

COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

Category: Personnel

Policy Number: 506

Title: Working Hours and Conditions of Employment

Policy Statement: The library manager shall have the hours of work designated to meet the demands of the reading public and the clerical duties associated with the working of the library.

Guidelines and Procedures:

1. The Board in conjunction with the Library Managers shall review the number of hours of opening/employment of each library annually.
2. Staff is required to open the library to the public according to Appendix E.

Policy #506
Working Hours and Conditions of Employment

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APPENDIX E Hours of Operation

Newbrook

Mondays 1 – 5 p.m.
Tuesdays & Thursdays 4 - 8 p.m.

Radway

Mondays, Wednesdays, Fridays 9 a.m. – 4 p.m.
Tuesdays, Thursdays: 9 a.m. - 8 p.m.
Closed Noon – 1 p.m. for lunch

Thorhild

Tuesdays, Wednesdays, Thursdays
10:00 a.m. to 1:00 p.m.
2:00 p.m. to 7:00 p.m.
Fridays & Saturdays
10:00 a.m. to 1:00 p.m.

Additional summer hours are dependent on the
availability of extra staffing.