

MEMORANDUM

TO: Library Advisory Board

FROM: Alexis Wellborn, Library Manager

DATE: Monday, March 11, 2024

SUBJECT: March 2024 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, March 14, at 7:00 PM. We will meet in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd.

Manager's Report

I would like to take a moment and reflect on the goals, mission, and vision of the Library Board.

1. Participate in the implementation of the library strategic plan.
 - a. The strategic plan is our guide in determining our next steps as an organization. At this point, it does need to be updated, but that will take time. For now, the most important piece of advice I can give the board is to be present at the Library. Talk to our patrons, network, and focus on removing gaps in our planning and programming.
2. Support the Friends of the Library
 - a. If you have not joined, please do so. The membership starts at \$15, and all funding goes directly to the programming at the library.
3. Promote active individual participation in library programs.
 - a. In the 6 months I have been Library Manager, I have not heard many reports that discuss our programs, their impact on the community, or your feedback. This is a foundational responsibility of the Library Board. In your function as an advisory board, it is incumbent upon you to attend the programs we offer and seek out community members to discuss their impact. I would ask that in the coming months, you make it your responsibility to attend the wide variety of programs we offer to make relevant, impactful recommendations.

Additionally, I have been asked to include more information when choosing not to discuss suggested agenda items.

1. Library Café: While we would love to be able to offer patrons more than a vending machine, we do not have the space, plumbing, and staff to offer a café for our citizens.
2. Postal Cancellation: This item is now a Friends of the Library project, which will be discussed at their meetings as needed leading up to the July 20th event.

Workload Indicators

Detailed statistics will be provided by the time of our meeting this Thursday.

Operations

-Please welcome Morgan Pritchett, our newly appointed Library Supervisor. Morgan began her new role on March 4. Our library clerks are now her direct reports, with Amy providing guidance for our librarians and technicians.

-Our amazing Children's Librarian, Lauren, will spend her last day with us tomorrow. Both open librarian positions will be posted soon. She has had an amazing impact on the Library in the six years she has spent with us, and she will be missed by staff and the community.

-Our staff has given feedback regarding the Collection Guidelines. After the Leadership Team synthesizes the information, we will pass it on to our City Attorney before voting on it at an upcoming board meeting.

-The library survey closed on March 3rd. Once our Project Coordinator disaggregates the data, we will present the findings at an upcoming meeting.

-The State Library and Archives Commission is expecting our Application for Accreditation by the end of March. The leadership team is working on data collection for this important document.

-We had a great turnout at the first public engagement session for the Community Experiences Master Plan Update process which was held last Thursday, March 7 at the Cozby Library. Approximately 60 community members attended the session and provided their feedback on a variety of topics, ranging from facilities, programs, open space, and more. There will be additional opportunities for both in-person and online feedback and engagement as we continue through the process. The (2) in-person opportunities will be on Friday, April 5 at the Sunset Social Concert event in Old Town from 7:00 p.m. – 9:00 p.m., and on Thursday, May 23rd at the Coppell Arts Center at 6:00 p.m.

-It is also 2024-2025 Budget Season. We are currently utilizing staff feedback to adjust our proposal in several key areas.

Upcoming Library Events

Teen Life Skills: Resume Building April 3 from 5:00 p.m. to 7:00 p.m.

Members of our very own Employee Experiences (EX) department will deliver a course that addresses skillsets needed in high school, college, and beyond. Patrons will create a resume that can help secure scholarships, internships, collegiate acceptance, and employment.

Solar Eclipse Experience April 6 from 1:00 p.m. to 4:00 p.m.

It's solar eclipse time! The Frontiers of Flight Museum are bringing their portable planetarium to the library for an interactive planetary experience for all ages. Learn all about the science of eclipses through the planetarium and additional hands-on STEM activities. Come explore the universe in this come-and-go program. All ages welcome.

Solar Eclipse Mocktail Party April 7 from 2:00 p.m. to 3:00 p.m.

Learn to make fun space themed "mocktails" in celebration of the upcoming solar eclipse. Mocktails are non-alcoholic drinks that mimic classic party drinks. Participants will also have the chance to make their own commemorative button. This program is open to adults 18 and older. Registration is not required.

Total Eclipse of the Park April 8 from 12:00 p.m. to 3:00 p.m.

Grab your lawn chairs or blankets and kick your solar eclipse watch party up a notch at Andrew Brown East! Come out and enjoy lawn games, complimentary popcorn, giveaways, eclipse-themed music, and other fun activities before sitting back to watch totality at 1:40pm. Eclipse glasses will be provided for a safe viewing experience.

The library's full calendar of events can be found at cozbylibrary.librarymarket.com.

Library Board Goals & Objectives

1. Participate in the implementation of the Library's Strategic Plan
 - a. Library services reflect the Coppell 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 Coppell community.
 - d. Library services are provided in an effective and sustainable manner.
2. Support and promote the Friends of the Coppell 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.