



City of Colleyville

Colleyville Library Board Agenda

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

Monday, October 12, 2015
6:00 p.m.

Colleyville Public Library
110 Main Street

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
August 10, 2015
- 3. REGULAR AGENDA ITEMS**
 - 3a Introduction of new Colleyville Library Board members**
 - 3b Election of Colleyville Library Board Chair and Vice-Chair**
 - 3c Update on the Colleyville Public Library Long-Range Plan**
 - 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, October 9, 2015, by 5:00 p.m.

Kristi Isbell,
Administrative Assistant

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee 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, August 10, 2015
6:00 p.m.

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110 Main Street

1. CALL TO ORDER

Chair Thad Bolline called the meeting of the Colleyville Public Library Board to order at 6:06 p.m.

Roll Call

Present Chairperson Thad Bolline, Board members Kay Newton, Victoria Kennedy-Ziegler, Molly Skinner, Billie Tuttle, Vernon, Noronha, Nancy Andrews, Ex-Officio member Nancy Tuuling; Staff: Library and Recreation Director Mary Rodne, Deputy Assistant Manager Chris Fuller, Administrative Assistant Kristi Isbell; Consultants: Bill Hidell and Aaron Babcock with Hidell Associates Architects

Absent Members Charna Logan-Gray, Sue Anne Martinez, Ex-Officio member Cecilia Monacelli

2. APPROVAL OF MINUTES

June 8, 2015

A motion was made by Molly Skinner and seconded by Nancy Andrews to approve the June 8, 2015 minutes as presented. **The motion carried with a unanimous vote.**

3. REGULAR AGENDA ITEMS

3a Library Board appointments update

Director Rodne explained that City Council would be approving appointments to the Library Board at their September 15, 2015 meeting. Rodne noted that Library Board applications were being accepted from July 1 through August 28, 2015. The service terms for members Thad Bolline, Kay Newton, Billie Tuttle, Sue Anne Martinez, and Nancy Andrews end September 2015 and these members would, therefore, need to re-apply.

3b City of Colleyville Fiscal Year 2016 (FY 2016) budget update

Director Rodne presented an update on the proposed Colleyville Public Library FY2016 budget and noted that the City Council would be adopting the FY2016 budget at the

September 15, 2015 City Council meeting. Rodne stated that the Library budget would remain approximately the same as the FY2015 budget, but with allowances for increased maintenance costs related to library specific technology.

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

Director Rodne presented an overview of the Voluntary Library Fund report, which gave projections through September 2015. Rodne stated that the anticipated available funds were about \$151,000 and requested \$145,000 be used for the purchase of library materials, materials processing supplies, and programs. The board discussed the proposed expenditures of \$145,000 for the purchase of collection materials, materials processing supplies, and library programs. A motion was made by Kay Newton and seconded by Molly Skinner to make a recommendation to City Council to proceed with the expenditure of these funds for the purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$145,000 for the FY2016 budget year. **Motion approved unanimously.** Rodne noted that this recommendation would be included as a consent agenda item at the September 15, 2015, City Council meeting.

3d Update on the Colleyville Public Library Long-Range Plan

Aaron Babcock, with Hidell Associates Architects, provided an update on the Long-Range Plan and explained that understanding community needs would be accomplished through two methods: feedback gained through the online survey and evaluation of general use statistics.

Babcock stated that the online survey would target the user (satisfaction and trends) and non-user (library awareness) of the library. Babcock provided information regarding the user profile, according to national studies and polling, and stated Colleyville Library usage is in line with this data. Babcock provided information regarding study room usage, digital materials usage/website visits, computer usage, self-check use, reference and circulation desk visits and indicated these areas would be analyzed further after obtaining data from the online survey. Babcock presented statistics regarding circulation versus space allocation and gave recommendations for possible space configurations.

Director Rodne stated that Aaron Babcock would present an update on the Long-Range Plan and online survey to City Council at the Pre Council meeting on September 15, 2015.

3e Discussion of items for future agendas

Board members did not present additional items for future agendas. The next regularly scheduled meeting is Monday, October 12, 2015.

4. REPORTS

4a Librarian's Report

Monthly Statistics:

Director Mary Rodne provided an overview of the statistics for the months of June and July. Rodne noted that volunteers logged 348 hours for June and 335 hours for July.

Donations:

Rodne stated that the Library received a total of \$87 in donations, made by one of the library sponsored book clubs, in honor of Librarian Erica Gill and her service to the library.

Library Programs:

Rodne provided a summary of all of the Summer Reading Programs explaining that the library has had over \$13,000 children participate and presented over 1,000 programs since the library opened. There were 987 children, 34 teens, and 50 adults enrolled in the 2015 Summer Reading Program and the library presented 152 programs with over 8,000 attendance.

Rodne described changes in library supervisory staff and explained that, in general, programming will remain the same for fall. Rodne stated that this would allow the new staff time to get familiar with patrons and programming needs before implementing new ideas. Rodne stated this would also allow consideration of survey results before making program changes.

4b Friends of the Colleyville Public Library Report

President Nancy Tuuling reported that the Friends provided support to the library by participating in the Summer Reading Finale selling children's books and snacks. Tuuling noted that the Friends also worked with the Dinosaur George program and received a percentage of the sale of items sold at the program.

4c Colleyville Public Library Foundation Report

Mary Rodne reported on behalf of the Library Foundation. Rodne stated that the Foundation did not meet over the summer but intend to plan a meeting for the fall.

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 Victoria Kennedy-Ziegler to adjourn the meeting of the Colleyville Public Library Board at 7:11 p.m. **The motion was approved unanimously.**

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

Minutes taken and prepared by:

*Kristi Isbell
Administrative Assistant*



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3a	Agenda Date 10/12/2015	Number
Type Regular Agenda Items		
Department Library		

Title

Introduction of new Colleyville Library Board members

Strategy Map Connection

Explanation

This item is for the introduction of new Colleyville Library Board members.

Attachments

1. Colleyville Library Board Roster

LIBRARY BOARD

PLACE 1

Kay Newton

6002 Meadowhill Drive

Colleyville, TX 76034

H: (817) 421-0139

gksafig@aol.com

TERM: Sep 2015 - Sep 2017

PLACE 2

Victoria Kennedy-Ziegler

5105 Camelot Drive

Colleyville, TX 76034

W: (972) 571-3719

H: (817) 540-1191

drvkenedy@tx.rr.com

TERM: Sep 2014 - Sep 2016

PLACE 3

Nancy Andrews

508 Colleyville Terrace

Colleyville, TX 76034

W: (817) 917-1940

H: (817) 281-5559

nancya@sbcglobal.net

TERM: Sep 2015 – Sep 2017

PLACE 4

Molly Skinner

309 Chestnut Bend

Colleyville, TX 76034

W: (214) 536-7219

H: (817) 485-7354

mollyskinn@aol.com

TERM: Sep 2014 - Sep 2016

PLACE 5

Billie Tuttle

202 Madison Square

Colleyville, TX 76034

W: (817) 991-1170

H: (817) 581-4188

tuttlebob@sbcglobal.net

TERM: Sep 2015 - Sep 2017

PLACE 6

Vernon Noronha

200 Old Grove Road

Colleyville, TX 76034

W: (214) 840-4255

H: (817) 576-2050

vernon.noronha@gmail.com

ERM: Sep 2014 - Sep 2016

PLACE 7

Charna Gray

3300 Pembroke Parkway South

Colleyville, TX 76034

W: (817) 996-9217

charnagray@live.com

TERM: Sep 2014 - Sep 2016

ALTERNATE 1

Seanna Billinger

1616 Devon Drive

Colleyville, TX 76034

H: (361) 728-6309

seannabillinger@yahoo.com

TERM: Sep 2015 - Sep 2017

ALTERNATE 2

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

H: (817) 571-5721

Joan-r@att.net

TERM: Sep 2015 - Sep 2017

EX-OFFICIO

Cecilia Monacelli

2504 Meandering Court

Colleyville, TX 76034

H: (817) 571-6210

cecilia@monacelli.net

TERM: Sep 2015 - Sep 2016

EX-OFFICIO

Nancy Tuuling

5101 Indian Trail Court

Colleyville, TX 76034

H: (817) 488-8479

ntuuling@verizon.net

TERM: Sep 2015 – Sep 2016



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Agenda Number 3b

Agenda Date 10/12/2015

Number

Type Regular Agenda Items

Department Library

Title

Election of Colleyville Library Board Chair and Vice-Chair

Strategy Map Connection

Explanation

The Colleyville Library Board bylaws state that the Board shall elect a Chair and Vice-Chair from among the members annually; officers shall serve a one-year term or until a successor is elected. The Colleyville Center Council appointed new members on September 15, 2015; thereby, the election of new officers shall be held this meeting, October 12, 2015.

Attachments

1. Election of Officers - Memo
2. Chair & Vice Chair - Terms



Public Library

MEMORANDUM

TO: Library Board

FROM: Mary E. Rodne, Library Director

DATE: October 12, 2015

SUBJECT: Colleyville Public Library Board Chair and Vice Chair Elections

As per the Colleyville Public Library By-Laws, the Board elects a chair and a vice chair at the annual meeting, which is the first meeting after the Colleyville City Council appoints new members. The Colleyville City Council appointed new members on September 15, 2015; therefore, the October 12, 2015 meeting is the Board's annual meeting. In compliance with the by-laws, this item was placed on the agenda for the purpose of electing officers. Please let me know if you need any additional information.

Attachments:

Colleyville Public Library Chair and Vice Chair Terms
Colleyville Public Library Bylaws



COLLEYVILLE PUBLIC LIBRARY LIBRARY BOARD

CHAIR AND VICE CHAIR TERMS

CHAIR	VICE CHAIR	TERM
Taraba, Gary	Wollin, Carol	September 2001 - June 2002
Taraba, Gary	Wollin, Carol	July 2002 - June 2003
Jones, Pat D.	Roxburgh, Richard	July 2003 - June 2004
Jones, Pat D.	Eytcheson, Nancy	July 2004 - June 2005
Eytcheson, Nancy	Jones, Pat D.	July 2005 - June 2006
Eytcheson, Nancy	Jones, Pat D.	July 2006 - June 2007
Jones, Pat D.	Isbell, Steve	August 2007 - September 2008
Davis, Jerome	Rippe, Mary Alice	October 2008 - September 2009
Davis, Jerome	Rippe, Mary Alice	October 2009 - September 2010
Davis, Jerome	Rippe, Mary Alice	October 2010 - September 2011
Davis, Jerome	Bolline, Thad	October 2011 - October 2012
Davis, Jerome	Thad Bolline	November 2012 - September 2013
Bolline, Thad	Davis, Jerome	October 2013 - September 2014
Bolline, Thad	Kennedy-Ziegler, Victoria	October 2014 - September 2015
		October 2015 - September 2016



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Agenda Number 3c	Agenda Date 10/12/2015	Number
Type Regular Agenda Items		
Department Library		

Title

Update on the Colleyville Public Library Long-Range Plan

Strategy Map Connection

Explanation

Library Director Mary Rodne will provide an update on the Colleyville Public Library Long-Range Plan.

Attachments



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Agenda Number 3d	Agenda Date 10/12/2015	Number
Type Regular Agenda Items		
Department Library		
Title		
Discussion of items for future agendas		

Strategy Map Connection

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 date of December 14, 2015.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 4a

Agenda Date 10/12/2015

Number

Type Report

Department Library

Title

Librarian's Report

Strategy Map Connection

Explanation

The reports provided are to update the Board members on the statistics for the months of August 2015 through September 2015.

Attachments

1. Library Statistics



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/AUGUST 2015

	August 2015	August 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	11,976	11,335	6%	122,723	123,966	-1%
Drive Up Transactions	129	152	-15%	1,504	1,562	-4%
Total In-Library Transactions	35,012	34,643	1%	362,295	381,085	-5%
Study Room Hours Usage	265	362	-27%	3,071	2,946	4%
Volunteer Hours	157.50	245.25	-36%	1,653.75	3,003.17	-45%

LIBRARY PROGRAMS PRESENTED						
	5	5	0%	524	478	10%

PROGRAM ATTENDANCE						
	52	1,239	-96%	17,802	18,323	-3%

COMPUTER USE		Users	Users			
Children	30	168	-82%	503	892	-44%
Adult	288	444	-35%	3,309	3,420	-3%

CARD REGISTRATIONS						
	102	110	-7%	686	1,040	-34%

CIRCULATION						
TOTAL CIRCULATION	19,257	19,181	0%	210,468	216,811	-3%
Digital	1,072	1,044	3%	11,280	9,894	14%
Zinio	299	345	-13%	4,776	4,187	14%
OneClickdigital	59	15	293%	405	54	650%

COLLECTION						
	263	378	-30%	77,350	73,852	5%

LIBRARY RECEIPTS						
	\$2,244.20	\$2,350.74	-5%	\$23,618.48	\$25,641.13	-8%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/SEPTEMBER 2015

	September 2015	September 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,353	10,348	0%	133,076	134,314	-1%
Drive Up Transactions	108	118	-8%	1,415	1,680	-16%
Total In-Library Transactions	29,573	30,618	-3%	391,868	411,703	-5%
Study Room Hours Usage	365	362	1%	3,436	3,308	4%
Volunteer Hours	29.5	63.66	-54%	1683.25	3066.83	-45%

LIBRARY PROGRAMS PRESENTED						
	6	43	-86%	530	521	2%

PROGRAM ATTENDANCE						
	47	835	-94%	17,824	19,158	-7%

COMPUTER USE		Users		Users		
Children	19	49	-61%	522	941	-45%
Adult	279	395	-29%	3,588	3,815	-6%

CARD REGISTRATIONS						
	64	46	39%	750	878	-15%

CIRCULATION						
TOTAL CIRCULATION	17,687	17,827	-1%	228,155	234,667	-3%
Overdrive	1164	933	25%	12,444	10,827	15%
Zinio	384	375	2%	5,160	4,562	13%
OneClickdigital	45	43	5%	450	97	364%

COLLECTION						
	314	673	-53%	77,664	74,525	4%

LIBRARY RECEIPTS						
	\$2,314.29	\$1,926.18	20%	\$25,932.77	\$27,540.31	-6%



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	7.50	3	7.00	1	0.00	0	36.50	16	37.25	5	88.25	25
March	4.50	1	0.00	0	0.00	0	82.00	15	16.50	2	103.00	18
April	5.50	1	6.00	1	0.00	0	16.00	4	0.00	0	27.50	6
May	4.75	2	2.00	1	0.00	0	24.00	7	0.00	0	30.75	10
June	31.75	4	78.75	13	0.00	0	237.75	38	0.00	0	348.25	55
July	24.25	4	86.00	16	0.00	0	213.00	34	12.00	1	335.25	55
August	18.50	4	22.00	6	0.00	0	99.00	26	18.00	1	157.50	37
September	3.75	1	5.00	4	0.00	0	20.75	11	0.00	0	29.50	16
FY Total	179	41	212.25	44	0.00	0	985.40	220	99.75	11	1,476.15	316



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Agenda Number 4b

Agenda Date 10/12/2015

Number

Type Report

Department Library

Title

Friends of the Colleyville Public Library Report

Strategy Map Connection

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 10/12/2015

Number

Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Strategy Map Connection

Explanation

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

Attachments