



# City of Colleyville

## Colleyville Library Board Agenda

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

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Monday, October 12, 2020  
6:00 p.m.

Colleyville Public Library  
110 Main Street

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- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**

August 10, 2020

- 3. REGULAR AGENDA ITEMS**

- 3a** Library Board appointments update
- 3b** City of Colleyville Fiscal Year 2021 (FY21) budget update
- 3c** Discussion of Items for Future Agendas

- 4. REPORTS**

Librarian's Report  
Friends of the Colleyville Public Library Report  
Colleyville Public Library Foundation Report

- 5. CITIZEN COMMENTS**

- 6. ADJOURNMENT**

*I hereby certify this agenda was posted on City Hall bulletin boards Thursday, October 8, 2020 by 5:00 p.m.*

Mary Rodne, Library Director

*A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.*

*If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Library Assistant at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.*



# City of Colleyville Colleyville Library Board Agenda Briefing

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

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|                                 |                               |               |
|---------------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 2a         | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
| <b>Type</b> Approval of Minutes |                               |               |
| <b>Department</b> Library       |                               |               |
| <b>Title</b>                    |                               |               |
| August 10, 2020                 |                               |               |

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## Explanation

## Attachments

1. Library Board Minutes - August 10, 2020



# City of Colleyville

## Colleyville Library Board

### MINUTES

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

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Monday, August 10, 2020  
6:00 p.m.

Colleyville Public Library  
110 Main Street

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#### 1. CALL TO ORDER

Due to technical difficulties, Vice-Chair Cecilia Sublette called the meeting of the Colleyville Library Board to order at 6:05 p.m. When Chair Gary McPherson re-joined, it was decided Cecilia Sublette would continue to lead the meeting.

Present Board members: Chair Gary McPherson, Molly Skinner, Pat Jones, Cecilia Sublette, Merry Graves, Joan Roberts, Kay Newton, Lourdes McWithey; City Staff: Library Director Mary Rodne, Library Administrative Secretary Maria Hoefke

#### 2. APPROVAL OF MINUTES

June 8, 2020

A motion was made by Molly Skinner and seconded by Kay Newton to approve the June 8, 2020 minutes. The motion was approved unanimously.

#### 3. REGULAR AGENDA ITEMS

##### 3a City of Colleyville Fiscal Year 2021 (FY21) budget update

Director Rodne presented an update on the proposed Colleyville Public Library FY 2021 (FY21) budget, and noted that according to the proposed City's FY21 budget discussed at City Council Worksession on August 4, 2020, the Library's budget was included according to what was submitted and similar to the current year. Rodne added that the City Council would be adopting the FY21 budget at September 15, 2020, City Council meeting.

**3b** Approval to use the Voluntary Library Fund in Fiscal Year 2021, for purchase of library materials, materials processing supplies, and library programs, in an amount not to exceed \$170,000

Director Rodne presented an overview of the Voluntary Library Fund report, which gave projections through September 2020. Rodne stated that the anticipated available funds were about \$178,714.00 and requested \$170,000.00 be used for the purchase of library materials, materials processing supplies, and programs. Rodne added that as of July 31, 2020, the projected available Voluntary Library Fund balance is \$368,827. It

has been determined that funds are available in the Voluntary Library Fund. The board discussed the proposed expenditures of \$170,000.00 for the purchase of collection materials, materials processing supplies, and library programs. A motion was made by and Kay Newton and seconded by Merry Graves 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 \$170,000.00 for the FY2021 budget year. The motion was approved unanimously.

### **3c Discussion of Items for Future Agendas**

The next two regularly scheduled meetings were tentatively set for Monday, October 12, 2020 and Monday, December 14, 2020.

Board members asked if future book author events will be held at the Library. Rodne stated that there are several author options but the Library is waiting for approval to safely hold larger events.

Board members also asked what the Library's plans were for supporting children who were going to be learning remotely or hybrid learning. Rodne stated virtual programming and crafts would continue through September into the fall for pre-school, kindergarten-aged children and school-aged children.

Vice-Chair Cecilia Sublette stated much praise for the Library has been received in the local Colleyville Mom's page on Facebook.

## **4. REPORTS**

### **4a Librarian's Report**

#### **A. Monthly Statistics:**

Director Rodne provided an overview of the statistics for the months of June 2020 through July 2020.

#### **B. Donations:**

Rodne reported that during the months of June and July, the Library received a total of \$667.53. In June, the Library received \$470.00 in donations. The donations included: \$100 from Orville and Cathy Prins in appreciation of Library staff; \$20 from Carol Harvey for adult programming; \$50 from the Saddlebrook Homeowners Association for the purchase of books in memory of Dr. Clifford Stanley Leffingwell, Jr.; and \$300 from Amy and Heath Dowell for the purchase of children's and young adult books in honor of birthdays of three Dowell children. In July, the Library received \$197.53 in donations.

The donation included: \$197.53 from Better World Books through the Friends of the Colleyville Public Library.

**C. Programs:**

Rodne gave an overview of the Library's Summer Reading Program. Held virtually this year, the Library hosted programs June 8 through July 25. Families registered for the individual classes and were emailed a Webex link. Craft packets were assembled for the weekly programs and picked up by individual families at the Library. It was decided to suspend Tiny Treasures this summer as no families with babies registered. Programs for older children were much more successful. Adult Services offered their virtual book clubs as well as two TED Talks and three online Show and Tells. Weekly performers during the Summer Reading Program normally total 14. However, this year six performers were able to provide programming. The Austin Reptiles, Dallas Zoo, James Wand, and Snake Encounters offered virtual programs. Two shows, Brett Roberts and Slick Jugglers performed their acts outside at the Plaza at Colleyville. As compared to last year where 106 programs were presented, this year the Library offered 38 with a virtual attendance of 2,603. Additionally, for the months of June and July, the Library's drive-up window saw an 85 percent increase in usage with 10,335 items requested to be put on hold in a two-month period. At-home book deliveries are continuing for now. The numbers have decreased since the start where there were at times 40 deliveries a day to about seven each on Tuesday and Thursday.

Rodne added that on Monday, Aug. 10<sup>th</sup>, the Library launched two new modules through the cloudLibrary app – cloudLibrary checkout and cloudLibrary assist. Rodne explained using the app, patrons are able to scan a barcode on an item using their individual devices without having to utilize the self-check machines. Additionally, the cloudLibrary assist keeps a tally of an individual's item checkout receipts.

Rodne also said the Library had seven open positions due to three staff moving, two retirees, a family illness, and one shifting to another department within the city. Three positions to date had been filled, two circulation clerks and one youth services assistant. Rodne said she is continuing the interview process for the remaining positions, of which there are many applicants.

**4b Friends of the Colleyville Public Library Report**

Board member Kay Newton reported on behalf of the Friends and stated the last meeting of the Friends of the Library was held on Zoom. The Friends of the Library held their annual meeting virtually for election of officers on June 11, 2020. The slate presented was Joan Roberts, president; Pam Pugliese, vice president; Merry Graves, secretary; and Kay Newton, treasurer. All in-house selling of books continues to be suspended as well as all outside book donations. Newton said the Friends had a successful membership renewal drive collecting \$1,780.00. Also, many members

included additional funds to their renewals. Newton added that due to the lack of in-house book sales and not being able to host the annual book sale events, the budget is down about \$3,000. Roberts said despite the reduced funds, the Friends did support this year's Summer Reading Program and will continue to do so in the future.

#### **4c Colleyville Public Library Foundation Report**

Pat Jones said the North Texas Giving Day will be held on Sept. 17, 2020. This event is the group's big fundraiser for the year.

### **5. CITIZEN COMMENTS**

There were no citizen comments/presentations regarding items not on the agenda.

### **6. ADJOURNMENT**

A motion was made by Gary McPherson and seconded by Pat Jones to adjourn the meeting of the Colleyville Library Board at 6:35p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF \_\_\_ AYES, \_\_\_ NAYS, AND \_\_\_ ABSTENTIONS ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_.

*Minutes taken and prepared by:*

*Maria Hoefke  
Administrative Secretary*



# City of Colleyville Colleyville Library Board Agenda Briefing

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|                         |                               |               |
|-------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 3a | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
|-------------------------|-------------------------------|---------------|

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**Type** Regular Agenda Items

**Department** Library

**Title**

Library Board appointments update

**Explanation**

Those who serve on citizen Boards, Commissions, or Committees have a direct impact on City policies and procedures, and provide a real service to the Colleyville community.

On September 23, 2020, the City Secretary's Office sent an e-mail to Library Board members with terms expiring November 2020. Members wishing to reapply, need to complete an application for appointment and return to the City Secretary's Office, no later than Friday, October 16, 2020. Library Director Mary Rodne will provide an update on the appointments process.

**Attachments**

1. Library Board Roster 2019-2020



## LIBRARY BOARD 2019-2020

### PLACE 1

#### **Kay Newton**

6002 Meadowhill Drive

Colleyville, TX 76034

H: (817) 421-0139

[gksafiq@aol.com](mailto:gksafiq@aol.com)

TERM: Nov 2019 – Nov 2021

### PLACE 2

#### **Gary McPherson**

316 Polo Trail

Colleyville, TX 76034

H: (972) 742-5778

[McPherson7@verizon.net](mailto:McPherson7@verizon.net)

TERM: Sep 2018 – Nov 2020

### PLACE 3

#### **Pat Jones**

102 Van Buren Court

Colleyville, TX 76034

H: (817) 994-4880

[Patjones102@gmail.com](mailto:Patjones102@gmail.com)

TERM: Nov 2019 – Nov 2021

### PLACE 4

#### **Molly Skinner**

309 Chestnut Bend

Colleyville, TX 76034

H: (817) 485-7354

[mollyskinn@aol.com](mailto:mollyskinn@aol.com)

TERM: Sep 2018 – Nov 2020

### PLACE 5

#### **Cecilia Sublette**

5601 Ponderosa Street

Colleyville, TX 76034

H: (817) 995-6592

[ceciliajs@aggienetwork.com](mailto:ceciliajs@aggienetwork.com)

TERM: Nov 2019 – Nov 2021

### PLACE 6

#### **Merry Graves**

6007 Montford Drive

Colleyville, TX 76034

H: (817) 637-3077

[jmgravess3@verizon.net](mailto:jmgravess3@verizon.net)

TERM: Sep 2018 – Nov 2020

### PLACE 7

#### **Lourdes McWithey**

4109 Southwood

Colleyville, TX 76034

H: (817) 503 – 0256

[lourdesmcwithey@yahoo.com](mailto:lourdesmcwithey@yahoo.com)

TERM: Sep 2018 – Nov 2020

### ALTERNATE 1

#### **Joan Roberts**

5105 Overhill Drive

H: (817) 571-5721

[jlroberts52@gmail.com](mailto:jlroberts52@gmail.com)

TERM: Nov 2019 – Nov 2021

### ALTERNATE 2

#### **Vacant**

TERM: Nov 2019 – Nov 2021

### EX-OFFICIO

#### **Pat Jones**

102 Van Buren Court

Colleyville, TX 76034

H: (817) 994-4880

[Patjones102@gmail.com](mailto:Patjones102@gmail.com)

### EX-OFFICIO

#### **Joan Roberts**

5105 Overhill Drive

Colleyville, TX 76034

H: (817) 571-5721

[jlroberts52@gmail.com](mailto:jlroberts52@gmail.com)



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|                         |                               |               |
|-------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 3b | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
|-------------------------|-------------------------------|---------------|

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**Type** Regular Agenda Items

**Department** Library

**Title**

City of Colleyville Fiscal Year 2021 (FY21) budget update

**Explanation**

Library Director Mary Rodne will present an update on the approved Colleyville Library Fiscal Year 2021 budget.

**Attachments**



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|-------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 3c | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
|-------------------------|-------------------------------|---------------|

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**Type** Regular Agenda Items

**Department** Library

**Title**

Discussion of Items for Future Agendas

**Explanation**

This item allows the opportunity for Library Board members to suggest items for consideration on future Library Board agendas and to confirm the next regularly scheduled meeting date.

**Attachments**



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|                           |                               |               |
|---------------------------|-------------------------------|---------------|
| <b>Agenda Number</b>      | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
| <b>Type</b> Report        |                               |               |
| <b>Department</b> Library |                               |               |
| <b>Title</b>              |                               |               |
| Librarian's Report        |                               |               |

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## Explanation

The reports provided are to update the Board members on the statistics and programs for the months August and September 2020.

A. Monthly Statistics

B. Donations

C. Library Programs

## Attachments

1. Library Statistics - August - September 2020
2. Volunteer Hours Summary - FY 2019-2020



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/AUGUST 2020

|                               | August<br>2020 | August<br>2019 | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | %<br>Change<br>(+/-) |
|-------------------------------|----------------|----------------|-------------------|-------------|----------------------|----------------------|
| <b>USAGE STATISTICS</b>       |                |                |                   |             |                      |                      |
| Persons Visiting the Library  | 4,014          | 6,503          | -38%              | 51,758      | 65,711               | -21%                 |
| Drive Up Transactions         | 445            | 129            | 245%              | 2,885       | 1,449                | 99%                  |
| Gate Count                    | 2,926          | 5,840          | -50%              | 42,557      | 59,069               | -28%                 |
| Cloud Library Activity        | 643            | 534            | 20%               | 6,316       | 5,193                | 22%                  |
| Total In-Library Transactions | 27,416         | 28,945         | -5%               | 240,814     | 299,061              | -19%                 |
| Study Room Hours Usage        | 0              | 289            | -100%             | 1,450       | 2,832                | -49%                 |
| Volunteer Hours               | 10.00          | 133.00         | -92%              | 1,144.95    | 2,867.16             | -60%                 |

### LIBRARY PROGRAMS PRESENTED

|   |   |      |     |     |      |
|---|---|------|-----|-----|------|
| 4 | 7 | -43% | 383 | 566 | -32% |
|---|---|------|-----|-----|------|

### PROGRAM ATTENDANCE

|    |    |      |        |        |     |
|----|----|------|--------|--------|-----|
| 16 | 99 | -84% | 20,553 | 20,703 | -1% |
|----|----|------|--------|--------|-----|

### COMPUTER USE

|          | Users |     |       | Users |       |      |
|----------|-------|-----|-------|-------|-------|------|
| Children | 0     | 91  | -100% | 338   | 1,329 | -75% |
| Adult    | 0     | 193 | -100% | 907   | 1,511 | -40% |

### CARD REGISTRATIONS

|    |    |     |     |     |      |
|----|----|-----|-----|-----|------|
| 73 | 76 | -4% | 589 | 951 | -38% |
|----|----|-----|-----|-----|------|

### CIRCULATION

|                   |        |        |      |         |         |      |
|-------------------|--------|--------|------|---------|---------|------|
| TOTAL CIRCULATION | 18,842 | 18,367 | 3%   | 185,007 | 217,187 | -15% |
| Cloud Library     | 5,351  | 3,694  | 45%  | 46,563  | 38,451  | 21%  |
| Zinio             | 544    | 60     | 807% | 4,742   | 4,996   | -5%  |
| OneClickdigital   | 105    | 71     | 48%  | 863     | 572     | 51%  |

### COLLECTION

|     |     |      |        |        |     |
|-----|-----|------|--------|--------|-----|
| 409 | 489 | -16% | 74,951 | 65,964 | 14% |
|-----|-----|------|--------|--------|-----|

### LIBRARY RECEIPTS

|          |            |      |          |             |      |
|----------|------------|------|----------|-------------|------|
| \$513.49 | \$1,872.91 | -73% | \$946.72 | \$18,878.08 | -95% |
|----------|------------|------|----------|-------------|------|



## COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

### REPORT TO LIBRARY BOARD/SEPTEMBER 2020

|                               | September<br>2020 | September<br>2019 | % Change<br>(+/-) | Current YTD | Last Year to<br>Date | % Change<br>(+/-) |
|-------------------------------|-------------------|-------------------|-------------------|-------------|----------------------|-------------------|
| <b>USAGE STATISTICS</b>       |                   |                   |                   |             |                      |                   |
| Persons Visiting the Library  | 3,953             | 6,622             | -40%              | 55,711      | 72,333               | -23%              |
| Drive Up Transactions         | 388               | 113               | 243%              | 3,273       | 1,562                | 110%              |
| Gate Count                    | 2,920             | 6,009             | -51%              | 45,477      | 65,078               | -30%              |
| Cloud Library Activity        | 645               | 500               | 29%               | 6,961       | 5,693                | 22%               |
| Total In-Library Transactions | 23,761            | 26,180            | -9%               | 264,575     | 325,241              | -19%              |
| Study Room Hours Usage        | 0                 | 333.5             | -100%             | 1,450       | 3,166                | -54%              |
| Volunteer Hours               | 0                 | 34                | -100%             | 1144.95     | 2900.91              | -61%              |

### LIBRARY PROGRAMS PRESENTED

|    |    |      |     |     |      |
|----|----|------|-----|-----|------|
| 17 | 60 | -72% | 400 | 626 | -36% |
|----|----|------|-----|-----|------|

### PROGRAM ATTENDANCE

|     |       |      |        |        |     |
|-----|-------|------|--------|--------|-----|
| 223 | 1,176 | -81% | 20,776 | 21,879 | -5% |
|-----|-------|------|--------|--------|-----|

### COMPUTER USE

Users

Users

|          |   |     |       |     |       |      |
|----------|---|-----|-------|-----|-------|------|
| Children | 0 | 42  | -100% | 338 | 1,371 | -75% |
| Adult    | 0 | 212 | -100% | 907 | 3,052 | -70% |

### CARD REGISTRATIONS

|    |    |      |     |       |      |
|----|----|------|-----|-------|------|
| 55 | 78 | -29% | 644 | 1,029 | -37% |
|----|----|------|-----|-------|------|

### CIRCULATION

|                   |        |        |       |         |         |      |
|-------------------|--------|--------|-------|---------|---------|------|
| TOTAL CIRCULATION | 16,756 | 17,290 | -3%   | 201,763 | 234,477 | -14% |
| Cloud Library     | 4,706  | 3,427  | 37%   | 51,269  | 41,878  | 22%  |
| Zinio             | 607    | 49     | 1139% | 5,349   | 5,045   | 6%   |
| OneClickdigital   | 82     | 71     | 15%   | 945     | 643     | 47%  |

### COLLECTION

|    |     |      |        |        |    |
|----|-----|------|--------|--------|----|
| 12 | 427 | -97% | 74,939 | 70,161 | 7% |
|----|-----|------|--------|--------|----|

### LIBRARY RECEIPTS

|          |            |      |             |             |      |
|----------|------------|------|-------------|-------------|------|
| \$794.84 | \$1,750.85 | -55% | \$10,201.55 | \$20,628.93 | -51% |
|----------|------------|------|-------------|-------------|------|



## COLLEYVILLE PUBLIC LIBRARY

### VOLUNTEER HOURS

**FISCAL YEAR 2019-2020**

| MONTH           | VOLUNTEERS | PER-<br>SONS | VOLUNTEENS   | PER-<br>SONS | NCL           | PER-<br>SONS | SCHOOL        | PER-<br>SONS | TEEN/ADULT<br>COURT | PER-<br>SONS | TOTAL           | TOTAL<br>PERSONS |
|-----------------|------------|--------------|--------------|--------------|---------------|--------------|---------------|--------------|---------------------|--------------|-----------------|------------------|
| October         | 4.50       | 1            | 1.00         | 1            | 0.00          | 0            | 10.20         | 5            | 14.00               | 1            | 30              | 8                |
| November        | 0.00       | 0            | 4.00         | 1            | 0.00          | 0            | 54.75         | 11           | 9.75                | 2            | 69              | 14               |
| December        | 0.00       | 0            | 8.00         | 2            | 0.00          | 0            | 14.75         | 17           | 9.00                | 1            | 32              | 20               |
| January         | 0.00       | 0            | 8.75         | 2            | 0.00          | 0            | 94.00         | 27           | 5.00                | 1            | 108             | 30               |
| February        | 5.25       | 1            | 5.00         | 3            | 0.00          | 0            | 31.75         | 16           | 20.75               | 2            | 63              | 22               |
| March           | 4.50       | 1            | 23.00        | 4            | 0.00          | 0            | 33.00         | 13           | 7.00                | 2            | 68              | 20               |
| April           | 0.00       | 0            | 0.00         | 0            | 0.00          | 0            | 0.00          | 0            | 0.00                | 0            | 0               | 0                |
| May             | 0.00       | 0            | 0.00         | 0            | 0.00          | 0            | 0.00          | 0            | 0.00                | 0            | 0               | 0                |
| June            | 18.00      | 1            | 0.00         | 0            | 313.00        | 82           | 0.00          | 0            | 0.00                | 0            | 331             | 83               |
| July            | 15.00      | 1            | 0.00         | 0            | 421.00        | 91           | 0.00          | 0            | 0.00                | 0            | 436             | 92               |
| August          | 0.00       | 0            | 0.00         | 0            | 10.00         | 5            | 0.00          | 0            | 0.00                | 0            | 10              | 5                |
| September       | 0.00       | 0            | 0.00         | 0            | 0.00          | 0            | 0.00          | 0            | 0.00                | 0            | 0               | 0                |
| <b>FY Total</b> | <b>47</b>  | <b>5</b>     | <b>49.75</b> | <b>13</b>    | <b>744.00</b> | <b>178</b>   | <b>238.45</b> | <b>89</b>    | <b>65.50</b>        | <b>9</b>     | <b>1,144.95</b> | <b>294</b>       |



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|----------------------|-------------------------------|---------------|
| <b>Agenda Number</b> | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
|----------------------|-------------------------------|---------------|

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**Type** Report

**Department** Library

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**Title**

Friends of the Colleyville Public Library Report

**Explanation**

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

**Attachments**



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|                      |                               |               |
|----------------------|-------------------------------|---------------|
| <b>Agenda Number</b> | <b>Agenda Date</b> 10/12/2020 | <b>Number</b> |
|----------------------|-------------------------------|---------------|

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**Type** Report

**Department** Library

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**Title**

Colleyville Public Library Foundation Report

**Explanation**

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

**Attachments**