

## MEMORANDUM



**DATE:** May 9, 2016  
**TO:** Jeffrey Collier, City Manager  
**FROM:** Paymaneh Maghsoudi, Library Director  
**SUBJECT:** 2017/18 Proposed Holiday Closing Schedule

Fourth of July	Tuesday, July 4, 2017
Labor Day	Saturday, September 2, 2017 Sunday, September 3, 2017 Monday, September 4, 2017
Veterans' Day	Monday, November 13, 2017
Thanksgiving	Wednesday, November 22, 2017 (close at 5:00 p.m.) Thursday, November 23, 2017 Friday, November 24, 2017 Saturday, November 25, 2017 Sunday, November 26, 2017
Christmas	Monday, December 18, 2017 (close at 5:00 p.m.) Tuesday, December 19, 2017 (close at 5:00 p.m.) Wednesday, December 20, 2017 (close at 5:00 p.m.) Thursday, December 21, 2017 (close at 5:00 p.m.) Friday, December 22, 2017 (close at 12:00 p.m.) Saturday, December 23, 2017 Sunday, December 24, 2017 Monday, December 25, 2017 Tuesday, December 26, 2017 Wednesday, December 27, 2017 Thursday, December 28, 2017 Friday, December 29, 2017 Saturday, December 30, 2017
New Year's	Sunday, December 31, 2017 Monday, January 1, 2018
M L King Day	Monday, January 15, 2018
Presidents' Day	Monday, February 19, 2018

Easter                      Saturday, March 31, 2018  
                                    Sunday, April 1, 2018

Memorial Day            Saturday, May 26, 2018  
                                    Sunday, May 27, 2018  
                                    Monday, May 28, 2018

This year the Library would like permission to schedule one staff training day in August. Libraries use this technique to provide training and updates to the entire staff in an effective way. A closed facility eliminates the costly process of repeat training sessions and assures consistency in training.