

Agenda Item Request Form

BURNET COUNTY COMMISSIONER'S COURT

Meetings – 9:00am – 1st through 4th Tuesday of Every Month

**NO ITEM WILL BE ON AN AGENDA
WITHOUT PRIOR APPROVAL BY A MEMBER OF COMMISSIONER'S COURT**

All **Contracts** must be approved by County Auditor's
And County Attorney's office prior to being on the Agenda

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) no later than noon on Thursday prior to the meeting date requested.

Ph: 512-715-5276 Fax: 512-715-5217 email: comcrt@burnetcountytexas.org

Presenters are to limit presentation time to no more than 5 minutes.

Today's Date: 5/1/2025
Commissioners Court Date 5/13/2025

Requested by: Wilson /M Seaman

AGENDA ITEM:

Consider and take appropriate action to ratify the submission of the Texas State Library and Archives Commission (TSLAC) grant application for an additional privacy pod, previously submitted by Grant Manager, Jana Teague on behalf of Bertram Library Director, Mary Seaman, due to the application deadline of April 28, 2025, and authorize the County Judge to sign the TSLAC Application Certification required to complete the application process.

Judge Wilson

Commissioner Pct. 1 Luther

Commissioner Pct. 2 Beirele

Commissioner Pct. 3 Collier

Commissioner Pct. 4 Dockery



Jana Teague <jteague@burnetcountytexas.org>

RE: Grant- Internet/Facility

1 message

Eddie Arredondo <earredondo@burnetcountytexas.org>

Mon, Apr 21, 2025 at
4:39 PM

To: Jana Teague <jteague@burnetcountytexas.org>, Bryan Wilson
<bwilson@burnetcountytexas.org>, Colleen Davis <cdavis@burnetcountytexas.org>

Ms. Jana,

This is not listed on tomorrow's agenda so I don't believe it can be addressed tomorrow. If Judge Wilson wishes, he can allow the library to make it's application and then attempt to ratify the action at the next Court in order to meet time deadlines. If ratified, then we see if the grant gets awarded. If the ratification fails, then the application can be withdrawn.

Eddie A.

From: Jana Teague <jteague@burnetcountytexas.org>

Sent: Monday, April 21, 2025 4:03 PM

To: Bryan Wilson <bwilson@burnetcountytexas.org>; Eddie Arredondo
<earredondo@burnetcountytexas.org>; Colleen Davis <cdavis@burnetcountytexas.org>

Subject: Fwd: Grant- Internet/Facility

Is this something that we can either add to the agenda tomorrow or ratify it at the first May court?

Please let me know.

Thanks,

Jana

Jana Teague

Grant Manager

Burnet County Auditor's Office

Direct: (512) 715.5229 | jteague@burnetcountytexas.org

----- Forwarded message -----

From: **Mary Seaman** <mseaman@burnetcountylibrary.org>

Date: Mon, Apr 21, 2025 at 3:39 PM

Subject: Re: Grant- Internet/Facility

To: Jana Teague <jteague@burnetcountytexas.org>

This is the response I received from TSLAC:

We cannot change the due date for submissions, but you are able submit your finalized GACF (Authorization Certification Form) after the application is submitted in GMS. It can help to include a letter from the authorized county official, indicating that the matter is going before Commissioner's court after the due date.

Am I able to proceed with applying?

Thanks,

On Mon, Apr 21, 2025 at 2:39 PM Mary Seaman <mseaman@burnetcountylibrary.org> wrote:

Thank you. I will keep you updated.

On Mon, Apr 21, 2025 at 2:14 PM Jana Teague <jteague@burnetcountytexas.org> wrote:

Sure.

Jana Teague

Grant Manager

Burnet County Auditor's Office

Direct: (512) 715.5229 | jteague@burnetcountytexas.org

On Mon, Apr 21, 2025 at 2:11 PM Mary Seaman <mseaman@burnetcountylibrary.org> wrote:

No, it's not the same program. She applied to Hancher. If I get approval from TSLAC for an extension, can I ask to be put on May 6th agenda?

On Mon, Apr 21, 2025 at 2:06 PM Jana Teague <jteague@burnetcountytexas.org> wrote:

I do not know if we can request two TSLAC grants in the same program.

The court has already given Amanda permission to apply.

Even if it isn't the same program, court is tomorrow and we can't add it if it wasn't on the original agenda.

Sorry,

Jana

Jana Teague

Grant Manager

Burnet County Auditor's Office

Direct: (512) 715.5229 | jteague@burnetcountytexas.org

On Mon, Apr 21, 2025 at 1:49 PM Mary Seaman
<mseaman@burnetcountylibrary.org> wrote:

Hey Jana,

I came across another grant with TSLAC that would help funding the conference room pod project I am currently working on. This in addition to the Mitte grant funds would help us be able to purchase an additional pod as well as the costs involved with other improvements to our internet/electrical work.

However, I came across it a bit late and it's due on April 28th. I can definitely get it done but I missed the deadline for court approval. If I ask TSLAC for an extension to get it on next court agenda, could I apply for this one? Details below:

<https://www.tsl.texas.gov/ldn/grants/programs>

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Mary Seaman

Library Director- Bertram & Oakalla Library

170 N. Gabriel St. Bertram, TX 78605

512.355.2113

bertramlibrary.org

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Grant Program *

2026 Library Infrastructure Facility Improvement

Name

Burnet County Library System

Legal Entity

Burnet County

Project Title *

Burnet County-Bertram Library, Patron Access Pod

Project Manager *

Mary Seaman

Submit Date

4/28/2025 5:24 PM

Program Partners

Program partners include Bertram Library, Burnet County Library System, Burnet County, non-profits Community Resource Center of Marble Falls, Workforce Solutions of Burnet County, and Healthcare facilities Baylor, Scott and White.

Program Abstract

The Bertram Library, part of the Burnet County Library System, is requesting funding for a conference room pod to better serve our community. This pod offers a soundproof, self-contained alternative to a traditional conference room and can be fully installed without the need for new construction. It will provide patrons with a reliable, private space for telehealth appointments, job interviews, educational activities, and other essential needs.

Criterion 01

Needs Assessment: Describe why the project is needed, the project goals and audience; the greater community to be served and include demographic statistics, library records, or surveys to support these statements; Attach letters of cooperation showing commitment to the project from agencies to be involved, if applicable.

Answer

The addition of a conference room pod is a critical improvement for our library, providing patrons with a safe, private space equipped with reliable internet. This pod will allow community members to access telehealth appointments, participate in job interviews, and attend online classes or training sessions. Importantly, the pod also eliminates the need for major building renovations, preventing any long-term closure of the library.

Bertram's population is 8,084, according to the Economic Development Corporation. From October 2024 through April 2025, our library recorded over 9,400 visits and more than 1,300 instances of internet and PC usage. In our rural community, 51.4% of residents are low-income, and essential services are often located more than 10 miles away — distances made even more challenging by unreliable transportation.

The library remains the only free and reliable access point for internet, education, and health services in our area. We frequently partner with local non-profits to connect patrons to critical resources and provide a space for meetings and services. The addition of a private, internet-equipped pod will significantly enhance our ability to meet the urgent needs of our community.

Criterion 02

Project Design & Technical Feasibility

Broadband Infrastructure: Clearly describe the project and the network technology; Outline expected speeds and reliability; Identify services to be contracted to complete the construction project; Describe any partnerships with Internet service providers, municipalities or community organizations.

Facility Access Improvement: Clearly describe the project, including planned physical modifications; Identify services to be contracted to complete the construction project; Describe any partnerships with municipalities or community organizations.

Answer

The conference room pod we are pursuing is the ThinkSpace hushFree .Access.L model, which is ADA-compliant and can accommodate groups of four to six people if needed. This soundproof space will provide patrons with privacy while still allowing staff to monitor the area as appropriate. Importantly, the pod requires no construction or renovation to our building. Assembly will be handled by the company, with only minor adjustments — such as relocating shelving or materials, needed to fit the unit. Our library already has broadband internet access, so no additional internet services will be required to support the pod's use.

Criterion 03

Project Impact & Community Benefit

Broadband Infrastructure: Explain how the project enhances economic development, digital access, and workforce access; Provide projected usage data and highlight any focus on rural, Tribal, or disadvantaged communities.

Facility Access Improvement: Describe how the upgraded facility will expand access to telehealth, remote work, online education, or other broadband-enabled services.

Answer

This pod will provide our facility with the ability to offer patrons access to telehealth services, remote work opportunities, online education, and other essential resources in a private, safe space connected to our library's reliable Wi-Fi. The pod is a fully enclosed unit assembled on-site by the vendor, and includes ventilation and electrical hookups for personal devices. It is also ADA-compliant, ensuring that the space is accessible and welcoming to all members of our community. Importantly, the installation does not require any major construction or renovation to our building.

Criterion 04

Personnel

Identify who will administer the funds and which positions will provide the services; List how much time will be spent in each position on assigned duties; List how the qualifications of each person relate to their assigned duties. Full job descriptions are required for new hires.

Answer 04

The Burnet County Auditor's Department will administer the funds, while the Library Director will oversee ordering and coordinate the scheduling of the pod's installation at the library. The vendor will be responsible for assembling the pod on-site and addressing any issues that may arise during or after installation. The Library Director and library staff will manage the daily use and operation of the pod by developing a scheduling system to ensure equitable access for all patrons.

Criterion 05

Timetable

Provide a detailed timetable.

For Broadband Infrastructure: Engineering, permitting, construction, activation.

For Facility Access Improvement: Design, renovation, installation.

Demonstrate that necessary approvals, permits, and compliance requirements are accounted for; Explain how staff will be hired and trained in time to carry out the services as planned.

Answer 05

The library will work closely with Burnet County, the City of Bertram, and the vendor to ensure the pod meets all necessary compliance requirements, including proper ventilation and other safety standards. The Library Director and staff will be trained on how to periodically monitor the pod to maintain compliance and ensure it remains a safe, functional space for patrons.

Criterion 06**Performance Measurement**

Set achievable, measurable outcomes, and present a reasonable method to collect data; Present a method to count users of the service as well as measure the effectiveness of the services using IMLS tools and LBB measures.

Answer 06

Our library already maintains detailed statistical records, including library visits, circulation, and computer usage. We will also track daily usage of the conference pod, recording the number of patrons utilizing it and the duration of each session. This data will help us assess the pod's effectiveness and gauge patron demand. Given that we receive daily requests from patrons for a conference room, we are confident that the pod will be a highly utilized and valuable resource for our community.

Criterion 07**Budget & Cost Justification**

Provide a detailed budget; Justify the budget by describing how budgeted items will contribute to the project and identify a source for the stated costs (e.g., city pay classification for staff, catalog or city/county bid list for equipment); Demonstrate the costs are reasonable to achieve project objectives; If new staff are to be hired, consider the time for a realistic hiring process to occur.

Answer 07

We are requesting \$60,000 to cover the cost of the conference pod, including shipping, installation, and any potential price increases due to inflation over time.

Criterion 08**Sustainability**

Describe the resources that will be used to support and sustain the services developed through the grant in the future; Provide a written commitment of future support from governing bodies, if applicable. The written commitment of future support is desirable but not required.

Answer 08

The library will monitor the pod regularly for any signs of wear and tear over time. Burnet County will provide maintenance services for issues such as electrical repairs, with support from the vendor's warranty and supplemental funds from the library's budget if needed. The County currently provides IT support for any internet or Wi-Fi issues at the library, and this support will extend to the pod as well. Funds for this project will be categorized as equipment or supplies/materials expenses.

Capitalization Level

\$5,000

Max Grant Amount

\$350,000.00

Salaries/Wages/Benefits

\$0

\$0

\$0

Salaries/Wages/Benefits Description

—

Consultant Fees

\$0

Consultant Fees Other Funds

\$0

Total Consultant Fees

\$0

Consultant Fees Description

—

Travel

\$0

Travel Other Funds

\$0

Total Travel

\$0

Travel Description

—

Supplies/Materials

\$0

Supplies/Materials Other Funds

\$0

Total Supplies/Materials

\$0

Supplies/Material Description

Equipment

\$48,600

Equipment Other Funds

\$0

Total Equipment

\$48,600

Equipment Description

The Pod is a spacious, ADA-compliant acoustic booth designed as a modern alternative to traditional conference rooms. Ideal for large meetings, interviews, video calls, and collaborative work, it comfortably accommodates 1-6 people.

Services

\$11,400

Services Other Funds

\$0

Total Services

\$11,400

Shipping and Installation

Total Direct Costs

\$60,000

Base

\$0

Indirect Rate (0-1)

0.0000

Total Direct Other Funds

\$0

Total Direct Total Costs

\$60,000

Indirect Costs

\$0

Indirect Costs Total Cost

\$0

Indirect Costs Description

—

Total Grant Fund

\$60,000

Total Other Funds

\$0

Total Costs

\$60,000

Expected Program Income

—

State Fiscal Year

FY 2026

Grant Program *

2026 Library Infrastructure Facility Improvement

Project Title *

Burnet County-Bertram Library, Patron Access Pod

Application Number

3191

Organization Name

Burnet County Library System

100 E Washington St Burnet TX 78611-3114

Project Manager *

Mary Seaman

Phone Number: (512) 355-2113

Email:
mseaman@burnetcountylibrary.org

Legal Entity
Burnet County
220 S. Pierce St.
Burnet, TX 78611

EIN: 74-6000454

Federal Unique Entity ID: NX8AEXEALC7

SAM Exp. Date: October 29, 2025

Modified On

4/28/2025 5:24 PM

I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization.

Application Approved by (name):

Bryan Wilson

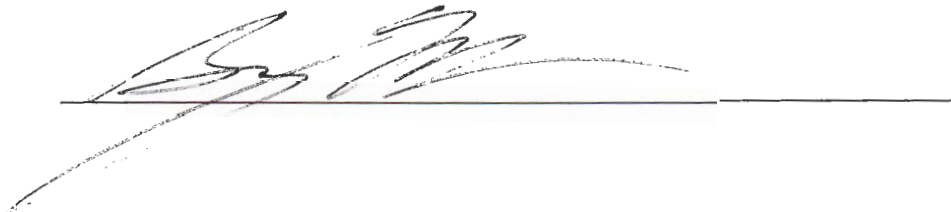
Job Title:

Burnet County Judge

Date:

5/13/25

Signature:

A handwritten signature in black ink, appearing to be "Bryan Wilson", written over a horizontal line.