

MEMORANDUM

TO: Library Board

FROM: Victoria A. Chiavetta, Director of Library Services

DATE: February 1, 2018

SUBJECT: Director's Report for Library Advisory Board

I look forward to seeing you at the next library board meeting this coming Thursday. The primary objective for this meeting will be to decide on the Board's goals and objectives for 2018.

Workload Indicators

One of the library's strategic plan objectives is to enhance volunteer opportunities for adults and students. The volunteer coordinators have been working with the city's volunteer engagement software to make it more efficient for the management and recruitment of volunteers. One area the staff worked on in January is to provide an improved system for tracking and coordinating Volunteers, the group of students we rely on for assisting with the summer reading program. Using this software will allow the library to communicate more effectively with the teens, schedule their shifts and keep track of their hours.

The library was the recipient of the city's regular computer replacement program so staff has been working diligently to get staff and public computers configured appropriately. Because this upgrade included Windows 10, staff will be given an opportunity to become familiar with how to use it prior to the library deploying new public computers, so they may be able to assist customers with the new Windows.

Library staff continues to review policy documents and are currently looking at the Internet Policy and the Collection Development Guidelines. We hope to have these two documents ready for the March library board meeting.

Programs

The library is building on the Community Partners program by sponsoring several programs a month in partnership with various entities. Along with the ongoing ESL Conversation Club, the library held a *Medical Screening Exams after 50* program in January, which had 40 attendees. The Career Fair, which was coordinated by the League of Extraordinary Teens, was a collaboration of Coppell business people who came together to talk about career opportunities to the 70 people who attended. We also sponsored *What Were You Thinking?*, a laugh and learn workshop designed to improve communication between parents and tweens.

Coming up in February, Coppell Reads continues with *Solar Cars with Coppell Motorsport* and the Page Turners Book Club discussion. More Coppell Reads events are scheduled for March.

Also in February, we celebrate the Chinese New Year on Saturday, February 10th from 2-4 pm. We'll cap off the month of February with teen author Jennifer Mathieu, sponsored by the Friends of the Coppell Public Library, on February 24 at 7 pm, an after-hours event. We encourage you to promote and attend this event.

Library Board Report to Council

Youth Advisor Report

The youth advisors will make their monthly report to the Board.

Friends of the Coppell Public Library Report

The Friends will make their monthly report to the Board.

Approval of Library Board Goals & Objectives

Below are the proposed goals and objectives for 2018. If you have other suggestions, please share at the meeting.

Proposed 2018 Library Board Goals:

1. Participate in the implementation of the strategic plan.
 - a. When needed, recruit volunteers to assist with programs or library services (i.e. Human Library event).
 - b. Identify potential community partners.
2. Support and promote the Friends of the Coppel 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 (i.e. Earth Fest, Farmer's Market).
 - 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.