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Library Closure Policy

Adopted by the Library Board of Trustees Nov. 20, 2024

Purpose and Authority

In order to fulfill its mission of public service the Carnegie-Schadde Memorial Public Library will make every reasonable effort to open to the public as scheduled, and prioritize the safety of visitors and library staff. The library may close, reduce hours, limit and/or cancel programs, services, events and room reservations due to emergency situations and/or staffing shortages.

The Library Director will make a decision to close the library using the guidelines outlined below. When the Director is unavailable, the decision will be made by the Director's designee.

If the Library must be closed, a notice will be posted on the entrance doors, website homepage, social media outlets, and other appropriate sources. This notice will contain the time of closing, state the reason for closing and, if possible, anticipated time of reopening. Every possible effort will be made to notify those who have reserved a meeting room and/or registered for a scheduled library program. Library staff will notify the Library Board President and City Administrator and/or City Clerk of closures.

Inclement Weather

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

In the instance of adverse weather, the decision to close the Library will be take into consideration the following:

- Observed weather and travel conditions in the Baraboo area.
- National Weather Service watches, warnings, and advisories.
- Condition of the Library's parking lot, walkways, and emergency exits and staff ability to keep them clear.
- Availability of sufficient staff to open and operate the Library. (A minimum of three staff is required to remain open.)

- 31 • Requests for closure by local, county or state law enforcement or public health agencies.
- 32 • Closures of other local public facilities such as City facilities and parks, County buildings,
- 33 and school district buildings.

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35 **Mechanical Failures, Power Outage, or Unsafe Conditions**

36 The library may close due to mechanical failures such as heating or cooling system failure,

37 plumbing issues, or loss of power (for more than 15 minutes). Other unsafe building conditions

38 or health emergencies may also require building closure, such as but not limited to flooding,

39 building construction/repair activities, or public health emergencies such as but not limited to

40 pandemic, epidemic, or outbreak.

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42 **Staffing Levels**

43 For safety and security of the building and staff/visitors, a minimum of three staff people must

44 be in the building for the library to be open and fully functional. Due to illnesses, pre-excused

45 leave, or quarantining this may not always be possible. Every effort will be made to contact

46 other staff to fill in for others' absences, but services will be limited or the Library will be closed

47 until the required number of staff members becomes available. For after-hours or offsite

48 events, one or two staff people may be sufficient with Director approval.

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50 **Staff Scheduling and Pay**

51 When an unplanned closure occurs, scheduled staff are to work at other tasks, on site and/or

52 remotely, as appropriate. Scheduled personnel hours and wages will not be affected and the

53 hours of work will not be forfeited, unless otherwise voted on by the Board of Trustees and

54 only after all other options have been explored. Staff may choose to use paid or unpaid time

55 off during closures, with the approval of their supervisor. Unpaid time off may be able to be

56 made up at another time, with approval of their supervisor.

57 During a declared public health or safety emergency, such as a pandemic, epidemic or outbreak

58 or other reasons for closure that will impact work for extended periods of time, payment of

59 staff hours missed may be handled differently. After consideration, final approval by the Library

60 Board, with consultation with the Library Director and the City will be required to determine

61 appropriate payment of staff for hours missed.

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