



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/18/2018

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Anthony Halstead for Danis Kreimeier - Director
Library

REPORT BY: Michelle Carreon, Staff Services Analyst I - 707-253-4819

SUBJECT: Amend the 2018/19 Library Open/Closed Schedule and add permanent early close Holiday Hours and staff training closure

RECOMMENDATION

Director of Library Services and Community Outreach requests the following action regarding the Library's Open/Closed Schedule:

1. Amendment of the Library's 2018/2019 Holiday Open/Closed Schedule to include early closure on New Year's Eve.

EXECUTIVE SUMMARY

The Library's Holiday Open/Closed Schedule sets the dates the Library will close in observance of the applicable holidays. The Library is requesting early closure on New Year's Eve 2018 and 2019 when Library locations are scheduled to close later than 6:00pm. This request corrects an omission in the 2018 and 2019 holiday and closure schedule approved earlier this year.

Library adheres to County approved MOU regarding holiday schedules and closures.

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 previously requested annual approval by the Board of Supervisors and the Library Commission for holiday schedules and closures, early closure and staff training.

Today's board item seeks approval 6:00pm closure on New Year's Eve when libraries would normally be scheduled to close later. It does not expand these schedule changes beyond previously approved dates or times.

SUPPORTING DOCUMENTS

- A . 2018 Library Closure
- B . 2019 Library Closure

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri