



Mediapolis Public Library Inclement Weather Policy

Adopted by the Mediapolis Public Library Board of Trustees
April 19, 2023

In order to fulfill the mission of the Mediapolis Public Library and to continue providing excellent customer service, the Library will endeavor to operate during regularly scheduled hours at all times. However, inclement weather or other unforeseen circumstances may impact the Library's ability to do so. The decision to close early or not open during regularly scheduled business hours will be based on the safety and well-being of patrons and staff, the ability to meet minimal staffing levels, and the physical condition of the building and grounds, with consideration given to travel warnings from national or state specific weather service advisories and law enforcement reports. The Library wishes for all patrons to arrive to the library safely but also return home safely as well, so road conditions will always be a factor in early closures or the decision to not open.

The decision to not open the library due to severe winter weather will also be based on these factors: road conditions, other business/city office closures, and the ability to staff the library at appropriate levels. Announcements of closures will be made in the library for patrons currently at the library but also on social media, the library's website and/or signage. If at all possible, the library may consider opening late to accommodate possible improvements to road conditions; again, this information will be included in all communications. However, if patrons have specific questions, the Library staff strongly encourage phone calls to confirm hours of operation during inclement weather.

All closure decisions will be made by the director in consultation with the Board of Trustees; however, there may be times when this consultation may not happen due to time constraints in decision making or availability of other parties, in which case the director will make any decision in light of the aforementioned factors and communicate after the fact to update the Board of Trustees as to closures of the library.

During other inclement weather that does not require closure of the library, staff will communicate appropriate watches and warnings to patrons, so they may make appropriate decisions for their own safety and travel. The library staff will monitor weather conditions via reputable websites, etc. Upon any storm warning with imminent threat which prompts the sirens, the library will be locked and all patrons will be asked to relocate to the bathroom. All patrons will be encouraged to stay during those times, and the library will not be unlocked until the warning expires; however, all patrons have the ability to choose to leave at any time. Please be aware that, in this event, the library will be locked and all staff relocated to the bathroom; phones will not be answered during the time there is an active warning.