

3.8 Hours of Operations and Emergency Reduction in Operations

Hours of Operation:

Council Tree Library

Monday-Saturday 9 a.m. – 9 p.m.

Sunday Noon – 6 p.m.

Harmony Library

Monday – Thursday 9 a.m. – 9 p.m.

Friday 9 a.m. – 6 p.m.

Saturday 9 a.m. – 5 p.m.

Sunday Noon – 5 p.m.

Old Town Library

Monday – Thursday 9 a.m. – 9 p.m.

Friday 9 a.m. – 6 p.m.

Saturday 9 a.m. – 5 p.m.

Sunday Noon – 5 p.m.

The Intergovernmental Agreement (IGA) between the District and Front Range Community College-Larimer Campus allows for up to 10 additional open hours per week at Harmony Library, primarily for the use of the College's students.

Hours at all facilities are subject to change.

Emergency Reduction in Operations

Situations such as hazardous weather, unsafe facility conditions, and other emergency conditions may necessitate an emergency reduction in library operations. A reduction in operations may include, but are not limited to, (1) closing one or more District facilities during regularly scheduled hours, (2) temporarily changing hours of operation, (3) limiting the number of staff working in a facility, or (4) requiring staff to work remotely. With many staff working or able to work remotely, and the library offering many services virtual, the impact of a reduction in operations is limited.

The Executive Director or designee will decide if conditions warrant a reduction in operations and the scope and duration of the reduction. All emergency reduction in operations will be announced promptly to staff, the public and local media, and posted on the District's website.

In the event of an emergency reduction in library operations, classified and unclassified management staff who can work remotely should do so under the direction of their supervisor. Hourly staff should not work remotely unless approved in advance by their supervisor.

- Exempt and non-exempt classified staff and exempt unclassified management staff members will be compensated at their normal rate of pay for time they were scheduled to work on that day.
- Hourly staff working at the time of an announced closure or reduction in operations will be compensated at their normal rate of pay for the time they were scheduled to work on that day.
- Hourly staff not working at the time of an announced closure or reduction in operations will not be paid.

For more detail refer to the Library District's HR Policy 6.7.12.

~~Approved March 14, 2011~~

Revision to hours of operation approved on January 11, 2016