

## **MEMORANDUM**

**TO:** Library Advisory Board

**FROM:** Alexis Wellborn, Library Manager

**DATE:** Monday, January 8, 2024

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

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, January 11th, at 7:00 PM. We will meet in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd.

### **Workload Indicators**

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

### **Operations**

- The library has transitioned to online scheduling software as of January 1, 2024.
- The state is transitioning to a new Interlibrary Loan (ILL) system. Our technician, Usha, is being trained on it and will share her expertise with staff over the course of her training schedule.
- The Library Supervisor position opened for applications on January 5. It will close on January 19. The new supervisor is slated to start in early March.
- Our Librarian team is getting ready to turn in their programming plans for the summer catalogue, which are due in about two weeks.
- Our application for the Texas Municipal Library Directors Association (TMLDA) Achievement of Excellence Award has been submitted. This is a non-competitive award that is obtained through meeting all criteria in ten required areas.
- We are looking to replace the projector in Meeting Room A, as repairs will cost just over \$8,000.

### **50<sup>th</sup> Anniversary**

-The library card design contest has begun! The winning designs will be reproduced as special limited edition library cards and made available at the Cozby Library and Community Commons. Submission forms and guidelines are available at the library. The contest is for ages 5 and older and ends January 31.

### **Events**

Past:

**December 19<sup>th</sup>: Grinchmas**

Our Annual Holiday program was attended by 305 participants. Our children's team consisting of Lauren, Tracie, and Cassie are thankful for those that worked the floor and the teen volunteers who helped make the program successful.

Upcoming:

**Saturday, January 13: Meditative Drawing**

Neurographica is a creative method that stimulates new neural pathways by combining art and psychology. It promotes the creation of new neural pathways and connected neurons then process information received. This enables people to harmonize their emotions, heal their past trauma, find solutions to problems, enhance communications, and achieve goals. It's great for reducing anxiety and stress too! No prior experience in art is required to attend this class, which will be taught by Natalia Kolev with the Neurographica Academy. Please register to attend. This program is open to adults aged 18 and up.

**Tuesday, January 16: Bluebonnet Trivia**

Have you been reading the 2023-2024 Bluebonnet books? Work together with your teammates to answer questions and test your knowledge against other schools! You do not need to have read all 20 books to participate. Please arrive at 6:30 pm to break out into teams. Attendees will be entered into a raffle to win a copy of a Bluebonnet book! The winning team will receive an additional prize.

**Saturday, January 27: Kid's Guide to Internet Safety**

Come learn how to be safe on the internet in this fun, interactive program designed for kids aged 5 and up (and their families). This is a WHO (We Help Ourselves) program presented by MHA Dallas.

**Tuesday, January 30: Lunar New Year**

Happy Lunar New Year! Celebrate the year of the Dragon at the library with stories, snacks, and crafts. This program is designed for families with young children. All ages are welcome.

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 14th, 2023.

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.