



City of Colleyville Colleyville Library Board Agenda

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

Monday, April 12, 2021
6:00 PM

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

February 8, 2021

3. REGULAR AGENDA ITEMS

3a Presentation on Area Library COVID Survey

3b Discussion of the Colleyville Public Library Long-Range Plan 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. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, April 8, 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
100 Main Street
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www.colleyville.com

Monday, February 8, 2021
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 6:04 p.m.

Present Board members: Chair Gary McPherson, Molly Skinner, Pat Jones, Joan Roberts, Kay Newton, Joy Fulton Lee, Wanda Cotter, Tina Bond; Ex-Officio: Denise Light; City Staff: Library Director Mary Rodne, Library Administrative Secretary Maria Hoefke

Absent Board members: Cecilia Sublette

2. APPROVAL OF MINUTES

December 14, 2020

A motion was made by Molly Skinner and seconded by Joan Roberts to approve the December 14, 2020 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Board Members

Chair Gary McPherson welcomed all board members and requested new members Tina Bond and Denise Light to introduce themselves and provide background information as this was their first meeting with the Library Board.

3b Discussion of Items for Future Agendas

During the last Board meeting, Chair McPherson asked for a board discussion regarding funding sources for the Library. Director Rodne said an explanation of the budget would be held at an upcoming meeting as the budget preparation process for FY 2022 begins in March. Rodne stated that City Financial Officer Kyle Lester would provide a financial write-up for the Library Board.

Chair McPherson asked for a short report on what other area libraries are doing as

far as openings/closings. Board member Roberts asked what other libraries are doing as far as other program ideas such as virtual trivia and chess games. Director Rodne said she will also look at nationally known libraries to see what they have been doing.

Additionally, Director Rodne noted that the Library's Long-Range Plan document expires at the end of 2021. Rodne added that the Library's architect, Aaron Babcock had been requested to submit a proposal for updating the long-range plan. Work on plan would begin towards the end of summer. The last time the long-range plan was updated, a survey was executed and a brain-storming session was held with the Library Board. The culmination of the existing long-range plan was the completion of the Library's Spatial Reorganization Plan.

Chair McPherson asked if it was possible to have a socially distanced, in-person meeting at the Library. Rodne said she would look into if that was possible.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics and programs for the months of December 2020 through January 2021.

B. Donations:

Rodne reported that in December the Library received a total of \$2,105 in donations. The donations included a \$100 donation from Susan Bondy for any material purchase; \$250 from an anonymous donor for eBooks, and \$2,105 in donations from seven donors for the purchase of materials in memory of Barbara Scott Wood, a patron who passed away. In January, the Library received no donations.

C. Programs:

Director Rodne provided an overview of the Library's programs and events from December through January.

The Library remains at 50 percent capacity with no meeting rooms open as well as no computers or printer available to the public. There are some study tables available in the Library.

Registration began January 11 for the Winter/Spring programs. The programs will run from January 18 through April 10. The Winter brochure may be found online and 200

cardholders have signed up for Story Time programs as well as the Winter Reading Program, Hibernate with a Good Book.

The inaugural StoryWalk® Project has completed its two-month run with 200 residents completing activity sheets. Rodne said more people participated, but did not turn in sheets. The Library is preparing to launch a new StoryWalk® Project in March.

The Library's December Make and Take Kits were very popular with about 180 kits distributed.

The Library also distributed Screen Free Fun Kits in January and February, with over 100 kits distributed each. In March and April, the Library will continue with the monthly themed kits.

The Library is handing out Valentine's Day treats with a Valentine's Day card on Friday, February 12 and Saturday, February 13, to patrons who check out items from the Library.

The City has given the Library \$35 Gift Cards to give to participants of the Winter/Spring Programs who have participated in at least three classes and have checked out items for three weeks of the Winter Reading Program.

The week of February 8, the Library launched its annual Materials Availability Survey. It is typically in paper form, but this year it is online and accessible through a QR code. Participants are eligible to receive a \$35 Gift Card as well if they provide their contact information.

The Library launched its Binge Box program in February. It is a new circulating collection which features a variety of themed DVD's in sets of four, five or six. To launch the program, each Binge Box checked out receives a popcorn container with a bag of popcorn and theatre-sized box of candy.

All staffing positions are now filled in the Library.

In addition to Press Reader, which the Library launched in November, the Library has added NewsBank, another digital service that includes the Fort Worth Star Telegram.

The Library's Summer Reading Program theme will be Glow Crazy with Reading. Rodne said this year's prize room will feature a glow-in-the-dark theme as well as themed prizes.

4b Friends of the Colleyville Public Library Report

Joan Roberts stated the Friends of the Library is seeing some sales from the Used Book sale area. The Friends have not yet made the move to accept donations at this time despite some donations continuing to trickle in. The Friends are unsure whether they will have their May 1 book sale.

4c Colleyville Public Library Foundation Report

Foundation President Denise Light stated that the group will be asking the Library's help in updating their Foundation webpage for more public interaction. Light also said the Glaser Foundation once again donated \$10,000 for the Library's Summer Reading Program. Light said the Foundation will be presenting that donation to Rodne in the next couple of days. Director Rodne said the Glaser's made a donation to launch the Library's collection in 2003, and since 2004, have given \$10,000 annually for the Summer Reading Program.

5. ADJOURNMENT

A motion was made by Pat Jones and seconded by Kay Newton to adjourn the meeting of the Colleyville Library Board at 6:33 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 4/12/2021	Number
Type Regular Agenda Items		
Department Library		
Title		
Presentation on Area Library COVID Survey		

Explanation

During the discussion of items for future agendas at the last Library Board meeting, Chair McPherson and Board member Roberts asked for a short report on what other area libraries are doing as far openings, closings and virtual programming in response to the COVID pandemic. In early March, an area library conducted a COVID survey, which included responses from 47 area libraries. Final results of the survey were shared with libraries. Director Mary Rodne will provide a presentation on the final results of the survey that were shared with area libraries.

Attachments

1. Area Library COVID Survey

Area Library COVID Survey

Thursday, March 25, 2021

47

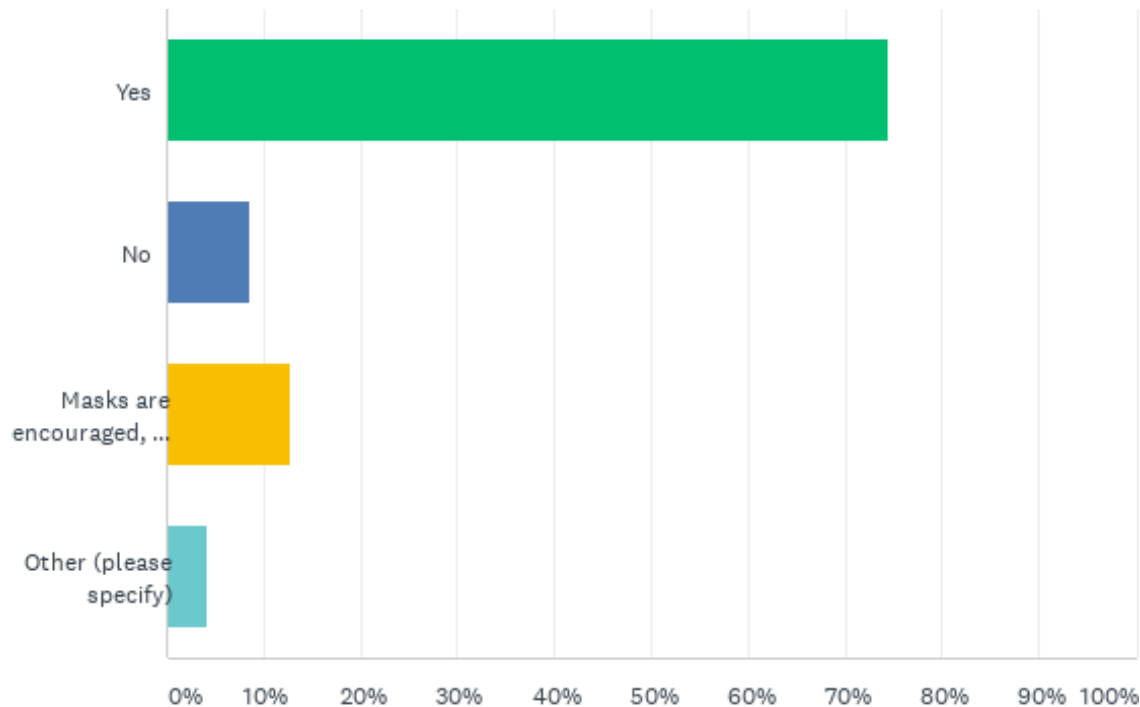
Total Responses

Date Created: Monday, March 08, 2021

Complete Responses: 47

Q1: Are employees required to wear masks?

Answered: 47 Skipped: 0



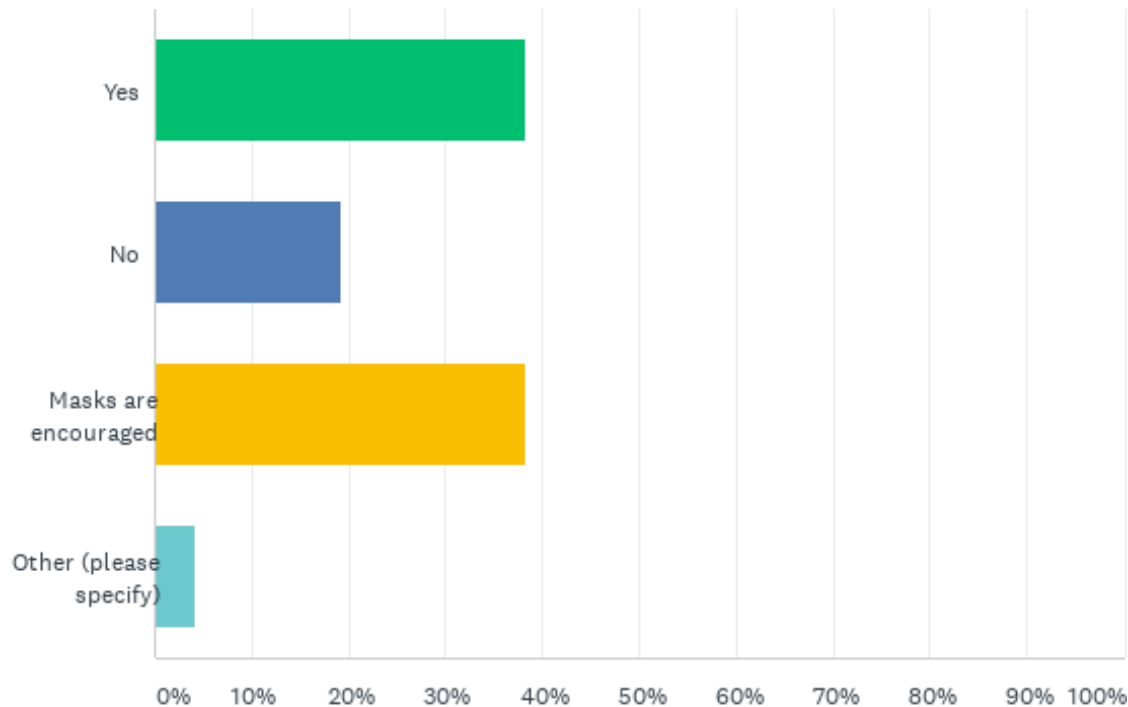
Q1: Are employees required to wear masks?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	74.47%	35
No	8.51%	4
Masks are encouraged, but not required	12.77%	6
Other (please specify)	4.26%	2
TOTAL		47

Q2: Are mask still required to enter your library?

Answered: 47 Skipped: 0



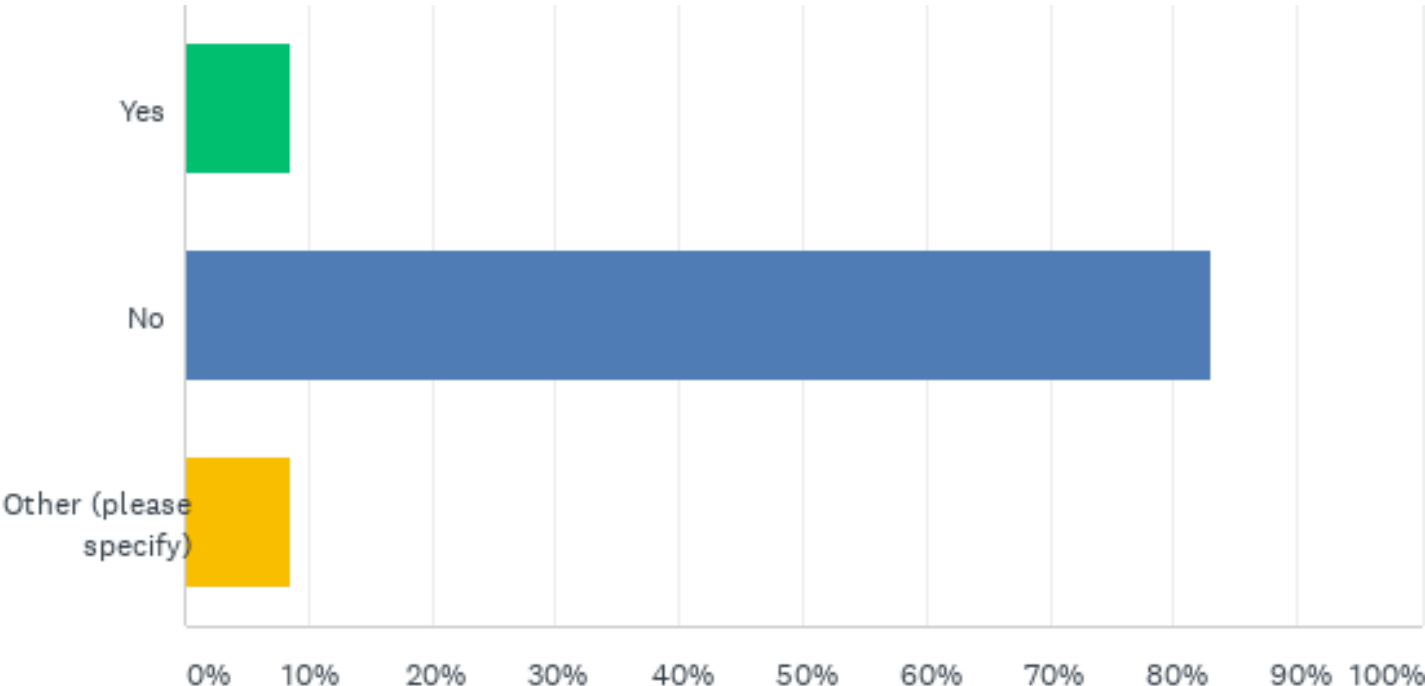
Q2: Are mask still required to enter your library?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	38.30%	18
No	19.15%	9
Masks are encouraged	38.30%	18
Other (please specify)	4.26%	2
TOTAL		47

Q3: Are you doing temperature checks for patrons?

Answered: 47 Skipped: 0



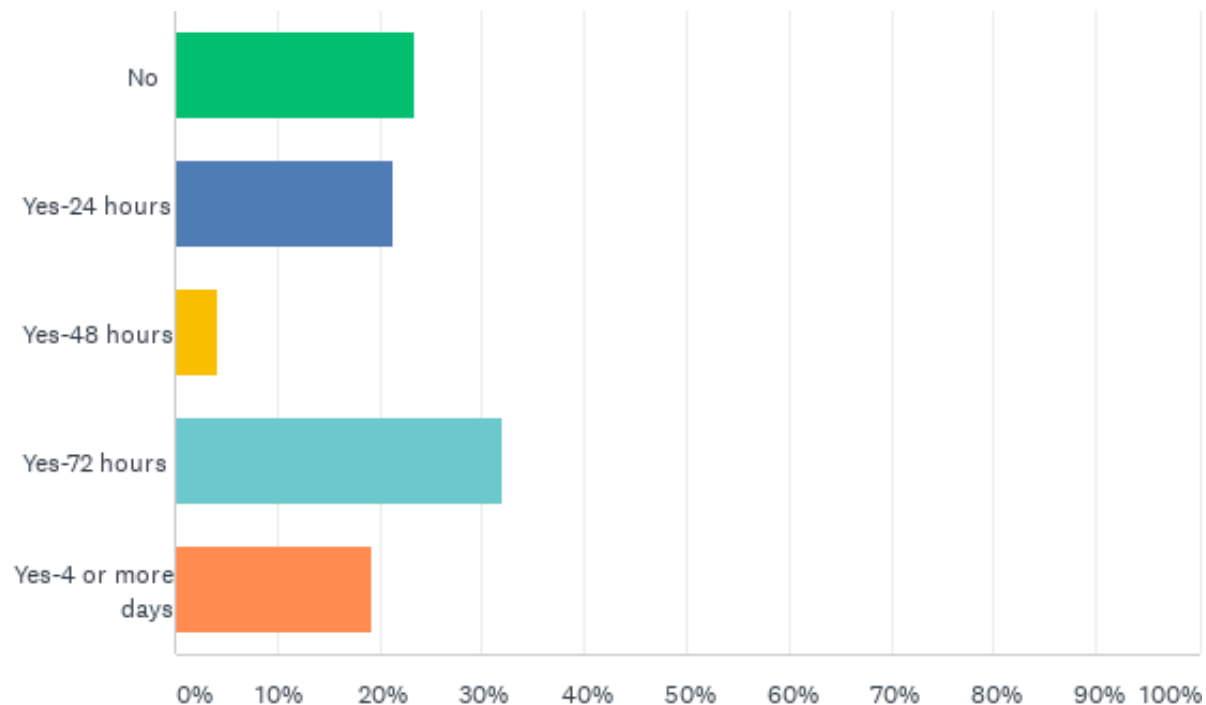
Q3: Are you doing temperature checks for patrons?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	8.51%	4
No	82.98%	39
Other (please specify)	8.51%	4
TOTAL		47

Q4: Are you quarantining materials?

Answered: 47 Skipped: 0



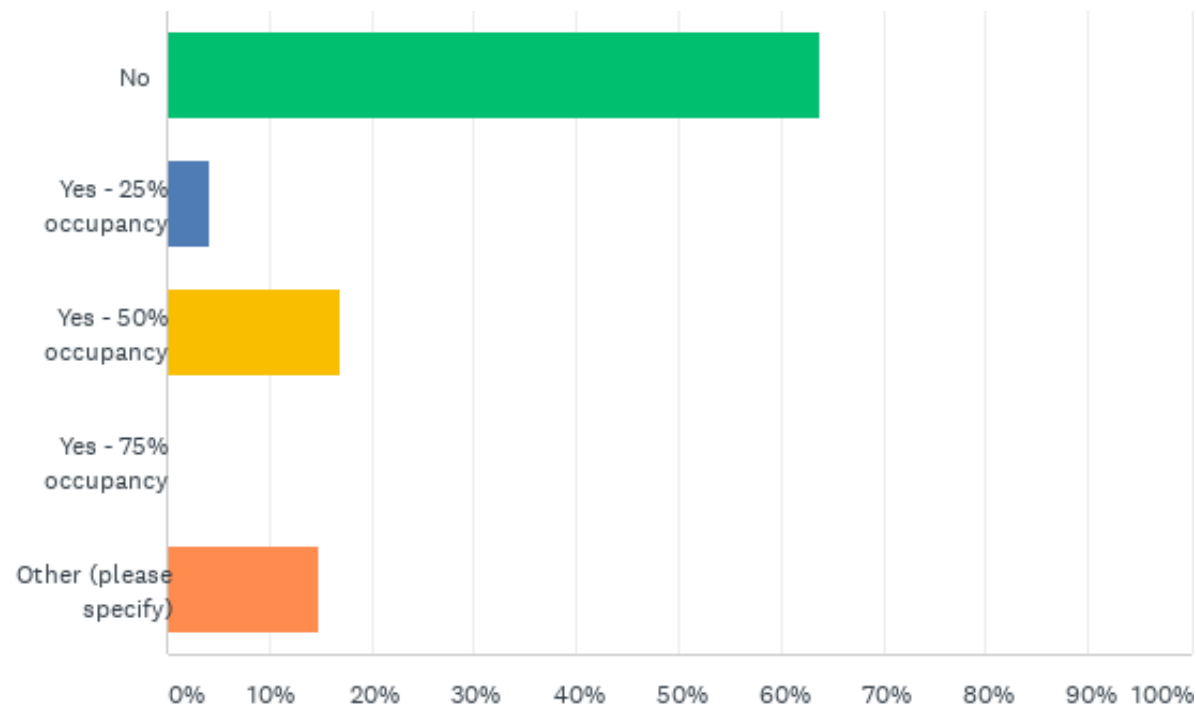
Q4: Are you quarantining materials?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
No	23.40%	11
Yes-24 hours	21.28%	10
Yes-48 hours	4.26%	2
Yes-72 hours	31.91%	15
Yes-4 or more days	19.15%	9
TOTAL		47

Q5: Does your library have a capacity limit in place?

Answered: 47 Skipped: 0



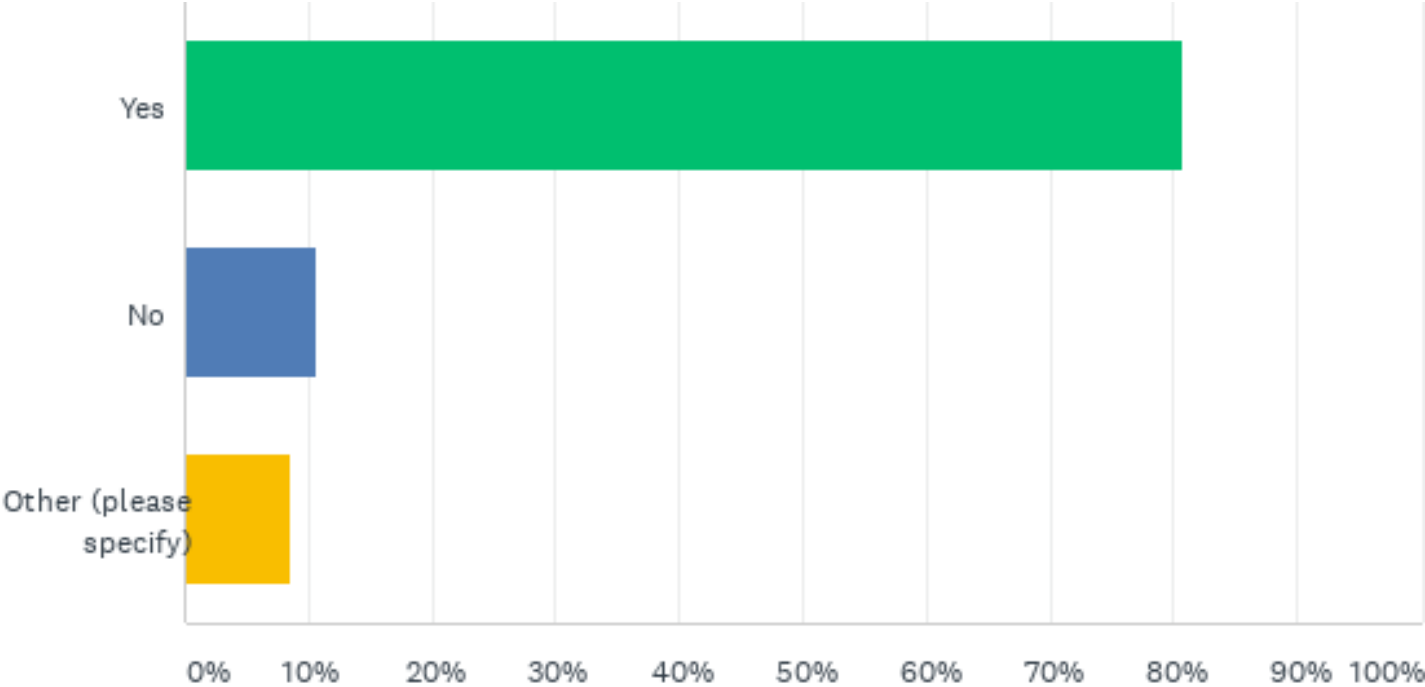
Q5: Does your library have a capacity limit in place?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
No	63.83%	30
Yes - 25% occupancy	4.26%	2
Yes - 50% occupancy	17.02%	8
Yes - 75% occupancy	0.00%	0
Other (please specify)	14.89%	7
TOTAL		47

Q6: Are you leaving barriers in place at service points?

Answered: 47 Skipped: 0



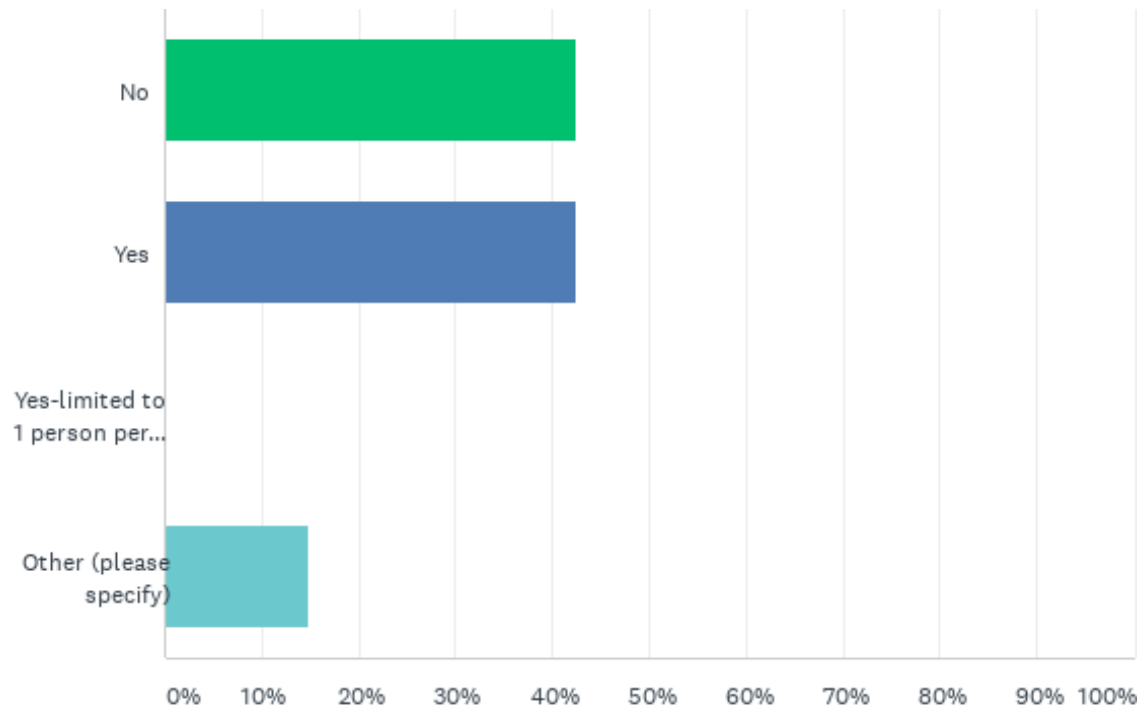
Q6: Are you leaving barriers in place at service points?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	80.85%	38
No	10.64%	5
Other (please specify)	8.51%	4
TOTAL		47

Q7: Are study rooms available to patrons?

Answered: 47 Skipped: 0



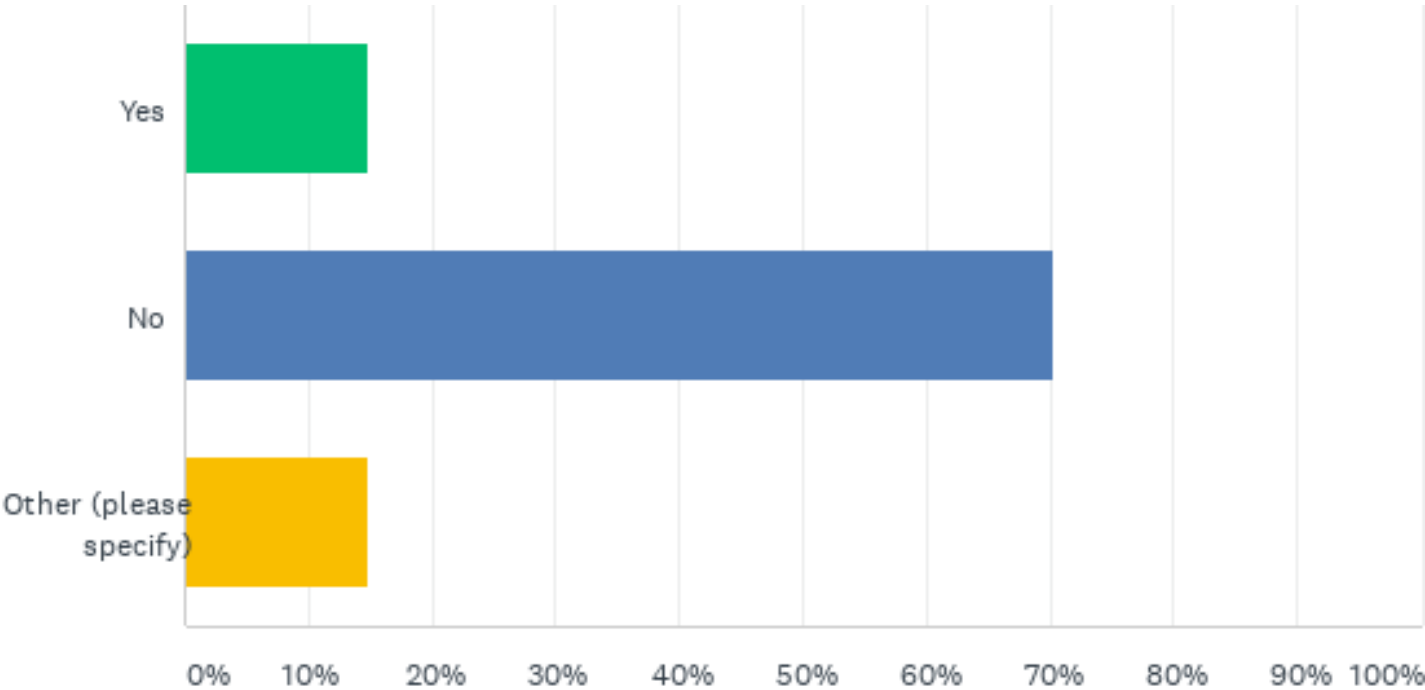
Q7: Are study rooms available to patrons?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
No	42.55%	20
Yes	42.55%	20
Yes-limited to 1 person per day	0.00%	0
Other (please specify)	14.89%	7
TOTAL		47

Q8: Are meeting rooms available to the public or for rental?

Answered: 47 Skipped: 0



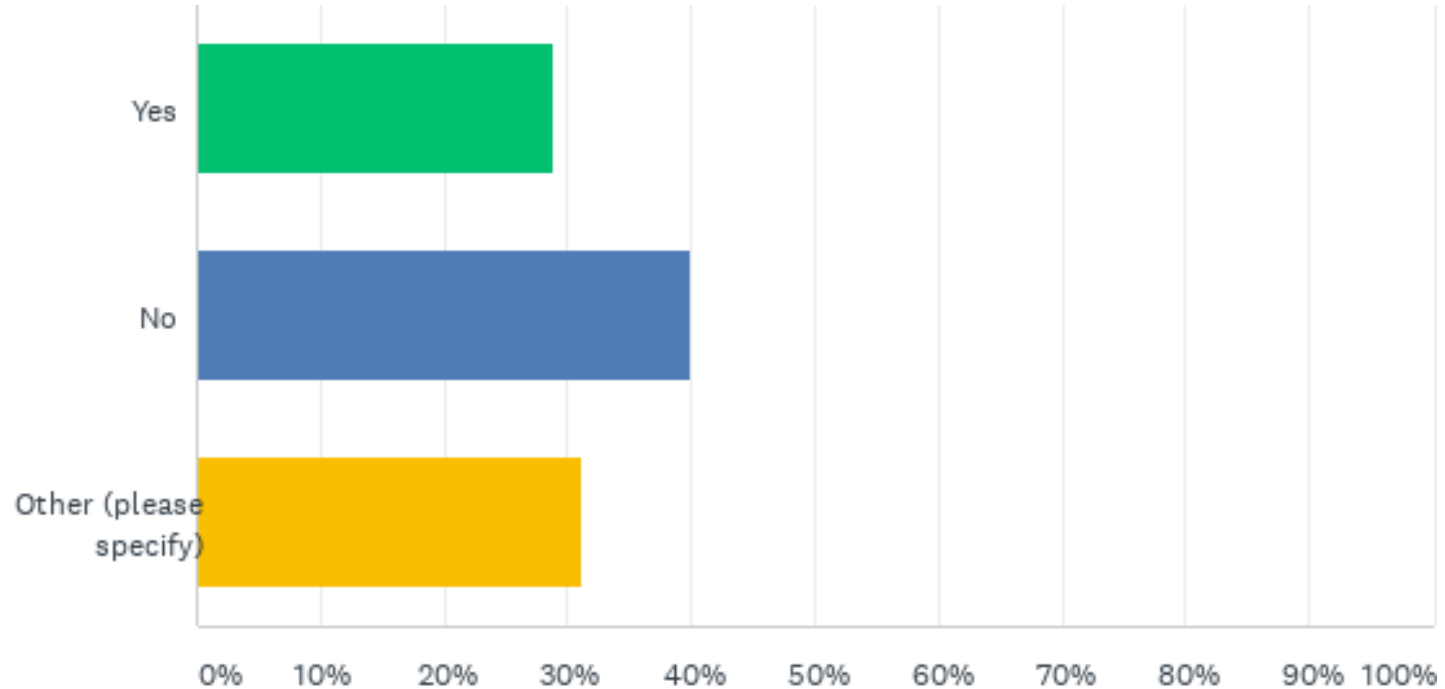
Q8: Are meeting rooms available to the public or for rental?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	14.89%	7
No	70.21%	33
Other (please specify)	14.89%	7
TOTAL		47

Q9: If your hours of operation were reduced, will you be resuming pre-COVID hours/days of operation?

Answered: 45 Skipped: 2



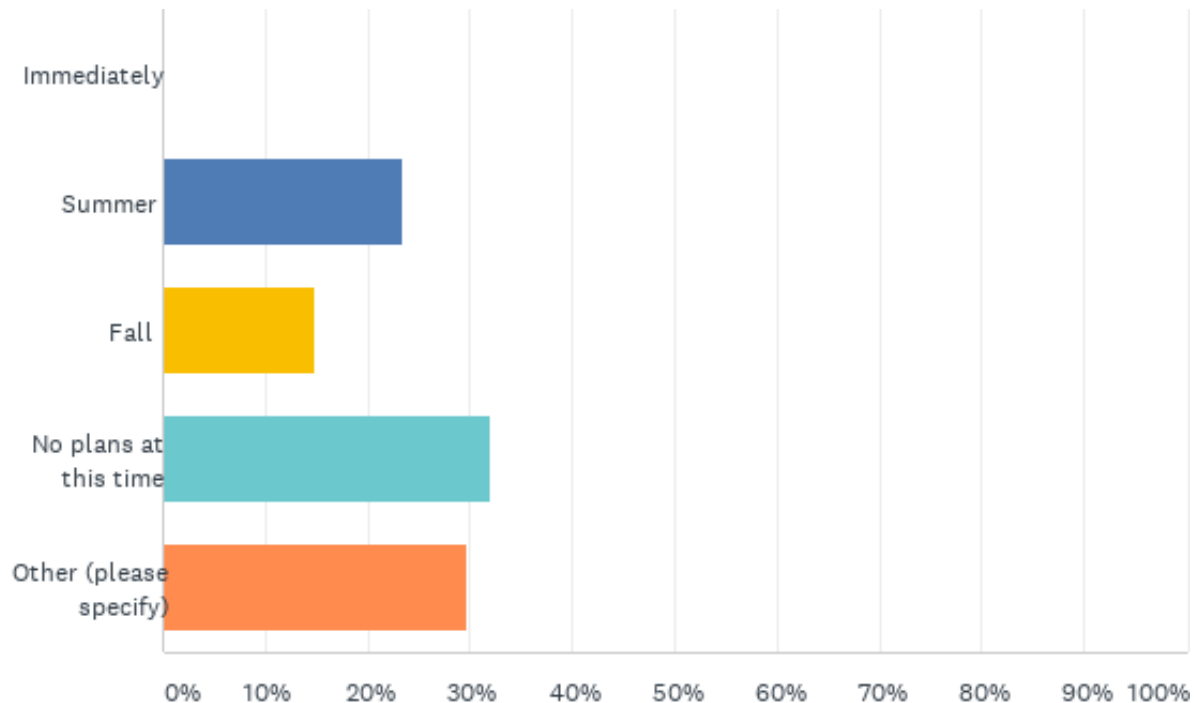
Q9: If your hours of operation were reduced, will you be resuming pre-COVID hours/days of operation?

Answered: 45 Skipped: 2

ANSWER CHOICES	RESPONSES	
Yes	28.89%	13
No	40.00%	18
Other (please specify)	31.11%	14
TOTAL		45

Q10: When do you plan to resume indoor programs?

Answered: 47 Skipped: 0



Q10: When do you plan to resume indoor programs?

Answered: 47 Skipped: 0

ANSWER CHOICES	RESPONSES	
Immediately	0.00%	0
Summer	23.40%	11
Fall	14.89%	7
No plans at this time	31.91%	15
Other (please specify)	29.79%	14
TOTAL		47



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Agenda Number 3b	Agenda Date 4/12/2021	Number
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Type Regular Agenda Items

Department Library

Title

Discussion of the Colleyville Public Library Long-Range Plan Update

Explanation

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

Attachments



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Agenda Number 3c	Agenda Date 4/12/2021	Number
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 4/12/2021	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 February 2021 and March 2021.

A. Monthly Statistics

B. Donations

C. Library Programs

Attachments

1. Library Statistics - February 2021 - March 2021
2. Volunteer Hours Summary - FY 2020-2021



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/FEBRUARY 2021

	February 2021	February 2020	% Change (+/-)	Current YTD	Current YTD	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	5,096	6,768	-25%	34,940	30,219	16%
Gate Count	4,167	6,184	-33%	29,989	27,211	10%
Cloud Library Activity	685	488	40%	3,260	2,468	32%
Drive Up Transactions	244	96	154%	1,691	540	213%
Total In-Library Transactions	24,662	26,962	-9%	120,464	121,102	-1%
Study Room Hours Usage	32.00	329.00	-90%	32.00	1,312.00	-98%
Volunteer Hours	0.00	63.00	-100%	0.00	300.45	-100%

LIBRARY PROGRAMS PRESENTED						
	19	75	-75%	87	272	-68%

PROGRAM ATTENDANCE						
	634	1,652	-62%	2,927	5,487	-47%

COMPUTER USE		Users	Users			
Children	0	70	-100%	0	307	-100%
Adult	0	158	-100%	0	809	-100%

CARD REGISTRATIONS						
	41	84	-51%	397	315	26%

CIRCULATION						
TOTAL CIRCULATION	19,091	17,763	7%	90,411	81,251	11%
Cloud Library	4,916	3,190	54%	23,276	15,790	47%
Zinio	651	474	37%	3,078	1,706	80%
RB Digital	0	78	-100%	172	334	-49%

COLLECTION						
	-224	376	-160%	74,448	74,360	0%

LIBRARY RECEIPTS						
	\$395.77	\$1,399.29	-72%	\$2,485.27	\$7,757.59	-68%



COLLEYVILLE PUBLIC LIBRARY MONTHLY STATISTICS

REPORT TO LIBRARY BOARD/MARCH 2021

	March 2021	March 2020	% Change (+/-)	Current YTD	Last Year to Date	% Change (+/-)
USAGE STATISTICS						
Persons Visiting the Library	4,415	5,098	-13%	39,355	35,317	11%
Gate Count	3,438	4,402	-22%	33,427	31,613	6%
Cloud Library Activity	654	596	10%	3,914	3,064	28%
Drive Up Transactions	323	100	223%	2,014	640	215%
Total In-Library Transactions	28,652	23,108	24%	149,116	144,210	3%
Study Room Hours Usage	141.00	139.00	1%	173.00	1,450.00	-88%
Volunteer Hours	0.00	68.00	-100%	0.00	367.95	-100%

LIBRARY PROGRAMS PRESENTED

32	38	-16%	119	310	-62%
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PROGRAM ATTENDANCE

853	3,351	-75%	3,780	8,838	-57%
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COMPUTER USE

	Users		Users			
Children	0	31	-100%	0	338	-100%
Adult	0	98	-100%	0	907	-100%

CARD REGISTRATIONS

60	50	20%	457	365	25%
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CIRCULATION

TOTAL CIRCULATION	21,394	19,814	8%	111,805	101,065	11%
Cloud Library	5,251	4,332	21%	28,527	20,122	42%
Zinio	691	428	61%	3,764	2,134	76%
RB Digital	0	90	-100%	172	424	-59%

COLLECTION

-160	17	-1041%	74,288	74,377	0%
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LIBRARY RECEIPTS

\$620.63	\$712.53	-13%	\$3,105.90	\$8,470.12	-63%
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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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0	0
March	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	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 4/12/2021

Number

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 4/12/2021	Number
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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