

467

1,196

COLLECTION

237

-138

-272%

70,561

66,258

6%

LIBRARY RECEIPTS

\$1,890.41

\$1,848.14

2%

\$5,366.12

\$6,147.05

-13%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JANUARY 2014

	January 2014	January 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,268	7,217	42%	38,435	27,620	39%
Drive Up Transactions	137	172	-20%	475	605	-21%
Total In-Library Transactions	30,232	34,301	-12%	120,376	128,836	-7%
Study Room Hours Usage	176.00	315.00	-44%	749.00	1,295.00	-42%
Volunteer Hours	99.27	153.75	-35%	421.44	789.75	-47%

LIBRARY PROGRAMS PRESENTED

	37	29	28%	163	157	4%
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PROGRAM ATTENDANCE

	737	617	19%	5,085	9,065	-44%
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COMPUTER USE

Users

Users

Children	26	63	-59%	181	285	-36%
Adult	285	380	-25%	1,009	1,387	-27%

CARD REGISTRATIONS

	89	92	-3%	259	349	-26%
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CIRCULATION

TOTAL CIRCULATION	17,707	19,430	-9%	69,890	72,831	-4%
Digital	866	738	17%	3,330	2,432	37%
Zinio	426			1,622		

COLLECTION

	-1,052	-632	-66%	69,509	65,626	6%
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LIBRARY RECEIPTS

	\$2,251.68	\$1,996.73	13%	\$7,617.80	\$8,143.78	-6%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2013/2014

MONTH	VOLUNTEERS	PERS- ONS	VOLUNTEENS	PERS- ONS	NCL	PERS- ONS	SCHOOL	PERS- ONS	TEEN/ADULT COURT	PERS- ONS	TOTAL	TOTAL PERSONS
October	31.50	6	0.00	0	0.00	0	73.25	14	1.00	1	105.75	21
November	20.67	5	15.25	4	0.00	0	76.75	14	0.00	0	112.67	23
December	10.75	3	9.25	3	0.00	0	75.75	16	8.00	1	103.75	23
January	19.92	6	0.00	0	0.00	0	67.35	22	12.00	1	99.27	29
February											0.00	0
March											0.00	0
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	82.84	20	24.50	7	0.00	0	293.10	66	21.00	3	421.44	96



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Agenda Number 4b

Agenda Date 02/10/2014

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
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Agenda Number 4c

Agenda Date 02/10/2014

Number 4c

Type Regular Agenda Items

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

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

Attachments