

Tuesday, August 22, 2023
6:00 PM

Burleson Public Library -
Conference Room -248 SW
Johnson Ave
Burleson, TX 76028

1. **CALL TO ORDER**
2. **APPROVE THE MINUTES FROM THE LIBRARY BOARD MEETING**
 - A. Consider approval of the minutes from the May 23, 2023 Library Board meeting.
3. **CITIZEN APPEARANCES**
4. **REPORTS AND DISCUSSION ITEMS**
 - A. Hold a discussion and receive a report regarding Burleson Public Library services and programs.
(Staff Presenter: Sara Miller, Deputy Director)
 - B. Hold a discussion and receive a report regarding the Burleson Public Library's 2022-2023 projects and supplemental budget requests for 2023-2024. (Staff Presenter: Sara Miller, Deputy Director)
5. **COMMUNITY ANNOUNCEMENTS**
6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**
7. **ADJOURN**

DeAnna Phillips
Marketing & Communications Director
dphillips@burlesontx.com
817-426-9622

CERTIFICATE

I hereby certify that the above agenda was posted on this the 18th of August 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.



Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 22, 2023

SUBJECT:

Consider approval of the minutes from the May 23, 2023 Library Board meeting.

SUMMARY:

OPTIONS:

Approve as presented or approve with amendments.

RECOMMENDATION:

Approval

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Sara Miller
Deputy Director-Library
smiller@burlesontx.com
817-426-9203

BURLESON PUBLIC LIBRARY ADVISORY BOARD
May 23, 2023
DRAFT MINUTES

Call to Order - 6 P.M.

Board Members Present

Jim Wadlow (arrived at 6:05 p.m.)
Gabrielle De La Cruz (arrived at 6:02 p.m.)
Claire Coggin
Joan Coubarous
Daniel McClain
Amanda Cognasi
Toni WingJenkins
Janet Farmer

Board Members Absent

Sara Navarrette

Staff in Attendance:

Sara Miller, Deputy Director-Library
Paula Skundberg, Recording Secretary

1. Call to Order 6 PM

2. Approve the minutes from the Library Board meeting.

A. Consider approval of the minutes from February 28, 2023 Library Board meeting.

Motion was made by Daniel McClain and seconded Claire Coggin to approve the minutes with amendment to 2023 meeting schedule.

Motion Passed 6-0. Absent Sara Navarrette

3. Citizen Appearances - None

4. Reports and Discussion Items:

A. Hold a discussion and receive a report regarding the Burleson Public Library services and programs. (Staff Presenter: Sara Miller, Deputy Director-Library)

Staff gave a presentation of Library services and programs for the reporting period February - April 2023: Highlighting Special Events Pi-Day Pi-K (March 14, 60 attendees), Craft Supply Swap (April 1, 60 attendees) and Meet the Authors & Writing Mini-Workshops (April 29, 36 attendees) plus Programs for Kids, Teens, and Adults. Did you Know? marketing campaign; \$75k grant awarded to MetroShare Libraries;

Collection spotlight and summary of circulation statistics. Staff responded to board member's comments and questions.

B. Hold a discussion and receive a report regarding Burleson Public Library's 2022-2023 projects and supplemental budget requests for 2023-2024. (Staff Presenter: Sara Miller, Deputy Director-Library)

Staff gave a presentation regarding the library's 2022-2023 projects and supplemental budget requests for 2023-2024, which included overview of the Library Master Plan and Facility Study - Year two; library outreach vehicle and the new replacement furniture for public areas. Staff reviewed the proposed supplemental budget requests: a laptop vending kiosk and library furniture replacement for the meeting and conference rooms and the three study rooms. Staff responded to board members comments and questions.

5. Board Requests for Future agenda Items or Reports

- Request to increase board meetings from quarterly to every other month for the new year. Staff shall present a revised schedule for board's consideration at the November meeting.
- Next meeting is August 22, followed by November 28.
- A recap of the Summer Reading Club programs, services, activities and events will be presented at the next meeting.

6. Adjourn

There being no further business, Chair Joan Coubarous adjourned the meeting.

Time – 7:03 p.m.

Paula Skundberg, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 22, 2023

SUBJECT:

Hold a discussion and receive a report regarding Burleson Public Library services and programs.
(Staff Presenter: Sara Miller, Deputy Director)

SUMMARY:

Staff will review library updates, including:

- Summer Reading Club
- Marketing and outreach
- Library statistics

OPTIONS:

N/A

RECOMMENDATION:

N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Sara Miller
Deputy Director-Library
smiller@burlesontx.com
817-426-9203



Library Services Update

May - July 2023

Library Advisory Board

August 22, 2023

THE CITY OF
BURLESON
TEXAS
Library



IN JUNE AND JULY ,

34,595

PEOPLE VISITED THE LIBRARY



61,092

ITEMS WERE CHECKED OUT

7,278

PEOPLE ATTENDED LIBRARY
EVENTS



547

NEW LIBRARY CARDS
WERE ISSUED

SUMMER READING 2023



Summer Reading Club	2019	2020	2021	2022	2023
Visitors to the Library	23,044	8,056	25,511	32,644	34,595
Physical Items checked out	57,978	47,548	38,002	45,638	61,092
People attended events	8,100	0	2,137	6,923	7,278
Library cards issued	445	180	375	682	547



Programs for Kids

Item A.



Weekday Storytimes
Early Literacy Workshop
May the 4th Be With You
T. Rex Tea Party



Dog Tales
Bookworm Book Club
Evening Storytime
Young Builders Club



Summer Storywalk
Friendship Crafts
Little Makers: Dinosaurs
Touch-a-Truck

Programs for Kids

Item A.



Big Time Bubbles
Music Demo w/Tarpley
Music
Will Parker Music
Performance



Early Reader Book Club
Professor Brainius
Little Makers: 4th of July
Movie Day
Bluey Bonanza



Creature Teacher
Armadillo Storytime
Sensory Stations & Yard
Games
Harry Potter Bingo

Programs for Teens



AP Study Sessions
Teen Lounge &
Makerspace
Mother's Day Craft



Anime Club
Summer Glitter Globe
Craft
Music Bingo



Pendant Jewelry Craft
Classic Movie
Sphero Mazes
Knotted Pillow Craft

Programs for Teens



Photo Scavenger Hunt
Puppet Karaoke
Chopped: Ramen Edition
Boba Tea



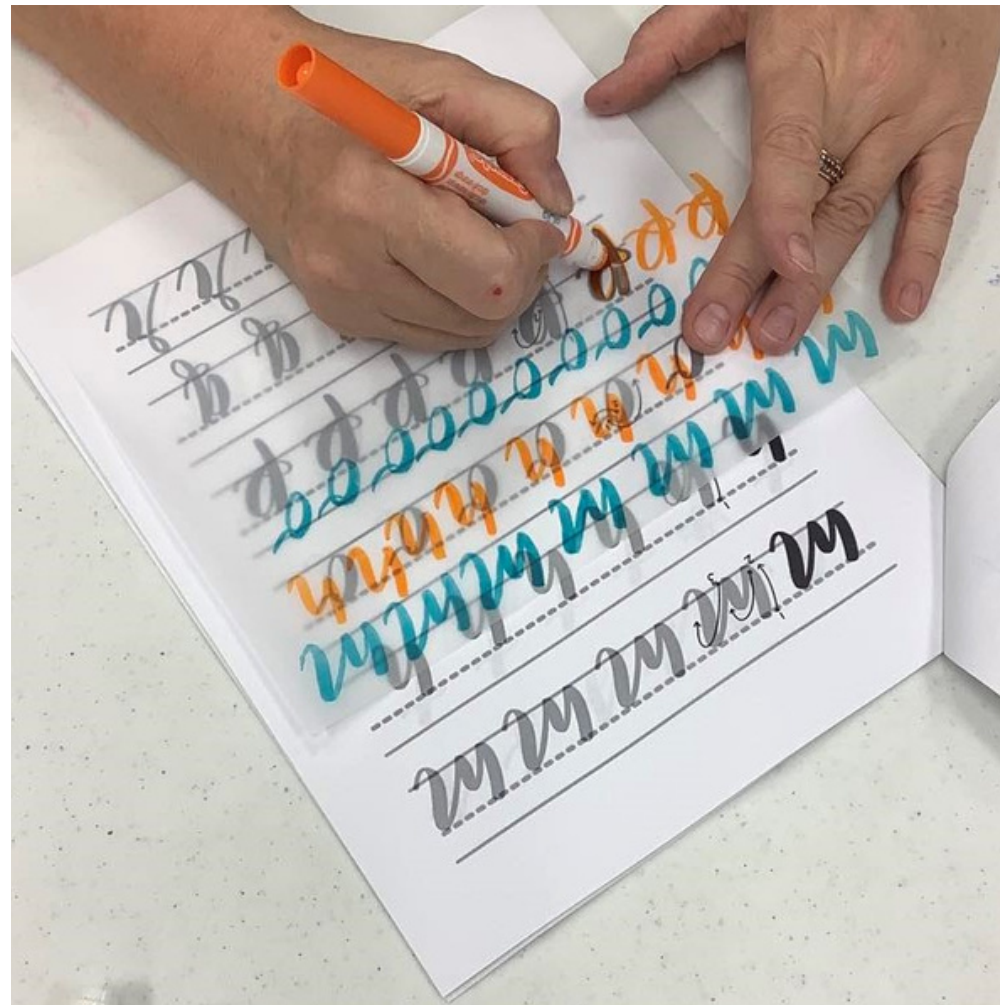
Young Adult Book Club
"Block"tionary
Middle Zone Book Club
Shrinkydink Jewelry



Water Balloon War
Walking Food
DIY Popsicles
Pygmy Puff Craft

Programs for Adults

Item A.



Hand Lettering
Hand Sewing
Writer's Group
Resume Workshop
Skillshare Zentangle Class



Jigsaw Puzzle Contest
Medicare Education
Family Game Night
Sit & Stitch
Regional Library Spelling
Bee



Exploring Watercolor
Book Clubs
Craf-Tea Afternoon
Harry Potter Trivia

Marketing & Outreach

May 5: Center for ASD

May 19: Center for ASD

May 25: Rooted Life Montessori

July 24: Storytime with BRiCK summer
camps



Center for
ASD

Helping Special Needs Families

THE CITY OF
BURLESON
TEXAS
**Parks and
Recreation**

Marketing & Outreach

Period Product Donation Drive May 8-13

In honor of the theatrical release of *Are You There God? It's Me, Margaret*, staff asked library patrons to donate menstrual products.

At the end of the week, 20 pounds of products were donated to Harvest House.



Marketing & Outreach

Little Red Schoolhouse
School Supply Drive
benefitting Harvest House
July 17-28

Librarians were sorted into Harry Potter
houses and then competed to see who
could get the most donations.



Collection Spotlight

Item A.

Fort Worth Museum of Science and
History Pass

Good for up to 5 free admissions and
discounted parking.

Available for checkout now.



Collection Spotlight

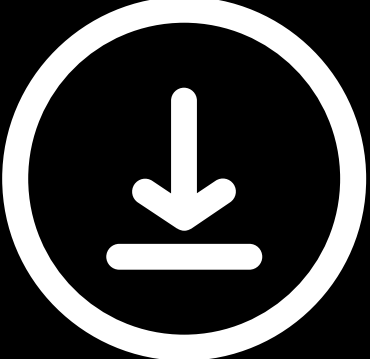
Item A.

Keep Burleson Beautiful Litter Pickup Kit

Borrowers can help with litter
cleanup within the City of Burleson.
Kits were donated by KBB for
checkout to library patrons.
4 kits available now.



YTD
Totals

 67,543

digital items downloaded

Item A.

2,473

cards issued

11,153

used a computer

 229,002

physical items checked out

187,659

visited the library





24,134

attended programs

22



Questions?

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 22, 2023

SUBJECT:

Hold a discussion and receive a report regarding the Burleson Public Library's 2022-2023 projects and supplemental budget requests for 2023-2024. (*Staff Presenter: Sara Miller, Deputy Director*)

SUMMARY:

Staff will discuss several projects from the 2022-2023 budget year. These projects include the library master plan and facility study, purchasing a library outreach vehicle and replacing furniture in the public areas. Staff will provide updates on supplemental budget requests for 2023-2024.

OPTIONS:

N/A

RECOMMENDATION:

N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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Library Projects & Budget

Library Advisory Board

August 22, 2023

Library Master Plan and Facility Study

Staff met with 720 Design on July 18 to work on adjacency diagrams for a two-story 60,000 square foot building on the city's west side. A final report will be presented to Library Board in November, then to City Council.



Library Outreach Vehicle

Staff began working
with KMP Graphics on
the vehicle wrap.
We are currently
awaiting delivery of
the vehicle.



Library Furniture Replacement

Furniture
installation
began the first
week of August.
Two high-top
tables have not
arrived yet.



Library Furniture Replacement

The furniture replacement will be completed later this month.



Supplemental Budget Request: Laptop Vending Kiosk

12 laptops can be checked out for in-house use by library cardholders (touchscreen, integrates with library software)

Maximizes limited space: recommendation from year one of facility study

Update: Due to budget constraints, this supplemental request was not included in the final budget for FY2024.



Supplemental Budget Request: Library Furniture Replacement

Replaces furniture in the public meeting areas

- Meeting room
- Conference room
- Study rooms



Questions?

