

DEBORAH FADER SAMSON
Cultural Services Agency
Director
County Librarian



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COUNTY OF MENDOCINO
CULTURAL SERVICES AGENCY
LIBRARY - MUSEUM

Board of Supervisors
Carmel Angelo, County Executive Officer
501 Low Gap Rd.
Ukiah, CA 95482

October 4, 2021

Esteemed Supervisors and CEO Angelo,

We have consulted with the Library Advisory Board and the County's Human Resources office and have their support for the following request.

We ask for authorization to close the County's Library branches on Tuesdays when a County Holiday falls on a Monday in order for Library staff to observe holidays with their families.

Out of eleven holidays that Mendocino County employees currently observe each year, at least five fall on Mondays. In 2021 there were six Monday holidays for County staff. However, since Library branches are closed on Sundays and Mondays, Library staff usually do not get a day off to spend with their families or to have a restful long weekend like employees from other departments do.

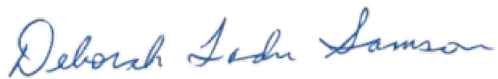
Maintaining the same number of open hours on a holiday week as a non-holiday week poses staffing challenges. Many staff work their normal shifts during the holiday week and are not able to observe the holiday, but instead earn overtime pay or compensatory time off to be taken at a later date. For the limited number of employees who can observe a holiday on another day of the week, the branch must cover their absences by bringing in extra-help. Not being able to observe all holidays has caused stress to staff, which contributes to the use of sick-leave, additional extra-help hours, and staff turnover.

We examined the CTO and OT hours from 2019 (the last typical year we had before the pandemic) which were used to cover the Library staff not having a day off for the six Monday holidays during the year. We estimate that we would have saved over \$20,000 in regular staff salary and benefits. We also may have saved an additional \$10,000 in extra-help costs had we been able to close on those Tuesdays. Since it is a problem for morale and the health of staff not to have holidays, we believe it would also save by reducing sick-leave as well as help to reduce staff turnover. Altogether, it may save up to \$50,000 in expenses.

Many other Library systems with similar staffing levels observe the Monday holiday on a regularly open day of the week. The Library would follow the spirit of the SEIU MOU on page 31 (attached): When a holiday falls on a Monday, and an employee is not regularly scheduled to work on the Monday, the following Tuesday is designated as a paid holiday in lieu of a paid holiday on the Monday.

William Schurtz, Human Resources Director, supports this request of the Branch Managers and staff with the following insight from an HR perspective that the County's policy is to avoid the necessity of overtime when possible. Overtime is not an entitlement and any reduction in required overtime is within Management's rights. Closing on Tuesdays following a Monday holiday would be essentially moving an employee's normal day off (Monday) to the Tuesday following the Monday holiday as the only exception to the employee's schedule.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Deborah Fader Samson". The signature is written in a cursive, flowing style.

Deborah Fader Samson,
Cultural Services Agency Director
County Librarian