

4.7 Unscheduled Closings Policy

Pella Public Library

Adopted: 4/13/10; Reviewed 4/10/12

In order to provide the best service, the Pella Public Library is open during posted hours whenever possible. The library is, however, concerned about the safety of its employees, volunteers, and patrons. During extreme weather conditions, prolonged power outages and other unexpected circumstances, the library may close or delay opening.

The Library Director, in consultation with the Board President and City Manager, will make the decision on closings. In the event that the library director is not available, the Person in Charge at the time will contact the Board President and City Manager to make the decision, and will notify the Library Director as soon as possible. When making a decision to close the library due to inclement weather, the following will be considered: weather forecasts, road conditions, area closings, travel advisories, and staff availability.

When an unscheduled closing occurs, public notice will include: posting a sign on the library building when possible, updating the library's web page, and alerting the local media. Scheduled staff will be notified of the closing as soon as possible.

Fines

When the library is closed due to weather or other unexpected event, materials due on the closed day will not be due until the library reopens or on the regular due date. Patrons who are unable to return library materials on time due to severe weather or road conditions may petition the Library Director for clemency.

Staff

During severe weather, library staff will assume the library is open unless they are notified by their supervisor that the library is closed. Staff members unable to report to work because of weather or road conditions are required to give at least one hour notice. Failure to report for scheduled hours is an unexcused absence.

In the event of an unscheduled closing, full time staff members who are able to get to work will work their normal hours. Full time staff who are not able to get to work will use vacation for hours not worked, or may set up a schedule with the Library Director to make up missed hours. Part time staff members will be paid for actual hours worked. Part time staff may use PTO for scheduled hours missed due to an unscheduled closing, but may not make up missed hours.