

Code	<i>OPS-015</i>
Policy Title	Library Closing Policy
Category	Operational & Facility Policies (OPS)
Cross-Reference	--
Appendix	--
Date Adopted	November 2024
Date Reviewed	January 2026

Policy Statement

The Robert R. Jones Public Library District observes official holidays each calendar year, during which the Library will be closed to the public.

The Library recognizes the importance of allowing staff time for rest, reflection, and celebration of nationally recognized holidays. The list of annual holiday closures will be reviewed and approved by the Library Board of Trustees at the final regular meeting of each calendar year for the following year’s schedule.

Recognized holidays generally include, but are not limited to, the following:

- New Year’s Day
- Presidents Day
- Spring Holiday (Friday before Easter)
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day and the Day After Thanksgiving
- Christmas Day and the Day After Christmas

When a designated holiday falls on a Saturday, the Library may close the preceding Friday. When a designated holiday falls on a Sunday, the Library may close the following Monday.

PROCEDURE

The Library Director will prepare an annual list of holiday closures. This list will be published on the Library's website, included in public notices, and distributed to staff.