



CITY OF UMATILLA AGENDA ITEM STAFF REPORT

DATE: August 29, 2017

MEETING DATE: September 5, 2017

SUBJECT: Change in hours of operation – Umatilla Public Library

ISSUE: Saturday Hours

BACKGROUND SUMMARY: Library Director Janet Lewis is proposing a schedule change for the Library by opening on Saturday mornings.

There are 15 libraries in the Lake County Library System (LCLS), and Umatilla is one of five that that does not offer Saturday hours. Ms. Lewis has found that offering extended hours until 8:00 p.m. on Mondays and Tuesdays has not proven to be successful. Very few patrons take advantage of the evening hours and it is not a good time to offer children's programming.

A recent survey by the LCLS showed that it was difficult for patrons who worked full time to make it to the library during weekday hours. The long-range goal of the LCLS is to establish weekend hours. Since we currently do not offer weekend hours, Ms. Lewis recommends opening on Saturday from 9:00 a.m. until noon to meet the needs of our patrons.

In years past we the Library was open on Saturdays it was well attended with 450 patrons and circulation of 700 items per month. Using those statistics we estimate that circulation should increase by 8,400 items and door count by 5,400 for the yearly figures.

The library will be staffed by three employees each Saturday. Currently full-time library employees work 35 hours and that will remain the same. When an employee works on Saturday, the three hours will be reduced from their Monday-Friday work schedule.

Faxing, copying, and scanning of documents will be available, as well as Wi-Fi, patron computers and printing. The library will be open 40 hours per week.

The requested schedule change is as follows:

Monday 12pm -6pm

Tuesday 12pm-6pm

Wednesday 9am-5pm

Thursday 9am-5pm

Friday 9am-6pm

Saturday 9am-12pm

STAFF RECOMMENDATIONS: Approval of change in Library Hours effective October 2, 2017.

FISCAL IMPACTS: N/A

COUNCIL ACTION:

Reviewed by City Attorney Yes No N/A

Reviewed by City Engineer Yes No N/A