



Hours of Operation and Closures

Purpose

The Nippersink Public Library District (“Library”) is committed to maintaining consistent, accessible hours of operation to best serve the community. This policy defines regular operating hours and outlines procedures for holiday, emergency, and weather-related closures to ensure the safety of patrons and staff while providing continuity of service

Regular Hours

- Monday: 9:00 a.m. – 8:00 p.m.
- Tuesday: 9:00 a.m. – 8:00 p.m.
- Wednesday: 9:00 a.m. – 8:00 p.m.
- Thursday: 9:00 a.m. – 8:00 p.m.
- Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: 9:00 a.m. – 5:00 p.m.
- Sunday: Closed

Holiday Closures

The Library is closed on holidays approved annually by the Board of Trustees. These include:

- New Year’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

The Library also closes early on Thanksgiving Eve at 5:00 p.m.

Emergency and Weather-Related Closures

The Library may close for special circumstances such as staff in-service training, facility emergencies, or conditions that threaten the safety of patrons and staff.

- **Severe Weather:** The Library may close in the event of hazardous conditions such as blizzards, ice storms, or road closures. However, as a designated public warming station, the Library will remain open during extreme cold or wind chills whenever possible. The Library will only close for cold-related conditions if a state of emergency is declared or if staff travel is unsafe.



- **Unsafe Building Conditions:** The Library will close if the building is deemed unsafe or unhealthy (e.g., power outage, heat loss, flooding). If the condition cannot be resolved within one hour, the building will remain closed until it is safe to reopen.
- **Authority to Close:** The responsibility for closing the Library rests with the Library Director. If the Director is unavailable, the person in charge that day will make the decision. The Board President will be notified as soon as possible; if the President is unavailable, another Board officer will be contacted.

Any unscheduled closures or schedule changes will be communicated promptly through the Library's website, social media, and local news outlets.

Book Returns

Two exterior book drops are available for the return of Library materials 24 hours a day. A drive-up book drop is located in the circle near the front entrance, and another is located in the exterior wall to the left of the entrance.