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City Administrator's Office

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Carmen Martinez

SUBJECT: UPDATE ON LIBRARY
ALTERNATIVE MANDATORY
LEAVE WITHOUT PAY DATES

DATE: November 23, 2011

City Administrator
Approval

Deanna Antina

Date

11/23/11

INFORMATION

The purpose of the memorandum is to transmit background information and an update on current efforts to the Mayor and City Council regarding Mandatory Leave Without Pay (MLWOP) dates in Branch Libraries.

As a background, all Branch Libraries since 2009 have been regularly scheduled to operate between the days of Tuesday through Saturday due to budget reductions. As past practice, the Memorandum of Understanding (MOU) between the City of Oakland and SEIU Local 1021 has and continues to require that in the event that Holidays or other closures (e.g., MLWOP days) fall on a regularly scheduled day-off, members are entitled to take the day off of the next regularly scheduled work day. As such, since a variety of Mondays (which are a regularly scheduled day off for Library Branch staff), were established as a Holiday or MLWOP day, this has caused Branch Libraries to be frequently closed on the following Tuesday.

As part of the negotiated City-SEIU Local 1021 FY 2011-13 MOU, the City and the Oakland Public Library conducted a Meet & Confer process in August 2011 with Local 1021 to review the City's Holiday and MLWOP schedule for FY 2011-12 and to discuss any variances to its implementation for Library Branches. As a result of the Meet & Confer process, nine Saturdays were selected as the alternative closure days for branch libraries.

Both the Library Administration and Local 1021 agreed that there were many valid reasons for closing Saturday rather than Tuesday, including:

1. Circulation data analysis demonstrates that branches are busier on Tuesdays than on Saturdays, with the exception of the Main Branch, which is busier on Saturdays and remains open when Library Branches are closed Saturdays;
2. Tuesday is the only day during the week that Library Branches are open in the evenings, thus, it is preferable stay open on Tuesdays; and,
3. A Saturday closure provides branch staff with an occasional Saturday off with family.

This fiscal year, branch libraries will be closed on 9 Saturdays, out of a total of 51 (11 Saturdays, if including Christmas and New Year's Day). Please see Attachment A for a listing of 2011-2012 Holiday & Closure Dates. This listing is also available on the Oakland Public Library's (OPL) homepage at www.oaklandlibrary.org.

In an effort to inform the public of these schedule variations, the Library has taken the following steps:

- Staff continues to communicate on the closures with the public during their interactions at the check-out counter;
- All schools have been notified so that students are reminded about libraries closure dates;
- Large signs and flyers have been posted in the Branch Libraries and in key spots within in the community;
- All media outlets have been are notified;
- All social media managed by the OPL has been updated, i.e., Facebook and Twitter;
- Small calendars with the schedule (to fit in a wallet or to post on a refrigerator) have been developed as a give-away to the public; and,
- As mentioned earlier, the OPL home page contains a link to all the Holiday and City Business Closure Dates.

Prior to Fiscal Year 2012-13, the Library and SEIU, as part of the Meet & Confer process, will consider alternative schedules which will allow significant lead time to communicate any revised schedules and service delivery impacts with the public.

Respectfully submitted,

/s/
CARMEN MARTINEZ
Library Director

For questions please contact Carmen Martinez, Library Director, at 510-238-6608.

Attachment

**Oakland Public Library
FY 2011-12 Holiday & Closure Dates**

JULY—DECEMBER 2011			Main	Branches
August 13	Sat	City Closure	open	closed
August 15	Mon	City Closure	closed	closed
September 10	Sat	City Closure	open	closed
September 12	Mon	City Closure	closed	closed
October 8	Sat	City Closure	open	closed
October 10	Mon	City Closure	closed	closed
November 10	Thurs	City Closure	closed	open
November 12	Sat	City Closure	open	closed
November 24	Thurs	Thanksgiving	closed	closed
November 25	Fri	Thanksgiving	closed	closed
November 26	Sat	City Closure	open	closed
November 28	Mon	City Closure	closed	closed
December 24	Sat	Christmas	closed	closed
December 25	Sun	Christmas	closed	closed
December 26	Mon	Christmas	closed	closed
December 27	Tues	City Closure	closed	closed
December 28	Wed	City Closure	closed	closed
December 29	Thurs	City Closure	closed	closed
December 30	Fri	New Year's	closed	closed
December 31	Sat	New Year's	closed	closed

JANUARY—JULY 2012			Main	Branches
January 1	Sun	New Year's	closed	closed
January 2	Mon	New Year's	closed	closed
January 13	Fri	City Closure	closed	closed
January 14	Sat	MLK Holiday	open	closed
January 16	Mon	MLK Holiday	closed	closed
February 10	Fri	City Closure	closed	closed
February 11	Sat	Lincoln Holiday	open	closed
February 13	Mon	Lincoln Holiday	closed	closed
February 20	Mon	Presidents' Day	closed	closed
February 24	Tues	Presidents' Day	open	closed
March 30	Fri	City Closure	closed	open
March 31	Sat	City Closure	open	closed
April 13	Fri	City Closure	closed	open
April 14	Sat	City Closure	open	closed
May 28	Mon	Memorial Day	closed	closed
May 29	Tues	Memorial Day	open	closed
July 4	Wed	July 4 Holiday	closed	closed