

ITEM NUMBER: 7.64  
CHAPTER 7: Administrative  
Management  
Policy  
CODE: Policy  
COMPUTER ID: AMOM-64

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Title:	Unexpected Closures Policy
Effective Date:	6-2021
Authorized By:	Library Board of Trustees/Library Director
Date of Last Revision:	6-2021

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### **Inclement Weather:**

Marathon County Public Library (MCPL) will follow the “Marathon County Personnel Policies and Procedures Manual: Chapter 7, Section 7 - Severe Weather” with regard to closing due to inclement weather. The only exception is when there are too few MCPL staff members to perform daily business. At MCPL’s Wausau headquarters, four staff members must be present to open. At an MCPL branch, one staff member must be present to open.

If a closure due to weather and/or too few staff members occurs, staff will follow MCPL’s “Unexpected Closures Procedure 7.65.”

For closures due to inclement weather, staff will be required to use paid time off (PTO) to make up their scheduled work hours.

### **Other Unexpected Closures:**

Closing early or other types of closures will be based on the safety of staff and patrons, and will be decided on a case by case basis by the Library Director.

If the Library Director is not available, a manager should make the decision. If a manager is not available, a librarian should contact their direct supervisor for guidance. If a librarian is not available, a senior staff member should contact their direct supervisor for guidance.

If the decision is made to close, the Library Director will decide how to handle staff members’ scheduled work hours.

If a closure occurs, staff will follow MCPL’s “Unexpected Closures Procedure 7.65.”

In the event of an extended closure, the Library Director will consult with Marathon County and MCPL’s library system on how to proceed.