

ALCONA COUNTY LIBRARY

OPERATING POLICY AND PROCEDURES

Temporary Closure Policy

Winter Weather

1. The library will be closed when the Alcona County offices are closed.
2. When there is a “No School Snow Day” for Alcona Community Schools, patrons should call before driving to the library. The library *may* experience delay in opening, depending on the road conditions. The library will not open until the parking lot is plowed of snow. When there is a snow storm in progress the library may close early to allow the staff to drive home in daylight. Again, call before proceeding out to the library.
3. When Alcona Schools are closed due to poor road conditions, employees shall use great care in making the travel to the library.
4. If the library parking lot is not plowed employees are not required to open the library. If the Mikado or Lincoln branch parking lot is not plowed the employee should proceed to the Harrisville location to work out the remainder of the shift.
5. Employees are paid for time scheduled if unable to get into library due to extreme road conditions, or if the library closes prior to end of the scheduled shift.
6. Employees are not required to travel into the library until the snowplow has passed by their home.

Other Emergencies

1. In the case of a *Tornado Watch*, the staff will inform the public of the situation, and library business will continue as usual with the staff monitoring the news for weather updates.
2. In the Case of a *Tornado Warning*, the library will automatically close for business. Designated areas of the library’s facility will remain open to serve as a shelter only. Staff will notify the public, assist people in taking cover, and wait in the shelter area until the warning has cleared.
3. In other situations, the decision to close the library will be made by the Library Director. If the director is unavailable, the director’s designee will contact a member of the library board for permission to close.

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4. Overdue fines will be waived automatically if the library is closed an entire day. If the library is closed for part of a day, fines will be waived upon request for that day.
5. Salaried employees will be paid for the portion of time they are scheduled to work, if the library is closed due to weather or other emergency conditions. Hourly employees will be paid for the hours they were scheduled to work if the library is closed after they have started their work shift. All employees will be compensated if they are required to work beyond normal library hours, e.g., to supervise a shelter area in case of a tornado.

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Amended 9-28-2016