



Legislation Text

File #: 17-187, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Christopher Veach, County Librarian

DATE: March 7, 2017

SUBJECT: Consideration of County Librarian Request to Close All Library Branches for Staff Training on April 29, 2017

EXECUTIVE SUMMARY:

I would like to respectfully request the approval of your board to close all four branches of the Lake County Library to the public on Saturday, April 29th, 2017 for the purpose of staff training.

The circulation staff at the Lake County Library currently consists of 5 full-time permanent staff members, 2 quarter-time permanent staff members, and 4 part-time extra help staff spread across four locations. Due to the number of staff required to serve the public at service desks in four locations it wouldn't be possible to offer training for the majority of staff and remain open to the public.

This all day training would consist of covering recent changes to library policies and procedures, training on assisting the public with library resources such as the download of digital materials, planning for our upcoming Summer Reading Program and other public programs, and customer service training.

In addition, many staff members have never met each other in person. In accordance with County Policy library employees would also engage in employee appreciation and team building activities during this one day training to build camaraderie and improve morale.

The day of Saturday, April 29th was chosen because there are no County holidays in April that otherwise close the libraries to the public. The library is normally open Tuesday through Saturday, but when a county holiday falls on a Monday the library is closed the Saturday before the holiday. This means that the public is aware that the library is sometimes closed on a Saturday and closing for one Saturday in April would be the least disruptive to the public compared to a different day of the week. I am confident that your approval of this one day training will allow library employees to better serve the public in the future.

Thank you for your consideration of this request.

FISCAL IMPACT: X None __ Budgeted __ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None.

STAFFING IMPACT (if applicable): None.

RECOMMENDED ACTION:

Approve request to close all branches of the Lake County Library on April 29, 2017 for staff training purposes.