

COUNCIL AGENDA: DECEMBER 3, 2013

SUBJECT: REVISED CHRISTMAS EVE LIBRARY HOURS

SOURCE: PARKS AND LEISURE SERVICES DEPARTMENT

COMMENT: Staff requests that City Council authorize the revision of public service hours for Tuesday, December 24, 2013, allowing the library to close at 5:30 p.m. instead of 8:00 p.m.

Historically, December 24 has low library visits, computer usage, circulation, and typically operates with fewer staff since overall usage is very low. Staff will alter their work schedule and/or utilize vacation time if they choose to account for the shorter work day. If Council gives approval, advanced notice of the early closure will be posted for the public and no library materials will be due on this day.

During this same agenda topic on December 4, 2012, a member of Council inquired about the amount of public usage at other City facilities on December 24. Statistics available from December 24, 2012 show: Library-270 people, 12 calls; Heritage Center-0 people and 2 calls; Parks and Leisure in City Hall-1 person and 0 calls; Administrative Services 0 people and 1 call; City Manager's office 0 people and 1 call; and Finance- 97 people and 1 call.

RECOMMENDATION: That City Council authorize the closing of the City Library at 5:30 p.m. on December 24, 2013.

MS Director N/A Appropriated/Funded

 City Manager

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