

Operations Policy

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, movies, and STEM backpacks may be checked out for one week.

Unreturned or Damaged Items: If a patron damages an item or does not return it within three months of the original due date, the patron must reimburse the library for the cost to replace the item. Replacement cost will be determined by the librarian based on the age of the article, current condition, and market value.

Library Hours:

The library will be open 40 hours each week. Regular hours are:

- Sunday: 4 to 6:30 p.m.
- Monday: 7:30 a.m. to 5:30 p.m.
- Tuesday: 7:30 a.m. to 5:00 p.m.
- Wednesday: 7:30 a.m. to 6 p.m.
- Thursday: 7:30 a.m. to 5 p.m.
- Friday: CLOSED
- Saturday: CLOSED

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 will reside within the city limits and one member will reside in rural Palo Alto County. The board will hold its regular meeting 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

Revised and Approved: 4/13/22

Revised and Approved: 9/13/23

Revised and Approved: 11/6/24