

**Tuesday, August 23, 2022
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 March 8, 2022 Library Board meeting.
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*)
 - 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*)
 - C. Receive a report and hold a discussion regarding the proposed library budget for FY2023. (*Staff Contact: Sara Miller, Deputy Director-Library*)
5. Board Requests for Future Agenda Items or Reports
6. 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 **11th of August 2022, 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: August 23, 2022

SUBJECT:

Consider approval of the minutes from March 8, 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
March 8, 2022
DRAFT MINUTES

Roll Call

Board Members Present

Constance Barnes
Claire Coggin
Joan Coubarous
Michael Campbell
Amanda Cognasi
Daniel McClain

Board Members Absent

Ethan Barker

Staff in Attendance:

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

Call to Order – 6:05 P.M.

1. Elect a Chair to serve for the year 2022.

Two nominations were received, Constance Barnes and Daniel McClain. Following a brief discussion board members unanimously selected Daniel McClain to serve as chair for the year 2022.

2. Approve minutes from the November 16, 2021 Library Board meeting.

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

Motion Passed 6-0. Absent Ethan Barker

3. Hold a discussion and receive a report regarding the library statistics for FY2022. (Staff Presenter: Sara Miller, Deputy Director-Library)

Sara Miller, Deputy Director of Library presented and discussed the library statistics for FY2022.

4. Hold a discussion and receive a report regarding programs and events for FY2022. (Staff Presenter: Sara Miller, Deputy Director-Library)

Sara Miller, Deputy Director of Library presented and discussed the programs and events for FY2022.

5. **Hold a discussion and receive a report regarding progress on the work plan tasks from the Burleson Public Library's Strategic Plan. (Staff Presenter: Sara Miller, Deputy Director-Library)**

Sara Miller, Deputy Director of Library presented and discussed the progress on the work plan tasks from the Burleson Public Library's Strategic Plan.

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

Sara Miller, Deputy Director of Library presented and discussed the progress on the Burleson Public Library master plan and facility study.

7. **Board Requests for Future Agenda Items or Reports**
 - Request staff from Customer Services to talk to board about the recent survey mailed to residents.

Adjourn

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

Time –7:26 p.m.

Paula Skundberg, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 23, 2022

SUBJECT:

Receive a report and hold a discussion regarding Burleson Public Library services and programs.
(Staff Contact: Sara Miller, Deputy Director-Library)

SUMMARY:

Staff will review library updates, including:

- Community Advancement Package grant
- Library program attendance
- Library of Things collection
- Summer Reading Club activities

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

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Library Services Update
Library Advisory Board
August 23, 2022

Community Advancement Package Grant

Burleson Public Library was awarded \$7,535 to support and advance community development through library sponsored programming and services.

Grant funds were used to purchase supplies for outreach programs and to update book carts in the library workroom.



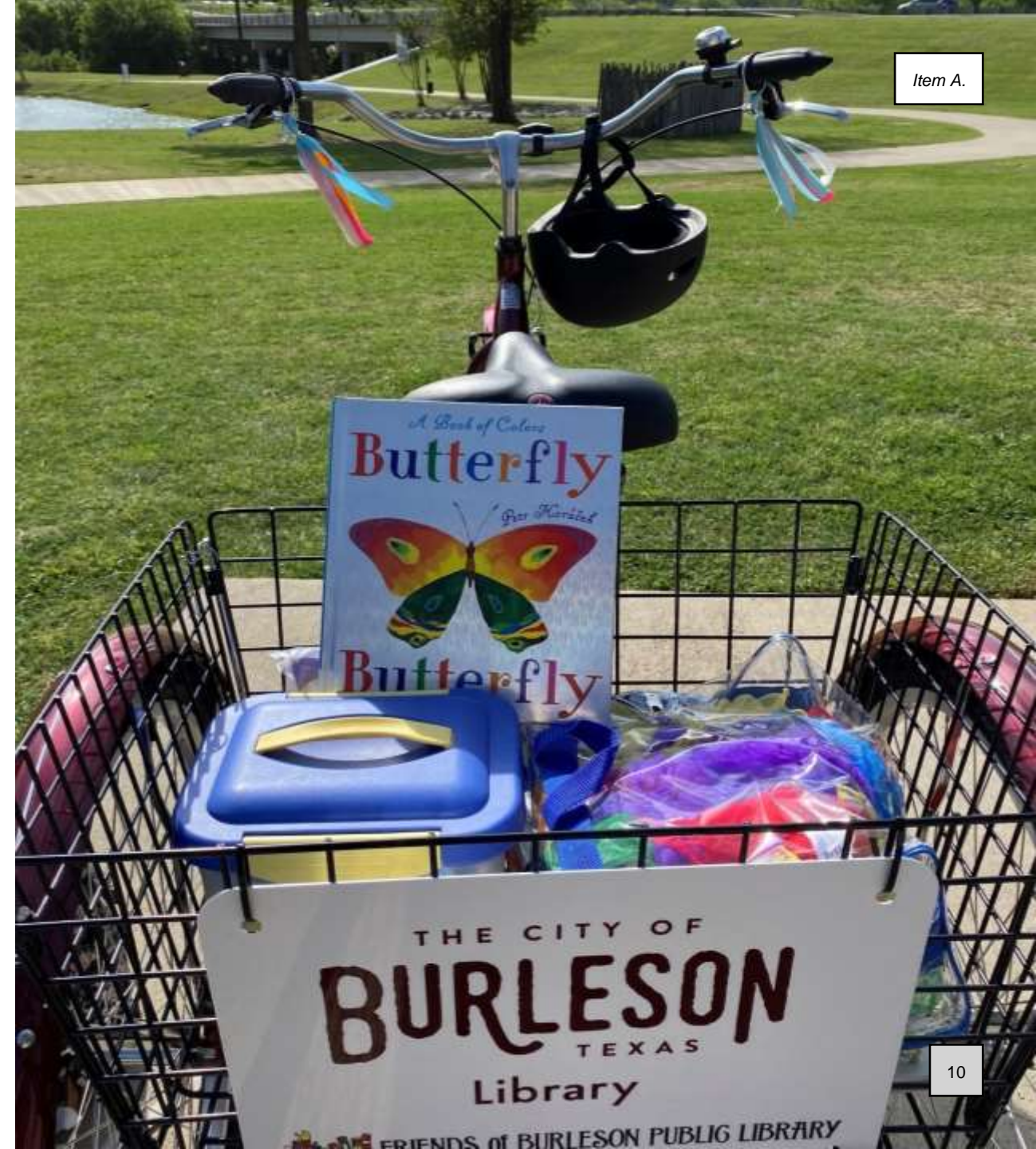
In-Person Program Attendance

FY2020: 7,027

FY2021: 3,817

FY2022*: 16,480

*9 months, Oct to Jun



Library of Things

New Additions!

Jigsaw Puzzles

STEM Kits

Read It Again Kits





Summer Reading Club

June 1st through July 31st

Children's Programs

June 1 | Ocean Crafts

June 8 | Sensory Stations in the Library Garden

June 15 | Shark Week Activities

June 18 | Donut Story Time @ the Standard at Chisenhall

June 22 | Touch a Truck @ the BRiCK

June 27 | Big Time Bubbles

June 29 | Discovery Lab on Wheels

June 30 | Ice Cream Story Time @ Morgan's



Children's Programs

July 6 | Family Movie Day

July 7 | Bookworm Book Club

July 13 | Ramblin' Rita's Texas Tales

July 20 | Creature Teacher

July 27 | Mermaid & Pirate Party



Teen Programs

June 7 | Movie Day

June 10 | Simple Cooking

June 14 | Hand Lettering Basics

June 18 | Game Truck Video Game Party

June 21 | Craft Day: Emoji Jars

June 28 | Virtual Reality for Teens



July 5 | Movie Day

July 15 | Simple Cooking

July 26 | Craft Day



For All Ages

June 9 | JaxBros live @ the Library

June 22 to July 5 | A Day in the Life: Burleson Exhibit

June 28 | Mark Shelton's The Strike, Scrape, & Shake Show

July 9 | Afternoon Movie

July 21 | Tiny Art Party



Item A.



Questions?

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 23, 2022

SUBJECT:

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*)

SUMMARY:

In December 2021, the City of Burleson contracted with 720 Design to complete the first year of a library master plan and facility study. The purpose of the study is to develop a needs assessment for building space programming including benchmarking, stakeholder interviews, community input through focus groups and surveys, and discovery tours of other library facilities. The master plan and facility study 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

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Library Master Plan and Facility Study: Update

LIBRARY ADVISORY BOARD

AUGUST 23, 2022

December 2021: The City of Burleson contracted with 720 Design for a library master plan and facility study.

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.

Process so far:

- Gathering data
- Staff input
- Library discovery tours



Community Focus Groups

There were three community focus groups held in May:

6:30 p.m. Tuesday, May 3

10 a.m. Saturday, May 21

2 p.m. Saturday, May 21

Meetings included discussions of the future and trends for library services and example images of potential library services for interactive voting by participants.

Meetings were hybrid style and offered both in-person and virtual participation.





Community Survey

Survey was open the entire month of May.

Website/social media promotion

Emailed to library customers

Signage in city parks

In house promotion

Outreach to schools and youth organizations

City e-newsletter

What's next?

Peer benchmarking against four Texas libraries



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graph TD; A[Peer benchmarking against four Texas libraries] --> B[Collection development plan]; B --> C[Technology plan]; C --> D[Staff space standards];
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Collection development plan

Technology plan

Staff space standards

Questions/comments?

THE CITY OF
BURLESON
TEXAS
Library

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: August 23, 2022

SUBJECT:

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

SUMMARY:

Staff will present the supplemental budget requests from the proposed FY2023 budget.

OPTIONS:

N/A

RECOMMENDATION:

N/A

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

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Sara Miller
Community Services
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Library Board

FY 2022-2023 Budget Overview

Library Master Plan & Facility Study

Year One (in progress)

- Gathering statistics, reports, GIS data, architectural plans
- Community focus groups
- Community survey
- Benchmarking study
- Technology workshop
- Needs assessment and building space program

Year Two

- Propose expansion or new facilities along with space assignments
- Include estimates of construction, operation and maintenance costs
- Present first draft to city staff and library board
- Present final draft to City Council

Youth Services Librarian

- 44% of Burleson households have children
- One librarian responsible for library services to youth under 18
- Family programs are often crowded, so staff has added additional Storytimes and expanded hours to meet demand
- An additional Youth Services Librarian would expand programs for school aged children and teens as well as increase youth and family outreach in the community



Library Outreach Vehicle

- Transport supplies and equipment for community outreach
- Librarians have been using their own vehicles
- Additional resources for:
 - Daycare, preschool and school visits
 - Pop-up Story Times
 - Pop-up STEAM programs
 - Computer/robotics classes
 - Summer snack programs
 - Early literacy programs
 - Outdoor sensory stations
 - Craft programs
 - Outdoor movie programs
 - Homebound delivery
 - City of Burleson events



Library Public Furniture

- Furniture was purchased 26 years ago when the building opened
- Staff have been re-covering furniture, but items are showing their age
- Furnishings could be moved into a newer facility if needed
- Replace over 3 years
 - Year one-public seating
 - Year two-meeting room and conference room
 - Year three-children's and teen areas



Library Public Furniture



Library Public Furniture



Library Workroom Reconfiguration

- Built in cabinets and desks are original to the facility
- Project would replace them with cubicle-style workstations and storage shelves
- Ability to reconfigure staff workspaces as needed will improve workflows and efficiency



Questions / Comments