



To: West Fargo Public Library Board of Directors
From: Carissa Hansen, Library Director
Date: Thursday, October 7, 2021
Subject: Adjustments to 2021 library closures for Christmas and New Year's
Action: Approval of two changes to the library's closure schedule for 2021

West Fargo Public Library Board of Directors

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Summary and Recommendation:

There are two discrepancies between the Christmas and New Year's holiday closures that were approved by the Board last year and the actual observed days. The library is seeking approval from the Board to make the changes to the 2021 holiday closures.

1. The City will be closed Thursday, December 23 instead of Monday, December 27 in observance of Christmas Day which falls on Saturday, December 25.
2. The City will be closed Friday, December 31 instead of Monday January 3 in observance of New Year's Day which falls on Saturday, January 1.

Original approved closings

Proposed library closings for 2021	
New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18** (staff training)
Presidents' Day	Monday, February 15
Easter Sunday	Sunday, April 4*
Memorial Day	Monday, May 31
Independence Day	Monday, July 5 (observed)
Labor Day	Monday, September 6
West Fest	Saturday, September 18**
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas Eve Day	Friday, December 24
Christmas Day	Saturday, December 25*
Christmas Day	Monday, December 27 (observed)
New Year's Eve	Friday, December 31 Open regular hours 10am-6pm

* not paid holiday

** library is closed, but staff reports for duty

Summer schedule: Closed Sundays May 30 through September 5.