



**Library Board - CANCELLED DUE TO
NO QUORUM Agenda**

**Tuesday, May 28, 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 March 26, 2024 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.
 - B. Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects and budget for 2024-2025.
 - C. Hold a discussion regarding the Burleson Public Library's branding.
5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**
6. **ADJOURN**

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

CERTIFICATE

I hereby certify that the above agenda was posted on this the 22nd of May 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: May 28, 2024

SUBJECT:

Consider approval of the minutes from the March 26, 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
817-426-9203

BURLESON PUBLIC LIBRARY ADVISORY BOARD

March 26, 2024
DRAFT MINUTES

Call to Order: 6 P.M.

Board Members Present

Daniel McClain, Chair
Amanda Cognasi, Vice Chair
Claire Coggin
Janet Farmer
Joan Coubarous
Sara Navarrette
Toni Wing Jenkins

Board Members Absent

Jim Wadlow
Gabrielle De La Cruz

Staff Present

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

1. **Call to Order:** 6:00 p.m.
2. **Approve the minutes from the Library Board Meeting.**
 - A. **Consider approval of the minutes from the January 23, 2024, Library Board meeting.**
A motion was made by Toni WingJenkins and seconded by Joan Coubarous to approve the minutes as presented.
Motion passed 7-0 Absent Jim Wadlow and Gabrielle De La Cruz
3. **Citizen Appearances –**
 4. Beth Lytner came forward and shared she is meeting with a group of people to discuss a library foundation.
5. **Reports and Discussion items:**
 - A. **Hold a discussion and receive a report regarding Burleson Public Library's 2023-2024 projects. (Staff Presenter Sara Miller, Deputy Director-Library)**
Staff gave an update on the library's 2023 and 2024 projects.
 - Library programming and outreach vehicle, Reading Rover has been delivered; the first event is Light Up the Night, Saturday, April 6, and a ribbon cutting with the Burleson Area Chamber of Commerce is set for Thursday, April 25.
 - Meeting and conference room furniture is on order and delivery will be scheduled.
 - B. **Hold a discussion and receive a report regarding the Burleson Public Library services and programs. (Staff Presenter Sara Miller, Deputy Director-Library)**

Staff gave an update of library services and programs for January and February 2024 which included an overview of the programs for all age groups, community events, Library of Things (the LOT), BISD Art Display (Nick Kerr Middle School and STEAM Academy at Stribling Elementary), Social Media spotlights and library statistics.

6. Board Requests for future agenda items or reports

- Toni WingJenkins requested a discussion item about branding for the library.
- Discussed Duo-lingo language learning app.
- Discussed feedback regarding the library facility study and master plan.

7. Adjourn

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

Time – 6:26 p.m.

Paula Skundberg, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: May 28, 2024

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 and outreach
- Fentanyl awareness art exhibit
- Blessing Box relocation
- Social media highlights
- Library statistics

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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Library Services Update

March - April 2024

Library Advisory Board

May 28, 2024



Programs for Kids



Lucky Charms Scavenger
Hunt
Participants: 156



Spring Break Crafts
Attendance: 36



Pop-Up Play & Learn
Workshop with Fit4Mom
Attendance: 54

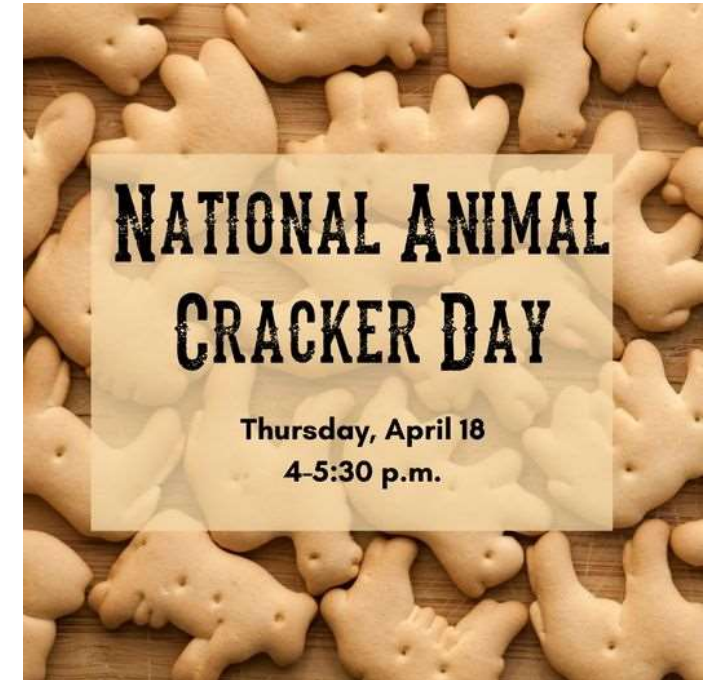
Programs for Kids



Bookworm Book Club with
Clifford
Attendance: 5



Play & Learn Workshop
Attendance: 41



National Animal Cracker Day
Attendance: 57

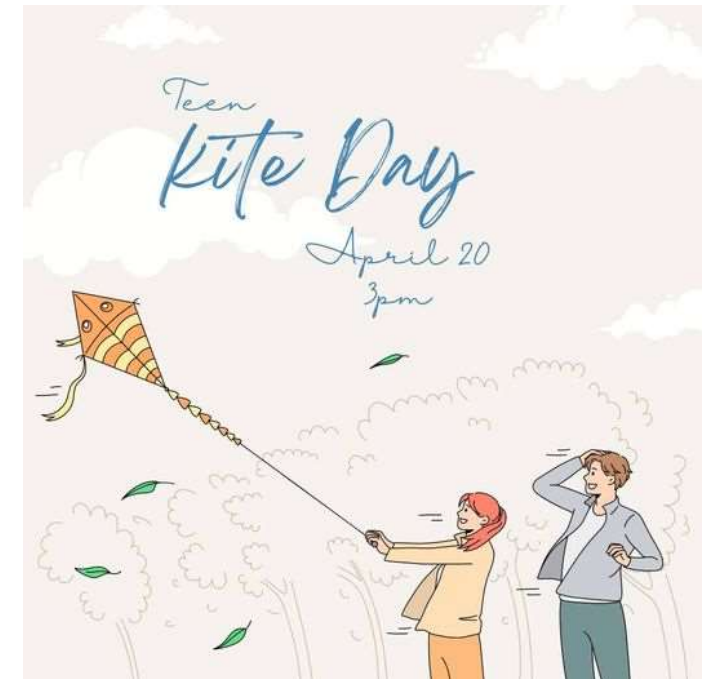
Programs for Teens



Teen Laser Tag
Attendance: 75

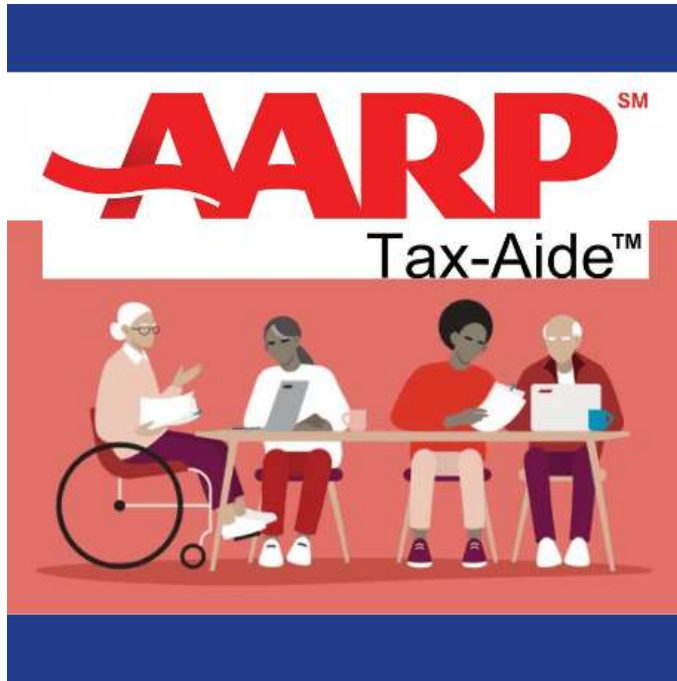


Teen DIY Flavored Lip Balm
Attendance: 18



Teen Kite Day
Attendance: 10

Programs for Adults



AARP Tax-Aide
Attendance: 333
(Feb through Apr)



Jigsaw Puzzle Contest
Attendance: 42

Programs for All Ages



Yard Games in the Library
Garden
Participants: 20

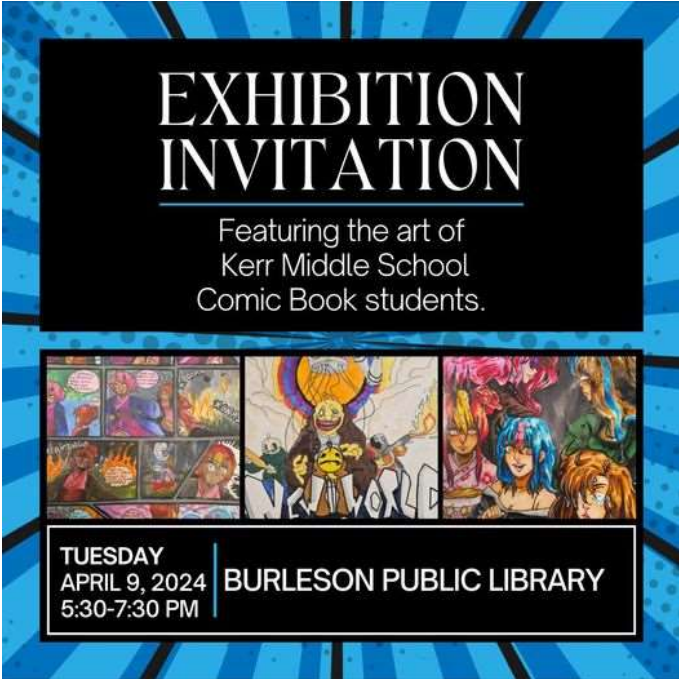


Outdoor Movie
Attendance: 35



Pi Day
Attendance: 53

Programs for All Ages



Kerr Middle School Art Show
Attendance: 35



Craft Supply Swap
Attendance: 95

Storytimes



Baby
Average attendance: 45



Toddler
Average attendance: 68



Preschool
Average attendance: 46

Storytimes



Evening
Average attendance: 13



Saturday
Average attendance: 15



Earth Day Yoga Storytime
Attendance: 40

Community Events & Outreach



National Library Week



Light Up the Night
(Center for ASD)



Solar Eclipse Watch Party

Community Events & Outreach



BISD Fine Arts Festival



Earth Day Celebration



Reading Rover Ribbon Cutting

Community Events & Outreach



Burleson 101 Civic Academy



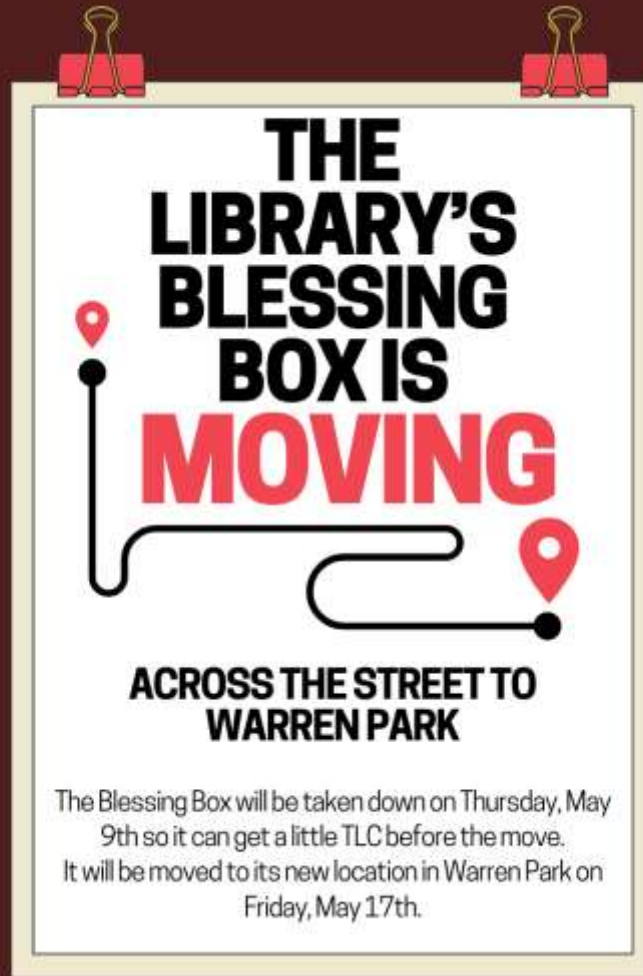
Arbor Day Storytime

Fentanyl Awareness Art Exhibit



This exhibit is a partnership with Cook Children's Medical Center, Stay on Track, and SOAR (Stand Out Act Responsibly).

Blessing Box Relocation



The library's Blessing Box has been relocated to Warren Park.

This move is intended to make accessing the Blessing Box more convenient and to improve traffic flow in the library's parking lot.

Social Media Spotlight

Library staff have been posting a series of videos highlighting 2X2 award titles in our Facebook Storytime group.

“Very Good Hats” was featured on the City of Burleson’s Facebook page for National Library Week.

[Watch the video](#)



YTD
Totals
thru Apr



75,181
digital downloads +12%

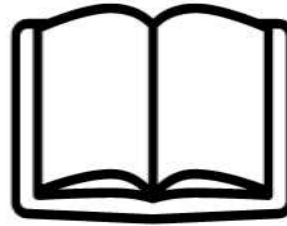


2,626
cards issued +1%

Item A.

10,989

used a computer +3%



232,306
physical items checked out +4%

194,412

visitors +6%



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: May 28, 2024

SUBJECT:

Hold a discussion and receive a report regarding the Burleson Public Library's 2023-2024 projects and budget for 2024-2025.

SUMMARY:

Staff will review the furniture replacement for the library's meeting areas, along with the library's base budget and supplemental budget requests for 2024-2025.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

Sara Miller
Community Services
smiller@burlesontx.com
817-426-9203



Library Projects & Budget

Library Advisory Board

May 28, 2024





Furniture Replacement

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



Community Services Base Budget FY2025

The Community Services Department's base budget will be reduced by 13.5% for fiscal year 2025. This budget cut was applied to all departments across the City's General Fund.

The library's proposed budget was reduced by \$10,811.

- Removed ALA Conference for Community Engagement Librarian
- No purchase of logo shirts for part-time staff
- Cancel Skillshare



Supplemental Budget Request: Badge Access for Library Workroom

The staff workroom is restricted to authorized personnel only, and this request would secure both doors with badge readers. There is currently one door in the facility with badge access, and that is the staff entrance.

The number of library visitors has increased by 72% over the last five years. The constant influx of visitors, especially during peak hours, makes it challenging to monitor and regulate access to sensitive areas within the premises.

The staff workroom contains valuable resources, confidential documents, and equipment vital for the efficient functioning of library operations.

Estimated cost: \$13,456

Supplemental Budget Request: Library Camera Upgrades

Some of the library's security cameras are outdated and provide poor coverage of the facility. Other areas are not covered at all by cameras.

The number of library visitors has increased by 72% over the last five years. The current security camera coverage may not provide comprehensive surveillance of all areas, leaving certain zones vulnerable to potential security breaches.

The presence of visible cameras acts as a deterrent to criminal activities such as theft, vandalism, and disruptive behavior.

Estimated cost: \$31,870



Supplemental Budget Request: Laptop Vending Kiosk

There are a limited number of public seats inside the building and computer use is increasing.

This request would convert some desktop PCs to laptops for in-house use, so that laptop users could sit anywhere inside the library. The library already has laptops that could be used for this purpose.

Some of the computer tables could be repurposed for general use, which makes the library's public space more flexible.

This was a short-term recommendation from the recent facility study.

Estimated cost: \$35,844





Supplemental Budget Request: Part-time Public Engagement Specialist

Professional librarians possess valuable expertise in curating collections, providing reference services, and facilitating educational programs. Adding a public engagement specialist to the library staff would allow librarians to focus their time on these core tasks.

A part-time public engagement specialist can leverage skills in marketing, communications, and community engagement to effectively promote library programs and services, amplifying the library's reach and impact within the community.

By leveraging various communication channels such as social media, email newsletters, and community partnerships, this individual can help communicate the value of the library to diverse audiences, driving engagement and usage of library resources.

Estimated cost: \$25,631

Supplemental Budget Request: Library Furniture

In FY2023 and FY2024, worn and dated furnishing in the public areas and meeting spaces were replaced. This request focuses on replacing worn picture book shelving, graphic novel shelving, and seating in the children's and teen areas.

Modern, well-designed shelving will not only provide a more organized and visually appealing display of books but will also facilitate easier browsing, encouraging children and teens to discover new titles and genres.

Comfortable and inviting seating options create a welcoming atmosphere where young visitors can linger, read, and participate in library activities.

Estimated cost: \$32,894



Existing picture book shelving from 1996



Supplemental Budget Request: Philanthropy Center

In recent months, a group of citizens have expressed interest in creating a charitable foundation to raise funds for a new library. Philanthropy Center is a software that will build a database of individuals and corporations who have made contributions to the library, raise funds online through one-time donations or recurring donations, and create fundraising campaigns through targeted messaging.

This request would fund the cost for the first year only.

Estimated cost: \$2,500

Donate

Ways to Give

The Stark Library Foundation offers a variety of ways that you or your business can contribute to support its mission.

What we fund

Thanks to financial support from donors like you, the Stark Library Foundation is able to provide financial support for the Library's greatest needs and highest priorities.

The Library's strategic thinking blueprint and executive leadership provide a framework for library services worthy of the Foundation's financial support. The Library's key focuses include early literacy, lifelong learning, and community engagement.

[See the 2023 annual appeal letter here.](#)

Cash or Check

Donations can be made in person or by mail to:

Stark Library Foundation
ATTN: Mary Ellen Icaza
715 Market Ave N
Canton, OH 44702

Online by Credit Card

Donate securely online using a credit card. Wish to make a recurring donation? [Contact us!](#)

Choose an amount *

\$50

\$75

\$100

\$150

\$250

Other

Designate to *

Choose an option

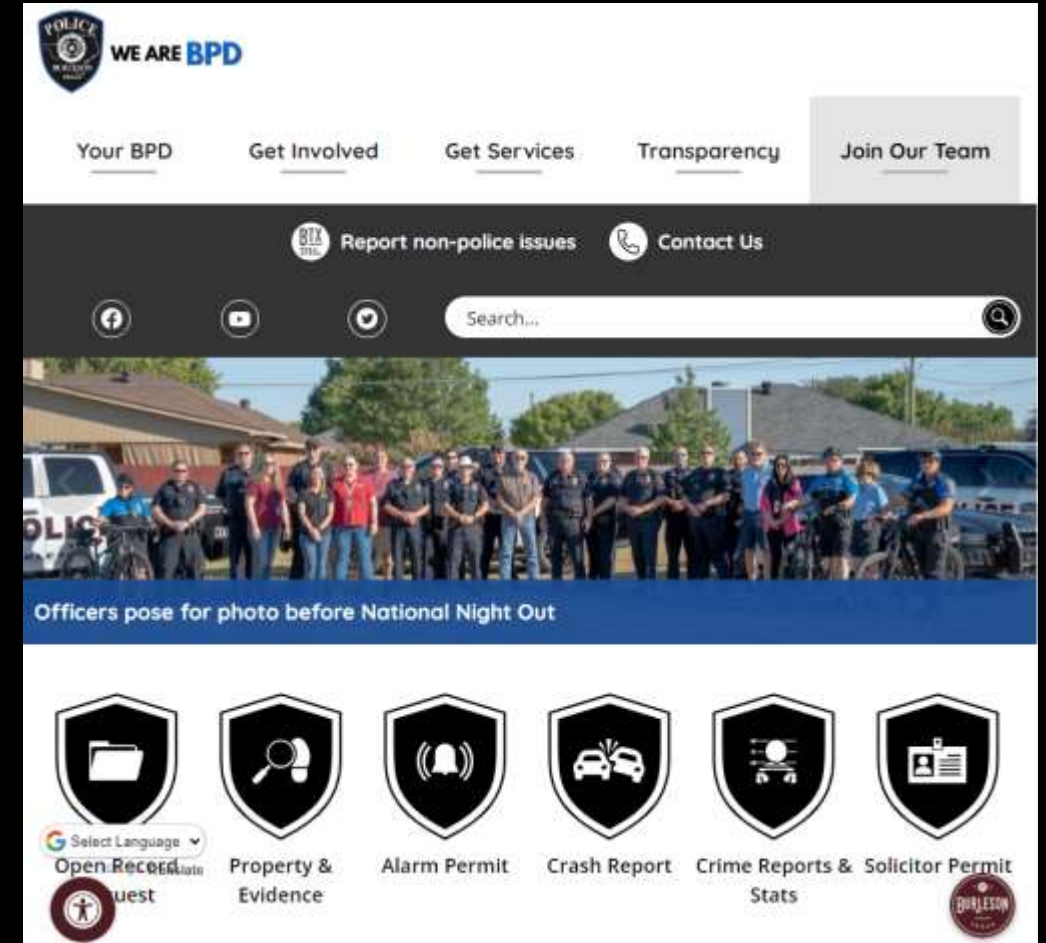


Supplemental Budget Request: Website Header

This request would allow library staff to create a custom website header for the library. This reinforces its distinct identity and positions it as a focal point within the city's online presence.

This would include custom banner images, graphics links, etc., similar to what the Police Department currently utilizes.

Estimated cost: \$6,790 setup with \$1,313 annual maintenance fee





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: May 28, 2024

SUBJECT:

Hold a discussion regarding the Burleson Public Library's branding.

SUMMARY:

As requested by member Toni WingJenkins, the Library Advisory Board will discuss the Burleson Public Library's branding within the community.

OPTIONS:

RECOMMENDATION:

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

FISCAL IMPACT:

STAFF CONTACT:

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