



**CITY OF NEWPORT
COUNCIL WORKSHOP MEETING
NEWPORT CITY HALL
JANUARY 17, 2013
IMMEDIATELY FOLLOWING THE EDA MEETING**

MAYOR: Tim Geraghty
COUNCIL: Tom Ingemann
Bill Sumner
Tracy Rahm
Steve Gallagher

City Administrator: Brian Anderson
Supt. of Public Works: Bruce Hanson
Chief of Police: Curt Montgomery
Fire Chief: Mark Mailand
Executive Analyst: Renee Helm

AGENDA

1. Roll call
2. Discussion Regarding Library Holidays
3. Adjournment



MEMO

TO: Mayor and City Council
Brian Anderson, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: January 14, 2013

SUBJECT: Library Holidays

In 2012, the City took over the oversight and management of the Newport Library from Washington County. The City hired a part-time Library Assistant to assist with the administration of the Library. In addition to the Library Assistant, there are 17 individuals who volunteer their time so that the Library can be open approximately 40 hours per week. Throughout the year, the Library Assistant has kept a log of visitors, donated items, and checked-out items. In 2012, the Library had over 4,500 visitors, the majority of which were children and teenagers. Furthermore, the Library received over 7,000 items in donations. Items include books, magazines, games, DVD's, etc.

The Library is currently considered part of the Administration Department and therefore follows the same schedule for holidays. As such, no employee or volunteer shall work at the Library on these days. Per the City of Newport's Employee Handbook, City Offices, including the Library, are closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving (Public Works & Police Department)
- Christmas Eve (Administration)
- Christmas

Due to some miscommunication, the Library was kept open on a majority of the holidays listed above in 2012. Below is a list of how many visitors the Library had on each holiday:

- President's Day – 4
- Memorial Day – 4
- Independence Day – 9
- Labor Day – 5
- Veterans Day – 8
- Thanksgiving – 21
- New Years Day 2013 – 16

The City Council will need to discuss what holidays the Library should remain open at the January 17, 2013 workshop. Historically, Washington County would close the Library on holidays that its other officers were closed. Therefore, these scheduled closings are not new. Please note that other community centers, such as Eagan and Maplewood, are open on holidays because they rent out rooms to groups for events and thus make a profit in remaining open.

The City Council has the following two options in regards to the holidays:

1. Close the Library on the holidays listed above.
2. Keep the Library open on all of the above holidays.

Legally, the Library can remain open on the holidays listed above and there would be no legal issue if a volunteer wanted to work on the holiday. If the Library was open on holidays, volunteers would sign up if they wanted to work the holiday, they would not be assigned to work. Additionally, there are no financial ramifications for the Library remaining open. If the Library Assistant worked the holiday he would need to adjust his hours for the remainder of the week to ensure that he doesn't go over his assigned 20 hours per week. Please note that the City is required to pay the Library Assistant if he works.

It is recommended that the City Council provide City staff with direction in regards to Library holidays.