



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-14**

For the meeting of: **OCTOBER 3** 2017

Date: September 5, 2017

To: Board of Supervisors

From: Ronda Wittenberg, Library Operations Manager *RW*

Subject: Adjust Humboldt County Library Hours of Operation for November 22, December 23 and December 30, 2017 at all branch locations.

RECOMMENDATION(S):

That the Board of Supervisors (Board) approve the changes in hours of operation due to holidays for the Humboldt County Library (HCL), as specified in Attachment 1, to accommodate for early closure of the County Library on November 22, and closure for December 23 and December 30, 2017.

SOURCE OF FUNDING:

Library Fund

DISCUSSION:

Historically, the HCL experiences a reduction in public demand on days prior to an official holiday. Therefore, in anticipation of the 2017 holiday season, the Library requests that the Board of Supervisors approve a reduction in hours of operation for all Library branches for November 22, and closure for December 23 and December 30, 2017.

Many of the branches currently have evening hours on Wednesday, November 22, 2017, until 8:00 PM and the proposed schedule would close all branches at 5:00 PM on that Wednesday. The Library will adjust

Prepared by Ana Jordan

CAO Approval *[Signature]*

REVIEW:	Auditor _____	County Counsel _____	Personnel _____	Risk Manager _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor **Fennell**

Seconded by Supervisor **Wilson**

And unanimously carried by those members present.

The Board hereby adopts the recommended action contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

Dated: **October 3, 2017**

Kathy Hayes, Clerk of the Board

By: **Bobbie Eberhart**

hours at those branches with evening hours by opening earlier on that day to the public.

In addition, the Library requests and recommends that the Board authorize the branches to close on December 23 and December 30 (both Saturdays), as both the Christmas and New Year's Eve holidays occur on Mondays. Traditionally, the Library is permitted to close on the Saturday prior to Sunday holidays in order to allow the staff a three-day weekend because the Library is normally closed on Mondays.

FINANCIAL IMPACT:

Adjusting Library hours of operation on the requested dates provides community appropriate levels of service pursuant to the Board's Strategic Framework.

Approval of the shift in open hours would not increase costs nor decrease costs for the Library.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board's discretion

ATTACHMENTS:

Attachment 1: Proposed change in hours