

## Unscheduled Closings Policy

In the event of sustained loss of electricity, water, plumbing, heating or cooling, or when weather conditions make travel dangerous, it may become necessary and prudent to close the library.

The Director shall make the determination to close. If the director is not available, the next most senior employee may make the decision. Staff may call a Board member for counsel and advice, in the following order of preference:

- Board President
- Board Vice-president
- Trustee

When it has been determined to close the library, the following will happen:

- Signs will be posted on the inner and outer library doors stating that the library is closed and the reason for said closure.
  - Notice will be submitted to KCRG-TV, KWWL-TV and KGAN-TV
  - Notice will be posted on the library's Facebook page
  - Scheduled staff members are notified.
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Approved by the Library Board February 11, 2014

Reviewed February 14, 2017

Reviewed July 7, 2020

Reviewed November 12, 2024