

MEMORANDUM

TO: Library Advisory Board

FROM: Dennis Quinn, Director of Library Services

DATE: Friday, June 4th, 2021

SUBJECT: June Director's Report

Greetings Boardmembers! Summer is upon us, as is our June Board meeting. I am happy to announce that this month's meeting will be our first in-person meeting since March 2020. We will convene next Thursday evening, June 10th, at 7:00 pm in the Meeting Room at the Library.

If you have any questions or concerns, please let me know by end of day on Tuesday June 8th so that we may accommodate you as best we can.

Operational Update

At the direction of City Council, City departments largely reverted to pre-COVID standards for occupancy and distancing as of June 1st. The Library increased the maximum capacity for the Meeting Rooms to match the standing policy guidelines, and returned most of the furniture to the main library floor.

Room reservations were originally planned to resume in early May but were delayed pending confirmation of the Library's overall facility hours for the remainder of the year. The reservation system was opened on June 1st, and library members have begun to book reservations for the Meeting Rooms. Staff are developing plans to resume reservations for the remaining study and meeting spaces.

Workload Indicators

Year-to-date statistics through May are included in your packet. Since increasing service hours to a 6-day week, average daily visitor traffic slowly increased to about 300 visitors per day by the end of May. The report also shows the early stages of increased volunteer activity during summer, as teen and adult volunteers play a large part in both the onstage and backstage elements of our summer activities.

While not visible in the present report, daily counts for the first week of June have risen dramatically to an average of 500 per day, correlating with the end of the CISD school year. Staff is anticipating a continued increase in visitor traffic through summer, as more programs are conducted onsite and room reservations increase.

(cont'd)

Programs and Events

May program highlights included the virtual CozbyCon, a virtual author visit with Alka Joshi, a Meet Your Neighbor focusing on stories from the Asian American community, and the return of in-person storytimes in an outdoor format at Town Center Plaza.

June events will include the kickoff of the Library's Summer Reading Programs (June 5), a virtual Trivia Night (June 12), Fun Things To Do With Your Dog (June 19), a Pride Open Mic Night (June 19), Teen Magic Class (June 21), and Roleplaying Game Day (June 29), in addition to regularly-scheduled storytimes, book clubs, writers groups, craft programs and teen programs.

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

Staff will present a draft of the policy guidelines for extended hours access, as well as a progress update on installation and a timeline for testing and 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 Coppel 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