

MEMORANDUM

To: Manitowoc Library Board of Trustees  
From: Karin Adams, Executive Director  
RE: 2025 Library Holiday and Closure Calendar  
Date: October 28, 2024

I am proposing the following 2025 calendar schedule for Manitowoc Public Library, including closures for Holidays, Staff Development, Employee Picnic and the MPL Foundation Fundraiser. I have also included the 2025 monthly schedule for Library Board Meetings.

Please see the attached 2025 MPL Calendar for a look at the whole year.

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**2025 Holiday closure schedule:**

Wednesday, January 1	New Year's Day	Closed	Paid
Friday, April 18	Spring Holiday, ½ day	Close at 1:00pm	Paid
Sunday, April 20	Easter Sunday	Closed	Unpaid
Monday, May 26	Memorial Day	Closed	Paid
Friday, July 4	Independence Day	Closed	Paid
Saturday, July 5	Day after Independence Day	Closed	Unpaid
Monday, September 1	Labor Day	Closed	Paid
Thursday, November 27	Thanksgiving Day	Closed	Paid
Wednesday, December 24	Christmas Eve	Closed	Paid
Thursday, December 25	Christmas Day	Closed	Paid
Wednesday, December 31	New Year's Eve	Closed	Paid
Thursday, January 1, 2026	New Year's Day	Closed	Paid

**Staff Development Days:** – close to the public at 12:00pm for ½ day staff training day.

Friday, April 11: this date is in conjunction with Manitowoc-Calumet Library System Staff Training Day.

Friday, September 26

**MPL Foundation Fundraiser:** - close to the public at 12:00pm to prepare for the Foundation Fundraiser.

Saturday, April 5

**City Employee & Volunteer Picnic:** - close to the public at 5:00pm for employees to attend picnic.

\*August, Date TBD: the date of the picnic (a Thursday in August) will be announced by the City in June.

**Library Board Meetings:**

*Manitowoc Public Library Board of Trustee Bylaws: If a regular monthly meeting should fall on a holiday, the monthly meeting will be moved to the Monday prior to the regularly scheduled Library Board meeting. (Article II; Section 1)*

January, 27	July, 28
February, 24	August, 25
March, 24	September, 22
April, 28	October, 27
May, 19 (3 <sup>rd</sup> Monday)	November, 24
June, 23	December, 22