



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

TO: Oshkosh Public Library Board of Trustees

FROM: Jeff Gilderson-Duwe

DATE: October 22, 2020

RE: 2021 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.

Except for omission of a closure for a Staff Development Day in February, this proposed schedule is consistent with those of previous years. Since we do not know whether it will yet be advisable for staff to gather for an in-service development day in February, we will delay board consideration of such a closure to a future meeting.

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| Thursday, December 31, 2020 | New Year's Eve - closing time of 5 p.m. |
| Friday, January 1, 2021 | New Year's Day |
| Sunday, April 4, 2021 | Easter Sunday |
| Saturday, May 29, 2021 | Summer Schedule Begins – closing time of 1 p.m. |
| Sunday, May 30, 2021 | Memorial Day Sunday |
| Monday, May 31, 2021 | Memorial Day |
| Sunday, July 4, 2021 | Independence Day |
| Monday, July 5, 2021 | Independence Day – 8 hour holiday for full-time employees |
| Monday, September 6, 2021 | Labor Day |
| Tuesday, September 7, 2021 | Fall Schedule Begins |
| Thursday, November 25, 2021 | Thanksgiving Day |
| Friday, December 24, 2021 | Christmas Eve |
| Saturday, December 25, 2021 | Christmas Day |
| Friday, December 31, 2021 | New Year's Eve - 8 hour holiday for full-time employees |
| Saturday, January 1, 2022 | New Year's Day |