



# Policy Manual

## PUBLIC POLICIES

### Policy B2: Closure Policy

The Library will be closed on the following days:

New Year's Day  
Saturday before Easter  
Easter Sunday  
Mother's Day  
Sunday of Memorial Day weekend  
Memorial Day  
Father's Day  
Independence Day  
Saturday of Labor Day weekend  
Sunday of Labor Day weekend  
Labor Day  
Wednesday before Thanksgiving (Library closes at 5 p.m.)  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
Staff Development Day

\*Any other day as may be approved by the Library Board from time to time.

Staff Development day is usually scheduled for the 3<sup>rd</sup> Friday in August but is subject to change at the discretion of the Library Director.

Whenever Christmas Day, New Year's Day or Independence Day falls on a Sunday, the Library will be closed on the Monday after.

Notice of all closures will be posted in the Library and on the web site.

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Signed:

David Margolis  
President  
Novi Public Library Board of Trustees