



South Milwaukee Library

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Unscheduled Closing Policy

Approved by the Library Board of Trustees, 5/25/2023

The South Milwaukee Public Library will remain open during all regularly scheduled times regardless of temperature unless severe weather conditions, building mechanical or utility issues, or inadequate staffing warrants closing.

The decision to close for all or a portion of the regularly scheduled business hours will be made by the Library Director or Library Assistant Director in conjunction with the Library Board President (if available). The Library may also close in situations where the Police and/or Fire Departments feel that the Library needs to be closed due to concern for public safety or the safety of Library staff.

Closings will be announced as appropriate on public news channels, as well as on the Library phone messaging system. A closing notice will be posted on the Library entry doors. Notification of the closing will be provided to City Hall and/or the Fire/Police non-emergency dispatch.

In the event of closure employees may not be required to report for work, or may be released from work early. Such time away from work for these purposes will be unpaid. Employees may use available paid time off as compensation for hours not worked due to such closings or reschedule the time with approval.