

## **Laingsburg Public Library Emergency Closing Policy**

### **Purpose:**

To outline procedures for temporarily closing the library in the event of emergencies, including weather, facility issues, or staffing shortages due to illness or other unforeseen circumstances. The safety of library staff and patrons is the highest priority.

---

### **Policy Statement:**

Laingsburg Public Library may close, delay opening, or close early when conditions make it unsafe or impractical to operate. This includes emergencies such as severe weather, facility problems, or inadequate staffing.

---

### **Authority to Close:**

The **Library Director** has the authority to make closure decisions. If the Director is unavailable, a staff member should consult with the Library Board President to determine if closure is necessary.

---

### **Reasons for Emergency Closure May Include:**

- Severe weather (e.g., snowstorms, ice, flooding, tornado warnings)
  - The library will **follow Laingsburg Public Schools' decisions** regarding weather-related closures and delays. If severe weather and/or emergency conditions arise during the day, the Library may close early.
- Power outages, heating/cooling failures, or other facility-related issues
- Public health concerns or communicable disease outbreaks
- Inadequate staffing
- Any condition that compromises the health and safety of staff or patrons

---

### **Staffing Shortages:**

Given the library's small staff, operations may be significantly impacted if more than one team member is unavailable due to illness or emergency. If staffing falls below the minimum level needed for safe and effective service, the library may:

- Close for the day
- Adjust operating hours
- Cancel programs or services

Reasonable efforts will be made to arrange substitute coverage, but closure is permitted when coverage is not possible.

---

### **Communication:**

In the event of a closure:

- Notices will be posted on the library's **website** and **social media**
  - If conditions permit, notices will be posted on **entrance doors**
- City Hall and the Library Board President will be notified by email and phone

---

### **Employee Compensation:**

- Salaried staff may be paid for their missed shifts due to emergency closure, based on library policy and budget approval
- Hourly and substitute staff are not paid for cancelled shifts

---

### **Reopening:**

The library will reopen as soon as it is safe and operationally possible. Staff and the public will be notified promptly.

---

**Review Cycle:**

This policy will be reviewed annually by the Library Director and Library Board and updated as needed to reflect staffing changes and emergency preparedness best practices.

Adopted and approved by Laingsburg Library Board of Trustees: May 12, 2025