



# City of Colleyville City Council Agenda

City Hall  
100 Main Street  
Colleyville, Texas  
76034  
817.503.1000  
[www.colleyville.com](http://www.colleyville.com)

---

Tuesday, February 20, 2018

---

**WORKSESSION  
5:00 PM  
EXECUTIVE CONFERENCE ROOM  
THIRD FLOOR**

**CALL TO ORDER**

- WS-1** Discussion of options for use of additional Trinity River Authority true-up funds
- WS-2** Update and discussion on the Library Spatial Reconfiguration Project
- WS-3** Discussion of a Colleyville Entrepreneur Center
- WS-4** Discussion of public art in City roundabouts
- WS-5** STAR (Status, Transparency, Accountability & Results) report
- WS-6** Discussion of Texas Municipal League membership
- WS-7** Discussion of the February 20, 2018, City Council regular agenda items

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding contemplated and/or pending litigation, including:

- Glade Road eminent domain cases for Parcels 150 and 159

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including:

- Glade Road Project Phases 1B and 2

Section 551.074 - Personnel - Discussion of the Police Chief selection process

Section 551.074 - Personnel - Deliberate the employment, evaluation, duties, and compensation of the City Manager

Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

**REGULAR MEETING  
7:30 P.M.  
CITY COUNCIL CHAMBERS**

**INVOCATION: Pastor Blake Wilson, Colleyville Assembly of God**

**PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt**

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-18-4236**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**  
**Announcements of civic and charitable events**  
**Presentation of calendar events and updates**  
**Announcements of awards and recognition**

In recognition of the Featured Business of the Month - The Lodge Barbershop, 16 Village Lane, with principal Orlando Rojas - Mayor Richard Newton and Assistant City Manager Mark Wood
- 4. CONSENT: READING AND PUBLIC HEARING- RESOLUTION R-18-4237**
  - 4a** Approval of the minutes of the regular City Council meeting of February 6, 2018
- 5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**

**6. REPORTS**

Monthly Financial Report - January 2018

Quarterly Cash & Investment Report for the quarter ended December 31, 2017

Quarterly Performance Management Report

Library Board Minutes - September 11, 2017

**7. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR FEBRUARY 20, 2018 - READING AND PUBLIC HEARING - RESOLUTION R-18-4238****8. ADJOURNMENT**

*I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 16, 2018 by 5:00 p.m.*

Christine Loven, TRMC  
City Secretary

*A quorum of any Colleyville board, commission, or committee may be present 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 City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.*



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-1

**Agenda Date** 02/20/2018

**Type** Worksession

**Department** City Secretary

---

## **Title**

Discussion of options for use of additional Trinity River Authority true-up funds

## **Strategic Plan**

1.1 Actively involve and engage stakeholders

## **Explanation**

This item provides for City Council to discuss options for the use of additional Trinity River Authority (TRA) true-up funds. Fiona Allen, P.E., Regional Manager, Trinity River Authority of Texas, will be present to offer the attached presentation and answer questions of the City Council.

On February 13, 2018, TRA conducted a meeting with member cities (Bedford, Colleyville, Euless, Grapevine, and North Richland Hills) of the Tarrant County Water Supply Project (TCWSP). The member cities are purchasers of treated water from TRA, who share in the operating and capital costs. At this meeting, TRA informed member cities the lack of wet weather over the last year, caused less raw water to be purchased from TRWD than originally projected, creating a substantial savings. Initial projections indicate this would make cities' true-up payments substantially larger. This has created an opportunity to consider using this cash to avoid a \$4.5M debt issuance, saving customers \$1.8M in interest, and would ultimately reduce volumetric rates by about \$0.05 over the next five years. The other option would be to return the unused funds to cities through the standard true-up process. In Colleyville's case, the true-up payment this year is estimated to be either \$663K (if cash is used to avoid debt) or \$1.6M (if all cash is returned in the true-up payment). Either way, the true-up would allow Colleyville to meet annual operating surplus projections.

Colleyville's water volumetric rate is a pass-through rate which directly passes through the rate TRA charges the City. It is important to recognize when TRA discusses their volumetric rate, it does not include the 20-percent markup they charge the City to provide cash flow cushion. It also does not always include the portion of TRA's debt the City pays. The City's volumetric rate takes into account all of these charges to completely pass through the amount TRA charges the City. At the end of the year, there is a "true-up" where any unused funds are returned to member cities. This process also provides some protection from cities receiving unexpected bills for emergency repair work to TRA's system (potentially requiring rate spikes or draw down of reserves), as these costs would reduce the true-up amount before TRA would look to



invoice cities for their portion of costs. In Colleyville's rate model, a conservative \$500K is presumed for an annual operating surplus (largely from the true-up), which is swept over to the Utility Capital Projects Fund for future capital projects at year-end.

Discussion at the worksession will allow City Council to advise TRA of the City's preferred direction, however, TRA will take into account the preferences expressed by all TCWSP members, in order to reach a final decision.

**Attachments**

1. TRA presentation - Tarrant County Water Supply project



Trinity River Authority of Texas  
*Enriching the Trinity basin as a resource for Texans*

# Tarrant County Water Supply Project City of Colleyville February 2018

Wastewater Treatment • Water Treatment • Water Storage • Lake Livingston • Recreation







# Tarrant County Water Supply Project

- Supplies treated water to 5 contracting parties
- Authority budgets are based on consumption estimates provided by contracting parties
  - Contracting parties pay for services based on water consumption
  - Settle-up at the end of each year
    - Pay too much – check sent



# FY 2017 Settle Up

- TRA Fiscal Year ends November 30
- Currently auditing financials
- TCWSP has large O&M savings due to:
  - 28.318 MGD Actual v. 31.180 MGD Budget
    - Less raw water usage
    - Less chemical usage
  - TRWD Bond Refunding – reduced cost of raw water
- Created potential opportunity to use cash from O&M savings for Capital Program



# Unaudited Financials TCWSP

## Expenditure Budget

| Item                            | FY 2017 Budgeted       | FY 2017 Actual         | Variance                |
|---------------------------------|------------------------|------------------------|-------------------------|
| O&M Expenses                    | \$24,997,165.00        | \$19,585,999.17        | (\$5,411,165.83)        |
| Less revenue credits            | (\$2,500.00)           | (\$14,517.12)          | <u>(\$12,017.12)</u>    |
| <b>O&amp;M Requirement</b>      | <b>\$24,994,665.00</b> | <b>\$19,571,482.05</b> | <b>(\$5,423,182.95)</b> |
|                                 |                        |                        |                         |
| Debt Service Costs              | \$12,272,656.00        | \$12,329,113.83        | \$56,457.83             |
| Less revenue credits            | (\$21,000.00)          | (\$132,980.48)         | <u>(\$111,980.48)</u>   |
| <b>Debt Service Requirement</b> | <b>\$12,251,656.00</b> | <b>\$12,196,133.35</b> | <b>(\$55,522.65)</b>    |
|                                 |                        |                        |                         |
| <b>Operating Reserve</b>        | <b>\$0.00</b>          | <b>(\$182,044.00)</b>  | <b>(\$182,044.00)</b>   |
|                                 |                        |                        |                         |
| <b>Total Annual Requirement</b> | <b>\$37,246,321.00</b> | <b>\$31,585,571.40</b> | <b>(\$5,660,749.60)</b> |



# Alternative to FY2018 Bond Sale

- \$4.525M bond sale proposed for Capital Improvements
- Option to use O&M savings
- Contracting parties still receive settle up in their favor
- Saves customers approx. \$1.775M in interest
- Reduces debt service cost by \$2.946 (P & I) over the next 5 years
  - Approximate rate reductions
    - FY 2019 - \$0.022 /Kgal
    - FY 2020 - \$0.059
    - FY 2021 - \$0.059
    - FY 2022 - \$0.058
    - FY 2023 - \$0.058

# Alternative to FY2018 Bond Sale

## Revenue Budget

| Annual Requirement Settle Up                           |                         |
|--------------------------------------------------------|-------------------------|
| FY 2017 Annual Requirement                             | \$31,585,571.40         |
| FY 2018 Capital Program                                | <u>\$4,525,000.00</u>   |
| <b>Net Balance for Settle-Up</b>                       | <b>\$36,110,571.40</b>  |
|                                                        |                         |
| Total Revenue Received                                 | \$39,492,926.00         |
|                                                        |                         |
| <b>Balance for distribution to Contracting Parties</b> | <b>(\$3,382,354.60)</b> |
|                                                        |                         |

# Unaudited Settle-Up Calculations

| Contracting Party    | Annual Requirement  | Retained for FY18 Capital Program | Cash Collections    | Receivable from/ (Payable to) Contracting Party |
|----------------------|---------------------|-----------------------------------|---------------------|-------------------------------------------------|
| Bedford              | 7,108,964.55        | 1,018,441.75                      | 8,803,312.00        | (675,905.70)                                    |
| <b>Colleyville</b>   | <b>7,153,184.36</b> | <b>1,024,776.75</b>               | <b>8,841,192.00</b> | <b>(663,230.89)</b>                             |
| Eules                | 5,337,014.00        | 764,589.25                        | 6,921,438.00        | (819,834.75)                                    |
| Grapevine            | 6,677,505.65        | 956,630.25                        | 8,509,612.00        | (875,476.10)                                    |
| North Richland Hills | <u>5,308,902.84</u> | <u>760,562.00</u>                 | <u>6,417,372.00</u> | <u>(347,907.16)</u>                             |
| Total                | \$31,585,571.40     | \$4,525,000.00                    | \$39,492,926.00     | (\$3,382,354.60)                                |





Trinity River Authority of Texas  
*Enriching the Trinity basin as a resource for Texans*

# Tarrant County Water Supply Project

Wastewater Treatment • Water Treatment • Water Storage • Lake Livingston • Recreation





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-2

**Agenda Date** 02/20/2018

**Type** Worksession

**Department** Library

---

## **Title**

Update and discussion on the Library Spatial Reconfiguration Project

## **Strategic Plan**

2.1 Provide responsive, efficient city services

2.3 Effectively leverage information technology

5.3 Provide attractive facilities for leisure and recreation

## **Explanation**

This item is provided to update City Council and receive direction regarding the Colleyville Public Library Spatial Reconfiguration Project (Project). Aaron Babcock, Hidell and Associates Architects, will present an overview of the Project, cost, and timeline.

## **Background Information**

On March 7, 2017, staff provided a report to City Council on the Colleyville Public Library Long-Range Plan 2016-2021 (Plan), approved by City Council on April 19, 2016. Following the presentation and discussion, City Council directed staff and the Library Board to move forward with engaging a consultant to establish a comprehensive schematic masterplan for the library reconfigurations proposed in the Plan.

In April 2017, the library staff and Board began working with Aaron Babcock of Hidell and Associates Architects, as a consultant, to develop a comprehensive schematic masterplan for the Library reconfigurations. On April 12, 2018, the Library Board unanimously approved the proposed Project and recommended the Project be forwarded to City Council for approval.

On March 22, 2016, a joint City Council and Library Board Worksession was held to allow the City Council and Library Board to receive an update and provide input regarding the Plan. Aaron Babcock with Hidell and Associates Architects presented an overview of the updated Plan including: process, conclusions, and recommendations. Following the presentation and discussion, staff sought City Council direction and recommendations for the Library Board to incorporate prior to Plan approval in a Library Board meeting following the joint worksession. There being no further recommendations, City Council provided direction to the Library Board to approve the Plan and forward to City Council for approval at a future City Council meeting. The Library Board unanimously approved the Plan and recommended that the Plan be

forwarded to City Council for approval, as defined in the Texas Administrative Code, Title 13, Chapter 1, Rules §1.71 - §1.86.

Texas public libraries are accredited in the Government Code 441.127(a), Library Systems, under the authority of the Texas State Library and Archives Commission (TSLAC). To be considered for accreditation, a public library must submit an annual report to TSLAC by April 30 and complete an Accreditation in State Library System Application. Accredited libraries are eligible for certain services from the State Library. The primary services include: TexShare databases consortium, Inter-Library Loan program, TexShare card program, continuing education programs, and consulting services. (TSLAC - Colleyville Public Library TexShare Participation Summary Report attached). Each public library applying for membership in the Texas Library System must meet requirements defined in the Texas Administrative Code, Title 13, Chapter 1, Rules §1.71 - §1.86. Rule §1.83.6 of the Administrative Code states the following:

*"The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development element."*

Since the opening of the Colleyville Public Library on November 24, 2003, the library has completed two long-range planning documents:

- **Colleyville Public Library Long-Range Plan FY2007 – FY2011 (attached)**

When the initial building phase was completed, the Colleyville Public Library Board and staff embarked on a planning process to create a new long-range plan for the Colleyville Public Library. The purpose of the plan was to identify the community's information needs and how the fledgling library could best address those needs. The plan included vision and mission statements for the library and identified goals, objectives, and activities to implement service priorities, which would serve as the library's focus for the next five years. This plan provided a foundation for the library's next planning document.

- **Library Spatial Reorganization Plan 2009 - 2014 (attached)**

In May 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 would enable the City and library to realize its vision, goals, and strategic objectives. During the planning process, it was revealed the community was ready for the library to reinvent itself to meet the needs of this, and the next generation, and to be a third 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 utilization 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 the community sought.



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 2011. The project features included:

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

- New children's area
- One large meeting room space divisible into two
- Story time and craft rooms

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

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

This plan provided a foundation for the library's next planning document.

- **Colleyville Public Library Long-Range Plan Update**

At the April 14, 2014, meeting, the Colleyville Public Library Board discussed the library's current long-range plan would be five-years-old and needed to be updated to meet requirements defined in the Texas Administrative Code. The Voluntary Library Fund was identified as a source of funding for the project. Resolution R-03-2237 provides for the Voluntary Library Fund to be used for the purpose of the development and improvement of library programs and services and for approved library programs and capital items, including collection development (books, DVDs, CDs, digital, and other). On April 14, 2014, the Colleyville Public Library Board unanimously approved the use of the Voluntary Library Fund for professional services to update the library's Long-Range Plan, in an amount not to exceed \$25,000, and requested it be presented to the City Council for approval. On September 2, 2014, staff sought City Council approval for the use of the Voluntary Library Fund for professional services to update the library's Long-Range Plan, in an amount not to exceed \$25,000.

In October 2014, the library staff and Library Board started to work with Aaron Babcock of Hidell and Associates Architects, as a consultant, to update the plan. The goal of the plan was to include recommendations for the delivery of library services and programs to meet the dynamic, changing needs of the community for the next five years. At the September 15, 2015, Pre-Council meeting, staff presented an update on the Colleyville Public Library Long-Range Plan, which included an overview of the long-range planning process phases that had been completed and an overview of the final project phases.

**Long-Range Plan 2016 - 2021 (attached)**

The Long-Range Plan 2016 - 2021 update project included the following tasks:



**Data Collection**

The data collection phase established factual criteria regarding the Colleyville Public Library, its users, local and national trends impacting library service, and funding. Demographics and growth data, library service analysis data, and future trends data were utilized during this phase.

**Design Workshop**

The workshop phase with representatives from key stakeholders including: the Colleyville Public Library Board, Friends of the Colleyville Public Library, the Colleyville Public Library Foundation, library staff, and citizens, brought together the exchange of ideas and information gathered from the previous data collection tasks through an intensive and highly integrated workshop session; utilizing the data as a backdrop to start the discussion and navigate solutions. The results of the workshop process established short and long-term goals for user-centered service delivery, marketing, collections, technology, programs, and services.

**Long-Range Plan Survey**

This project phase included a library assessment survey (see Appendix – Survey Results). On August 10, 2015, the Colleyville Public Library Board unanimously approved a proposed survey. On September 15, 2015, staff sought City Council approval of the survey and presented the Colleyville Public Library – Long-Range Plan Survey Communications/Promotional Plan (attached). The survey, both in paper and online format, was available October 1, 2015, through November 14, 2015, and resulted in 1,386 total respondents.

**Final Report**

This phase included the compiling of all analysis, information, and recommendations, in a comprehensive document that included the established data, priorities from the collaborative planning workshop, and the library assessment survey responses. The final document articulated a vision and plan for the Colleyville Public Library for the next five years, and provided recommendations for user-centered service delivery, marketing, collections, technology, programs, and services. The Plan recommendations included:

- Reallocate collection development to meet patron use patterns
- Transition to a single service point on the first floor
- Revise public access to technology
- Update and increase the number of reader seats
- Improve access to popular materials
- Revise access to children's programs
- Engage the aging population

Additionally, the Plan included vision and mission statements for the library and identified goals, objectives, and activities to implement library core service priorities, identified in the City's Business Plan. While the Plan did not propose major renovations, space utilization changes were recommended for the library.

**Implementation Plan**

Upon approval of the Plan, the library staff started to implement four of the seven Plan recommendations that had little or no cost impact on the library budget including:

- **Reallocate collection development to meet patron use patterns**

The library began the process of analyzing the various collections to determine items with high and low use. Based on this information, the library started the process of shifting collection allocations to increase access to the high use items.

- **Revise access to children's programs**

The library began the evaluation of popular programs to determine the program expansion needs. As a result, the library moved one story time with a waiting list to a larger meeting room to accommodate more children, and added a third story time for a popular program to increase availability.

- **Improve access to popular materials**

The library started an in-depth analysis of the collection, including running various reports on items, and withdrawing outdated, damaged, duplicate, and non-circulating items to improve access for popular materials.

- **Engage the aging population**

The library evaluated current adult program offerings, and added several new adult program offerings, and implemented an active marketing plan to promote current and new adult program offerings.

**Implementation Plan – Next Steps**

Three of the Plan recommendations had cost implications and could not be implemented until a schematic floor plan had been created. These included:

- **Revise public access to technology**

This item required a further planning process to develop the specific furniture selection, to establish the layout, phasing, and cost impacts.

- **Update and increase the number of reader seats**

This recommendation required a further planning process to develop the specific furniture selection, to establish the layout, phasing, and cost impacts.

- **Transition to a single service point on the first floor**

This item required a further planning process to develop the specific modification such as desk design, and furniture selection to establish the layout, phasing, and cost impacts.

To implement these recommendations, the library needed to engage a consultant to establish a comprehensive schematic masterplan for the library reconfigurations.

**Attachments**

1. Colleyville Public Library Spatial Reconfiguration Project Presentation - 2.20.18
2. Colleyville Public Library Long-Range Plan 2016 - 2021 - Final Report
3. Colleyville Public Library - Long-Range Plan Survey - Communications/Promotional Plan - 2015
4. Texas State Library and Archives Commission - Colleyville Public Library - TexShare Value Report
5. Colleyville Public Library Long-Range Plan FY2007 - FY2011
6. Colleyville Public Library Spatial Reorganization Plan 2009 - 2014

# COLLEYVILLE PUBLIC LIBRARY

SPATIAL RECONFIGURATION PROJECT

City Council Worksession Presentation  
February 20, 2018

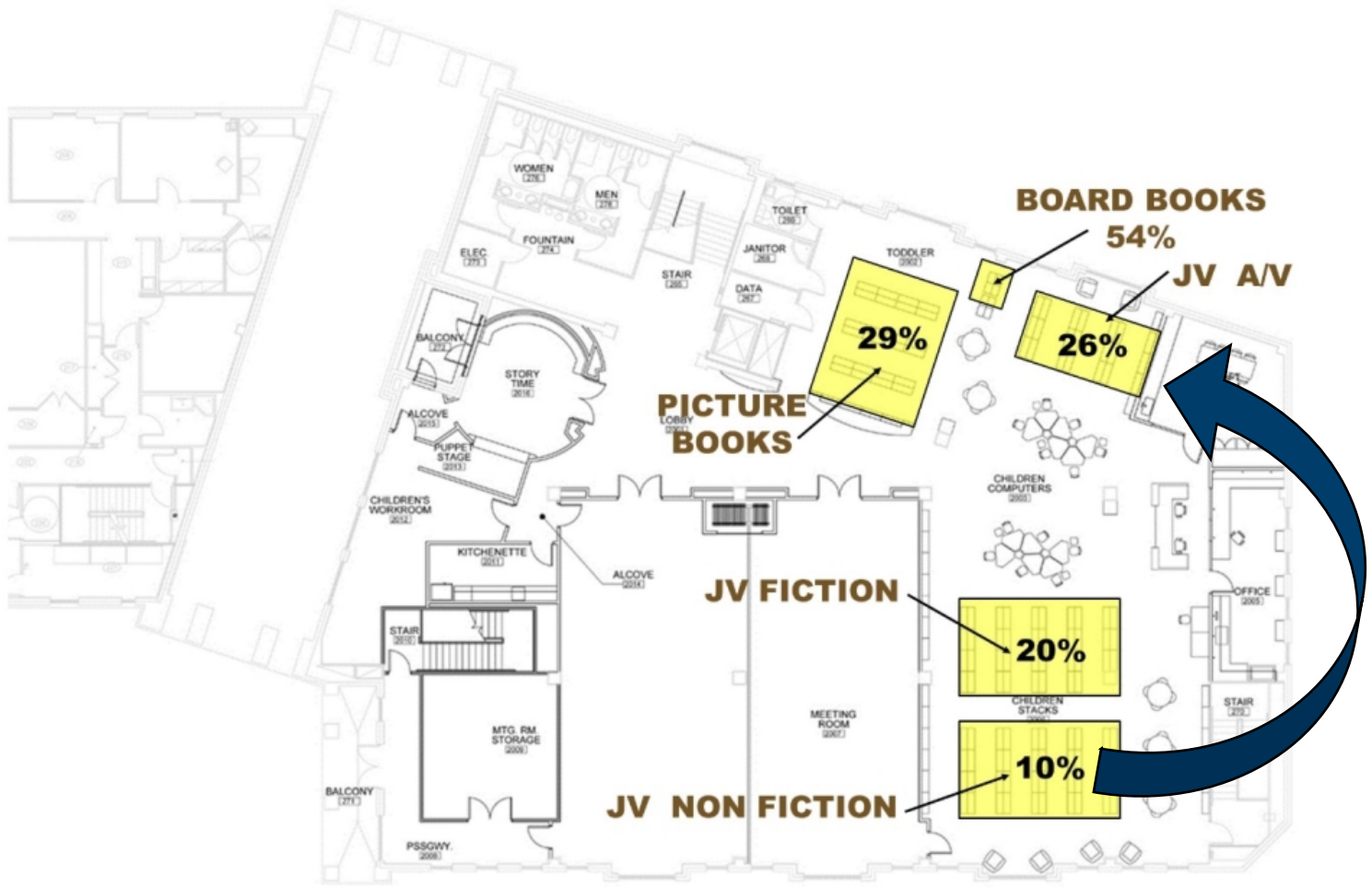




# COLLEYVILLE PUBLIC LIBRARY SPATIAL RECONFIGURATION PROJECT

## BUILDING ON THE LONG-RANGE PLAN RECOMMENDATIONS

Adjust Collection Allocation



Increase the number and type of seating



User friendly layout





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

First Floor Plan

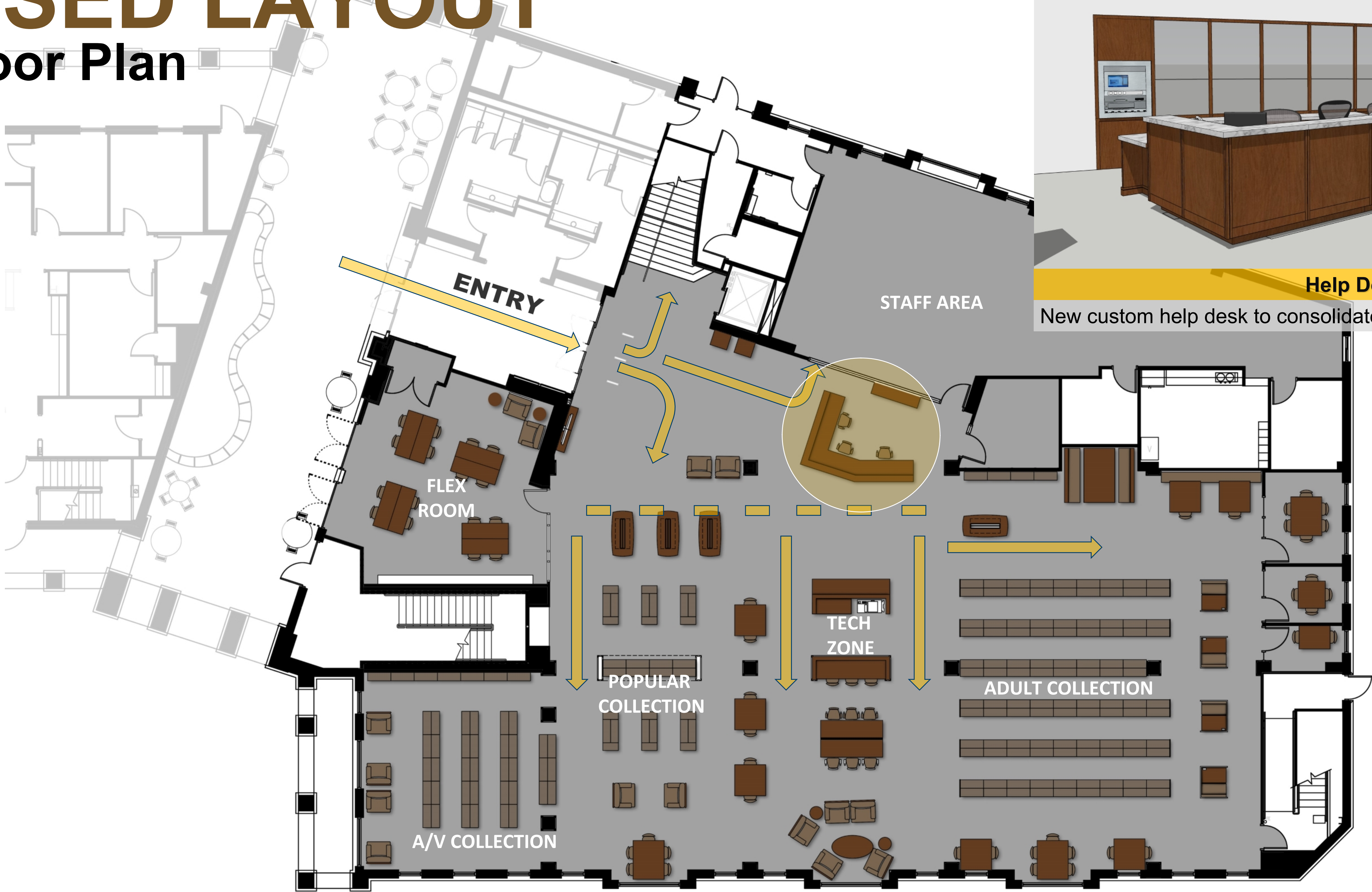




# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



**Help Desk**

New custom help desk to consolidate staff to one point of service.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



#### Self Check Stations

Locate self check stations adjacent to entry/exit location. Provide stations that allow users to pay fines.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



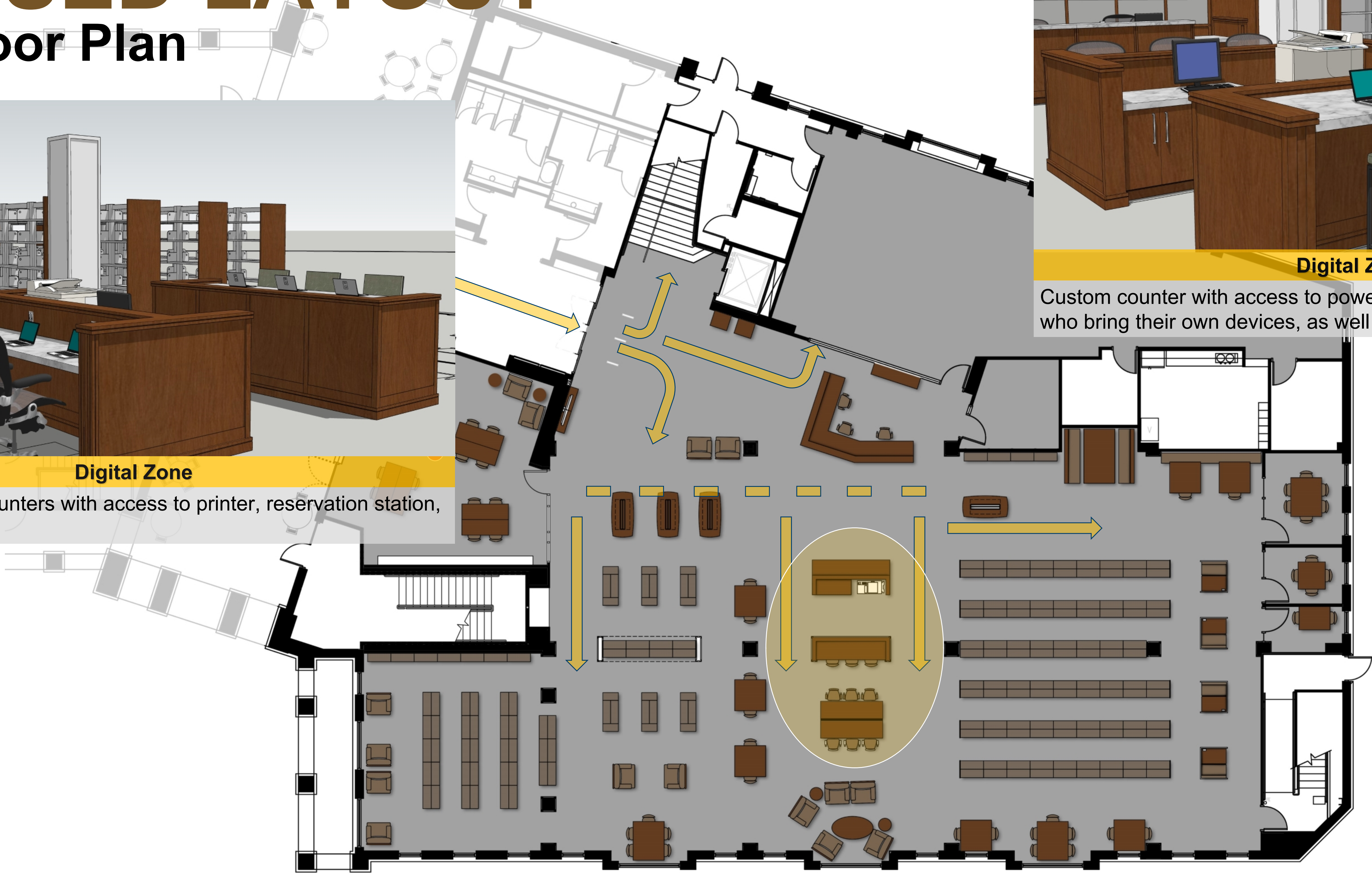
Digital Zone

Custom millwork counters with access to printer, reservation station, and layout space.



Digital Zone

Custom counter with access to power and USB charging for users who bring their own devices, as well as, dedicated public computers

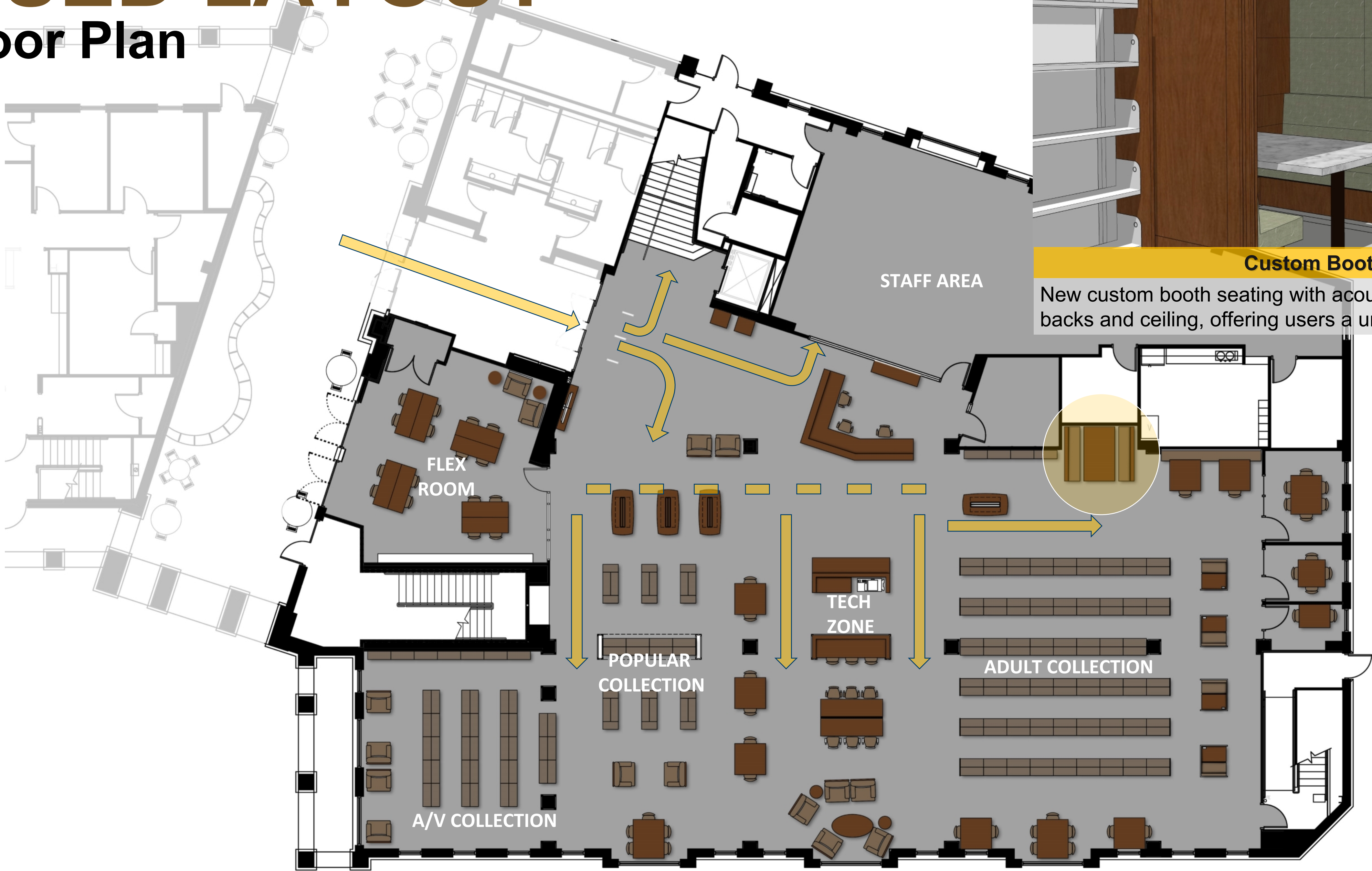




# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



**Custom Booth Seating**

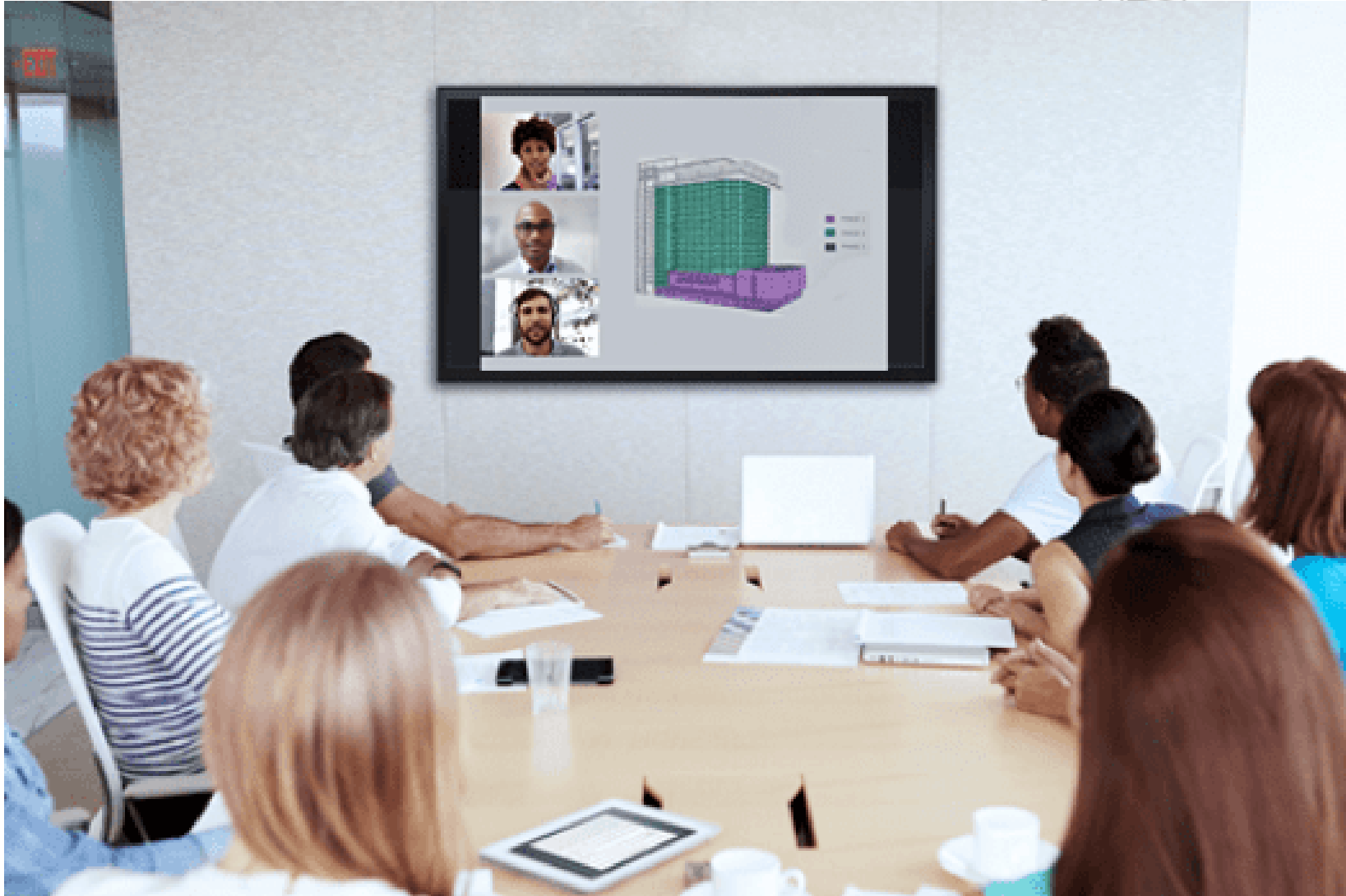
New custom booth seating with acoustical treatment on full height backs and ceiling, offering users a unique seating option.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



#### Study Rooms

Re-configure the existing study rooms, eliminating built-in counters, adding tables, marker surfaces and flat panel TV's.





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



**Pod Seating**  
Utilize furniture solutions to provide a variety of individual seating for users seeking a private / quiet environment.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



#### Lounge Seating

Update and increase the amount of lounge seating.



#### Social Cluster

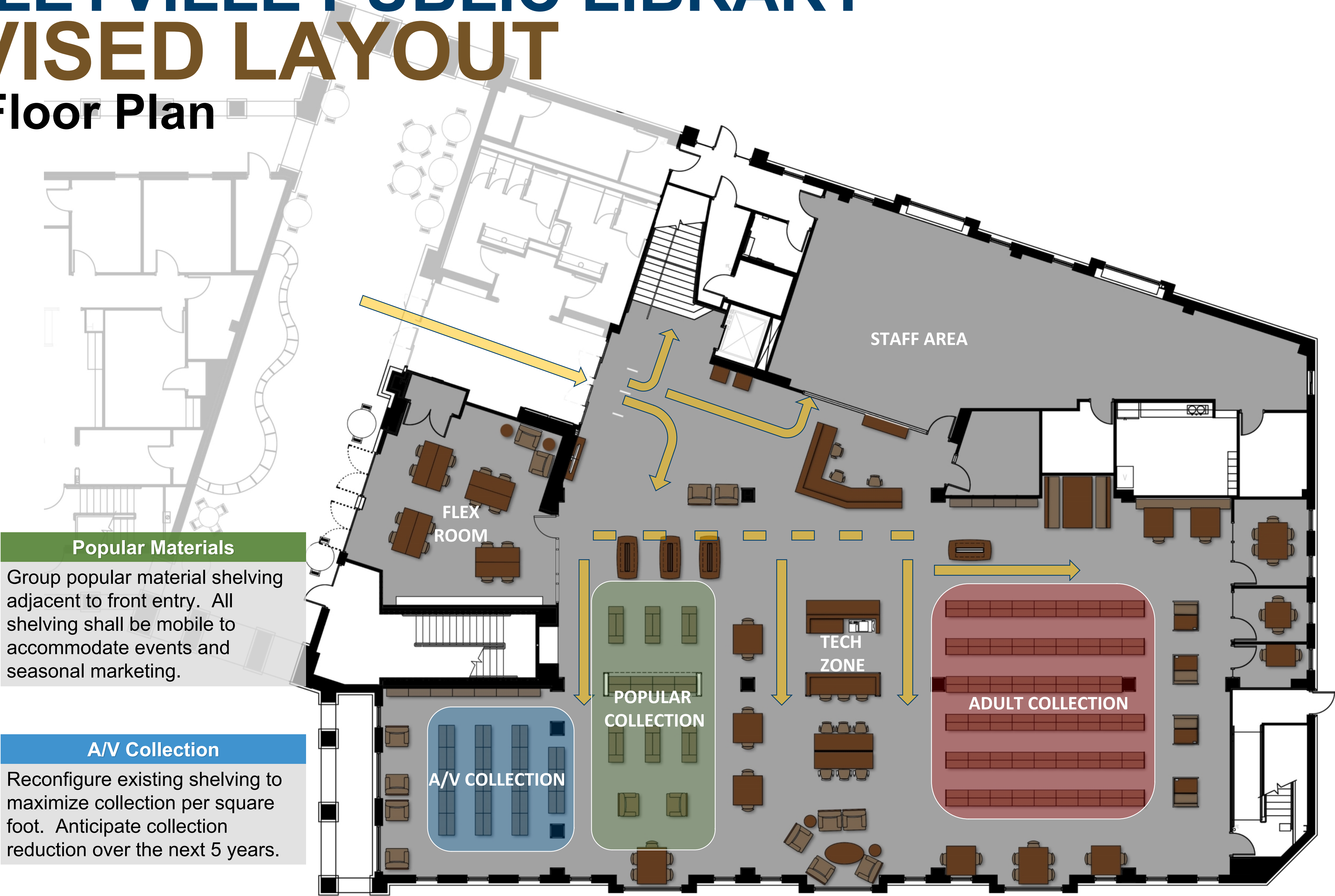
Provide lounge seating zones which allow for social interaction.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan



**Popular Materials**  
Group popular material shelving adjacent to front entry. All shelving shall be mobile to accommodate events and seasonal marketing.

**A/V Collection**  
Reconfigure existing shelving to maximize collection per square foot. Anticipate collection reduction over the next 5 years.

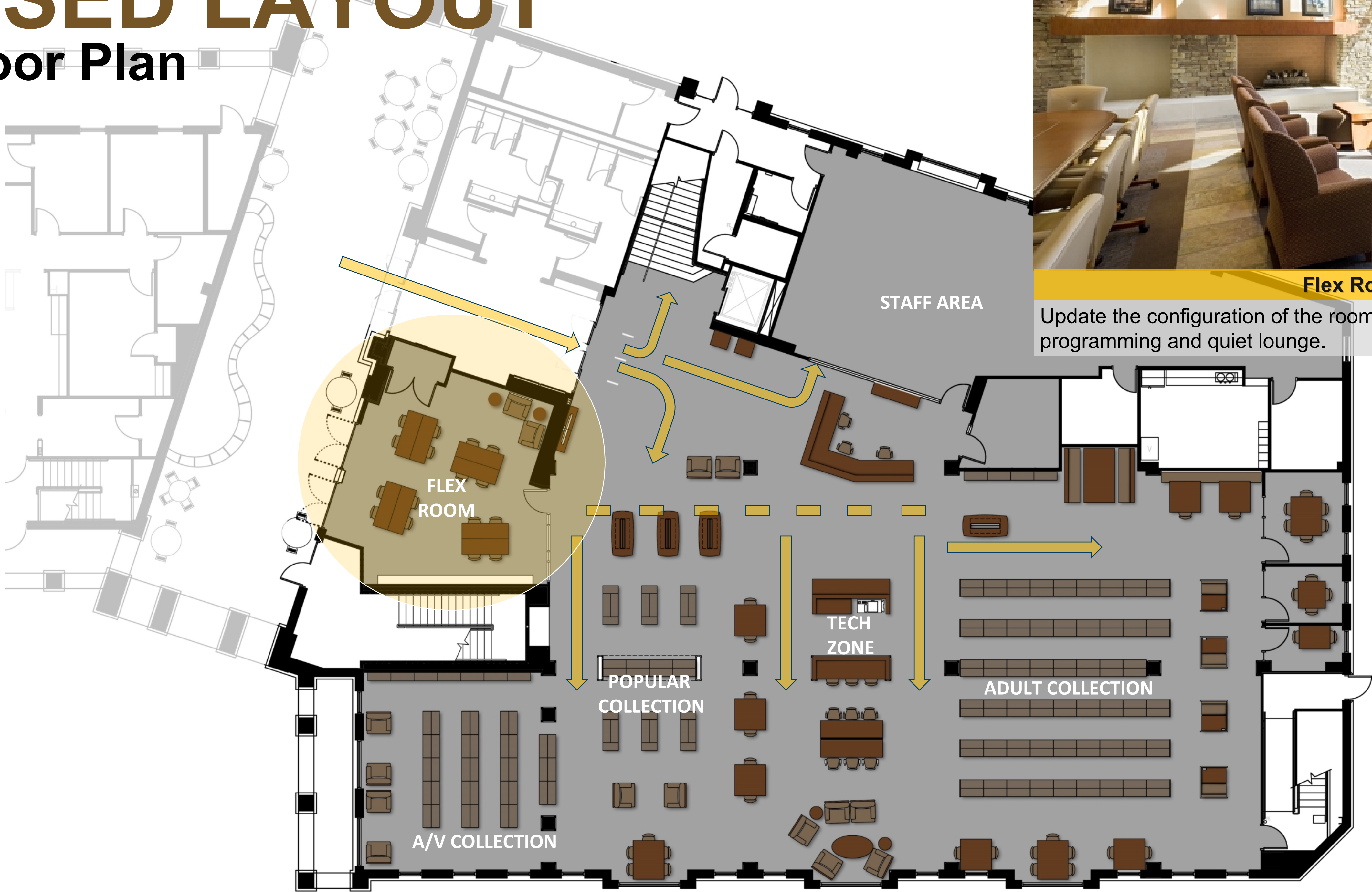
**Adult Collection**  
Condense existing 84" shelving to maximize collection per square foot.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### First Floor Plan

#### Building Modifications

**Wayfinding**

Install graphic on stair wall surface, orienting users to meeting rooms and children's area.

**Updated Configuration**

Improve flexibility of room by removing built in seating and updating lighting.

**New Flooring**

Replace all existing carpet on the first floor.

**Improve Light Level**

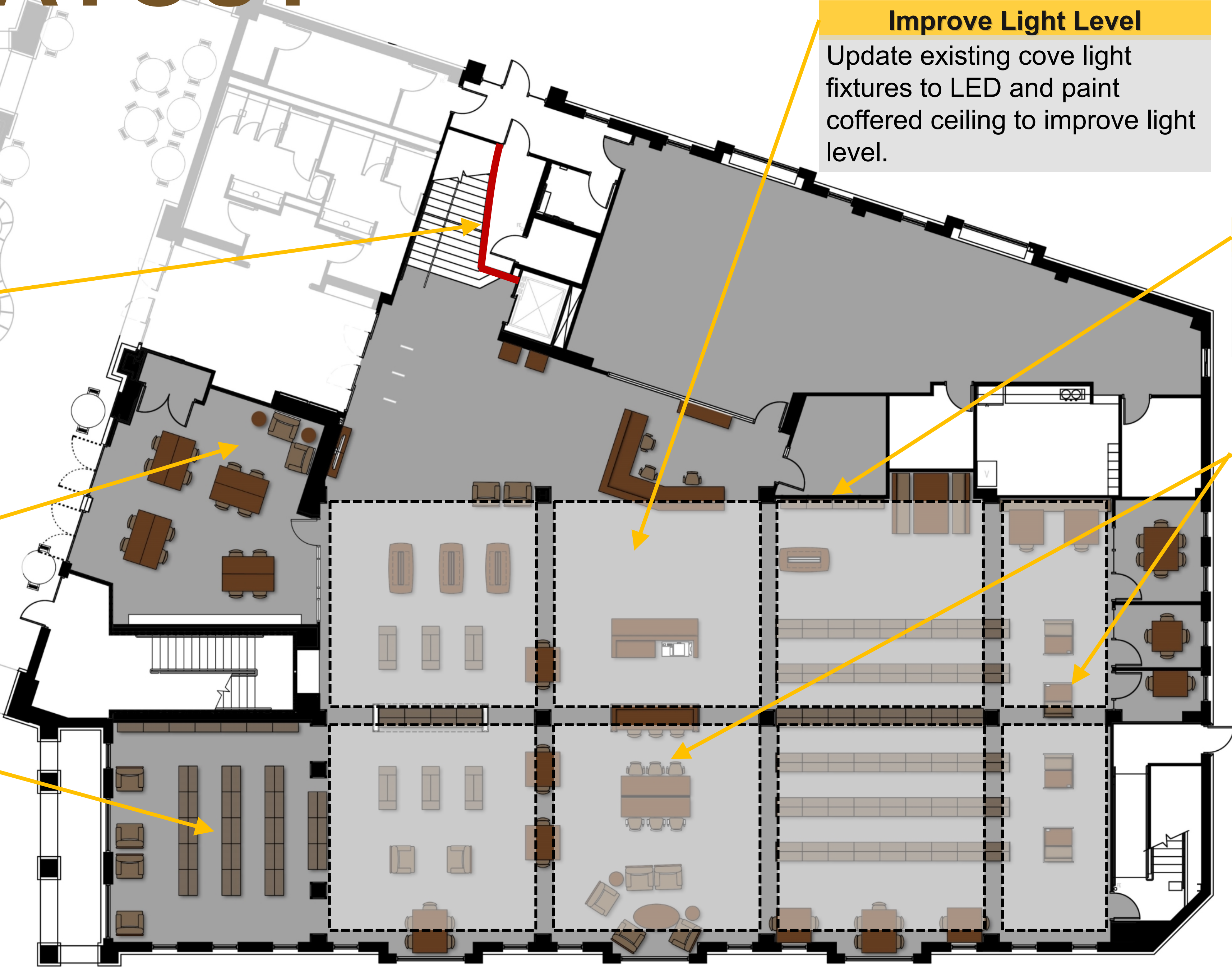
Update existing cove light fixtures to LED and paint coffered ceiling to improve light level.

**Window's Removed**

Remove existing interior windows to provide solid wall surface for shelving.

**Additional Power**

Install new floor box locations to provide power to new furniture locations.

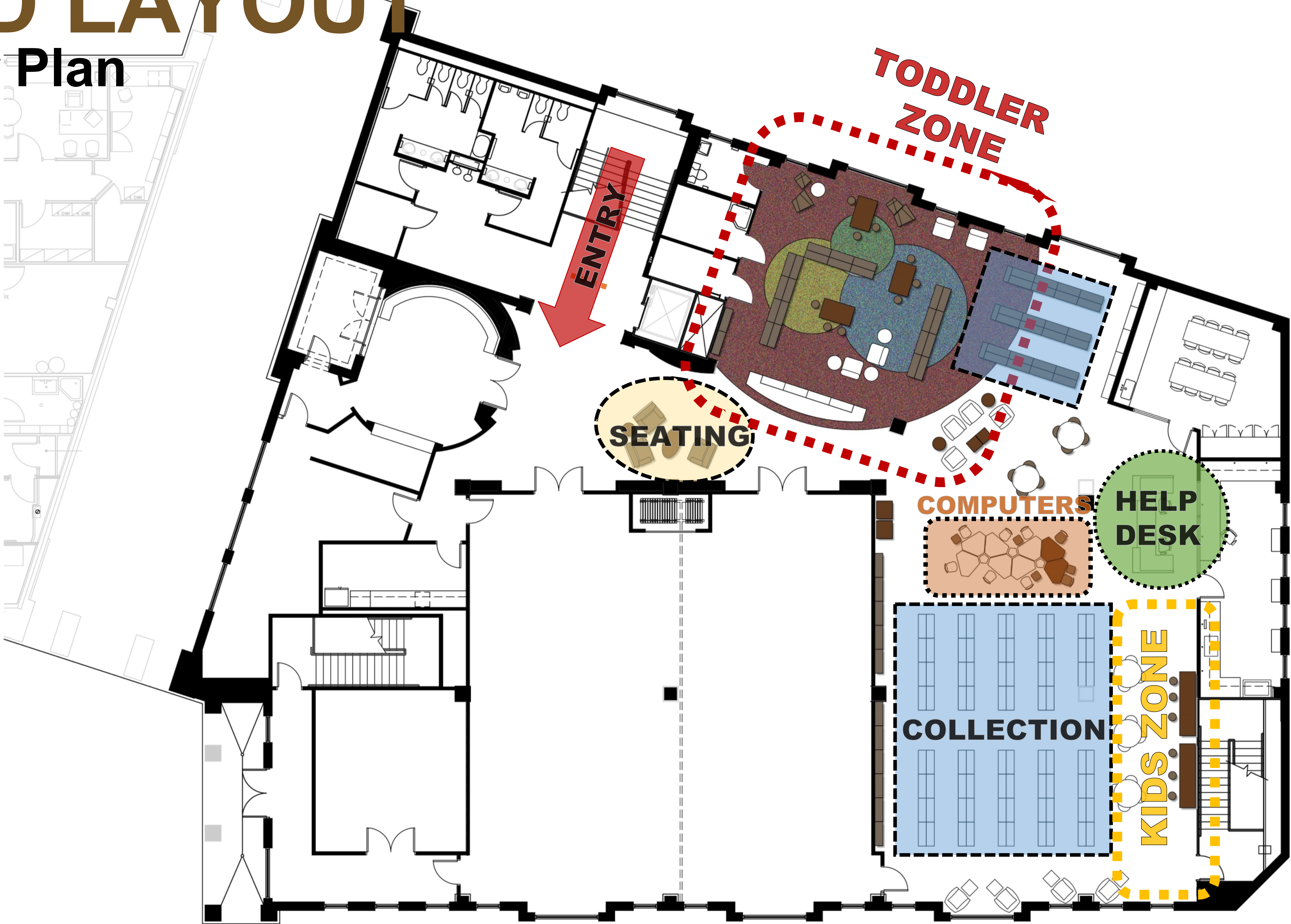




# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan



**Toddler Zone**

Revised toddler area with updated flooring, modified layout, expanded collection and interactive discovery tables.





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan



**Computers**

Consolidate the children's computers to a group of eight, opening floor area for additional seating and tables.





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan



**Kids Zone**

Provide mobile workstations for interactive kid activities.

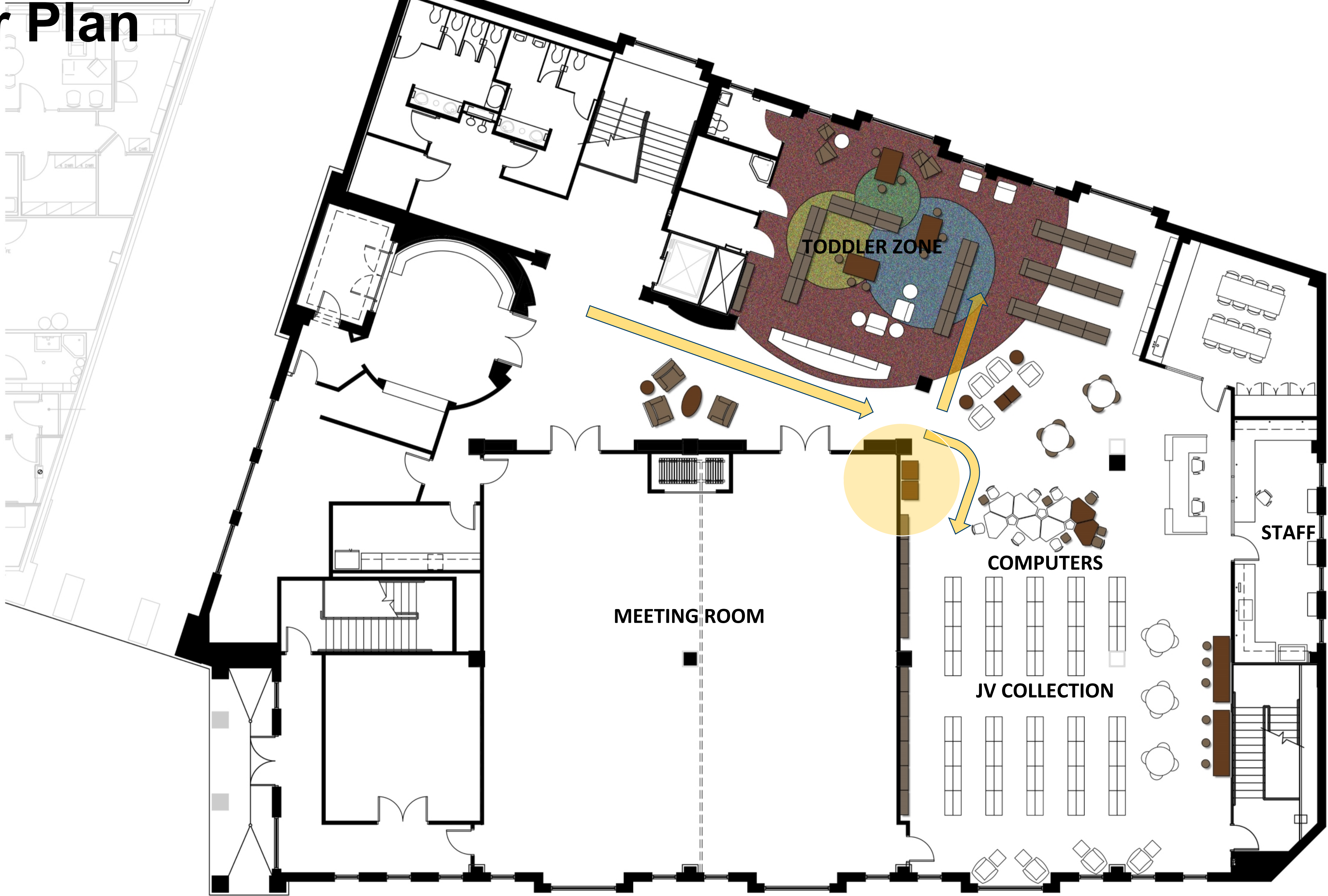




# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan



#### Self Check Stations

Provide self check station on the second floor. Over 50% of the library's check-outs occur on the second floor.



# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Plan



**Lounge Seating**

Provide casual seating at entry for seating during programming.





# COLLEYVILLE PUBLIC LIBRARY

## REVISED LAYOUT

### Second Floor Layout

#### Building Modifications

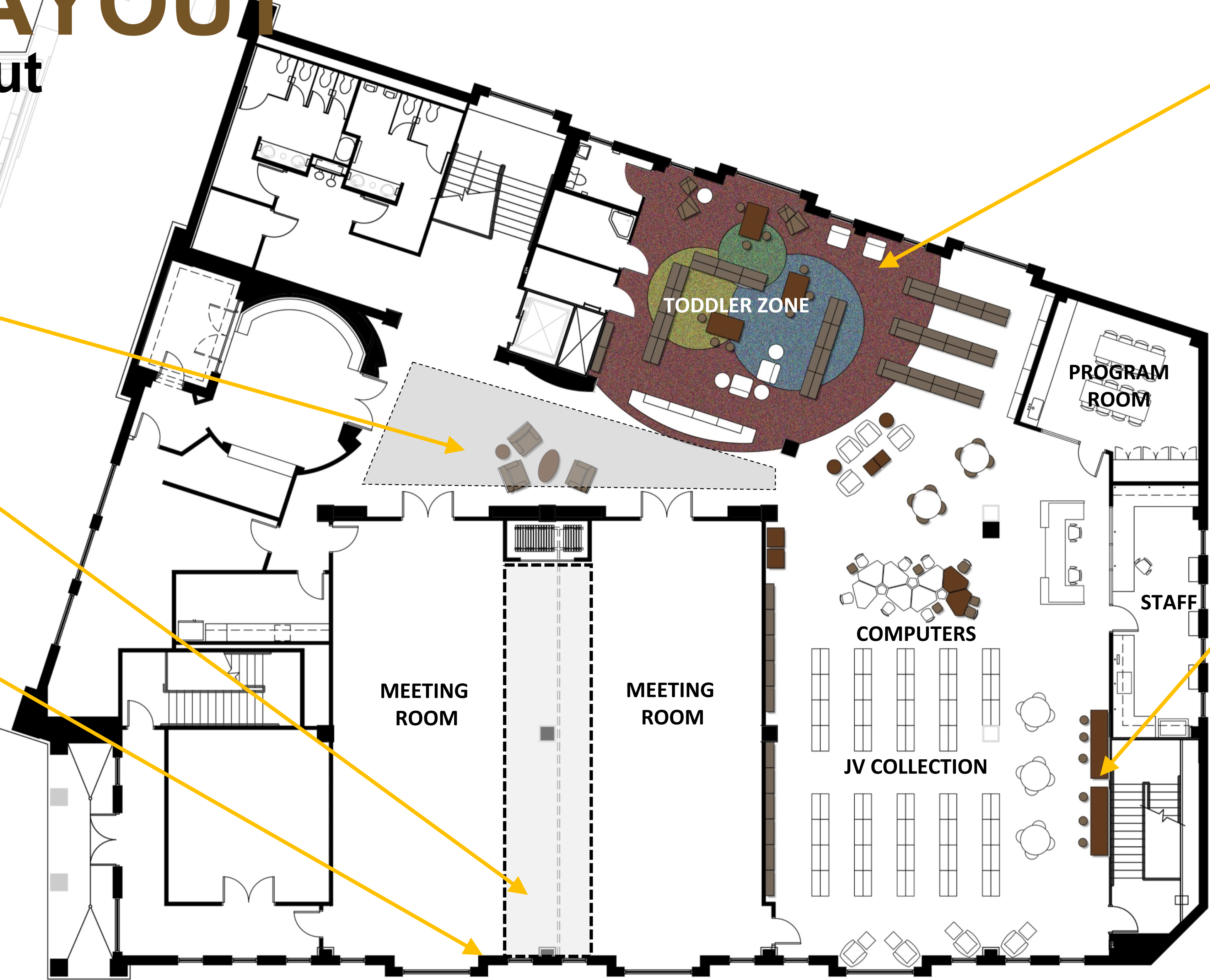
**Improve Light Level**  
Update and expand existing light fixtures to improve the light level.

**Additional Lighting**  
Add light fixtures in existing soffit to improve light level for programming.

**Updated A/V Connection**  
Update the existing wall plates and cabling to allow for HDMI connection to existing projectors.

**New Flooring**  
Install new rubber flooring at the Toddler Zone, improving play surface areas.

**Glass Display**  
Install back painted glass on wall surface for activity programs and display purposes.





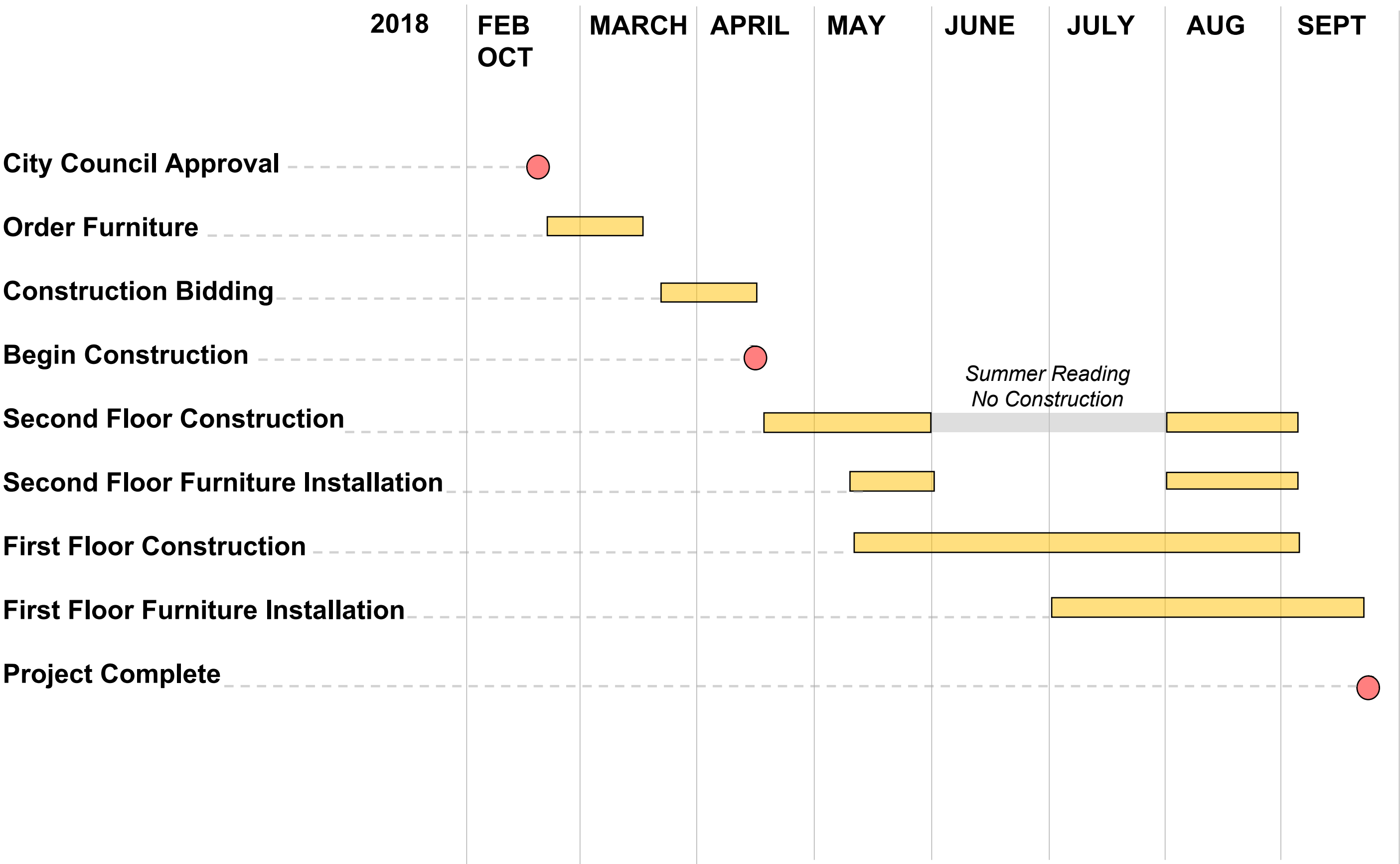
# COLLEYVILLE PUBLIC LIBRARY

## PROJECT COST

### Estimate of Project Cost

|                                               |    |               |
|-----------------------------------------------|----|---------------|
| FURNITURE COST                                |    |               |
| First Floor Furniture                         | \$ | 83,938.56     |
| Second Floor Furniture                        | \$ | 19,947.30     |
| First and Second Floor Shelving               | \$ | 29,680.00     |
| Children's Activity Tables (3 tables)         | \$ | 16,400.00     |
| Installation and Collection Relocation        | \$ | 23,400.00     |
| Sub Total Furniture Cost                      |    | \$ 173,365.86 |
| CONSTRUCTION COST                             |    |               |
| First and Second Floor Construction Cost      | \$ | 232,590.00    |
| Contingency                                   | \$ | 23,259.00     |
| Sub Total Construction Cost                   |    | \$ 255,849.00 |
| TECHNOLOGY COST                               |    |               |
| Material Handling (2 New Self Check stations) | \$ | 37,560        |
| Library Technology                            | \$ | 21,000        |
| Data Cabling                                  | \$ | 5,890         |
| Total Technology Cost                         |    | \$ 64,450     |
| Sub Total Project Cost                        |    | \$ 493,664.86 |
| Professional Fee                              |    | 37,000.00     |
| Total Project Cost                            |    | 530,664.86    |
| ADDITIONAL OPTIONS                            |    |               |
| Material Handling                             | \$ | 37,560        |
| (Replace 2 existing self check stations)      |    |               |

### Estimate of Project Timeline



# COLLEYVILLE PUBLIC LIBRARY

SPATIAL RECONFIGURATION PROJECT

City Council Worksession Presentation  
February 20, 2018





**COLLEYVILLE PUBLIC LIBRARY**



## **LONG-RANGE PLAN 2016 - 2021**

### **Final Report**

4.19.2016

Prepared by  
Hidell and Associates Architects, Inc.

# **COLLEYVILLE PUBLIC LIBRARY**

## **LONG-RANGE PLAN 2016 - 2021**

**Prepared for**

**City of Colleyville, Texas  
Colleyville Public Library**

**by**

**Hidell and Associates Architects, Inc.**

For more information, please contact:  
110 Main Street  
Colleyville, TX 76034  
817.503.1000



## TABLE OF CONTENTS

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| <b>ACKNOWLEDGEMENTS .....</b>                                      | <b>iv</b> |
| <b>LIBRARY PERFORMANCE ASSESSMENT .....</b>                        | <b>1</b>  |
| INTRODUCTION .....                                                 | 1         |
| COMMUNITY FACTORS IMPACTING THE LIBRARY .....                      | 2         |
| COMMUNITY DEMOGRAPHICS .....                                       | 2         |
| CONSUMER TRENDS .....                                              | 3         |
| COMMUNITY OPINION REGARDING THE COLLEYVILLE PUBLIC LIBRARY .....   | 5         |
| PEER LIBRARY COMPARISON .....                                      | 6         |
| <b>LIBRARY SERVICES ASSESSMENT .....</b>                           | <b>7</b>  |
| OVERVIEW OF CURRENT LIBRARY SERVICES .....                         | 7         |
| ASSESSMENT OF THE LIBRARY'S COLLECTION .....                       | 7         |
| COLLECTION UTILIZATION.....                                        | 8         |
| ASSESSMENT OF THE LIBRARY'S TECHNOLOGY .....                       | 9         |
| ASSESSMENT OF THE LIBRARY'S PROGRAMMING.....                       | 10        |
| ASSESSMENT OF THE LIBRARY'S FACILITY.....                          | 11        |
| <b>CONCLUSIONS .....</b>                                           | <b>13</b> |
| What the Library does well.....                                    | 13        |
| What the Library can do to improve... ..                           | 13        |
| <b>LIBRARY SERVICE RECOMMENDATIONS .....</b>                       | <b>14</b> |
| Reallocate collection development to meet patron use patterns..... | 14        |
| Transition to a single service point on the first floor.....       | 14        |
| Revise public access to technology .....                           | 15        |
| Update and increase the number of reader seats.....                | 15        |
| Improve access to popular materials.....                           | 16        |
| Revise access to children's programs .....                         | 17        |
| Engage the aging population.....                                   | 17        |
| First Floor Organizational Layout – Scheme One.....                | 18        |
| First Floor Organizational Layout – Scheme Two.....                | 18        |
| Implementation Plan One.....                                       | 19        |
| <b>APPENDIX - LIBRARY UTILIZATION RESULTS.....</b>                 | <b>20</b> |

## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

|                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| GENERAL USE STATS.....                                                                                                                 | 20        |
| Computer and Study Room Use – Lower Floor.....                                                                                         | 20        |
| Transactions – Lower Floor.....                                                                                                        | 21        |
| Total Adult Circulation – Lower Floor.....                                                                                             | 22        |
| Total Children’s Circulation – Upper Floor.....                                                                                        | 23        |
| Use per Hour – Lower Floor.....                                                                                                        | 24        |
| Use per Hour – Upper Floor.....                                                                                                        | 25        |
| Average Use per Item (Adult Collection) – Lower Floor.....                                                                             | 26        |
| Average Use per Item (Children’s Collection) – Upper Floor.....                                                                        | 27        |
| Collection Utilization (Adult Collection) – Lower Floor.....                                                                           | 28        |
| Collection Utilization (Children’s Collection) – Upper Floor.....                                                                      | 29        |
| CURRENT LAYOUT .....                                                                                                                   | 30        |
| Lower Floor.....                                                                                                                       | 30        |
| Upper Floor.....                                                                                                                       | 31        |
| WHAT THE USE NUMBERS INDICATE .....                                                                                                    | 32        |
| Proposed Layout Analysis - Lower Floor.....                                                                                            | 32        |
| Proposed Layout Analysis – Upper Floor.....                                                                                            | 33        |
| <b>APPENDIX - SURVEY RESULTS .....</b>                                                                                                 | <b>34</b> |
| Q1: Do you have a library card?.....                                                                                                   | 34        |
| Q2: When was the last time you used the Colleyville Public Library services? ....                                                      | 35        |
| Q3: Please rate us on the following: .....                                                                                             | 36        |
| Q4: What do you typically do when you visit the Colleyville Public Library? (Select all that apply) .....                              | 37        |
| Q5: How do you feel the Colleyville Public Library compares to other area libraries? .....                                             | 38        |
| Q6: Over the next five years, do you expect your use of the Colleyville Public Library to increase, decrease or remain the same? ..... | 39        |
| Q7: If you have not used the Colleyville Public Library in the past year, please tell us why: (Select all that apply) .....            | 40        |
| Q8: When you are looking for books, movies, music, where do you go? (Select all that apply) .....                                      | 41        |
| Q9: What is the most convenient time for you to visit the library? .....                                                               | 42        |



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

|                                                                                                                               |           |
|-------------------------------------------------------------------------------------------------------------------------------|-----------|
| Q10: What is the role of the Colleyville Public Library? (Select all that apply)....                                          | 43        |
| Q11: What additional services would enhance your experience in the future?<br>(Please select importance of each) .....        | 43        |
| Q11: What additional services would enhance your experience in the future?<br>(Please select importance of each) (Con't)..... | 44        |
| Q12: What library improvements will enhance your experience in the future?<br>(Please select importance of each) .....        | 46        |
| Q13: Do you use technology in your everyday life? (such as a smartphone, tablet,<br>e-reader, or computer) .....              | 47        |
| Q14: Please select the following statement that applies to your use of technology:<br>.....                                   | 47        |
| Q15: Please select the following statement that applies regarding your digital<br>download use: .....                         | 49        |
| Q16: How do you typically find out about Colleyville Public Library programs?<br>(Select all that apply) .....                | 50        |
| Q17: Do you have children under the age of 18 in your household .....                                                         | 50        |
| Q18: Are you a Colleyville resident? .....                                                                                    | 51        |
| <b>APPENDIX – PEER LIBRARY ANALYSIS .....</b>                                                                                 | <b>53</b> |
| Total Circulation Per Capita, FY2014 .....                                                                                    | 53        |
| Library Visits Per Capita, FY2014 .....                                                                                       | 54        |
| Adult Physical Circulation Per Capita, FY2014.....                                                                            | 55        |
| Adult Digital Circulation Per Capita, FY2014 .....                                                                            | 56        |
| Children’s Physical Circulation Per Capita, FY2014 .....                                                                      | 57        |
| Program Attendance Per Capita, FY2014 .....                                                                                   | 58        |

## ACKNOWLEDGEMENTS

*The planning team would like to recognize and thank the Community members and Staff members for their knowledge, assistance, and insight throughout the process of developing this plan. The contributions of the following people are appreciated and help make this document possible:*

### Library Board

Vernon Noronha, Chair  
Kay Newton  
Victoria Kennedy- Ziegler  
Nancy Andrews  
Molly Skinner  
Billie Tuttle  
Seanna Billinger  
Joan Roberts  
Nancy Tuuling – Ex Officio, Friends  
Cecilia Monacelli – Ex Officio, Foundation  
Thad Bolline (former)  
Jerome Davis (former)  
Charna Logan-Gray (former)  
Sue Anne Martinez (former)

### Library Staff

Mary Rodne, Library Director  
Kara Teeter, Adult Services Librarian  
Jack Pawlowski, Circulation / Technical Services Librarian  
Lani Hahn, Youth Services Librarian  
Cindy Appleby (former Circulation / Technical Services Librarian)  
Erica Gill (former Adult Services Librarian)

### Mayor and City Council

Mayor David Kelly  
Mike Taylor, Mayor Pro Tem  
Carol Wollin, Place 1  
Chuck Mogged, Place 2  
Chris Putnam, Place 3  
Jody Short, Place 4  
Nancy Coplen, Place 5  
Tom Hart, Place 5 (former)

### City Staff

Jennifer Fadden, City Manager  
Chris Fuller, Deputy City Manager  
Terry Leake, Former Assistant City Manager / CFO





# **LIBRARY PERFORMANCE ASSESSMENT**

### LIBRARY PERFORMANCE ASSESSMENT

#### INTRODUCTION

The Colleyville Public Library Long-Range Plan provides a framework for the delivery of library services and programs to meet the dynamic needs of the community for the next five years. The report makes recommendations to assist the Library in meeting these needs to best serve the residents of Colleyville.

During the planning stage, focus groups were conducted, an online survey was circulated, and usage of the existing collection and services were analyzed. The final plan provides recommendations to address space requirements in relation to technology, programming space due to changing service trends and collection development based upon usage. Today, public needs and usage are driving libraries to change, and the internal configuration of the facility will determine the types of services it can offer.

The Library serves the cultural, educational, and intellectual needs of Colleyville residents of all ages. First and foremost, the Library works to ensure that residents will have anytime/anywhere access to materials in a variety of formats. Secondly, the Library offers an array of early literacy programs and services. Third, the Library is a resource that provides materials and programs for lifelong learning, giving Colleyville residents the opportunity to explore topics of interest for self-directed personal growth and development opportunities throughout their lives. In fiscal year 2014, the Library had 134,314 visitors and 50 percent of Colleyville residents were library card holders.

#### The mission of the Library is:

***Colleyville residents of all ages will have state-of-the-art library services, accessible "Anytime, Anywhere."***

The Library is responsible for the following core services:



*Provide reading, viewing, and listening materials*



*Provide early literacy programs and services to create young readers*



*Provide resources for lifelong learning*



## **COMMUNITY FACTORS IMPACTING THE LIBRARY**

### **COMMUNITY DEMOGRAPHICS**

The Colleyville Public Library serves Colleyville residents with an estimated service population of 23,740. In FY2014 the Colleyville Public Library had 12,131 resident cardholders and 1,607 non-resident cardholders from surrounding cities that offer reciprocating services. The community is one of the most affluent and highly educated communities of the Dallas-Fort Worth Metroplex, with a median household income of \$153,021 and nearly two-thirds of the city's population over 18 having an associates college degree or higher.

The Colleyville community has a median age of 45.6, which is significantly higher than the 33.6 median age of Texas residents. The median age has increased from 40.0 in 2000 to 45.5 in 2010 and 45.6 in 2013. The largest changes in population since 2000 include a decline in those aged between 35-44 and an increase in those aged 60 and 64.

**Aging Population.** A 2013 "Internet & American Life Library Services" survey found that Americans with children are the most likely users of the public library and as Americans age (50+) library use declines. In this same study older adults cited a decline in use do to a lack of programs and services tailored to their needs. The expectation of library service is different for the boomer generation (those born between 1946-1964) than previous generations. As they retire and shift life focus, the Library must address their needs and engage them. The Library will need to implement programs and services to engage this segment of the population, as 31.5% of Library card holders are boomers. Partnering with organizations that currently provide services to age 50+ citizens will allow the Library direct access to identify need and expand services. The Colleyville Public Library currently partners with the Colleyville Senior Center to provide programming and outreach. Moving forward this strategic partner will be valuable to keep the aging population engaged.

**Affluence and Education.** National statistics indicate wealthy and highly educated people are more likely to use libraries, with 50% of those with household incomes over \$75,000 and 56% of those with a college degree having used a public library. With a median household income of \$153,021, and nearly two-thirds of adults with a college degree, Colleyville citizens most likely have access to a computer at home or work. These same citizens are more likely to have access to mobile devices with internet access. The need to provide wireless access, appropriate seating and power for those patrons that bring laptops, tablets, smartphones, and e-readers will increase. The Colleyville Public Library's current furniture configuration limits this type of use. Additionally, the proliferation of mobile devices (tablets, smartphone, e-readers) is impacting the Library collection, as approximately one-third of all Library visits were on Overdrive (the digital collection portal).

### CONSUMER TRENDS

Consumers are increasingly utilizing technology for the delivery of information and entertainment, which is having an effect on the public library. Access to information is just a click away and with the proliferation of mobile devices (laptop, smartphones, tablets, and e-readers) and that access has extended to an “Anywhere, Anytime” expectation by consumers. This is impacting library services as consumers expect easy access to a digital collection and are continually searching for comfortable spaces with free Wi-Fi.

A recent 2013 Pew research study among American adults 16 and older who read at least one book in the past year found that:

- **Book Sales** – Twenty-eight percent were e-books, which is up from seventeen percent three years ago, however the vast majority of e-book readers also enjoy printed books.
- **Ownership** - Ownership of tablet and/or e-book readers increases in adults with higher education and income levels. Forty-six percent of adults with a household income above \$75,000 and a college degree have read an e-book in the past twelve months.
- **Transformation** - Growing public support for libraries to move books out of the library to create space for community and tech spaces is up to seventy percent (Americans ages 16+).

These trends are having an impact on library collections and services as consumers’ habits are changing.

**Digital Collection.** The future adoption rate and use of e-books for public library patrons is difficult to predict, but these consumer trends indicate the digital collection will grow, potentially replacing a portion of the physical collection. This shift to include access to more digital content will require the library to maintain a strong online presence and continually evaluate the physical amenities and services offered.

**Technology.** The public library has a long history of providing communities with access to technology. Since the Library opened in 2003, the Colleyville Public Library has offered access to public computers. Over the years, the Library has expanded the technology it offers patrons, such as wireless access, self-check-out and self-check-in machines. These types of technology allow the public to quickly return and get new items, and have the added benefit of making staff more efficient.



**Transformation.** As information has become easier to access, libraries are modifying their physical spaces to stay relevant. The library as a warehouse of information is an outdated concept. The library of the 21<sup>st</sup> century is a social place, a community workshop, a hub filled with the tools of knowledge. The overall mission of the public library remains a cornerstone of our free society: providing free and fair access to information anytime, anywhere. Libraries must evaluate and modify their existing collections and services to meet these shifting community needs. By identifying materials, services, and spaces that are inefficient or underutilized, the Library can find space and shift funds to help meet these changing needs.

**Time Compression.** The spectrum of human need is continually expanding. The paradigm of “need” is changing, evolving, and most importantly, speeding up. Time compression is affecting nearly every aspect of our lives, but as we compress our time, we are also compressing our needs. Today people sleep, on average, two hours less per night than 80 years ago. People are eating lunch and dinner on the run and younger generations are multitasking experts, surfing the web and watching TV at the same time. A recent Internet & American Life Library Services Survey found 43 percent of the people in our society are having trouble making decisions because of sheer data overload. This shift in human behavior is having an impact on the Library, as people expect streamlined access to materials and services.

## COMMUNITY OPINION REGARDING THE COLLEYVILLE PUBLIC LIBRARY

As part of the overall needs assessment process, the planning team engaged the community to assess overall satisfaction, as well as current and future needs. A survey was distributed which resulted in **1,386 total participants** of which 71 were not current Library cardholders and 118 were nonresidents. Questions included assessment of the Colleyville Public Library's current conditions, challenges (current and future), strengths, barriers and expectations, and what services the Library might provide to address those outcomes / findings. The results indicated an overall satisfaction with Library services and staff.

### Who Participated



#### Participant Snapshot

**1,386 total participants**

**95% are Colleyville Public Library card holders**

**87% have used the Library in the past year**

**44% have children at home**

**58% have used the Library in the last month**

### How the Participants Use the Library

- Respondents find weekday afternoons the most convenient time to visit the Library.
- 41 percent of respondents find out about Library programs and services via the Library website.
- 94 percent of respondents believe the role of the Library includes providing books, movies, and music for people to borrow, which the Library does currently.
- 43 percent of respondents pick-up holds when visiting the Library.

### What the Participants Thought

- Respondents overwhelmingly find the staff helpful and pleasant.
- Most check out books, movies and music when visiting the Library.
- Respondents noted the limited digital collection as a barrier for use.
- 80 percent of respondents expect their use of digital downloaded content to increase over the next five years.



### What the Participants Want

- 85 percent want an increased selection of downloadable books.
- 94 percent want an increased selection of bestselling books.
- Respondents want additional access to children's programs.

### Additional needs identified include

- Access to more comfortable seating for reading, studying, or meeting with friends.
- Ability to return digital materials early.
- A "clearer and simpler way to download e-books and videos."
- Increased access to bestselling books.
- Increased access to books that are part of a popular series.

### PEER LIBRARY COMPARISON

The Colleyville Public Library performs very well within the State of Texas. Utilizing the Texas Public Library Statistics for 2014, the planning team compared the Colleyville Public Library vs. communities with a population of (15,000-24,999) and the state average for all libraries.

The Colleyville Public Library excels in key performance criteria such as library visits per capita (18 percent above state average), circulation per capita (88 percent above state average), and circulation per hour (three times the state average). The high circulation per capita and circulation per hour statistics are a good indication the collection is being used by the Colleyville community.

The digital collection for Colleyville is circulating at a rate 2.3 times the state average. As more patrons shift to accessing the collection digitally, the statistic of library visits per capita indicates the facility and programs remain relevant to community needs.

### Peer Library Analysis

|                                                     | <i>Colleyville FY 2014</i> | <i>Average 15,000 –<br/>24,999 population<br/>FY2014</i> | <i>Average Statewide<br/>FY2014</i> |
|-----------------------------------------------------|----------------------------|----------------------------------------------------------|-------------------------------------|
| <i>Total Circulation</i>                            | 9.60 items/capita          | 4.74 items/capita                                        | 5.10 items/capita                   |
| <i>Library Visits</i>                               | 5.48 visits/capita         | 3.27 visits/capita                                       | 4.63 visits/capita                  |
| <i>Adult Digital Circulation</i>                    | 0.61 items/capita          | 0.33 times                                               | 0.26 times                          |
| <i>Adult Physical Circulation</i>                   | 4.42 items/capita          | 2.80 items/capita                                        | 3.03 items/capita                   |
| <i>Children's Physical<br/>Circulation</i>          | 4.54 items/capita          | 1.58 items/capita                                        | 1.76 items/capita                   |
| <i>Adult and Children's<br/>Program Attendance</i>  | 0.78 /capita               | 0.38 /capita                                             | 0.63 /capita                        |
| <i>Reference Appendix for Peer Library Analysis</i> |                            |                                                          |                                     |



# **LIBRARY SERVICES ASSESSMENT**



## LIBRARY SERVICES ASSESSMENT

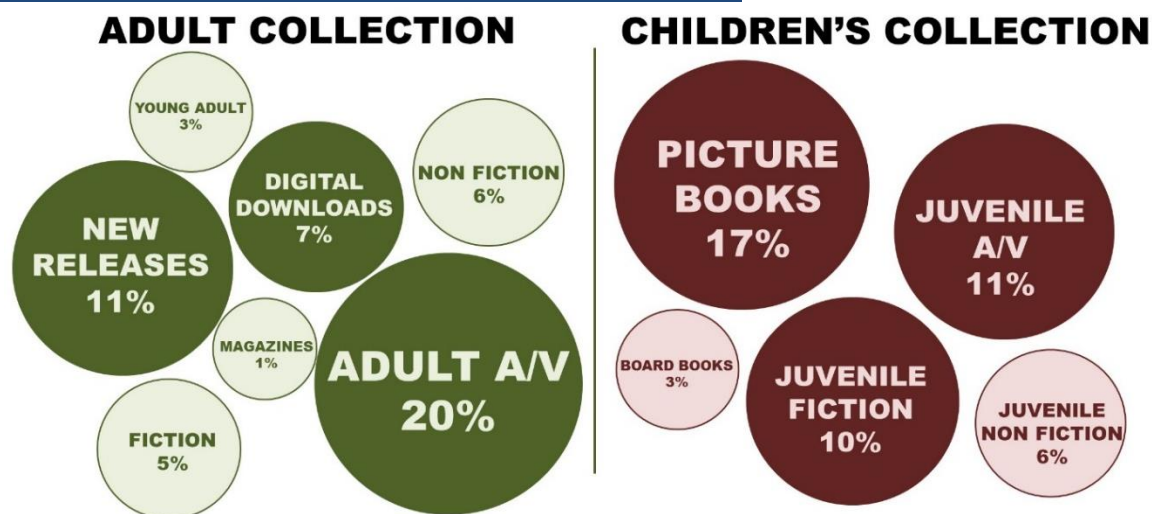
### OVERVIEW OF CURRENT LIBRARY SERVICES

Overall, the planning team found the Colleyville Public Library to be a well-organized, active public library. The Library is separated on two floors with the adult, teen, and staff areas located on the first floor and the children's area and program rooms located on the second floor. The facility is in good shape and well maintained. The Library includes adult and children's collection areas, ten adult and twelve children public access computers, three study rooms, a dedicated teen room, a dedicated storytime room, a dedicated craft room and support staff spaces. The Library provides access to adult, teen and children's collections, and table and lounge seating. The facility has maximized its capacity in providing adequate space for collections, programs and services to the community.

### ASSESSMENT OF THE LIBRARY'S COLLECTION

The collection is well-managed and well-organized. The Library's overall circulation of 9.60/items per capita is well above the state average, and is an indication of use by Colleyville citizens. The circulation by collection breakdown indicates Adult Audio/Video and Children's Picture Books as significant leaders in the number of checkout by patrons. These are very typical results for suburban public libraries, as the most popular collections are typically children's books, DVD's (both children's and adult) and new releases. In 2014, approximately sixty percent of all items checked out at the Library fit into these four collections. Where this result is typical, it fails to give a true indication of the actual use of each collection, as the A/V collections have a lending time different than that of new releases. To get a true indication of use, a collection utilization formula was applied.

#### Circulation by the Numbers (FY2013-2014)

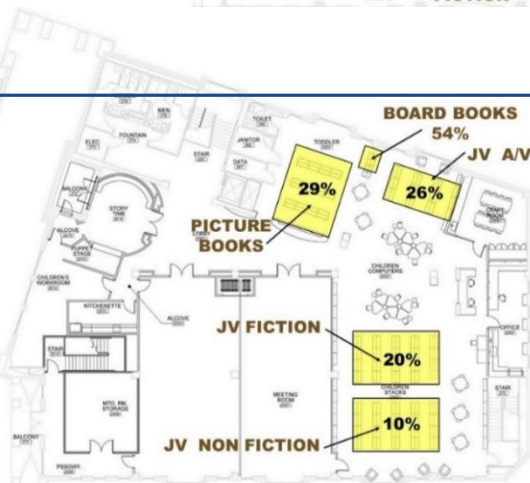
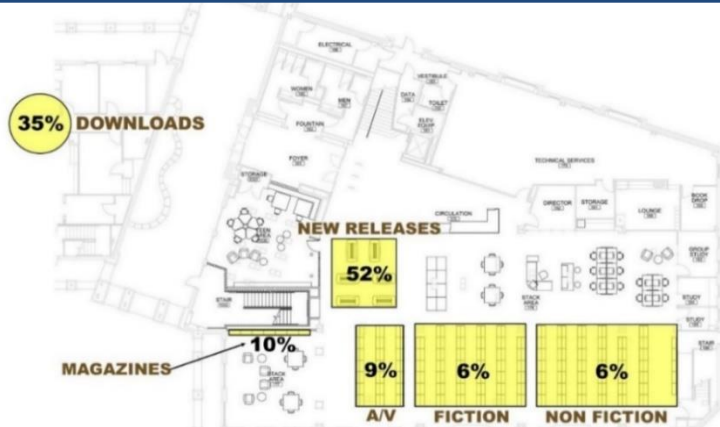


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### COLLECTION UTILIZATION

The planning team evaluated the utilization of each collection by taking the collection turnover and dividing by the circulation period. The collection turnover is a data point that represents how frequently a given collection is checked-out. The circulation period for the Library is 21 days for books and seven days for Magazines, Adult DVDs, Children's DVDs, and Music CDs. The resulting utilization percentage is the amount of collection in circulation at any given time revealing the intensity of use. Applying this formula to each collection, gives a resulting map of use. The top three most utilized collections were the Board Books (54 percent), New Releases (52 percent), and Digital downloads (35 percent). Library planners use a 20 percent utilization for any given collection to determine the number of shelves required. Having 20 percent of the collection in circulation at any given time allows access to high demand items, without high wait times. The Colleyville Public Library's utilization results indicate a need to expand these collections to meet demand. Conversely, the Adult Fiction and Non Fiction collections have a low utilization, which can be attributed to a shift in access to content online, and how the Library displays the collections. The Library displays many popular Fiction and Non Fiction items in the new book collections, providing patrons easy access. These results indicate a need to evaluate and transition collections.

#### Adult Collection Utilization





## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

---

Additionally as a rule of thumb, the shelf life of a book is measured by the number of times it circulates with an average shelf life of forty check outs. Given the high volume of circulation for these collections (8.22 for New Releases and 9.08 for Board Books) one would expect to replace approximately 20 percent of this collection annually to maintain a current and visually appealing collection.

The Library can evaluate each collection to determine high circulation items and shift collection allocation toward these high use items. Conversely, the Library currently has several collections which are underutilized that need evaluation as well. Growth of the collections is currently constrained by the limits of the Library facility; therefore, to add additional items to the heavily used collections will require a reduction of items that are circulating less frequently.

### **ASSESSMENT OF THE LIBRARY'S TECHNOLOGY**

The Colleyville Public Library provides a basic level of technology access to the community with 22 public computers, a digital projector in each community meeting room and a large format monitor in the teen room. Checking materials in and out has been streamlined for both patrons and staff with the addition of six self-check machines and two automated book returns (exterior and interior). A digital sign in the lobby provides marketing opportunities and access to online catalogs assisting the public searching for materials.

Library users' expectations change as new and more advanced technology becomes available to the general public. These changing expectations require the Library to assess and implement new technologies as people's needs change. Currently, the adult public computers are underutilized, with patrons using them approximately 20 percent of available hours. This can be attributed to public adoption of mobile devices and access to computers at home or work. Patrons have access to mobile phones, tablets and computers they carry with them, which has shifted the demand of the Library from providing public computer access to providing a robust Wi-Fi system and access to power for these mobile devices.

The planning team recommends transitioning the adult public computers to a flexible furniture system. The existing large stations in which the computers are located were originally designed as a study area. These oversized units take up a lot of room and do not provide any flexibility. Transitioning to an open table style furniture system will provide space for the adult public computers, as well as, space for people who bring their own devices.

The children's area includes two types of fixed computer systems which provide access to toddler and juvenile age ranges. Due to a proprietary software system, the Library is not able to track computer use for the toddler computers. The computers that allow tracking indicate consistent usage during available hours. The Library can implement a visual tracking method for the toddler computers to evaluate use and make adjustments accordingly.

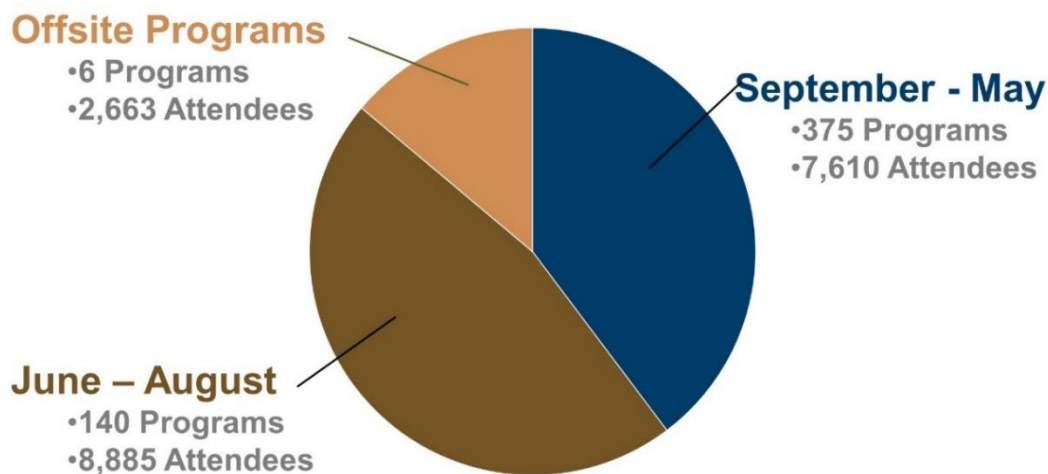
### ASSESSMENT OF THE LIBRARY'S PROGRAMMING

The Colleyville Public Library is a vibrant amenity in the Colleyville community. The children's programming offered at the Library is comprehensive and well-attended. The second floor programming rooms were utilized 76 percent of available hours.

Many of the most popular children's programs require registration and quickly reach capacity. The community expressed a need for increased access to these popular children's programs that quickly reach capacity. In particular, patrons noted in the online survey the spots in the programming for 2 to 4 year old children are sometimes at maximum capacity. The planning team recommends evaluation of these popular programs, moving the location to a larger capacity room, or adding a second time to increase availability.

As stated earlier in the report the demographics of Colleyville will have an effect on use, as national statistics indicate that as a population ages, they often become disconnected with the public library. The Colleyville Public Library does a great job marketing to children and providing quality programming. Working with the Recreation staff at the Colleyville Senior Center, the Library does engage the aging population through joint programming. The Library can expand on this outreach with an active marketing plan for adult programming. Using outreach efforts as well as surveying the community and the patrons on what program topics would interest them could improve the outcome of participation for adult programming.

#### All Programming (Adult, Children, & Teen) FY2014





### ASSESSMENT OF THE LIBRARY'S FACILITY

The existing building is 23,280 square feet located at 110 Main Street. The building was originally constructed in 2003, and the second floor was renovated in 2011. The existing location is centrally located within the Colleyville service area, and is attached to the City Hall as part of a municipal complex.

The existing building is heavily used by Colleyville community and others with over **134,314 visitors** in FY2014. The facility is in excellent condition and well-maintained. Overall, the layout is manageable for patrons and staff, however inefficiencies were found in the first floor layout. The community expressed easier access to popular materials as the most significant change to improve the facility. Many of the popular materials are located in close proximity to the entry on the first floor, however, the experience of finding these items is not as intuitive as it could be. The planning team recommends implementing an enhanced marketing and signage strategy for popular items, both physical and electronic.

The first floor layout (furniture, collection, and seating) has not changed much since opening of the facility in 2003. During the renovation of the second floor in 2011, the first floor meeting room and children's areas were relocated, enabling the Library to create a teen room and provide additional space for seating and mobile shelving. The result is a more open layout, however the remaining desk, seating, technology, and collection layout has remained static. As access to information and technology have changed, the requirements of library spaces has changed. The following items are contributing to the inefficiency of the first floor layout:

- **Multiple Service Desks** - The existing service desk configuration is inefficient and confusing to patrons. The close proximity of two desks (less than 20 feet apart) requires patrons to navigate between them for any needs/questions.
- **Public Computers** - The existing adult public computer furniture is oversized and does not allow flexibility.
- **Seating Flexibility** - The facility lacks flexibility in seating choices for patrons within the adult area. Often a four person table is utilized by only one person.
- **Access to Power** - The existing furniture does not have access to power for personal devices.
- **Layout** - The organization/layout of the facility does not maximize marketing of collections, services and programs.
- **Lounge Seating** - The existing adult lounge furniture is showing wear.

The second floor layout contains a combination of programming rooms, storytime, and children's collection area. The layout is working for the Library's needs. The online survey results indicated a need to locate a few popular adult materials on the second floor for parents of small children to browse while their children are utilizing the second floor services.

The Colleyville Public Library's core mission for many years has been access to the collection, which remains one of the most important services they provide. Nevertheless, a modern public library is far more than just a warehouse for its

## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

---

physical collection. Reader seating is an important measure of a library's ability to accommodate visitors who come to read, socialize, and use the collection.

Libraries try to provide a range of seating types to meet the needs of a variety of users, including those who wish to sit comfortably while they read or browse current materials, students who need space at a table or groups that need space to spread out and collaborate on projects.

There is a lack of lounge and task seating throughout the first floor of the Library. The existing four seat tables are large and most often accommodate one person. A variety of table sizes, both two seat and four seat, as well as, lounge furniture with access to power could greatly improve the flexibility for patron use.





## CONCLUSIONS

## CONCLUSIONS

What the Library does well...

### Circulation is Strong



**102% ABOVE**

THE STATE AVERAGE FOR FY2014  
234,667 items or 9.6 items per resident

### It's a Destination

**134,314 VISITS**  
**FY2014**

**|OR|**

**67% ABOVE THE STATE**  
**AVERAGE FOR PEER**  
**COMMUNITIES**

### Programming is Excellent



**19,158**

**LIBRARY PROGRAM ATTENDEES**  
**FOR FY2014**

120% above the state average and  
second among peer cities

What the Library can do to  
improve...

### Priority 1

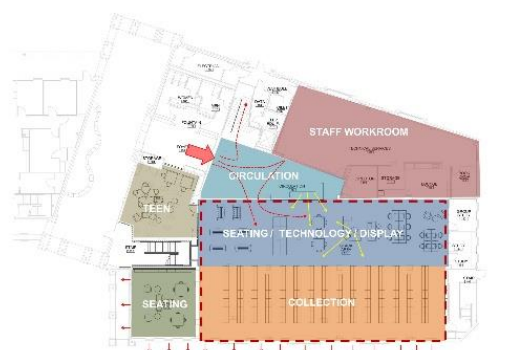
#### IMPROVE ACCESS TO POPULAR MATERIALS



- Reallocate collection development to meet patron use patterns, expanding the collection of high use items.

### Priority 2

#### SIMPLIFY USER ENGAGEMENT



- Increase flexibility of space by transitioning the adult public computers furniture to an open table system.
- Transition to one staff service desk on the first floor.
- Improve access to popular items.
- Increase the variety and type of seating.





# **LIBRARY SERVICE RECOMMENDATIONS**

## LIBRARY SERVICE RECOMMENDATIONS

### Recommendation **Reallocate collection development to meet patron use patterns**

*The Colleyville Public Library's collection management plan is well crafted and gives appropriate weight to the educational, informational, cultural and recreational needs and wants of citizens. Although the collection is well-selected and carefully maintained, the circulation data indicates an imbalance of use by patrons. The high and low use of specific collections indicates a need for a performance based collection management system.*

**Goal** The Colleyville Public Library should strive to achieve a balanced collection utilization over the next five years.

**Action Plan**

**Step 1:** Beginning in FY17, evaluate and transition collection funding to provide a balanced collection utilization.

**Step 2:** Beginning in FY17, evaluate a performance based collection management software solution to monitor the collection utilization over the next five years.

### Recommendation **Transition to a single service point on the first floor**

*The current first floor service desk configuration is inefficient and confusing to patrons. The close proximity of two desks (less than 20 feet apart) requires patrons to navigate between them for services. Additionally, these two desks take up a lot of floor space that could be used for display of high use collection items, or additional seating.*

**Goal** The Colleyville Public Library should plan to reconfigure the existing service desk configuration to a centrally located single service point.

**Action Plan** The following are two options to create a single service point on the first floor:

- Option 1:** Remove the existing reference desk and transition staff and equipment to the existing circulation desk.
- Option 2:** Purchase a new single service point desk and remove the existing circulation and reference desks.

*(The report includes two conceptual reconfiguration plans. Reference page 18 for options.)*



**Recommendation****Revise public access to technology**

*The Colleyville Public Library's adult public computers are underutilized, as the computers are used 20% of all available hours. This can be attributed to the public's access to personal computers and high speed internet at home or on mobile devices. The Library has seen an increase in patrons utilizing their own devices, which has increased the need for flexible seating.*

**Goal** The planning team recommends the Library transition the adult public computers to a flexible furniture system that will allow access to power for patrons that bring their own devices.

**Action Plan** Replace the existing adult computer furniture with a series of tables that include power for laptops and mobile devices.

**Recommendation****Update and increase the number of reader seats**

*There is a lack of lounge and task seating throughout the first floor of the Library. The existing four seat tables are large and most often accommodate one person. A variety of table sizes, both two seat and four seat, as well as, lounge furniture with access to power could greatly improve the flexibility for patron use.*

**Goal** As furniture items meet their lifespan, the Library should replace tables and seats that allow for mobility and power connectivity.

**Action Plan** **Step 1:** Replace the existing adult lounge seating, as it is worn and needs to be replaced.  
**Step 2:** Increase public access to reader seating, as existing furniture items get removed or reallocated.

*(The report includes two conceptual reconfiguration plans. Reference page 18 for options.)*

**Recommendation** **Improve access to popular materials**

*The existing facility is in excellent condition and well-maintained. Overall, the layout is manageable for patrons and staff, however the community expressed easier access to popular materials as the most significant change to improve the facility. Many of the most popular adult materials are located in close proximity to the entry, however, navigation of these items is difficult without a cohesive marketing plan. As the Library begins to balance the collection utilization, a transition of required collection capacity is anticipated. This will require the Library to reallocate shelving and revise the layout to provide easy access to those popular items.*

**Goal** The Colleyville Public Library should evaluate and revise the location and access to popular materials as the amount of collections change. Additionally, the Colleyville Public Library should implement a marketing plan to keep patrons informed of the services available.

**Action Plan**

**Step 1:** Provide signage for current shelving units that display popular items.

**Step 2:** As the popular collections grow and less popular collections decrease, the Library should implement a plan to revise shelving accordingly.

**Step 3:** Provide a minimum of one mobile shelving unit on the second floor with access to popular adult collection items. The Library should track the utilization of these shelves and adjust the location / collection as required.

*(The report includes two conceptual reconfiguration plans. Reference page 18 for options.)*

**Recommendation****Revise access to children's programs**

*Many of the most popular children's programs require registration and quickly reach capacity. The community expressed a need for increased access to these popular children's programs that quickly reach capacity. In particular, patrons noted in the online survey the spots in the programming for 2 to 4 year old children are sometimes at maximum capacity.*

**Goal** Expand access to popular children's programs

**Action Plan** The planning team recommends evaluation of these popular programs, moving the location to an existing larger capacity room, or adding a second time to increase availability.

**Recommendation****Engage the aging population**

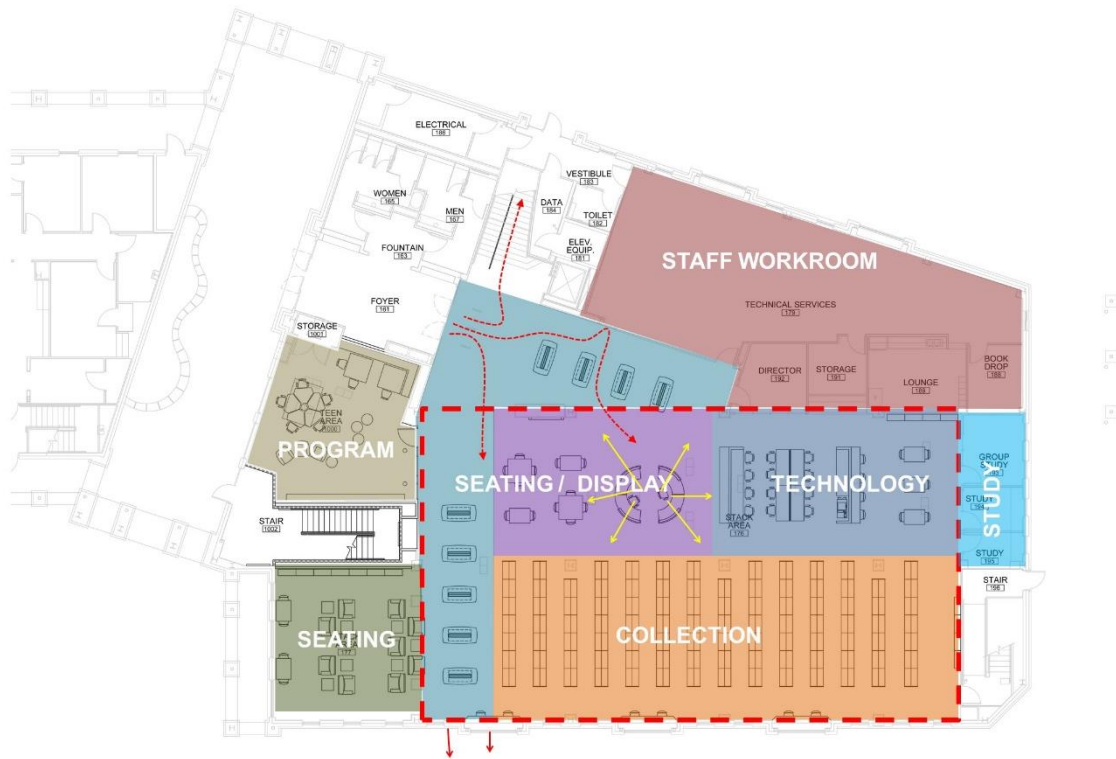
*The Colleyville community has a median age of 45.6, which is significantly higher than the 33.6 median age of Texas residents. The median age has increased from 40.0 in 2000 to 45.5 in 2010 and 45.6 in 2013. The Library should initiate programs and services to engage this segment of the population, as 31.5% of Library card holders are boomers.*

**Goal** To stay relevant with the adult community by offering programming and services specific to their needs.

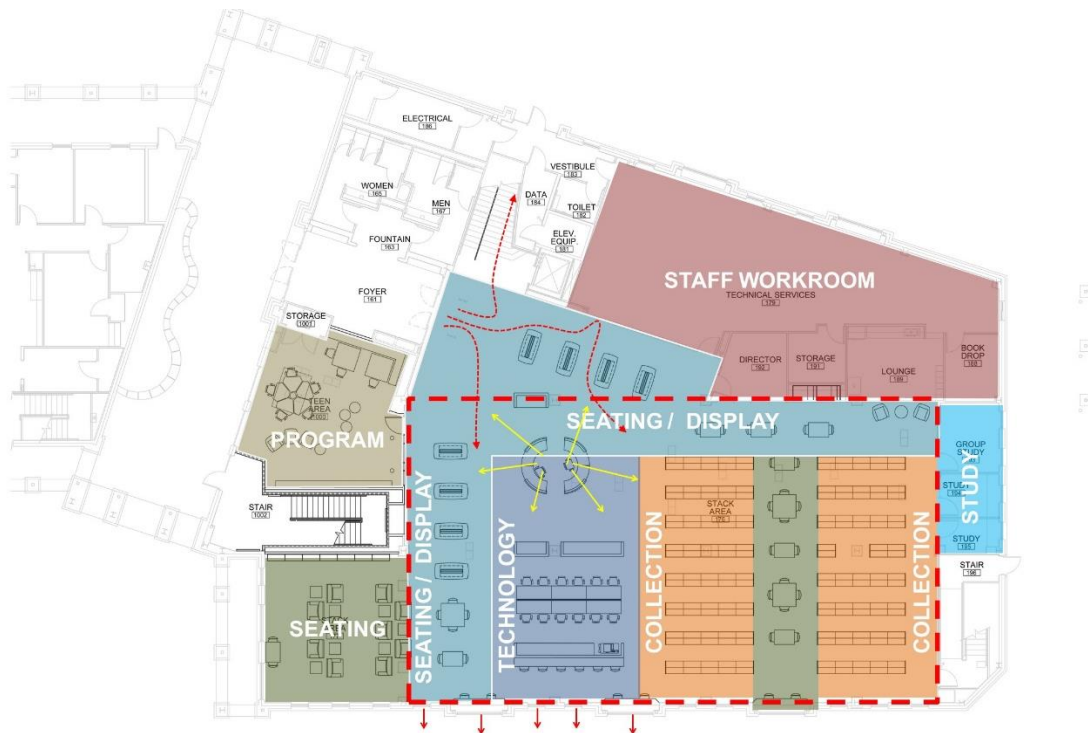
**Action Plan** The planning team recommends expanding upon the existing partnership with the Senior Center to provide outreach to the aging population. Additionally, the Library should implement an active marketing plan for adult programming and survey community members to determine programs, services, and collections that are relevant to older Library card holders.



## First Floor Organizational Layout – Scheme One



## First Floor Organizational Layout – Scheme Two



## **Implementation Plan**

A logical progression of next steps should include a strategic approach to the implementation of recommendations. The recommendations with little to no cost impact on the library budget can be implemented upon the approval of the long-range plan. The recommendations with cost implications can be implemented as funding becomes available. Currently the Library Friends, Library Foundation, and individual donations are additional funding sources.

### **Implementation of Recommendations**

1. Reallocate collection development to meet patron use patterns
  - The Library has already begun the process of analyzing the various collections to determine items with high and low use. Based on this information the library has started the process of shifting collection allocation to increase access to the high use items.
2. Transition to a single service point on the first floor
  - Upon approval of the long-range plan a further planning process to develop the specific modification such as desk design, and furniture selection will be required to establish the layout, phasing, and cost impacts. The revised furniture layout, type of furniture, and phasing strategies will all impact the total project cost.
3. Revise access to children's programs
  - Upon approval of the long-range plan the Library should begin evaluation of popular programs to determine the program expansion needs (moving to a larger room or providing a second time).
4. Improve access to popular materials
  - Upon approval of the long-range plan and based upon the analysis of the collection the Library should begin to provide signage for popular items and shift collections accordingly.
5. Revise public access to technology
  - Upon approval of the long-range plan a further planning process to develop the specific furniture selection will be required to establish the layout, phasing, and cost impacts.
6. Update and increase the number of reader seats
  - Upon approval of the long-range plan a further planning process to develop the specific furniture selection will be required to establish the layout, phasing, and cost impacts. The Library previously developed a plan to increase the number of reader seats within the magazine area. Based upon available funding the Library should proceed with the established plan for additional seating in this area.
7. Engage the aging population
  - Upon approval of the long-range plan the Library should expand upon the existing partnership with the Senior Center and implement an active marketing plan for adults.



# APPENDIX





## LIBRARY UTILIZATION RESULTS

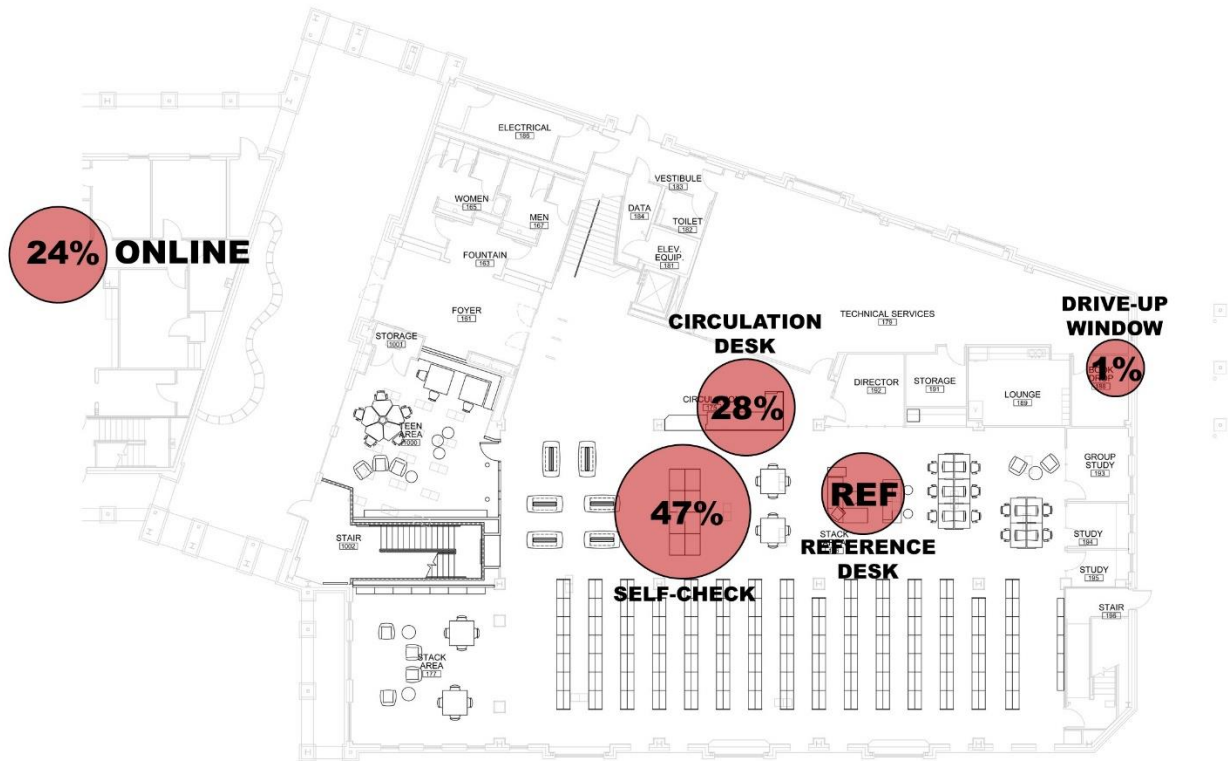
## Computer and Study Room Use – Lower Floor



# COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

## GENERAL USE STATS

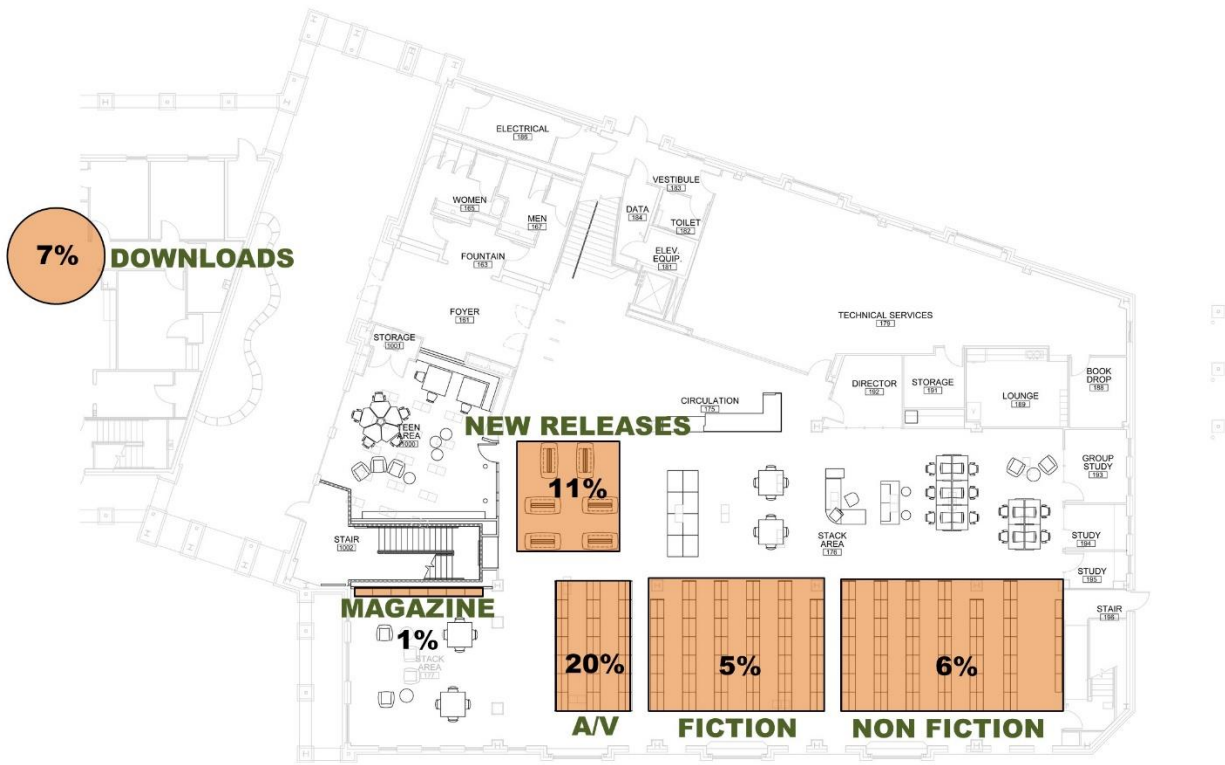
### Transactions – Lower Floor





GENERAL USE STATS

Total Adult Circulation – Lower Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### GENERAL USE STATS

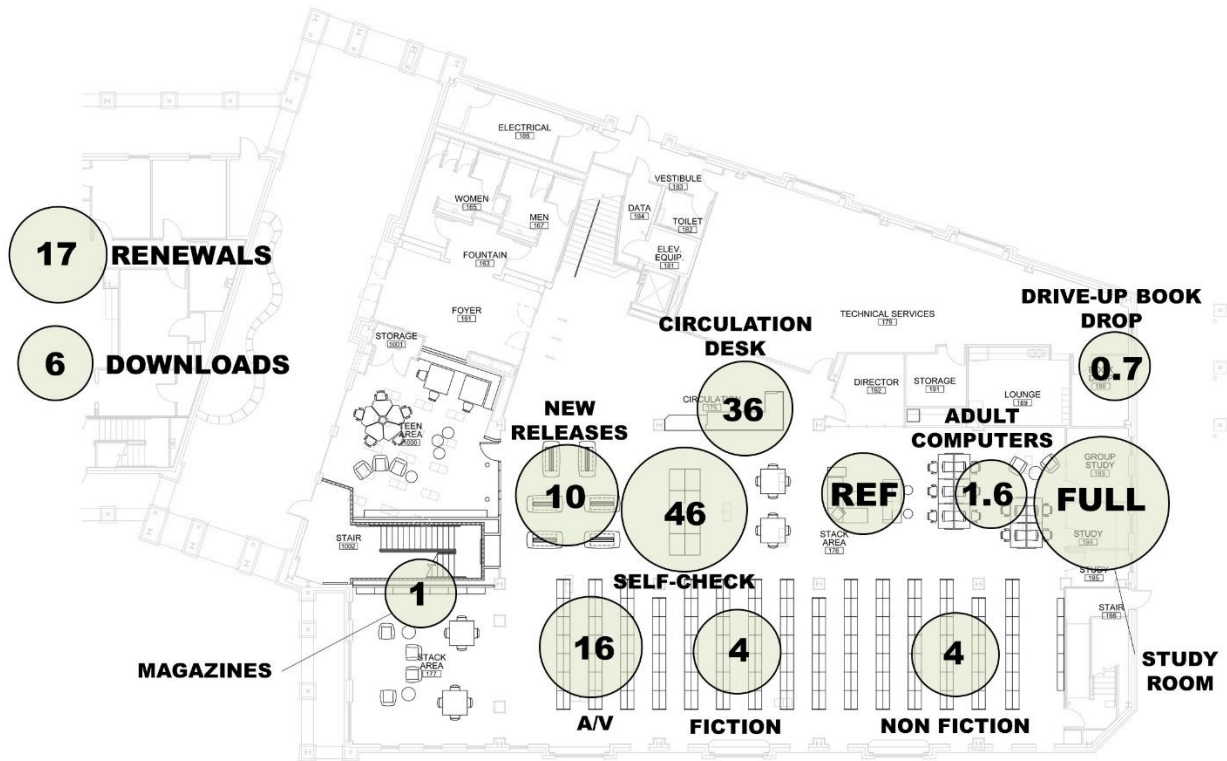
#### Total Children's Circulation – Upper Floor



# COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

## GENERAL USE STATS

### Use per Hour – Lower Floor

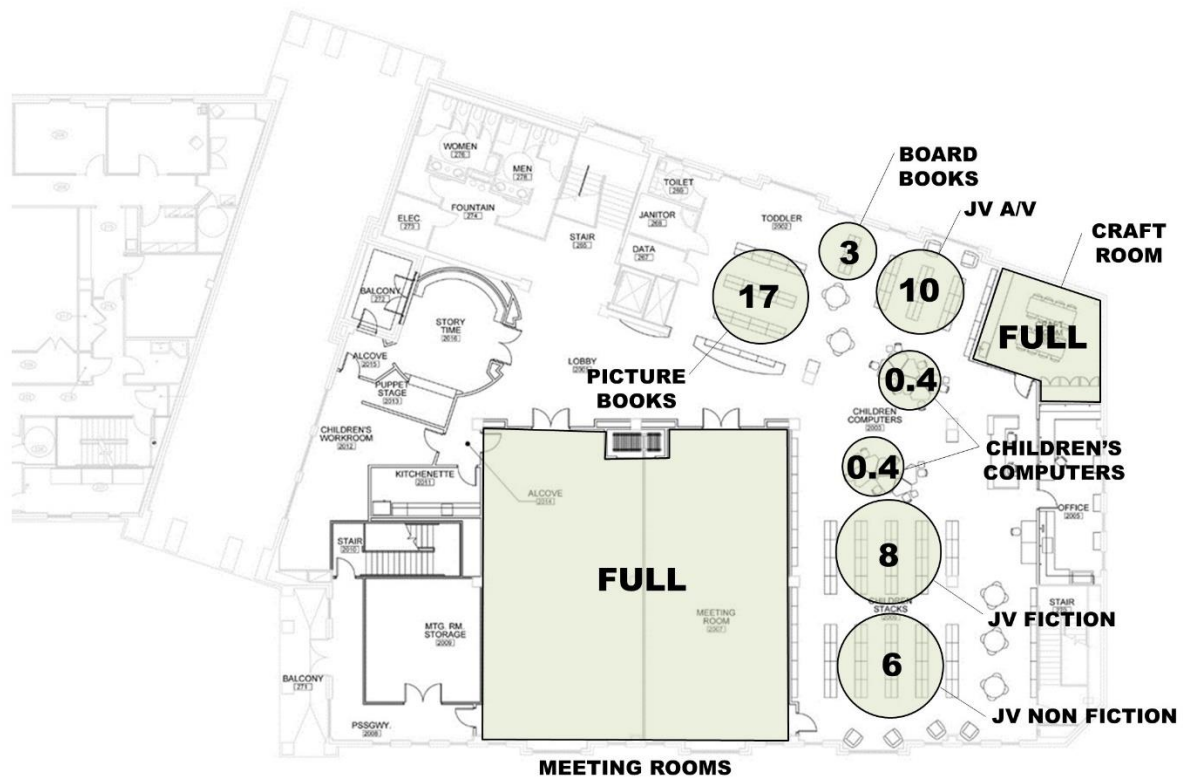




## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### GENERAL USE STATS

#### Use per Hour – Upper Floor



# COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

## GENERAL USE STATS

### Average Use per Item (Adult Collection) – Lower Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### GENERAL USE STATS

#### Average Use per Item (Children's Collection) – Upper Floor

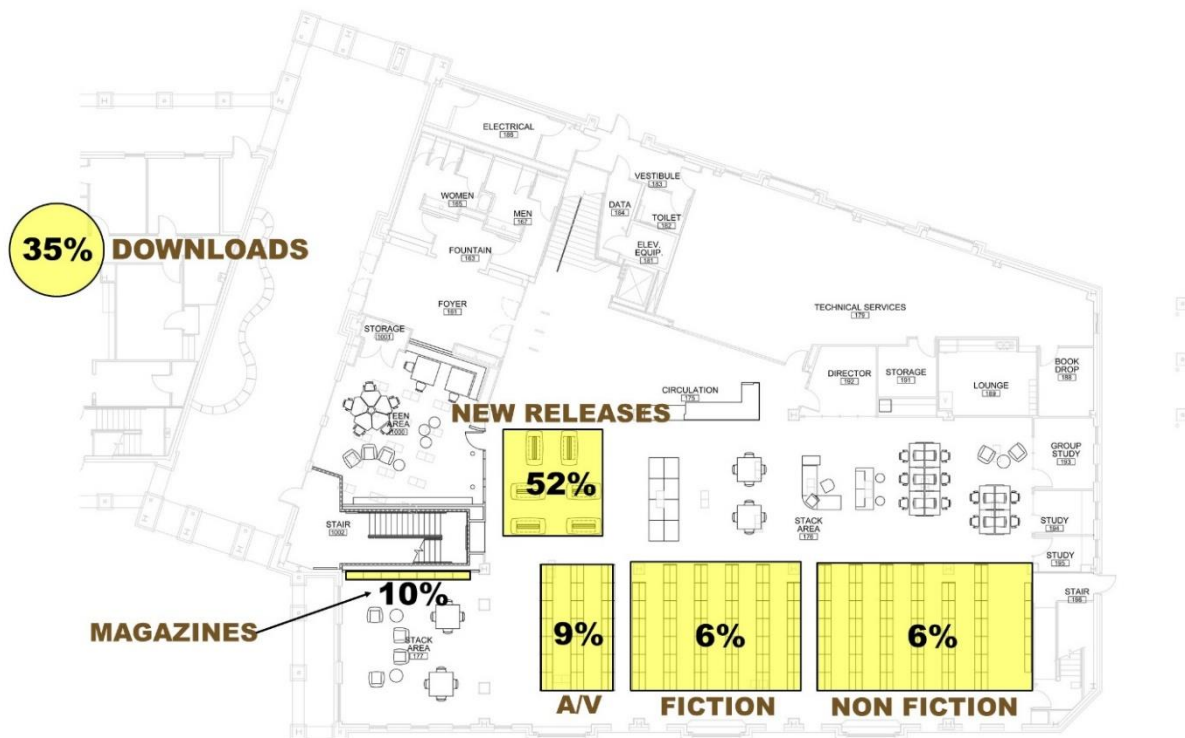




## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### GENERAL USE STATS

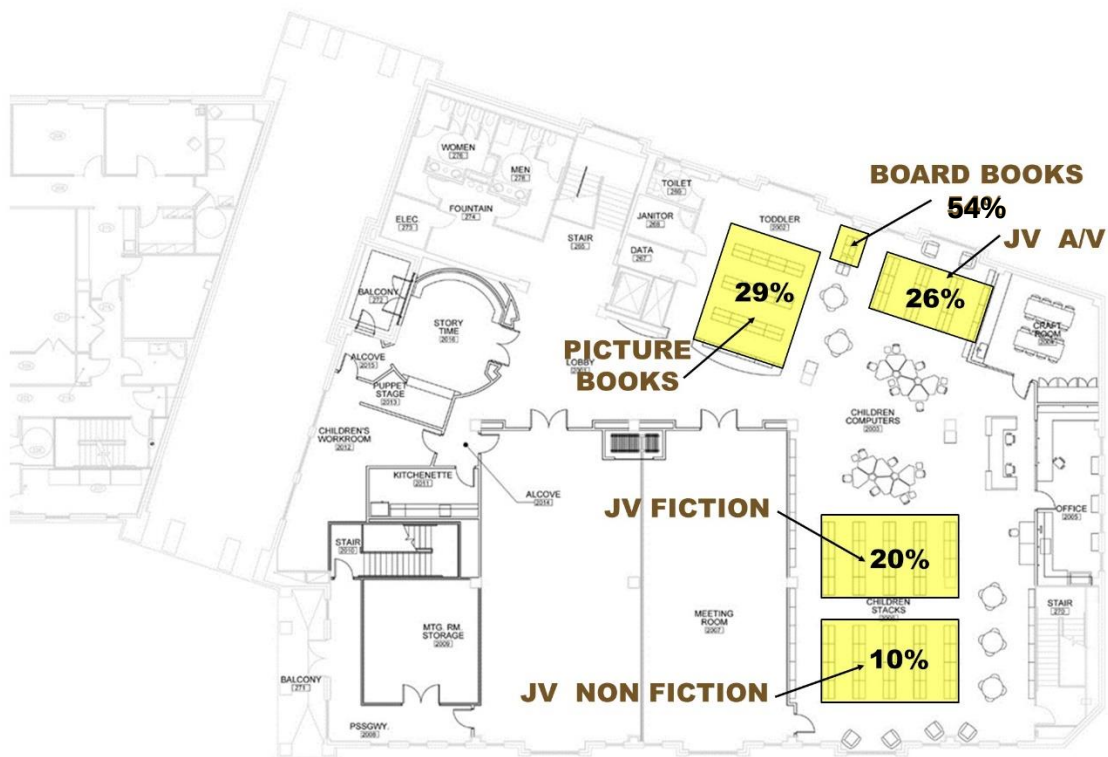
#### Collection Utilization (Adult Collection) – Lower Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### GENERAL USE STATS

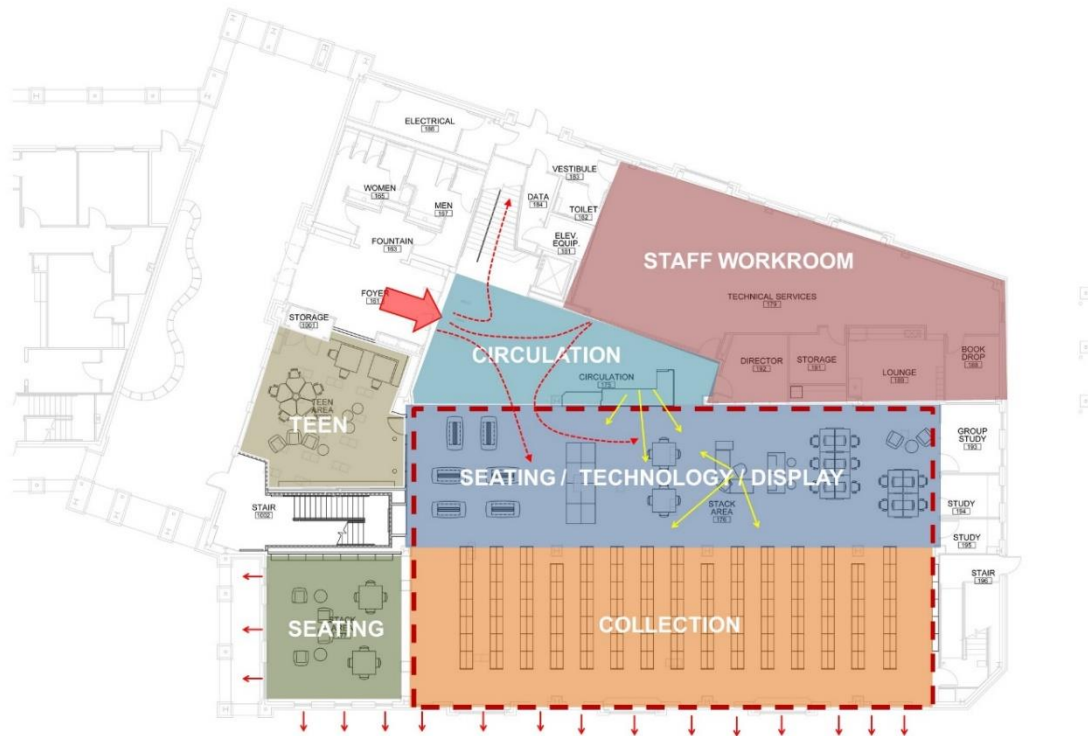
#### Collection Utilization (Children's Collection) – Upper Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### CURRENT LAYOUT

#### Lower Floor

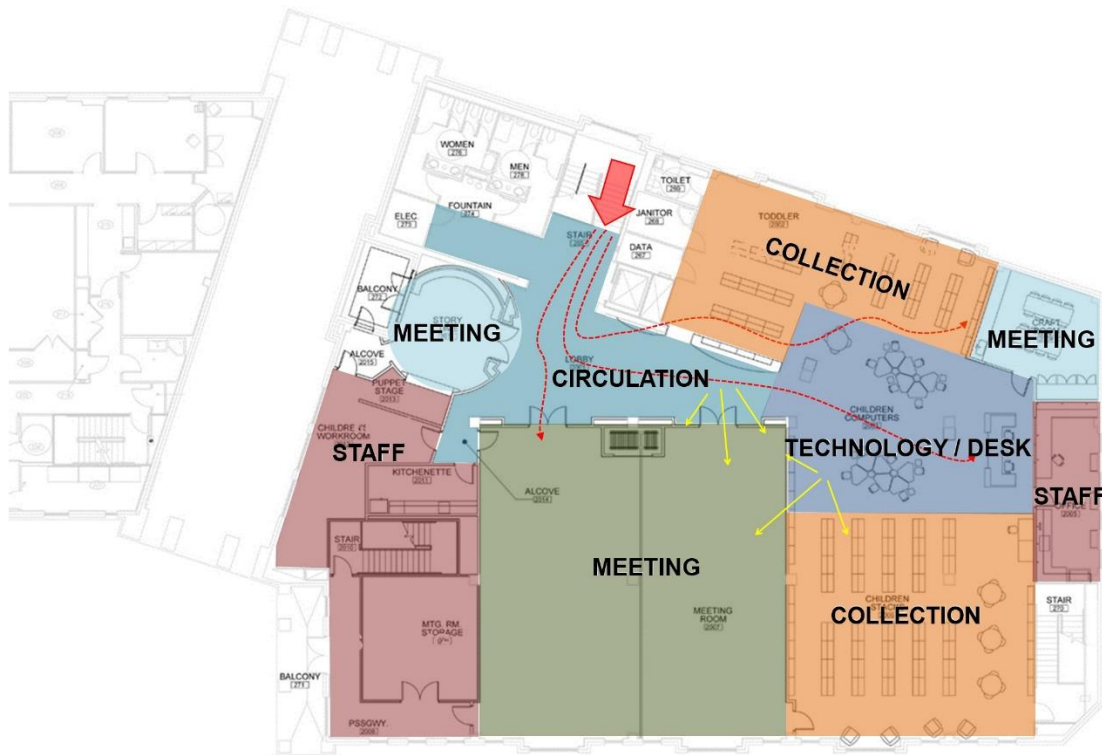




## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### CURRENT LAYOUT

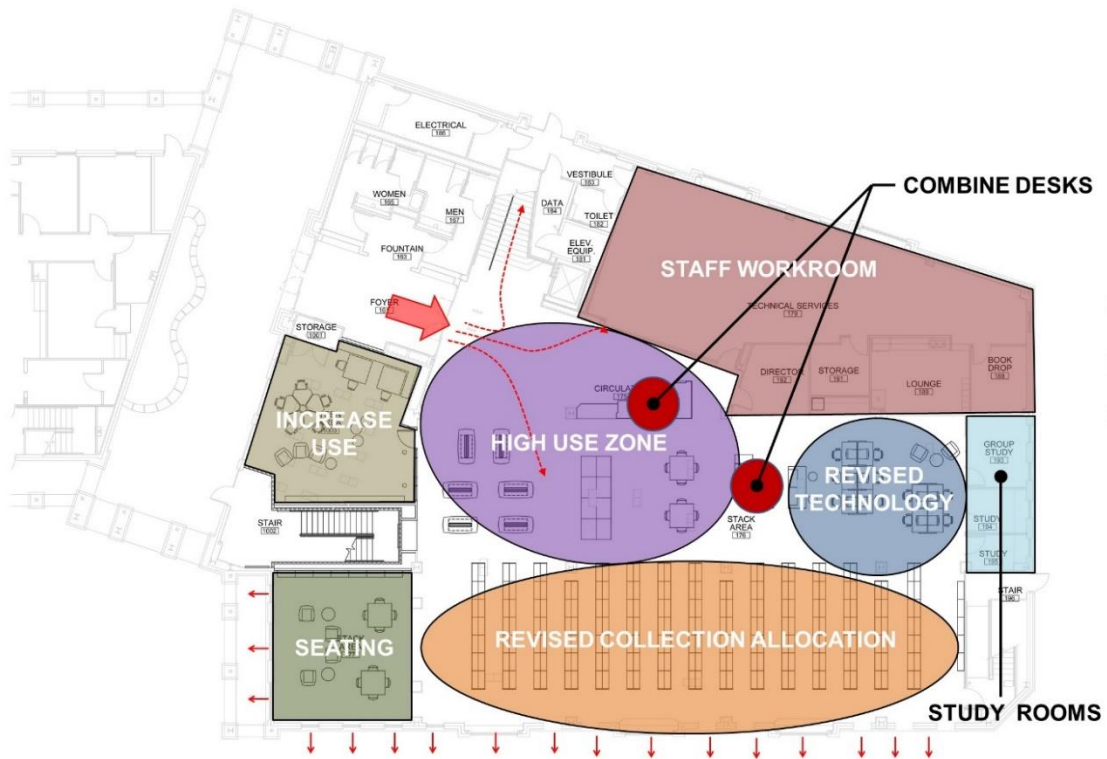
#### Upper Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### WHAT THE USE NUMBERS INDICATE

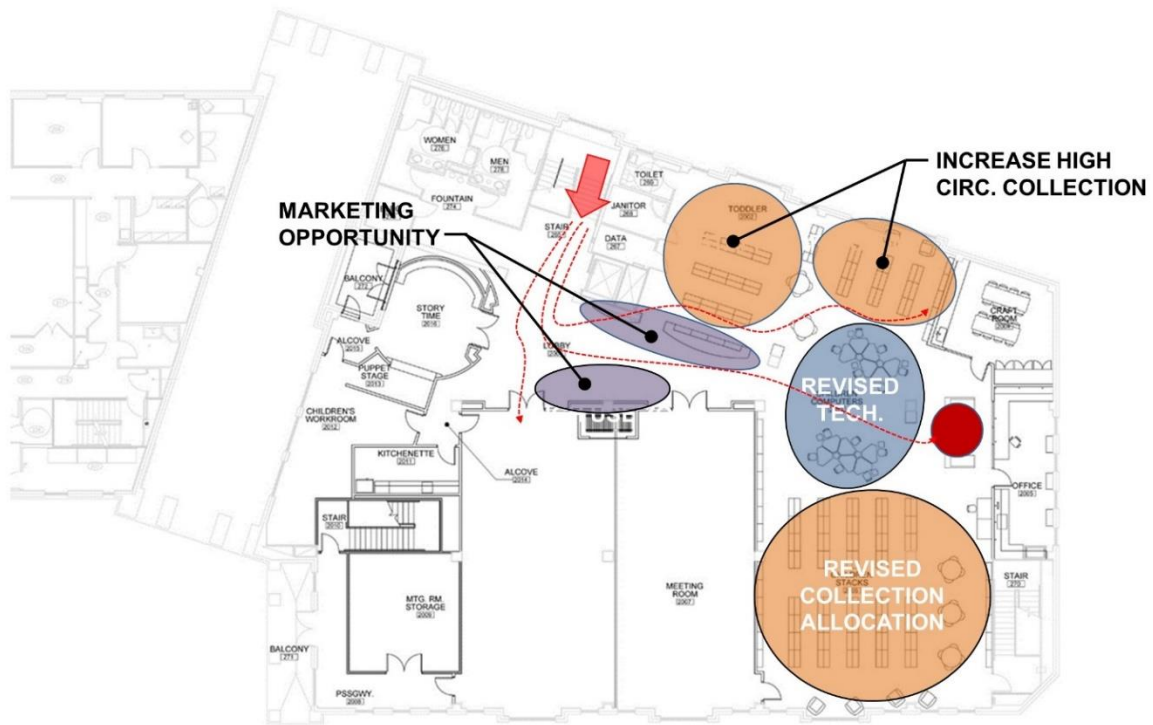
#### Proposed Layout Analysis - Lower Floor



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### WHAT THE USE NUMBERS INDICATE

#### Proposed Layout Analysis – Upper Floor







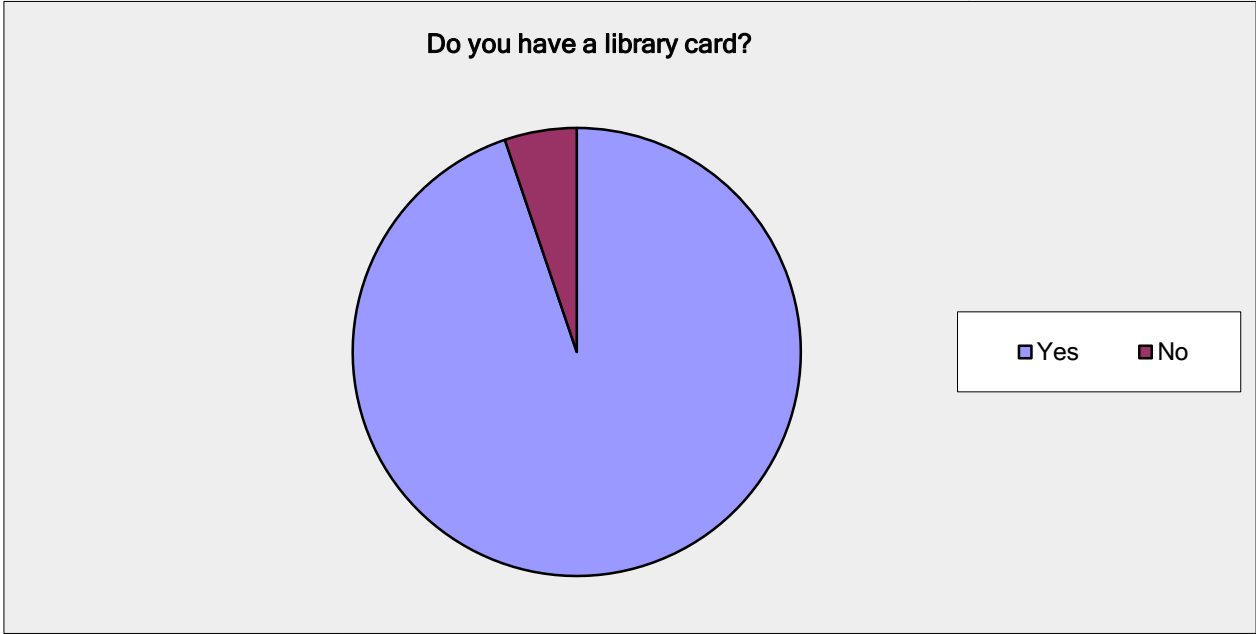
## SURVEY RESULTS

APPENDIX - SURVEY RESULTS

Q1: Do you have a library card?

Answered: 1,372 Skipped: 14

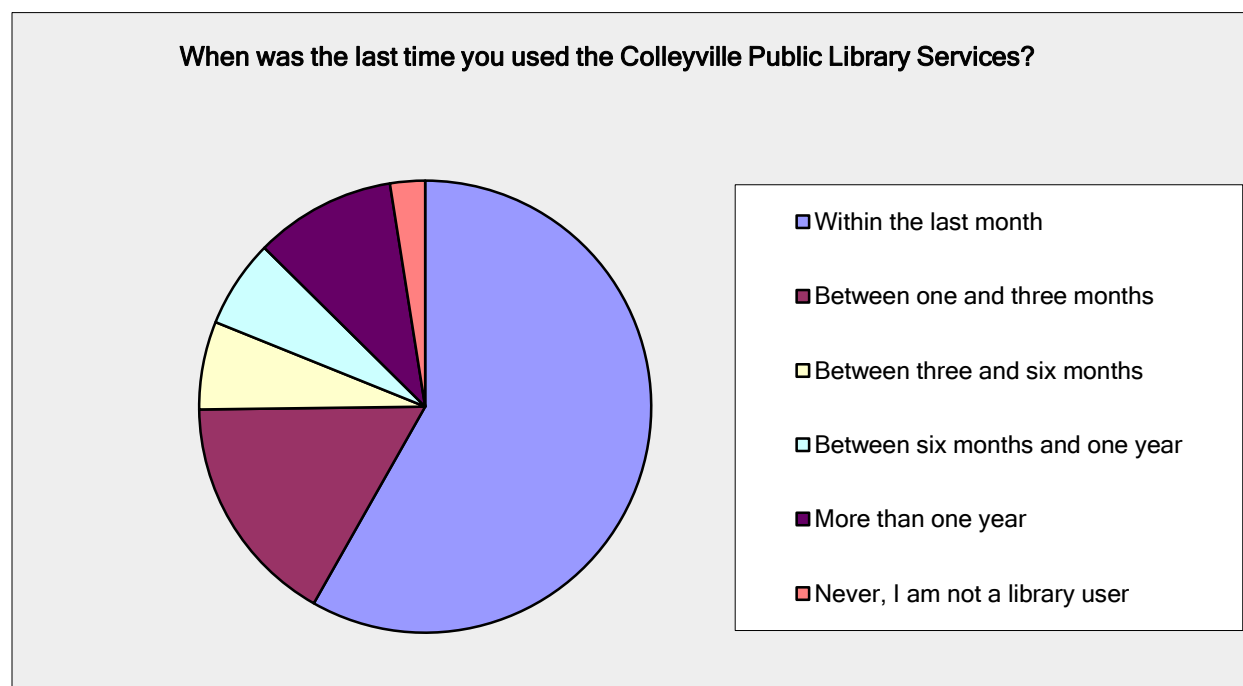
| Do you have a library card? |                  |                |
|-----------------------------|------------------|----------------|
| Answer Options              | Response Percent | Response Count |
| Yes                         | 94.8%            | 1301           |
| No                          | 5.2%             | 71             |
| <i>answered question</i>    |                  | 1372           |
| <i>skipped question</i>     |                  | 14             |



## Q2: When was the last time you used the Colleyville Public Library services?

Answered: 1,386 Skipped: 0

| When was the last time you used the Colleyville Public Library Services? |                  |                |
|--------------------------------------------------------------------------|------------------|----------------|
| Answer Options                                                           | Response Percent | Response Count |
| Within the last month                                                    | 58.2%            | 807            |
| Between one and three months                                             | 16.6%            | 230            |
| Between three and six months                                             | 6.3%             | 87             |
| Between six months and one year                                          | 6.3%             | 87             |
| More than one year                                                       | 10.1%            | 140            |
| Never, I am not a library user                                           | 2.5%             | 35             |
| <b>answered question</b>                                                 |                  | <b>1386</b>    |
| <b>skipped question</b>                                                  |                  | <b>0</b>       |



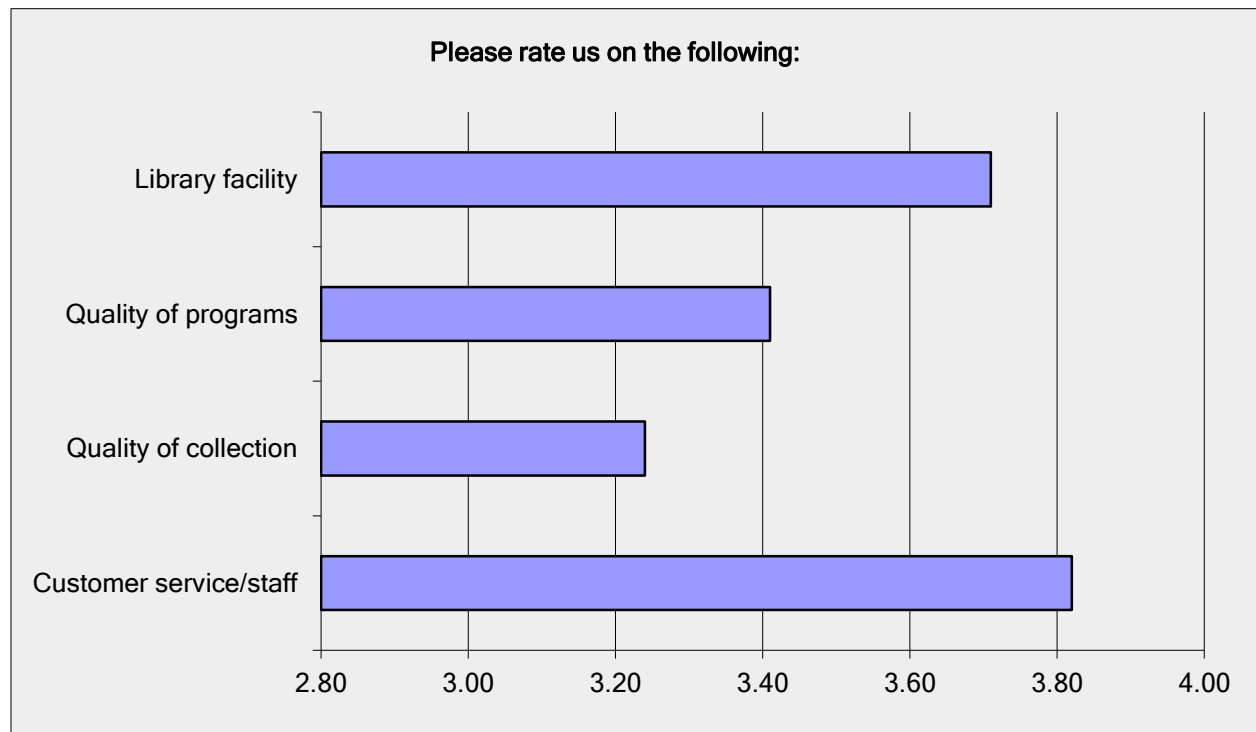


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### Q3: Please rate us on the following:

Answered: 1,259 Skipped: 127

| Please rate us on the following: |           |      |      |      |                |                |
|----------------------------------|-----------|------|------|------|----------------|----------------|
| Answer Options                   | Excellent | Good | Fair | Poor | Rating Average | Response Count |
| Customer service/staff           | 1053      | 180  | 17   | 4    | 3.82           | 1254           |
| Quality of collection            | 480       | 593  | 159  | 12   | 3.24           | 1244           |
| Quality of programs              | 548       | 515  | 73   | 2    | 3.41           | 1138           |
| Library facility                 | 904       | 315  | 19   | 3    | 3.71           | 1241           |
| Other (Please specify):          |           |      |      |      |                | 111            |
| <i>answered question</i>         |           |      |      |      |                | <b>1259</b>    |
| <i>skipped question</i>          |           |      |      |      |                | <b>127</b>     |



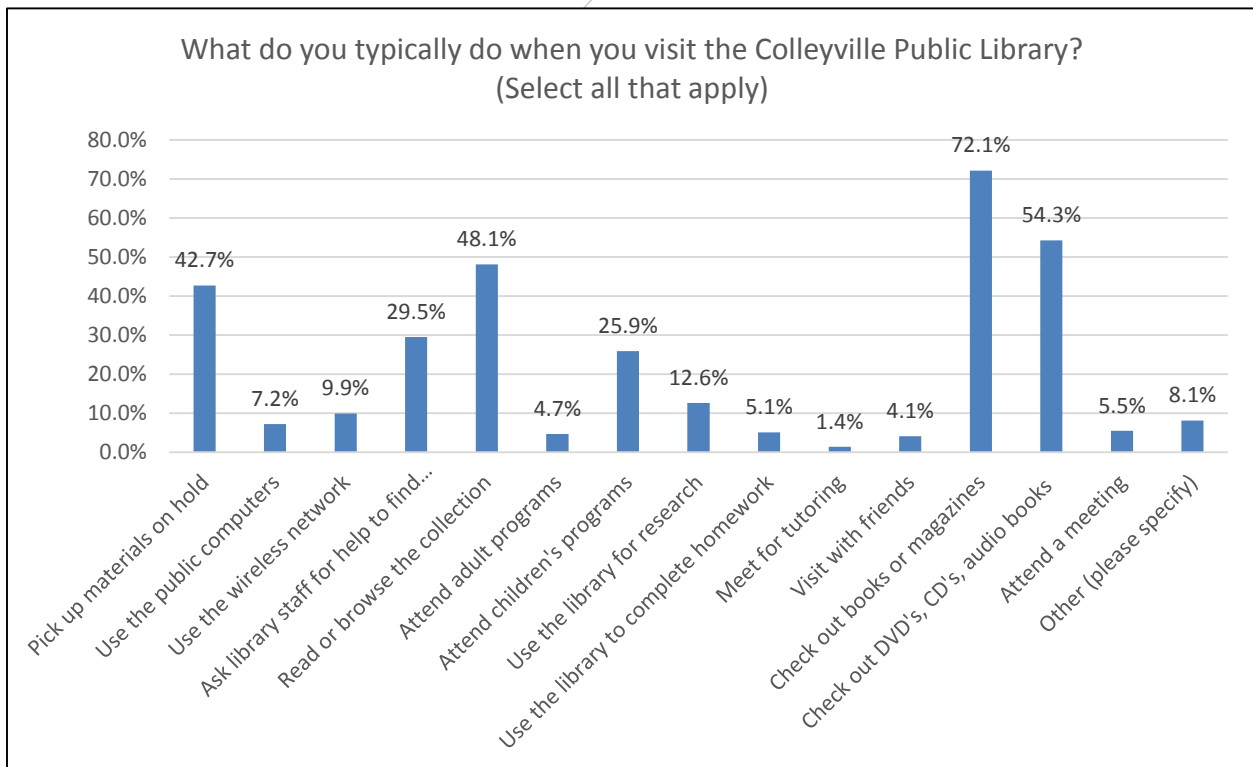
## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### Q4: What do you typically do when you visit the Colleyville Public Library? (Select all that apply)

Answered: 1,265 Skipped: 121

#### What do you typically do when you visit the Colleyville Public Library? (Select all that apply)

| Answer Options                               | Response Percent | Response Count |
|----------------------------------------------|------------------|----------------|
| Pick up materials on hold                    | 42.7%            | 540            |
| Use the public computers                     | 7.2%             | 91             |
| Use the wireless network                     | 9.9%             | 125            |
| Ask library staff for help to find materials | 29.5%            | 373            |
| Read or browse the collection                | 48.1%            | 608            |
| Attend adult programs                        | 4.7%             | 59             |
| Attend children's programs                   | 25.9%            | 328            |
| Use the library for research                 | 12.6%            | 159            |
| Use the library to complete homework         | 5.1%             | 64             |
| Meet for tutoring                            | 1.4%             | 18             |
| Visit with friends                           | 4.1%             | 52             |
| Check out books or magazines                 | 72.1%            | 912            |
| Check out DVD's, CD's, audio books           | 54.3%            | 687            |
| Attend a meeting                             | 5.5%             | 70             |
| Other (please specify)                       | 8.1%             | 102            |
| <b>answered question</b>                     |                  | <b>1265</b>    |
| <b>skipped question</b>                      |                  | <b>121</b>     |



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

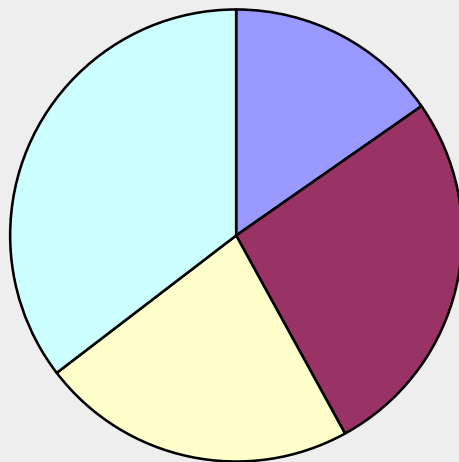
### Q5: How do you feel the Colleyville Public Library compares to other area libraries?

Answered: 1,259 Skipped: 127

#### How do you feel the Colleyville Public Library compares to other area libraries?

| Answer Options                                                                   | Response Percent | Response Count |
|----------------------------------------------------------------------------------|------------------|----------------|
| Collection and services are not as good as most area libraries.                  | 15.3%            | 193            |
| Collection and services are about the same as most area libraries                | 26.7%            | 336            |
| Collection and services are better than most area libraries                      | 22.6%            | 284            |
| I am not familiar with the collection and services of other libraries in my area | 35.4%            | 446            |
| <b>answered question</b>                                                         |                  | <b>1259</b>    |
| <b>skipped question</b>                                                          |                  | <b>127</b>     |

#### How do you feel the Colleyville Public Library compares to other area libraries?



- ☐ Collection and services are not as good as most area libraries.
- ☐ Collection and services are about the same as most area libraries
- ☐ Collection and services are better than most area libraries
- ☐ I am not familiar with the collection and services of other libraries in my area



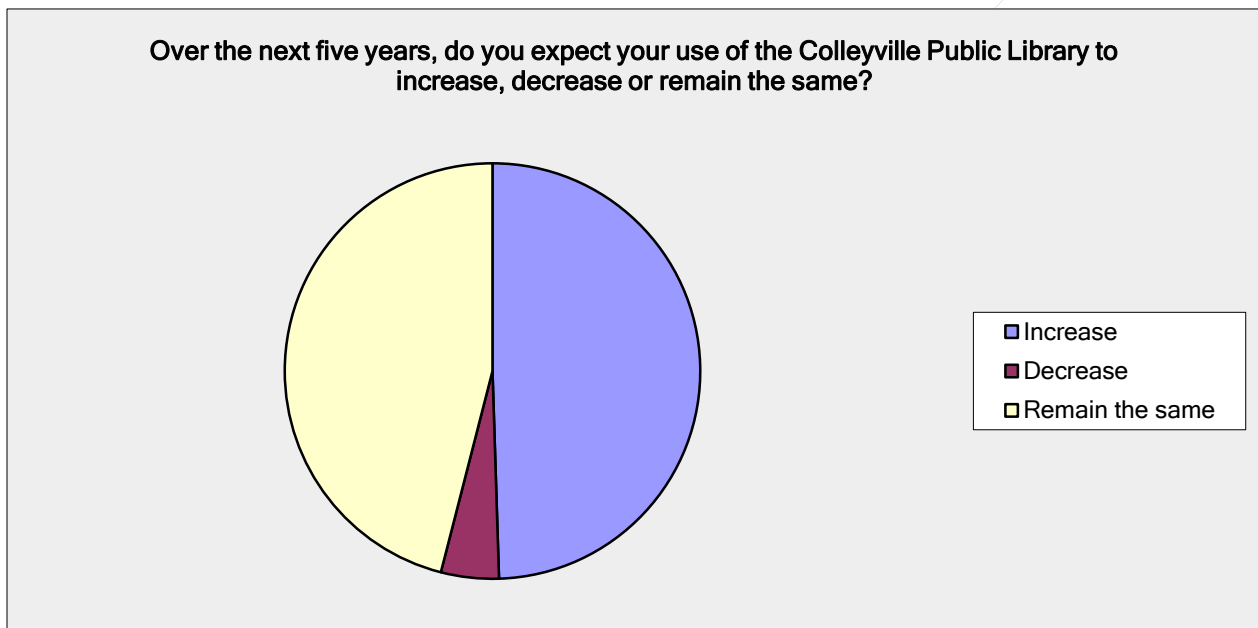
## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### Q6: Over the next five years, do you expect your use of the Colleyville Public Library to increase, decrease or remain the same?

Answered: 1,268 Skipped: 118

Over the next five years, do you expect your use of the Colleyville Public Library to increase, decrease or remain the same?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Increase                 | 49.5%            | 628            |
| Decrease                 | 4.5%             | 57             |
| Remain the same          | 46.0%            | 583            |
| <i>answered question</i> |                  | <b>1268</b>    |
| <i>skipped question</i>  |                  | <b>118</b>     |



## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

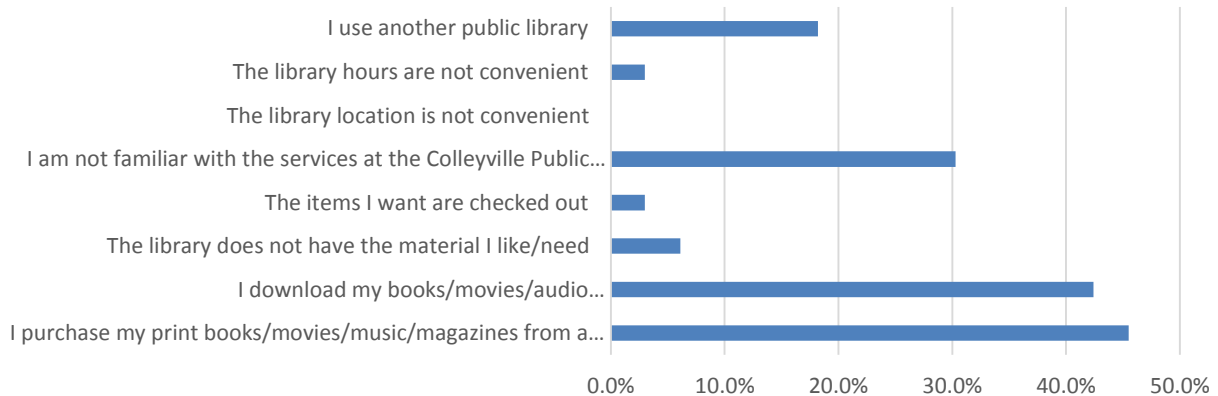
### Q7: If you have not used the Colleyville Public Library in the past year, please tell us why: (Select all that apply)

Answered: 33 Skipped: 1,353

If you have not used the Colleyville Public Library in the past year, please tell us why: (Select all that apply)

| Answer Options                                                                         | Response Percent | Response Count |
|----------------------------------------------------------------------------------------|------------------|----------------|
| I purchase my print books/movies/music/magazines from a local store or online retailer | 45.5%            | 15             |
| I download my books/movies/audio books/music/magazines from another source             | 42.4%            | 14             |
| The library does not have the material I like/need                                     | 6.1%             | 2              |
| The items I want are checked out                                                       | 3.0%             | 1              |
| I am not familiar with the services at the Colleyville Public Library                  | 30.3%            | 10             |
| The library location is not convenient                                                 | 0.0%             | 0              |
| The library hours are not convenient                                                   | 3.0%             | 1              |
| I use another public library                                                           | 18.2%            | 6              |
| <i>answered question</i>                                                               |                  | <b>33</b>      |
| <i>skipped question</i>                                                                |                  | <b>1353</b>    |

### If you have not used the Colleyville Public Library in the past year, please tell us why: (Select all that apply)

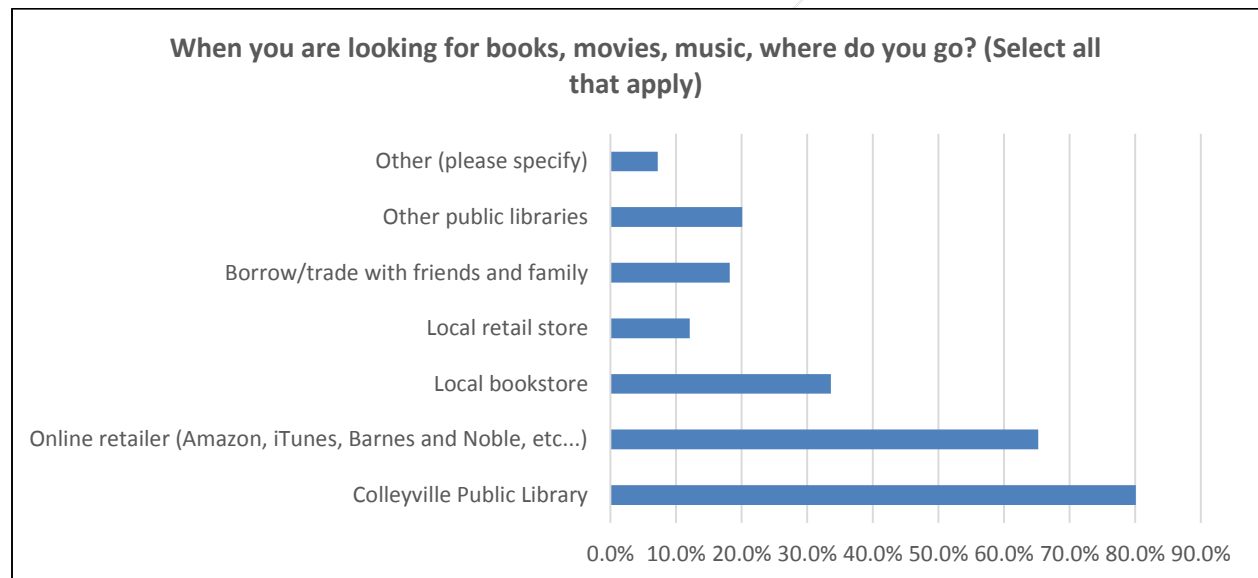


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### Q8: When you are looking for books, movies, music, where do you go? (Select all that apply)

Answered: 33 Skipped: 1,353

| When you are looking for books, movies, music, where do you go? (Select all that apply) |                  |                |
|-----------------------------------------------------------------------------------------|------------------|----------------|
| Answer Options                                                                          | Response Percent | Response Count |
| Colleyville Public Library                                                              | 80.1%            | 1033           |
| Online retailer (Amazon, iTunes, Barnes and Noble, etc...)                              | 65.2%            | 840            |
| Local bookstore                                                                         | 33.6%            | 433            |
| Local retail store                                                                      | 12.1%            | 156            |
| Borrow/trade with friends and family                                                    | 18.2%            | 235            |
| Other public libraries                                                                  | 20.1%            | 259            |
| Other (please specify)                                                                  | 7.2%             | 93             |
| <b>answered question</b>                                                                |                  | <b>1289</b>    |
| <b>skipped question</b>                                                                 |                  | <b>97</b>      |

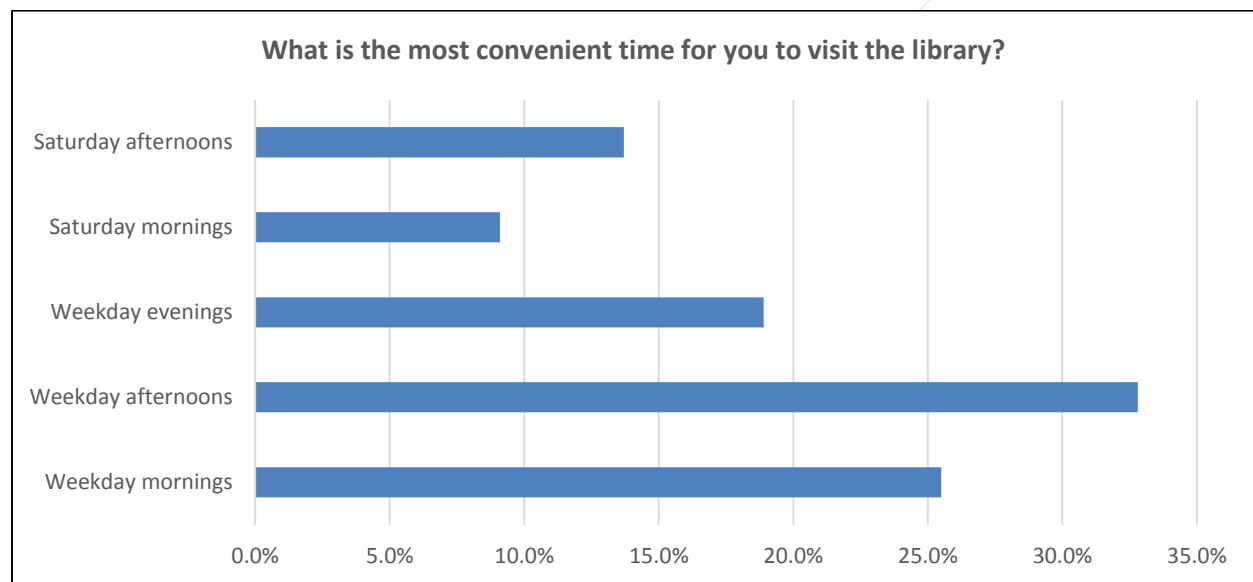




**Q9: What is the most convenient time for you to visit the library?**

Answered: 1,266 Skipped: 120

| What is the most convenient time for you to visit the library? |                  |                |
|----------------------------------------------------------------|------------------|----------------|
| Answer Options                                                 | Response Percent | Response Count |
| Weekday mornings                                               | 25.5%            | 323            |
| Weekday afternoons                                             | 32.8%            | 415            |
| Weekday evenings                                               | 18.9%            | 239            |
| Saturday mornings                                              | 9.1%             | 115            |
| Saturday afternoons                                            | 13.7%            | 174            |
| <i>answered question</i>                                       |                  | 1266           |
| <i>skipped question</i>                                        |                  | 120            |

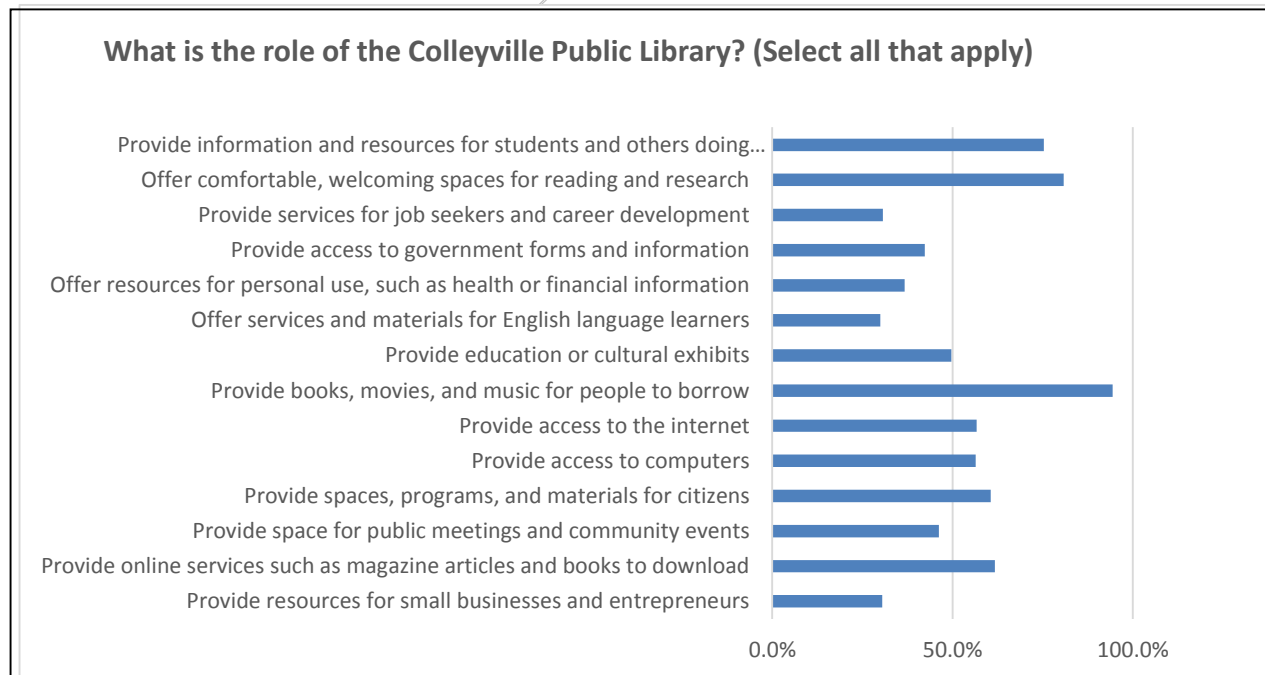


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

### Q10: What is the role of the Colleyville Public Library? (Select all that apply)

Answered: 1,252 Skipped: 134

| What is the role of the Colleyville Public Library? (Select all that apply) |                  |                |
|-----------------------------------------------------------------------------|------------------|----------------|
| Answer Options                                                              | Response Percent | Response Count |
| Provide resources for small businesses and entrepreneurs                    | 30.5%            | 382            |
| Provide online services such as magazine articles and books to download     | 61.7%            | 773            |
| Provide space for public meetings and community events                      | 46.2%            | 579            |
| Provide spaces, programs, and materials for citizens                        | 60.6%            | 759            |
| Provide access to computers                                                 | 56.4%            | 706            |
| Provide access to the internet                                              | 56.7%            | 710            |
| Provide books, movies, and music for people to borrow                       | 94.4%            | 1182           |
| Provide education or cultural exhibits                                      | 49.7%            | 622            |
| Offer services and materials for English language learners                  | 30.0%            | 375            |
| Offer resources for personal use, such as health or financial information   | 36.7%            | 460            |
| Provide access to government forms and information                          | 42.3%            | 530            |
| Provide services for job seekers and career development                     | 30.7%            | 384            |
| Offer comfortable, welcoming spaces for reading and research                | 80.8%            | 1012           |
| Provide information and resources for students and others doing research    | 75.3%            | 943            |
| <b>answered question</b>                                                    |                  | <b>1252</b>    |
| <b>skipped question</b>                                                     |                  | <b>134</b>     |



Answered: 1,252 Skipped: 134

| What additional services would enhance your experience in the future? (Please select importance of each) |                      |                    |                |                |                |
|----------------------------------------------------------------------------------------------------------|----------------------|--------------------|----------------|----------------|----------------|
| Answer Options                                                                                           | Not important at all | Somewhat important | Very important | Rating Average | Response Count |
| Increased selection of bestselling books                                                                 | 64                   | 414                | 706            | 2.54           | 1184           |
| Increased selection of DVD's                                                                             | 213                  | 512                | 401            | 2.17           | 1126           |
| Increased selection of downloadable books                                                                | 165                  | 371                | 610            | 2.39           | 1146           |
| Activities and educational programs for children and teens                                               | 190                  | 391                | 526            | 2.30           | 1107           |
| Literary events (author readings, author talks, book talks)                                              | 255                  | 546                | 305            | 2.05           | 1106           |
| Cultural events (music, film, dance, drama, or other arts)                                               | 358                  | 507                | 218            | 1.87           | 1083           |
| Consumer health, finance, and other topical programs                                                     | 391                  | 515                | 156            | 1.78           | 1062           |
| Technology training                                                                                      | 359                  | 483                | 235            | 1.88           | 1077           |
| Education or cultural exhibits                                                                           | 330                  | 502                | 231            | 1.91           | 1063           |
| Services for job seekers and career development                                                          | 380                  | 499                | 190            | 1.82           | 1069           |
| Expanded programs and events                                                                             | 300                  | 554                | 185            | 1.89           | 1039           |
| Resources for small businesses and entrepreneurs                                                         | 430                  | 491                | 130            | 1.71           | 1051           |
| Civic engagement and current events presentations and discussions                                        | 337                  | 554                | 166            | 1.84           | 1057           |
| Other (please list any services you would like to see that are not listed above):                        |                      |                    |                |                | 91             |
| <i>answered question</i>                                                                                 |                      |                    |                |                | 1223           |
| <i>skipped question</i>                                                                                  |                      |                    |                |                | 163            |

**Q11: What additional services would enhance your experience in the future? (Please select importance of each) (Con't)**



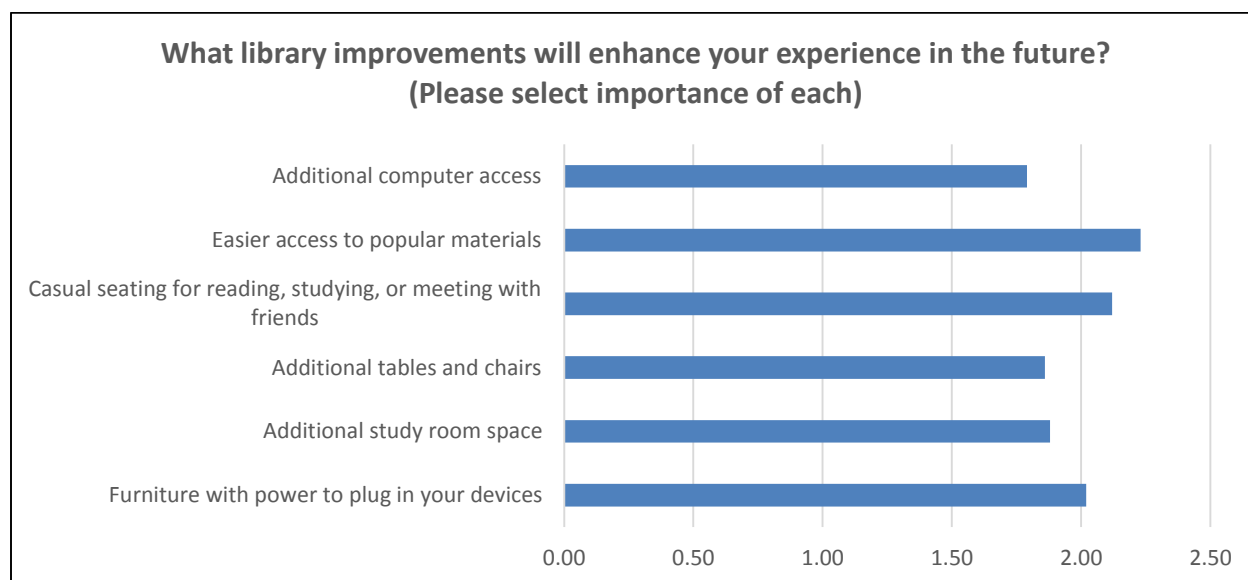
## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN



## Q12: What library improvements will enhance your experience in the future? (Please select importance of each)

Answered: 1,188 Skipped: 198

| What library improvements will enhance your experience in the future? (Please select importance of each) |               |                    |                |                |                |
|----------------------------------------------------------------------------------------------------------|---------------|--------------------|----------------|----------------|----------------|
| Answer Options                                                                                           | Not important | Somewhat important | Very important | Rating Average | Response Count |
| Furniture with power to plug in your devices                                                             | 306           | 514                | 329            | 2.02           | 1149           |
| Additional study room space                                                                              | 379           | 481                | 242            | 1.88           | 1102           |
| Additional tables and chairs                                                                             | 357           | 515                | 209            | 1.86           | 1081           |
| Casual seating for reading, studying, or meeting with friends                                            | 225           | 537                | 362            | 2.12           | 1124           |
| Easier access to popular materials                                                                       | 192           | 471                | 453            | 2.23           | 1116           |
| Additional computer access                                                                               | 405           | 465                | 181            | 1.79           | 1051           |
| Other (please list any services you would like to see that are not listed above):                        |               |                    |                |                | 92             |
| <i>answered question</i>                                                                                 |               |                    |                |                | <b>1188</b>    |
| <i>skipped question</i>                                                                                  |               |                    |                |                | <b>198</b>     |

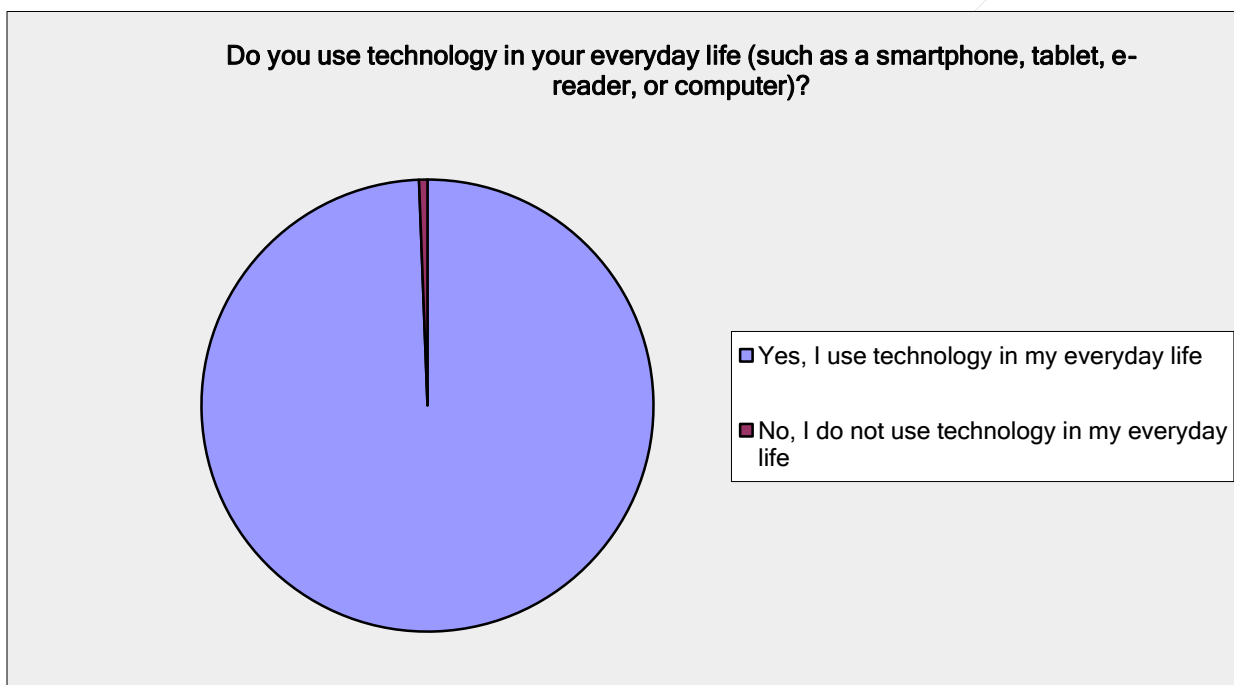


**Q13: Do you use technology in your everyday life? (such as a smartphone, tablet, e-reader, or computer)**

Answered: 1,235 Skipped: 151

**Do you use technology in your everyday life (such as a smartphone, tablet, e-reader, or computer)?**

| Answer Options                                  | Response Percent | Response Count |
|-------------------------------------------------|------------------|----------------|
| Yes, I use technology in my everyday life       | 99.4%            | 1227           |
| No, I do not use technology in my everyday life | 0.6%             | 8              |
| <b>answered question</b>                        |                  | <b>1235</b>    |
| <b>skipped question</b>                         |                  | <b>151</b>     |


**Q14: Please select the following statement that applies to your use of technology:**

Answered: 1,211 Skipped: 175

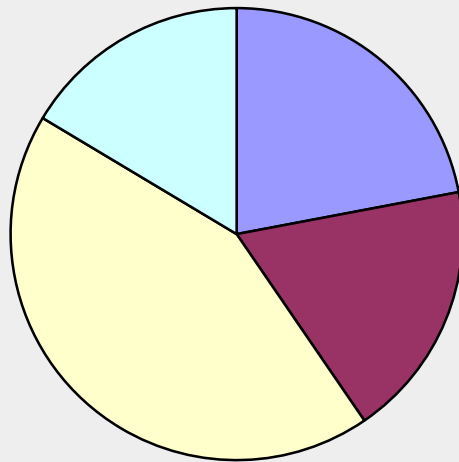


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

Please select the following statement that applies to your use of technology:

| Answer Options                                                                                                        | Response Percent | Response Count |
|-----------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| I typically download free books and/or magazines from the Colleyville Public Library to my device                     | 22.0%            | 267            |
| I was not aware that the Colleyville Public Library offers free downloadable books and magazines                      | 18.4%            | 223            |
| I prefer to read print books/magazines                                                                                | 43.1%            | 522            |
| I typically download books and/or magazines from an online vendor(Amazon, Barnes and Noble, iTunes, nextissue, Zinio) | 16.4%            | 199            |
| <b>answered question</b>                                                                                              |                  | <b>1211</b>    |
| <b>skipped question</b>                                                                                               |                  | <b>175</b>     |

Please select the following statement that applies to your use of technology:



- ☒ I typically download free books and/or magazines from the Colleyville Public Library to my device
- ☒ I was not aware that the Colleyville Public Library offers free downloadable books and magazines
- ☐ I prefer to read print books/magazines
- ☐ I typically download books and/or magazines from an online vendor(Amazon, Barnes and Noble, iTunes, nextissue, Zinio)

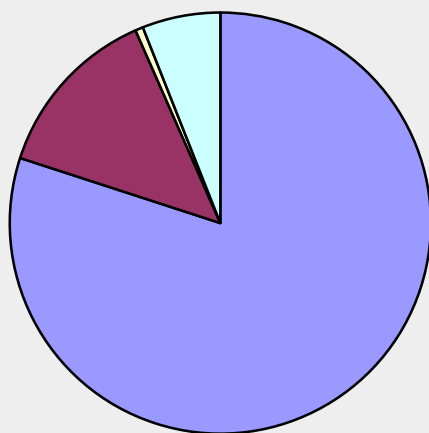
**Q15: Please select the following statement that applies regarding your digital download use:**

Answered: 696 Skipped: 690

Please select the following statement that applies regarding your digital download use:

| Answer Options                                                                          | Response Percent | Response Count |
|-----------------------------------------------------------------------------------------|------------------|----------------|
| I expect my use of digital downloaded content to increase over the next five years      | 80.0%            | 557            |
| I expect my use of digital downloaded content to stay the same over the next five years | 13.4%            | 93             |
| I expect my use of digital downloaded content to decrease over the next five years      | 0.6%             | 4              |
| I do not currently use digital downloads                                                | 6.0%             | 42             |
| Other (please specify)                                                                  |                  | 24             |
| <b>answered question</b>                                                                |                  | <b>696</b>     |
| <b>skipped question</b>                                                                 |                  | <b>690</b>     |

Please select the following statement that applies regarding your digital download use:



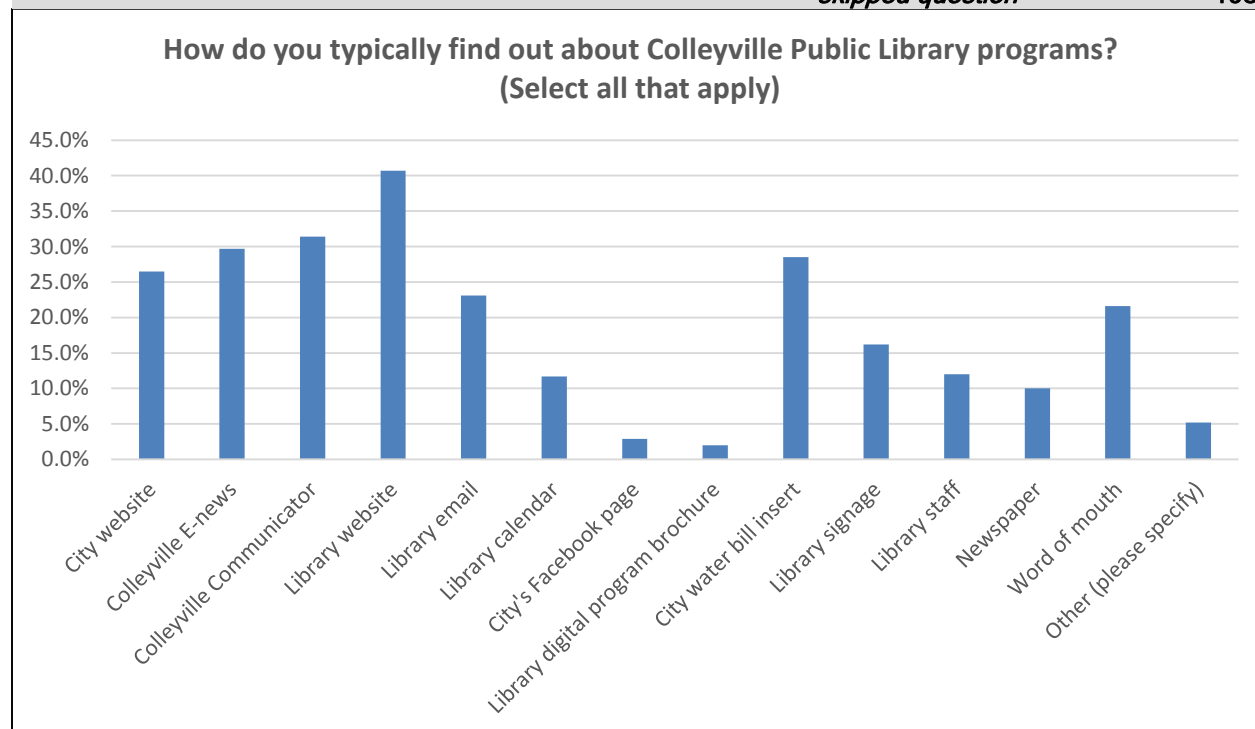
- ☒ I expect my use of digital downloaded content to increase over the next five years
- ☒ I expect my use of digital downloaded content to stay the same over the next five years
- ☐ I expect my use of digital downloaded content to decrease over the next five years
- ☐ I do not currently use digital downloads

### Q16: How do you typically find out about Colleyville Public Library programs? (Select all that apply)

Answered: 1,188 Skipped: 198

#### How do you typically find out about Colleyville Public Library programs? (Select all that apply)

| Answer Options                   | Response Percent | Response Count |
|----------------------------------|------------------|----------------|
| City website                     | 26.5%            | 315            |
| Colleyville E-news               | 29.7%            | 353            |
| Colleyville Communicator         | 31.4%            | 373            |
| Library website                  | 40.7%            | 484            |
| Library email                    | 23.1%            | 274            |
| Library calendar                 | 11.7%            | 139            |
| City's Facebook page             | 2.9%             | 34             |
| Library digital program brochure | 2.0%             | 24             |
| City water bill insert           | 28.5%            | 339            |
| Library signage                  | 16.2%            | 192            |
| Library staff                    | 12.0%            | 143            |
| Newspaper                        | 10.0%            | 119            |
| Word of mouth                    | 21.6%            | 257            |
| Other (please specify)           | 5.2%             | 62             |
| <b>answered question</b>         |                  | <b>1188</b>    |
| <b>skipped question</b>          |                  | <b>198</b>     |



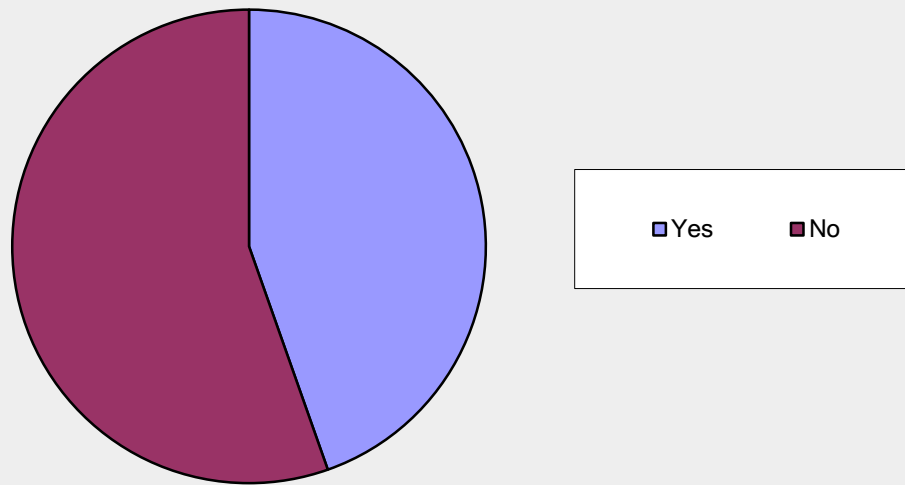
### Q17: Do you have children under the age of 18 in your household?

Answered: 1,222 Skipped: 164

Do you have children under the age of 18 in your household?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes                      | 44.6%            | 545            |
| No                       | 55.4%            | 677            |
| <i>answered question</i> |                  | 1222           |
| <i>skipped question</i>  |                  | 164            |

Do you have children under the age of 18 in your household?



**Q18: Are you a Colleyville resident?**

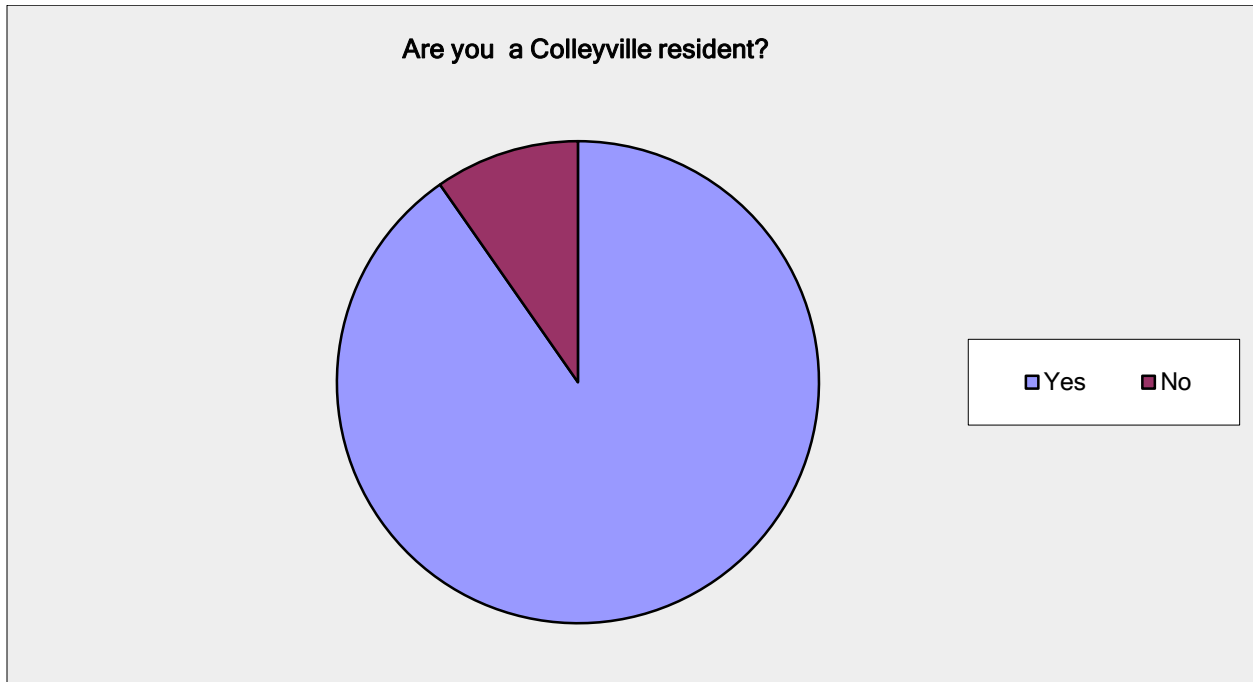
Answered: 1,220 Skipped: 166

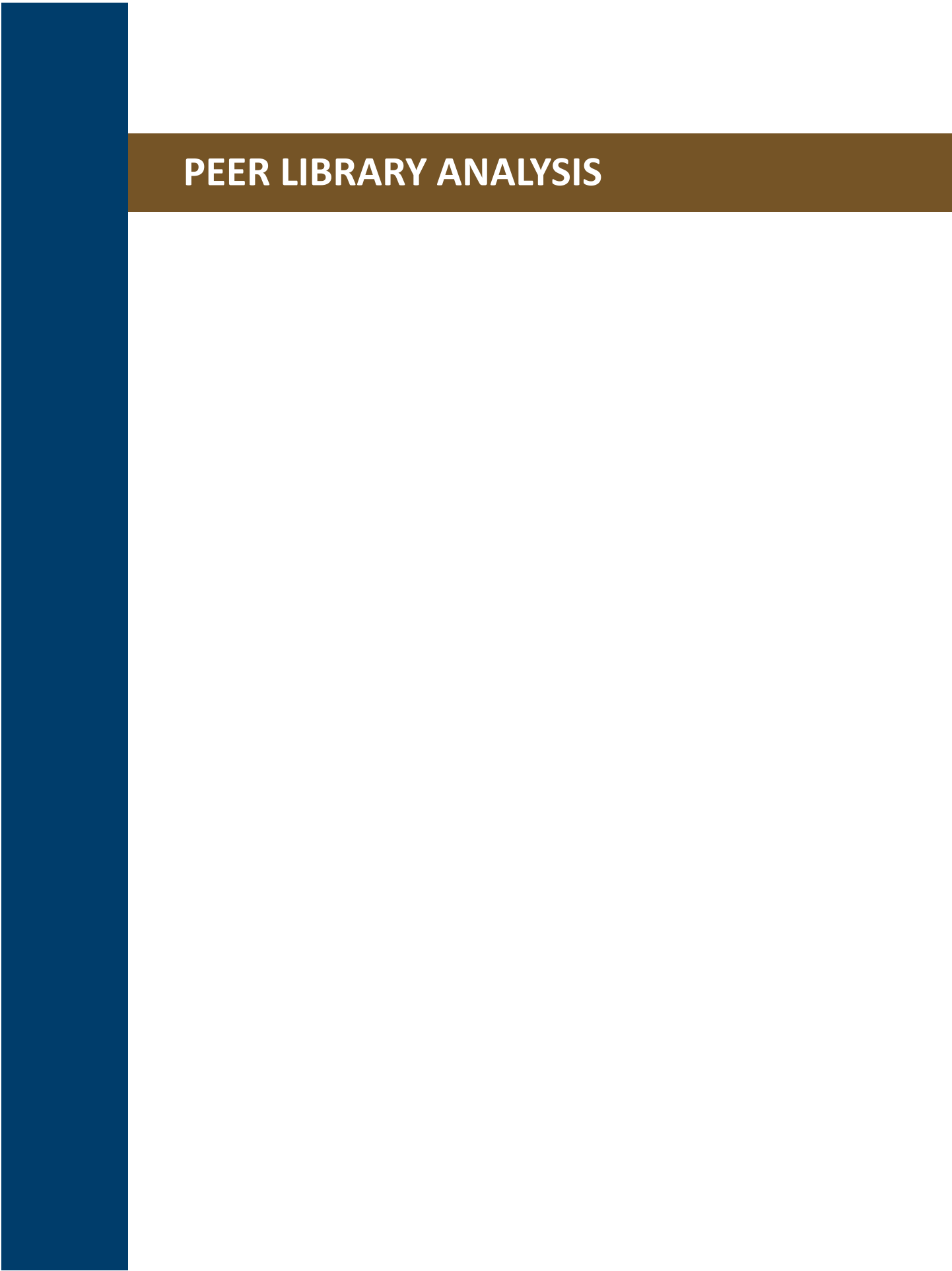


## COLLEYVILLE PUBLIC LIBRARY LONG-RANGE PLAN

Are you a Colleyville resident?

| Answer Options           | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes                      | 90.3%            | 1102           |
| No                       | 9.7%             | 118            |
| <i>answered question</i> |                  | 1220           |
| <i>skipped question</i>  |                  | 166            |

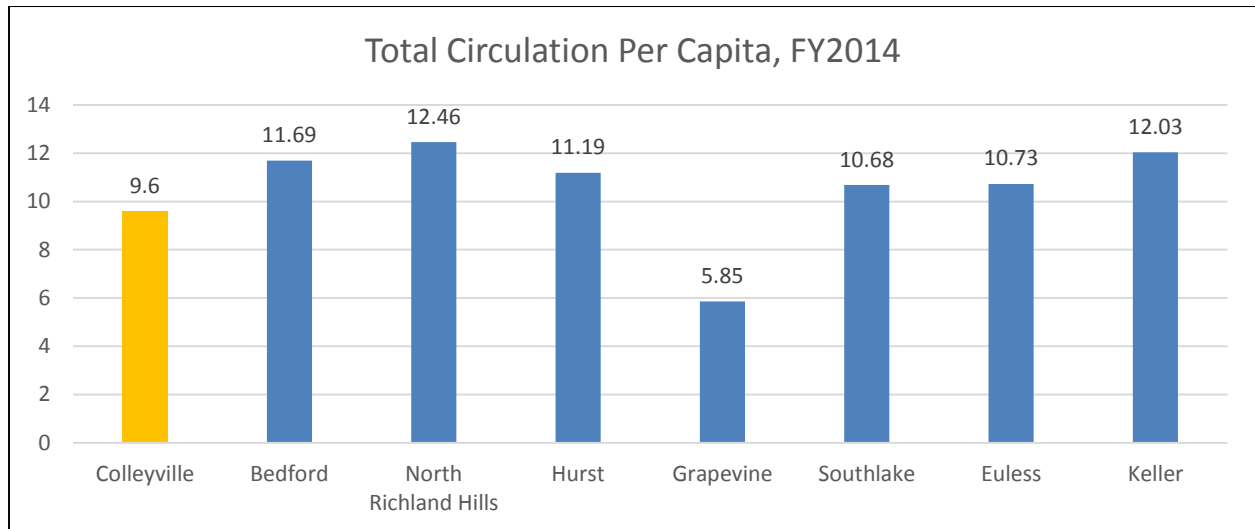




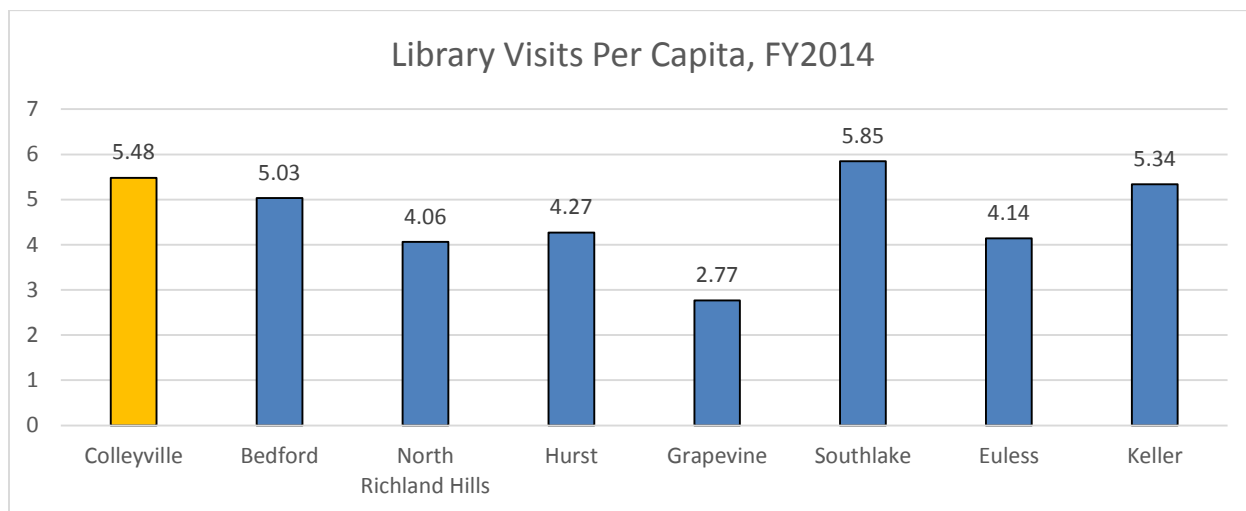
# PEER LIBRARY ANALYSIS

## APPENDIX – PEER LIBRARY ANALYSIS

### Total Circulation Per Capita, FY2014

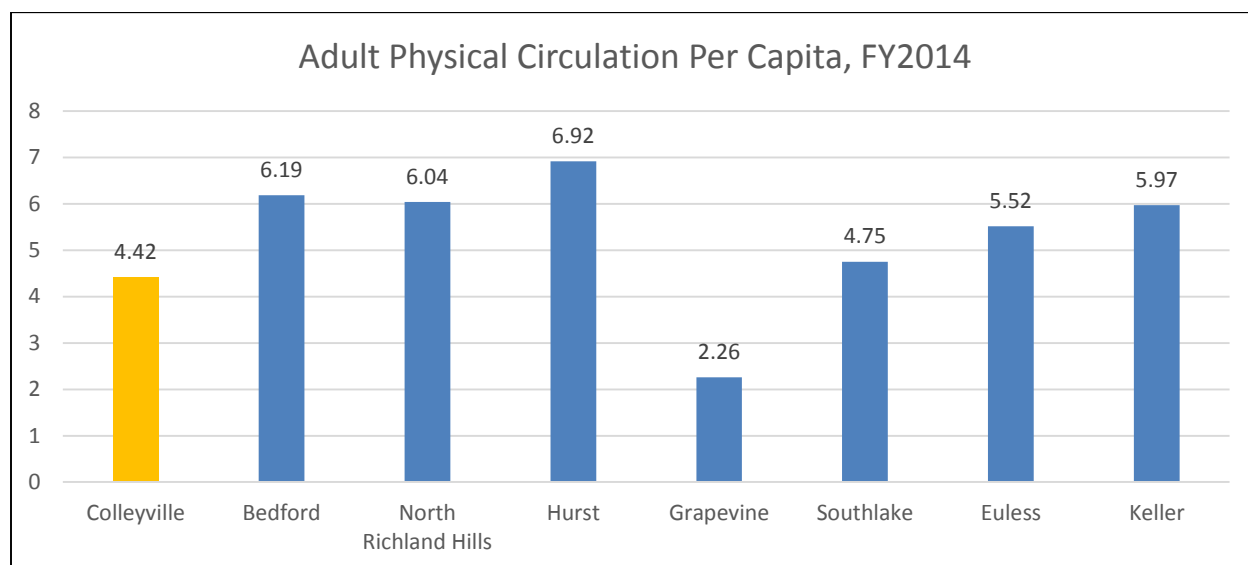


## Library Visits Per Capita, FY2014

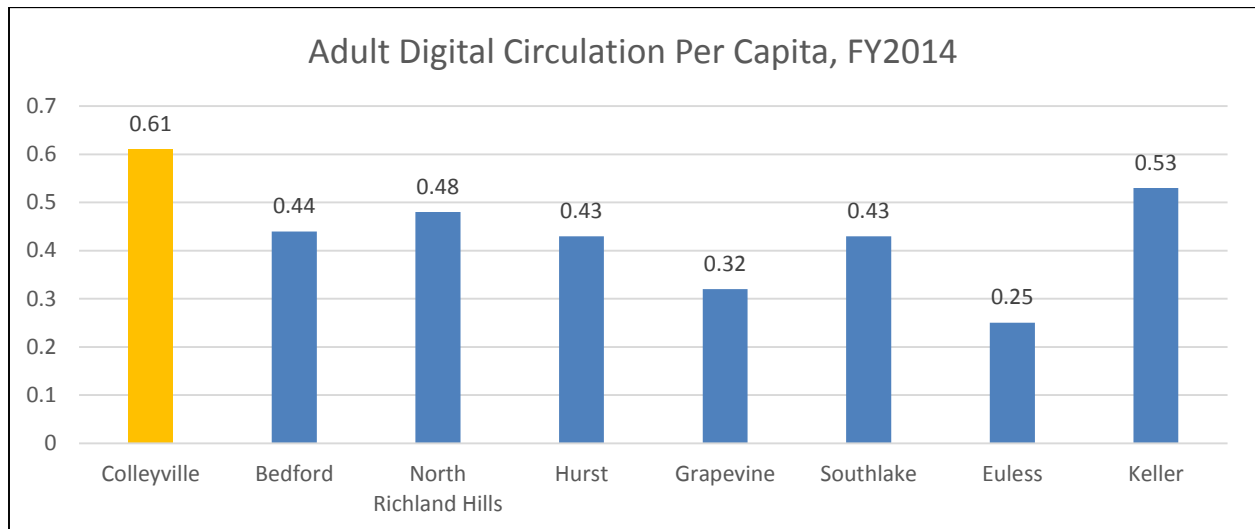




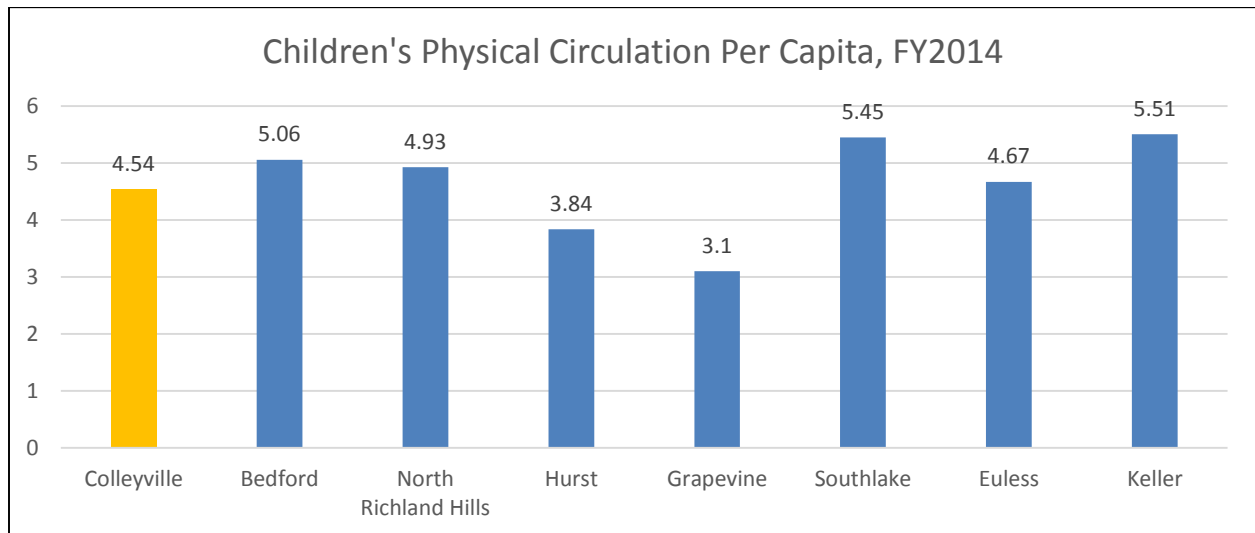
## Adult Physical Circulation Per Capita, FY2014



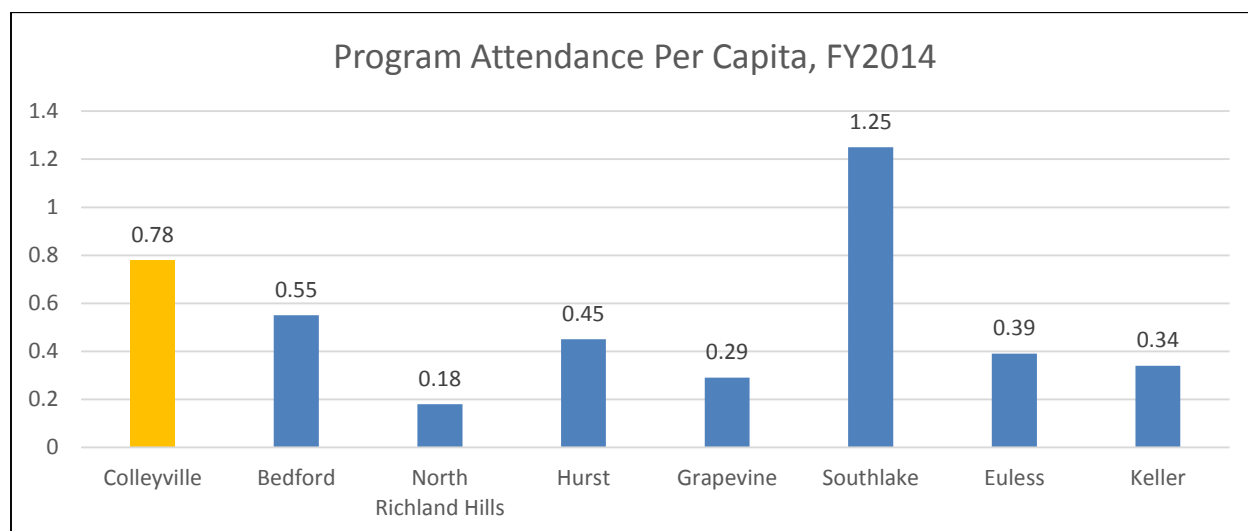
### Adult Digital Circulation Per Capita, FY2014



**Children's Physical Circulation Per Capita, FY2014**



## Program Attendance Per Capita, FY2014





**Colleyville Public Library – Long-Range Plan Survey  
Communications/Promotional Plan  
October-November 2015**

|                                   |                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>September 22-25</i>            | Approved survey to web provider<br><br>Brief in October edition of <i>Communicator</i><br>(send to printer)                                                                                                                                                                                                                                                |
| <i>October 1</i>                  | Survey goes live on Colleyville.com with a banner and homepage story<br>(Survey is live through November 14). Links also provided on Public<br>Library departmental homepage.<br><br>Media release distributed                                                                                                                                             |
| <i>October 2</i>                  | E-Communicator sent to subscriber database with brief on survey and<br>link<br><br>Post on City of Colleyville Government Facebook page, with <i>call to<br/>action</i> link to survey<br><br>Survey information goes up on city cable channel and all city electronic<br>message boards<br><br>Survey bookmarks at Public Library/City Hall/Senior Center |
| <i>October 9-<br/>November 13</i> | Weekly mention in Colleyville E-News with links to survey                                                                                                                                                                                                                                                                                                  |
| <i>November 14</i>                | Survey removed from Colleyville.com                                                                                                                                                                                                                                                                                                                        |



# TexShare Value Report

for

## Colleyville Public Library

Colleyville, TX

Report date: April 2017

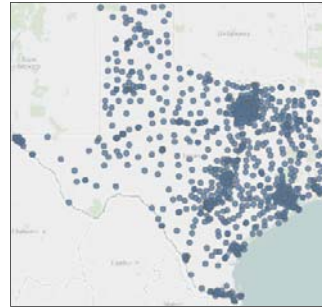


## About TexShare

TexShare is a consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and leverage local support and expertise for the benefit of all Texans.

## How many libraries are members of the TexShare Consortium?

|                                        |     |
|----------------------------------------|-----|
| Public colleges and universities:      | 36  |
| Independent colleges and universities: | 45  |
| Community and Junior Colleges:         | 55  |
| Medical Libraries:                     | 14  |
| Public Libraries:                      | 517 |
| Affiliate Members:                     | 8   |



## What Electronic Resources are available with TexShare support?

**Retail cost of the TexShare Databases for your library if purchased separately**  
(2016 vendor-provided prices, without member discount)

**\$116,318.44**

**FY2017 TexShare Fee**  
**\$1,136.14**

*FY2018 invoice amounts will be available in August 2017*

The TexShare Databases program allows libraries to provide authoritative and ad-free electronic articles, books, tutorials, and other resources to their patrons 24/7. The TexShare Databases are licensed for the exclusive use of TexShare libraries and their patrons.

### TexShare Core FY17: 68 e-resources

- 9 General Information Resources
- 12 Books and Literature
- 7 Business
- 1 Career Development
- 6 Genealogy and History
- 6 Health and Medicine
- 11 Homework and Education
- 1 Language Learning
- 1 Newspapers
- 11 Science and Technology
- 3 Spanish Language



*The TexShare Databases are funded in part by a grant from the US Institute of Museum and Library Services to the Texas State Library and Archives Commission.*

## How does TexShare support sharing of books and physical resources?

**TexShare Cards** provide library patrons with the privilege of visiting **524** public, academic, and medical libraries throughout the State of Texas to borrow books and other physical materials not available at their home libraries. In FY2016, over **425,000** items were circulated through the TexShare Card program.

The TexShare Card program complements traditional Inter-Library Loan. The Texas State Library and Archives Commission's **Navigator ILL** program for public libraries supplied over 150,000 books, articles, and other items to Texas library patrons in FY2016.

To further support Inter-Library Loan, TexShare provides subsidies for 5-day, 3-day, or 2-day a week courier service to participating libraries throughout Texas through the **TExpress** courier, allowing libraries to reduce their postage and shipping fees.

### Participation Summary:

|                        |      |
|------------------------|------|
| TexShare Card Program: | Yes  |
| Navigator ILL:         | Live |
| TExpress Subsidy:      | Yes  |

**For more information, contact TexShare at: [texshare@tsl.texas.gov](mailto:texshare@tsl.texas.gov) or call 800-252-9386**  
**Or visit us online at [www.tsl.texas.gov/texshare/](http://www.tsl.texas.gov/texshare/)**



COLLEYVILLE



PUBLIC LIBRARY

# **LONG-RANGE PLAN FY2007 – FY2011**

**Approved by the Colleyville  
Public Library Board**

**APRIL, 2007**

# TABLE OF CONTENTS

|                                              |       |
|----------------------------------------------|-------|
| Executive Summary.....                       | 1     |
| Introduction .....                           | 2     |
| Charts                                       |       |
| Registered Borrowers .....                   | 2     |
| Patron Visits.....                           | 3     |
| Library Materials Circulation.....           | 3     |
| Reference Transactions .....                 | 4     |
| Program Attendance .....                     | 4     |
| Library Activity Summary .....               | 5     |
| Activity and Resource Trends .....           | 5     |
| Planning Process.....                        | 6     |
| Planning Committee .....                     | 7, 10 |
| Community Needs .....                        | 7     |
| SWOT Analysis.....                           | 8     |
| Library Service Responses / Priorities ..... | 8     |
| Library Board / Staff Review .....           | 8     |
| Developing The Plan .....                    | 9     |
| Writing The Plan .....                       | 9     |
| Vision / Mission Statements.....             | 11    |
| Goals                                        |       |
| Goal 1: Current Topics and Titles .....      | 12    |
| Goal 2: Lifelong Learning .....              | 15    |
| Goal 3: General Information.....             | 18    |
| Goal 4: Information Literacy .....           | 19    |
| Conclusion .....                             | 20    |



## EXECUTIVE SUMMARY

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.

A Community Planning Committee was formed to guide the planning process. The Planning Committee included representatives from the community, City government, and the Library. By using a nationally recognized community-based planning model, the Committee ensured that the results of the planning process would be comprehensive, inclusive, bipartisan, and objective. Further, in addition to the solicitation of subjective input from the constituents served by the Library, the model mandated the utilization of statistical documentation so that the Library's existing and future performance could be identified, analyzed, and documented.

The resulting *Plan* demonstrates that the community has embraced the Library and responded significantly to its initial services and resources. Indeed, during its inaugural year, the Library registered over 7,100 borrowers, attracted over 73,000 patrons, and checked out over 102,000 items from its collection. In its two subsequent years, the Library experienced double-digit increases in all areas with the exception of staffing and funding which have remained essentially constant.

The statistics reveal that the Library is meeting an array of community needs. But there is more that can be done. Programs for children, teens, and adults can be expanded to meet emerging needs. The collection can be diversified and deepened with the addition of new materials and delivery systems. Reader services can be expanded to strengthen the Library's role as an information resource. Technology can be adopted that will make access to the Library's materials easier for community residents to access. The concept of lifelong learning can be advocated within the community and residents can be encouraged to participate more vigorously in their own personal development and enrichment. Finally, funding and staffing levels can be increased so that the Library can support the increased level of service that the community expects and deserves.

By implementing the Planning Committee's recommendations, the Library can become a model of what can be achieved when dedicated people in the community come together to enhance their quality of life. Moreover, by building on its existing strengths and providing additional services, the Colleyville Public Library will fulfill its mission of delivering information to the residents of the community,

***Anytime. Anywhere.***

# INTRODUCTION

## MOTIVATION FOR DEVELOPING A NEW PLAN

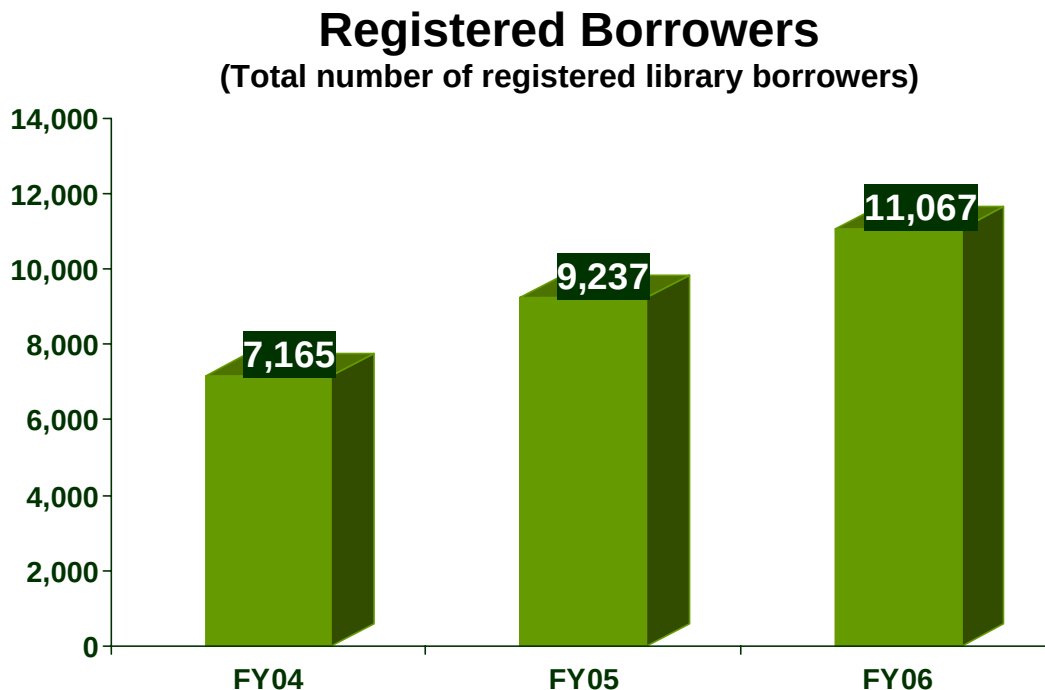
The foundation for the Colleyville Public Library started February, 1991, when the City Council, in direct response to citizens' expressed desire for library service in the City, established the Colleyville Library Study Committee. The task of the committee was to study library alternatives to meet the current and future educational, personal, and recreational needs of the community. During the following decade, a series of long-range planning studies were conducted which led to the opening of Colleyville's first library on November 24, 2003.

## THE COLLEYVILLE PUBLIC LIBRARY

In its first three years of service, the Library has provided significant levels of service and can celebrate many accomplishments. The Library staff and Board have been committed to providing responsive library support to the community and have greatly enhanced the Library's services, collections, and programs. The overwhelming community support for and response to the Library over the last three years has encouraged the Library staff and Board to continue pursuing initiatives that will increase Library use and support.

## COMMUNITY UTILIZATION

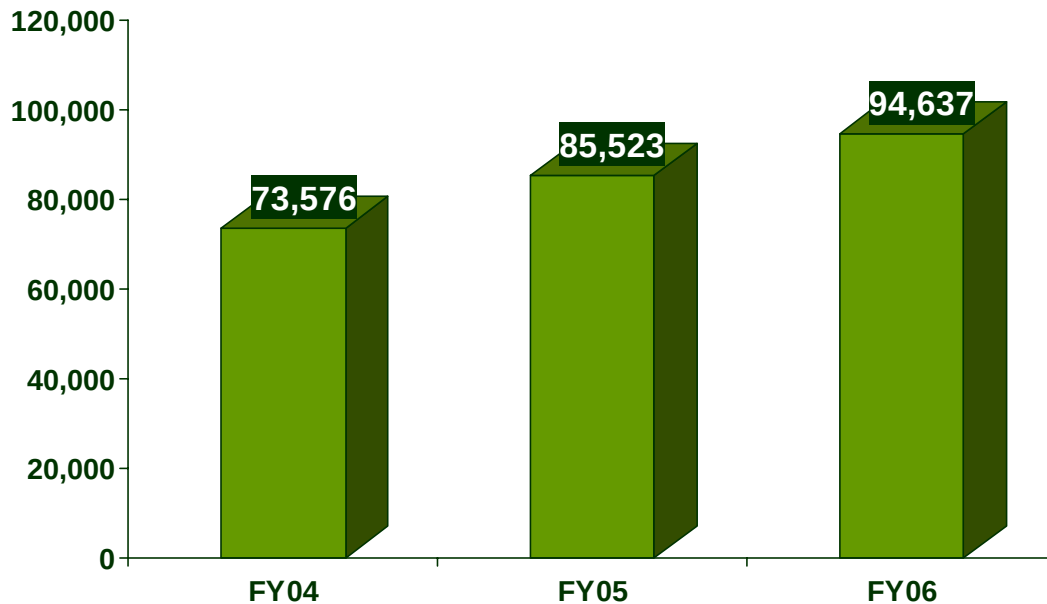
Use of the Colleyville Public Library has continued to grow each year since its opening. The following charts indicate the increase in use of the Colleyville Public Library in its first three years of service.



The **Registered Borrowers** chart (above) shows that in its inaugural year (2003-2004; FY04), the Library registered 7,165 borrowers. By the end of FY05, borrowers had increased 22.4%. FY06 totals saw an increase of 35.3% over FY04.

## PATRON VISITS

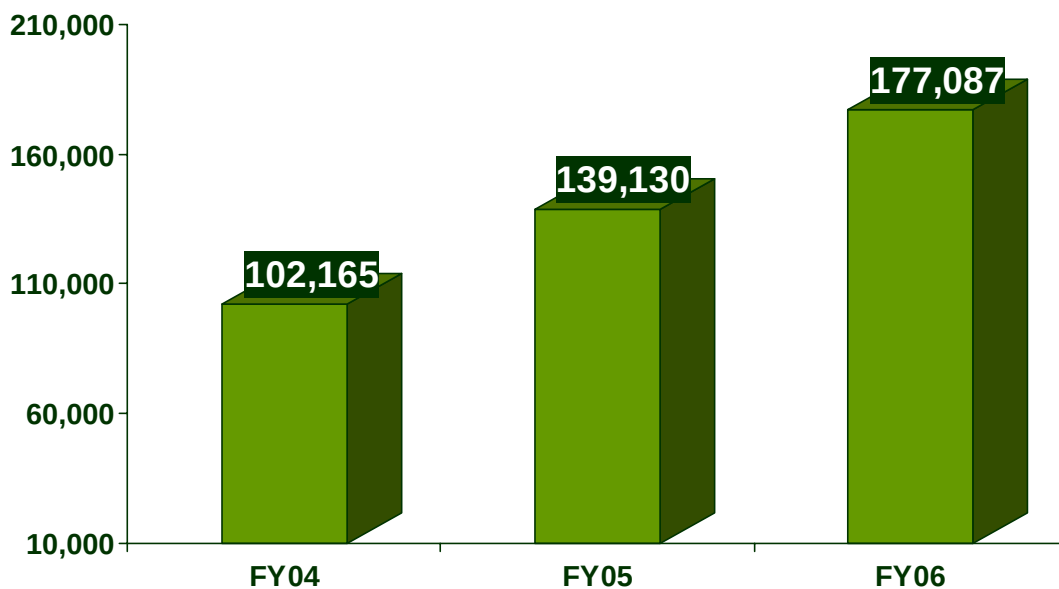
(Count of patron coming into the Library)



The **Patron Visits** chart (above) displays a measure of traffic through the Library. During the inaugural year, 73,578 people came to the Library. Through FY05, visits increased 14%. At the conclusion of FY06, visits had increased 22.3%.

## Library Materials Circulation

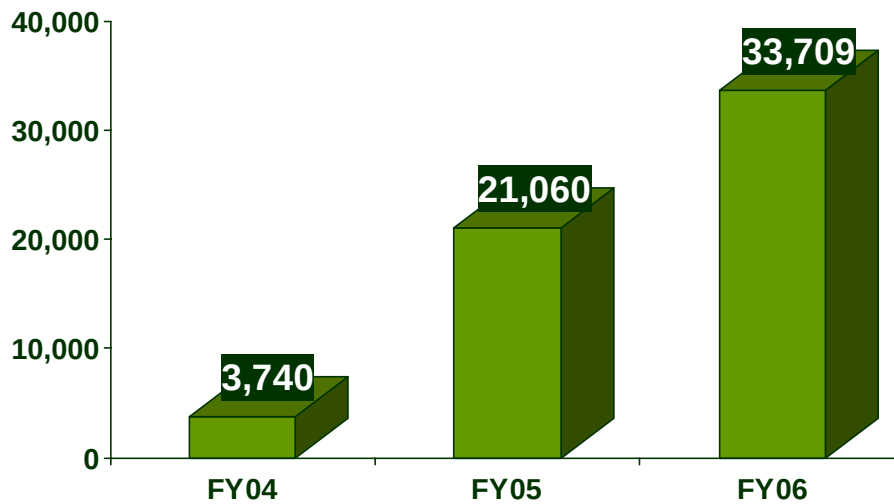
(Count of items checked out by patrons, books, etc.)



The **Library Materials Circulation** chart (above) measures the 102,165 items checked-out in the year ending September 2004. By the end of FY05, circulation had increased 27% over FY04; FY06 circulation increased 42.3% over FY04.

## Reference Transactions

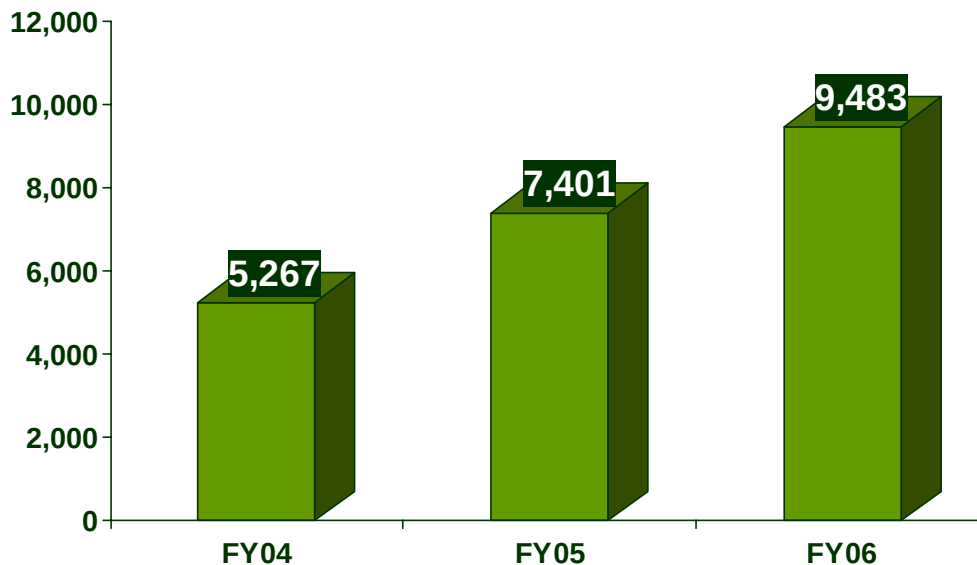
(Count of all Reference interactions with public)



The **Reference Questions** chart (above) measured 3,740 transactions processed by September 2004. In FY05, transactions increased 82.2% over FY04. By the end of FY06, questions had increased 85% over the transactions processed in FY04.

## Program Attendance

(Count of all people attending Library programs)

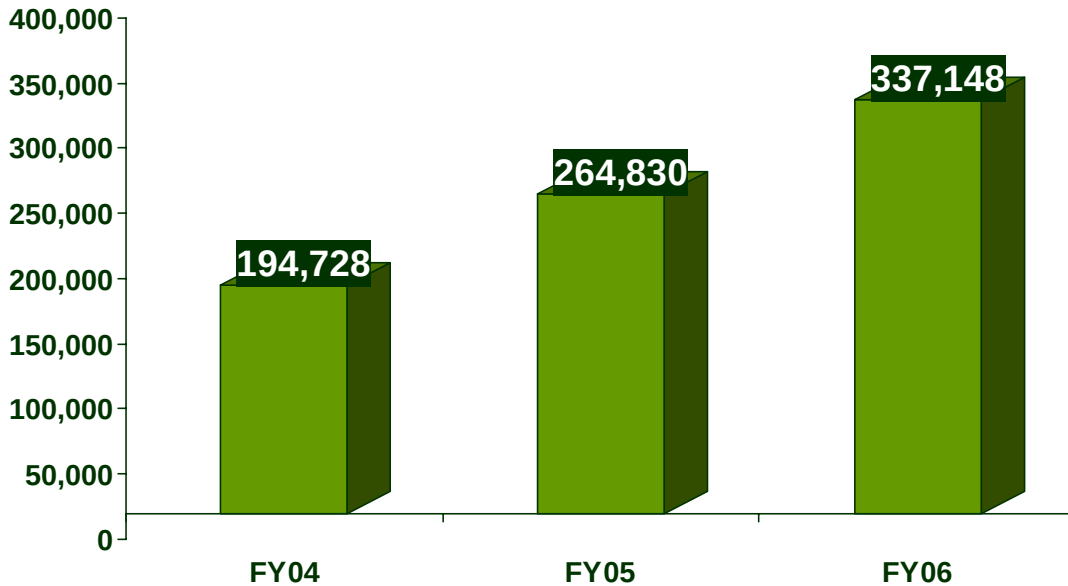


The **Program Attendance** chart (above) shows that 5,267 people attended Library programs in 2004. Attendance increased by 28.8% in FY05 and by 44.5% in FY06 compared to attendance in the Library's inaugural year.



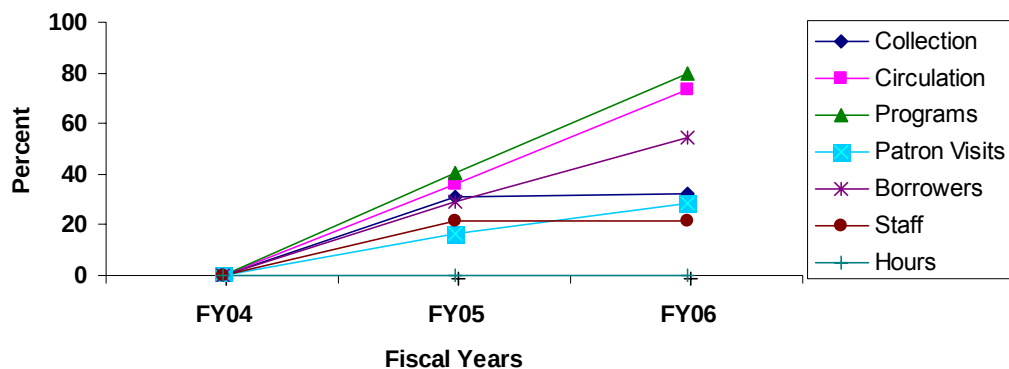
## Library Activity Summary

(All materials - checked in, checked out, renewed, and holds placed)



The **Library Activity Summary** chart (above) shows that the Library staff handled 194,728 material transactions during FY04. This number increased by 26.5% in FY05 and by 42.2% in FY06 compared to the number of transactions in FY04.

## Activities and Resources



The **Activity & Resource Trends** chart (above) compares selected activities to available resources. As the trend lines indicated, the availability of resources has not kept up with the community's utilization of Library services.

As the statistics document and the graphs show, the Library is providing services that the community has embraced in a very convincing manner. There are double digit increases in all service areas and it is evident that the Library is addressing and meeting existing and emerging community needs. It is also evident that staffing and funding has not kept pace with the Library's commitment to provide service to the community.

The remainder of this proposal will outline the process that the Library has used to identify existing, unmet, and emerging community needs. The proposal will also identify the strategies that the Library has developed to increase its level of service to the community. Finally, the proposal will identify the resources that will be required for the Library to provide this higher level of support and become the resource that the community wants and deserves.

## **PLANNING PROCESS**

When the initial building phase of the Colleyville Public Library was completed, the Board and staff felt there was a need to create a 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 strategic plan for the Library, using *The New Planning for Results* process designed for public libraries. This planning process was developed by the Public Library Association of the American Library Association to encourage public libraries to define their services in light of the needs of the individual communities being served. The process emphasizes a streamlined, community-based approach to planning.

***The New Planning for Results*** is built on three assumptions:

**Excellence must be defined locally.** It results when library services match community needs, interests, and priorities.

**Excellence is possible for both small and large libraries.** It rests more on commitment than on unlimited resources.

**Excellence is a moving target.** Even when achieved, excellence must be continually maintained.

Consequently, the process asks key community stakeholders to assess the community's strengths, weaknesses, opportunities and threats (SWOT), and then determine how the Library can make a contribution toward achieving the community vision. To accomplish this task, the Library Board and staff formed a Planning Committee to launch the Library's planning process.

## PLANNING COMMITTEE

The Colleyville Public Library's Planning Committee, consisting of community members, Library and City staff, and Library board members met for three working sessions during January and February of 2006 and followed the steps of the strategic planning process. The meetings were facilitated by a professional trained in the *Planning for Results* planning process.

## COMMUNITY NEEDS

In the first stage of the planning process, the Committee looked at the community vision, examined community data, and identified community needs. The Committee used the *Master Plan for the City of Colleyville* as a resource document for basic data and information about the City. In 1998, the City Council had adopted a Vision Statement as a part of the 1998 *Master Plan*, and amended it in 2001 and again in 2002. The Planning Committee reviewed this Vision Statement and determined that, because it had been so recently amended, it still accurately reflected the current community vision for Colleyville.

### Colleyville Master Plan Vision Statement

We, the citizens of Colleyville, are dedicated to preserving and enhancing strong family and community values, gracious suburban living, natural beauty and historical settings.

We will foster and manage commercial and residential growth consistent with our city's resources, infrastructure and services. We will work in partnership with our school system to provide the best possible education and training for our following generations. We will promote effective and efficient city management and elected leadership.

We are committed to the attraction and retention of a professional city workforce by making the City of Colleyville the "employer of choice" in Northeast Tarrant County. We will foster and manage commercial and residential growth such that both will be compatible with each other, with the quality of life objectives and within the confines of the resources of the City of Colleyville.

We will provide safe, un-congested, visually pleasing roadways and attractive landscaped residential and commercial environments. We will balance development with parks and open spaces accessible to all citizens. We will provide our citizens with a safe community free of pollution, crime and drugs.

We recognize that this vision statement is the ideal on which our community is shaping its future. Therefore, we the citizens of Colleyville, pledge ourselves to a program of goal-oriented actions and decision making for the betterment of Colleyville.

The Colleyville Plan – A General Plan for Growth and Development 2004 – 2025

## SWOT ANALYSIS

Next, the Planning Committee assessed the community's **Strengths, Weaknesses, Opportunities and Threats**. They compared the results of the SWOT analysis (current conditions) to the community vision statement (ideal conditions) to identify the most important needs of the community. The Committee then identified which of those needs could be addressed by the Colleyville Public Library.

## LIBRARY SERVICE RESPONSES

When the community needs were identified, the Planning Committee reviewed a comprehensive list of thirteen service responses, or distinct ways a library can serve the public. Following a discussion of the services the Colleyville Public Library currently provides, the Committee determined which of the service responses address community needs that the Library can influence.

## LIBRARY SERVICE PRIORITIES

The Planning Committee then combined community needs with Library strengths and suggested the following service priorities for the Colleyville Public Library.

1. **CURRENT TOPICS AND TITLES**, which emphasizes the Library's role in fulfilling its users' needs for current information about popular cultural and social trends and their desire for recreational reading, viewing, and listening experiences.
2. **LIFELONG LEARNING**, which focuses on the Library's role in addressing the desire for its users' self-directed personal growth and development.
3. **GENERAL INFORMATION**, which focuses on the Library's efforts to meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.
4. **INFORMATION LITERACY**, which emphasizes the Library's role in addressing the needs of its users for skills related to finding, evaluating, and using information effectively.

When the Planning Committee completed this task, their role in the planning process was completed. The Committee's preliminary recommendations were forwarded to the Library Board and staff for their input.

## LIBRARY BOARD/STAFF REVIEW

In the second stage of the planning process, the Library Board and staff of the Colleyville Public Library met in March 2006 to review and refine the service priorities recommended by the Planning Committee. The Board and staff



examined the strengths and weaknesses of the Library as well as the opportunities and threats presented by the recommended service priorities. After consideration of these issues, the Library Board and staff gave full support to the four service priorities selected by the Planning Committee. The Library was now ready to start the third phase of the planning process, development of the plan.

## DEVELOPING THE PLAN

In this phase of the planning process, the Library Board and staff considered a number of key factors in developing the Library's plan. These included:

-  recommendations from the Planning Committee, the Library Board, and the Library staff
-  demographic projections
-  community development expectations
-  emerging trends affecting the Library's service population

The library planners focused on the first key assumption of *the New Planning for Results* – excellence must be defined locally – it results when library services match community needs, interests, and priorities. This assumption led planners to set service-level goals for the Library to achieve in the next five years. National library standards were used as an evaluation tool to measure how the Colleyville Public Library ranked using these standards. The Library Board and staff selected several target areas for the Library to focus on in the next five years using national standards as a benchmark. These included: establishing secure and increased funding for the Library to develop collections, staff resources and facility reorganization. With the groundwork laid for the plan, the Library was ready to move into the last stage of the planning process.

## WRITING THE PLAN

The final stage of the Library's planning process involved writing the plan. First, Library staff drafted vision and mission statements for the Library based on the recommendations and services priorities developed by the Planning Committee. Then, the Library Board and staff identified goals, objectives, and activities to implement the service priorities, which will serve as the Library's focus for the next five years. The Library Board reviewed drafts of the plan in February and March of 2007. In April of 2007, the Library's *Long-Range Plan for 2007 through 2011* was approved by the Library Board and forwarded to the City Council for review.

## **THE PLANNING COMMITTEE**

The following members comprised the Colleyville Public Library's Planning Committee:

### **Representing the Community:**

- Ashlee Welch, Student, Colleyville Resident
- Faye Nedderman, Colleyville Resident, Library Patron
- Gary Taraba, Colleyville Resident, First Library Board President
- Jerome Davis, Member, Colleyville Lions Club
- John Gray, Member, Colleyville Rotary Club
- Lorine Rayburn, Colleyville Resident, Library Patron
- Mary Alice Rippe, Member, Colleyville Friends of the Library, Library Board
- Nancy Coplen, School Board Member, Grapevine-Colleyville ISD
- Ret Stansberger, President, Colleyville Area Chamber of Commerce

### **Representing the City of Colleyville Council:**

- Tony Licata, City Council liaison

### **Representing the Colleyville Public Library Foundation:**

- Ginny Tighe, President, Colleyville Public Library Foundation

### **Representing the Friends of the Colleyville Public Library:**

- Susan Taylor, President, Friends of the Colleyville Public Library

### **Representing the Colleyville Public Library Board:**

- Susan Potter, Library Board member

### **Representing the City of Colleyville Staff:**

- Paul Frederiksen, Assistant City Manager

### **Representing the Colleyville Public Library Staff:**

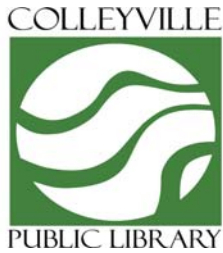
- Erica Gill, Adult Services Librarian

### **Other members involved ex officio:**

- Nancy Eytcheson, Chair, Colleyville Public Library Board
- Mary Rodne, Library Director, Colleyville Public Library

### **Planning Committee Trained Facilitator**

- Joan Cochran, Retired Verizon Process Manager



# COLLEYVILLE PUBLIC LIBRARY

## VISION STATEMENT

**The Colleyville Public Library will be the community's library,  
"Anytime. Anywhere."**

## MISSION STATEMENT

Colleyville residents of all ages will have state-of-the-art library services, accessible "Anytime. Anywhere." that will:

- ↳ meet their needs for current high-demand topics and titles
- ↳ assist them in their self-directed personal growth and development opportunities
- ↳ provide the information services needed to answer their questions
- ↳ develop their skills in finding and using information effectively

## **GOAL ONE: CURRENT TOPICS AND TITLES**

All residents in Colleyville will have access in a timely manner to current, high-demand, popular materials in a variety of formats, anytime, anywhere, to fulfill their desire for enjoyable recreational experiences.

### **Objectives:**

- 1.1** Establish secure and dependable funding to support Colleyville residents' requests for current, high-demand materials by increasing the allocation of funding for the Library's materials collection in the Library's General Fund Budget from 0% to a minimum of 25% by FY 2007/2008; and annually by supporting opportunities for additional funding.

#### **Action Steps:**

- ✓ In the FY 2007/2008 budget process, incorporate funding to support the Library's collection of materials in the Library's General Fund Budget on an annual basis.
  - ✓ In the FY 2007/2008 budget process, establish the Library's General Fund budget as the primary source of funding for Library materials and the Voluntary Library Fund as a secondary source of funding for library materials, to enhance the Library's materials collection.
  - ✓ Annually, continue to support the fund-raising activities of the Friends of the Colleyville Public Library by providing space for book sales and other outreach initiatives.
  - ✓ Annually, continue support of the major fundraising activities of the Colleyville Public Library Foundation.
  - ✓ Annually, publicize existing donation options (e.g., memorials, birthday gifts, Adopt-a-Magazine program) and explore new donation options.
  - ✓ On an ongoing basis, designate library staff to identify grant opportunities and prepare applications.
  - ✓ Annually, review current library fee sources and identify new fee options when feasible.
- 1.2** On an ongoing basis, at least 70% of library patrons who come to the Library looking for current, high-demand items will say that they obtained the items during their visit.



**Action Steps:**

- ✓ Annually, the Library will allocate funding in the Library's materials collection budget for book, DVD, audio-book, and digital media lease plans to provide multiple copies of best-selling materials in high demand.
- ✓ Annually, library staff will conduct the Materials Availability Output Measure to determine the percent of successful searches of library patrons.
- ✓ On an ongoing basis, library staff will enhance the Library's Reader's Advisory Service to the public by creating bibliographies, suggested readings lists, etc.
- ✓ During FY 2006/2007, the Library will evaluate the feasibility of offering electronic service enhancements options such as email alerts to announce new popular titles.

- 1.3** Annually, at least 85% of the holds placed on current, high-demand materials will be filled within 30 days.

**Action Steps:**

- ✓ On an ongoing basis, Library staff will monitor item hold lists and will automatically secure an additional copy when the number of holds per copy of a title exceeds three (3).
- ✓ Annually, library staff will conduct the Document Delivery Output Measure to determine the percent of requests being tracked that are filled within 7, 14, and 30 days or longer.
- ✓ During FY 2006/2007, staff will explore the feasibility of offering email and automated telephone hold notification options for patrons.

- 1.4** Total circulation of the Library's materials collection will increase by 7% annually for the next five years, increasing the Library's circulation of items from 177, 087 to 248,374, or 10 items per capita.

**Action Steps:**

- ✓ On an ongoing basis, Library staff will use popular demand as a primary criterion for building a collection that reflects Library user preferences.
- ✓ On an ongoing basis, Library staff will maintain the Library's existing collection to identify damaged, worn, and outdated materials that need to be deleted from collection.

- ✓ Annually, the Library staff will market Library materials by creating a variety of monthly theme mixed-media displays.
- ✓ During FY 2006/2007, Library staff will explore options such as display end panels and free standing display furniture to merchandise library materials.

**1.5** Expand the Library's popular materials collection by increasing the total number of items by approximately 10,924 items each year for the next five years and by increasing the collection size from approximately 43,378 to 96,000 items, or four (4) items per capita.

[NOTE: This benchmark will place the Library in the 75<sup>th</sup> percentile based on national library standards and will significantly improve the quality of the Library's current collection. Currently, the library is in the 5<sup>th</sup> percentile.]

**Action Steps:**

- ✓ Allocate a minimum of 25% of the Library's annual operating budget to purchase new materials in a variety of formats selected primarily on the basis of local demand.
- ✓ Annually, evaluate collection and format use statistics in order to adjust the corresponding budgets to reflect usage trends.
- ✓ On an ongoing basis, evaluate emerging materials formats for possible inclusion in the Library's existing collection.

**1.6** Increase the total number of Colleyville residents registered for library cards by at least 5% each year for the next five years to increase the percentage of residents registered for library cards from 45% to 60%.

**Action Steps:**

- ✓ Annually, the Library will be visible in the community by setting up promotional displays at City-sponsored events, school open houses, homeowner block parties, and other community events, whenever feasible, to promote Library card sign up and Library services.
- ✓ Annually, the Library will promote library card registration during National Library Card Sign Up Month in September.
- ✓ By 2008/2009, the Library will offer an online library card application process.

## **GOAL TWO: LIFELONG LEARNING**

Colleyville residents of all ages will have a resource center that provides programs and materials that address their need for self-directed personal growth and development opportunities.

### **Objectives:**

- 2.1 Reorganize the Library's existing space, two levels, 24,000 square feet, and utilize 100% of available space to provide better support for the Library's Lifelong Learning Service programs for children and adults by FY 2009/2010

#### **Action Steps:**

- ✓ During FY2007/2008, hire a library architect/interior designer to conceptualize how the Library can be expanded to increase its ability to provide additional services and how existing space can be reconfigured to increase its effectiveness. The designer will also be asked to identify the staffing and funding required to support the conceptualized.
- ✓ During FY 2007/2008, develop a financial plan to secure funding for the Library's space reorganization program.
- ✓ During FY 2007/2008, develop a financial plan to support ongoing operational costs of the Library's space reorganization program.
- ✓ During FY 2007/2008, develop a financial plan to support ongoing staffing costs of the Library's space reorganization program.
- ✓ During FY 2008/2009, have the library architect/interior designer develop drawings to show how the concept of expansion and reconfiguration can be implemented and provide a tentative budget and timetable for implementation.

- 2.2 Create exemplary children's programs to foster a lifelong love of reading and increase first-year program participation by 5% in each of the five (5) subsequent years.

#### **Action Steps:**

- ✓ On an ongoing basis, the Library will provide a variety of programs for children of all ages, beginning at birth.
- ✓ On an ongoing basis, Library staff will evaluate the children's programs offered and adjust program offerings to reflect patron demands.
- ✓ On an ongoing basis, the Library will maintain partnerships with community schools and school librarians to inform parents and

students of the Library's services and programs that can help in achieving academic success.

- ✓ During FY 2006/2007, the Library will enhance its Early Learning Literacy Center for children by purchasing six new computers and approximately 10-15 new top-rated educational software titles.
- ✓ During FY 2006/2007, the Library will study the feasibility of developing an after-school Homework Center for school-aged children that offers a variety of top-rated educational software titles designed to help students build a well-rounded educational foundation.

- 2.3 Create an innovative Summer Reading Program for children of all ages that will increase first-year program participation by 5% in each of the four (4) subsequent years.

**Action Steps:**

- ✓ Annually, the Library will prepare professional quality brochures and sign materials to promote the Summer Reading Program.
- ✓ Annually, the Library will maintain partnerships with community school organizations and school librarians to promote the Library's Summer Reading Program.
- ✓ Annually, the Library will explore opportunities to develop partnerships with community organizations and local businesses to promote the Library's Summer Reading Program.
- ✓ During FY 2007/2008, staff will explore the feasibility of offering online Summer Reading Program registration for patrons.

- 2.4 Create a Summer Reading Program for adults and teens to foster a lifelong love of reading and increase first-year program participation by 3% in each of the four (4) subsequent years.

**Action Steps:**

- ✓ Annually, the Library will offer and market a Summer Reading Program for adults and teens.

- 2.5 Develop and expand adult and teen programs during the non-summer months that increase first-year participation by 3% in each of the four (4) subsequent years.

**Action Steps:**

- ✓ During FY 2006/2007, the Library will launch several new book discussion program options for adults.



- ✓ On an ongoing basis, the Library will work with the Friends of the Library to increase the number of programs that appeal to the current or emerging interest of adults.
- ✓ On an ongoing basis, the Library will provide ongoing programs for teens such as the Teen Book Discussion and will explore new programs and activities of interest to teens.
- ✓ During FY 2007/2008, the Library will work with the Parks and Recreation Department to explore co-sponsored programming options of interest to senior citizens.

2.6 Establish the Library as the community's cultural center and increase patron visits to the Library annually by 5% for the next five years.

**Action Steps:**

- ✓ By the end of FY 2007/2008 the Library will evaluate its current "customer experience" and target ways that the Library can transform that "customer experience" to become an even more customer-centered library, a destination library with an enjoyable, friendly, and fun environment.
- ✓ During FY 2006/2007, the Library will evaluate its current hours of operation to assess if the hours reflect user trends and demands.
- ✓ During FY 2006/2007, the Library will evaluate the current staffing needs required to meet the Library's functional operation requirements. It is currently anticipated that the existing staffing level of 7.5 Full-Time Equivalent (FTE) staff members will need to increase to 10.5 FTE in order to support the Library's higher level of service. This level of staffing will be clarified and adjusted as necessary to meet service needs.

[NOTE: Based on national standards (Staff/1,000 population), the anticipated increase in staffing will place the Library in the 50<sup>th</sup> percentile, significantly higher than the current staffing level in the 25<sup>th</sup> percentile.]

- ✓ During FY 2006/2007, the Library will launch a year-round series of cultural displays and programs that will be continued on an annual basis.

### **GOAL THREE: GENERAL INFORMATION**

All Colleyville residents will have access to general information on a broad range of topics to meet their needs for information and answers to questions related to personal life, work, and school.

#### **Objectives:**

- 3.1 The number of in-house, telephone and email general information patron questions answered by Library staff will increase by 5% each year for the next five years, which will bring the total of questions answered from 33,709 to 43,022.

#### **Action Steps:**

- ✓ On an ongoing basis, the Library will provide easy access to one-on-one general information assistance by having professional librarians available to assist patrons at adult and youth services reference desks all hours the Library is open for service.
- ✓ During FY 2006/2007, study the feasibility of scheduling roving staff to be available to assist patrons at peak times.

- 3.2 Patron usage of electronic resources will increase by 5% each year for the next four years.

#### **Action Steps:**

- ✓ On an ongoing basis, Library staff will promote the Library's electronic resources in promotional brochures, during one-on-one general information assistance, and through the Library's web page.
- ✓ On an ongoing basis, the Library will provide easy access to the Library's electronic resources in the Library and remotely through the Library's web page.

- 3.3 By FY 2010/2011, at least 80% of the patrons who use the Library's general information resources will indicate that the resources met their needs.

#### **Action Steps:**

- ✓ Annually, allocate a percentage of the Library's annual operating budget for the purchase of new general information materials in a variety of formats selected primarily on the basis of local demand.
- ✓ Annually, Library staff will conduct Reference Transaction Surveys to determine the number of patron reference questions that have been answered.
- ✓ On an ongoing basis, the Library will offer Interlibrary Loan Service for patrons.

## **GOAL FOUR: INFORMATION LITERACY**

Colleyville residents of all ages will have access to state-of-the-art technology resources and instruction to develop skills needed to effectively navigate the current information world.

### **Objectives:**

- 4.1 Provide ongoing information literacy programs to assist Library patrons in developing their information skills that will be attended by a minimum of 624 patrons on an annual basis.

#### **Action Steps:**

- ✓ During FY 2006/2007, develop and launch hands-on computer training sessions for patrons on the use of the Library's online catalog and online databases.
- ✓ During FY 2006/2007, develop and launch hands-on computer training sessions for patrons on the use of the Library's computers and software programs.
- ✓ During FY 2006/2007, develop and launch hands-on computer training sessions for patrons on how to effectively find and use information on the Internet.
- ✓ On an ongoing basis, the staff will evaluate the Library's information literacy programs and adjust program offerings to reflect patron demands.

- 4.2 Provide one-on-one information literacy assistance to Library patrons in person, on the phone, and by email so that they can develop their ability to find, evaluate, and use; increasing patron participation in this service 2% each year for the next five years.

#### **Action Steps:**

- ✓ On an ongoing basis, the Library will provide easy access to one-on-one information literacy assistance by having professional librarians or other trained staff available to assist patrons with computer questions at adult and youth services reference desks during all hours the Library is open for service.

## CONCLUSION

The Colleyville Public Library is a resource on the move. During its first three years of operations, the Library has implemented the vision of the City Council by addressing the information and self-development needs of Colleyville residents. And the residents have responded! During its inaugural year, more than 7,100 citizens registered as borrowers and more than 102,000 items were checked out of the Library's collection. In its subsequent two years of operation, the Library has experienced double digit increases in all of its performance metrics. Clearly the citizens are pleased with the Library's contribution to enhancing their quality of life.

But the Library has not been content to rest on its laurels.

As this Long-Range Plan indicates, the Library has identified four (4) major areas in which it can further impact the lives of Colleyville's citizens. These areas include: Current Topics and Titles, Lifelong Learning, General Information, and Information Literacy.

With the continuing support of the City Council, the Board, the Friends, the Foundation and the residents, the Library is ready to embark on the next phase of its development. By approving and funding this Long-Range Plan, the City of Colleyville will ensure that the Library can move to the next level and serve as a model of what can be achieved when like-minded people come together to enhance their quality of life. By so doing, they will also demonstrate, in a dramatic and verifiable way, that life-enhancing resources can indeed be made available,

***Anytime. Anywhere.***



Colleyville Public Library



# Library Spatial Reorganization Plan

commissioned by

Colleyville Public Library Foundation

on behalf of the

Colleyville Public Library

and the

City of Colleyville

Final Report | Approved and Adopted by City of Colleyville Library Board | June 8, 2009

prepared by

Sam McBane Mulford  
Principal Strategist





Colleyville Public Library



# Library Spatial Reorganization Plan

commissioned by the

Colleyville Public Library Foundation

on behalf of the

Colleyville Public Library

and the

City of Colleyville

Final Report | Approved and Adopted by City of Colleyville Library Board | June 8, 2009

prepared by

Sam McBane Mulford  
Principal Strategist





## Table of Contents

|                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------|----|
| <b>Executive Summary</b> .....                                                                           | 1  |
| <b>Introduction</b> purpose • people • process.....                                                      | 5  |
| Context .....                                                                                            | 5  |
| Process Participants .....                                                                               | 9  |
| Process Map .....                                                                                        | 10 |
| <b>Community Characteristics</b> current and future issues • elements to be served .....                 | 13 |
| Current and Future Issues for the Community.....                                                         | 13 |
| Demographic Data for Colleyville.....                                                                    | 15 |
| Elements of the Community to be Served .....                                                             | 18 |
| <b>Library Spatial Concepts</b> snapshot • value • looking to the future • preliminary scenarios .....   | 21 |
| Snapshot of the Current Library.....                                                                     | 21 |
| Benchmarking the Library .....                                                                           | 29 |
| Value of the Library in the Community .....                                                              | 32 |
| Looking to the Future .....                                                                              | 38 |
| Preliminary Schematic Scenarios.....                                                                     | 48 |
| <b>Library Spatial Reorganization Plan</b> schematic • program • costs • schedule • implementation ..... | 57 |
| Schematic Plan.....                                                                                      | 57 |
| Space Program.....                                                                                       | 59 |
| Conceptual Capital Cost Model.....                                                                       | 69 |
| Conceptual Operational Cost Model.....                                                                   | 71 |
| Implementation Plan and Conceptual Schedule .....                                                        | 72 |
| <b>Appendix</b> resources and reference • process memoranda .....                                        | 75 |
| Resource and Reference Material .....                                                                    | 75 |
| Process Memoranda.....                                                                                   | 77 |





## Executive Summary

The purpose of the Spatial Reorganization project commissioned by the Colleyville Public Library Foundation on behalf of the Library and City 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.

In 2003, Colleyville celebrated the opening of its first Library, and now planning for expansion into the second floor. This expansion and reorganization allows the Library to increase the collections, seating, services and programs it provides the community, and to address some of its lessons learned after operating the library for five years. There are real opportunities to address efficiencies in materials and staff workflow, and to incorporate technologies and more customer service options that will leverage staff to their highest value – direct public service.

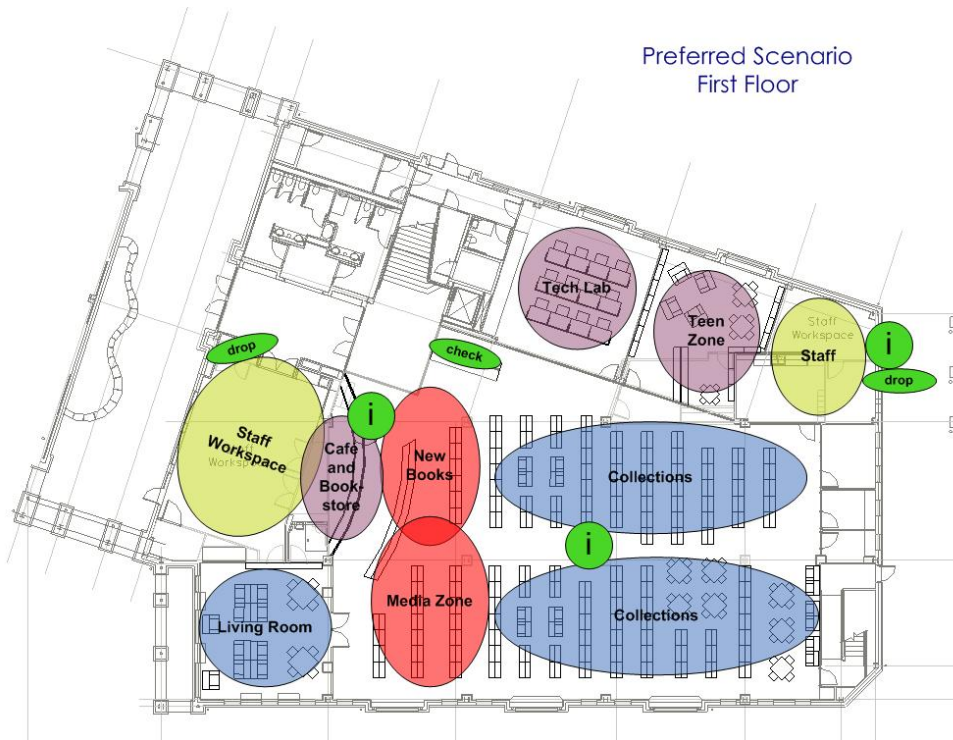
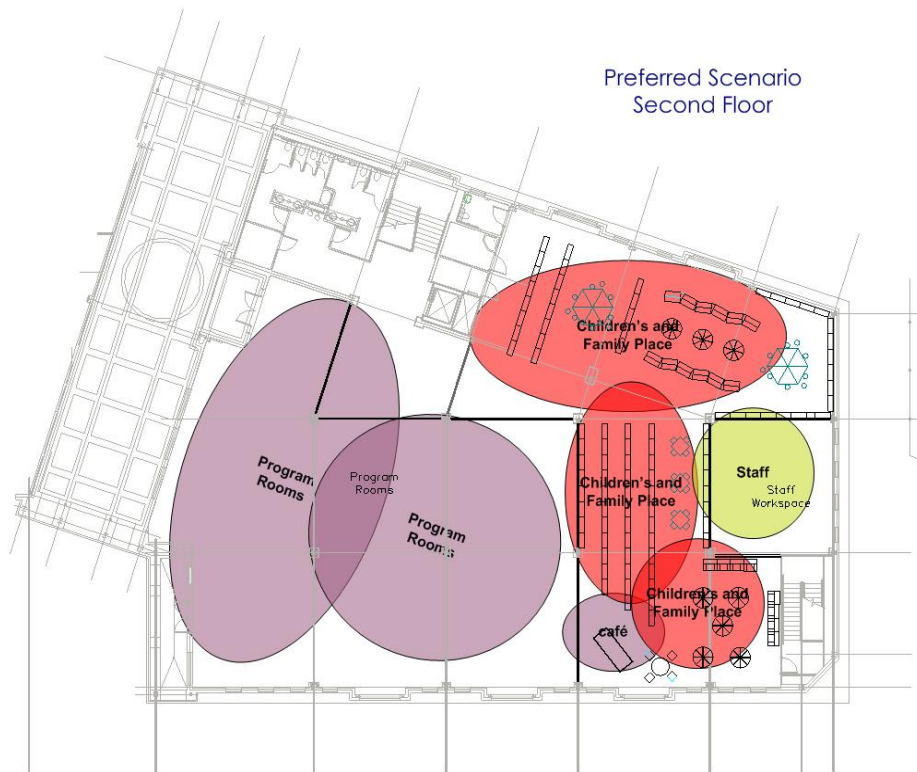
The outreach process offers critical insight into the community's perspective on its library:

- the Library is very much appreciated for its programs and especially its children's services as well as the small town customer service provided by staff
- It is universally loved...
  - except for the noise and conflict in uses (children's area and quiet reading) due to the lack of zoning of activities, as well as the lack of diversity in spatial environments to meet different needs
  - but the community desires a larger and more diverse collection and would like the Library to become more of a place for community interaction and collaborative learning

This community is ready for the Library to reinvent itself to meet the needs of this and the next generation, and to be a 3<sup>rd</sup> 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 are all included in the plan. The result doubles the current collection and triples the now available seating, and provides efficiencies in staff and materials flow that will allow the Library to leverage future staff to direct public services and richer programming for all ages.

Through meetings and workshops, a series of scenarios were developed by members of the community to test how all of these activities and uses could be configured within the available space. From these scenarios, three were finalized and presented to the Library Board and Public Library Foundation Board to develop a preferred schematic plan. The preferred schematic plan retains most of the existing built space on the first floor, while adapting or modifying it slightly to support new uses. The second floor will house program areas, as well as the children's area. This plan represents the best of both worlds – minimal demolition of existing built space as well as integration of materials and staff flows to enhance customer experiences and services.



A conceptual capital cost model was developed, which identifies a range of approximately 995 thousand to 1.8 million dollars, dependent upon the extent of new construction and the quality of materials used. This cost model includes the furniture and fixtures, but not the expanded collection material.

The next steps for the Library and City include:

- engaging a design team to develop a schematic design that will provide the information necessary to establish an actual cost estimate for construction
- in parallel, completing an operational cost model to address staffing, materials, services and programming
- identifying funding strategies for completion of the project
- finalizing a schedule and phasing strategy based upon goals to keep the library open to the community as well as optimize the investment in the expansion

Completion of the schematic design, which is a portion of the total design work necessary to prepare construction, or bid, documents, will allow the design team to establish a specific construction cost estimate for the project, as the preliminary work addressed a range of construction costs. The schematic design will identify the actual scope of new construction and any demolition or reconfiguration of existing built out walls, and the construction cost will reflect this as well as the actual building materials that will be used - all of which are critical to developing a realistic cost.

Phasing of the construction work was a consideration in the development of the preferred scenario - along with the following :

- maximizing efficiencies in staff work and materials flow
- providing the different types of spatial environments that will allow everyone in the community to 'find themselves' in the library
- maximizing reuse of existing built out space on the first floor (3rd priority to both above - long term investment in reconfiguration rather than perpetuating inherent / inherited inefficiencies)

The logical phasing could allow the City to keep the library open and operational during construction, and could be accomplished in this manner:

- Develop second floor (program and children's area, with adjacent staff area) - although larger programs and events would be suspended for a period of time.
- Move children's area and collections into the second floor and resume programming in new space
- Reconfigure existing meeting room to accommodate materials sorting and staff workspaces, as well as new service desk, friends bookstore and café kiosk along curved wall (zone partial construction area)
- Move staff workspaces
- Reconfigure existing staff workspace to accommodate tech lab and teen zone (zone partial construction area)
- Move tech and teen zone activities into finished space
- Install quiet room glass / wall enclosure (zone partial construction area)
- Move periodicals collection and quiet room seating
- Reconfigure first floor shelving / collections to accommodate the rest of the first floor design





## Introduction

purpose • people • process

## Context

### Purpose of the Plan

The purpose of the project was to create a holistic understanding of library service needs through research and data analysis, as well as an inclusive staff, stakeholder, and community outreach process that reflects the diversity of the community served. 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.

In 2003, Colleyville celebrated the opening of its first Library, which is a two story facility integral to the City Hall building on Main Street in the Village. Although the second floor was finished (paint and carpeting), no permanent library services were located on this level at that time. The first phase of the Library project provided a fully functional first floor, but the existing budget was not able to provide for materials, stacks, furniture, etc., on the second floor. Additionally, the Library would not have been able to provide services on both floors with its then staff contingent of 5.5 FTE (full time equivalents). Use of the library by the community has increased significantly since then, creating prioritization for an expansion plan.

The Colleyville Public Library Foundation commissioned and provided the funding for the project to support the library in achieving its Long Range Plan (April 2007) Objectives, specifically:

*Goal Two: Lifelong Learning*  
*2.1 Reorganize the Library's existing space, two levels, 24,000 square feet, and utilize 100% of available space to provide better support for the Library's Lifelong Service programs for children and adults by FY 2009/2010.*

The spatial reorganization of the Library will also support achieving each of the other goals and their objectives; all goals correspond to the Library's Service Priorities:

*Goal One: Current Topics and Titles*  
*Goal Three: General Information*  
*Goal Four: Information Literacy*

In addition, this project provides progress on the 2008 Annual Work Plan of the City of Colleyville. Goal Four of the work plan is "*Continue focus to delivering superior services and demanding results*", and Objective One's first three tasks are significantly addressed through this effort:

*Develop a plan to reorganize the Library to utilize available space to provide better support for the Library's programs for children and adults.*

*Develop and enhance programs for children and adults that will establish the Library as the community's literacy cultural center while seeking community partnering programs with local and regional literary and cultural groups.*

*Prepare a financial plan providing for the implementation of the 2007 Library Master Plan Update Report.*

### Assessment and Conceptual Spatial Organization Methodology

A truly collaborative process yields the most comprehensive solutions, which address the aggregate needs, issues, vision, and concerns of all stakeholders. To facilitate this collaborative process, a Core Team of individuals comprised of decision-makers and representatives of the diverse stakeholder needs was established. The Core Team's roles and responsibilities included the following:

- Review and validate the proposed process and align it to organizational vision, goals and parameters
- Assist in Identifying the process participants, to include stakeholders and staff, as well as library users, non-users, and the community at large
- Review the outreach plan, which identifies the most appropriate time within the process to seek input and feedback in 'defining the problem' as well as when to provide conceptual solutions for further feedback
- Provide ongoing leadership, direction, and course correction as necessary to ensure that the integrity of the process is protected, and that the process will support achievement of goals and objectives
- Review the draft document content and provide constructive feedback for improving the report
- Act as an advocate within the community for the planning process, encouraging people to participate

The community and Library staff are, in fact, experts in this matter. The collaborative process allowed these individuals to step away from their day-to-day duties and think deeply about the current and future needs of the library. Given the opportunity to envision beyond 'solving the immediate issue' these individuals provide the most valuable input as to how the future facilities might support the comprehensive community that the library serves. This process facilitated strategic conversation, deep listening, and productive conflict, and fostered insightful input into Colleyville's future library. Input was synthesized with best practices and future foresight to develop recommendations for the future library services that the community deserves.

The City of Colleyville has embarked upon a journey of discovery to establish the next iteration of their Library. The Library Spatial Reorganization Plan, founded in a community needs assessment process, is the first foundational step to articulating the community's vision for future library services. This document will guide the planning and design of the expansion of the library into the second floor, allowing full utilization of the entire facility for services to the community.

The planning horizon for this needs assessment looks to 2030, as plans normally project at least twenty years out, and time is needed to account for the planning process and implementation duration. Extensive outreach to the community, analysis of current services, and exploration into best practices created the basis for identified needs. Multiple opportunities for participation included focus groups, key informant interviews, stakeholder and staff workshops, and an online survey.

Steps taken to ensure the creation of a full picture of the community's current and future service needs within this report included:

- outreach to the community to assess their needs, expectations and perception of the Library and its role in the community - now and in the future
- assessment of current collections, programs and services
- analysis of current and projected demographic data to align services, collections and programs to the service population
- analysis of the community's characteristics to include current and future elements of the community to be served by the Library
- observation of service limitations of the existing facility
- preliminary analysis of space needs to understand current space utilization and accommodate anticipated future services, collections and programs

The 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 the survey, focus groups, workshops, key informant interviews and casual conversations between May and October, 2008.

- Two Focus Group sessions were held with a cross section of the community
- Five Key Informant Interviews were conducted with individuals who could broadly represent the community due to their roles as identified community leaders
- An online survey was available from May through October to provide an opportunity for the community to comment and provide feedback
- Two stakeholder and staff workshops were held to develop the vision for redefining use of the space to meet future library service needs within the community
- The Core Team and consultants engaged the community in casual conversations at retail stores, recreation centers, restaurants and in the Library to further inform the outcome with anecdotal information

Staff and the Core Team encouraged input and participation through a variety of means. They made available and e-mailed flyers and information regarding the survey and workshops to stakeholder contacts, posted at Web sites for the City, Library, and affiliated organizations, and posted and distributed at both civic and privately owned buildings throughout the city. The community forums were widely advertised in the media and at the Library through banners, bookmarks, and brochures. Members of the Core Team contacted the community and key representatives of organizations by phone, mail or through invitational e-mail messages, seeking their participation in the outreach process.

In developing the response to needs captured in the outreach, the Core Team members and Library staff worked to understand the community needs and articulate how the Library would respond with prioritization of its services and the utilization of its 'real estate'.

Students, parents, grandparents, youth, educators, school librarians, community members both long-term and newer, seniors, business people, professionals, community organizers, community and service organizations, village residents, school districts, historians, authors, entrepreneurs, community service volunteers, the Friends of the Library, visual and performing artists and advocates, and health and community service providers represented the community at large in the focus groups. Each session explored the following topics:

- Whom do you feel you represent in the community?
- Do you use the Library? If so, which ones, how often, and for what purpose?
- What do you appreciate about the services you receive? What is working well?
- What would you like to be able to do or have access to at the Library, but currently cannot?
- Describe your ideal visit to the Library in 10 years. What is the experience? What are you doing?

Key informants, who either broadly represent the community or a special interest area or group, were asked the following questions in interviews:

- Whom do you feel you represent in the community? Why might you have been as a 'key informant'?
- What are the unique characteristics of Colleyville?
- What do you see happening on the horizon (five, ten, twenty years from now) that will impact your community considerably?
- What do you believe is the value of a library within the community?
- Describe your ideal visit to the Library in 10 years. What is the experience? What are you doing?

A total of 982 library needs assessment surveys were completed online or in hard copy through October, 2008. An online community survey was hosted through a link off the Library and City of Colleyville home pages, available for the duration of the needs assessment process. Hard copies of the survey were

available at the Library, as well as distributed at other various civic, educational, and community buildings. Almost 75 % of the surveys received were submitted by residents of Colleyville. An additional 13 % of respondents worked in the city but did not reside in Colleyville. A summary of survey responses, as well as the full text of any additional comments provided, is presented in the appendix.

Stakeholders and staff were engaged in a series of workshops, meetings and interviews focused on identifying vital services, describing gaps in service and unmet needs, evaluating current service models and envisioning new models of service.

In developing the response to needs, stakeholders and staff participated in an intensive workshop forum to analyze the community needs and articulate how the Library would respond with prioritization of its services. The workshop participants, representing a wide cross-section of Library staff, focused on the Library's future services and utilization of space and considered the following:

- the Library's strengths and position to serve the needs
- integrating innovative service responses
- providing for new activities, and zoning of those activities, within the library
- expanding the resources, to include services, programming, collections, seating, and technology

Documents relating to both the community and Library of Colleyville were obtained from the Colleyville Public Library and City of Colleyville, as well as from Core Team members. Demographic and planning information was obtained from national, state, and local government. The consultant and staff gathered information about national and international trends regarding the use of libraries.

The outreach information gathered by the Core Team, in conjunction with research into current library best practices and standards, has been reviewed, analyzed, and incorporated into this report format. All recommendations in this report respond directly to documented needs as expressed by community members and through research and analysis.

Please refer to the Appendix of this document for all memoranda associated with community outreach, as well as all reference and resource information used to develop this report.

## Process Participants

### Stakeholders and Community Representatives

#### 982 Survey Respondents

Bill Lindley  
Carol Ernst  
Cathy Punko  
Cecilia Monacelli  
Christine Posnock  
Christopher Azbell  
Cookie Myers  
Daniel Azbell  
David Neisius  
Dean Simmons  
Dee Barker  
Ed Clendenin  
Ed Havran  
Eileen Lee  
Ginny Tigue  
Hannah Watson  
Jan Mogged  
Janet Douglass  
Jennifer Azbell  
Jennifer Hagen  
Jim Moore  
Joslyn Marksbury  
Joyce Quam  
Judith Mastagni

Kathy Hadley and children  
Kay Newton  
Kristi Isbell  
Linda Tinkham  
Lori Strickland  
Mary Lou Dove  
Mary Pat Mahoney  
Melanie Damron  
Mimi Byerly  
Nancy Eytcheson  
Nancy Young  
Pat Batten  
Pat Jones  
Rebecca Ringer  
Robert Punko  
Sharie Kimball  
Sharie Kimbell  
Stephen Young  
Sue Drautz  
Susan Stevens  
Susan Williams  
Tamara McCain  
Teen Volunteers  
Tina Simmons  
Yvonne Gilliam

### Core Team Members

Cecilia Monacelli, President, Colleyville Public Library Foundation  
David Kelly, Mayor, City of Colleyville  
Elsie Gunter, Community Member  
Erica Gill, Library Staff, Adult Services Librarian  
Ginny Tigue, Past President, Library Foundation  
Jerome Davis, Colleyville Lions Club  
Joanne Caniano, Library Staff, Circulation Services  
John Gray, Colleyville Rotary Club  
Kay Waggoner, GCISD, Superintendent  
Kelly Cooper, Interim City Manager, City of Colleyville  
Mary Alice Rippe, President, Friends of the Colleyville Library  
Mary Rodne, Library Staff, Director  
Nancy Bowen, Volunteer, Library Board Member  
Pat Jones, President, Library Board Member  
Ret Stransberger, President, Chamber of Commerce  
Robert Glaser, Colleyville Public Library Foundation Board Member



### Additional Library Staff

Amber Green  
Angela Bailey  
Christina Stone  
Donna Westbrook  
Ian Barba  
Jeanie Monahan  
Jennifer Britton

John Schanot  
Kay Bradshaw  
Karyn Marshall  
Sarah Dyer  
Vicki Palmer  
Vicki Welch

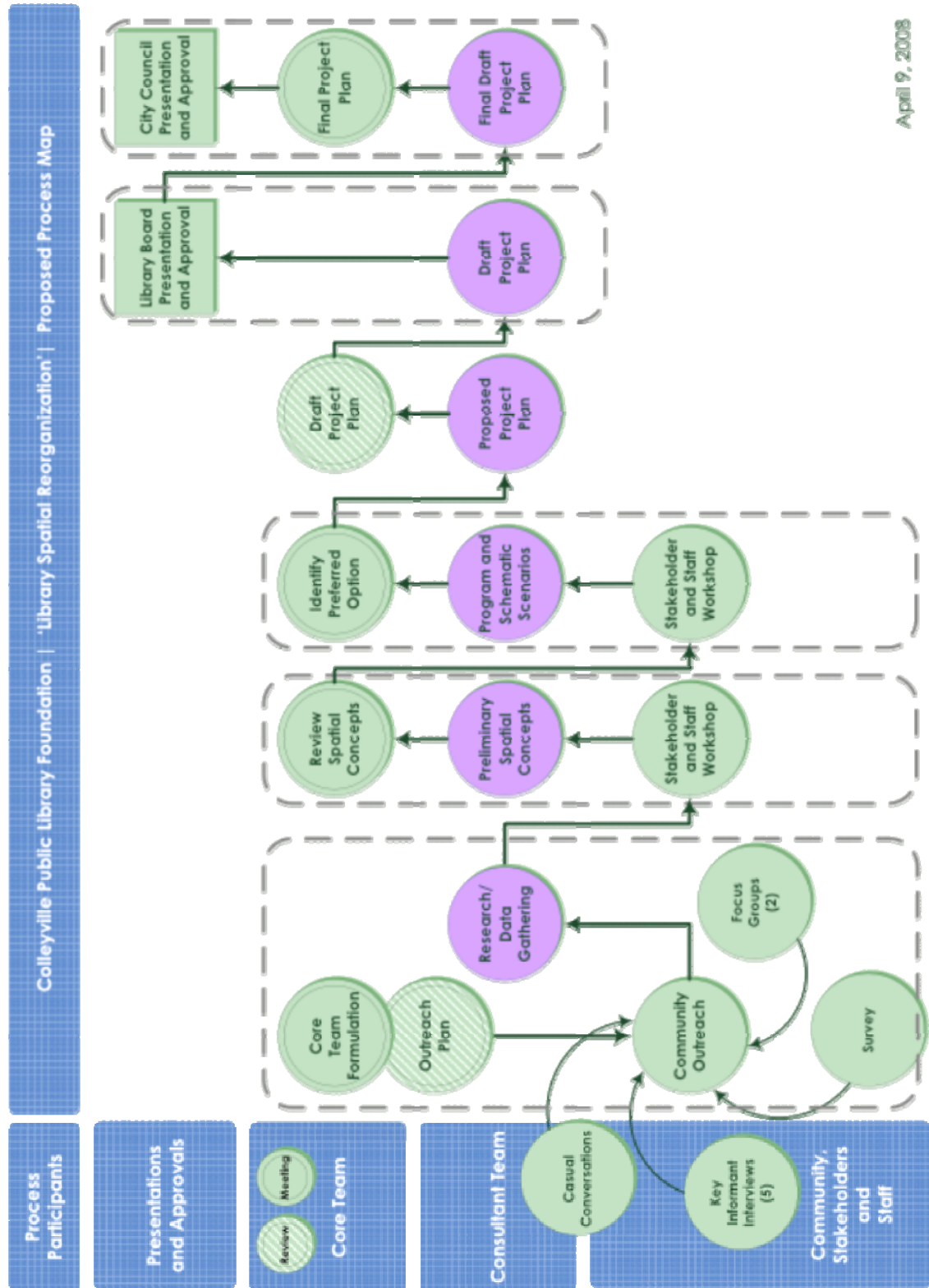
## Process Map

The following page illustrates a proposed process map developed for the planning effort and validated by the Core Team at its first meeting. The map served as both a roadmap for activities as well as a tool for communicating to stakeholders, community representatives, and staff, the scope and progress of the project.

### Activities and Interrelationships

The process map (or roadmap) on the following page represents an organization of the inter-related activities, performed by different groups involved in the planning process:

- The left-most 'column' represents groups of participants
- The bar along the top that runs from left to right represents the logical sequencing of activities over time that will ultimately result in a Strategic Spatial Reorganization Plan
- The boxes in the body of the process map represent specific activities and their interrelationships, all designed to achieve a coherent flow of data gathering, information development and analysis, exploration and discovery, and ultimately informed decision-making



April 9, 2008



## Community Characteristics

current and future issues • elements to be served

## Current and Future Issues for the Community

### History of Colleyville

"Colleyville began as a rural community, situated primarily between Big Bear and Little Bear Creek in the central portion of northeastern Tarrant County.

#### Dr. and Mrs. Colley

The first significant settlement of the area began in the 1850s. Samuel C.H. Witten came to Texas from Missouri in 1854 and established a farm along Little Bear Creek. He became one of the founders of the Spring Garden community, which flourished in the 1860s around a well-known school, finally declining in the 1870s as Bedford rose to prominence. Other settlers from the upper South included Jonathan A. Riley, who came from Kentucky in 1856 and settled near the Spring Garden community; the Kentucky-born adventurer and Civil War veteran Ryan Harrington, who bought land in 1865 near the community of Pleasant Glade; and William B Cheek, who migrated to northeast Tarrant County from Kentucky in 1869, eventually settling near Ryan Harrington's property.

Other farmers continued to arrive throughout the 19th century. William Dunn settled property between Big Bear Creek and Bransford in 1875; the James R. Forbes family, of Bedford County, Tennessee, established a farm in 1887; and French native Anthelm Bidault began cultivating his renowned orchards and vineyards near the Pleasant Run community in 1897. The communities of Pleasant Glade and Pleasant Run were hamlets situated in clearings of the Eastern Cross Timbers. Churches, schools, and stores served the rural population. Pleasant Run Baptist Church, organized in 1877, was the first church within what is now Colleyville.

The St. Louis, Arkansas, & Texas Railway (later known as the St. Louis & Southwestern or the Cotton Belt Route) extended its tracks between Fort Worth and Grapevine in the late 1800s, passing through the hamlet of Red Rock in the Colleyville area in 1888. The nearby community of Bransford, clustered around the general store and post office of Felix G. Bransford, disappeared that same year when the store and post office were moved to Red Rock, which was renamed Bransford. The new Bransford prospered over the next several decades, becoming the largest community in the Colleyville area. In addition to the post office, the town had two blacksmith shops, a livery stable, four general stores, and a lodge hall shared by the Masons, Odd Fellows and Woodmen of the World. Four doctors resided there.

Lilburn Howard Colley was one of these doctors. A native of Missouri and a veteran of the Union Army, Dr. Colley and his wife moved to Texas in 1880, eventually settling in Bransford soon after the town was founded. In his 40 years of active practice, he became one of the best-known physicians in northeast Tarrant County and was widely respected as a leader in the Bransford area. Colley's name became associated with a community that formed around a store opened by W.G. Couch on Glade Road south of Bransford in 1914. The surrounding area gradually acquired the name "Colleyville." The hamlets of Pleasant Run and Pleasant Glade had populations of 75 and 80, respectively, in 1940, and today have all but disappeared. Bransford declined after World War I as the automobile took precedence over railroads for passenger travel. The last store, owned by John R. Webb, closed in 1925. The town became known primarily

for a large nursery established by Andy Felps around 1920. Bransford had a population of 155 in 1940, but today has vanished except for a cluster of houses around the train tracks.

Colleyville was incorporated on January 10, 1956, and its city limits are now contiguous with those of Grapevine and Euless on the east, Bedford and Hurst on the south, Keller and North Richland Hills on the west and Southlake on the north. Although once a predominantly rural community, Colleyville has experienced significant residential development during the past decade. From a population of about 1,500 in 1960, it grew to 6,700 in 1980 and had an estimated population of 11,300 by 1989. Grapevine Highway (Highway 26) passes through its center, and many of its residents commute to Fort Worth."

Tarrant County Historic Resources Survey  
Historic Preservation Council of Tarrant County, Texas  
Copyright, 1990

### Community Issues – Today and Tomorrow

The community outreach process included targeted key informant interviews, as well as the types of casual conversations with residents and city staff that revealed the nature of this community and its issues. The following three themes surfaced in every conversation and represent what people felt is already in play or looms large on the horizon, with the potential for substantial impact on the community:

- strong and dynamic sense of community
- preserving small town, country living
- sustainable city and services

The concept of an engaged and active citizenry, whether in community issues and policy, community services, or recreation, education, and business was a critical issue for many. Colleyville was once a place where multiple generations of a family lived in fairly close proximity, nurturing a close-knit community. In the past few decades specifically, a more transient nature of families moving to the community for their current needs is the perception, as opposed to families settling in for the long term. The number of residents whose families have been here for generations is dwindling proportionate to the entire population of the community. There is concern that this might cause Colleyville to go the way of many cities where neighbors do not know each other, people leave early for work elsewhere and come home late, local issues become crises with competing special interests and very little common ground, and the spirit of a community is lost.

Most feel that the children in this community are well served by the library, educational systems, sports organizations, and their families. Even where some individuals may not want to interact with children, or feel that they become a barrier to their preferred use of the library, everyone in this community values children and youth and feel that every investment in preparing them for successful futures is important. However, there is a sense that seniors especially, adults in general, and teens do not have the same opportunities. Recreation, health and wellness, and other issues may not be addressed in the same way other cities in the region are providing for individuals throughout their lives as their needs and interests change.

Colleyville exists in the midst of the 3<sup>rd</sup> largest airport in the world and a fast growing DFW Metroplex, and preserving the rural character that attracted so many to this community and kept them here is another critical issue for all. Community development in the residential realm has been consistent with maintaining this character, and the recent Village development was focused on creating a recognizable core for a community that is essentially a series of neighborhoods and homes bisected by a retail, business and



professional corridor. The housing in the community has undergone rapid change, as older homes have been replaced by large, luxurious and very expensive homes on generous home sites or estates.

3<sup>rd</sup> places within the community are desired; these are destinations that are not home or work, but places that are frequented because people want to be there. Reasons include a sense of place and connection to others in the community, socializing, or even being alone amongst others. Colleyville no longer has a general store with rockers on the front porch, but current generations still seek those types of interactions which really do provide the foundation for the small town feel.

And lastly, the City prides itself on being 'lean', and for maintaining – not raising - the level of taxation. However, a well-educated, professional, affluent community has high resident expectations for services. The infrastructure, to include streets and facilities, will need to be well maintained over time to avoid losing initial investments due to deferred maintenance practices. Sustaining the quality of life is the third critical issue, and it encompasses a number of topics of concern. Sustainability can be positively affected through diversity, which provides resilience. Many within the community are involved in aviation and technology, and there is concern regarding how economic cycles that impact those sectors could significantly impact the whole of the community. Diversity in the business presence and retail opportunities, as well as growth, is also a consideration as it can provide revenue streams for support of city services and infrastructure.

All of these themes are interrelated. In every instance, individuals offered thoughts on addressing these issues, and the common premise amongst all was a strategic perspective and focus. Making the right investments in community services, creating and leveraging partnerships, and utilizing intentional economic and community development strategies and related initiatives were mentioned as tools for the community to use. The hope is that this community would ensure that Colleyville would continue to be healthy and prosperous, but not change too much in the equation.

## Demographic Data for Colleyville

### Relevance of Demographic Data to Library Service Needs

The demographic data paints a picture of the composition of the community, and provides indications as to where the Library may be of service. Services, programs, and collections can be fine-tuned to ensure accessibility to target audiences and areas within the community.

### Population Projections

The NCTCOG projects the population in Colleyville to reach **25,304 in 2030**, which represents an almost 30% increase from the year 2000. The City grew very quickly from the 1960s through 1989, as did many of the communities in North East Tarrant County as the Dallas Fort Worth metropolitan area emerged as a significant area within the nation and world. Population growth slowed during the 1990s, exhibiting approximately 55% growth compared to double digits previously. However, the City's General Plan for Growth and Development assumes that 'build-out', or maximum population within the City, will occur at or around 2030 at just over 26,000 people. This is due to the fixed nature of the physical boundaries of the community, as well as the available developable area, and the commitment to community development policies that minimize housing density.

### North Central Texas 2030 Demographic Forecast

#### City of Colleyville

|                   | 2000    | 2005   | 2010   | 2015   | 2020   | 2025   | 2030   |
|-------------------|---------|--------|--------|--------|--------|--------|--------|
| <b>Population</b> | 19,520* | 20,397 | 20,900 | 21,212 | 22,198 | 24,072 | 25,304 |
| <b>Households</b> | 6,406*  | 6,700  | 6,866  | 6,987  | 7,300  | 7,927  | 8,331  |
| <b>Employment</b> | 4,965   | 5,930  | 6,915  | 8,000  | 9,405  | 10,861 | 11,032 |

All projections based on 2000 city boundaries.

\*NCTCOG estimate adjusted from 2000 Census count. Does not include group quarters.

1

### Population and Social Characteristics

The latest demographic data for social characteristics is from the 2000 Census, and a key indicator in this community is the education attainment of its citizenry. In 2000, 56.6 % of those over the age of 25 in Colleyville held a bachelor's degree or higher, as compared to 23.2 % in all of Texas and 24.4 % nationwide. 19.2 % of the almost 60 % of residents with higher education held a graduate or professional degree.

The demographic data allows understanding of the extent of the youth and aging populations within the community. The gender distribution in 2000 was almost 50% male and female, and the age distribution did not follow state or national patterns. In 2000, 68.4 % of the population was 18 years of age and older, with the remaining population of 31.6 % as under 18. This reflects a greater number of youth in the community than all of Texas (28.2 %) and for the U.S. (25.7 %) as a whole. Only 5.6 % of the population was 65 or older, which is less than half the statistic for the U.S. at 12.4 %.

Regarding nativity and place of birth, in 2000 less than 5% of residents were born in a foreign country, and only 8.5 % speak a language other than English at home. While current census data is not available for Colleyville at this time, throughout the outreach process many individuals remarked upon their perception of increasing diversity within the community to include native origin and language.

51.7 % of residents in 2000 had lived in the same house as in 1995, and 47.2 % did not. Of those, 27.5 % moved from within Tarrant County, and 19.7 % from another county or state. Only 1.1 % moved from elsewhere in the world. This represents an almost 50% change in residences within that 5 year period in Colleyville, and most likely contributes to the concerns voiced over the prospect of losing that small town feel – one where everyone knows, and cares for, each other.

7.9% of the population over 5 years of age claim disability status, presenting service needs which the library can address through not only universal design, but also adaptive and assistive technologies.

As Colleyville is less than 60,000 in population, the U.S. Census Bureau does not provide annual Community Survey data. The Bureau plans to make this information available for all communities in 2011. Therefore, this report looks to ESRI, which is a data development company that uses traditional statistical methodology of cluster analysis combined with data mining techniques to provide updated and projected demographics, segmentation of U.S. neighborhoods by characteristics into distinct markets, and the diversity index, that are all now industry benchmarks. This information may not completely align to current statistics used by the City of Colleyville, the North Central Texas Council of Governments (NCTOG), and the State of Texas; however, it provides an interesting profile for this community.

Tapestry Segmentation is ESRI's market segmentation system, which classifies U.S. neighborhoods into 65 segments based on their socioeconomic and demographic composition. Segments are divided into 12 LifeMode Summary Groups that reflect lifestyle/lifestage, and into 11 Urbanization Summary Groups which show levels of affluence and population density. Segmentation systems operate on the theory that "like seeks like" and explain community diversity, describe lifestyles and lifestages, and incorporate a wide range of data such as demographic, business, and market potential data. ESRI provides the following top tapestry segments for the 76034 zip code in Colleyville, Texas. Please note that only the top segments are represented here, and the whole of the City does not align exactly to these descriptions.



#### *Segment 02 Suburban Splendor*

These successful suburbanites are the epitome of upward mobility, just a couple of rungs below the top, situated in growing neighborhoods of affluent homes with a median value of \$442,916. Most households are composed of two-income, married-couple families with or without children. The population is well educated and well employed, with a median age of 41.5 years. Home improvement and remodeling are a main focus of Suburban Splendor residents. Their homes feature the latest amenities and reflect the latest in home

design. Residents travel extensively in the United States and overseas for business and pleasure. Leisure activities include physical fitness, reading, visiting museums, or attending the theater. This market is proactive in tracking investments, financial planning, and holding life insurance policies.



#### *Segment 07 Exurbanites*

Open areas with affluence define these neighborhoods. Empty nesters comprise 40 percent of these households; married couples with children occupy 32 percent. Over half of the householders are between the ages of 45 and 64 years. The median age is 44.8 years. Approximately half of those who work hold professional or managerial positions. The median home value is \$288,301; the median household income is \$88,531. Financial health

is a priority for the Exurbanites market; they consult with financial planners and track their investments online. They own a diverse investment portfolio and hold long-term care and substantial life insurance policies. Residents work on their homes, lawns, and gardens. Leisure activities include boating, hiking, kayaking, playing Frisbee, photography, and bird-watching. Many are members of fraternal orders and participate in civic activities.

| 2008 Summary                     | ZIP 76034 | National    |
|----------------------------------|-----------|-------------|
| Total Population                 | 22,682    | 309,299,265 |
| Total Households                 | 7,380     | 116,384,754 |
| <b>2008 Population by Race</b>   |           |             |
| White Alone                      | 90.8%     | 72.3%       |
| Black Alone                      | 1.8%      | 12.6%       |
| American Indian Alone            | 0.5%      | 0.9%        |
| Asian or Pacific Islander Alone  | 4.2%      | 4.6%        |
| Some Other Race Alone            | 1.0%      | 6.7%        |
| Two or More Races                | 1.8%      | 2.9%        |
| Hispanic Origin                  | 5.7%      | 15.4%       |
| <b>2008 Population by Sex</b>    |           |             |
| Male                             | 49.7%     | 49.1%       |
| Female                           | 50.3%     | 50.9%       |
| <b>2008 Households by Income</b> |           |             |
| Median Household Income          | \$139,933 | \$54,749    |
| HH Income Under \$50K            | 10.9%     | 45.5%       |
| HH Income \$50K-\$100K           | 21.7%     | 34.8%       |
| HH Income Over \$100K            | 67.4%     | 19.6%       |
| <b>2008 Average Home Value</b>   |           |             |
|                                  | ZIP 76034 | National    |
|                                  | \$378,879 | \$260,559   |

## Elements of the Community to be Served

Community, business, social, civic and religious organizations that would be served by the library were identified and invited to participate in the needs assessment process. Community organizations may seek out the library as a partner in programming, or for access to resources for their beneficiaries. Business owners and entrepreneurs rely on libraries for information and education that furthers their business development and competitive advantage. Educational organizations rely on the library to supplement available materials and resources, and for staff knowledge and expertise.

Essentially, these organizations look to the library to help develop community awareness of the services they provide, as well as a resource for information, meetings and outreach to the community. These community and service organizations definitely need places to meet, and many of the services they provide could be enhanced through collections and programs at the library. Future programs could be collaboratively developed between the library and these organizations that would provide rich experiences to the community. The City has a history of partnering, as does the library. In addition to all the individuals and groups cited in this section, the following organizations all have or could create relationships with the library as each represents unique populations or interests in the community.

### Education in Colleyville

The educational system is a primary stakeholder and students are a significant element within the community to be served by the Library. Colleyville public schools are both high performing and well regarded, and this is a major factor for many of the families that have moved into the community. The majority of students in Colleyville attend public schools.

Public Schools Serving Colleyville include a number of school districts:

- Grapevine-Colleyville Independent School District
- Birdville Elementary School District
- Hurst-Euless-Bedford Independent School District
- Keller Independent School District
- Carroll Independent School District

Primary Schools serving Colleyville:

- Bedford Heights Elementary
- Bransford Elementary School-
- Colleyville Elementary School
- Glenhope Elementary School
- Heritage Elementary
- Liberty Elementary
- O. C. Taylor Elementary School

Middle Schools serving Colleyville:

- Colleyville Middle
- Cross Timbers Middle
- Heritage Middle

High Schools serving Colleyville

- Colleyville Heritage High School
- Grapevine High School
- L. D. Bell High School

Private Schools Serving Colleyville include

- Barbara Gordon Montessori School PK-5
- Covenant Christian Academy
- Crown of Life Lutheran School
- Holy Trinity School

## Higher Education in the Community

Numerous institutions of higher education exist in the region, although only one, Dallas Baptist University, has a campus in Colleyville proper. However, this is a community very apt to use online and distance education to achieve even higher educational attainment or engage in lifelong pursuits.

## Community Organizations

Tax exempt or non profit organizations based in Colleyville as of September, 2008 include:

|                                                                |                                                             |                                                          |
|----------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| 121 Community Outreach                                         | Dallas Filipino Lions Club Foundation                       | Mid Cities Supporters of Safe Haven of Tarrant County    |
| Afip Inc                                                       | Dallas-Fort Worth Dachshund Rescue Foundation               | Mid-Cities Dads Club                                     |
| Ancient Free & Accepted Masons of Texas                        | Daniel and Julianna Garrison Foundation Inc                 | Monticello Homeowners Association                        |
| Apostrophe Mission Foundation                                  | Delta Kappa Gamma Society                                   | Mylon Lefevre Ministries Inc                             |
| Arlington RFC Inc.                                             | Drive With a Heart Foundation                               | National Aviation Research Institute                     |
| Bands Ministries                                               | Education Research and Health Inter National Inc            | National Charity League Inc DFW Metroport Chapter        |
| Barbara Gordon Montessori School                               | European Initiative                                         | National Teen-Ager Scholarship Foundation Inc            |
| Be Cool Give Back Inc                                          | Evangelical Foundation Ministries                           | New Remnant Ministries                                   |
| Beall Foundation                                               | Federation of Texas A&M University Mothers Club             | Northeast Texas Chapter American Concrete Institute      |
| Bear Creek Federation Inc                                      | First Baptist Church of Colleyville                         | Opus Kids-Creative Cinematic Connection Inc              |
| Bear Valley Community Church                                   | Frontier Brigade Band                                       | Paws-Pacific Air Weather Squadrons                       |
| Bikes For Tykes Inc                                            | Fwc Foundation                                              | Pi Beta Phi Fraternity                                   |
| Blue Shoe Project Inc                                          | Gage Group Ministries                                       | Pleasant Glade Assembly of God                           |
| Brookview Foundation Inc                                       | Generation Education                                        | Pleasant Glade Baptist Church                            |
| Business Owners For Christ Ministries                          | Global Mission Partners Inc                                 | Pleasant Run Ex Students Association                     |
| CHHS Football Club                                             | Globe Outreach Inc                                          | Prayercare Inc                                           |
| CHHS Project Graduation Inc                                    | Gomez Family Foundation                                     | Pta Texas Congress                                       |
| Christian Aids Network                                         | Graham and Carolyn Holloway Foundation                      | R U 4 Children                                           |
| College Kids Who Have Lost a Parent                            | Grapevine Colleyville Youth Football Association            | Real Life Ministries                                     |
| Colleyville Area Chamber of Commerce                           | Grapevine High School Hockey Association                    | Real Life Resources                                      |
| Colleyville Area Chapter National Charity League Inc           | Grapevine-Colleyville Mustang Athletic Booster Club Inc     | Reames-Woodall Charities Ltd                             |
| Colleyville Baseball Association Inc                           | Heart of a Champion                                         | Rejoice Ministries International                         |
| Colleyville Chamber Community Foundation                       | Heart to Heart                                              | Rem Park H A Inc                                         |
| Colleyville Community Center & Library Association Inc         | Heritage Family Church Inc                                  | Spiritual Assembly of the Bahais of Colleyville          |
| Colleyville Competitive Softball Inc                           | Hidden Oaks Estates Property Owners Association Inc         | St Mark Coptic Orthodox Church of Dallas                 |
| Colleyville Covenant Christian Academy                         | Highland Meadows Christian Church                           | St Philopateers Coptic Orthodox Church of Dallas         |
| Colleyville Football Camps Inc                                 | Houston Victorious Living Church                            | Standing Rock Search and Rescue Inc                      |
| Colleyville Heritage High School                               | Hubbard Family Foundation Inc                               | Strategic Mission Partners                               |
| Colleyville Heritage High School Cheerleader Booster Club      | Ice Jets Inc                                                | Sunbelt Gymnastics Parents Association                   |
| Colleyville Heritage High School Hockey Association            | India For Jesus                                             | Ted and Laurie Beneski Foundation                        |
| Colleyville Heritage High School Pantera Booster Club          | Institute on Church Growth Church Planting & Leadership Inc | Texas Amateur Golfers Against Abuse                      |
| Colleyville Heritage High School Debate Booster Club           | International Association of Lions Clubs                    | Texas American Eagles Soccer Club Inc                    |
| Colleyville Heritage Lacrosse Club                             | International Association of Lions Clubs                    | Texas Garden Clubs Inc                                   |
| Colleyville Historical Preservation Foundation                 | Iris Village Heritage Foundation                            | Texas Home Educators Sports Association Inc              |
| Colleyville Lions Club Foundation Inc                          | Isis Foundation Incorporated                                | Texas Jr Heat Hockey                                     |
| Colleyville Middle School Athletic Booster Club                | Kappa Alpha Theta Fraternity                                | Texas Lyme Disease Association                           |
| Colleyville Middle School Cheerleader Booster Club             | Kappa Kappa Gamma Fraternity Inc                            | The Friends of The Colleyville Public Library            |
| Colleyville Pee Wee Football Association Inc                   | Katartizo Ministries                                        | The Mevatec Foundation                                   |
| Colleyville Presbyterian Church Inc                            | Keep Colleyville Beautiful Inc                              | Thomasian 77 Medical Inc                                 |
| Colleyville Public Library Foundation                          | Keith and Sonia Moore Foundation                            | Tiffany Marie Foundation                                 |
| Colleyville Soccer Association                                 | Kevin Mathis Foundation                                     | TLG Ministries Inc                                       |
| Colleyville Woman's Club                                       | Key Club International                                      | Toastmasters International                               |
| Congregation Beth Israel Inc                                   | L D Bell Baseball Booster Club Inc                          | Tom and Frances Slone Charitable Foundation              |
| Coptic Orthodox Patriarchate Diocese of Southern United States | Lifes an Attitude Inc                                       | United States Diving Inc                                 |
| Corner Light Foundation Inc                                    | Lifestart Foundation                                        | Veterans Flying Museum of Texas Inc                      |
| Corrie Ten Boom Fellowship Incorporated                        | Loving You Ministries                                       | Victory Boxes                                            |
| Cross Connections                                              | Lutheran Hymn Festival Inc                                  | Wayne M Waggoner Foundation Inc                          |
| Crosswinds Community Church Inc.                               | Malachi 4 Foundation Inc                                    | Worklife Support Systems Inc International Fellowship of |
| Crown of Life Lutheran Church & School                         | McBrown Foundation                                          | York Rite Sovereign College of North America             |
|                                                                | Mercy Matters Inc                                           |                                                          |
|                                                                | Messengers Prison Ministry Incorporated                     |                                                          |



### Neighborhoods / Neighborhood Associations

- Arbor Estates HOA
- Ashmore Maintenance Assoc., Inc.
- Ashmore Homeowners Assoc.
- Bridges @ Riverwalk
- Bridlewood Estates HOA
- Brook Meadows HOA
- Brook Meadows Lakefront HOA
- Caldwell's Creek HOA
- Caldwell's Creek
- Chelsea Park HOA
- Clairemont HOA
- Cranbrook HOA
- Cutter Ridge HOA
- Emerald Park HOA
- Fox Meadows Neighborhood
- Heritage Colony HOA
- Heritage Glen HOA
- Hidden Oaks Estates HOA
- Highland Meadows HOA
- Hills of Central Park HOA
- Kingswood Estates HOA
- Lakes of Somerset HOA
- Lakewood Estates HOA
- Laurel Oaks HOA
- Leyton Grove Maintenance Assoc.
- Mill Creek HOA
- Montclair Parc HOA
- Monterra HOA
- Monticello HOA, Inc.
- Monticello HOA
- Oakbrook Hills Maintenance Assoc.
- Oaks & Briarwood HOA
- Pebble Hill Plantation Est. HOA
- Quail Crest HOA
- Reatta Place
- Remington Park HOA
- Riverwalk at Colleyville
- Ross Downs Estates HOA
- Saddlebrook HOA
- Sapphire Enclave HOA
- Shadowood Trail Condo., Pres.
- Shalimar HOA
- Spring Garden Townhome Association
- Stone Crest Estates HOA
- Strathmore HOA
- Summerbrook HOA
- Summertree HOA
- Tara Neighborhood Assoc.
- Thornbury HOA
- Timarron Owners Assoc.
- Vanguard Estates HOA
- Villas at Caldwell's Creek HOA
- Westmont Maintenance Assoc.
- Williamsburg Estates HOA
- Windview HOA
- Woodbriar Estates HOA
- Woodland Heights HOA
- Woodland Hills HOA
- The Woods of Colleyville

### Businesses

The Colleyville Area Chamber of Commerce has over 800 members, representing a breadth of community businesses.

### Local Government

- City Council
- Capital Improvements Advisory Committee
- Colleyville Crime Control and Prevention District Board
- Colleyville Economic Development Corporation Board
- Celebrate Colleyville Steering Committee
- Colleyville Center Advisory Committee
- Colleyville Charter Review Committee
- Colleyville Trails and Sidewalks Committee
- Economic Development Task Force Minutes
- Ethics Commission
- Historical Preservation Committee
- Impact Fee Advisory Committee
- Library Board
- Park Land Dedication Committee
- Parks and Recreation Advisory Board
- Planning and Zoning Commission
- Senior Center Advisory Committee
- SH26 Advisory Committee
- Sign Board of Appeals
- Street Capital Improvements Committee
- Tax Increment Financing District Board of Directors
- Traffic Safety Advisory Committee

## Library Spatial Concepts

snapshot • value • looking to the future • preliminary scenarios

### Snapshot of the Current Library

The Colleyville Public Library is located in the City Hall complex at 110 Main St, in Colleyville, Texas.

The Library is open six days per week for a total of 48 hours. Hours of operation are:

|                            |                    |
|----------------------------|--------------------|
| Monday and Wednesday ..... | 10:00 am - 6:00 pm |
| Tuesday and Thursday ..... | 10:00 am - 8:00 pm |
| Friday .....               | 10:00 am - 5:00 pm |
| Saturday .....             | 10:00 am - 3:00 pm |
| Sunday .....               | closed             |

Colleyville residents receive a Picture ID Library Card free of charge when they show proof of residence: a valid Texas driver's license, state identification card, military identification card, current utility bill, current bank statement, or current real estate tax bill. Colleyville Public Library participates in TexShare, allowing patrons holding Colleyville Public Library cards to obtain TexShare cards, providing the ability to borrow from other participating libraries. Lending policies are made by the individual libraries that participate in the TexShare Card program. The Picture ID Colleyville Public Library card provides access to all materials and services in the library. It acts as a Debit, Internet, and library card, and privileges extend for a period of three calendar years from the date of registration and may be renewed.

For non-residents of Colleyville, the City of Colleyville's City Council approved implementation of a \$25.00 annual fee for borrowing privileges for non-residents whose home library does not participate in TexShare ([www.texshare.edu](http://www.texshare.edu)), or Reciprocal Borrowing and for non-residents not served by a home library. Patrons of the following area Libraries wishing to obtain borrower privileges at the Colleyville Public Library are currently subject to the non-resident fee:

- Grapevine
- Keller
- Richland Hills
- Trophy Club
- Watauga
- Westlake

Residents of cities outside of Colleyville may register their home library cards in the Colleyville system allowing them access to Colleyville Public Library resources only. Residents of unincorporated areas or cities that do not have libraries may apply for a non-resident card and upon payment of the non-resident fee will have access to Colleyville Public Library resources only. Non-resident borrowing privileges extend for one calendar year from the date of registration and may be renewed.

Patrons are responsible for all materials borrowed on the card until they have notified the Circulation Department. If a card is lost, the patron will be required to re-register and pay a replacement fee.

The following pages highlight a series of fast facts about the library's current outcomes and inputs.

## Fast Facts: Outcomes

| Outcomes                              | FY 2006/2007   |
|---------------------------------------|----------------|
| <b>Resident Population</b>            | <b>22,150</b>  |
| <b>Registered Borrowers</b>           | <b>11,211</b>  |
| <b>Active Borrowers</b>               | <b>2,570</b>   |
| <b>Collection Size (all holdings)</b> | <b>46,311</b>  |
| Items per Capita                      | 2.09           |
| <b>Items checked out</b>              | <b>197,712</b> |
| Juvenile items checked out            | 90,683         |
| Adult / Teen items checked out        | 79,925         |
| Items checked out per capita          | 8.93           |
| % Self Checkouts                      | 33.3 %         |
| % Drive Thru                          | 2.0 %          |
| Lost and Paid Materials               | \$ 2,013       |
| Overdue Fines                         | \$ 24,259      |
| <b>Electronic Resource Usage</b>      |                |
| Number of Computers                   | 16             |
| Number of User Sessions               | 40,103         |
| Copy and Pay for Print Usage          | \$ 975         |
| Website (Page hits)                   | 21,927         |
| <b>Total Reference Questions</b>      | <b>41,197</b>  |
| <b>Total Programs Provided</b>        | <b>339</b>     |
| Total Attendance                      | 12,187         |
| <b>Interlibrary Loan</b>              | <b>967</b>     |
| mostly borrowed from other libraries  |                |
| <b>Visits</b>                         |                |
| People entering the Library           | 101,423        |
| Resident visits per year              | 4.58           |
| Study Room Usage (hours)              | 2,650          |
| <b>Hours of operation (per week)</b>  | <b>48</b>      |

## Fast Facts: Inputs

| Inputs                                              | FY 2006/2007         |
|-----------------------------------------------------|----------------------|
| <b>Library Materials</b>                            | <b>44,241</b>        |
| Books and Serial Volumes (print)                    | 36,627               |
| Audio and Video                                     | 7,501                |
| Periodical Subscriptions                            | 141                  |
| Electronic Resources                                | 89                   |
| Total Licensed Databases                            | 63                   |
| <b>Staffing</b>                                     | <b>7.5 FTEs</b>      |
| Director                                            | 1.0                  |
| Librarians                                          | 3.5                  |
| Technical Assistant                                 | 1.0                  |
| Part Time Library Assistant                         | 1.0                  |
| Part Time Circ / Tech Clerks                        | 1.0                  |
| <b>Total Staff Members</b>                          | <b>10</b>            |
| Volunteer Hours                                     | 3,875                |
| <b>Total Expenditures</b>                           | <b>\$ 750,938</b>    |
| Materials                                           | \$ 124,993           |
| Print Materials                                     | \$ 44,472            |
| Electronic Materials                                | \$ 51,717            |
| Other Materials                                     | \$ 28,804            |
| Staffing                                            | \$ 442,124           |
| <b>North Regional Texas Library System Benefits</b> | <b>\$</b>            |
| Lone Star Grant Award                               | \$ 4,110             |
| <b>Facility Square Footage</b>                      | <b>~ 24,000 s.f.</b> |

## 2006/2007 Collection Analysis

| Materials           | % of Total Circulation | % of Materials Budget |
|---------------------|------------------------|-----------------------|
| Children's Print    | 38 %                   | 32 %                  |
| Children's Media    | 15 %                   | 13 %                  |
| Adults / Teen Print | 21 %                   | 34 %                  |
| Adult Media         | 25 %                   | 21 %                  |

### Loan Periods / Fines and Fees

Materials may be checked out for three weeks (21 days) and renewed twice (2 times) if there are no holds for other patrons. Most items may be renewed in person, by calling the circulation department, or on-line with the patron's library card number and (PIN). Please note the following exceptions for loan periods:

Magazines: .....Seven (7) Days  
Adult DVDs: .....Seven (7) Days  
Children's DVDs: .....Seven (7) Days  
Music CDs: .....Seven (7) Days  
Holiday Books: .....Seven (7) Days

### Materials Limitations

Please note that there is a total of 40 items checked out per card. Within each materials category there are the following limits:

Fiction Books, Non-Fiction Books, Books on CD, and Magazines:  
.....No Limit (until max of 40 reached)

Music CDs, Adult Feature Length DVDs, Juvenile DVDs, Non-Fiction DVDs, Juvenile Books with CDs  
.....Limit of 10 per type

Holiday Books - Varies by Holiday

### Fines And Fees

All items carry a .25 per day overdue fee, except Feature Length DVDs that carry a \$1.00 per day overdue fee. If a patron accrues \$5.00 in fines, a restriction on borrowing privileges will be enforced. Fines will continue to accrue until the items are returned, renewed, or items are deemed lost and the charges paid. Miscellaneous, damaged, and lost charges may vary.

The following **Programs** are currently offered at the library:

Bounce Time for ages 3 and under only and their care givers is held Fridays. This unstructured library time features a play area, activities, and music for little ones. Please note care giver participation is required.

Books and Babies story time for ages 3 months old- Pre-walker | lasts approximately 30 minutes and includes finger plays, rhymes, songs and a playtime.

Ones and Twos Story Time for one and two year olds | lasts approximately 20 minutes and includes finger plays, rhymes, songs and activities.

Tots and Tales Story Time for two to three year olds | lasts approximately 30 minutes and includes, finger plays, rhymes, songs, activities and a color page.

Preschool Story Time for three to five year olds | lasts 45 minutes to 1 hour and includes songs, activities, a craft, and a short video.

Snacks and Stories: A story time for school-aged children (Grades K-3) | at the library after school for snacks, stories and crafts.



An after school Chess Club activity is held one day per week in the Fall and Spring for participants between the ages of 8-15. Sessions last for 1 hour and introduce participants to the ancient game of Chess.

Each year the Library offers a Summer Reading Program for residents of Colleyville. The program starts in June and ends in July with a finale party. Each week during the summer the library sponsors activities, performers, story time and movie days.

For scout troops, home school groups or school class, a tour of the library is available by contacting the Youth Services Department.

The second Saturday of each month at 1:00 p.m. Family Activities are held for fun and free family time.

YA – VolunTEENS is available for those between the ages of 13-19 interested in doing volunteer work for the library or that need volunteer hours for school.

Books 'n' Brunch Book Club is a monthly book club for adults. The library provides light brunch items for the discussion.

UFOs @ the Library: Status Thimbles Needlework Group allowed quilters, knitters, cross-stitchers, etc. to bring the UFOs (unfinished objects) to work on at the library while needlework books in the library's collection are showcased. In 2007, the Status Thimbles group worked on an "American Authors" quilt together, which was auctioned off by the Friends of the Library

The Colleyville Public Library offers a number of **Databases** for use by registered borrowers via the library's catalog website. Borrowers enter their library card number and personal identification number (PIN) to gain access to these databases through this site. The general public (those without library cards) may access the CPL databases from the public internet computers in the library. The databases contain full-text information from books, journals, magazines, and newspapers, and include the following (provided through Texshare and the Texas State Library):

Academic Search Complete | is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals.

Business Source® Complete | is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content.

Consumer Health Complete SP | is the single most comprehensive resource for consumer-oriented health content, designed to support patients' information needs and foster an overall understanding of health-related topics.

EBSCO Kids | is a search interface with a child-friendly, graphically-rich design that automatically searches across all applicable EBSCO databases simultaneously.

EBSCO Student Research Center | is a search interface designed specifically for secondary school students according to their needs and search abilities. Users can easily pre-determine which content sources (e.g., Magazines, Newspapers, Biographies, Country Reports, Film & Video) will be included with their search or search databases through topic headings.

EBSCOhost en español SP | Base de datos sobre muchos temas - incluye texto completo. Los artículos están traducidos por un programa de la computadora del inglés.

ELibrary Curriculum | is the ultimate easy-to-use curriculum and reference resource which delivers one of the largest general reference collections of periodical and digital media content designed specifically for libraries of all kinds, as well as two distinct subject-based collections: ProQuest® Learning: Literature and History Study Center™.

Handbook of Texas | provided by the Texas State Historical Association, is a multidisciplinary encyclopedia of Texas history, geography, and culture.

Health and Wellness Resource Center with Alternative Health | provides a one stop, full-service resource for consumers and health care professionals covering topics both in traditional medicine and alternative and complimentary therapies. |

Health Source - Consumer Edition | database is the richest collection of consumer health information available to libraries worldwide. This resource provides access to more than 130 full text, consumer health magazines, including American Fitness, Better Nutrition, Harvard Health Letter, HealthFacts, Men's Health, Muscle & Fitness, Prevention, Vegetarian Times, and many others, as well as searchable full text for current, health-related pamphlets and 130 health reference books.

Health Source - Academic Edition | provides nearly 550 scholarly full text journals focusing on many medical disciplines. Coverage of nursing and allied health is particularly strong, including full text from Creative Nursing, Issues in Comprehensive Pediatric Nursing, Issues in Mental Health Nursing, Journal of Advanced Nursing, Journal of Child & Adolescent Psychiatric Nursing, Journal of Clinical Nursing, Journal of Community Health Nursing, Journal of Nursing Management, Nursing Ethics, Nursing Forum, Nursing Inquiry, and many more.

HeritageQuest Online | provides a unique and continuously expanding collection of research materials to help patrons trace their family lineage and American culture. Beginning with more than 25,000 family and local histories, HeritageQuest Online is growing to include the complete U.S. Federal Census from 1790-1930, the Periodical Source Index (PERSI), the Revolutionary War Pension Applications & Bounty Land Warrant Applications, and the Freedman's Bank Records.

InfoTrac Custom Newspapers | search more than 650 full-text, regional and national newspapers, more than 60 international newspapers, hundreds of college campus newspapers and major news and business stories from over 165 McClatchy-Tribune wire services.

Literature Resource Center | complete journal list | The most comprehensive and current online database on authors and their works, the Literature Resource Center provides full-text literature criticism, biographies, bibliographies, and work overviews covering authors from every genre, time period and discipline.

MasterFILE Premier | designed specifically for public libraries, contains full text for nearly 1,730 periodicals covering general reference, business, health, education, general science, multicultural issues and much more.

Natural & Alternative Treatments | is a complementary and alternative medicine database designed specifically for the consumer health researcher. Updated weekly, this database provides current information that will satisfy an ever-growing demand for accurate, unbiased information on natural health.

NetLibrary E-books | more than 27,000 eBooks are available for browsing, searching, and virtual check-out, this collection includes titles from the world's leading business, technology, trade, reference, academic, and scholarly publishers.

Regional Business News | Libraries that use Business Source Complete also receive access to Regional Business News™. Regional Business News provides full text for more than 50 regional business publications (including titles from Crain Communications).

Religion and Philosophy Collection | database is a comprehensive database covering topics such as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy.

Searchasaurus | three popular elementary and middle school databases (Primary Search®, Middle Search® Plus and Book Collection: Nonfiction™) can be accessed via Searchasaurus®, EBSCO Publishing's user search experience for users in elementary or middle schools.

Texas Digital Sanborn Maps (1867-1970) | provide digital access to more than 660,000 large-scale maps of over 12,000 American towns and cities.

Texas Reference Center | is a Texas specific product designed specifically for school and public libraries. The database is comprised of periodicals, reference books, reports, and other content relevant to the state.

20th Century Poetry Collections | offers online access to the poetry of some of the greatest writers of the twentieth century. It incorporates the works of 285 of the most widely studied poets of the British Isles and beyond, including over forty distinguished authors from The Faber Poetry Library.

WorldCat (the OCLC online union catalog) | is the world's most comprehensive bibliography, with more than 86 million bibliographic records and nearly 1.2 billion holdings representing the collections of more than 10,000 libraries, over 400 languages, and all types of materials ranging from stone tablets to electronic books.

**In addition** to the Texshare Databases, the Colleyville Public Library **also offers** access to the following:

America the Beautiful | provides history about states, as well as current event topics for elementary and middle school aged children.

Auto Repair Reference Center | provides repair instructions and schematics for most automobiles from 1970 to 2002. Certain models and makes are also available back to 1954.

Grolier Online | is an educational portal providing access to information from many reliable sources, targeted at Middle and High School students. Helps teachers and students find accurate, up-to-date, and reliable answers. Features articles, maps, pictures, sounds, and video delivered over the web.

Job and Career Success Skills | Helpful tips for creating a cover letter, resume, finding the right job, and interview tips.

**Lands & Peoples** | is an educational encyclopedia providing information about countries, cultures, and current events. Each article describes a country's people, land, economy, history, and government.

**Learn-A-Test** | provides online practice tests and tutorials designed to help students and adult learners succeed on academic or licensing tests.

**Learn-A-Test** | Provides online practice tests and tutorials designed to help students and adult learners succeed on academic or licensing tests.

**Live Homework Help** | Get interactive homework help from real tutors online!!!

**Novelist** | provides information on books, authors, and book reviews, containing material for all ages, from toddlers to adults.

**Opposing Viewpoints** | enables users to find information on social issues, and contains viewpoints, articles, topic overviews, statistics, links to websites, and full-text magazine and newspaper articles.

**Reference USA** | contains information about public and private American companies. Data can be sorted by geography, business size, and type of business.

**TAKS Preparation Program** | offers study aids and practice exams for the Texas Assessment of Knowledge and Skills (TAKS) exams taken by students' grades 3-11.

**Value Line Research Center** | includes access to Value Line's leading publications covering stocks, mutual funds, options and convertible securities, exchange traded funds (ETFs), and special situation stocks. The Research Center also has buildable HTML reports, Stock and Mutual Fund screening tools, daily Supplement updates, weekly rank changes, and the ability to export data. Access through in library use only.

**World Book Online** | For login Username: colleyvilletx Password: public

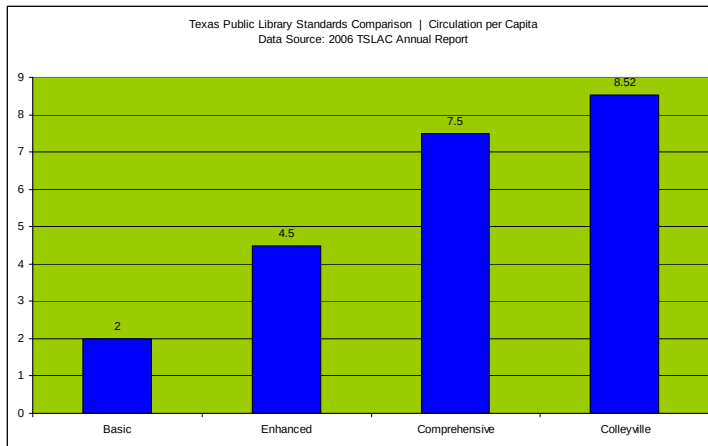
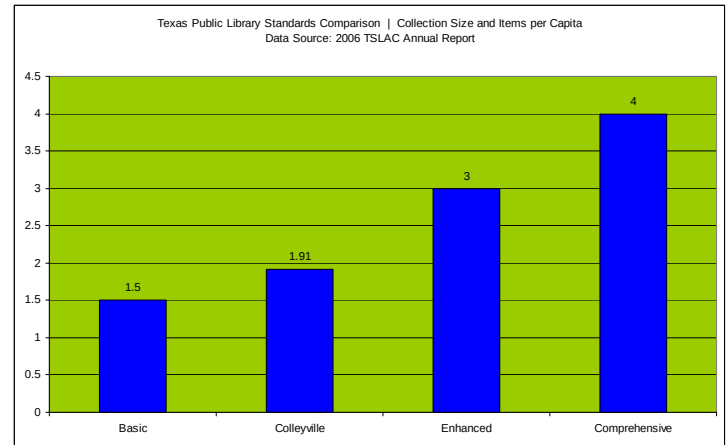
**Writing Skills Improvement** | Practice tests or courses for improvement of writing skills.

## Benchmarking the Library

The Colleyville Public Library is a member of the Texas Library System, and currently meets the standards for system accreditation and membership. The Texas State Library provides an annual Texas Public Library Standards Comparison, based upon the Standards for Texas Public Libraries. The data for FY 2006/2007 is included here for benchmarking purposes.

### Collection Size and Items per Capita

To achieve a Comprehensive rating for a population of its size, Colleyville would need to have 4.00 items for every person in its service area. This is strictly a quantitative measure that does not take into account the age or quality of the collection.

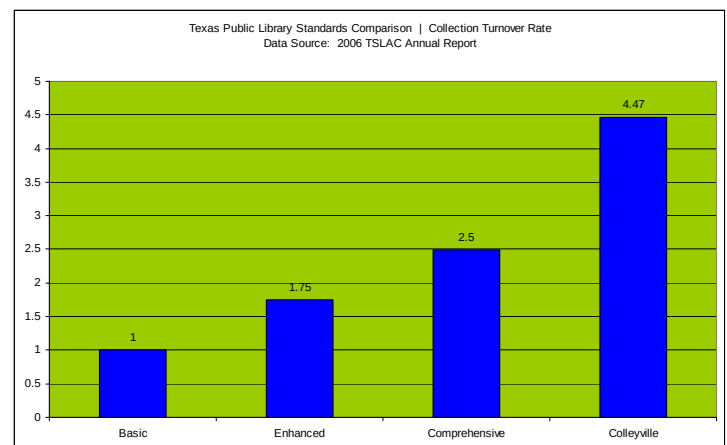


### Circulation Per Capita

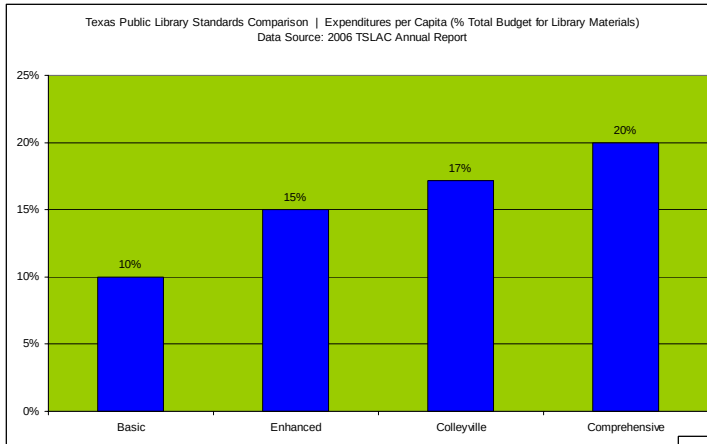
This measure is another indicator of the usability of a library's collection. The annual circulation (materials checked out of the library) is divided by the population in the same year to determine circulation. This chart represents a 10 % increase in circulation over the previous year.

### Turnover Rate

This measurement is usually an indication of how well a library's collections circulates. A high circulation (or turnover rate) indicates that a library is buying materials that the public wants to use. A rating of less than 1 indicates a need to examine whether the collection meets the community needs and desire for materials. The turnover rate is calculated by dividing the circulation (197,712) by the number of items in the collection (44,229).





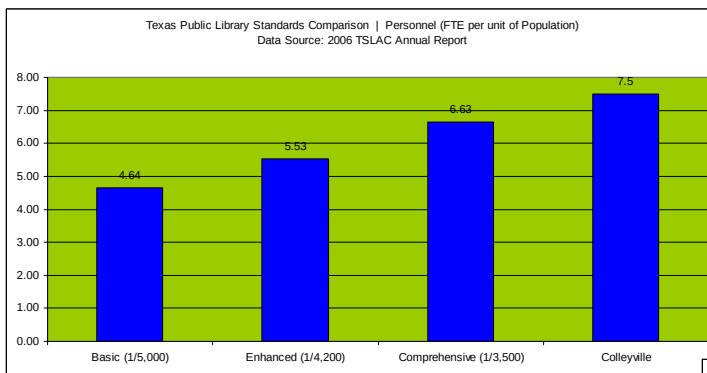
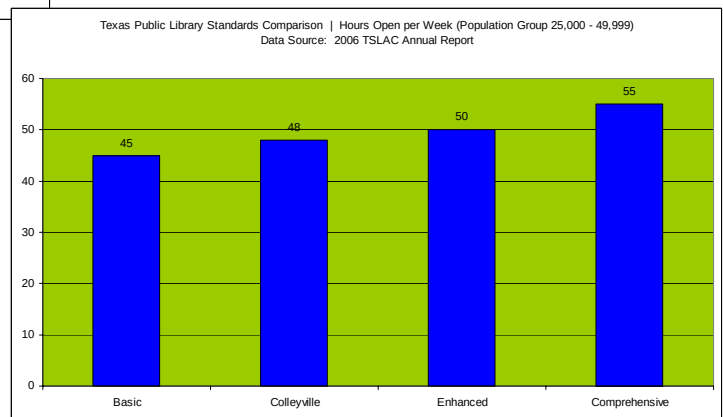


## Expenditures per Capita

This financial measure is used by public libraries as a way to compare expenditure levels between libraries. The figure is derived by dividing the total library budget by the population served.

## Number of Hours Open per Week

Hours open to the public is another key measure of service. The Colleyville Library exceeds only the Basic standard for hours open per week in its population category.

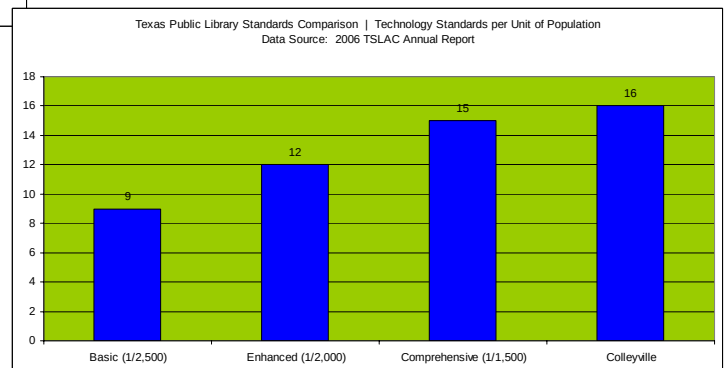


## Personnel

This meaningful measure of staff incorporates both population served and total staff resulting in population served per full-time equivalent (FTE) staff.

## Technology Standards

Standards are suggested for numbers of computers available for patron use based on population category and total number.



[Hennen's American Public Library Ratings](#) rates over 9,000 public libraries in the United States, relying on the latest data from the Federal State Cooperative Service (FSCS). Libraries are rated, scored and ranked on 15 input and output measures which include:

| Measurement Category               | HALPR Weight |
|------------------------------------|--------------|
| Expend. per capita                 | 3            |
| Percent Budget to materials        | 2            |
| Materials Expend. Per capita       | 2            |
| FTE staff per 1,000 popul          | 2            |
| Periodicals per 1000 residents     | 1            |
| Volumes per Capita                 | 1            |
| Cost per circulation (low to high) | 3            |
| Visits per capita                  | 3            |
| Collection turnover                | 2            |
| Circulation per FTE Staff Hour     | 2            |
| Circulation per Capita             | 2            |
| Reference per capita               | 2            |
| Circulation per hour               | 2            |
| Visits per hour                    | 1            |
| Circulation per visit              | 1            |

Hennen's states "The HAPLR Index includes 15 factors. The focus is on circulation, staffing, materials, reference service, and funding levels. The Index does not include data on audio and video collections, or interlibrary loan, among other items that could have been calculated from the FSCS data. Perhaps most prominently absent from the data are any measures of electronic use or Internet service. While such measures would have been desirable, the FSCS data simply are simply not sufficient for such comparisons at this time. Internet, electronic services and audiovisual services are excluded because there is simply not enough data reported by enough libraries to make comparisons meaningful. What remains are fairly traditional data for print services, book checkouts, reference service, funding and staffing. It is likely that in the future, additional measures can be added to the FSCS data to begin to evaluate such other library services as Internet use, electronic services, and non-print services. The FSCS data have only been collected on a consistent national basis since 1981. Since then the data have been refined to be more consistent and to include more information. That trend is likely to accelerate, making the additional comparisons possible soon."

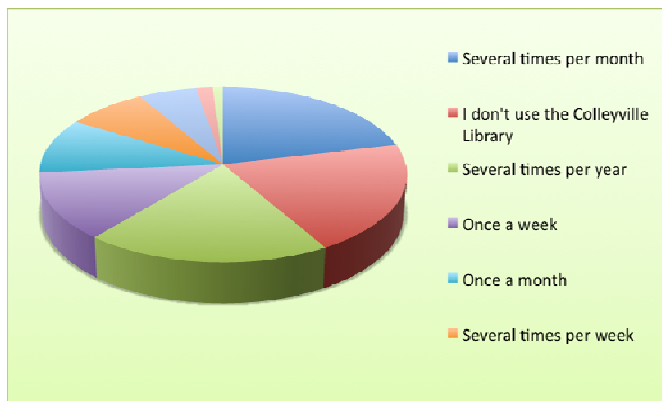
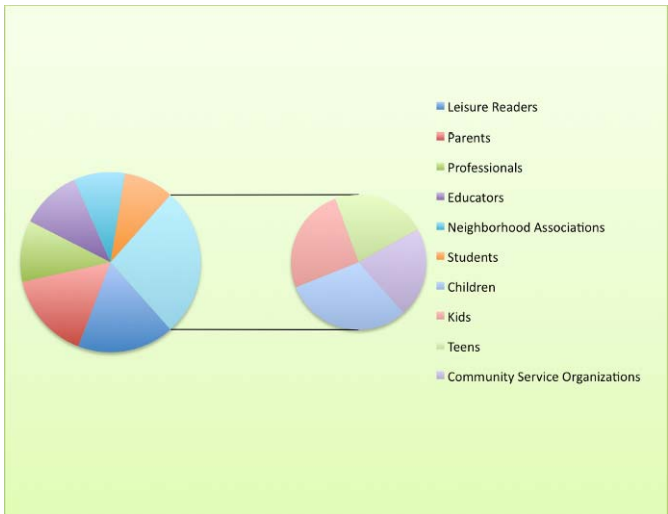
The latest (2005) public library statistics were obtained from the National Center for Educational Statistics and published by HAPLR's on October 7, 2008. Ratings for cities regularly surveyed by the City of Colleyville in benchmarking services and operations are included in the following table:

| Library Name                        | Population Category | Sum of HAPLR SCORE | Sum of HAPLR PERCENTILE |
|-------------------------------------|---------------------|--------------------|-------------------------|
| GRAPEVINE PUBLIC LIBRARY            | 25 K                | 740                | 89%                     |
| HURST PUBLIC LIBRARY                | 25 K                | 710                | 85%                     |
| NORTH RICHLAND HILLS PUBLIC LIBRARY | 50 K                | 728                | 85%                     |
| KELLER PUBLIC LIBRARY               | 25 K                | 701                | 82%                     |
| EULESS PUBLIC LIBRARY               | 50 K                | 666                | 77%                     |
| SOUTHLAKE PUBLIC LIBRARY            | 10 K                | 615                | 69%                     |
| COLLEYVILLE PUBLIC LIBRARY          | 10 K                | 600                | 66%                     |
| BEDFORD PUBLIC LIBRARY              | 25 K                | 518                | 52%                     |

## Value of the Library in the Community

It is important to understand what is working well, and appreciated within the community, when contemplating change to ensure that nothing valued is lost in the migration to the next generation Library. Through the outreach process, the Library conversed and communicated with a broad representation of the community, to include both library users and those that do not. Please note that all responses, including the full text of all comments, are provided in the Appendix.

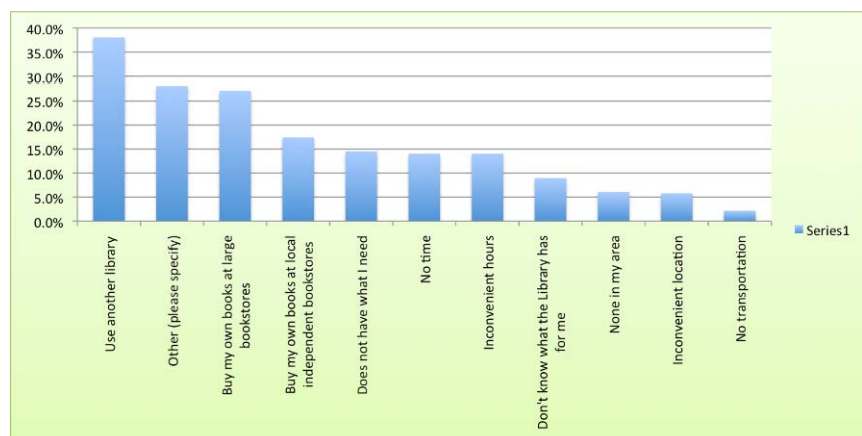
The survey's first question asked "What groups do you belong to? (Check as many as apply)". The resultant list has been sorted by percentage of responses, from highest to lowest, and represents a broad reach into the community. The chart to the right depicts the 'top ten' groups.



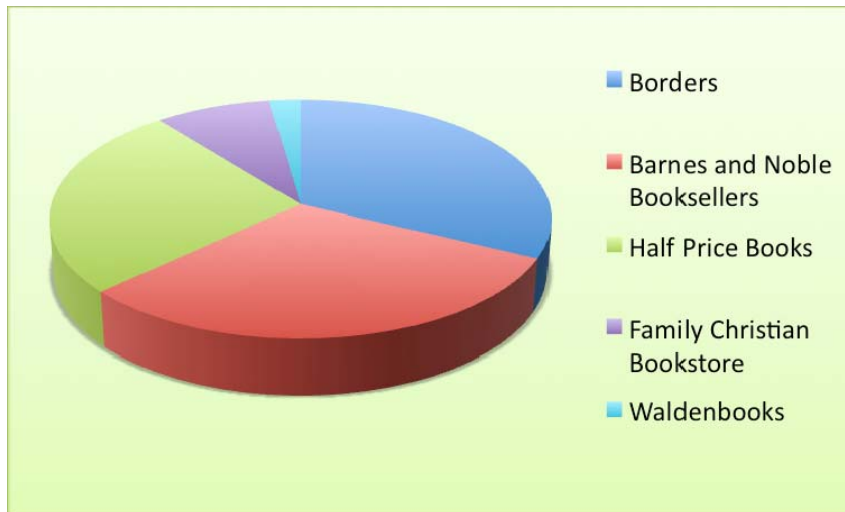
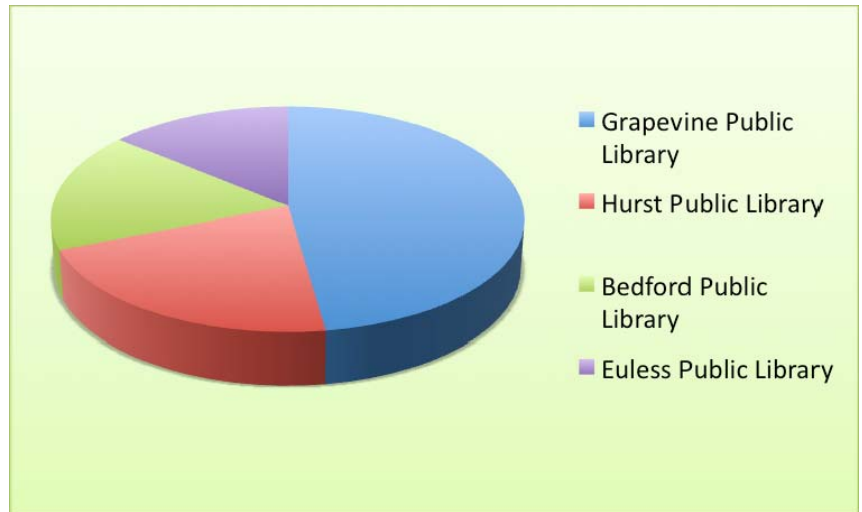
When asked how often they use the library, 32.5 % responded that they use the library one or more times a month and 1%, or 10 people, are there daily. The smallest three slices of the pie respectively represent:

- Once a year
- Didn't know Colleyville had a library
- Daily

Those that do not use the library shared why. ...

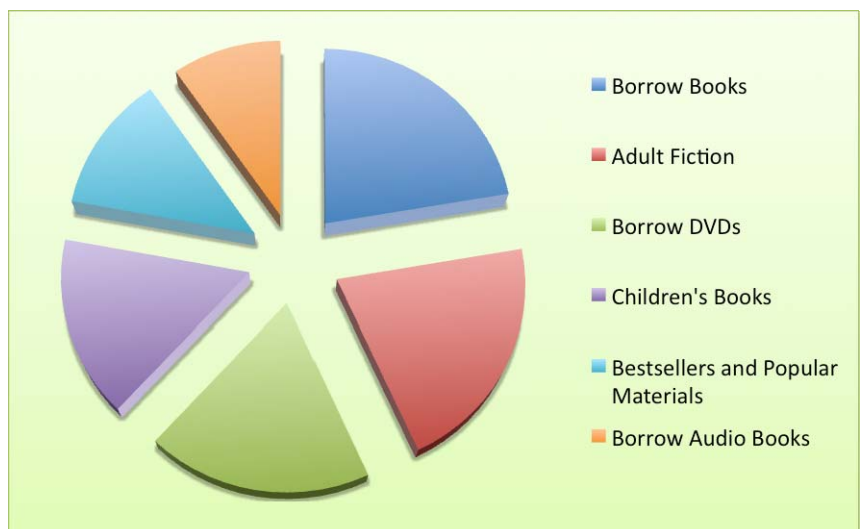


Other libraries used in the area...



and the bookstores...

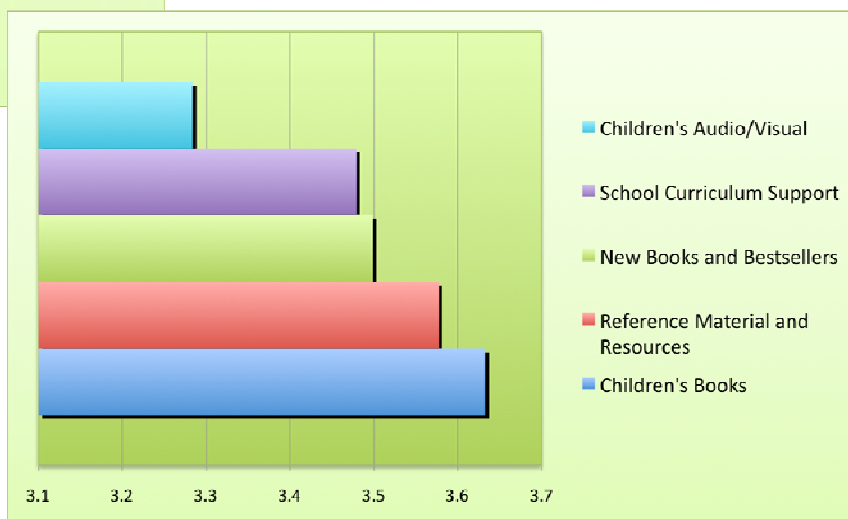
The top six reasons for using the library...



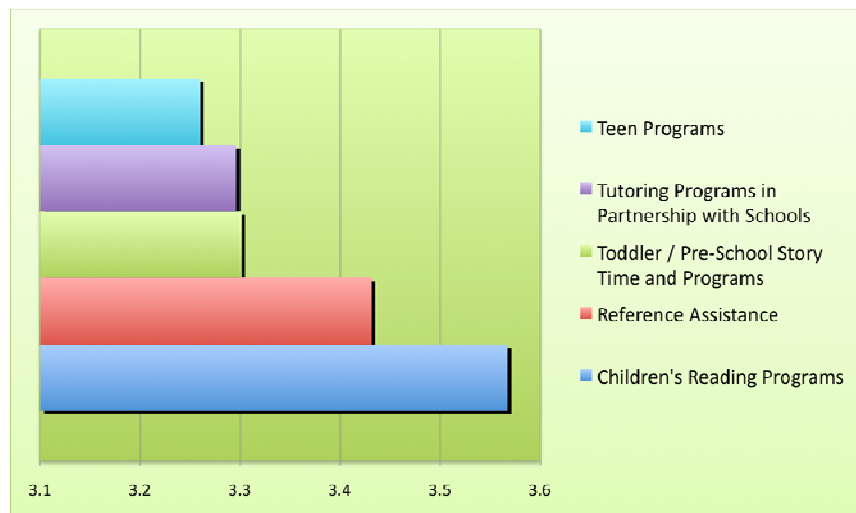


and the things most highly rated...

The most important materials to have in the library...(with apologies to those that expected to be able to choose Adult Fiction, which somehow was not on the list)

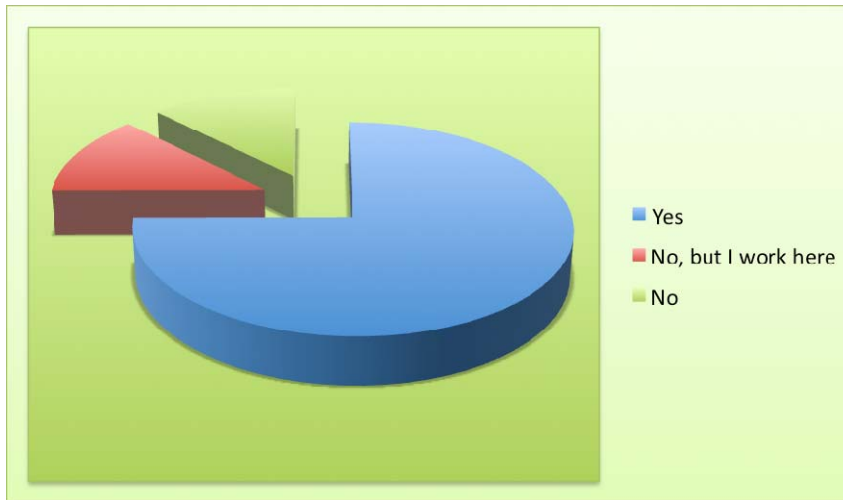
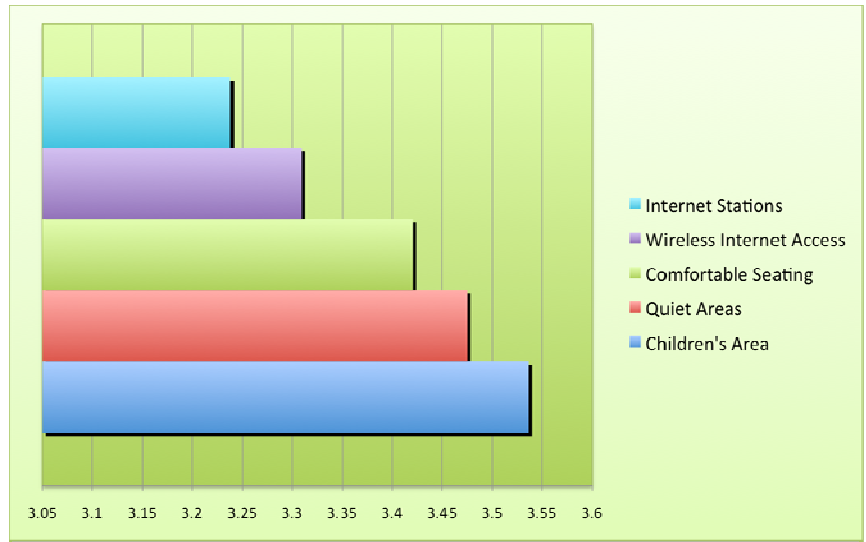


and the most important services...



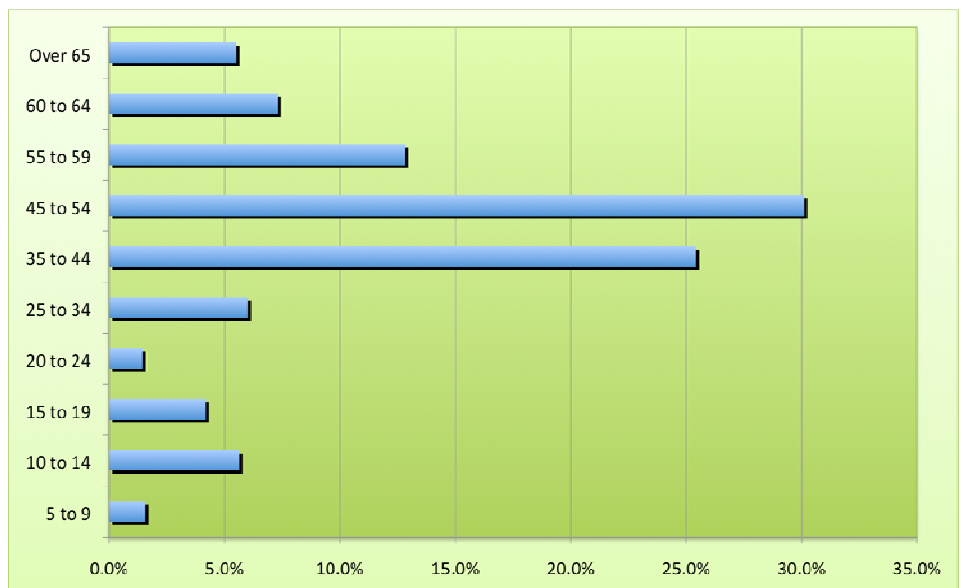


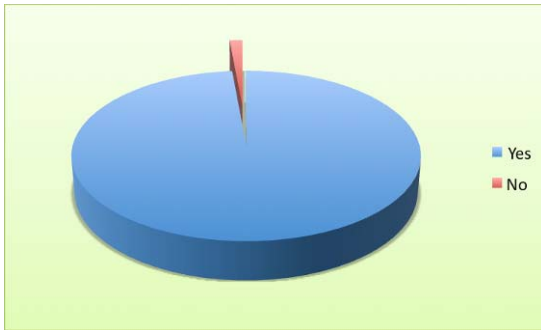
Last, the most important qualities...



Almost 75 % of survey respondents live in Colleyville, and another 12.6 % work in the City.

The age distribution of the respondents shows a wide reach and breadth of perspectives from people in different life stages.





High levels of access to computers at home or work (for personal use) exist in the community, but any red in this chart represents potential disenfranchisement from how deeply technology is embedded in culture today.

And most, but certainly not all, have access to broadband (high speed) internet access at home or work



Prior to the Library opening its doors, the community of Colleyville felt that it lacked something vital to truly being whole – and that was a library. Library activists organized and struggled through years of attempting to define what that library should be, and how to achieve it. Since the date the doors opened, the Library has experienced exponential growth in all areas of performance measurement critical in the library world: circulation (checking out materials), program and activity attendance, number of visits, etc. In submitting the last annual statistical report required by the Texas State Library, the Director was contacted by the state as they were concerned that there might be anomalies in the data – the State Library could not believe the difference in Colleyville's stats (much higher) compared to similar size and types of communities across Texas. The Director assured them that the data was correct, and that it represented how well loved and well used this library is in the community.

The hallmark of the Colleyville Library is the depth, breadth and absolute quality of the children's services, especially the programming. One of the focus group members brought all her children multiple times each week – the library was a destination and these children 'gobbled up' the books and media available. Homeschoolers especially appreciate the access to resources, and opportunities for socialization for their children. Parents are able to connect with each other, commiserate over challenges, and share lessons learned for meeting and overcoming them.

Colleyville wants to maintain its small town, rural character, and a characteristic of that is everyone knowing each other. When people frequent the library as often as many do in Colleyville, they come to know the staff, and vice versa. Staff is very much appreciated for their very personal service, as well as their willingness to go to extremes to help people with whatever is presented as a need. Praise for the staff was evident in outreach comments, whether the respondent knew the staff or not. They just appreciated, and mentioned multiple instances, where their expectations were exceeded by staff and obviously went away with a wonderful experience and sense of gratefulness.

Many voices heard in the outreach process gave a simple reason for why they valued and used the library – because they love to read. And because they want to foster that love of reading, which many credit to their parents and educators, in their own families. A library with something to offer children of different ages becomes a special destination for each, which is very different than dragging the whole family to different destinations to please different children individually (and equally).

Even for those that have access to technology and high speed internet at home or work, the Library has been a fail-safe when a computer crashes, or something beyond their current technological competencies

challenges them. Computers, printers and copiers are available, as are friendly and knowledgeable staff to help them through what is to some an increasingly difficult world to navigate online.

Different formats (books, audiobooks, dvds, ebooks, etc.) are appealing to the community. Commuters appreciate books on cd to enrich their drive to and from work, and all on the road probably appreciate that these lovers of literature are not reading a book while driving. Parents love the multiple formats of the same material for kids – it keeps their children engaged, addresses different learning styles, and even different moods on different days.

For those that do not use the library, there is consensus that a library is critical to the health, well being and success of a community and its residents. The library as an equalizer in the great equations of individual self achievement and attainment was shared numerous times, and represents the sense that a strong library makes a strong community. Many community leaders shared stories of ascending beyond the lot life handed them to achieving success due to the library and its resources they found in their youth. And these leaders are proud that Colleyville now has this asset to make their community whole.

With regard to the small town sense of community, one respondent said that the library is “a community center for families and residents to gather...the city’s attic...we need to acknowledge and embrace our humanity while providing quality information” as counterpoint to what was perceived as the coming ‘high-tech’ library. Another quote – “libraries are an incredible gift”.

## Looking to the Future

### Opportunities for Enhancement and Improvement

The Library is universally loved, except when it is not. From the outreach, much has been learned about how users, as well as non-users, believe the Library could improve its services and become more relevant to broader segments of the community. After the opening, the community reveled in having a library. Five years later, they would like the **Library to be more than it is** and serve more of the diverse needs in the community. As evidenced in the previous section, children's materials, activities, and programs are highly valued by the community, but many wish that the same perceived depth of collection and rich programming could be offered for teens, adults, seniors and special interests.

“more than just  
for kids...”

This Library, from its beginning, has entrenched itself in the community as a resource for families and especially children – something well received and highly valued by residents – especially in this well educated and professional community that strives to provide every opportunity for its youth to be successful. And the community widely believes that Colleyville trumps all others in this realm. However, many people have expressed a desire for the library to be more than ‘just for kids’. Circulation statistics reflect that adults are not checking out as many materials as children do and the number of programs for teens and adults are few in comparison to the hundreds offered for children. To some degree, the library is at the mercy of its success with children's services – it does not currently have the wherewithal due to space and budget constraints to provide the same level of service or quality of experience to other target audiences in the community.

A real indicator of the library's reach into the community is the number of cards issues by the library. An even better indicator is the activity by those borrowers. An excerpt from the FY 06/07 Fast Facts table in the previous section represents an interesting indicator of the relevance of the library within the community:

|                                        |               |
|----------------------------------------|---------------|
| <b>Resident Population</b>             | <b>22,150</b> |
| <b>Registered (Resident) Borrowers</b> | <b>11,211</b> |
| <b>Active (Resident) Borrowers</b>     | <b>2,283</b>  |

This is not a statistical analysis, as the many families obtain cards for each person but only use one regularly to check out all materials for the family. However, other parents encourage or insist on their children learning responsibility through using their cards. One assumption that corroborates the opinions and comments in the outreach process is that many people in the community are excited about the library, get a card, and then find that the resources or spaces in the library do not really meet their needs or expectations. They then don't use the library regularly. From the circulation of children's materials, one might also assume that those that are not using the library as much are teens and adults. This expansion is an excellent opportunity to enhance the experience for all audiences of the library, and to provide a place that they all feel comfortable, welcome, and at home.

Interestingly, the activity of those borrowers within Colleyville that use the library far surpasses state standards and other, similar communities' total usage of the library. As a whole, the relatively few who find relevance in the Colleyville Public Library represent the same or more amount of activity as multiple their numbers in other cites.

Those that do not have children in their homes, and even those that do, seek a grown up experience in the library...one that allows adults to interact, or just find a quiet place to read in peace. The lack of this type of environment has become a barrier to their use of the library – and if they use the library it is to check out materials and go elsewhere to find the experience they desire. Many of the respondents dream of a library that is a quiet refuge in a hectic world, and seek a haven with comfortable chairs, a cup of coffee and a snack, and to be able to talk to other lovers of reading to find the next good book. A number of individuals feel that the staff are ‘loud’ as well. It may be that staff whose desks are located mere feet from each other believe they are using conversational tones, but because all activity on the first floor is happening in a very small area perceptions are different and conflicts arise – especially for those that seek the quiet library they remember from their youth. The expansion can certainly help to provide more discrete spaces and zoning of activities to address this issue.

A number of respondents in the survey indicated they did not use the library and did not need one as they had access to Internet or bought their own books. These same respondents rated programs as high value activities, and questioned how to get involved, or asked within the survey if other types of activities like book groups, etc., were available at the library. These individuals may feel that the traditional or even current brand of a library as a place for books and computers is not a place they need in their lives. They were, however, seeking a place to interact with others and potentially even learn something new.

Wifi is available in the library, but many are not aware as this was a huge issue in the outreach process. In a community with so much personal access to technology, this library may need to be less about ‘more’ computers and more about a breadth in materials and programs as people can bring their own technology to the library.

Where libraries have professional, paraprofessional and clerical staff as do other organizations, customers of the library are not familiar with skill sets, knowledge and levels of education and training. Nor do they seem to want to be. They feel that waiting for a certain staff member to help them, especially when there is a line and other staff seem to be free, is very frustrating. “I think all staff should be able to help in all areas” is a common theme. Integration of new and innovative customer service models, an initiative already underway at the library, should support staff being able to provide broader levels of service – especially for those requests that customers perceive that anyone should be able to answer. Additionally, staff can work to provide clear communication to customers when the special nature of their needs might require an individual uniquely qualified to help them.

Many respondents called for more materials, in every format imaginable. Shelving is at its capacity, and still people are not finding what they would like – or have ‘read the library’ and are anxiously waiting for a broader selection. The lack of materials for teens was mentioned numerous times, in answer to a number of questions in the survey – and many feel that teens are not in the library because they do not feel it has anything for them. They wish that the library could do more here, as an alternative to what many feel are less than appropriate places for teens at which they choose to spend their time.

Fines and fees are an issue for many, who describe the library as ‘expensive’. Educators in the GCISD, and residents of certain cities who live in communities that do not belong to Texshare, Reciprocal Borrowing programs, or do not have a home library are frustrated by the non-resident fee levied by Colleyville and therefore use other libraries that are ‘free’. Educators are especially perplexed, as they feel they serve Colleyville students. Fines for late return on materials are deemed ‘high’ by survey respondents, but one individual said “...always have to pay late fees, but I still come...” The Library intends to investigate a cost benefit analysis of fees for non-residents, as the State Library provides grant funding for providing this service and making Colleyville’s resources available to others that may exceed what is being generated in fees.



Hours of access are a significant reason for non-use of the library – the existing schedule simply does not align to work, family and life commitments. While no one called for opening earlier than 10:00 a.m., most did wish to see the library open later in more evenings. Providing Sunday hours and later Saturday hours would also make physical use of the library more accessible to them, and serve students working teams on school projects. These individuals, barred from visiting, may not be aware of the virtual use that is available to them as well.

An essential theme in the feedback is the desire for this community to have a place to connect with others – in collaborative learning, fun activities, shared interests, and even dialogue on community issues. Non-profit organizations seek a place to meet and be able to take advantage of the resources, and to even lend their strengths and capacity to serving the library in serving their target audiences. Where the Colleyville Center is available, even the reduced fees can represent hardships for community based organizations. Ideally, the Colleyville Center's amenities and facilities could be positioned to target more profitable returns on investment through serving businesses, etc., and the Library could be the place for smaller groups and community organizations whose interests and activities align to the mission of the Library and its public service model.

The Colleyville Library must find a way to be more to more in the community, and the plan for expansion will facilitate that happening. The current physical constraints do not provide real opportunities for addressing the noise factor through zoning of activities, and definitely do not allow for growing the collection as many would hope. Where programming for adults and teens could happen, staff utilization does not exhibit any real capacity for new services and programs given the existing customer expectations and current service model.

### Emerging Needs and Trends

This section of the document represents the consultant's perspective, based upon immersion in the world of libraries beyond that which is specific to Colleyville. Much of this information is extremely relevant however, if not today then in the future. Emerging trends nationally, and even globally, will eventually reach this bucolic community, and the Library must be well positioned to respond accordingly. The interesting dynamic between a highly educated, technologically literate and competent community where individuals and families have chosen to locate in a semi-rural environment lends itself to the potential for these trends to emerge locally sooner than later.

### New Service Model Innovations

New service models organize service points of interaction to facilitate customer convenience, service options, and streamlined staff workflow to achieve highest and best use of resources and provide the greatest value to the library user. Achieving convenience begins with organizing physical facilities, remote services, and staff workflow with a focus on the library user, and not only in support of the staff activities associated with delivering services. Library users have a range of desire for interaction with staff, and it may depend completely on what they seek in the moment. This may require staff 'going to the user' versus waiting in line, offering self-service options to those that prefer the autonomy or anonymity, or providing the opportunity for the majority of customer account management activity to occur through technology facilitated or Internet-based transactions.

A number of opportunities exist to streamline staff workflow and leverage their activities to higher value for the customer. This may involve use of technology to migrate highly repetitive work to automated systems

(check in and check out processes move more to self service and automated sorting creates rough or fine sort carts ready for re-shelving). An added benefit in employing this strategy is fewer repetitive motion and other physical issues for staff as well as greater satisfaction in the work done. This may also involve assessing the value of all library functional activities for the customer, and reallocating resources where some processes may not be as relevant.

However, one must remember that many use the Library because they treasure the personal connection with a friendly, knowledgeable and helpful staff member. They look forward to face-to-face opportunities and desire a real person to assist them in whatever they might be seeking. A balance between staff facilitated and autonomous or self service is necessary, where the customer has the option.

Another aspect of customer service the Library can move toward is an entrepreneurial model of product and service development. The term 'entrepreneurial' is used to suggest that the public service realm can adapt the best private practices to add value to the library customer, although they may not make money from them. In the past, libraries have often responded to patron requests by developing new services to address new needs. Libraries can establish leadership and more readily compete for customer attention by constantly developing and rolling out relevant services just ahead of the demand curve by constantly staying in touch with how people live their daily lives. They must also be willing to discard 'services and products' that are not highly valued by the community and consistently refresh their 'product line'.

Reference Services could include instant, interactive reference, as well as more in-depth reference and research assistance provided through scheduled reference conferences with customers. Interactive reference 'in the moment' can be provided through encounters at a reference hub within the Library, as well as encounters with customers throughout the building as librarians 'rove' the Library to ensure convenient and timely customer service. The Library can also provide interactive, online reference services.

Information assistance and Library navigation also may be provided through self-service kiosks, online and printed recommendations, intuitive collections configuration and effective merchandising techniques, guides, or Frequently Asked Questions (FAQs), and effective signage.

Programming, employed by the Library as a strategy to extend and enhance the Library's resources, enlightens and enriches the community in areas of interest, and supports family literacy and formal education opportunities to collaborate with others to provide programs that will leverage the resources of multiple organizations and expand the audience. Programming will continue to be a strong strategy for service delivery for children and adults, and special interest topics, and supports community connections.

New service philosophies also speak to the celebration of the community, including its heritage and history, current successes, and future opportunities in and through the Library. The Library will honor the diversity of the community through its collections, programs, services and staff, and everyone should 'find themselves reflected in the Library'. The Library as a "Third Place" (a term coined by Ray Oldenburg in his 1990 book *The Great Good Place*) in the community is an informal gathering place where people meet to develop friendships, discuss issues, and interact or network with others.

Beyond the first two places of home and work, third places are critical as they provide distinctive experiences and environments, make people feel comfortable, foster relationships and diversity in human connections, and create a sense of place and community. They also invoke a sense of civic pride, and create social binds by providing opportunities for socialization instead of isolation.

And lastly, for those that cannot, or do not want to visit bricks and mortar, mobilizing the library and providing service beyond its walls is reemerging as a means to provide greater services within a community.

Mobile services include any services designed and delivered by the library to 'take the library to the customer'. Bookmobiles are an example of mobile services that allow for standard routes or revised routes depending on need and circumstances. Bookmobiles are especially effective in areas of the community where both parents working and the lack of public transportation. Even small bookmobiles can be effective in getting materials and librarians out into the community, for example by taking storytime on the road and offering children the ability to check out from a select collection. Visiting senior centers and health care facilities can help to reach those less independent or mobile, and provide them with programming and materials specific to their interests and needs.

The library can also 'mobilize' by utilizing existing transportation and distribution systems. 'No time' and 'inconvenient hours of operation' are obviously barriers to use, as reported by 28 % of those surveyed that said they did not use the library. The library should look to other service delivery models for services innovations and enhancing the customer experience. One option would be to allow customers to 'order' materials through the online catalog. Staff would mail materials directly to customers, and the materials could be returned at any time convenient for the customer using the materials return slots. Customers could designate individuals to pick up materials at the library – a neighbor, maybe, and the item would be checked out to the borrower but authenticated for delivery by the neighbor. A very personalized ILS feature which is most likely not yet available would ask a person who is checking out their own materials whether they would also take their neighbors' materials to them (pre-authorized and documented within the system). If the neighbor agrees to delivering the materials, an email or text message (communication preference pre-determined by the borrower) would alert the original borrower that the material is on its way. This surely happened in the general stores of yesteryear, and facilitating that type of neighborly connection is an ideal way for a library to be not just relevant, but indispensable to the community served.

To complete a cost benefit analysis of the viability of this concept – the following must be considered:

- When holds are placed, and the individuals do not pick them up, these materials are out of commission for days – rapidly moving materials increases the availability of materials to all and may mitigate the need for some duplication in collection development
- More materials checked out increases the return on investment for the material, and also allows for room on the shelves to increase the collection volume
- The library may set a nominal postage rate per item that is 'free' to the customer, and require the customer to pre-pay for postage that exceeds that rate

### Technology

Addressing the need for direct customer access to technologies as well as technologies that enable customer service through support of Library operations and administration should be addressed through the development of a *Technology Plan*. The Library does not intend to be cutting-edge, but acknowledges that where technology is embedded in the daily lives of its customers, those customers have an expectation that the library will provide or support it. The Library will also need to adopt technologies that allow reallocation of staff resources to highest and best use in delivering value to the community. The critical concept is that technology is a tool the Library will use to enable and enhance access to resources and people. Technology must be utilized to reach people 'where they are' – whether that is a physical location or in the virtual realm.

The technology available to customers will need to address, in the short term, the emergence of social and collaborative computing, personal (mobile) technologies, and expectations for customized and personalized interactive services (touch screens and voice activated systems). Even now, these trends are becoming mainstreamed practices and new trends with respect to use and integration of technology into

daily life will emerge. Serendipitous discovery through interactive techniques used in retail and other environments can be embedded in the library Web site, and highlighting relevant information to each customer will be necessary to keep them engaged. The Library will need to continually refresh its technology and services to maintain relevance and value within the community.

In actuality, even in the well-educated and affluent community of Colleyville, not everyone has the means to equip themselves with the latest and greatest, or even any, technology. The Library will need to continue to be an equalizer within the community, providing opportunities to bridge the gap between those that have, and those that need.

#### Future-Focused Technology Services for Customers

The next generation of Colleyville's Library will provide customers multiple and varied means to use and access technology within the library. The Library will need to continuously explore both the short term and five-year horizons for developing technologies, and integrate those generally adopted or mainstreamed by society to meet customer expectations. The focus will need to stay centered on convenience, self-determination, and 24/7 access where possible to provide options and choice to customers. Library cards will need to become and stay 'smart', widening their ability to provide convenience and enhance customer services. Cards in the future may not exist physically – the cell phone or other personal devices may provide the linkage to library resources and authenticate the customer.

#### Computers in the Library

Currently, many computers in the library are configured with dedicated access to the Internet, Catalog and online resources, etc. Now, and certainly in the future, customers do not and will not appreciate segregation of activities, or needing to go to more than one computer to accomplish multiple activities. This configuration of public access computers is currently required to manage the demand for access to different resources. However, as more resources become Web-based, individual computers in the library will become less segregated and more fully functional. Scheduling software is already utilized in Colleyville on the adult full Internet access PCs to manage customer use.

A key element of any Library Technology plan includes integration of developmentally appropriate technologies for youth as well as adaptive or assistive technologies for the disabled or impaired. Although the Library meets Americans with Disabilities Act requirements, incorporating adaptive technology into the library will facilitate extended access to everyone in the community.

Early training in and experience with technologies relate to development of critical thinking skills. The Library has offline, game oriented literacy software on the computers in the Children's area; this type of literacy education and interaction can extend access to children as well as adults and should be expanded in the future through adaptation of the technology. In his book *Microtrends*, Mark Penn has identified moms over 45 as the fastest growing group of gamers. This format could be leveraged to adults and seniors to assist them in becoming more technologically literate or competent, or even in the development of new skill sets.. Technology can also facilitate learning new languages and translation across multiple languages.

#### Technology Lab

Technology labs provide individual and collaborative computing opportunities, with access to the Internet as well as media enhanced applications – whether installed or Web-based. Labs support technology literacy, competency instruction, and assistance. A lab could also provide a demonstration station –

opportunities for the community to try out and be exposed to emergent technologies produced by local high-tech firms.

### Special Interest or Activity Kiosks and Computers, and Related Services

“Collaboration and Education” Stations could support the desire for people to work and learn together, interacting with technology to re-package information into newly created knowledge. Multi-media rich technology environments are necessary to support the high demand for interactivity with technology, and multiple format experiences associated with library and Internet based resources.

“Innovation and Ideation” Stations could highlight special collections and resources associated with leadership in invention and innovation. Business and employment resources are a natural connection, providing opportunities to take online tests available for certification in multiple professions.

### Personal and Mobile Device Support and Compatibility

Podcasting, RSS, blogging and sharing video are examples of currently mainstreamed technologies. Access to numerous online resources and electronic books is available through the Library’s Web site, and with greater adoption and more robust bandwidth this collection could grow. Downloadable audio ebooks are currently and gaining popularity with customers.

The library will need to maintain its ability to support customer connections through personal and mobile devices with appropriate interfaces and download stations or methodologies. Seamless access includes the blurring of connection between technology delivery and the actual source (eBooks, downloadables, etc.)

Wireless access for laptops and other personal devices must be present, reliable, and robust to meet customer needs and potentially alleviate the need for the library to provide as much stationary technology for customers by encouraging those who have laptops, etc., to bring their own and use them in the library. The wifi currently available in the library should be enhanced and marketed as a convenience and additional service to users.

### Older “Legacy” Technologies

The library should use strategic perspective and make individual decisions regarding the maintenance of legacy technologies, to include everything from microfiche to evolutions in storage media like diskettes. Although this community may have a greater share of early adopters, not everyone utilizes leading technologies. Many customers have technology preferences that may not be the next, best thing – but are comfortable for them – which the Library will need to accommodate for a time to help bridge users to the next level of technology.

Customers may always need the ability to access legacy formats and convert information and data to newer technologies, and the library should consider whether this is a valuable service or not with respect to this community – as otherwise the content may be lost. Interestingly, this could become a physical representation of the history of technology evolution over time.

### Customer Service

Integrated library systems are beginning to incorporate features that customers already experience in their online transactions with retail service providers and have come to expect of the library. The Library will shift from orientation and training of the public on its system, to providing intuitive and navigable systems that do not require anything more than technology literacy of the customer to be useful and usable.



The Web site will need to grow its interactivity and customization potential. Library customers want to be able to contribute and read reviews of books and other resources and entertainment, as well as manage their account and library activities. Personalized account interaction, much like that received at Amazon.com, is desirable to customers and serves to extend access to the library and its services beyond its walls. Customers would like to know what they have checked out, what others who have similar tastes might recommend, and contribute to community connections through sharing their experiences and thoughts.

Libraries must continually advocate that vendors stay abreast of the types of features that library customers will come to expect in the future, and shorten the time in which the library systems are refreshed with similar features made relevant to library services. In a few short years, a host of new features will be expected by customers, and the library will not stay relevant to the community if it does not offer what they expect through experiences in other interactions. This is not a one-time cycle, but an ongoing adaptive need.

#### Technology Enabling Service Delivery

Adoption of Radio Frequency Identification (RFID) facilitated materials handling and other emergent technologies will allow the library to automate many of the staff intensive processes currently in use. Checking materials in and out will become transparent as a transaction, freeing staff to focus on more highly valuable interactions with customers.

Over time, the organization of the Library catalog and materials on the shelves will change, relying less on the Dewey Decimal or Library of Congress classification systems. As information and full-text retrieval methods progress, so will the search techniques for library materials using natural language and requiring less physical preparation of the materials by staff. This will allow staff to get materials out to the public faster and redeploy staff to provide direct service to customers.

#### Impact of Technology and Access to Information on the Library of the Future

The changing nature of information sources, formats, and access is a significant factor in envisioning the next generation of the Colleyville Library. Dramatic change in the availability of formats for information and materials, and their use, has occurred in recent years. The rate of change is expected to increase in the future. Other factors to consider, beyond material formats and access, are the implications within communities and to how individuals interact within society. The Library will be a 3<sup>rd</sup> place within the community, and one that fosters discourse and allows people to collaboratively transform information into knowledge through shared experience. Many of those 3<sup>rd</sup> places have been lost elsewhere in the lives of our community members. These spaces become increasingly more valuable in a world where busy family lives, technology, development, and media foster increasing isolation from neighbors and the larger community.

Current 'social computing' experiences provide a glimpse into future use of technologies. Use of computers has migrated from individual use at a desktop to collaborative use and interaction both physically and virtually. Learning and teaching methodologies are much more collaborative, experiential versus rote, and dependent upon groups and not just individuals for success. Beyond the learning environment, individuals with similar or conflicting interests and positions seek access to information and content. These emergent groups, whether planned, serendipitous, or accidental, need communal access and interactivity with technology. These discussions, contributions, sharing of experiences, and discourse create knowledge from information. The globalization of not only our commerce, but our cultures and societies, allows individuals from around the world to gather in these forums as well. To support these

interactions and exchanges, large groups may gather around large displays, with multiple interactive opportunities through input devices. They will collect and repurpose available information into new ideas, solutions and consensus within communities and across nations. These types of group settings may replace existing shelves, but will require no less space.

The stacks we have today (or in 2010) may very well become virtual reality simulators on or before 2015. As the rate of the total population adoption of new technologies and information formats cannot truly be predicted, the Library will need to transition from its current condition to an unknown future without disenfranchising any segment of the community. The current study has revealed a need in the community to both have books available and be poised to anticipate/adopt future technologies that impact the delivery of information.

As the total amount of print reference material decreases with the increasing use of digital resources, the traditional role of the Library as an archive of books has changed. The role has evolved into the catalyst for community connection, with access to rich resources and guides to navigate the world of information. The Library has always been a place for introduction to and use of *technologies* for the public – beginning with the book as one of human's first, next best things. The critical element of the successful Library will be to position itself to adapt to emergent technologies quickly and in step with the community it serves, as opposed to the traditional library that only recently realized the need for reinvention continue to be relevant to society.

The initial strategy to address the continual implications of technology and information access, which will evolve over time relative to emerging conditions, includes the following:

- Acquire and maintain materials in multiple formats to reach all segments and meet the needs of the community, through continual needs assessment of the service population and with particular emphasis on the service priorities.
- Manage this acquisition process to address the needs of “innovators and early adopters” as well as the “late majority and resisters” of technological innovations. Developing the talented innovators, inventors, and creators of the future is dependent upon a focus on early childhood, and literacy as mentioned above, as well as formal education support. A robust collection of materials, in multiple and varied formats, will ensure that Colleyville maintains its strengths and positions its youth to be successful now and in the future.
- Make facility design decisions that preserve future flexibility, which will accommodate changes in the use of space over time. These changes have occurred over the last 20 years in libraries. An example is the Readers' Guide to Periodical Literature, which once required two tables in a library to house indexes only. It has been replaced with computers that use equivalent space but offer more in-depth access to the information. Fewer shelves and more technology or seating will likely continue to be necessary in the future. However, in traditional libraries, it has been extremely difficult and costly to change the use of space. This strategy recognizes that change will happen, and the intent is to use building technologies that will allow reconfiguration of the use of the library quickly to adapt to changes in community needs and expectations. However, it is anticipated that space needs will not diminish, as mentioned in the Reader's Guide example above.
- Once operational, continually assess and adapt the library plan of service to meet evolving needs, to include change in the utilization of space, as well as materials, services and programs provided by the Library.

### Branding the Library

'Business development' is not a term heard often in a library organization – unless associated with economic development within the community served. However, the library needs to adopt current and

best practices associated with for profit and not-for-profit product and service organizations to strategize how to 'grow their business' and 'increase their market share.'

Many cultures do not have free public services similar to the libraries that are a hallmark of America's basic tenets of democracy and education, and have contributed to its growth as a nation. Therefore, immigrants to the U.S. may not be as familiar with or knowledgeable about the services that are available – for free – that might assist them in learning the language and culture, becoming citizens, accessing community services, attaining higher levels of education, finding employment, or enriching their lives through the collections and programs. Even though Colleyville is not currently experiencing the rapid emergence of cultural diversity as in other communities nationwide, the trending will eventually reach Colleyville.

The library invests a lot of time, energy, and resources publicizing the services available to the community. But surprisingly, it is usually the case that even individuals in the community who highly value and advocate the library as a community asset are not aware that the library provides services relevant to their needs. They may have left the library long ago, for any number of reasons, and have not returned to experience it for themselves again.

The library's challenge is to adopt or adapt the best practices of the most beloved brands of consumers to ensure that the value of the library is widely perceived; marketing and outreach also ensure that the Library is aware of what the community wants and needs. All communities deserve equal awareness of what is available to them at, or from the library. The customer of the Library walks away from his/her experience with a positive memory and perceived value relative to individual current needs. 'Branding the Library' involves an intentional design of the desired experience for the customer, then organizing access to services, collections, programs, and people to create it. Many might think of the Library as 'being about books'; the Library seeks to serve the community with much more.

Generating awareness of the Library and all it offers is critical to reaching every element of the community and responding to identified needs. Google is successful and pervasive in society because people feel that it is approachable, helpful, and productive. Librarians often like to describe their Library as 'Google with a face' – hoping to establish the value recognition in the minds of all community members for what staff and the Library can provide. The Library seeks to reach beyond those that already use the Library to those who want more but are not yet aware of everything offered.

## Preliminary Schematic Scenarios

### Preliminary Space Needs Assessment

- Projected collections, seating and technology for the Library were articulated in the Library's Long Range Plan and have been developed per the following methodology:
  - Collections are projected at 4 items per capita in the service population
  - Collections are projected through 2030, relative to the projected increase in population
  - Collection shelving types were established preliminarily, and will be refined in the design process
  - 4 reader seats per 1000 in service population has been utilized as a factor for determining the number of seats not oriented with technology.
  - 1.5 technology stations per 1000 in service population has been utilized as a factor for determining the number of workstations, internet access and catalog computers, multimedia stations, copiers, faxes and other public service technologies.

| Gross Space Needs Assessment / Calculations |          |                 |                                 |                    |                                                                                                                                   |                         |
|---------------------------------------------|----------|-----------------|---------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                             | Quantity | Items or People | Items/Sq. Ft. or Sq. Ft. / Item | Assignable Sq. Ft. | Criteria or Assumptions                                                                                                           | % of Assignable Sq. Ft. |
| Service Population 2030                     | 25,304   |                 |                                 |                    |                                                                                                                                   |                         |
| <b>Collections</b>                          | 101,216  |                 | 15                              | <b>6,748</b>       | 4 items per capita in service population                                                                                          | 36%                     |
| <b>Reader Seats</b>                         |          | 101             | 35                              | <b>3,543</b>       | 4/1000 in service population. Inclusive of group study rooms, quiet reading areas, lounge, table and carrel seating, etc.         | 19%                     |
| <b>Storytelling Area</b>                    |          | 60              | 10                              | <b>600</b>         | To include storage space.                                                                                                         | 3%                      |
| <b>Technology</b>                           |          | 38              | 35                              | <b>1,328</b>       | 1.5/1000 in service population. Includes computers, internet access, microform, multimedia, copiers, faxes, online catalogs, etc. | 7%                      |
| <b>Staff Workstations / Support</b>         |          | 15              | 120                             | <b>1,800</b>       |                                                                                                                                   | 10%                     |
| <b>Special Use Space</b>                    |          |                 |                                 | <b>350</b>         |                                                                                                                                   | 2%                      |
| Friends of the Library Store and Storage    |          | 1               | 350                             | 350                |                                                                                                                                   |                         |
| <b>Learning and Community Spaces</b>        |          |                 |                                 | <b>4,400</b>       |                                                                                                                                   | 23%                     |
| Multipurpose Program Room                   |          | 300             | 12                              | 3,600              |                                                                                                                                   |                         |
| Medium Meeting Room                         |          | 20              | 30                              | 600                |                                                                                                                                   |                         |
| Meeting / Program Room Support Space        |          | 1               | 200                             | 200                |                                                                                                                                   |                         |
| <b>Building Support Spaces</b>              |          |                 |                                 | -                  |                                                                                                                                   | 0%                      |
| Included in Non-assignable space, below     |          | 0               | 0                               | -                  |                                                                                                                                   |                         |
| <b>Total Assignable Space</b>               |          |                 |                                 | <b>18,769</b>      | <b>Net Square Footage</b>                                                                                                         | 100%                    |
| Non-Assignable Space                        |          |                 |                                 | 6,256              | non-assignable square feet at 75% efficiency                                                                                      |                         |
| <b>Total Estimated Space Need</b>           |          |                 |                                 | <b>25,025</b>      | <b>Gross Square Footage</b>                                                                                                       |                         |

The space needs assessment, above, was developed as a preliminary model for the spaces that would support the breadth of activities and house the rich resources of the intended next generation of the Colleyville Library. These assumptions were later refined through collaborative sessions with community members, stakeholders and staff, and the resultant space program is included in the next section.

### Schematic Scenarios

Two workshops were held during the development of this plan, and the work done informed the finalization of the space program and the development of schematic scenarios for configuring the program within the available floor plan spaces.

The first workshop took the form of a series of small and large group discussions. The purpose was to create a shared understanding of community needs from the recently completed outreach and analysis in the Needs Assessment. Combined with the insight of existing Library staff and key partners, as well as best practices in the library world and beyond, the participants developed a preliminary vision for the Library and a near term guide in refining the service delivery. The workshop participants, representing a wide cross-section of the community and staff, focused on the Library's future and considered the following:

- the Library's strengths and position to serve the needs
- integrating innovative service responses
- providing for new activities, and zoning of those activities, within the library
- expanding the resources, to include services, programming, collections, seating, and technology

The space program to support the new service model was further developed with staff and administration. Library staff has spent the past few years researching the best practices of other libraries and similar information-based services to understand how best to adopt or adapt these practices to serve the community. This document represents the Library's next step in developing and refining the new service model it will employ.

The second stakeholder and staff workshop, "Paper Dolls Exercise", was an interactive, exciting and fun event where small groups developed their creative plans and then presented them (with their pros and cons) back to all participants. Everyone had guidelines, and each team was provided with plans and 'paper dolls' that represented the scaled footprint of each future desired space in the library (from the space program). Each team had to fit everything into the large format first and second floor plans they were given - and in a way that made sense for all the different uses of the library (active story times and programs, quiet reading, etc.)

A preliminary space program was developed for the exercise, and finalized afterward. The final space program is included in the next section. The spatial relationships that were explored focused primarily on the issues on everyone's minds – the question being "where to put the kids" and therefore the adults would be on the other floor. Everyone struggled with the concept that not everything would fit, and numerous creative ideas played out in the teams.

From the team's explorations and discussions in the workshop, three schematic scenarios were developed by the consultant. The first, "in the box" scenario assumes that all existing walls, or partitions, within the space on both floors would be maintained, even if the use of those enclosed spaces changes. The second, "out of the box" scenario assumes that the whole of the space on both floors could be utilized to provide the most important spatial relationships between activities and support the streamlining of operations. The third, "on the edge" scenario represents a blending of the two, which calls for some demolition of existing partitions.

The design 'drivers' that influenced the development of schematic scenarios are related to how space utilization affects operation, service delivery, and ultimately the experience of each individual in the library. The drivers were:

- celebrating resources
  - utilizing shelving to display and merchandise the materials
  - providing better navigation of the collection
  - creating a tech lab to support programming as well as individual use
  - maintaining the ability to provide large group programs for all ages
- zoning of activities
  - creating diverse space in the library to serve all needs – and a 3<sup>rd</sup> place in the community
  - distributing low, medium, and high level activity zones to minimize conflict



- leverage staff to highest and best use
  - streamlining materials flow
  - integrating autonomous, self service options
  - distributing staff service points to serve both floors
  - utilizing technology to facilitate service

The three scenarios were presented to a joint meeting of the Library Board and Public Library Foundation Board held on October 13, 2008. At that meeting, board members reviewed the scenarios and provided feedback on each. The scenarios, as well as board feedback on them, are included below.

In each scenario, the intent is to provide the right spatial relationships, which is largely dependent upon the zoning of activities to avoid conflicts. The color of each specific space 'bubble' represents potential level of activity, and therefore the potential for noise generation. Red represents highly active spaces, purple denotes medium activity, and blue indicates low activity. Where red and purple or blue spaces are placed side by side, one or the other most likely will need to be enclosed.

### Scenario 1 – “In the box”

Significant elements of the first floor in this scenario include:

1. Existing partitions (walls, etc.) are maintained
2. Recognition that the entry, by nature, generates activity and noise because of high volume traffic
3. Placement of the staff facilitated information / accounts management is in close proximity to the front door and on a path to the right – a natural tendency of traffic flow in America
4. Self service holds and self check out (express) units are located to the right as people exit the library
5. The drive-thru service window and materials drop is retained
6. New Books and Media – the reason for many visits to the library – is up front and center
7. The Café / Bookstore is located to take advantage of nice street views
8. The Teen Zone is an enclosed destination at the end of the Media Zone



Significant elements of the second floor in this scenario include:

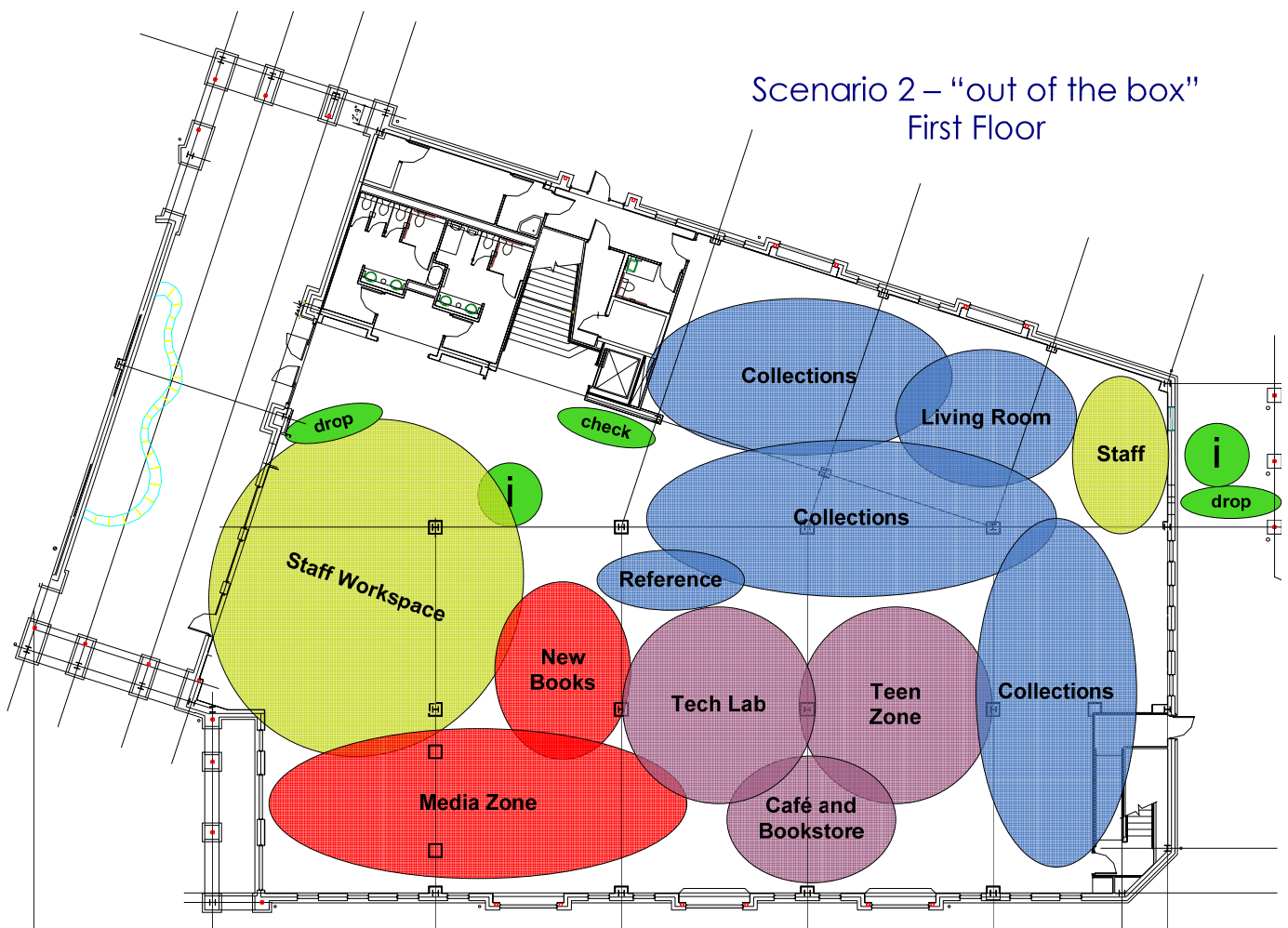
9. A staff facilitated information / reference desk is situated in much the same place as on the first floor and easily seen from the entry to the second floor to facilitate wayfinding
10. The program rooms are enclosed and located directly adjacent to vertical circulation (stairs, elevator) to minimize traffic through quieter collection / seating areas
11. The Living Room is positioned with best views outside
12. The Tech Lab has a strong adjacency to Reference activities



### Scenario 2 – “out of the box”

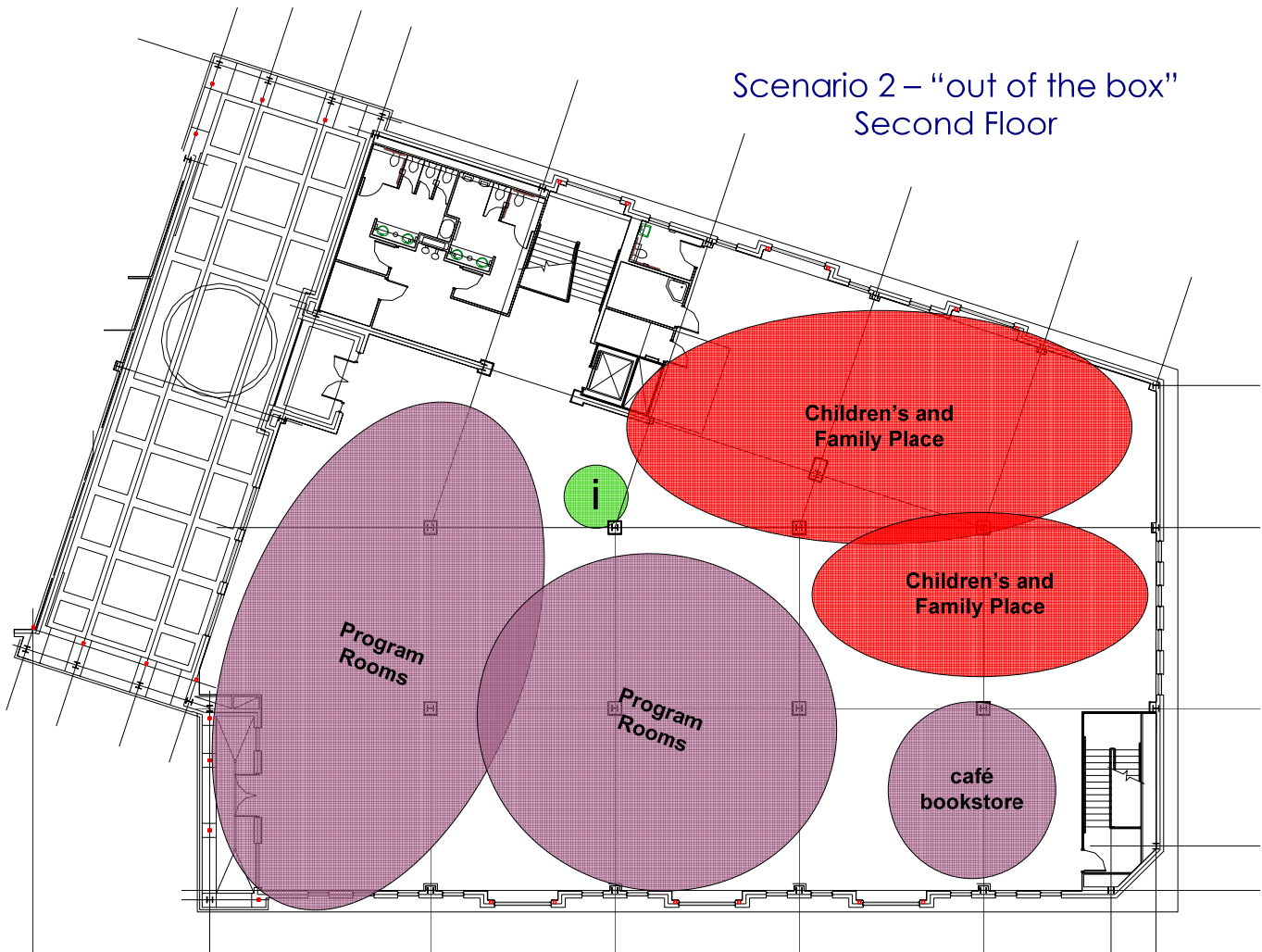
Significant elements of the first floor in this scenario include:

1. Demolition of existing partitions and significant new construction on the first floor
2. Recognition that the entry, by nature, generates activity and noise because of high volume traffic
3. Placement of the staff facilitated information / accounts management is in close proximity to the front door and staff workspace - on a path to the right, a natural tendency of traffic flow in America
4. Self service holds and self check out (express) units are located to the right as people exit the library
5. Materials are dropped upon entry and feed directly into the staff materials processing area – most streamlined and efficient configuration
6. The drive-thru service window and materials drop is retained
7. Enclosed Tech Lab and Teen Zone spaces act as a buffer between the Living Room and other spaces
8. Collections act as a buffer between the Living Room (quiet) and other areas
9. The Café / Bookstore is located to take advantage of nice street views



Significant elements of the second floor in this scenario include:

10. The program rooms are enclosed and located directly adjacent to vertical circulation (stairs, elevator) to minimize traffic through quieter collection / seating areas
11. The Children's and Family space is located in the farthest reaches of the building, providing safety and security for little ones, adjacency to program rooms, and minimizing conflict with other activities.
12. A secondary café / bookstore kiosk and seating to serve program rooms and the family space.





### Scenario 3 – “on the edge”

Significant elements of the first floor in this scenario include:

1. Most existing partitions (walls, etc.) are maintained
2. Recognition that the entry, by nature, generates activity and noise because of high volume traffic
3. Placement of the staff facilitated information / accounts management is in close proximity to the front door and on a path to the right – a natural tendency of traffic flow in America
4. Self service holds and self check out (express) units are located to the right as people exit the library
5. The drive-thru service window and materials drop is retained
6. New Books and Media – the reason for many visits to the library – is up front and center
7. The Teen Zone is an enclosed destination near the café / bookstore
8. The Children’s area is near high traffic new books and media zone spaces
9. The Tech Lab is adjacent to staff workspace for support



Significant elements of the second floor in this scenario include:

10. Program rooms are located to take advantage of solid walls to accommodate a stage area without conflicting with windows

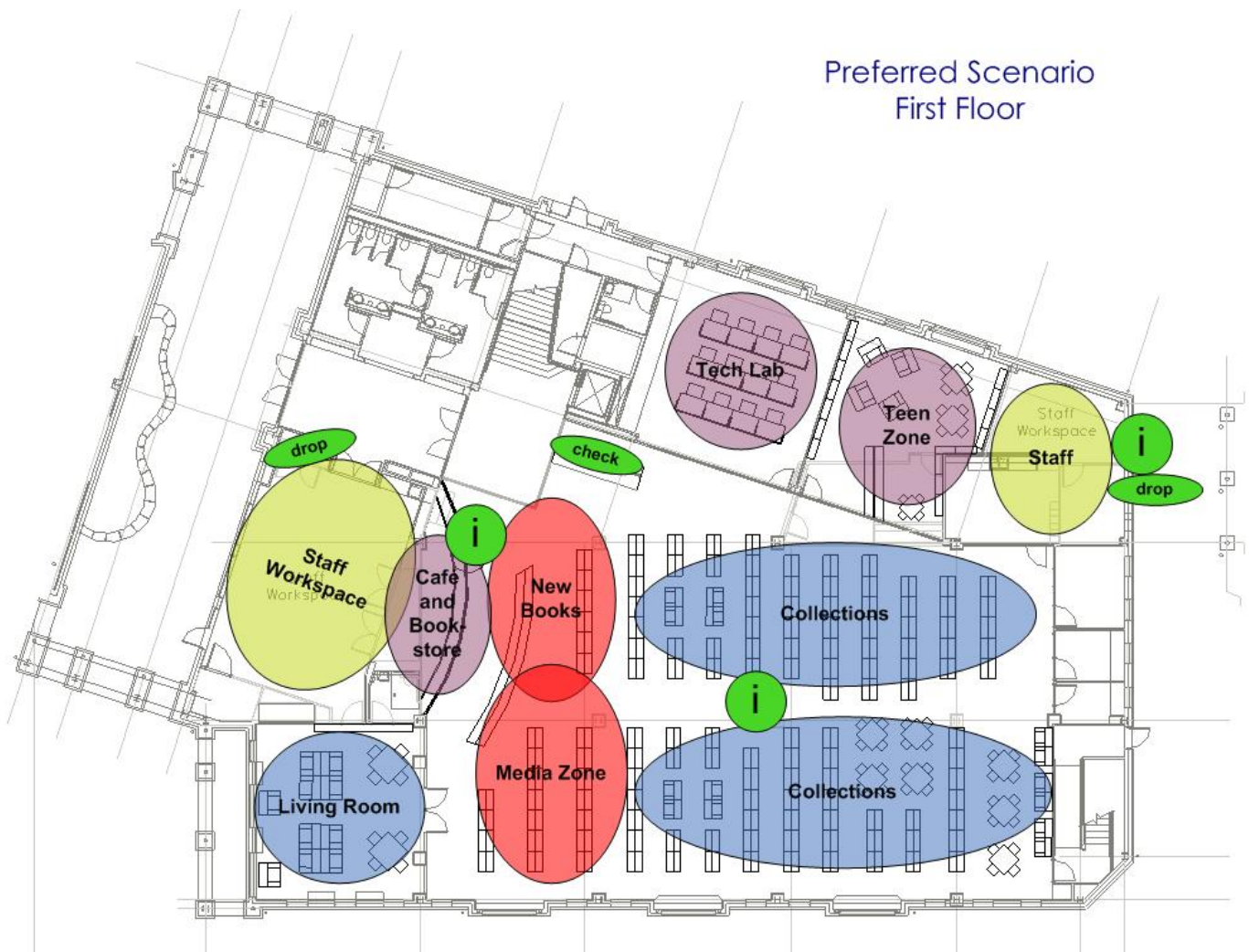


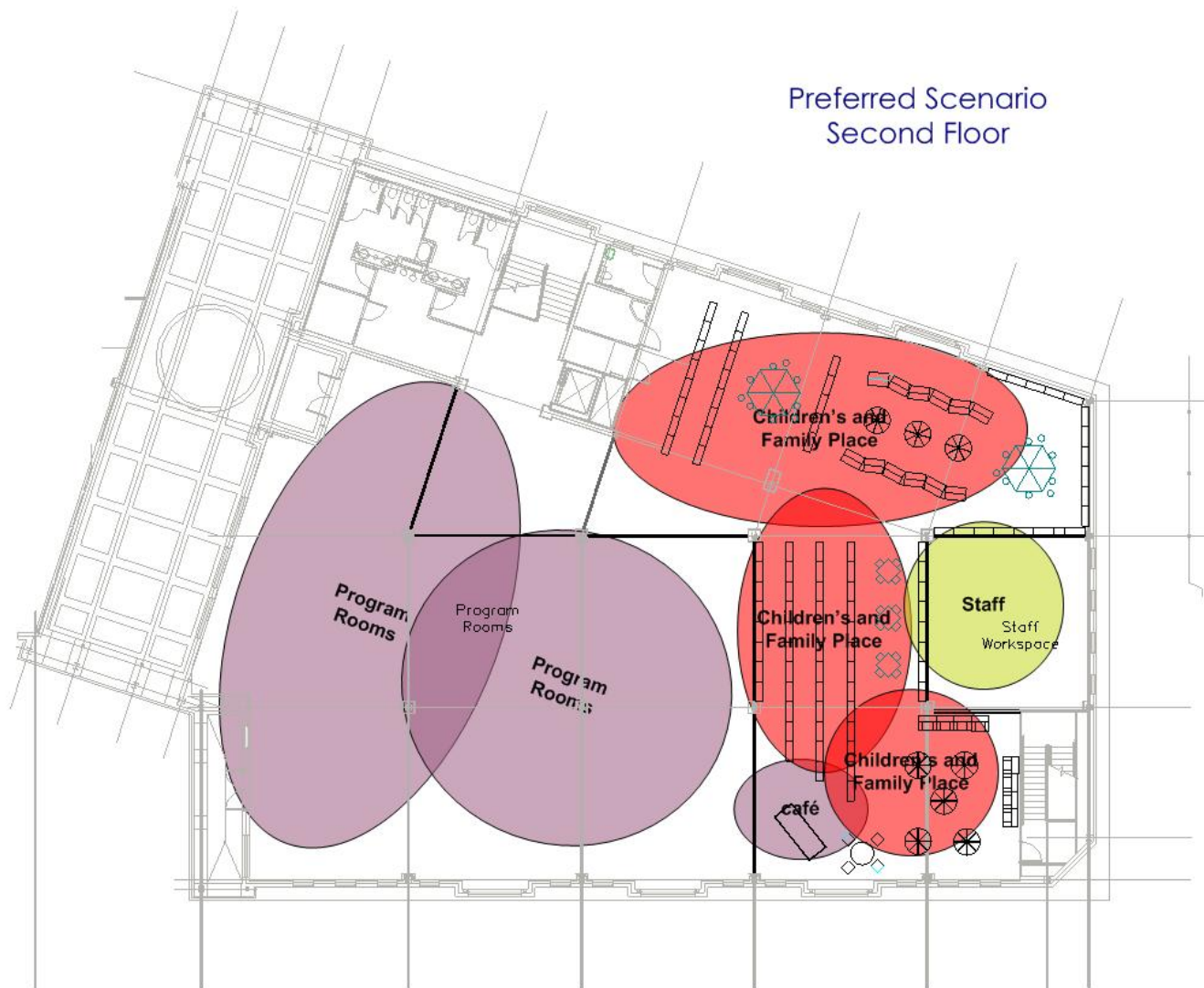
## Library Spatial Reorganization Plan

schematic • program • costs • schedule • implementation

### Schematic Plan

A viable schematic plan scenario based upon the outreach process and further developed with the Library Board and Foundation was presented at the Council Work Session on October 21, 2008. While the plan is not concrete and must be finalized in a design process, it does represent that the space program can be accommodated within the existing building envelope. The Library will need to work with an architectural and engineering design team to ensure all codes and regulations are met, as well as to refine the actual locations and spatial relationships of the functions and activities represented.





## Space Program

The space considerations included in this section are preliminary in nature and based upon the level of data gathering and analysis appropriate to this phase and type of planning. Space allocation was developed in response to information gathered in the public and staff input process, and may change when this project enters the design process. Basing final budgets or total space need and use on this information is not advised, as the actual design effort will result in more definitive space allocation, use, and the cost to achieve both.

The following discrete spaces are envisioned as necessary to achieve the opportunities for enhancing the library and experience through expansion. The space allocations provided for consideration below represent assignable square feet (ASF). ASF refers to the actual space required to meet functional need. Within the programming effort, a grossing factor will be applied that accounts for circulation and building support functions, such as stairs, hallways, mechanical rooms, etc., and provides the total square footage need. More detailed information regarding space allocation, quality of space, technical and functional requirements, library traffic and usage patterns, and adjacencies will be developed in the design phase.

Space standards have been applied where they exist. Other space allocations were projected based upon consultant knowledge of the building type. The sum total must be analyzed and potentially redistributed based upon the operational model developed for the Library. More detailed operational planning and programming is necessary to more accurately determine the square footage need of the cumulative functions and services, and the requisite staff space requirements. Space allocation has been influenced by the desire to incorporate a 'zoning' concept and design spaces that accommodate diverse use and activities.

### 1) Definitions

- a) Assignable square footage – the usable space within the building assigned to furniture and equipment, excluding any non-assignable space. Total assignable space is represented as Net Square Footage.
- b) Non-assignable space – utility areas of a building required for the function of the building, including stairways; elevators; corridors and interior walkways; restrooms; duct shafts; fireplaces; interior and exterior wall thickness; and exterior amenities that are part of the building but not enclosed, such as loading docks and covered patios, porches, and walkways. A 70% efficiency (ratio of assignable to non-assignable space) for the building is proposed.
- c) Gross square footage – the entire area of the building interior including the exterior wall thickness. The total of the assignable square footage and the non-assignable square footage equals the gross square footage.

Each category of space is explained, below. The functions and activities, as well as general intent for the quality of these spaces, were developed through this collaborative process, and represent what is necessary for the Library to meet the needs established in the assessment process.

Both **Staff facilitated and self service options** will be available, enabled through utilization of technologies. Self serve reserve/holds, as well as three more self check machines than are currently in the Library, will streamline the checkout process and alleviate people having to wait in line. Accounts management stations will allow people to resolve issues themselves where possible, and a staff information and customer service point is readily seen upon entry or exit with staff to help where necessary.



A **Living Room**, or Quiet Reading Area should be provided to accommodate contemplative reading away from general activity. The area should provide comfort with upholstered chairs and end tables with table lamps for atmosphere. This should be a supervise-able area, enclosed with glass as a sound barrier, but open to allow sight lines. Provide electrical outlets for laptops and footstools. This area for reading Magazines and Newspapers that includes face out displays for current issues and storage for a certain number of back issues. Collections and adjacent services might include:

- popular and semi-serious titles (people, news magazines, trade journals, publisher's weekly) – things you would not save
- regional newspapers and newspapers of record
- some small tables (open newspapers flat)
- magnifying glass
- stand up computer (catalog access) in case you were reading something and wanted to search the catalog
- copier nearby

A **marketplace of new books, special browsing collections** for travel, gardening, etc., **and media** will be featured near the entry to the library. This popular material attracts many to the library, and it will be displayed in bookstore type shelving that celebrates the materials face out.

Space to support a Friends **Bookstore** is include adjacent to a small Library **Café**, which will serve refreshments to library users, and those that are using the multipurpose and study/conference rooms.

Four (4) **reader seats** per 1000 in service population is utilized as a factor for determining the number of seats not oriented with technology, resulting in a need for over 100 reader seats within the library. A variety of readers' seating is intended for distribution throughout the library, including benches, window seating or oversized chairs for parents and children to read together, seating at tables, lounge chairs for comfortable reading, and group study rooms for small groups to work together or for quiet reading or study. Small groupings of comfortable seating should be **integrated into the collections (stacks)** to provide niches for quiet reading that are buffered from the other activities within the library.

A **Teen Zone**, completely separate from the Children's Area and independent of other collection and resource areas, might be a completely enclosed area that allows Teens to...be Teens. The space should be flexible and changeable to reflect changing trends and fads. Adults will not want to be here; the space should be designed for teens to own the space and 'make it theirs'. This is an opportunity for the community to engage the 12 to 18 year olds in lifelong learning via a place they want to be so that they are not lost to the library until they have children of their own...or forever. The space might include:

- Slatwall, tackable areas, mobiles and display units, tables as well as funky, comfy chairs
- lots of connectivity and games
- Collection – graphic novels, YA fiction

One and ½ (1.5) per 1000 in the service population is utilized as a factor for determining the number of technology oriented stations. These are distributed in children's and teen areas, as well as located in a **Tech Lab** environment that will provide for individual use but also accommodate technology literacy and competencies oriented programming for 12 to 15 individuals at a time. Technology stations will include a mix of public access computer stations, application loaded computer stations, Internet access computer stations, dedicated online catalogs / account management stations, printers, copiers, and faxes available to the public. The Library will also explore the feasibility of providing multimedia computer stations for the public, to include listening and viewing capabilities – a desire expressed by the community in the outreach process.

The **children's area** will be enlarged and enriched, a magical space with different zones for toddlers and tots, kids, and tweens. Adjacent 'family room' seating near a café kiosk will allow parents to interact and chat while being able to keep an eye on the little ones. The children's area will be near the program and meeting rooms to facilitate the large programming events held for children while not creating havoc for other users of the library. Children who attend programs also love to find and check out relevant or related material afterward, so they can relive the experience at home.

Two sizes of **program / meeting room** have been included to meet the needs library programs, organizations and groups – a large, divisible multipurpose room, and a medium sized conference room. Up to 300 people can use the larger, multipurpose room, and 20 can meet in the conference room. These rooms will need to be equipped with multimedia capacity to ensure they are supportive of the myriad types of activities that may take place.

**Library administration, staff and operational support spaces** will be more fully defined in the next steps. The space needs were derived utilizing current assumptions regarding staffing at other community libraries. The total functional square footage will accommodate all staff-oriented workspace necessary to operate the library, and provide flexibility for implementation of RFID technology and automation to the degree possible within the library. Streamlined staff workflow and materials flow will be required to support these preliminary calculations.

## Library Division Sq. Ft. Summary

| <b>LIBRARY DIVISION</b>                         | <b>DIVISION<br/>SQ. FT.</b> | <b>Percent<br/>of Total</b> |
|-------------------------------------------------|-----------------------------|-----------------------------|
| 01   Library Entrance                           | 345                         | 2%                          |
| 02   Information / Customer Services            | 708                         | 4%                          |
| 03   Current Topics and Popular Materials       | 1,742                       | 10%                         |
| 04   Children's / Family Place                  | 3,629                       | 20%                         |
| 05   Teen Zone                                  | 702                         | 4%                          |
| 06   Tech Lab                                   | 530                         | 3%                          |
| 07   Living Room                                | 689                         | 4%                          |
| 08   Fiction Collection                         | 740                         | 4%                          |
| 09   Non-Fiction Collection                     | 1,289                       | 7%                          |
| 10   Reference Collection                       | 584                         | 3%                          |
| 11   Community and Program Spaces               | 4,938                       | 27%                         |
| 12   Library Administration                     | 1,819                       | 10%                         |
| 13   Operational Support                        | 452                         | 2%                          |
| <b>Net Assignable Square Footage:</b>           | <b>18,167</b>               | <b>100%</b>                 |
| Non-Assignable Square Footage (@ 25% of Gross): | 6,056                       |                             |
| <b>Gross Square Footage:</b>                    | <b>24,223</b>               |                             |



# Library Space Sq. Ft. Summary with Furniture and Equipment

## LIBRARY DIVISION

### LIBRARY SPACE NAME

Furniture and Equipment

UNIT  
QTY

UNIT  
SQ. FT.

EXTENDED  
SQ. FT.

SPACE  
SQ. FT.

DIVISION  
SQ. FT.

## 01 | LIBRARY ENTRANCE

**345**

### A. PUBLIC ENTRANCE & LOBBY

N/A

### B. BOOKSTORE AND CAFÉ

**345**

|                                        |   |    |     |
|----------------------------------------|---|----|-----|
| Chair, Café                            | 8 | 0  | 0   |
| Recycling Bin                          | 1 | 10 | 10  |
| Shelving, SF 58"h Bookstore Display    | 5 | 23 | 115 |
| Sink                                   | 1 | 16 | 16  |
| Table, Café                            | 2 | 55 | 110 |
| Waste Basket                           | 1 | 4  | 4   |
| Workstation, Bookstore Service Counter | 1 | 45 | 45  |
| Workstation, Food Preparation Counter  | 1 | 45 | 45  |

### C. PUBLIC REST ROOMS

N/A

## 02 | INFORMATION / CUSTOMER SERVICES

**708**

### A. INFORMATION AND ACCOUNTS MANAGEMENT

**90**

|                                         |   |    |    |
|-----------------------------------------|---|----|----|
| Book Truck                              | 1 | 10 | 10 |
| Cash Register                           | 1 | 0  | 0  |
| Chair, Task                             | 2 | 0  | 0  |
| Computer, Staff Desktop                 | 2 | 0  | 0  |
| Workstation, Circulation Check-Out Desk | 1 | 80 | 80 |

### B. SELF SERVICE HOLDS / RESERVES

**80**

|                                      |   |    |    |
|--------------------------------------|---|----|----|
| Shelving, SF 90"h Steel W/ 7 Shelves | 8 | 10 | 80 |
|--------------------------------------|---|----|----|

### C. EXPRESS CHECK AREA

**105**

|                                |   |    |    |
|--------------------------------|---|----|----|
| Queuing Space (Per Person)     | 5 | 6  | 30 |
| Self Check-Out Machine & Kiosk | 3 | 25 | 75 |

### D. CHILDREN'S SERVICE DESK

**50**

|                                  |   |    |    |
|----------------------------------|---|----|----|
| Workstation, Children's Services | 1 | 50 | 50 |
|----------------------------------|---|----|----|

### E. REFERENCE SERVICES DESK

**50**

|                                                |   |    |    |
|------------------------------------------------|---|----|----|
| Information And Reference Services Workstation | 1 | 50 | 50 |
|------------------------------------------------|---|----|----|

### F. COPY / PRINT CENTER

**94**

|                                    |   |    |    |
|------------------------------------|---|----|----|
| Cabinets, Above Counter (Lockable) | 8 | 0  | 0  |
| Cabinets, Below Counter (Lockable) | 8 | 0  | 0  |
| Copier, Color Freestanding         | 1 | 50 | 50 |



**LIBRARY DIVISION**

| LIBRARY SPACE NAME                                | UNIT QTY | UNIT SQ. FT. | EXTENDED SQ. FT. | SPACE SQ. FT. | DIVISION SQ. FT. |
|---------------------------------------------------|----------|--------------|------------------|---------------|------------------|
| Furniture and Equipment                           |          |              |                  |               |                  |
| <b>F. COPY / PRINT CENTER</b>                     |          |              |                  | <b>94</b>     |                  |
| Preparation Counter                               | 1        | 30           | 30               |               |                  |
| Printer, Laser (B&W)                              | 1        | 0            | 0                |               |                  |
| Printer, Laser (Color)                            | 1        | 0            | 0                |               |                  |
| Recycling Bin                                     | 1        | 10           | 10               |               |                  |
| Stapler, Electronic Binding                       | 1        | 0            | 0                |               |                  |
| Vendor Card Encoder/Dispenser                     | 1        | 0            | 0                |               |                  |
| Waste Basket                                      | 1        | 4            | 4                |               |                  |
| <b>G. MATERIALS RETURN DROPS</b>                  |          |              |                  | <b>32</b>     |                  |
| AV Bin, Depressible                               | 1        | 16           | 16               |               |                  |
| Book Bin, Depressible                             | 1        | 16           | 16               |               |                  |
| <b>H. DRIVE-UP SERVICE WINDOW / BOOK RETURN</b>   |          |              |                  | <b>117</b>    |                  |
| AV Bin, Depressible                               | 1        | 16           | 16               |               |                  |
| Book Bin, Depressible                             | 1        | 16           | 16               |               |                  |
| Book Truck                                        | 4        | 10           | 40               |               |                  |
| Workstation, Circulation Drive-up Window Counter  | 1        | 45           | 45               |               |                  |
| <b>I. SELF SERVE ACCOUNTS MANAGEMENT AND OPAC</b> |          |              |                  | <b>90</b>     |                  |
| Computer, OPAC Desktop                            | 8        | 0            | 0                |               |                  |
| Computer, Public Desktop                          | 3        | 0            | 0                |               |                  |
| Technology Carrel                                 | 3        | 30           | 90               |               |                  |

**03 | CURRENT TOPICS AND POPULAR MATERIALS****1,742**

|                                              |    |    |     |              |  |
|----------------------------------------------|----|----|-----|--------------|--|
| <b>A. NEW BOOKS</b>                          |    |    |     | <b>518</b>   |  |
| 42" Aisle DF 58"H Bookstore Display Shelving | 5  | 30 | 150 |              |  |
| 1,134 Browsing                               |    |    |     |              |  |
| 42" Aisle SF 58"H Bookstore Display Shelving | 16 | 23 | 368 |              |  |
| 1,134 New Books (Browsing)                   |    |    |     |              |  |
| <b>B. MEDIA ZONE</b>                         |    |    |     | <b>1,224</b> |  |
| CD-ROM Flip File Browser                     | 4  | 18 | 72  |              |  |
| 708 Young Adult Audio Book CD (CD ROM)       |    |    |     |              |  |
| Compact Disc, CD-ROM & DVD Display Browser   | 14 | 24 | 336 |              |  |
| 3,037 DVD                                    |    |    |     |              |  |
| Compact Disc, CD-ROM & DVD Display Browser   | 27 | 24 | 648 |              |  |
| 2,784 Audio Book CD (CD ROM)                 |    |    |     |              |  |
| Compact Disc, CD-ROM & DVD Display Browser   | 7  | 24 | 168 |              |  |
| 1,518 Audio Compact Disc (CD)                |    |    |     |              |  |

**04 | CHILDREN'S / FAMILY PLACE****3,629**

|                              |  |  |  |            |  |
|------------------------------|--|--|--|------------|--|
| <b>A. CHILDREN'S GATEWAY</b> |  |  |  | <b>N/A</b> |  |
|------------------------------|--|--|--|------------|--|





**LIBRARY DIVISION****LIBRARY SPACE NAME**

Furniture and Equipment

UNIT  
QTYUNIT  
SQ. FT.EXTENDED  
SQ. FT.**SPACE  
SQ. FT.****DIVISION  
SQ. FT.****B. CHILDREN'S COLLECTION AND SEATING****569**

|                          |    |     |     |
|--------------------------|----|-----|-----|
| Bean Bag Chair           | 4  | 20  | 80  |
| Chair, Child's           | 14 | 0   | 0   |
| Chair, Child's Lounge    | 5  | 20  | 100 |
| Children's Play Fixture  | 1  | 100 | 100 |
| Computer, Public Desktop | 2  | 0   | 0   |
| Table, Children's        | 3  | 75  | 225 |
| Technology Carrel        | 2  | 30  | 60  |
| Waste Basket             | 1  | 4   | 4   |

**C. CHILDREN'S MEDIA ZONE****867**

|                                                                                           |    |    |     |
|-------------------------------------------------------------------------------------------|----|----|-----|
| 36" Aisle DF 42"H Steel Shelving W/ 4 Shelves<br>253 Children's Books                     | 3  | 18 | 54  |
| 36" Aisle DF 45"H Steel Shelving W/ 6 Shelves<br>4,251 Children's Easy Readers            | 12 | 18 | 216 |
| 36" Aisle SF 45"H Steel Shelving W/ 2 Shelves<br>1,012 Media Kit (Audio Cassette W/ Book) | 9  | 10 | 90  |
| 36" Aisle SF 45"H Steel Shelving W/ 3 Shelves<br>276 Children's Reference                 | 4  | 10 | 40  |
| Board Book Baskets<br>253 Children's Board Books                                          | 9  | 9  | 81  |
| CD-ROM "Spinner" W/ 4 Rotor Towers<br>506 Juvenile Non-Book                               | 1  | 50 | 50  |
| CD-ROM Flip File Browser<br>1,519 Children's Audio Book CD (CD ROM)                       | 8  | 18 | 144 |
| CD-ROM Flip File Browser<br>506 Audio Compact Disc (CD)                                   | 4  | 18 | 72  |
| DVD SF Shelving Unit W/ 4 Sliding Browser Boxes<br>2,126 DVD                              | 12 | 10 | 120 |

**D. CHILDREN'S REFERENCE AND TECHNOLOGY****627**

|                                               |   |    |     |
|-----------------------------------------------|---|----|-----|
| Chair, Juvenile                               | 8 | 0  | 0   |
| Chair, Technology Workstation Task            | 6 | 0  | 0   |
| Computer, Public Desktop                      | 6 | 0  | 0   |
| Dictionary Stand, Child's                     | 1 | 10 | 10  |
| File Cabinet, Vertical (Four Drawer)          | 1 | 14 | 14  |
| Printer, Ink-Jet (B&W)                        | 1 | 0  | 0   |
| Table, Children's                             | 2 | 75 | 150 |
| Table, Juvenile                               | 2 | 85 | 170 |
| Technology Carrel                             | 4 | 40 | 160 |
| Technology Carrel, Adjustable (Manual) Height | 2 | 45 | 90  |
| Technology Equipment Counter                  | 1 | 25 | 25  |
| Waste Basket                                  | 2 | 4  | 8   |



**LIBRARY DIVISION**

| LIBRARY SPACE NAME<br>Furniture and Equipment                                               | UNIT<br>QTY | UNIT<br>SQ. FT. | EXTENDED<br>SQ. FT. | SPACE<br>SQ. FT. | DIVISION<br>SQ. FT. |
|---------------------------------------------------------------------------------------------|-------------|-----------------|---------------------|------------------|---------------------|
| <b>E. KIDS COLLECTION AND SEATING</b>                                                       |             |                 |                     | <b>1,126</b>     |                     |
| Chair, Technology Workstation                                                               | 4           | 0               | 0                   |                  |                     |
| Computer, Public Desktop                                                                    | 4           | 0               | 0                   |                  |                     |
| Printer, Laser (B&W)                                                                        | 1           | 0               | 0                   |                  |                     |
| Technology Carrel                                                                           | 5           | 50              | 250                 |                  |                     |
| 36" Aisle DF 66"H Steel Shelving W/ 10 Shelves<br>7,329 Juvenile Non-Fiction                | 23          | 18              | 414                 |                  |                     |
| 36" Aisle DF 66"H Steel Shelving W/ 10 Shelves<br>6,680 Juvenile Fiction                    | 23          | 18              | 414                 |                  |                     |
| 44" Aisle SF 45"H Magazine Display Shelving W/2 Shelves<br>20 Children's Current Magazines  | 4           | 12              | 48                  |                  |                     |
| <b>F. CHILDREN'S REST ROOM</b>                                                              |             |                 |                     | <b>N/A</b>       |                     |
| <b>G. TEEN ZONE</b>                                                                         |             |                 |                     | <b>440</b>       |                     |
| Chair, Lounge                                                                               | 4           | 35              | 140                 |                  |                     |
| Chair, Reader's                                                                             | 8           | 0               | 0                   |                  |                     |
| Chair, Technology Workstation                                                               | 8           | 0               | 0                   |                  |                     |
| Computer, Public Desktop                                                                    | 4           | 0               | 0                   |                  |                     |
| Print Release Station                                                                       | 1           | 0               | 0                   |                  |                     |
| Printer, Laser (B&W)                                                                        | 1           | 0               | 0                   |                  |                     |
| Table, Reader's                                                                             | 2           | 80              | 160                 |                  |                     |
| Technology Carrel                                                                           | 4           | 30              | 120                 |                  |                     |
| Technology Counter                                                                          | 1           | 20              | 20                  |                  |                     |
| <b>05   TEEN ZONE</b>                                                                       |             |                 |                     |                  | <b>702</b>          |
| <b>YOUNG ADULT COLLECTION &amp; SEATING</b>                                                 |             |                 |                     | <b>702</b>       |                     |
| Chair, Lounge                                                                               | 4           | 35              | 140                 |                  |                     |
| Chair, Reader's                                                                             | 12          | 0               | 0                   |                  |                     |
| Chair, Technology Workstation                                                               | 4           | 0               | 0                   |                  |                     |
| Computer, Public Desktop                                                                    | 2           | 0               | 0                   |                  |                     |
| Printer, Laser (B&W)                                                                        | 1           | 0               | 0                   |                  |                     |
| Table, Reader's                                                                             | 3           | 90              | 270                 |                  |                     |
| Technology Counter                                                                          | 2           | 50              | 100                 |                  |                     |
| Waste Basket                                                                                | 2           | 4               | 8                   |                  |                     |
| 36" Aisle SF 66"H Steel Shelving W/ 5 Shelves<br>2,277 Teen Fiction                         | 16          | 10              | 160                 |                  |                     |
| 44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves<br>10 Young Adult Current Magazines | 2           | 12              | 24                  |                  |                     |
| <b>06   TECH LAB</b>                                                                        |             |                 |                     |                  | <b>530</b>          |
| <b>COMPUTER LAB/TRAINING ROOM</b>                                                           |             |                 |                     | <b>530</b>       |                     |
| Chair, Technology Workstation                                                               | 13          | 0               | 0                   |                  |                     |

Colleyville Public Library



**LIBRARY DIVISION**

| LIBRARY SPACE NAME                    | UNIT QTY | UNIT SQ. FT. | EXTENDED SQ. FT. | SPACE SQ. FT. | DIVISION SQ. FT. |
|---------------------------------------|----------|--------------|------------------|---------------|------------------|
| Furniture and Equipment               |          |              |                  |               |                  |
| <b>COMPUTER LAB/TRAINING ROOM</b>     |          |              |                  | <b>530</b>    |                  |
| Computer, Public Desktop              | 12       | 0            | 0                |               |                  |
| Computer, Staff Desktop               | 1        | 0            | 0                |               |                  |
| Technology Carrel                     | 12       | 40           | 480              |               |                  |
| Technology Station, Systems Furniture | 1        | 50           | 50               |               |                  |

**07 | LIVING ROOM****689**

|                                                               |    |    |     |            |  |
|---------------------------------------------------------------|----|----|-----|------------|--|
| <b>CURRENT MAGAZINE &amp; NEWSPAPER DISPLAY &amp; SEATING</b> |    |    |     | <b>689</b> |  |
| Chair, Lounge                                                 | 7  | 35 | 245 |            |  |
| Chair, Reader's                                               | 8  | 0  | 0   |            |  |
| Lamp, Table                                                   | 4  | 0  | 0   |            |  |
| Table, End                                                    | 4  | 12 | 48  |            |  |
| Table, Reader's                                               | 2  | 80 | 160 |            |  |
| Waste Basket                                                  | 2  | 4  | 8   |            |  |
| 44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves       | 2  | 12 | 24  |            |  |
| 18 Current Newspapers                                         |    |    |     |            |  |
| 44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves       | 17 | 12 | 204 |            |  |
| 150 Current Magazines                                         |    |    |     |            |  |

**08 | FICTION COLLECTION****740**

|                                                |    |    |     |            |  |
|------------------------------------------------|----|----|-----|------------|--|
| <b>FICTION COLLECTION &amp; SEATING</b>        |    |    |     | <b>740</b> |  |
| Chair, Lounge                                  | 6  | 35 | 210 |            |  |
| Stool, Kick-Step                               | 4  | 0  | 0   |            |  |
| Waste Basket                                   | 2  | 4  | 8   |            |  |
| 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves | 29 | 18 | 522 |            |  |
| 9,565 Fiction                                  |    |    |     |            |  |

**09 | NON-FICTION COLLECTION****1,289**

|                                                |    |    |     |              |  |
|------------------------------------------------|----|----|-----|--------------|--|
| <b>NON-FICTION COLLECTION &amp; SEATING</b>    |    |    |     | <b>1,289</b> |  |
| Carrel, Reader's Wood                          | 6  | 35 | 210 |              |  |
| Chair, Lounge                                  | 5  | 35 | 175 |              |  |
| Chair, Reader's                                | 22 | 0  | 0   |              |  |
| Table, Reader's                                | 4  | 90 | 360 |              |  |
| Waste Basket                                   | 1  | 4  | 4   |              |  |
| 36" Aisle DF 90"H Steel Shelving W/ 14 Shelves | 30 | 18 | 540 |              |  |
| 9,803 Non-Fiction                              |    |    |     |              |  |

**10 | REFERENCE COLLECTION****584**

|                                           |   |     |     |            |  |
|-------------------------------------------|---|-----|-----|------------|--|
| <b>REFERENCE COLLECTION &amp; SEATING</b> |   |     |     | <b>272</b> |  |
| Chair, Reader's                           | 8 | 0   | 0   |            |  |
| Table, Reader's                           | 2 | 100 | 200 |            |  |



**LIBRARY DIVISION****LIBRARY SPACE NAME**

Furniture and Equipment

UNIT  
QTYUNIT  
SQ. FT.EXTENDED  
SQ. FT.**SPACE  
SQ. FT.****DIVISION  
SQ. FT.****REFERENCE COLLECTION & SEATING****272**

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves

4

18

72

430 Reference

**STUDY/TUTORING ROOM****144**

Chair, Group Study

4

0

0

Collaborative Input Plasma Screen

1

0

0

Existing Space

144

1

144

White Board

1

0

0

**STUDY/TUTORING ROOM B****96**

Chair, Group Study

6

0

0

Collaborative Input Plasma Screen

1

0

0

Existing Space

96

1

96

White Board

1

0

0

**STUDY/TUTORING ROOM C****72**

Chair, Group Study

2

0

0

Existing Space

72

1

72

**11 | COMMUNITY AND PROGRAM SPACES****4,938****A. PROGRAM ROOMS | DIVIDABLE****3,876**

Chair, Meeting Room - Stacking

300

10

3,000

Flip Chart With Stand

1

18

18

Lectern (w/ Space For A Portable Computer)

1

50

50

Projection Screen, Wall Mounted

2

0

0

Projector, Ceiling Mounted

2

0

0

Stage

1

800

800

Table, Meeting Room

20

0

0

Waste Basket

2

4

8

**B. CONFERENCE ROOM****302**

Chair, Conference Room

14

0

0

Flip Chart With Stand

1

18

18

Presentation Center

1

0

0

Projection Screen, Wall Mounted

1

0

0

Projector, Desktop

1

0

0

Table, Conference

1

260

260

TV Monitor, 50" Projection Large Screen

1

20

20

Waste Basket

1

4

4

**C. MEETING ROOM STORAGE SPACE****520**

AV/Technology Equipment Cart, Large

1

15

15

AV/Technology Equipment Cart, Small

1

10

10

Cabinet, AV Equipment

1

15

15



**LIBRARY DIVISION**

| LIBRARY SPACE NAME                   | UNIT QTY | UNIT SQ. FT. | EXTENDED SQ. FT. | SPACE SQ. FT. | DIVISION SQ. FT. |
|--------------------------------------|----------|--------------|------------------|---------------|------------------|
| Furniture and Equipment              |          |              |                  |               |                  |
| <b>C. MEETING ROOM STORAGE SPACE</b> |          |              |                  | <b>520</b>    |                  |
| Dolly, Chair                         | 12       | 12           | 144              |               |                  |
| Dolly, Table                         | 28       | 12           | 336              |               |                  |
| <b>D. PROGRAM STORAGE SPACE</b>      |          |              |                  | <b>240</b>    |                  |
| Box, Cardboard                       | 60       | 4            | 240              |               |                  |

**12 | LIBRARY ADMINISTRATION****1,819**

|                                           |    |     |       |              |  |
|-------------------------------------------|----|-----|-------|--------------|--|
| <b>A. STAFF WORKSPACE</b>                 |    |     |       | <b>1,430</b> |  |
| Recycling Bin                             | 2  | 10  | 20    |              |  |
| Table, Work                               | 2  | 145 | 290   |              |  |
| Workstation, Clerical Counter             | 1  | 45  | 45    |              |  |
| Workstation, Staff (Individual Or Shared) | 13 | 80  | 1,040 |              |  |
| Workstation, Volunteer's Counter          | 1  | 35  | 35    |              |  |
| <b>B. DIRECTOR'S OFFICE</b>               |    |     |       | <b>189</b>   |  |
| Chair, Conference Room                    | 4  | 0   | 0     |              |  |
| Chair, Library Director's                 | 1  | 0   | 0     |              |  |
| Computer, Staff Desktop                   | 1  | 0   | 0     |              |  |
| Desk, Library Director's                  | 1  | 80  | 80    |              |  |
| File Cabinet, Lateral (Four Drawer)       | 1  | 20  | 20    |              |  |
| Printer, Laser (B&W)                      | 1  | 0   | 0     |              |  |
| Shelving, SF 84"h Wood W/ 6 Shelves       | 2  | 12  | 24    |              |  |
| Table, Conference                         | 1  | 65  | 65    |              |  |
| <b>C. STORAGE / SUPPLY</b>                |    |     |       | <b>200</b>   |  |
| Box, Cardboard                            | 5  | 4   | 20    |              |  |
| Shelving, DF 90"h Steel W/14 Shelves      | 10 | 18  | 180   |              |  |

**13 | OPERATIONAL SUPPORT****452**

|                                           |     |    |     |            |  |
|-------------------------------------------|-----|----|-----|------------|--|
| <b>A. MATERIALS PROCESSING</b>            |     |    |     | <b>260</b> |  |
| Book Truck                                | 14  | 10 | 140 |            |  |
| Workstation, Circulation Check-In Counter | 2   | 60 | 120 |            |  |
| <b>B. STAFF LOUNGE</b>                    |     |    |     | <b>192</b> |  |
| Existing Space                            | 192 | 1  | 192 |            |  |
| <b>C. STAFF RESTROOMS</b>                 |     |    |     | <b>N/A</b> |  |

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Net Assignable Square Footage:</b> | <b><u>18,167</u></b> |
|---------------------------------------|----------------------|

|                                                 |       |
|-------------------------------------------------|-------|
| Non-Assignable Square Footage (@ 25% of Gross): | 6,056 |
|-------------------------------------------------|-------|

|                              |               |
|------------------------------|---------------|
| <b>Gross Square Footage:</b> | <b>24,223</b> |
|------------------------------|---------------|





# Allocation of the Library's Book Collection

## CATEGORY

| Subcategory<br>Volume Type     | Percent of<br>Collection | Projected<br>Total Volumes | Percent in<br>Circulation | Projected<br>Volumes<br>on Shelf | Volumes/<br>Linear<br>Foot |
|--------------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|----------------------------|
| <b>Adult/Young Adult</b>       | <b><u>48.42%</u></b>     | <b><u>34,141</u></b>       | <b><u>28.70%</u></b>      | <b><u>24,343</u></b>             | <b><u>7.67</u></b>         |
| <b>Browsing</b>                |                          |                            |                           |                                  |                            |
| Browsing                       | 4.02%                    | 2,834                      | 60.00%                    | 1,134                            | 8                          |
| New Books (Browsing)           | 4.02%                    | 2,834                      | 60.00%                    | 1,134                            | 5                          |
| <b>Fiction</b>                 |                          |                            |                           |                                  |                            |
| Fiction                        | 18.09%                   | 12,753                     | 25.00%                    | 9,565                            | 8                          |
| <b>Non-Fiction</b>             |                          |                            |                           |                                  |                            |
| Non-Fiction                    | 17.38%                   | 12,254                     | 20.00%                    | 9,803                            | 8                          |
| <b>Reference</b>               |                          |                            |                           |                                  |                            |
| Reference                      | 0.61%                    | 430                        | 0.00%                     | 430                              | 6                          |
| <b>Young Adult</b>             |                          |                            |                           |                                  |                            |
| Teen Fiction                   | 4.31%                    | 3,036                      | 25.00%                    | 2,277                            | 10                         |
| <b>Children/Juvenile</b>       | <b><u>51.58%</u></b>     | <b><u>36,364</u></b>       | <b><u>47.64%</u></b>      | <b><u>19,042</u></b>             | <b><u>13.7</u></b>         |
| <b>Children's Books</b>        |                          |                            |                           |                                  |                            |
| Children's Board Books         | 1.44%                    | 1,012                      | 75.00%                    | 253                              | 20                         |
| Children's Books               | 1.44%                    | 1,012                      | 75.00%                    | 253                              | 8                          |
| <b>Children's Easy Readers</b> |                          |                            |                           |                                  |                            |
| Children's Easy Readers        | 17.23%                   | 12,146                     | 65.00%                    | 4,251                            | 20                         |
| <b>Children's Reference</b>    |                          |                            |                           |                                  |                            |
| Children's Reference           | 0.39%                    | 276                        | 0.00%                     | 276                              | 8                          |
| <b>Juvenile Fiction</b>        |                          |                            |                           |                                  |                            |
| Juvenile Fiction               | 17.23%                   | 12,146                     | 45.00%                    | 6,680                            | 10                         |
| <b>Juvenile Non-Fiction</b>    |                          |                            |                           |                                  |                            |
| Juvenile Non-Fiction           | 13.86%                   | 9,772                      | 25.00%                    | 7,329                            | 11                         |
| <b>Totals:</b>                 | <b><u>100.00%</u></b>    | <b><u>70,505</u></b>       | <b><u>38.47%</u></b>      | <b><u>43,385</u></b>             | <b><u>10.7</u></b>         |



# Allocation of the Library's Multimedia Collection

## CATEGORY

| Subcategory<br>Volume Type         | Percent of<br>Collection | Projected<br>Total Volumes | Percent in<br>Circulation | Projected<br>Volumes<br>on Shelf | Volumes/<br>Linear<br>Foot |
|------------------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|----------------------------|
| <b>Adult/Young Adult</b>           | <b><u>57.58%</u></b>     | <b><u>19,231</u></b>       | <b><u>58.16%</u></b>      | <b><u>8,047</u></b>              | <b><u>14.3</u></b>         |
| <b>Audio Compact Disc (CD)</b>     |                          |                            |                           |                                  |                            |
| Audio Book CD (CD ROM)             | 15.15%                   | 5,061                      | 45.00%                    | 2,784                            | 7                          |
| Audio Compact Disc (CD)            | 9.09%                    | 3,036                      | 50.00%                    | 1,518                            | 15                         |
| Young Adult Audio Book CD (CD ROM) | 3.03%                    | 1,012                      | 30.00%                    | 708                              | 20                         |
| <b>DVD</b>                         |                          |                            |                           |                                  |                            |
| DVD                                | 30.30%                   | 10,122                     | 70.00%                    | 3,037                            | 15                         |
| <b>Children/Juvenile</b>           | <b><u>42.42%</u></b>     | <b><u>14,170</u></b>       | <b><u>59.99%</u></b>      | <b><u>5,669</u></b>              | <b><u>15.4</u></b>         |
| <b>Audio Compact Disc (CD)</b>     |                          |                            |                           |                                  |                            |
| Audio Compact Disc (CD)            | 3.03%                    | 1,012                      | 50.00%                    | 506                              | 15                         |
| Children's Audio Book CD (CD ROM)  | 9.09%                    | 3,037                      | 50.00%                    | 1,519                            | 20                         |
| <b>DVD</b>                         |                          |                            |                           |                                  |                            |
| DVD                                | 21.21%                   | 7,085                      | 70.00%                    | 2,126                            | 15                         |
| Juvenile Non-Book                  | 3.03%                    | 1,012                      | 50.00%                    | 506                              | 15                         |
| <b>Media Kits</b>                  |                          |                            |                           |                                  |                            |
| Media Kit (Audio Cassette W/ Book) | 6.06%                    | 2,024                      | 50.00%                    | 1,012                            | 20                         |
| <b>Totals:</b>                     | <b><u>100.00%</u></b>    | <b><u>33,401</u></b>       | <b><u>58.94%</u></b>      | <b><u>13,716</u></b>             | <b><u>14.9</u></b>         |



# Allocation of the Library's Periodical Collection

## CATEGORY

| Subcategory<br>Volume Type           | Percent of<br>Collection | Projected<br>Total Volumes | Percent in<br>Circulation | Projected<br>Volumes<br>on Shelf | Volumes/<br>Linear<br>Foot |
|--------------------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|----------------------------|
| <b>Adult/Young Adult</b>             | <b><u>89.90%</u></b>     | <b><u>178</u></b>          | <b><u>0.00%</u></b>       | <b><u>178</u></b>                | <b><u>1</u></b>            |
| <b>Current Magazines</b>             |                          |                            |                           |                                  |                            |
| Current Magazines                    | 75.76%                   | 150                        | 0.00%                     | 150                              | 1                          |
| <b>Current Newspapers</b>            |                          |                            |                           |                                  |                            |
| Current Newspapers                   | 9.09%                    | 18                         | 0.00%                     | 18                               | 1                          |
| <b>Young Adult Current Magazines</b> |                          |                            |                           |                                  |                            |
| Young Adult Current Magazines        | 5.05%                    | 10                         | 0.00%                     | 10                               | 1                          |
| <b>Children/Juvenile</b>             | <b><u>10.10%</u></b>     | <b><u>20</u></b>           | <b><u>0.00%</u></b>       | <b><u>20</u></b>                 | <b><u>1</u></b>            |
| <b>Children's Current Magazines</b>  |                          |                            |                           |                                  |                            |
| Children's Current Magazines         | 10.10%                   | 20                         | 0.00%                     | 20                               | 1                          |
| <b>Totals:</b>                       | <b><u>100.00%</u></b>    | <b><u>198</u></b>          | <b><u>0.00%</u></b>       | <b><u>198</u></b>                | <b><u>1</u></b>            |



## Conceptual Capital Cost Model

Recent local library construction costs for projects of similar scope were provided by F&S Partners, Inc. who partnered with the architect to develop the original interior design of the library. These costs are normally accepted as 'hard' construction costs and are represented as a range in the table below. The gross square footage assumptions reflect the concept that parts of the existing interior library layout, walls, core elements like restrooms, etc., will remain intact, and therefore the construction costs are applied to less than the total square footage of the library.

Total project costs include additional costs beyond the 'hard' constructions costs. Examples include, but are not limited to permitting and other regulatory agency fees, professional fees, furniture, fixtures and equipment (FF&E), and move coordination. These 'soft' costs may represent between 20 and 70% of construction costs dependent upon project type, and are factored into cost planning and budgeting to determine realistic total project cost to deliver the project. Different institutions categorize FF&E as either hard or soft construction costs, which can cause confusion regarding the actual construction costs. It is generally accepted within municipalities that FF&E is a 'soft' cost, and it has been represented as such below – which accounts for the relatively high ratio of soft to hard costs.

The following table illustrates a range of total project costs associated with planning for the future expansion and renovation construction. The conceptual total project cost is presented in today's dollars, but escalation in costs must be incorporated once construction dates, duration and project budgets are established. Significant changes to building core elements, the exterior envelope, and building systems, are not represented in this range of construction costs. Any performance issues from the original construction of the facility have not been studied in depth and any mitigation of items is not represented in this model. Beyond this initial investment in capital improvements to the Library, the City should also develop a capital improvement budget for facility envelope, systems, and furniture repair and replacement, as maintenance should be addressed in the operational cost model.

### Colleyville Public Library Spatial Reorganization Project

#### Capital Costs: Conceptual Total Project Cost Model

|                                                      | Gross<br>S.F.                     |    | \$/S.F.<br>Low |    | \$/S.F.<br>High  |
|------------------------------------------------------|-----------------------------------|----|----------------|----|------------------|
|                                                      |                                   |    | \$ 40.00       |    | \$ 80.00         |
| Conceptual Construction Costs 1st Floor              |                                   |    |                |    |                  |
| First Floor (Assumed New Construction or Renovation) | 4,000                             | \$ | 160,000        | \$ | 320,000          |
| Second Floor                                         | 9,000                             | \$ | 360,000        | \$ | 720,000          |
|                                                      | <i>Subtotal</i>                   | \$ | <b>520,000</b> | \$ | <b>1,040,000</b> |
| Conceptual Project Soft Costs                        |                                   |    |                |    |                  |
| Design, Contingencies, City Costs, etc.              | Assumed 15% of Construction Costs | \$ | 78,000         | \$ | 156,000          |
| Furniture, Fixtures and Equipment                    | Assumed \$20 to \$30 /s.f.        | \$ | 260,000        | \$ | 390,000          |
| Conceptual Soft Costs                                | <i>Subtotal</i>                   | \$ | <b>338,000</b> | \$ | <b>546,000</b>   |
| <b>Conceptual Total Project Cost Model in 2008</b>   |                                   | \$ | <b>858,000</b> | \$ | <b>1,586,000</b> |
|                                                      | 5% Escalation 2009                | \$ | 42,900         | \$ | 79,300           |
|                                                      | 5% Escalation 2010                | \$ | 45,045         | \$ | 83,265           |
|                                                      | 5% Escalation 2011                | \$ | 47,297         | \$ | 87,428           |
| <b>Conceptual Total Project Cost Model in 2011</b>   |                                   | \$ | <b>993,242</b> | \$ | <b>1,835,993</b> |

The following represent potential soft costs that may be associated with any construction project. This list does not intend to be comprehensive of all soft costs, nor would the project necessarily incur all of the costs below.

### Other Related Project Costs

- Hazardous Materials Mitigation Allowance
- Mitigation Allowance / Offsite Improvements
- EIR / Zoning / Mitigation Allowance
- Historic Evaluation / Report

### Other Construction/Owner Costs

- Performance Bonds
- Contractor Overtime Allowance
- Staking- Phases
- Testing/Inspection (concrete, steel, foundation, etc.)
- Inspector of Record

### Furniture, Fixtures and Equipment

- Furniture, Fixtures and Equipment
- Building Signage and Artwork

### Government Agency Permit Costs

- Planning Department
- Redevelopment Agency
- Historic Landmarks Commission
- Building Permit Fees
- Local Permit Fees
- Service Connection Fees
- Easement Preparation Costs
- Realty Taxes-Improvements

### Professional Services

- Programming, Feasibility, Conceptual Design
- Masterplan, Conditional Use Permit Process
- Architect/Engineer - Basic Services
- Specialty Consultants Allowance (costing)
- Civil Engineering Services
- Reimbursable Expenses Allowance
- Additional Services Allowance

### Legal and Insurance

- Project Insurance (Fire, Hazard, Earthquake)
- Legal Services (Pre-Construction, Property Acquisition and Rezoning, Construction, Financing)

### Owner's Services

- Owner's Staff
- Fundraising Staff
- Construction Manager
- Site and Tree Survey
- Geotechnical and Soils Report
- Environmental Study; Environmental Allowance, if needed
- Historical Impact Report
- Other Consultants Allowance (Hazardous Materials, etc.)
- Peer Review
- Financial Consultant
- 

### Sunk Costs

- Spent Fees
- Spent Staff Costs

### Relocation Expenses

- Move Cost and Move Coordination Services Allowance
- Temporary Lease Allowance

### Community Outreach

- Brochures, Mailings and Community Events

### Financial

- Finance Costs
- Cost of Issuing Debt
- Interim Interest
- Commitment and Broker's Fees
- Appraisals, Letters of Credit and Inspection
- Permanent Interest Cost
- Allocated Interest
- Equity Financing
- Pre-Development Income
- Bond Program Management and Implementation

### Financial - Debt Financing

- Ongoing Cost of Debt



## Conceptual Operational Cost Model

The Colleyville Library will need to reorganize itself to facilitate implementation of a new service model and expansion to the second floor. The staffing components will require reframing current position descriptions and functional activities, and will require eventual expansion of staff capacity.

Organizational Structure and Staffing can be leveraged and benefit from efficiencies through use of technology, as well as the fewest possible service points within the building while maintaining the standard of service excellence. However, staffing models will need to address the desire to provide additional hours of library service and the use of both floors in the library.

Additionally, the library expansion will result in an increased materials budget to address not only refreshment of the existing collection, but an eventual doubling of the current resources. This can be achieved over a period of time, but the desire of the community for access to greater resources, as well as the perception of empty shelves must be taken into consideration. Maintaining an increased number of stationary technology workstations will also require additional operational funding over time, as will the maintenance, repair and eventual replacement of furniture and fixtures.

Increased usage of the facility will also affect energy usage and costs. The orientation of the building, as well as the desire to 'see through and into' the building and not mask what is happening inside with window coverings, allows significant heat gain through sunlight. The existing fixtures and lamps are not energy efficient, and contribute heat to other loads that require additional cooling of the facility. Replacement or retrofit of existing fixtures with compact fluorescents or other lamp technologies may result in energy and cost savings. Shielding heat gain within the facility from direct sunlight, and strategic exhaust of warm air can result in lower cooling costs.

Other department's operations within the City may be impacted by this project, although potential costs are not defined at this time. Additional maintenance due to a larger facility with greater public use, increased programming and collaborations provided through departmental partnerships, and management and support of community oriented space usage are examples of some of the issues to be considered once the project is more fully defined."

An **operational cost model** must be developed to define the impact to ongoing funding of library operations. It must address:

- materials acquisition and processing
- library technology obsolescence cycles
- library programming
- staffing models for new service delivery levels
- staff training and professional development
- utility operational costs
- building maintenance and custodial costs
- outreach and publicity

## Implementation Plan and Conceptual Schedule

### Approach and Methodology

A logical progression of next steps should include a strategic approach to development of the scope, and therefore the total cost of the project. A further planning process must include development of capital and operational cost models to develop a total project cost and inform the development of cost and resource allocation decisions. The total project cost model will be affected by design and construction schedules, financing and funding strategies, and phasing strategies as escalation for construction costs and inflation for goods and services must be factored in determining true costs.

### Implementation Plan

#### 1) Develop Project Scope and Budget

- a) Select Design Team
  - i) Develop RFP for Design Team Selection Process
  - ii) Select Candidates for Personal Interviews
- b) Engage Design Team to Develop Schematic Plan
  - i) Develop Sustainable (Green) Design Goals and Expectations
  - ii) Conduct Environmental Audit
    - (1) Identify Opportunities to Reduce Energy Usage and Costs
    - (2) Identify Opportunities to Reduce Water Usage and Costs
    - (3) Identify Opportunities to Improve Indoor Environmental Air Quality
    - (4) Identify Design Solutions to Address Operational Costs
  - iii) Resolve Spatial Relationship Issues within Design Opportunities and Constraints
  - iv) Develop Schematic Plan to Achieve Space Program and Facilitate New Service Model Integration
  - v) Define Extent of Renovation and New Construction
  - vi) Define Extent of Reutilization of Existing Shelving, Furniture, Fixtures and Equipment
  - vii) Define Extent of Required New FF&E
- c) Develop Construction Cost for Schematic Plan
- d) Develop Final Project Scope and Budget
  - i) Analyze Construction Costs Against Funding Capacity
  - ii) Revise Schematic Plan as Necessary to Align Scope to Project Budget

#### 2) Develop Operational Cost Model | Financial Plan

- a) Define Service Levels and Resource Allocations
  - i) Hours of Operation
  - ii) Collection Development and Growth Plan
  - iii) Technology Plan
  - iv) Programming Plan of Service
  - v) Project Increase in Usage and Define Impacts
- b) Define Staffing Model to Support Service Levels
- c) Develop Operational Cost Model and Financial Plan
  - i) Align to Schematic Design (Operational Considerations)
  - ii) Staffing Model Salaries and Benefits
  - iii) Goods and Services
  - iv) Collection Development and Management
  - v) Technology Integration and Obsolescence Cycles
  - vi) Assess Cost Benefit and Cost Impact or Avoidance of Environmental Audit Recommendations

vii) Identify Projected Impact to Utility, Maintenance, and Other Operational Costs

**3) Develop Construction Documents and Award Construction Contract**

- a) Finalize Design and Construction Documents
- b) Develop Construction Phasing Strategies to Maintain Library Operations
- c) Conduct Regulatory Agency Review Process
- d) Obtain Permits for the Project
- e) Prequalify Contractors for Bidding and Negotiation Phase
- f) Release Project for Public Bid
- g) Identify Qualified Low Bid
- h) Negotiate and Award Construction Contract

**4) Construction**

- a) Validate Construction Duration and Interim Operational Plan
- b) Execute Renovation and Expansion Scope
- c) Develop Design, Select, and Acquire FF&E
- d) Develop RFP for Move Coordination Services
- e) Plan Grand Opening Celebration
- f) Conduct Construction Closeout
  - i) Punch Lists
  - ii) Commissioning

**5) Occupancy and Move Coordination**

- a) Obtain Certificate of Occupancy
- b) Conduct Move-in

**6) Celebrate the Grand Opening of the New Colleyville Public Library !**

A feasible **conceptual schedule** for design, construction, commissioning and move-in (occupancy) of both floors is represented on the next page. This schedule assumes that a schematic design process would begin in January of 2009, and the project would be complete before the end of 2010. This aligns to the schedule outlined in the Library's Long Range Plan, which identifies completion of this effort by FY 09/10.

As illustrated in the conceptual capital cost model, the cost of time must be factored into schedule decisions. Escalation in construction costs must be factored into a total project budget, and therefore the sooner you begin a project the less the project will eventually cost (given the same scope). If the development of initial funding sources delays a project start, that amount of time must eventually be accounted for in the total project cost.

**Immediate Next Steps**

**Selecting a design team and completing a schematic design will establish the actual construction cost budget, and therefore the total project cost.** Program validation, pre-design and schematic design to define the scope of renovation, new construction and new furniture, fixtures and equipment may require investments to equal 25 % to 35 % of the design fees for the entire project to provide a cost consultant enough information to develop an accurate construction cost. Based upon the conceptual cost model provided earlier in this section, it would be prudent to **allocate \$ 60,000 for this effort**. The actual costs will be dependent upon the design team selected and negotiation of their scope to achieve the intended result – an accurate construction cost for the project.

| ID | Task Name                                           | Duration | Start       | Finish       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----|-----------------------------------------------------|----------|-------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1  | Colleyville Public Library Renovation and Expansion | 104 wks  | Thu 1/1/09  | Wed 12/29/10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2  | Capital Construction Cost Budget Development        | 26 wks   | Thu 1/1/09  | Wed 7/1/09   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3  | Design Team Selection Process                       | 6 wks    | Thu 1/1/09  | Wed 2/11/09  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4  | Schematic Design                                    | 16 wks   | Thu 2/12/09 | Wed 6/3/09   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5  | Construction Cost and Budget Development            | 26 wks   | Thu 1/1/09  | Wed 7/1/09   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6  | Financing Strategies Analysis                       | 8 wks    | Thu 1/1/09  | Wed 2/25/09  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7  | Phasing Strategies Analysis                         | 4 wks    | Thu 6/4/09  | Wed 7/1/09   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8  | Operational Cost Model / Financial Plan             | 20 wks   | Thu 2/12/09 | Wed 7/1/09   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9  | Design Finalization                                 | 42 wks   | Thu 7/2/09  | Wed 4/21/10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Construction Documents                              | 36 wks   | Thu 7/2/09  | Wed 3/10/10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Regulatory Review                                   | 6 wks    | Thu 3/11/10 | Wed 4/21/10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Bidding, Negotiation and Contract Award             | 8 wks    | Thu 4/22/10 | Wed 6/16/10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Construction                                        | 28 wks   | Thu 6/17/10 | Wed 12/29/10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Furniture Design, Selection and Acquisition         | 20 wks   | Thu 6/17/10 | Wed 11/3/10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Commissioning and Move-in                           | 8 wks    | Thu 11/4/10 | Wed 12/29/10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Project: conceptual\_schedule

Date: Wed 10/15/08

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

Page 1

## Appendix

resources and reference • process memoranda

### Resource and Reference Material

[complete list]

Penn, Mark J., and E. Kinney Zalesne. 2007. Microtrends: the small forces behind tomorrow's big changes. New York: Twelve.





## Process Memoranda

### Complete Survey Responses

#### Question 1

What groups do you belong to? (Check as many as apply)

| Answer Options                     | Response Percent |
|------------------------------------|------------------|
| Leisure Readers                    | 50.9%            |
| Parents                            | 45.8%            |
| Professionals                      | 32.2%            |
| Educators                          | 31.9%            |
| Neighborhood Associations          | 26.9%            |
| Students                           | 26.3%            |
| Children                           | 24.0%            |
| Kids                               | 20.0%            |
| Teens                              | 17.7%            |
| Community Organizations Service    | 16.9%            |
| Book Groups                        | 11.9%            |
| Small Business Owners              | 10.8%            |
| Seniors                            | 10.7%            |
| Lifelong Residents                 | 10.6%            |
| Corporate Businesses               | 8.6%             |
| Health and Wellness Care Providers | 7.6%             |
| Community Leadership               | 7.5%             |
| Cultural Institutions              | 6.7%             |
| New Residents                      | 6.6%             |
| City Government                    | 4.4%             |
| Homeschoolers                      | 3.7%             |
| Elected or Appointed Officials     | 2.9%             |
| Library Staff                      | 2.1%             |
| Physically or Mentally Challenged  | 1.9%             |
| Local Media                        | 1.3%             |
| New to America                     | 0.8%             |

In addition to the list offered, Respondents identified the following groups they identify with.

- 5th grade student
- Advocate of the taxpayer to ensure against Fraud of taxpayer's money.
- Art groups

- AP US HIST. TEACHER AT GHS; ALSO RESIDENT OF COLLEYVILLE
- Authors; writers groups
- Bible Study
- Bird lover
- Boy Scouts
- CASA volunteer
- Church groups, community theater
- City of Colleyville employee
- Colleyville Chamber of Commerce
- Colleyville Garden Club
- Colleyville Lions Club, Library Board
- DIY
- Fitness
- Football, wrestling
- Former manager of Historical Archives at County
- Gardener
- Yoga!
- Graduate Student
- History
- Homemaker
- Homeschooled student
- I am a member of your Book Club.
- I am speaking for my whole family.
- I like Clique Books :)
- Information Specialist/Librarian
- Instructional Technologist
- Library professional
- Lions clubs
- Local Bible Study leader
- Master Gardener
- Moved here 4 years ago
- Need large print books
- Neurologist
- None - we don't need a Colleyville library
- Not a resident of Colleyville
- Not Lifelong residents, but I did sign up for my card the day you opened! I was waiting for a library in Colleyville for a long time. Thanks!
- PTA

- Realtor organization, quilting
- Veteran

- Volunteer
- World class critic

### Question 2

How often do you use the Library in Colleyville?

| Answer Options                        | Response Percent |
|---------------------------------------|------------------|
| Several times per month               | 21.3%            |
| I don't use the Colleyville Library   | 20.3%            |
| Several times per year                | 19.4%            |
| Once a week                           | 12.5%            |
| Once a month                          | 10.2%            |
| Several times per week                | 7.9%             |
| Once a year                           | 5.7%             |
| Didn't know Colleyville had a library | 1.6%             |
| Daily                                 | 1.0%             |

### Question 3

If you do not use the Colleyville Library, please check all reasons why.

| Answer Options                                   | Response Percent |
|--------------------------------------------------|------------------|
| No time                                          | 14.0%            |
| Inconvenient hours                               | 14.0%            |
| Does not have what I need                        | 14.5%            |
| No transportation                                | 2.2%             |
| Inconvenient location                            | 5.8%             |
| Don't know what the Library has for me           | 9.0%             |
| None in my area                                  | 6.1%             |
| Buy my own books at local independent bookstores | 17.4%            |
| Buy my own books at large bookstores             | 27.1%            |
| Use another library                              | 38.0%            |
| Other (please specify)                           | 28.1%            |

1. I will be using the library for an advanced research project but will need inter-library loans as they do not have the materials I need.
2. I am on staff, and am there daily.
3. Need to be open longer on Sunday when folks are off work.
4. Don't read many books did that at TCU
5. Go to another library, with friendlier staff
6. Use Amazon Kindle to get most of book wirelessly.
7. I use the web, and Kindle
8. Access information on line at home
9. Parking is sometimes a problem

10. Due to problems I've encountered with the library (unable to use the facility rooms, preschool reading time, unable to locate a book...in timely manner) we have used other resources for our needs.
11. I teach in Colleyville, but live in Bedford. I am very interested in reading programs for my students, though. I am also interested in any used books for my classroom.
12. Don't live in Colleyville
13. I am not a resident of Colleyville.
14. Though I teach at Colleyville High School, I am a Grapevine Resident. Unfortunately you require me to pay to use your library. It seems to me that when two communities share a school district, and the attendance areas of the High Schools and the Middle Schools mix the two communities, the libraries should really have a reciprocal agreement.
15. I am not a resident of Colleyville.
16. Did not know Grapevine residents could use it.
17. I live in Grapevine
18. Don't live in Colleyville
19. Have been using Grapevine
20. I just moved to Colleyville in March and have not had the chance to visit the library.
21. New to the area
22. I share books with friends.
23. I live in Keller and use the Keller Public Library. It would be wonderful to be able to have access to the Colleyville Library.
24. No need for an expensive immediately outdated "book library" when you have the Internet.
25. Just moved here this year- have heard of library but haven't had the time to go explore! :)
26. To far away from Bedford.
27. Reading a series of books which the library does not yet have by Brock Thoene
28. I've never been to that library
29. WAS NOT PERMITTED TO USE THE LIBRARY FOR REVIEW SESSIONS FOR MY STUDENTS PREPARING FOR THE AP US HIST EXAM MANY OF WHOM LIVE IN COLLEYVILLE; OTHER LIBRARIES IN THE AREA ARE MORE ACCOMMODATING
30. I just don't go to it. I also use my school library instead.
31. COLLEVILLE LIBRARY
32. COLLEVILLE ELEMANTARY
33. Sometimes I don't have time
34. I use the grapevine public library
35. I was told that since I'm a Grapevine resident I could not use the Colleyville library.
36. No information-hours activities, etc.
37. Do not live near it
38. Library has not been friendly to teachers in the district who do not live in the district. There was no cooperation given, such as the Grapevine Library gives, so I avoid the Colleyville Library and travel past it to go to Grapevine, which honors the teachers of this district.
39. Would use more but hours are inconvenient - especially on weekends need longer hours for high school students and seniors
40. I teach in Colleyville, and my students all use the library, but I live in Flower Mound
41. Am not a Colleyville resident and the charge to get books there is ridiculous considering the library is not all that great!
42. It never occurred to me to go to the library until recently. I will frequent it this summer.
43. Isn't there a fee to use the library if I do not live in Colleyville? Can I use my ft worth library card at Colleyville library
44. I teach in GCISD, but live in another city.
45. Not a resident of Colleyville.

46. In 3 visits the CV Library did not have what I needed, and could not get it quickly enough to be useful for my Book Club
47. I am a Grapevine Resident but live closer to the Colleyville Library. It would be nice if I could get reciprocal membership to your library. Also, it would be nice if you were open on Sundays for students to work on assignments.
48. Not enough copies nor variety of new releases
49. I live closer to Colleyville Library; I have kids in GCISD but live in Grapevine so I go to the Grapevine Library because it is free.
50. I'm worried I'll forget to return my book!
51. They started charging a fee to Grapevine residents even though we live ALOT closer to Colleyville.
52. I live in Grapevine, so I use the GPL.
53. Would like hours extended a bit on Saturday (afternoon)
54. Just never thought of going to the Colleyville library, since I'm a Grapevine resident, I just go to the Grapevine Library
55. The library requires a \$25 fee for non-residents.
56. I use the library more in the summer months when I have the flexibility to go during open hours.
57. Not open when working people and students would use it. Close early in the evenings and on weekends.
58. Don't have hours in the evenings and weekends when students and working people can use it.
59. I pay to belong to the Grapevine library - the Colleyville library has too few resource materials for my kids and too small a selection for personal reading. It is a shame - lovely facility - no books.
60. I live in Grapevine.
61. I don't like to read books.
62. Don't like the limitations on how many items I can check out at once
63. I live in a different community, but work here in Colleyville
64. I work in GCISD but live in Fort Worth
65. Library in Colleyville is too expensive for a city of this size and frequently is out of date for periodicals and forms.
66. The Library needs to have Sunday hours.
67. Don't always think about it.
68. I volunteer at the library during the summer, so I come to the library daily, but during the year I rarely have time with schoolwork, soccer, or band. Usually I just buy my own books. Also, I don't have a driver's license yet, so I don't have my own transportation.
69. Very limited selection
70. I only use another library if the CL does not have the book I want.
71. The internet is a great resource and I buy the books I want to read
72. I don't like to read
73. New books often are not at the Colleyville library when the books come out in the bookstores
74. With the Internet for information searches I do not believe that we need as many brick and mortar libraries as in the past. I would like to see school libraries expanded to service local communities and stop duplicating services. The last 4 times I have been in a library is when I was traveling. I stop at libraries to use public computers and safe public restrooms.
75. No need for me 58 old female working
76. Hurst Library, seems to be nicer staff...willing to look up anything.....willing to get anything I need.
77. Would be helpful to have Sunday hours and/or stay open until 9pm during the week.
78. Only use as needed. Web has most resource info required.
79. We are snowbirds and look forward to using your library when we are in Colleyville. In northern Mn the funding for our library is not as good.
80. Primarily use original documents for research, and use only nonfiction.
81. I constantly have late fees do to short check out times. But I still come.

82. Limited books on CD selection
83. Most of my information research is done on the computer and I have facilities at home.
84. The Colleyville Library is too noisy. I'm told it's loud because the acoustics are bad (in a new specially designed building?) The library employees are themselves loud. Several times I've had to ask the library employees to lower their voices. It doesn't make for a pleasant experience.
85. I hoped the CV library would be useful, but, it did not have books or items I needed, had inconvenient hours, and the interlibrary loan dept was poor. I end up using the Southlake Lib exclusively. Would like to see an adult book club in the evenings. I work,
86. I used it more when my children volunteered and needed to check out books. Now I download books on my Kindle.
87. I don't have time to get to the library after work, even on the evenings it is open later. I usually shop at Half Price Books for what I need -- usually something my son needs for school.
88. Forget about the option
89. Just forget?
90. Other local libraries have longer hours i.e. open later during week and more hours on Saturday. Use inter-library loan a lot since Colleyville lib doesn't usually have all books/media that I desire.
91. Fees are very high!
92. I would like to see more extended hours in the evenings and weekends, as I am a working Mom.
93. Buy used books online.
94. We were granted access to the Colleyville library when we evacuated because of Hurricane Rita. Now that we are back in Beaumont, we don't use the library. However, we were very grateful for the kind consideration we received from the staff of the library while we were in town.
95. It is often noisy and I have never heard librarians ask patrons to keep noise down. Extremely distracting to have someone carrying on a cell phone conversation or have children running around with parents across the room.!!!
96. I work in another library and use their collection.
97. The hours for people that work and their respective kids.
98. Busy schedule
99. Although I still teach in GCISD, I have moved to Lewisville for the past three years. I lived in GCISD for 22 years. I would like to still get use the Colleyville Library because that is what I am closest to during working hours and it is working with Colleyville and Grapevine students. I would like to see you open your city patronage to local teachers.
100. I am an educator at a middle school in the district, but the Colleyville Library has not supported local educators if they do not live in the city.
101. I teach in the district but do not live in the district and the library would not allow me to check out books.
102. I live in grapevine and use the grapevine library
103. I do not reside in Colleyville
104. Does not have a large selection yet of books I like to read. I enjoy adult large print mysteries and audio books.
105. I teach in Grapevine but live in NRH.
106. Doesn't have very many teen books
107. When I can remember to use it, I try. Otherwise I'm just at a bookstore and buy the book I'm looking for. I come to study sometimes as well. I am also a slow reader, and rarely have time to finish a book by the due date.
108. Do not need the services of a local library any more.
109. It is often noisy. Loud unattended children and people talking on cell phones!!
110. Buy books at garage sales; way behind on reading what I've bought. Use library to find missing books in series I'm reading.
111. Just forget that its there



- 112. Information I need is more up to date on the web
- 113. Live in MA
- 114. Don't live in Colleyville
- 115. The library is VERY LOUD. Not only are patrons allowed to talk loudly (and children run wild), but the employees of the library are also talking across the library to each in quite loud voices. I was in at one time over the summer and the general noise level was so loud I couldn't believe that I was in a library. I've been in Wal-Mart when it was quieter! I just can't read when books are being banged around, drawers and doors are being slammed, people are talking too loudly, and kids are running around with little or no supervision.
- 116. Use a bookswapping site, bookmooch.com

## Question 4

Please check any other libraries you use in the area.

| Answer Options                             | Response Percent |
|--------------------------------------------|------------------|
| Grapevine Public Library                   | 51.8%            |
| Hurst Public Library                       | 22.9%            |
| Bedford Public Library                     | 18.7%            |
| Eules Public Library                       | 15.1%            |
| North Richland Hills Public Library        | 14.4%            |
| Southlake Public Library                   | 10.7%            |
| Fort Worth Public Library                  | 7.4%             |
| Tarrant County Community College Libraries | 5.1%             |
| The University of North Texas Libraries    | 4.8%             |
| The University of Texas at Arlington       | 4.2%             |
| Keller Public Library                      | 4.0%             |
| Arlington Public Library                   | 3.0%             |
| Dallas Public Library                      | 2.6%             |
| Irving Public Library                      | 2.5%             |
| Watauga Public Library                     | 2.3%             |
| University of Texas Libraries              | 1.9%             |
| Texas Christian University Library         | 1.9%             |
| UT Southwestern Medical Center Library     | 1.4%             |
| Texas Wesleyan University                  | 1.4%             |
| University of Dallas Library               | 1.1%             |
| Baylor University Medical Center Library   | 0.9%             |
| Dallas County Community College Libraries  | 0.9%             |
| UNT Health Science Center at Fort Worth    | 0.9%             |

- Beaumont Public Library
- Bransford Elementary School Library
- City of Denton
- Colleyville Elementary (multiple responses)
- Colleyville Heritage High School Library
- Coppell (multiple)
- CTMS School Library
- Dallas Theological Seminary
- Denton Public Library
- Firestone Library
- Fort Worth Law Library
- GCISD elementary library at my campus
- Grand Prairie, Texas
- Grapevine High School Library
- Haltom Public Library (multiple responses)
- Haltom Library
- Heritage Elementary Library
- I have the TXshare card and cards for Burleson and Haltom City

- I use Hurst because I live in Hurst.
- Lewisville Public Library (multiple)
- Manitowoc Public Library, Wisconsin
- McDermott Library at UTD
- My church library
- Nokia Library
- Plano Library
- San Diego Public Library
- School library
- SMU Theological library
- Southern Methodist University Libraries in Dallas
- Speer Library
- Tarrant County College (it hasn't been Tarrant County "Community" College in years!
- Teacher: school library
- Texas Woman's University Library (multiple)
- The Flower Mound Library and the Lewisville Library
- Used to go to Hurst before we had library in Colleyville; now I use Colleyville
- UTA
- Various High school and junior high libraries

#### Question 5

Do you also go to local independent or large bookstores?

| Answer Options               | Response Percent |
|------------------------------|------------------|
| Barnes and Noble Booksellers | 76.8%            |
| Borders                      | 79.9%            |
| Half Price Books             | 65.1%            |
| Generation X Comics          | 0.4%             |
| Family Christian Bookstore   | 21.0%            |
| Loan Star Comics             | 0.5%             |
| Waldenbooks                  | 5.6%             |
| Other (please specify)       | 5.4%             |

- Alibritis.com
- Amazon.com (multiple responses)
- Resale vendors are my largest source of books for gifts and personal use. When I'm finished with books I donate them to a small rural public library in west Texas.
- Books A Million (multiple responses)
- Connections Bookstore in Fort Worth
- Costco (multiple responses)
- Sam's Club, local stores
- Family Christian Store
- Garage sales, estate sales
- Grace-donated books
- GRACEFUL BUYS
- Half.com (multiple responses)

- Barnes and Noble and Borders sometimes only when i'm really really board not but once a year if that
- I try to use the library exclusively. I only purchase books when I cannot get them from the library.
- Internet (multiple responses)
- Lifeway (multiple responses)
- Mardels
- Most of the books we buy are from Half Price Books.
- Target (multiple responses)
- Wal-Mart (multiple responses)
- Thrift stores (multiple responses)
- Used bookstore in Denton
- Warwick's
- Williams chicken

#### Question 6

How do you get to the Colleyville Library? Please check all that apply.

| Answer Options         | Response Percent |
|------------------------|------------------|
| Car                    | 92.3%            |
| Walk                   | 7.7%             |
| Bike                   | 5.2%             |
| Taxi                   | 0.2%             |
| Other (please specify) | 6.6%             |

- I live in the Village and most of the time I walk to the Library.
- Motorcycle
- Would be easier to walk if Walkways were integrated from Market Street/Community Center area to Library. HELLO! Why wasn't library built together with all this like the planning they did in Southlake?
- There are no sidewalks to/from library to our neighborhood
- I would drive if I visited.
- School bus
- Would love to bike or walk but not safe
- Would prefer to walk if sidewalks were installed on 26 since it is a walkable distance
- bicycle
- Llama or Elephant
- Usually zebra
- My mother drives me to the library.
- Motorcycle (multiple responses)
- I do not feel welcome at the Colleyville Library.
- Scooter

#### Question 7

Why do you use the library? Please check all that apply.

| Answer Options | Response Percent |
|----------------|------------------|
| eBooks         | 3.8%             |
| eVideos        | 2.1%             |

|                                              |       |
|----------------------------------------------|-------|
| eAudioBooks                                  | 7.7%  |
| eMusic                                       | 1.8%  |
| Adult Fiction                                | 50.0% |
| Adult Programs                               | 4.6%  |
| Attend Meetings                              | 6.7%  |
| Borrow Books                                 | 53.6% |
| Borrow DVDs                                  | 45.0% |
| Borrow Audio Books                           | 23.3% |
| Borrow Music CDs                             | 22.2% |
| Reference Assistance                         | 15.7% |
| Library Computers / E-mail / Internet Access | 11.3% |
| Children's Books                             | 38.3% |
| Bestsellers and Popular Materials            | 29.8% |
| Quiet Place to Read                          | 14.3% |
| Browse Magazines                             | 22.5% |
| Hang Out with Friends                        | 3.2%  |
| Study or Do Homework                         | 11.0% |
| Tax Forms                                    | 3.7%  |
| Children's Programs                          | 21.4% |
| Friends of the Library Bookstore             | 7.2%  |
| Interlibrary Loan                            | 9.9%  |
| Teen Books                                   | 18.2% |
| Other (please specify)                       | 12.2% |

1. I don't use the library
2. Consumer Reports
3. Consumer reports etc.
4. Also staff - work there
5. Non-fiction is my favorite, especially biographies and autobiographies
6. My daughter comes to do homeschool work one day a week
7. NA, but had to answer to proceed with survey
8. Use the other libraries for this; not a member of the CV library because I live in Grapevine.
9. None of the above
10. Study room
11. I use the computers, the library network helps shield my identity on the internet while investigating fraudulent securities and posting on message boards.
12. # 21 on your list is impossible
13. Children computer/software
14. Volunteer with Children's programs
15. I encourage my students to attend the children's programs.
16. Kids need homework materials
17. Nonfiction-History
18. I would use the library if I knew where it was...
19. Do not use the library
20. I used the library most when my children were young. Videos, Interlibrary loan, computer classes, teen, books and programs.
21. I do not use it.

22. I would use it for educational materials and references for my students as well as personal interest reading.
23. I haven't been there
24. I sometimes borrow books for my students to use.
25. Don't use
26. I buy books at Borders because I like to read
27. I don't go I'm a kind of kid that doesn't much like reading
28. To tutor my students
29. Race to Read, Holiday program
30. Never been
31. Don't live in Colleyville so I didn't know I could use it
32. I don't
33. Teenagers would use more if open longer on weekend
34. Christian books
35. Because I LOVE to read!!!!
36. I use the study rooms
37. Don't use
38. I do not live in Colleyville.
39. eJournals for research
40. I don't use it!
41. n/a
42. School research
43. I do these at Grapevine Library since it is free.
44. Travel books prior to trips
45. na
46. Chess Club
47. I have taken my daughter there for school research.
48. Would like more organized book groups such as Mom & Teen Summer Book Group
49. Myself
50. Library events
51. Non-Fiction: Cook Books
52. ADULT NON-FICTION
53. Would like to see more kids eaudiobooks
54. Don't use your library
55. Sci fi
56. I don't use the library
57. History books
58. I don't use the library.
59. To use the bathroom (none at home)
60. Use the bathroom
61. Medical info/self help books
62. Children's movies
63. Used your computers to judge National Art Shows.
64. Look for business books and other nonfictional religious material
65. Sci-fi
66. Newspapers
67. Help out at the library
68. Non-fiction (History) books
69. Volunteer with summer reading program
70. Help at Chess Club



71. Bring my kids
72. Play area for my toddler, while I use or locate library resources for my homeschooling grade school student. This is probably the most compelling feature (to me) for choosing Colleyville Library over Hurst or Grapevine libraries (which usually offer a wider selection of material, but aren't as conducive to my being able to keep tabs on both kids whose needs differ).
73. LOVE when you guys have "other" activities for the kids. I have a 9 and 12 yr. old and we try to attend these special events usually held on the 2nd floor. LOVE THEM!
74. Homework research projects
75. Therefore I do not use any of the above
76. I would go to do more research but it is a very noisy library and with children running around and adults talking loudly, it is not very conducive to research. Now, if there was a dedicated quiet area.....
77. Would be interested in the eAudioBooks, eBooks, eMusinc and eVideos, but not sure how they work.
78. As needed
79. Newspapers and periodicals
80. Occasionally check for nonfiction purchases
81. Children's Computer games, children's toys (dollhouse, dinosaurs)
82. Travel books
83. Newspapers
84. Adult Nonfiction, Dogs, Genealogy
85. Work related
86. Children's area is well equipped and my granddaughter likes it
87. Nonfiction Books
88. Your staff is very helpful and friendly.
89. I have used the computer at the library on a rare occasion when my home computer was not operational. I like the sales held at the library -- the first one I attended was the best (it had a lot of software for sale). We attended a couple of functions offering family type entertainment and really enjoyed them, but I'm not sure if the library does that anymore.
90. Adult Non-Fiction
91. Quiet place to do paperwork from work
92. Use databases for work research
93. My kids LOVE LOVE LOVE the library and the childrens' play and computer area
94. Books on tape
95. Made donation
96. I would use other libraries that are more convenient. See above
97. Computer
98. May start using it.
99. Wi-Fi Access
100. I live in Grapevine so I do not go to the Colleyville Library.
101. Adult Non-fiction
102. Plan to borrow DVD's one of these days
103. Newspapers
104. Have not used library
105. Don't use - please no more surveys
106. Children's DVD's
107. I like to use the library for school projects and to read new books by my favorite author - Haddix!
108. Genealogy
109. Adult Non-Fiction
110. Enjoy the reading programs and wish there were more activities for mommies working outside the home - things later in the evening or on weekends

### Question 8

How would you currently rate the Colleyville Library on the following? "Five stars" is the highest rating.

| Answer Options                         | 1 Star - Poor Performance | Some Room for | Fine the Way It Is... | 4 Stars - Very Well Done | 5 Stars - Excellent Job! | Rating Average |
|----------------------------------------|---------------------------|---------------|-----------------------|--------------------------|--------------------------|----------------|
| Collections and Resources              | 42                        | 178           | 101                   | 109                      | 57                       | 2.919918       |
| Public Access to Computers             | 16                        | 52            | 180                   | 136                      | 108                      | 3.544715       |
| Getting Materials from other Libraries | 21                        | 56            | 143                   | 92                       | 123                      | 3.551724       |
| Staff Help                             | 18                        | 29            | 135                   | 160                      | 226                      | 3.963028       |
| Reference Assistance                   | 17                        | 33            | 138                   | 154                      | 157                      | 3.803607       |
| After School and Educational Programs  | 22                        | 96            | 125                   | 85                       | 69                       | 3.209068       |
| Teen Programs                          | 34                        | 78            | 139                   | 66                       | 46                       | 3.033058       |
| Summer Reading Programs                | 12                        | 34            | 110                   | 124                      | 186                      | 3.939914       |
| Hours Open                             | 68                        | 187           | 148                   | 128                      | 82                       | 2.949429       |
| Senior Programs                        | 21                        | 62            | 156                   | 54                       | 40                       | 3.09009        |
| Website                                | 24                        | 85            | 153                   | 101                      | 91                       | 3.330396       |
| Available Seating                      | 33                        | 149           | 136                   | 138                      | 125                      | 3.297762       |
| Comfortable Seating                    | 18                        | 88            | 166                   | 155                      | 161                      | 3.60034        |
| Fosters a Love of Reading              | 23                        | 54            | 137                   | 129                      | 139                      | 3.63693        |
| Helps Students                         | 19                        | 64            | 131                   | 108                      | 90                       | 3.451456       |
| Celebrates Community                   | 18                        | 38            | 137                   | 135                      | 113                      | 3.650794       |
| Children's Programs                    | 12                        | 48            | 108                   | 136                      | 176                      | 3.866667       |
| Adult Programs                         | 31                        | 130           | 128                   | 76                       | 56                       | 2.990499       |
| Cultural and Arts Programs             | 28                        | 109           | 131                   | 72                       | 47                       | 3.002584       |
| Book Club and Author Programs          | 23                        | 104           | 141                   | 64                       | 49                       | 3.031496       |

- I would live to see the hours extended. That way the library is open to students after school and in the evenings.
- Should remain open longer on Saturdays.
- Very nice staff helpers
- Is there a teen program?
- A way to request new published books online. Also way to view all new books you have get received that month
- Need more room; like to get to know the staff
- I think we do fine with the staff that we have! We are all working our hardest with what we have.
- Need hours that are in synch with when the kids are out of school, after work -- the library is never open when students/parents aren't working. More appealing outreach programs to underserved communities (seniors/teens).
- Requesting books on line needs to be streamlined.
- Need more programs aimed at teens that don't necessarily follow public school schedule.
- Don't currently use, but would like to.
- I think the fees for late return are high.
- I think the summer programs for children reading are not easy to understand. Maybe a favorites by grade/age would be good to help parents guide kids to a new series of books... help them branch out a little.
- I didn't like the original book club that only read books which had been made into movies (and then the club watched the movie together). I don't know what the book club is like now. You should advertise it more.
- Sunday hours would be helpful.
- I have never been in it so I can't respond.
- A "Do Not Know" or "Not Applicable" column might have been helpful to avoid confusion of responses to areas which are not known.
- The night deposit box is inconvenient. You have to get out of the car to put a book in the box, which is kind of scary late at night. Also many times the box is so full you could reach in and take a book out of the slot.

19. Longer saturday hours. Not open enough on weekends
20. I hate to mark any of these because I've never been in the library
21. I love the Public Library because they have so much assistance.
22. To go to check out books
23. The library is ok but is to loud with children and adults don't care how loud there child gets
24. The times for me are not really convenient for my family and I. And the reference person doesn't really no what to do.
25. Over all it's great!!!!
26. Excellent books!!
27. Chairs by magazine area are too close to kiddie area - often noisy with little ones also more chairs needed for young adults and seniors. Unaware of any senior programs - never seen anything advertised
28. The website is very hard to use and confusing. It takes me a long time to find what I'm looking for.
29. I love your library I just need those clique books
30. I don't know anything about your adult programs or your Book Club programs - where are these advertised?
31. Need additional space for teen seating and expansion of books selection
32. I am very impressed and happy to see that you have such a big collection of children's audio books. I have students whose parents are not able to read to them so audio books are a big help! I am also very happy that you have so many new and current books. I just wish you were open on Sundays and more evenings.
33. It's difficult to find the link for renewing loans online.
34. I am really not very familiar with the library. I have visited a few times when it was new, and didn't find much there. I think I would have heard about some of these programs, if they were very successful.
35. ANY time I need assistance, they are always more than willing to stop what they are doing and help either myself or my kids. It is never a bother to them to help us. Great facility, lots of information, we LOVE the DVD selection they have.
36. Don't know answers since go to a different library. Would be nice to allow GCISD students availability to obtain a free library card.
37. In my visits, circulation staff was not willing to help me find a section. The staff member told me to wait at the reference desk until someone was available to help me. I walked around the library until I found the section I needed. On another visit, the reference librarian could not help me in the children's area. At the time, there was not a full-time children's librarian and she was already gone for the day. So I was on my own. I think all staff should be able to help in all areas.
38. Please add more classical music, general and opera and more classic movies on DVD.
39. I'd like to see more chairs in the kids area for parents...Would like a bigger area for the kids to read. Possibly reading nooks in the children's area. A computer to surf the web in the children's area. Reference books for children in the same area. Right now we have to go into another area to look up something on the library computer. It's too far to surf the web with kids at my side. Please have a bathroom (2) preferably in the children's area wherever they should move the area to. I would love to see more books on the shelves. Last year for the summer reading program they were pretty much wiped out with books.
40. Haven't been since they started charging Grapevine residents
41. As far as a quite place to read is concerned, this is the loudest library I have ever been in -- and having a graduate degree, I've spent time in lots of them. I do hope that as you expand, you will consider putting the adult areas somewhere quieter. Even the library employees yelled across the room to each other last summer when I was there with my son. It was such a loud place that we ended up going to Border's and reading there.
42. Some Web applications such as Flash are not reliable. More headsets for listening are needed.

43. Need a quiet area to read, magazine area far too noisy with children's area right there. Have adult area upstairs, with children books downstairs. Very noisy during programs that are upstairs if you are trying to study downstairs. Hear the children jumping/dancing. I think if you be good to distinguish adult/ children. Have computers both up/downstairs.
44. Work with city to make walkways on 26 to the Community Center Area (Lifetime/Market Street) and all the neighborhoods off of Hall-Johnson Rd. With sidewalks & pedestrian cross-ways, it would enhance the pedestrian nature of Colleyville, and therefore it's overall ambiance & appeal as a community. KEEP LIBRARY OPEN ON SUNDAY& LATER AT NIGHT. Encourage Colleyville to open a JAMBA JUICE, or even a family burger/sandwich cafe for families & teens who regularly visit the library -- a lower cost eating establishment
45. Book selection is good, but could be better if linked with other area libraries - such as Ft Worth
46. Need kids books better separated by grade level - sectioned so that it's easy for an elementary student to easily find books on their required school reading level
47. We do not go frequently enough to evaluate any of these categories. Honestly, don't know what hours or programs are going on right now.
48. The staff is great. We're a new library and we don't have the collection of larger libraries. However, the staff will get you anything you want...no matter how obscure.
49. I have not used the Colleyville Library
50. Library should be open on Sunday afternoons. Need more programs for middles school and up especially for boys. Need to work on developing a larger collection and more seating area.
51. Can you add weekend children reading programs for parents both have to go to work?
52. Grapevine PL provides way more resources and has lots more too.
53. The selection of DVDs and CDs has improved greatly in recent months.
54. Please increase the number of Books on CD.
55. I would welcome more scientific books
56. Use library for audio books during travel - not familiar with programs
57. Really needed a Not Applicable column. I rated all but do not use all of them.
58. The hours of the library are horrendous as opposed to the hours of the Irving library. I find it much easier to go to the Euless library because it is larger, has better hours, and a better location. The Irving library has the best hours. The hours of this library are very inconvenient for teens.
59. I am not familiar with the Colleyville Library services.
60. Book selection needs to be increased for teens. Very limited medical/self help books available.
61. How about a summer reading program for children whose parents work outside the home?
62. Would love to have more books on tape in your collections.
63. You need more teen books! :)
64. HOMESCHOOL curriculum for checkout, cubicles with many listening stations with and without headphones for cd's, T.V. with cd and vhs capability, educational nonfiction cd's on volcanoes, weather..., visiting area with coffee, juice, and light snacks (Like Starbucks) .Ceiling fans to keep it cool! More educational speakers like the science program recently presented!
65. Would like to see a larger selection of history
66. The library is quite noisy, however, including some of the staff, which is distracting at times. Better emphasis on keeping it quiet (signage reminders, staff reminders to children, etc.) would help foster a quieter environment in which to read and learn. Also, perhaps moving the children's section upstairs might also help with that, keeping the main adult sections/materials on the main floor.
67. I am a teen and I haven't ever heard of teen programs for this library. I know there used to be a teen book club, but even if that started up again, I'm not sure if I would join. I am an avid reader and if I had my choice I would spend most of my time reading, so I love the how the library fosters that love of reading. I volunteer with the summer reading program and I think that it's a wonderful program. All of the activities that are geared more toward the younger age groups are fun for the kids. Even I enjoy volunteering at them!!

68. Closes too early...
69. Love the children computers
70. You should have a support group or something for the homeschoolers
71. Disclaiming first that I'm not generally a fan of rewards-based coercion/encouragement, ... I wish there could be some other ways to encourage summer reading for the pleasure of reading (as opposed to the bribery of "treats"). Perhaps a day/time with snacks provided to sit and read, or a read x book before a movie preview, or best essay for various age groups, or dress as your favorite character, or just something more hands-on and involved than just spinning a wheel for a prize. That said, as far as rewards-based systems go, I do think that Colleyville's program is among the best that are local to us. It's inviting, fun, and I think the number of req'd books (8) is both attainable in the kids' mind but not unreasonably few or too many. VERY pleased with and proud of Colleyville's programs, development to date, and staffing!
72. Some of the librarians are actually very rude. This one of the reasons I don't like coming to the library. One the other hand, a few librarians are very nice and responsive.
73. THE STAFF ARE WONDERFUL!
74. Staff is ALWAYS helpful, always willing to stop what they are doing to assist.
75. You need to have multiple copies of popular books and the books should be available within a few days after the book comes out in the retail stores.
76. The summer reading program is outstanding!
77. Need more seating and a lot more study rooms.
78. Not enough info to answer other items
79. Cannot check "quiet place to read" as library is always noisy with moms on cellphones and loud children. I hope the new addition will provide a separate children's area.
80. Those who work at the reference desk are always very helpful and always friendly. I have appreciated their willingness to go the extra mile.
81. It is often difficult to read in the comfy chairs because the children are so loud in that area. Maybe there could be an alternative place to sit and read away from the kids.
82. A very pleasant place to visit and take children
83. Library is getting too noisy to relax and read. Moving the children's area to the second floor would be ideal.
84. I think I saw the eBooks last time I was on the website, but I could not figure out how the program works.
85. The staff is wonderful and they do a fantastic job on the summer reading program.
86. Needs more books and sources like the Grapevine Library has. Being open on Sunday would help students too.
87. I thoroughly appreciate the library and having access to so many authors. I read approximately 6 books per month, for entertainment, and would never be able to afford satisfying my desire to read if I had to pay for each book. I also would not be as willing to try new authors if I had to buy the books.
88. Some movies I would like are not carried at this library.
89. I don't use many of those resources listed above.
90. Very noisy at times with children scooting all around, especially during the summer. You need to offer a program on how to behave in a library - the audience should include mothers who seem to think that they are not responsible for the behavior of the group of kids they bring to the library.
91. Need work on maintaining "order." Sometimes the noise is unbearable. I understand this is not the 1960's, when "SILENCE" was enforced, but noise does get out of hand, especially with children and talkative staff making it difficult to think.
92. I don't use the library enough to be able to evaluate.
93. Would like more info on teen programs
94. Not applicable to me- Senior programs

95. I can't comment on many of these areas because I do not use these services. I like this library because of the exceptional staff. They genuinely care about us, the local patrons!
96. I have not rated any items with which I am not familiar.
97. You have too few books. You obviously spent your money on technology instead. Also, the place is often too noisy to be comfortable to read in.
98. The staff is fabulous. It's a new library and we could use more materials.
99. The link to the library web site is hard to find from the City of Colleyville main page, and I'm an information person - you really have to know where to begin "drilling down" to get to it...the library should have its own main link on the City's main page to help promote it and for ease of patron use.
100. I don't really use the facilities, so don't think I am a good judge of needs assessment.
101. More young baby playtime/programs would be GREAT!
102. All of the library programs are the highest in the area and the staff is the most helpful.
103. Great collection of audio books
104. Staff was very helpful getting books that my child would want to read. Thank you!!!!
105. Would be nice if Summer reading club were open to everyone like Southlake is.
106. Reference assistance is very good
107. You people could use some more children and teen books get some new books because you are missing some books that I wish were available but are not.
108. I d not use the Colleyville library.
109. I have not been able to utilize these programs
110. It would be nice to have the adult section on the second floor because of the stairs. I think parents would be more open to a downstairs children/teen section than upstairs.
111. Expand teen area...more computers.....more reference material.....MORE BOOKS!
112. Poor lighting for us "older" eyes!
113. Do not live in the area
114. I am only aware of the summer reading as my children have brought that home from school BUT were not allowed to participate because we do not live in Colleyville - they DO attend Colleyville schools.
115. Can't rate if don't experience or use facility
116. You should have a "don't know" section on the above question in case you've never looked into a specific category
117. For our working parents, we work from 8:30am to 5:30pm Monday through Friday. So basically after work, arriving home, finishing dinner, it has been around 8pm. But mostly library will be closed at 8pm. Sunday is also closed. Also a lot of children's programs are operated during weekday working time. So we cannot use them at all. Could library consider to extend working hours or put some children's programs on weekend? Thanks
118. I haven't been there, so I couldn't tell you.
119. The website is very confusing. How do you register? Do you have to first go the library? It is not very functional.
120. I have only used the children's program in a meaningful way; it was excellent.
121. Cannot rate because I haven't visited.
122. I don't know anything about the library because I don't use it.
123. Interested in events like the jugglers. Do you send out emails to let people know about programs like these?
124. It is VERY VERY noisy. Even the staff is loud.
125. Extend Saturday hours
126. Website should have link to the city

## Question 9



What are the most important materials the library should have to serve the whole community? Please rate the value of each item.

| Answer Options                   | No Value | Low Value | Valuable | Highest Value | Rating Average |
|----------------------------------|----------|-----------|----------|---------------|----------------|
| Children's Books                 | 6        | 9         | 242      | 500           | 3.632761       |
| Career Guidance / Job Seeking    | 21       | 129       | 420      | 148           | 2.967967       |
| Community Information            | 7        | 92        | 439      | 190           | 3.115385       |
| School Curriculum Support        | 13       | 35        | 267      | 407           | 3.479224       |
| Adult Basic Education            | 19       | 112       | 445      | 146           | 2.99446        |
| English as a Second Language     | 66       | 208       | 341      | 93            | 2.65113        |
| New Books and Bestsellers        | 5        | 18        | 331      | 408           | 3.498688       |
| Adult Non-Fiction                | 7        | 21        | 498      | 218           | 3.245968       |
| Reference Material and Resources | 6        | 16        | 263      | 456           | 3.577598       |
| Local History                    | 14       | 146       | 399      | 161           | 2.981945       |
| DVDs and CDs                     | 9        | 103       | 439      | 207           | 3.113456       |
| Children's Audio/Visual          | 9        | 53        | 389      | 278           | 3.283951       |

1. More self-help, how to books -- especially for aging citizens, senior citizens
2. Would like a wide selection of audiobooks.
3. You need to expand the audio book section and the e-book selection
4. All of the listed items are essential for a good library. We need our libraries to meet the needs of our entire community. Some members of our community have many basic needs, like a better education so that they can increase their earning potential and better support their families, or access to books to their children because they otherwise could not afford them. Other members of our community have all of their needs met, and the library for them offers an opportunity to save money, and to protect the environment by borrowing what they would otherwise purchase and later dispose of. It also is essential for offering a sense of community and a bridge between community members that come from different backgrounds and have different needs.
5. Additional copies of local school required reading
6. Computer access terminals
7. MOST OF THE BOOKS THERE ARE GOOD.
8. I was surprised to see the size of the children's library. I thought it would be bigger. Maybe, I was only in one section.
9. I just like music more than reading i never go though so i put what i like most
10. It would be nice if they had harder children's books
11. Your library is great
12. The DVD's are quite scratched (the children's mostly)
13. Colleyville and Grapevine residents should be able to use both libraries WITHOUT a \$25.00 fee. It is GCISD. If you are going to the school district to promote the library but only half the school district can use one of the libraries, then something is wrong. Make it easier on the students and parents.
14. Would love for the ebooks to be compatible with iPods
15. Interloaning is very helpful. Keep going on that.
16. Books on CDs very valuable for both children and adults. DVD's as poorly as most people take care of them, we could do without.
17. Surprised to find our library doesn't carry many top books in several categories, although we can get them on intralibrary loan, many should be on our own shelves
18. My daughters are in a Spanish Immersion program at their public school, so I would like to see more Juvenile books written in Spanish for them to practice this new skill.
19. Would be interested in college application, scholarships, grants, tax implications - all in one place.
20. Am I missing adult fiction on here?
21. More comics and sci-fi

22. The library has none of the reference material my sons needed for school (5th - 9th).
23. Need up to date forms (Pell applications, tax forms, etc.) Need much better newspaper and periodical selections.
24. More warhammer books
25. Personally, I enjoy adult inspirational fiction.
26. Limited information for me as an online healthcare educator
27. More teens will come if you have more of their kind of books. :)
28. More Teen books are a must.
29. I know that I may be biased in this matter, but I would love to see a wider range of books available to teens. Popular books, TAYSHAS books, top ten teen books, Bluebonnet books, and books required for school are vital to a library looking to attract more teens. My suggestion would be to make sure that all of the latest, and hottest, books are on the shelves. Maybe even more than one copy of these books. I know if I could drive here, I would rather check out a book, read it, and send it back without ever having to pay a penny rather than buy a book that can sometimes be costly. Perhaps ask teens around the library to write a list of recommended books to put on the shelves.
30. Some type of homeschool support group
31. More study rooms
32. I would love to see more books by Christian authors or themes.
33. Would like to see more genealogy materials
34. We use the DVD's and CD's a lot! But the books are more important.
35. I do not have children but feel that if more kids were raised to use and enjoy libraries - instead of video games - and develop their minds, it might help future generations.
36. The Colleyville Library shouldn't try to be all things to all people. For example, remember that there are other libraries available such as in the schools, at some churches, for senior residents, etc.
37. Interlibrary loan
38. Do you carry the Rosetta Stone series on learning a second language such as Spanish or Italian?
39. I don't think the library should be responsible for adult and/or ESL education. That should be part of GCISD responsibility. I think the library should support language learning for bilingual children in support of the school system.
40. School curriculum...sometimes we can't find a book that a teacher assigns. My child shares a book in reading class and wants to get a copy for herself, but usually there are limited copies in the library or none at all so we end up going to borders to buy the book. Maybe try to coordinate with the teachers so books can be available (on loan from other libraries?).
41. What about cultural events (I guess you would call it, i.e., music and entertainment by local artists)? I would rate this highly. Incidentally, if the library is expanding to the 2nd floor, would there be room to have these types of events in the future?
42. Your non-fiction collection is woefully lacking. Everything I want must be ordered from another library even if it's on the best seller's list.
43. It's important to provide materials appropriate for younger ages, to instill a love for reading and lifelong learning...but if you expect the parents to bring their children to your library, you must also have interesting materials for the adults to peruse while their children are there.
44. I think there should be a much better selection of science and technology books. Due to all the natural gas drilling in the area, I am interesting in reading a book on basic oil and gas drilling technology. I checked at the library and there was not a single book on this important technology.
45. I put a higher value on educational material and services even though I only use the leisure reading/adult fiction material.
46. Needs business materials
47. North Richland Hills library has a meeting this August to show home schooling families what they are able to do to help in educating our children. I think someone from Colleyville library should attend. I'm curious about this meeting and I'm looking forward to it. FYI

48. ESL is great and I admire the fact that you want to incorporate it. But in this community I would rather see money spent on other things.
49. Adult fiction (entertainment value only) not listed?
50. Up-to-date technical material to help computer owners would be of assistance
51. How about Spanish as a Second Language - High Value. English is the primary language of this country!
52. Adult Fiction has the highest value
53. I would like to see some Zydeco music (from Louisiana), and more ethnic/foreign music. Many times this is the only exposure to this type of music for people who don't travel internationally. I would like to see Indonesian gamelan, African, East Indian, classical Japanese and Chinese music, Brazilian modern and traditional, etc. Also MUZZY foreign language kits for children are excellent!
54. Are some of the genealogy websites available at Colleyville Library?
55. Would like to see early reader books categorize by the GCISD reading levels.
56. Again great to partner with schools in the areas, activities for the kids to come and learn about - dress up as your fav character or something like that -

## Question 10

What are the most important services the Library can provide? Please rate all choices from least value to highest value.

| Answer Options                                       | No Value | Low Value | Valuable | Highest Value | Rating Average |
|------------------------------------------------------|----------|-----------|----------|---------------|----------------|
| Community Information and Referral                   | 8        | 93        | 440      | 167           | 3.081921       |
| Homework Help and Programs                           | 16       | 79        | 361      | 248           | 3.194602       |
| Children's Reading Programs                          | 6        | 17        | 262      | 441           | 3.567493       |
| Computer and Internet Training                       | 18       | 140       | 395      | 169           | 2.990305       |
| Public Computer Access                               | 11       | 68        | 398      | 241           | 3.210306       |
| Adult Education                                      | 18       | 115       | 444      | 135           | 2.977528       |
| Teen Programs                                        | 12       | 45        | 393      | 251           | 3.259629       |
| Basic Literacy Programs                              | 29       | 116       | 374      | 174           | 3              |
| English Language Skills                              | 34       | 178       | 363      | 116           | 2.811867       |
| Reference Assistance                                 | 5        | 18        | 351      | 333           | 3.4314         |
| Cultural and Arts Programs                           | 15       | 97        | 447      | 146           | 3.02695        |
| Local History                                        | 15       | 163       | 398      | 119           | 2.893525       |
| Continuing Education                                 | 13       | 128       | 419      | 151           | 2.995781       |
| Toddler / Pre-School Story Time and Programs         | 15       | 64        | 321      | 307           | 3.301273       |
| Book Discussion Groups                               | 18       | 170       | 407      | 99            | 2.845821       |
| Baby Story Time and Programs                         | 31       | 119       | 386      | 163           | 2.974249       |
| Entertainment Programs                               | 32       | 208       | 375      | 84            | 2.731044       |
| Genealogy                                            | 32       | 203       | 357      | 106           | 2.769341       |
| Tutoring Programs in Partnership with Schools        | 16       | 67        | 310      | 306           | 3.296137       |
| Programs in Partnership with Community Organizations | 17       | 127       | 404      | 145           | 2.976912       |

1. I think our budget constraints will guide what we are able to provide. It is not worthwhile to rank the relative importance / value of services. These will likely get decided based on cost, not benefit.
2. The reference Librarian does an excellent job and is very easy and pleasant in assisting patrons.
3. Social / Reading opportunities for patrons of the library --book clubs, etc.
4. DVD are the most important
5. My kids are still pretty small, so I don't know much about tutoring need or teen programs.
6. See comment from page 5
7. The library needs more computers
8. Awesome
9. All of these programs are valuable. It all depends on the population. I don't know how many Colleyville people are in need of English Language Skills but if there seems to be a lot of them, then yes offer materials. I think the library should offer programs that invite the community in to participate. I like that the Colleyville Library is more than just a place to get books.
10. Any program that can be implemented on education is very valuable for any age. People are always looking for something to better themselves and what a great way to begin is by going to the local library to get started!
11. With the mature demographic of Colleyville, we need more services for seniors & teens -- perhaps together...? Programs for children 3 & up are fine, but less than that, it really is more effective in Teaching the Parent program & at home activities.
12. It's not that I think that tutoring, homework help, ESL, and training are unimportant - I just don't think that it is the Library's job to provide those. I believe that the City Of Colleyville Parks and Rec or GCISD, or an institution geared specifically for those needs should take responsibility instead of having the Library as an umbrella for all needed programs.
13. I think the Colleyville Library should focus on Colleyville residents, which is certainly not like most cities. We are a wealthy, well-educated community. Our diversity is much more diverse than other places. People needing ESL are not necessarily Latinos in service positions, but well-educated

professionals from around the world. I have to separate my philanthropic ideas from our actual community needs. For example, basic literacy is NOT an issue to Colleyville residents...face it...you can't live in Colleyville if you aren't literate. Also, I suspect that per household there are over 2 computers. So...the Colleyville library needs to support well educated adults and adults who are very interested in raising well educated children. I also rated, local history as low and wanted to comment on that. A lot of things are driven by an individual or strong interest group. I don't know if we have that or not. If not, UTA has a wonderful library with tons of local history information. I think we could pursue an agreement with them to support our library instead of building up something separately.

14. Need more things for teens. :)
15. WONDERFUL help when needed!
16. Technical support, updates on computer
17. I'd love to see Colleyville become involved with the homeschooling communities and organizations of Southlake, Grapevine, HEB & Colleyville, and to offer or support more daytime activities or events. Irving Parks&Rec and Libraries are definitely a program to look to in this regard (it'd be nice to have it closer to home, too!)
18. A lot of people aren't aware that the library provides for all of these areas - better advertisement would be a good thing.
19. Though literacy is an important issue, it is not as important in this affluent community and would be more important where non English speaking people live. Making a minor amount of programs and materials and referrals available it probably best use of resources. Service to the majority of the community is my money best spent. I feel that most folks that need English as second language do not do it from library unless they check out reference materials which the library has as I have seen them there. So to me it is already adequate in that dept. Encouraging our children to read and making expensive materials available to them is awesome!
20. Please initiate a "no cell phone" policy.
21. Out of area computer access should be provided with proof of idea and reasonable period of time attached. I was in another state and used their library to communicate with my family as the person I was visiting did not have a computer. That is a good service, but can be abused. They had 15 minute and a one hour sessions available. Also the library would have a leadership and communication program if community meeting area were provided. The rooms are too expensive to be used by a non profit. The Toastmasters could use a place to meet in Colleyville. The Southlake Town Center has two clubs. One on Monday morning and one on Monday evenings.
22. My family would love the opportunity to learn to read Spanish.
23. I am most interested in the travel sections and fiction books (especially new releases). We have done Genealogy in the past, but would likely go to a larger library with more resources like Fort Worth or Dallas - I do not think a small town like Colleyville could every have these type resources - perhaps, focus in this area should be town history.
24. I don't understand how the library helps with homework that is NOT research based. Are you suggesting math and science tutors? It is easy to help the youngest grades, but what about higher levels?
25. Basic literacy and English language skills are important, but I am not sure there is a great need for such services in Colleyville.
26. I don't have children so it's difficult for me to rate the importance of programs through the library, or how likely local kids would take advantage of them.
27. The Colleyville Library shouldn't try to be all things to all people...
28. Teens don't have time for programs. Maybe have a program to help with selecting a college or recruitment for colleges.
29. I have teenagers so the toddler programs do not interest me.

- 30. I rate homework help and tutoring type programs low value because I really feel like that should be the job of the parent. Now if the parent can't do that, then hopefully, if they are interested in ensuring their child's education they will be able to get help. But it should still be driven by the parent, and the school.
- 31. The staff at Colleyville is excellent and nearly all have a Master degree with many being former teachers, outstanding programs and a wealth of information.
- 32. I think the most valuable thing is books. Not services.
- 33. Aren't some of these things provided by the school system?
- 34. Can library consider to own some other language's books, magazines, newspapers or DVDs, for example Chinese. We want our children can learn some Chinese. Thanks
- 35. Question cost/benefit ratio on educational programs for teenagers and older - what kind of demand is there?
- 36. Colleyville's demographic does not need some of the basic-level services. Better support for high school programs could help improve performance ratings.
- 37. Would like to see more adult educational, craft (i.e. someone from Michaels or JoAnn's teaching beading, stamping, scrapbooking, holiday items, etc. by allowing patrons to complete a project), health, etc. information programs. This was done at another library and enjoyed immensely and looked forward to - there was always a waiting list to participate. Also, some regular cultural and art programs (i.e. Spanish Flamenco dancing, Indian drums, East Indian dancing/music, flute duets, Karate/Tai Kwon Do demonstration, art class, ARTSnet concerts, someone from a symphony playing an instrument, someone from the ballet discussing a ballet and demonstrating a technique and maybe reading a story based on a ballet for storytime, etc.) would be appreciated. Would like some computer based foreign language training materials like Rosetta Stone. It would be great to have some puppet shows and magic shows for children like Hurst Library. Also, Slappy's puppet theater in the Galleria Mall, and the Dallas Puppet Theater might do a free performance in exchange for advertising and getting some new people interested that don't know of their performances.
- 38. Great that there would be parenting classes such as the Love and Logic that the Southlake Old Union does - also for working mommies storytime at another time as an example or weekend time maybe



## Question 11

What qualities should the Library have? Please rate the importance of each.

| Answer Options                       | No Value | Low Value | Valuable | Highest Value | Rating Average |
|--------------------------------------|----------|-----------|----------|---------------|----------------|
| Children's Area                      | 6        | 26        | 276      | 439           | 3.536814       |
| Homework Center                      | 12       | 92        | 367      | 242           | 3.176718       |
| Quiet Areas                          | 2        | 43        | 295      | 397           | 3.474898       |
| Internet Stations                    | 8        | 67        | 395      | 256           | 3.238292       |
| Copy and Print Stations              | 8        | 84        | 435      | 203           | 3.141096       |
| Comfortable Seating                  | 5        | 27        | 366      | 353           | 3.420772       |
| Wireless Internet Access             | 11       | 70        | 322      | 314           | 3.309623       |
| Art and Cultural Exhibit Space       | 20       | 201       | 400      | 99            | 2.802778       |
| Individual Study Carrels             | 13       | 116       | 375      | 199           | 3.081081       |
| Public (Community) Meeting Room      | 23       | 116       | 395      | 169           | 3.009957       |
| Group Study Space                    | 11       | 100       | 403      | 191           | 3.097872       |
| Cafe with Refreshments               | 139      | 325       | 194      | 65            | 2.255878       |
| Career Center                        | 32       | 188       | 370      | 116           | 2.807365       |
| Local History Collections / Displays | 21       | 214       | 357      | 108           | 2.788571       |
| Technology Training Center           | 21       | 179       | 366      | 143           | 2.889986       |
| Friends Bookstore                    | 27       | 210       | 349      | 102           | 2.764535       |
| Browsing Areas                       | 5        | 64        | 444      | 201           | 3.177871       |
| Library Program Space                | 5        | 90        | 392      | 185           | 3.126488       |

1. Need separate children and adult spaces.
2. I would love to see the children's area in a separate location. It can be noisy with crying babies and tots.
3. Study/Meeting rooms available for groups of students on ad hoc basis working on projects, to coordinate materials, etc. Make library a viable option for teens to hang out versus less positive environments. Also, make these spaces available to Sr., Citizens & others who want to have a community meeting or book club meeting. Use Colleyville's tax dollars to offer someplace for citizens to congregate, have meetings, etc. -- currently there is nothing like this, and the library is the best space -- especially for teens working on homework.
4. I think keyboarding for those lost in the transition to computers would be valuable as the library is a "safe" and comfortable zone to learn in.
5. I like the idea of Wireless spaces. I prefer that to a lot of Internet stations.
6. I think it would be beneficial to have areas with activities where sounds are okay as well as quiet areas for study and reading.
7. Technology is very important
8. More computers and wireless access to internet
9. I love the library. The children's programs are wonderful, although now that my son is going into 6th grade, I would like to see more programs for his age group. He's not yet a teen, but finds some of the other programs very childish.
10. I know the library hasn't been here that long, but you need more books and DVDs! Old AND new. I went to the library so I could find long-lost movies that I haven't seen and are not on DVD, but now I have to go to Colleyville, and they don't have that kind of thing
11. Need excellent security. Maybe access codes for the restrooms...girls restroom at Gpv. library many years ago was the scene for an adult male to stalk females.
12. Coffee bar would be nice, since a lot of patrons tend to bring in drinks anyway. Then they are asked to take them out. Have an area they can drink/study or read. We need a better area for quiet reading, again the acoustics are terrible, you hear all the noise from everywhere. Children running

- around upstairs is distracting and children playing with the toys in their area is loud. Grapevine library has a nice magazine area enclosed separate from the rest of the library. I love it.
13. A cafe would be nice, but it would work easily as well to have the city recruit a privately owned establishment in the nearby commercial space
  14. Would love to see the Genealogy Section expand to more resources and programs. Thank you.
  15. A meeting room would be valuable if you actually allowed anyone to use it on a regular basis. As it currently stands between the library and Colleyville Center, the space is not that accessible. I would hate to see more money put into something that is not really available to the public.
  16. CV Library should not charge user fees to GCISD educators.
  17. Needs to be more quite
  18. You need more books for pre teens and teens.
  19. Parking sucks!!!!
  20. I would really like to see the Library (and other Colleyville locations) open their doors to non-profit groups like Boy and Girl Scouts. These groups have a difficult time finding meeting space in this area (schools have generally closed their doors to them)
  21. Would love to see Colleyville Library the model library for all other city libraries to emulate.
  22. It would be great to have group and individual study areas - if the reference materials were also available.
  23. A little snack area in a corner where people can have a little snack. :)
  24. Let's focus on qualities we CAN'T find at the retail outlets.
  25. I love that the current set up allows for a child-friendly area (some noises, playing, et cetera). I realize that this isn't wonderful for ALL patrons, but I'm hopeful that as the library grows (and expands physically) that this ability to be a one-stop shop for the entire family remains accessible. Wireless Internet access, comfortable seating, and divided spaces (child-friendly, select study areas, etc.) being paramount.
  26. Snack area, checkers. chess, battle ship, puzzle area. Computers with a printer, Copy machine
  27. Windows and skylights for natural light AND instead of just buying used books, why not be able to CHECK OUT used books with the option to buy at a later date?
  28. We need to keep lots of space for the children's programs.
  29. Must have wireless Internet!!!
  30. I have children but I believe that the expectation that children should be quiet in the library needs to be upheld and the children get quite wild in the library so please let the parents know that their children need to behave accordingly when in a library.
  31. Yes, more individual study carrels and quiet areas
  32. I love your staff, they are ALWAYS Helpful, SMILING, and FRIENDLY to me! They make it a pleasure to go into the library.
  33. Need to ban cell phones and enforce a quiet voice when in the library.
  34. As I've said, I'm not that old but I miss the respect for quiet libraries used to have. Now they just seem like a playground for unsupervised children who are also not being taught the value of quiet for study or just for imaginations to soar while reading.
  35. I love the library, but people on cell phones should be prohibited. It seems people have forgotten that the library should be a quiet place.
  36. I think our library is used so heavily that quiet places are hard to come by. I would suggest all the kids stuff and noisy stuff being down stairs and maybe adult stuff upstairs with quiet reading places. I know you will still need a large space for your wonderful summer reading program.
  37. Easy access to ample parking space is extremely important. CPL is deficient in this and the problem will get worse as CPL grows.
  38. Perhaps Colleyville needs a separate museum so the library keeps its focus. What are libraries in other communities the same size as Colleyville across the US now offering and what are they planning to offer?

39. I think it's important to target the needs of the community, but I'm not in touch with the needs of school kids or local businesses. I would think most kids in our city have access to Internet at home.
40. I would like to see an area for preteens and teens to study, read and get homework help if needed.
41. Don't we have plenty of empty meeting rooms next door in the City Hall?
42. Book clubs in evenings for adults
43. Of the library is expanded anything new should in English, the language of our country.
44. A library should focus on books and reading materials and possibly partner with other resources to provide info on where to get those other services that are more social service oriented than a library.
45. Colleyville needs a meeting place for students who have group study projects where they have easy access to reference materials. Adults need a quiet place to read or study or spend quiet discussion time with friends. If Library hours were expanded we would be there more often. Library card renewal should be available online. My family's cards expired and we haven't had a day where all were available and presentable for a picture ID card during the library's operating hours. Making several trips to get this accomplished is not ideal.
46. I believe adding a cafe area in the library will help to provide a more relaxing atmosphere (like B & N) where the patrons will want to stay longer. I understand that children's programs/areas are extremely important, but there should be a soundproof area with computers where patrons could do quiet work: research, homework, study for exams, etc. It would also be nice to have occasional computer software classes at the library for those patrons who don't have time in their schedule to attend classes at a community center, etc.
47. We would use the library more if the collection was larger, particularly for teenagers. My teens use the Grapevine Library, often after searching the Colleyville Library and not finding the book they're looking for. The more you add to the collection, the better it will be. It's certainly more convenient!
48. Books, books, books!
49. I think the staff at Colleyville library is terrific. Helpful and friendly people
50. Include Seniors.
51. Need to significantly expand Music collection, continue to acquire fiction and nonfiction books for adults
52. Wireless Internet and study area is a must in today's world. A Cafe would be nice too, but not if it is too noisy.
53. Quiet areas!

Question 12

What do you think a library will be like 10 years from now?

1. A library will be a community resource center for residents of all ages - books and print material will still be part of the core collection, but so will audio and visual media. Programs that encourage literacy and life-long learning will continue to be important.
2. I think it will be more electronic, more inter-active. Books and other resources should be more accessible...on display rather than just on shelves.
3. All computerized.
4. It will be a collection of CDs, or their future incarnation, to be read on devices which have probably already been thought of but not mass produced.
5. Less need for books--more and more access to technology
6. Community gathering spot, children's education, technology center
7. Interactive. Meeting place to study, use computers, access to all electronic databases.
8. Probably more technology used
9. It won't mean much if the schools don't start teaching children to read and comprehend what they read.
10. More self-service.
11. Computerized
12. Higher emphasis on new releases and internet/computer information.
13. ADEQUATE
14. I believe you will need more space.
15. More computer oriented
16. Good question. I see it more automated and computer focused. I see the possible need for "competing" with the bookstores as a place where people can come to relax with a "beverage of choice" to read in a quiet place. I feel that even in an age where so much information is at our fingertips via the Internet, people will always want to have access to printed materials for leisure, self-help and every type of reading. For our family, the library has become a great source for video/dvd viewing.
17. Hopefully it will contain and support a large collection of books and not just cater to computer and internet programs.
18. Still books but more audio/visual materials. Programs for different age groups, especially children's, will still be important. The library will still be a gathering place for programs and activities. More items will be downloadable from home
19. I hope it is not too computerized. I still like to have a book in hand to read.
20. A noisy community center atmosphere combined with quiet areas for traditional library study and research. There will be a declining emphasis on physical materials although they will still make up most of the collection. Downloadable/electronic materials will be used extensively. A full cafe with coffee, soft drinks and light food items will be de rigueur.
21. Libraries have not kept pace with today's culture (not that that's an entirely bad thing) and are in danger of losing relevance to the public. I think they need to evolve to be more appealing to both young teens and adults so that libraries can more directly compete for "customers". Follow the lead of book stores which use coffee shops, wifi, inviting gathering spaces, creative advertising, etc to attract new customers. Libraries should think of users as customers that make choices daily on where to spend their time and money.
22. I hope that it will continue to foster reading instead of everything going high-tech!
23. They will have had to add on because it is such a popular place to be and is a corner stone of the community.
24. The community will be using the library to the maximum
25. A library with a Special place a community of Northeast Tarrant County libraries.

26. I am awaiting the children's area being moved upstairs with glass enclosure for the 3 and under library section and an adult door so they can have freedom and mom and Dad can be with the older child and still keep eye on younger knowing they can not leave that room, by them selves.
- More adult books and a larger adult lounging area not by the children's area.
27. High tech, interactive, but still quiet . . . .
28. More linked to technology. I don't think we can truthfully envision what technology will do, but I like to think books we can hold will still be valuable. In that case, a traditional library will still have a place.
29. A very impressive educational asset to our community.
30. Hopefully -- INTEGRATED physically & socially to the other parts of Colleyville; walkways, walkable access across HWY 26 to & from Market Street, Life Time, Community Center, Library needs to be "HUB" of community.
31. I hope pretty much the same as it is today...
32. In 10 years libraries should have the latest technology and be a place that people feel comfortable going to for the latest media and print materials. Even now libraries are becoming more modern with bright colors and spaces that are attracting more people so in 10 years libraries will become more and more tuned into what the community wants and will use.
33. Expanded, much larger to hold more computers, more training classes for all ages, a cafe, a place for the city to come and enjoy neighboring, enjoy celebration days...a open door library 7 days a week 10-9 p.m. A place where information is always available.
34. Hopefully much the same as it is now.
35. Technologically advanced, with learning possibilities. Group interactions that improve our sense of community.
36. More internet
37. I think we are going to have a lot of people who do not know how to discern facts from Internet babble because they do not know how to check their sources. We need to be focusing on a combination of both
38. Very space age....maybe even lap tops for use any were in the library.
39. Good question, don't know the answer
40. Very busy, will need more room
41. Since the library has traditionally been a warehouse for information , I think that it will be the Alpha and Omega of information.
42. All online.
43. On the web
44. Every thing will be on a disk
45. Lots of computers, fewer books
46. Greater use of computers, electronic reader selections, community meeting space, etc.
47. 90+% internet
48. A media center with access to everything that is legal. Porn, and information concerning or promoting illegal behavior should be denied. Adult or not. Adults have to set the standard for children.
49. I believe they will mirror a lot of our local bookstores.
50. Less space taken by books, more computers. Librarians VERY internet-savvy with creative ideas for reference research. Community area. Place for people and organizations to meet to experience and learn new things.
51. Interesting... probably a place to meet others, programs, like storytime for children (so that they can have an outing) also, I think that it is great to have a place to trade and check out books. I just wish the late fees weren't so high.

- 52. Hopefully it will still have shelves of books. Maybe more Internet terminals. WE don't need a coffee bar.
- 53. Lots more e materials.
- 54. I think it will be much more animated leaving time for staff to offer individual help to patrons. There will be an advance in technology that will allow you to download books to ipods and you will be able to do more from your home computer.
- 55. It will have more resources delivered electronically. We will still need human interaction and the opportunity to read a book one is actually holding.
- 56. Even though the Internet has so much information available, the library still needs books available to read for enjoyment and education. The library should have books and Internet available for those people that can't afford those things but still want to learn.
- 57. Technology is becoming more and more important everyday. Digital everything is going to take over. Still, there is nothing to replace an actual book in your hand. I hope that libraries will continue to grow in technology, while still having those lovely stacks of books.
- 58. I think the libraries will become even more dependent upon technology. I am not sure what it might look like, but I think that somehow there might be ways to "loan" electronic formats of books to devices such as the "Kindle" from Sony and Amazon.com
- 59. There will probably be a greater number of e-books and online access to materials
- 60. Lot more technology and less books
- 61. I think that libraries will have more digital functions, however we will continue to need access to print materials, and will continue to need access to individuals to assist us in sifting through the mass of information to find relevant information from a trustworthy source.
- 62. Hopefully keep up with the latest technology but keep the known characteristics that has made a library so much liked.
- 63. The same but much larger
- 64. On-line with help lines
- 65. There will be more technology
- 66. I hope not paperless!
- 67. Larger
- 68. Hopefully the library will continue to grow in number of books and awareness to the public.
- 69. It will have lots of technology, books on computer.
- 70. More technology driven
- 71. I expect technology will make libraries materials more accessible from home.

More video for sight impaired. Perhaps a way for hearing impaired to "read".

I would hope books are always accessible, forever.

- 72. About the same as now.
- 73. Computer terminals if there are any new libraries actually being built.
- 74. I hope it is top in technology.
- 75. Not as much in print- more likely to see interactive white boards, computers, monitors, etc.
- 76. More computer access available.
- 77. More internet involvement, local resources
- 78. I think the library will be great in ten years
- 79. I think it would be ok.
- 80. Very good
- 81. High tech
- 82. There will be more technology
- 83. Laptops, alot bigger, tons of books and CD, DVD
- 84. Old big haunted



85. I think it will be all automated and will be able to read and do everything you already can even better.
86. A library would be probably very popular.
87. Cool
88. More technology
89. Many more e-books
90. A library will have numerous computers for patrons to use, books available on computers, and kindles for patrons to use.
91. Hopefully they will change with the times and make sure that they are providing the latest and greatest technology etc.
92. The same way
93. Good
94. I think the library will be bigger or extended because of all the new books that are being published. It will probably have a cafe or something like that.
95. Music everywhere
96. Going strong
97. WONDERFUL HAPPY AND PEACFUL
98. Really cool and quiet
99. I think it will be great.
100. Not improved
101. More better
102. awesome..... I hope!
103. BETTER THAN BEFORE
104. It should have more books and it should be mmmmmuuuuuccccchhhh quieter
105. Very remodeled and better!!
106. Still good
107. More reference resources, wider variety of adult and teen literature.
108. Close to the same, but with improved technology.
109. A center for cultural and educational enrichment.
110. It better not have coffee or food or video games if you want residents to use it as a quiet place for peaceful reading.
111. Not too much different...still the same number of books, just more computer and technology supplements.
112. A very virtual experience, internet and web
113. High technology
114. Wi-Fi to all resources. There will always be a need for quiet areas to work, read or study alone and a need for areas to collaborate or meet with others.
115. A greater collection of adult fiction and non fiction
116. Probably very hi tech at the rate technology is advancing
117. I hope that we are not trying to put everything on the computer, and that there will still be books to hold and turn pages.
118. While the trend will be towards ebooks, I still see the library as a haven for literary lovers. I fear the trend is going to it being a lively place, and while that has its merits, the library should still be the place for thinking and reflection of great works.
119. I cannot imagine a library without books! However, I think it is foolish not to accept technology. Probably more ebooks --
120. GREAT
121. Hopefully more space and more programs
122. Much technology with various material for several languages.
123. Still hidden in Colleyville. In 10 years, libraries will have more computers, more books on CD...

124. Greater emphasis on electronic distribution, however paper will still be king.
125. Libraries will continue to be the central area that all ages can go to study, research, read and explore their community history. Keeping up with technology is going to be critical.
126. A community media center
127. I hope books will fill the second floor and the children's area will be expanded.
128. I would like a library to be more of a center for learning in the next 10 years. Homework help, literacy programs, adult education, etc - if these programs were widely offered at many libraries and people were aware - a library could better serve the community as another center of education.
129. No clue
130. Lots more computers.
131. Internet, wireless, more books on tape/CD, look more like a bookstore
132. While Technology has taken a large lead in Research projects, I would think that most people still enjoy reading for pleasure and to gain further knowledge on subjects of special interest to them.
133. I have no idea. I just hope that it doesn't change too much. Books are low tech and I hope they never become obsolete!
134. I think there will be more e-collections, but I hope they don't do away with printed books. There's nothing like having a book in your hand!
135. Mostly on-line resources
136. Much more high-tech
137. NOT ENOUGH CHILDREN'S RESOURCES. NEEDS MORE CHILDREN'S BOOKS.
138. Much better from know,
139. Richer collection of books and audio books for children and adults that can be downloaded to your house
140. I hope that it continues to grow and expand. We love when they have something on the weekends for kids (and pre-teens). I wish they could be open either longer on Saturday or even a few hours on Sunday. I work full time, and it is difficult to get to the library during the week. I do like the later hours on Tuesday and Thursday!
141. Lots of technology; hopefully still a lot of books!
142. Much as I don't like it, I think we are moving to more ebooks and computer based reading. I think there will be more large print books also.
143. Larger selection of books.
144. It will probably have a cafe like atmosphere to compete with the bookstores and I'm hoping a larger children's area. When you foster a love of reading in children, it will last their lifetime.
145. I think libraries will still be used heavily for homework help as long as educators require students to use other sources other than the Internet. I also think libraries will be used for reference materials for local or personal use that the Internet cannot fill. I also think wireless access will be crucial and may even take the place of many computer terminals. I also think people will still come in to get the 'best sellers'.
146. I hope that there are librarians still at the epicenter of it all !!!! I'm sure there will be areas for ipod stations, areas to charge up your computers while you sip some coffee at the coffee bar. It's all a good thing !
147. No idea
148. Hopefully a little Grapevine library, with lots of room for kids and it looks very interesting and inviting. There were lots of nooks and crannies that peaked interest
149. Very electronic and computerized.
150. I hope it will completely fill both floors of the current building and be open on Sunday afternoon.
151. Probably more computer based, but hopefully not completely! I'll miss it if I can't walk down an aisle of books and browse.
152. More electronic
153. More ebooks

- 154. Much more Electronic than at present
- 155. More materials, classes, interactions that are online.
- 156. More Technology. Stations with ability to view or listen to media such as DVD, CD or other. Great Internet access; fast with good software capability.
- 157. Definitely more educational and informative
- 158. Hopefully lots of books, utilizing both floors. Have an area with computers, possibly more than one print station.
- 159. My hope is that it will be a walkable -- pedestrian accessible location for all age segments: senior citizens, teens, etc. and that our teens can use it when they need a quiet space to study or access to resources they don't have at home. An accessible library can provide a real refuge to those kids who go from a bad home to a bad school experience daily. It's a positive & safe space for them to study, with the resources available that they need. Pedestrian-friendly is crucial & this has to be done in cooperation with the upcoming development of 26.
- 160. I would like the library to be a place a where it would be resourceful to my families changing needs.
- 161. Hopefully more diverse in their book shelves.
- 162. Hopefully it will be utilized by even more people.
- 163. Not as many print materials.
- 164. I think that a library will be in ten years what it has been for hundreds of years - a place to introduce the next generation to a love of books and reading; a quiet place with hundreds of references at your fingertips for studying or creating a project; a place that holds the history of its founding city and shares it so that we learn more about the place we live in, and thus ourselves.
- 165. All online - web based
- 166. More books/dvd's available and readily accessible as downloads (current download process takes too long and offerings are limited... but download issue could be my system!)
- 167. MOSTLY COMPUTERS AND HIGH TECH
- 168. Very hi-tech
- 169. Fewer and fewer "real" books and more of it being electronic format. More checking out books on-line and less need for visits to the library.
- 170. I don't think books will go away, but I do see us getting more technologically centered. For example, I love books on tape/CD. However, Ebooks are harder use. I've gotten right in the middle of them and they've hard to start all over. Yeah, 5 hours down and you have to start beginning. I know that will be taken care of in future years. But, I still love to read at night and there's nothing like a real book. Also, a lot of non-fiction, how-tos, just don't translate so well into an ebook. You need those pages.

Back to my thoughts on Colleyville...we will all have the latest and greatest technology and our library needs to keep up with it.

- 171. Very valuable resource for all persons of interest.
- 172. I hope its book selection is expanded. Books should be the highest priority.
- 173. It appears that more and more resources will be handled online. There will still be the need for the physical books, but I think that will lessen as children grow up using online resources.
- 174. Probably more technical but I hope the written book never goes away that we can actually hold to read.
- 175. Much larger collection making use of both floors. More use of the library by all ages and open more hours.
- 176. Computers
- 177. Alot of electronic media, but still should contain the written books and publications. There is not replacement for the written word that can be held in your hand.
- 178. A portal for different types of database searches, a social area for the discussion of literature, a local art gallery, community gathering place, resource for information and entertainment

179. An internet website
  180. As it is now, completely computerized, larger with more of the above mentioned areas, but somewhat the same. There will just be more books in each category.
  181. More technology based, however print will still remain in existence.
  182. Same as it was 20 years ago - a quiet place to checkout books and other materials.
  183. Wireless downloading of books/music.
  184. idk
  185. Virtual
  186. Probably more audio books, but I'd hate to see it at the expense of physical books
  187. Very nice bigger more books
  188. 10 years from now i think the whole building will be turned into a library
  189. Hopefully a lot bigger.
  190. More internet work being done
  191. Still the same.
  192. I hope it will be larger, have better resources, and have better hours.
  193. All on-line
  194. A place for knowledge and study interactions. Center for activity for various groups
  195. Hopefully, this one will be open more hours, and teenagers will enjoy, as much as children, visiting the library.
  196. More technologically inclined
- ex:) books online
197. More e-loan materials. download books and materials. ipod books, wireless services, etc.
  198. A place where you can have a PARTY for Harry Potter books!! Which are awesome
  199. More people using it
  200. I hope our library will be using the most up to date technology, contain the most recent new books and promote extensive programs for all ages.
  201. The library should consider enhancing its electronic books and other electronic services. Should be more of a cultural center for community activities and events; a community gathering place for all ages to engage in activities and educational opportunities. Not just a quiet place to read a book.
  202. Should have more advances and books
  203. Virtual
  204. Obsolete
  205. More newer books
  206. More electronic than it is now ... but I still like the feel of a book in my hands and turning pages made of paper!
  207. Home away from home.
  208. Mainly just computers. You will read stories on computerish devices to save on paper. But there will still be lots of books around! :)
  209. It will have a lot more books, very comfortable seating, quiet places, restaurants, more non-fiction, and it will feel like home. It will be very safe and will have a lot more music and CDs.
  210. I think that having the ability to print from a wireless laptop will be especially important. Also, access to databases like JSTOR or pay-for-view periodicals like back issues of the Wall Street Journal etc. will become incredibly valuable.
  211. Still book based, but with more downloadable materials.
  212. A bookstore with cafe, also quiet areas for laptops, self-study and areas for tutoring school age children and teens.
  213. Hopefully bigger than ever>>>
  214. Hopefully about the same with a few more online services.
  215. More computers and audio books

- 216. Libraries will be more electronic and easier to use electronically
- 217. Not sure - hopefully a quieter place to read, find information, and discover new knowledge
- 218. technology integrated but printed books will still be important
- 219. With everything developing on the internet, I'm not sure how valuable the library will be. I do know that a library is the one place that I can go and find information that is not biased like many things on the internet.
- 220. better than now
- 221. It will be bigger, better, more books, dvds, cds etc. and have more people working and borrowing books.
- 222. More expanded with better hours.
- 223. cool
- 224. Probably more computerized.
- 225. I Think it will contain more tech.
- 226. I am really not sure.
- 227. hopefully larger. with a seperated children area. it can get a bit loud.
- 228. More computers, a lot more books, bigger space
- 229. Many more computers for kids. Double size of seating area. Larger childrens section - better selection of books/DVDs for kids.
- 230. Probably more ebooks, but a continued emphasis on paper/real books.
- 231. More personal and virtual.
- 232. I have no idea
- 233. The first floor will be the "lobby" ~ where children can learn how to behave in a library, but not be afraid to engage in the toys or books in a manner natural to their ages. The upper floors will house more quiet areas, for those who require them. Wireless internet access will allow all patrons to move around as necessary, whether to keep up with kids or to peruse the aisles - outlets will be plentiful! There will be an abundance of baby/toddler/child programs to encourage early love and appreciation for reading ~ this will be an affordable, reliable, safe place for residents to bring their young ones when they need to "get out of the house" and begin socializing their little ones. Hours will be extended somewhat into the night, a few nights each week, to accommodate hectic schedules (work, extracurriculars) that sometimes run late. Cooperation with local organizations will allow for regular meetings/meeting spaces for non-profits; late fines will be waived twice a year for food drives to benefit local families (1 can/box per late fine offense); more than just a place for students to go, it will be a genuinely family-oriented place ... where mom, dad, grandma, students, toddlers, and babies can all be accommodated.
- 234. Have more technology
- 235. A great big success!!
- 236. I think that a library will be even more important 10 years from now because of the growth rates of smaller communities. For example, smaller communities need to consider their growth rate and build libraries according to their future needs. Some smaller cities have outgrown their library already.
- 237. Extremely busy with patrons! Filled with children of all ages studying, typing reports, writing research papers, watching and listening to nonfiction information. Totally involved in the LOVE of LEARNING!!!!...
- 238. TOO HIGH TECH, NO BOOKS
- 239. I hope it is bigger and better than today. It is a great place with a lot of choices. My kids love to go there. My 9 yr old loves the books and computer games. Anything to encourage her to read I am all for!
- 240. Place for hands on books with great access to national reference data bases.
- 241. doubled in size and providing more quality programs and books

242. There will probably be more technological choices for the materials and mediums through which to obtain them. However, I believe the books and tangible will be desired as well for another generation at least.
243. On line only - sad, but true.
244. I hope it continues of be a quiet place where people can access the written word, whether on a computer screen, a book, a DVD or whatever.
245. Electronic, more computers, cafes, more like a community center with lots of computers.
246. mostly machines, no paid positions, all volunteer labor- oh boy
247. Obsolete
248. More online
249. More resources will be available electronically.
250. We will have several large regional libraries. We will have combined the resources of that whole page of libraries you listed earlier in this survery. We will not keep funding individual libraries for seperate cities. We will use our school library buildings to house adult library services.
251. Hopefully, a library that the community will be proud of and can be used as recruitment of new business and homeowners.
252. ?
253. ONLINE Wireless
254. A central focus for the community.
255. I hope it will still be a place to discover while reading but with the iPod generation, I doubt it very much.
256. lots of hardcopy books, but with much greater access to digital scans of original texts or ebooks
257. open time to be better
258. mostly computer use
259. Hopefully more resources and larger!
260. I enjoy the children's programs i.e. chess club, summer reading program. Need to get teens more involved. Hopefully a busling community involved place.
261. very high tec ,with alot more lab tops to borrow,while in libray.....
262. More books, better service, better functioning in general
263. Larger
264. Expansion is key. Moving to the second floor would be a real boon.
265. Empty
266. I think the library will be even busier.
267. It has been developing for each programs and maximizing the any kind of books.
268. full of books, printed material, dvds, cd and computers--both floors and full of people
269. Focused Internet hub that easily and quickly provides refeence materials from all connected libraries around the world
270. A Great library will be supported by an experienced, helpful and friendly staff.

Patrons will feel look forward to using the library. They will feel their visits are successful and very worthwhile. In other words, a great library in 2020 will be much like the Colleyville Public Library is today. There will be changes to resources available, but books in print will still be central. Some e-materials will finally be as easy to use and as accessible as printed material and DVD/CDs.

271. Have a larger volume of resource materials that relate to professional industries and trends.

High technology centers for students and professionals.

272. See more varied age groups using the library from toddlers, to school age, to teens, young adults, parents and grandparents. Use of the second floor since there is not anymore room to grow on the first level.



- 273. A library should be a "center" for the community. It's primary mission should be to make information available in a user friendly form. It should not be merely a collection of computer terminals, but a place where people can browse. It should encourage a love for reading in all children and be a resource for school age children. It should have materials and programs that attract adults such as reading material, job resources and programs.
- 274. As print costs rise, I think access to hardcopy library books will become more important than ever. My own book habits have changed over the last few years, driven purely by the economics of buying versus borrowing, something that used to not concern me in the slightest.
- 275. More interesting and popular
- 276. Many people will forever prefer a book in their hand to a screen. Libraries will always be needed, and should provide needed information, not just entertainment.
- 277. I hope we still have books! lol More ebooks. Or items like the Kindle: Amazon's New Wireless Reading Device.
- 278. hopefully it will have a much larger selection of books
- 279. More focus on lending high tech games, greater access to resources via internet, on-site cafe service, more DVDs & CDs & audiobooks
- 280. Right now your demographics of CV are young, professional families and older citizens. I think that will change in 10 years to an older population and the younger families with children will shift to cities beyond like Keller, Haslet.
- 281. I hope it will be more inviting to children of all ages with a large collection of books, movies and programs.
- 282. Much the same, unfortunately there may be fewer books in print form.
- 283. More of a media center. Hopefully, we will always have the opportunity to keep a good book, magazine, or the newspaper in our hands and not have to read everything on the computer in the future.
- 284. I think that it will probably have more computers than books.
- 285. I am sure there will be more use of technology, although, I hope that is not at the expense of traditional book lending.
- 286. More electronic access, eg wi-fi.
- 287. A great community asset
- 288. Our family loves to read, so I hope not much has changed!
- 289. I'm scared that there won't be a need for a library with advanced technology. That would be heartbreaking!
- 290. Probably more emphasis on computer use. Hopefully book collection will remain valuable and popular.
- 291. More computer based. I still think it's important to have books - especially children's and reference books.
- 292. I am hoping that libraries will still maintain a large and varied resource of books and media which we can read and provide reference materials and not turn into a computer station area
- 293. Have a wider selection of books, especially for kids
- 294. I suppose with the aging population, libraries will have more speakers and/or programs to deal with health and finances.
- 295. I think those of us who love to read will still want to hold a book in our hands.
- 296. It will have access to a lot more books via other libraries and also a lot of books and materials online.
- 297. Very focused on reference material available from the internet. Would be great for the library to teach patrons how to use the internet for these resources (i.e., senior citizens, older adults who need to research careers, retirement, elder care for their parents, etc).
- 298. many more computers to use
- 299. I can see more being done online, i.e., checking out books online and having them ready for pick-up. Definitely more technologically advanced.

- 300. I think libraries will still be 'brick and mortar' entities, but include a wide range of digitized information, easily and freely available to patrons
- 301. Probably much different than now. I think that as more and more is accessible only on the computer/internet it is important to provide this to a community as a service.
- 302. More geared toward electronic media. Availability of data bases needed for business and school work.
- 303. More of it will be online.
- 304. Hard to say. Technology is changing so fast, but I still think we will need physical books and a physical location.
- 305. Please continue to have books, but also have a wealth of opportunities to accommodate the growing technology.
- 306. Most if not all will be electronic, maybe even virtual. I feel the physical library may be dwindling to the extent that people will not have a need to visit the library any longer with the resources available online; however, the library will always need to exist to provide access to literature to those who are generally behind the latest wave of electronics not readily available to them.
- 307. Almost completely computerized.
- 308. About what it is now
- 309. All materials will be accessible and downloadable online. Renewal of library cards will be available online.
- 310. In 10 years, I believe libraries will be much as they are now, with a combination of hard copy materials and electronic resources. I think that more materials will be scanned and digitized for electronic recall to provide convenience for the patron to be able to access them from home via the Internet, but I don't think anything can replace the feeling that comes from actually holding a book in your hands and reading it for pure enjoyment.
- 311. Multi media without porn sites or adult entertainment sections
- 312. Mainly internet
- 313. I'm sure it will have more electronic resources, because I have found those to be very useful.
- 314. a quiet place for people to read, learn, gather information, study, and relax
- 315. More electronic
- 316. Most likely higher focus on technology, computer based searching and reference etc.
- 317. bigger
- 318. e-books will probably be more widely used
- 319. online
- 320. Mostly internet access with books for show (just like my law library, books for show and all legal treatises on internet).
- 321. I hope it will continue to have books, not just internet etc.
- 322. much more expanded with print material as well as computer access
- 323. Unfortunately, mostly wireless, paperless and possibly building-less!
- 324. More books and services available
- 325. A quiet, restful place that looks like a retail bookseller, but offers local residents a free place to read, learn and work.
- 326. Either they'll be much like they are now or if you continue to try to turn them into computer labs with coffee bars they may disappear.
- 327. Hopefully, they should all have more in their book collection than they did before. Never should any library remove any book from its collection.
- 328. lots more internet, but MUST continue to encourage reading!
- 329. n/a
- 330. Hopefully just as vital to a community as they are now.

- 331. Paperless with most documents stored on some form of electronic media. Most visits to the library for older folks may occur via the internet while group children activities and community group meetings may be the majority of actual visitors to the building and premises.
- 332. far more computer programs - online instruction, books on audio, online videos, more research access
- 333. less books, more internet space
- 334. computer based
- 335. I think libraries will be a little bit different than what they are today. I think they will be more used by folks. I'm hoping that it will help people especially those that have relocated and are looking for information about their new town.
- 336. It will have more books and resources.
- 337. a center of literature excellence....we came from a town (Barrington IL) where the library was always crowded with people...even during the summer....the grounds included wonderful sculptors for children to play around...inside local artists displayed their work....the children's/teen area was awesome! We would visit almost weekly...books/cd's/dvd/computer software were plentiful. The library provided an area for teens...cutting edge books and Japanese comics....my kids (preteens) would ask to go to the library...we were spoiled :)
- 338. I hope libraries do not turn completely away from solid hand held books to on-line reading materials. I think real books loaned from a real brick/mortar building is important.
- 339. Better
- 340. yes
- 341. more on line more e books - less people checking out in person more checking out on line.
- 342. computer based
- 343. I don't know.
- 344. Full of technology and not very many books.
- 345. Continuing to grow
- 346. Online reference and resource for digital downloads, lots of books
- 347. Definitely not all Internet--it's a quiet, enlightening, energizing place to learn, to gather--a school for the whole community.
- 348. increased emphasis on computers but still filled with lots of books
- 349. It will be "e" everything, except for the latest Best Sellers. There is still something to be said about holding a book.
- 350. stronger computer reliance. Less paper reliance
- 351. I suspect it will be even more high tech than it is today and that the maintenance of the library will be more dependent on computers. I think that the Dewey decimal system of classification will be replaced with a "simpler", more computer friendly system. Regrettably, I think there will be more books on tape, DVD and computer. I feel that libraries will become more like community centers, rather than a centralized location to store, preserve and loan books.
- 352. Old
- 353. A great place to work and study and read. All kinds of literature, research areas and just a nice place to go and be quiet for a while.
- 354. I think that all books will be down loaded to an electronic source such as an ipod or computer over the internet.
- 355. the cultural center of the city
- 356. Much the same as recommendations made here.
- 357. more electronic based information including ebooks
- 358. With the advent of Kindle and other means of reading ebooks, I think we'll be reading material that has been downloaded. I am sure it will be in an easy to access and formatted in a way which will capture our attention - for example, large print, with illustrations, etc.
- 359. many more programs and technology help

360. We need to pool our resources and have regional libraries. Each city does not need to spend money to have it's own library building!
361. I think it will continue to be a center for research and learning. Although technology continues to progress and libraries have adapted, the main use of libraries is to check out books and be a location for study.
362. I am sure it will be much more computer based but I am not sure that is a good thing. In our community there are very few homes without computers and internet access. There is still much to be said for the printed word and access to research assistant. I feel in some communities the wireless internet access will be more important due to the need in that community. We must gage each library and it's needs by the community it serves. Trained and helpful staff members are extremely important. I think that a library that is extensively shelved and staffed with a modern and lean toward the use of art in it's makeup is what we should hope for in the future. An atmosphere that promotes the desire to visit within the community is very important. I see the library of ten years from now as modern with a lot more activity as far as exhibits, seminars etc and yet holding to the wonderful world of stacks to wander through.
363. We will not have, nor do we need a library based on the internet. We should not have a library which in effect functions as a day care facility; it should not be doing what the public school system does, nor should it in any way accomodate people who do not speak English.
364. More emphasis on electronic media than on paper media,
365. Online reading and paper books co-exist, free wireless internet access, separated areas for children's fun reading and adults quiet reading
366. an index pointer for data via the internet. A data mirror for free or low rent E-Books that are non-fiction that can be dragged and dropped to an MP3 for audio or a e-book or video book.
367. I think that libraries will be available online
368. hopefully not obscelete
369. I hope the library will expand, and have an expanded collection of books.
370. Same as now, but possibly incorporating Video games into it, with a cafe, and bookstore connected.
371. More on-line use of materials, less checking out of "hard" materials. More remote use of library facilities. More use of library for research and school program support, homework assistance, community group activities and meetings (helps to have access to copying, printing, meeting space, and information sources in one place)
372. Hopefully it won't be based too much around computers, esp. since most people have them in their homes already.
373. the same but maybe a little more dusty
374. even better!
375. Hopefully we will continue to unite with the Internet but never get away from good old books to read.
376. I'd like to think it would be a place for the community to enjoy and a place where you could find current books and DVD's. We do not have school aged children, but will in a few years. I'd like to see them be able to use the library a lot and enjoy programs, etc. that are offered.
377. With a more vibrant community hopefully.
378. Very virtual with nothing but books on computer screens, but will still maintain public interest due to accessability and art value (if available).
379. I am sure libraries will have more Internet access, but I believe that there willll still be lots of books, especially reference materials & current best-sellers as well as children's books. There will probably be even more entertainment options in addition to audio CDs and DVD movies.
380. More technology driven... less stuff, more computers
381. The Library web page is poorly designed and needs to over hauled. First it is hard to find in the city's site. Second the catalog is very hard to search if you are looking for materials. Example childrens

books get mixed in the other material should be a way to look at only children material and "regular" material.

382. not sure

383. Teetering on the abyss.

384. will be more electronic

385. Hopefully with more books than it has now.

386. gathering place, community forum, a place to meet up and catch-up with friends - since kids do not have places all to go at this time

387. Larger with more material

Question 13

Is there anything else you would like to tell us?

1. The Colleyville staff has been conscientious about keeping up with trends in library design, layout and operation. They've never been a "we've always done it this way" group. And that's good.
2. Despite the coming high-tech library, we will always need a community center for families and residents to gather - the library is the city's attic. We need to acknowledge and embrace our humanity while providing quality information.
3. The library is too loud right now.
4. My impression is that our library is resource-constrained and is therefore poorly positioned to compete with larger community libraries. This laundry list of potential service offerings is not realistic so I chose not to rank them.
5. Do better on getting new DVD releases on the shelves
6. The Colleyville Library is a very pleasant place to go. Everyone is always kind and accomodating. I think expansion for more materials would be great.
7. Overall, I find the Colleyville Library a user friendly place with a wonderful staff.  
  
I think the Friends of the Library should ask for more help from more of its members rather than just a small group of chosen few.
8. Public meeting rooms are important for the libraries various programs.
9. I think a section with large print books would be nice for seniors who have a hard time reading the small print. Grapevine Library has a very large section of large print books.
10. Really pleasant
11. This library is already overcrowded with respect to both users and materials. Users complain about the noise and some materials have to be stored in the back room because there is no space on the shelves for them.
12. The area needs much more parking. The library also needs more signage on the building and street (both in front of the building and at the entrance on Colleyville Blvd.)
13. Need more current best sellers and also more books on non-fiction topics that are currently emerging like eating disorders.
14. keep up the good work!
15. need more space for shelving and new materials. train the volunteers so that there will be better shelving
16. Realize that we are the GCISD School District and a strong co-op effort should be between the two..libraries. Further recognize that of our community is within the bounds of other adjoining school districts.
17. I love, love, love all the energy and activities provided by the wonderful childrens staff. I have been so enthusiastically overjoyed by what you provide for all age children form little ones to elementary age children.  
  
THANK YOU!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
18. Colleyville has a great library but one thing to remember is that the only thing that is constant is change.
19. No
20. Bring people together -- seniors, women's groups, teens.  
  
The library can be the central glue for a Community that is currently not very cohesive; because of the space and ambiance, it is the perfect space & sense of place to make this happen.
21. your web site needs work...hard to navigate...



22. I believe a place for copying digital camera prints, with the kodak machine that does it without assistance would be a good addition to the library function.
23. I think you should be more flexible on your children's story time & other programs & not require pre-registration. It's too hard to commit to coming every time when you have more than one child. I understand the reason (enough resources/supplies) but I have never signed my children up because I don't want to be made to feel like I have to come every single time. What if one of my children is sick, etc.? Should be first come first served. We go to the summer programs at the Grapevine Library with friends because there's no registration. Every child does have to have a library card though. (I'm speaking to the summer programs for younger school aged children ages 5-8 I think it is that can go without a parent in the actual program room) We love the Colleyville library!
24. I love this library. Although we can improve, the Colleyville library staff sets a very high standard for other libraries.
25. Keep up the good work.
26. Being open on Sundays would bring a lot more young people in to study jointly and do research.
27. Need to be able to get new books quiker, when library does not have it in stock.
28. Fantastic Staff!!!! Great multi-media selections.
29. library should be open longer on Fridays and Saturdays, could also be open on Sundays
30. You have a great staff.
31. Your staff is awesome. I love knowing the people like they are part of my extended family. It makes reading and sharing ideas a welcome and fruitful enviroment. Keep up the good work. Jan Mogged
32. There is an online "book group" called Good Reads. It would be fun to have some kind of "recommmendation list" of local favorites at our library.
33. I think more LGBT studies materials should be found in the library.
34. You do a wonderful job when I request materials from other libraries.
35. I hope the library is able to increase its adult and children's fiction and nonfiction collections and is able to use some of the upstairs space for collections.
36. I think this is a great library. (I wish it were larger). Overall, it is a great resource for our family!
37. I think that's about it.
38. It would help if there were more copies of the summer reading books that are required for middle school and high school students
39. It's a good library but does not contain as many books as other libraries, especially the Grapevine Public Library.
40. Need more books.
41. Libraries are an incredible gift. I remember my first book mobile visit. Loved it.
42. Do not waste taxpayer dollars building a book warehouse.
43. I think that it is important to embrace new technologies but still keep traditional reading (like sitting down with a good book) because our kids are already losing skills they used to have because everything is spoon-fed to them through monitors, etc. Their reading skills are decreasing!!!
44. The library is AWESOME
45. I like the animorphs series and I think that the library could have more of those.
46. You need like a cafe like coffe and healthy snacks.
47. get some new dvds
48. i think the library is already probally one of the nicest ones in america. although i do wish there were more than an hour for the computer time.
49. You're doing a great job.
50. the person that ansews the phone doest know anything!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
51. i love collivill library
52. i WISH THERE WERE VEIDO GAMES

53. the library needs more computers and strict rules and should have a wireless access to the internet and should be a quoter like all librarys ive been to
54. You have a very peaceful library!!
55. The residents of Colleyville have spent enough money on the structure and equipping the Library. We should be able to use it on weekends when it is convenient for more of the residents.
56. GO WIRELESS! Can community groups use the library for meeting space?
57. I have really appreciated using the space in the library to tutor my students. Originally I was told that I could not use the rooms but fortunately when a librarian realized that I was tutoring for free it became available. This has been very helpful in finding neutral space that is pleasant and not at all like "staying after school." The library is also a great place to be when taking a break.
58. My students and their parents love you all, and seem to be very active in the local library. I really love that!
59. I wish the Colleyville Library would work with the English teachers, especially at CMS. We can be a great supporter, and would like to be, but we are totally in the dark. By chance I learned of a teen book club...one time...and have never been able to find out more about it, so I might encourage my students to come. The impression from the library to me, is that if you aren't COLLEYVILLE, you're not good enough for our library.
60. I love the library and the staff!
61. One thing makes me furious every time I go through the drive through -- the drop box. It is inaccessible!! As is the call button! I have to either scrape the side of my car, climb through my car window, or get out of the car to use them. What do handicapped and elderly people do? What should be a convenience for people is a nightmare to use!
62. It is a very good library
63. The biggest problem with the library is out of sight, out of mind. I don't even think about it unless, for whatever reason, I need to go to City Hall....usually to vote. That's when I realize there is a library there...and shops. It's really nearly completely hidden from Hwy 26. There's no easy way to even get to it if you're going north on Hwy 26, either.
64. i would like to see more of a partnership between the library and the public schools.
65. An covered outdoor reading area would be feature that I beleive would be well used in the spring & fall.
66. I can understand why you are considering a coffee cafe to keep up with the perceived needs of people who frequent book stores. This is not a necessary component for success though. Comfortable seating and work space will be the the key for patrons exploring the library. The Colleyville library is beautiful and about a central as it could be considering the size of Colleyville.
67. Colleyville library is closer than Grapevine, but, the couple of times I've been in, it has been difficult to negotiate and find what I needed. It has been awhile and you probably have more materials now.
68. We love the library. The children's story times are great!
69. Better Parking signs would help. As you drive up, it appears as tho the on street spaces along the front are the only parking spaces available. While interior is welcoming, the outside foyer (right outside Library entrance) is dark.
70. Collyeville Library is doing a great job!
71. We live in hall johnson and heritage rd. for us is closer Colleyville library than Grapevine, we want to participate with the kids program , what we need to do?
72. This is an awesome facility. Please keep up the great job you guys do every day!
73. Kee up the good work!!!
74. I really enjoy a hometown library atmosphere...everyone knows your name. Areas to be engaged in with kids...areas of the library which are quiet for others. My kids enjoy interactive things...I'd love to see some programs that challenge the kids in arts, writing skills, things that can move our city forward...forums, get togethers... ..educating ourselves around every corner of the library.

75. My backyard is Colleyville, but I have to pay a fee to use the Colleyville Library. My house burned, but they sent a fire truck from the other side of the highway in Grapevine instead of one a few blocks away in Colleyville, hmmm. I don't use either library, even though I love to read because libraries used to be free to the public. If I have to pay, I will buy it and keep it.
76. You need a better selection of reference and non-fiction books.
77. I wish you could have Sunday afternoon hours.
78. How can a non-resident use your library?
79. Need more programs and space for teens to meet and study together; this also includes more hours when they are out of school.
- More cultural events for teens and adults.
80. The employees do a fairly good job but could spend less time with their private conversations, when people are waiting in line..
81. Libraries are excellent places for volunteer workers. My daughter volunteers at the Grapevine library. Need plenty of PC's. Not near enough PC's at Grapevine Library. PC's are in everyone's future...please have plenty of them for everyone!
82. Colleyville Library needs more publicity.
83. I would like to see more educational events for elementary school age children in the evening. For instance, visits from children's book authors, science experiments and book clubs.
84. The Colleyville library does not have the greatest selection of children's books and pre-teen books. This is the age my children are at. We moved here less than a year ago and miss our old library. They are a large children's area w/ many books, seating areas and reading areas. They had a large non-fiction area as well, which helped out w/ school projects. Our children are the future. I believe we should invest in them. Thank you.
85. LONGER HOURS!!! During a busy week, when kids can only get to the library with a parent driving them, SUNDAYS are vital times to get to the library! Please -- expand your hours! Stay open later, longer & open up on Sundays.
86. Currently, I have a high school student. I find that it is difficult to locate optional study locations. I would like
87. The library is doing a great job. It's a pleasure to come in to the nice, clean, family-oriented facility with such pleasant employees. The selection of materials has really grown, but I would still like to see more young juvenile/teen newer books being offered.
88. LOVE THE SUMMER PROGRAMS AND THE CHESS CLUB!!!!
89. i love the library... wonderful, caring staff and fantastic, current resources... thank you so much!
90. OUR FAMILY LOVES THE LIBRARY. WE LOVE TO READ AND THE STAFF AT THE LIBRARY ARE THE BEST!
91. Wish we could get kids to use the library instead of the internet. They don't plan ahead to do it and then need "real" books at the last minute or when the library is closed.
92. Definitely need a QUIET place to enjoy reading while at library. Not next to children section. Also, a softer "beep" when patrons are leaving library and the scanner did not scan properly. Seems to happen alot.
93. Currently, I am told that the Grapevine library has more books. Also, in the summer, the children's book selections are bare. Hurst always has more books during the summer children program.
94. TLC circulation system is not very user friendly. Look books up by keyword is not very effective. Consider purchasing a more effective user friendly circulation system.
95. The library should be a center for kids to meet, study, research, and do homework. I lived at the community library when I was in High School. The current library doesn't have the hours where kids can utilize it for research and study.
96. Promote netlibrary
97. I am so happy to have the library and to see the thoughts that are being developed for making it even better than it is now.

98. I think a coffee/drink/snack bar would be an excellent addition to the library. Maybe even a viewing/movie room of adult films.
99. I would like to see more Audio books.
100. PARKING SUCKS - THERE MIGHT BE A BIT MORE ROOM IF THERE WEREN'T SO MANY CITY VEHICLES PARKED AT THE BUILDING-----
101. I think the collection needs to grow
102. It would be great to have more space for the kids. i love to hang out at the library with my son and daughter, but kids have a tendency to be a little loud, even if we teach them to be quiet at the library. I used to go to the Grapevine library and they have a wonderful space for the kids, don't get me wrong LOVE our library...
103. I have small children and it is hard sometimes to know that I am not disturbing anyone with them. I would like to see the children's area apart from adults at some point. Also, I love looking for books/reserving them on line while they're in bed at night and know they'll be pulled for me by the next morning. Thanks for all that you do! We love our library!
104. Seem to be on the right track
105. summer is almost here but i have summer skoo so that blows.
106. The worst things about this library are the hours and location. Also, the selection is fair.
107. -
108. YAY!! This was a very good survey!!
109. Consider the large population that prefer a "Barnes and Nobles" or "Borders" setting and you will see the traits the majority of people want when looking for books. Seating, refreshments, background music, placement of books with large banners or signs showing the different sections. Our library needs to be more "modern" rather than the traditional sterile library setting.
110. Improve the layout of the library so that it is more customer friendly and gets staff out from behind desks and more interaction and free moving throughout the library. I don't like the fact that if you need something you have to go to the Youth services desk or the reference desk; anyone should be able to provide assistance; is should be more open, easier check-out system and shouldn't compete with area stores (ie. blockbuster and borders). If the library offers free services (which I like), what will that do to area businesses?
111. more comics and sci-fi
112. Buy more books!
113. Don't try floating any more tax money into the Library. The budget is already too high for it now. Your staff is overpaid and the selections inadequate. The City of Colleyville is littered with unused meeting rooms in every corner, so don't spend anymore upstairs either.
114. get warhammer books and deltor books
115. There are many things the library might consider valuable, but the library should focus on certain areas. It cannot cover everything--entertainment, community, charity, ESL, community service, family services, etc. I suspect that's one of the purposes of this survey. Concentrate on what your goals are and pursue those with excellence. The Colleyville library is a great place! I love it!
116. Your teen section is very low. but i love to work hear! Your summer reading program is very cool for the kids, but i think the teens should have more prizes then just a t-shirt and the grand prize.
117. The teenage section desperately needs to be updated. You could do with more phycological books and a cafe would be nice. You really need more CDs. I go there looking for CDs I can't find on itunes, and you don't have them either.
118. I am so glad Colleyville got a library! This is such an important community service.
119. I think it might be a cool idea to think about using the upstairs room, possibly, for weddings... Got the idea from sex and the city the movie...
120. The Colleyville Library is not set up to service working adults. The library needs to have Sunday hours even if only for a few hours.
121. try to have more bestsellers available of popular authors.

122. The children programming is wonderful. Thanks for providing such a great environment for children to get excited about reading.
123. Am I getting redundant on the "quiet" part? :)
124. notify late fees via e-mail sooner!
125. I love this library and think it's a wonderful place. I would love to see more involvement with the high schools because I know the library has a major presence at the elementary school. More teen books would be greatly appreciated.
126. add more football books (all teams
127. It is very good.
128. good job
129. I live on the east side of Colleyville (Woodland Hills), so the Grapevine Library is very convenient to me and I pay the \$25 reciprocity fee to use it. I attend a Jazzercise class at the Grapevine Rec Center. However, recently I was able to find a book at CV library that had 4 people waiting for it at Grapevine. I find the CV library very attractive and comfortable and on a recent Friday afternoon visit was very well used (children's program with parents/grandparents in the library). Congratulations on creating such a lovely library.
130. We so appreciate staff (and key staff like the Director, Children's and Reference Librarians) especially. An expanded children's section with comfortable (soft chairs/coach) for parents to sit on while watching (so you can see them) the kids play with toys/computer. An expanded computer software selection would be great (something that caters to elementary age kids, etc. - not just pre-k and toddlers as of now). The library programs are the best in the area - keep those up please. Everyone in our family looks forward to them. As an adult, would love the garden club to come in a do a monthly training session at the library (like Grapevine does) and maybe offer some computer training (how to sell things on ebay, etc.). Thanks for all your hard work!
131. I enjoy the library a lot. I would like to see people turning off their cell phones, or at least putting them on silence and if they have to have a conversation that they would take it outside.
132. I love the wonderful warmth of your staff. They are most helpful.
133. nope not really.
134. Staff at our library is always very friendly and helpful. I enjoy visiting because of the people you have there.
135. I find the Colleyville Library a very pleasant place to visit to select books and DVDs. The staff is very helpful and friendly.
136. thank you.
137. I'm consistently and constantly amazed at the quality of the staff at Colleyville Library; the leader of my toddler's story time (Angela) is phenomenal. The check-out desk has always been a pleasure, whether it is paying overdue fines or extending my borrowing dates or inquiring into programs, ... always pleasant, helpful, and just a genuine pleasure to interact with. Bravo!
138. Computers for kids with educational, reading games. Small teaching area with small t.v. with a vcr/dvd. A listening station for cassettes, and CDs with headphones.
139. A bookfair that never ends with a section just for kids.
140. A simple snack area with juice, coffee,.... to refresh the patrons! The food and drink must stay in the snack area!
141. THE COLLEYVILLE LIBRARY IS ONE OF THE BEST LIBRARIES IN THE METROPLEX. THE STAFF IS VERY FRIENDLY AND VERY HELPFUL.
142. Keep expanding on the DVDs. We love to rent them. The selection is good, but there is always room for a few more.
143. While I can easily get to the library during hours it is open, my working husband has a more difficult time.
144. The current hours of operation is of great concern. The weekends are critical times for students to do research. It is also the time when working people have the chance to relax and enjoy the



atmosphere at the library. It would be beneficial to have longer hours on the weekends and to be open at least during the afternoon on Sundays.

145. It is important to provide a variety of genres in newly published items.
146. The Colleyville library has a lovely, mostly UNUSED facility. However, books make up a library - not empty space. You never have any pertinent reference books for my teens use and nothing for an avid reader such as myself to check out. This library is book poor.
147. Please don't take away the children's program space. We LOVE it. It is the best I have seen.
148. keep people working and pay them. people feed families- machines do not
149. Don't pour anymore money into the Library. It is a drain on our City and gives very little back to the citizens in value.
150. When I have visited the Colleyville library, the book I want has been checked out. Is there only one copy of the popular books? This is why I don't visit the library more often than I do.
151. The chess club has been a wonderful experience! Please do more!! More movies upstairs ... this is a wonderful experience for the children.
152. Web site could be more user friendly.
153. I love to read. I am an adult and I do not need a government agency to provide books for me to read or a chair for me to sit in to read.
154. no
155. <http://www.mcpshows.com/> This person is an award winning Children's Entertainer that has a long career in doing Library shows and children's programs! I have seen her diverse shows and specifically her BookWorm Library show. Margaret has dedicated her life's work to doing family entertainment and teaching children! She might be a fabulous addition to your library program and she is in Arlington!

Margaret Clauder

156. I have enjoyed the children's programs available and the story time (for preschoolers). I might suggest that there be more morning story time sessions. A lot of the preschoolers take naps in the afternoon.
157. The library is very noisy, almost all of the time. Not only children, but moms talking on cellphones. There is no sense of "hush" in this library as I have experienced in almost every other library I have visited. The last several times I have considered about going to the library to sit and browse the periodicals, I thought twice. I believe the library would benefit from a more stringent noise policy, a ban on cellphone use, and a separate children's area.
158. Thank you for trying to make this a better place.
159. need more of the basics/classics in adult fiction
160. Colleyville library definitely has room for improvement
161. Happy 4<sup>th</sup>
162. I think the library needs more books. There seems to be more of an emphasis on ebooks, self-service check-out, and other technological aspects, as opposed to books. What is a library? A place for books. The Colleyville Library is significantly lacking in this area, choosing to focus on the latest trends in libraries, instead of the simple thing; having books.
163. I know that ya'll do a great job with your resources. I would like to see the city give you more resources for children's books. Kids who have been very active in the reading program start having difficulty finding new books in their interest areas after a year or two.
164. I am proud of our library and am amazed how busy it seems this summer
165. The staff at our library is always friendly and very helpful. I would like to see our library expand to the second floor. It is a wonderful library and could easily be expanded with more information and books. We are fortunate to have a library in Colleyville.
166. My family is in the GCISD, my daughter attended GCISD schools, my wife teaches in the GCISD, but we live in Hurst. I seldom use the Hurst Public Library because CPL is much closer, the CPL staff is



- more helpful and the CPL materials collection better meets my needs (especially for DVDs). My one complaint is that non-Grapevine/Colleyville patrons are continually moved to the end of the Hold Lists. It is not unusual to be on a hold list for popular DVDs for 3 months or more. Hurst Public Library and Richardson Public Libraries treat everyone on Hold Lists the same.
167. Need to expand book collection for all professional fields. Latest books in relation to those fields, keep up with is available in bookstores and on Amazon.
- Need more diversity also. More DVD & CDs pertaining to all races.....
168. Since the library is in an area where it is mixed use space and with more condos going up you need to have the library open on Sunday afternoons.
169. I've only started using the Colleyville Library this past year and while it's nice, the collections are certainly too thin. I use NRH more often just because they have the books I want (determined by checking both catalogs online).
170. A deposit site for CV historical documents should be provided. Copies of early CV photos that were copied in 1986 have been lost because the holder of the photos moved from the city and took them with her. History books are fine, but the documentation for those books needs to be retained, and a place provided for that.
171. Love the kids and children's programs. Wish we had a younger than 8 year old chess program.
172. I would really like the digital library to be compatible with Macintosh.
173. You need an area for children & teens that's physically separated from the adult area. The library should not be a default place for babysitting & childcare.
174. I am interested in adult, non-fiction books in the genre of home decorating, design, garden design, cooking, and international traveling/guidebooks and world history. I also enjoy biographies. You have a few good interior decorating books, but some are rather dated and not much variety. Garden design is the same---would like to see more Texas gardening books. Traveling guidebooks are dated as well. Wish there was more country-specific history and biographies available. Seems like y'all have a lot of fiction in the library---need more classics if you're going to go that direction.
175. Again, more areas for older children to feel part of the library.
176. We recently have moved to Colleyville, and I have been very impressed with the city library. It is clean and inviting, and the librarians are most helpful. Keep up the good work.
177. I seldom use the Colleyville library even though I live within walking distance because I have never had a pleasant experience there. My impression is that the Colleyville library is more like a playground or mall than a library. I would recommend that the library staff be trained to lower their voices and to assist in maintaining an environment conducive to reading and studying. They could begin by discontinuing the practice of calling out greetings across the library to patrons as they enter. Since, as I have been told, they know there is an acoustics problem with the building. Virtually every time I've tried to use the library I've given up and left because it was impossible to concentrate with the staff talking in loud voices. Several times, I've had to ask staff members to lower their voices--which is not a problem I have at other area libraries. It's more than the noise, though. I don't feel that our library has been a successful experiment. Overall, I think it would be a good idea if our library closed and we gave our support to the good libraries in nearby cities (which I use frequently).
178. The tone of the email is that the expansion of the library and with it the increase in the tax burden is a decision which has already been made. If so when and by whom? I would like to see the justification for this decision, if it's been made. If it hasn't I'd some input on the decision of whether or not to expand.
179. Browsing the bookshelves encourages & interests children in reading. My children always look forward to the summer reading program.
180. Expand the library, offer more quiet and comfortable space, expand your programs, I think this makes our community a wonderful place and the library is a place we can be proud of, Expand your large print area books.

181. I think there needs to be more seating for adults. Usually all the chairs are taken and if your kids are in the kid area or browsing books, you want to be able to keep a close eye on them. More community events would be great...not just in the summer for kids.
182. Love your childrens programs!!! They are fantastic!!
183. If resources are available, more communication with the community about additions, special programs, displays, book talk, upcoming events, and the like would be nice. Say, a concise monthly newsletter?
184. The last time I checked, which was a year or more ago, I found that the online audio books were not compatible with Apple computers. I hope this has been rectified.
185. I believe that the construction cost of the facility as well as the operational costs should not cause tax increases ever. Approach the project as though it were a private project and assume that there are no deep pockets that can be tapped into for decades. What is the percentage of useage by Citicizens of Colleyville, 10%???. Because of the reccesion and the long recovery time consider putting any expansion or improvements up forvote by the citizens.
186. Colleyville has a great childrens section and good programs and a good selection for adults, but the hours available seem primarily to suit only stay at home Moms and their families.
187. I really like the atmosphere that the Colleyville Library has...it is a restful place to come and browse. I would like more music books...and by that I mean book with classical or modern piano pieces.
188. The children's programs are great and the library staff are very helpful. We would like more access for residents of nearby cities.
189. I would like to see the library coordinate with local career development resources as we enter into this recession. Also, perhaps a focus on areas that are important to our demographic (nutrition, elder care, etc).
190. would like more juggling entertainment
191. I have visited Southlake's library once and it is great. I'd like to see Colleyville's library become more like Southlake's, i.e., wireless internet access, coffee available, bookstore, etc. Also, I'm not sure what is meant by the Colleyville library expanding to the 2nd floor. Does this mean there will be more books upstairs? If so, I don't care for the idea. I would rather see the upstairs space used for events (as I mentioned previously) and for space for some of the other programs and services I rated highly (i.e., technology or career training center). Incidentally, I would visit the library, more particularly for events, if I knew about them in advance. For instance, one of our favorite magicians performed there the other day and I didn't know about it until after the fact.
192. I love the library; I look forward to their collection growing. Sometimes I have to get books at the Hurst Library for my kids b/c Colleyville does not have as much in their collections.
193. Like the library a lot. Have actually encouraged others to use it.
194. You have a wonderful space upstairs in which to utilize to its fullest potential. I hope/pray that you will take everyone's comments into consideration when making your final decisions - actually listening to "the community" and focus towards the best library you can possibly have.
195. Some library programs have not been publicized in a manner that would reach most of the community. Better advertisement of programs would increase participation and, consequently, donations for funding the advertisement and additional programs.
196. I really love the Colleyville Library and the warm and helpful staff there. I am very excited to think that CPL may be the first small local library in this area to expand to a second floor for the collections - kind of like when B & N in Southlake built a 2 story bookstore...the novelty really brought in the customers!!!
197. Everyone is super nice to me except one. She doesn't like to renew material over the phone after due date. This is nasty and I think we should have good enough manners and respect to extend this request. If you don't it is bad public relations for the library staff. Everyone else is super nice and helps me. I feel like they are so kind to help me out. They only help if I get nasty and frustrated which I hate. I would rather be nice.

198. Would like some community speakers in all areas i.e. alternative health, chiropractic, meditation, yoga, learning, etc, and cultural programs like native dancing from India, Spain, etc. and puppet shows.
199. Please don't ever get away from having books on shelves for us to browse through! We just visited the New York Public Library, where one has to request a book and have it delivered to him to be able to look at it. That takes away so much of the pleasure of going to a library!
200. I was disappointed in the on-line selection of downloadable books. Seemed to be a heavy emphasis on Christian fiction & non-fiction. Yeah, I KNOW this is Colleyville, but we are more diverse than that!
201. would be great if you had additional free-play times for young children 12-24months of age. Once a week is nice, but more sessions/week would be wonderful!
202. This library needs more parking space!!! The programs are great, staff is excellent but the parking is terrible and there is no room to grow. With the present director and her programs there must be room to grow. Every program is getting bigger, people are really coming to the library it is not like the old library of the past.
203. I like our library!
204. Great library staff and great library facility. The only complaint is noise and there should be a rule for NO CELL PHONES ON when in library. People are incredibly rude and thus library must establish hard and fast rule - NO CELL PHONES!
205. I would love to see an area in the library that allows the borrowing of educational toys. Things like leapster games, Lego puzzle kits and other durable educational toys that teach language skills and problem solving. These toys are valuable but expensive so beyond the reach of many families.
206. Keep it clean, uncluttered and all employees pleasant and knowledgeable. I look forward to an expanding collection of current fiction and non-fiction.
207. My husband felt a part of the second floor could be used/rented for children piano recitals.
208. Increase books and books on tape
209. It is a beautiful facility---only regret that it wasn't available when our children were around to utilize it
210. The hours need to be improved with more evening and weekend hours so it can be utilized
211. I'd like to see more new release movies
212. I'm so afraid it's a dying animal. Please revitalize this monumental resource in our communities.
213. The Summer Programs for Children that we have been to this year have been fabulous!! Great job!
214. I would like the library to always look like a library. I don't want it to look like a store where there would be enticing things for our children/teens to buy or ask for.
215. Often the library is too noisy for reading, browsing, studying. Children should be taught that the library is a quiet place.
216. The survey is too long.
217. I feel you have a wonderful library - I would appreciate that all teachers (with proper ID) in the district be allowed to utilize it. Also, it was upsetting to my children to be excited about the summer program only to arrive and find they could not participate because they are not residents - the do attend Colleyville schools and you have plenty of kids who attend Colleyville schools who are not residents. Set up a teacher check out program - how hard is that?
218. Good luck
219. Advertise!
220. I think you could really fill a niche with a fee-based book delivery service
221. I have been very disappointed at the ambient noise level within the library, much of it coming from on-going conversations between staff and volunteers. I am a traditionalist, I guess, and expect a Library to be a quiet place ... I have very low tolerance for unnecessary noise by patrons and staff.
222. I'm glad you're here. I wish I came to see you more.
223. I think the Colleyville library should place emphasis on areas that are important to this particular community. Education, for example, is important to many of the people who bought homes in this

- school district, so keeping reference materials needed for students' homework should be a high priority. The homeowners also are in a position to be able to read for pleasure, so adult fiction and current bestsellers should be a priority. What might be good for inner city Fort Worth--such as English as a second language, for example--might be unnecessary in Colleyville. Tailor the library to fit the community. Thanks very much for taking the time to assess Colleyville's needs.
224. The internet is a valuable tool in research, but having open computer areas for internet access, in lieu of having community gathering space or homework assistance areas I feel is a poor waste of community dollars. People can get their internet fixes elsewhere.
225. It's a beautiful facility but in a poor location that is not convenient or well traveled
226. I wish the state of Texas would help fund local libraries. This is done in many other states.
227. Not really. I'd love to be a support of the Colleyville Public Library, I just see it as too far and too small right now.
228. Possibly send out electronic announcements about what is going on at the library. With everyone's busy schedules I do not always have time to check the website or flyers in the library. If I got a monthly newsletter stating what was going on at the library it would allow me the opportunity to preview it at my convenience.
229. Before any additions are made to the library there needs to be a full disclosure to the public detailing the cost and the source of the funds (tax, grants, etc.) and the public needs to be given opportunities to make comments, especially those who do not need or use the library.
230. It is important to cultivate readers. Do whatever it takes! I question whether a public library should have a cafe, and yet it should attract visitors and be as comfortable as Barnes and Nobles or Borders (which both have coffee bars). We need to instill a culture of reusing - and a library is the consummate example of doing so.
231. I would like to see the Colleyville Library have more communication with it's members maybe by email like you have done with this survey. How wonderful would it be to get an email announcing an art exhibit or visiting author? I have never gotten an email from the library before this one. Thank you for including me today.
232. Library staff should ask people talking on cell phones to go to the lobby and ask parents to remind children to talk quietly.
233. Need more parking and volunteers directing traffic if you intend to continue having events on the 'green' or "square" out in front of the library.
234. You have done a great job so far! Way to go!
235. nice library friendly staff
236. If the children area does not move to upstairs, I'd like to see some additional noise buffer insulation in the children's area. It only takes a few chatty kids for the noise to be deafening! The parents never tell them to hush. ALSO.....hang a sign that says TURN YOUR CELL OFF...people actually have conversations on their phones in the library!
237. Staff are great. Wish I had time to use the library more.
238. Don't eliminate the large space upstairs!
239. I love the kids programs, but in the kids area it would be good to have some supervision since last time my 2 year old was hit in the head by some kids jumping on the bears by the little kids area.
240. Keep up the good work!
241. Just work on general noise level in the library -- from patrons to employees, most everyone and most everything done in the library is TOO LOUD!
242. No, great questionnaire.
243. I can't hardly wait until the 2nd floor opens. I hope that eventually the Colleyville Public Library will have Sunday afternoon hours and maybe later hours (until 9 PM) on Tuesdays & Thursdays
244. I find it a real trial to weave my way through narrow streets to poor parking facilities. The traffic pattern in the complex is very bad and is a stumbling block to my using the library more.

245. I moved to Colleyville in March of 2008 and I have been trying to register my then 18 month old for storytime and have unsuccessful. When I initially called the library and was told that the next registration for infant storytime would in June or July. I show up to register my daughter on the first day of registration at 10am and I was 10th in line. I was told I would be added to a waiting list. I never received a call. I now drive to other libraries to take my 23 month old to story time on a weekly basis. I wish you would offer an additional story time for infants.

246. Would like to see programs on parenting (Arlington has an excellent parenting center where they provide classes at Grapevine Library and other libraries), Texas vegetable gardening and square foot gardening, sewing/quilting, star gazing (there are many local groups that would probably be glad to inform and perhaps draw in some new members), etc. and some local community groups promoting these things in a program/community space.

Also some health information seminars from local chiropractors, naturopaths, compounding pharmacies, kineseology, Reiki, craneo-sacral/lymph drainage, accupressure, Tai Chi, medical dowsing, astrology, new age, etc. would be wonderful. These people will come in free to provide information and demonstration and then have hand-outs with their contact information that might bring them some business.

A library (Glendale library in the Phoenix, AZ areal used to be a patron of (unfortunately I moved) had a regular monthly cultural performance, monthly health seminar, monthly paranormal/new age seminar (during the summer), monthly craft program, etc. and all were very well attended. During Christmas they had a tree decorated by various local groups with a theme on display.

[http://www.glendaleaz.com/Library/Whats\\_Happening.cfm](http://www.glendaleaz.com/Library/Whats_Happening.cfm). I would also like to have on-line access to the Rosetta Stone language learning tool like the Hurst Library has provided.

247. The library needs more self check-out computers..... that work.

248. Yes, This is the loudest library I have ever been to. Neither the staff nor the citizens have any respect for quiet reading. It is very distracting.

249. I don't particularly care for the automatic \$4 per month donation that is charged to my account.

250. I think the catalog should somehow like the book to Amazon.com reviews

251. The staff is wonderful.....everyone. Having evrything on one floor is cramped. Need more space. Expand Saturday hours to at least 5 or 6 pm. Open at 10 am on weekdays. Conduct a survey/study to determine high traffic times and offer hours as such. Expand fiction selection

| Do You Live in Colleyville? |                  |
|-----------------------------|------------------|
| Answer Options              | Response Percent |
| Yes                         | 74.9%            |
| No, but I work here         | 12.6%            |
| No                          | 12.5%            |

| What is Your Age Group? |                  |
|-------------------------|------------------|
| Answer Options          | Response Percent |
| 5 to 9                  | 1.6%             |
| 10 to 14                | 5.6%             |
| 15 to 19                | 4.2%             |
| 20 to 24                | 1.4%             |
| 25 to 34                | 6.0%             |
| 35 to 44                | 25.4%            |
| 45 to 54                | 30.1%            |
| 55 to 59                | 12.8%            |
| 60 to 64                | 7.3%             |
| Over 65                 | 5.5%             |



| Answer Options         | Response Percent |
|------------------------|------------------|
| English                | 97.1%            |
| Spanish                | 0.4%             |
| Other (please specify) | 2.5%             |

Ukranian  
 Texican  
 Urdu  
 German  
 Hindu  
 ARABIC  
 European  
 Chinese  
 Arabic  
 Chinese  
 Latin  
 Pig latin  
 French  
 Arabic  
 Japanese  
 Gujrati  
 Chinese  
 Chinese  
 Pig Latin  
 Chinese

| Do you have access to a computer at home or for personal use at work? |                  |
|-----------------------------------------------------------------------|------------------|
| Answer Options                                                        | Response Percent |
| Yes                                                                   | 98.6%            |
| No                                                                    | 1.4%             |

| Do you have broadband (high speed) access to the Internet at home or for personal use at work? |                  |
|------------------------------------------------------------------------------------------------|------------------|
| Answer Options                                                                                 | Response Percent |
| Yes                                                                                            | 96.4%            |
| No                                                                                             | 3.6%             |



Colleyville Library Spatial Reorganization  
**Focus Group Meeting**

Meeting Agenda | May 13, 2008  
10:00 to 11:30 a.m. | Library 2<sup>nd</sup> Floor

|                     |                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Context and Purpose | as part of our planning process, we are reaching out to the community to help us better understand library service needs both today and in the future |
| Intended Results    | to understand this group's perspective on the current state and the future of library services in Colleyville                                         |

### Agenda Items

---

#### 1. Introduction / Agenda Review

##### A. Introduction of Participants

- i) Who do you feel you represent in the community?
  - (1) 2 six year olds. Coming here since built. Come to play with different toys than at home. Love to use the computers for an hour. Love Ms. Karen who does the story time, who is very interactive and very personable. Princess Party and summer activities. The activities are far superior than at Southlake and at Grapevine (for the children). Adult materials. Destination for us in the community.
  - (2) Don't use the library. Have lived here 22 years, used the Bedford and Hearst Libraries. Research lately, local esoteric magazines. Used when kids were little – Hearst Library for performances (chamber music, etc.) This is a remote location and anything that could bring the community here (draw) like the Blues Festival. Bring more activity to the community.
  - (3) Citizen of Colleyville that uses the library. Ordered books for a study group. Interested in genealogy and research, as well as fun (mags, newspapers, etc.)
  - (4) Moved from New Orleans (worst). Request online and use the drive through (coolest thing in the world!). Represent newcomers. Never suspected Texan
  - (5) Lived in Colleyville 19 years. Also use the Grapevine Library. Bring our grandchildren to the library. Travel research – primarily use the Grapevine library. E books (MP3 downloads) and would prefer much more e access to materials. Use Grapevine for research in car prices and extensive collection of the Teaching Company CDs and tapes. Also used GL for genealogical research. Our library has access to various sources but it is complex to access. GP more for travel books because collection is more extensive and has latest travel books. Also use ILL – have considered organizing some discussion groups – would be desirable to have rooms that accommodate more than four, maybe six people with A/V and multimedia capability for interactive sessions.
  - (6) Two and three year olds – for years. Love Angela and Karen – they are incredible. Currently have a break – no storytime “Where’s Ms. Karen?”. We come just to visit her. Events and weekly programs, summer festivals, etc. – we’re here for all that. Usually visit once a week. Not quite using computers yet. Work with Erica for ILL / research. If she can get it she will – any length possible. Didn’t know I could pick up at the drive through!



[www.ideationcollaborative.com](http://www.ideationcollaborative.com)

18923 Kosich Drive, Suite 100 • Saratoga, California 95070  
408.387.9020

- (7) Sherry – 19 years. We were paid members at GL until this library was built. Frequent users. Videos, music, books, my daughter is a voracious reader. Small, but my daughter says the teen section is one of the best – opportunity to grow that. Staff goes out of their way – service and tremendous friendly posture is very unique. Atmosphere is wonderful. Also utilize travel research. Daughter will be a volunteer b/c we love the environment so much. Part time consulting – use it as a mother (stay at home) and for business research. Use the drive through! Too low to the ground – staff is willing to reach up to you!
- (8) Nancy. Here 12 years – the last 10 I was active as a Library Board member, but before that on the task teams to get a library. On the board until last year. Up until then didn't use the library a lot, didn't have a lot of time to read – use it now for mostly pleasure reading. Use ILL and make suggestions for purchases. Research, travel, medical, etc. Majority of use is pleasure reading and we buy the books from the Friends. Donate, bring them back for resale and don't worry about when due! Also used Hearst.
- (9) Ed – lived here seven years. Baby boomers / empty nesters. Recently retired. Use when grandkids come to visit – books, dvds, etc. On a personal basis I am very active in my father's WWII Veteran's group (treasurer). Use GP for microfilm reader. Just enrolled at UTA in graduate program in History. Use the library to get reference material without going to Arlington. As a student I have access to online journals, etc. Before I was a student, Erica could get access (check UTA website).
- (10) Become a library activist now that girls are grown and gone. Volunteer to shelve books. No budget for Mary's assistant, so I help out with correspondence, report volunteer hours, etc. Lately have a new hat – master decorator. Christina does most of it, but we have paired up and had a blast. Now in the middle of doing summer reading. Use books, dvds / cds, etc. Do a lot of research while reshelving and come across topics I didn't know I was interested in. Love working here / age level interaction. Also putting together a newsletter – will come out soon.
- (11) Ed – admit I'm the oldest here – library activist since WWII – lived in NE Tarrant County and involved since 1947. Helped start a number of libraries in our early years – active with GP when our kids were growing up. Lived in Colleyville 32 years and maybe longer. I'm the first to contribute to a fund to start a library in Colleyville. Historian in certain things. I appreciate what has happened here in Colleyville. Am interested in special things that maybe Colleyville should shine with – we have libraries nearby – the thing that bothers me the most is future parking. Hope we can develop some special collections like NE Tarrant County authors. Need to celebrate that. Also wonder how much the new books are being used. I know there are things getting a lot of circ – wonder if some of our purchases are getting used.
- (12) Did some research b/f coming – a phone interview with an 80 year old...would like to see Art shows in the library – great for adults as well as kids. I'm assuming that our town has a higher population of children. Asked a 22 year old – the biggest thing for him was the appropriate space for each individual. Floor to ceiling windows are lovely for individuals who can enjoy and study that won't be distracted – he needs very secluded and concentration oriented space. Art will draw the community – then we need to park them somewhere
- (13) Also represent the Friends of the Library as a very active group.
- (14) Five year old son – here for storytime and summer reading and other activities. Making a fun and safe place for the children to come and interact with each other. Looking down the line to when they are older – study groups. In a library you have parts that should be quiet for individuals study, but we also need to be able to accommodate study groups where they can interact. Need a gathering place for tweens and Teens where they feel welcome. The little ones feel comfortable at a fun and safe place –

- need more of that for each age group (teddy bears!). Comfy chairs and tables – do their homework together and discuss what is going on at school, etc.
- (15) In Kindergarten they have reading buddies with 3<sup>rd</sup> graders – she really connected with an older student who helped her figure out reading.

## 2. Library Services – Current and Future Needs

### A. What do you appreciate about the services you receive? What is working well?

- i) For preschoolers – great that they have the librarian there at a low desk – right by the books, play area, etc. They see the librarian more than just for storytime. Say hello and engaging in conversation with the librarian. Always made themselves available. Very accessible, low desk and right there.
- ii) Competitive advantage here is the staff – consistent and phenomenal culture. Content is nice, but the kids really appreciate the people.
- iii) Pleasant, responsive, old home town library. Safe, people are friendly – multitasking.
- iv) Theme – resources. Adult senior center right down the road –probably a collection of people who could interact with children. Who in Colleyville is responsible to coordinate? I used to give the old computers to GCISD – recycle e waste? Would be happy to give to the library.
- v) Colleyville Chamber and through church work, etc. there are computers stacked in storage bins. We send them to the Philippines, etc.

### B. What would you like to be able to do or have access to at the Library, but currently cannot?

- i) Satellite location in old grocery store with bistro, etc. In an expanded location. No place for young people to congregate. Southlake increasing problem in town square – instead of accommodating them – we had a teen center as a kid.
- ii) Engage youth – need a place to meet. United Way NE – suggestion for senior community but the same holds true for our youth. We thought we should forget about city boundaries when it comes to senior centers. The CV center is used by Bedford, Euless, NRH, Southlake, etc. CV citizens go to Roanoke, Southlake, etc. and the same thing could happen with our youth.
- iii) Coffee drinking, vending machines, etc. GL has a meeting room not being used on Fri / Sat nights, etc.
- iv) Readings – author events, etc. Authors on promotional tours, etc. (Friends are doing this?)
- v) Puppets for children – need diversity in the stories.
- vi) Drop in story time, vs. calling and being on the list.
- vii) Recycle!
- viii) Library as a destination – don't abandon developing the teen section. Those that are reading and seriously studying should be accommodated here. Lack a teen focus.
- ix) Facilitation of activities for many of us who are retired during the day – focused topics on global warming – etc. Two sided discussions with experts. Facilitates additional research.
- x) Library is in competition with bookstores, Amazon, etc. Library as distribution channel and getting a commission for leading people to sources (bought old books in England once, and took a lot of research to find them).
- xi) The virtual library through the library – you can come to learn how to use the virtual library. Will go more and more that way all the time.
- xii) Resource constraints – the city doesn't support the library very well. Some of us would pay for premium services.
- xiii) Affinity relationship with Borders, etc. Instead of being competitive, become partners somehow! Maybe there is a relationship that allows us to meet demand (especially educational).

- xiv) As users, when you reserve, etc., we have a generous three day period and some are not picking up their books. Seems generous but it holds up resources far too long.
- xv) More activity in dispensing information. Tend to be an expert in children's books, maybe I could share. I never know what the new books are that are coming in...read New York Times review. Need more information.
- xvi) Senior Center – it's not open full time. There is a huge area there (dances for teenagers?) and the programs there, genealogy, etc., are available there. Maybe it's just marketing. Would like to know the local authors, etc.
- xvii) Run by Parks and Rec – center is ideal spot for the youth on Fridays, Saturdays, Sundays, etc. Plenty of room that is not being used.

C. Describe your ideal visit to the Library in five or ten years. What is your experience? What are you doing?

- i) A serviceman will usually have a file folder of life in service. He passes away and the kids don't know what to do with it – libraries tend to be a repository for people or children to donate the stuff. Donate the stuff to a local library otherwise it ends up in the trash or estate sale. Colleyville resident special collection – celebrates people and their lives.
- ii) A family or a neighborhood group can ride their bikes here and have a nice big safe place to park and lock bikes and walk in...Dad can get the sports section and mom can grab a cup of coffee and read mags. Preteens can do what they want to do out of sight from mom and dad!
- iii) Sections are better partitioned. See large comfy area, and individual sections petitioned off for other activities.
- iv) I still see books – people will still want to hold a book especially children. Comfy chairs with interactive screens so you can download at the chair to your ipod, etc. Have all – e and print.
- v) Still think there will be another generation of young mothers with pre teenagers who will be interested in books. As you go up the road of life – I've watched things change...and can read a book off the internet if I want to. We have focused on a group that represents basically the pre-teenage group. As those become teenagers and the next gen – books always seem to be hold on even through college. Used the TSL in high school!
- vi) Tables could be replaced with big pillows or reading areas – quiet family reading areas. Sitting on the floor or big pillows, etc. More diversity and partitioned areas. Looking at the space and different study areas could be up here for quiet space with nice light.
- vii) Libraries are changing so much...see built with moveable walls vs. stationary walls and having power / data in the walls so you can change the library around as things change. Maybe this section is really important now, but in five years we may need to change again. Furniture, shelving, walls, etc. need to be very versatile and move around so we can redesign areas without a lot of construction. Not just for future years, but even events (reconfigure a space to change the entire environment).
- viii) Bookshelves on casters, etc. and different heights and configurations of shelving will help with sound, etc. Being creative with moveable walls and a tent area (fun for kids) and visual distraction as well as sound. I don't use the library because I like to own a book, make notations, etc. Also enrichment, not just books. Art shows, educational things, cultural activities and performances, etc.
- ix) In Hawaii, every Friday night is art night with artists painting and art for sale. Art night!
- x) Great for kids programs – enrichment opportunities.
- xi) Envision walking into a place where you can meet and greet, get coffee / juice / ice cream cone in area with magazine racks, etc. I'll meet you at the library for a cup of coffee.



Partially a vehicle for forming discussion groups ad hoc, etc. Let's do research now! Not just to get a book. Meet someone you know or don't know.

- xii) Library book clubs.
- xiii) Surprised that more school children don't use this. We were the only ones from Colleyville elementary to come to storytime. Parents don't even know about it!
- xiv) Travel group.
- xv) Walk into something tech savvy and would deal with my ignorance. Perfect setting – pull out info at any part of this library. Don't struggle to find out what is here. More books, more people, more action.
- xvi) Backtrack – did call once with my small business. Had a group coming from the region and wanted a small corner to meet and discuss and do paperwork. Called to see if I could do that and there was a fee. Money I didn't have to spend at the time. Wanted to get together, discuss something and get some work done.
- xvii) See the lower level as the research / reading / traditional / quiet level. The 2<sup>nd</sup> floor is the activity center, with book clubs, groups, etc. Authors, social, talk and play. Loud activity center on the upper floor. Couldn't see the whole library as the social, active center. Need privacy and quiet somewhere. Futuristic and current need seems to be met on second floor. Loud as the nature of this floor.
- xviii) Another thing that people are already requesting is more open hours, Sundays, etc. No budget to staff the extra hours.

### 3. Conclusion

#### A. Action Items and Next Steps

- i) Read the First 50 years of Colleyville to understand the origins of this community – entrepreneurs and eager beavers.
- ii) Trinity Arts Guild – crossing city boundaries. The art gallery is open every day of the week with arts classes, etc. 3 miles away in Bedford at the Boy's Ranch.

#### B. Feedback on the Session

- i) Plus
  - (1) Excellent brainstorming – must reconvene!
- ii) Delta
  - (1) Should be signing a list with our email addresses.

Please also complete our survey – go to [www.colleyville.com](http://www.colleyville.com) TODAY!  
and the link is located on the home page.



Colleyville Library Spatial Reorganization  
**Focus Group Meeting**

Meeting Agenda | May 15, 2008  
6:30 to 8:00 p.m. | Library 2<sup>nd</sup> Floor

|                     |                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Context and Purpose | as part of our planning process, we are reaching out to the community to help us better understand library service needs both today and in the future |
| Intended Results    | to understand this group's perspective on the current state and the future of library services in Colleyville                                         |

### Agenda Items

---

#### 1. Introduction / Agenda Review

##### A. Introduction of Participants

- i) Who do you feel you represent in the community?
- ii) Do you use the Library? If so, which ones, how often and for what purpose?
  - (1) Resident, live and work. Wife Tina and one son. We have home schooled. Individual needs vs. group needs / perspective of library. Softball, etc. Went online to look at other public libraries and to see what they have. ½ dozen – many had the same things. Nothing jumped out as unique or different. What kind of activities are occurring upstairs.
  - (2) In Colleyville 1 year (5 year and 3 year olds). Library card since I could read. Family uses the library. 5 cards (Southlake, Coppell, Lewisville, etc.) 6 or 7 libraries in Dallas area use. Newcomer to community.
  - (3) Use the library on weekends for entertainment purposes. 1000 DVDs, 1 book. Read periodicals, and newspapers and the Internet.
  - (4) Mother of 5 with one on the way. Oldest is 9. We're here once a week. Represent my church, homeschoolers, my husband is a physician – represent him b/c we might meet patients while out and about. Support the library through fines. The kids lose the book. Pricey for late DVDs – 1\$ / day. Participate as much as we can.
  - (5) 20 years in Colleyville. Worked on the first bbqs to raise money. Rep volunteers.
  - (6) Stay at home – 3, 5 and 7 year olds. We're here every week with a mountain of books in the blue library bag. Check account online all the time to monitor status. Programming, books, movies, etc. Passionate about the library – volunteer at daughter's library at school. I'm an ambassador – the library is so helpful and they so want to help – the obvious link is not there. GCISD (Bransford).
  - (7) Parent, two small children 6 and 8 – also someone who is jumping back into the library as an adult. Here about 2 years.

#### 2. Library Services – Current and Future Needs

##### A. What do you appreciate about the services you receive? What is working well?

- i) Youth Services – Staff! Love the people in this library it is very community oriented.
- ii) Like staff a lot too. Wish we didn't have so much turnover. Hope they can hang on to them long term. No room for shelving. Sometimes they use volunteers who aren't doing quality work. Suggestions are welcome and they get the materials. Hours in the water bill – some of



[www.ideationcollaborative.com](http://www.ideationcollaborative.com)

18923 Kosich Drive, Suite 100 • Saratoga, California 95070  
408.387.9020

my book club friends don't use the library. Older residents may have gotten used to using other libraries before this one was built.

- iii) Interlibrary loan. Often times I need books – I can get them quickly and love that. WE go to the Hearst Library sometimes b/c the lady that does storytime has it down to a science. She knows exactly the key things in exactly the right order. Perfect because it is age appropriate (6 to 9 months of age) – when starting that early you develop a love for the library. Wonderful, and great with the older kids. Toddler oriented – used toys and manipulatives. Routine works well, children learn discipline. Our children like to go there b/c they have large things that they can climb on.
  - iv) Love the staff – very knowledgeable and friendly – must point out Erica. It's a great new facility – just needs to be expanded.
  - v) Staff hands down of any library I have ever experienced. Fantastic attitude and appropriate with kids. They actually enjoy the kids! Perfectly okay for your kids to come in, make a little mess, experiment and talk, and learn library manners. Structured classes that they offer (tots time and pre-school classes) – compared to other experiences they are excellent. But they are scheduled during the day. Double income – so ½ are nannies and ½ are stay at home moms. If you don't sign up for 9 week session you can't participate. Only drop in is bounce – unstructured. % who can commit – others are left out b/c they cannot commit. Programs – summer reading, etc., have huge turnout b/c one day event that you can aim for (come and go). Big turnout – surprisingly large for population and library. Either one time event or long term commitment. Having a separate area for kids is good.
  - vi) Everything said thus far – as well as self check. Teaches kids patience. Accountability for their library card and to follow instructions. Like the computers for the kids – very open, can monitor if they are stuck or if someone is not sharing. Just moved from Arizona. Nooks really work well for adults and for kids. My 8 year old is starting the chapter book – leave me alone to finish it – areas set aside for quiet readers. My son loves legos – to get him in we play, then get books and sit down and read. They feel comfortable. Areas to be more imaginative.
  - vii) Staff most certainly. Erica is constantly looking stuff up, getting things in, response to suggestions, etc. (here and you are the first one on the list). This is my library – I don't have one at home. We have a small place... Work at Post Office, see a lot of people – they interact with the public constantly. Hear stories all day long about the area offices, etc. People notice. They greet you and know you by name. You had mentioned hands-on things – dedicated sections for different things. IF the library is about education and learning - hobbies, investing, careers, travel, history of Texas and world cities. Displays, or permanent collections. In order to reach / I come b/c my grandmother took me to the library when I was young. We've been here 9 years, without a library for some of those. If we reach the children then they
  - viii) Teens – don't want to be here – some adults don't want them to be here.
  - ix) MR. Dewey Bear takes up the whole space.
  - x) No PACs for mom's at children's area
  - xi) Keep restroom near kid's area.
- B. What would you like to be able to do or have access to at the Library, but currently cannot?
- i) Recently in Keller, they offer a room for homeschoolers to coop and teach. Having something available (use a room where we would not bother others).
  - ii) Contents / display areas for adults – challenges kids (recycled project) more of that is awesome. Competition creates momentum.
  - iii) Need more internet access – more computers. More varied periodicals / larger collection. Sometimes – enjoy the periodicals quietly. Quiet reading area.

- iv) A computer with online catalog in children's area – have to walk away from kids if you want to check out a book.
  - v) Hours – if trying to increase usage, need to be open past 6:00 more than twice a week.
  - vi) Little more evening programs. Other libraries have family oriented programs in the evening. If you had family book night, etc., once a week or month.
  - vii) More unscheduled programs.
  - viii) More books. Come here for programs / Go to Grapevine for books – too long a wait.
  - ix) Small reading rooms in quiet areas.
  - x) Exhibits – having them out make such a difference – see what other kids are doing and thinking. Noticed at GV – elementary boy had a rock collection, books, picture, etc. Creates interest for others.
  - xi) Decide who you are targeting is the point. Up to the community to decide. You would change the way you lay out and approach things. Field trips with elementary schools?
  - xii) Colleyville Center is less than a mile away – events don't have to stop.
  - xiii) Would like to see longer Saturday hours and Sunday hours.
  - xiv) It would be nice if there was a nice sitting area to be able to use those – they are meaty books / reference books. Teaches children these are valuable, peak curiosity.
  - xv) Art Display – gallery to share prints, etc. Get the kids in here. We have little ones – getting up to 17 – I would like to have my kids still want to be in the library. Maybe special programming – Hearst has anime or something like that for tweens to get involved in. Volunteering at the library – get kids interested and reacquainted with the library.
  - xvi) Where are those teenagers? They are here volunteering like crazy – they are so busy with other activities they don't have time for the library.
  - xvii) DVDs are only week for checkout – a few extra days could help. Don't have a lot of experience – we come, look for what we want, check it out, etc. Haven't spent a lot of time thinking about how to improve. Make it comfortable for people to be there – of all ages. It would be right to reach everyone. Don't put children off in the back corner or build a wall – a physical – children understand when they are in a corner or an afterthought. Children understand the wall in the spirit realm. Put the adults upstairs in the back corner. A lot of great ideas and valid opinions in this room – and this library is big enough for all of them.
  - xviii) I've never sat and read leisurely with kids in tow. Security issues, etc. Always feel that I have to hush and hover to keep them from bothering others.
  - xix) Just such a way that the schools can get synced up – need to be able to refer, etc. Territorial school librarians? Wonderful to feel that we are not disturbing others with the kids.
  - xx) Watch for the adult programming – they either seem way older / oriented. Informative middle of the road parent. Parenting issues – internet safety, etc. They could educate us. Need advice – where do we go next with chapter books, etc.
  - xxi) Just more room – spread out and room to shelve everything. DVD collection growing – wonderful to watch it grow over the years.
  - xxii) Pull the book? Staffing issues. Racing down the aisles.
  - xxiii) Not catering to building a play place.
  - xxiv) Council should consider converting P/T to F/T to mitigate turnover and allow
- C. Describe your ideal visit to the Library in five or ten years. What is your experience? What are you doing?
- i) Want human contact still – something inviting for the kids – maybe my kids will be eighteen – are they going to be interested in the library? For me, I hope there are programs for me – bookclub, etc. Something to peak my interests. Libraries are a great respite. Learn and be educated. Always learning, quest for knowledge, travel, things outside these walls. Guest speakers, authors, etc.

- ii) Commitment to keep up with the technology – maintain current technology. At the website you can download things expand the collection - Fiction / non-fiction / things with pictures / ebooks and music as well.
- iii) At that time, they will be 13, 15 and 17. I would love to be able to have family events...don't wan to fool yourself – wouldn't it be great if we could sit, drink coffee, read, the kids could work on their projects, etc. Always want to be here together as a family. Something to appeal to all ages.
- iv) Just like it is now, but more room, more stuff.
- v) See the steps change – they are incredibly steep. It is hard for me to help my kids down the stairs. Fear of someone falling. People are having larger families. Two hands and four kids. Beautiful but rock hard.
- vi) Cannot maneuver books around metal grate to drop books in return.
- vii) Separation of children's and adult area / quiet space to read.
- viii) We have a particular library in this city – Colleyville is a homey town and if you want them to have a love of learning you have to expose them to books. This needs to be a community center. Computers will replace a lot – but the human factor, feeling comfortable, holding the book – it makes it special. You can get the 'info' somewhere else, but if you want people to be literate and to love reading, you need have a welcoming space.

### 3. Conclusion

#### A. Feedback on the Session

- i) Delta
  - (1) 4 women with little children – their main focus is on programming – not enough cross sectional representation of all library users
  - (2) Would be beneficial to separate the groups and then bring it all together. For example, seniors.

Please also complete our survey – go to [www.colleyville.com](http://www.colleyville.com) TODAY!  
and the link is located on the home page.



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-3

**Agenda Date** 02/20/2018

**Type** Worksession

**Department** City Manager

---

## **Title**

Discussion of a Colleyville Entrepreneur Center

## **Strategic Plan**

4.2 Encourage compatible commercial growth

## **Explanation**

This item is to discuss the creation of a Colleyville Entrepreneur Center as an economic development strategy. Staff and DayOne Consulting will provide detailed information including goals and objectives, structure, location, space layout, partnership opportunities, and cost information.

## **Attachments**





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-4

**Agenda Date** 02/20/2018

**Type** Presentation and Discussion

**Department** City Manager

---

## **Title**

Discussion of public art in City roundabouts

## **Strategic Plan**

5.1 Create and sustain an identifiable Colleyville brand

## **Explanation**

This agenda item provides an opportunity for a follow-up discussion about public art, namely bronze sculptures, in City roundabouts. At the discussion during the January 10, 2018 City Council Worksession, the City Council expressed a desire to consider horse-themed sculptures in a few of the City's roundabouts, but also look at sports/active themed sculptures as a possibility in a few locations. Several options of existing sculptures with a sports/active theme have been identified, with customized pieces being an option as well. Assistant City Manager Adrienne Lothery will present the attached presentation and seeks the City Council's direction and feedback.

## **Attachments**

1. Presentation- Roundabout Art

# **Public Art for Roundabouts**

City Council Worksession  
February 20, 2018

# Roundabout Concepts



- **Pleasant Run & John McCain** - Horse themed, to acknowledge Colleyville's roots or sports themed due to proximity to fields



- **McDonwell School Rd & Westcoat (NEW)** – Horse themed, different vignette

- **Glade Road & Pool** – smaller size and needs smaller width sculpture



- **Jackson & Cheek Sparger** – wide roundabout and needs sculpture with appropriate scale

## Discuss:

- Which horse options are preferred and which locations
- New options based on "sports/ active" theme suggestion

# Horse Theme - Options 1 and 2



**Concept:** seated child on horse, with standing parent holding reins

- Use and enhance existing mold - \$47,500 (8-12 months)
- Custom creation - \$79,500 (12-14 months)



**Concept:** two horses behind fence, with child feeding carrot

- Use and enhance existing molds for fence and horse pair - \$52,600
- Custom creation - \$59,600





# Horse Theme – Options 3 and 4



**Concept:** Elderly man feeding hay to his horse

- Use and enhance existing mold for horse
- Depending on customization \$40-75,000



82" x 22" x 56"



**Concept:** Adult leaning against a fence with horse leaning over their shoulder

- Likely a custom creation
- \$40-75,000 depending on selections



# Sports/Active Theme Options 1-3



## **Concept:** Baseball Game

- \$9,000 for set of 3



## **Concept:** Playing Soccer

- \$3,000



## **Concept:** Tennis

- \$3,000 each





# Sports/Active Theme – Options 4 and 5



**Concept:** Children on See Saw

- \$4,800 set



**Concept:** Children (3) playing on fence

- \$10,500



# Sports/Active Theme – Options 6 and 7



**Concept:** “Helping Hand”, children climbing and exploring

- \$13,000



**Concept:** “Families are Forever” demonstrating active family life

- \$25,000



# Questions & Discussion



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-5  
**Type** Worksession  
**Department** City Manager

---

**Agenda Date** 02/20/2018

## **Title**

STAR (Status, Transparency, Accountability & Results) report

## **Strategic Plan**

6.1 Articulate a compelling vision and direction for the community

1.4 Communicate thoroughly and strategically

## **Explanation**

Beginning in June 2015, the quarterly performance management report was expanded to include a current STAR (Status, Transparency, Accountability, & Results) report. This tool serves as a component of the City's Strategic Management System, to track the status of various projects or initiatives.

At the September 2017 City Council Priorities Worksession, the City Council and City staff discussed streamlining the STAR report to make it easier to understand and a more useful tool. The City Council identified that the priority for the STAR report is to provide a snapshot of the status of the Council's goals and objectives. To that end, the format was updated and the new objectives added at the September 2017 Visioning Worksession were incorporated into the report beginning in November 2017. The February 2018 report also includes an added component of project/timeline tracking.

This agenda item provides an opportunity to review the updated report and receive feedback from the City Council on any preferred changes.

## **Attachments**

1. STAR Report- February 2018





# STAR Report

## Status Update: Strategic Plan Goals, Strategies, and Objectives

| Strategies                                                                                       | Status   | Objectives                                                                                                                                                |
|--------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal: Operate Transparently</b>                                                               |          |                                                                                                                                                           |
| 1.1 – Actively involve and engage stakeholders                                                   | Complete | Revise the City Charter                                                                                                                                   |
|                                                                                                  | Ongoing  | Provide opportunities for citizen engagement and service on boards and committees                                                                         |
| 1.2 – Develop future community leaders                                                           | Ongoing  | Create a Colleyville Citizens Academy                                                                                                                     |
|                                                                                                  | Ongoing  | Work to develop a pipeline of community leaders while preserving institutional knowledge                                                                  |
| 1.3 – Assure convenient access to public information                                             | Complete | Provide open, mobile, 24x7 access to financial data including the implementation of OpenGov software                                                      |
|                                                                                                  | Complete | Revise the purchasing policy to strengthen conflict of interest and disclosure provisions                                                                 |
|                                                                                                  | Ongoing  | Fully implement and use the reporting capabilities of the financial software                                                                              |
|                                                                                                  | New      | Review and update document retention policies and processes                                                                                               |
|                                                                                                  | Complete | Provide "push notifications" to web links for meeting agendas and packets                                                                                 |
|                                                                                                  | Complete | Provide QR coding on zoning notification signs                                                                                                            |
| 1.4 – Communicate thoroughly and strategically                                                   | Complete | Develop a formal communications strategy                                                                                                                  |
|                                                                                                  | Ongoing  | Establish the City as a trusted clearinghouse for factual information                                                                                     |
|                                                                                                  | Ongoing  | <b>Implement an updated and enhanced City of Colleyville website</b>                                                                                      |
|                                                                                                  | New      | Expand the radius of required zoning notifications                                                                                                        |
| <b>Goal: Deliver High Quality Core Services</b>                                                  |          |                                                                                                                                                           |
| 2.1 – Provide responsive, efficient city services                                                | Ongoing  | Align the City's performance management process and tools to address the Council's strategic priorities                                                   |
| 2.2 – Recruit and retain a highly qualified workforce                                            | Complete | Implement the recommendations of the Classification and Compensation Committee                                                                            |
|                                                                                                  | Ongoing  | Assure adequate staffing level in strategic departments                                                                                                   |
|                                                                                                  | Ongoing  | Provide opportunities for the professional development and growth of City staff                                                                           |
| 2.3 – Effectively leverage information technology                                                | Complete | Implement an electronic City Council voting system                                                                                                        |
|                                                                                                  | Ongoing  | Complete the development of a city-owned fiber network                                                                                                    |
| 2.4 – Demonstrate stewardship of public resources                                                | Complete | Restructure water rates                                                                                                                                   |
|                                                                                                  | Complete | Provide property tax relief                                                                                                                               |
|                                                                                                  | Ongoing  | Reduce reliance on regional utility partners (e.g. water reuse)                                                                                           |
|                                                                                                  | New      | <b>Justify tax revenues in excess of the legal effective tax rate</b>                                                                                     |
|                                                                                                  | Ongoing  | Develop CIP plan for the TIF district revenue                                                                                                             |
| <b>Goal: Assure Adequate Infrastructure</b>                                                      |          |                                                                                                                                                           |
| 3.1 – Upgrade the condition of major roads and neighborhood streets                              | Complete | Update the City's pavement condition assessment                                                                                                           |
|                                                                                                  | Complete | Manage SH26 project impacts                                                                                                                               |
|                                                                                                  | Complete | Improve the Glade Road design                                                                                                                             |
|                                                                                                  | Complete | Accelerate the street capital program                                                                                                                     |
|                                                                                                  | Complete | Articulate a methodology for prioritization of street projects                                                                                            |
| 3.2 – Ensure regular replacement of water and wastewater facilities                              | Ongoing  | Initiate a process to clearly define long-term infrastructure funding options                                                                             |
|                                                                                                  | Ongoing  | Fund needed water and wastewater system updates and maintenance                                                                                           |
| 3.3 – Mitigate stormwater runoff and flooding risks                                              | Ongoing  | Update the stormwater drainage master plan                                                                                                                |
|                                                                                                  | Ongoing  | Prioritize needed stormwater projects                                                                                                                     |
|                                                                                                  | Ongoing  | Identify funding source(s) for stormwater drainage capital projects                                                                                       |
| 3.4 – Thoroughly plan for future capital investments and associated costs                        | Ongoing  | Annually review and update the five year Capital Improvement Program                                                                                      |
|                                                                                                  | Ongoing  | Identify and plan for the long-term improvements to maintenance and support facilities (e.g. public works and parks service centers, public safety, etc.) |
| <b>Goal: Enable Responsible Development</b>                                                      |          |                                                                                                                                                           |
| 4.1 – Protect Colleyville's semi-rural residential character                                     | Complete | Improve the Comprehensive Plan                                                                                                                            |
|                                                                                                  | Ongoing  | <b>Complete a review and update of the City's Land Development Code</b>                                                                                   |
|                                                                                                  | New      | <b>Explore feasible policies for the city-initiated rezoning of high density residential areas</b>                                                        |
| 4.2 – Encourage compatible commercial growth                                                     | Complete | Prepare an economic development strategy                                                                                                                  |
|                                                                                                  | Ongoing  | Attract small corporate headquarters, office campus and supporting retail and restaurant development                                                      |
|                                                                                                  | Ongoing  | Encourage the development of unique and inviting public spaces                                                                                            |
|                                                                                                  | Ongoing  | Create public/private partnerships for economic development                                                                                               |
|                                                                                                  | Ongoing  | <b>Develop an action plan for commercial development</b>                                                                                                  |
| 4.3 – Adopt best-practice planning and development processes that maintain Colleyville standards | Ongoing  | Review and update the 2014 development process review report recommendations                                                                              |
|                                                                                                  | Complete | <b>Restructure Planning &amp; Zoning process to improve effectiveness</b>                                                                                 |



# STAR Report

## Goal: Safeguard Colleyville's Identity

|                                                                 |          |                                                                                   |
|-----------------------------------------------------------------|----------|-----------------------------------------------------------------------------------|
| 5.1 – Create and sustain an identifiable Colleyville brand      | Ongoing  | <b>Undertake an evaluation of the city's existing branding standards</b>          |
|                                                                 | Ongoing  | Develop any additional brand standards the Council may direct                     |
| 5.2 – Support a variety of events, concerts and celebrations    | Ongoing  | Plan for new park development                                                     |
|                                                                 | Complete | Evaluate all existing community events and update and augment them as appropriate |
| 5.3 – Provide attractive, facilities for leisure and recreation | Ongoing  | <b>Evaluate the feasibility of building a new multi-purpose community center</b>  |
|                                                                 | Ongoing  | Finalize and implement the master parks and trails plan                           |
|                                                                 | Ongoing  | Develop a sidewalk policy and implementation plan                                 |
| 5.4 – Actively seek public-private partnerships                 | Ongoing  | Explore future opportunities to use hotel occupancy taxes to fund initiatives     |

## Goal: Govern Effectively

|                                                                               |          |                                                                                                                                                           |
|-------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 – Articulate a compelling vision and direction for the community          | Ongoing  | Periodically review and update the Colleyville vision, mission, goals, strategies and objectives                                                          |
|                                                                               | Ongoing  | Establish annual operating and budget priorities consistent with the overall vision                                                                       |
| 6.2 – Establish and enforce a culture of mutual trust and respect             | Ongoing  | Define and document ground rules for Council / staff relations                                                                                            |
|                                                                               | Ongoing  | Establish and document ground rules for staff support and assistance to appointed committees                                                              |
|                                                                               | New      | Sponsor an annual staff and volunteer recognition event                                                                                                   |
| 6.3 – Ensure the clarity of City Council and staff roles and responsibilities | Ongoing  | Provide periodic governance orientation and training for Council, staff, boards and committees                                                            |
|                                                                               | Ongoing  | Expect staff to provide professional, non-political advice and opinions to policy makers                                                                  |
|                                                                               | Ongoing  | Provide periodic City Council "policy 101" workshops and orientations to the City's practices, processes and programs                                     |
|                                                                               | Complete | Amend City Council rules and procedures to require City Council orientation, training and vision worksession within 60 days of seating a new City Council |
| 6.4 – Foster our shared values                                                | Ongoing  | Implement the updated values throughout the organization                                                                                                  |

## Upcoming Council Worksession Topics

| Worksession Agenda Item                                          | Date      | Responsible Department        |
|------------------------------------------------------------------|-----------|-------------------------------|
| Presentation of Plaza Design Options                             | 3/6/2018  | City Manager's Office         |
| Follow up discussion on planned use of the Webb & Bidault Houses | 3/6/2018  | City Manager's Office         |
| Economic Development Update                                      | 3/6/2018  | Economic Development          |
| VOA Agreement                                                    | 3/6/2018  | City Manager's Office         |
| Discussion of Draft Parks Master Plan                            | 3/20/2018 | Parks Department              |
| RR tree/noise mitigation program                                 | 4/3/2018  | City Manager's Office         |
| Presentation of Final Plaza Design                               | 4/3/2018  | City Manager's Office         |
| Discussion of Hotel Occupancy Tax uses                           | TBD       | Finance/City Manager's Office |



### STAR Report: Project Timelines

| Project Name / Action Item                                                                                        | Responsible Department | Timeline                                                    |                      |
|-------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------|----------------------|
|                                                                                                                   |                        | Action                                                      | Date                 |
| Plaza at City Hall                                                                                                | CMO                    | RFO advertisements                                          | 1/3/18 & 1/10/18     |
|                                                                                                                   |                        | RFO deadline                                                | 1/22/2018            |
|                                                                                                                   |                        | Award design contract (Council)                             | 2/6/2018             |
|                                                                                                                   |                        | Presentation to Council of (3) options                      | 3/6/2018             |
|                                                                                                                   |                        | Presentation The Village HOA                                | 3/14/2018            |
|                                                                                                                   |                        | Public engagement meeting                                   | 3/14/2018            |
|                                                                                                                   |                        | Presentation to Council (final design)                      | 4/3/2018             |
|                                                                                                                   |                        | Submission of construction documents                        | 4/13/2018            |
| Q1P - SH26 business support (advertising)                                                                         | Economic Dev.          | Application deadline                                        | 2/2/2018             |
| Tree mitigation and ReLeaf                                                                                        | CMO                    | Application deadline                                        | TBD                  |
| Pleasant Run rebuild                                                                                              | Public Works           | Completion estimate                                         | June                 |
| Library Renovation                                                                                                | Library                | Renovations presented to Council                            | 2/20/2018            |
| Kimzey Pond Dredging                                                                                              | Parks                  | Out for Bids                                                | March                |
|                                                                                                                   |                        | Award contract (Council)                                    | 4/3/2018             |
|                                                                                                                   |                        | Completion estimate                                         | 43280                |
| LD Lockett Park drainage improvements                                                                             | Public Works           | Completion estimate                                         | 2/1/2018             |
| Fire Station #3 doors                                                                                             | Fire                   | Score proposal/award contract                               | Late Feb/early March |
|                                                                                                                   |                        | Completion estimate                                         | June/July            |
| John McCain reconstruction                                                                                        | Public Works           | Bid out                                                     | April/May            |
|                                                                                                                   |                        | Begin work                                                  | June                 |
| LD Lockett reconstruction                                                                                         | Public works           | Bid out                                                     | April/May            |
|                                                                                                                   |                        | Begin work                                                  | June                 |
| Colleyville Center Palladium windows                                                                              | Colleyville Center     | Concept presentations to Center Advisory Committee          | Feb-18               |
|                                                                                                                   |                        | Second round of concepts presented based on Advisory input  | 5/21/2018            |
|                                                                                                                   |                        | Advisory Recommendation to Council for budget consideration | June/July            |
|                                                                                                                   |                        | CEDC/TIF Board approval                                     | September            |
|                                                                                                                   |                        | Council approval                                            | August               |
|                                                                                                                   |                        | FY2019 project construction                                 | 10/1/2018            |
| Street Maintenance Program 2018                                                                                   | Public Works           | Timelines presented to Council                              | 2/6/2018             |
| Bedford Rd Retaining Wall                                                                                         | Public Works           | Staining Contractor RFP                                     | November, 2017       |
|                                                                                                                   |                        | Project Anticipated to be complete                          | April, 2018          |
| Pleasant Run (Beverly to John McCain)                                                                             | Public Works           | Design Consultant Selected                                  | 8/16/2017            |
|                                                                                                                   |                        | Bid Construction                                            | 5/7/2017 & 5/14/2017 |
|                                                                                                                   |                        | Presentation to Council (Construction Contract)             | 6/6/2017             |
|                                                                                                                   |                        | Public engagement meeting                                   | 6/21/2017            |
|                                                                                                                   |                        | Construction                                                | 7/5/2017             |
| Glade Road PH 1B-2                                                                                                | Public Works           | Design Consultant Selected                                  | 12/15/2015           |
|                                                                                                                   |                        | ROW Acquisition                                             | Ongoing              |
|                                                                                                                   |                        | Franchise Utility Relocations                               | TBD                  |
|                                                                                                                   |                        | Bid Construction                                            | TBD                  |
|                                                                                                                   |                        | Presentation to Council (Construction Contract)             | TBD                  |
|                                                                                                                   |                        | Public engagement meeting                                   | TBD                  |
| WW Proj 3: Manning Drive<br>Includes Rehabilitation of:<br>Manning Dr<br>Stafford Dr<br>Oak Knoll<br>Bowman Drive | Public Works           | Construction                                                | TBD                  |
|                                                                                                                   |                        | Design Consultant Selected                                  | 2/3/2017             |
|                                                                                                                   |                        | Bid Construction                                            | 1/7/2018 & 1/14/2018 |
|                                                                                                                   |                        | Presentation to Council (Construction Contract)             | 2/6/2018             |
|                                                                                                                   |                        | Public engagement meeting                                   | TBD                  |
| McDonwell School Rd Roundabout                                                                                    | Public Works           | Construction                                                | TBD                  |
|                                                                                                                   |                        | Design Consultant Selected                                  | 11/1/2017            |
|                                                                                                                   |                        | ROW Acquisition                                             | TBD                  |
|                                                                                                                   |                        | Franchise Utility Relocations                               | TBD                  |
|                                                                                                                   |                        | Bid Construction                                            | TBD                  |
|                                                                                                                   |                        | Presentation to Council (Construction Contract)             | TBD                  |
| Frontier Court Drainage                                                                                           | Public Works           | Public engagement meeting                                   | TBD                  |
|                                                                                                                   |                        | Construction                                                | TBD                  |
|                                                                                                                   |                        | Design Consultant Selected                                  | 3/2/2017             |
|                                                                                                                   |                        | Design Consultant Selected                                  | 9/26/2017            |
|                                                                                                                   |                        | Bid Construction                                            | TBD                  |
| Water Proj 8: PRV                                                                                                 | Public Works           | Presentation to Council (Construction Contract)             | TBD                  |
|                                                                                                                   |                        | Public engagement meeting                                   | TBD                  |
|                                                                                                                   |                        | Construction                                                | TBD                  |
|                                                                                                                   |                        | Bid Contract                                                | TBD                  |
| Misc Concrete Contract                                                                                            | Public Works           | Presentation to Council (Contract)                          | TBD                  |
| Roberts Road                                                                                                      | Public Works           | Design Consultant Selected                                  | TBD                  |
| Stormwater Master Plan                                                                                            | Public Works           | Design Consultant Selected                                  | TBD                  |
| Water Proj 10: Apple Valley/Rustic Oaks                                                                           | Public Works           | Design Consultant Selected                                  | TBD                  |
| Cheek-Sparger (San Bar to Brown Trl)                                                                              | Public Works           | Design Consultant Selected                                  | TBD                  |
| Streetlighting for Pedestrian Crosswalks                                                                          | Public Works           | Design Consultant Selected                                  | TBD                  |
| Supervisory Control and Data Acquisition (SCADA) Replacement                                                      | Public Works           | Design Consultant Selected                                  | TBD                  |



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-6

**Agenda Date** 02/20/2018

**Type** Worksession

**Department** City Secretary

---

## **Title**

Discussion of Texas Municipal League membership

## **Strategic Plan**

1.4 Communicate thoroughly and strategically

## **Explanation**

Mayor Newton will lead the discussion regarding Texas Municipal League membership and review the attached memo from City Manager Jerry Ducay.

## **Attachments**

1. TML Assessment of Services Memo

# INTEROFFICE MEMORANDUM

CITY OF COLLEYVILLE

OFFICE OF THE CITY MANAGER

DATE: February 13, 2018  
TO: Mayor Newton & City Council  
FROM: Jerry Ducay, City Manager  
SUBJECT: TML Assessment of Services

I was asked to provide a brief assessment of the benefits the City of Colleyville receives from Texas Municipal League (TML) membership. Annually, the City pays \$3,331 in membership dues to the organization. The membership calculation is based on population.

Examining the benefits of TML, I sought the perspective of members of our staff leadership team. Some express support for the legislative notification efforts put forth by TML. Specifically, summary reports outlining the status of legislation and policy updates were identified as beneficial. One recent correspondence outlined new purchasing requirements while another discussed recent court decisions. Our Human Resource team pointed to the use of the TML Career Center as an effective recruitment tool in hiring personnel. They noted the cost of posting on the site runs \$150-\$300 for each recruitment. The posting of 20 notices on the Career Center site, on an annual basis, more than covers the membership cost. In 2016 we posted 26 jobs on the site at no charge (\$3,900 had we not been a member). In 2017, we posted 17 jobs (\$2,550 value). Year-to-date we have already posted 7 jobs in 2018 (\$1,050 value).

In addition to the information sharing and job posting benefits outlined above, TML staff offered the following listing of member benefits they tout as valuable services to members.

The Texas Municipal League (TML) has been around since 1913 to help city leaders meet the ever-changing challenges of governance. Guided by our purpose statement – *Empowering Texas cities to serve their citizens* – the League exists solely to provide support and services to city governments in Texas.

**Training.** From conferences, to single-day workshops on municipal hot-topics, to webinars, the League offers a number of training events each year to prepare you for your important role as leader and innovator. The two largest training efforts each year are the TML Annual Conference and Exhibition and the Elected Officials' Conference. Other events throughout the year focus on leadership, newly elected officials, grant writing, public funds investments, emerging legal issues, and much more.

**Resources and Experts.** Whether it is connecting you to our library of information and publications, an expert in the field, a private-sector service, revenue sources, example policies/ordinances, or national and state programs, we've got the network of resources

---

and experts to help you seize an opportunity or creatively solve a problem. Some of our popular publications are the *Texas Town & City* magazine, the *Handbook for Mayors and Councilmembers*, *A Guide to Becoming a City Official*, *How Cities Work*, the *Revenue Manual for Texas Cities*, and *Key Legal Requirements*.

**Legal Support.** City officials have to know a lot, and we are here to help. TML has attorneys on staff to answer general legal questions about municipal law. Our attorneys also carefully monitor federal and state laws and regulations, as well as city-related developments in the courts.

**TML Regional Activities.** The League knows that creating opportunities for you to network and collaborate with fellow city officials is important for professional growth. That is why we have the state divided into 15 regions that meet two to four times a year. Each region also elects officers, including a representative on the TML Board, which makes participating in regions a great way to get more involved in the League.

**Advocacy.** The League tirelessly coordinates its legislative program set by our member cities at the state and federal level.

**Affiliate Groups.** TML has 21 affiliated groups that represent elected officials and the various professional disciplines in city government. These groups provide additional specialized training and networking opportunities for elected officials and staff. Groups represented include mayors and councilmembers, city managers, finance officers, city attorneys, city secretaries, public information officers, utility directors, parks and recreation directors, police chiefs, fire chiefs, and much more.

**Risk Pools.** TML sponsors two very successful group risk pool programs (health and property/liability/worker's compensation) that produce huge dollar savings for TML member cities. *Colleyville participates in property/liability/worker's compensation risk pool*)

While many of the benefits outlined above are difficult to quantify as to value – and participation in the Risk Pool does not require membership in TML – it is fair to conclude that TML provides intrinsic value to Colleyville. That value is often defined as the partnership and camaraderie such a large organization provides – even for those in the minority on issues before the body politic. The interpretation of such value is difficult to assess and challenging to assert.

In the final review, I believe the decision to stay with TML can be simply assessed against the opportunity cost of leaving. In my opinion, the TML Career Center value provides ample reasoning to remain a member of TML for the immediate future.



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** WS-7

**Agenda Date** 02/20/2018

**Type** Worksession

**Department** City Secretary

---

## **Title**

Discussion of the February 20, 2018, City Council regular agenda items



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number 1**

**Agenda Date** 02/20/2018

**Type** Executive Session

**Department** City Secretary

---

## **Title**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding contemplated and/or pending litigation, including:

- Glade Road eminent domain cases for Parcels 150 and 159

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including:

- Glade Road Project Phases 1B and 2

Section 551.074 - Personnel - Discussion of the Police Chief selection process

Section 551.074 - Personnel - Deliberate the employment, evaluation, duties, and compensation of the City Manager

Discussion of the Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

## **Attachments**



**RESOLUTION R-18-4236**

**A RESOLUTION APPROVING COUNCIL ACTION  
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR  
CITY COUNCIL MEETING OF FEBRUARY 20, 2018**

**WHEREAS**, following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety and welfare of the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS AND \_ ABSTENTIONS ON THIS THE 20<sup>TH</sup> DAY OF FEBRUARY 2018.

|                         |       |                               |       |
|-------------------------|-------|-------------------------------|-------|
| Mayor Richard Newton    | _____ | Mayor Pro Tem Bobby Lindamood | _____ |
| Place 1, Tammy Nakamura | _____ | Place 3, Kathy Wheat          | _____ |
| Place 4, George Dodson  | _____ | Place 5, Nancy Coplen         | _____ |
| Place 6, Mike Taylor    | _____ |                               |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Richard Newton  
Mayor



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 3

**Agenda Date** 02/20/2018

**Type** Announcements, Proclamations, and Presentations

**Department** City Manager

---

## **Title**

In recognition of the Featured Business of the Month - The Lodge Barbershop, 16 Village Lane, with principal Orlando Rojas - Mayor Richard Newton and Assistant City Manager Mark Wood

## **Attachments**

**RESOLUTION R-18-4237**

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER  
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF  
FEBRUARY 20, 2018**

**WHEREAS**, City Council has taken action on certain items on the agenda under Consent Items.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:

- a. Approval of the minutes of the regular City Council meeting of February 6, 2018

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS AND \_ ABSTENTIONS ON THIS  
THE 20<sup>TH</sup> DAY OF FEBRUARY 2018.

|                         |       |                               |       |
|-------------------------|-------|-------------------------------|-------|
| Mayor Richard Newton    | _____ | Mayor Pro Tem Bobby Lindamood | _____ |
| Place 1, Tammy Nakamura | _____ | Place 3, Kathy Wheat          | _____ |
| Place 4, George Dodson  | _____ | Place 5, Nancy Coplen         | _____ |
| Place 6, Mike Taylor    | _____ |                               |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Richard Newton  
Mayor



# City of Colleyville City Council Minutes - Draft

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

---

Tuesday, February 6, 2018

City Council Chambers

---

Mayor Richard Newton called the Colleyville City Council Worksession to order on Tuesday, February 6, 2018, at 5:00 p.m.

**ROLL CALL:** Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen Mike Taylor and Mayor for a Day Sydney Ellis.

**ALSO PRESENT:** City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Fire Chief Brian Riley, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Community Development Director Ben Bryner, Marketing Coordinator Dustin Dangli, Information Services Manager Chris Pena, City Attorney Whitt Wyatt, and City Secretary Christine Loven.

**WS-1** Discussion of the Fiscal Year 2019 budget calendar

Assistant City Manager Adrienne Lothery presented this item and briefed the City Council.

Mayor Newton asked if the preliminary numbers will be reviewed in June. Manager Lothery agreed and reviewed the other dates.

Mayor Newton requested an additional date for budget worksessions. City Manager Jerry Ducay stated a July meeting could be conducted to review expenses. A revised calendar with date changes will be presented to the City Council.

**WS-2** Update on the Village Plaza design process

Mayor Newton stated he would prefer the project be referred to as City Plaza.

City Manager Adrienne Lothery presented this item and provided an update on the process, stating there were 12 responders to the request. She further reviewed the criteria used to evaluate the respondents.

Councilmember Nakamura asked how references and scoring were verified. Manager Lothery stated there were several verifications such as contacting previous clients, checking references, and asking questions.

Mayor Newton asked staff if the contract on the evening's agenda was for design services only. Manager Lothery stated yes and for the public engagement meetings.

Councilmember Taylor stated he liked the logia concept for the public engagement meeting, but noted weather is unpredictable and suggested using the second floor of the library, which looks out over the area.

Councilmember Taylor asked staff if the general thought is a flat surface plaza. Manager Lothery replied they have asked for three renderings with other design elements which can be incorporated in the final design.

Councilmember Nakamura requested the public engagement meeting be placed on the City's website. Councilmember Dodson suggested filming the meeting as well and have it available on line.

There was general discussion regarding opportunities to save money and what design elements could be affected, and what each phase costs going into design and construction.

### **WS-3** Discussion of a SH26 Southern Gateway corridor study

Assistant City Manager Mark Wood presented this item and briefed the City Council. Manager Wood noted the southern gateway is the older section which is ready for redevelopment.

Councilmember Coplen asked if we can view the city of Hurst's redevelopment plan for the area so we may complement the redevelopment.

### **WS-4** Update on Q1P and discussion of Q2P programs

Assistant City Manager Mark Wood presented this item and reviewed the program and the results thus far. Manager Wood stated that six businesses have taken advantage of the offer so far, and he expects over 50 businesses will ultimately participate. He stated that the program is going well.

Councilmember Taylor asked what those who have received the stipend are doing to advertise. Manager Wood stated a variety to include: banner, direct mail, social media, and print.

Councilmember Wheat asked when consumers are directed to the website, will there be a button directing them directly to the information. Manager Wood agreed this would be a good idea.

Manager Wood reviewed ideas for the Q2P which would involve schools. There was discussion of the timeline, spring break, and end of school term.

Councilmember Coplen suggested using Snapchat to promote the school program.

Manager Wood stated they are receiving questions regarding temporary signage in the construction corridor and asked City Council to be prepared to discuss and provide direction at a later date.

**WS-5** Update on the Local Street Maintenance program - 2018 projects

Public Works Director Jeremy Hutt presented this item and briefed the City Council. Director Hutt noted the City is working with Tarrant County and he anticipates having a contract ready for City Council to review in March.

Mayor Pro Tem Lindamood asked if Bluebonnet Drive could be widened by two feet by moving the mailboxes back. Councilmember Taylor concurred and Director Hutt stated he will look into the request.

Councilmember Dodson stated there were several complaints last year regarding micro-resurfacing and asked staff if the size of the rock can be changed. Mayor Newton asked staff what technology or variety of technologies and vendors can perform this work because there were complaints regarding the aggregate getting loose, and no one liked that. Director Hutt stated the size of the rock can be changed.

Mayor Newton stated that there are several technologies available for "rejuvenation/micro-resurfacing" and asked staff has reviewed these technologies and made a decision on which one to use. Director Hutt replied the recommendation is to move forward with micro-resurfacing unless the City Council gave a different direction. Mayor Newton stated he would like staff to provide a report providing their assessment of the different technologies and vendors and the rationale for the one chosen before we initiate any of the "micro-surfacing" work.

Councilmember Taylor stated he believed the complaints regarding the micro-resurfacing were due to the street receiving the surface over the top of a crack-seal in colder weather, causing bumpiness, but once the loose aggregate was swept up and the warmer weather allowed the micro-resurfacing to settle, it became a good street.

After discussion of all Council members, Mayor Newton directed staff to change L.D. Lockett and John McCain from a full reconstruction to a mill and overlay in the 2018 street maintenance plan due to the impact a full reconstruction would have on Colleyville traffic mobility while SH26 is under construction. He also requested that the full reconstruction of these roads be added back into the street capital improvement plan at the appropriate year based on the extended life of these streets after the mill and overlay maintenance project.



There was also discussion of considering an intersection modification at John McCain and Westcoat as part of the round-about which will be constructed at Westcoat and McDonwell School Road.

**WS-6** Discussion of the Architectural Review Commission purpose and status

Mayor Newton gave an overview of the Architectural Review Commission and asked if the commission needed to remain a standing committee since it has not met in a number of years.

City Manager Ducay suggested the commission's role may be relevant in the southern gateway study that was about to get underway. Mayor Newton agreed and noted the City Council will be making appointments to the commission later on the agenda.

**WS-7** Discussion of dates for a follow-up worksession for review of Land Development Code amendments

City Council directed staff to conduct the worksession on March 8, 2018, beginning at 5:00 p.m.

**WS-8** Discussion of the February 6, 2018, City Council regular agenda items

Mayor Newton distributed a worksheet which he used to review proposed appointees to the boards, commissions, and committees.

Mayor Newton adjourned the worksession at 6:27 p.m.

Mayor Newton called the Executive Session to order at 6:28 p.m. and called the roll.

**ROLL CALL:** Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding contemplated and/or pending litigation, including:

- Glade Road eminent domain cases for Parcels 150 and 159

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property - Discuss the acquisition of certain real property along and adjacent to the City's incorporated limits and within the City's ETJ

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities, including:

- Glade Road Project Phases 1B and 2

Section 551.074 - Personnel – Discussion of the Police Chief selection process

Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

Mayor Newton explained the Executive Session had been called in accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071, Legal, Section 551.072, Real Estate, Section 551.074 - Personnel and Section 551.087, Economic Development. He further explained there would be no decisions made or action taken during this time. Executive Session was adjourned at 7:10 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Newton at 7:34 p.m.

**ROLL CALL:** Mayor Richard Newton, Mayor for a Day Sydney Ellis, Mayor Pro Tem Bobby Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen Mike Taylor and Mayor for a Day Sydney Ellis.

**ALSO PRESENT:** City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Fire Chief Brian Riley, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Community Development Director Ben Bryner, Marketing Coordinator Dustin Dangli, Information Services Manager Chris Pena, City Attorney Whitt Wyatt, and City Secretary Christine Loven.

**INVOCATION: Pastor Lee Johnson, Bear Valley Church**

**PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt**

**2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-18-4227**

Mayor Newton read Resolution R-18-4227 in its entirety.

Mayor Newton stated this resolution was to acquire right-of-way for the Glade Road Project Phase 1B and 2. He stated both Phase 1B and Phase 2 would be constructed concurrently as soon as all right-of-way was acquired. Mayor Newton estimated construction would begin about the time SH26 was being completed.

Mayor Newton opened the public hearing at 7:38 p.m. There was no one present wishing to speak and Mayor Newton closed the public hearing at 7:38 p.m.

**Councilmember Taylor made a motion to approve Resolution R-18-4227, Councilmember Dodson seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

### **3. MAYOR FOR A DAY OATH OF OFFICE**

Sydney Ellis, Mayor for a Day, took the oath of office.

### **4. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

**Announcements of civic and charitable events**

**Presentation of calendar events and updates**

**Announcements of awards and recognition**

Mayor Newton extended Happy Birthday wishes to Councilmember Tammy Nakamura.

Mayor Newton recognized the passing of former Councilmember Don Butler on February 1, 2018, and extended the condolences of the City to the family.

Mayor Newton congratulated City Secretary Christine Loven for graduating from the Texas Registered Municipal Clerk Certification Program.

Mayor Newton thanked City staff and commended them for their efforts on the L.D. Lockett Park drainage way, the landscape beautification on Hall-Johnson Road, and continuing beautification efforts in the Village and other areas of the City.

City Manager Jerry Ducay highlighted the work at the Nature Center, Hall-Johnson Road median, and L.D. Lockett and noted staff's willingness to take on these projects has saved over \$75,000 in anticipated contracting fees.

Mayor Pro Tem Lindamood announced the public meeting regarding SH26 Phase 1 to Phase 2 transition on February 8, at the Colleyville Center. TxDOT staff and

City staff will be there to explain the Phase 1 to Phase 2 process which will take about a month and will cause key intersections to be shut down to east west cross traffic for approximately one to two days each.

Mayor Pro Tem Lindamood announced the Colleyville Citizens Police Academy is accepting applicants through February 12 for the academy which will begin February 22.

Councilmember Dodson advised of the closing of John McCain Rod at the railroad crossing to level up the tracks and eliminate the bumps at the crossing. The closure will be for 8:00 p.m. February 6, to 7:00 a.m. February 7. Mayor Newton stated that the railroad crossings at Bransford and Pleasant Run have been leveled and are now smooth.

Councilmember Taylor reminded everyone of the deadline to file for a place on the ballot and encouraged the public to run.

### **Recognition of Mayor for a Day Sydney Ellis - Mayor Richard Newton**

Mayor Newton recognized Mayor for a Day Sydney Ellis and highlighted her winning essay before presenting her with a proclamation, the Key to the City and a special road sign with her name.

Mayor Ellis thanked Mayor Newton and recapped her day. Mayor Ellis enjoyed all the departments, but was especially pleased to operate a back hoe and to make a road sign with her name on it.

### **Proclamation in recognition of Thank a Teacher Day at Colleyville Heritage Elementary School - Mayor for a Day Sydney Ellis and Mayor Richard Newton**

Mayor Ellis presented Colleyville Heritage Elementary School Principal Jill Hemme, with a proclamation in recognition of Thank a Teacher Day at the school, February 9.

### **In recognition of the Water and Wastewater Rate Advisory Committee members**

Mayor Newton, Mayor for a Day Ellis, and Councilmember Dodson presented plaques to the members of the Water and Wastewater Rate Advisory Committee in recognition of their service and contributions.

## **5. CONSENT: READING AND PUBLIC HEARING- RESOLUTION R-18-4228**

**5a** Approval of the minutes of the regular City Council meeting of January 16, 2018

- 5b** Approval to purchase a replacement vacuum street sweeper in the amount of \$255,925.00, from Johnston North America, an approved vendor through the Houston-Galveston Area Council Cooperative Purchasing Program; approving the disposal of the unit being replaced, and authorizing the city manager to execute the purchase and disposal agreements upon receipt and acceptance of the vehicle
- 5c** Approval of a construction contract with GRA-TEX Utilities, Inc. for the Manning Drive Wastewater Project 3 and Paving Improvements Project in an amount not to exceed \$653,891.50, which includes a \$30,000 contingency, and authorizing the city manager to execute the contract and any associated change orders
- 5d** Approval of a professional services agreement with Freese and Nichols to develop three conceptual design options and a final conceptual design for the Village Plaza project in an amount not to exceed \$42,947 and authorizing the city manager to execute the agreement

Mayor for a Day Ellis read Resolution R-18-4228 in its entirety.

Public Works Director Jeremy Hutt presented items 5b and 5c and answered questions of the City Council.

Mayor Pro Tem Lindamood thanked staff for stretching the life on the street sweeper into this year.

During discussion of item 5c. Councilmember Taylor asked staff to explain what pipe burst is, why the lowest bidder did not quote on pipe burst, and why they are the lowest bidder and recommended contractor.

Director Hutt stated when the project was designed, alternative methods were reviewed and explained with a standard sanitary sewer replacement the most common methods are an open cut or digging a trench. Pipe bursting is the method of replacing the pipe from manhole to manhole without open cutting or trenching. The existing pipe is used as a conduit to lay the new pipe in, actually replacing the pipe from the inside out. Pipe bursting was bid as an alternate in an effort to determine if the method and pricing would be beneficial to this project. The way the pricing came out, it is not cost beneficial and Gra-Tex chose not to bid it, as it was an alternate option, not a requirement of the bid.

Councilmember Dodson asked staff if the only advertising was through the local newspaper. Director Hutt stated the State requires the newspaper advertising, but staff also utilized CIVCAST, an online bidding system, which pushes the bids out to plan rooms. We had 60 plan holders, however, there were only four bidders, but there were 60 plan holders which acquired the plan through CIVCAST.

Mayor Pro Tem Lindamood stated he will not give his approval for 5c, because Council has been talking since June about going digital with the bidding process. Mayor Pro Tem Lindamood stated we have promised the public we are going to change our ways on our bidding tactics and here we are going right back to the paper. Being in this business, I know the contractors, I know them very well, and not seeing any of the contractors that I've known for 46 years, not on any of the bid lists, or turning a bid in, is like nails on a chalk board for me. I don't understand why we didn't take the opportunity since June. I know the one place you did look, you thought they may be charging, but I know as a contractor, those sites are free for those who want to put out those bids, it costs the contractor to look at the bids, and we should have taken advantage of that. I don't know if there are any steep penalties for this contractor if he's not finished on time, we can look at Pleasant Run, that's a great example, we have to have steep penalties because if we don't, those guys are going to run over us as well. The timeline is great, but how are we going to hold those guys accountable. In my opinion, there are too many unanswered questions. Honestly, in my mind, we just need to push it off a couple weeks or a month, use those bidding services and get a bunch of contractors to bid this project. I think by getting it out there to more contractors, we will actually see a smaller rate on this because right now in this industry, it's really tight, people are fighting tooth and nail to get these projects, that's my opinion.

Councilmember Nakamura asked Mayor Pro Tem Lindamood if the people who are bidding online still look at the newspaper, or is it an either/or – or do they look at both. Mayor Pro Tem Lindamood stated that's an outdated way to look at the paper, he does not look at the paper anymore for contracts, that's why I have said this repeatedly and have made an issue over this. To make sure we are doing some bidding online and the bid site you did use, I have never heard of, but I am glad we tried at least that one, but there are so many others that are out there for contractors that are easy to bid through and I just think we're going the wrong avenue using the paper again.

Councilmember Nakamura asked staff if there is a reason other websites are not being used, adding this is the first time she has heard of this, but she too, is a bit gun-shy after what has happened on Pleasant Run. She stated, in my opinion, if that happens to us again, it's just horrible, and I am concerned about that also.

Director Hutt replied for clarity, we are required to advertise in the newspaper. We can do other types of advertising and push the plans out and make them available via other avenues, but we are required to have that in the paper, so we will always have that, but it does not have to be our primary form of advertising.

Councilmember Nakamura asked staff if advertising in the newspaper is a State law. Director Hutt said yes.



Councilmember Wheat asked staff for the record, have we done any work with this company before. Director Hutt replied they completed a small drain project for us about five years ago, they do a lot of work in Grand Prairie and Arlington, and we have checked their references with those cities and they did receive good references from both Arlington and Grand Prairie. Councilmember Wheat asked if we know in advance if a company is going to use a sub-contractor or is that something that happens and we are not necessarily informed. Director Hutt stated we do ask and contractors usually submit the information. He went on to say he believes this contractor will do the work themselves except, they will have a sub-contractor for the pavement work.

Councilmember Taylor asked staff if we are in any default if we do not accept this bid, as we have already posted and accepted bids. Director Hutt replied the action would be to reject all bids and move forward with new direction. He said we could either accept this bid as proposed tonight, or reject all bids and go through the bidding process again.

Councilmember Wheat asked staff what the process is if we go through the bidding process again. Director Hutt replied we will have to repost in the paper and any other avenues we choose, in addition to the paper, which must be in two consecutive Sunday issues which would be an approximate 45 day delay.

City Manager Ducay addressed Mayor Newton and stated he does accept there is a desire to see additional information and additional resources, but the one challenge we do have if you reject all bids and reject the bid before us tonight, is you run the risk that those contractors do not bid, because their competitive opportunity to bid has been lost because their bid is now a public document. Traditionally, I would reserve rejecting all bids for problematic issues related to qualification concerns and or bidding irregularities beyond the concerns raised here.

Mayor Pro Tem Lindamood stated he disagrees, he has had all bids rejected on numerous projects, yes, you get to see what bids are out there, but it will make people tighten down the screws a little more. We will get what we needed which is to go through other bidding avenues other than the newspaper as the main source and one website. Again, we have been talking about this since June and I have brought this issue up at many worksessions, I have written down websites and sent them to everyone, and then we find out this thing is bid through somebody I have never heard of and the newspaper. I feel we did not take the best avenue to bid a \$653,000 project with a \$30,000 contingency with no penalty for not being done on time, that is a sticking point for me, we need to put penalties in the contract, not \$500, something steep that says if you want this job you better step up.

Mayor Newton stated based on this discussion he is going to remove this item from consent and move it to an ending resolution.

Mayor Pro Tem Lindamood asked if there was a performance bond on this project. Director Hutt replied yes.

Assistant City Manager Adrienne Lothery presented item 5d and answered questions of the City Council.

Councilmember Coplen noted the Council has asked the project be referred to as City Plaza.

Councilmember Nakamura thanked Manager Lothery for her presentation and enthusiasm for the project.

Mayor for a Day Ellis opened the public hearing at 8:28 p.m.

Kathy Hadley, 204 North Timberline spoke in opposition to 5b for the street sweeper.

Kathleen Hennessey, 5013 Stonebridge Drive, explained Federal and State law relative to storm drainage and in favor of the street sweeper.

There were no others wishing to speak and Mayor for a Day Ellis closed the public hearing at 8:31 p.m.

**Councilmember Taylor made a motion to approve Resolution R-17-4228, striking item 5c, Councilmember Coplen seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 8 – Mayor Richard Newton, Mayor for a Day Ellis, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

***Mayor Newton and the City Council thanked Mayor for a Day Ellis for her service to the City and stated he will be calling on her in the future and excused her from the rest of the meeting.***

## **6. ITEMS FOR CITY COUNCIL AND PUBLIC DISCUSSION - NOT A PUBLIC HEARING**

### **6a Update on the State Highway 26 (SH26) reconstruction project**

Public Works Director Jeremy Hutt stated TxDOT representatives could not be present for this meeting and went on to provide an update on the SH26 reconstruction project, explaining the traffic switch phases, and answered questions of the City Council.

City Manager Jerry Ducay asked staff if the construction barrels on the east side of the Hall-Johnson Road intersection will be realigned or removed. Director Hutt stated he would have to defer to TxDOT. Mayor Newton asked if we will have the full use of Hall-Johnson on the west side. Director Hutt stated he will contact TxDOT to answer this question.

Mayor Pro Tem Bobby Lindamood asked staff to direct TxDOT to provide additional detour signage, on both sides of the roadway, far in advance of the traffic switch.

For clarity Mayor Newton reviewed the intersection closings and the order in which they will be closed. He stated they would be closed to east west traffic for one to two days each, but on different days.

Director Hutt stated City staff spoke with TxDOT regarding the transition work occurring at night. The contractor provided a proposal which would shift the day crew to nights, which would not allow for faster completion, and a proposed additional cost estimate of \$132,500.

Mayor Newton stated the Council's question to TxDOT was whether SH26 crews could work both day and night and/or on weekends to make the Phase 1 to Phase 2 transition go faster. Unfortunately he said TxDOT did not answer that question or give us that option. TxDOT only gave the option of working at night, which provides no benefit. Mayor Newton asked Jeremy Hutt if the construction would be completed sooner or if there was any advantage to working at night. Director Hutt replied the first day transition went well and night work creates some additional challenges and safety concerns, therefore, he believes there is no reason to consider the night work.

There was general discussion regarding the contractor, TxDOT, and the City's authority over the project. Additionally, the consensus of the City Council is the Mayor should be the only elected official to interact with TxDOT directors in regard to the project and the City's expectations.

Councilmember Nakamura thanked Director Hutt for doing a great job.

**6b** Regional Transportation Council (RTC) update by Colleyville representative and discussion of City policy on regional transportation funding

Mayor Newton stated currently there have been news articles and editorials regarding toll rolls which is why this item is on the agenda.

Councilmember Taylor, as the appointed City representative to the Regional Transportation Council (RTC) provided a historical review and update on the projects of the RTC. The items of most current concern before the RTC include

traffic congestion and the recommendation to the state legislature of being for or against toll roads, based on the input of the member cities.

Mayor Newton stated based on the articles he read in the paper, that the Governor and the Legislature majority have decided, based on input from citizens, they do not want to build anymore toll roads. Colleyville is a member of the RTC, one small member, therefore, it is a legitimate conversation for us to have. It doesn't affect us directly, only as citizens and how our tax money is used. It appears in the articles I have read, RTC management is continuing, in the meetings Councilmember Taylor spoke about, to push for and politic for building toll roads. I have seen no evidence that they have looked at alternatives. With this approach the RTC administration are hitting a brick wall in Austin, who is consistently saying, no toll roads, go figure out a different way to do it.

I personally, and we can each have our own opinions, support the Governor's and Legislature's position of not supporting toll roads. Mayor Newton said he has a personal bias and does not like toll roads, he can afford to ride on toll roads, but that is not necessarily the issue, not everyone can and the people it challenges may not have the income I do. The other part of my personal bias is I worked for Alcon for years and drove the 121/183 interchange to South Fort Worth every day. Now that 183 is completed with the toll lanes, the traffic backup has gotten worse. The toll road design used real estate for toll lanes which does not appear to have done any good for the general populous of traffic. Mayor Newton went on to say, I look at the 635 toll road design and construction that requires very complex toll lane structures and entrance and exist structures that use up a lot of real estate. The complexity of the design and construction increases cost dramatically. The use of real estate for these complex structures reduce the available space for non-toll lanes. I have not heard of any assessment of the difference in cost between expanding and building roads with non-toll versus toll lanes. So, Councilman Taylor you represent us, and I thought if only fair to discuss this so you can represent the view of this body, even if the other member cities do not.

Mayor Newton asked if other Councilmembers had other discussion. Councilmember Dodson stated he is opposed to toll roads.

Mayor Pro Tem Lindamood also stated being opposed to toll roads.

Councilmember Coplen stated she would like to see how the gas tax is really expended.

Councilmember Nakamura stated if, asked, state HOV lanes do not work here either.

Councilmember Taylor acknowledged his personal views of toll roads do not align with the direction of the City of Colleyville, but assured the Mayor and City Council he represents the City and has advised the City is not in favor of toll roads.

**7. RESOLUTION(S): READING AND PUBLIC HEARING****7a Resolution R-18-4229**

Consideration of appointments to the Architectural Review Commission

Mayor Newton read Resolution R-18-4229 in its entirety, recommending the appointment of Kathy Braatz, Sayeda Syed, and Karen Ziober to the Architectural Review Commission for a two year term to December 2019.

Mayor Newton opened the public hearing at 9:36 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 9:37 p.m.

**Councilmember Dodson made a motion to approve Resolution R-18-4229 as read, Councilmember Coplen seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

**7b Resolution R-18-4230**

Consideration of appointments to the Colleyville Center Advisory Committee

Mayor Newton read Resolution R-18-4230 in its entirety, recommending the appointment of Chase Browning, Earlene Garvey, Judith Goodwin, Mark Johnson, and Fred Mills to At-Large, and Darla Denison to represent the Colleyville Woman's Club, to the Colleyville Center Advisory Committee for a two year term to December 2019.

Mayor Newton opened the public hearing at 9:40 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 9:40 p.m.

**Mayor Pro Tem Lindamood made a motion to approve Resolution R-18-4230 as read, Councilmember Nakamura seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

**7c Resolution R-18-4231**

Consideration of appointments to the Parks and Recreation Advisory Board

Mayor Newton read Resolution R-18-4231 in its entirety, recommending the appointment of Cliff LeBlanc, Place 2; Mitali Mandlekar, Place 4; Ajit Purandare, Place 6; Hillary Schwanbeck, Place 8, to the Parks and Recreation Advisory Board for a two year term to December 2019.

Mayor Newton stated there were many well qualified applicants for the Parks and Recreation Advisory Board. 13 applied for four positions and all of the incumbents reapplied expressing a desire to finish the work on the Park Land Master Plan. Mayor Newton said he discussed this with Council at the Worksession preceding this meeting and stated that it was the consensus of the Council that the Board has done a lot of exceptional work on the Master Plan and it is for this reason that the recommendation is to reappoint the incumbents to allow them complete the Master Plan work. However Mayor Newton stressed the qualifications of all applicants were excellent and it is his hope the applicants who were not appointed will attend the Parks and Recreation Advisory Board meetings to provide their input.

Mayor Newton opened the public hearing at 9:43 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 9:43 p.m.

**Councilmember Wheat made a motion to approve Resolution R-18-4231 as read, Mayor Pro Tem Lindamood seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

**7d Resolution R-18-4232**

Consideration of appointments to the Zoning Board of Adjustment

Mayor Newton read Resolution R-18-4232 in its entirety, recommending Alternate 1 Kim Holt be appointed to Place 5 and Frank Carroll to Place 4; to a two year term to September 2019, and Scott McCombs to Alternate 1, to fill the unexpired term to September 2018, on the Zoning Board of Adjustment.

Mayor Newton recognized Dee McNosky who has served the Zoning Board of Adjustment for 18 years and expressed his appreciation for her great service. Mayor Newton stated it has been his strategy to involve more citizens and this is the rationale for the appointment thought process.



Mayor Newton opened the public hearing at 9:46 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 9:46 p.m.

**Councilmember Dodson made a motion to approve Resolution R-18-4232 as read, Councilmember Wheat seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

**7e Resolution R-18-4233**

Consideration of an appointment to the Colleyville Community Garden Advisory Committee

This resolution was not needed.

**7f Resolution R-18-4234**

Consideration of an appointment to the Historical Preservation Committee

Mayor Newton read Resolution R-18-4234 in its entirety, recommending the appointment of Ryan Moore.

Mayor Newton opened the public hearing at 9:48 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 9:48 p.m.

**Mayor Pro Tem Lindamood made a motion to approve Resolution R-18-4234 as read, Councilmember Nakamura seconded the motion.**

**The motion to approve carried with the following vote:**

**Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Nancy Coplen and Mike Taylor**

**8. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**

Kathleen Hennessey 5013 Stonebridge, spoke regarding storm water drainage and the need to work with schools regarding the road detours and traffic switches.

Wayne Maynard, 3004 Edgewood Lane, spoke regarding the Colleyville Citizens Alumni Association and announced applications for the Colleyville Citizens Police Academy, which begins February 22, will be accepted through February 12.

Kathy Hadley, 204 North Timberline, spoke regarding the ducks on Riverwalk Drive, and the Turtles on SH26. Mrs. Hadley thanked the Mayor and Council for their work.

**9. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR FEBRUARY 6, 2018 - READING AND PUBLIC HEARING - RESOLUTION R-18-4235**

Mayor Newton read Resolution R-18-4235 in its entirety which included item 5c from the consent resolution.

Mayor Pro Tem Lindamood stated he had said his piece and believes everyone knows where he stands.

Mayor Newton stated for the record, this project is for Manning Drive, which is a utility project with a street mill and overlay; Strafford is a parallel street to the west, which is in our plan to be done this year. Mayor Newton wanted to be clear that Stafford will be done this year. Director Hutt stated this project will include Manning Drive with a mill and overlay, in conjunction with the utility replacement project, but street repairs for Stafford Drive, Manning Drive, Bowman, and Oak Knoll are included in this year's plan for execution.

Director Hutt stated he wished to clarify the department's use of CIVCAST, the online bidding outlet used in addition to the newspaper for bidding this project. Director Hutt noted CIVCAST had 60 plan holders, and there were multiple holders which were other plan rooms. He stated the department will have a system in place, to include the specific request of Mayor Pro Tem Lindamood, and as many online vendors and plans rooms as the Council would like to see utilized, in addition to the newspaper, before the next project is bid.

Councilmember Taylor asked staff if there were more bidders out there on the process we used, than what responded, and were there only four contractors qualified to bid. Director Hutt replied there were 21 plan holders who identified themselves as general contractors, but only four bid.

Councilmember Taylor noted of those four bids there was a disparity between the lowest and next lowest bid of approximately \$53,000 and from there the bids went up to \$800,000-\$900,000 plus and asked what drives the difference in price. Councilmember Taylor said he didn't feel the project is out of line and he doesn't know how we can make everyone respond, we are reaching out. He noted Mayor Pro Tem Lindamood had sent a list of sites but, he had looked at them, but he's not in that business so he doesn't know if right now these are the only contractors who want to do business in Colleyville.

Mayor Newton asked staff if the project was rebid, what would be the time frame. Director Hutt replied a process would have to be put in place and then 45 days minimum.

Mayor Newton asked Mayor Pro Tem Lindamood if this is done as you recommend, what would need to happen to satisfy your requirements.

Mayor Pro Tem Lindamood replied you would have to go out for bid utilizing Bidsync, ISquarefoot, Bluebook, Construction Wire, and Building Connected, this is where major contractors in DFW search. I can understand a lot of people's confusion, because they don't know how this works, but I do. I think more due diligence will make me feel more comfortable, seeing I don't know the background of this contractor, I'm not able to compare him, and I'm not seeing any of the other major bidders here.

Councilmember Taylor asked Mayor Pro Tem Lindamood what other cities are using his recommendations. Mayor Pro Tem Lindamood stated he bids through Irving, Dallas, Grand Prairie, every surrounding city he knows uses the service he recommends.

There was discussion on how the bids are entered, who enters the bids on the sites, and cost and who pays what.

Councilmember Coplen asked Mayor Newton if there is policy or requirement as a municipality, which must be used. Director Hutt responded as long as we use the paper advertisement, he believes we can add any other type of advertisement, but his recommendation is a policy be developed, include these tools, so the policy can be consistently applied.

There was discussion of costs, policy, and procedures.

Mayor Newton opened the public hearing at 10:18 p.m. There was no one present wishing to speak, and Mayor Newton closed the public hearing at 10:18 p.m.

Following discussion with the City Attorney, Mayor Newton made a motion to pass over Resolution R-18-4235; direct the City Manager and Director of Public Works to reject all bids submitted for this project, and readvertise the project for bid, utilizing the processes which have been discussed. Councilmember Dodson seconded the motion.

Councilmember Taylor stated he felt the bids were issued fairly, and there is no reason to do this, I don't mind us going forward with this change, people bid in full faith of our credibility, so I cannot vote for this.

The motion was approved by the following vote:

**Aye: 5 – Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson**

**Nay: 2 – Councilmembers Nancy Coplen and Mike Taylor**

## **10. ADJOURNMENT**

There being no further business before the City Council, Mayor Newton adjourned the City Council meeting at 10:23 p.m.

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, AND \_ ABSTENTIONS ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

*Minutes taken and prepared by:*

*Christine Loven, TRMC  
City Secretary*



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 6

**Agenda Date** 02/20/2018

**Type** Report

**Department** Finance

---

## **Title**

Monthly Financial Report - January 2018

## **Attachments**

1. Reports - Monthly Financial Report - January 2018 Presentation
2. January 2018 Monthly Financial Report

## **January Monthly Financial Report**

City Council Meeting  
February 20, 2018

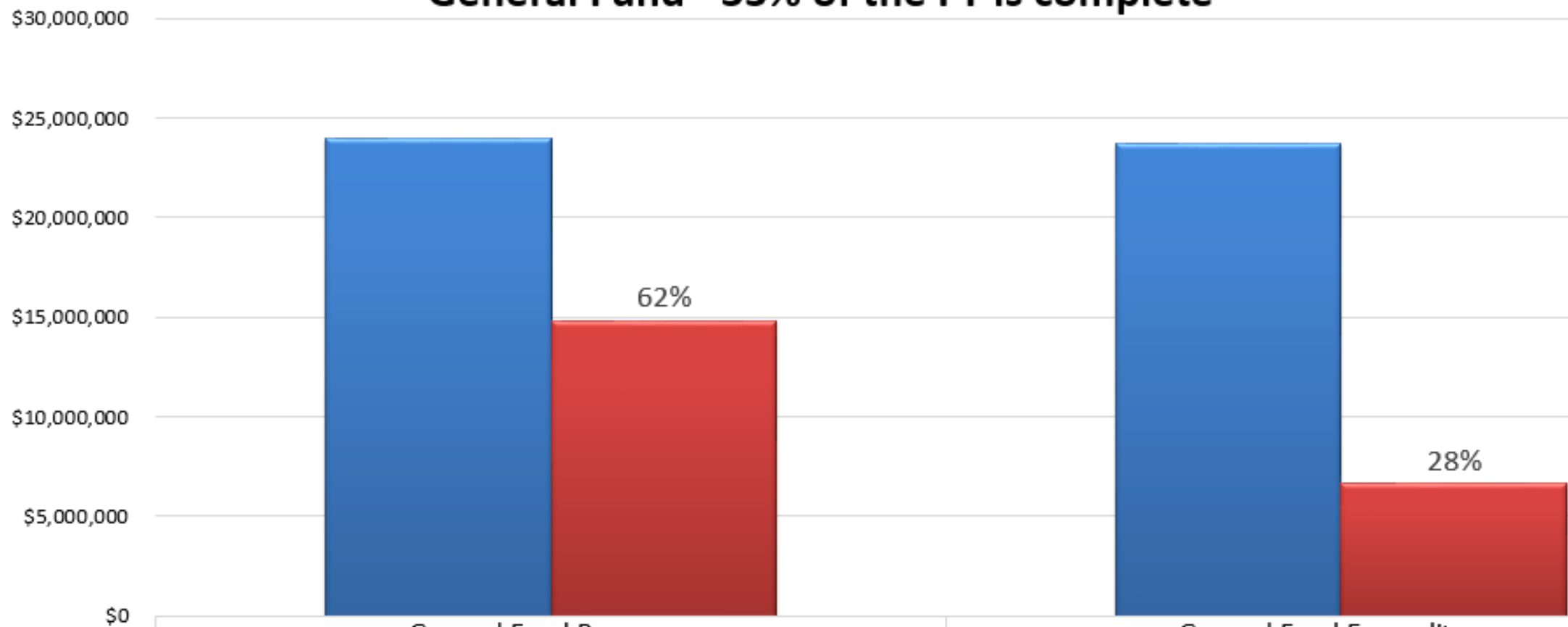


# **General Fund**

# General Fund Snapshot



**General Fund - 33% of the FY is complete**



■ Budget  
■ Actuals

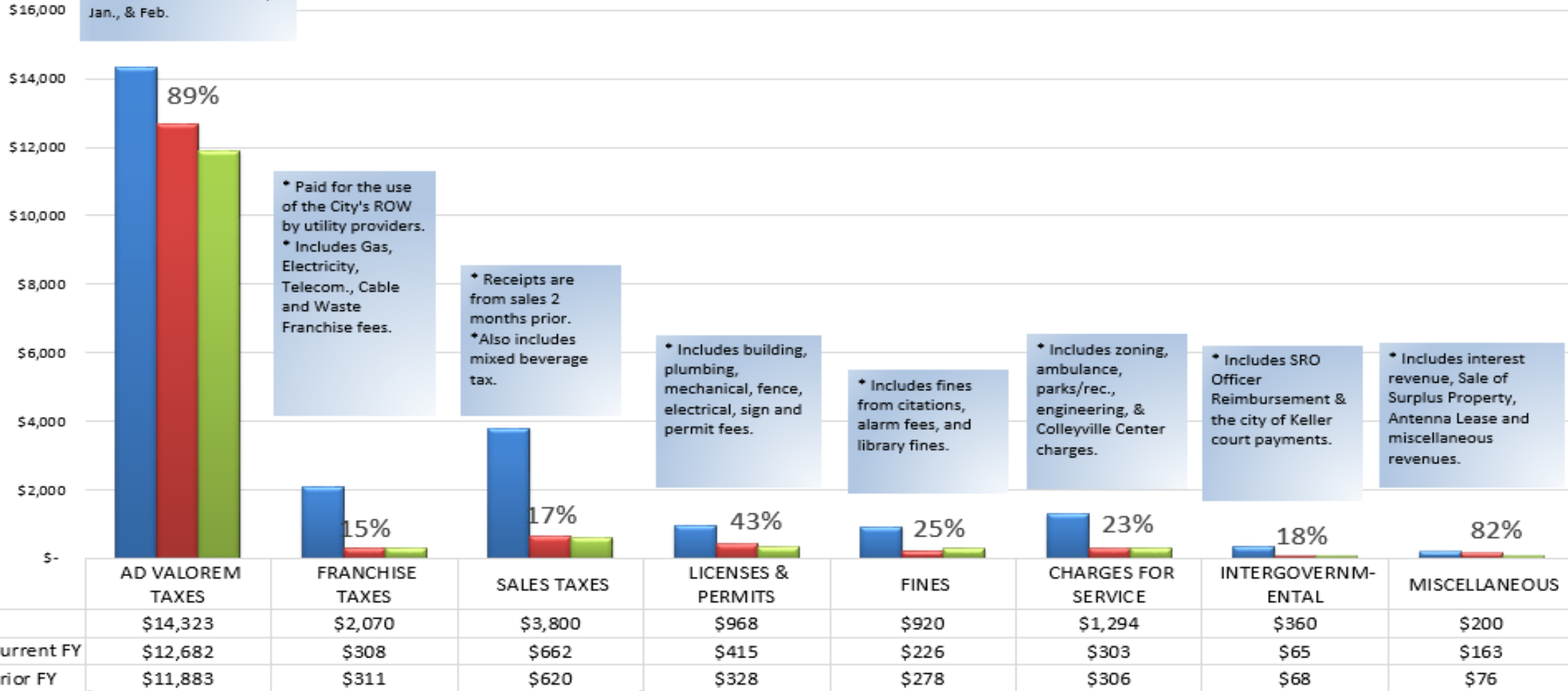
|         |                       |                           |
|---------|-----------------------|---------------------------|
|         | General Fund Revenues | General Fund Expenditures |
| Budget  | \$23,934,566          | \$23,694,811              |
| Actuals | \$14,824,914          | \$6,625,118               |

# General Fund Revenues

## General Fund Revenues (In Thousands) - 33% of the FY is complete

\* Based on 2017 property values.  
\* Most collections in Dec., Jan., & Feb.

In Thousands



\* Paid for the use of the City's ROW by utility providers.  
\* Includes Gas, Electricity, Telecom., Cable and Waste Franchise fees.

\* Receipts are from sales 2 months prior.  
\* Also includes mixed beverage tax.

\* Includes building, plumbing, mechanical, fence, electrical, sign and permit fees.

\* Includes fines from citations, alarm fees, and library fines.

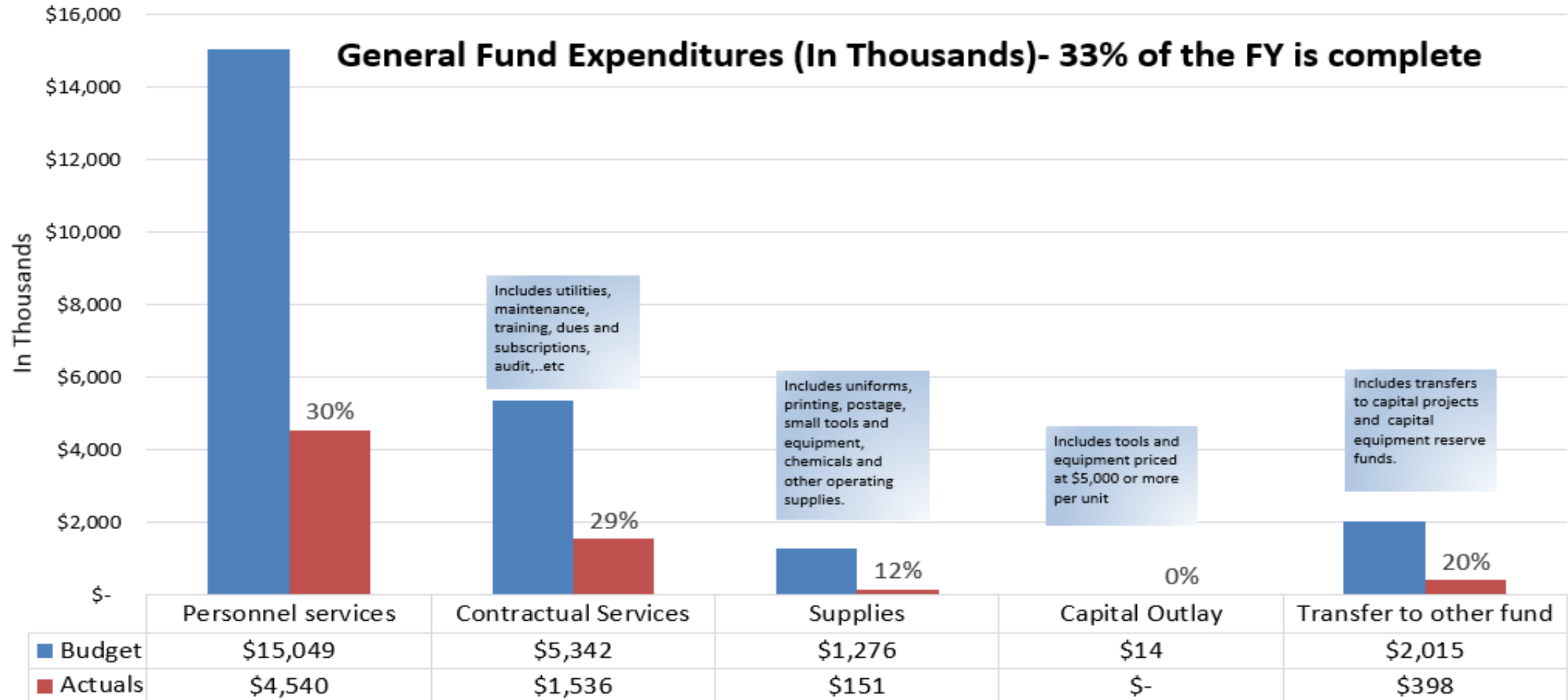
\* Includes zoning, ambulance, parks/rec., engineering, & Colleyville Center charges.

\* Includes SRO Officer Reimbursement & the city of Keller court payments.

\* Includes interest revenue, Sale of Surplus Property, Antenna Lease and miscellaneous revenues.

# General Fund Expenditures

**General Fund Expenditures (In Thousands)- 33% of the FY is complete**

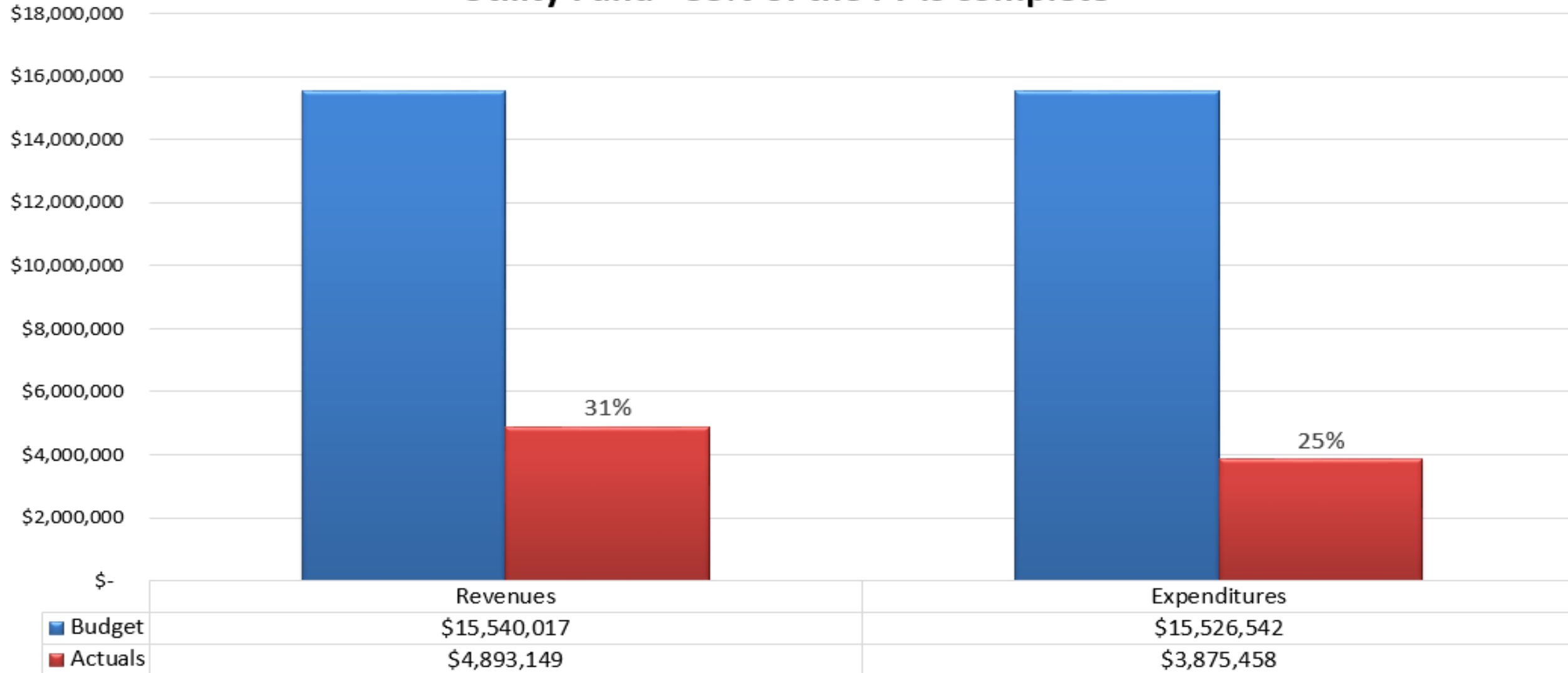


# Utility Fund

# Utility Fund Snapshot



## Utility Fund - 33% of the FY is complete

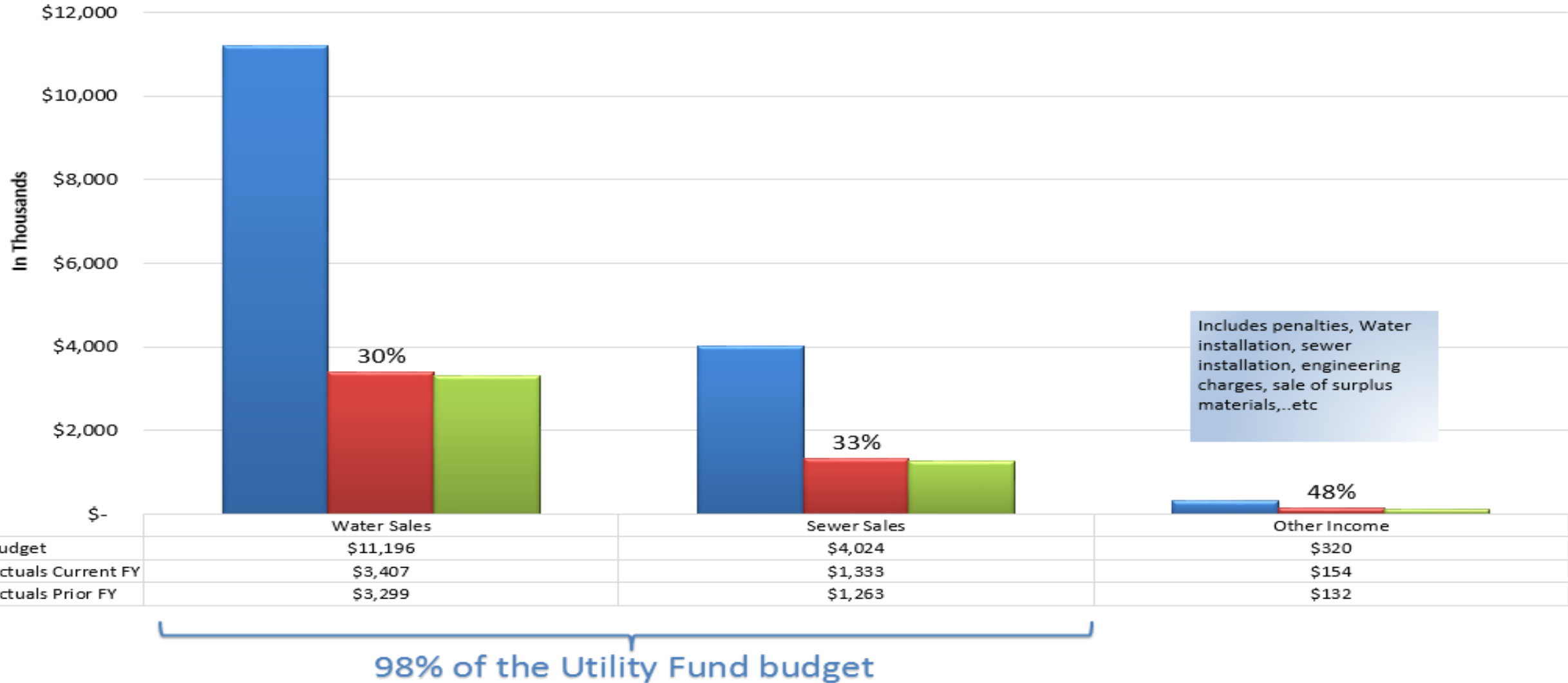




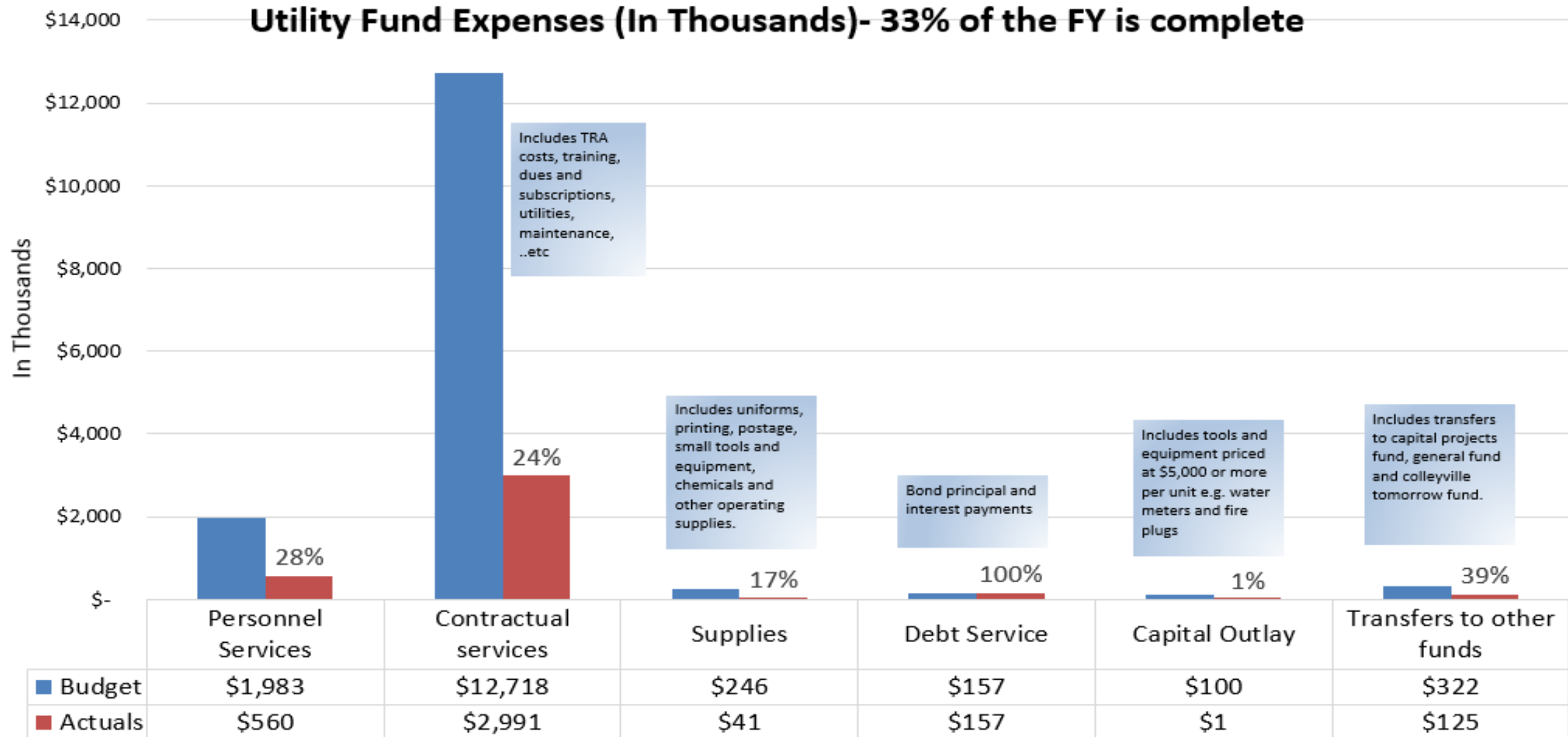
# Utility Fund Revenues



## Utility Fund Revenues (In Thousands)- 33% of the FY is complete



# Utility Fund Expenses

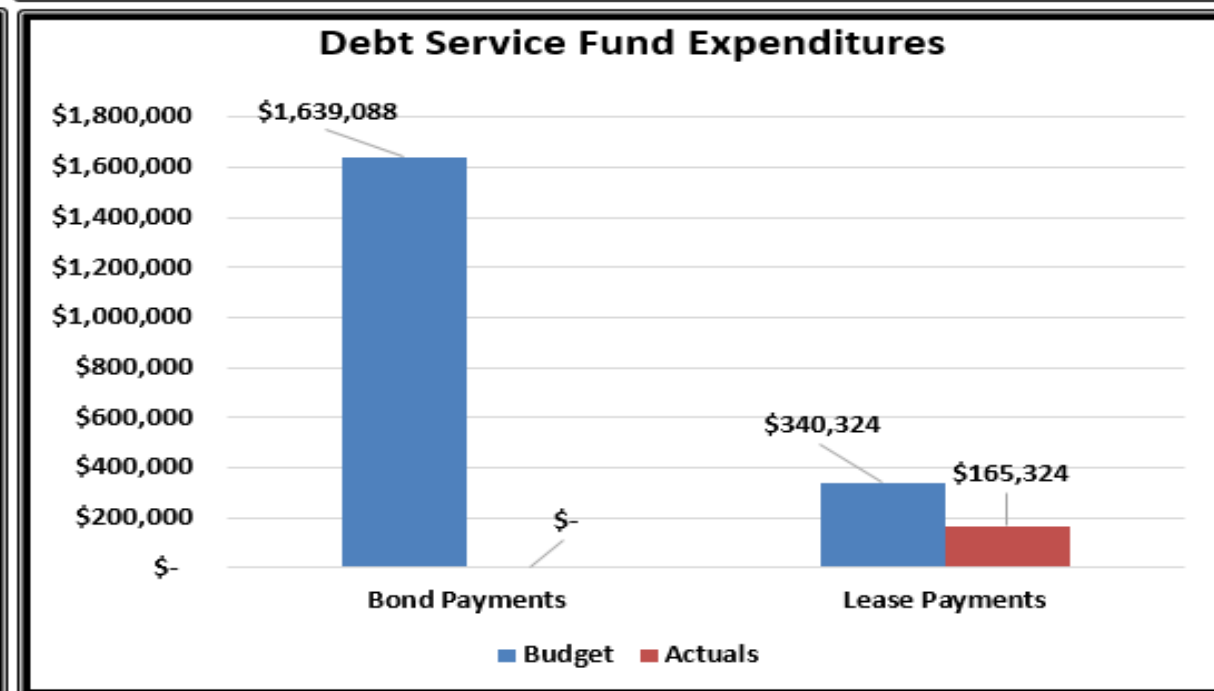
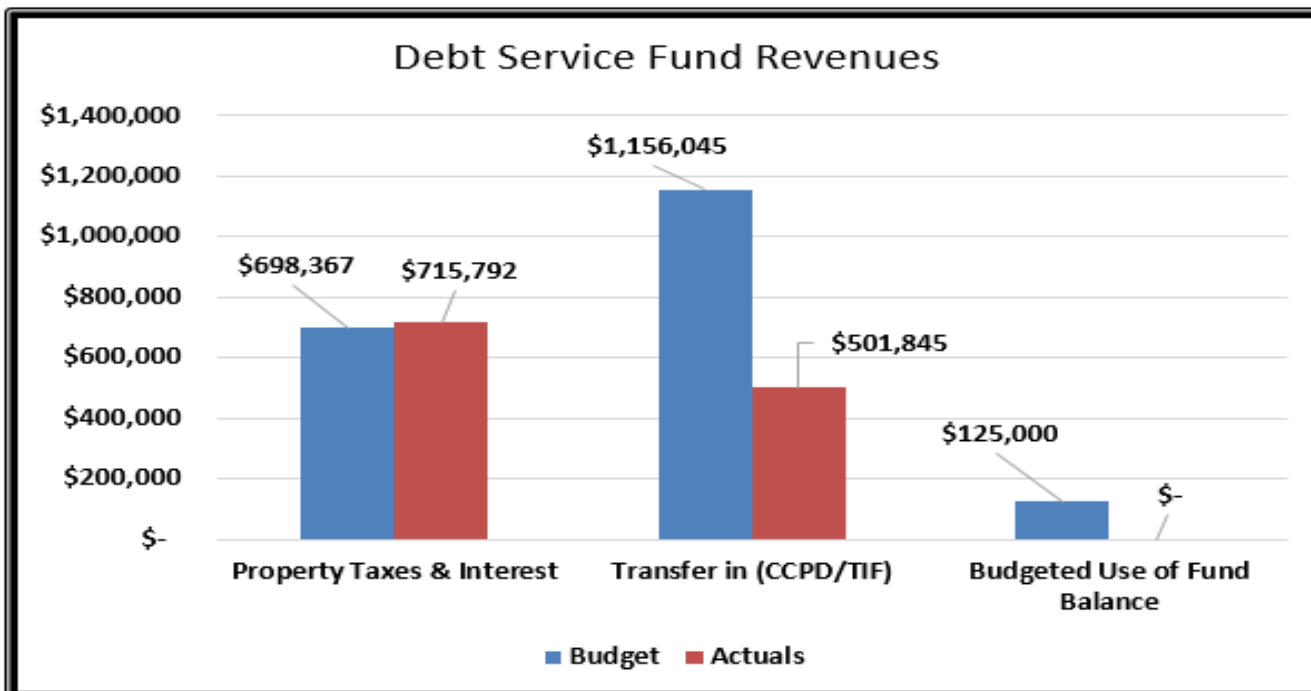
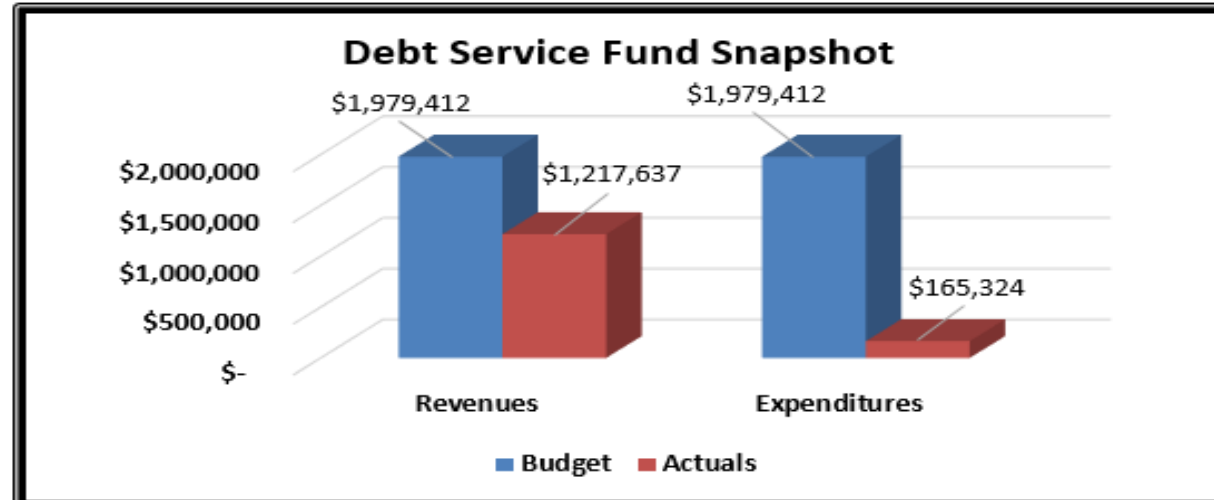


# **Debt Service Fund**

# Debt Service Fund



| Debt Service Fund                         | Budget              | Actuals             |
|-------------------------------------------|---------------------|---------------------|
| <b>Revenues:</b>                          |                     |                     |
| Ad Valorem Taxes & Interest               | \$ 698,367          | \$ 715,792          |
| Transfer In from Other Funds              | \$ 1,156,045        | \$ 501,845          |
| Budgeted Use of Fund Balance              | \$ 125,000          | \$ -                |
| <b>Total Revenues</b>                     | <b>\$ 1,979,412</b> | <b>\$ 1,217,637</b> |
| <b>Expenditures:</b>                      |                     |                     |
| Bond Payments                             | \$ 1,639,088        | \$ -                |
| Lease Payments                            | \$ 340,324          | \$ 165,324          |
| <b>Total Expenditures</b>                 | <b>\$ 1,979,412</b> | <b>\$ 165,324</b>   |
| <b>Revenues Over (Under) Expenditures</b> | <b>\$ -</b>         | <b>\$ 1,052,313</b> |

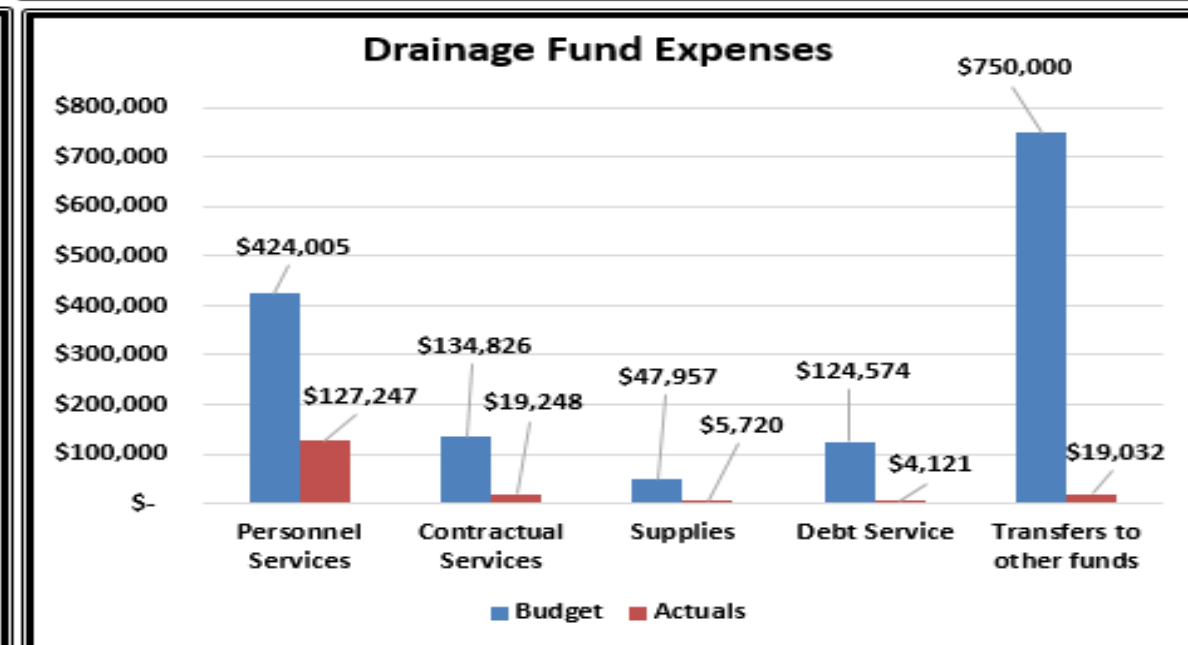
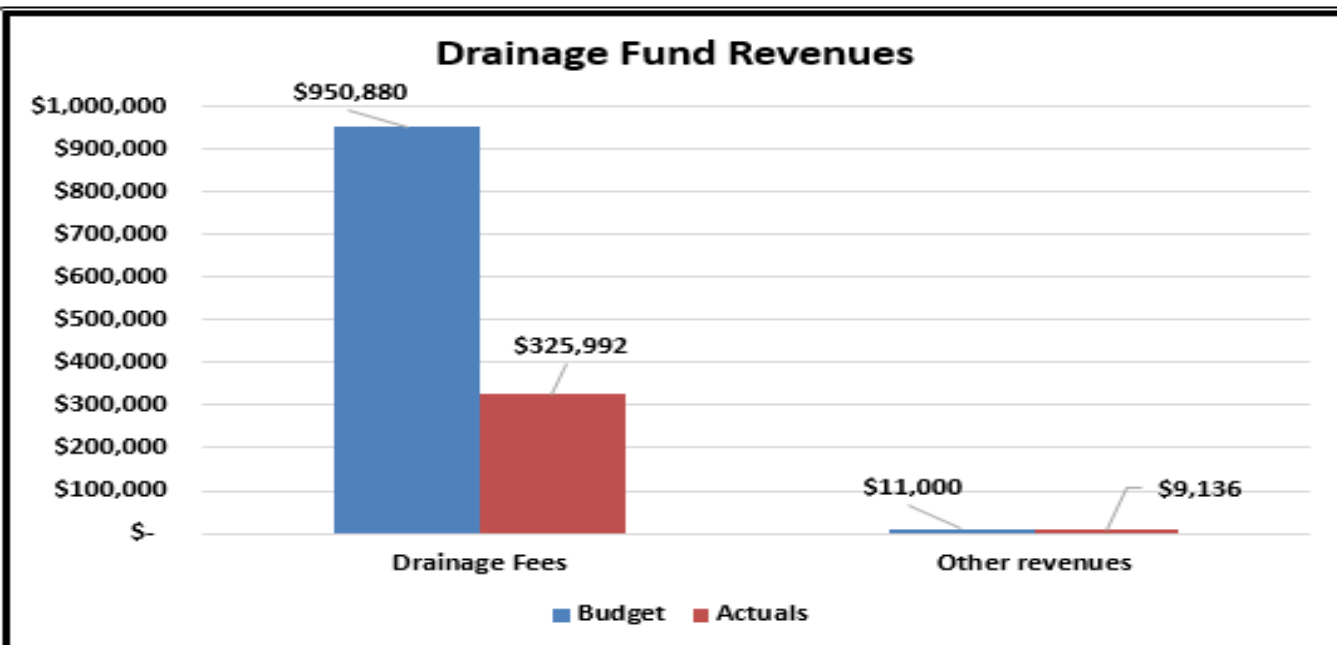
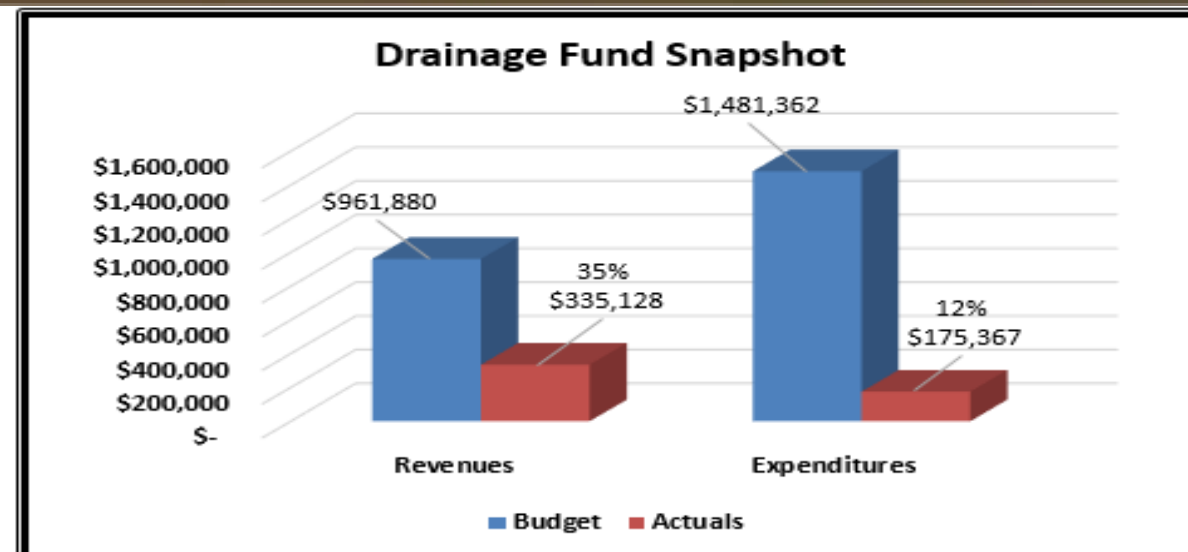


# **Drainage Fee Fund**

# Drainage Fee Fund



| Drainage Fund                         | Budget              | Actuals           |
|---------------------------------------|---------------------|-------------------|
| <b>Revenues:</b>                      |                     |                   |
| Drainage Fees                         | \$ 950,880          | \$ 325,992        |
| Other revenues                        | \$ 11,000           | \$ 9,136          |
| <b>Total Revenues</b>                 | <b>\$ 961,880</b>   | <b>\$ 335,128</b> |
| <b>Expenses:</b>                      |                     |                   |
| Personnel Services                    | \$ 424,005          | \$ 127,247        |
| Contractual Services                  | \$ 134,826          | \$ 19,248         |
| Supplies                              | \$ 47,957           | \$ 5,720          |
| Debt Service                          | \$ 124,574          | \$ 4,121          |
| Transfers to other funds              | \$ 750,000          | \$ 19,032         |
| <b>Total Expenses</b>                 | <b>\$ 1,481,362</b> | <b>\$ 175,367</b> |
| <b>Revenues Over (Under) Expenses</b> | <b>\$ (519,482)</b> | <b>\$ 159,761</b> |





**City of Colleyville**  
**General Fund Monthly Financial Report**  
**As of 1/31/2018 - End of 33.33% of the Fiscal Year**

| GENERAL FUND                      |                  | ACTIVITY           |           |
|-----------------------------------|------------------|--------------------|-----------|
|                                   | FY 2018          | FY 2018 YTD        | PERCENT   |
| SUMMARY                           | BUDGET           | AS OF              | OF BUDGET |
|                                   |                  | 1/31/2018          | USED      |
| Revenues                          | 23,934,566       | 14,824,914         | 61.94%    |
| Expenditures                      | 23,694,811       | \$6,625,118        | 27.96%    |
| <b>Revenues over expenditures</b> | <b>\$239,755</b> | <b>\$8,199,796</b> |           |

| GENERAL FUND                        |                   | RECEIVED          |               | AVERAGE ACTUAL  | RECEIVED          |               |
|-------------------------------------|-------------------|-------------------|---------------|-----------------|-------------------|---------------|
|                                     | FY 2018           | FY 2018 YTD       | PERCENT       | YTD BALANCE     | FY 2017 YTD       | PERCENT       |
| REVENUE SOURCE                      | BUDGET            | AS OF             | OF BUDGET     | AS A PERCENT OF | AS OF             | CHANGE OVER   |
|                                     |                   | 1/31/2018         | RECEIVED      | YEAR END BAL    | 1/31/2017         | PRIOR YEAR    |
| Current Taxes                       | 14,242,575        | 12,641,856        | 88.76%        | 86.23%          | 11,875,875        | 6.45%         |
| Delinquent Taxes                    | 25,000            | 33,846            | 135.38%       | 54.43%          | 2,241             | 1410.29%      |
| Penalty & Interest                  | 55,000            | 6,514             | 11.84%        | 10.76%          | 5,210             | 25.02%        |
| <b>TOTAL AD VALOREM TAXES</b>       | <b>14,322,575</b> | <b>12,682,215</b> | <b>88.55%</b> | <b>85.58%</b>   | <b>11,883,326</b> | <b>6.72%</b>  |
| Oncor Electric                      | 885,000           | -                 | 0.00%         | 0.00%           | -                 | 0.00%         |
| Tri-County Electric                 | 100,000           | 105,858           | 105.86%       | 100.00%         | 101,311           | 4.49%         |
| Atmos Gas                           | 325,000           | -                 | 0.00%         | 0.00%           | -                 | 0.00%         |
| AT&T                                | 60,000            | 14,647            | 24.41%        | 25.57%          | 15,670            | -6.53%        |
| Verizon/Others                      | 65,000            | 19,701            | 30.31%        | 22.78%          | 19,346            | 1.83%         |
| Refuse/Recycling                    | 160,000           | 53,460            | 33.41%        | 29.00%          | 51,997            | 2.81%         |
| Cable TV                            | 475,000           | 114,755           | 24.16%        | 25.19%          | 122,196           | -6.09%        |
| <b>TOTAL FRANCHISE TAXES</b>        | <b>2,070,000</b>  | <b>308,422</b>    | <b>14.90%</b> | <b>14.68%</b>   | <b>310,520</b>    | <b>-0.68%</b> |
| Sales Tax                           | 3,700,000         | 604,076           | 16.33%        | 13.72%          | 564,053           | 7.10%         |
| Mixed Beverage Tax                  | 100,000           | 57,882            | 57.88%        | 48.03%          | 56,414            | 2.60%         |
| <b>TOTAL SALES TAXES</b>            | <b>3,800,000</b>  | <b>661,959</b>    | <b>17.42%</b> | <b>14.71%</b>   | <b>620,467</b>    | <b>6.69%</b>  |
| Building                            | 625,000           | 282,060           | 45.13%        | 30.72%          | 204,965           | 37.61%        |
| Plumbing                            | 72,000            | 21,841            | 30.33%        | 31.53%          | 19,287            | 13.24%        |
| Mechanical                          | 48,000            | 14,865            | 30.97%        | 29.28%          | 13,588            | 9.40%         |
| Electrical                          | 51,000            | 24,095            | 47.24%        | 29.64%          | 18,292            | 31.72%        |
| City License                        | 26,000            | 15,300            | 58.85%        | 30.80%          | 18,300            | -16.39%       |
| Building Plan Review Fee            | 88,000            | 38,845            | 44.14%        | 30.57%          | 29,630            | 31.10%        |
| New Business                        | 7,400             | 2,800             | 37.84%        | 25.83%          | 2,510             | 11.55%        |
| Sign Permit                         | 8,000             | 2,725             | 34.06%        | 29.71%          | 3,460             | -21.24%       |
| Fence Permit                        | 15,000            | 4,500             | 30.00%        | 30.20%          | 6,800             | -33.82%       |
| Fire Permits                        | 8,000             | 2,455             | 30.69%        | 25.69%          | 3,035             | -19.11%       |
| Irrigation Permit                   | 20,000            | 5,487             | 27.44%        | 32.53%          | 8,591             | -36.13%       |
| <b>TOTAL LICENSES &amp; PERMITS</b> | <b>968,400</b>    | <b>414,973</b>    | <b>42.85%</b> | <b>30.20%</b>   | <b>328,458</b>    | <b>26.34%</b> |

| GENERAL FUND - CONTINUED                |                   | RECEIVED<br>FY 2018 YTD<br>AS OF<br>1/31/2018 | PERCENT<br>OF BUDGET<br>RECEIVED | AVERAGE ACTUAL<br>YTD BALANCE<br>AS A PERCENT OF<br>YEAR END BAL | RECEIVED<br>FY 2017 YTD<br>AS OF<br>1/31/2017 | PERCENT<br>CHANGE OVER<br>PRIOR YEAR |
|-----------------------------------------|-------------------|-----------------------------------------------|----------------------------------|------------------------------------------------------------------|-----------------------------------------------|--------------------------------------|
| REVENUE SOURCE                          | FY 2018<br>BUDGET |                                               |                                  |                                                                  |                                               |                                      |
| Court Fines                             | 850,000           | 208,536                                       | 24.53%                           | 28.16%                                                           | 260,021                                       | -19.80%                              |
| Alarm Fees                              | 53,000            | 11,249                                        | 21.22%                           | 25.61%                                                           | 11,971                                        | -6.03%                               |
| Library Fines                           | 17,460            | 6,267                                         | 35.89%                           | 28.51%                                                           | 5,985                                         | 4.72%                                |
| <b>TOTAL FINES</b>                      | <b>920,460</b>    | <b>226,052</b>                                | <b>24.56%</b>                    | <b>27.89%</b>                                                    | <b>277,977</b>                                | <b>-18.68%</b>                       |
| Re-zoning                               | 9,000             | 4,658                                         | 51.75%                           | 30.47%                                                           | 2,000                                         | 132.89%                              |
| Plat Fee/Site Plan/Landscaping Plan Fee | 8,200             | 3,765                                         | 45.91%                           | 30.62%                                                           | 3,013                                         | 24.96%                               |
| Board of Adjustment                     | 2,000             | 525                                           | 26.25%                           | 30.12%                                                           | 1,175                                         | -55.32%                              |
| Sale of Material                        | 100               | 268                                           | 267.95%                          | 44.32%                                                           | 1                                             | 26695.00%                            |
| Weed Mowing                             | 7,000             | -                                             | 0.00%                            | 24.76%                                                           | 8,175                                         | -100.00%                             |
| Ambulance                               | 320,000           | 111,851                                       | 34.95%                           | 33.88%                                                           | 103,957                                       | 7.59%                                |
| Recreation Program                      | 193,500           | 77,436                                        | 40.02%                           | 17.97%                                                           | 57,245                                        | 35.27%                               |
| Credit Card Fee Revenue                 | -                 | 4,430                                         | 0.00%                            |                                                                  | -                                             | 0.00%                                |
| Non-Resident Fee Parks                  | 40,000            | 21,495                                        | 53.74%                           | 46.37%                                                           | 21,760                                        | -1.22%                               |
| Field Use Charge                        | 21,500            | 10,680                                        | 49.67%                           | 45.84%                                                           | 10,940                                        | -2.38%                               |
| Engineering & Inspection                | 20,000            | 2,250                                         | 11.25%                           | 40.88%                                                           | 11,303                                        | -80.09%                              |
| Material Testing                        | 10,000            | 1,077                                         | 10.77%                           | 0.00%                                                            | 2,261                                         | -52.35%                              |
| Colleyville Center Rental               | 240,000           | 56,813                                        | 23.67%                           | 28.18%                                                           | 77,910                                        | -27.08%                              |
| Lot Drainage Insp Fee                   | 15,000            | 7,625                                         | 50.83%                           | 29.95%                                                           | 6,500                                         | 17.31%                               |
| Transfer from Utility Fund              | 196,920           | -                                             | 0.00%                            | 0.00%                                                            | -                                             | 0.00%                                |
| Transfer from TIF                       | 210,377           | -                                             | 0.00%                            | 0.00%                                                            | -                                             | 0.00%                                |
| <b>TOTAL CHARGES FOR SERVICE</b>        | <b>1,293,597</b>  | <b>302,873</b>                                | <b>23.41%</b>                    | <b>15.43%</b>                                                    | <b>306,240</b>                                | <b>-1.10%</b>                        |
| SRO Officer Reimb                       | 98,996            | -                                             | 0.00%                            | 0.00%                                                            | -                                             | 0.00%                                |
| Keller Court                            | 260,538           | 65,135                                        | 25.00%                           | 25.00%                                                           | 67,867                                        | -4.03%                               |
| <b>TOTAL INTERGOVERNMENTAL</b>          | <b>359,534</b>    | <b>65,135</b>                                 | <b>18.12%</b>                    | <b>17.84%</b>                                                    | <b>67,867</b>                                 | <b>-4.03%</b>                        |
| Sale of Surplus Property                | 5,000             | 36,523                                        | 730.46%                          | 81.36%                                                           | -                                             | 0.00%                                |
| Interest Income                         | 45,000            | 15,410                                        | 34.24%                           | 6.35%                                                            | 10,891                                        | 41.49%                               |
| Miscellaneous                           | 60,000            | 27,712                                        | 46.19%                           | 55.43%                                                           | 23,825                                        | 16.31%                               |
| Antenna Lease                           | 90,000            | 41,790                                        | 46.43%                           | 42.65%                                                           | 41,589                                        | 0.48%                                |
| Grant Proceeds                          | -                 | 41,850                                        | 0.00%                            |                                                                  | -                                             | 0.00%                                |
| <b>TOTAL MISCELLANEOUS</b>              | <b>200,000</b>    | <b>163,285</b>                                | <b>81.64%</b>                    | <b>39.87%</b>                                                    | <b>76,305</b>                                 | <b>113.99%</b>                       |
| <b>TOTAL GENERAL FUND REVENUES</b>      | <b>23,934,566</b> | <b>14,824,914</b>                             | <b>61.94%</b>                    | <b>54.19%</b>                                                    | <b>13,871,160</b>                             | <b>6.88%</b>                         |

|                          | FY 2018<br>BUDGET | THROUGH<br>1/31/2018 | THROUGH<br>1/31/2017 | TOTAL<br>INCREASE<br>(DECREASE) | PERCENT<br>INCREASE<br>(DECREASE) |
|--------------------------|-------------------|----------------------|----------------------|---------------------------------|-----------------------------------|
| RESIDENTIAL BLDG PERMITS | 115               | 57                   | 50                   | 7                               | 14.00%                            |
| COMMERCIAL BLDG PERMITS  | 7                 | 0                    | 1                    | (1)                             | 100.00%                           |
| CITATIONS ISSUED         | 10,500            | 2,299                | 2,862                | (563)                           | -19.67%                           |

| GENERAL FUND EXPENDITURES |                   |                                  |                                  |                                       |                     |
|---------------------------|-------------------|----------------------------------|----------------------------------|---------------------------------------|---------------------|
|                           | FY 2018<br>BUDGET | EXPENDED<br>THROUGH<br>1/31/2018 | PERCENT<br>OF BUDGET<br>EXPENDED | PERCENT OF<br>FISCAL YEAR<br>COMPLETE | BUDGET<br>REMAINING |
| Personnel services        | 15,048,648        | 4,539,743                        | 30.17%                           | 33.33%                                | 10,508,905          |
| Contractual Services      | 5,341,951         | 1,536,461                        | 28.76%                           | 33.33%                                | 3,805,490           |
| Supplies                  | 1,275,506         | 151,208                          | 11.85%                           | 33.33%                                | 1,124,298           |
| Capital Outlay            | 14,000            | -                                | 0.00%                            | 33.33%                                | 14,000              |
| Transfer to other fund    | 2,014,706         | 397,706                          | 19.74%                           | 33.33%                                | 1,617,000           |
| <b>TOTAL EXPENDITURES</b> | <b>23,694,811</b> | <b>6,625,118</b>                 | <b>27.96%</b>                    | <b>33.33%</b>                         | <b>17,069,693</b>   |

**City of Colleyville**  
**Utility Fund Monthly Financial Report**  
**As of 1/31/2018 - End of 33.33% of the Fiscal Year**

| UTILITY FUND                      |                 | ACTIVITY         |           |
|-----------------------------------|-----------------|------------------|-----------|
|                                   | FY 2018         | FY 2017 YTD      | PERCENT   |
| SUMMARY                           | BUDGET          | AS OF            | OF BUDGET |
|                                   |                 | 1/31/2018        | USED      |
| Revenues                          | 15,540,017      | 4,893,149        | 31.49%    |
| Expenditures                      | 15,526,542      | 3,875,458        | 24.96%    |
| <b>Revenues over expenditures</b> | <b>\$13,475</b> | <b>1,017,691</b> |           |

| UTILITY FUND                      |                   | RECEIVED         | PERCENT       | AVERAGE ACTUAL  | RECEIVED         | PERCENT       |
|-----------------------------------|-------------------|------------------|---------------|-----------------|------------------|---------------|
|                                   | FY 2018           | AS OF            | OF BUDGET     | YTD BALANCE     | AS OF            | CHANGE OVER   |
| REVENUE SOURCE                    | BUDGET            | 1/31/2018        | RECEIVED      | AS A PERCENT OF | 1/31/2017        | PRIOR YEAR    |
|                                   |                   |                  |               | YEAR END BAL    |                  |               |
| Water Sales                       | 11,195,957        | 3,407,071        | 30.43%        | 29.54%          | 3,298,834        | 3.28%         |
| Sewer Sales                       | 4,024,060         | 1,332,516        | 33.11%        | 33.08%          | 1,263,167        | 5.49%         |
| Sewer Installation                | 15,000            | 6,100            | 40.67%        | 29.08%          | 5,400            | 12.96%        |
| Water Installation                | 42,000            | 16,700           | 39.76%        | 29.13%          | 15,410           | 8.37%         |
| Engineering Charges               | 5,000             | 5,387            | 107.73%       | 67.54%          | -                | 0.00%         |
| Penalties                         | 200,000           | 88,173           | 44.09%        | 41.50%          | 85,290           | 3.38%         |
| Sale of Material                  | -                 | 657              | 0.00%         | 15.47%          | -                | 0.00%         |
| Miscellaneous                     | 13,000            | 8,943            | 68.79%        | 29.79%          | 7,842            | 14.04%        |
| <b>TOTAL OPERATING INCOME</b>     | <b>15,495,017</b> | <b>4,865,546</b> | <b>31.40%</b> | <b>30.79%</b>   | <b>4,675,943</b> | <b>4.05%</b>  |
| Sale of Surplus Property          | -                 | 8,418            | 0.00%         | 100.00%         | -                | 0.00%         |
| Interest Income                   | 45,000            | 19,184           | 42.63%        | 11.04%          | 17,810           | 7.72%         |
| <b>TOTAL NON-OPERATING INCOME</b> | <b>45,000</b>     | <b>27,602</b>    | <b>61.34%</b> | <b>38.64%</b>   | <b>17,810</b>    | <b>54.98%</b> |
| <b>TOTAL INCOME</b>               | <b>15,540,017</b> | <b>4,893,149</b> | <b>31.49%</b> | <b>30.86%</b>   | <b>4,693,753</b> | <b>4.25%</b>  |

|                           | THROUGH     | THROUGH     | TOTAL       | PERCENT    |
|---------------------------|-------------|-------------|-------------|------------|
|                           | 1/31/2018   | 1/31/2017   | INCREASE    | INCREASE   |
|                           |             |             | (DECREASE)  | (DECREASE) |
| GALLONS OF WATER SOLD     | 691,494,700 | 698,713,300 | (7,218,600) | -1.03%     |
| NUMBER OF WATER CUSTOMERS | 10,041      | 9,901       | 140         | 1.41%      |

| UTILITY FUND EXPENSES    |                   |                  |               |               |                   |
|--------------------------|-------------------|------------------|---------------|---------------|-------------------|
|                          | FY 2018           | EXPENDED         | PERCENT       | PERCENT OF    | BUDGET            |
|                          | BUDGET            | THROUGH          | OF BUDGET     | FISCAL YEAR   | REMAINING         |
|                          |                   | 1/31/2018        | EXPENDED      | COMPLETE      |                   |
| Personnel Services       | 1,983,307         | 560,313          | 28.25%        | 33.33%        | 1,422,994         |
| Contractual services     | 12,717,635        | 2,991,315        | 23.52%        | 33.33%        | 9,726,320         |
| Supplies                 | 245,969           | 40,634           | 16.52%        | 33.33%        | 205,335           |
| Debt Service             | 157,325           | 156,913          | 99.74%        | 33.33%        | 413               |
| Capital Outlay           | 100,000           | 897              | 0.90%         | 33.33%        | 99,103            |
| Transfers to other funds | 322,306           | 125,386          | 38.90%        | 33.33%        | 196,920           |
| <b>TOTAL EXPENSES</b>    | <b>15,526,542</b> | <b>3,875,458</b> | <b>24.96%</b> | <b>33.33%</b> | <b>11,651,084</b> |

Notes: Budgeted transfers of \$322,306 as follows: \$44,286 for an internal loan for vector truck; \$81,100 for Vehicle and Equipment Replacement Fund; \$196,920 for 12.4% payment to General Fund for internal service personnel.

**City of Colleyville**  
**Debt Service Fund Monthly Financial Report**  
**As of 1/31/2018 - End of 33.33% of the Fiscal Year**

| DEBT SERVICE FUND                                           |                  | ACTIVITY         |           |
|-------------------------------------------------------------|------------------|------------------|-----------|
|                                                             | FY 2018          | FY 2017 YTD      | PERCENT   |
| SUMMARY                                                     | BUDGET           | AS OF            | OF BUDGET |
|                                                             |                  | 1/31/2018        | USED      |
| Revenues                                                    | 1,854,412        | 1,217,637        | 65.66%    |
| Expenditures                                                | 1,979,412        | 165,324          | 8.35%     |
| <b>Revenues over expenditures</b>                           | <b>(125,000)</b> | <b>1,052,313</b> |           |
| Budgeted use of fund balance                                | 125,000          |                  |           |
| <b>Revenues &amp; use of fund balance over expenditures</b> | <b>-</b>         | <b>1,052,313</b> |           |

| DEBT SERVICE FUND                          |                  | RECEIVED         |                | AVERAGE ACTUAL  | RECEIVED       |               |
|--------------------------------------------|------------------|------------------|----------------|-----------------|----------------|---------------|
|                                            | FY 2018          | FY 2018 YTD      | PERCENT        | YTD BALANCE     | FY 2017 YTD    | PERCENT       |
| REVENUE SOURCE                             | BUDGET           | AS OF            | OF BUDGET      | AS A PERCENT OF | AS OF          | CHANGE OVER   |
|                                            |                  | 1/31/2018        | RECEIVED       | YEAR END BAL    | 1/31/2017      | PRIOR YEAR    |
| Current taxes                              | 683,367          | 713,465          | 104.40%        | 87.00%          | 635,146        | 12.33%        |
| Delinquent taxes                           | 5,000            | 1,840            | 36.81%         | 51.00%          | 459            | 300.74%       |
| Penalty & interest                         | 5,000            | 372              | 7.44%          | 16.00%          | 339            | 9.81%         |
| Interest Income                            | 5,000            | 115              | 2.31%          | 22.00%          | 2,314          | -95.02%       |
| <b>TOTAL AD VALOREM TAX &amp; INTEREST</b> | <b>698,367</b>   | <b>715,792</b>   | <b>102.50%</b> | <b>86.05%</b>   | <b>638,258</b> | <b>12.15%</b> |
| Transfer from CCPD                         | 501,845.00       | 501,845          | 100.00%        | 0.00%           | -              | 0.00%         |
| Transfer from TIF                          | 654,200.00       | -                | 0.00%          | 0.00%           | -              | 0.00%         |
| <b>TOTAL TRANSFERS</b>                     | <b>1,156,045</b> | <b>501,845</b>   | <b>43.41%</b>  | <b>0.00%</b>    | <b>-</b>       | <b>0.00%</b>  |
| Use of Fund Balance                        | 125,000          | -                | 0.00%          | 0.00%           | -              | 0.00%         |
| Bond proceeds & Premium                    |                  | -                | 0.00%          | 0.00%           | -              | 0.00%         |
| <b>TOTAL REVENUE</b>                       | <b>1,979,412</b> | <b>1,217,637</b> | <b>61.52%</b>  | <b>21.98%</b>   | <b>638,258</b> | <b>90.78%</b> |

| DEBT SERVICE FUND                |                  | EXPENDED       | PERCENT      | PERCENT OF    | BUDGET           |
|----------------------------------|------------------|----------------|--------------|---------------|------------------|
|                                  | FY 2018          | THROUGH        | OF BUDGET    | FISCAL YEAR   | REMAINING        |
|                                  | BUDGET           | 1/31/2018      | EXPENDED     | COMPLETE      |                  |
| Bond & Interest Payments         | 1,639,088        | -              | 0.00%        | 33.33%        | 1,639,088        |
| Leases (Fire Engine & Ambulance) | 340,324          | 165,324        | 48.58%       | 33.33%        | 175,000          |
| <b>TOTAL EXPENSES</b>            | <b>1,979,412</b> | <b>165,324</b> | <b>8.35%</b> | <b>33.33%</b> | <b>1,814,088</b> |

**City of Colleyville**  
**Drainage Fee Fund Monthly Financial Report**  
**As of 1/31/2018 - End of 33.33% of the Fiscal Year**

| DRAINAGE FEE FUND                 |                  | ACTIVITY       |           |
|-----------------------------------|------------------|----------------|-----------|
|                                   | FY 2017          | FY 2017 YTD    | PERCENT   |
| SUMMARY                           | BUDGET           | AS OF          | OF BUDGET |
|                                   |                  | 1/31/2018      | USED      |
| Revenues                          | 961,880          | 335,128        | 34.84%    |
| Expenditures                      | 1,481,362        | 175,367        | 11.84%    |
| <b>Revenues over expenditures</b> | <b>(519,482)</b> | <b>159,761</b> |           |

| DRAINAGE FEE FUND                      |                | RECEIVED       |               | AVERAGE ACTUAL  | RECEIVED       |              |
|----------------------------------------|----------------|----------------|---------------|-----------------|----------------|--------------|
|                                        | FY 2018        | FY 2018 YTD    | PERCENT       | YTD BALANCE     | FY 2017 YTD    | PERCENT      |
| REVENUE SOURCE                         | BUDGET         | AS OF          | OF BUDGET     | AS A PERCENT OF | AS OF          | CHANGE OVER  |
|                                        |                | 1/31/2018      | RECEIVED      | YEAR END BAL    | 1/31/2017      | PRIOR YEAR   |
| Drainage Revenues                      | 950,880        | 325,992        | 34.28%        | 33.14%          | 322,327        | 1.14%        |
| Other revenues (Interest, penalty,...) | 11,000         | 9,136          | 83.05%        | 52.17%          | 1,636          | 458.48%      |
| <b>TOTAL REVENUES</b>                  | <b>961,880</b> | <b>335,128</b> | <b>34.84%</b> | <b>33.42%</b>   | <b>323,963</b> | <b>3.45%</b> |

| DRAINAGE FEE FUND        |                  | EXPENDED       | PERCENT       | PERCENT OF    | BUDGET           |
|--------------------------|------------------|----------------|---------------|---------------|------------------|
|                          | FY 2018          | THROUGH        | OF BUDGET     | FISCAL YEAR   | REMAINING        |
|                          | BUDGET           | 1/31/2018      | EXPENDED      | COMPLETE      |                  |
| Personnel Services       | 424,005          | 127,247        | 30.01%        | 33.33%        | 296,758          |
| Contractual Services     | 134,826          | 19,248         | 14.28%        | 33.33%        | 115,578          |
| Supplies                 | 47,957           | 5,720          | 11.93%        | 33.33%        | 42,237           |
| Debt Service             | 124,574          | 4,121          | 3.31%         | 33.33%        | 120,453          |
| Transfers to other funds | 750,000          | 19,032         | 2.54%         | 33.33%        | 730,969          |
| <b>TOTAL EXPENSES</b>    | <b>1,481,362</b> | <b>175,367</b> | <b>11.84%</b> | <b>33.33%</b> | <b>1,305,995</b> |



# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

**Agenda Number**  
**Type** Presentation  
**Department** City Manager

**Agenda Date** 02/20/2018

**Number** 6

## **Title**

Quarterly Cash & Investment Report for the quarter ended December 31, 2017

## **Explanation**

### **Investment Summary for period ending December 31, 2017:**

Cash & Cash Equivalents (Logic) were \$55,692,279. Investments other than CD's totaled \$20,783,848 and the CD's totaled \$4,591,089. Total funds held by the city equaled \$81,067,216 and were allocated as follows:

- Logic 32%
- Government Issues 26%
- Certificates of Deposit 6%
- Cash 36%

### **Investment Benchmark 1.04%**

- Logic 1.32%
- Agencies 1.21%
- CD's 0.50%
- Portfolio 1.15%

Interest earnings for the quarter were \$154,188 with an average yield of 1.15% versus \$147,235 and 1.09% for the prior quarter. These percentages are within the guidelines of the City investment policy.



# QUARTERLY INVESTMENT REPORT

## FOR QUARTER ENDING DECEMBER 31, 2017

THIS REPORT IS IN COMPLIANCE WITH THE PUBLIC FUNDS INVESTMENT ACT  
AND ADOPTED INVESTMENT POLICY STRATEGY

*Shereen Gendy*  
*Karen Hines*



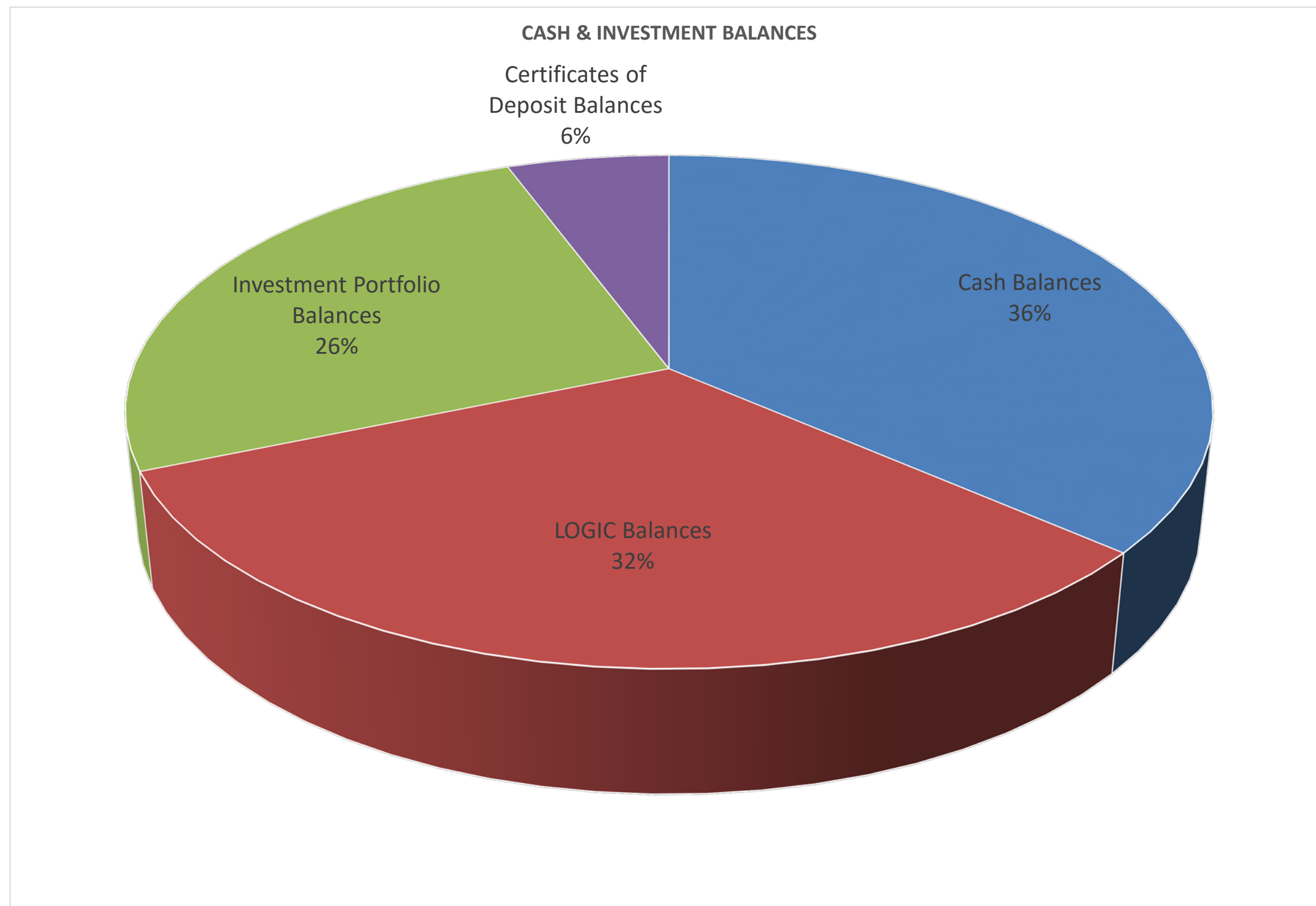
**Portfolio Investment Report  
for the Quarter Ending December 31, 2017  
CONSOLIDATED INVESTMENT REPORT**

|                                        | Current<br>As of<br>12/31/2017 | Last Quarter<br>As of<br>9/30/2017 |
|----------------------------------------|--------------------------------|------------------------------------|
| <b>Cash and Investment Balances</b>    |                                |                                    |
| Cash Balances                          | \$ 29,516,598                  | \$ 23,964,203                      |
| LOGIC Balances                         | \$ 26,175,681                  | \$ 28,086,079                      |
| Investment Portfolio Balances          | \$ 20,783,848                  | \$ 20,665,048                      |
| Certificates of Deposit Balances       | \$ 4,591,089                   | \$ 4,591,089                       |
| Total Cash, Logic, & Other Investments | <u>\$ 81,067,216</u>           | <u>\$ 77,306,419</u>               |

|                                                    | Current<br>As of<br>12/31/2017 | Last Quarter<br>As of<br>9/30/2017 |
|----------------------------------------------------|--------------------------------|------------------------------------|
| <b>Investment Yields, Maturities, and Interest</b> |                                |                                    |
| Bank Earned Income Credit                          | 1.10%                          | 1.03%                              |
| <b>13 Week Treasury Benchmark</b>                  | <b>1.21%</b>                   | <b>1.04%</b>                       |
| Logic Average Quarterly Yield                      | 1.32%                          | 1.26%                              |
| Logic Quarter's Average Weighted Maturity          | 35                             | 34                                 |
| Average Weighted Yield: Agency                     | 1.21%                          | 0.95%                              |
| Average Weighted Maturity: Agency                  | 393                            | 257                                |
| Average Weighted Yield: CDARS                      | 0.50%                          | 0.50%                              |
| Average Weighted Maturity: CDARS                   | 287                            | 379                                |
| Interest Earnings - Quarter                        | \$ 154,188                     | \$ 147,235                         |
| Interest Rate/Yield for the Quarter                | 1.15%                          | 1.09%                              |



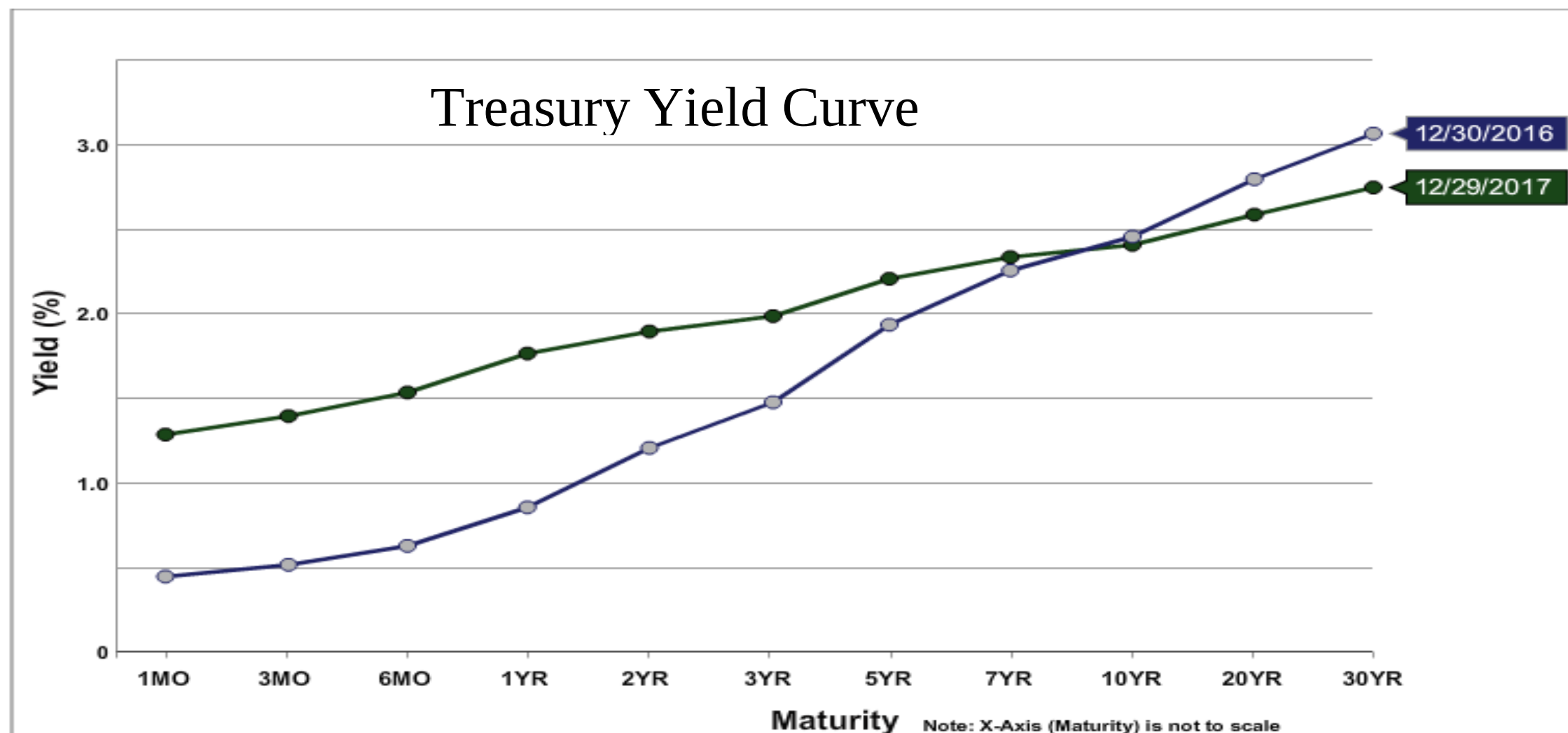
**Portfolio Investment Report  
for the Quarter Ending December 31, 2017  
CONSOLIDATED INVESTMENT REPORT**





**Portfolio Investment Report  
for the Quarter Ending December 31, 2017  
CONSOLIDATED INVESTMENT REPORT**

| Outstanding Security Portfolio |           | Purchase Price       | Percent (Value) | Market Value         |
|--------------------------------|-----------|----------------------|-----------------|----------------------|
| Distribution by Maturity       | Number    |                      |                 |                      |
| 1 to 90 days                   | 2         | \$ 1,999,610         | 9.62%           | \$ 1,998,674.00      |
| 91 to 180 days                 | 5         | \$ 5,201,190         | 25.03%          | \$ 5,188,727.60      |
| 181 to 365 days                | 2         | \$ 1,999,880         | 9.62%           | \$ 1,989,306.00      |
| Over 365 days                  | 11        | \$ 11,583,168        | 55.73%          | \$ 11,506,043.71     |
| <b>Total</b>                   | <b>20</b> | <b>\$ 20,783,848</b> | <b>100%</b>     | <b>\$ 20,682,751</b> |



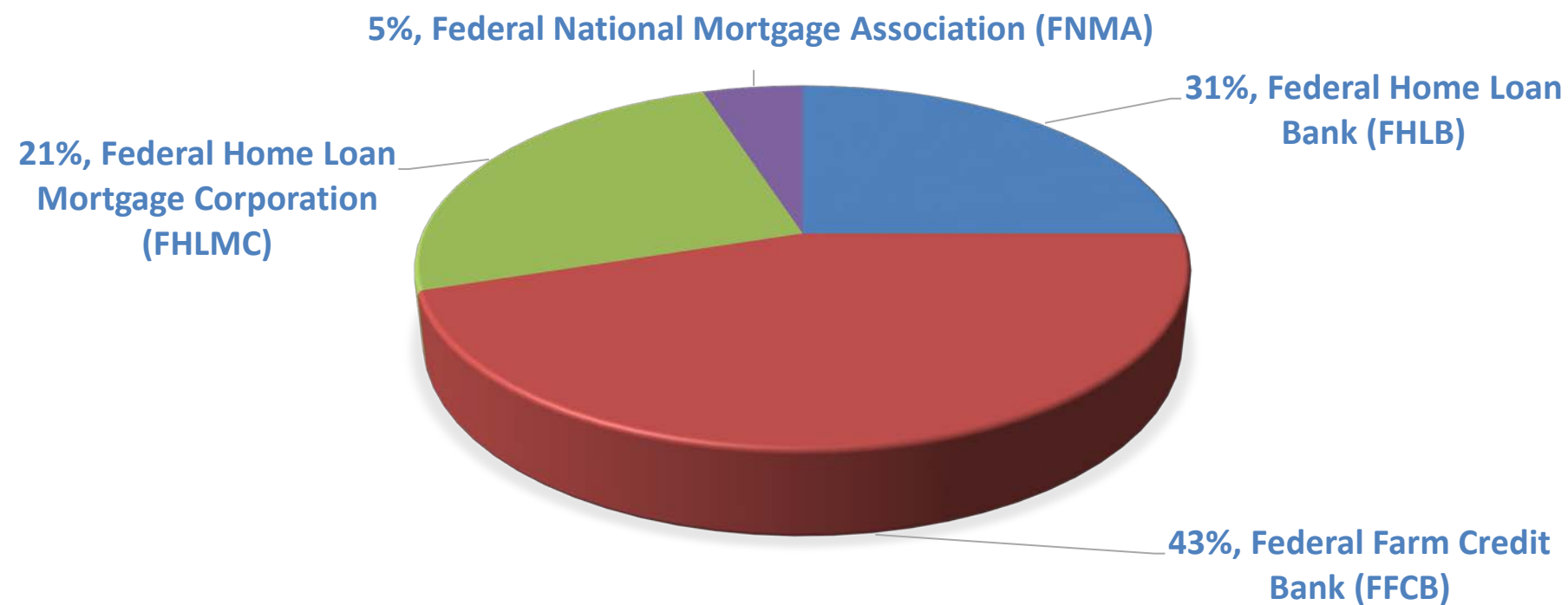
Source: <https://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/Historic-Yield-Data-Visualization.aspx>



**Portfolio Investment Report  
for the Quarter Ending December 31, 2017  
CONSOLIDATED INVESTMENT REPORT**

| Outstanding Security Portfolio                 |           | Purchase Price       | Percent (Value) | Market Value         |
|------------------------------------------------|-----------|----------------------|-----------------|----------------------|
| Distribution by Type of Investment             | Number    |                      |                 |                      |
| Federal Home Loan Bank (FHLB)                  | 5         | \$6,400,052          | 31%             | \$6,364,368          |
| Federal Farm Credit Bank (FFCB)                | 9         | \$8,986,346          | 43%             | \$8,949,673          |
| Federal Home Loan Mortgage Corporation (FHLMC) | 5         | \$4,393,750          | 21%             | \$4,370,376          |
| Federal National Mortgage Association (FNMA)   | 1         | \$1,003,700          | 5%              | \$998,334            |
| <b>Total</b>                                   | <b>20</b> | <b>\$ 20,783,848</b> | <b>100%</b>     | <b>\$ 20,682,751</b> |

**INVESTMENT SECURITY DISTRIBUTION BY TYPE**



**Federal Home Loan Bank**  
**Federal Farm Credit Bank**  
**Federal Home Loan Mortgage Corporation**  
**Federal National Mortgage Association**

| S&P | Moody's |
|-----|---------|
| AA+ | Aaa     |
| AA+ | Aaa     |
| AA+ | Aaa     |
| AA+ | Aaa     |

AA+ = high quality, very low credit risk  
Aaa = highest quality, lowest level of credit risk

## ALL FUNDS CASH & INVESTMENT REPORTS





ALL FUNDS CASH & INVESTMENTS REPORT BY TYPE  
AS OF DECEMBER 31, 2017

| GOVERNMENTAL FUNDS        |                                 | CASH       | LOGIC      | INVESTMENTS | CDARS     | TOTAL      |
|---------------------------|---------------------------------|------------|------------|-------------|-----------|------------|
| 001                       | GENERAL FUND                    | 4,277,027  | 216,904    | 4,792,432   | 3,569,899 | 12,856,262 |
| 036                       | STRATEGIC INITIATIVES           | 48,773     | 493,532    | 0           | 0         | 542,305    |
| 004                       | DEBT SERVICE FUND               | 895,002    | 34,516     | 0           | 0         | 929,518    |
| 003                       | CAPITAL PROJECTS                | 11,350,147 | 1,879,366  | 2,493,119   | 508,787   | 16,231,419 |
| 012                       | PARK LAND DEDICATION            | 103,892    | 0          | 1,325,973   | 0         | 1,429,866  |
| 032                       | VEHICLE AND CAPITAL REPLACEMENT | 431,912    | 83,441     | 514,300     | 0         | 1,029,653  |
| 034                       | COLLEYVILLE TOMORROW            | 191,296    | 1,700,076  | 475,442     | 0         | 2,366,814  |
| 035                       | PARKS TOMORROW                  | 2,331      | 1,034,763  | 0           | 0         | 1,037,094  |
| 005                       | VOLUNTEER PARK FUND             | 168,875    | 0          | 750,000     | 0         | 918,875    |
| 007                       | DONATIONS FUND                  | 59,884     | 0          | 0           | 0         | 59,884     |
| 011                       | LIBRARY FUND                    | 67,116     | 0          | 359,643     | 0         | 426,758    |
| 015                       | POLICE ASSET FORFEITURE         | 9,077      | 0          | 0           | 0         | 9,077      |
| 016                       | TDPA GRANT                      | 9,059      | 0          | 0           | 0         | 9,059      |
| 018                       | TREE PRESERVATION               | 311,696    | 0          | 0           | 0         | 311,696    |
| 019                       | LIBRARY DONATION                | 144,326    | 0          | 0           | 0         | 144,326    |
| 020                       | RECREATIONAL EVENT              | 12,501     | 0          | 0           | 0         | 12,501     |
| 023                       | LEOSE                           | 3,397      | 0          | 0           | 0         | 3,397      |
| 027                       | CRIME DISTRICT                  | 531,275    | 929,850    | 0           | 0         | 1,461,126  |
| 028                       | KIDSVILLE MAINTENANCE           | 8,408      | 0          | 0           | 0         | 8,408      |
| 029                       | COURT TECHNOLOGY                | 55,923     | 0          | 0           | 0         | 55,923     |
| 030                       | COURT SECURITY                  | 61,483     | 0          | 0           | 0         | 61,483     |
| 033                       | PUBLIC ART                      | 7,904      | 0          | 0           | 0         | 7,904      |
| 037                       | JUVENILE CASE MANAGER           | 25,239     | 0          | 0           | 0         | 25,239     |
| 038                       | HOTEL / MOTEL FUND              | 146,273    | 0          | 0           | 0         | 146,273    |
| ENTERPRISE FUNDS          |                                 |            |            |             |           |            |
| 002                       | UTILITY FUND                    | 732,799    | 2,736,818  | 2,698,792   | 512,403   | 6,680,811  |
| 039                       | UTILITY CAPITAL PROJECTS FUND   | 6,907,119  | 2,950,256  | 62,117      | 0         | 9,919,492  |
| 017                       | DRAINAGE FEE                    | 502,488    | 1,500,228  | 400,000     | 0         | 2,402,716  |
| FIDUCIARY FUNDS           |                                 |            |            |             |           |            |
| 006                       | SESQUICENTINIAL FUND            | 20,687     | 0          | 0           | 0         | 20,687     |
| 008                       | EMPLOYEE ACTIVITY               | 4,360      | 0          | 0           | 0         | 4,360      |
| 040                       | INSURANCE TRUST FUND            | (47,596)   | 0          | 0           | 0         | (47,596)   |
| COMPONENT UNIT            |                                 |            |            |             |           |            |
| 026                       | TIF FUND                        | 735,648    | 11,598,271 | 5,412,031   | 0         | 17,745,950 |
|                           |                                 | 27,778,322 | 25,158,020 | 19,283,848  | 4,591,089 | 76,811,278 |
| COLLEYVILLE ECON DEV CORP |                                 |            |            |             |           |            |
| 024                       | CEDC                            | 1,737,573  | 952,569    | 1,500,000   | 0         | 4,190,143  |
| 025                       | CEDC - CAPITAL                  | 703        | 65,091     | 0           | 0         | 65,794     |
|                           |                                 | 1,738,277  | 1,017,660  | 1,500,000   | 0         | 4,255,937  |
| GRAND TOTAL               |                                 | 29,516,598 | 26,175,681 | 20,783,848  | 4,591,089 | 81,067,215 |

| COLOR CODE            |
|-----------------------|
| DEBT SERVICE FUNDS    |
| CAPITAL PROJECT FUNDS |
| SPECIAL REVENUE FUNDS |
| ENTERPRISE FUNDS      |
| FIDUCIARY FUNDS       |

Cash and cash equivalents are just one aspect of the City’s overall financial status, and it is necessary to look at the complete financial statements/CAFR for a comprehensive assessment.

CITY OF COLLEYVILLE  
ALL FUNDS CASH & INVESTMENT REPORT - RESTRICTIONS BY FUND

|                           |                                 | CASH & INVESTMENTS        |                                     |                      |                           | AS OF DEC 31, 2017<br>Ran 2.1.18 |
|---------------------------|---------------------------------|---------------------------|-------------------------------------|----------------------|---------------------------|----------------------------------|
|                           |                                 | Available<br>Unrestricted | Available for<br>Restricted Purpose | Approved<br>Projects | Restricted<br>Unavailable |                                  |
| GOVERNMENTAL FUNDS        |                                 |                           |                                     |                      |                           |                                  |
| 001                       | GENERAL FUND                    | 12,738,800                | 32,548                              | -                    | 84,913                    | 12,856,262                       |
| 036                       | STRATEGIC INITIATIVE            | 542,305                   | -                                   | -                    | -                         | 542,305                          |
| 004                       | DEBT SERVICE FUND               | -                         | 929,818                             | -                    | -                         | 929,818                          |
| 003                       | CAPITAL PROJECTS                | 4,285,863                 | 6,605,003                           | 5,189,931            | 150,623                   | 16,231,419                       |
| 012                       | PARK LAND DEDICATION            | -                         | 1,429,866                           | -                    | -                         | 1,429,866                        |
| 032                       | VEHICLE AND CAPITAL REPLACEMENT | -                         | 1,029,653                           | -                    | -                         | 1,029,653                        |
| 034                       | COLLEYVILLE TOMORROW            | 2,366,814                 | -                                   | -                    | -                         | 2,366,814                        |
| 035                       | PARKS TOMORROW                  | 1,037,094                 | -                                   | -                    | -                         | 1,037,094                        |
| 005                       | VOLUNTARY PARK FUND             | -                         | 918,875                             | -                    | -                         | 918,875                          |
| 007                       | DONATIONS FUND                  | -                         | 59,884                              | -                    | -                         | 59,884                           |
| 011                       | VOLUNTARY LIBRARY FUND          | -                         | 426,758                             | -                    | -                         | 426,758                          |
| 015                       | POLICE ASSET FORFEITURE         |                           | 9,077                               |                      |                           | 9,077                            |
| 016                       | GRANTS                          | -                         | 9,059                               | -                    | -                         | 9,059                            |
| 018                       | TREE PRESERVATION               | -                         | 311,696                             | -                    | -                         | 311,696                          |
| 019                       | LIBRARY DONATION                | -                         | 144,326                             | -                    | -                         | 144,326                          |
| 020                       | RECREATIONAL EVENT              | -                         | 12,501                              | -                    | -                         | 12,501                           |
| 023                       | LEOSE                           | -                         | 3,397                               | -                    | -                         | 3,397                            |
| 027                       | CRIME DISTRICT                  | -                         | 1,461,043                           | -                    | 82                        | 1,461,126                        |
| 028                       | KIDSVILLE MAINTENANCE           | -                         | 8,408                               | -                    | -                         | 8,408                            |
| 029                       | COURT TECHNOLOGY                | -                         | 55,923                              | -                    | -                         | 55,923                           |
| 030                       | COURT SECURITY                  | -                         | 61,483                              | -                    | -                         | 61,483                           |
| 033                       | PUBLIC ART                      | -                         | 7,904                               | -                    | -                         | 7,904                            |
| 037                       | JUVENILE CASE MANAGER           | -                         | 25,239                              | -                    | -                         | 25,239                           |
| 038                       | HOTEL / MOTEL FUND              | -                         | 146,273                             | -                    | -                         | 146,273                          |
| ENTERPRISE FUNDS          |                                 |                           |                                     |                      |                           |                                  |
| 002                       | UTILITY FUND                    | 6,206,758                 | -                                   | -                    | 472,683                   | 6,679,441                        |
| 039                       | UTILITY CAPITAL PROJECTS FUND   | 5,047,980                 | 3,478,444                           | 1,330,951            | 62,117                    | 9,919,492                        |
| 017                       | DRAINAGE FEE                    | 2,245,108                 | 37,085                              | -                    | 121,893                   | 2,404,086                        |
| FIDUCIARY FUNDS           |                                 |                           |                                     |                      |                           |                                  |
| 006                       | SESQUICENTINIAL FUND            | -                         | 20,687                              | -                    | -                         | 20,687                           |
| 008                       | EMPLOYEE ACTIVITY               | -                         | -                                   | -                    | 4,360                     | 4,360                            |
| 040                       | INSURANCE TRUST FUND            |                           |                                     |                      | (47,596)                  | (47,596)                         |
| COMPONENT UNIT            |                                 |                           |                                     |                      |                           |                                  |
| 026                       | TIF FUND                        | 15,742,414                | 115,357                             | 1,887,878            | -                         | 17,745,650                       |
|                           |                                 | 50,213,136                | 17,340,307                          | 8,408,760            | 849,075                   | 76,811,278                       |
| COLLEYVILLE ECON DEV CORP |                                 |                           |                                     |                      |                           |                                  |
| 024                       | CEDC                            | \$ 4,190,143              | \$ -                                | \$ -                 | \$ -                      | \$ 4,190,143                     |
| 025                       | CEDC - CAPITAL                  | -                         | 65,794                              | -                    | -                         | 65,794                           |
| GRAND TOTAL               |                                 | 54,392,680                | 17,406,101                          | 8,408,760            | 849,075                   | 81,067,215                       |

| COLOR CODE            |
|-----------------------|
| DEBT SERVICE FUNDS    |
| CAPITAL PROJECT FUNDS |
| SPECIAL REVENUE FUNDS |
| ENTERPRISE FUNDS      |
| FIDUCIARY FUNDS       |

Cash and cash equivalents are just one aspect of the City’s overall financial status, and it is necessary to look at the complete financial statements/CAFR for a comprehensive assessment.

## CITY FUNDS - BACKGROUND

| GOVERNMENTAL FUNDS                  | REVENUE SOURCE                                                    | PURPOSE/RESTRICTION                                                                                             |
|-------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 001 GENERAL FUND                    | M&O portion of tax rate, sales tax, charges for service, etc.     | General government purposes                                                                                     |
| 036 STRATEGIC INITIATIVES           | Transfers from the General Fund                                   | Programs/projects linked to the strategic plan; primarily used on eco. dev. incentives                          |
| 004 DEBT SERVICE                    | Debt (I&S) portion of the tax rate                                | Payments on debt issued                                                                                         |
| 003 CAPITAL PROJECTS                | Transfers from the General Fund, street impact fees, escrows      | Capital projects; some funding sources have restricted uses                                                     |
| 012 PARK LAND DEDICATION            | Fees on new residential & commercial development                  | Acquisition of land for new park sites or improvements/expansions of existing parks (no M&O)                    |
| 032 VEHICLE AND CAPITAL REPLACEMENT | Transfers from the General Fund                                   | Committed to server, equipment, and vehicle replacements                                                        |
| 034 COLLEYVILLE TOMORROW            | Gas leases on City property                                       | Capital purchases/at Council discretion                                                                         |
| 035 PARKS TOMORROW                  | Gas leases on City park property                                  | Parks capital projects                                                                                          |
| 005 VOLUNTARY PARK FUND             | Donations through utility bills                                   | New or existing park capital costs (no M&O)                                                                     |
| 007 DONATIONS FUND                  | Donations                                                         | Only restricted if specified by donor                                                                           |
| 011 VOLUNTARY LIBRARY FUND          | Donations through utility bills                                   | Library activities- primarily purchase of books and materials (no M&O)                                          |
| 015 POLICE ASSET FORFEITURE         | Seizures                                                          | Police operations as restricted by law                                                                          |
| 016 TDPA GRANT (EECBG GRANT)        | U.S. Dept. of Energy                                              | Energy efficiency projects                                                                                      |
| 018 TREE PRESERVATION               | Tree mitigation fees                                              | Tree replanting on city-owned property                                                                          |
| 019 LIBRARY DONATION                | Donations                                                         | Library needs or as specified by donor                                                                          |
| 020 RECREATIONAL EVENT              | Event revenue (like sale of tables)                               | Special events expenses                                                                                         |
| 023 LEOSE                           | State of Texas                                                    | Police training                                                                                                 |
| 027 CRIME DISTRICT (CCCPD)          | 0.5 cent sales tax                                                | Public safety and crime control activities                                                                      |
| 028 KIDSVILLE MAINTENANCE           | Remaining donations                                               | Kidsville maintenance                                                                                           |
| 029 COURT TECHNOLOGY                | Municipal court technology fee                                    | Court technology repairs, replacements, and upgrades                                                            |
| 030 COURT SECURITY                  | Municipal court building security fee                             | Security-related expenses for the court (Bailiff)                                                               |
| 033 PUBLIC ART                      | 2008-9 Transfers from General, Utility, Drainage, CEDC Funds      | Public Art                                                                                                      |
| 037 JUVENILE CASE MANAGER           | Juvenile case manager fee                                         | Staff who handle juvenile defendants and their training                                                         |
| 038 HOTEL/MOTEL FUND                | Hotel/Motel tax                                                   | Attract "heads in beds"; specific uses outlined in state law                                                    |
| <b>ENTERPRISE FUNDS</b>             |                                                                   |                                                                                                                 |
| 002 UTILITY OPERATING FUND          | Water and wastewater base rates and volumetric rates              | Utility operations and payments to TRA                                                                          |
| 039 UTILITY CAPITAL PROJECTS FUND   | Transfers from Utility Operating Fund, impact fees, CIP base rate | Utility capital projects; water and wastewater impact fees have restricted uses                                 |
| 017 DRAINAGE FEE FUND               | Monthly drainage fee                                              | Operations and capital projects related to drainage maintenance and improvement                                 |
| <b>FIDUCIARY FUNDS</b>              |                                                                   |                                                                                                                 |
| 006 SESQUICENTINIAL FUND            | Currently, sale of the Colleyville History book                   | Created for fund raising for festivities related to 150th anniversary of Texas' independence from Mexico (1986) |
| 008 EMPLOYEE ACTIVITY               | Employee contributions                                            | Employee luncheons and other employee activities; governed by by-laws                                           |
| 040 INSURANCE TRUST FUND            | Payroll deductions and city's contributions                       | Pass through trust fund used to account for employee insurance costs. Created cost savings for the city.        |
| <b>COMPONENT UNIT</b>               |                                                                   |                                                                                                                 |
| 026 TIF FUND                        | Incremental A/V revenue in the TIF District                       | Projects in the Project Plan approved by all TIF partners                                                       |
| <b>COLLEYVILLE ECON DEV CORP</b>    |                                                                   |                                                                                                                 |
| 024 CEDC                            | 0.5 cent sales tax                                                | For Library, Parks, and Colleyville Center; max. 10% on promotional expenses and special events                 |
| 025 CEDC - CAPITAL                  | Bond proceeds                                                     | Bond projects: Library, City Park, McPherson Park, Colleyville Center capital projects                          |
| <b>COLOR CODE</b>                   |                                                                   |                                                                                                                 |
| DEBT SERVICE FUNDS                  |                                                                   |                                                                                                                 |
| CAPITAL PROJECT FUNDS               |                                                                   |                                                                                                                 |
| SPECIAL REVENUE FUNDS               |                                                                   |                                                                                                                 |
| ENTERPRISE FUNDS                    |                                                                   |                                                                                                                 |
| FIDUCIARY FUNDS                     |                                                                   |                                                                                                                 |

# LISTING OF INVESTMENTS

## BY TYPE



# CITY OF COLLEYVILLE INVESTMENT SECURITIES HELD SEPT 30 - DEC 31, 2017

| CUSIP                                                   | SECURITY   | PURCHASE DATE | MATURITY DATE | PURCHASE PRICE    | PAR VALUE         | MARKET VALUE 9/30/2017 | LESS MATURITY PROCEEDS | PLUS PERIOD PURCHASES | MARKET VALUE 12/31/2017 | YIELD ON INVESTMENT | INTEREST      |
|---------------------------------------------------------|------------|---------------|---------------|-------------------|-------------------|------------------------|------------------------|-----------------------|-------------------------|---------------------|---------------|
| 3133EFZR1                                               | FFCB NOTE  | 2/17/2016     | 2/12/2018     | \$1,000,580       | \$1,000,000       | \$998,977              |                        |                       | \$999,539               | 0.771%              | \$1,943       |
| 3137EADP1                                               | FHLMC NOTE | 3/23/2016     | 3/7/2018      | \$999,030         | \$1,000,000       | \$998,578              |                        |                       | \$999,135               | 0.925%              | \$2,332       |
| 3137EAEA3                                               | FHLMC NOTE | 4/12/2016     | 4/9/2018      | \$999,850         | \$1,000,000       | \$997,243              |                        |                       | \$998,159               | 0.758%              | \$1,911       |
| 3136G0V57                                               | FNMA NOTE  | 5/9/2016      | 4/30/2018     | \$1,003,700       | \$1,000,000       | \$998,448              |                        |                       | \$998,334               | 0.811%              | \$2,044       |
| 3133EGAF2                                               | FFCB NOTE  | 5/20/2016     | 5/16/2018     | \$997,400         | \$1,000,000       | \$997,520              |                        |                       | \$997,306               | 0.882%              | \$2,223       |
| 3130A8EJ8                                               | FHLB NOTE  | 6/10/2016     | 6/5/2018      | \$1,200,000       | \$1,200,000       | \$1,196,081            |                        |                       | \$1,196,338             | 0.850%              | \$2,571       |
| 313379DT3                                               | FHLB NOTE  | 7/5/2017      | 6/8/2018      | \$1,000,240       | \$1,000,000       | \$999,745              |                        |                       | \$998,591               | 1.224%              | \$3,085       |
| 3133EGML6                                               | FFCB NOTE  | 7/18/2016     | 7/18/2018     | \$999,300         | \$1,000,000       | \$995,725              |                        |                       | \$995,257               | 0.785%              | \$1,979       |
| 3133EFX69                                               | FFCB NOTE  | 10/17/2016    | 10/5/2018     | \$1,000,580       | \$1,000,000       | \$996,048              |                        |                       | \$994,049               | 0.930%              | \$2,344       |
| 3133EG5Q4                                               | FFCB NOTE  | 2/1/2017      | 2/1/2019      | \$1,000,000       | \$1,000,000       | \$997,081              |                        |                       | \$994,656               | 1.300%              | \$3,277       |
| 3130AAS41                                               | FHLB NOTE  | 3/24/2017     | 2/8/2019      | \$999,812         | \$1,000,000       | \$996,275              |                        |                       | \$993,986               | 1.280%              | \$3,226       |
| 3133EHHN6                                               | FFCB NOTE  | 3/5/2017      | 5/2/2019      | \$1,000,000       | \$1,000,000       | \$996,128              |                        |                       | \$993,425               | 1.350%              | \$3,403       |
| 3137EAEH8                                               | FHLMC NOTE | 7/31/2017     | 8/15/2019     | \$500,000         | \$500,000         | \$498,499              |                        |                       | \$495,710               | 1.375%              | \$1,733       |
| 313380FB8                                               | FHLB NOTE  | 8/29/2017     | 9/13/2019     | \$1,000,000       | \$1,000,000       | \$996,975              |                        |                       | \$990,732               | 1.375%              | \$3,466       |
| 3137EADM8                                               | FHLMC NOTE | 9/14/2017     | 10/2/2019     | \$998,788         | \$1,000,000       | \$996,011              |                        |                       | \$988,091               | 1.250%              | \$3,151       |
| <b>PURCHASED DURING THIS QUARTER</b>                    |            |               |               |                   |                   |                        |                        |                       |                         |                     |               |
| 3137EADM8                                               | FHLMC NOTE | 10/13/2017    | 10/2/2019     | \$896,082         | \$900,000         |                        |                        | \$896,426             | \$889,282               | 1.475%              | \$2,873       |
| 3130ACLS1                                               | FHLB NOTE  | 10/11/2017    | 10/11/2019    | \$2,200,000       | \$2,200,000       |                        |                        | \$2,201,421           | \$2,184,721             | 1.550%              | \$7,567       |
| 3133EHP98                                               | FFCB NOTE  | 11/6/2017     | 11/6/2019     | \$1,000,000       | \$1,000,000       |                        |                        | \$1,000,000           | \$993,668               | 1.600%              | \$2,411       |
| 3133EGJ30                                               | FFCB NOTE  | 12/29/2017    | 11/18/2019    | \$1,238,775       | \$1,255,000       |                        |                        | \$1,240,347           | \$1,235,061             | 1.800%              | \$124         |
| 3133EHV75                                               | FFCB NOTE  | 12/8/2017     | 11/21/2019    | \$749,711         | \$750,000         |                        |                        | \$750,324             | \$746,713               | 1.750%              | \$827         |
| <b>OUTSTANDING SECURITIES AT THE END OF THE QUARTER</b> |            |               |               | <b>20,783,848</b> | <b>20,805,000</b> | <b>14,659,333</b>      | <b>-</b>               | <b>6,088,518</b>      | <b>20,682,751</b>       |                     | <b>52,488</b> |
| <b>MATURED DURING THIS QUARTER</b>                      |            |               |               |                   |                   |                        |                        |                       |                         |                     |               |
| 3133EFHY6                                               | FFCB NOTE  | 11/4/2015     | 10/13/2017    | \$897,660         | \$900,000         | \$893,387              | \$902,925              |                       |                         | 0.785%              | \$252         |
| 3135G0PQ0                                               | FNMA NOTE  | 11/13/2015    | 10/26/2017    | \$999,800         | \$1,000,000       | \$995,780              | \$1,004,375            |                       |                         | 0.300%              | \$214         |
| 3130A6LZ8                                               | FHLB NOTE  | 10/19/2015    | 10/26/2017    | \$1,199,868       | \$1,200,000       | \$1,189,264            | \$1,203,750            |                       |                         | 0.630%              | \$539         |
| 3133EFNE3                                               | FFCB NOTE  | 11/12/2015    | 11/6/2017     | \$999,000         | \$1,000,000       | \$993,135              | \$1,003,800            |                       |                         | 0.811%              | \$822         |
| 3130A3HF4                                               | FHLB NOTE  | 1/5/2016      | 12/8/2017     | \$750,750         | \$750,000         | \$750,077              | \$754,219              |                       |                         | 1.072%              | \$1,520       |
| 3130A6UK1                                               | FHLB NOTE  | 12/29/2015    | 12/29/2017    | \$1,200,000       | \$1,200,000       | \$1,199,698            | \$1,206,060            |                       |                         | 1.010%              | \$2,988       |
| <b>SECURITIES MATURED DURING THE QUARTER</b>            |            |               |               | <b>6,047,078</b>  | <b>6,050,000</b>  | <b>6,021,340</b>       | <b>6,075,129</b>       |                       |                         |                     | <b>6,334</b>  |
| <b>GRAND TOTAL</b>                                      |            |               |               | <b>26,830,926</b> | <b>26,855,000</b> | <b>20,680,673</b>      | <b>6,075,129</b>       | <b>6,088,518</b>      | <b>20,682,751</b>       |                     | <b>58,823</b> |

Interest received to maturity \$485,867



## CDARS CERTIFICATES OF DEPOSIT

| FUND ALLOCATION               | AMOUNT             | PURCHASE DATE | MATURITY DATE | INTEREST RATE | INTEREST EARNED DURING QUARTER |
|-------------------------------|--------------------|---------------|---------------|---------------|--------------------------------|
| UTILITY FUND                  | \$512,403          | 7/27/2017     | 7/25/2019     | 0.40%         | \$517                          |
| GENERAL FUND                  | \$510,929          | 6/23/2016     | 6/21/2018     | 0.40%         | \$515                          |
| GENERAL FUND                  | \$509,806          | 3/23/2017     | 3/22/2018     | 0.30%         | \$385                          |
| GENERAL FUND                  | \$1,534,117        | 9/21/2017     | 9/20/2018     | 0.60%         | \$2,313                        |
| GENERAL FUND                  | \$510,048          | 9/22/2016     | 9/20/2018     | 0.50%         | \$643                          |
| GENERAL FUND                  | \$504,999          | 3/24/2016     | 3/22/2018     | 0.50%         | \$636                          |
| CAPITAL PROJECTS              | \$508,787          | 9/21/2017     | 9/19/2019     | 0.58%         | \$744                          |
| PURCHASED DURING THIS QUARTER |                    |               |               |               |                                |
| NA                            |                    |               |               |               | \$0                            |
| MATURED DURING THIS QUARTER   |                    |               |               |               |                                |
| NA                            |                    |               |               |               | \$0                            |
| <b>TOTAL</b>                  | <b>\$4,591,089</b> |               |               |               | <b>\$5,753.49</b>              |



**LOCAL GOVERNMENT INVESTMENT COOPERATIVE / "LOGIC"**  
**ACCOUNT ALLOCATION AT DECEMBER 2017**

| DESCRIPTION                                   | BALANCE      |
|-----------------------------------------------|--------------|
| <b><u>GENERAL FUND</u></b>                    |              |
| LOGIC POOL- OPERATING CASH                    | \$216,904    |
| <b><u>UTILITY FUND</u></b>                    |              |
| LOGIC POOL- OPERATING CASH                    | \$2,736,818  |
| <b><u>UTILITY FUND - CAPITAL PROJECTS</u></b> |              |
| LOGIC POOL- WATER IMPACT FEES                 | \$2,275,062  |
| LOGIC-RES CASH-UTILITY LINE RE                | \$1,170      |
| LOGIC - WW IMPACT FEES                        | \$674,025    |
| <b><u>CAPITAL PROJECTS FUND</u></b>           |              |
| LOGIC POOL-ROADS SA I CASH                    | \$21,602     |
| LOGIC-CAPITAL PROJ/STREET RESU                | \$1,857,764  |
| <b><u>DEBT SERVICE FUND</u></b>               |              |
| LOGIC POOL- OPERATING CASH                    | \$34,516     |
| <b><u>DRAINAGE FUND</u></b>                   |              |
| LOGIC POOL- OPERATING CASH                    | \$1,375,964  |
| LOGIC- I&S FUND/DRAINAGE                      | \$121,893    |
| LOGIC-2001 DRAINAGE BONDS                     | \$2,371      |
| <b><u>TIF FUND</u></b>                        |              |
| LOGIC POOL- OPERATING CASH                    | \$11,483,732 |
| LOGIC-2001 TIF BONDS/CITY HALL                | \$114,539    |
| <b><u>CCCPD FUND</u></b>                      |              |
| LOGIC POOL- OPERATING CASH                    | \$929,768    |
| LOGIC - 99 CO BONDS                           | \$82         |

LOCAL GOVERNMENT INVESTMENT COOPERATIVE / "LOGIC"  
ACCOUNT ALLOCATION AT DECEMBER 2017

---

---

**CAPITAL EQUIPMENT REPLACEMENT FUND**

LOGIC POOL- OPERATING CASH \$83,441

**COLLEYVILLE TOMORROW FUND**

LOGIC POOL- OPERATING CASH \$1,700,076

**PARKS TOMORROW FUND**

LOGIC POOL- OPERATING CASH \$1,034,763

**STRATEGIC INITIATIVES FUND**

LOGIC POOL- OPERATING CASH \$493,532

Subtotal - LOGIC balances excluding CEDC \$25,158,020

**CEDC Logic Balance**

LOGIC POOL- OPERATING CASH \$952,569

LOGIC - 97 BONDS \$65,091

Total LOGIC Balance \$26,175,681

|                        |                 |
|------------------------|-----------------|
| <b>INTEREST EARNED</b> | <b>\$89,612</b> |
|------------------------|-----------------|



# LOGIC Newsletter

December 2017

## Performance

### As of December 31, 2017

|                                       |                    |
|---------------------------------------|--------------------|
| Current Invested Balance              | \$6,465,455,192.00 |
| Weighted Average Maturity (1)*        | 26 Days            |
| Weighted Average Maturity (2)*        | 68 Days            |
| Net Asset Value                       | 0.999820           |
| Total Number of Participants          | 559                |
| Management Fee on Invested Balance    | 0.0975%            |
| Interest Distributed                  | \$7,820,581.73     |
| Management Fee Collected              | \$516,803.61       |
| % of Portfolio Invested Beyond 1 Year | 0.00%              |
| Standard & Poor's Current Rating      | AAAm               |

### December Averages:

|                                          |                    |
|------------------------------------------|--------------------|
| Average Invested Balance                 | \$6,234,513,621.18 |
| Average Monthly Yield, on a simple basis | 1.3784%            |
| Average Weighted Average Maturity (1)*   | 29 Days            |
| Average Weighted Average Maturity (2)*   | 76 Days            |

\*Definition of Weighted Average Maturity (1) & (2)

- (1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
- (2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

Rates reflect historical information and are not an indication of future performance.

## News

### New Participants

We would like to welcome the following entities who joined the LOGIC program in December:

- ★ Liberty County
- ★ YES Prep Public Schools Inc

### Holiday Reminder

In observance of Martin Luther King Jr. holiday, **LOGIC will be closed Monday, January 15, 2018.** All ACH transactions initiated on Friday, January 12th will settle on Tuesday, January 16th.

### Conferences

LOGIC Representatives will be attending the following upcoming conference. We look forward to visiting with those of you attending this event.

- ★ Texas Association of School Business Officials (TASBO) Annual Conference - February 26- March 2, Fort Worth

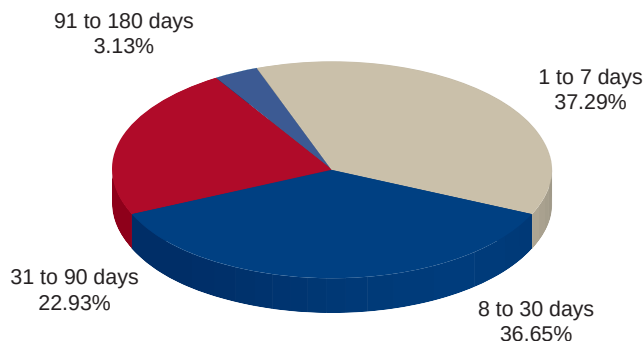
## Economic Commentary

U.S. Tax reform dominated most of the quarter as both Houses of Congress worked expeditiously to pass their respective versions of the tax bill. While expectations of passage had drifted lower as the year progressed, the GOP successfully passed a reconciled version of the bill which was signed into law in December. The highlights of the bill on the corporate side were lower tax rates for corporations and small business pass-throughs as well as changes to interest and capital investment deductibility. The highlights on the individual side were lower effective tax rates, higher standard deductions, offset by the removal of most state and local deductions. Fiscal policy has the potential to provide additional stimulus to an already strong economy. In addition, the government has passed legislation to extend government spending until January in order to give the congress more time to debate the 2018 fiscal budget (which began in September '17). Inflation levels are caught in a tug-of-war between downward structural forces (technology improvements, price transparency) and upward cyclical forces (economic growth, tight labor markets), with the structural pressures continuing to deliver inflation disappointments.

The Federal Reserve (Fed) raised rates by 25 bps to 1.25%-1.50% at its December Federal Open Market Committee (FOMC) meeting. The committee reiterated its positive assessment of the labor market and the U.S. economy. It also indicated that inflation was below its 2% target, but that the weakness appeared transitory. The committee expects 3 rate hikes in 2018, 2 in 2019 and slightly less than 2 in 2020. For now, our view remains consistent with the Fed's projections—growth will remain strong (despite the typical negative seasonality in the first quarter), inflation will stay contained and the Fed will remain on a gradual path towards normalized real yields by raising the fed funds rate three times. We believe that the yield on the U.S. 10-year Treasury will also rise modestly, ending 2018 at 2.75%–3.25%. If inflation does start coming in above target, we could easily see the Fed raise rates four times in 2018, not the three times the market is expecting. If both the European Central Bank and the Bank of Japan also start moving to higher rates at the same time that central bank balance sheet expansion turns negative (currently projected for around October 2018), then bond investors are not being compensated for the risks, volatility will rise and the second half of 2018 could be much more difficult for the markets.

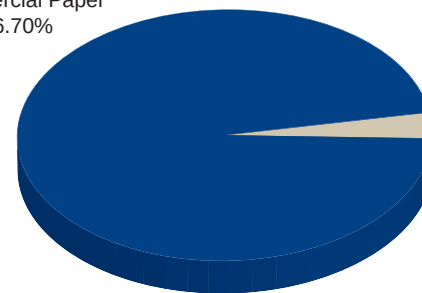
This information is an excerpt from an economic report dated December 2017 provided to LOGIC by JPMorgan Asset Management, Inc., the investment manager of the LOGIC pool.

### Portfolio by Type of Investment As of December 31, 2017

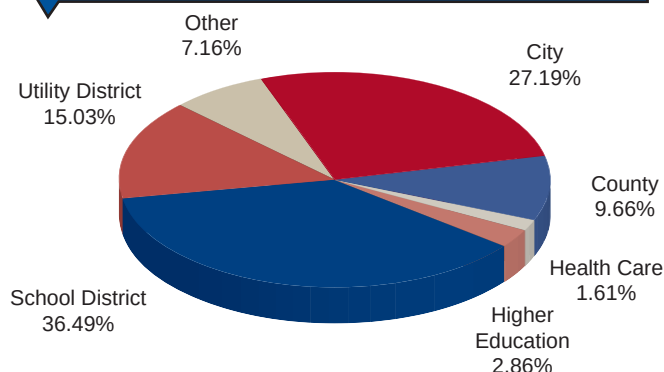


Commercial Paper  
96.70%

Repurchase  
Agreements  
3.30%



### Portfolio by Maturity As of December 31, 2017



### Distribution of Participants by Type As of December 31, 2017

### Historical Program Information

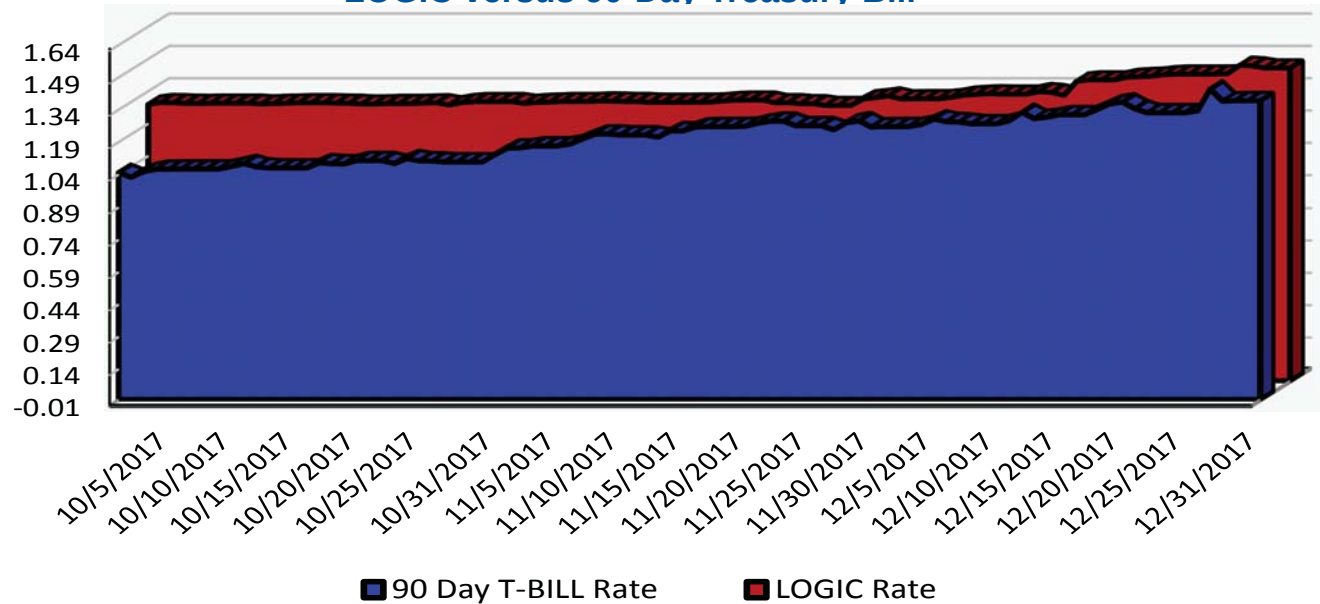
| Month  | Average Rate | Book Value         | Market Value       | Net Asset Value | WAM (1)* | WAM (2)* | Number of Participants |
|--------|--------------|--------------------|--------------------|-----------------|----------|----------|------------------------|
| Dec 17 | 1.3784%      | \$6,465,455,192.00 | \$6,464,452,719.35 | 0.999820        | 29       | 76       | 559                    |
| Nov 17 | 1.2913%      | 6,037,285,391.70   | 6,037,616,463.25   | 1.000054        | 35       | 75       | 557                    |
| Oct 17 | 1.2845%      | 6,047,571,709.48   | 6,047,976,206.51   | 1.000066        | 42       | 75       | 556                    |
| Sep 17 | 1.2827%      | 5,995,123,374.79   | 5,995,667,106.47   | 1.000070        | 40       | 77       | 551                    |
| Aug 17 | 1.2660%      | 5,912,248,825.24   | 5,912,933,387.09   | 1.000115        | 32       | 70       | 548                    |
| Jul 17 | 1.2408%      | 6,097,733,914.84   | 6,098,596,876.56   | 1.000141        | 29       | 71       | 543                    |
| Jun 17 | 1.1333%      | 5,904,028,106.60   | 5,904,946,555.34   | 1.000122        | 25       | 75       | 539                    |
| May 17 | 1.0761%      | 6,257,671,308.91   | 6,259,334,715.43   | 1.000265        | 27       | 71       | 535                    |
| Apr 17 | 1.0739%      | 6,573,201,990.89   | 6,574,453,965.11   | 1.000190        | 32       | 69       | 528                    |
| Mar 17 | 1.0089%      | 6,727,258,315.21   | 6,728,526,958.13   | 1.000151        | 35       | 74       | 522                    |
| Feb 17 | 0.9716%      | 6,899,050,894.78   | 6,900,939,892.08   | 1.000273        | 38       | 75       | 515                    |
| Jan 17 | 0.9642%      | 6,257,691,371.71   | 6,259,008,532.09   | 1.000210        | 33       | 68       | 509                    |

### Portfolio Asset Summary as of December 31, 2017

|                                      | Book Value                 | Market Value               |
|--------------------------------------|----------------------------|----------------------------|
| Uninvested Balance                   | \$ (128,049.27)            | \$ (128,049.27)            |
| Accrual of Interest Income           | 1,761,231.54               | 1,761,231.54               |
| Interest and Management Fees Payable | (7,943,388.76)             | (7,943,388.76)             |
| Payable for Investment Purchased     | 0.00                       | 0.00                       |
| Receivable for Investment Sold       | 0.00                       | 0.00                       |
| Repurchase Agreements                | 213,513,999.97             | 213,513,999.97             |
| Commercial Paper                     | 6,258,251,398.52           | 6,257,248,925.87           |
| Government Securities                | 0.00                       | 0.00                       |
| <b>Total</b>                         | <b>\$ 6,465,455,192.00</b> | <b>\$ 6,464,452,719.35</b> |

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of LOGIC. The only source of payment to the Participants are the assets of LOGIC. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact LOGIC Participant Services.

## LOGIC versus 90-Day Treasury Bill



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness may be subject to change. The LOGIC management fee be waived in full or in part at the discretion of the LOGIC co-administrators and the LOGIC rate for the period shown reflects waiver of fees. This table represents historical investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the LOGIC pool to the T-Bill Yield, you should know that the LOGIC pool consist of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-day T-Bill. The LOGIC yield is calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940 as promulgated from time to time by the federal Securities and Exchange Commission.

## Daily Summary for December 2017

| Date       | Mny Mkt Fund<br>Equiv. [SEC Std.] | Daily Allocation<br>Factor | LOGIC Invested<br>Balance | Market Value<br>Per Share | WAM<br>Days (1)* | WAM<br>Days (2)* |
|------------|-----------------------------------|----------------------------|---------------------------|---------------------------|------------------|------------------|
| 12/1/2017  | 1.3048%                           | 0.000035748                | \$6,064,763,925.82        | 1.000007                  | 31               | 79               |
| 12/2/2017  | 1.3048%                           | 0.000035748                | \$6,064,763,925.82        | 1.000007                  | 31               | 79               |
| 12/3/2017  | 1.3048%                           | 0.000035748                | \$6,064,763,925.82        | 1.000007                  | 31               | 79               |
| 12/4/2017  | 1.3110%                           | 0.000035919                | \$6,021,613,469.52        | 1.000054                  | 30               | 78               |
| 12/5/2017  | 1.3214%                           | 0.000036202                | \$6,010,906,100.37        | 1.000041                  | 32               | 80               |
| 12/6/2017  | 1.3251%                           | 0.000036303                | \$6,071,035,660.19        | 1.000038                  | 33               | 81               |
| 12/7/2017  | 1.3281%                           | 0.000036386                | \$6,070,719,084.48        | 1.000033                  | 33               | 84               |
| 12/8/2017  | 1.3261%                           | 0.000036331                | \$6,036,588,307.77        | 0.999978                  | 31               | 82               |
| 12/9/2017  | 1.3261%                           | 0.000036331                | \$6,036,588,307.77        | 0.999978                  | 31               | 82               |
| 12/10/2017 | 1.3261%                           | 0.000036331                | \$6,036,588,307.77        | 0.999978                  | 31               | 82               |
| 12/11/2017 | 1.3379%                           | 0.000036654                | \$6,037,727,464.85        | 1.000008                  | 31               | 82               |
| 12/12/2017 | 1.3334%                           | 0.000036532                | \$6,114,678,495.49        | 0.999996                  | 30               | 80               |
| 12/13/2017 | 1.3209%                           | 0.000036189                | \$6,464,136,658.52        | 0.999951                  | 38               | 75               |
| 12/14/2017 | 1.3863%                           | 0.000037980                | \$6,559,942,990.17        | 0.999928                  | 30               | 76               |
| 12/15/2017 | 1.3925%                           | 0.000038151                | \$6,490,992,352.44        | 0.999860                  | 29               | 75               |
| 12/16/2017 | 1.3925%                           | 0.000038151                | \$6,490,992,352.44        | 0.999860                  | 29               | 75               |
| 12/17/2017 | 1.3925%                           | 0.000038151                | \$6,490,992,352.44        | 0.999860                  | 29               | 75               |
| 12/18/2017 | 1.4039%                           | 0.000038462                | \$6,249,205,281.62        | 0.999910                  | 29               | 77               |
| 12/19/2017 | 1.4073%                           | 0.000038557                | \$6,189,422,100.19        | 0.999895                  | 29               | 77               |
| 12/20/2017 | 1.4095%                           | 0.000038616                | \$6,175,294,526.34        | 0.999883                  | 29               | 77               |
| 12/21/2017 | 1.4166%                           | 0.000038811                | \$6,208,404,774.81        | 0.999850                  | 29               | 77               |
| 12/22/2017 | 1.4193%                           | 0.000038884                | \$6,234,168,141.65        | 0.999785                  | 26               | 73               |
| 12/23/2017 | 1.4193%                           | 0.000038884                | \$6,234,168,141.65        | 0.999785                  | 26               | 73               |
| 12/24/2017 | 1.4193%                           | 0.000038884                | \$6,234,168,141.65        | 0.999785                  | 26               | 73               |
| 12/25/2017 | 1.4193%                           | 0.000038884                | \$6,234,168,141.65        | 0.999785                  | 26               | 73               |
| 12/26/2017 | 1.4206%                           | 0.000038920                | \$6,235,171,355.46        | 0.999876                  | 25               | 72               |
| 12/27/2017 | 1.4607%                           | 0.000040020                | \$6,348,907,073.78        | 0.999876                  | 28               | 73               |
| 12/28/2017 | 1.4571%                           | 0.000039921                | \$6,402,685,319.97        | 0.999887                  | 27               | 72               |
| 12/29/2017 | 1.4474%                           | 0.000039654                | \$6,465,455,192.00        | 0.999820                  | 26               | 68               |
| 12/30/2017 | 1.4474%                           | 0.000039654                | \$6,465,455,192.00        | 0.999820                  | 26               | 68               |
| 12/31/2017 | 1.4474%                           | 0.000039654                | \$6,465,455,192.00        | 0.999820                  | 26               | 68               |
| Average    | 1.3784%                           | 0.000037763                | \$6,234,513,621.18        |                           | 29               | 76               |



## LOGIC Board

### LOGIC Board Members

|                    |                                      |                                      |
|--------------------|--------------------------------------|--------------------------------------|
| Philip G. Roberson | Arlington ISD                        | Board President                      |
| Fred L. Werner     | Municipal Finance Director           | Board Vice President                 |
| Judd R. Sanderson  | North Texas Municipal Water District | Board Treasurer / Investment Officer |
| Sandra Newby       | Tarrant Regional Water District      | Board Member                         |
| Greg Jordan        | City of Grapevine                    | Board Member                         |

## Contacts

For more information contact LOGIC Participant Services ★ 1-800-895-6442 ★ [www.logic.org](http://www.logic.org)





EYE ON THE ECONOMY

# Dallas–Fort Worth Economic Indicators

Federal Reserve  
Bank of Dallas

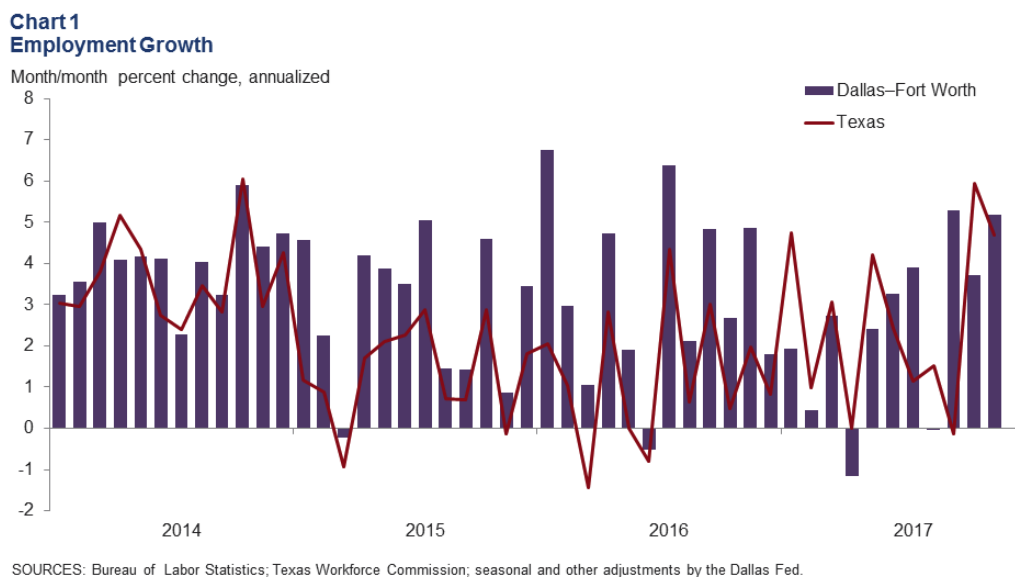
December 27, 2017

The Dallas–Fort Worth economy expanded at a rapid clip in November. The Dallas and Fort Worth business-cycle indexes continued to post above-trend gains, as job growth was strong. Home affordability stayed low in Dallas in the third quarter and dipped in Fort Worth. Home prices rose further in both metros in part due to continued healthy job creation, which has been a driver for the DFW housing market.

## Labor Market

### Payrolls Expand

DFW jobs grew at a 5.2 percent annualized rate in November, up from October's 3.7 percent increase (*Chart 1*). Payrolls in Dallas rose 6.4 percent and expanded 2.2 percent in Fort Worth for the month. Year-to-date employment in DFW has expanded at a 2.5 percent annual rate, similar to the state's 2.6 percent growth this year but somewhat slower than the metro's 3.3 percent growth in 2016 (December/December).

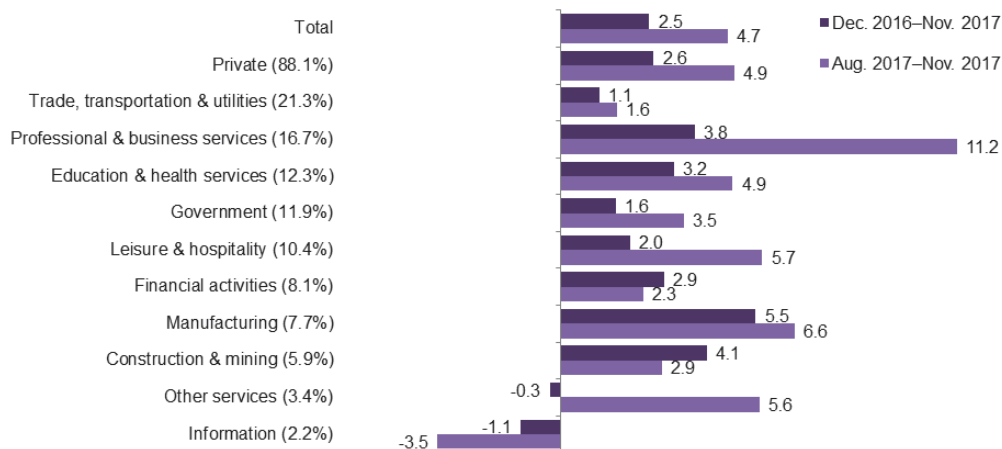


The labor market remained tight. Unemployment in Dallas edged up to 3.3 percent in November but remained well below the state and U.S. rates. The jobless rate in Fort Worth held steady at 4.1 percent. Unemployment dipped to 3.8 percent in Texas—a new record low for the state.

## Job Growth Strengthens

DFW employment growth accelerated to a 4.7 percent annualized rate over the three months through November, compared with the 2.5 percent increase seen year to date (*Chart 2*). Job gains have been generally broad based and have picked up the pace in most sectors from August to November. Growth (three-month annualized change) in professional and business services employment surged at its fastest rate since early 1999. Employment in other large sectors such as education and health services, leisure and hospitality, and manufacturing has been healthy as well in the past three months. The exception has been information services, where employment has declined both in the past three months and year to date.

**Chart 2**  
**Employment Growth by Sector**



NOTES: Data show seasonally adjusted annualized percentage growth by sector. Numbers in parentheses are shares of total Dallas–Fort Worth nonfarm employment in November 2017 and may not sum to 100 due to rounding.

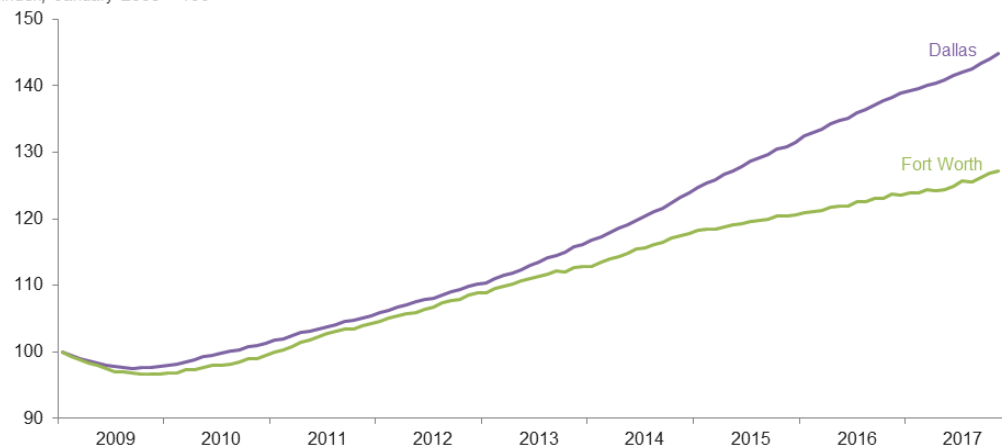
SOURCES: Bureau of Labor Statistics; Texas Workforce Commission; seasonal and other adjustments by the Dallas Fed.

## Business-Cycle Indexes

Gains in the Dallas and Fort Worth business-cycle indexes remained robust in November (*Chart 3*). The Dallas index climbed an annualized 7.3 percent in November following October's 5.8 percent pace. This is above its long-term trend of growth and is the fastest the index has expanded since mid-2016. Fort Worth's index climbed 3.4 percent after expanding 5.3 percent in October. Year over year, the Dallas index was up a solid 4.8 percent, and the Fort Worth index rose 2.8 percent in part due to continued job creation and declining unemployment.

**Chart 3**  
**Business-Cycle Indexes**

Index, January 2009 = 100\*



\*Monthly, seasonally adjusted.

SOURCE: Dallas Fed.

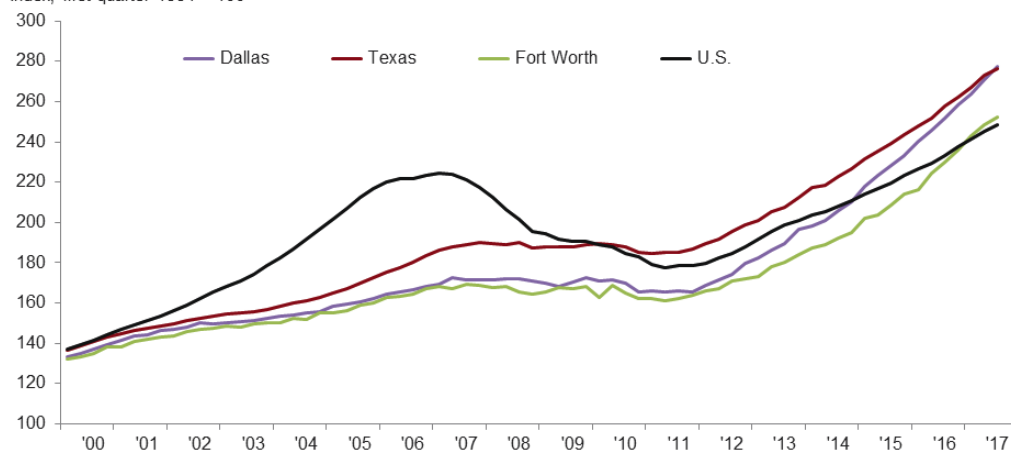
## Housing Market

### Home Prices Continue to Climb

Home price gains in the metroplex continued to outpace those in the U.S. (*Chart 4*). Prices rose 2.6 percent in Dallas and 1.6 percent in Fort Worth in third quarter 2017, faster than the state's 1.2 percent and the nation's 1.4 percent increase, according to the Federal Housing Finance Agency purchase-only house price index. On a year-over-year basis, prices were up 10.4 percent in Dallas and 9.8 percent in Fort Worth—both higher than the Texas rate of 7.1 percent and the nation's 6.5 percent figure.

**Chart 4**  
**House Price Indexes**

Index, first quarter 1991 = 100\*



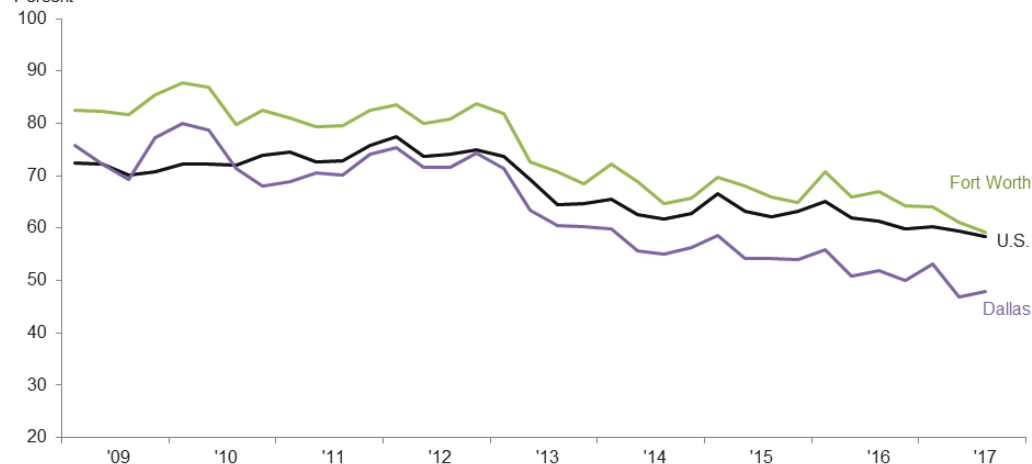
\*Quarterly, seasonally adjusted.  
SOURCE: Federal Housing Finance Agency.

### Affordability in Dallas Remains Low

Record home-price appreciation following the Great Recession has eroded housing affordability in the metroplex. According to the National Association of Home Builders/Wells Fargo Housing Opportunity indexes, only 48 percent of the homes (new and existing) sold in Dallas in third quarter 2017 were affordable for a median-income family; this is below the national figure of 58.3 percent (*Chart 5*). Affordability has been declining in Dallas since 2010, and the index has dropped markedly from its peak set in first quarter 2010. Despite having a lower median home sales price than Austin, affordability in Dallas is the lowest among major Texas metros. Affordability in Fort Worth dipped from 61.2 percent in the second quarter to 59.3 percent in the third, but the metro remains more affordable relative to Dallas and the nation.

**Chart 5**  
**Housing Opportunity Indexes**

Percent



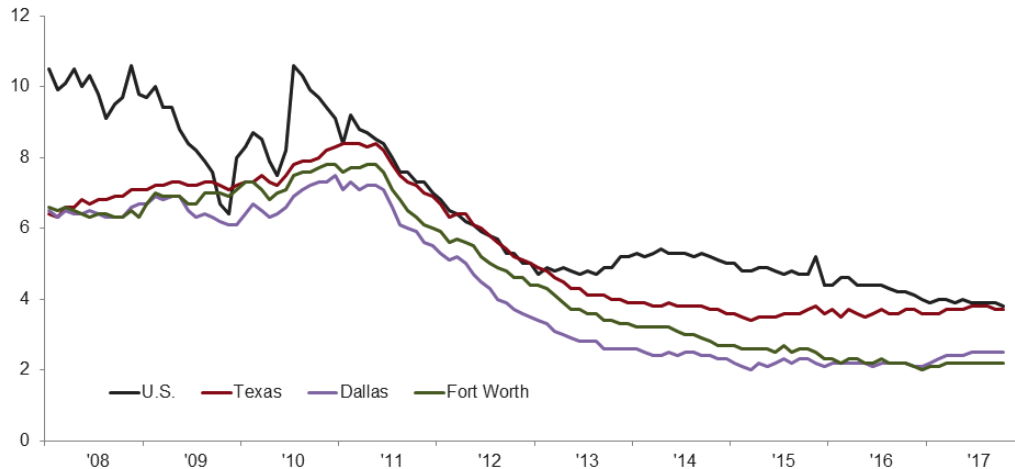
SOURCE: National Association of Home Builders/Wells Fargo.

## Existing-Home Inventories Still Tight

DFW existing-home inventories remain tight at just over two months, well below the six months' supply typically associated with a balanced market. In October, inventories were at 2.5 months in Dallas and 2.2 months in Fort Worth (*Chart 6*). Inventories in both Dallas and Fort Worth are the lowest among Texas major metros and have been under three months since late 2014.

**Chart 6**  
**Existing-Home Inventories**

Months of inventory, seasonally adjusted



SOURCES: Real Estate Center at Texas A&M University; Multiple Listing Service; seasonal adjustments by the Dallas Fed.

NOTE: Data may not match previously published numbers due to revisions.

## About Dallas–Fort Worth Economic Indicators

Questions can be addressed to Laila Assanie at [laila.assanie@dal.frb.org](mailto:laila.assanie@dal.frb.org). *Dallas–Fort Worth Economic Indicators* is published every month on the Tuesday after state and metro employment data are released.

December 27, 2017

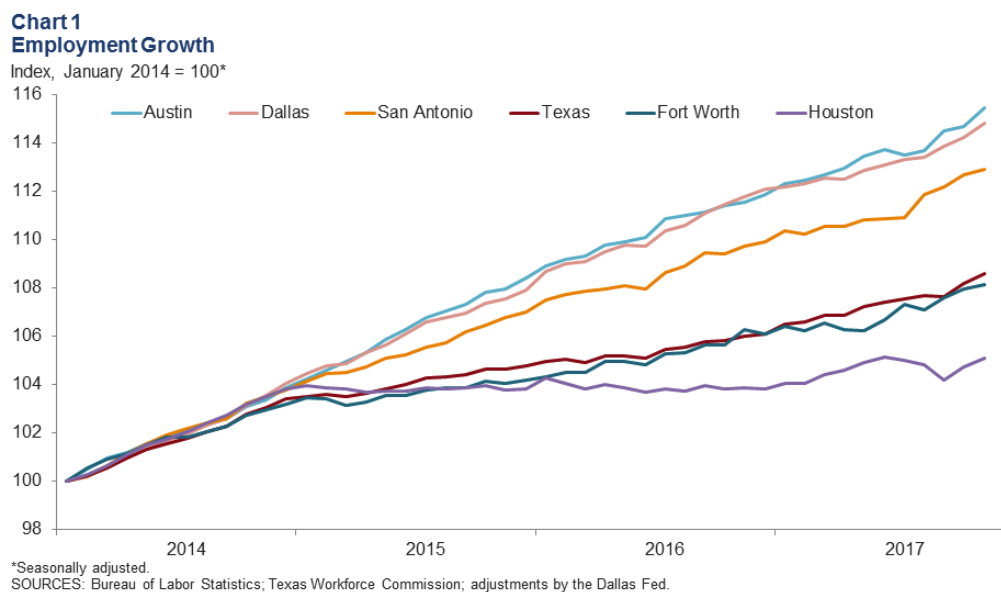
Texas economic growth was robust in November. The state posted strong job gains, and the unemployment rate fell to a record low for the second month in a row. The Dallas Fed's Texas Business Outlook Surveys indicated expansion in manufacturing and service sector activity in November and December. Texas oil production resumed growth in September, and the state's exports and construction activity have improved this year.

## Labor Market

### Employment Strengthens

Texas employment expanded an annualized 4.7 percent in November, faster than the nation's 1.9 percent increase. Year to date, Texas employment has grown at a 2.6 percent annual rate. The Dallas Fed's Texas Employment Forecast suggests 2.5 percent job growth in 2017 (December/December).

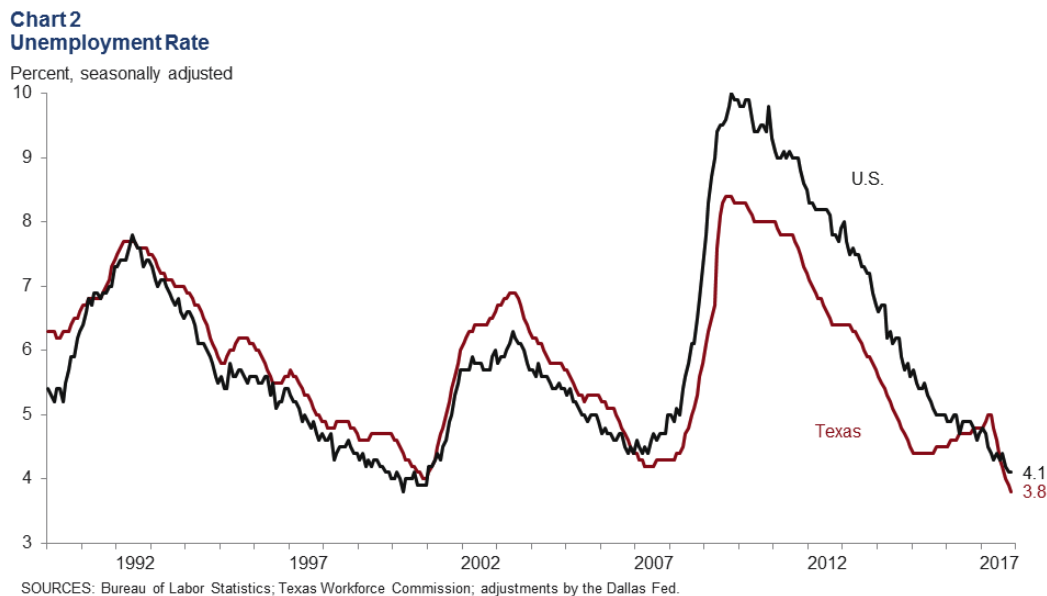
Payroll expansion was broad based across the major metros in November, led by Austin's 8.2 percent surge and followed by Dallas' 6.4 percent growth (*Chart 1*). Employment has expanded in all Texas major metros year to date, with Austin leading at 3.5 percent.





## Unemployment Drops to Record Low

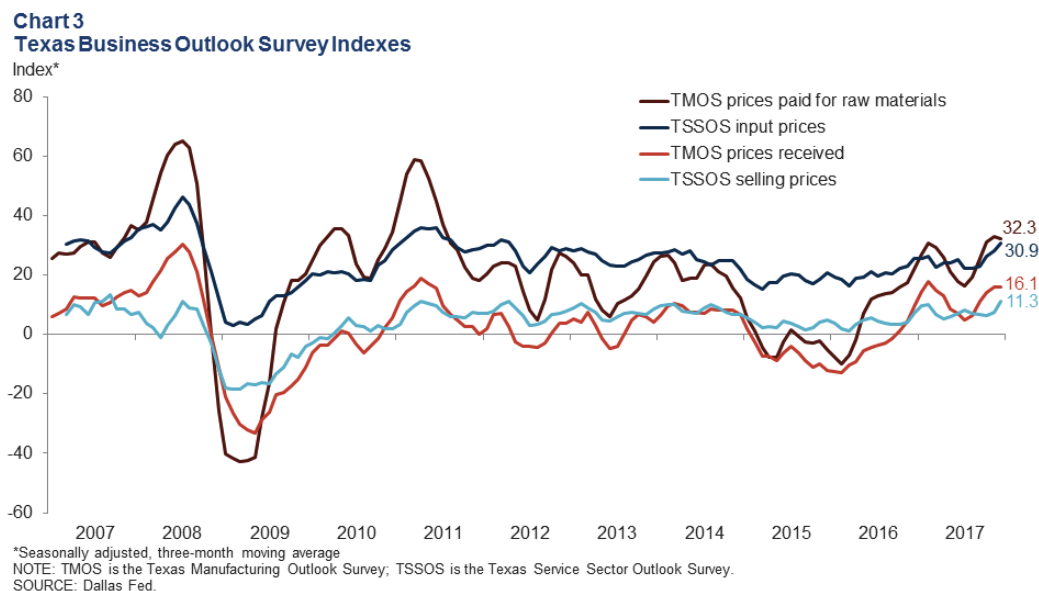
The Texas unemployment rate dipped to 3.8 percent in November—once again setting a record low for the series, which dates back to 1976 (*Chart 2*). Unemployment ticked up in Austin, Dallas, El Paso and Houston but held steady in Fort Worth and San Antonio.



## Texas Business Outlook Survey Indexes

The headline indexes of the Dallas Fed's Texas Business Outlook Surveys indicated continued expansion in the manufacturing, service and retail sectors in December. The three-month moving average of the Texas Manufacturing Outlook Survey (TMOS) production index strengthened to its highest point since mid-2006. The three-month moving average of the Texas Service Sector Outlook Survey (TSSOS) revenue index ticked up while that of the Texas Retail Outlook Survey sales index fell but remained strongly positive. All three are well above their 2010–16 post-recession averages.

Upward pressure on prices continued in December (*Chart 3*). The three-month moving average of the TMOS prices paid index inched down after reaching its highest point since 2011 in November, while the three-month moving average of the TMOS prices received index held steady. The three-month moving averages of the TSSOS input prices and selling prices indexes rose again in December. All four indexes are above their post-recession averages.

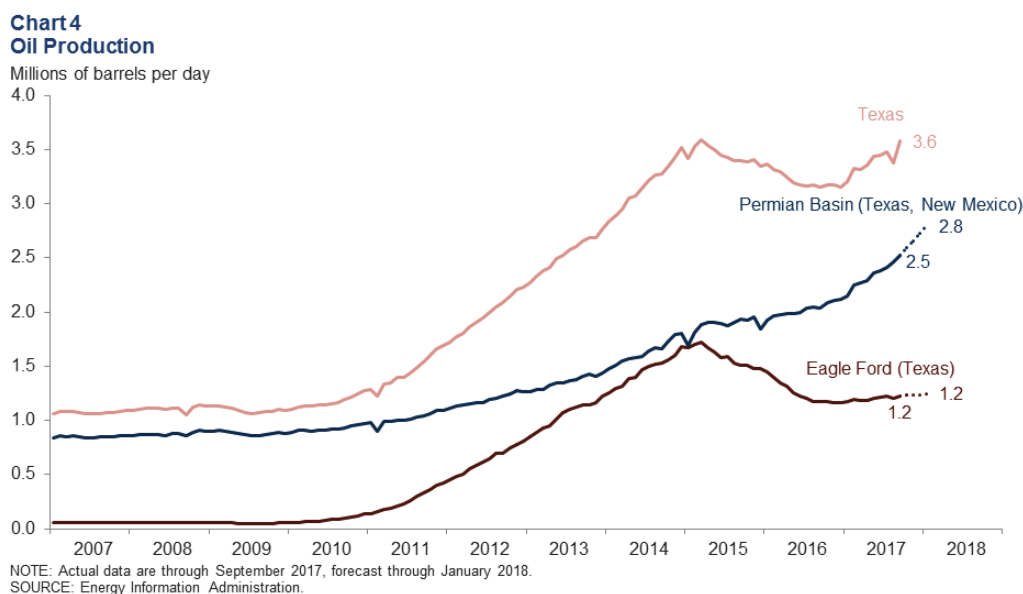


## Energy Sector Activity

Texas daily crude oil production, representing 37.7 percent of all U.S. production, increased 5.7 percent in September to 3.6 million barrels per day (*Chart 4*). Texas' average daily production this year through September was 5.0 percent above the average production during the same period last year.

Daily oil production in the Permian Basin, representing 26.6 percent of U.S. oil production, was 2.5 million barrels per day in September, and the Energy Information Administration (EIA) forecasts production to reach 2.8 million barrels per day in January 2018. The Permian Basin's average daily production this year through September was 17.5 percent higher than average production during the same period last year.

Daily production in the Eagle Ford, representing 12.9 percent of U.S. oil production, was 1.2 million barrels per day in September, and the EIA forecasts production to remain nearly flat. The Eagle Ford's average daily production this year through September was 6.3 percent below average production during the same period last year.



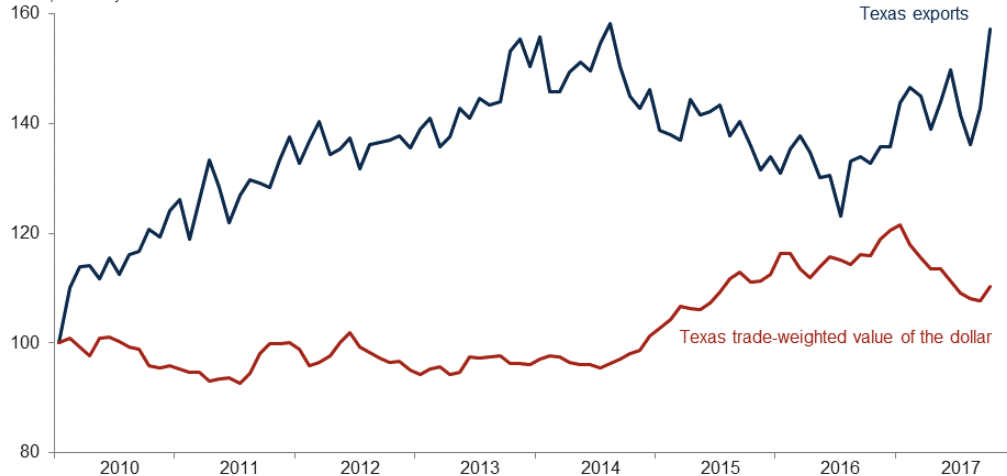
## Exports

Texas exports increased 10.1 percent in October—the largest jump since October 2008—while U.S. exports edged down 0.3 percent (*Chart 5*). Year to date through October, Texas exports have expanded 9.4 percent, and U.S. exports were up 3.5 percent compared with the same period in 2016.

The Texas trade-weighted value of the dollar rose 2.4 percent in October but remained 4.8 percent below year-ago levels. A lower trade-weighted value of the dollar supports growth in exports by making domestic products more affordable to consumers abroad.

**Chart 5**  
**Exports**

Index, January 2010 = 100\*



\*Texas exports are in seasonally adjusted real dollars.  
SOURCES: Census Bureau; WISERTrade; Dallas Fed.

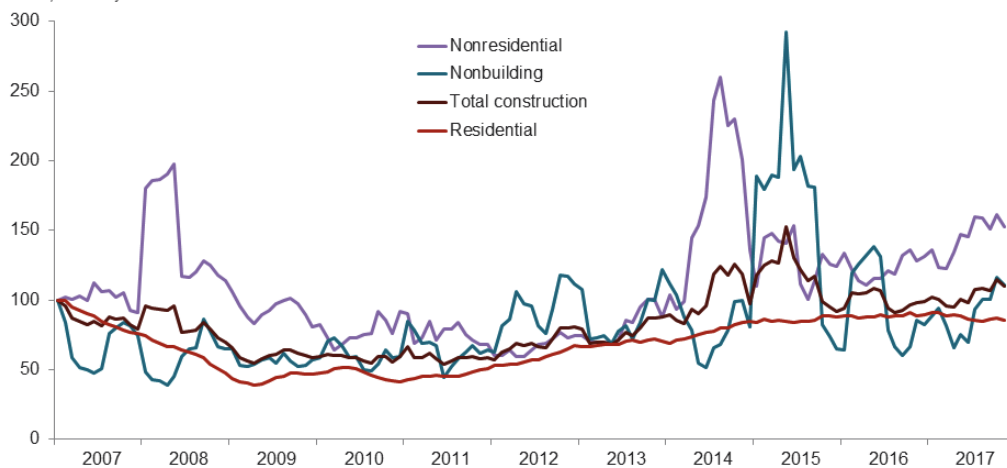
## Construction

The five-month moving average of total Texas construction contracts fell 4.0 percent in November after a 6.8 percent increase in October (Chart 6). The five-month moving average of Texas nonresidential construction contracts dropped 5.6 percent in the month, that of nonbuilding construction declined 4.7 percent and that of residential construction dipped 1.9 percent.

Year to date through November, the value of Texas total construction contracts is 2.0 percent higher than the same period last year. While nonresidential construction contract values climbed 21.6 percent in the first 11 months of 2017 compared with the same period in 2016, nonbuilding construction declined 15.8 percent and residential construction dipped 1.8 percent.

**Chart 6**  
**Construction Contract Values**

Index, January 2007 = 100\*



\*Five-month moving average; seasonally adjusted, real dollars.  
NOTE: Nonresidential, residential and nonbuilding construction are the components of total construction.  
SOURCES: F.W. Dodge; adjustments by the Dallas Fed.

NOTE: Data may not match previously published numbers due to revisions.

## About Texas Economic Indicators

Questions can be addressed to Stephanie Gullo at [stephanie.gullo@dal.frb.org](mailto:stephanie.gullo@dal.frb.org). *Texas Economic Indicators* is published every month on the Monday after Texas employment data are released.

December 27, 2017

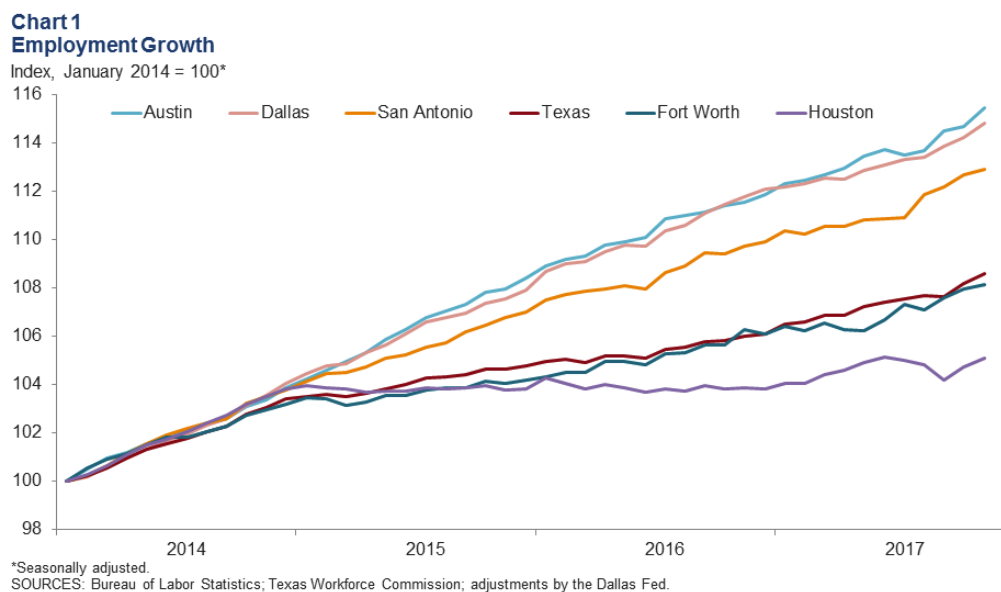
Texas economic growth was robust in November. The state posted strong job gains, and the unemployment rate fell to a record low for the second month in a row. The Dallas Fed's Texas Business Outlook Surveys indicated expansion in manufacturing and service sector activity in November and December. Texas oil production resumed growth in September, and the state's exports and construction activity have improved this year.

## Labor Market

### Employment Strengthens

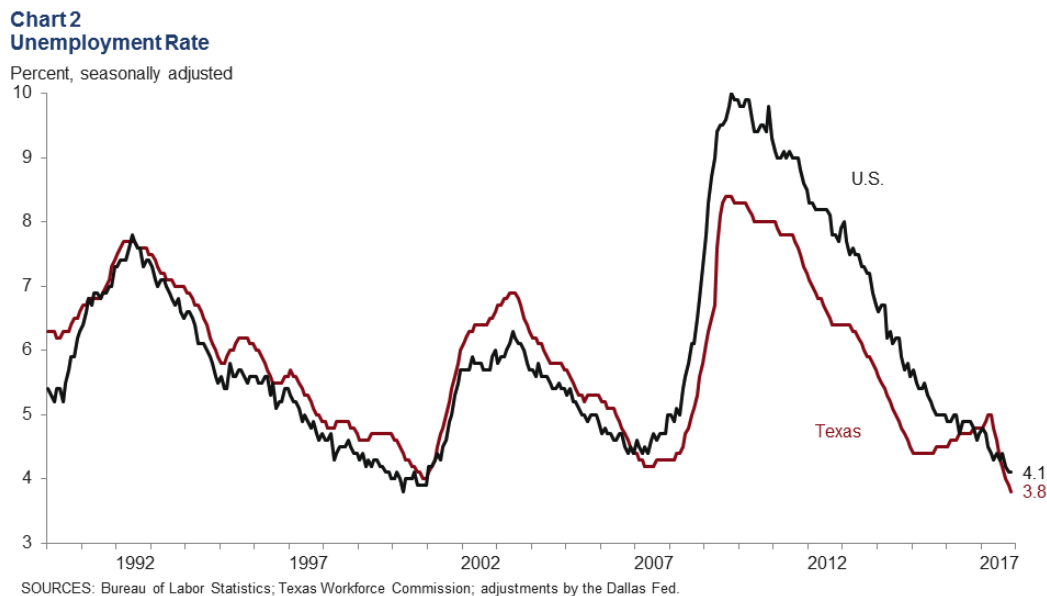
Texas employment expanded an annualized 4.7 percent in November, faster than the nation's 1.9 percent increase. Year to date, Texas employment has grown at a 2.6 percent annual rate. The Dallas Fed's Texas Employment Forecast suggests 2.5 percent job growth in 2017 (December/December).

Payroll expansion was broad based across the major metros in November, led by Austin's 8.2 percent surge and followed by Dallas' 6.4 percent growth (*Chart 1*). Employment has expanded in all Texas major metros year to date, with Austin leading at 3.5 percent.



## Unemployment Drops to Record Low

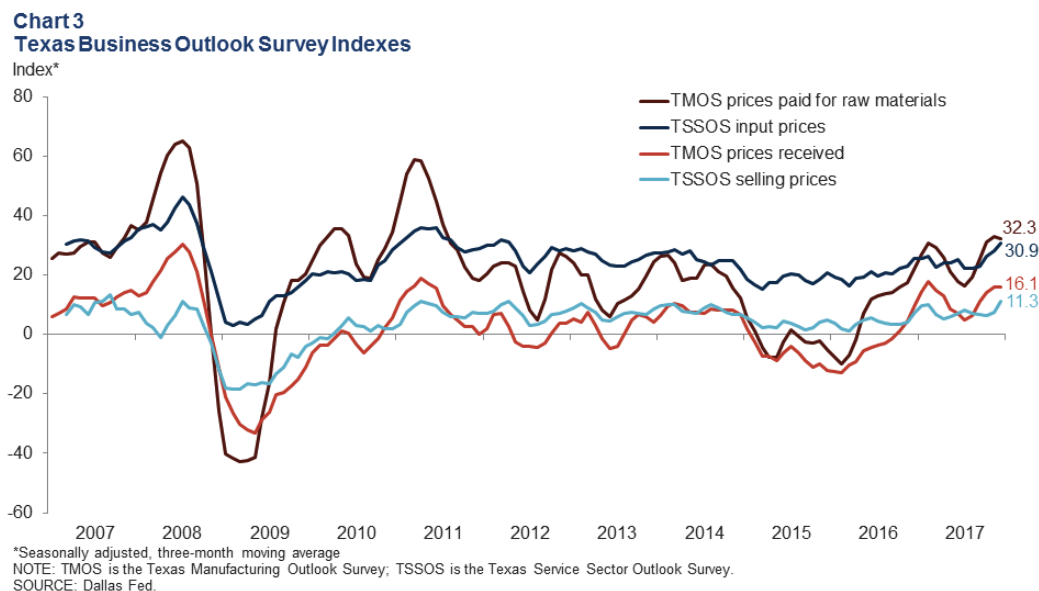
The Texas unemployment rate dipped to 3.8 percent in November—once again setting a record low for the series, which dates back to 1976 (*Chart 2*). Unemployment ticked up in Austin, Dallas, El Paso and Houston but held steady in Fort Worth and San Antonio.



## Texas Business Outlook Survey Indexes

The headline indexes of the Dallas Fed's Texas Business Outlook Surveys indicated continued expansion in the manufacturing, service and retail sectors in December. The three-month moving average of the Texas Manufacturing Outlook Survey (TMOS) production index strengthened to its highest point since mid-2006. The three-month moving average of the Texas Service Sector Outlook Survey (TSSOS) revenue index ticked up while that of the Texas Retail Outlook Survey sales index fell but remained strongly positive. All three are well above their 2010–16 post-recession averages.

Upward pressure on prices continued in December (*Chart 3*). The three-month moving average of the TMOS prices paid index inched down after reaching its highest point since 2011 in November, while the three-month moving average of the TMOS prices received index held steady. The three-month moving averages of the TSSOS input prices and selling prices indexes rose again in December. All four indexes are above their post-recession averages.

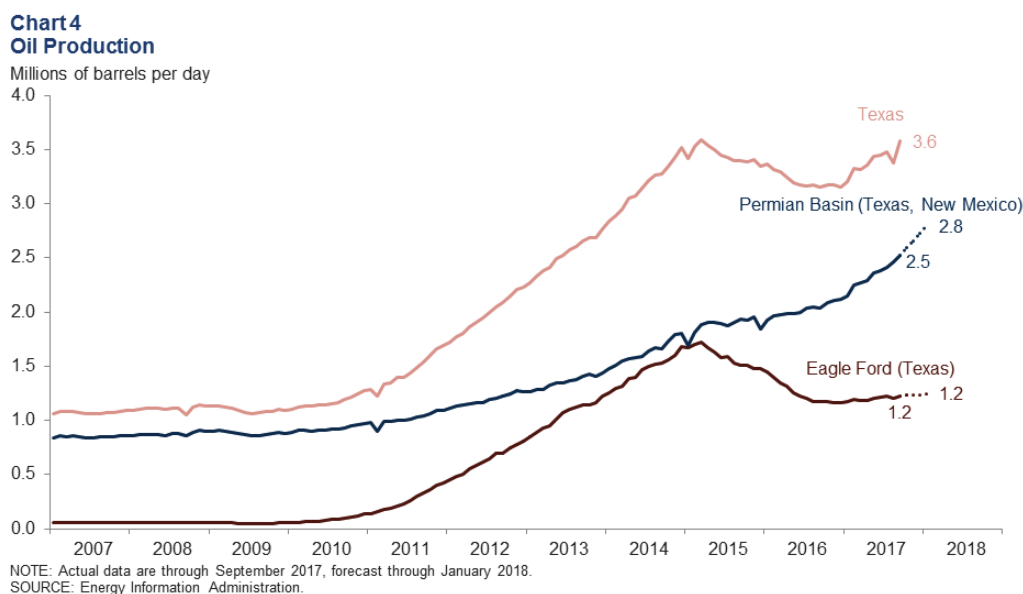


## Energy Sector Activity

Texas daily crude oil production, representing 37.7 percent of all U.S. production, increased 5.7 percent in September to 3.6 million barrels per day (*Chart 4*). Texas' average daily production this year through September was 5.0 percent above the average production during the same period last year.

Daily oil production in the Permian Basin, representing 26.6 percent of U.S. oil production, was 2.5 million barrels per day in September, and the Energy Information Administration (EIA) forecasts production to reach 2.8 million barrels per day in January 2018. The Permian Basin's average daily production this year through September was 17.5 percent higher than average production during the same period last year.

Daily production in the Eagle Ford, representing 12.9 percent of U.S. oil production, was 1.2 million barrels per day in September, and the EIA forecasts production to remain nearly flat. The Eagle Ford's average daily production this year through September was 6.3 percent below average production during the same period last year.



## Exports

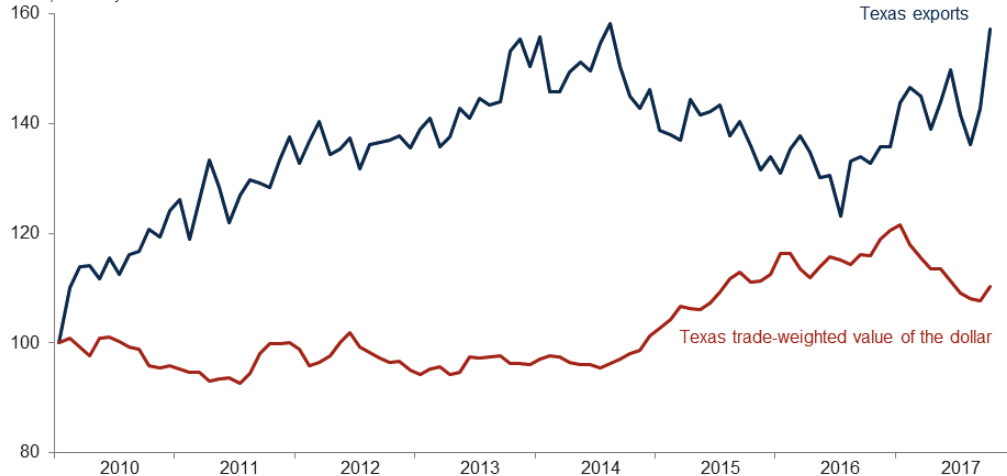
Texas exports increased 10.1 percent in October—the largest jump since October 2008—while U.S. exports edged down 0.3 percent (*Chart 5*). Year to date through October, Texas exports have expanded 9.4 percent, and U.S. exports were up 3.5 percent compared with the same period in 2016.

The Texas trade-weighted value of the dollar rose 2.4 percent in October but remained 4.8 percent below year-ago levels. A lower trade-weighted value of the dollar supports growth in exports by making domestic products more affordable to consumers abroad.



**Chart 5**  
**Exports**

Index, January 2010 = 100\*



\*Texas exports are in seasonally adjusted real dollars.  
SOURCES: Census Bureau; WISERTrade; Dallas Fed.

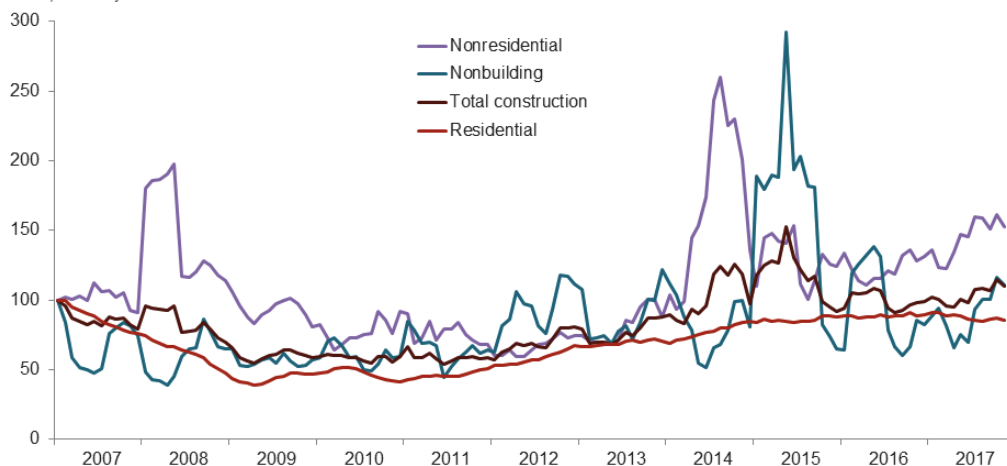
## Construction

The five-month moving average of total Texas construction contracts fell 4.0 percent in November after a 6.8 percent increase in October (Chart 6). The five-month moving average of Texas nonresidential construction contracts dropped 5.6 percent in the month, that of nonbuilding construction declined 4.7 percent and that of residential construction dipped 1.9 percent.

Year to date through November, the value of Texas total construction contracts is 2.0 percent higher than the same period last year. While nonresidential construction contract values climbed 21.6 percent in the first 11 months of 2017 compared with the same period in 2016, nonbuilding construction declined 15.8 percent and residential construction dipped 1.8 percent.

**Chart 6**  
**Construction Contract Values**

Index, January 2007 = 100\*



\*Five-month moving average; seasonally adjusted, real dollars.  
NOTE: Nonresidential, residential and nonbuilding construction are the components of total construction.  
SOURCES: F.W. Dodge; adjustments by the Dallas Fed.

NOTE: Data may not match previously published numbers due to revisions.

## About Texas Economic Indicators

Questions can be addressed to Stephanie Gullo at [stephanie.gullo@dal.frb.org](mailto:stephanie.gullo@dal.frb.org). *Texas Economic Indicators* is published every month on the Monday after Texas employment data are released.



# City of Colleyville City Council Agenda Briefing

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

**Agenda Number**  
**Type** Report  
**Department** City Manager

**Agenda Date** 02/20/2018

**Number** 6

## **Title**

Quarterly Performance Management Report

## **Strategic Plan**

- 1.3 Assure convenient access to public information
- 1.4 Communicate thoroughly and strategically

## **Explanation**

The purpose of this item is to report on performance of the programs and services identified in the City's strategic plan and the general operations of the City through the use of performance measures. In addition to performance measures, additional metrics called vital statistics are included in the report. Performance measures are measures of efficiency or effectiveness and represent outcomes that can be directly influenced by staff. Vital statistics represent data that is important to track for overall understanding of how a program is performing and for decision making, but is not necessarily a reflection of efficiency or effectiveness, and is not something that staff has significant control over. The presentation of both performance measures and vital statistics provides a well-rounded look at performance and trends in programs and services, while also furthering the City's efforts of accountability and transparency to those we serve.

The attached spreadsheet includes the first quarter of actual data for FY 2018. For performance measures, the FY 2018 year-to-date (YTD) actual numbers are compared to the FY 2018 target that was established by the responsible department and are color coded as listed below. Vital statistics do not have a FY 2018 target and are therefore not color coded, as those metrics represent information that is important to track, but are not necessarily appropriate to set targets for.

Gray - Data not available at this time

Green - Performance expected to meet or exceed the target

Yellow - Performance expected to be near the target, but not meet it

Red - Performance not expected to meet the target, or come close to meeting it

Dashboard reports are also included and offer a more visual presentation of highlighted performance measures and vital statistics.

**Attachments**

1. FY 2018 Q1 Performance Management Report

**PUBLIC SAFETY**

|                      |                                                                      | Program                          | Goal                               | FY 2013                                                             | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 Target | FY 2018 YTD |
|----------------------|----------------------------------------------------------------------|----------------------------------|------------------------------------|---------------------------------------------------------------------|---------|---------|---------|---------|----------------|-------------|
| Performance Measures | Percentage of code violations located proactively                    | Code Enforcement                 | Safeguard Colleyville's identity   | 69%                                                                 | 80%     | 69%     | 70%     | 79%     | ≥ 50%          | 82%         |
|                      | Number of UCR Part 1 Crimes                                          | Police Administration            | Deliver high quality core services | 175                                                                 | 160     | 141     | 158     | 146     | ≤ 180          | 46          |
|                      | Percentage of UCR Part 1 Offenses cleared                            | Criminal Investigations          | Deliver high quality core services | 20%                                                                 | 30%     | 31%     | 28%     | 29%     | ≥ 20%          | 80%         |
|                      | Percentage of crime victims contacted by investigators within 3 days | Criminal Investigations          | Deliver high quality core services | 92%                                                                 | 98%     | 100%    | 100%    | 97%     | ≥ 95%          | 99%         |
|                      | Average Priority 1 response time (call dispatch to arrival)          | Police Patrol                    | Deliver high quality core services | 4:11                                                                | 4:03    | 3:12    | 3:25    | 3:36    | ≤ 5:00         | 3:25        |
|                      | Fire/Ambulance average response time                                 | Fire and EMS Operations          | Deliver high quality core services | (Previously reported percentage of response times under 6 minutes ) |         |         | 4:43    | 4:40    | ≤ 6:00         | 4:48        |
|                      | Percentage of plans reviewed within 48 hours                         | Fire Prevention / Investigations | Deliver high quality core services | 100%                                                                | 100%    | 99%     | 99%     | 99%     | ≥ 98%          | 99%         |
|                      | Percentage of fire investigations cleared within 30 days             | Fire Prevention / Investigations | Deliver high quality core services | 100%                                                                | 100%    | 100%    | 100%    | 100%    | ≥ 95%          | 100%        |
|                      | Percentage of inspections performed within 48 hours of request       | Fire Prevention / Investigations | Deliver high quality core services | 100%                                                                | 100%    | 100%    | 100%    | 100%    | ≥ 95%          | 98%         |

|                  |                                                                            | Program                      | Goal                               | FY 2013     | FY 2014     | FY 2015     | FY 2016     | FY 2017     | FY 2018 YTD |
|------------------|----------------------------------------------------------------------------|------------------------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Vital Statistics | Injury accidents per 1,000 population                                      | Police Patrol                | Deliver high quality core services | 0.75        | 0.7         | 0.7         | 0.72        | 0.71        | 0.86        |
|                  | Number of self-initiated calls for service (proactive, community policing) | Police Patrol                | Operate Transparently              | 54,231      | 50,897      | 43,781      | 35,652      | 37,273      | 46,224      |
|                  | Total number of outstanding warrants in system since 1/1/03                | Warrant Officer              | Deliver high quality core services | 3,971       | 4,056       | 3,657       | 3,006       | 2,457       | 2,533       |
|                  | Number of warrants served                                                  | Warrant Officer              | Deliver high quality core services | 1,452       | 2,767       | 2,610       | 2,350       | 2,874       | 285         |
|                  | Fire Related Responses                                                     | Fire Operations              | Deliver high quality core services | 381         | 500         | 542         | 566         | 610         | 32          |
|                  | Fire Related Responses - Mutual Aid                                        | Fire Operations              | Deliver high quality core services | New measure | New measure | New measure | New measure | New measure | 4           |
|                  | Service Related Responses                                                  | Fire Operations              | Deliver high quality core services | 357         | 127         | 152         | 180         | 191         | 133         |
|                  | Service Related Responses - Mutual Aid                                     | Fire Operations              | Deliver high quality core services | New measure | New measure | New measure | New measure | New measure | 19          |
|                  | EMS Related Responses                                                      | EMS Operations               | Deliver high quality core services | 829         | 950         | 959         | 1037        | 967         | 269         |
|                  | EMS Related Responses - Mutual Aid                                         | EMS Operations               | Deliver high quality core services | New measure | New measure | New measure | New measure | New measure | 11          |
|                  | Ambulance billing revenue                                                  | EMS Operations               | Deliver high quality core services | \$323,672   | \$399,312   | \$354,239   | \$388,803   | \$318,738   | \$89,143    |
|                  | Percentage of billed services recovered                                    | EMS Operations               | Deliver high quality core services | 30%         | 32%         | 29%         | 31%         | 59%         | 53%         |
|                  | Total number of volunteer hours from CFAAA and Rehab Team                  | Fire Administration          | Operate Transparently              | 900         | 418.5       | 672.5       | 491.75      | 482         | 156.5       |
|                  | Community Fire Prevention Events                                           | Fire Prevention / Operations | Operate Transparently              | N/A         | 116         | 125         | 122         | 118         | 28          |
|                  | Average hours of training per employee                                     | Fire Operations              | Deliver high quality core services | 160.9       | 160.99      | 134.77      | 166         | 170         | 45          |

# DEVELOPMENT

|                      |                                                                                             | Program                                 | Goal                               | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 Target | FY 2018 YTD |
|----------------------|---------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------|---------|---------|---------|---------|---------|----------------|-------------|
| Performance Measures | Percentage of residential plan reviews completed in seven days or less (was 5 through FY16) | Building Inspection                     | Enable Responsible Development     | 21%     | 41%     | 77%     | 75%     | 84%     | ≥ 75%          | 83%         |
|                      | Percentage of commercial plan reviews completed in seven days or less (was 10 through FY16) | Building Inspection                     | Enable Responsible Development     | 44%     | 55%     | 77%     | 80%     | 80%     | ≥ 75%          | 59%         |
|                      | Percentage of inspections performed within 24 hours                                         | Building Inspection                     | Enable Responsible Development     | 97%     | 98%     | 99%     | 98%     | 98%     | ≥ 95%          | 96%         |
|                      | Percent of online department survey respondents satisfied with overall service              | Planning and Zoning/Building Inspection | Deliver high quality core services | 89%     | 98%     | 100%    | 70%     | 100%    | = 100%         | 100%        |
|                      | Retail occupancy rate                                                                       | Economic Development                    | Enable Responsible Development     | 88%     | 90%     | 90%     | 96%     | 97%     | ≥ 90%          | 97%         |
|                      | Office occupancy rate                                                                       | Economic Development                    | Enable Responsible Development     | 89%     | 89%     | 90%     | 92%     | 93%     | ≥ 90%          | 93%         |
|                      | Percentage growth in sales tax revenue (General Fund)                                       | Economic Development                    | Enable Responsible Development     | 7.6%    | 9.0%    | 3.1%    | 8.0%    | 0.50%   | ≥ 1.05%        | 7.1%        |
| Vital Statistics     |                                                                                             | Program                                 | Goal                               | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 YTD    |             |
|                      | Number of Inspections Performed                                                             | Building Inspection                     | Enable Responsible Development     | 6,832   | 4,621   | 7,194   | 9,977   | 9,978   | 2,712          |             |

**LEISURE**

|                      |                                                                                       | Program                    | Goal                               | FY 2013     | FY 2014     | FY 2015     | FY 2016     | FY 2017     | FY 2018 Target | FY 2018 YTD |
|----------------------|---------------------------------------------------------------------------------------|----------------------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|----------------|-------------|
| Performance Measures | Percentage of competitive athletic fields meeting departmental maintenance standards  | Athletic Field Maintenance | Safeguard Colleyville's identity   | New Measure | 80%         | 80%         | 85%         | 100%        | ≥ 85%          | 73%         |
|                      | Percentage of park inspections meeting standards                                      | Park Maintenance           | Safeguard Colleyville's identity   | 87%         | 80%         | 95%         | 96%         | 96%         | ≥ 85%          | 97%         |
|                      | Percentage of library materials requests filled within 30 days                        | Library Services           | Deliver high quality core services | 86%         | 96%         | 93%         | 94%         | 98%         | ≥ 80%          | Annual      |
|                      | Percentage of library patrons who come to the library looking for items and find them | Library Services           | Deliver high quality core services | 79%         | 80%         | 81%         | 83%         | 83%         | ≥ 80%          | 82%         |
|                      | Children’s program attendance                                                         | Library Services           | Safeguard Colleyville's identity   | 21,955      | 18,363      | 17,173      | 18,888      | 19,471      | ≥ 18,000       | 6,721       |
|                      | Adult and teen program attendance                                                     | Library Services           | Safeguard Colleyville's identity   | 910         | 795         | 651         | 800         | 1,113       | ≥ 650          | 225         |
|                      | Children’s summer reading program participation                                       | Library Services           | Safeguard Colleyville's identity   | 1,182       | 1,188       | 987         | 1,278       | 1,127       | ≥ 1,000        | Annual      |
|                      | Adult and teen summer reading program participation                                   | Library Services           | Safeguard Colleyville's identity   | 118         | 114         | 84          | 148         | 228         | ≥ 100          | Annual      |
|                      | Library patron visits                                                                 | Library Services           | Safeguard Colleyville's identity   | 123,211     | 134,314     | 133,076     | 120,202     | 94,649      | ≥ 90,000       | 20,157      |
|                      | Library patron visits - In Person                                                     | Library Services           | Safeguard Colleyville's identity   | New Measure | New Measure | New Measure | New Measure | New Measure | New Measure    | 19,158      |
|                      | Library patron visits - Online                                                        | Library Services           | Safeguard Colleyville's identity   | New Measure | New Measure | New Measure | New Measure | New Measure | New Measure    | 999         |
|                      | Reference questions answered                                                          | Library Services           | Deliver high quality core services | 35,048      | 34,073      | 25,025      | 28,717      | 33,280      | ≥ 25,000       | 5,876       |
|                      | Circulation of the library materials collection                                       | Library Services           | Deliver high quality core services | 250,737     | 234,667     | 228,160     | 222,123     | 227,252     | ≥ 220,000      | 49,993      |
|                      | Percentage of offered classes/programs held                                           | Recreation                 | Safeguard Colleyville's identity   | 65%         | 71%         | 73%         | 77%         | 79%         | ≥ 60%          | 77%         |
|                      | Number of participants                                                                | Senior Center              | Safeguard Colleyville's identity   | 1,751       | 3,734       | 3,767       | 4,574       | 4,148       | ≥ 1,500        | 805         |
|                      | Percentage of resident membership visits                                              | Senior Center              | Safeguard Colleyville's identity   | 58%         | 60%         | 59%         | 51%         | 50%         | ≥ 60%          | 47%         |
|                      | Percentage of cost recovery                                                           | Colleyville Center         | Deliver high quality core services | 66%         | 81%         | 75%         | 62%         | 65%         | ≥ 70%          | 55%         |
|                      | Percentage of customer satisfaction ratings of “excellent”                            | Colleyville Center         | Deliver high quality core services | 96.3%       | 96.4%       | 97.3%       | 98%         | 97%         | ≥ 97%          | 97%         |
|                      | Number of events held                                                                 | Colleyville Center         | Safeguard Colleyville's identity   | 386         | 412         | 452         | 376         | 405         | ≥ 400          | 111         |



|                  |                                                                                    | Program                    | Goal                               | FY 2013   | FY 2014   | FY 2015   | FY 2016   | FY 2017   | FY 2018 YTD |
|------------------|------------------------------------------------------------------------------------|----------------------------|------------------------------------|-----------|-----------|-----------|-----------|-----------|-------------|
| Vital Statistics | Percentage of Colleyville households with at least one active library card holder  | Library Services           | Safeguard Colleyville's identity   | 50%       | 50%       | 50%       | 50%       | 50%       | 64%         |
|                  | Library materials collection size                                                  | Library Services           | Safeguard Colleyville's identity   | 69,736    | 74,525    | 77,664    | 80,452    | 82,182    | 72,542      |
|                  | Number of staff hours dedicated to athletic field maintenance and game preparation | Athletic Field Maintenance | Safeguard Colleyville's identity   | 4,884     | 3,697     | 4,032     | 4,007     | 3,804     | 696         |
|                  | Number of youth sports participants                                                | Athletic Field Maintenance | Safeguard Colleyville's identity   | 4,063     | 4,315     | 4,434     | 4,302     | 4,517     | 2,136       |
|                  | Percentage of non-resident youth sports participants                               | Athletic Field Maintenance | Safeguard Colleyville's identity   | 49%       | 52%       | 52%       | 59%       | 49%       | 49%         |
|                  | Percentage of revenue recovery                                                     | Athletic Field Maintenance | Deliver high quality core services | 12%       | 12%       | 20%       | 18%       | 18%       | 9%          |
|                  | Number of classes/programs offered                                                 | Senior Center              | Safeguard Colleyville's identity   | 151       | 212       | 191       | 172       | 179       | 37          |
|                  | Average membership visits per month                                                | Senior Center              | Safeguard Colleyville's identity   | 534       | 544       | 827       | 1,019     | 913       | 767         |
|                  | Number of Metroport Meals on Wheels participants                                   | Senior Center              | Safeguard Colleyville's identity   | 1,727     | 1,607     | 1,695     | 1,553     | 1,284     | 292         |
|                  | Percentage of Meals on Wheels participants who are residents                       | Senior Center              | Safeguard Colleyville's identity   | 52%       | 49%       | 47%       | 43%       | 45%       | 44%         |
|                  | Percentage of resident class participants                                          | Recreation                 | Safeguard Colleyville's identity   | 49%       | 42%       | 44%       | 43%       | 43%       | 37%         |
|                  | Revenue generated from bookings                                                    | Colleyville Center         | Deliver high quality core services | \$246,797 | \$230,793 | \$226,901 | \$209,919 | \$230,612 | \$43,795    |
|                  | Percentage of events generating economic impact for local business                 | Colleyville Center         | Safeguard Colleyville's identity   | 57%       | 59%       | 59%       | 60%       | 70%       | 55%         |
|                  | Percent of total events held: Colleyville residents                                | Colleyville Center         | Safeguard Colleyville's identity   | 9%        | 10%       | 11%       | 23%       | 13%       | 19%         |
|                  | Percent of total events held: Non-residents                                        | Colleyville Center         | Safeguard Colleyville's identity   | 41%       | 36%       | 30%       | 25%       | 34%       | 17%         |
|                  | Percent of total events held: Non-profits                                          | Colleyville Center         | Safeguard Colleyville's identity   | 44%       | 47%       | 50%       | 45%       | 46%       | 60%         |
|                  | Percent of total events held: City departments                                     | Colleyville Center         | Safeguard Colleyville's identity   | 6%        | 7%        | 9%        | 7%        | 7%        | 4%          |
|                  | Percent of revenue: Colleyville residents                                          | Colleyville Center         | Deliver high quality core services | N/A       | N/A       | N/A       | 18%       | 20%       | 13%         |
|                  | Percent of revenue: Non-residents                                                  | Colleyville Center         | Deliver high quality core services | N/A       | N/A       | N/A       | 61%       | 53%       | 34%         |
|                  | Percent of revenue: Non-profits                                                    | Colleyville Center         | Deliver high quality core services | N/A       | N/A       | N/A       | 20%       | 27%       | 53%         |
|                  | Percent of revenue: City departments                                               | Colleyville Center         | Deliver high quality core services | N/A       | N/A       | N/A       | 1%        | 0%        | 0%          |

# PUBLIC WORKS

|                      |                                                                   | Program                | Goal                               | FY 2013     | FY 2014     | FY 2015     | FY 2016     | FY 2017     | FY 2018 Target | FY 2018 YTD |
|----------------------|-------------------------------------------------------------------|------------------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|----------------|-------------|
| Performance Measures | Percent of internal customers satisfied with facility environment | Building Services      | Deliver high quality core services | 89%         | 84%         | 86%         | 96%         | 92%         | ≥ 90%          | N/A         |
|                      | Percentage of work orders responded to within one business day    | Building Services      | Deliver high quality core services | 78%         | 51%         | 83%         | 89%         | 91%         | ≥ 90%          | 90%         |
|                      | Percent of scheduled lane miles of public streets swept           | Stormwater Management  | Assure adequate infrastructure     | 98%         | 99%         | 99%         | 94%         | 100%        | ≥ 98%          | 100%        |
|                      | Percent of storm drain inlets inspected                           | Drainage Maintenance   | Assure adequate infrastructure     | New Measure | 20%         | 51%         | 55%         | 50%         | ≥ 50%          | 51%         |
|                      | Percentage of storm sewer lines inspected                         | Drainage Maintenance   | Assure adequate infrastructure     | New Measure | <1%         | <1%         | <1%         | <1%         | ≥ 10%          | 0.00%       |
|                      | Meter reading accuracy                                            | Utility Support        | Deliver high quality core services | 99%         | 99%         | 98%         | 99%         | 98%         | ≥ 98%          | 98%         |
|                      | Percentage of total waste water lines cleaned annually            | Waste Water Collection | Assure adequate infrastructure     | 93%         | 78%         | 91%         | 94%         | 93%         | ≥ 95%          | N/A         |
|                      | Percentage of water valves exercised                              | Water Distribution     | Assure adequate infrastructure     | New Measure | 12%         | 0.05%       | 15%         | 34%         | ≥ 20%          | 0%          |
|                      | Percentage of water meters replaced                               | Utility Support        | Deliver high quality core services | New Measure | New Measure | New Measure | New Measure | New Measure | ≥8%            | 1%          |
|                      | Average age of street and traffic signs                           | Street Maintenance     | Deliver high quality core services | New Measure | New Measure | New Measure | New Measure | New Measure | ≤10 Years      | 73%         |
|                      | Average age of long line pavement markings                        | Street Maintenance     | Deliver high quality core services | New Measure | New Measure | New Measure | New Measure | New Measure | ≤5 Years       | 42%         |
|                      | Percent of street and traffic signs replaced                      | Street Maintenance     | Deliver high quality core services | 12%         | 15%         | 15%         | 7%          | 5.00%       | ≥ 10%          | 2.00%       |
|                      | Percentage of pavement markings renewed                           | Street Maintenance     | Deliver high quality core services | New Measure | 20%         | 4%          | 15%         | 12.2%       | ≥ 20%          | 0.0%        |

|                  |                                                                                  | Program              | Goal                               | FY 2013     | FY 2014 | FY 2015 | FY 2016  | FY 2017 | FY 2018 YTD |
|------------------|----------------------------------------------------------------------------------|----------------------|------------------------------------|-------------|---------|---------|----------|---------|-------------|
| Vital Statistics | Percentage of monthly water samples testing negative for coliform bacteria       | Water Distribution   | Deliver high quality core services | 99.36%      | 99%     | 98%     | 100%     | 100%    | 100%        |
|                  | Percentage of fleet time available                                               | Fleet Maintenance    | Deliver high quality core services | 98%         | 98%     | 98%     | 99%      | 99%     | 98%         |
|                  | Ratio of scheduled maintenance to unscheduled repairs                            | Building Services    | Deliver high quality core services | 68%         | 41%     | 68%     | 50%      | 51%     | 50%         |
|                  | Number of infrastructure repairs needed within two- year maintenance bond period | Engineering Services | Assure adequate infrastructure     | 0           | 0       | 0       | 0        | 2       | 0           |
|                  | Value of newly-constructed public infrastructure in place                        | Engineering Services | Assure adequate infrastructure     | New Measure | \$5.82M | \$17.3M | \$11.7 M | \$19.4M | \$7.0 M     |
|                  | Percentage of construction time with City staff present                          | Engineering Services | Assure adequate infrastructure     | New Measure | 18%     | 23%     | 30%      | 25%     | 24%         |
|                  | Percentage of time preventative maintenance is completed on schedule             | Fleet Maintenance    | Assure adequate infrastructure     | New Measure | 95%     | 96%     | 96%      | 99%     | 100%        |
|                  | Water loss ratio                                                                 | Water Distribution   | Assure adequate infrastructure     | 4.33%       | 4.34%   | 3.08%   | 2.50%    | 2.96%   | N/A         |

## ADMINISTRATION

|                      |                                                                                                            | Program               | Goal                               | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 Target | FY 2018 YTD |
|----------------------|------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------|---------|---------|---------|---------|---------|----------------|-------------|
| Performance Measures | City-initiated news leads                                                                                  | Communications        | Operate transparently              | 31      | 23      | 29      | 31      | 52      | ≥ 30           | 28          |
|                      | Number of public information campaigns                                                                     | Communications        | Operate transparently              | 6       | 4       | 6       | 6       | 9       | ≥ 8            | 2           |
|                      | Achieve GFOA's Distinguished Budget Award                                                                  | City Manager's Office | Deliver high quality core services | Yes     | Yes     | Yes     | Yes     | Yes     | Yes            | N/A         |
|                      | Percentage of board, commission, and committee members that have completed Texas Open Meeting Act training | City Secretary        | Operate transparently              | < 50%   | 89%     | 91%     | 86%     | 94%     | ≥ 95%          | 94%         |

|                  |                                                                                           | Program               | Goal                               | FY 2013     | FY 2014     | FY 2015  | FY 2016  | FY 2017   | FY 2018 YTD |
|------------------|-------------------------------------------------------------------------------------------|-----------------------|------------------------------------|-------------|-------------|----------|----------|-----------|-------------|
| Vital Statistics | Tax rate per hundred dollars of valuation                                                 | City Council          | Deliver high quality core services | \$0.3559    | \$0.3559    | \$0.3559 | \$0.3559 | \$0.33913 | \$0.33383   |
|                  | Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event) | City Manager's Office | Deliver high quality core services | 572         | 553         | 658      | 752      | 702       | 112         |
|                  | Visits to Colleyville.com                                                                 | Communications        | Operate transparently              | 300,605     | 318,759     | 317,793  | 321,567  | 294,099   | 93,927      |
|                  | E-newsletter subscribers                                                                  | Communications        | Operate transparently              | 1,679       | 2,621       | 2,839    | 3,225    | 3,819     | 3,894       |
|                  | Social Media Followers on City of Colleyville Government                                  | Communications        | Operate transparently              | New Measure | New Measure | 1,000    | 1,836    | 2,546     | 2,744       |
|                  | Number of public information requests                                                     | City Secretary        | Operate transparently              | 217         | 260         | 283      | 296      | 255       | 44          |
|                  | Number of citizen survey responses                                                        | City Manager's Office | Operate transparently              | N/A         | 1,323       | N/A      | N/A      | 907       | N/A         |

## FINANCE

|  |                                                                                               | Program         | Goal                               | FY 2013     | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 Target | FY 2018 YTD |
|--|-----------------------------------------------------------------------------------------------|-----------------|------------------------------------|-------------|---------|---------|---------|---------|----------------|-------------|
|  | Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting               | Finance         | Deliver high quality core services | Yes         | Yes     | Yes     | N/A     | N/A     | Yes            | N/A         |
|  | Percentage warrants issued within 10 day (formerly 8 day) period after due date or court date | Municipal Court | Deliver high quality core services | New Measure | 97%     | 99%     | 99%     | 99.0%   | ≥ 97%          | 98.0%       |
|  | Billing accuracy rate                                                                         | Utility Billing | Deliver high quality core services | 99.0%       | 98.6%   | 99.8%   | 99.9%   | 99.6%   | ≥ 99.5%        | 99.0%       |

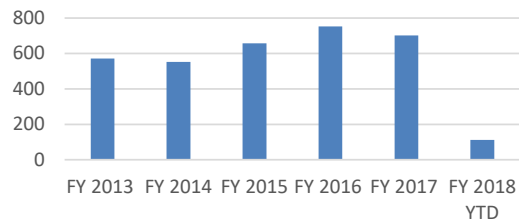
|                  |                                                                | Program         | Goal                               | FY 2013     | FY 2014     | FY 2015     | FY 2016     | FY 2017     | FY 2018 YTD |
|------------------|----------------------------------------------------------------|-----------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Vital Statistics | Percent of ACH payments to total accounts payable              | Finance         | Deliver high quality core services | New Measure | 16%         | 26%         | 26%         | 28%         | 30%         |
|                  | Number of citations filed per FTE                              | Municipal Court | Deliver high quality core services | 4,268       | 4,610       | 4,609       | 4,220       | 4,268       | 833         |
|                  | Number of citations going into warrant                         | Municipal Court | Deliver high quality core services | New Measure | New Measure | New Measure | New Measure | New Measure | 259         |
|                  | Percentage of automatic draft customers/total customers        | Utility Billing | Deliver high quality core services | 15%         | 19%         | 16%         | 17%         | 19%         | 19%         |
|                  | Percentage of customers paying before cutoff                   | Utility Billing | Deliver high quality core services | 97%         | 97%         | 97%         | 97%         | 96%         | 96%         |
|                  | Uncollectible accounts written off at year end (water & sewer) | Utility Billing | Deliver high quality core services | \$30,500    | \$26,080    | \$27,178    | \$19,150    | \$22,069    | N/A         |

# INTERNAL SERVICES

|                      |                                                                                                  | Program                              | Goal                               | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 Target | FY 2018 YTD |
|----------------------|--------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------|---------|---------|---------|---------|---------|----------------|-------------|
| Performance Measures | Percentage turnover (per fiscal year)                                                            | Human Resources                      | Deliver high quality core services | 22%     | 15%     | 17%     | 14%     | 14%     | ≤ 15%          | 3%          |
|                      | Percentage of annual performance evaluations completed on time                                   | Human Resources                      | Deliver high quality core services | 25%     | 98%     | 73%     | 99%     | 95%     | ≥ 90%          | N/A         |
|                      | Percentage of employees who participate in wellness program                                      | Human Resources                      | Deliver high quality core services | 78%     | 86%     | 85%     | 92%     | 91%     | ≥ 80%          | N/A         |
|                      | Workers' compensation experience modification factor (actual losses compared to expected losses) | Human Resources                      | Deliver high quality core services | 0.48    | 0.45    | 0.83    | 0.84    | 0.84    | ≤ 0.85         | 0.58        |
|                      | Medical and pharmacy loss ratio (paid claims divided by premiums)                                | Human Resources                      | Deliver high quality core services | 66%     | 75.8%   | 87.4%   | 75.5%   | 102.4%  | ≤ 85%          | 100.0%      |
|                      | Percentage of product requests completed on time                                                 | Graphical Information Services (GIS) | Deliver high quality core services | 82%     | 88%     | 93%     | 93.4%   | 92%     | ≥ 85%          | 96%         |
|                      | Percentage of broadcast uptime                                                                   | Network/Desktop Services             | Deliver high quality core services | 99.82%  | 99.86%  | 99.88%  | 99.99%  | 99.999% | ≥ 99%          | 99%         |
|                      | Percentage of work orders completed on time                                                      | Network/Desktop Services             | Deliver high quality core services | 87%     | 78%     | 87%     | 92.9%   | 91%     | ≥ 95%          | 98%         |
|                      | Percentage of network data and telecommunications uptime                                         | Network/Desktop Services             | Deliver high quality core services | 99.83%  | 99.73%  | 99.80%  | 99.99%  | 99.997% | ≥ 99%          | 99%         |
|                      | Percentage of IT work plan projects completed on time                                            | Network/Desktop Services             | Deliver high quality core services | 100%    | 97%     | 94%     | 95%     | 100%    | = 100%         | 100%        |
|                      | Percentage of data backup success                                                                | Network/Desktop Services             | Deliver high quality core services | 91%     | 91%     | 92%     | 94.2%   | 97%     | = 100%         | 98%         |
| Vital Statistics     |                                                                                                  | Program                              | Goal                               | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 YTD    |             |
|                      | Total number of equipment pieces maintained by department                                        | Network/Desktop Services             | Deliver high quality core services | 419     | 569     | 589     | 609     | 609     | 613            |             |

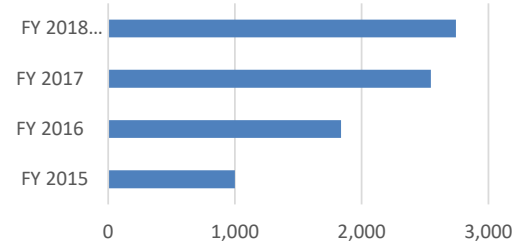
### Solid Waste & Recycling

Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event)



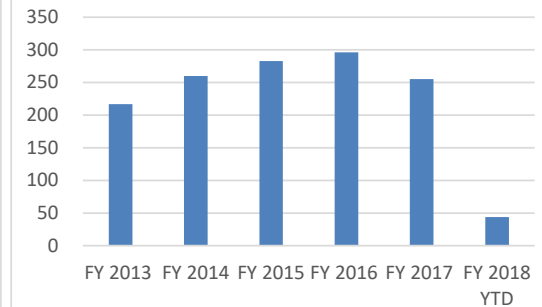
### Communications

Social Media Followers on City of Colleyville Government



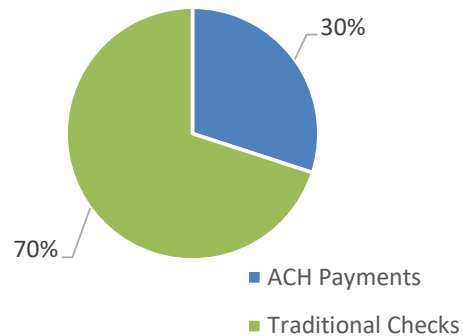
### City Secretary

Number of public information requests



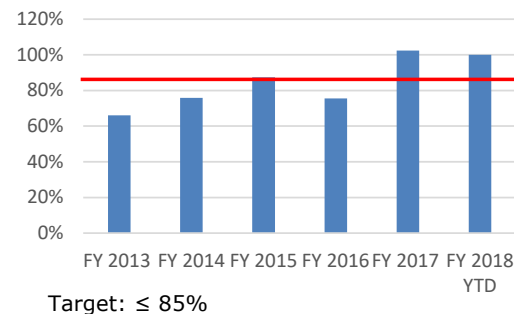
### Finance

Percent of ACH payments to total accounts payable



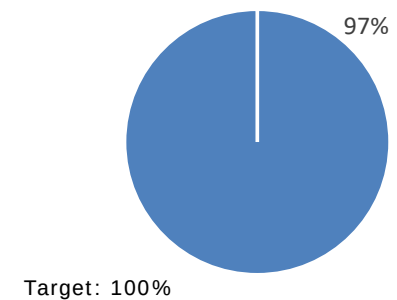
### Human Resources

Medical and pharmacy loss ratio (paid claims divided by premiums)



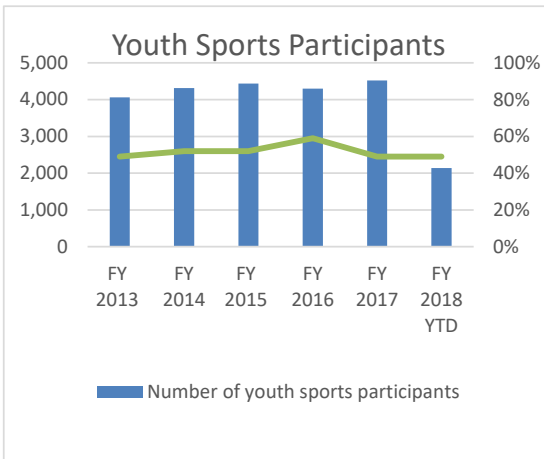
### Technology

Percentage of data backup success

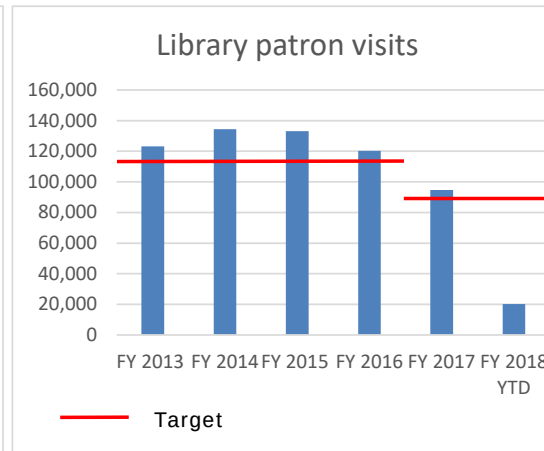




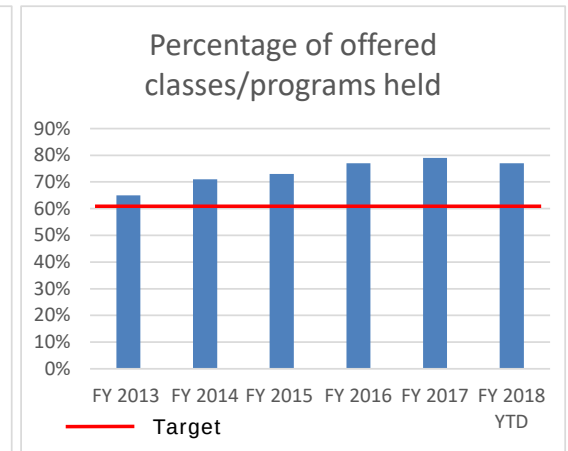
### Parks



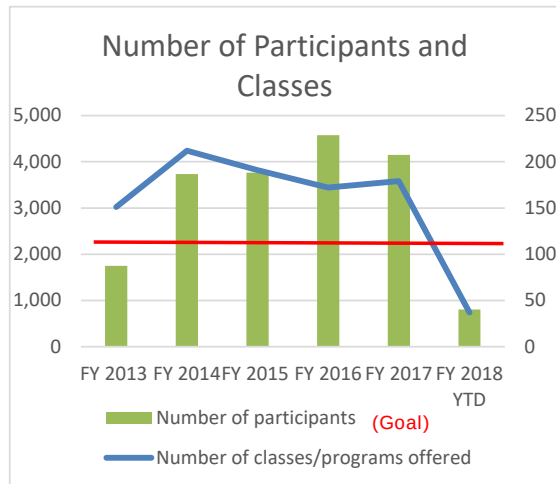
### Library



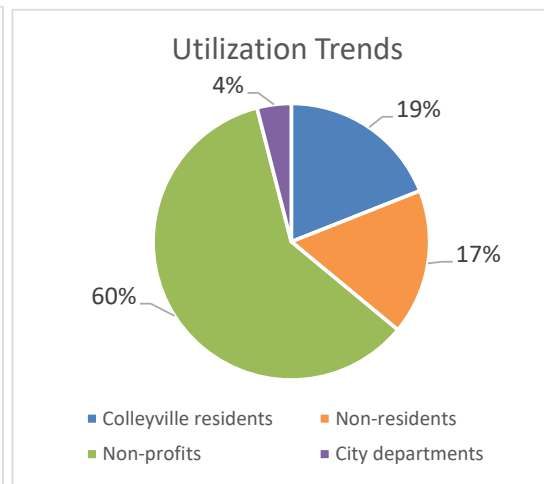
### Recreation



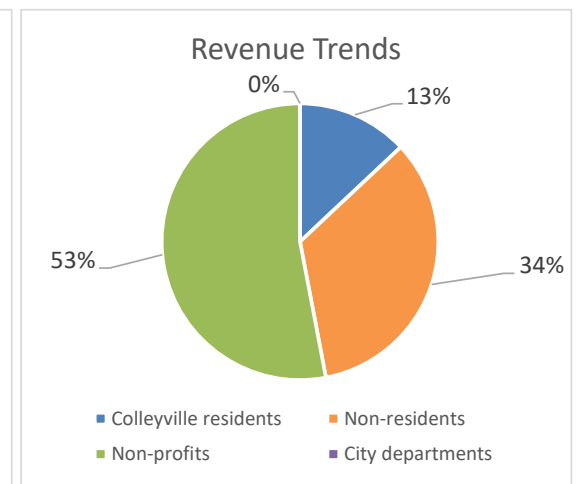
### Senior Center



### Colleyville Center

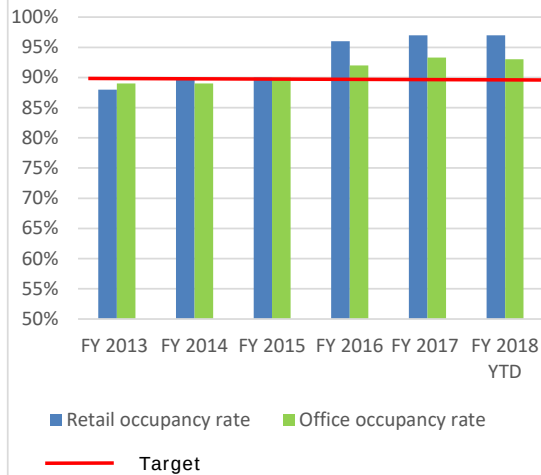


### Colleyville Center

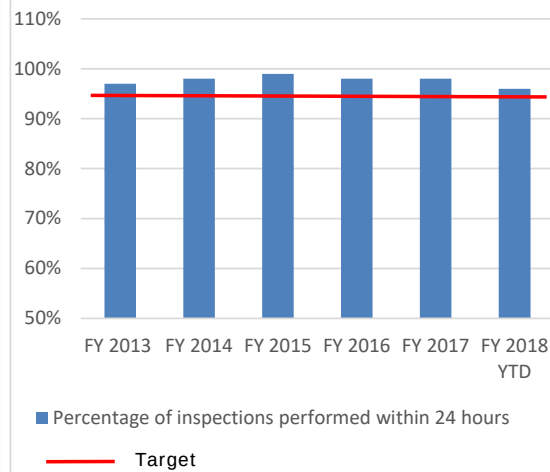


# Dashboard: Development & Infrastructure FY 2018 Q1

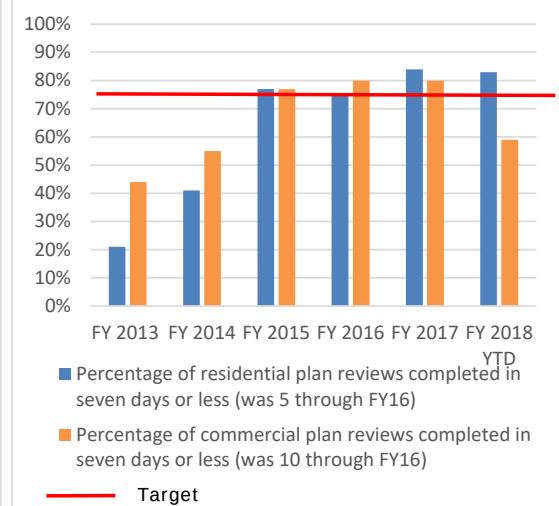
## Retail & Office Occupancy Rate



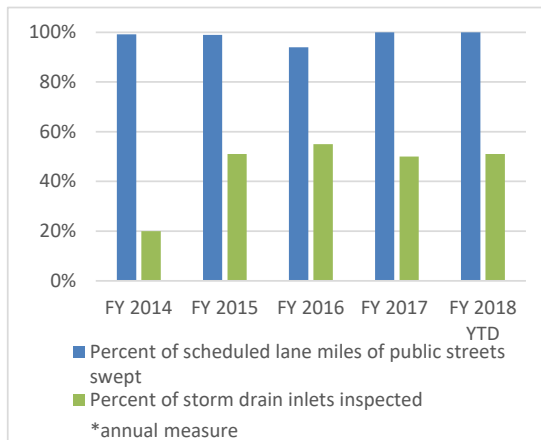
## Inspections Performed within 24 hours



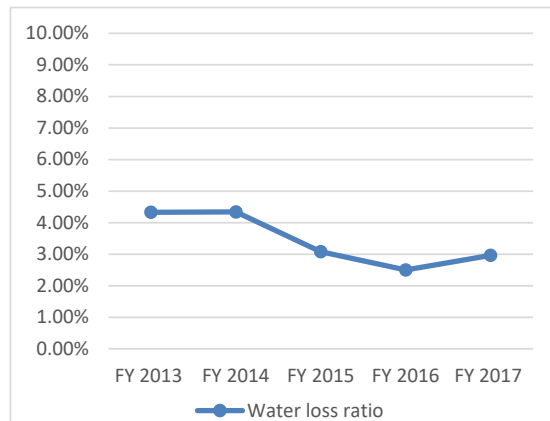
## Plan Review & Inspections Timeliness



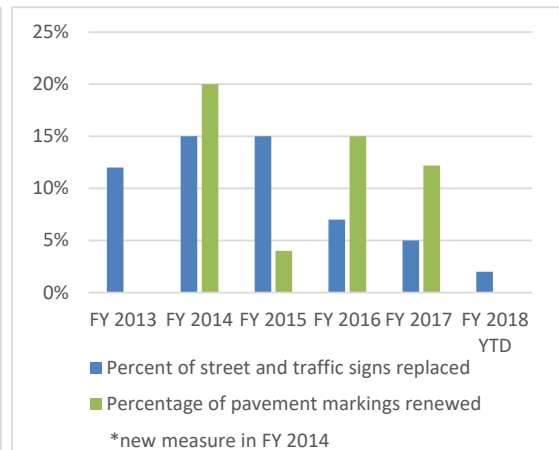
## Stormwater & Drainage



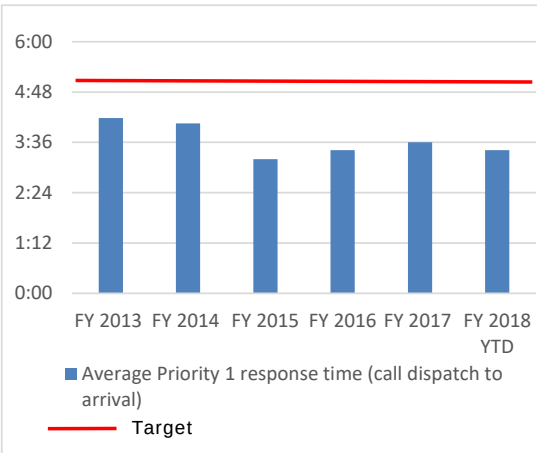
## Water Loss Ratio



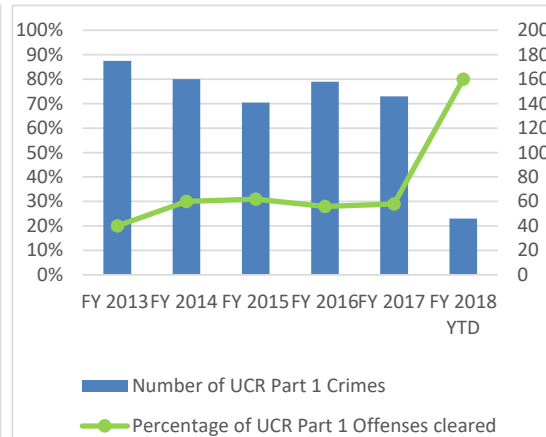
## Street Maintenance



### Police Response Time

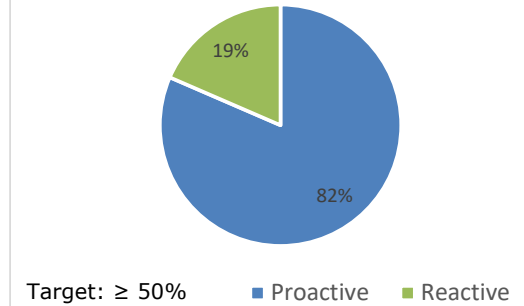


### UCR Part 1 Crimes

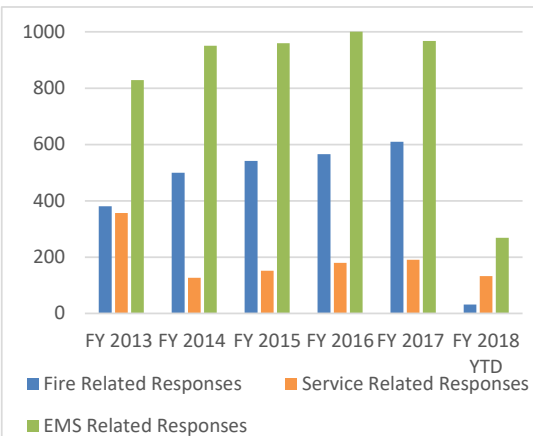


### Code Enforcement

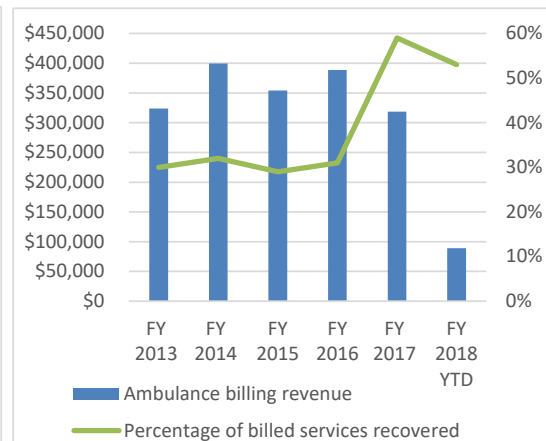
#### Percentage of code violations located proactively



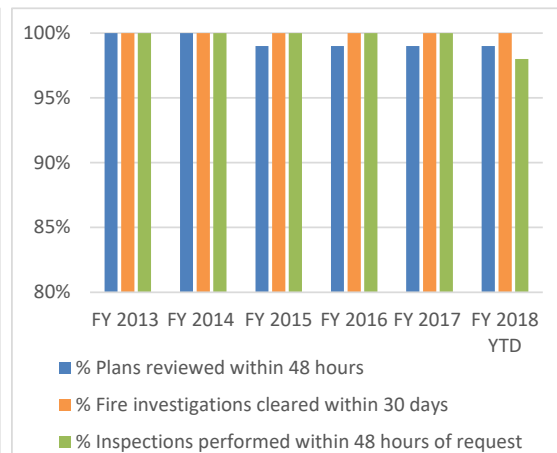
### Fire & EMS Responses



### Ambulance Billing



### Fire Prevention / Investigation





# City of Colleyville City Council Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 6

**Agenda Date** 02/20/2018

**Type** Report

**Department** City Secretary

---

## **Title**

Library Board Minutes - September 11, 2017

## **Attachments**

1. Library Board Minutes - September 11 2017 APPROVED



# City of Colleyville

## Colleyville Library Board

### MINUTES

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

---

Monday, August 14, 2017  
6:00 p.m.

Colleyville Public Library  
110 Main Street

---

#### 1. CALL TO ORDER

Chair Kay Newton called the meeting of the Colleyville Library Board to order at 6:12 p.m.

#### ROLL CALL

**Present** Board members: Chairperson Kay Newton, Molly Skinner, Billie Tuttle, Seanna Billinger, Joan Roberts; City Staff: Library Director Mary Rodne, Pat Jones, Colleyville Library Foundation President

**Absent** Board members: Nancy Andrews, Linda Barton, Merry Graves, Alternate Shanthi Kannan

#### 2. APPROVAL OF MINUTES

June 12, 2017

A motion was made by Molly Skinner and seconded by Seanna Billinger to approve the June 12, 2017 minutes. The motion was approved unanimously.

#### 3. REGULAR AGENDA ITEMS

##### 3a Library Board appointments update

Director Mary Rodne stated that Library Board applications had been received in the City Secretary's Office and these applications were tentatively scheduled to be reviewed at the October 10, 2017 City Council meeting. Rodne stated that the date of the next Library Board meeting would be contingent upon the approval timeframe of new board members.

##### 3b City of Colleyville Fiscal Year 2018 (FY 2018) budget update

Rodne reported that the portion of the Library's budget that is funded by the City's General Fund would remain similar to FY 2017 and that most of the Library's programs and materials were supported by the Voluntary Library Fund. Rodne added that funding

for the Library Spatial Reconfiguration Project was approved at \$459,470 and would be paid out of the CEDC (Colleyville Economic Development Corporation) Fund. Rodne explained that any funding provided by the Friends of the Colleyville Public Library and Colleyville Public Library Foundation would provide extra support.

**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 2017. Rodne stated that the anticipated available funds were about \$376,711 and requested \$160,000 be used for the purchase of library materials, materials processing supplies, and programs. The board discussed the proposed expenditures of \$160,000 for the purchase of collection materials, materials processing supplies, and library programs. A motion was made by Joan Roberts and seconded by Billie Tuttle 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 \$160,000 for the FY2018 budget year. The motion was approved unanimously. Rodne noted that this recommendation would be included as a consent agenda item at October 10, 2017 City Council meeting.

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

Aaron Babcock, of Hidell Associates Architects, presented an update on the Library Spatial Reconfiguration Project by summarizing the goals: 1) improve the patron's access to popular materials and 2) to simplify the user engagement.

Babcock provided information on the circulation statistics that determined the proposed renovation design and, overall, would allow space to reallocate the collection, increase seating, enhance lighting, add signage, and create a flexible program space. Babcock explained that first floor improvements could specifically include: carpet replacement, installation of LED lighting, privacy seating with charging stations, additional seating in existing Study Rooms, and defined "quiet zones." Babcock explained that second floor improvements could include: additional lighting and casual seating outside of meeting rooms, a complete redesign of the "toddler zone", increased space for juvenile collections, and the addition of a self-check machine.

Rodne noted that some features of this project were items removed from the 2011 Second Floor Expansion Project due to budgetary restraints. Rodne added that the next steps would be to obtain input from staff, develop a more detailed budget and timing plan, review furniture options and configurations, and present the final plan to City Council.



## **4. REPORTS**

### **4a Librarian's Report**

#### **A. Monthly Statistics:**

Director Rodne provided an overview of the statistics for the months of June and July 2017.

#### **B. Donations:**

Rodne stated that there were no donations received during June and July 2017.

#### **C. Library Programs:**

Rodne summarized the Summer Reading Program and the circulation incentives related to September's National Library Card Sign-Up Month. Rodne further provided an update on the current registration numbers and new programs for fall story times, including a homeschool and STEM program. Rodne outlined a few of the new City of Colleyville Special Events, including an outdoor movie in November 2017 and the opening of a Farmer's Market in March 2018.

### **4b Friends of the Colleyville Public Library Report**

Joan Roberts reported that the Friends of the Colleyville Public Library donated five boxes of juvenile books to benefit children affected by Hurricane Harvey and displaced to local shelters. Kay Newton added that the Friends were considering additional opportunities to provide books to emergency shelters. Roberts stated that the Friends provided financial support for an adult speaker program in August. Roberts explained that the June election of officers results maintained Joan Roberts as President, Kay Newton as Treasurer, Mary Alice Rippe as Vice President, and Nancy Tuuling as Secretary.

### **4c Colleyville Public Library Foundation Report**

Pat Jones reported that the Foundation was participating in North Texas Giving Day on Thursday, September 14, 2017. Jones added that she expected donations would largely be directed toward the aid of Hurricane Harvey victims. Jones explained that this was the first year NTGD donations could begin a week in advance, rather than one single day and expressed appreciation to the City of Colleyville for the additional publicity of this event, on behalf of the Foundation.

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

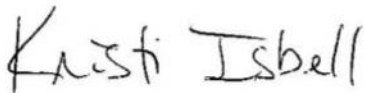
There were no citizen comments/presentations regarding items not on the agenda.

**6. ADJOURNMENT**

A motion was made by Billie Tuttle and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 7:25 p.m. The motion was approved unanimously.

*APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 12th DAY OF February, 2018.*

*Minutes taken and prepared by:*



*Kristi Isbell  
Colleyville Public Library  
Community Events Coordinator*

**RESOLUTION R-18-4238**

**A RESOLUTION APPROVING CITY COUNCIL ACTION  
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF  
FEBRUARY 20, 2018**

**WHEREAS,** City Council has taken action on certain items on the agenda under Business.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF COLLEYVILLE, TEXAS:**

a. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS AND \_ ABSTENTIONS ON THIS  
THE 20<sup>TH</sup> DAY OF FEBRUARY 2018.

|                         |       |                               |       |
|-------------------------|-------|-------------------------------|-------|
| Mayor Richard Newton    | _____ | Mayor Pro Tem Bobby Lindamood | _____ |
| Place 1, Tammy Nakamura | _____ | Place 3, Kathy Wheat          | _____ |
| Place 4, George Dodson  | _____ | Place 5, Nancy Coplen         | _____ |
| Place 6, Mike Taylor    | _____ |                               |       |

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven, TRMC  
City Secretary

Richard Newton  
Mayor