

MEMORANDUM

TO: Library Advisory Board
FROM: Dennis Quinn, Director of Library Services
DATE: February 8, 2019
SUBJECT: February Director's Report

Greetings Boardmembers! I am looking forward to meeting with you all again this Thursday, when we will review some proposed revisions to the library's guidelines pertaining to donations. In addition to highlighting the usual workload indicators, my Director's Report will also include a brief presentation about the organizational culture of the City of Coppell, as well as some information on upcoming calendar events and additions to the communications cycle between the Board and Library Staff.

Workload Indicators

Trends noted at the January meeting are largely continuing. Gate count, program count, program attendance, e-content circulation, internet/computer usage, and volunteer hours all continue to increase over previous year, though circulation of the physical collections is below previous year.

Programs / Upcoming Events

The Library hosted some well-attended events in January and early February, including Meet Your Immigrant Neighbor (56 attendees), a panel discussion devised and arranged in coordination with the Cultural Programming Committee. STEAM Club on Jan. 16th drew 72 attendees, and Chinese New Year drew about 450.

The Library also held a storybook contest, in which local students were invited to create and submit a storybook of their own. Top winners of the contest will be displayed in the Storybook Walk at Town Center Plaza, and a copy of their books will be added to the Library collection.

January also saw the installation of Solstice wireless display pods to several meeting and study rooms throughout the Library. This system is intended to make it easier and more convenient to use the display systems in Library rooms, and to protect certain of the hardware components from excess wear and tear.

Upcoming programs in development include the Cultural Fair in April, CozbyCon in May, and our season of Summer Reading programs in June and July. Staff is also in the process of coordinating an art exhibit to go on display at the Library in the coming months.

Donation Policy Update

Staff will present, for the Board's approval, some revisions to the Collection Development guidelines related to donations of books, media, or other information materials. These revisions were developed by staff in coordination with the Friends of the Coppell Public Library, to whom the Library often transfers donated materials for the purpose of resale.

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.

Library Board Goals & Objectives

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
 - 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