

**COUNCIL AGENDA: DECEMBER 16, 2014**

**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 Wednesday, December 24, 2014, allowing the library to close at 5:30 pm instead of 8 pm.

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 to account for the shorter work day. Signage will be posted for the public and no library materials will be due on this day if Council gives approval.

**RECOMMENDATION:** That City Council authorizes the closing of the City Library at 5:30 pm on Tuesday, December 24, 2014.

DM Director    ALA Appropriated/Funded

 City Manager

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