

Germantown Community Library

Library Emergency Closing Policy

The library may close based on various circumstances and therefore notifications, procedures, and staffing will be dependent on the situation.

DECISION FOR ALL CLOSURES

As the situation allows, the Library Director or designee will receive approval from the Library Board President. At times the emergency closing may be directed by public safety personnel, DPW management, or Village Hall administration.

NOTIFICATIONS FOR ALL CLOSURES

As the situation allows, the Library Director or designee will notify staff, the Library Board, the Germantown Police/Fire Department, Village Hall, DPW, Monarch Library System. In addition, it will be posted on the Library website, social media sites, local news outlets, and on the front door of the library.

STAFFING FOR ALL CLOSURES

Compensation of staff time for a library closure is intended to follow the Village Employee Handbook when possible.

When it is determined the library will be closed, staff will be paid their hours as scheduled for the time of the closure up to three days per incident with a combined maximum of five days per year. For extended closures beyond three days, staff will be unpaid unless they request to use vacation or personal leave time. When applicable, the Library Director or designee will assign work that should be done remotely or on-site to meet business needs.

If staff have a planned vacation day at the time of the closure, they must use their vacation time and not elect to be unpaid.

If staff are recovering from an illness or out on a medical leave, they may continue to use normally approved sick leave. This does not apply to someone that may become ill the day of the closure unless it is related to the closure or they have a doctor's note.

If there is inclement weather and the library remains open, the following applies per the Village Handbook:

"... Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or personal leave time, but in the event of severe weather or other exigent circumstance, as determined by the employer, the employer's need for the employee's attendance to perform his or her duties will prevail."

CLOSURE SITUATIONS

INCLEMENT WEATHER

The library may close in the event of unsafe weather due to snow, ice or temperature. The following will be taken into consideration when making a decision:

- Germantown School District closes
- Village of Germantown closes or issues a weather emergency
- Library Director or designee determines conditions are unsafe for staff to travel to or from work and/or for the library to be open to patrons.

BUILDING SAFETY

The library may close in the event the library experiences structural or mechanical problems that impact the safety of staff and/or patrons. The decision to close the library will be based on direction from the Germantown Police or Fire Departments or Department of Public Works.

PUBLIC SAFETY

The library may close in the event of a public safety threat in the community or in the library. Direction to close or lock down the building will be based on emergency procedure training and direction from public safety personnel.

PANDEMIC

The library may close in the event the community is experiencing a health pandemic. Direction to close and re-open to the public will follow directives by federal, state, county or Village of Germantown orders. It will also be at the discretion of the Library Director or designee if limited staffing levels prevent providing library services.

Staff will be required to follow the health department(s) guidelines for determining their work status and to prevent the spread of the illness while in the library.

When the library is open to the public during a pandemic, capacity limits will be determined based on the federal, state, county, or Village of Germantown guidelines. If there is not a specific category for public libraries, the library will follow the guidelines assigned to 'Large Venues' or 'Large Retail'.

OTHER

The library may close for other situations not covered above and should follow the above guidelines for decisions, notifications, and staffing.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17, 4/28/21, 2/28/24