



# Mendocino County

## Legislation Details (With Text)

<b>File #:</b>	21-1130	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Approval	<b>Status:</b>		Consent Agenda	
<b>File created:</b>	10/4/2021	<b>In control:</b>		Cultural Services Agency	
<b>On agenda:</b>	10/19/2021	<b>Final action:</b>			
<b>Title:</b>	Authorization for the Mendocino County Library Branches to Close on Tuesdays when County Holidays Fall on Mondays to Allow Library Staff to Observe Holidays and to Save the Department up to \$50,000 Annually				
<b>Sponsors:</b>	Cultural Services Agency				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. SEIU MOU EXCERPT, 2. Letter from Director				

Date	Ver.	Action By	Action	Result
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**To: Board of Supervisors**

**From:** Cultural Services Agency

**Meeting Date:** October 19, 2021

**Department Contact:** Deborah Fader Samson

**Phone:** 234-2872

**Department Contact:** Barb Chapman

**Phone:** 367-8216

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Authorization for the Mendocino County Library Branches to Close on Tuesdays when County Holidays Fall on Mondays to Allow Library Staff to Observe Holidays and to Save the Department up to \$50,000 Annually

**Recommended Action/Motion:**

Authorize the Mendocino County Library branches to close on Tuesdays when County holidays fall on Mondays to allow Library staff to observe holidays and to save the department up to \$50,000 annually.

**Previous Board/Board Committee Actions:**

None.

**Summary of Request:**

Out of eleven holidays that Mendocino County employees observe each year, at least five fall on Mondays. In 2021 there are six Monday holidays for Mendocino County staff, however the holidays off don't include most of the Library staff, since most are off when the Libraries are closed on Sundays and Mondays. Maintaining the same number of open hours on a holiday week poses staffing challenges.

Many staff work their normal shift during the holiday week and are not able to observe the holiday, but earn

overtime 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 by bringing in extra-help. Not being able to observe many of the holidays may also bring about stress issues contributing to the use of sick-leave, additional extra-help hours, and it may possibly contribute to staffing turnover. Annual overtime and CTO due to holiday coverage may cause additional expenses of approximately \$20,000 per year, and additional payroll expenses due to extra-help are estimated to cost an additional \$10,000, with potentially more sick leave being used and higher staff turnover. All of these expenses are estimated to add up to \$50,000 a year.

Other Library systems with similar staff scheduling challenges observe the Monday holiday on a regularly open day. The Library would follow the spirit of the SEIU MOU on page 31 (attached) regarding when holidays fall on a day off. When applied to this situation: 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.

Human Resources has approved of observing Monday holidays on the following workday, and the Library Advisory Board approves of the change as well.

**Alternative Action/Motion:**

Provide alternate direction to the staff.

**How Does This Item Support the General Plan?** This item supports the sustainability of the Library system by saving expenses and allowing staff to take holidays.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** Libraries which close on an open day for a Monday holiday: Lake County Library, CA -

[http://www.lakecountyca.gov/Government/Directory/Lake\\_County\\_CA\\_Library/Hours/libraryholiday.htm](http://www.lakecountyca.gov/Government/Directory/Lake_County_CA_Library/Hours/libraryholiday.htm)

Merced County Library, CA -

<https://www.co.merced.ca.us/1301/Library-Locations-Hours>

**Fiscal Details:**

**source of funding:** Library fund

**current f/y cost:** savings of \$30,000 or more

**annual recurring cost:** varies

**budget clarification:** Estimated to save \$30,000 - \$50,000 in extra-help & salary and benefit expenses

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Counsel:** N/A

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**CEO Liaison:** Cherie Johnson, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Atlas Pearson, Deputy Clerk I

Date: October 20, 2021

Final Status: **Approved**

