



## 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 \_\_\_\_\_

#### 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 Echeverria

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

ATTACHMENT 1:

AGENDA ITEM

Department: Library, 621

For Meeting of: September 19, 2017

Subject: Adjusted Library Hours of Operation for 2017 November and December holidays.

Changes in library open hours for Wednesday, November 22, 2017

<b>Library</b>	<b>Regular Schedule</b>	<b>Proposed Schedule</b>
Eureka	12:00 to 8:00 PM	10:00 AM to 5:00 PM
Arcata	10:00 AM to 5:00 PM	10:00 AM to 5:00 PM
Blue Lake	2:00 to 7:00 PM	12:00 to 5:00 PM
Ferndale	12:00 to 5:00 PM	12:00 to 5:00 PM
Fortuna	12:00 to 9:00 PM	9:00 AM to 5:00 PM
Garberville	12:00 to 7:00 PM	10:00 AM to 5:00 PM
Hoopla	10:00 AM to 1:00 PM; 2:00 to 8:00 PM	9:00 AM to 1:00 PM; 2:00 to 5:00 PM
McKinleyville	12:00 to 8:00 PM	9:00 AM to 5:00 PM
Rio Dell	1:00 to 6:00 PM	12:00 to 5:00 PM
Trinidad	Closed	Closed
Willow Creek	12:00 to 5:00 PM	12:00 to 5:00 PM

Changes in library open hours for Saturday, December 23, 2017 and Saturday, December 30, 2017

<b>Library</b>	<b>Regular Schedule</b>	<b>Proposed Schedule</b>
Eureka	11:00 AM to 4:00 PM	Closed
Arcata	10:00 AM to 5:00 PM	Closed
Blue Lake	11:00 AM to 4:00 PM	Closed
Ferndale	12:00 to 5:00 PM	Closed
Fortuna	10:00 AM to 5:00 PM	Closed
Garberville	12:00 to 4:00 PM	Closed
Hoopla	10:00 AM to 1:00 PM; 2:00 to 5:00 PM	Closed
McKinleyville	10:00 AM to 5:00 PM	Closed
Rio Dell	11:00 AM to 4:00 PM	Closed
Trinidad	12:00 to 4:00 PM	Closed
Willow Creek	12:00 to 4:00 PM	Closed