



## Library Board Agenda

Tuesday, March 26, 2024  
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 January 23, 2024 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 2023-2024 projects.
  - B. Hold a discussion and receive a report regarding Burleson Public Library services and programs.
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 22nd of March 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.

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## Library Board Meeting

**DEPARTMENT:** Community Services  
**FROM:** Sara Miller, Deputy Director-Library  
**MEETING:** March 26, 2024

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**SUBJECT:**

Consider approval of the minutes from the January 23, 2024 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](mailto:smiller@burlesontx.com)  
817-426-9203

## BURLESON PUBLIC LIBRARY ADVISORY BOARD

January 23, 2024  
DRAFT MINUTES

Call to Order: 6 P.M.

### Board Members Present

Daniel McClain  
Gabrielle De La Cruz  
Joan Coubarous  
Sara Navarrette  
Toni Wing Jenkins

### Board Members Absent

Amanda Cognasi  
Claire Coggin  
Janet Farmer  
Jim Wadlow

### Staff Present

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

1. **Call to Order:** 6:01 p.m.
2. **Approve the minutes from the Library Board Meeting.**
  - A. **Consider approval of the minutes from the December 5, 2023, Library Board meeting.**  
A motion was made by Sarah Navarrette and seconded by Joan Coubarous to approve the minutes as presented.  
  
Motion passed unanimously. Absent Amanda Cognasi, Claire Coggin, Janet Farmer, Jim Wadlow.
3. **Citizen Appearances** – None
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)**  
Staff gave an update of library services and programs for November and December 2023 which included an overview of the programs for all age groups, collection spotlight, Animal Shelter Donation Drive and YTD totals.
    - Statistical data comparison represents 12-month year to date totals.
    - This year's count for Christmas at the Library was down about 30% when compared to last year. There were a lot of programs and activities throughout the city that day which may have impacted the count.
    - Digital content numbers continue to increase.

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

Staff gave an update on the library's 2023 and 2024 projects.

- Library Outreach Vehicle, *Reading Rover*, interior customization is complete, now waiting on delivery and KMP Graphics will then begin work on the vehicle wrap.
- Meeting and conference room furniture proposals are being reviewed by staff.
- Discussed the social media comments regarding the facility study.
- Discussed the upcoming library master plan and facility study presentations to Community Services committee and City Council.

**5. Board Requests for future agenda items or reports**

- CityFest, sign-up to help man table, 4:30-7p.m. on February 8.

**6. Adjourn**

There being no further business, Chair Daniel McClain adjourned the meeting.

Time – 6:28 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:** March 26, 2024

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**SUBJECT:**

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

**SUMMARY:**

Staff will discuss two library projects from the 2023-2024 budget year. These projects include the library outreach vehicle and replacing furniture in the meeting and conference rooms.

**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 Projects

Library Advisory Board

March 26, 2024





# Library Outreach Vehicle

KMP Graphics is completing the graphics wrap on the van.

A ribbon cutting will be scheduled with the Burleson Chamber of Commerce once the van is on site.

The Reading Rover will transport equipment for library outreach and programs in the community.





# Meeting/Conference Room Furniture

New furniture for the library's meeting room and conference room has been ordered.

We expect the new furniture to be delivered in April.





# Questions/Comments

Sara Miller

Deputy Director-Library

[smiller@burlesontx.com](mailto:smiller@burlesontx.com)

817-426-9203

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## Library Board Meeting

**DEPARTMENT:** Community Services  
**FROM:** Sara Miller, Deputy Director-Library  
**MEETING:** March 26, 2024

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**SUBJECT:**

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

**SUMMARY:**

Staff will review library updates, including:

- Program highlights
- Community events
- MetroShare Library of Things collection
- BISD art display
- Social media highlights
- 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  
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# Library Services Update

January - February 2024

Library Advisory Board

March 26, 2024



# Programs for Kids



Play-Doh Playdate  
Participants: 90



Popcorn Storytime  
Attendance: 36



Winter Storywalk®

# Programs for Kids



Valentine's Day Crafts  
Participants: 106



Valentine's Day Scavenger  
Hunt  
Attendance: 23



Storytime (Average  
Attendance)  
Baby: 41  
Toddler: 67  
Preschool: 51



# Programs for Teens



Teen Wish Bracelet  
Attendance: 23



Teen Simple Cooking  
Attendance: 31



Teen Valentine's Crafts  
Attendance: 14



# Programs for Adults



Adult Spelling Bee  
Attendance: 47



The Great Giveback  
(connecting citizens with  
nonprofit organizations)  
Attendance: 378

# Community Events



Celebrate Black History  
Month with Opal Lee



CityFest



Burleson Business Showcase  
(with Burleson Chamber of  
Commerce)

# MetroShare Library of Things

- Metal Detector Kit
- Video-to-Digital Converter Kit
- Butter Churn Kit
- Lyre Kit
- Astronomy Binoculars Kit
- Woodburning Kit
- Pasta Machine Kit
- And more!

These items were purchased with the FY2024 ILS Cooperative Grant.

Roanoke Public Library was the grant administrator for the MetroShare consortium this year.

**Introducing...**  
**the LOT**  
**(Library of Things)**

The MetroShare Community of Libraries is excited to announce our new collection of kits!

These recreational and educational kits are designed to give you the opportunity to try something new, without the commitment of purchasing your own equipment. LOT items are available to place on hold on all valid adult cards.

The Library of Things is partially funded by a grant from the U.S. Institute of Museum and Library Services and Texas State Library and Archives Commission (Grant #LS-253655-OLS-23). (2024)



# BISD Art Display



During the month of February, the library displayed art created by students from Nick Kerr Middle School and STEAM Academy at Stribling Elementary.


# Social Media Spotlight

**FEBRUARY IS LOVE YOUR LIBRARY MONTH**

**Things You Can Do at the Library**

- Check out a book, movie or audiobook
- Study or work on a school project
- Learn about local history
- Play in the Family Place Area
- Use a computer or access free Wi-Fi
- Print, scan or fax a document
- Create something on the 3D printer
- Bring a child to Storytime
- Learn simple cooking for teens
- Attend a book club or writers group
- Learn English
- Get help with your income taxes
- Apply for jobs or update your resume
- Search for grants for your nonprofit
- Check out a Wi-Fi hotspot

**136,041**  
People visited the library in 2023



That's an average of  
**11,336**  
people per month

THE CITY OF  
**BURLESON**  
TEXAS

Library

In honor of Love Your Library Month, staff created a social media post highlighting how many people visited the library in 2023.

It also included a list of things you can do at the library.

# Social Media Spotlight

#LoudBudgeting is a social media trend that emphasizes being vocal about your expenses and financial situation.

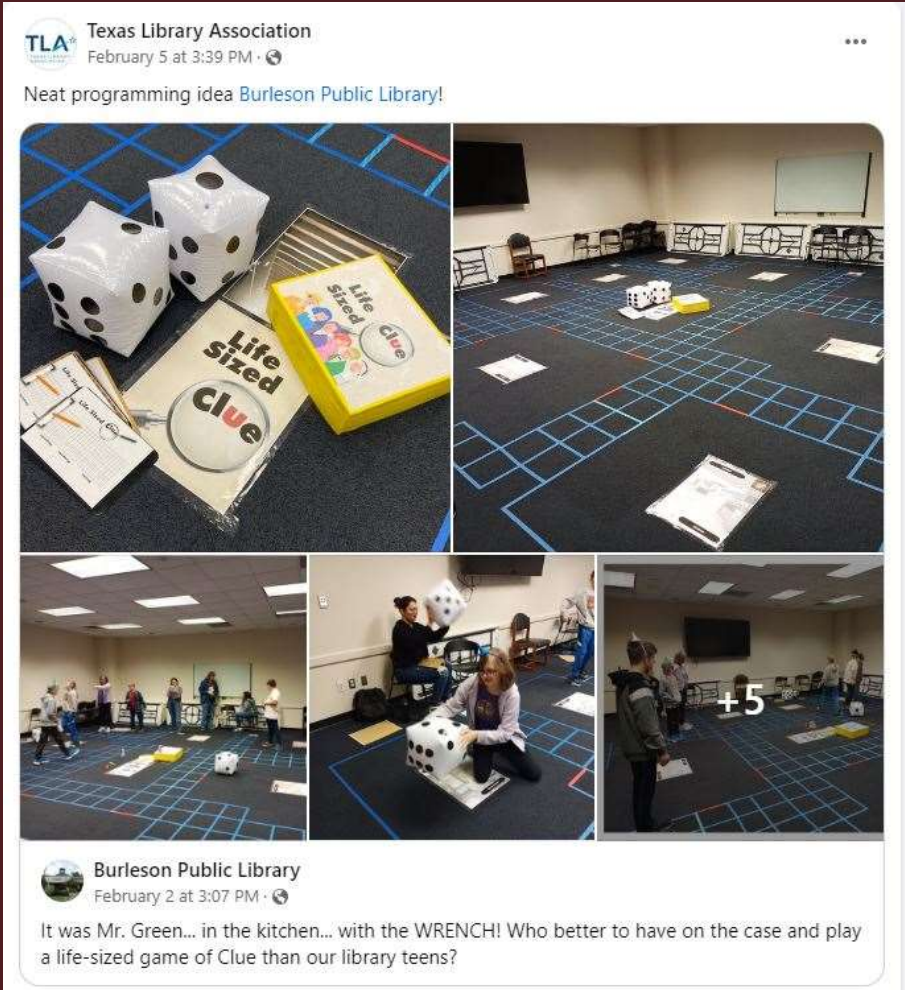
Library staff produced this video, emphasizing all the ways you can save money by using your library card.

[Watch the video](#)





# Social Media Spotlight



Library staff created a program for teens to play a life-sized game of Clue. The game pieces were made on the 3-D printer and the meeting room floor was transformed into a game board. The Texas Library Association shared our post on Facebook, recognizing the creativity of our staff.

YTD  
Totals  
thru Feb



72,094  
digital downloads +8%



2,517  
cards issued -2%

Item B.

11,085  
used a computer +11%



230,788  
physical items checked out +5%

192,828  
visitors +7%



23,027  
attended programs -7%



# Questions/Comments

Sara Miller

Deputy Director-Library

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