

## 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	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving Eve – close at 1:00 pm
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve – close at 1:00 pm
Columbus Day	

## 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.