



City of Colleyville

Colleyville Library Board Agenda

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

Monday, February 9, 2015
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 27, 2014

3. REGULAR AGENDA ITEMS

3a Overview of the 2015 Summer Reading Program

3b Update of the planning process for the Colleyville Public Library Long-Range Plan

3c 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 6, 2015, by 5:00 p.m.

Kristi Isbell
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
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Monday, October 27, 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 Board to order at 6:31 p.m.

Roll Call

Present Chairperson Thad Bolline, Board members Kay Newton, Victoria Kennedy-Ziegler, Vernon Noronha and Molly Skinner, Ex-Officio member Nancy Tuuling; Staff: Library and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake, and Administrative Assistant Kathy Moore; Consultants: Bill Hidell and Aaron Babcock with Hidell Associates Architects; Citizens: Pat Jones, Amy Parker, and Tisha Ghormley

Absent Board members Billie Tuttle, Charna Logan-Gray, Nancy Andrews, Sue Anne Martinez, Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

August 18, 2014

A motion was made by Kay Newton and seconded by Victoria Kennedy-Ziegler to approve the August 18, 2014 minutes as presented. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

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

Kay Newton made a motion to appoint Thad Bolline for a subsequent term as Chair of the Colleyville Library Board. Victoria Kennedy-Ziegler seconded the motion. The motion carried with a unanimous vote.

Kay Newton made a motion to appoint Victoria Kennedy-Ziegler as Vice Chair of the Colleyville Library Board. Molly Skinner seconded the motion. The motion carried with a unanimous vote.

3c Presentation of the Planning Process for the Colleyville Public Library Long-Range Plan

Director Rodne provided a brief history of two previous long-range plans that focused on opening the second level and the spatial reorganization of the Library. Rodne introduced Aaron Babcock of Hidell Associates Architects, described their previous work with the Library's plans, and explained that the new long range plan would be driven by community need.

Aaron Babcock stated that both statistical data of Library usage and community conversations would be used to determine the direction of the new plan. Babcock explained that the process would also examine the spatial organization of the lower floor so that the use of space is maximized to meet the community's needs. Through discussion with the Board, Babcock further explained that the "community conversations" would target Library patrons, as well as non-patrons, to get a broader understanding of how the community's needs are changing.

Discussion ensued among board members about the increasing use and demand for digital books. Board members agreed that the Library has been progressive by acquiring digital materials and online access to the catalog and databases, and further discussed opportunities and challenges in maintaining personal contact with patrons accessing materials remotely. Board members expressed interest in analyzing operating hours of Library to determine best fit for community usage.

Bill Hidell and Aaron Babcock questioned board members on their aspirations for the community, as well as this community's strengths and weaknesses. Board members and citizens described the various needs of different demographics (young families versus empty-nesters) and their use of other cities' services as well as effective marketing techniques that generate interest in community events. Board members and citizens agreed that the strengths of this community are its central location, small town feel, and natural beauty, but the primary need is for a recognized gathering space such as a square or recreation center.

4. REPORTS

No reports were presented. Staff will provide reports and statistics for the months of August through November at the next regularly scheduled meeting of the Colleyville Library Board.

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 Molly Skinner and seconded by Kay Newton to adjourn the meeting of the Colleyville Library Board at 7:53 p.m. The motion carried with a unanimous vote.

*APPROVED BY A VOTE OF___AYES___NAYS, AND___ABSTENTIONS ON THIS THE 9th DAY OF **February, 2015.***

Minutes taken and prepared by:

Kristi Isbell
Administrative Secretary



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3a	Agenda Date 02/09/2015	Number
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Type Regular Agenda Items

Department Library

Title

Overview of the 2015 Summer Reading Program

Explanation

Library Director Mary Rodne will provide an overview of the Colleyville Public Library's 2015 Summer Reading Program, Read to the Rhythm.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3b

Agenda Date 02/09/2015

Number

Type Regular Agenda Items

Department Library

Title

Update of the planning process for the Colleyville Public Library Long-Range Plan

Explanation

Aaron Babcock, with Hidell and Associates Architects, will present an update of the planning process for the Colleyville Public Library Long-Range Plan.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3c

Agenda Date 02/09/2015

Number

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 02/09/2015

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 October 2014 through January 2015.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Monthly Statistics Reports - October 2014 through January 2015
2. Library Volunteer Hours Report



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2014

	October 2014	October 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	11,162	10,005	12%	11,162	10,005	12%
Drive Up Transactions	151	115	31%	151	115	31%
Total In-Library Transactions	30,775	32,130	-4%	30,775	32,130	-4%
Study Room Hours Usage	381.00	130.00	193%	381.00	130.00	193%
Volunteer Hours	72.50	105.75	-31%	72.50	105.75	-31%

LIBRARY PROGRAMS PRESENTED

	73	63	16%	73	63	16%
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PROGRAM ATTENDANCE

	3,016	2,888	4%	3,016	2,888	4%
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COMPUTER USE

Users

Users

Children	44	55	-20%	44	55	-20%
Adult	338	301	12%	338	301	12%

CARD REGISTRATIONS

	73	67	9%	73	67	9%
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CIRCULATION

TOTAL CIRCULATION	17,960	18,353	-2%	17,960	18,353	-2%
Overdrive	927	822	13%	927	822	13%
Zinio	619	366	69%	619	366	69%
OneClickdigital	58			58		

COLLECTION

	249	414	-40%	74,774	70,150	7%
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LIBRARY RECEIPTS

	\$2,498.39	\$2,041.77	22%	\$2,498.39	\$2,041.77	22%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2014

	November 2014	November 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,076	9,354	-3%	20,238	19,359	-4%
Drive Up Transactions	127	119	7%	278	234	-16%
Total In-Library Transactions	27,515	29,350	-6%	58,290	61,660	6%
Study Room Hours Usage	282.00	302.00	-7%	663.00	432.00	-35%
Volunteer Hours	52.75	112.67	-53%	125.25	218.42	74%

LIBRARY PROGRAMS PRESENTED

57	48	19%	130	111	17%
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PROGRAM ATTENDANCE

1,089	933	17%	4,105	3,821	7%
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COMPUTER USE

Users

Users

Children	49	65	-25%	93	120	-23%
Adult	229	231	-1%	567	532	7%

CARD REGISTRATIONS

63	63	0%	136	130	5%
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CIRCULATION

TOTAL CIRCULATION	16,457	17,264	-5%	34,417	35,617	3%
Overdrive	858	833	-3%	1785	1,655	-8%
Zinio	417	363	-15%	1036	729	-42%
OneClickdigital	31			89		

COLLECTION

295	174	70%	75,069	70,324	7%
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LIBRARY RECEIPTS

\$1,772.85	\$1,433.94	24%	\$4,271.24	\$3,475.71	23%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/DECEMBER 2014

	December 2014	December 2013	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	11,395	8,808	29%	31,633	28,167	12%
Drive Up Transactions	113	104	9%	391	338	16%
Total In-Library Transactions	28,023	28,484	-2%	86,313	90,144	-4%
Study Room Hours Usage	399.00	141.00	183%	1,062.00	573.00	85%
Volunteer Hours	120.90	103.75	17%	246.15	322.17	-24%

LIBRARY PROGRAMS PRESENTED

24	16	50%	154	127	21%
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PROGRAM ATTENDANCE

1,321	587	125%	5,426	4,408	23%
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COMPUTER USE

Users Users

Children	37	35	6%	130	155	-16%
Adult	309	192	61%	876	724	21%

CARD REGISTRATIONS

48	40	20%	184	170	8%
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CIRCULATION

TOTAL CIRCULATION	16,445	16,566	-1%	50,862	52,183	-3%
Overdrive	921	809	14%	2,706	2,464	10%
Zinio	404	467	-13%	1,440	1,196	20%
OneClickdigital	28			117		

COLLECTION

272	237	15%	75,341	70,561	7%
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LIBRARY RECEIPTS

\$1,869.60	\$1,890.41	-1%	\$6,140.84	\$5,366.12	14%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JANUARY 2015

	January 2015	January 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,191	10,268	-10%	40,824	38,435	6%
Drive Up Transactions	146	137	7%	537	475	13%
Total In-Library Transactions	29,126	30,232	-4%	115,439	120,376	-4%
Study Room Hours Usage	311.95	176.00	77%	1,373.95	749.00	83%
Volunteer Hours	110.00	99.27	11%	356.15	421.44	-15%

LIBRARY PROGRAMS PRESENTED

	39	38	3%	193	165	17%
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PROGRAM ATTENDANCE

	722	740	-2%	6,148	5,148	19%
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COMPUTER USE

Users

Users

Children	45	26	73%	175	181	-3%
Adult	280	285	-2%	1,156	1,009	15%

CARD REGISTRATIONS

	71	89	-20%	255	259	-2%
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CIRCULATION

TOTAL CIRCULATION	17,382	17,707	-2%	68,244	69,890	-2%
Overdrive	1,056	866	22%	3,762	3,330	13%
Zinio	520	426	22%	1,960	1,622	21%
OneClickdigital	26			143		

COLLECTION

	-723	-1,052	31%	74,618	69,509	7%
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LIBRARY RECEIPTS

	\$1,993.78	\$2,251.68	-11%	\$8,134.62	\$7,617.80	7%
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COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2014-2015

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	35.00	8	2.00	1	0.00	0	35.50	13	0.00	0	72.50	22
November	11.50	4	0.00	0	0.00	0	41.25	15	0.00	0	52.75	19
December	20.75	5	3.50	1	0.00	0	96.65	21	0.00	0	120.90	27
January	11.00	4	0.00	0	0.00	0	83.00	20	16.00	2	110.00	26
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	78	21	5.50	2	0.00	0	256.40	69	16.00	2	356.15	94



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Agenda Number 4b

Agenda Date 02/09/2015

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 members.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4c

Agenda Date 02/09/2015

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 members.

Attachments