

# Placer County Library MEMORANDUM

**TO:** Honorable Board of Supervisors

**FROM:** Mark R. Parker, Director of Library Services *Mark R. Parker*

**DATE:** June 9, 2009

**SUBJECT:** Approve the closure of all Library Branches from Friday, July 3 through Monday, July 6, and not later than 5:00 p.m. on Thanksgiving Eve and New Year's Eve.

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## ACTION RECOMMENDED AND REQUESTED

Approve the closure of all branches of the Placer County Library from Friday, July 3 through Monday, July 6, 2009, and approve the closure of all branches not later than 5:00 p.m. on Wednesday, November 25, 2009, and Thursday, December 31, 2009.

## BACKGROUND

On May 26, 2009, your Board approved the closure of all library branches on Saturday, July 4 instead of Friday, July 3, the federal holiday observance for Independence Day. Staff's intent was to request your Board's approval to close July 4 in addition to July 3, but the prior request was incorrectly worded.

Because all County Library branches would normally be open on Saturday, July 4<sup>th</sup>, staff would have Friday the 3<sup>rd</sup> off but would report to work on Saturday, July 4<sup>th</sup>. However, the public will not expect the Libraries to be open on the 4<sup>th</sup> and it would be a slow business day. On Sunday, July 5, all library branches are closed, and the County will observe a mandatory time off (MTO) day on Monday, July 6.

Therefore, the Director of Library Services requests that the Board of Supervisors grant permission to close all branches from Friday, July 3 through Monday, July 6. This is consistent with other County Departments as a result of combined holiday and MTO days off. Tuesday through Saturday staff who would have Monday, July 6<sup>th</sup>, a County MTO day, as a normal day off will take their MTO on Saturday, July 4<sup>th</sup>. Monday through Friday staff will take their MTO on July 6<sup>th</sup>.

The Director of Library Services also requests that all branches close no later than 5:00 p.m. on Wednesday, November 25, 2009 and Thursday, December 31, 2009. This is the day before Thanksgiving and New Years Eve. Activity in the branch libraries is very slow in the evening before these holidays. This early closure allows staff to go home early in anticipation of the holiday. Staff will adjust their schedules so there is no fiscal impact.

Library staff does not anticipate additional requests to the Board of Supervisors to close branches or to modify schedules for the balance of the FY 2009/2010 fiscal year.

## FISCAL IMPACT

Staff schedules would be shifted as necessary to accommodate the modified library hours, holiday, and MTO day. Without the 4<sup>th</sup> of July change it would be difficult to assign MTO hours to staff working a Tuesday-Saturday schedule in smaller branches. Therefore, the Library will accrue additional MTO savings if the Board approves this request.

