

POSEYVILLE CARNEGIE PUBLIC LIBRARY CLOSING POLICY

GENERAL DESCRIPTION

The Poseyville Carnegie Public Library strives to exceed the standards set forth by the State of Indiana regarding library operating hours. Due to unforeseen circumstance, there will be instances when the library will need to close during regular operating hours. This policy outlines the instances when the library may be closed.

INCLEMENT WEATHER

The library will operate on the schedule as the Metropolitan School District of North Posey County during bad weather. If the schools close, the library will also follow this schedule. The library will also follow school delays. If there is a school 2-hour delay due to weather, the library will also open on a 2-hour delay. When there is inclement weather on a Saturday, or a day when the library is to be open but schools are not, the Director will assess the weather, and make a decision whether or not to close for the day. If the library does close, the Director will contact the employees scheduled to work that day.

EMERGENCIES

The library may close due to internet outages, power outages or non-operating utilities if deemed necessary by the Library Director and/or Board of Trustees.

In the event of an unforeseen circumstance, the Library Director and/or Board of Trustees will address the closing with a separate policy.

HOLIDAYS

The library will be closed for the following holidays

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Good Friday
- Christmas Eve
- Christmas Day

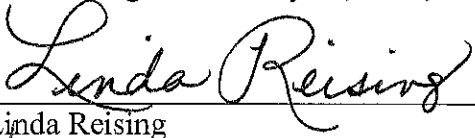
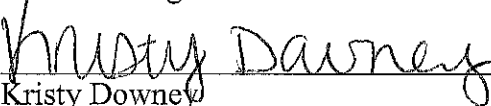

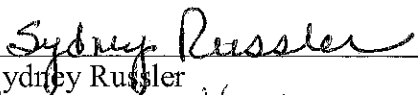
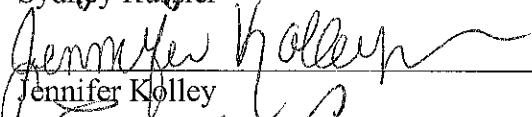
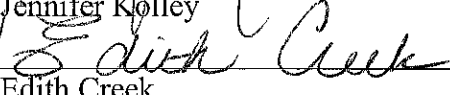
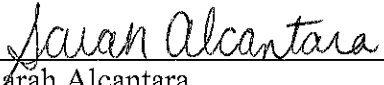
IN-SERVICE DAYS

The library may close during the year if the Board deems it necessary for repairs, maintenance, a large project, special event and/or training of staff.

NOTIFICATIONS

The Director will notify the Board of Trustees as well as all employees when the library is closed for any reason. The Director or other library staff shall post notifications of closings on both doors to the library in the event of an emergency closing. The Director will also post the closing on the Facebook Page and notify the local news, 14 WFIE Closing Alert System, to notify the community of closing.

Duly adopted by unanimous vote of the Poseyville Carnegie Public Library Board of Trustees at their meeting held on July 14, 2020, as evidenced by signatures below.

| | |
|--|----------------|
|  _____ | President |
| Linda Reising | |
|  _____ | Vice-President |
| Kristy Downey | |
|  _____ | Secretary |
| Kara Fisher | |
|  _____ | Member |
| Sydney Russler | |
|  _____ | Member |
| Jennifer Kolley | |
|  _____ | Treasurer |
| Edith Creek | |
|  _____ | Member |
| Sarah Alcantara | |