



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Inclement Weather Policy

Approved: December 21, 2021

Purpose of Policy: At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will alter hours of operation. These actions are based on the ability to meet minimal staffing levels and the physical condition of the facility, including the sidewalks and parking lots.

The decision will be made by the Library Director or their designee in conjunction with a Library Board officer. Antigo Public Library and /or it's branches may choose to close independently based upon action of their local school district. If the decision to alter hours of operation is made library patrons already in the building will be notified immediately. The public will be notified of any closing or changes in hours of operation through a variety of means: Website posting, Social media posting, ALCinfo.com/ Everbridge.com, signage on library doors, and local radio announcement.

Staff Compensation Related to Inclement Weather Situations: If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave, personal days, or comp time in lieu of time missed on that day. Employees not scheduled to work, on sick leave, vacation, or other authorized leave shall not be paid for the closed period.

Full-time staff who wish to work from home may do so with approval. Staff must let Dominic and Maria know their decision the morning of the closing.- October 14, 2021