



EMERGENCY CLOSURE POLICY

Purpose:

Although the McMillan Memorial Library will make every effort to remain open as scheduled, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases, the safety of employees and the public will be the primary consideration.

Closing of Library Building:

The decision to close the library during an emergency will be made by the Library Director or the Library Director's appointed designee. If the library will be closed, an announcement will be provided to local media outlets as soon as possible for a closing occurring during the day. To the extent possible, the closing will be shared on the library website, relevant social media, local media outlets, library entrance, and to SCLS libraries.

In the instance of adverse weather, the decision to close the library or cancel library programs will be based upon factors, as applicable, including:

1. General conditions of roads in the Wisconsin Rapids area.
2. Condition of the Library's parking areas, walkways, and emergency exits.
3. Availability of sufficient staff to operate the library.
4. Requests for closure by federal, local, county or state agencies.

Cancellation of Library Programs & Curbside Pickup Services:

1. Library programs may be canceled if the Wisconsin Rapids Public Schools are closed.
2. All scheduled library programs will be canceled in the event of a library closing.
3. All meeting room and study room reservations will be canceled in the event of a library closing. To the extent possible, library staff will attempt to notify reservation holders of the closing.

Staffing Expectations:

The McMillan Memorial Library is committed to the safety of its staff members. The library recognizes that there may be instances when conditions are such that the library may be able to be open, but staff members may be unable to safely travel to work. The library will prioritize the safety of staff members, which may result in limited services and staffing.

Library staff may opt to use paid leave to be compensated for the time not worked due to an unplanned closure or the inability to report to work in inclement weather conditions. Library staff may work remotely during an unplanned closure to avoid the use of leave, if permission is granted by the Library Director or their appointed designee. Arrangements to make up time missed may be considered, but the ability to make up time in lieu of leave is not guaranteed.

Adopted by McMillan Memorial Library Board of Trustees, November 15, 2024