

Presque Isle Community Library	
Title:	Operations Policy
Original Adoption Date:	August 09, 2016
Suggested Review Cycle:	5 years
Revision Date(s):	December 12, 2017

- 1) **PURPOSE:** To define the standards and hours of operation for the Presque Isle Community Library.
- 2) **POLICY:** The Presque Isle Community Library strives to accommodate the needs of the community in its operation. The library will strive to meet the recommended state standards for library operation as documented in the current Wisconsin Public Library Standards.
 - a) The Board will determine the regular library hours schedule, with input from the Library Director.
 - b) Library Hours - Regular library hours will be maintained. The library will be accessible during times which best meet the needs of the community, including evening and weekend hours. Any change in library hours will be posted in public areas and listed in the newspaper, two (2) weeks prior to change, if possible.
 - c) The library will be open 33 hours / week throughout the year. Library hours are posted at the library and on the library website and are listed below.
 - i) Mondays & Wednesdays: 9-6
 - ii) Tuesdays, Thursdays, Saturdays: 9-12
 - iii) Fridays: 9-3
 - d) The library will be closed on the following six (6) major holidays:
 - (i) Christmas
 - (ii) New Year's Day
 - (iii) Memorial Day
 - (iv) Fourth of July
 - (v) Labor Day
 - (vi) Thanksgiving Day
 - e) If the holiday falls on a weekend, the library will be closed the day before a Saturday holiday or the day after a Sunday holiday.
 - f) The library may be open extended hours during the summer months or special events, at the discretion of the Library Director.
 - g) The library may close for special circumstances, at the discretion of the Library Director (ie: severe weather conditions, inventory, or other). Every effort will be made to notify the public of any closings. Patrons should call ahead on severe weather days to see if the library is open.
 - h) **Staffing:** A paid library staff person will be present during all operating hours if possible. In the event a paid library staff member is not available, every effort will be made to have a minimum of one (1) capable volunteer on duty.