

## **MEMORANDUM**

**TO:** Library Advisory Board

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

**DATE:** Friday, February 3<sup>rd</sup>, 2023

**SUBJECT:** February Director's Report

Greetings Board members! As I write this, staff are preparing to open the Library once again after having been closed, along with other City facilities, for three days due to the winter weather. I hope you and your families were able to stay safe and warm this week!

Our next Board meeting is scheduled for next Thursday, February 9<sup>th</sup>, at 7:00 PM. Please note the change of location; instead of meeting at the Library as in the past, we will meet in the 2<sup>nd</sup> Floor Conference Room at Town Center, 255 E Parkway Blvd.

### **General**

Cleanup from the December plumbing repairs was completed on January 19<sup>th</sup>, with all construction materials removed, the front walkway pressure washed, and landscape irrigation lines reconnected.

Library staff have worked in collaboration with CISD to increase awareness among CISD families of the resources available to them through the Cozby Library. On January 18<sup>th</sup>, staff hosted a library tour for families of children with visual impairments, and the CISD staff that work with them. On January 20<sup>th</sup>, staff hosted another tour for about 60 parents of households in CISD with a primary household language other than English.

The Library is planning for system and facility maintenance during the month of February that will require temporary interruptions in some services. Its account management system will be offline for part of the day on Wednesday, February 8<sup>th</sup>, resulting in interruptions of some online services, though CloudLibrary will remain available and onsite customers may still borrow materials with their library card. The following week, Study Rooms A-E will be out of service from Wednesday, February 15<sup>th</sup> through Friday, February 17<sup>th</sup>, so that the carpet may be replaced. Signs have been posted at these rooms to notify regular users in advance.

Lastly, with spring comes tax season. The Library has copies of some of the more commonly-used IRS forms and instruction booklets available, with other forms being available for download from the IRS website. AARP Foundation Tax-Aide will be providing in-person tax assistance by appointment most Wednesdays in the Library Meeting Rooms from February 8<sup>th</sup> through April 12<sup>th</sup>. This is the result of a partnership between the Library, the Coppell Senior and Community Center, and AARP Foundation Tax-Aide. Appointments can be made through the AARP Foundation website or by contacting the AARP Dallas Tax Office.

## Workload Indicators

Statistics for January are still being compiled, and will be provided prior to our meeting next week. Overall, activity levels for January are higher than December, which is expected as part of the normal traffic pattern over the course of the year. Many measures show an increase over January 2022, including programs offered, program attendance, new account registrations, room reservations, direct customer assistance interactions, and Wi-Fi usage.

## Programs and Events

A standout among January programs was the Lunar New Year Family Fun Night, which drew 75 attendees and was reported on in a column in the January 28<sup>th</sup> edition of the Irving Rambler. Music instructors from the organization Notelove presented an interactive music program called “Music And Me,” which had 50 participants. Teen and adult programs included an ice cream social, a canvas tote bag craft, a program on mindfulness, a guided bird walk, and a kolam art class, all of which received positive feedback from attendees.

February program highlights will include a “Cozby Cares” craft program to benefit Coppell Animal Services, a Library playdate for children age 5 and under and their parents, an educational program on Texas Black History with Dr. Marvin Dulaney, a Valentine’s Family Fun Night, a Teen Mardi Gras Celebration, and classes on meditative drawing, shrink film jewelry, and lawn care. Notelove will reprise their Music And Me program on Saturday, February 18<sup>th</sup>.

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 8<sup>th</sup>, 2022.
- Policy Update: The Board will discuss and consider approval of proposed amendments to the Library’s policy guidelines on promotional materials.
- 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*