

EMERGENCY CLOSING POLICY

Menominee County Library is a part of Menominee County Government and this policy covers Library specific closures. Emergency closures shall be reported to the Library Board and to the County Administrator. The Library Director shall maintain an updated emergency contact list and ensure that staff is trained on emergency issues.

Main Library in Stephenson: Temporary closing of the Menominee County Library building in Stephenson shall be appropriate when operation of the facility is deemed unsafe. The Library Director shall make that determination. If the Library Director is unavailable, library staff shall contact a board member and request a decision. Unsafe conditions include but are not limited to:

1. Hazardous driving or other weather conditions as defined by State Police advisories in the Stephenson area.
2. Electrical failure, black or brown outs.
3. Flooding and/or major leaks.
4. Gas leaks or suspected gas leaks.
5. Water shut-off.
6. No heat (furnace unable to maintain 62° F. or higher) or excessive heat (air-conditioning and fans unable to cool to 85° F. or lower).
7. Bomb or other terrorist threats.
8. Fire or explosion.
9. Extensive vandalism.

Bookmobile Routes:

When the Stephenson Area School District is closed due to hazardous road or weather conditions, the scheduled bookmobile route for that day will be cancelled. If any Menominee County area school district is closed due to hazardous road or weather conditions then scheduled Bookmobile routes to that area will be cancelled. Cancelled bookmobile routes/visits will be rescheduled, if possible by the Outreach Coordinator.

The decision about cancelling bookmobile service during a route due to road or safety conditions is left to the driver. The Library Director shall be informed about route cancellations as soon as physically possible.

Hermansville Branch: The Hermansville Branch Library shall be closed if the Community Building closes. The decision to close temporarily is left to Meyer Township officials. The Library Director should be informed about closing decisions as soon as possible.