

## **MEMORANDUM**

**TO:** Library Advisory Board

**FROM:** Alexis Wellborn, Library Manager

**DATE:** Monday, February 5, 2024

**SUBJECT:** February 2024 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, February 8, at 7:00 PM. We will meet in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd.

### **Workload Indicators**

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

### **Operations**

-Library Supervisor interviews will take place Thursday, February 15 and Friday, February 16. We have four candidates that will conduct brief presentations before their panel interviews.

-Alexis, Amy, Molly, and Usha will complete the new Interlibrary loan training this week.

-Facilities has asked us to create a list of existing work orders for them to prioritize and complete.

-Usha, Amy, and Alexis are working to update our internal onboarding procedures for a more robust, thoughtful transition.

### **50<sup>th</sup> Anniversary**

-The application for the pictorial postmark (postal cancellation) has been completed. Our contact at the post office will coordinate with us closer to July 20<sup>th</sup>.

-Lauren and I spoke with Connor Pittman, a local journalist, to update him on what we have planned for the 50<sup>th</sup> anniversary this year.

### **Friends of the Library**

-At the January 22<sup>nd</sup> meeting, a presentation was given by Libby May, a steward for several of the Little Free Libraries around the city. Next steps will be to get a quote for minor repairs.

-The Friends have a new website. Our web designer was available to give a tour of the site, answer any questions, and collect feedback to make updates.

-The Friends acquired 18 new members after the book sale in November.

-The Coppell Farmer's Market will be open on Saturday February 10 & 24. Go and visit the friends there!

## **Upcoming Library Events**

Dino-Valentine Family Fun Night: February 13, 2024, 6:30 PM - 7:30 PM

Stomp, chomp, growl, and roar - let's celebrate Valentine's Day like a dinosaur! Join in a dino-mite celebration that includes stories, games, crafts, and a special guest. This program is designed for families with young children. All ages are welcome.

Teen Crafternoon: February 14, 2024, 4:00 PM - 5:00 PM

Teens in grades 6th -12th will be able to celebrate friendship this Valentine's Day at a crafternoon program. Join in the fun with your friends or attend alone and meet new friends! This program will take place in the Teen Room and all crafts will be friendship and love themed.

Valentine's Day Puzzle Competition February 14, 2024, 6:00 PM - 8:00 PM

Join us for an evening of fun and friendly rivalry at our Valentine's Day jigsaw puzzle competition. Grab a special partner and compete for a chance to win an awesome prize. Teams will be comprised of two individuals (both individuals should register.) This is an adult only event, and no children will be allowed in the room (sorry, no exceptions.) It will be a 500-piece puzzle and contestants will have 2 hours to complete it. The winning team is the couple who finishes first. Registration began Feb 1, 2024.

The library's full calendar of events can be found at [cozbylibrary.librarymarket.com](https://cozbylibrary.librarymarket.com).

## **Agenda Overview**

Minutes: The Board will consider approval of the minutes of December 14th, 2023.

Reports: The Board will receive reports from Board members, Youth Advisors, and the Friends of the Coppell Public Library

## **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.