



Library Board Agenda

Tuesday, February 24, 2026
6:00 PM

Burleson Public Library -
Conference Room -248 SW
Johnson Ave
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

A. Consider approval of the minutes from the December 16, 2025, meeting. *(Staff Contact: Sara Miller, Deputy Director-Library)*

4. **REPORTS AND PRESENTATIONS**

A. Receive a report, hold a discussion, and provide feedback on Burleson Public Library services and programs. *(Staff Contact: Sara Miller, Deputy Director-Library)*

B. Receive a report, hold a discussion, and provide feedback on Burleson Public Library marketing and community engagement efforts. *(Staff Contact: Sara Miller, Deputy Director-Library)*

5. **REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

6. **ADJOURN**

Staff Contact

DeAnna Phillips
Director of Community Services
(817) 426-9622

CERTIFICATE

I hereby certify that the above agenda was posted on this the 12th of February 2026, 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: February 24, 2026

SUBJECT:

Consider approval of the minutes from the December 16, 2025, meeting. (*Staff Contact: Sara Miller, Deputy Director-Library*)

SUMMARY:

N/A

RECOMMENDATION:

Library board may approve the minutes as presented or approve with amendments.

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

N/A

REFERENCE:

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 16, 2025

DRAFT MINUTES

Call to Order: 6 P.M.

Board Members Present

Toni Wing-Jenkins, Chair
Charlotte Vandervoort, Vice Chair
Beverly Gatlin
Joan Coubarous
Amanda Cognasi

Board Members Absent

Claire Coggin
Madison Kahan
David Davison
Christian Valdez

Staff Present

Sara Millier, Deputy Director-Library
Kimberly Arrington, Recording Secretary

1. **Call to Order:** 6 p.m.

2. **Citizen Appearances:**

None

3. **General:**

A. Consider approval of the minutes from August 26, 2025, Library Board Meeting. (Staff Contact: Sara Miller, Deputy Director- Library).

Charlotte Vandervoort moved to approve minutes, Joan Coubarous seconded the motion. Approved unanimously, except for members absent.

B. Consider approval of Library Board meeting dates for 2026. (Staff Contact: Sara Miller, Deputy Director-Library)

Staff proposed a quarterly meeting schedule as follows:

- February 24
- May 26
- August 25
- November 17

Beverly Gatlin moved to approve the dates, Charlotte Vandervoort seconded the motion. The proposal was approved unanimously, except for members absent.

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

Staff gave an update of library services and programs for the months of August to October, which included an overview of the programs for all age groups, community events and outreach as well as library statistics.

D. Receive a report, hold a discussion and provide feedback regarding Burleson Public Library marketing and community engagement efforts. (Staff Contact: Sara Miller, Deputy Director-Library)

Staff gave an update of the library's marketing efforts, including social media highlights, customer feedback, e-mail marketing, and direct mail marketing for new residents. Staff also discussed community engagement activities.

E. Receive a report, hold a discussion and provide feedback on the Burleson Public Library Strategic Plan. (Staff Contact: Sara Miller, Deputy Director-Library)

Staff presented an update of the library's strategic plan, which was created to guide the organization for the next 3 to 5 years.

F. Receive a report, hold a discussion and provide feedback regarding the activities of the Friends of the Burleson Public Library. (Staff Contact: Sara Miller, Deputy Director-Library)

Board member Toni Wing-Jenkins presented the report. Highlights were given to the many events and activities that are conducted by the Friends of The Library (FOL) volunteers.

4. Community Announcements:

Board member Toni Wing-Jenkins shared that on March 7, 2026, the Craft Fair will be held at the Senior Center. The Friends of the Library (FOL) are currently seeking vendors for the event as well as volunteers to assist with setting up and take down for the event.

5. Board Requests for Future Agenda Items or Reports:

None

6. Adjourn:

There being no further business, Chair, Toni Wing-Jenkins adjourned the meeting.
Time – 7:20 p.m.

Kimberly Arrington, Recording Secretary

Library Board Meeting

DEPARTMENT: Community Services
FROM: Sara Miller, Deputy Director-Library
MEETING: February 24, 2026

SUBJECT:

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

SUMMARY:

Staff will review library services, including:

- Program highlights
- Storytimes
- Community events & outreach
- Wendy Lastovica-Alvey is the 2025 Employee of the Year
- Library featured in Feel Good Friday
- 2025 Achievement of Excellence in Libraries Award
- Dollar General Literacy Foundation grant submitted
- MetroShare Libraries staff development
- New children's program: Kid Librarian
- Library statistics

RECOMMENDATION:

N/A

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

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

Library Services Update

November 2025 to January 2026

Library Advisory Board

February 24, 2026



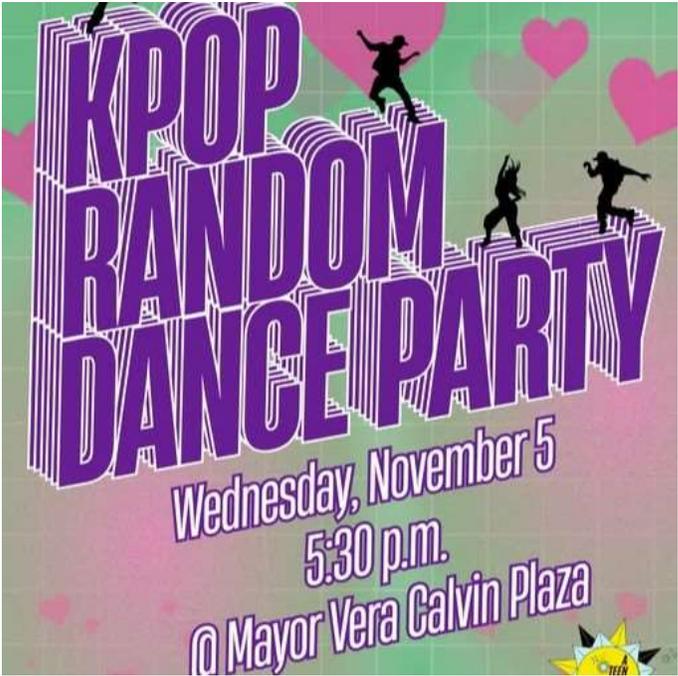
Program Highlights



Children's Art Day: 130
(3 sessions)



Jigsaw Puzzle Contest: 24



K-Pop Random Dance Party
@ the Plaza: 75

Program Highlights



Dog Man and Friends Crafts:
50



Pop-Up Play & Learn
Workshop: 113 (3 sessions)



All About Birds with Cleburne
State Park: 18

Program Highlights



Stories & Snacks: 59
(2 sessions)

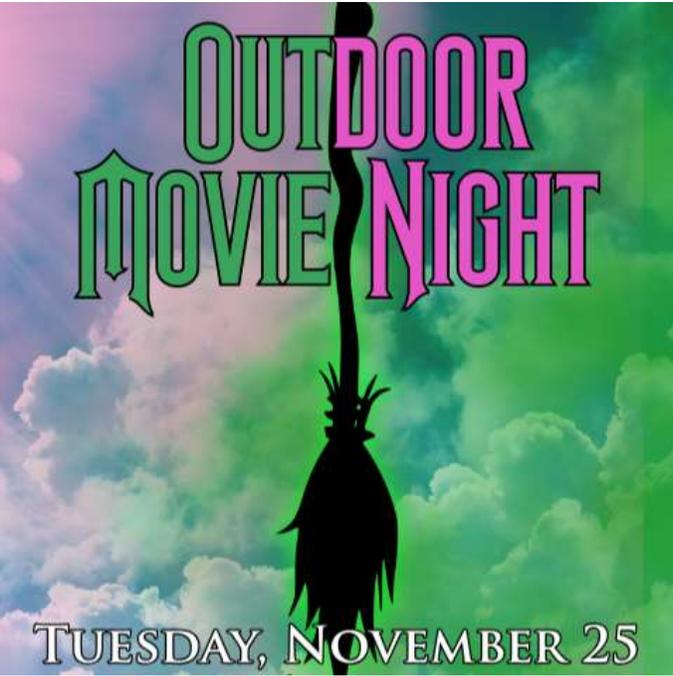


Stranger Things Escape
Room: 22



Gilmore Girls Trivia Night @
Grumps Burgers: 100

Program Highlights



Outdoor Movie Night: 75



Teen DIY Advent Calendar: 25



Teen Lounge: 106
(10 sessions)

Program Highlights



Storywalk® in the Library
Garden: 35



Christmas @ the Library: 650

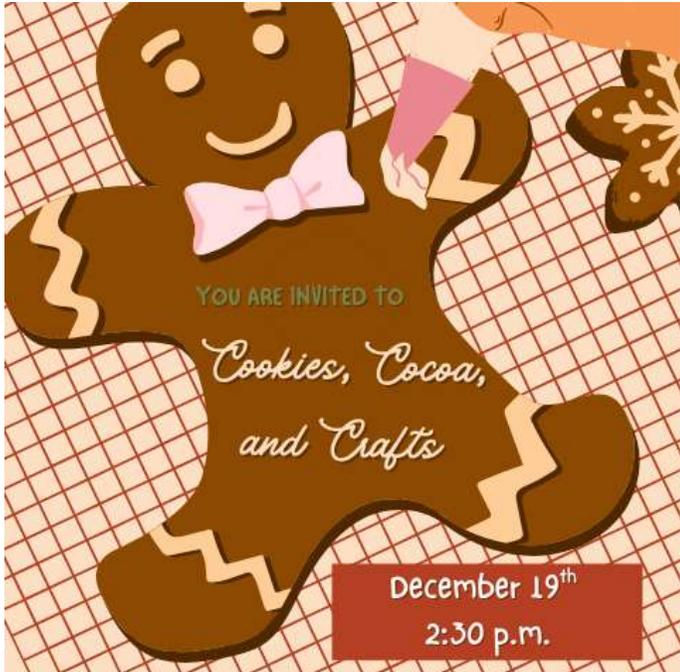


Sock Snowman Craft: 28

Program Highlights



Baby Holiday Sensory
Storytime: 119



Oh Snap! Cookies & Cocoa:
37



Reindeer Rave: 99 (held
offsite)

Program Highlights



Mirror, Mirror: Good Vibes Only: 20



New Year's Eve Mystery: 38



Active Adventures: 33

Program Highlights



Read with Indy: 78
(6 sessions)



Mommy & Me Yoga: 32



Hibernation Program with
the Texas Master Naturalists:
22



**CORE VALUE:
COLLABORATION**

Item A.

Program Highlights



Teen Snack Attack: 13



Beaded Snowflake Craft: 19
(rescheduled due to
weather)



Great Giveback: 450

Storytimes



Average attendance

- Baby: 36
- Toddler: 59
- Preschool: 35
- Evening: 22
- Saturday: 37
- Inclusive: 3



Community Events & Outreach



Senior Center Fall Festival



Auberge Apartments
Crestmoor Park Apartments



Burleson Friends Festival

Community Events & Outreach

Senior Outreach Summary:

Avir at Burleson
Elk Creek Senior Living
Mustang Creek Estates
Residence at Alsbury
Wilshire by Abby

31 seniors signed up for
library cards

673 items delivered from
November to January



Avir at Burleson



Elk Creek Senior Living

City of Burleson 2025 Employee of the Year



Wendy joined the library in December 2022 as a Youth Services Librarian. She was nominated for her leadership, initiative and commitment to supporting local youth.

Wendy’s empathy and service-focused approach reflect the highest standards of our organization. She was honored at the January 5, 2026 city council meeting.



Feel Good Friday

The library was featured in the November 28 City e-newsletter for a new initiative with Harvest House.

Staff set up a community coat swap to help neighbors in need stay warm.



**CORE VALUE:
EMPATHY**



**CORE VALUE:
COLLABORATION**

This season, the Burleson Public Library is turning generosity into warmth through a unique partnership with Harvest House.

From now through December 6, the library is hosting a community coat swap — a simple “take a coat, leave a coat” setup to help neighbors in need stay warm this winter.

New or gently used coats of all sizes are welcome, and anyone who needs one is invited to stop by and take what they need — no questions asked. The coat rack is located just outside the front entrance of the Burleson Public Library for easy access.

It’s a small gesture with a big impact, and just one more way Burleson continues to show up for one another. Thank you to everyone helping spread warmth and kindness across our community.

2025 Achievement of Excellence in Libraries Award

This prestigious award is given to libraries by the Texas Municipal Library Directors Association (TMLDA), an affiliate of the Texas Municipal League. The award recognizes excellence in ten key service areas, including community outreach, literacy support, workforce development, and innovative programming.

The award reflects the library's work in areas such as literacy support through Summer Reading, Storytimes, VOX Books, and reading challenges; digital inclusion through public computers, Wi-Fi hotspots, mobile printing, and one-on-one technology assistance; workforce development through job search support, online tutoring, and business research tools; and community outreach through the Reading Rover, inclusive programming, cultural celebrations, and partnerships with schools, city departments, and local organizations.



Dollar General Literacy Foundation: Grant Submitted

Library staff submitted a \$1,500 grant application to Dollar General in support of the library's Summer Reading Club.

If awarded, the grant will provide additional resources and enhancements for children's programming during the summer reading season.

Award notifications will be sent out in May.



MetroShare Libraries: Staff Development

Staff from Burleson and 10 other libraries in the MetroShare Libraries consortium attended training January 12th and 13th.

Training was hosted at the new Saginaw Public Library and included basic & intermediate circulation, cataloging and reports.



New Children's Program: Kid Librarian

This year we started a new program where children can apply to be our featured Kid Librarian each month.

Our Kid Librarian for January was Maggie.

KID LIBRARIAN

FEATURING
MAGGIE



ABOUT MAGGIE



FAVORITE LIBRARY ACTIVITY
-CHILDREN'S ART DAY



DREAM JOB
-VETERINARIAN OR PALEONTOLOGIST



FAVORITE BOOK CHARACTER
-MEG (LITTLE WOMEN)



FAVORITE FOOD
-CHEESE PIZZA AND COTTON CANDY GRAPES



FAVORITE ANIMAL
-SPOTTED SEAL

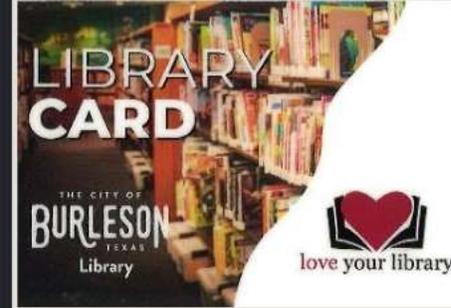
INTERESTED IN BEING THE NEXT KID LIBRARIAN?
APPLICATIONS AVAILABLE AT CHILDREN'S LIBRARY PROGRAMS.

YTD totals
through
Jan



94,622

digital downloads +10%



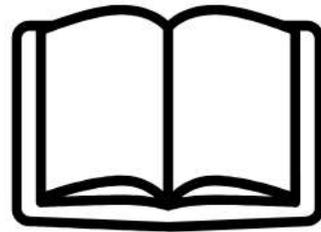
Item A.

2,875

cards issued -3%

14,581

Wi-Fi sessions +31%

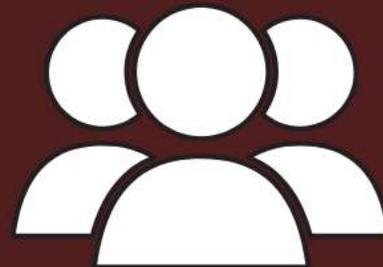


231,305

physical items checked out -3%

218,083

visitors +4%



29,358

attended programs +3%

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: February 24, 2026

SUBJECT:

Receive a report, hold a discussion, and provide feedback on Burleson Public Library marketing and community engagement efforts. *(Staff Contact: Sara Miller, Deputy Director-Library)*

SUMMARY:

Staff will review library marketing and community engagement, including:

- Social media highlights
- Email marketing campaigns
- Postcard marketing campaigns
- Community Engagement

RECOMMENDATION:

N/A

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

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Sara Miller

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

Library Marketing & Community Engagement

November 2025 to January 2026

Library Advisory Board

February 24, 2026

Social Media Highlight: November

We created a Reel advertising Gilmore Girls Trivia Night at Grumps. We had no idea there were so many Gilmore Girls fans in Burleson!

This Facebook post reached 12.1K users and received 75 reactions.

Burleson Public Library
Published by Instagram · November 15 at 11:57 AM

Join us for Gilmore Girls trivia night at Grumps on November 18 from 6-7:30p. Suitable for 14+. No prior registration necessary.
[#burlesonlibrary](#) [#burlesontx](#) [#grumpsburleson](#) [#trivanight](#)

Join us for
Gilmore girls
Trivia Night
November 18
6-7:30 pm
@Grumps Burgers

0:22 / 0:27

Boost

75 8 4



Social Media Highlight: December

Everyone was excited about our new children's program, Active Adventures. Families were able to come and have free play time in the library's meeting room.

This Facebook post reached 16K users and received 54 reactions.



Burlison Public Library
Published by Vicki Flowers · 3d · 🌐

Join us on Saturday, January 3, from 3-4 p.m. for Active Adventures! We will have all of our favorite toys out for kids to explore and play with. This program is a great way to get out all those wiggles out on a cold day. This program is best suited for children ages 2-6.

Active Adventures
(Ages 2-6)

Saturday
January 3
3-4 p.m.

Boost

54 reactions (likes, hearts, shares)

11 comments, 15 shares

Item B.

MADE

Item B.

Social Media Highlight: January

We shared a lighthearted social media video playing on the familiar “bad day at work” trope—with a library twist. The message was simple and memorable: *library cards can fix a lot.*

This Facebook post reached 22K users and received 415 reactions.

 Ariel Slick
FACTS.
2w Like Reply Hide 

 Kristin Garrison Meirose
This is amazing.
2w Like Reply Hide 

 Karen Milburn Chandler
I thought you might roll it up in your sleeve! 🤔
2w Like Reply Hide 

 Peter Gibson
You got me jonesing for a book
1w Like Reply Hide 

 Author
Burleson Public Library
Peter Gibson 🤔

Library cards can fix a lot. 🤔📖 #burlesonlibrary #libraryfun



   364 14  11 

Social Media Feedback: November

New Large Format Printing:

Used the printer this weekend. Was set up at Burleson Parks and Recreation's awesome Veterans Day and ruck event. Thank you Burleson Public Library!



Our library is the BEST!!

Another reason I love living in Burleson!

I can't wait to use this!



Mommy & Me Yoga:

We've loved it! Thank you for hosting this! We will definitely be back!



Ms Becky is the best-my 2nd grader hasn't been to story time since she started school but still talks about Ms. Becky and library time/activities!

Social Media Feedback: December

Reindeer Rave:

So clever! Bet a good time was had by all!

Thank you we had a blast!

My girls had so much fun! Thanks for doing this

Impressive. Programming so close to holidays. Your staff is creating family memories when families are actually together. Working hard and making a difference keep it up.

Teen DIY Advent Calendar:

These are sooo cute. Thank ya'll for such a neat activity. She opened up a lip balm today!



Social Media Feedback: January

I love the “I’m just here for the egg shakers” shirt



On the 2025 Excellence in Libraries Award:

Fantastic...and well deserved!!!!

We have the best library and library staff!!!! Well done, team.

Amazing achievements! The Burleson Public Library delivers great programs for Burleson. This staff rocks!

Congratulations. Burleson Public Library is the best!



Inclusive Storytime:

You guys are doing great things!
Great job Burleson Public Library!!



Email Marketing Campaigns: City E-Newsletter

Goal: to provide general information to a broader audience in the city of Burleson each Friday. These items are also included in the City Manager's Weekly Report to City Council.

- Nov 7: All About Birds with Cleburne State Park
- Nov 14: Gilmore Girls Trivia Night
- Nov 21: Christmas at the Library, Coat Drive, Outdoor Movie Night, Storywalk® in the Library Garden
- Nov 28: Christmas at the Library

Burleson Public Library Programming

All About Birds

Join the Burleson Public Library on **Monday, November 10, at 4 p.m.** for **All About Birds with Cleburne State Park**. A park ranger will lead this engaging program, teaching children all about the birds that call our area home. After the presentation, participants will have the chance to build their own bird nest to take home. This hands-on, educational event is geared for ages 5–10, and we hope to see many young nature lovers join us for this feathered fun.



**ALL ABOUT BIRDS
WITH CLEBURNE STATE PARK**

**MONDAY
NOVEMBER 10
4-5 P.M.**

TEXAS STATE PARKS

[Follow the Library on Facebook](#)

[Follow the Library on Instagram](#)

Email Marketing Campaigns: City E-Newsletter

Goal: to provide general information to a broader audience in the city of Burleson each Friday. These items are also included in the City Manager's Weekly Report to City Council.

- Dec 5: Teen Lounge, Drop-in Math Tutoring
- Dec 12: Oh Snap! Cookies & Cocoa, Reindeer Rave
- Dec 19: Employee of the Year, Gift Wrap Party, A New Year's Eve Mystery
- Dec 26: A New Year's Eve Mystery

Burleson Public Library Programming

Teen Lounge
Thursdays, 4:30 – 5:30 p.m.

Teens are invited to hang out, relax and connect every Thursday at the Burleson Public Library during Teen Lounge in the meeting room.

Whether it's games, activities, snacks or just a place to unwind, Teen Lounge offers a safe and welcoming space for teens to simply be themselves.

No registration required, just show up and join the fun.

Free Drop-In Math Tutoring Available at the Library
Wednesday, Dec. 10, 4 – 6 p.m.

Need a little help making sense of math? The Burleson Public Library is partnering with Mathnasium to offer free drop-in math tutoring for all ages, available once a month.

A certified Mathnasium instructor will be on site for two hours each session to provide personalized support using the Mathnasium Method™, which tailors instruction to meet each student's individual needs. Whether it's homework help, test prep or mastering key concepts, this supportive and engaging environment helps learners of all levels feel confident in math.

No registration is required — just drop in during the scheduled tutoring times.

Email Marketing Campaigns: City E-Newsletter

Goal: to provide general information to a broader audience in the city of Burleson each Friday. These items are also included in the City Manager's Weekly Report to City Council.

- Jan 2: Children’s Art Day
- Jan 9: Hibernation Program with the Texas Master Naturalists, Teen Snack Attack
- Jan 16: Crochet Group, The Great Giveback
- Jan 23: Beaded Snowflake Craft
- Jan 30: Excellence in Libraries Award, The Great Giveback



Burleson Public Library Programming

CHILDREN'S ART DAY

Tuesday, January 6
4-5 p.m.

Children's Art Day at the Library

Let creativity shine at Children's Art Day on Tuesday, Jan. 6, from 4 to 5 p.m. at the Burleson Public Library.

This open-ended craft time gives families the chance to explore art together using a variety of provided craft supplies. Whether your child loves coloring, cutting or creating something totally unique, this event is the perfect outlet for imagination.

All ages are welcome, and no registration is required.

[Follow the Library on Facebook](#) [Follow the Library on Instagram](#)

[Upcoming Library Events & News](#)

Email Marketing Campaigns: Monthly Newsletter

Goal: to provide general information to library users, sent to approximately 11,600 patrons monthly.

- 46.38% open rate
- November featured Museum Passes are now 10-day checkouts
- December featured the Animal Shelter Donation Drive and Christmas at the Library
- January featured Wendy Lastovica-Alvey is the 2025 Employee of the Year



The graphic is a promotional email newsletter for the City of Burleson, Texas Library. At the top left, it says "THE CITY OF BURLESON TEXAS" with "BURLESON" in a large, stylized font. To the right, it says "Library". The main image shows a museum gallery with a wooden floor, stanchions with red ropes, and two golden pedestals. In the background, there are paintings on the wall, one of which shows a woman. The text "MUSEUM PASSES" is prominently displayed in the center, with "10-DAY CHECKOUTS" in a smaller font below it. Below the image, the text reads "Museum Passes are now 10-day checkouts". At the bottom, there is a paragraph of text explaining the change and encouraging patrons to use the passes.

Museum Passes are now 10-day checkouts

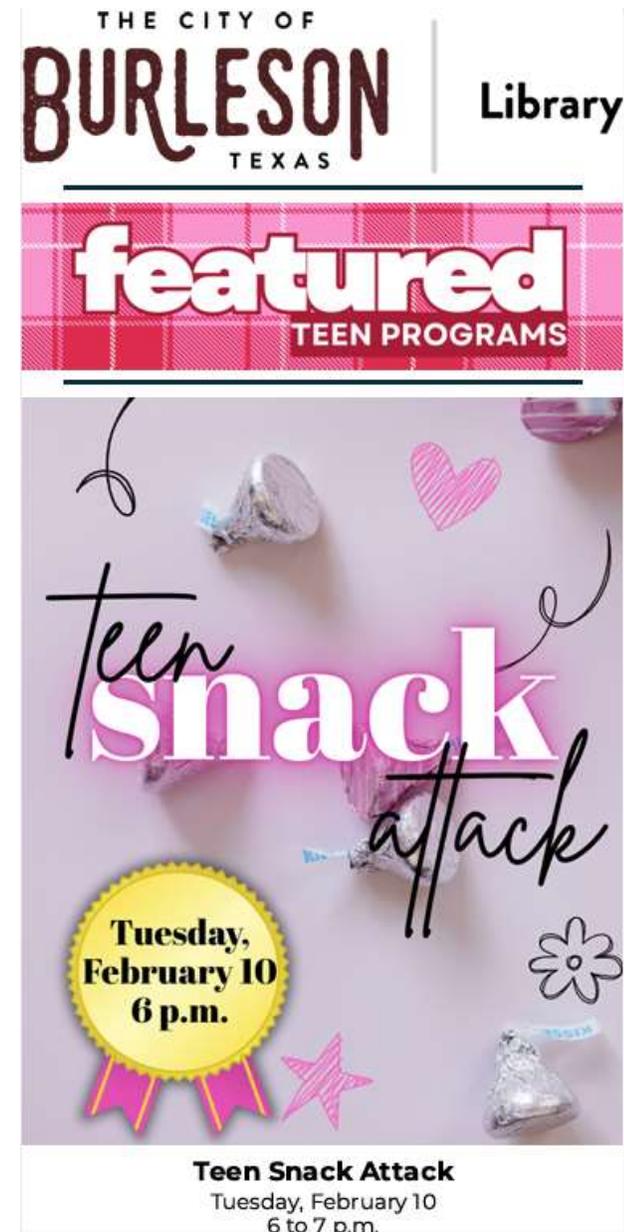
We know many of you have been patiently waiting for a chance to use our [museum passes](#), and we want to help those lines move a little faster! Beginning this month, **museum passes will have a 10-day checkout period** (previously three weeks). Shorter checkout times mean passes can circulate more quickly, giving more people the opportunity to enjoy local museums and attractions.

Email Marketing Campaigns: Program Newsletters

Goal: to provide age-specific program information to subscribers monthly.

- Adult Programs: 349 subscribers
 - 62.14% open rate
- Teen Programs: 309 subscribers
 - 56.89% open rate
- Children's Programs: 981 subscribers
 - 50.05% open rate

Library program attendance is up 5% from last year.



Email Marketing Campaigns: New Cardholders

Goal: to provide information to new cardholders and keep them engaged with the library. This is a series of 6 emails sent over the first 3 months.

1. General information, welcome to the library
2. Library of Things, we check out more than just books
3. Digital library
4. Programs and events
5. Online learning, tutoring and reading recommendations
6. Useful tips, how to get the most out of your library card

48% of new cardholders are still using their library card after one year. That is 1% higher than the average among our library peers.



You've had a library card for almost three months now! We hope you are enjoying our collections and services.

Here are a few tips to make sure you're getting the most out of your library card.

Download our app: Use the MetroShare Libraries app to quickly search the entire catalog (including eContent), place holds, check due dates and renew eligible titles. There's even a digital library card that you can use at the self-check! It's available in both the [App Store](#) and [Google Play](#).

Link your family's accounts: Linked accounts allow you to easily maintain multiple accounts for the library so you can see checkouts, holds, and due dates in one place. Log into the [library catalog](#) and click on your name, then choose "linked accounts" to set up this option.

Customize your notifications: Log into the [library catalog](#) and click on your name, then choose "messaging settings" to set your email notifications. You can be notified when items are due, when holds are ready and even when items are checked in.

Email Marketing Campaigns: Inactives & Occasionals

Goal: to re-engage lapsed users or occasional users and get them to use their library card.

- Check out Libby
- Check out cloudLibrary
- Featured new titles

In the past 3 months, 473 occasional users and 85 inactive users have re-engaged with the library after receiving one of these messages.



Email Marketing Campaigns: Library Patron Clusters

Goal: to keep library users engaged by showing them relevant new titles, sent monthly.

- Bedtime Stories: users who check out children’s print materials
- Page Turners: users who check out adult print
- Digitalarians: users who check out adult digital

In the past 3 months, 1,848 users have used their library card within 7 days after opening one of these messages. 71 of those were re-engaged occasional users.



new RELEASES



Postcard Marketing Campaigns: New Residents

Goal: to get new Burleson residents to sign up online for a library card.
376 postcards were mailed out from November to January.



Community Engagement

Community Engagement Librarian Amanda Cadenhead currently serves as a Chamber of Commerce Ambassador.

- 1 ribbon cutting for a new business in Burleson
- Met with North Central Texas Council of Governments (NCTCOG) Disaster Resilience group
- Chamber of Commerce Winter Luncheon
- Organized The Great Giveback



**CORE VALUE:
COLLABORATION**

Questions/Comments

Sara Miller

Deputy Director-Library

smiller@burlesontx.com

817-426-9203