

## **MEMORANDUM**

**TO:** Library Advisory Board

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

**DATE:** Monday, March 6, 2023

**SUBJECT:** March Library Director's Report

Greetings Board members! Our next Board meeting is scheduled for this Thursday, March 9<sup>th</sup>, at 7:00 PM in the 2<sup>nd</sup> Floor Conference Room at Town Center, 255 E Parkway Blvd.

At this meeting, in addition to our usual business, we will welcome Carly Brenner to her new role as Regular Member, and welcome Sandra Johnson to her new role as Alternate Member! Both were appointed at the February 28<sup>th</sup> Council meeting, following the vacancy left by Sekhar Katkam's resignation. Staff is looking forward to working with them in their new roles, along with the rest of the Library Advisory Board.

### **General**

Staff has begun the process of building the Library's budget request for the 2023-2024 fiscal year, which begins October 1, 2023. The City's annual budget process requires a high level of coordination among teams across all City departments, as staff aims to sustain service levels and prepare for lifecycle maintenance and replacement of equipment and systems, while keeping cost increases to a minimum.

The carpet replacement in study rooms A-E was successfully completed in February. The rooms were out of service February 15<sup>th</sup> – 17<sup>th</sup> while the work was underway and the carpet glue was curing, and were returned to service on February 18<sup>th</sup>. Other facility work included various door repairs, and ongoing attention to the facility's roof in the wake of recent rain events.

The Library continued its participation in New Tech High's job shadowing program this month as one student worked closely with the Teen Services team on a variety of Library functions ranging from direct customer service to program planning and collection development.

### **Workload Indicators**

Statistics for February are being compiled, and will be provided prior to our meeting on Thursday.

### **Programs and Events**

February program highlights included a presentation on Black History in Texas by Dr. Marvin Dulaney of the African American Museum (38 attendees), a Cozby Cares craft program at which teens made dog chew toys and no-sew cat beds to benefit Coppell Animal Services (25 attendees), a lawn care class with Dallas County Master Gardener John Hunt (24 attendees), an "All About Animals" storytime focused on

marsupials (30 attendees), the return of Music And Me in partnership with NoteLove (58 attendees), a Library Playdate (28 attendees), and a Valentine's Family Fun Night (70 attendees).

Last Saturday (March 4), the Library hosted a class on recycling with Jeni Harwell of Republic Services. Other March programs will include a week of STEAM programs and activities during Spring Break (March 13-17); a lecture on UFOs by Lockheed Martin Program Manager Neil Pinto (March 11); a program on Homelessness in CISD & Neighboring Communities developed in partnership with the Community Builders (March 25), and further installations in the Cozby Cares (March 15) and All About Animals (March 28) series, as well as the full list of regular weekly storytimes and monthly craft programs, book clubs, and writers group meetings.

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

### **Agenda Overview**

- Minutes: The Board will consider approval of the minutes of February 9, 2023.
- Policy Amendments: 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*