



Library Board Agenda

Tuesday, December 05, 2023
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 August 22, 2023, Library Board meeting.
3. **CITIZEN APPEARANCES**
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*)
 - B. Consider and approve Library Advisory Board meeting dates for 2024. (*Staff Presenter: Sara Miller, Deputy Director-Library*)
 - C. Hold a discussion and receive a report regarding Burleson Public Library services and programs. (*Staff Presenter: Sara Miller, Deputy Director-Library*)
 - 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*)
 - E. Hold a discussion and receive a report regarding Burleson Public Library services and programs. (*Staff Presenter: Sara Miller, Deputy Director-Library*)
 - 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*)
5. **COMMUNITY ANNOUNCEMENTS**
6. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**
7. **ADJOURN**

DeAnna Phillips

Community Services Director

dphillips@burlesontx.com

817-426-9622

CERTIFICATE

I hereby certify that the above agenda was posted on this the 1st of December 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: December 5, 2023

SUBJECT:

Consider approval of the minutes from the August 22, 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
August 22, 2023
DRAFT MINUTES

Call to Order – 6:00 P.M.

Board Members Present

Amanda Cognasi
Claire Coggin
Daniel McClain
Gabrielle De La Cruz
Jim Wadlow
Sara Navarrette
Toni Wing-Jenkins

Board Members Absent

Joan Coubarous
Janet Farmer

Staff in Attendance:

Sara Miller, Deputy Director-Library
Kerry Montgomery, Recording Secretary

1. Call to Order: 6:00 PM

2. Approve the minutes from the Library Board meeting.

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

A motion was made by Daniel McClain and seconded by Gabrielle De La Cruz to approve the minutes as presented.

The motion passed 7-0, with Joan Coubarous & Janet Farmer being absent.

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 May - July 2023 which included an overview of the Summer Reading Club (June 1-July 31, 2023), Marketing and outreach, and Library 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 which included an overview of the library master plan and facility study; purchase of library outreach vehicle and the replacement furniture for public areas; and reviewed the proposed supplemental budget requests for 2023-2024. Staff responded to board members comments and questions.

5. Board Requests for Future agenda Items or Reports

- Next meeting is November 28
- Set next year's board schedule. Consider increasing meeting frequency from quarterly to monthly or bi-monthly.

6. Adjourn

There being no further business, Vice Chair Claire Coggin adjourned the meeting.

Time – 6:30 P.M.

Kerry Montgomery, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: December 5, 2023

SUBJECT:

Elect a Chair and Vice Chair to serve for the year 2024 (*Staff Presenter: Sara Miller, Deputy Director-Library*)

SUMMARY:

The Library Advisory Board will elect a Chair and Vice Chair to serve for the year 2024. 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: December 5, 2023

SUBJECT:

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

SUMMARY:

Staff has created a proposed quarterly meeting calendar for the board to consider, along with the option for bi-monthly meetings.

OPTIONS:

- 1) Approve a Library Advisory Board meeting calendar for 2024 as presented.
- 2) Approve a Library Advisory Board meeting calendar for 2024 with modification.
- 3) Deny the Library Advisory Board meeting calendar for 2024.

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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

Exhibit-2-Proposed Meeting Dates for 2024

Library Advisory Board Meeting Dates for 2024: Quarterly Schedule

Tuesday, February 27, 2024
Tuesday, May 28, 2024
Tuesday, August 27, 2024
Tuesday, November 26, 2024

Library Advisory Board Meeting Dates for 2024: Bi-monthly Schedule

Tuesday, January 23, 2024
Tuesday, March 26, 2024
Tuesday, May 28, 2024
Tuesday, July 23, 2024
Tuesday, September 24, 2024
Tuesday, November 26, 2024

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: December 5, 2023

SUBJECT:

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

SUMMARY:

Staff will review library updates, including:

- Library programs
- Community events and outreach
- School outreach
- Staff training
- Library collections
- Library statistics

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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Library Services Update

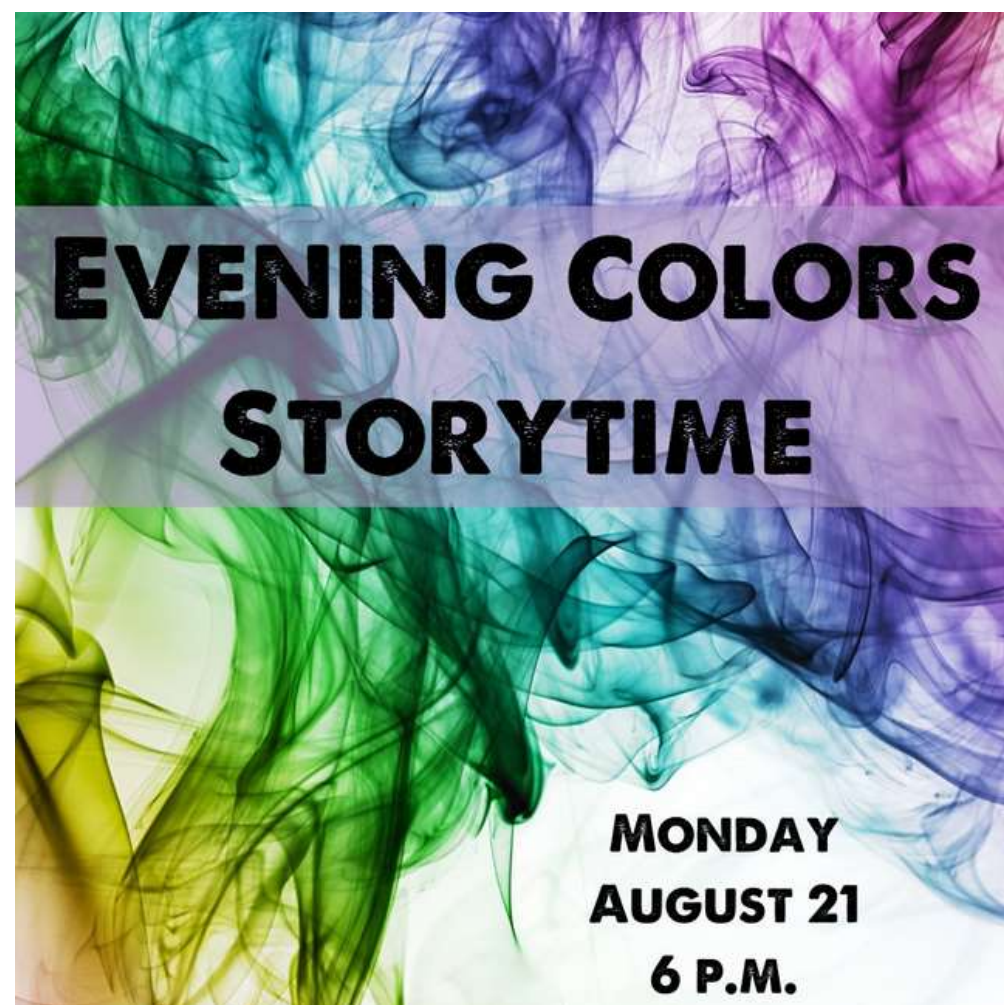
August - October 2023

Library Advisory Board

December 5, 2023

Programs for Kids Ages 0-5

Item C.



Baby Storytime
Toddler Storytime
Preschool Storytime
Evening Storytime



Stuffed Animal Sleepover
5 Senses Storytime
Pizza Storytime
Turtle Mayhem Crafts



Little Makers: Shadows
Storytime @ Warren Park
Halloween Scavenger Hunt

Programs for Kids Ages 6-10

Item C.



Welcome to Kindergarten
Storytime
Dog Tales
Young Builders Club
Water Works w/Tarrant
Regional Water District



Super Mario Crafts
Engineering H2O with
Tarrant Regional Water
District
Early Reader Book Club
Beyblade Club



Solar Eclipse Crafts
Reptiles w/ The Fort
Worth Nature Center
Halloween Minute-to-
Win-It Games

Programs for Teens Ages 10-17

Item C.



Back to School Craft:
Beaded Lanyard
Simple Cooking
Escape Room
Lounge & Makerspace
Saturday Movie Matinee



Anime Club
Friendship Bracelet Craft
Homeschool Art Club
Puppet Karaoke
Homecoming Mini Mums
Frankentoys



Camp Half-Blood @ the Library
Coraline Book Club
Scary Stories to Tell in the
Dark
Mummy Craft
Día de los Muertos Movie

Programs for Adults



Tiny Bookshelves
Community Art
Writer's Group
Computer Classes



DIY Rainwater Harvesting
Family Game Night
Medicare Education
Sit N' Stitch



Artsy-Craftsy Journaling
ESL Classes
Book Clubs
Kickoff to Inktober

Community Events

September 16: Be Healthy Burleson
5K/10K/Fun Run

October 3: National Night Out

October 4: Health & Lifestyle Expo for
City of Burleson employees

October 14: Founder's Day

Oct 21: Boo Bash



Community

Outreach

August 15: Education Center for ASD

Sept 19: National Voter Registration Day

Sept 25: Pop-Up Play & Learn with
Fit4Mom Crowley

Oct 17: Kids Kampus library tour &
Storytime

Oct 24: Miss Becky visited Kids Kampus



School

Outreach

BISD Student art from

Nick Kerr Middle School

Judy Hajek Elementary School

Featured in the library's display
case during the month of
October



School

Outreach

Kerr Middle School Art Show

Displayed in the library

October 12-20

Reception for students & families

October 20, 5-6pm

Attendance: 70



Staff

Mental Health First Aid Training presented by Pecan Valley Centers

MHFA is a skills-based training course that teaches participants about mental health and substance-use issues.

Staff attended from:
Burleson Public Library
other MetroShare libraries
Harvest House



Collection Spotlight

Log Cabin Village Pass

Good for up to 4 free admissions.

Modern Art Museum of Fort Worth

Good for 2 free admissions.

Available for checkout now with a

Burleson library card.

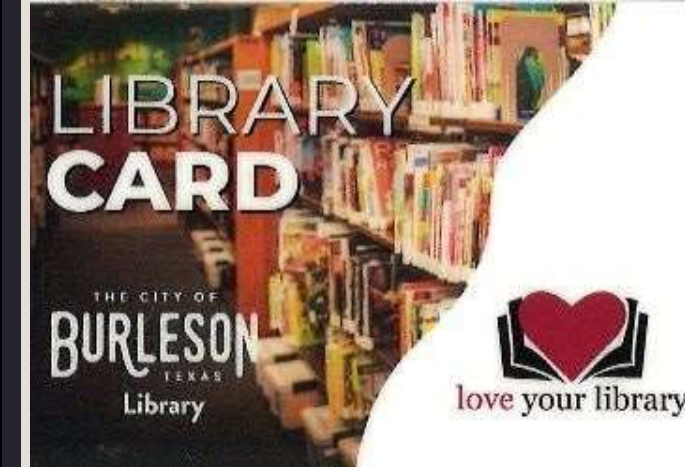


YTD
Totals



68,482

digital items downloaded

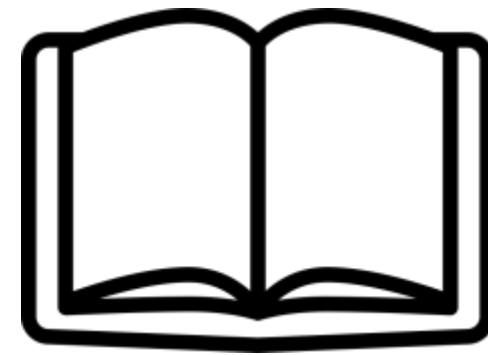


Item C.

2,458

cards issued

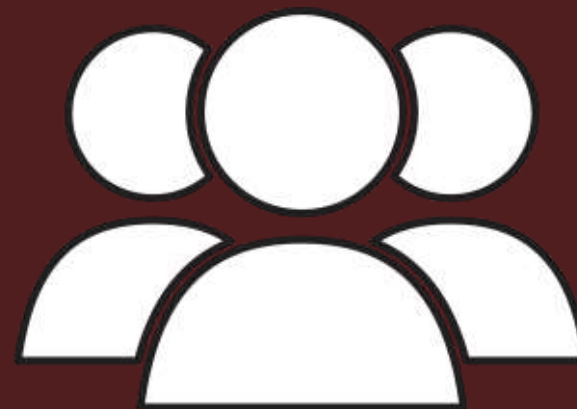
11,150
used a computer



228,601

physical items checked out

190,525
visited the library



23,898

attended programs

23



Questions?

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: December 5, 2023

SUBJECT:

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*)

SUMMARY:

Staff will discuss several projects from the 2023-2024 budget year. These projects include the library outreach vehicle, large format printing, digital library enhancements, early learning computers and replacing furniture in the meeting and conference rooms.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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



Library Projects & Budget

Library Advisory Board

Dec 5, 2023

Library Outreach Vehicle

Library and Communications staff are working with KMP Graphics on the vehicle wrap. We are currently awaiting delivery of the vehicle.



Large Format Printing

The City of Burleson IT Department is assisting with the lease of a 24" Canon plotter printer.

The printer is on order and we are awaiting delivery.



Digital Library Enhancements

The Library received several base budget adjustments to help meet the demand for digital content.

The monthly budget for hoopla has been increased so that more content is available to library cardholders.

Digital newspapers are now available, including the *Fort Worth Star-Telegram* and the *Wall Street Journal*.

Digital magazines are now available in the CloudLibrary app.



AWE Station Replacements

These early learning computers in the children's area offer educational games in both English and Spanish.

Our AWE stations were 6+ years old and out of warranty, so they were replaced in November.



Meeting/Conference Room Furniture

Library staff are currently requesting proposals from several furniture vendors.



Questions?



Library Board Meeting

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(*Staff Presenter: Sara Miller, Deputy Director-Library*)

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- Library programs
- Community events and outreach
- School outreach
- Staff training
- Library collections
- Library statistics

OPTIONS:

RECOMMENDATION:

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Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: December 5, 2023

SUBJECT:

Hold a discussion and receive a report regarding 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 library master plan and facility study. The first year of the project included benchmarking, stakeholder interviews, community input through focus groups and surveys, and discovery tours of other library facilities. A space program was developed for a 60,000 square foot library facility along with adjacency diagrams, exterior visioning and conceptual floor plans. Maureen Arndt from 720 Design will present the final report and discuss how these findings will help the City of Burleson plan for the future of the Burleson Public Library.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

Sara Miller
Deputy Director-Library

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Burleson Public Library

Library Board Presentation | December 5, 2023





TALKING POINTS

- 01 Introduction
- 02 Year 1 Master Plan Findings
- 03 Project Goals & Visioning
- 04 Plan Development
- 05 Exterior Perspectives
- 06 Interior Perspectives
- 07 Cost Estimate and Schedule

01 Introduction

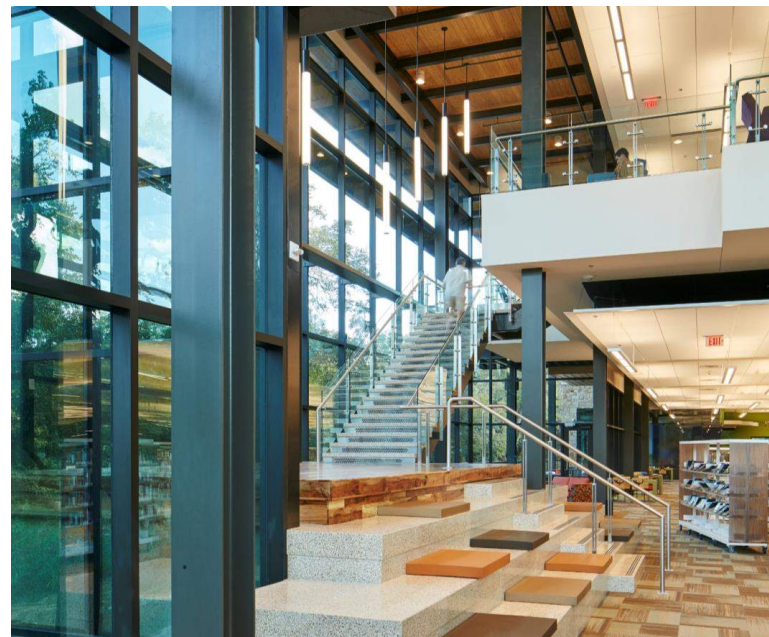
720 design Inc. is a boutique planning, architecture and interior design firm devoted to the development of **modern library spaces** where communities can gather to learn, play, dream, and explore.

Have completed **over 350 library projects completed** across the country.

Bring a wealth of knowledge, **lessons learned and expertise** to each unique library project.

Started working with Burleson on a Library Master Plan in January of 2022.

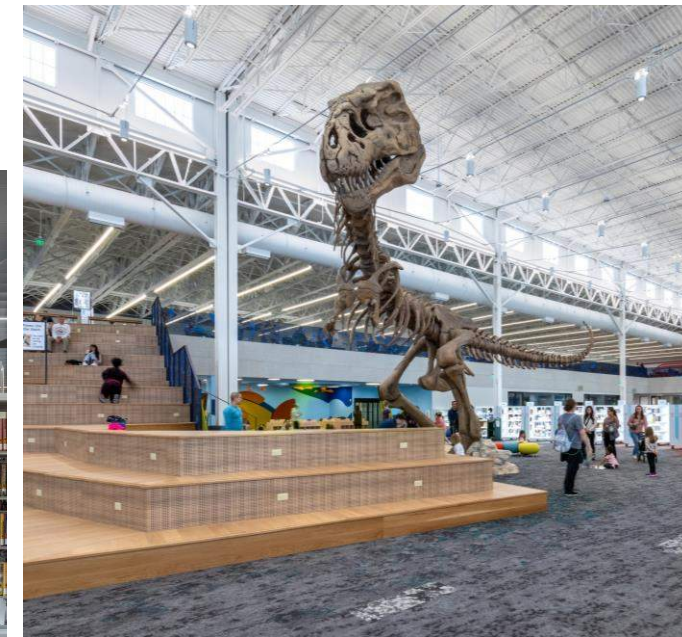
A Few of Our Projects



Seguin Public Library



Round Rock Public Library



Frisco Public Library

Our Team



Maureen



Sonya




Michelle



Mia

02 Year 1 Master Plan Findings



BURLESON
TEXAS

BURLESON
PUBLIC LIBRARY

720
design

720 design, Inc.
9003 Oakpath Lane, Dallas, TX 75243
tel: (214) 770.2320 | web: www.720design.net

History of the Burleson Public Library

The Burleson Public Library opened in 1971 in the historic Renfro-Clark House in Burleson. Burleson citizens approved a bond election for a larger, more modern facility that opened in March of 1980, but the library eventually outgrew that building as well.

In June of 1996, after a special election passed for the construction of municipal facilities, the library moved into a new 17,000 SF library at 248 S.W. Johnson where it is still in operation today.



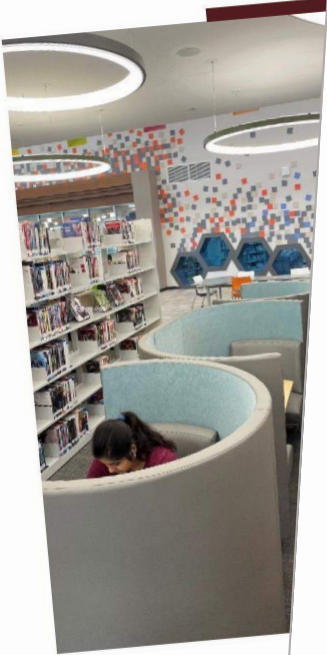
Burleson Library Report | 5

Library Discovery Tours


Prior to beginning the master plan process, library staff and consultants toured Texas libraries to evaluate best practices and new services at new and renovated libraries across the region. This gathering of information was invaluable to the planning process as staff provided pictures and images of aspirational services, systems, furniture, and layouts to be interpreted into the Burleson Public Library culture.

Four tours were planned and embarked upon including:

- John and Judy Gay Library, McKinney, TX
- Lewisville Library, Lewisville, TX
- Flower Mound Library, TX
- Euless Public Library, TX



Existing Facility Assessment



Building Sq. Footage:
17,000 sf

No. of Parking Spaces:
67 (2 HC)

Site Size:
2.3-acres

Year Built:
1994

The library building has been well maintained but is showing wear from years of heavy community use. It has reached the time for an update/refresh to finishes and fixtures.

Parking spaces meet the City's Parking Ordinance (61) but not library best practices (85) reflecting community input that parking is inadequate for the use especially when programs are offered. The building was planned to expand to the northeast to add approximately 6,800 additional square feet to the building.

Built in 1994, it does meet the original intent of ADA but does not reflect changes and updates made to the civil right since that time. There is an exterior ramp near the two accessible parking spaces, but it is long and hidden causing those with mobility issues to take the short cut up the stairs.

16 | Burleson Library Report

Community Input Fast Facts

- **+450 Responses** (Online and In Person)
- 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)
- 76% of online survey respondents prefer **one, large, full-service library location**

Reasons given for not going to the library include:

- lack of time
- use the internet
- **library doesn't have what they need**
- use digital materials



Top Requested Services

(in ranking order)

Quiet Reading Area

Outdoor Study/ Work Space

Multi-Purpose Activity Room

**Community Gathering
and Performance Spaces**

Teen Activity Area

STE(A)M Learning Area

Mobile Demonstration Kitchen

Group Study/Tutoring Room

Outdoor Learning

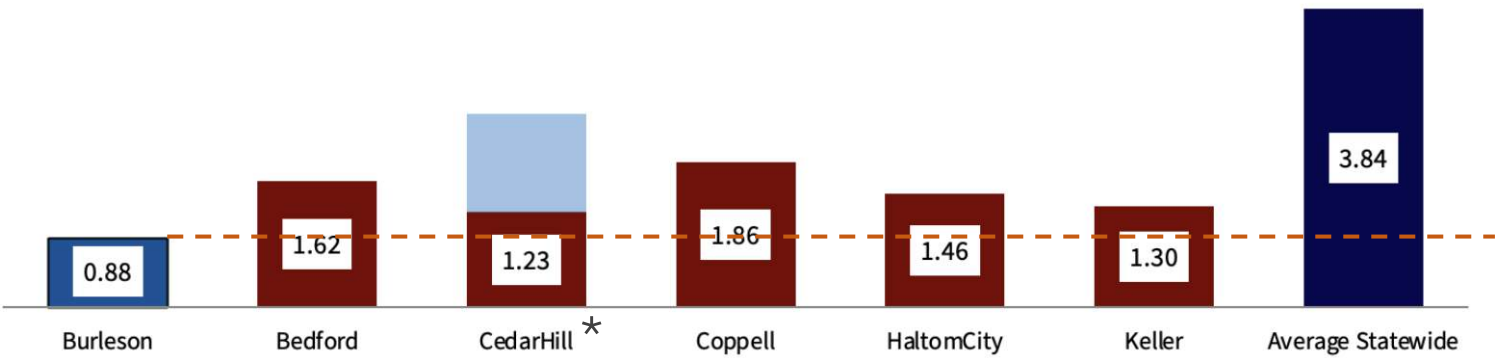
Coffee / Vending

Craft Room / Makerspace

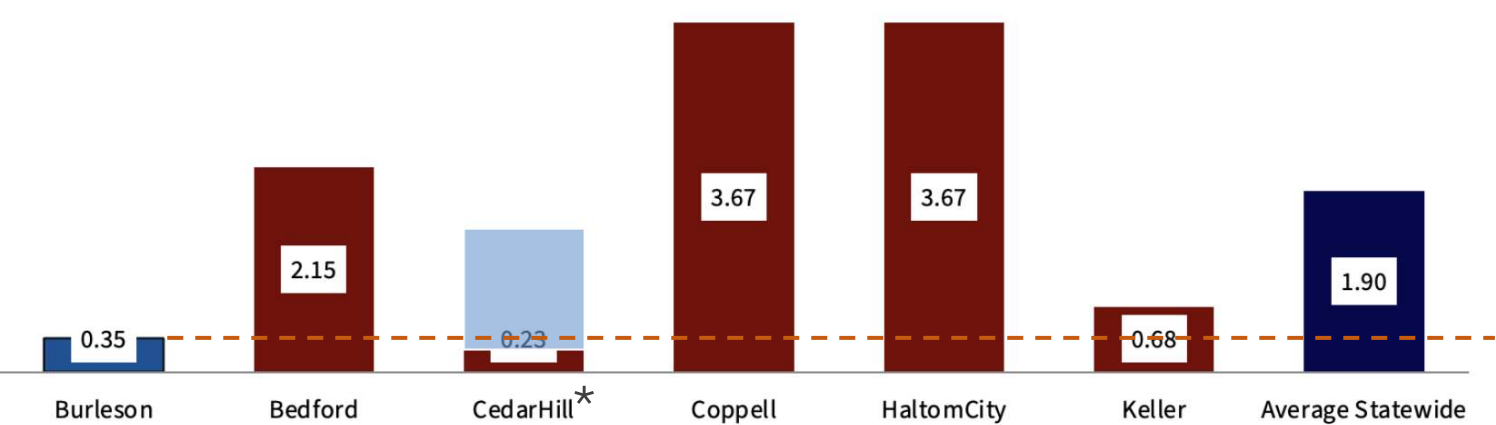
Computer Lab / Technology

Peer Comparison Fast Facts

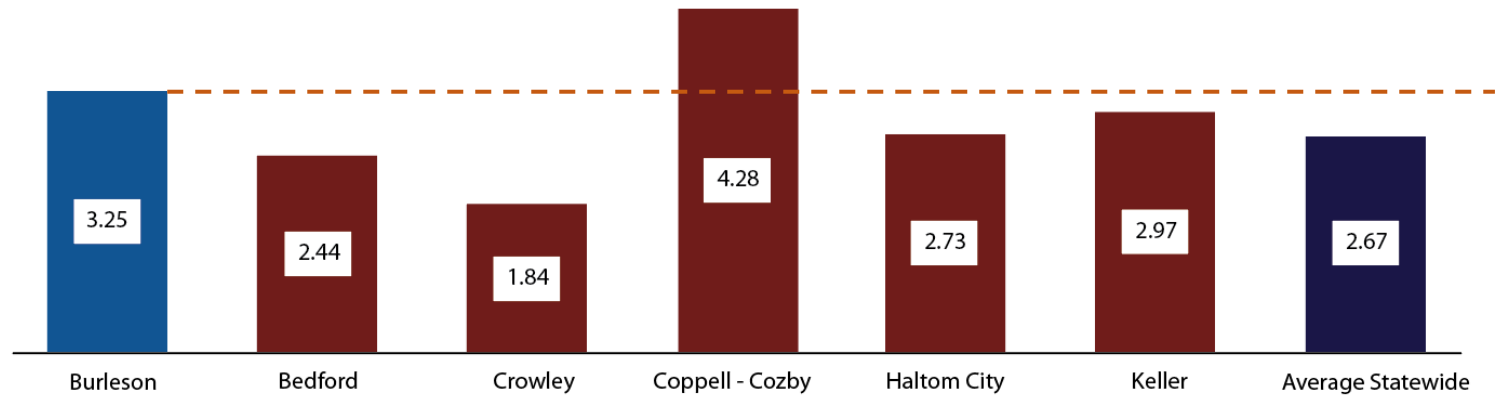
BOOKS IN PRINT PER CAPITA LFY 2020



LIBRARY SQUARE FOOTAGE PER CAPITA LFY 2020



LIBRARY VISITS PER CAPITA LFY 2022



* Cedar Hill Library is in construction, blue indicates numbers once project is complete

Library Square Foot per Capita and Standards

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

Based on current conditions, the chart above shows the serious decline in square feet per capita if the library does not expand.

Library Square Feet Against Texas State Library Standards

Year	Population	Square Feet @ .51 SF Per Capita (Texas Overall Average)	Square Feet @ 0.6 SF Per Capita (ALA Basic Standard)	Square Feet @ 0.8 SF Per Capita (ALA Mid-Level Standard)	Square Feet @ 1 SF Per Capita (ALA Exemplary Standard)
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

** Build out as established by City Engineering team

Based on current conditions, the chart above shows the serious decline in square feet per capita if the library does not expand.

Building Program Summary

BURLESON PUBLIC LIBRARY			
A.	Lobby		3,586 SF
B.	Gathering Spaces		8,325 SF
C.	Browsing and Technology		1,560 SF
D.	Circulation/Main Info Service Desk		460 SF
E.	Adult Services/Reference		10,439 SF
G.	Youth Services - Play and Learn		9,076 SF
J.	Tween Services - Middle Zone		1,108 SF
I.	Teen Services Room		2,560 SF
K.	Administration		1,370 SF
L.	Youth Programming Staff Workroom		1,504 SF
M.	Adult Programming Staff Workroom		1,048 SF
O.	Collection Development		658 SF
P.	Circulation and Volunteer Work Area		2,048 SF
P.	Library Staff Support		1,561 SF
R.	Building Support		3,100 SF
TOTAL ASSIGNABLE SQUARE FEET			48,404 SF
Gross Square Footage (75%)			60,505 SF

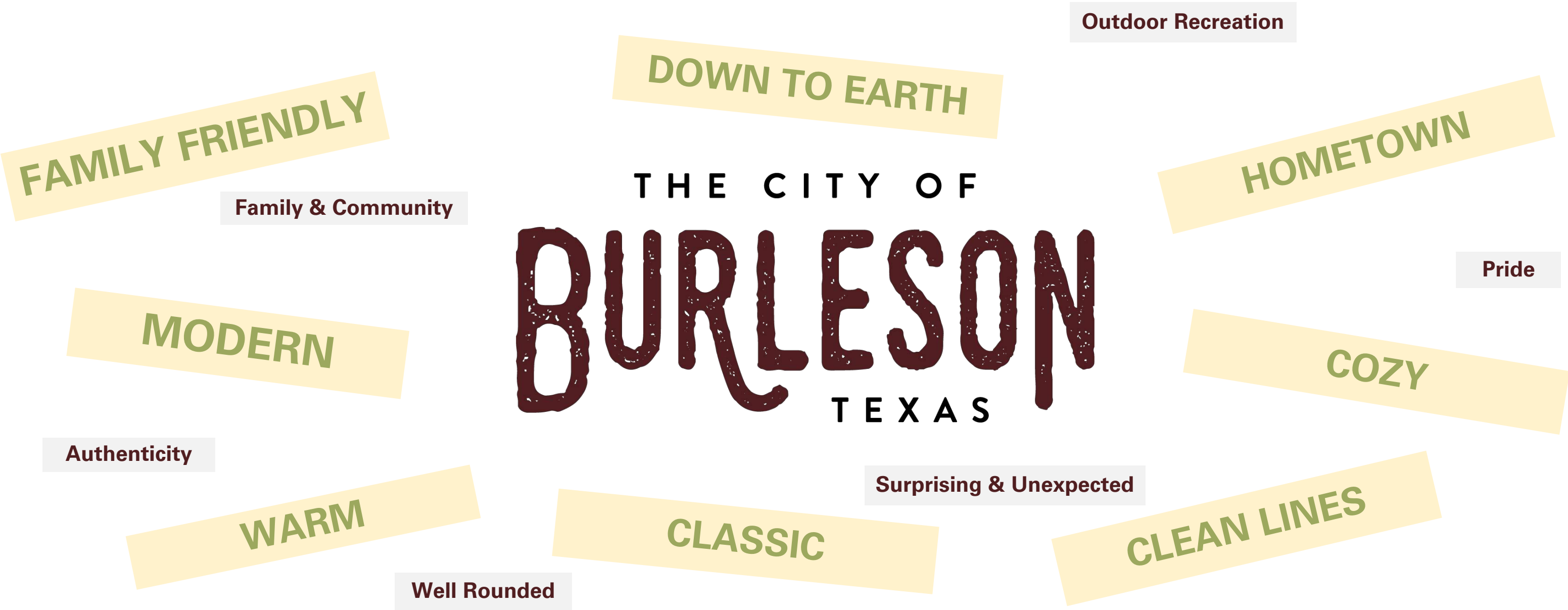
Existing Library Photos

Item F.



02 Project Goals & Visioning

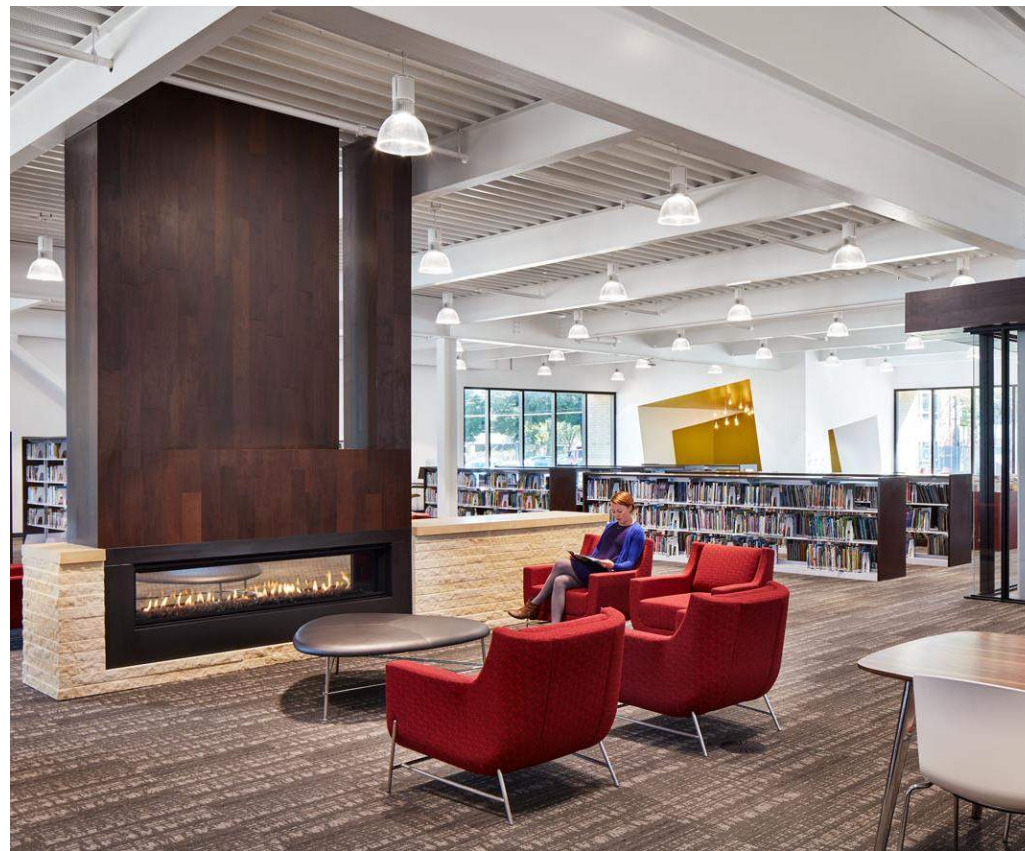
Themes from staff and community feedback.





#4 in Online Survey

Communicating Stair

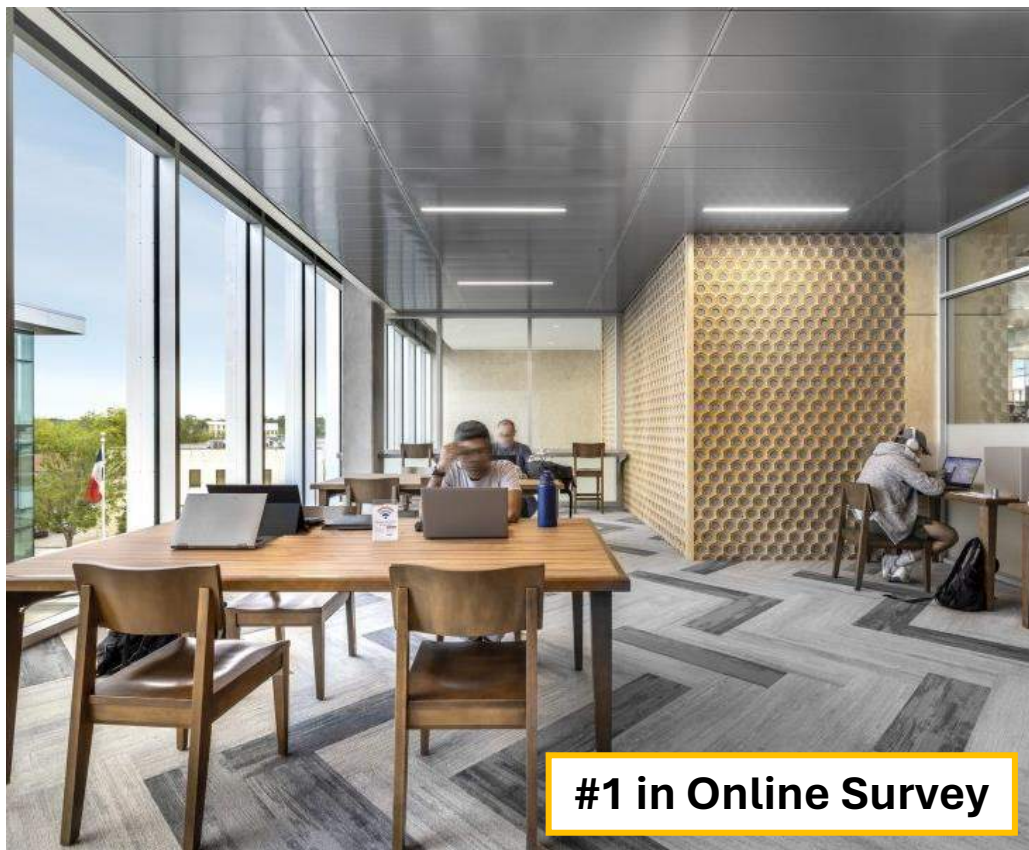


Variety of Adult Seating



#2 in Online Survey

Outdoor Reading Areas



#1 in Online Survey

Quiet Reading Room



Children's Reading Area

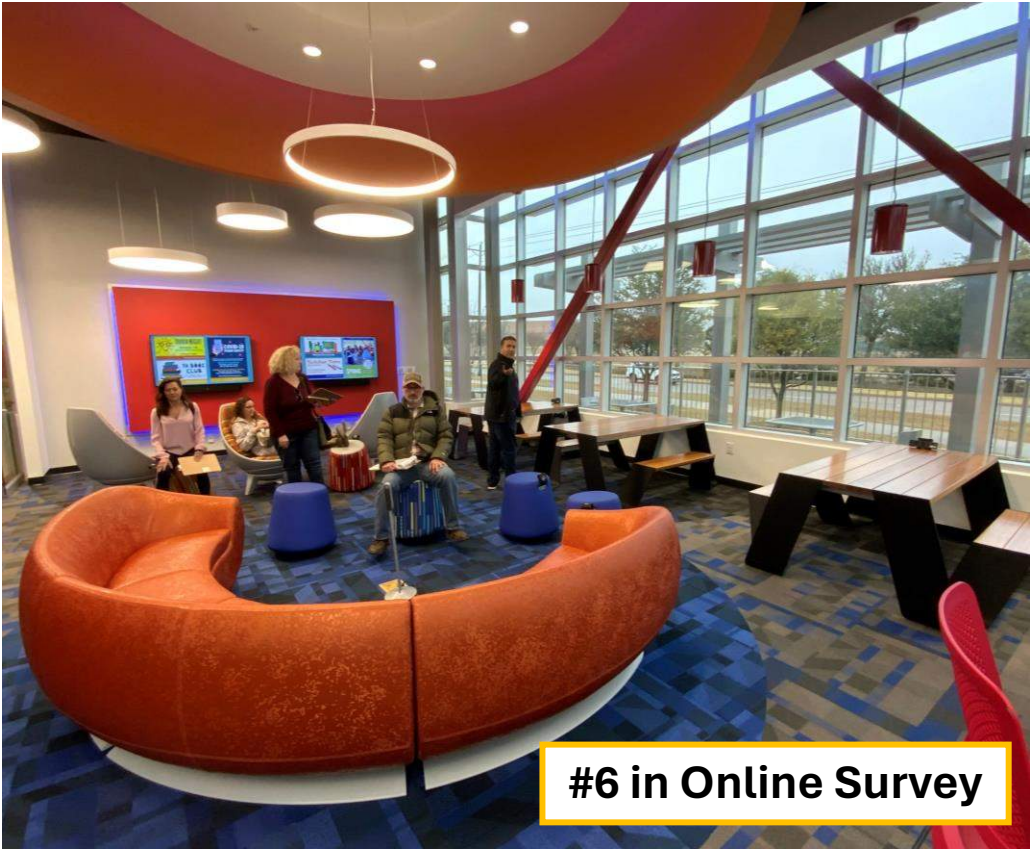


Children's and Youth Variety of activity



#4 in Online Survey

Community and Gathering Spaces



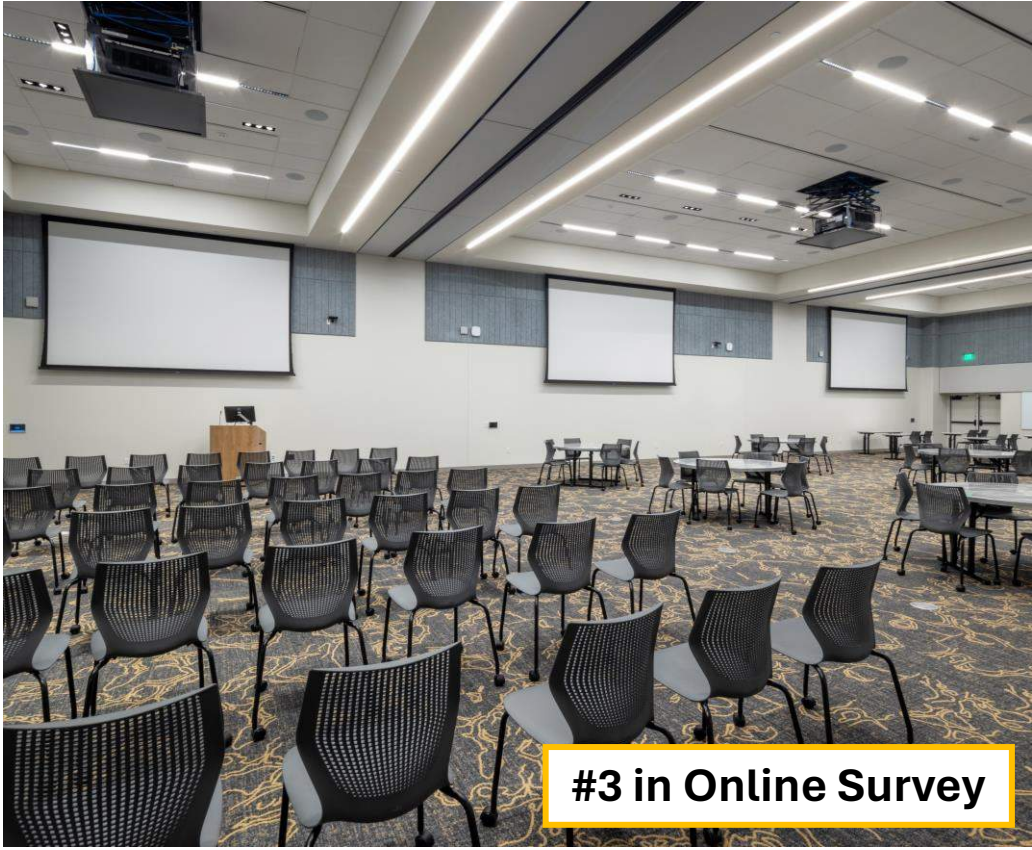
#6 in Online Survey

Teen Area



#4 in Online Survey

Community and Gathering Spaces



#3 in Online Survey

Meeting Rooms



#7 in Online Survey

Study Rooms



#10 in Online Survey

Makerspace

Neutral & Natural Adult Spaces

Item F.



Bright & Bold Children's Spaces





#8 in Online Survey

Amphitheater



#2 in Online Survey

Shaded Reading Areas



#2 in Online Survey

Organic Seating



Literary Park Inspiration



Interactive Art & Play



Book Drop and Service Window



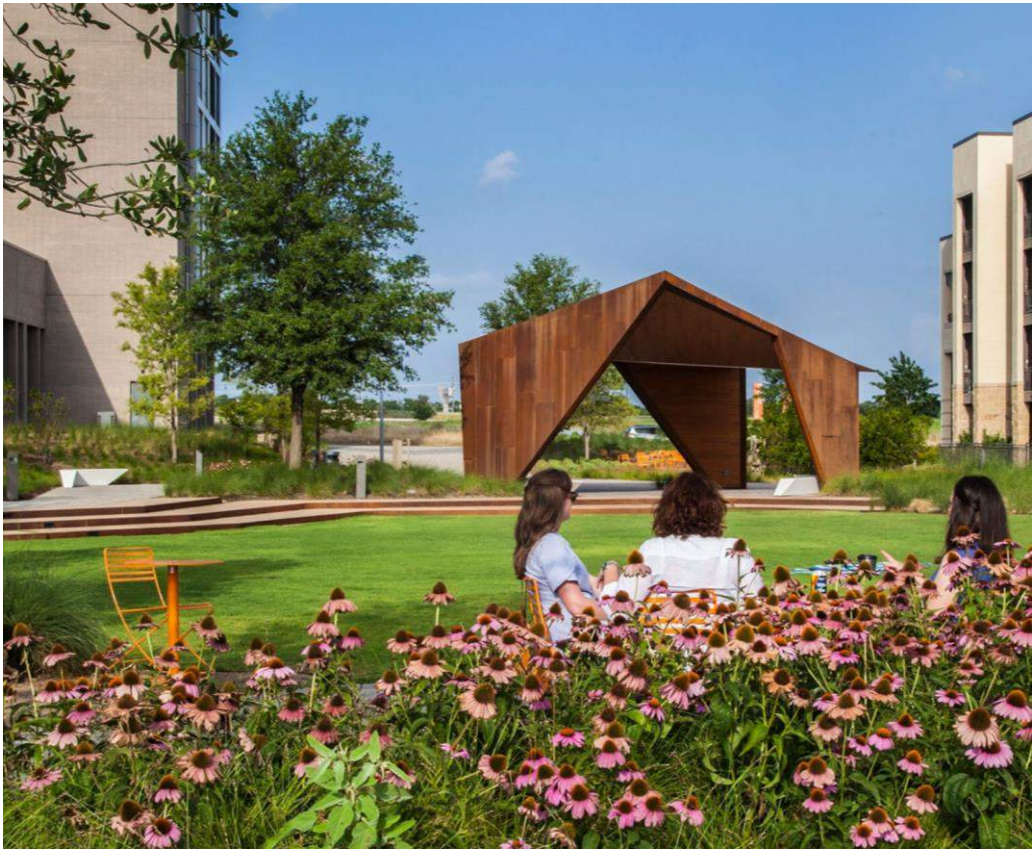
Burleson Aesthetic



Clean Lines



Pops of Color



Statement Outdoor Spaces



Recognizable as a Civic Building



Referential to Historic Context

03 Potential Project Site & Plan Development

Site for Study:

- Land City already owns
- Enough space for the library
- Previously discussed as a potential location for a library
- Beautiful site with natural features

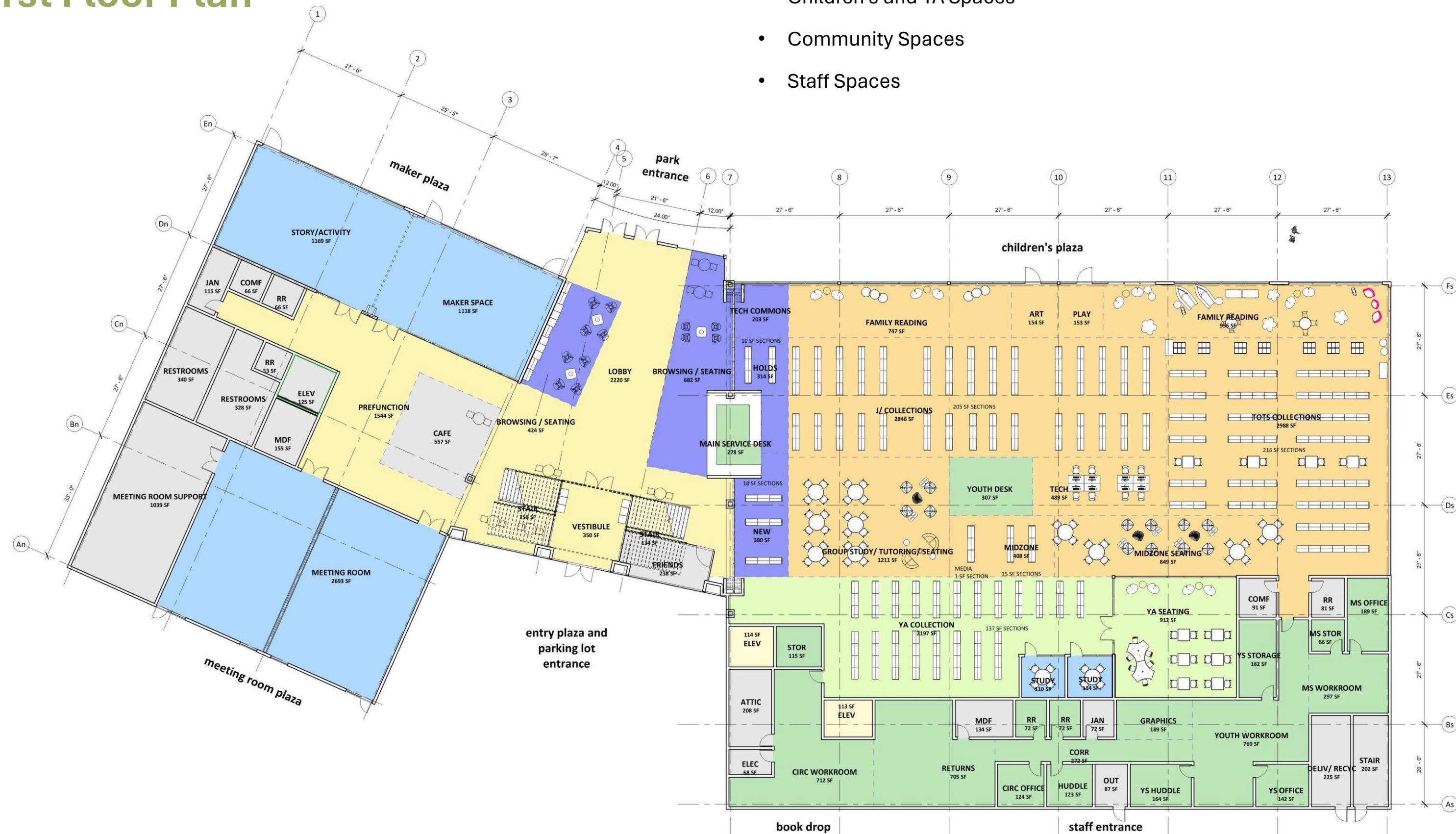


Library Site Plan



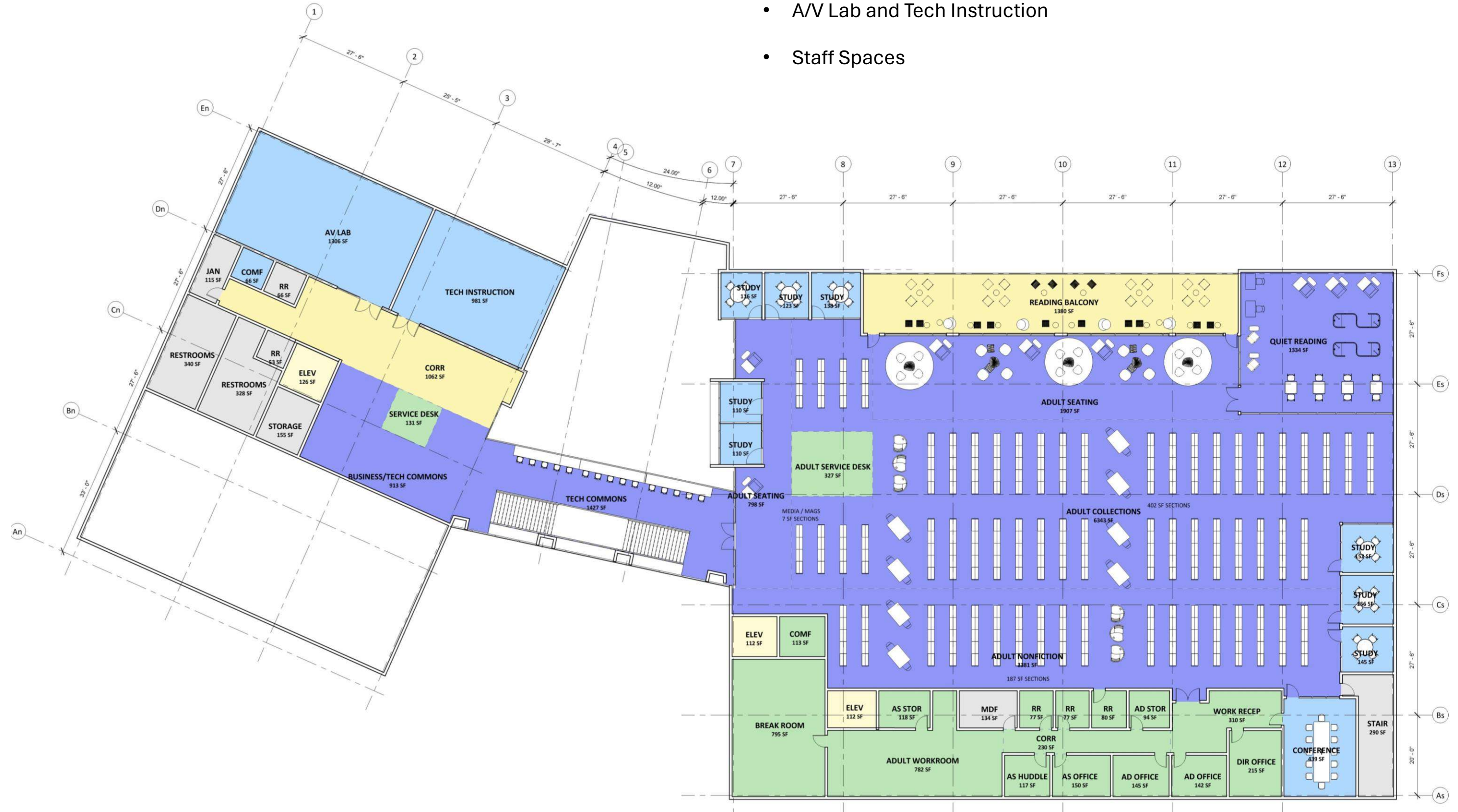
- Children's and YA Spaces
- Community Spaces
- Staff Spaces

First Floor Plan



Second Floor Plan

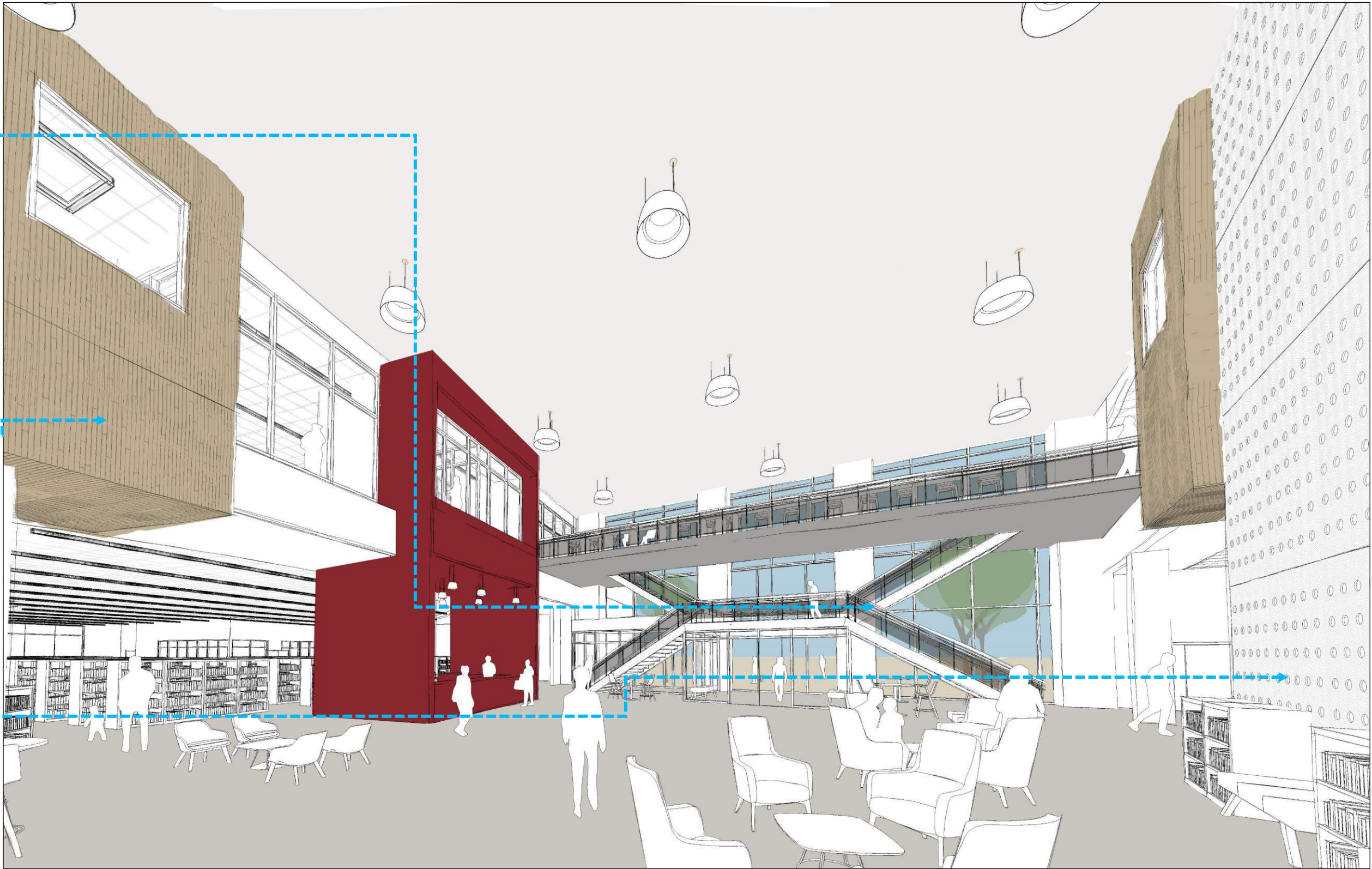
- Adult Collections and Seating
- A/V Lab and Tech Instruction
- Staff Spaces



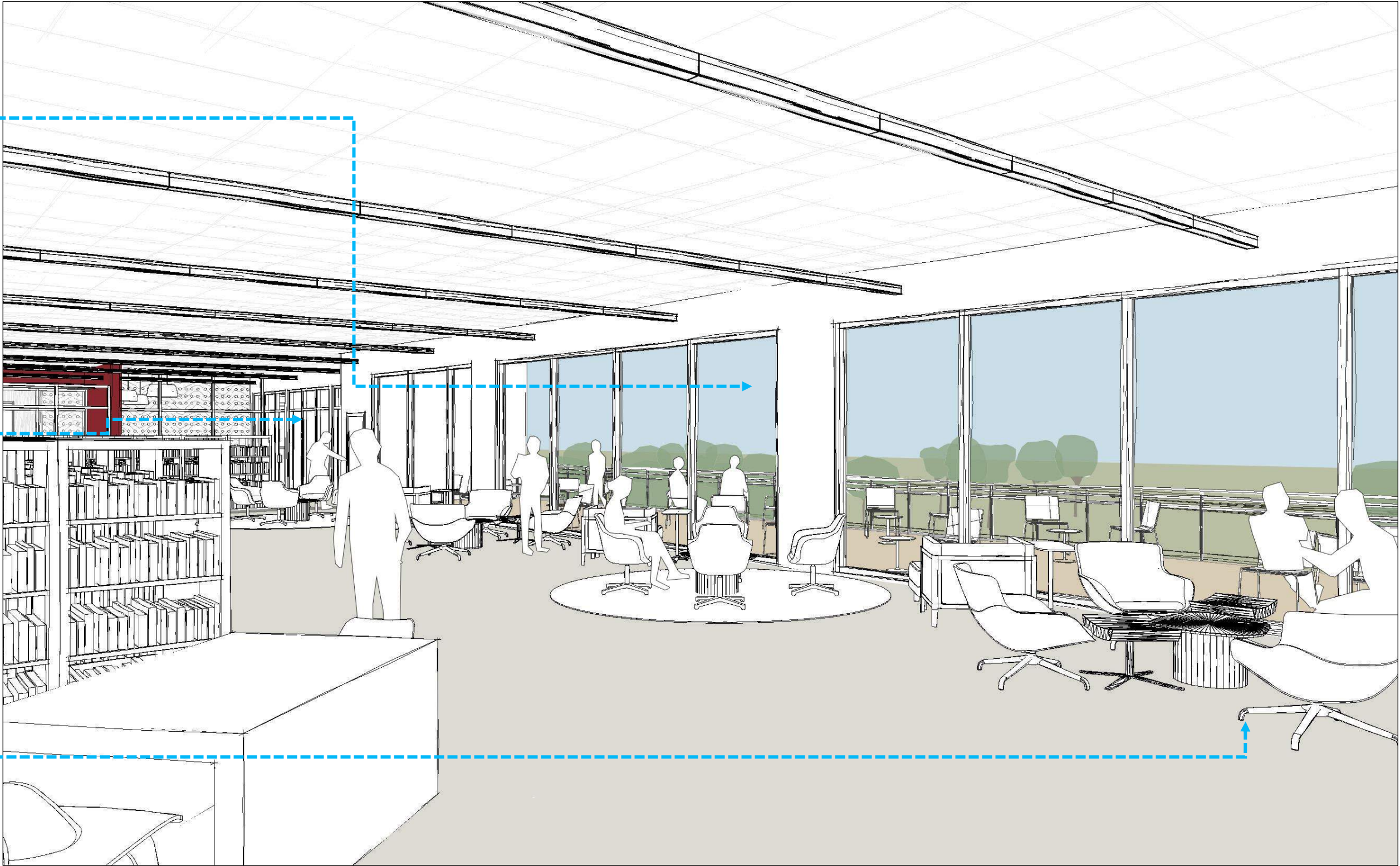
04 3D Interior Development



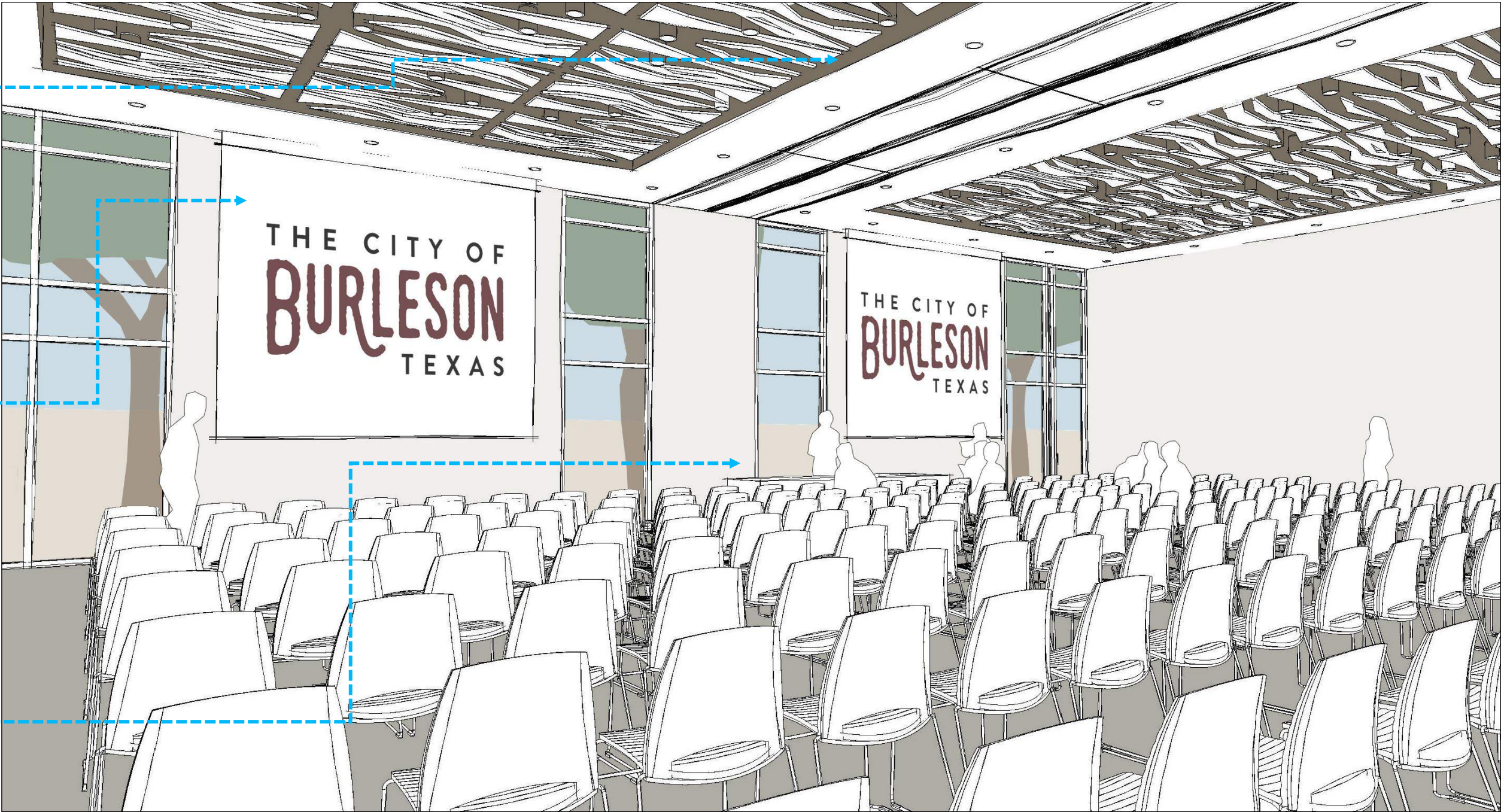
Lobby



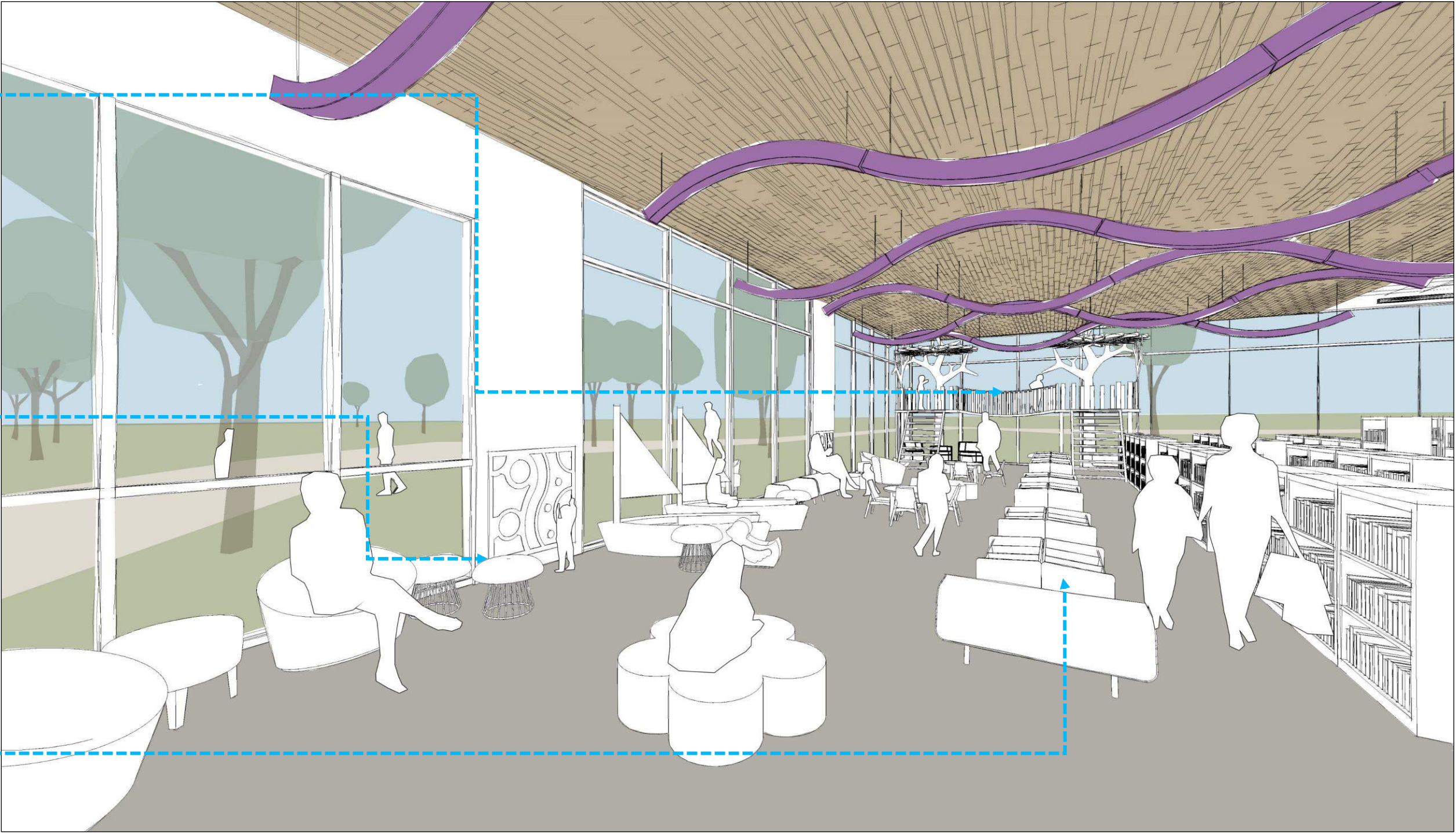
Adult Reading Area



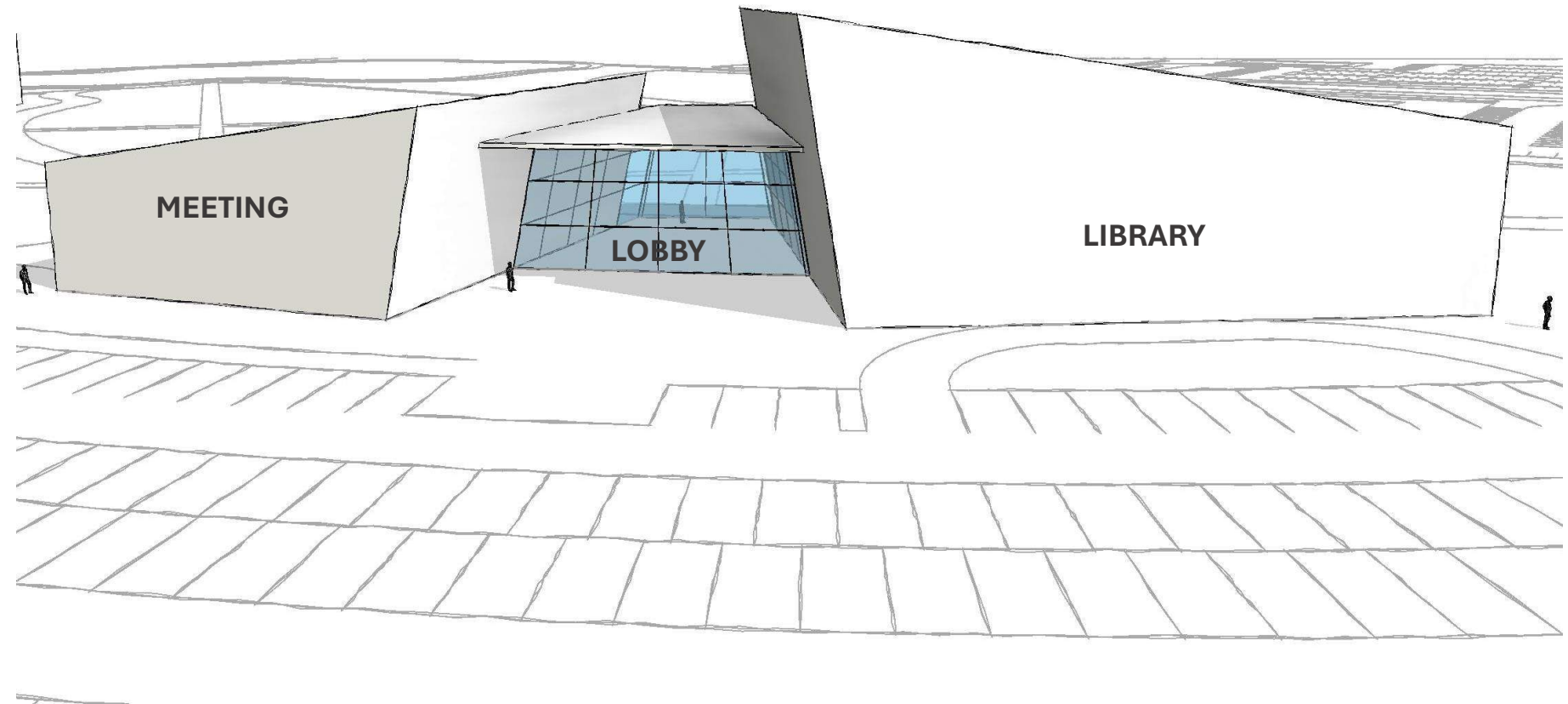
Multipurpose Room



Children's Area

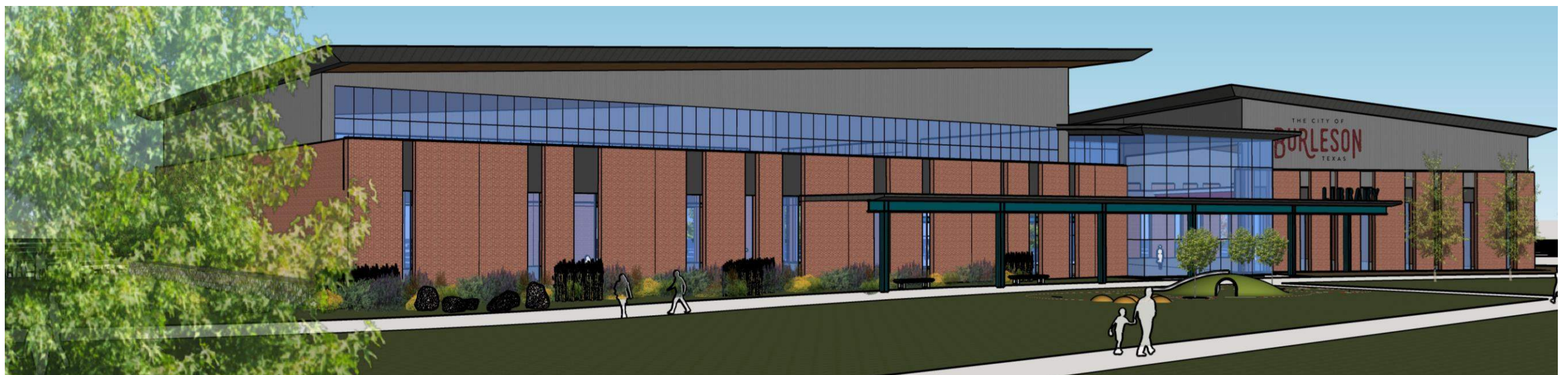
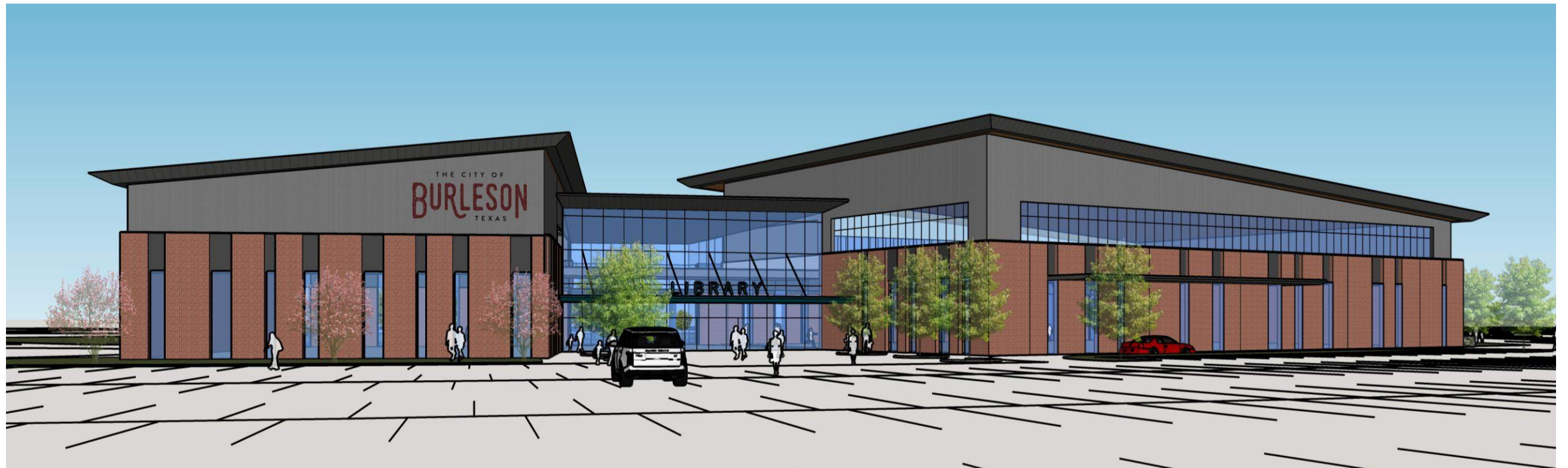


03 3D Exterior Development



Exterior Option A

- Rustic / industrial
- Transitional style ties into historical context
- Brick and metal, with wood accents and pops of color
- Natural light and park views
- Grand outdoor terrace facing park

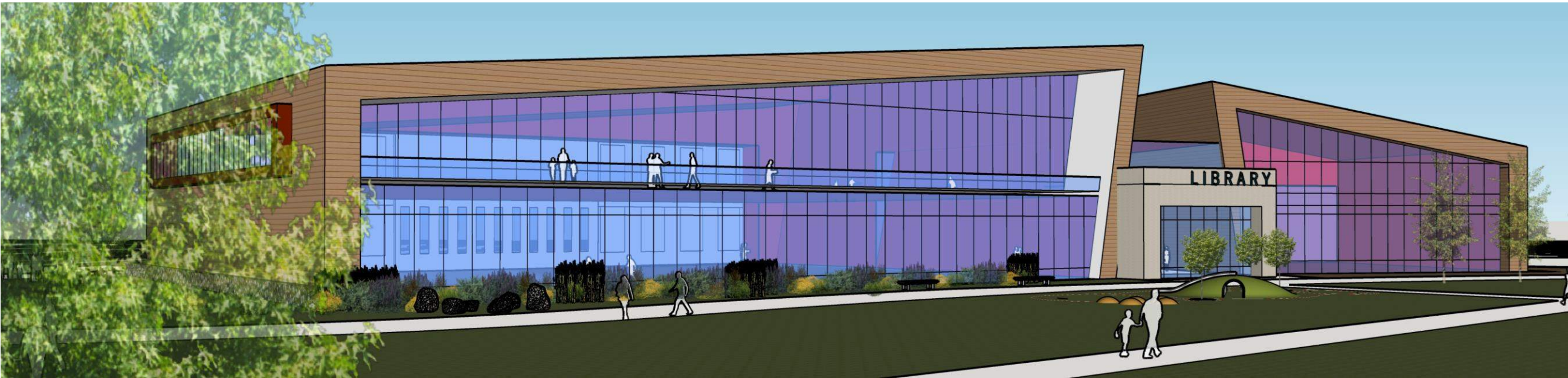
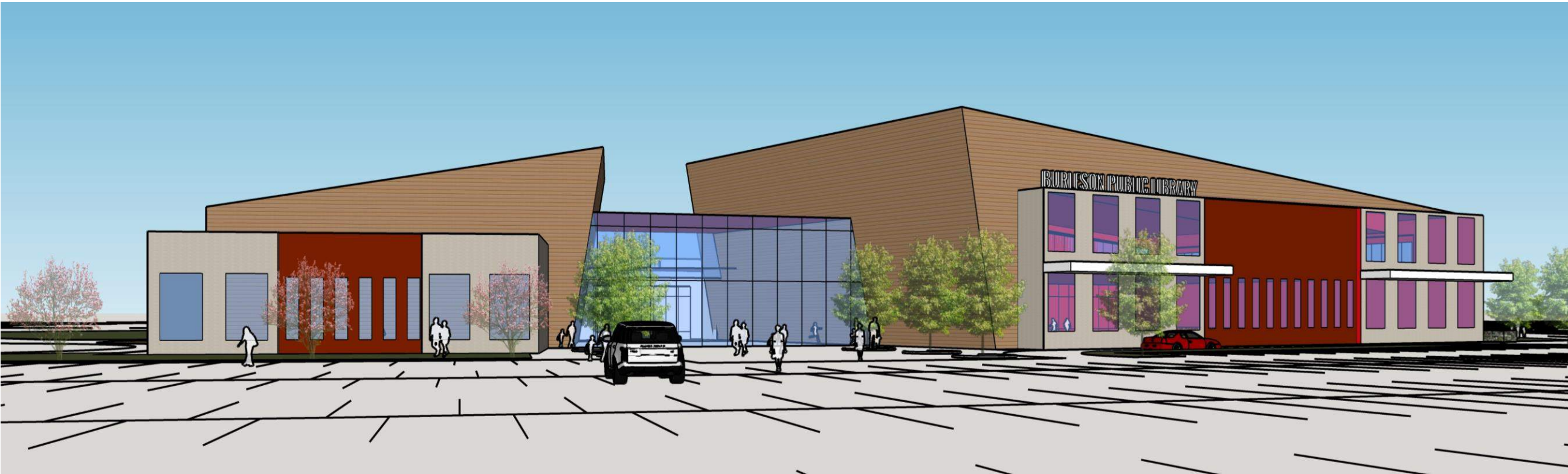


Exterior Option B



Item F.

- **Iconic and Civic**
- Traditional materials with a modern form
- Geometric shapes, raw textures, and simple materials (wood, corten steel, masonry)
- Natural light and park views
- Grand outdoor terrace facing park



Exterior Option C



- **Bold and playful**
- Dynamic, eye-catching façade
- Geometric shapes, vibrant colors, and simple materials
- Natural light and park views
- Grand outdoor terrace facing park



04 Cost Estimate

Summary of Costs for 2024

Site Costs* (Parking):	\$ 500,000
Construction Costs:	\$39,232,490
New Furniture:	\$ 3,412,220
Summary of A/E Fees:	\$ 5,587,521
Owner Direct Expenses:	\$ 3,791,625
TOTAL:	\$52,523,855

*Site costs only include parking required for library, additional site development not included

Escalation at 6%/year

2025: \$55.67 m
2026: \$59.02 m
2027: \$62.56 m
2028: \$66.31 m
2029: \$70.29 m

*Based on current construction costs – assume 6% increase per year for escalation

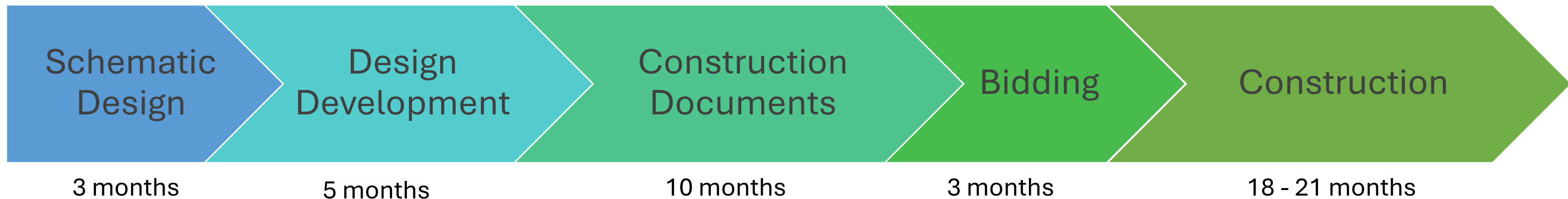
Comparative costs

Burleson est.:	\$860/sf
Anna:	\$667/sf
Dripping Springs:	\$1018/sf
Cedar Hill:	\$665/sf

*Variations reflect differences in project scope, quality of materials, etc.

Conceptual Project Schedule

The construction of a new library is not currently included in the city's five-year capital plan.

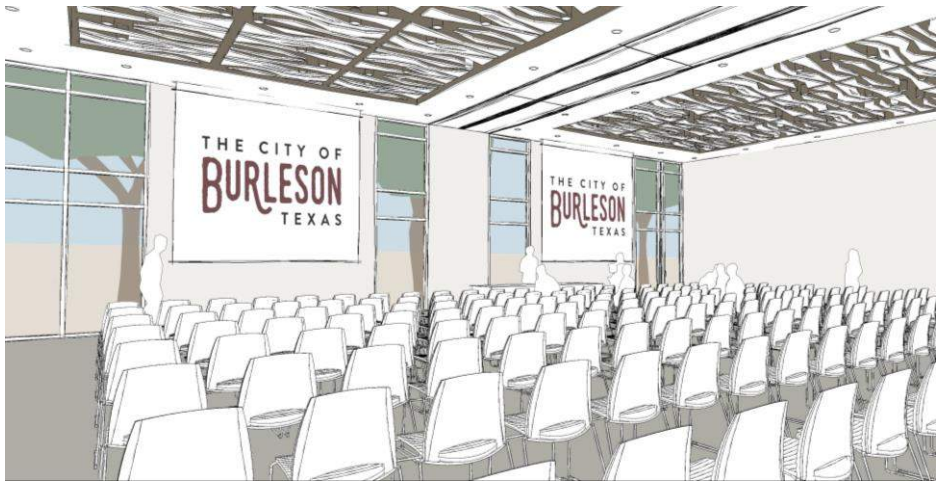


+/- 42 months total

from design kickoff to construction completion



Thank you!



Questions?

