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## MEMORANDUM

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**TO: Library Board of Trustees**

**FROM: Bruce Gay, Library Director**

**DATE: October 6, 2025**

**SUBJECT: Veterans Day holiday, 2025**

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At the Waukesha Common Council's October 21 meeting, the Council may consider a revised holiday schedule for City government. As part of the revised schedule, the City will close and give employees a holiday on Veterans Day, November 11, 2025. Because this day would fall before the next Library Board meeting on November 13, the board may choose to consider how to manage the library's schedule for this Veterans Day.

The library's holiday schedule does not always match the City's holidays. For instance, while the City is closed on the Friday after Thanksgiving, the library is open. Instead of receiving that day off, library employees receive an additional personal holiday to be used during the calendar year. Because the Library has already planned a day full of activities on the 11<sup>th</sup>, I recommend for 2025 that the library stay open, and employees receive an extra personal holiday.

I recommend the board approve a measure to give staff an extra personal holiday in 2025 if the Common Council approves a revised holiday schedule that includes Veterans Day as a holiday.

I will bring a full set of holiday closing recommendations at the November board meeting to better align with the City holidays. Currently, I believe the City is considering approving closing on Martin Luther King Day and giving an additional personal holiday to all staff.