

A. HOLIDAY CLOSINGS

A. In observance of legal holidays, the library will be closed on the following days or, in the case of holidays that fall on a Saturday or Sunday, the Director will designate a day of observance.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- At 5pm on the Wednesday before Thanksgiving. (Adopted July 2, 1990)
- Thanksgiving Day
- Friday after Thanksgiving. (Adopted in April 1989)
- Christmas Eve Day
- Christmas Day
- New Year's Eve

B. OTHER CLOSINGS

B.1 Weather Related and/or Emergency Closings

Closing the library because of extremely bad weather, and hazardous travel conditions, a dire emergency, scheduled maintenance, or any other closing will be left to the judgment of the Director with Library Board pre-approval for up to one full day. Extended closings will be approved by the Library Board of Trustees.

If an employee is unable to report for his/her scheduled hours, the employee is responsible for contacting a supervisor.

B.2 Reporting to work

A library calling tree will be updated and distributed to all employees each January. The Director will contact designated personnel who will follow the calling tree procedure to contact all employees.