



## Library Board of Trustees Agenda Report

From: Melissa Bailey, City Librarian

Subject: Approval of Library Closure for Staff Development

Date: May 8, 2025

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### Facts

1. Traditionally, the Library Board of Trustees approves the closure of the Paso Robles City Library on days that are not official City holidays and Pioneer Day.
2. Staff would like to hold a half-day staff training on Thursday, May 29, 2025 from 8 AM-1 PM. The Library would open to the public from 1-7 PM.
3. One of the Library Board of Trustees' goals is to support, participate and engage in opportunities for staff development and patron engagement.

### Options

1. Take no action;
2. Approve a half-day closure from 8 AM-1 PM on Thursday, May 29, 2025, for staff development;
3. Provide alternative direction to staff.

### Analysis and Conclusions

Due to the large number of part-time staff members and the library's evening and weekend hours, it is very difficult to have an all-staff member meeting. These meetings are important to ensure all staff receive the necessary information, training, and updates to be able to provide consistent high quality service. The main focuses of this training day will be to address the latest updates regarding the Bookmobile, this year's Summer Reading Program and potential changes to the Library's physical space.

Closing for a half day on May 29, 2025 will allow the Library to participate in a team-building, staff development opportunity and fulfill the Board's goal to support, participate and engage in opportunities for staff development and patron engagement.

### Fiscal Impact

There is no fiscal impact related to closing the Library from 8 AM-1 PM on May 29, 2025. The Library will re-open to the public from 1 PM-7 PM on that day.

### Recommendation (Option 2)

Approve a half-day closure from 8 AM-1 PM on Thursday, May 29, 2025, for staff development.