

Portage Public Library EMERGENCY CLOSURE POLICY

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Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary to ensure safety of either library staff or the public, such as a pandemic, epidemic or outbreak.

In the instance of adverse weather, the decision to close the Library will be based upon:

- General conditions of roads in the Portage area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library.
- Requests for closure by local, county or state law enforcement or public health agencies.

The decision to close will be made by the Library Director, in consultation with the Library Board. In the absence of the Director, the Library Board President and a member of the Library Leadership Team will make the decision to close the library. The Library Director must be notified of such action.

The Portage City Clerk will be notified of any closures.

Cancellation of Library Programs & Reservations

- Children's and Teen programs will be cancelled if the schools are closed.
- All scheduled library programs will be cancelled in the event of a library building closure.
- All meeting room and study room reservations will be cancelled in the event of a library building closure. Library staff will attempt to notify reservation holders of closing.

Staffing Expectations

The Portage Public Library wants its staff members to feel safe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work (or chose to leave work before their shift is over) should feel comfortable doing so after notifying their supervisor.

Full-time staff will be expected to use compensatory time, vacation time, floating holidays, or to make up the hours within the pay period. Part-time staff have the option of making up the lost time if they so wish, with supervisor approval.

Library Reopening

During a declared public health or safety emergency, a phased reopening of the library building may be required. In the event of such an emergency other policies may be impacted with respect to hours of operation, availability of equipment, limited computer or room usage, extended loan periods, restricted areas or services to preserve the safety of staff and patrons. Furthermore any actions taken need to be publicized on the library or City of Portage website, library Facebook page or signage posted on the outside library doors.

Approved by the Portage Public Library Board of Trustees
January 10, 2017
June 9, 2020