



INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: March 19, 2024

SUBJECT: Days Closed FY 2024-2025

Trustees,

This month we would like to adopt our schedule of closed dates for the upcoming fiscal year. In accordance with the holiday policy, I would like to propose the following closing schedule for 2024-2025.

Proposed Schedule of Closings for FY 2024-2025

- Thursday, July 4 – Independence Day
- Sunday, September 1, Labor Day observance
- Monday, September 2 - Labor Day
- Friday, September 27 – Staff Development Day
- Thursday, November 28 - Thanksgiving Day
- Tuesday, December 24 - Christmas Eve
- Wednesday, December 25 - Christmas Day
- Tuesday, December 31 - New Year's Eve close at 5pm
- Wednesday, January 1 - New Year's Day
- Friday, February 21 – Staff Development Day
- Sunday, April 20 – Easter
- Sunday, May 25 – Memorial Day observance
- Monday, May 26 - Memorial Day

Sincerely,

Jeannie Dilger

Executive Director