

Library Hours of Operation, Holidays and Building Closures Policy

Weekly Hours of Operations:

Monday - Thursday	9:00 am - 6:00 pm
Friday - Saturday	9:00 am - 5:00 pm
Sunday	Closed

Holiday Closures:

The Library will follow the City of Nebraska City official holiday closure schedule. As per the city employee manual, when an official holiday occurs on a Saturday the Library will be closed on Saturday. When said holiday occurs on a Sunday, the Library will be closed on the Monday following said holiday.

City of Nebraska City Official Holidays:

- a) New Year's Day – January 1
- b) Arbor Day – last Friday in April
- c) Memorial Day – last Monday in May
- d) Independence Day – July 4
- e) Labor Day – first Monday in September
- f) Veteran's Day – November 11
- g) Thanksgiving Day – fourth Thursday in November
- h) Friday following Thanksgiving
- i) Christmas Day – December 25

Library Board Approved Library Closures:

Library closures for staff training and the annual inventory must be first approved by the Library Board. Historically, the Library Director has presented a request to close the Library for the Southeast Library Systems Training Extravaganza in the spring, the Nebraska Library Association Conference in the fall (when held close enough for all library staff to attend) and the annual inventory conducted on the last Tuesday in January.

Building Closures:

For the safety of the public and staff, and for the security of the building and library materials, an adequate number of staff members need to be on duty to cover both levels of the building before the building is open to the public. In the event staff coverage is inadequate (less than three employees including the director) to open the Library for regular business, the Library Director will notify the City Administrator and the Library Board President.

In the event winter weather conditions become so severe adequate staff coverage cannot be maintained to keep the Library open, the Library Director will make the decision to close the building. The Library Director will notify the City Administrator and the Library Board President.

When the decision is made to close the Library the local radio station will be contacted to make the announcement. A notice will also be posted to Facebook and signs shall be posted on the entrances.

In the event of building closures as outlined above, all full-time staff will be required to take a vacation day, or if no vacation hours are available, time off without pay. If the decision to close the Library is made after an employee has clocked in for the day, that employee may exercise the option to remain at work as long as staff safety is not an issue as determined by the Library Director.

Adopted November 14, 2018