BURLESON

Library Board Agenda

Tuesday, November 15, 2022 6:00 PM

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

- Call to Order
- Approve the minutes from the Library Board meeting.
 - A. Consider approval of the minutes from August 23, 2022 Library Board meeting.
- Citizen Appearances
- Reports and Discussion Items:
 - A. Elect a Chair and Vice Chair to serve for the year 2023. (Staff Presenter: Sara Miller, Deputy Director-Library)
 - B. Consider and approve Library Advisory Board meeting dates for 2023. (Staff Presenter: Sara Miller, Deputy Director-Library)
 - C. Hold a discussion and receive a report regarding year one of the Burleson Public Library master plan and facility study. (Staff Presenter: Sara Miller, Deputy Director-Library.)
- 5. Community Announcements
- 6. Board Requests for Future Agenda Items or Reports
- 7. 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 10th of <u>November, 2022</u>, 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 <u>the</u> 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: November 15, 2022

SUBJECT:

Consider approval of the minutes from August 23, 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
817-426-9203

BURLESON PUBLIC LIBRARY ADVISORY BOARD August 23, 2022 DRAFT MINUTES

Call to Order – 6:12 p.m.

Roll Call

Board Members Present
Constance Barnes
Amanda Cognasi
Claire Coggin
Joan Coubarous

Board Members Absent Daniel McClain

Staff in Attendance:

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

- 1. Call to Order
- 2. Approve the minutes from the Library Board meeting.
 - A. Consider approval of the minutes from March 8, 2022 Library Board meeting.

Motion was made by Claire Coggin and seconded by Amanda Cognasi.

Motion Passed 4 - 0. Absent Daniel McClain

- 3. Citizen Appearances
- 4. Reports and Discussion Items:
 - A. Receive a report and hold a discussion regarding Burleson Public Library services and programs. (Staff Contact: Sara Miller, Deputy Director-Library)

Sara Miller, Deputy Director of Library presented and discussed library services and programs: library award of \$7,535 Community Advancement Package grant; in-person attendance (FY2022 Oct-July 19,706), Library of Things collection and recap of Summer Reading Club activities.

B. Receive a report and hold a discussion regarding progress on the Burleson Public Library master plan and facility study. (*Staff Contact: Sara Miller, Deputy Director-Library*)

Sara Miller, Deputy Director of Library presented and discussed the progress (Year One) and the next steps (Year Two) of the master plan and facility study.

C. Receive a report and hold a discussion regarding the proposed library budget for FY2023. (Staff Contact: Sara Miller, Deputy Director-Library)

Sara Miller, Deputy Director of Library presented and discussed the proposed supplemental budget requests for FY2023. Other announcements: the city purchase of the "Studio C Dance" building for library use, MetroShare consortium update – \$75k grant awarded (second year) to be used for software and courier services, the addition of four libraries Haslet (joined August 1), Saginaw-Roanoke-Decatur (joining October 1); and a new service for patrons, Hold Lockers.

5. Board Requests for Future Agenda Items or Reports

Next meeting, Tuesday, November 15, 2022

- Elect new Chair and Vice Chair for 2023
- Set the Board Meeting Schedule for 2023
- 720 Design progress report

There being no further business, Constance Barnes adjourned the m	eeting.
Time – 7:01 p.m.	
Paula Skundberg, Recording Secretary	





Library Board Meeting

DEPARTMENT: Community Services

FROM: Sara Miller, Deputy Director-Library

MEETING: November 15, 2022

SUBJECT:

Elect a Chair and Vice Chair to serve for the year 2023. (*Staff Presenter: Sara Miller, Deputy Director-Library*)

SUMMARY:

The Library Advisory Board will elect a Chair and Vice Chair to serve for the year 2023. The Vice Chair will serve in the absence of the Library Advisory Board Chair.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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





Library Board Meeting

DEPARTMENT: Community Services

FROM: Sara Miller, Deputy Director-Library

MEETING: November 15, 2022

SUBJECT:

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

SUMMARY:

Staff has created a proposed quarterly meeting calendar for the board to consider.

OPTIONS:

- 1) Approve the Library Advisory Board meeting calendar for 2023 as presented.
- 2) Approve the Library Advisory Board meeting calendar for 2023 with modification.
- 3) Deny the Library Advisory Board meeting calendar for 2023.

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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



CITY OF BURLESON

Burleson Public Library Advisory Board

City Hall 141 W. Renfro Burleson, Texas www.burlesontx.com

DEPARTMENT MEMO

Library Advisory Board Meeting Dates for 2023

Tuesday, February 28, 2023

Tuesday, May 23, 2023

Tuesday, August 22, 2023

Tuesday, November 28, 2023





Library Board Meeting

DEPARTMENT: Community Services

FROM: Sara Miller, Deputy Director-Library

MEETING: November 15, 2022

SUBJECT:

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

SUMMARY:

In December 2021, the City of Burleson contracted with 720 Design to develop a needs assessment for library space programming including benchmarking, stakeholder interviews, community input through focus groups and surveys, and discovery tours of other library facilities. Maureen Arndt from 720 Design will present the findings from year one and discuss how these findings will help the City of Burleson determine the needs for the future of the Burleson Public Library.

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



BURLESON PUBLIC LIBRARY: Board Report November 15, 2022



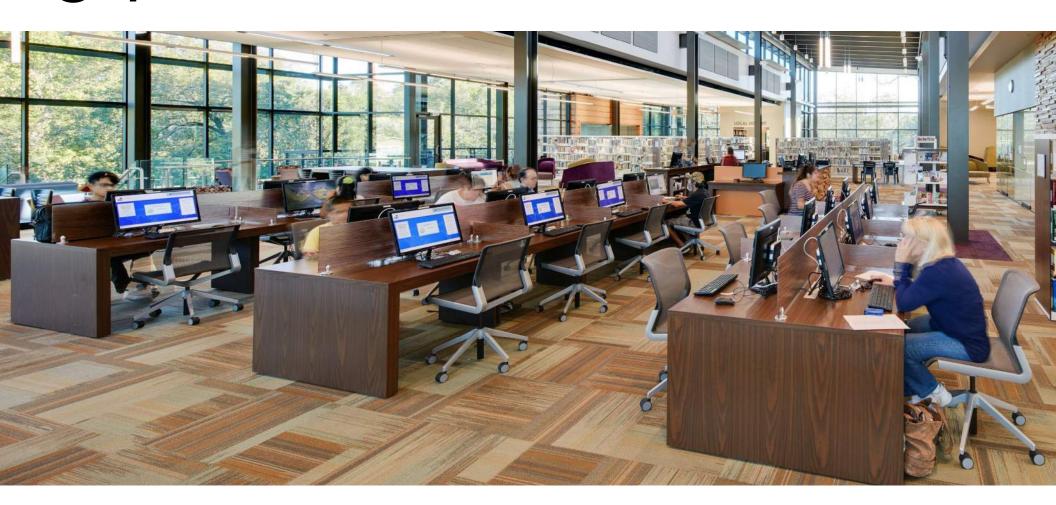




AGENDA

- 01 Community Input
- **02** Key Benchmarks and Standards for Space
- 03 Recommendations
- 04 **Q&A**

01 Community Input



ABOUT THE COMMUNITY INPUT

COMMUNITY SESSIONS

ANALYTICS

- 3 sessions:
- 13 in person or virtual participants
- 92% Library Card Holders
- 21% indicated that library doesn't have what they need
- 60% prefer one, large, full-service library location
- 76% of online survey respondents prefer one, large, full-service library location.

ABOUT THE COMMUNITY INPUT

ONLINE SURVEY

ANALYTICS

- 449 Responses
- 92% Library Card Holders
- 63% borrow books for adults
 - The adult collection was listed as the most valuable resource in the library
- 39% borrow books for kids
 - Children's story time is the 4th most valuable resource
- 23% don't use the library because of lack of time or they use the internet
- 16% responded "other" to the list of reasons they don't use the library. The top two reasons under "other" revolve around:
 - The cost or distance for those that do not live in Burleson
 - 22% of respondents live outside Burleson
 - Expanded use of digital materials (digital materials are the 3rd most valued resource)

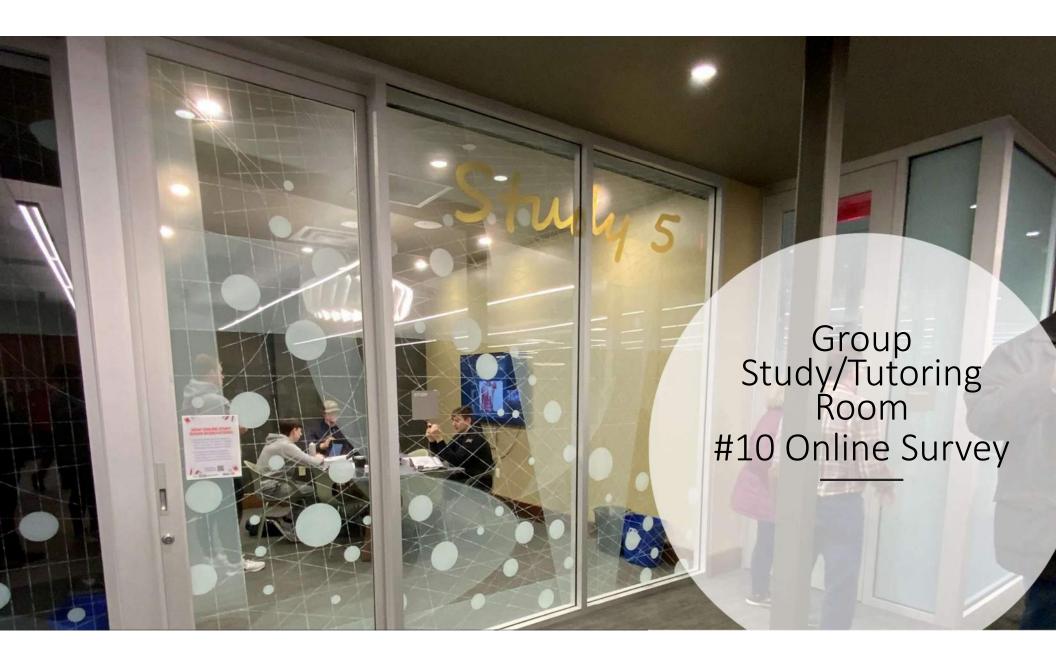
ABOUT THE COMMUNITY INPUT

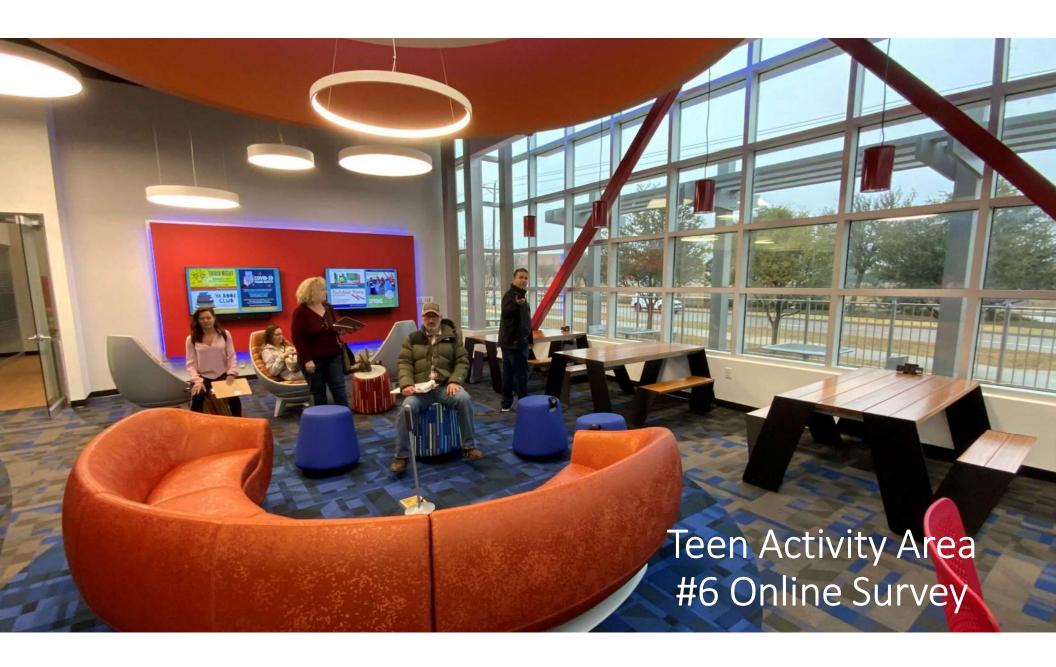
ONLINE SURVEY

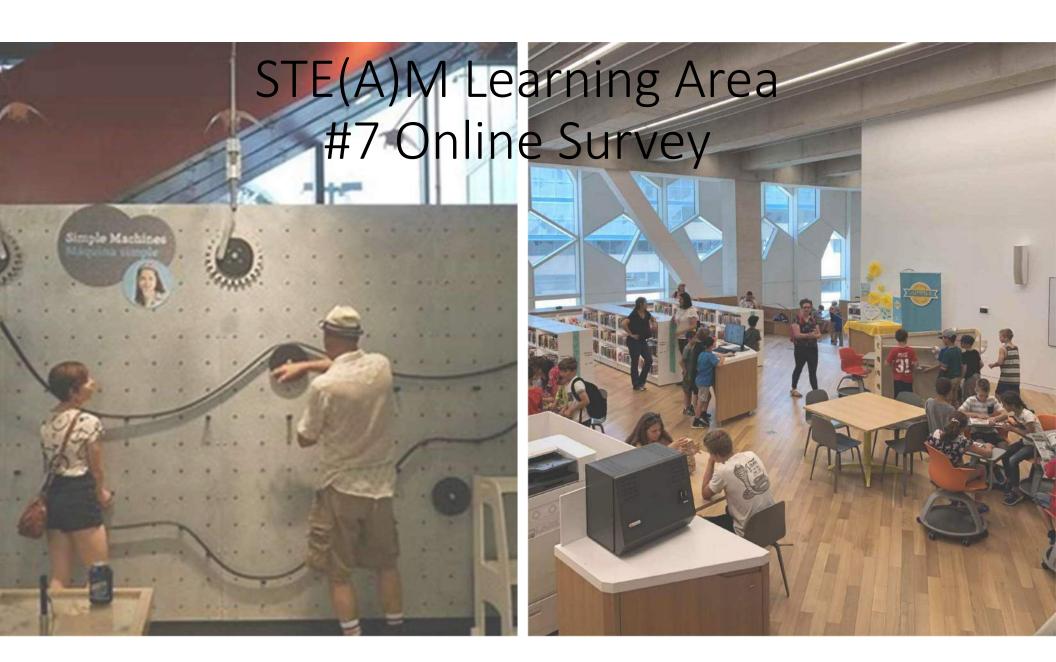
ANALYTICS

- Library users top four accomplishments related to library use include:
 - Raise an avid reader
 - Prepare my child for school
 - Improve my education
 - Boost my child's confidence
- It is important for the library to serve:
 - 91% Elementary aged children
 - 87% Preschool aged children
 - 79% High school students
 - 76% retires
 - 75% Adults raising families or working

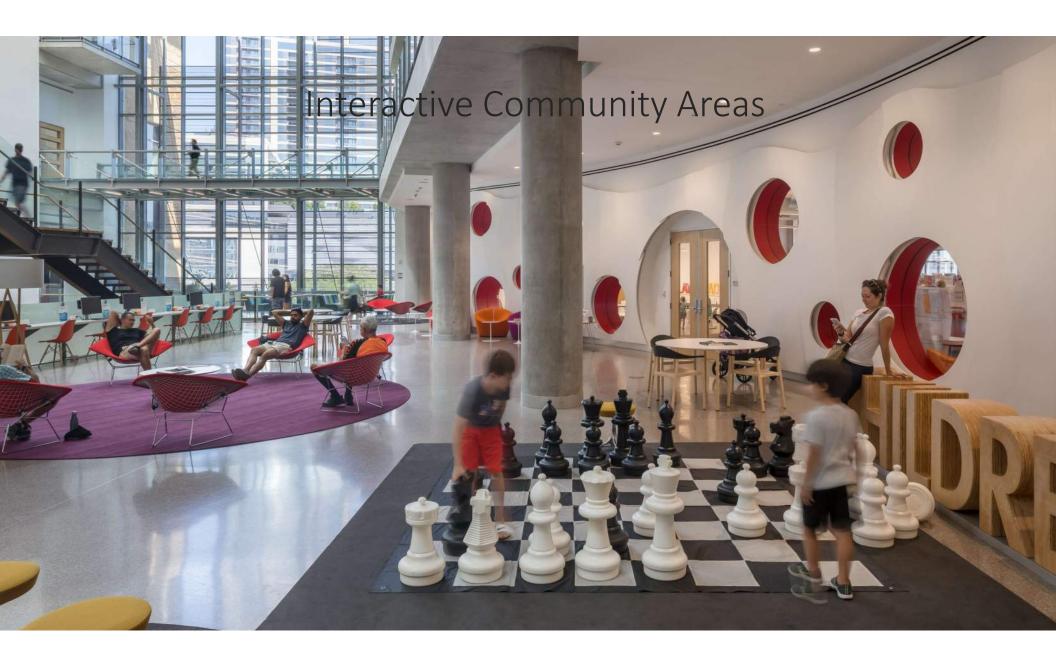






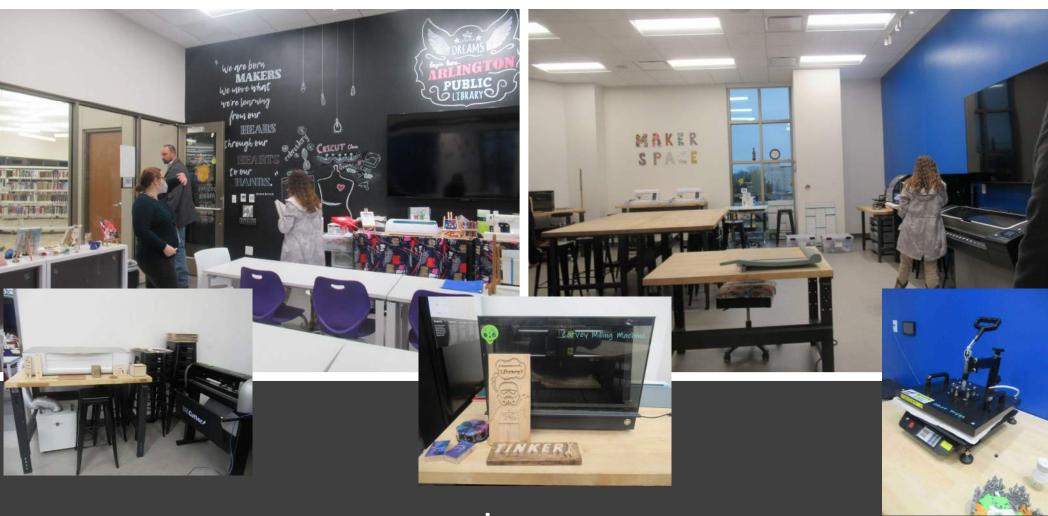








Tech Vending



Makerspace

Library Drive Through Return & Window

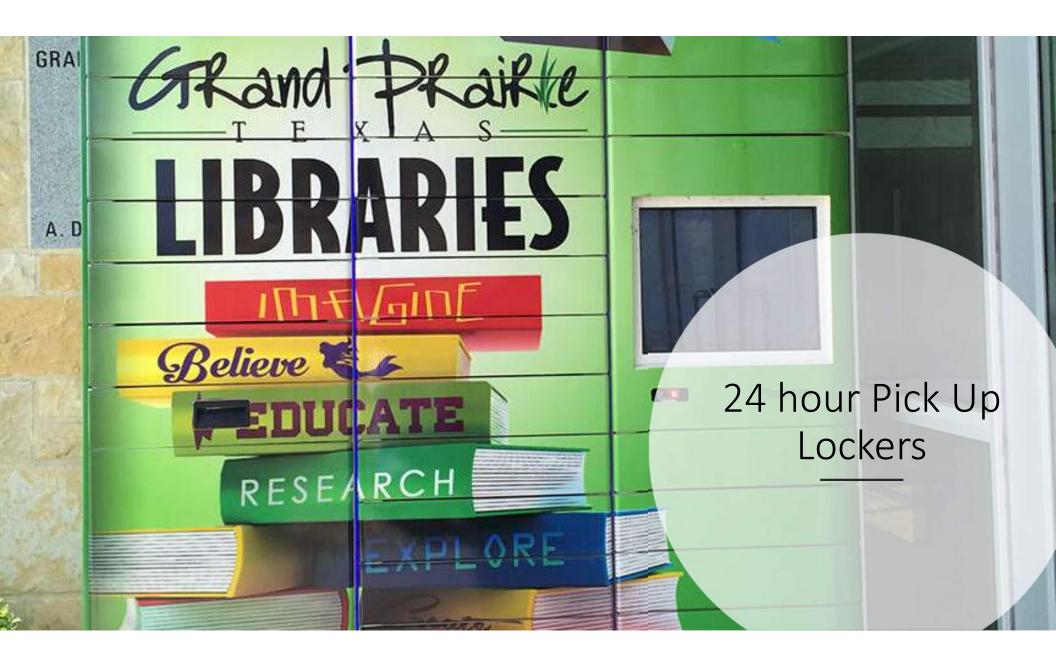




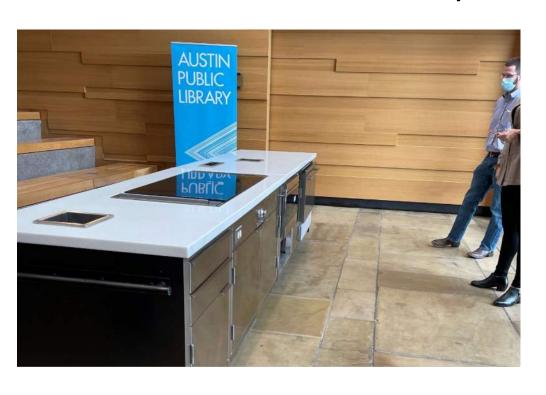
Commons Area/Extended Hours



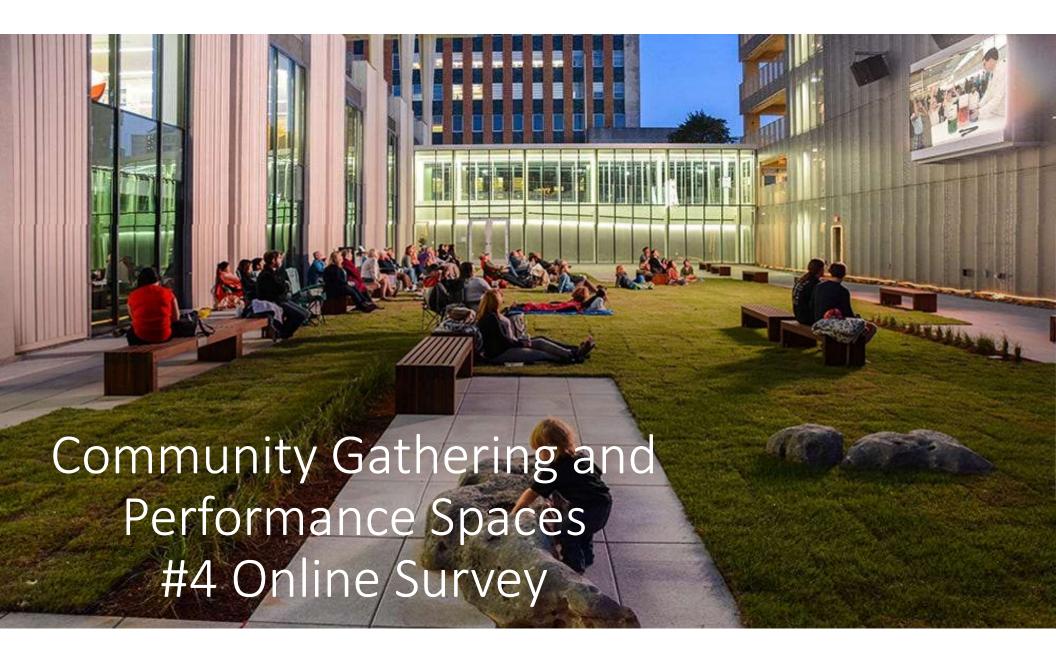


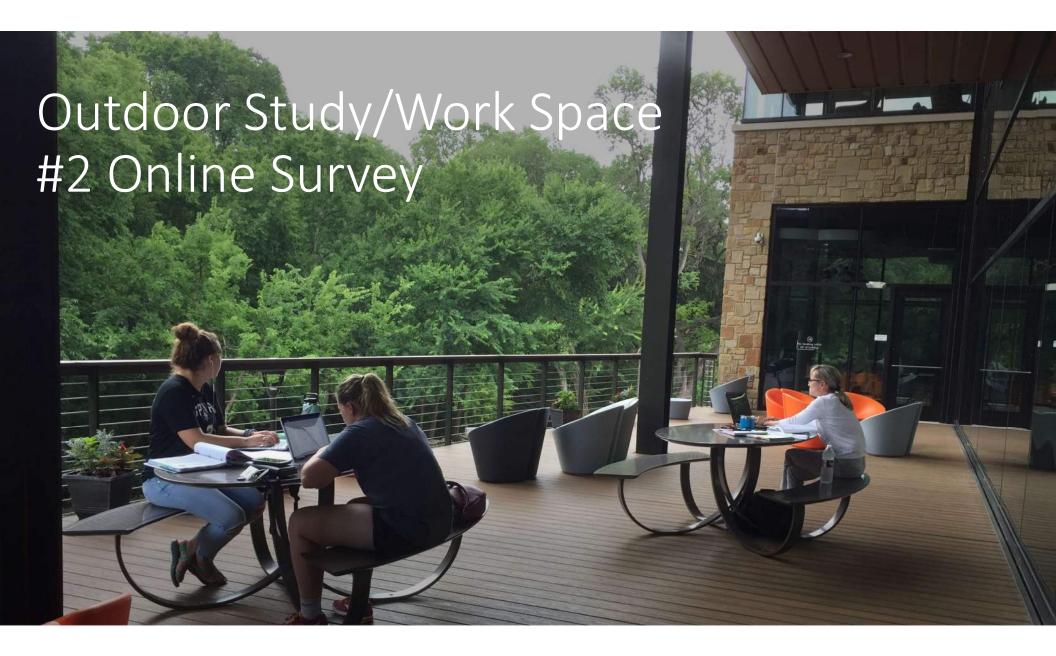


Mobile Demonstration Kitchen #9 Online Survey



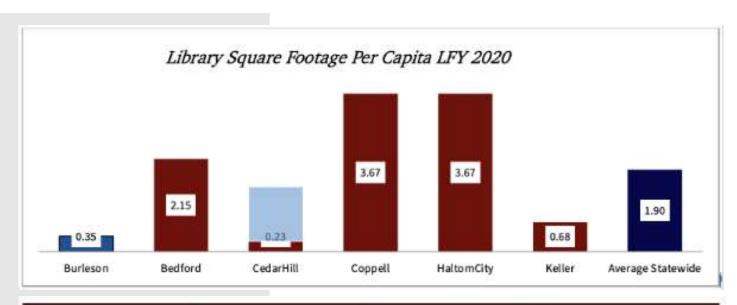






()2 Key Standards and Benchmarks





Year	Population	Existing Gross Square Feet	Gross Square Feet Per Capita
2023	60,771	17,000	0.28
2035	78,445	17,000	0.22
Build Out	103,662	17,000	0.16

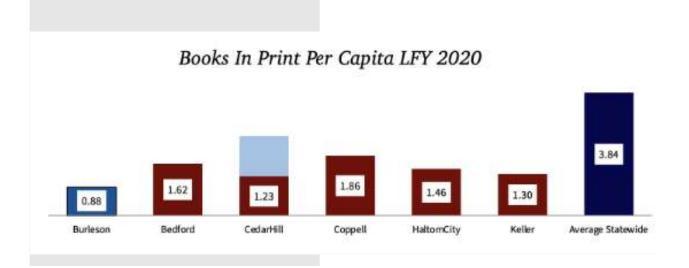
STANDARDS

BENCHMARK LIBRARIES

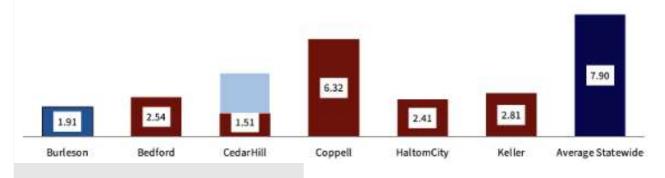
Year	Population	Square Feet @.51 SF Per Capita (Texas Overall Average)	Square Feet @ 0.6 SF Per Capita (ALA "Standard")	Square Feet @ 0.8 SF Per Capita	Square Feet @ 1 SF Per Capita
2020	49,692	25,343	29,815	39,754	49,692
2023	60,771	30,993	36,463	48,617	60,771
2028	66,864	34,101	40,118	53,491	66,864
2035	78,445	40,007	47,067	62,756	78,445
Build Out	103,662	52,868	62,197	82,930	103,662

STANDARDS

SPACE



Collection-Items Per Capita LFY 2020



STANDARDS

COLLECTION

Population	Current Library Print Collection	Collection Format	Collection Size at Exemplary Level	Collection Size at Enhanced Level	Space Required (66" high shelving @ 8 volumes per SF)*	Notes
		TOTAL:	169,551	123,973		
2023: 60,771	57,018	70% Physical	118,686	99,178	12,397	@ enhanced leve
		30% Digital	50,865	24,795	21,194	@ enhanced leve
		TOTAL:	218,862	160,028		
2035: 78,445		70% Physical	153,203	128,022	20,003	@ enhanced leve
		30% Digital	65,658	32,006	27,358	@ enhanced leve
		TOTAL:	249,825	157,566		
Build Out: 103,662		70% Physical	174,878	126,053	19,696	@ enhanced leve
		30% Digital	74,948	31,513	31,228	@ enhanced leve

STANDARDS

COLLECTION

Year	Population	Current Reader Seats	3 per 1,000	SF Requirement
2020	49,692	93	149	4,472
2023	60,771		182	5,469
2028	66,864		201	6,018
2035	78,445		235	7,060
Build Out	103,662		311	9,330

^{*} includes birdhouse, does not include study rooms

STANDARDS

TECHNOLOGY AND SEATING

Year	Population	Current Technology Seats	1 per 1,500	SF Requirement
2020	49,692	38	33	1,325
2023	60,771		41	1,621
2028	66,864		45	1,783
2035	78,445		52	2,092
Build Out	103,662		69	2,764

* includes laptops

STANDARDS

TECHNOLOGY AND SEATING

Total Space Required	Collection Items	Meeting Space	Public Seating	Tech Seats	SF
Public/Common Areas, Lobby, Booksale Area, Café/Vending, Restrooms (Public, Family, Comfort)					1,400
Library Pre-function Area					1,000
Six (6) Person Study Rooms - (4)		24			360
Two (2)- Four (4) Person Study Rooms - (4)		16			240
Multi-purpose Collaboration Lab (#10)		16			240
Audio/Video Media Lab					300
High-Tech/Low-Tech Craft Space (#9)		24			1,440
Deep Quiet Reading (#1)			20		600
Collection	153,203				19,150
Adult Reader Seats			100		3,000
Children's Reader Seats			80		2,400
Children's Activity Area (#7) (Adj. to Family Rm + Comfort Room)					500
Teen Reader Seats (#6)			35		1,050
Technology Seats				52	2,080
Story Time Room					1,200
Multi-purpose Meeting / Class Rooms (2 Divisable) (#2)		180			3,060

STANDARDS

OVERALL SPACE NEEDS

Total Space Required	Collection Items	Meeting Space	Public Seating	Tech Seats	SF
Teaching/Learning Kitchen (#8)					200
Staff Work Areas (Approx. 25%) includes Offices, Workstations, Storage, Conference, AMH					9,505
Non-Assignable (Approx. 25%) Storage, Support					9,505
Duplicated Space/Services for an Additional Location		16			5,000
	2.79 Items per Capita (2035)	260	235	52	62,231
TOTAL	Enhanced Vols	Space for Meeting	Public Seats 3/1000 (2035)	Tech Seats 1/1500 (2035)	Square Feet
				Existing	17,000
				Library Additional SF Needed	40,231

Parking Ordinance and Best Practices:

City Ordinance: Library or Museum: 10 spaces, plus one space for each 300 sq. ft of total floor area.

201

Parking Best Practices:

Exterior Programming Spaces:

286

Book Return/Service Window

Bike Racks

Library Lockers/Vending

Porch Seating

Community Gathering Lawn/Performance Spaces (Main Location Only)

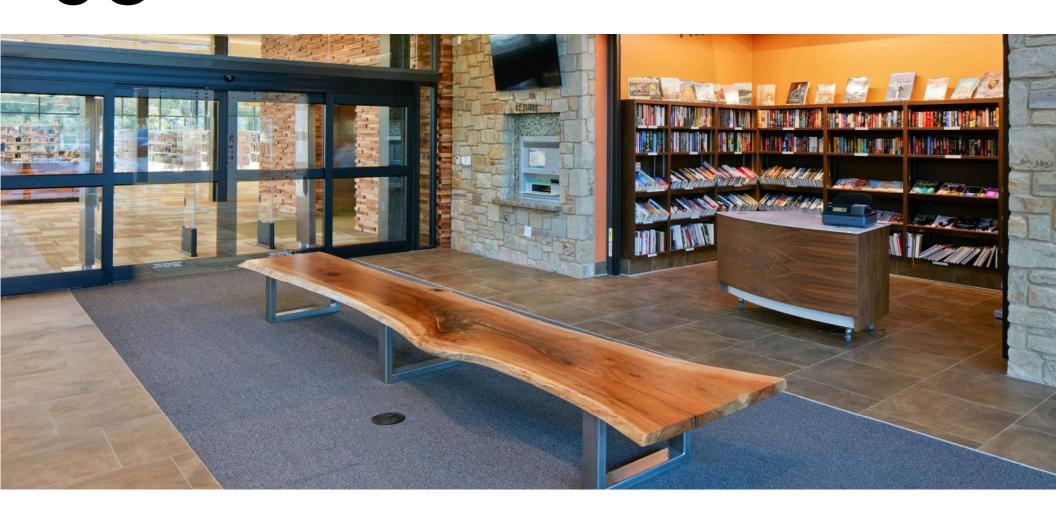
Study/Workspaces

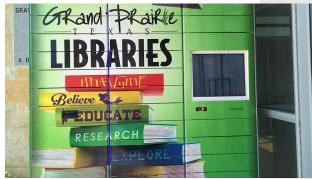
720

STANDARDS

OVERALL SPACE NEEDS

03 Recommendations







SHORT TERM

RECOMMENDATIONS

Short Term (1-3 years):

- New Furniture in progress
- Vending services in progress
- New Outreach vehicle in progress
- Expand programming by utilizing adjacent building – in progress



Long Term (3-10 years):

- Expand the building by 20,000 SF
- Build a new "Westside" Branch @ 20,000 SF
- For a total of 57,000 SF

Year	Population	Gross Square Feet	Gross Square Feet Per Capita
2023	60,771	17,000	0.28
2035	78,445	57,000	0.73
Build Out	103,662	57,000	0.55

LONG TERM

RECOMMENDATIONS

THANK YOU!

QUESTIONS?

7 2 0



designing modern libraries where communities can gather to learn, play, dream, and explore