
Library Board

Monday, April 17, 2017

Regular Meeting

Item F1

Approval of Reduction in Hours of Operation

Our library has adopted a uniform year-round schedule of hours open to the public. Due to forecasted budget reductions, the library has not filled the equivalent of 1.5 FTE in vacant staff positions. The Library Director recommends a reduction in hours of operation, effective Monday, April 24, 2017 as attached.

Staff Contact:

Item F.1 Approval of Reduction in Hours of Operation

Our library has adopted a uniform year-round schedule of hours open to the public. Due to the forecasted budget reduction of \$150,000, the library has not filled the equivalent of 1.5 FTE in vacant staff positions. One FTE is in the Library Assistant position, the other 1/2 FTE in the Page position. The Library Director recommends a reduction in hours of operation, effective Monday, April 24, 2017 as follows:

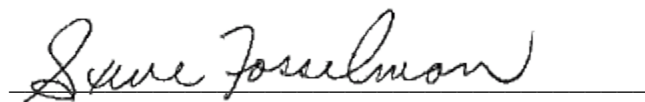
	Current	Total		Recommended	Total
Monday	9 am - 9 pm	12		9:30 am - 8 pm	10.5
Tuesday	9 am - 9 pm	12		9:30 am - 8 pm	10.5
Wednesday	9 am - 9 pm	12		9:30 am - 8 pm	10.5
Thursday	9 am - 9 pm	12		9:30 am - 8 pm	10.5
Friday	9 am - 6 pm	9		9:30 am - 6 pm	8.5
Saturday	9 am - 5 pm	8		9:30 am - 5 pm	7.5
Sunday	1 pm - 5 pm	4		1 pm - 5 pm	4
		69			62

Past experience has shown us that reductions in hours of operation are necessary when reductions in staffing occur during budget shortfalls. Like other departments, personnel costs are the highest portion of our budget, and our operating budget is already significantly lower than it was in 2010.

Any change in hours of operation affects library services since access equals opportunity for our community. In years past we have started at the fringes of our schedule, and I recommend the same practice as we solve immediate needs of:

- adequate coverage of service stations
- staff time needed for background tasks, prepare for programming, etc.
- good quality services while we are open
- general welfare, coordination and communication to support staff team efforts

As budget preparation proceeds, I will be making recommendations as needed to ensure the most sustainable path forward in terms of library hours and services.



Steve Fosselman, Library Director