**Hours, Annual Closures, and Severe Weather Policy**

**Open hours:** The Nevada Public Library is open to the public on the following schedule:

Monday-Thursday: 10 AM – 8 PM

Friday: 10 AM – 6 PM

Saturday: 10 AM – 4 PM

**Holiday closures:**

* New Year’s Day Wednesday, January 1, 2025
* Presidents’ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Monday, February 17, 2025
* Memorial Day Monday, May 26, 2025
* Independence Day Friday, July 4, 2025
* Labor Day Monday, September 1, 2025
* Thanksgiving Day Thursday, November 27, 2025
* Friday after Thanksgiving Friday, November 28, 2025
* Christmas Eve Wednesday, December 24, 2025
* Christmas Day Thursday, December 25, 2025
* New Year’s Eve Wednesday, December 31, 2025

**Closures:**

* Staff Development-------------------------------------------Monday, April 7, 2025
* Pizza Pie Looza-----------------------------------------------Saturday, May 10, 2025
* Lincoln Highway Days--------------------------------------Saturday, August 23, 2025
* Staff Development-------------------------------------------Tuesday, November 11, 2025

**Severe weather/disaster closures:**

There are times when the weather becomes dangerous while the library is open. At times, this may require closing the library so staff and the public can get home safely.

* The library may be closed per the director/designee due to weather, disaster, or circumstances that make operating the library untenable.
* The director will notify the Board Chair and City Hall of the closing.
* Notice will be placed on the website, Facebook, and other media as appropriate and possible.
* Compensation Options:
	+ Permanent staff who choose not to come in to work or choose to leave work early due to severe weather may use vacation time, compensatory time, or unpaid leave for the hours scheduled.
	+ When the library is closed by the director or designee, permanent staff with approval
		- May use vacation time, compensatory time, or unpaid leave for the hours scheduled.
		- May make up the missed time later in the same week.
		- May work from home.
	+ Temporary staff will not be compensated.

Reviewed/Approved by Library Board of Trustees | SEPTEMBER 2024