

Library Emergency Closing Policy

At the discretion of the Library Director, or staff in charge, the library may close early or delay opening, or be closed all day due to inclement weather or other emergency situation. The decision will be made on a case-by-case basis.

Notifications of closure will be sent to the Village of Balsam Lake Clerk, the library Facebook page and website. When possible, signs will be posted on the municipal building and library door and the phone message will be updated.

Decision Making Factors:

- The safety of library staff and patrons is of utmost importance.
- Weather alerts and road condition reports factor into weather related closing decisions.
- National Weather Service, school closing announcements, along with local, county and state government emergency management officials will be considered.
- Emergency snow closing is a judgment call and common sense prevails.
- In case of a tornado warning, staff will instruct patrons to go to an inside room.

In non-weather related instances the safety of staff and patrons becomes the deciding factor.

- Storytime, is cancelled whenever the school is, as well as any other scheduled programs.
- Each employee shall receive 1 paid snow day per year.
- When an employee has worked over half their shift and must close early they will be paid the remainder of their scheduled shift for that day.
- Books turned in after the weather event that are overdue will be backdated or fines waived so as to not inconvenience patrons who would have returned their items on time that day. Or, if most of the town is shut down and we are open, we will not penalize people who could not make it to the library to return items due that day and will waive any fines that accrue.