

## **Winter Weather Closure Policy Town of Indian Lake Public Library**

If the Town of Indian Lake declares a state of emergency due to weather or road conditions, the Library will close. If Hamilton County declares a state of emergency that includes the Indian Lake area, the Library will close.

When weather and road conditions are such that the Library *may* consider closing or delaying its opening, that decision will be made by the Library Director after consultation with the Indian Lake Town Supervisor and Library Trustee President or Vice-president.

Factors considered for the decision to close or delay opening:

- Current road conditions
- Current weather and the forecast for the day
- Whether a state of emergency has been declared by the Town of Indian Lake or by Hamilton County

If an opening delay or closure is declared, the Library Director will:

- Alert all staff scheduled to work of the closure or delay.
- Post a notice on Library home page and Facebook.
- Post a notice to NCPR radio and Sun Community News websites
- Alert any patrons who are signed up for Library programs scheduled that day and update on Library's closure, program postponement date, or its delayed start time.

If the Library is closed:

- Patrons are not required to return due items until the Library is open.
- Scheduled staff will be paid and are expected to perform work assignments from home at the discretion of the Library Director.
- Staff with prior permission for time off will use said time off and will not be expected to work.

*Revised and approved by Library Trustees February 16, 2023*

*Reviewed, revised and approved by Library Trustees April 18, 2024*