

Severe Weather and Emergency Closing Policy

The Rochester Public Library District (RPLD) is a public service institution and every effort is made to maintain regular business hours. Severe weather conditions may require the RPLD Library to open late, close early, or close for the entire day or extended days. The decision to close or adjust the opening or closing times of the RPLD Library will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

The RPLD Library will not automatically close or adjust the opening or closing times based on the actions of other institutions. The decision to close entirely, open late, or close early will take the following factors into consideration:

- General conditions of the roads in the area.
- Whether Sangamon County has issued a Level 2 or Level 3 advisory for road conditions.
- The weather forecast indicates continued deterioration of conditions vs. conditions will be improving.
- Utility outages and projected recovery periods.

Tornado

If the RPLD Library is open during a tornado watch or warning, employees should follow the RPLD Library Disaster Plan for safety information.

Equipment Failure/Other Emergencies

There may be occasions when equipment failures (e.g. furnace failure, power outage, etc.) or other area emergencies will require the RPLD Library to open late, close early, or close for the entire day or extended days. The decision to close will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

Staffing level due to illness

Temporary closure may result due to minimal staffing due to illness. The Library Director at the direction of the Library Board, may temporarily close the library building due to lack of availability of staff to operate the library. Minimal staffing level is two staff members in the building with no scheduled programs.

Public Health Response

Temporary closure may result due to pandemic. The Library Director at the direction of the Library Board, may temporarily close the library building under one of more of the following conditions:

- Public health authorities advise, request or order such a closure
- Rochester School District closes
- Staffing levels are too low to operate the library.

Notification to the Public

The following forms of notification should be provided for library patrons in the event of severe weather conditions, an equipment failure or other emergency closing situation:

- Announcements on local radio and television stations.
- A notice on the front doors of the RPLD Library/Village Hall when possible.
- A recorded notice on the RPLD Library answering machine when possible.
- Contact with staff at the Village offices when possible.
- Notices on social media avenues such as Facebook when possible.
- Notice on the RPLD Library website when possible.

- The President of the Board of Library Trustees.
- Community Room users.

Patron Considerations

Fines for late library materials will be waived for two working days after the unscheduled closing has ended. When possible, pick up dates for reserve items will be extended and items may be renewed over the phone.

Staff Considerations

(a) When the RPLD Library is closed because of severe weather conditions, equipment failure or other emergency situations, all employees will receive compensation for the time they would normally have been scheduled to work. Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.

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