

## MEMORANDUM

**TO:** Library Advisory Board

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

**DATE:** October 4, 2019

**SUBJECT:** October Director's Report

Greetings Boardmembers! It's almost time for our October meeting, which will take place next Thursday, the 8<sup>th</sup>. As a reminder, we will be meeting at 6pm instead of the usual time of 7pm, in order to interview candidates for next year's Youth Advisor positions. Our regular meeting will take place following the interviews.

Library staff is pretty much always working on ways to keep things fresh at the Library, but last month was an exceptional one in the way of new rollouts and refreshes:

- A new fleet of Early Literacy backpacks was launched, with generous support from the Friends.
- A "little free library" was installed in the Teen Room in a place formerly occupied by a video game console.
- The Toddler Zone is now equipped with a set of storage bins to help patrons and staff keep the toys and figurines organized.
- Staff began public communication on efforts toward a World Languages Collection with a survey seeking community input on wants and needs related to non-English materials.
- A large poster kiosk has been installed in the lobby to better assist with wayfinding and to provide additional advertising space for Library and City programs.
- Several study and meeting rooms benefitted from a facilities refresh, receiving new coats of paint and chair rails. Corner guards will soon be installed as well. The TV monitors also benefit from better cable management, thanks to the relocation of outlets and the replacement of the original mounting brackets with articulating wall mounts.

### Workload Indicators

Service statistics have been updated to reflect the completion of FY18-19 and are included in your packet. Staff recently discovered a tabulation error that resulted in the misreporting of e-book and e-audiobook numbers since the Library migrated its e-audio content from rbDigital to cloudLibrary in January. The error has been corrected, and the data shown in the report is now accurate.

Staff efforts not readily apparent in the usual report data include partnership and community outreach activities. On September 24<sup>th</sup>, Library staff partnered with the City Secretary's Office on Voter Registration Day to give residents and other voters an opportunity to register, or re-register in time for the upcoming fall elections. Staff were present at the grand opening of Canyon Ranch Elementary on September 18<sup>th</sup> and Riverchase Elementary's Literacy Night on September 19<sup>th</sup>, and joined other City departments in celebrating National Night Out with various neighborhoods around

the city on October 1<sup>st</sup>. Later this month, staff will join the Friends at the Coppell Farmers Market on October 26<sup>th</sup> to promote the Friends' Big Book Sale in November. You are all welcome to come out and join us in the fun!

With the adoption of the FY19-20 budget, the Library has begun working to establish its new Outreach Librarian position, which will enable Library staff to continue and increase its efforts on this front.

### **Upcoming Events / Programs**

Oct 5 .....	Meet Your Neighbor	Nov 2 .....	Dungeons & Dragons
Oct 12 .....	Indie Author Fair	Nov 3 .....	Read To A Teen
Oct 20 .....	Coppell Community Orchestra	Nov 5 .....	Family Game Night
Oct 22 .....	Diwali Family Fun Night	Nov 7 .....	Comanche Stories
Oct 26 .....	Library @ Farmers Market	Nov 15-17 .....	Friends' Book Sale
Oct 29-31 .....	Halloween events		

### **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*