



## Library Board Agenda

Tuesday, February 28, 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 November 15, 2022 Library Board meeting.
3. Citizen Appearances
4. Reports and Discussion Items:
  - A. Hold a discussion and receive a report regarding the Burleson Public Library's 2022-2023 projects. (*Staff Presenter: Sara Miller, Deputy Director-Library*)
  - B. Hold a discussion and receive a report regarding Burleson Public Library services and programs. (*Staff Presenter: Sara Miller, Deputy-Director-Library*)
5. Board Requests for Future Agenda Items or Reports
6. Adjourn

### Staff Contact

DeAnna Phillips

Marketing & Communications Director

dphillips@burlesontx.com

817-426-9622

## CERTIFICATE

I hereby certify that the above agenda was posted on this the 23rd of February 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.

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## Library Board Meeting

**DEPARTMENT:** Community Services  
**FROM:** Sara Miller, Deputy Director-Library  
**MEETING:** February 28, 2023

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**SUBJECT:**

Consider approval of the minutes from November 15, 2022 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](mailto:smiller@burlesontx.com)  
817-426-9203

BURLESON PUBLIC LIBRARY ADVISORY BOARD  
November, 2022  
DRAFT MINUTES

Call to Order –6 PM.

Roll Call

Board Members Present

Jim Wadlow  
Gabrielle De La Cruz  
Sarah Navarrette  
Amanda Cognasi  
Claire Coggin  
Joan Coubarous

Board Members Absent

Daniel McClain

Staff in Attendance:

Amanda Cadenhead, Community Engagement Librarian  
Paula Skundberg, Recording Secretary

1. **Call to Order 6:32 PM**
2. **Approve the minutes from the Library Board meeting.**
  - A. **Consider approval of the minutes from August 23, 2022 Library Board meeting.**

Motion was made by Joan Coubarous and seconded by Amanda Cognasi.

Motion Passed 6-0. Absent Daniel McClain

3. **Citizen Appearances**
4. **Reports and Discussion Items:**
  - A. **Elect a Chair and Vice Chair to serve for the year 2023. (Staff Contact: Sara Miller, Deputy Director-Library)**

Nominations were received for both chair and vice chair; and nominee's accepted their nominations. Following a brief discussion board members unanimously selected Joan Coubarous to serve as chair and Claire Coggin to serve as vice chair for the year 2023.

- B. **Consider and approve Library Advisory Board meeting dates for 2023. (Staff Contact: Sara Miller, Deputy Director-Library)**

Staff presented a proposed meeting schedule for 2023: February 28, May 23, August 22 and November 28, 2022. Meetings are quarterly and held here at the library at 6 p.m. A brief discussion followed.

Motion was made by Sara Navarrette and seconded by Gabrielle De La Cruz to accept meeting schedule as presented.

Motion Passed 6-0 Absent Daniel McClain

**C. Hold a discussion and receive a report regarding year one of the Burleson Public Library master plan and facility study. . (Staff Contact: Sara Miller, Deputy Director-Library)**

Staff discussed that in December 2021 the City of Burleson contracted with 720 Design to develop a needs assessment for the library. Staff introduced Maureen Arndt with 720 Design, Inc. who gave a presentation and report on year one of the library master plan and facility study. Staff responded to board member's comments and questions.

**5. Community Announcements**

Staff discussed library announcements: Saturday Dog Tales sessions have resumed with "Reggie" and Christmas at the Library on Saturday, December 3.

**6. Board Requests for Future Agenda Items or Reports**

Request to have Maureen Arndt with 720 Design return with updates-progress of the master plan and facility study; and when it will go to council.

**7. Adjourn**

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

Time – 7:37 p.m.

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Paula Skundberg, Recording Secretary

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## Library Board Meeting

**DEPARTMENT:** Community Services  
**FROM:** Sara Miller, Deputy Director-Library  
**MEETING:** February 28, 2023

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**SUBJECT:**

Hold a discussion and receive a report regarding the Burleson Public Library's 2022-+2023 projects.

**SUMMARY:**

Staff will discuss several projects from the 2022-2023 budget year. These projects include the library master plan and facility study, hiring an additional librarian, purchasing a library outreach vehicle, replacing furniture in the public areas and reconfiguring the staff workroom.

**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](mailto:smiller@burlesontx.com)  
817-426-9203



# Library Board

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## FY 2022-2023 Library Projects

# Library Master Plan & Facility Study

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## **Year One: Complete**

- Statistics, reports, GIS data
- Community focus groups
- Community survey
- Benchmarking against other libraries
- Technology assessment
- Needs assessment and building space program

## **Year Two: On hold pending property acquisition**

- Propose expansion or new facilities along with space assignments
- Include estimates of construction, operation and maintenance costs
- Present first draft to city staff and library board
- Present final draft to City Council



SITE PLAN OPTION 1 | BURLESON WEST TOD MASTER PLAN

FOR CONCEPTUAL USE ONLY. SITE AND IMAGES ARE FOR REPRESENTATION AND INSPIRATION. PLANNED DEVELOPMENT TO BE DELIVERED FOR FUTURE DESIGN.

# Youth Services Librarian

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Wendy Lastovica-Alvey earned her Master of Science degree from the University of North Texas. She came to us from Burleson ISD, where she was the Library Media Specialist at Kerr Middle School. Her unique combination of skills, experience and creativity make her a valuable addition to our staff.



# Library Outreach Vehicle

Estimated delivery: late summer/early fall



# Library Public Furniture

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Staff is working with 720 Design to obtain proposals for this project.



# Library Workroom Reconfiguration



# Questions / Comments

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## Library Board Meeting

**DEPARTMENT:** Community Services  
**FROM:** Sara Miller, Deputy Director-Library  
**MEETING:** February 28, 2023

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**SUBJECT:**

Hold a discussion and receive a report regarding Burleson Public Library services and programs.

**SUMMARY:**

Staff will review library services, including:

- Library circulation statistics
- Library of Things collection
- Programs and activities

**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 Services Update

Library Advisory Board

February 28, 2023



# Library Checkouts

Through January 2023  
(12-month totals)

Physical: 155,731 (-9%)

Digital: 66,189 (+26%)



# New in our Library of Things

Disc Golf Kit

Read It Again Kits: Bears, Unicorns

Book Club Kits: Educated, Where the Crawdads Sing

Board Games: LIFE, Splendor, Taco vs. Burrito

# Children's Activities

Storytime (added monthly evening Storytime)

Beyblade Club

Dog Tales

Young Builder's Club

Winter StoryWalk

Parent-Child Play & Learn

Polar Express Pajama Party

Noon Year's Eve

Early Literacy in the Kitchen

Bookworm Book Club

Cardboard Kingdom STEAM Program

Valentine's Day Crafts

Little Makers

Early Reader Book Club



# Teen Activities

Craft Day

Vision Boards

Movie Day

Teen Lounge & Makerspace

Teen Advisory Board

Blind Date with a Book & Craft

Simple Cooking for Teens



# Adult Activities

ESL (English as a Second Language)

Medicare Education

Monday Night Book Club

Digital Resources Drop-in Help

Basic Computer Class

Friday Book Club

Cash Management Workshop for Couples

Internet & Email Class

MS Powerpoint Class

MS Excel Class

AARP Tax Aide

Butterfly Painting Class

iPhone & Android Phone Classes

**DIGITAL RESOURCES DROP-IN HELP**  
January 6th, 3:30-5:30 p.m.  
January 10th, 9-11 a.m.



Did you get a new device over the holiday? Would you like to use one or all of the Library's three apps on your tablet or smartphone?

Drop in to get help from Library Staff to set-up your device with our apps and learn how to use them.

**Cash Management Workshop for Couples**

**FREE COMMUNITY EDUCATION CLASS**

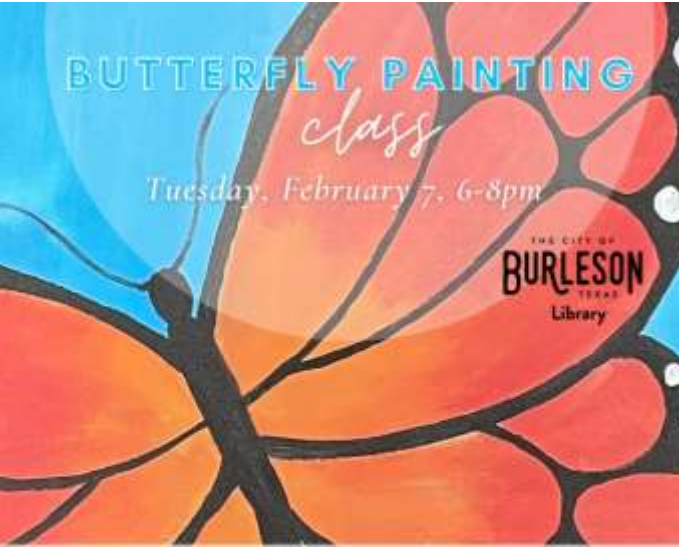
- Positive Cash Flow
- Less stress
- More unity

SAT, JAN 21, 1:30-2:30 PM  
BURLESON PUBLIC LIBRARY  
248 SW Johnson Avenue Burleson, TX 76028  
Limited to 15 couples due to seating capacity

Registration is required!  
You can register on Eventbrite:

<https://www.eventbrite.com/e/cash-management-workshop-for-couples-tickets-514645497537>

**BUTTERFLY PAINTING class**  
Tuesday, February 7, 6-8pm



THE CITY OF BURLESON TEXAS Library

Join library staff to paint this butterfly picture in acrylics. Supplies are provided. This FREE class is adults only. Space is limited, so registration is required.

To register:  
<https://www.eventbrite.com/e/butterfly-painting-class-tickets-511889434077>

**DIGITAL CAREER ACCELERATOR** Grow with Google

**FREE IPHONE CLASSES**



**GOODWILL** North Central Texas

THE CITY OF BURLESON TEXAS Library

# For All Ages

Sit & Stitch

Burleson Writers Group

Family Game Night

Oscar Nominated Movie: Elvis





# Special Events

Christmas at the Library  
The Great Giveback



# Questions?