



REPORT TO Village Board

ITEM NAME:	Village hours- Closed to Public on Fridays for Administrative Day
MEETING DATE:	August 25, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Sarah Fisher
PREPARED BY:	Sarah Fisher

ISSUE: Office staff being interrupted throughout the day making it very difficult to write minutes and complete other tasks that require periods of concentration.

OBJECTIVES: To allow staff the time to be able to complete tasks such as meeting minutes and other high-concentration tasks.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Prior to summer hours, Village offices were closed due to short staffing, this allowed staff to get certain tasks completed without continuous interruption from the public.

PROPOSAL: TO allow Village offices to be closed to the public while staff maintain normal hours (8-4:30) to allow time to complete minutes and other high concentration tasks, as well as allowing department heads to conduct necessary meetings and site visits.

ADVANTAGES: Tasks are completed on time allowing staff to concentrate on the public fully during open hours.

DISADVANTAGES: The offices are closed to the public on Fridays

RECOMMENDED ACTION: To allow staff to maintain normal 8-4:30 hours Monday- Friday, with Fridays being closed to the public for an administrative day.

TIMING REQUIREMENTS/CONSTRAINTS: Starting the week after Labor Day continuing until next year summer hours begin or until staffing levels increase.