

Non-emergency/Emergency Closing of Library Policy

Holidays

The Clear Lake Public Library will follow the guidelines set up by the Village Of Clear Lake regarding days and time to be closed.

Currently the Village is closed New Year's Day, Good Friday, Memorial Day, Independence Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, the Village Office is closed on the previous Friday. If the holiday falls on a Sunday, the Village Office is closed on the following Monday.

All of the above days/dates will be posted on the Library's website at the beginning of the year.

Facility upgrades

The Clear Lake Public Library will close on days decided by the Director and the Library Board of Trustees that are determined necessary for the upgrading of the Library facilities. Upgrades may include but are not limited to: computer installation, staff training, and facility improvements. Additional closed dates will be posted on the Library's website, on the Library's Facebook page, and at the Library.

The Director will inform MORE Consortium staff of all closed days/dates.

The primary factor dictating the decisions made in the following situations is the safety of the library staff and patrons.

Inclement weather

The Clear Lake Public Library may delay opening, might close early, or will be closed on those days that inclement weather produces unsafe conditions. This determination will be made after consultation with Village officials and/or the President of the Clear Lake Public Library Board of Trustees, review of weather reports, and upon hearing what the schools and other libraries are doing. If patrons are present when the decision has been made to close the Library early, they will be informed immediately and given 30 minutes to vacate the premises.

The municipal building meeting room is a designated tornado shelter. If patrons are present when there is danger of a tornado, library staff will escort them to the meeting room. If a patron chooses to leave the building, he/she does so at his/her own risk. No patron will be allowed to return to the Library until the all clear is given.

Safety concern

The Clear Lake Public Library may also close or be locked down in situations where the Police and/or Fire Departments believe that the Library needs to be closed or locked down.

Power outage

In the event of a power outage, library staff will use their best judgment to determine if the library needs to close.

Scheduled Programs

If a program was scheduled for when the Library is now closed, it is cancelled.

Closing notices will be posted at the Clear Lake Public Library, on the Library's Facebook page, on the Library's website, and on the Library's answering machine if time permits.

November, 2018

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