

Purpose

To support and connect community members, the Geraldine E. Anderson Village Library provides free and open access to a broad range of information, materials, and services that contribute to life-long learning and enjoyment for people of all ages and backgrounds.

We recognize, however, that there are times when circumstances outside of our control will mean that we must close our doors to the public. The purpose of this policy is to provide guidance for when, how, and under what circumstances the library will close. This also addresses who will be responsible for making that decision and what the staff expectations should be.

Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when:

- Vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary by the Library to ensure safety of either library staff or the public. The primary factor in any decision made will be the safety of the staff and library patrons.
- Weather conditions deteriorate to the point where emergency situations prevail. In the instance of adverse weather, the decision to close the Library will be based upon factors, as applicable, including:
 - National Weather Service warning. Possible warnings that could suspend services include but are not limited to: blizzard, winter storm, ice storm, wind chill, extreme heat, tornado, or thunderstorm
 - Closure of Dresser area schools (St. Croix Falls School District)
 - Generally impassable conditions of roads in the Dresser area
 - Generally impassable condition of the Library's parking areas, walkways, and emergency exits
 - Availability of sufficient staff to operate the Library
 - Requests for closure by federal, state, county, or local agencies

Cancellation of Library Programs

- All scheduled library programs will be cancelled in the event of a library closing.

Responsibilities

- Library Director and/or the President of the Library Board of Trustees will determine if it is necessary to close the library for health or safety reasons.
- In the event of a library closing, the library director or a staff member will communicate that decision through as many channels as possible. As staff is able, closures will be posted on the

Library Closing Policy Inclement Weather, Emergencies, and Disasters

Adopted: May 11, 2023

Library website and social media site(s). If possible, staff will post a sign on the front door of the building. Every effort will be made to notify library staff by telephone call or text message.

Staffing Expectations/Impact

The Geraldine E. Anderson Village Library is committed to the safety of its staff members. The Library recognizes that there may be instances when weather conditions are such that the Library could be open, but staff members may not be able to safely travel to work. The Library will prioritize the safety of staff members, which may result in library closure, limited hours, limited services, and/or cancelled programming.

- Staff impacted by Library closure may be paid their regular hours if they perform remote work as assigned by the Library Director.
- Staff who do not work as scheduled, when it has been determined that the Library will be open, will not be paid.