



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Danis Kreimeier - Director
Library
REPORT BY: Danielle Clayton, Staff Services Analyst I - 253-4819
SUBJECT: 2017 Library Open/Closed Schedule

RECOMMENDATION

Director of Library Services and Community Outreach requests approval and adoption of the Library's 2017 Holiday Open/Closed Schedule.

EXECUTIVE SUMMARY

The Library's 2017 Holiday Open/Closed Schedule sets the dates for which the Library will close in observance of the applicable holidays in the calendar year 2017. The Library's 2017 Holiday Schedule includes an additional closure for staff training.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Director of Library Services and Community Outreach has prepared the attached Open/Closed Holiday Schedule for calendar year 2017.

The Library Commission approved the proposed schedule on November 3, 2016.

In accordance with the attached schedule, all Library locations are scheduled to be closed on the corresponding holiday, except for Saturday November 11, 2017, in observance of Armistice Day. Consistent with County holiday policy, holidays that occur on Saturdays are observed on the Friday before the holiday, and holidays that fall on Sunday are observed on the Monday after. However, County staff met with the Napa Association of Public Employees to discuss Armistice Day, and agreed by the attached Union Side Letter Agreement, that it would be in the best interest of both the public and Library Staff for the library to observe the day on Saturday November 11th and to remain open on Friday November 10th.

In addition the Open/Closed Holiday Schedule for 2017 includes a closure on Friday, December 1, 2017 for staff training as required by the Library's strategic plan.

Staff does not foresee any major impacts to overall library services.

SUPPORTING DOCUMENTS

- A . Closure Schedule
- B . Union Side Letter

CEO Recommendation: Approve

Reviewed By: Carlos Solorio