

## MEMORANDUM



COZBY LIBRARY AND COMMUNITY COMMONS

**TO:** Library Advisory Board  
**FROM:** Alexis Wellborn, Library Manager  
**DATE:** Friday, January 2, 2026  
**SUBJECT:** January 2026 Library Manager's Report

Good afternoon, Board members.

Our next Board meeting is scheduled for Thursday, January 8. 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

Welcome, new board members!

Here are some tips for having a successful year on the board:

1. Understand your role as an advisory board member
2. Attend meetings and share your ideas and opinions
3. Visit the library often and share your experiences
4. Attend library functions and promote our programs
5. Read the calendar of events for the month, recommend them to friends
6. Participate in the summer reading challenge
7. Be a library Advocate. Give feedback to elected officials on library issues.
8. Be a literacy advocate
9. Give your time and resources. Join the friends of the library and contribute.
10. Tell your friends and neighbors about services provided by the library.

-The new circulation desk is up and running. Come by and check it out if you have not yet.

-Due to the larger footprint of the new desk, some of the adult collection has been shifted to the main shelving units. Now that the desk is here, we will consider how to use the available space.

-The conference room glass and doors will be replaced soon. The grid will resemble that of the outer windows and will have a single door that can be unlocked with a keypad.

-The library will be closed on Monday, January 19 in observance of Martin Luther King Jr. Day.

**Programs of Note**

1/10 from 11:00 AM – 11:30 AM

Second Saturday Story Time

1/28 from 5:00 PM – 6:00 PM

Teens: Build your own terrarium

1/31 from 10:30 AM - 12:00 PM

Adults: Bob Ross Paint Along