

## **Operation**

Checkouts: Books may be checked out for a period of three weeks and renewed for one additional three-week period if there is no waiting list for the item. Magazines, audio books and movies may be checked out for one week.

Fines: No one is allowed to check out materials until overdue fees and fines are settled. Fines for all items are calculated at ten cents per open day with a three-day grace period from the due date. Maximum fine amount is the replacement value of the item or the discretion of the librarian based on the age and condition of the article.

### **Library hours:**

The library will be open 36 hours each week. Regular hours are Tuesday through Friday from 9 a.m. until 5 p.m., with Wednesdays open until 6 p.m. Saturday hours are 9 a.m. until noon. The library will be closed on all holidays the city offices are closed. The library may also be closed as needed to accommodate staffing needs.

### **The Library Board:**

Per city ordinance, the Board of Trustees of the Graettinger Public Library will be composed of five members. Four members from within the city limits and one member from Rural Palo Alto County. The board will meet on the second Wednesday of each month at 4:30 p.m. Election of officers for the library board will take place in July and the elected officer will serve for one year.

### **Budget:**

Budget discussions will begin in October and a final budget request will be submitted to the City Council in January.

Approved: 6/11/2014

Revised: 10/08/2014

Revised: 11/08/2017

Reviewed: 10/14/2020