

MEMORANDUM

TO: Library Advisory Board

FROM: Dennis Quinn, Director of Library Services

DATE: Monday, February 8th, 2021

SUBJECT: February Director's Report

Greetings Boardmembers! Our February meeting will be held this Thursday evening at 7pm via Zoom, with login instructions sent to you under separate cover. Citizens are also welcome to attend, as usual with open meetings, and have only to contact Library staff for the login instructions.

Operational Update

There have been no major changes in the Library's operations since the Board's January meeting. Onsite services remain available by appointment only, except for holds pickup in the lobby. Programs continue almost entirely virtually and/or asynchronously, with related supplies and materials packaged in grab-and-go bags available for participants to pick up onsite.

Workload Indicators

Service statistics through January 2021 are included in your packet, with metrics generally trending as they have been since last summer. January is typically a slower month for the Library, though activity has been higher in some areas than in December. We typically see a slight bump in digital circulation after Christmas and New Years', and this year is no different. With less programming activity this month, collection development staff have turned more of their attention to collection maintenance, as shown in the increase of items added and removed.

Appointments for computer use, study tables, and browsing remained near full capacity in January, with the lobby seeing an average of 100-110 visitors per day for holds pickup. Utilization of curbside pickup remains steady from week to week, though well below maximum capacity.

Programs and Events

Notable January programs included "What's That Bird?", paired with a Guided Bird Walk on Sunday the 17th, and the latest installment of the Meet Your Neighbor series, "Living With Disabilities," on Saturday the 30th.

The first week of February saw the beginning of a new teen book club, Teen LitBox. Upcoming February programs include a Black History Month celebration (Feb 13th), a chocolate truffle making class with Joe the Baker (Feb 12th), Quick Pickles and Freezer Jam (Feb 26th), and a reprise of Your Library, Online (Feb 17th).

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