

# MEMORANDUM

TO: Library Board of Trustees

FROM: Julia Lee, Youth Services Manager; Amy Eisenchenk, Materials Manager; Karen Hansen, Public Services Manager; Stacey Bialek, Facilities Manager

DATE: September 27, 2021

SUBJECT: Closing the library December 26, 2021

The management team would like to recommend the Library close (no holiday pay) on Sunday, December 26, 2021. The Library is currently approved to be closed Thursday, December 23 through Saturday, December 25 (includes two days paid holiday). We are currently scheduled to be open from 12:00-4:00 on Sunday, December 26, with some staff arriving at 11:00.

Taking into account the stress of the past year and many not being able to celebrate holidays with families in 2020 due to the pandemic, we wish to give staff time to celebrate the holiday. Furthermore, Sundays are very slow traffic days, even since the Library reopened to full weekend hours on August 1. Since that time, Sundays have averaged 118 visitors. Remaining closed on December 26 would also enable us to deploy staff coverage when it is most needed during the week.

Thank you for considering this request.