



## Hours & Closings Policy

### 1. Regular Hours

The Geneva Public Library (“the Library”) is open 57.5 hours a week. Hours for the Library are:

- Monday - Friday, 8:30 AM - 7:00 PM
- Saturday, 9:00 AM - 2:00 PM
- Sunday: Closed

The Library reserves the right to adjust its regular hours in accordance with the guidelines noted in the [Emergency Closing Policy](#).

### 2. Holidays

The Library is closed for the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The Library closes at 5:00 PM on the day before Thanksgiving and New Year’s Eve.

### **3. Closing for Staff Trainings**

The Library reserves the right to close to the public for purposes of staff training. Such closings must be approved by the Library's Board of Trustees. When possible, the Library will provide at least one month's notice to the public regarding the closing. Notice of the closing will be posted on the Library's doors, website, and social media outlets.

**Adopted by the Board of Trustees:** March 27, 2013

**Amended by the Board of Trustees:** 11/19/2014, 9/30/2015, 5/19/2016, 8/31/2016, 8/30/2017, 9/26/2018, 3/7/2019, 8/29/2019, 5/29/2020, 6/24/2020, 8/26/2020, 6/30/2021

**Reviewed by the Policy Review Committee:** 3/14/2022