

## Emergency Library Closure Policy

**Management Team will stay closely tuned to weather circumstances**

**All Staff should look at the weather and stay tuned to closings in the area and wait for a call or text. When in doubt call your supervisor.**

On a morning when weather is an issue (or the Library has opened) a decision will be reached by at least two of the following (if before opening by 7:30 if possible):

Library Director                      Adult Services Librarian  
Children's Librarian                  Teen Librarian  
Library Board President (will be consulted and/or informed)

These factors are to be considered:

- Are Waupaca schools closed? Are area schools closed?
- Have other activities been cancelled?
- What are the road conditions from 1 to 10 with 10 being the worst?
- Is it still snowing (raining, storming, etc.)? What are the weather predictions for the rest of the day?
- Will our staff be in danger if they try to come in (or later leave)?
- Will there be enough staff to adequately cover all areas of the library (minimum 5)?
- The decision must be made (by the time the Library is scheduled to be open) to either close for the day or delay opening until 11:00 am.

Once the decision has been reached to close (or to remain open or to open late)

- Full time staff will use the emergency contact list to reach staff & volunteers
- Employees who live in the country should be encouraged to stay home if they will have difficulty getting in to work.

**Director or Adult Services Librarian to do the following:**

- Contact the media to have them announce that no items will be due that day and if the library will be open, closed or open late.
- Call OWLS and have all items due that day to be due the next.
- Contact WALTCO. Find out if WALTCO will deliver (driver should have key).
- Signs should be placed on outside doors and the electric "OPEN" sign should be unplugged or turned off
- Make an announcement on website, Facebook and phone (see if Josh can have the phone message say we are closed or opening late. Also say that no items will be due that day.)

**Circ Staff**

- Do not run the holds clearance until 2 days after the closing day to give patrons a chance to pick up holds.

**Employee work and compensation (based on City of Waupaca Employee Handbook**

If the building is closed:

- Salaried employees will be treated as if they worked eight hours since they regularly work overtime without additional compensation.
- Full time hourly employees may choose to use a personal or vacation day, make up the hours within the two week pay period, or choose unpaid leave.
- Part time people may choose to make up time missed or use PTO (paid time off) if they have that benefit.

Approved by the Waupaca Area Public Library Board of Trustees on December 18, 2019