

EMERGENCY CLOSURES AND HOLIDAYS

I. Emergency Closures

A. Unhealthy or Unsafe Conditions

The Executive Director is empowered to close the Library due to unhealthy conditions, unsafe conditions, or other emergency conditions that pose a safety concern for patrons and staff.

B. Weather Conditions

The Executive Director is empowered to close the library due to inclement weather conditions. The Library will close when RCAPS (Reed City Area Public Schools) closes due to hazardous weather. The Executive Director is responsible for:

1. Notifying Staff and the Board President
2. Posting Closure notices on the Library's doors and all social media accounts

II. Holidays

The Library will be closed during the following holidays:

- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve and Day (with the day after Christmas determined based on practices at other libraries)
- President's Day (closure determined based on practices at other libraries)
- Independence Day (if it falls on a Thursday, the Library will also close Friday; otherwise, the Library will reopen the following day)
- Good Friday (3 day weekend)
- Memorial Day
- New Year's Eve and Day

A. Newly Recognized or Irregularly Scheduled Holidays

Newly recognized federal holidays or holidays that fall irregularly on weekends (e.g., Independence Day) will be addressed by the Executive Director.

- The Executive Director has **three floating holiday days** to use for irregularly scheduled or newly recognized holidays.
- The Executive Director must report these holiday closures in advance within the Board packet of the preceding month.
- Decisions regarding closures will reference practices of other local libraries (Leroy, Evart, Big Rapids) and the Library of Michigan's holiday calendar.