

East Troy Lions Public Library Emergency Closing Policy

Original Policy Approved: 10-13-2009 (Originally titled Continuation of Service Policy)

Policy Updated and Reviewed: 07-11-2017

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When faced with a natural disaster or an epidemic that covers a large area, the described course of action will be followed by the Library Staff to ensure continuation of service:

1) Criteria for closing the library:

- A request made by Local, State, or Federal government.
- Too few staff available to maintain open hours (2 staff members must be on duty at all times).

2) Employee policies:

- Employees must stay home if they are ill.
- Employees will be sent home if they exhibit signs of illness.
- Employees can apply sick leave where applicable.
- Village of East Troy Personnel Policies governs employee benefits.
- Employees can work from home when library closes if tasks are compatible.

3) Desk Procedures:

- Employees should be cross-trained in essential duties so that other staff may take over for ill employees.
- Loan periods on library materials may be extended beyond the current time limit if the library is closed or the patron is ill.
- Fines may be forgiven if the library is closed or the patron is ill.

4) Patron Attendance:

- Library staff may remove chairs to discourage lingering.
- Library staff may limit the number of people allowed in the building at one time (this should be left to the Library Director's discretion).
- If schools close because of illness, children under the age of 18 must be accompanied by a parent or legal guardian in order to enter the library.

5) Criteria for suspending Programming:

- A request made by Local, State, or Federal government.
- Schools closed because of reported illness.
- Library Board Recommendation.

6) Schedule for seeing to the critical needs of the facility if the Library is closed for an extended period of time:

- Building Checks (Daily) – Library Director or designated Staff Member.
- Book Drop Check (Daily) – Library Director or Staff residing in the Village of East Troy.
- Payroll – Library Director or designated Staff Member.

7) Communication Plan:

- Reaching the Staff – phone tree or email (as assigned)
- Reaching the Library Board – phone tree or email (as assigned)
- Notifying the Public – via the Library Website and Facebook page, changing the phone message, and placing front door signage.