



HOURS, HOLIDAY & CLOSURE POLICY

LIBRARY HOURS:

The library is open to the public the following hours. Temporary hours may be set by the Trustees as needed.

WEEKDAY	HOURS
Monday through Friday	9:00am to 6:00pm
Saturday	9:00am to 4:00pm
Sunday & Legal Holidays	CLOSED
Staff Development Days	CLOSED

HOLIDAYS:

Annually the North Lake County Public Library Board of Trustees will establish closure days for the coming calendar year. Additional closure days may be set by the Trustees throughout the year.

All eligible employees shall be granted the following paid holidays: (MCA 1-1-216)

New Year's Day	-- January 1
Martin Luther King Jr. Day	-- Third Monday in January
Lincoln & Washington's Birthday	-- Third Monday in February
Memorial Day	-- Last Monday in May
Independence Day	-- July 4
Labor Day	-- First Monday in September
*Columbus Day	-- Second Monday in October
Veterans' Day	-- November 11
Thanksgiving Day	-- Fourth Thursday in November
*Christmas Eve	-- December 24
Christmas Day	-- December 25

**The North Lake County Public Library Board of Trustees permanently removed Columbus Day and added Christmas Eve (December 24) by unanimous vote on November 6, 2007.*

If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday, the Library observes the holiday on Friday and will be closed on Saturday, with the exception of Veterans' Day in which the Board of Trustees may vote to be open on the holiday. Prior to the approval of annual closure days, the current staff will vote on whether to use their individual floating holiday (see below) together to establish an additional closure date (i.e. day after Thanksgiving). If the vote is unanimous, the date will be requested as a library closure date. If it is not unanimous, then employees will choose their own floating holiday as described below.

FLOATING HOLIDAY:

Beginning July 1, 2023 (HB13 – 2023; MCA 2-18-603), each employee shall receive one floating holiday per calendar year. An employee is eligible for and may use a floating holiday immediately upon hire. Student interns and short-term workers are not eligible for a floating holiday. Full-time employees shall receive 8 hours of floating holiday pay and part-time employees shall receive prorated floating holiday pay. An employee shall not perform any work or receive other holiday pay on a floating holiday. An employee may use accrued annual or compensatory leave on a floating holiday if leave use is needed to maintain the employee's regular schedule. Floating holiday hours may not be split across multiple days, may not carry over into the following calendar year, and do not accrue. Floating holidays shall not be cashed or paid out to an employee at any time. Requests for holiday leave follow the same policy as requests for annual or compensatory leave. Once an employee uses their annual floating holiday, no additional floating holiday hours will be granted if there is a change in status or schedule.

STAFF DEVELOPMENT DAYS:

Staff Development Days are scheduled as necessary for staff training and/or for staff to work on large-scale projects that are very difficult to accomplish when the library is open (i.e. large weeding projects, inventory). The Library Director presents a list of dates to the Trustees annually. The Library Director may determine that a Staff Development Day is not needed after approval, and therefore keep the library open on the scheduled date, or may request an additional date during the year for the Trustees' approval.

OTHER CLOSURES:

At times it may be necessary to close the Library for planned or unexpected events. Planned closures will be noticed as early as possible so as to make the public aware of the closure. These could be for such things as special training opportunities, lengthy planned power outages, building maintenance, repair or construction.

Unexpected closures will be noticed (if possible) on the Library's website, social media and by a sign on the entry. The Library Director or designee will make determinations as to emergency closures and will notify the Board Chair when such closures occur. Emergency closures may be due to such things as weather, natural disasters, building emergencies (flood, fire), unexpected power outage, or order by State or Local officials.

In the event of an unexpected power outage, the library will remain open as long as it is safe to do so and as long as there is enough natural light in the building so that the staff can see all parts of the public spaces. The restrooms will be closed to public use for safety reasons. If the

outage is expected to last more than 2 hours or occurs within 30 minutes of closing time, staff may be relieved of duty with pay at the discretion of the Director or designee. If power is restored within one or more hours of an employee's end-of-shift, the Director or designee may recall them to work.

This policy was revised and approved by the North Lake County Public Library District Board of Trustees on November 28, 2023.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director