

## **MEMORANDUM**

**TO:** Library Advisory Board

**FROM:** Alexis Wellborn, Library Manager

**DATE:** Monday, August 5, 2024

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

Good afternoon, Board members.

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

### **Manager's Report**

Welcome back, board members! I hope everyone has had an enjoyable summer and is ready to finish the year strong. We have much to look forward to in the coming months.

First, let me thank my team for their stellar leadership while I was out of the office. Summer is a busy time for the library, and you all showed tenacity and dedication while never sacrificing kindness. I am honored to work with such an extraordinary team on a daily basis.

Summer Reading flew by! The opening celebration saw over 800 participants, while the closing party brought over 1200 guests who shared in the fun and festivities. We saw a 9% increase in overall foot traffic from summer 2023. In the months of June and July our volunteers served their community for over 810 hours.

Our new furniture arrived at the beginning of July and our team has been loving getting settled into their new spaces.

We are excited to share the promotion of Bri Praslicka from Library Clerk to Children / Teen Services Librarian. She has served the community of Coppell for three years. We hired Jenni Mesa as a Children Services Librarian, who comes to us with multiple years of experience. We have also hired two new Library Clerks, Sharon Fron and Alissa Lloyd.

## **Previous Meeting Suggestions/Questions**

1. Is there a link for teen volunteers under the Teen Services section of the website? Can we link the calendar with volunteer opportunities directly to our Teen Services page? Yes, there are multiple links on our website, one is under the “How Do I” section and one is under “Teen Services”. It is not currently the City’s practice to further integrate the My Impact platform onto city webpages.
2. Is it possible to send Novelist information to PTOs/PTAs and additional marketing platforms? We have made social media posts in order to help boost visibility.
3. Can the library do a display on the 50 Book Reading Challenge? Yes, staff put up a display in July.
4. How many 50<sup>th</sup> Anniversary library cards were distributed? 1,000 were ordered and they have all been claimed.
5. Offering seniors-only programming, especially on the weekends. The team is evaluating all programs for the new year at this time. Our capacity for weekend programming is based on our current staffing levels and hours of operation.
6. Is it possible to have adult volunteers work public desks on the weekends? Unfortunately, this is not possible due to a variety of security and patron privacy considerations.
7. It was acknowledged that the library does not currently have the space or budget for creating a makerspace. Board Member Elizabeth Mink offered to research local makerspaces and report back to the Library Board.
8. Board Member Haridas Radhakrishnan asked questions regarding cloudLibrary communication to patrons. Librarian Emily Plagens will be addressing questions about cloudLibrary communication during her presentation.

## **Workload Indicators**

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

## **Upcoming Library Events**

**Crafting Joy: 3D Paper Moths**                      August 27, 2024, 10:30 AM - 11:30 AM

**Teddy Bear Campout**                                      August 27, 2024, 6:30 PM - 7:30 PM

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

## **Future Agenda Suggestions (No discussion or deliberation)**

## **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.