

CITY OF SAN ANTONIO
Office of the Library Director

To: San Antonio Public Library Board of Trustees
From: Ramiro S. Salazar, Library Director
CC: Xavier Urrutia, Acting Assistant City Manager; File
Date:
Subject: FY 2016 LIBRARY HOLIDAY CLOSURE SCHEDULE

Below is the proposed FY 2016 library holiday closure schedule submitted for Library Board of Trustees' review and approval:

| <u>HOLIDAY</u> | <u>LIBRARY CLOSED</u> | <u>HOLIDAY PAY</u> |
|--------------------------------------|---|---------------------------|
| Veterans Day | Wednesday, November 11, 2015 | 8 hours |
| <i>Day before Thanksgiving</i> | <i>Wednesday, November 25, 2015 (close @ 6pm)</i> | <i>0 hours</i> |
| Thanksgiving | Thursday, November 26, 2015 | 8 hours |
| Day after Thanksgiving | Friday, November 27, 2015 | 8 hours |
| Christmas Eve | Thursday, December 24, 2015 | 8 hours |
| Christmas Day | Friday, December 25, 2015 | 8 hours |
| <i>Library Closed</i> | <i>Saturday, December 26, 2015</i> | <i>0 hours</i> |
| <i>Library Closed</i> | <i>Sunday, December 27, 2015</i> | <i>0 hours</i> |
| Winter Holiday | Thursday, December 31, 2015 | 8 hours |
| New Year's Day | Friday, January 1, 2016 | 8 hours |
| Martin Luther King, Jr. | Monday, January 18, 2016 | 8 hours |
| <i>Easter (schedule adjustments)</i> | <i>Sunday, March 27, 2016</i> | <i>0 hours</i> |
| Fiesta San Jacinto | Friday, April 22, 2016 | 8 hours |
| Memorial Day | Monday, May 30, 2016 | 8 hours |
| Independence Day | Monday, July 4, 2016 | 8 hours |
| Labor Day | Monday, September 5, 2016 | 8 hours |