

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-12

SECTION: General Patron Services

SUBJECT: FACILITY CLOSINGS

SUMMARY

This regulation describes the Library Board's policy regarding closing library facilities during regularly scheduled public service hours.

Effective Date:

October 4, 2017

Review Date:

November 7, 2019
February 11, 2021
October 13, 2022
February 8, 2024

POLICY

a. Johnson County Library facilities do not close due to severe weather or maintenance, unless the County Librarian or the County Librarian's designee determines when a condition exists which does, or may, warrant the closure or evacuation of library facilities and offices, giving foremost consideration to the safety of employees and patrons and to preservation of library property.

Weather

b. In the event of inclement weather, the County Librarian may postpone opening libraries or close libraries early when personal safety of employees and patrons appears endangered. Such determination will be based on public weather officials' warnings and visible condition of traffic routes and library parking lots. Individual facilities may be opened or kept open with limited staff. The determination of late openings, early closings, or complete closings will be on a situation-by-situation basis for each facility

Maintenance
and Construction

c. Johnson County Library will maintain standards for safe building access. In the event that a facility is unsafe to deliver service, the County Librarian or

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their designee may postpone opening libraries or close libraries early until facility conditions are made safe to deliver patron service. The determination of late openings, early closings, or complete closings will be made on a situation-by-situation basis.

- d. For situations where scheduled maintenance demands building closure the County Librarian or their designee will seek Library Board approval for closure. In the event that the urgency of the closure does not allow for Library Board approval at a regularly scheduled meeting, the County Librarian or their designee is authorized to close a building for up to three days.
- e. Scheduled employees who are not able to work due to partial or complete closings will follow payroll procedures issued by Library administrative staff

Employee
Compensation

February 8, 2024

ARM 20-10-12 END