



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

LIBRARY HOURS & CLOSING POLICY

ADOPTED: APRIL 2025

PURPOSE

The Bloomfield Public Library has adopted this Library Hours & Closing policy to establish regularly scheduled hours for community access to the library and to establish documented procedures for closings.

The library will make every effort to maintain regular library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency or planned conditions.

POLICY

A. Hours of Operation

The Bloomfield Public Library will be open a minimum of 38 hours per week.

During the months of May through October, the library will be open:

- Monday-Thursday, 10:00 AM to 8:00 PM,
- Friday from 10:00 AM to 6:00 PM, and
- Saturdays from 10:00 AM to 2:00 PM.

During the months of November through April, the library will be open:

- Monday-Thursday, 10:00 AM to 7:00 PM,
- Friday from 10:00 AM to 6:00 PM, and
- Saturdays from 10:00 AM to 2:00 PM.

These regularly scheduled hours will be posted in the library, on the library calendar, the library website, and on social media.

B. Accessibility

All library programs are open to the public. Whenever possible, programming modifications will be

provided to accommodate all interested individuals.

Patrons will have access to the library during all open hours of operation.

C. Holiday Closings

The library will close on scheduled holidays, as determined annually by the Bloomfield Public Library Board of Trustees.

D. Staff Development

The library will close for up to eight (8) hours per year for staff development purposes. Staff development will be planned, and closings will be posted in the library and on library websites and social media at least one week in advance of the closings.

E. Maintenance

If a building maintenance situation develops that requires the library to close to complete the maintenance safely, the Director must consult with the Board President to ensure the maintenance is scheduled in a way that is the least disruptive to the library's hours of operation.

F. Emergency Closing

The Board of Trustees empowers the Director to address emergency conditions and may close the Bloomfield Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action, including implementing the library's Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to the senior staff person on site.

The library may close unexpectedly in response to emergencies that pose a risk to the health and safety of staff and the public. All decisions to close will be made with the well-being of the community as the highest priority and in consultation with appropriate local authorities when necessary.

G. Extended Emergency Closings

For closures lasting beyond 72 hours, the Director should consult with the Board of Trustees on the situation, the duration of the closure, staffing needs and compensation, and plans for overseeing critical facility needs, and define conditions for reopening.

The Director and Board of Trustees will regularly monitor advice and directives from deferral,

state, and local authorities in the event of travel bans, quarantine, or other reasons that could curtail services.

H. COMMUNICATION

All library closures will be communicated to the public on the library's website, social media accounts, and outgoing voicemail message. The staff will be notified of library closures by the Director or the Director's designee.

I. PERSONNEL

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff who were expected to be absent due to vacation, illness, or other leave will not receive pay for the time the library is closed.

An interim work or telecommuting schedule may be developed, and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

J. ONGOING USE EVALUATION

The Hours & Closing Policy will be evaluated annually at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Bloomfield Public Library's Hours & Closing Policy should be brought to the Director.