

HOURS OF OPERATION

GOV-6.a

Approved: 05/13/2015
Updated: 09/12/2018

Policy Statement

Hours of operation are determined based on the best times through which the library can meet community needs.

Definition

Hours of operation are the hours which the library is open for public use. Holidays for which the library is closed generally coincide with those observed by City of Minden. Some hours and/or days may vary to allow for the best service to the community as determined by the Director and Board.

Guidelines

Hours may be changed permanently only with approval by the Board. Temporary or one-time changes may be made as determined by the Director due to a variety of factors, including but not limited to: weather, building maintenance, programming, community events, and staffing issues.

Regulations

1. Regular hours of operation
 - a. Monday, Tuesday and Thursday – 9:00 a.m. to 7:00 p.m.
 - b. Wednesday and Friday – 9 a.m. to 5:30 p.m.
 - c. Saturday – 9:00 a.m. to 1:00 p.m.
2. Holidays – closed all day
 - a. New Year's Day – January 1
 - b. Martin Luther King, Jr. Day – third Monday of January
 - c. President's Day – third Monday of February
 - d. Arbor Day – last Friday of April
 - e. Memorial Day (observed) – last Monday of May
 - f. Independence Day – July 4
 - g. Labor Day – first Monday of September
 - h. Veteran's Day – November 11
 - i. Thanksgiving Day and the day after – fourth Thursday and Friday of November
 - j. Christmas Day – December 25
3. Holidays – other closings
 - a. For Christmas Eve and New Year's Eve, the library will close by 1 p.m.
 - b. When dated Holidays (e.g. New Year's Day, Fourth of July, Veteran's Day, Christmas) fall on a Sunday, the holiday may be observed the following Monday.
4. Public Announcements
 - a. Every effort will be made to alert the public when the library will be closed at least one week before the planned closing.

See policy GOV-6b. for information in the case of unplanned closings.