

## **MEMORANDUM**

**TO:** Library Board

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

**DATE:** January 5, 2019

**SUBJECT:** Director's Report for Library Advisory Board

Happy New Year to everyone! It's time for our first board meeting of the year and I look forward to seeing you all on January 10<sup>th</sup>.

For our new members, we will have an orientation and tour of the library starting at 6 pm that evening. Our regular business meeting will begin at 7 pm. Orientation will be in the Conference room.

### **Workload Indicators**

The library reports annually to the Texas State Library and Archives Commission in order to remain accredited with the state, which allows the Cozby Library to be part of the TexShare consortium. What this means is that we are provided access to the TexShare Databases, the statewide Interlibrary Loan program, the TexShare card, courier service, and TexShare Grants. We also have access to the Talking Book Program, ongoing staff development training, consulting services and much more. Consequently, we track statistical data that is used to provide the annual report to TSLAC. This statistics report is included monthly in each board packet.

Total circulation for the first quarter of FY19 is down a bit from the previous year's YTD, though e-book and e-audiobook circulation is up, likely due to the library's consolidating its e-content collection into cloudLibrary. Program count and attendance continue to increase over previous year. Computer and Wi-Fi usage saw a marked increase in December, having previously been approximately even with the prior year.

Having published the winter calendar in early December, staff spent much of the rest of the month preparing for January programs, described further below. On January 2, Library also launched an online room reservation portal using the Library Market platform. This interface will let users view room availability before submitting a request, and will allow more efficient use of staff time in processing reservations by automating most of the behind-the-scenes process.

### **Programs**

December's most well-attended programs included Harp Essence (105 attendees), Coppell Community Orchestra (125), Exam Cram (136), Santa Storytime (150), and Noon Year's Eve (165).

In January, the library will host a series of beginner and intermediate coding classes for children of various ages. The courses start the week of January 14 and run for 8 weeks. The Coppell Cultural Programming Committee will be hosting the first Meet Your Neighbor panel discussion on January 19, and the Friends are sponsoring an author visit with Jen Waldo on January 27.

**Library Board Meeting Schedule**

The Board will determine its schedule for 2019.

**Friends of the Coppell Public Library Report**

The Friends will make their monthly report to the Board.

**Youth Advisor Report**

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

**Election of Officers**

The Board will elect a Chair and Vice-Chair per the Board's Bylaws.

**Library Board Goals & Objectives**

Each year the Library Board develops its own set of goals and objectives based on the library's Strategic Plan and the City's 2030 Plan. Below are the Board's goals as of the end of 2018. The Board will have an opportunity to discuss goals for this year, generally setting them at the February Board meeting.

**Library Board Goals:**

1. Participate in the implementation of the strategic plan
  - a. When needed, recruit volunteers to assist with programs or Library services
  - b. Identify potential community partners
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 (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.*