

## **SCHEDULE A – OPERATIONAL HOURS**

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### ***Drayton Valley Municipal Library (ADV)***

#### **Regular Operating Hours**

Effective from September 1<sup>st</sup> through to June 30<sup>th</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>12:00 noon to 4:00 pm</b>
Sunday:	<b>Closed</b>

#### **Summer Operating Hours**

Effective from July 1<sup>st</sup> through to August 31<sup>st</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>Closed</b>
Sunday:	<b>Closed</b>

#### **Optional Operating Hours**

The Director may elect to open the Drayton Valley Municipal Library to the public on a trial basis to determine user access outside of the Regular or Summer Operating Hour schedule following consultation with, and approval from, the Library Board.

### ***Drayton Valley Rotary Children’s Library (ADVR)***

Effective from January 1<sup>st</sup> through to December 31<sup>st</sup> of each year the Drayton Valley Rotary Children’s Library will be open to the public as follows:

Monday through Thursday:	<b>10:00 am to 5:30 pm</b>
Friday, Saturday and Sunday:	<b>Closed</b>

### ***Library Closures***

1. Drayton Valley Libraries (ADV and ADVR) will be closed on all statutory and civic holidays unless otherwise approved by the Board. The Board will review statutory and civic holidays and decide on Library closures no later than November of the preceding calendar year.

Annual recurring dates to be considered for Library closures include the following:

<b>**New Year’s Day</b>	<i>January 1**</i>
<b>Family Day</b>	3 <sup>rd</sup> Monday in February
<b>Good Friday</b>	Friday immediately before Easter Sunday
<b>Easter Monday</b> Sunday	Monday immediately following Easter
<b>Victoria Day</b>	Monday before May 25
<b>**Canada Day</b>	<i>July 1**</i>

<b>Heritage Day</b>	1 <sup>st</sup> Monday in August
<b>Labour Day</b>	1 <sup>st</sup> Monday in September
<b>Thanksgiving Day</b>	2 <sup>nd</sup> Monday in October
<b>**Remembrance Day</b>	<i>November 11**</i>
<b>**Christmas Day</b>	<i>December 25**</i>
<b>**Boxing Day</b>	<i>December 26**</i>

*\*\*Identifies statutory or civic holidays that may or may not coincide with a weekend\*\*. In these cases the Board will decide in advance regarding Library closures according to the following:*

- If the *\*\*holiday\*\** falls on a weekday when both Libraries would otherwise be open then the Libraries will be closed to the public on the designated date.
  - If the *\*\* holiday\*\** falls on a weekend when the Libraries would otherwise be closed then the Board will decide, for either or both of the libraries, whether to close for the entire weekend (including Saturday), and/ or to include modified or shortened public hours on either the Friday preceding or the Monday following the statutory holiday.
2. **Scheduled Closures:** All scheduled closures will be publicly advertised in the appropriate media for broadcasting to the public such as newspapers, newsletters, website, social media platforms, signage in plain view of the public, etc.
  3. **Unscheduled Closures:** The Libraries may be required to close on short notice in response to staff shortage due to illness, severe weather events, prolonged power outage (>30 minutes), safety or other environmental hazards within the facility, or any other unforeseen event or situation that poses a risk to the public.
    - Decision regarding unscheduled closure of the Libraries is the responsibility of the Director and/ or Library Operations Administrator.
    - The Board Chair must be notified as soon as possible following any interruption of Library services due to unscheduled closures with an explanation of circumstances. All trustees will be notified no later than the next scheduled Board meeting.