

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-11**

**SECTION: General Patron Services**

**SUBJECT: HOLIDAY CLOSINGS**

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**SUMMARY**

This document describes the policy of the Library Board in closing the library in observance of holidays.

**Effective Date:**

September 10, 2015

**Reviewed:**

October 4, 2017  
October 27, 2021  
November 9, 2023

**POLICY**

Regulation  
Purpose

a. It is the policy of Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

Closing on  
Adjacent Days

b. Johnson County Library will close on Easter Sunday and on Sundays occurring the day before BOCC-designated holidays that apply to the Library, with the exception of Martin Luther King Jr. Day and Juneteenth. However, if a contiguous Monday and Tuesday are BOCC-designated holidays, the Library will keep regular hours on the Sunday immediately before. If Independence Day, Christmas, or New Year's Day fall on Saturday or Sunday, the Library will be closed on the day of the holiday and the day of any BOCC-designated observance that applies to the Library.

Early Closings

c. Johnson County Library will close at 5:00 p.m. on July 3, December 24, and December 31, if the date falls on Monday, Tuesday, Wednesday, Thursday, or Friday. If July 3, December 24, or December 31 are designated

holidays by the BOCC, the Library will keep regular hours on July 2, December 23, and December 30.

Thanksgiving

d. Thanksgiving Day and the Friday following are designated official County holidays. The Library will close at 5:00 p.m. on the Wednesday preceding Thanksgiving and reopen on Saturday morning.

Other Deviations

e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on the day before other BOCC-designated holidays that apply to the Library.

**November 9, 2023**

**ARM 20-10-11 End**