



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-8

For the meeting of: October 11, 2016

Date: February 9, 2016

To: Board of Supervisors

From: Victor Zazueta, Director of Library Services *VZ*

Subject: Adjust Humboldt County Library (HCL) Hours of Operation for November 23, 2016; December 24, 2016, and December 31, 2016 at all HCL locations.

RECOMMENDATION(S):

That the Board of Supervisors approves the change in open hours for the HCL as specified on Attachment 1 to accommodate an early closure of the County Library on November 23, 2016 and closure December 24 and December 31, 2016.

SOURCE OF FUNDING:

Library Fund

DISCUSSION:

Traditionally, the Humboldt County Library receives little business on a day before an official holiday, and in anticipation of the coming holidays in 2016 the County Library requests that the Board of Supervisors approve an early closure of the County Library on the evening prior to the Thanksgiving holiday, November 23, 2016. Many of the branches currently have evening hours on Wednesdays and the proposed schedule would close all branches at 5:00 PM on Wednesday November 23, 2016. This proposal seeks to shift the open hours on the Wednesday immediately prior to the listed Thursday holiday by eliminating the current Wednesday evening hours. The

Prepared by W. Love

CAO Approval

Cheryl Dilligan

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-8

Meeting of: 5/20/2014

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell*

Seconded by Supervisor *Bass*

And unanimously carried by those members present,
The Board hereby adopts the recommended action
contained in this report.

Dated: October 11, 2016

Kathy Hayes, Clerk of the Board

By: *Bale Zazueta*

proposed adjustment will shift public open hours to earlier in the day to allow County Library staff members to have the evening hours of the day before this holiday off.

Additionally, it is requested to close on the day prior to the Christmas holiday, December 25, 2016 and the New Year's Day holiday, January 1, 2017 which occur on Sundays. The current County holiday schedule calls for a Monday holiday for these holidays. Traditionally, the County Library is permitted to close on the prior Saturday to Sunday holidays in order to allow the staff a three day weekend because the Library is normally closed on Mondays.

FINANCIAL IMPACT:

To provide community appropriate levels of service.

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: October 11, 2016

Subject: Adjusted Library Hours of Operation for holidays in 2016-17.

Changes in library open hours for Wednesday, November 23, 2016

Library	Regular Schedule	Proposed Schedule
Eureka	12-8	10-5
Arcata	10-5	10-5
Blue Lake	2-7	12-5
Ferndale	12-5	12-5
Fortuna	12-9	9-5
Garberville	12-7	10-5
Hopa	10-1; 2-8	9-1; 2-5
McKinleyville	12-8	9-5
Rio Dell	1-6	12-5
Trinidad	closed	closed
Willow Creek	12-5	12-5

Changes in library open hours for Saturday, December 24, 2016 and Saturday December 31, 2016

Library	Regular Schedule	Proposed Schedule
Eureka	11-4	closed
Arcata	10-5	closed
Blue Lake	11-4	closed
Ferndale	12-5	closed
Fortuna	10-5	closed
Garberville	12-4	closed
Hopa	10-1; 2-5	closed
McKinleyville	10-5	closed
Rio Dell	11-4	closed
Trinidad	12-4	closed
Willow Creek	12-4	closed