

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 11-16-11

Division: Deputy County Administrator

Bulk Item: Yes No

Department: Library Services

Staff Contact /Phone #: Norma Kula x7349

AGENDA ITEM WORDING: Approval for the five Branch Libraries (Key West, Big Pine Key, Marathon, Islamorada & Key Largo) to close for the Christmas holiday on Saturday Dec 24, 2011 (instead of Tuesday Dec, 27, 2011) and for the New Year holiday on Saturday Dec 31, 2011 (instead of Tuesday January 3, 2012).

ITEM BACKGROUND: The five library branches are open Tuesdays through Saturdays and are currently closed on Sundays and Mondays. (We plan to resume our Monday hours early next year.) Monroe County Policies and Procedures 6.04 states: "For County facilities normally closed on Sundays and Mondays, when a holiday falls on a Sunday or Monday, those facilities will observe the holiday on the following Tuesday." The Christmas and New Year's Holidays this year fall on Sundays, so the Libraries are scheduled to close on Tuesday 12-27-11 and Tuesday 1-3-12, and are scheduled to be open on Christmas Eve Saturday 12-24-11 and New Year's Eve Saturday 12-31-11. Staff request approval to close on Sat. 12-24-11 and 12-31-11 instead of Tues. 12-27-11 and 1-3-12 in order to better accommodate the needs of library patrons and staff.

This would consolidate library workers into the same 3-day holiday weekends of Saturday to Monday as most other County staff. Traditionally, little business is transacted on those Saturdays. Further, patrons would expect the libraries to be open on the Tuesdays following the Sunday holidays rather than be open on the holiday eves, and this arrangement would serve our patrons more fully.

PREVIOUS RELEVANT BOCC ACTION: In the past, the BOCC has granted the Library staff permission to close the Library on days different from scheduled County holidays in order for staff to provide services when patrons would need and expect them, most recently in 2009 when the BOCC allowed the library to reschedule the granted Christmas Eve holiday from Thursday 12-24-09 (when the library remained open) to Saturday 12-26-09 (when the library closed). This year, the library is again asking to have two scheduled holidays moved to other days, with no change in the number of hours or days worked or the number of holidays, in order to insure a schedule which best serves the needs and expectations of both library patrons and staff.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: N/A **INDIRECT COST:** N/A **BUDGETED:** Yes No

DIFFERENTIAL OF LOCAL PREFERENCE: _____

COST TO COUNTY: _____ **SOURCE OF FUNDS:** _____

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty ____ OMB/Purchasing ____ Risk Management ____

DOCUMENTATION: Included ____ Not Required X

DISPOSITION: _____

AGENDA ITEM # _____

Revised 7/09