



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

TO: Oshkosh Public Library Board of Trustees

FROM: Jeff Gilderson-Duwe

DATE: October 20, 2015

RE: 2016 SCHEDULE OF LIBRARY FACILITY CLOSINGS

The proposed closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances. This proposed schedule is consistent with those of previous years.

Thursday, December 31, 2015	New Year's Eve close at 6 p.m.
Friday, January 1, 2016	New Year's Day
Friday, February 12, 2016	Staff Development Day
Sunday, March 27, 2016	Easter Sunday
Sunday, May 29, 2016	Memorial Day Sunday
Monday, May 30, 2016	Memorial Day Summer Schedule Begins
Monday, July 4, 2016	Independence Day
Monday, September 5, 2016	Labor Day Fall Schedule Begins
Thursday, November 24, 2016	Thanksgiving Day
Saturday, December 24, 2016	Christmas Eve
Sunday, December 25, 2016	Christmas Day
Monday, December 26, 2016	Christmas Day - 8-hour holiday for full time employees
Sunday, January 1, 2017	New Year's Day
Monday, January 2, 2017	New Year's Day – 8-hour holiday for full-time employees