

## MEMORANDUM

**TO:** Library Advisory Board

**FROM:** Dennis Quinn, Director of Library Services

**DATE:** Friday, January 6<sup>th</sup>, 2023

**SUBJECT:** January Director's Report

Greetings Board members, and a Happy New Year! The Library team and I are looking forward working with you all to make another exciting year full of Imagination, Discovery, Engagement, and Achievement here in Coppell.

Our January meeting will take place next Thursday evening, January December 12<sup>th</sup>, at 7:00 PM in the Meeting Rooms at the Library.

### Workload Indicators

Statistics through December 2022 are still being compiled, and will be provided prior to our meeting next week. Data received thus far shows overall activity levels slightly below November, which was expected since the Christmas holiday fell on a weekend, and the Library was closed an additional 2 days (the 15<sup>th</sup> and 16<sup>th</sup>) for facility repairs.

As a side note, I'm happy to report that the repairs to the Library's plumbing system were successfully completed during the closure, and all restroom facilities were put back in service as the Library opened again on Saturday the 17<sup>th</sup>.

### Programs and Events

Though few in-person programs were offered between December 22<sup>nd</sup> and January 6<sup>th</sup> (since customer traffic and program participation typically drops during that time), several programs held earlier in December were well-attended. HarpEssence played to an audience of 180 at the Coppell Arts Center in a concert sponsored by the Friends of the Coppell Public Library. Santa Storytime, Family Fun Night, Noon Years Eve, and the Holiday Craft Fair were all attended by more than 100 people each, while 90 Hanukkah dreidel craft kits were given out and the interactive showing of "Elf" had 63 participants. The December STEAM Club saw the most attendees of any STEAM club event in 2022, with 45 participants.

Program activity will appear to ramp back up significantly in the month of January, with a total of 28 in-person programs planned throughout the month. The Library's full calendar of events can be found at [cozbylibrary.librarymarket.com](http://cozbylibrary.librarymarket.com).

The Library will be closed on Monday, January 16<sup>th</sup>, observing Martin Luther King Jr. Day along with other City facilities. Regular hours will resume on Tuesday, January 17<sup>th</sup>.

## **Agenda Overview**

- Election of Officers: The Board will elect its Chair and Vice Chair for the 2023 term year.
- Teen Services Report: The Board will receive a report from the Library's Teen Services team.
- Minutes: The Board will consider approval of the minutes of December 8<sup>th</sup>, 2022.
- Reports: The Board will receive reports from Board members, Youth Advisors, and the Friends of the Coppel Public Library.

## **Library Board Goals & Objectives**

1. Participate in the implementation of the Library's Strategic Plan
  - a. Library services reflect the Coppel community and its many facets
  - b. Library services and information are conveniently accessible to all
  - c. Library maintains a healthy network of partners throughout the Coppel community
  - d. Library services are provided in an effective and sustainable manner
2. Support and promote the Friends of the Coppel Public Library
3. Promote the Library by active individual participation in Library programs, outreach and community events
  - a. Attend Library programs and Council meetings
  - b. Represent the Library Board at City and civic events
  - c. Actively use social media to market Library activities

## **OUR VISION**

*The Cozby Library and Community Commons is the heart of the community where citizens are empowered to Imagine, Discover, Engage and Achieve in an environment that cultivates curiosity, collaboration and creativity.*

## **OUR MISSION**

*We serve our community by helping our citizens develop their talents, acquire knowledge, embrace their passions, and fulfill their dreams*