

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3010***

#### ***Hours of Operation***

Adopted: December 8, 1981

Reviewed/Revised: June 4, 1986; September 11, 1990; February 11, 1992; May 12, 1998; January 12, 1999; April 10, 2001; September 16, 2008; April 16, 2013; May 21, 2013; January 20, 2015; December 19, 2017; March 17, 2020; December 14, 2021; June 20, 2023; June 18, 2024

#### **ARTICLE 1. MAIN LIBRARY HOURS**

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.
(Sunday after Labor Day through Sunday prior to Memorial Day weekend)	

#### **ARTICLE 2. CLOSURES**

##### **Section 2.01 Holiday Closures**

The Warren-Newport Public Library (WNPL) schedules closures in observance of the following holidays:

- New Year's Day
- Easter Sunday
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving (Close at 5:00 p.m.)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

##### **Section 2.02 Other Planned Closures**

WNPL closes for staff development every year. Here's the schedule:

- Half day closure: Second Thursday of May, reopening at 1:00 p.m.
- Full day closure: Third Thursday of November.

There may be other closures throughout the year due to reasons like construction or collection moves. WNPL will announce these closures in advance through various channels:

- Library publications
- Press releases
- Signs posted at the library
- The WNPL website

**Section 2.03            Unplanned Closures**

WNPL may close occasionally due to unplanned circumstances, such as severe weather or a power outage. Such closures will be announced if possible, using available information outlets.

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