

Emergency Closings Policy

The Director of the library is authorized to close any library facility or the entire system in the case of bad weather or other emergency.

When the county offices are closed all or part of a day because of bad weather, the libraries will be closed. However, because the weather varies from one area of the county to another, the Director will have the discretion to close any facility without closing down the entire system, even if the county offices are open. If the Director cannot be reached, the administrative assistant at the main library will consult with the County Administrator's office for a decision.

When County schools are closed, delayed, or close early, the Bookmobile will not operate.

When the decision is made to close the library after the library has opened for the day, patrons in the library will be informed by the staff. The county administrator's office will also be informed. When the decision is made before the library has opened for the day, a calling tree for staff members will be activated.

When the library has closed due to inclement weather or other emergency, due dates for materials will be adjusted to give patrons an additional day to return items.

All full-time employees will be paid for the hours they are scheduled to work on the days the library is closed because of inclement weather or other emergencies. Per County personnel policy, part-time staff are paid only for hours actually worked. Only full-time employees who are scheduled to work on the days the library is closed will be eligible for pay during unscheduled closings. If a facility closes before the work day is completed, full-time employees who are scheduled to work will be paid for their scheduled hours.

Employees who cannot come to work because of inclement weather when their work site is open will be required to take annual leave, compensatory time, or personal leave time.

Approved by the Board of Trustees on November 8, 2004; re-approved on November 12, 2007; changes approved December, 2010; re-approved, December, 2014; re-approved December 2018; re-approved with revisions, September 2020; re-approved Sept 2025.