Agenda Item

City Council

Item #: 3.20.	7/23/2024	File #: 24-0433

TO: Honorable Mayor and Members of the City Council

THRU: Tom Kisela, City Manager

FROM: Amy Harpster, Interim Library Services Director

1. SUBJECT

Request to close the Orange Public Library & History Center for various dates during Fiscal Year 2024-2025.

2. SUMMARY

Annually, the Orange Public Library & History Center is closed to the public to accommodate various events.

3. RECOMMENDED ACTION

Approve closure of the Orange Public Library & History Center to the public as described in the staff report.

4. FISCAL IMPACT

None.

5. STRATEGIC PLAN GOALS

Goal 4: Provide outstanding public service
    b: Provide facilities and services to meet customer expectations.

6. DISCUSSION AND BACKGROUND

Fiscal Year 2024-2025 closure dates

- **August 30 - 31 -** The Orange International Street Fair takes place Labor Day weekend. The Orange Public Library & History Center closes at 2:00 p.m. on that Friday and all day on Saturday. As the Library parking lot is used for fundraising, it is not feasible to remain open. Both El Modena and Taft Branch Libraries will maintain their regular business hours during this time.

- **November 27 -** Due to limited public use, the Orange Public Library & History Center closes at 6:00 p.m. on the Wednesday evening prior to the Thanksgiving Day holiday.

- **May 3 -** As its parking lot is inaccessible most of the day due to the Orange May Parade, the Orange Public Library & History Center receives limited public use, and nearby parking is a challenge for the public, volunteers, and staff. The Library closes all day on Saturday. Both El

Modena and Taft Branch Libraries will maintain their regular business hours during this time.

Full time staff regularly scheduled to work during these closures will be scheduled at the branches in lieu of part time staff unless they opt to take vacation time. Notification of these closures will be communicated as usual through library signage, social media, and online calendars and announcements.

7.   ATTACHMENTS
- None