

CLOSING POLICY

SCHEDULED CLOSINGS

The library will close for the following holidays.

New Year's Day*
Martin Luther King, Jr. Day
Easter Sunday
Memorial Day
Independence Day*
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day*
Christmas Day*
Day after Christmas Day
New Year's Eve Day*

If a holiday with a * falls on a Friday or Saturday, the Library will close on Friday, Saturday, and Sunday.

If a holiday with a * falls on a Sunday, the library will close on Monday in observance.

Additional holiday closures may be granted with the Director's recommendation and Board approval.

Additional scheduled closures for reasons of, but not limited to, planned maintenance and staff training, may be determined by the Library Director.

Scheduled closings are announced in as many ways as possible and may include the library website, library answering machine, signs on entrances, and announcement on social media.

UNSCHEDULED CLOSINGS

The library is a public service organization and will make every reasonable effort to remain open during regular hours of operation. However, it may become necessary to close the library, shorten hours, or cancel programs due to unforeseen events or emergency conditions that pose a safety hazard to the public and staff or prevent basic library functions. Weather-related closures, or closures due to unforeseen events or emergencies, are of 2 consecutive days or less are determined by the Library Director. The Library Director will consult with the President of the Board of Trustees in instances where closures would affect library operations for more than 2 consecutive days. If the Library Director is unavailable, the decision for any unscheduled closing or service suspension will be made by the designated manager-in-charge in consultation with the President of the Board of Trustees. The decision is based upon several factors that may include, but are not limited to:

- Weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme temperatures, blizzard conditions, or projected forecast for worsening extreme conditions. Special attention will be paid to other area closings, but no other closings fully determine the library's operations. The library will not automatically

- close or adjust the opening or closing times based on the actions of other institutions.
- Lack of available staff due to illness. The minimum staffing level to safely open the building is five staff members (if no programs are scheduled and no meal breaks must be covered). The Library Director may determine situations when additional staff are required to be present before opening in order to operate the library safely and effectively.
 - Failure of vital building services and/or condition of the building, its equipment, or the property.
 - Extended utility outages and/or projected recovery periods.
 - A state of emergency for the immediate area declared by local, county, or state law enforcement agencies.

Unscheduled closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signs on entrances, and announcement in local or social media. Signs will not be placed on entrances in situations where staff were not already present on-site or it is unsafe for staff to travel to the library to place the signs.

Approved September 30, 2024