



City of Colleyville

Colleyville Library Board Agenda

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

Monday, January 18, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 12, 2015

3. REGULAR AGENDA ITEMS

3a Legislative Update

3b Review Colleyville Library Board Bylaws

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

3d Discussion of Items for Future Agendas

4. REPORTS

4a Librarian's Report

A. Monthly Statistics

B. Donations

C. Library Programs

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, January 15, 2016 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

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

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Vice Chair Victoria Kennedy-Ziegler called the meeting of the Colleyville Public Library Board to order at 6:01 p.m.

Roll Call: Present Board members: Vice Chair Victoria Kennedy-Ziegler, Molly Skinner, Billie Tuttle, Vernon Noronha, Nancy Andrews, Kay Newton, Seanna Billinger, Joan Roberts; Staff: Library and Recreation Director Mary Rodne

Absent Ex-Officio members Nancy Tuuling and Cecilia Monacelli

2. APPROVAL OF MINUTES

August 10, 2015

A motion was made by Kay Newton and seconded by Molly Skinner to approve the August 10, 2015 minutes as presented. **The motion was approved unanimously.**

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

New board members Seanna Billinger and Joan Roberts introduced themselves and Director Mary Rodne further requested that all members provide a short introduction. Director Rodne outlined a brief history of the Colleyville Public Library.

3b Election of Colleyville Library Board Chair and Vice Chair

Kay Newton made a motion that Vernon Noronha serve as Board Chair and Victoria Kennedy-Ziegler as Vice Chair for the upcoming year. Billie Tuttle seconded the motion.

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

Director Rodne provided a brief overview of the updated Long-Range Plan. Rodne stated that Aaron Babcock with Hidell Associates Architects presented at the August 10, 2015 board meeting. Rodne summarized his analysis of Colleyville Library's circulation, collection size, patron usage patterns, space use patterns, and other usage statistics. Additionally, Rodne provided an overview of Aaron Babcock's

recommendations regarding spatial reorganization, furniture updates, and budget re-allocation to align with patron needs. Rodne stated that the citizen survey had been launched and she requested assistance in encouraging participation from library patrons and non-users. Rodne stated that the goal is, after the conclusion of the survey, to present the plan to the Library Board for review, and then forward the Board recommendation to City Council.

3d Discussion of items for future agendas

Vernon Noronha suggested an update on the Long-Range plan would be on the next Library Board agenda. The next regularly scheduled meeting was tentatively set for Monday, December 14, 2015.

4. REPORTS

4a Librarian's Report

Monthly Statistics:

Director Mary Rodne provided an overview of the statistics for the months of August through September 2015.

Donations:

Rodne stated that the Library had received a total of \$215.00 in donations for the months of August through September 2015. In September, the Library received \$140.00 from Menchie's Frozen Yogurt as proceeds from their sales at the Summer Reading Finale and \$75.00 from Sharon Strittmatter for the purchase of children's books in memory of Leslie Marie Sas.

Programs:

Rodne explained that the fall session of youth programs started on September 21 and that many adult programs, such as book clubs, run year round. Rodne stated that a non-scary Halloween party would be held in the library on October 29, 2015. Rodne stated that the library and recreation staff are also involved in the city's Haunted Trails and Tree Lighting Celebration events.

4b Friends of the Colleyville Public Library Report

Kay Newton reported that Friend's volunteer Elizabeth Barrett had created special opportunities to purchase books, according to rotating themes, in a display near the front door and that the full collection of Friend's books for sale was located at the back of the 1st floor. Newton also reported Mark Fadden had published a book on the history of Colleyville and would be the guest speaker at the next Friend's meeting on November 19, 2015 at 6:30 p.m.

4c Colleyville Public Library Foundation Report

Mary Rodne reported on behalf of the Library Foundation that, due to scheduling conflicts, the Foundation had not met.

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 Billie Tuttle to adjourn the meeting of the Colleyville Library Board at 6:49 p.m. **The motion was approved unanimously.**

APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE 18th DAY OF January 2016.

Minutes taken and prepared by:

*Kristi Isbell
Administrative Assistant*



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3a
Type Regular Agenda Items
Department Library

Agenda Date 01/18/2016

Number

Title

Legislative Update

Strategy Map Connection

Explanation

Texas' open carry law became effective on January 1, 2016. The law modified the current concealed handgun license law which had been in place since 1995. It eliminates the concealed/open carry distinction, and it creates a "license to carry a handgun."

Beginning on January 1, 2016, a person with a current concealed handgun license, or a person who obtains the new "license to carry a handgun," may carry a handgun in a concealed manner or openly, in a belt or shoulder holster.

The rules related to where and when a license holder may openly carry are essentially identical to where and when a concealed handgun license holder has been able to carry for 20 years.

State law prohibits the carrying of firearms in certain places. As an example, it is a crime to take a gun onto the premises of a polling place or a court. (With regard to courts, more information will be available in the form of attorney general opinions on the subject, which should be released soon.) The law also expressly prohibits a handgun license holder from carrying in a government meeting, if the governmental body gives notice that doing so is prohibited.

At the January 5 City Council meeting, Council approved Resolution R-16-3951 which authorizes the city manager or designee to post signs in compliance with the Texas Penal Code, Section 30.07, which will prohibit the open carrying of a firearm into a posted open meeting within the City.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3b	Agenda Date 01/18/2016	Number
Type Regular Agenda Items		
Department Library		
Title		
Review Colleyville Library Board Bylaws		

Strategy Map Connection

Explanation

This item allows the opportunity to distribute and review the bylaws of the Colleyville Library Board.

Attachments

1. Colleyville Library Board Bylaws

COLLEYVILLE LIBRARY BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Library Board was established by the City Council of Colleyville, Texas, by Ordinance O-04-1466 on June 15, 2004. The purpose of the Colleyville Library Board is to act as an advisory board to the City Council relating to all nature of library facility planning and programming.

ARTICLE II – Membership

- 2.1 The Colleyville Library Board shall consist of seven (7) members, who shall be appointed by the City Council for a two (2) year term; provided three (3) members shall be appointed each odd-numbered year and four (4) members must be appointed each even-numbered year. Places on the Board shall be numbered one (1) through seven (7). The Board shall also consist of two (2) alternates serving two-year terms. Alternates shall be numbered Alternate 1 and Alternate 2.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 In the event of a vacancy on the Colleyville Library Board, Alternate 1 shall fill the unexpired term and Alternate 2 shall be appointed to serve as Alternate 1. In the event of more than one vacancy on the Board, Alternate 1 and Alternate 2 shall fill the unexpired terms. Applications shall be accepted through the City Secretary's office for the Alternate position(s) and filled by City Council appointment for the length of the unexpired term.
- 2.5 The City Council, if it deems it desirable, may appoint ex-officio members to the Board. Such ex-officio members shall be appointed on an annual basis and the term of office of such ex-officio members shall be one year from the date of appointment. Such ex-officio members shall have no voting authority. In consideration of appointment of ex-officio members to the Board, the President of the Friends of the Colleyville Public Library and the President of the Colleyville Public Library Foundation shall be appointed to serve as ex-officio members with concurrent terms of the Presidents of the Friends of the Colleyville Public Library and the Colleyville Public Library Foundation.

- 2.6 If a member of the Colleyville Library Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Library Board shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Library Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Colleyville Library Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held bi-monthly on the second Monday of the month at 6:00 p.m. at the Colleyville Public Library, located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Library Board members shall constitute a quorum to conduct business of the Library Board. The act of the Colleyville Library Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Library Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.

- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Library Board for the transaction of business. Posting and notification meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Library Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Library Board acts in an advisory capacity to the City Council in all matters pertaining to the library facility planning and programming, including development of long range capital improvement programs.
- 5.2 Recommend policies for library services, and the adoption of standards for public library facilities and their financial support.
- 5.3 Receives requests for public funding for educational purposes of any public or private person(s), associations or business entities, and forward such requests with recommendations to City Council.
- 5.4 Review the annual operating budget and capital improvement requests related to library programs with the Library Director, and provide recommendations to the Director for submission to the City Manager or designee for consideration.
- 5.5 Cooperate with City boards, commissions, and committees, other governmental agencies, civic groups, and all citizens of the City in the advancement of sound library planning and programming.
- 5.6 Board members will take the Attorney General Texas Open Meetings Act on-line training course, available on this link.
http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 3c

Agenda Date 01/18/2016

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



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3d	Agenda Date 01/18/2016	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 meeting date.

Attachments



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
100 Main Street
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Agenda Number 4a	Agenda Date 01/18/2016	Number
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Type Report

Department Library

Title

Librarian's Report

A. Monthly Statistics

B. Donations

C. Library Programs

Strategy Map Connection

Explanation

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

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics October - December 2015



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/OCTOBER 2015

	October 2015	October 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	10,574	11,162	-5%	10,574	11,162	-5%
Drive Up Transactions	86	151	-43%	86	151	-43%
Total In-Library Transactions	29,088	30,775	-5%	29,088	30,775	-5%
Study Room Hours Usage	289.00	381.00	-24%	289.00	381.00	-24%
Volunteer Hours	45.00	72.50	-38%	45.00	72.50	-38%

LIBRARY PROGRAMS PRESENTED						
	65	73	-11%	65	73	-11%

PROGRAM ATTENDANCE						
	1,166	3,016	-61%	1,166	3,016	-61%

COMPUTER USE		Users	Users			
Children	9	44	-80%	9	44	-80%
Adult	229	338	-32%	229	338	-32%

CARD REGISTRATIONS						
	56	73	-23%	56	73	-23%

CIRCULATION						
TOTAL CIRCULATION	17,185	17,960	-4%	17,185	17,960	-4%
Overdrive	1,137	927	23%	1,137	927	23%
Zinio	54	619	-91%	54	619	-91%
OneClickdigital	470	58	710%	470	58	710%

COLLECTION						
	336	249	35%	78,000	74,774	4%

LIBRARY RECEIPTS						
	\$1,864.64	\$2,498.39	-25%	\$1,864.64	\$2,498.39	-25%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/NOVEMBER 2015

	November 2015	November 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,122	9,076	1%	19,696	20,238	-3%
Drive Up Transactions	75	127	-41%	161	278	-42%
Total In-Library Transactions	27,026	27,515	-2%	56,114	58,290	-4%
Study Room Hours Usage	227.00	282.00	-20%	512.00	663.00	-23%
Volunteer Hours	50.00	52.75	-5%	94	125.25	-25%

LIBRARY PROGRAMS PRESENTED

61	57	7%	142	130	9%
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PROGRAM ATTENDANCE

843	1,089	-23%	2,272	4,105	-45%
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COMPUTER USE

Users

Users

Children

17

49

-65%

26

93

-72%

Adult

231

229

1%

460

567

-19%

CARD REGISTRATIONS

61	63	-3%	117	136	-14%
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CIRCULATION

TOTAL CIRCULATION

16,116

16,457

-2%

33,355

34,417

-3%

Overdrive

1042

858

21%

2233

1785

25%

Zinio

397

417

5%

867

1036

-16%

OneClickdigital

40

31

-29%

94

89

6%

COLLECTION

336	295	14%	78,331	75,069	4%
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LIBRARY RECEIPTS

\$1,684.85	\$1,772.85	-5%	\$3,549.49	\$4,271.24	-17%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/DECEMBER 2015

	December 2015	December 2014	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	9,139	11,395	-20%	28,835	31,633	-9%
Drive Up Transactions	102	113	-10%	263	391	-33%
Total In-Library Transactions	25,348	28,023	-10%	81,462	86,313	-6%
Study Room Hours Usage	399.00	399.00	0%	911.00	1,062.00	-14%
Volunteer Hours	117.00	120.90	-3%	211.00	246.15	-14%

LIBRARY PROGRAMS PRESENTED						
	17	24	-29%	143	154	-7%

PROGRAM ATTENDANCE						
	1,263	1,321	-4%	3,272	5,426	-40%

COMPUTER USE		Users	Users			
Children	12	37	-68%	38	130	-71%
Adult	195	309	-37%	655	876	-25%

CARD REGISTRATIONS						
	46	48	-4%	163	184	-11%

CIRCULATION						
TOTAL CIRCULATION	15,242	16,445	-7%	48,597	50,862	-4%
Overdrive	1062	921	15%	3,295	2,706	22%
Zinio	503	404	25%	1,370	1,440	-5%
OneClickdigital	34	28	21%	128	117	9%

COLLECTION						
	-206	272	-176%	77,888	75,341	3%

LIBRARY RECEIPTS						
	\$1,448.08	\$1,869.60	-23%	\$4,997.57	\$6,140.84	-19%



COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2015-2016

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	15.00	2	4.50	3	0.00	0	25.00	12	0.00	0	45	17
November	11.00	2	6.00	2	0.00	0	32.50	11	0.00	0	50	15
December	23.00	4	11.50	4	0.00	0	82.50	18	0.00	0	117	26
January											0	0
February											0	0
March											0	0
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	49	8	22.00	9	0.00	0	140.00	41	0.00	0	211.00	58



City of Colleyville Colleyville Library Board Agenda Briefing

City Hall
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Agenda Number 4b

Agenda Date 01/18/2016

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

City Hall
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Agenda Number 4c

Agenda Date 01/18/2016

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