



L.E. Phillips Memorial  
**Public Library**

**Number:** 4  
**Category:** Administration

**Policy Title:** EMERGENCY CLOSINGS  
**Date adopted:** 01/20/83  
**Date amended:** 01/24/86; 12/17/09; 06/20/13; 02/25/14; 03/16/17  
**Date last reviewed:** 03/16/17

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The decision to close the Library during an emergency will be made by the Library Director or the Director's designated representative. If the Library will be closed, an announcement will be provided to major local media outlets by 6:30 a.m. or as soon as possible for a closing occurring during the day.

As described in the Library's emergency closings procedure, the Library Director or the Director's designated representative will notify the Management Team. Management Team members will contact their appropriate duty staff via a pre-determined phone tree. Staff members scheduled to work may call their supervisor or the Emergency Closings number (715-839-1646) for verification of the closing or other message. Library staff may also check their library e-mail, the library's website and/or Facebook for verification of the closing or other message.

If there is a question of closing the Library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will contact the Library's Assistant Director for a decision. If the Assistant Director cannot be reached, the staff person in charge will make the decision and notify Library divisions.

Full-time hourly staff impacted by an emergency closing must make up missed work time within the same forty-hour week as the closing or substitute accrued vacation or floating holiday or request leave without pay if other leave accrual balances have been exhausted. Full-time professional, salaried staff and part-time hourly and professional, salaried staff working 20 hours per week or more must reconcile missed work time within the same pay period. In the event of a major disaster, the Library Board or Library Director may take the initiative to suspend this provision.