



## **Authority to Close the Library During Normal Operating Hours**

The Library Director or his or her designee may, at his or her discretion, may close the library to the public during normal operating hours for the purposes of: adverse weather, carpet cleaning, all-staff meetings, or during instances where the staff and public's safety would be endangered through their presence in the library building.

In the event of adverse weather, the Library Director (or designee) will determine whether the Smithton Public Library District will close early, open late, or close for the day.

Road conditions as reported by the Illinois State Police and/or closings of Smithton and Freeburg school districts will be taken in to consideration in adverse weather events.

In the event of closure or reduction of hours, all employees scheduled to work that day will be contacted by the Library Director (or designee). Local media will be contacted by the Library Director (or designee) to list the Library as closed and/or events cancelled. An employee who lives within Smithton may also be asked to go to the library to place a notice of closure "due to weather conditions" on the door if possible.

Adopted by Resolution of the Board September 15, 2011