

Muscoda Public Library Library Closing Policy

The Muscoda Public Library Board of Trustees recognizes that an open and accessible building is the best way to serve patrons. Some situations may create a need to close the library. When possible, closures will be scheduled and announced to the community with at least a week's notice. Emergency closings, such as natural disasters, inclement weather, or public health concerns, while rare, are likely to occur. This policy works to address when and how decisions around closing the library will be made.

Village of Muscoda Holidays

The Library Board of Trustees adopts the Village of Muscoda Holiday schedule and will close the library on days recognized as holidays for other Village departments. Typically, these holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve, Christmas, and New Year's Eve.

Because the Library operates outside of normal business hours from other Village Departments, the library may be closed on select Saturdays adjacent to recognized holidays that fall on a Friday or Monday. These closures will be discussed and approved by the Library Board as needed.

Staff compensation: The Library Director and Assistant Library Director will be compensated for holiday closures if a holiday occurs on their normal work day.

Staff In-Service

The Library Board of Trustees recognizes the importance of staff development time. By offering staff time to review and develop skills, the Library is better able to serve the community. The Library Board will review and approve a schedule for staff in-service closures at the beginning of each fiscal year, if any are required, and as needed as issues or learning opportunities arise.

Staff compensation: All staff will be compensated for attending staff in-service. Staff will be compensated for all hours worked, including those who attend an in-service outside of their regularly scheduled hours.

Inclement Weather

The Library Board of Trustees recognizes that there may be times throughout the year that the library may need to adjust their operations due to inclement weather. The library will operate in inclement weather conditions until staff and patron safety outweighs the value of service provided. Because each weather situation is unique, one or more of the following will be considered when inclement weather occurs.

- National Weather Service Alerts: Staff will monitor weather forecasts and alerts for storm watches and warnings, especially during winter.
 - Storm Watch: staff will closely monitor weather conditions and information provided by local weather experts. Staff will prepare to take steps to close the library if necessary. The library will remain open under storm watches.

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- Storm Warning: In the event of a storm warning, especially one that makes travel dangerous, the Library Director will consider appropriate actions. If the Library Director feels closing the library is necessary, they should inform the Library Board president and gain approval.
- School Closings: School districts closely monitor weather and road conditions to ensure students and staff can safely travel to and from school and school-related events.
- Travel Advisories: The Wisconsin Department of Transportation and Grant and Iowa County Highway Departments can issue travel advisories for roadways in our area. Travel advisories due to winter weather will be considered, especially if travel is not advised.
- Village of Muscoda Offices Close: The Mayor of Muscoda has the ability to close Village offices. As a department of the Village, the Library would close if other Village offices close due to weather.

The Library Board's goal on weather event days is to open the library as long as the minimum number of staff needed to operate can safely arrive to the library and return home. Safety for patrons on Library property will also be taken into consideration. In the event that a weather event makes travel difficult, the Library may take the following actions, based on levels of staff available to work:

- **Limit Hours:** The Muscoda Library Board of Trustees greatly values staff safety. In the event that staff are unable to arrive due to winter weather, service hours may be limited, based on the number of staff who can safely arrive to work and return home.
- **Close due to weather:** In the event that Village offices close and/or travel within Grant County is not advised, the library may close for the duration of the weather event.

Staff Compensation: Part-time staff will not be compensated for time lost due to weather-related closures, but may work with the Library Director to make up lost time if workload necessitates.

Emergency Closures

It is possible that the Library may need to close on an emergency basis due to acts of nature, emergency maintenance issues, required closures from public safety and/or building safety officials (gas leak, unsafe structure, etc.) or outbreak of communicable illness. Staff will alert the public to any emergency closures as quickly as possible.

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When a Closure Occurs

Staff should take the following steps once a need to close is identified:

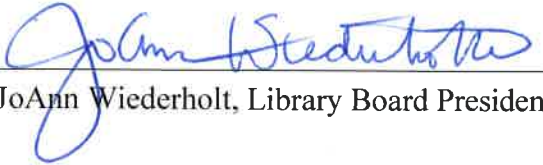
- Contact local news organizations (radio, newspaper, etc.) to alert them to any unplanned closure.
- Place signage indicating the library will be/is closed, the reason, and when we expect to reopen.
- Share information about closures on the Library's website and social media pages.
- For decisions to close made while the library is open, patrons should be informed immediately so they can plan to exit by the time the library will close. A sign should also be placed on the door indicating the early closure.
- All staff scheduled to work during a closure will be notified.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 16th day of December, 2024.



JoAnn Wiederholt, Library Board President