

MEMORANDUM



TO: Library Advisory Board

FROM: Alexis Wellborn, Library Manager

DATE: Friday, May 8, 2026

SUBJECT: May 2026 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, April 9. Please join us in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd at **6:30 p.m.** Please note the new time.

Library Statistics

Please see the Statistics Dashboard for more information.

Manager's Report

-I have selected a candidate for our PTB Library Assistant position. They are working on their preboarding requirements and should start by the end of May.

-As of May 4, we have implemented our new reservation process. You must have a library card in good standing to be able to book rooms ahead of time and can block 3-hours per session. We are reimagining several of our services and this is a mid-point in the changes we are making to our reservation process.

-We will also be phasing out CISD library cards. This would include any student in CISD who does not live in Coppell. Until October 1, 2026, the cards will change over to a regular non-resident card. All patrons with this coding will be notified and will be able to purchase a non-resident card (\$40) for the next school year if they so choose.

-Along with the rest of the city, the library is phasing out use of the penny. Patrons will have the choice to pay with exact change or have their transaction rounded up to facilitate this change.

Programs of Note:

- **May 20, 10:15 - 11 AM:** Public Works Storytime
- **May 21, 1-3 PM:** Building Maintenance and Construction (HVAC Systems)
- **May 30, 10 AM-12 PM:** Summer Reading Kick-Off
- **May 30, 2-3 PM:** Summer Reading Kick-Off, Charcuterie Social Hour (Adults only)