



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: October 28, 2009

TO: Honorable Council President Ben Hueso and Members of the City Council

FROM: Deborah L. Barrow, Library Director *Deborah L. Barrow*

SUBJECT: Library Holiday Schedule to Implement Mandatory Furlough Program and Staff Development Day

This is written to inform you of the Library Department's holiday schedule during the Core Furlough Period for this fiscal year. The Library has participated in the City's Furlough Program since 1992, closing some branch libraries on the days following Thanksgiving and for the week between Christmas and New Years Day. This program saves City funds during a period when patron demand for library services is lower and allows some library staff the opportunity to spend the holidays with family and friends.

In past years, the Library kept the Central Library and eight to ten branch libraries open during the Core Furlough period. This year, the Library Department is keeping the Central Library and eight (8) branch libraries open as shown below. These libraries were selected to provide library services in close proximity to most neighborhoods, and to maximize the services provided, such as the size of the library collection, access to Internet computers and space to meet, read and study. The list of libraries open for the furlough includes:

Central Library

Carmel Valley

City Heights/Weingart

Mission Valley

Otay Mesa-Nestor

Pacific Beach/Taylor

Rancho Bernardo

San Carlos

Valencia Park/Malcolm X

A calendar showing library service hours is attached for your information. All libraries will operate on a daytime schedule and will close at 5:30 p.m. on Wednesday, November 25. All libraries will close on Thanksgiving, Christmas and New Years Day (Thursday, November 26; Friday, December 25 and Friday, January 1) and will be open on their normal schedules starting Saturday, January 2, 2010.

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The Library Department will monitor any issues that may arise due to the closure of some branch libraries during the November and December holidays.

In addition, I have requested and received permission for the libraries to be closed on Thursday, February 4, 2010, so that all staff may participate in Staff Development Day. Given the potential changes to the budget and staffing, I believe it is essential that staff work together to consider attributes of the 21st Century Library, and plan for how we, in the San Diego Public Library System, can strategically deliver quality services with the resources that are available.

KW/dg

cc: Jay Goldstone, Chief Operating Officer

Attachment: Holiday Calendar of Library Hours – FY 2010 Core Furlough

FY 2010 LIBRARY CORE FURLOUGH CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Nov. 25 ALL LIBRARIES OPEN ON DAY SCHEDULE 9:30-5:30 pm	Nov. 26 <i>Thanksgiving Day</i> ALL LIBRARIES CLOSED	Nov. 27 Central and 8 branches open Normal Schedules*	Nov. 28 Central and 8 branches open Normal Schedules*	Nov. 29 Central and 8 branches open Normal Schedules
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			Dec. 24 ALL LIBRARIES OPEN	Dec. 25 <i>Christmas Day</i> ALL LIBRARIES CLOSED	Dec. 26 Central and 8 branches open Normal Schedules*	Dec. 27 Central and 8 branches open Normal Schedules
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dec. 28 Central and 8 branches open Normal Schedules	Dec. 29 Central and 8 branches open Normal Schedules	Dec. 30 Central and 8 branches open Normal Schedules	Dec. 31 Central and 8 branches open Normal Schedules	January 1st <i>New Year's Day</i> ALL LIBRARIES CLOSED	January 2nd ALL LIBRARIES OPEN	

Branches Open:

Carmel Valley
 City Heights/Weingart
 Mission Valley
 Otay Mesa-Nestor

Pacific Beach/Taylor
 Rancho Bernardo
 San Carlos
 Valencia Park/Malcolm X

*Central and Valencia Park/Malcolm X hours are 9:30 a.m. - 5:30 p.m.
 Other branches are open Fridays 12:30 p.m. - 5:30 p.m. and Saturdays 9:30 a.m. - 2:30 p.m.