



City of Colleyville

Colleyville Library Board Agenda

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

Monday, June 16, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

April 14, 2014

3. REGULAR AGENDA ITEMS

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

3b Update on the status of the Colleyville Public Library Long-Range Plan

3c Whole Foods Market Grand Opening update

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, June 13, 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

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Monday, April 14, 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 6:04 p.m.

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

Absent Board members Billie Tuttle, Kay Newton and Sue Anne Martinez; Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

February 11, 2014

A motion was made by Jerome Davis and seconded by Victoria Kennedy-Ziegler to approve the February 11, 2014 minutes as presented. **Motion approved unanimously.**

3. REGULAR AGENDA ITEMS

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

Library Director Mary Rodne informed Board members that the combined brochure for Library and Recreation summer programming was now available online. Rodne stated that this year's theme for the Summer Reading Program was *Paws to Read*, featuring Rocket, the Reading Dog, as the mascot. It was noted that Rocket would be going out to the schools with other staff to promote the seven week program and that registration would start on June 2. Rodne added that the kick-off party was scheduled for the evening of June 5, 2014, from 6-8 p.m., which is also the opening day for the prize room.

Rodne also noted that staff members were currently researching therapy dog reading programs in libraries. Rodne added that studies have shown that when children read to the trained therapy dogs it creates a non-judgmental, stress free environment, which helps children improve the fluency of their reading. Rodne stated that the Library would incorporate a trial of this program during the summer with "Rocket"

Readers scheduled for Saturday, June 14 and July 12, from 10:30 a.m. to noon. She added that dependent upon its success, the Library may continue this program throughout the school year.

Rodne continued with an overview of the summer programming and that noted some returning favorites such as Cody Fisher, Mad Science and Critterman had been scheduled; additionally, she stated that the Library had been able to partner with other Libraries in the area to bring in some new programs, which included Dinosaur George and Lasermania. Rodne concluded that there was an online event calendar available for programs that require registration.

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

Library Director Rodne gave a short history on the conception of the Colleyville Public Library to its opening on November 24, 2003. She stated that in January 2006, it was determined that a long-range plan was needed to identify the community's information needs and how the Library could best address those needs. It was noted that a planning committee was formed comprised of community representatives and staff and that a long-range was developed and approved for FY2007 – FY2011.

Rodne continued stating that with increased usage of the Library, a high priority was placed on developing a plan to expand the second floor. In May 2008, the Library launched a Spatial Reorganization Plan project to research the needs of the community with a holistic approach.

Rodne informed the Board members that it was now time to update the Library's Long-Range Plan to meet State Library Standards and that the Library is required to have a current plan that is updated at least every five years. Rodne stated that the Library would like to start the planning process later this summer. Rodne added that the Library would need to hire a consultant, who would evaluate all current and future services, to include hours of operation, collections, programs, technology and spacing. Additionally, it was noted that the Library would incorporate the results of the 2014 Citizen's Survey into the planning process. In conclusion, Rodne gave an overview of the results of the survey in regard to the Library.

Rodne informed the Board that one source of funding that is available for the update of the long-range plan is the Voluntary Library Fund, which has a current balance of \$354,440. Discussion ensued; Rodne answered questions pertaining to what services would be provided by the consultant and the process. Rodne noted that a recommendation by the Library Board to approve the expenditure will be necessary before the project can move forward to City Council for their approval. Thad Bolline made a motion that the Colleyville Library Board recommend approval to utilize funds from the Voluntary Library Fund to hire an outside consultant to facilitate in the update of the Colleyville Public Library's Long-Range Plan, in an amount not to

exceed \$25,000. Charna Logan-Gray seconded the motion. The motion carried with a unanimous vote.

4. REPORTS

4a Librarian's Report

Monthly Statistics

Library Director Mary Rodne gave an overview of the statistics for the months of February and March. Rodne noted that some statistics were down, which she attributed to the bad weather and closures that we experienced this past winter. Additionally, Rodne reported that the Library had 124 volunteer hours in February and 136 in March; bringing the year-to-date totals for volunteer hours to 682.

Donations

Rodne reported that the Library had received a total of \$10,109 in donations in the months of February and March. In February, donations included \$85 from Microsoft Corporation as a matching grant to a November donation by Pam and David Brandt. The Brandt's donated an additional \$100 to be used for the purchase of business books. Two "Rocket" books for the summer reading program were purchased with donations made by Fran Strelau; \$12 donation in February and \$12 in March. A \$10,000 donation from The Robert J. and Helen H. Glaser Family Foundation through the Colleyville Public Library Foundation was received in March for the Summer Reading Program.

Library Programs

Director Rodne reported that all the Spring programs had ended and that staff was preparing for the Summer programs. Additionally, Rodne informed the Board that the Library added another new downloadable service called One Click; it was noted that the collection currently has 1200 audio downloadable children books which can be used simultaneously. Rodne added that One Click offers a different selection than Over Drive and the Library would be able to purchase in bundles, which include two formats.

4b Friends of the Colleyville Public Library Report

Library Director Mary Rodne reported for the Friends of the Colleyville Public Library and stated that the Friends of the Library Book Sale would be held on Saturday, April 26, 2014. Rodne added that from 9:00 – 10:00 a.m. would be "For Friends Only," which allows members first choice of items for sale; noting that the sale would open to the general public from 10:00 a.m. – 2:00 p.m. Additionally, Rodne stated the Friends had received lots of items for the sale, and that any Board members who were interested in volunteering for the book sale would be welcomed.

4c Colleyville Public Library Foundation Report

Mary Rodne reported for the Library Foundation and stated that a project committee had held a short meeting that day to look at fabric samples for the chairs in the adult reading area. It was noted that when the fabric had been selected, the Board would meet to approve the expenditure. Rodne added that the Foundation welcomed new ideas for future fundraisers.

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

Staff agreed to provide the Board members with information from the 2014 Citizen's Survey that pertained to the Library. Additionally, it was noted that a few Board members still needed to complete the Texas Open Meetings Act (TOMA) training session. Additionally, it was explained that the City Secretary's office would forward the email link to Board member who still needed to complete the training.

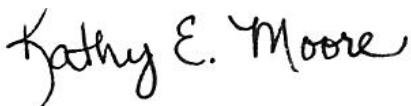
Rodne also noted that every year the City reviews all fees charged for materials and services, noting that the Board would review the Library fee schedule at the June meeting.

6. ADJOURNMENT

A motion was made by Jerome Davis and seconded by Charna Logan-Gray to adjourn the meeting of the Colleyville Library Board at 7:03 p.m. **Motion approved unanimously.**

APPROVED BY A VOTE OF _____ AYES ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 16th DAY OF June, 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 06/16/2014	Number
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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 for the Colleyville Public Library's 2014 Summer Reading Program - Paws to Read.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3b

Agenda Date 06/16/2014

Number

Type Regular Agenda Items

Department Library

Title

Update on the status of the Colleyville Public Library Long-Range Plan

Explanation

Library Director Mary Rodne will provide an update to Board members on the status of the Colleyville Public Library Long-Range Plan; with additional discussion concerning the current fees charged for Library services and materials.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3c	Agenda Date 06/16/2014	Number
Type Regular Agenda Items		
Department Library		

Title

Whole Foods Market Grand Opening update

Explanation

Whole Foods Market is coming to Colleyville, with their Grand Opening scheduled for July 8, 2014. A Bread Breaking Ceremony at 7:30 a.m. will start the festivities and doors will open at 8:00 a.m. Whole Foods Market is located at 4801 Colleyville Boulevard.

Library Director Mary Rodne is happy to announce that Whole Foods Market has selected the Friends of the Colleyville Public Library to receive a donation of 1% of their net sales on their grand opening day! Library staff will be onsite promoting the Colleyville Public Library services and programs. Board members are welcome to attend.

Attachments

1. Whole Foods Market - Grand Opening Flyer

SAVE THE DATE FOR OUR

GRAND OPENING

Colleyville

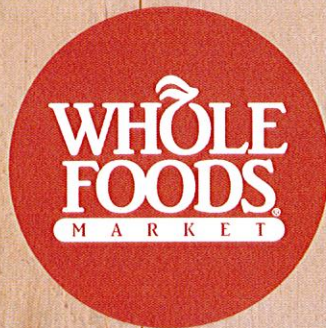
WHOLE FOODS MARKET®

TUESDAY, JULY 8TH

BREAD BREAKING CEREMONY AT 7:30 AM

DOORS OPEN AT 8:00 AM

We're excited to announce 1% of net sales
on our grand opening day will be donated to
Friends of the Colleyville Public Library!



FIND US ON THE CORNER OF COLLEYVILLE BLVD. AND GLADE RD.

4801 Colleyville Blvd., Colleyville, Texas 76034

WWW.FACEBOOK.COM/WHOLEFOODSCOLLEYVILLE

WWW.WHOLEFOODSMARKET.COM/STORES/COLLEYVILLE



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Agenda Number 3d	Agenda Date 06/16/2014	Number
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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



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Agenda Number 4a

Agenda Date 06/16/2014

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 April and May.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Monthly Statistic Reports - April and May 2014
2. Library Volunteer Hours Report



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/APRIL 2014						
	April 2014	April 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,006	6,954	44%	68,876	49,695	39%
Drive Up Transactions	178	183	-3%	926	1,065	-13%
Total In-Library Transactions	28,558	31,478	-9%	211,089	227,870	-7%
Study Room Hours Usage	242.00	385.50	-37%	1,576.00	2,157.50	-27%
Volunteer Hours	262.75	163.00	61%	947.42	1,273.77	-26%
LIBRARY PROGRAMS PRESENTED						
	32	31	3%	321	279	15%
PROGRAM ATTENDANCE						
	490	642	-24%	8,195	12,606	-35%
COMPUTER USE						
	Users			Users		
Children	47	36	31%	288	466	-38%
Adult	239	388	-38%	1,736	2,619	-34%
CARD REGISTRATIONS						
	74	63	17%	482	578	-17%
CIRCULATION						
TOTAL CIRCULATION	16,145	18,500	-13%	121,083	129,094	-6%
Overdrive	845	752	12%	5,841	4,599	27%
Zinio	305	853	-64%	2,812	853	230%
OneClickdigital	1			1		
COLLECTION						
	1,633	639	156%	71,803	67,316	7%
LIBRARY RECEIPTS						
	\$2,251.55	\$1,484.62	52%	\$13,822.82	\$13,303.10	4%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MAY 2014

	May 2014	May 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,838	5,230	88%	78,714	54,925	43%
Drive Up Transactions	163	141	16%	1,089	1,206	-10%
Total In-Library Transactions	30,125	31,471	-4%	241,214	259,251	-7%
Study Room Hours Usage	267.00	303.00	-12%	1,843.00	2,460.50	-25%
Volunteer Hours	172.50	74.76	131%	1,119.92	1,348.53	-17%

LIBRARY PROGRAMS PRESENTED

13	14	-7%	334	293	14%
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PROGRAM ATTENDANCE

1,119	1,261	-11%	9,314	13,867	-33%
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COMPUTER USE

Users

Users

Children

Adult

77	85	-9%	365	551	-34%
351	386	-9%	2,087	3,005	-31%

CARD REGISTRATIONS

78	115	-32%	560	693	-19%
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CIRCULATION

TOTAL CIRCULATION

Overdrive

Zinio

OneClickdigital

17,637	18,806	-6%	138,720	147,836	-6%
944	856	10%	6,785	5,455	24%
318	589	-46%	3,130	1,442	117%
4			5		

COLLECTION

541	517	5%	72,344	67,833	7%
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LIBRARY RECEIPTS

\$2,074.03	\$2,365.21	-12%	\$15,896.85	\$15,668.31	1%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2013/2014

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	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	114.30	33	0.00	0	138.30	39
April	172.75	17	4.00	3	0.00	0	86.00	25	0.00	0	262.75	45
May	94.50	7	2.00	2	0.00	0	76.00	27	0.00	0	172.50	36
June											0.00	0
July											0.00	0
August											0.00	0
September											0.00	0
FY Total	417.42	57	36.50	15	0.00	0	639.00	171	27.00	4	1,119.92	247



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4b

Agenda Date 06/16/2014

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 06/16/2014

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