

Library Closing Policy

(Inclement Weather & Other Conditions)

The Oscar Grady Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, postpone opening, or require early closing. The primary factor of any decision made will be the safety of staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Oscar Grady Library Closing Policy is as follows:

In the event that conditions arise requiring a premature closing of the Library building due to inclement weather, the Library Director, following discussion with the Village Administrator, may close the library building to the public. The decision will take into account the actions of the Port Washington-Saukville School District and safety concerns. Situations which may result in closing the building may include, but are not limited to, inclement weather, a power outage, and unsafe or unhealthy conditions.

If the Port Washington-Saukville School District closes because of inclement weather, the Library may also close. No child may be sent to the library if the schools close early due to weather or emergencies.

In the event of a library closure, an attempt will be made to contact any unattended child's parent or guardian by phone for immediate pickup. If the attempt to contact a child's parent or guardian is unsuccessful, the supervision of the child will become a police matter to ensure the child's safety.

Once a decision has been made to close the library building, the Library Director shall notify the necessary media outlets (television and radio stations) to broadcast the closing to the general public and staff. Closing information shall also be posted on the village website and cable channel.