



City of Colleyville

Colleyville Library Board Agenda

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

Monday, April 14, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

February 11, 2014

3. REGULAR AGENDA ITEMS

3a Update on the 2014 Summer Reading Program - Paws to Read

3b Discussion of the Colleyville Public Library Long-Range Plan Revisions

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 11, 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
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Monday, February 10, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

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

Roll Call: Present Chairperson Thad Bolline, Board members Jerome Davis, Kay Newton, Victoria Kennedy-Ziegler, Vernon Noronha, Charna Logan-Gray, Sue Anne Martinez and Nancy Andrews; Library and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake, Administrative Assistant Kathy Moore

Absent Board member Billie Tuttle; Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

October 14, 2013

A motion was made by Charna Logan-Gray and seconded by Jerome Davis to approve the October 13, 2013 minutes as presented. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

Thad Bolline led the introductions of all current and new members in attendance, along with staff members. Library Director Mary Rodne offered to schedule a tour for new members at their convenience.

3b Discussion of the Colleyville Public Library tenth anniversary event

Director Mary Rodne stated that on November 8, 2013 the Library hosted a ten year anniversary celebration at the Colleyville Public Library to recognize all the donors, groups and individuals who have supported the Library over the past ten years. Additionally, she stated that the Library held several other events throughout the year that were open to the public.

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

Director Rodne gave an overview of how the summer reading program works, noting that it is a seven week program that will begin the first week in June and will run through the first week in August. Rodne stated that this year's theme was "Paws to Read"; noting that throughout the summer staff will incorporating some animal-themed programming. Rodne added that the kick-off party is scheduled for the evening of June 5, 2014.

3d Discussion of items for future agendas

The Board requested that the hours of operation be added to the April 14, 2014 Colleyville Library Board meeting to review the current hours of operation, along with staffing needs and possible options for additional hours of operation.

4. REPORTS

4a Librarian's Report

Monthly Statistics

Library Director Mary Rodne gave an overview of the statistics for the months of October through January, explaining how the totals are calculated for new Board members. Rodne noted that we now include the virtual library patron visits in the totals for "Persons visiting the Library" which has affected the totals for in-library transactions. Rodne also reported that totals for program attendance may be skewed due to the cancellation of Holly Colley. Additionally, she reported that the year-to-date totals for volunteer hours were 421 hours.

Donations

Rodne reported that the Library had received a total of \$1326 in donations in the months of October through January. In October, donations included \$500 from the Friends of the Colleyville Public Library for the purchase of refreshments for the ten year anniversary celebration, and a \$96 donation from Milwaukee Joe's for the Summer Reading Program. November donations included \$100 from David and Pam Brant for the purchase of adult business books; and two anonymous donations, one for \$10 was used to purchase a children's book, and the other was \$20 used for Books n' Brunch refreshments. December included a \$400 donation from Beverly and William Schweikhard for the purchase of inspirational books on CD, along \$200 from Gerald and Lynn Hartman for British mysteries on DVD. There were no donations in January.

Library Programs

Director Rodne reported that the Winter/Spring online program brochure was available to the public in January; stating that most classes were full. Additionally, she added that a Valentine's Day party would be held on Thursday, February 13, 2014 from 4:00 - 5:00 p.m. and volunteers were welcomed.

4b Friends of the Colleyville Public Library Report

President Kay Newton reported that the Friends of the Colleyville Public Library held a meeting on January 9, 2014 and set the date for their next book sale which would be April 26, 2014. Newton announced that 9:00 – 10:00 a.m. is “For Friends Only” which allows members first choice of items for sale; noting that the sale is open to the general public from 10:00 a.m. – 2:00 p.m. Additionally, she informed the group that gently used puzzles and games would be accepted this year; Newton informed the Board that any unsold puzzles and games will be passed along to a homeless shelter.

Newton gave the Board members an overview of the responsibilities of the Friends of the Colleyville Public Library, along with information on memberships and the used book sale corner at the Library.

4c Colleyville Public Library Foundation Report

Mary Rodne reported for the Library Foundation stating that they are in the process of re-organizing and have not met recently.

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

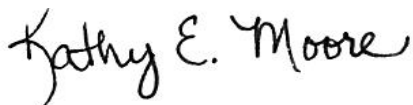
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Kay Newton and seconded by Jerome Davis to adjourn the meeting of the Colleyville Library Board at 6:52 p.m. **Motion approved unanimously.**

*APPROVED BY A VOTE OF _____AYES_____NAYS, AND_____ABSTENTIONS ON THIS THE_____DAY OF **April, 2014.***

Minutes taken and prepared by:



Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3a

Agenda Date 04/14/2014

Number

Type Regular Agenda Items

Department Library

Title

Update on the 2014 Summer Reading Program - Paws to Read

Explanation

Library Director Mary Rodne will provide an update 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 3b

Agenda Date 04/14/2014

Number

Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library Long-Range Plan Revisions

Explanation

The Colleyville Public Library opened on November 24, 2003. When the initial building phase was completed, the Colleyville Public Library Board and staff felt there was a need to create a new long range plan for the Colleyville Public Library that would provide a strategic framework for the future.

The Board and staff discussed long range planning options and decided to develop a community-based Strategic Plan for the Library, using *The New Planning for Results* process designed for public libraries, in conjunction with community representatives, the Library Board and staff.

In January 2006, the Board and staff of the Colleyville Public Library began the process of developing a *Long-Range Plan* that would identify the community's information needs and how the Library could best address those needs.

The Planning Committee, comprised of 15 community representatives, and staff, met for three working sessions during January and February of 2006 and followed the steps of the strategic planning process. The first plan draft was presented to the Library Board for review and discussion at the February 12, 2007 Library Board meeting. At the March 5, 2007 Library Board meeting, the Library Board reviewed and discussed the second draft of the Long Range Plan. In April of 2007, The Library Board approved the Long-Range Plan for FY2007 – FY2011 and submitted the document to the City Council for review.

The Colleyville Public Library is a two story facility. In 2003, when the Colleyville celebrated the opening of its first Library, the first phase of the Library project provided for a fully functional first floor. Although the second floor was finished (paint and carpeting), no permanent library services were located on this level at that time. After the Library opened, collections increased and the use of the library by the community increased significantly, which created a need to place a high priority on developing a plan for an expansion to the second floor.

As a result, in May of 2008, the Library launched a Spatial Reorganization Plan project. The purpose of the project was to create a holistic understanding of library service needs through research and data analysis, as well as a stakeholder and community outreach process. The project explored innovative and creative strategies for

reorganizing space allocation and utilization to support services that will enable the City and Library to realize its vision, goals, and strategic objectives.

Between May and October, 2008, a Core Team and consultant obtained information from community members and stakeholders through a variety of meetings and methods for encouraging input. Over 1000 people participated in a survey, focus groups, workshops, key informant interviews and casual conversations. During the planning process, it was revealed that the community was ready for the Library to reinvent itself to meet the needs of this and the next generation, and to be a 3rd place in the community – one that is not home or work, but a place that people love for its representation of the unique and special characteristics of small town Colleyville.

In looking to the future, a space program was developed to identify the square footage necessary to accommodate the goals for growth in collections, services and programming, as well as for the types of spaces that the community seeks. A quiet reading area or 'Living Room', special shelving for current topics and titles and the widely sought after media, a Teen Zone, and generous program / meeting space to support the variety of programs envisioned in the future were all included in the plan.

As a result of this plan, the Library embarked on a Spatial Reorganization Project which was started in January 2011 and was completed in April of 2011. In June of 2011, the Library held a grand re-opening celebration.

The project features included:

Developed Second Floor – 9,000 square feet of space to include:

- New children's area
- Staff help desk and work area
- One large meeting room space dividable into two
- Story time and craft rooms

Reorganized First Floor – 4,000 square feet of space to include:

- New teen area
- Expanded self check out area to facilitate self-service options
- Added shelving for collection
- Created a quiet reading area for adults
- Installed an automated material handling systems, which automated the return of library materials through check-in by customers

It is now time for the Colleyville Public Library to update the Library's Spatial

Reorganizational Plan/Long-Range Plan which will be five-year's-old this year. For the Library to meet State Library Standards, the Board is required to have a current plan that is updated at least every five years. We would like to embark on a planning process this summer and hire a consultant that will work with the library to establish a comprehensive set of data projections, which will be utilized during the workshop process to create an articulated vision and new plan for the Colleyville Public Library.

During the planning process, current and future services of the Library will be assessed including: hours of operation, library collections, programs, technology, and service spaces. The study will allow for the development of priorities, goals and objectives for the Library, which will serve the Library for the next three to five years.

During the meeting, we will discuss the planning process and funding options for the consultant fees. The Voluntary Library Fund has been identified

Attachments



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Agenda Number 4a

Agenda Date 04/14/2014

Number

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 Statistic Reports - February and March 2014



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/FEBRUARY 2014

	February 2014	February 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,894	7,016	41%	48,329	34,636	40%
Drive Up Transactions	112	133	-16%	587	738	-20%
Total In-Library Transactions	28,300	31,496	-10%	148,676	160,332	-7%
Study Room Hours Usage	279.00	299.00	-7%	1,028.00	1,594.00	-36%
Volunteer Hours	124.93	147.70	-15%	546.37	937.45	-42%

LIBRARY PROGRAMS PRESENTED						
	63	46	37%	226	203	11%

PROGRAM ATTENDANCE						
	1,377	1,378	0%	6,462	10,443	-38%

COMPUTER USE		Users		Users		
Children	30	78	-62%	211	363	-42%
Adult	260	378	-31%	1,269	1,765	-28%

CARD REGISTRATIONS						
	74	74	0%	333	423	-21%

CIRCULATION						
TOTAL CIRCULATION	16,352	17,727	-8%	86,242	90,557	-5%
Digital	790	623	27%	4,120	3,055	35%
Zinio	481			2,103		

COLLECTION						
	389	524	-26%	69,898	66,150	6%

LIBRARY RECEIPTS						
	\$1,568.78	\$1,721.59	-9%	\$9,186.58	\$9,865.37	-7%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2014

	March 2014	March 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,541	8,105	30%	58,870	42,741	38%
Drive Up Transactions	161	144	12%	748	882	-15%
Total In-Library Transactions	33,855	35,830	-6%	182,531	196,162	-7%
Study Room Hours Usage	237.00	278.00	-15%	1,265.00	1,872.00	-32%
Volunteer Hours	136.30	173.32	-21%	676.67	1,110.77	-39%

LIBRARY PROGRAMS PRESENTED

61	45	36%	287	248	16%
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PROGRAM ATTENDANCE

1,180	1,521	-22%	7,642	11,964	-36%
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COMPUTER USE

	Users			Users		
Children	30	67	-55%	241	430	-44%
Adult	228	466	-51%	1,497	2,231	-33%

CARD REGISTRATIONS

75	92	-18%	407	515	-21%
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CIRCULATION

TOTAL CIRCULATION	19,095	19,973	-4%	105,337	110,530	-5%
Digital	876	792	11%	4,996	3,847	30%
Zinio	404			2,507		

COLLECTION

272	527	-48%	70,170	66,677	5%
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LIBRARY RECEIPTS

\$2,384.69	\$1,953.11	22%	\$11,571.27	\$11,818.48	-2%
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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	43.33	7	6.00	3	0.00	0	69.60	20	6.00	1	124.93	31
March	24.00	6	0.00	0	0.00	0	112.30	33	0.00	0	136.30	39
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	150.17	33	30.50	10	0.00	0	475.00	119	27.00	4	682.67	166



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4b

Agenda Date 04/14/2014

Number

Type Report

Department Library

Title

Friends of the Colleyville Public Library Report

Explanation

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

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4c

Agenda Date 04/14/2014

Number

Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

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

Attachments