

Lied Public Library Policy
Section: Access, Services, and Programs
Subject: Library Hours, Holiday Closings,
Inclement Weather Policy

Board
Approved:08/2005
Reviewed:12/2010, 05/2012
Revised:10/2008, 7/2012, 03/2016

Library Hours

Monday 9:30am – 8:00pm
Tuesday – Thursday 9:30am – 6:00pm
Friday 9:30am – 5:00pm
Saturday 9:30am – 2:00pm
Sunday Closed

Holiday Closings

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

Others as Decided by the Board of Trustees

**Closings may vary depending on the day of the week the actual holiday falls during each calendar year, see the library's calendar for up-to-date closings*

Inclement Weather Policy

The library is an essential city service that citizens depend upon. When possible, the library will remain open during inclement weather to provide information services to the public. During weather advisories, library personnel will monitor weather conditions and will close library buildings if weather becomes too severe.

Consider closing the library if:

- No school
- Other businesses close
- Walks are not cleaned and are unsafe

Notification should be made by:

- Announcement on KMA and other radio stations
- Posting a notice on the library doors when possible
- Record notice on library answering service

Closing:

If the Library is forced to close due to inclement weather, employees scheduled to work will not be paid. Employees must take vacation, personal holiday, compensatory time off, or no pay for the hours missed.

If due to inclement weather, an employee is unable to report to work, reports to work late, or must leave early when the Library is open, that employee must take vacation or compensatory time off for the hours missed. If those are not available the employee will not be paid for those hours.