

# BUILDING POLICIES

## HOURS OF OPERATION

1. The Library Board shall review periodically, and revise as necessary, library hours of operation, which shall be posted prominently within the library, on the front door, on the library website, and on the library social media pages.
2. The Library shall review library holiday closures annually. These library closures shall be posted prominently within the library, on the front door, on the library website, and on the library social media pages.
3. In cases of extreme emergency, such as severe weather or security issues, the Director shall, upon consultation with the board president, or, if the president is unavailable, upon consultation with another board member, close the library when it is in the best interest of staff and public safety.

## USE OF LIBRARY BUILDING BY OUTSIDE GROUPS

The Library Board of Trustees encourages the use of meeting areas in the library by outside groups. The Blocher Community Room and the Conference Room may be reserved in advance for meetings.

1. **Glen and Eleanor Blocher Community Room**  
See the "Blocher Community Room Policy." This room may be scheduled for use outside of library hours Monday through Saturday. Sunday bookings are limited to Friends of the Library board members, Trustees, and staff.
2. **Conference Room**  
This room may be reserved during library hours for groups of no more than 12 people.
3. **Study Room**  
The Study Room may be used on a first-come, first-served basis and will not be reserved normally.

## NO SMOKING

Smoking is not allowed in the library building or on library property at any time.