

# Proposal for Expanded Library Operating Hours

Date: [Insert Date]

To: [Library Director's Name]

From: [Your Name]

Subject: Proposal for Expanding Library Operating Hours

Dear [Library Director's Name],

I am writing to propose an adjustment to the current operating hours of our library. As a dedicated member of our community, I have observed a growing demand for extended access to library resources, particularly during evenings and weekends.

Through informal surveys and discussions with fellow patrons, it has become clear that many community members have expressed the need for our library to remain open for additional hours. Students, working professionals, and families would greatly benefit from this change, as it would provide them with the necessary time to utilize our diverse resources and services.

In light of these findings, I propose that we consider extending our operating hours from [Current Closing Time] to [Proposed Closing Time] on weekdays and adding additional hours on weekends. This adjustment could lead to a measurable increase in patron visits and enhance community engagement with our library.

To support this proposal, I would be happy to assist in gathering more data and conducting a formal survey to present to the library board. Furthermore, I believe that with the right promotional efforts, we can raise awareness of our library's extended hours to maximize community utilization.

Thank you for considering this proposal. I would appreciate the opportunity to discuss it further at your convenience.

Sincerely,

[Your Name]

[Your Contact Information]