



Memorandum

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
Re: Closure Request
Date: November 24, 2025

Over the past few years, there has been a lot of talk at the City about employee retention and honoring/rewarding employees for their good work and commitment to the City outside of a cost-of-living compensation raise (which is minimal, at best). As you will see from my Performance Evaluation, we did a lot this past year: a full strategic plan, a Foundation Fundraiser, and securing two grant-funding sources for essential renovations. All that alongside regular staffing of services, resources, and programming.

I know that Library employees value their time off, the time that they can spend with their family, friends, or themselves, without worrying about the job. Around the holiday season, I would love to give Library employees time off as a 'Thank You' and time to rest, relax, and recharge for the next year. However, giving another 'Vacation Day' to everyone to use before the end of the year comes with its own problems: fitting a day off into everyone's schedules while trying to maintain full coverage at all service desks is a burden on everyone.

I am proposing closing the Library for a half-day, 9:00am – 1:00pm, on Friday, December 26, and giving a half-day of paid time off to all Library employees.

We would be open from 1:00pm – 6:00pm on December 26, the day after Christmas.

The paid time off would be part of each employee's total week of hours and based on the number of hours each employee works per week:

40 hrs/wk = 4 hours paid
29 hrs/wk = 2.9 hours paid
25 hrs/wk = 2.5 hours paid
22 hrs/wk = 2.2 hours paid
20 hrs/wk = 2 hours paid
15 hrs/wk = 1.5 hours paid
10 hrs/wk = 1 hour paid

I feel that a late opening would reward employees with a little extra time for rest after the holiday and/or family time in the morning, and we would still be serving the public with open hours that day.

Thank you for your consideration.