

MEMORANDUM



COZBY LIBRARY AND COMMUNITY COMMONS

TO: Library Advisory Board

FROM: Alexis Wellborn, Library Manager

DATE: Friday, November 7, 2025

SUBJECT: October 2025 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, November 13. Please join us in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd at 7:00 p.m.

Library Statistics

Please see the Statistics Dashboard for more information.

Manager's Report

-The library will close on Monday, November 10 for the roof replacement project. Our reopening is planned for November 24 but may shift if there is inclement weather.

-What will library staff be doing during the closure? Most staff members will be officing out of alternative locations while the roof is going through the hot asphalt application process. We would like to thank the service center, the CORE, and the senior center for hosting so many of our team members during this time. It's no easy thing to make room for so many guests. Leadership has been visiting the library each day to check progress and drop off mail and books.

-Our new automatic materials handler has been installed. Staff have been trained on its use and just like it's predecessor, helps make life easier in the library. The previous model sorted over one million books before its retirement.

-We should be receiving the new circulation desk in early December. Installation will not effect building hours and will set the main desk back from the front entrance for better

visibility. Other upgrades include new cameras that will increase visibility to all areas of the main library.

-Library leadership is reviewing our current reservation system, Library Market. If we choose to go with another product, the transition will be seamless for patrons. We are specifically looking at vendors who can match our style and branding.

-The library is screening candidates for two open library assistant roles. Our library assistants are the backbone of our staff, making sure our core services are carried out: materials circulation and customer service. We are looking at a start date of early January for both roles.

Programs of Note

12/4 from 6:30 to 7:30 PM	How to Make Chai Tea
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12/7 from 2:00 to 3:30 PM	HarpEssence Concert
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The library's full calendar of events can be found at cozbylibrary.librarymarket.com.