



Library Board Agenda

Tuesday, January 23, 2024
6:00 PM

Burleson Public Library -
Meeting 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 December 5, 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-Library)
 - B. Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects. (Staff Presenter: Sara Miller, Deputy Director-Library)
5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**
6. **ADJOURN**

Staff Contact:
DeAnna Phillips
Community Services Director
817-426-9622
dphillips@burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 19th of January 2024, 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: January 23, 2024

SUBJECT:

Consider approval of the minutes from the December 5, 2023, library board meeting.

SUMMARY:

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes

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
DECEMBER 5, 2023
DRAFT MINUTES

Call to Order: 6 P.M.

Board Members Present

Amanda Cognasi
Claire Coggin
Daniel McClain
Janet Farmer
Joan Coubarous
Jim Wadlow
Sara Navarrette
Toni Wing-Jenkins

Board Members Absent

Gabrielle De La Cruz

Staff Present

Sara Miller, Deputy Director-Library
DeAnna Phillips, Community Services Director
Paula Skundberg, Recording Secretary

1. **Call to Order:** 6 P.M.
2. **Approve the minutes from the Library Board Meeting.**
 - A. **Consider approval of the minutes from August 22, 2023, Library Board meeting.**

A motion was made by Daniel McClain and seconded by Toni Wing Jenkins to approve the minutes as presented.

Motion passed unanimously. Absent Gabrielle De La Cruz.

3. **Citizen Appearances.** None
4. **Reports and Discussion Items:**
 - A. **Elect a Chair and Vice Chair to serve for the year 2024. (Staff Presenter: Sara Miller, Deputy Director-Library.)**

Nominations were received for both chair and vice chair; and nominees accepted their nominations. Following a brief discussion board members unanimously selected Daniel McClain to serve as chair and Amanda Cognasi to serve as vice chair for the year 2024.

- B. **Consider and approve Library Board meeting dates for 2024. (Staff Presenter: Sara Miller, Deputy Director Library.)**

Staff presented two proposed meeting schedules for 2024: Quarterly schedule: February 27, May 28, August 27 and November 26, 2024; and a Bi-monthly schedule: January 23, March 26, May 28, July 23, September 24 and November 26, 2024. Meetings are held at 6 p.m. on the fourth Tuesday of the month here at the library. A brief discussion followed.

Motion was made by Toni Wing Jenkins and seconded by Sarah Navarrette to accept the bi-monthly meeting schedule as presented.

Motion passed unanimously. Absent Gabrielle De La Cruz.

C. Hold a discussion and receive a report regarding 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 August – October 2023 which included an overview of the programs for all age groups, participation in community events, community and school outreach activities, staff training, collection spotlight, and a summarization of library statistics for the period. Staff responded to board members' comments and questions.

D. Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects and base budget adjustments. (Staff Presenter: Sara Miller, Deputy Director-Library.)

Staff gave a presentation of Library 2023-2024 projects and base budget adjustments that included the status of the library outreach vehicle (pending delivery), large format printer (installed on site), digital library enhancements, AWE Station replacements and meeting/conference room furniture. Staff responded to board members' comments and questions.

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

Agenda Item 4.E. was removed from the agenda because it was a duplicate of Agenda Item 4.C.

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

The 720 Design team was present and gave a final report and presentation of the master plan and facility study. Staff responded to board members' comments and questions.

- Next step for 720 Design will be to give a report and presentation to the Community Services Committee before presenting it to City Council.

- The Community Services Committee includes council members Victoria Johnson, Phil Anderson, and Ronnie Johnson.
- Staff plan to follow-up and let members know the date, time, and location of the meeting.

5. **Community Announcements** - None

6. **Board Request for future agenda items ore reports**

- Next board meeting will be January 23, 2024.
- Discuss board's strategy when 720 Design gives their report and presentation to the City Council Community Services Committee.

7. **Adjourn**

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

Time – 7:17 P.M.

Paula Skundberg, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: January 23, 2024

SUBJECT:

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

SUMMARY:

Staff will review library updates, including:

- Library programs
- Library collections
- Burleson Animal Shelter donation drive
- 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

November-December 2023

Library Advisory Board

January 23, 2024



Programs for Kids



Turkey Scavenger Hunt
Participants: 41

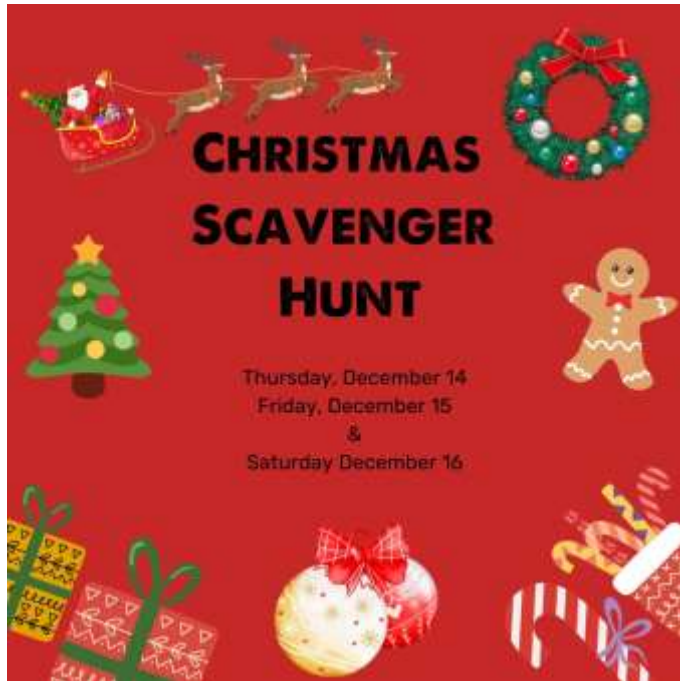


Touch-a-Truck with Burleson
Fire/EMS
Attendance: 92



Grinch Storywalk®
Attendance: 67

Programs for Kids



Christmas Scavenger Hunt
Participants: 70



Grinch Day
Attendance: 89



Storytime (Average
Attendance)
Baby: 40
Toddler: 64
Preschool: 42

Programs for Teens



DIY Advent Calendar
Attendance: 23

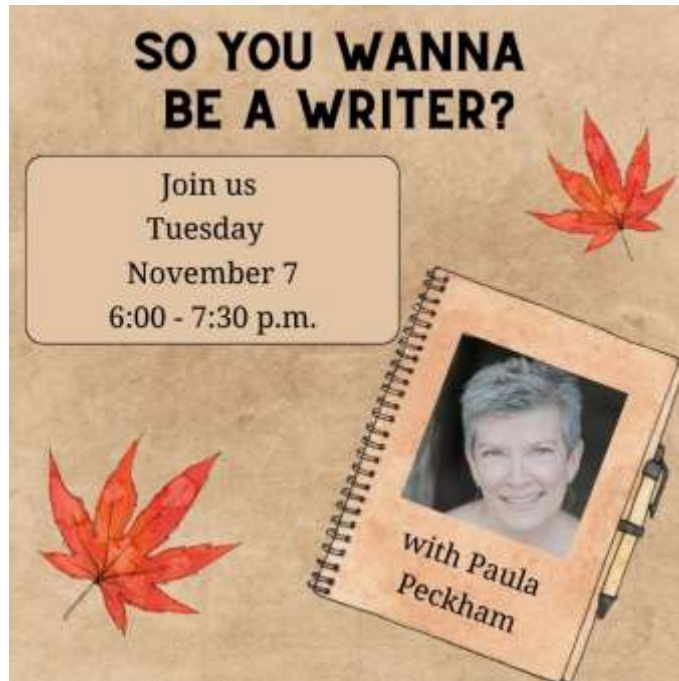


Gnome Craft
Attendance: 26



Tacky Christmas Party
Attendance: 20

Programs for Adults



So You Wanna Be a Writer?
Attendance: 13



History of Chocolate &
Tasting
Attendance: 13

Programs for All Ages



Christmas at the Library
Attendance: 591



Christmas Crafts & Coffee
Attendance: 18



Our Texas, Our Future Film
Series
Attendance: 14

Collection Spotlight: New Items

- Wii U Kit
- Magic Kit
- Yoga Kit
- Record Player Kit



Burleson Animal Shelter Donation Drive



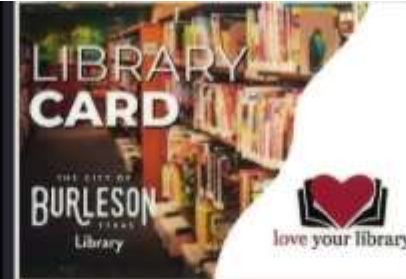
During the first week of December, Library staff collected donations for the animal shelter. Items collected included food, blankets, cat litter and toys.

YTD
Totals



69,565

digital items downloaded +7%



2,469

cards issued -1%

Item A.

11,045

used a computer +13%



228,855

physical items checked out +7%

189,780

visited the library +8%



22,744

attended programs -9%

Questions/Comments

Sara Miller

Deputy Director-Library

smiller@burlesontx.com

817-426-9203

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: January 23, 2024

SUBJECT:

Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects.

SUMMARY:

Staff will discuss several projects from the 2023-2024 budget year. These projects include the library outreach vehicle, replacing furniture in the meeting and conference rooms, and the Library master plan and facility study.

As requested by Chairperson Daniel McClain, the Board will discuss their response and recommendations to City Council regarding the master plan and facility study.

OPTIONS:

N/A

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Sara Miller
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Library Projects

Library Advisory Board

January 23, 2024



Library Outreach Vehicle

Vendor has completed customization of the van's interior. We are currently awaiting delivery.

After the van is delivered, KMP Graphics will begin work on the vehicle wrap.

"Reading Rover" was the name chosen in a poll of library users.

This vehicle will transport equipment for library outreach and programs in the community.



Meeting/Conference Room Furniture

Library staff are currently reviewing proposals from several furniture vendors.

This project will replace the furnishings in the library's conference room, meeting room and study rooms.



Library Master Plan & Facility Study

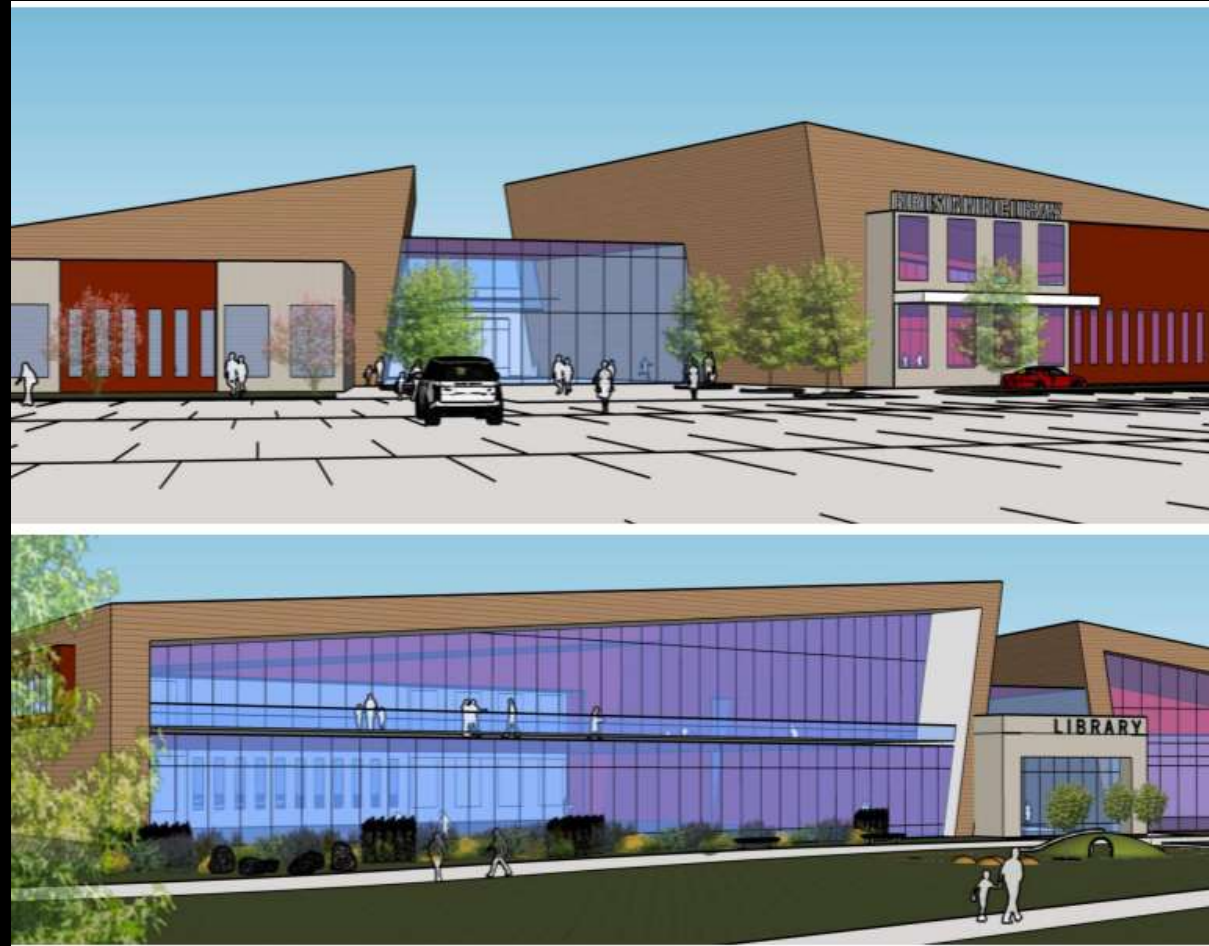
January 24, 2024 9 a.m.

Presentation to the Community Services Committee

February 5, 2024 5:30 p.m.

Presentation to the City Council

As requested by Chairperson Daniel McClain, the Library Advisory Board will discuss their response and recommendations to City Council.





Questions/Comments

Sara Miller

Deputy Director-Library

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