



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	09/07/2022	Department	Library
Agenda Item	4.j Gardiner Public Library Holiday Closures		
Est. Cost	\$0.00		

Background Information

In preparation for the upcoming 2022 Holiday season, the Gardiner Public Library is requesting that the library be closed to the public on the following Saturday dates: Saturday November 26, 2022, and Saturday December 24, 2022. The volume of customers that we see at the library around Thanksgiving and Christmas, and staff resourcing would be better utilized on those weeks during the weekday period.

The library is open from 9:30AM until 12:30PM every Saturday. Staff work 3.5 hours on Saturdays. These closures will be for a total of 9 hours for the public and 10.5 hours for the staff. All staff (full and part time) who are scheduled to work on these Saturdays will adjust their schedules to allow for these closures. Part time staff will simply move their 3 hours of Saturday work to another day that week. Full time staff who work on Saturdays usually leave 3.5 hours early on another day in that week. If the library is closed, the full time staff will not do that and will work their typical pattern of work.

Requested Action	To close the Gardiner Public Library on Saturday November 26, 2022, Saturday December 24, 2022, and Saturday December 31, 2022
City Manager and/or Finance Review	
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____