

Ontario Public Library

Policy 4000

SCHEDULE AND CONDITIONS OF OPERATIONS

The following shall apply in the general management of the Library:

The Board of Trustees shall establish the Library's schedule of hours; when the library is open to the public.

The Ontario Public Library shall be closed on the following national and traditional holidays approved by the Board of Trustees at the November Organizational Meeting:

- New Year's Day
- Saturday preceding Easter
- Memorial Day and preceding Saturday
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day (close at 3:00 p.m. on Wednesday preceding Thanksgiving Day)
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve (close at 3:00 p.m.)

The Library will be closed all Saturdays July through Labor Day. The Saturday schedule will resume on the Saturday following Labor Day

Closing for Staff In-House Development and Training

The Board will close the Library one regular business day each year for staff training. The date will be determined in November by the Trustees when the annual calendar is set. The Library Director will plan the events of the day and report results to the Trustees at the subsequent Board Meeting.

Weather Related Closing of the Library

Several factors determine when the library will be closed due to weather. The Library is automatically closed for weather when the Town Hall is closed during business hours. Other factors are considered following the close of Town business hours and on Saturdays.

In all cases the public is notified of early or full-day closings, and delayed openings through area media (13WHAM-ABC) and also through the library web-site.

Weather Related Cancellation of Library Programs and Events

In the interest of safety of our employees and community members all library programs are cancelled when Wayne Central School District cancels schools or after-school activities due to inclement weather. Cancellations will be publicized through area media (13WHAM-ABC) and through the library web-site.

POLICY ADOPTED: 02/02/1982
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REVIEWED:

Board of Trustees
Ontario Public Library
Page 1 of 2

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Extended Emergency Closures

To protect the health and safety of patrons and staff of the Ontario Public Library (OPL), the library may need to close for an extended period of time. The Director regularly monitors federal, state, county, and local resources to assess situations that would warrant a closure or curtailment of some services.

OPL follows emergency advice and directives from federal, state, and local authorities. In the event that external agencies proclaim a travel ban, quarantine, or any other regional curtailment of services, OPL will close until it is determined to be safe to reopen by federal, state, county, and local governing agencies

The Director, in consultation with the Board of Trustees President, may close OPL for up to 48 hours based on factors such as local travel disruption, absences among the staff, or other contingencies. For closures lasting beyond 48 hours, the Director should consult with the full Board of Trustees on the situation, determine the duration of the closure, staffing needs and compensation, plans for overseeing critical facility needs, and define conditions that would warrant reopening the library.

If circumstances warrant, the Director may instruct staff to implement ad hoc procedures or curtailments (e.g., disinfecting work areas, Personal Protective Equipment, etc.) before the library closure and/or upon reopening.

OPL will communicate information about closures through signage, the library website, email and social media.

In the event of an extended closure, fines will be suspended.

In the event of a verified, government-ordered quarantine (i.e., County Department of Health, etc.) affecting a staff member, the staff member shall be paid for regularly-scheduled hours for up to 14 days or as required by local, state, or federal law, or disability insurance as required by Library policy. Staff use of paid absence shall be required unless otherwise covered by law. Staff use of vacation leave may be required at the discretion of the Director.