

Inclement Weather and Unplanned Closing Policy

Approved by the Library Board February 12, 2025

Overview

The Pittsburg Public Library is a public service organization and every effort is made to maintain normal operating hours. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency conditions. The primary factor in a decision to close will be the safety of library patrons and staff.

The Library Director (or their designee) is empowered by the Board of Trustees to address emergency conditions and may close the Pittsburg Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action.

While not an exhaustive list, the following conditions may necessitate unplanned closings:

Inclement Weather

Such as tornadoes, snow or ice storms, wind chill or extreme temperatures, flooding or other severe weather situations that threaten the safety of people in the library or the safety of traveling to and from the library. A decision to delay opening or closing of the library will be based upon several factors, including:

- General condition of the roads
- Projected forecast for worsening conditions
- Conditions of the library's parking lot and walkways
- Availability of staff to open and operate the library
- The closing of other public services, nonprofit organizations, and local higher education institutions
- A state of emergency declared by local, county, or state authorities

Other Unplanned Closures may result from:

- Natural disasters
- Utility failures
- Unsafe building conditions
- Pests, bugs, or infestation
- Lack of available staff (minimum staffing level of four employees)
- Official closing by local, county, or state authorities

Communication

All library closures will be communicated to the public via local news stations and on the library's website, social media accounts, and outgoing voicemail message.

Fulltime library staff will be notified of library closures by the director or their designee. Department heads will notify their staffs.

Personnel

For short term closures up to 72 hours, employees will be paid in a normal manner. In the event of a longer library closure, the type and amount of paid and unpaid leave will be determined by the library board.

In the event the library is open and a fulltime employee cannot get to work due to inclement weather, the employee may choose to take a day of vacation pay, make the time up, or take a day of unpaid leave. Part time employees will not be paid for any time they call off if the library is open.