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## MEMORANDUM

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TO: Library Board of Trustees

FROM: Bruce Gay

DATE: December 1, 2025

SUBJECT: Holiday closing changes

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At its December 2 meeting, the Waukesha Common Council approved adding two additional paid holidays and one additional personal holiday beginning in 2026.

Paid City holidays had previously been:

- New Year's Day—January 1
- Memorial Day—Last Monday in May
- Independence Day—July 4
- Labor Day—First Monday in September
- Thanksgiving Day—Fourth Thursday in November
- Day After Thanksgiving—Friday following Thanksgiving
- Christmas Eve—December 24
- Christmas Day—December 25
- New Year's Eve—December 31

The Council added:

- Martin Luther King Jr. Day—Third Monday in January
- Veterans Day—November 11

This change brings the city total to 11 paid and 3 personal holidays. The library has followed the City holiday schedule except for the day after Thanksgiving, when the library has been open. This has given library employees an additional personal holiday. Library staff currently have 8 paid and 3 personal holidays.

## MEMORANDUM

After internal discussion, I recommend the library follow all of the City's holiday schedule, with 11 paid holidays and 3 personal holidays. While there are a number of internal reasons this makes sense for the library, including easing scheduling for the library and helping make our time sheets in the city system more accurate, I think there are public service reasons supporting the changes.

Of course it would be wonderful public service to be open all the time, but balancing staff needs and library resources makes that impossible.

Martin Luther King Jr Day: Since 2019 the library has made a strong effort to program around the King holiday. We would continue this effort through programming on the Saturday before and throughout the week. Schools are closed on King Day and the library is slightly less busy, as measured by circulation. The circulation average for Mondays in January (2021-2025) outside the King holiday is 2,749, while the King Day average (2021-2025) is 2,682.

Veterans Day: Closing on this Federal holiday is a sign of respect for Veterans, including any now or in the future library staff who have served in the military.

Friday after Thanksgiving: Anecdotally, we've thought that the Friday after Thanksgiving was quieter than a usual Friday in November. On the day after Thanksgiving the library has averaged 2,249 circulations from 2021 through 2025, compared to 2,150 circulations on all other Fridays in November for the same years. However, this increase is entirely a result of this year's Thanksgiving Friday circulation of 3,034, probably caused by people coming in before the big Saturday snowstorm. From 2021 through 2024, the Friday after Thanksgiving averaged 2,078 circulations.

Fridays in November	Circulation
Fridays in November before Thanksgiving, 2021-2025 average:	2,150
Friday after Thanksgiving, 2021-2024 average:	2,078
Friday, November 28, 2025 (before a snowstorm):	3,034