

Emergency (Weather/Disaster) Closing of the Library Policy

- The decision to close the library during an emergency will be made by the library Director or the Director's designated representative. If the library will be closed, an announcement will be provided to major local media outlets by 6:30 a.m. or as soon as possible for a closing occurring during the day.
- As described in the library's emergency closings procedure, the Library Director or the Director's designated representative will notify the Management Team. Management Team members will contact their appropriate duty staff via a pre-determined phone tree. Staff members scheduled to work may call their supervisor or the Emergency Closings number (715-839-1646) for verification of the closing or other message. library staff may also check their library email, the library's website and/or Facebook for verification of the closing or other message.
- If there is a question about closing the library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will contact the Library Board President for a decision. If the Board President cannot be reached, the staff person in charge will make the decision and notify library staff and the media.
- Full-time non-exempt staff impacted by an emergency closing must make up missed work time within the same forty-hour week as the closing, substitute accrued vacation or floating holiday, or request leave without pay if other leave accrual balances have been exhausted. Full-time professional, exempt staff and part-time hourly and professional, exempt staff working 20 hours per week or more must reconcile missed work time within the same pay period. In the event of a major disaster, the Library Board or Library Director may take the initiative to suspend this provision.

Emergency Closing (Weather/Disaster) Policy approved by the Altoona Public Library Board of Trustees on June 21st, 2023.

Signature of Library Board President:

Signature on file

Date Signed: June 21st, 2023