

## **MEMORANDUM**

**TO:** Library Advisory Board

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

**DATE:** Friday, May 7<sup>th</sup>, 2021

**SUBJECT:** May Director's Report

Greetings Boardmembers! Our May meeting will be held next Thursday evening, May 13<sup>th</sup>, 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**

The Library took several steps forward in reinstating services at the start of this month. Most notably, the facility is now open to the public 6 days a week, from Monday through Saturday, and will stay open later on Monday and Tuesday, opening at noon and closing at 8PM. This was made possible by discontinuing the rotation of staff for remote work. All staff are now working onsite by default.

Meeting rooms will be available for public use starting May 17<sup>th</sup>, with a maximum capacity of 20 people. Staff has begun accepting rental requests. Curbside delivery has been discontinued, in exchange for resuming staff service at the drive-through window, which has been fitted with plexiglass as an additional safety precaution.

### **Workload Indicators**

Year-to-date statistics through April are included in your packet. Visitor count, circulation, and computer usage have been trending upward since the removal of appointments in March 2021, and will likely continue to increase as more facility hours are added and onsite program activity resumes. Other measures are generally holding near current levels.

### **Programs and Events**

April program highlights included virtual cooking and gardening programs—No-Knead Overnight Bread (21 participants), Japanese-Inspired Snacks (16 participants), Gardening with Native Plants (13 participants)—as well as a conversation with local faith leaders on the impact of the COVID pandemic on the Coppell community (28 registrants). Storytime bags, STEAM bags, and Teen LitBoxes enjoyed continued popularity throughout the month.

May events will include the return of CozbyCon in a virtual format on May 8<sup>th</sup>, a virtual author visit with Alka Joshi on May 15<sup>th</sup>, and the next installment in the Meet Your Neighbor series, which will showcase stories from our community of Asian culture and challenges on May 22<sup>nd</sup>. Staff are excited to announce

the return of in-person storytimes, which will be held outdoors at the south end of Town Center Plaza starting Wednesday, May 12<sup>th</sup>.

Staff are finalizing details for summer programs and activities, and will present an overview of the 2021 summer season at the Board's meeting next Thursday.

More details on Library programs and events can be found at:

- <https://cozbylibrary.librarymarket.com/events/month>
- <https://www.coppelltx.gov/calendar.aspx?CID=26>

### **Extended-Hours Access**

The Board will receive a presentation on the extended-hours access system, including a progress update on installation, a review of policy guidelines and procedures associated with the service, and a timeline for implementation.

### **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*