

## MEMORANDUM



**TO:** Library Advisory Board  
**FROM:** Alexis Wellborn, Library Manager  
**DATE:** Friday, December 5, 2025  
**SUBJECT:** December 2025 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, December 11. Please join us in the 2nd Floor Conference Room at Town Center, 255 E Parkway Blvd at 6:30 p.m. for a celebratory dinner. The meeting will begin promptly at 7:00 p.m.

### **Library Statistics**

Please see the Statistics Dashboard for more information.

### **Manager's Report**

- Library Assistant Interviews concluded and offers were sent out to two individuals.
- The circulation desk installation has been pushed to November 16.
- Staff is submitting their entries for our TMLDA Award application. It has been a great way to reflect on the year and all the success we have had.
- As we transition to new reservation software, patrons should not notice a difference in service. We will train on the new system and switch over completely once staff are comfortable.
- The library will close early on December 24 and will be closed all day December 25 and 26.
- The library will also close at 5 PM on December 31.

### **Programs of Note**

12/16 from 6:30 PM – 7:30 PM	Welcome to the North Pole
12/17 from 5:00 PM – 7:00 PM	Winter Read-A-Thon
12/23 from 10:30 AM - 12:00 PM	Crafting Joy: Wreath Decorating
12/31 from 11:30 AM – 12:00 PM	Noon Year's Eve

The library's full calendar of events can be found at [COZBYLIBRARY.LIBRARYMARKET.COM](https://COZBYLIBRARY.LIBRARYMARKET.COM)