Schedule of Operations

Hours of Operation
Regularly scheduled Hours of Operation are established to best meet the needs of the Library users and will be reviewed periodically by the Director and the Board of Trustees.

The Library’s current hours of operation are:

Monday-Friday: 9:30am – 8:00pm
Saturdays: 9:30am – 5:00pm
Sundays (Nov-Mar) 1:00pm – 5:00pm

The use of the building, grounds and parking lots is not permitted during closed hours, unless arranged in advance with the Director or Board of Trustees.

Holidays

The Library will be closed on Holidays established by the Board of Trustees and the Director. Notice of closings will be posted in the Library one week in advance.

Holidays the Library is typically closed:

New Year’s Day
Martin Luther King Jr. Day
President’s Day
Memorial Day
Independence Day
Labor Day
Columbus Day

Veteran’s Day
Thanksgiving Eve – close at 1:00 pm
Thanksgiving Day
Christmas Eve
Christmas Day
New Year’s Eve – close at 1:00 pm

Emergency Closings

Weather Related Closings
It is the Director’s responsibility to decide when to close the Library due to inclement weather. Whenever possible, the decision should parallel the actions of the M-C school district. The Director should notify the Board President as soon as the decision is made.

Other Unscheduled Closings
Should a non-weather related, unscheduled closing be proposed, the Director will first confer with neighboring libraries to assess their plans, and whenever possible parallel the actions of the M-C school district. The final decision should come after the Director communicates with the Board President about the closing. If the Director cannot contact the Board President or any trustees in a timely fashion, the Director may make the decision unilaterally. The Director should notify the Board President soon thereafter.