



June 15, 2018

Mendocino County Board of Supervisors

Ms. Carmel Angelo, Mendocino County CEO

501 Low Gap Road, Room 1010

Ukiah, CA 95482

RE: APPROVAL OF MODIFICATION OF HOURS OF OPERATION OF THE UKIAH LIBRARY

Dear Ladies and Gentlemen:

We are requesting that you approve changing the hours of operation for the Ukiah Library from the current schedule to the schedule shown below. As you can see, the total number of open hours remains the same and the change in hours should alleviate some staffing issues.

Ukiah Library Hours

Day	Current hours	Total	Proposed hours	Total
Monday	closed	n/a	closed	n/a
Tuesday	10:00 AM - 8:00 PM	10	10:00 AM - 7:00 PM	9
Wednesday	10:00 AM - 8:00 PM	10	10:00 AM - 7:00 PM	9
Thursday	10:00 AM - 8:00 PM	10	10:00 AM - 7:00 PM	9
Friday	10:00 AM - 5:00 PM	7	10:00 AM - 5:00 PM	7
Saturday	10:00 AM - 5:00 PM	7	10:00 AM - 5:00 PM	7
Sunday	1:00 PM - 5:00 PM	4	10:00 AM - 5:00 PM	7
	Weekly Total	48	Weekly Total	48

Since the Library hours were expanded, it has proven difficult to schedule staff to cover all open days and hours. Safety has also become an issue due to the long hours on Tuesdays through Thursdays. Approval is therefore being requested for some changes to the hours to allow for modification of staff schedules and not have to stagger staff scheduling so much. If approved, this change would not result in a reduction of operating hours at the Ukiah branch.

In preparation for a change in hours, the community was surveyed for several weeks in order to assess the potential impacts of changing the hours. Surveys were accepted online and in person, and it was clear that the public does not want Ukiah Library to be closed on Sunday, but prefers this change to help with scheduling difficulties. Both the Library Advisory Board members and The Friends of the Ukiah Library board members support changing to the new schedule.

These proposed schedule modifications have many benefits: they will ensure the highest level of service with a full staff for all open hours, will allow the Library to retain the same number of service hours as the old model, and will allow for a stronger focus on outreach and programming while still affording the same degree of personalized service our community has come to rely on. Therefore, it is requested that the proposed modification of hours be approved for the Ukiah Library.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Carr', followed by a long horizontal line extending to the right.

Melissa Eleftherion Carr
Acting Branch Manager
Ukiah Library