

A. Closing

1. **When the Sidney School District is closed for the day due to inclement weather, the Library will close for the day. If the District delays opening by one hour, the Library will open at 10:00 a.m.; If the District delays opening by two-hours, the Library will open at 11:00 a.m.** In the event of snow or ice, maintenance staff will work as needed to keep walkways clear. The responsibility of additional weather related closings, mechanical or other emergencies rests with the Library Director. The president of the Board of Trustees will be advised. **(Revised 3/10/20)**
2. **In the event of weather related delays, closings, mechanical or other emergencies,** all employees scheduled to work will be considered to have worked and will be paid for their hours scheduled. **(Revised 3/10/20)**
3. The extent to which the library staff shall be paid should an emergency closing extend beyond a day shall be determined by action of the Board of Trustees.
4. If a determination has been made to close the library:
 - a. Notify patrons and staff in building.
 - b. Post notice on the front and back doors.
 - c. Follow usual library closing procedures.
 - d. Follow instructions from local authorities. (if applicable)