



## HOURS, HOLIDAY & CLOSURE POLICY

### **LIBRARY HOURS:**

The library is open to the public the following hours:

<b>SEPTEMBER through MAY</b>	<b>SCHOOL YEAR HOURS</b>
Monday through Thursday	10:00am to 7:00pm
Friday	10:00am to 6:00pm
Saturday	10:00am to 4:00pm
Sunday & Legal Holidays	CLOSED
Staff Development Days	CLOSED
<b>JUNE through AUGUST</b>	<b>SUMMER HOURS</b>
Monday through Friday	10:00am to 6:00pm
Saturday	10:00am to 4:00pm
Sunday & Legal Holidays	CLOSED

### **HOLIDAYS:**

Annually, during the month of October, the North Lake County Public Library Board of Trustees will consult the calendar to determine closure days for the list of approved holidays.

All full-time employees shall be granted the following paid holidays: (MCA 1-1-216)

New Year's Day	-- January 1
Martin Luther King Jr. Day	-- Third Monday in January
Lincoln & Washington's Birthday	-- Third Monday in February
Memorial Day	-- Last Monday in May
Independence Day	-- July 4
Labor Day	-- First Monday in September
*Columbus Day	-- Second Monday in October
Veterans' Day	-- November 11
Thanksgiving Day	-- Fourth Thursday in November
*Christmas Eve	-- December 24
Christmas Day	-- December 25
State General Election	-- Congressional, Gubernatorial, Presidential

*\*The North Lake County Public Library Board of Trustees permanently removed Columbus Day and added Christmas Eve (December 24) by unanimous vote on November 6, 2007.*

If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday, the Library observes the holiday on Friday and will be closed on Saturday, with the exception of Veterans' Day in which the Board of Trustees may vote to be open on the holiday.

**STAFF DEVELOPMENT DAYS:**

Staff Development Days are typically scheduled for the second Thursday of the month, September through May, in which the day is allotted for staff training, and/or for staff to work on large-scale projects that are very difficult to accomplish when the library is open (i.e. large weeding projects, inventory). The Library Director looks at the calendar to determine whether it is appropriate to schedule a day during a particular month, based on holidays, and presents this list to the Trustees annually in October. The Library Director may determine that a Staff Development Day is not needed and therefore keep the library open on the scheduled date.

**OTHER CLOSURES:**

At times it may be necessary to close the Library for planned or unexpected events. Planned closures will be noticed as early as possible so as to make the public aware of the closure. These could be for such things as special training opportunities, lengthy planned power outages, building maintenance, repair or construction.

Unexpected closures will be noticed on the Library's Facebook page (if accessible) and by a sign on the entry (if accessible). The Library Director or designee will make determinations as to emergency closures and will notify the Board Chair when such closures occur. Emergency closures may be due to such things as weather, natural disasters, building emergencies (flood, fire) or unexpected power outage.

In the event of a power outage, the library will remain open as long as it is safe to do so and as long as there is enough natural light in the building so that the staff can see all parts of the public spaces. The restrooms will be closed to public use for safety reasons.

This policy was revised and approved by the North Lake County Public Library District Board of Trustees on November 21, 2019.

Signed:  
Allen Bone  
Abbi Dooley  
11-21-2019