



COZBY LIBRARY AND COMMUNITY COMMONS

MEMORANDUM

TO: Library Advisory Board
FROM: Alexis Wellborn, Library Manager
DATE: Monday, March 10, 2025
SUBJECT: March 2025 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, March 13. Please join us in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd at 7:00 p.m.

Manager's Report

-Updates to our agenda and calendar have been made in collaboration with the city secretary. It is important that we are in alignment with the other boards and commissions. We will have a quarterly report from the Friends of the Library, Youth Advisors, and Manager. Most other business will require a request to ensure we are discussing relevant, urgent business.

-Library staff is currently working on budget requests for FY2026. We are looking to keep our budget relatively flat, and we take pride in ensuring we are fiscally responsible.

-We will also be replacing some of the shelving in the children's section. We are working with our vendor to replace our "most loved" shelves.

-All library staff will be attending the Texas Library Association (TLA) conference on Wednesday, April 2. The library will be closed, but we will come back with lots of inspiration for future programming and growth opportunities.

-On June 1, 2025, the library will be changing its hours to accommodate earlier story time programming. Please see the comparison below:

Current Library Hours		*NEW Library Hours	
Mon– Thu	10 am – 9 pm	Mon-Thu	9 am – 8 pm
Fri	10 am- 6 pm	Fri	10 am – 5pm
Sat	10 am – 5 pm	Sat	10 am – 5pm
Sun	1 pm – 5 pm	Sun	12 pm – 5 pm

-The Library Board will not convene in July. We will meet as schedule in June and August.

-The Staff kitchen area of the library is currently being remodeled. We have received new cabinets, countertops, and are getting new flooring installed now. This is being done in response to a leak in our wall from our previous dishwasher. I would like to our facilities team for coordinating it all.

Programs of Note

Spring Break Programming you don't want to miss:

Saturday, March 15: Blackland Prairie Raptors	2-3 PM	All Ages
Monday, March 17: Build Your Own Terrarium	1-2 PM	Grades 6-12
Tuesday, March 18: Pokémon Party	3-4 PM	Grades K-5
Wednesday, March 19: Tower Building Competition	1-2 PM	Grades 6-12
Wednesday, March 19: Perot Tech Truck	3-4 PM	Grades K-5
Thursday, March 20: Game Night (18+)	6:30-8 PM	Adults (18+)

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.