



City of Colleyville Colleyville Library Board Agenda

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

Monday, February 8, 2021
6:00 PM

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES
December 14, 2020

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board Members

3b Discussion of Items for Future Agendas

4. REPORTS

Librarian's Report

Friends of the Colleyville Public Library Report

Colleyville Public Library Foundation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, February 4, 2021 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

MINUTES

City Hall
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Monday, December 14, 2020
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

The meeting was held via WebEx. Chair Gary McPherson called the meeting of the Colleyville Library Board to order at 6:06 p.m.

Present Board members: Chair Gary McPherson, Molly Skinner, Pat Jones, Cecilia Sublette, Joan Roberts, Kay Newton, Joy Fulton Lee, Wanda Cotter; City Staff: Library Director Mary Rodne, Library Administrative Secretary Maria Hoefke

Absent Board members: Tina Bond

2. APPROVAL OF MINUTES

October 12, 2020

A motion was made by Molly Skinner and seconded by Joan Roberts to approve the October 12, 2020 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Board Members

Director Mary Rodne provided an update on the Library Board reappointments. Chair Gary McPherson requested board members to introduce themselves and provide background information.

3b Election of Chair and Vice-Chair

A motion was made by Molly Skinner to nominate Gary McPherson for Chair of the Colleyville Library Board. A motion was made by Kay Newton to nominate Cecilia Sublette as Vice-Chair of the Colleyville Library Board. The nominations were approved, as presented, with a unanimous vote.

3c Review Colleyville Library Board Bylaws

Director Mary Rodne stated that Library Board Bylaws were included, annually, for member review. Rodne reminded the Board of the importance of adhering to meeting

attendance guidelines outlined in Section 2.6 and described the general frequency of Library Board meetings.

3d Discussion of Items for Future Agendas

Chair McPherson asked for a board discussion regarding funding sources for the Library. Rodne stated that the Library budget is funded through three funds and would provide a breakdown of the allocation at a future meeting.

The next regularly scheduled meeting was tentatively set for Monday, February 08, 2021. Meetings for the remainder of 2021 are tentatively set for April 12; June 14; August 9; October 11; and December 13.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of October 2020 through November 2020.

B. Donations:

Rodne reported that during the months of October and November the Library had not received any donations.

C. Programs:

Director Rodne provided an overview of the Library's program and events from this fall into early next year.

In Youth Services, 34 virtual programs were held with 639 in attendance. In Adult Services, nine programs were held with 56 in attendance. In October, the Library hosted Check 'n Treat, as having the annual Halloween Party was not possible this year. The event was held on October 31st and when patrons came to check out any Library item, staff handed out treat bags. A total of 200 were handed out, 150 to children and 50 to adults. Some of the participants came in costume.

In November, Youth Services filmed a Virtual Thanksgiving program. It was offered on the City's Facebook page and had 500 views. The video featured the Library's mascot, Rocket and members of City staff who all helped launch The Gratitude Game. The Gratitude Game utilized a small bag of skittles with each color representing a different aspect of gratitude. Prior to the program, supplies for The Gratitude Game and Thanksgiving craft kits were distributed. Approximately 150 kits were given out.

The Library celebrated its 17th birthday on November 24th. To celebrate the Library's special day, and Thanksgiving, any Library card holder who checked out an item that week, received a special birthday card thank you from the Library and a treat bag. 80 bags and cards were given out.

The Library served as a site for early voting for three weeks during the month of October, and as a voting site for Election Day on November 3. The voting was held on the second floor in the meeting rooms of the Library. The Library was fully open offering all services throughout that time and had a gate count of 17,183 people pass through the doors. According to Tarrant County election officials, 16,823 people voted at the Library. Additionally, the Library registered 173 new Library cards and 10 new non-resident cards.

In November, the Library underwent a major upgrade to its back-end systems. The Library received a new server and additional features including automatic renewals of library materials, notification of expiring library cards, and optional patron account sign-in via Google.

With the increase of COVID cases, the Library capacity was reduced from 75 percent to 50 percent, meaning only about 100 people are allowed in the building at one time. The Library is still quarantining Library materials for three days when they are returned. No study rooms are open, the computers and printer are still not open to the public. A few tables remain in the Library for public use.

In November, the Library launched a new service, PressReader. This service is a digital application allowing for patrons to access over 7,000 newspapers and magazines from around the world. Colleyville Library cardholders are able to get unlimited access with their library card.

On December 7th, the Library launched The StoryWalk® Project featuring the book, *Bear Snores On*. The program features 18 signs around the Plaza each depicting a page of the book. Activity sheets and a Bear hunt are part of the fun. Completed sheets are entered into a drawing for a \$35 City gift card. The StoryWalk® Project will continue through January 31, 2021.

Youth Services is offering a Christmas Party-to-Go packet this month. Included are crafts, snacks, and treats. Individual wrapped holiday cookies from Market Street are included with the crafts. The Library started with 100 treat bags, but increased that amount to 150 due to the high wait list. The bags will be available December 21st, 22nd, and 23rd.

The Library plans to create a new circulating collection, Binge Boxes, which will feature a variety of themed DVD's in sets of four, five and six. To launch the circulation of this

collection, the boxed sets will be checked out in a popcorn container, which will include a bag of popcorn and a theatre-sized box of candy.

The Library's winter programming will all be virtual and each month the Youth Services staff will have a themed kit for patron pick-up.

The Winter Reading Program theme will be, Hibernate with a Good Book.

Filled staffing positions are almost complete except for one full-time and one clerk position.

The Library will be closed for the holiday season starting at 5:00 p.m., December 23rd through December 26th. The Library will also be closed at 5:00 p.m., December 31st and January 1st.

4b Friends of the Colleyville Public Library Report

Joan Roberts stated the Friends of the Library Used Book Sales opened last month and income has been steady. Library staff has been replenishing the shelves as needed. No donations are being accepted at this time and it is unclear when the next official Book Sale will be as of yet. Roberts stated she is looking forward to being back in the Library in the future.

4c Colleyville Public Library Foundation Report

Pat Jones stated she was pleased to report that the Library Foundation had received \$17,565 in funding this year.

5. ADJOURNMENT

A motion was made by Kay Newton and seconded by Pat Jones to adjourn the meeting of the Colleyville Library Board at 6:52 p.m. The motion was approved unanimously.

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

Minutes taken and prepared by:

*Maria Hoefke
Administrative Secretary*



City of Colleyville Colleyville Library Board Agenda Briefing

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Agenda Number 3a	Agenda Date 2/8/2021	Number
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Type Regular Agenda Items

Department Library

Title

Introduction of new Colleyville Library Board Members

Explanation

This item allows for the introduction of new Colleyville Library Board member(s).

Attachments

1. Library Board Roster - 2020-2021



LIBRARY BOARD 2020-2021

PLACE 1

Kay Newton

6002 Meadowhill Drive

Colleyville, TX 76034

(817) 421-0139

gksafig@aol.com

TERM: Nov 2019 - Nov 2021

PLACE 2

Gary McPherson

316 Polo Trail

Colleyville, TX 76034

(972) 742-5778

mcpherson7@verizon.net

TERM: Nov 2020 - Nov 2022

PLACE 3

Pat Jones

102 Van Buren Court

Colleyville, TX 76034

(817) 994-4880

patjones102@gmail.com

TERM: Nov 2019 - Nov 2021

PLACE 4

Molly Skinner

309 Chestnut Bend

Colleyville, TX 76034

(214) 536-7219

mollyskinn@aol.com

TERM: Nov 2020 - Nov 2022

PLACE 5

Cecilia Sublette

5601 Ponderosa Street

Colleyville, TX 76034

(817) 995-6592

ceciliajs@aggienetwork.com

TERM: Nov 2019 - Nov 2021

PLACE 6

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

jroberts52@gmail.com

TERM: Nov 2020 - Nov 2022

PLACE 7

Joy Fulton Lee

7109 Waldon Court

Colleyville, TX 76034

(817) 907-9293

joyfultonlee@gmail.com

TERM: Nov 2020 - Nov 2022

ALTERNATE 1

Tina Bond

3104 St. Albans Circle

Colleyville, TX 76034

(817) 903-8462

tina.e.bond@gmail.com

TERM: Nov 2020 - Nov 2021

ALTERNATE 2

Wanda Cotter

5601 Oak Top Drive

Colleyville, TX 76034

(806) 886-3661

pleiades1972@gmail.com

TERM: Nov 2020 - Nov 2021

EX-OFFICIO – Denise Light

4601 Dartmoore Lane

Colleyville, TX 76034

(817) 319-6608

dflight16@yahoo.com

EX-OFFICIO

Joan Roberts

5105 Overhill Drive

Colleyville, TX 76034

(817) 571-5721

jroberts52@gmail.com



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Agenda Number 3b	Agenda Date 2/8/2021	Number
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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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Agenda Number	Agenda Date 2/8/2021	Number
Type Report		
Department Library		
Title		
Librarian's Report		

Explanation

The reports provided are to update Board members on the statistics and programs for the months of December 2020 and January 2021.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - December 2020 - January 2021
2. Volunteer Hours Summary - FY 2020 - 2021



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/DECEMBER 2020

	December 2020	December 2019	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	3,730	5,146	-28%	26,184	16,973	54%
Gate Count	2,710	4,579	-41%	23,206	15,190	53%
Cloud Library Activity	627	469	34%	1,870	1,469	27%
Drive Up Transactions	393	98	301%	1,108	314	253%
Total In-Library Transactions	23,845	21,037	13%	69,757	69,222	1%
Study Room Hours Usage	0.00	207.00	-100%	0.00	722.00	-100%
Volunteer Hours	0.00	32.00	-100%	0.00	129.95	-100%

LIBRARY PROGRAMS PRESENTED

7	13	-46%	53	157	-66%
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PROGRAM ATTENDANCE

620	293	112%	1,949	2,946	-34%
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COMPUTER USE

	Users		Users			
Children	0	40	-100%	0	172	-100%
Adult	0	145	-100%	0	502	-100%

CARD REGISTRATIONS

53	46	15%	305	141	116%
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CIRCULATION

TOTAL CIRCULATION	18,346	14,388	28%	51,219	46,425	10%
Cloud Library	4,641	3,009	54%	13,134	9,175	43%
Zinio	486	304	60%	1,787	860	108%
RB Digital	39	48	-19%	168	181	-7%

COLLECTION

427	278	54%	74,723	71,184	5%
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LIBRARY RECEIPTS

\$491.85	\$1,258.65	-61%	\$1,769.46	\$4,482.94	-61%
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COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/JANUARY 2021

	January 2021	January 2020	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	3,660	6,478	-44%	29,844	23,451	27%
Gate Count	2,616	5,837	-55%	25,822	21,027	23%
Cloud Library Activity	705	511	38%	2,575	1,980	30%
Drive Up Transactions	339	130	161%	1,447	444	226%
Total In-Library Transactions	26,045	24,918	5%	95,802	94,140	2%
Study Room Hours Usage	0.00	261.00	-100%	0.00	982.00	-100%
Volunteer Hours	0.00	108.00	-100%	0.00	237.70	-100%

LIBRARY PROGRAMS PRESENTED						
	14	40	-65%	67	197	-66%

PROGRAM ATTENDANCE						
	331	889	-63%	2,280	3,835	-41%

COMPUTER USE		Users	Users			
Children	0	65	-100%	0	237	-100%
Adult	0	149	-100%	0	651	-100%

CARD REGISTRATIONS						
	51	90	-43%	356	231	54%

CIRCULATION						
TOTAL CIRCULATION	20,101	17,063	18%	71,320	63,488	12%
Cloud Library	5,226	3,425	53%	18,360	12,600	46%
Zinio	644	373	73%	2,431	1,232	97%
RB Digital	0	75	-100%	172	252	-32%

COLLECTION						
	-51	2,800	-102%	74,672	73,984	1%

LIBRARY RECEIPTS						
	\$320.04	\$1,875.36	-83%	\$2,089.50	\$6,358.30	-67%



COLLEYVILLE PUBLIC LIBRARY

VOLUNTEER HOURS

FISCAL YEAR 2020-2021

MONTH	VOLUNTEERS	PER- SONS	VOLUNTEENS	PER- SONS	NCL	PER- SONS	SCHOOL	PER- SONS	TEEN/ADULT COURT	PER- SONS	TOTAL	TOTAL PERSONS
October	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
November	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
December	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
January	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
February											0	0
March											0	0
April											0	0
May											0	0
June											0	0
July											0	0
August											0	0
September											0	0
FY Total	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0



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Agenda Number	Agenda Date 2/8/2021	Number
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Type Report

Department Library

Title

Friends of the Colleyville Public Library Report

Explanation

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

Attachments



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Agenda Number

Agenda Date 2/8/2021

Number

Type Report

Department Library

Title

Colleyville Public Library Foundation Report

Explanation

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

Attachments