



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** Nov. 20, 2025

**ITEM TITLE:** Close Early for Staff Development

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**BACKGROUND:**

Due to training for the transition to Microsoft 365 and to work with the instructor's schedule, we need to add an additional closure for staff development. I would propose that we close at 5 pm on Tuesday, Dec. 2 and on Wednesday, January 7.

**RECOMMENDATION:**

Approve early closures for staff development on Dec. 2 and Jan. 7.