

EMERGENCY CLOSING

As an important, well-used resource in the County, the Library maintains service hours for the convenience and use of county residents within the budget provided. The Brown County Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, postpone opening, or require early closing. The primary factor of any decision made will be with the safety of library patrons and staff in mind. Maximum effort will be made to maintain regular library operating hours.

The hours for the Brown County Denmark Branch Library, because of its unique location within a Denmark school building, are controlled by contractual agreement with the Denmark School system. This policy does not apply to that location or employees assigned to that location.

The Library Board President and Library Director, or their designees, will close library buildings when deemed necessary, taking into consideration the safety of Library employees, as well as the possible risk to public safety caused by remaining open when authorities have urged residents to stay off of streets and roads ("attractive nuisance"). These situations may include but are not limited to:

1. Winter weather conditions that make it unsafe for the staff and patrons to reach the Library or their homes. Such weather conditions may include major snow accumulations, blowing or drifting snow, excessive cold, or large amounts of snow or ice that make roads impassable for the Public Transit system.
2. Environmental problems within the library building that may pose a serious health or safety risk to patrons and staff.
3. Bomb threats. In case of a bomb threat, the building will be evacuated immediately of all patrons and staff members. Staff will then follow established emergency procedures.

Notices of library closings will be posted on the web site and be made known to the local media, as well as posted on public entrances whenever possible. Overdue fines will not be charged for any day on which the library is closed due to an emergency.

In the event of an emergency closing, every effort will be made to reach scheduled staff members at their designated telephone numbers. Employees will not be paid for scheduled time that coincides with an emergency closing. However, they may elect to make up for the lost time by using accrued leave, or time may be rescheduled with supervisor input, making certain not exceed forty (40) hours within a work week.