

**PROPOSED**  
**Inclement Weather Closing Policy**  
*Prairie-River Library District*

**Preface**

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

**Introduction**

The Prairie River Library District (PRLD) recognizes that on occasion inclement weather may prevent library branches from opening all day, delay opening or require early closing. The primary factor of any decision made will be safety of library patrons and staff. However, maximum effort will be made to maintain regular library operating hours. The decision to close or postpone opening of the library branch, due to inclement weather is made by the Library Director or his/her designee in consultation with the branch manager.

**Decision Making Factors**

- The safety of the public and library staff is of paramount importance.
- The front walk, book returns and entry and emergency exit doors are kept free of snow and ice to maintain access to the building.
- Weather alerts and road condition reports factor into weather related closing decisions.
- National Weather Service; school closing announcements; along with announcements from local, county and state government and emergency managements official will be considered as well. Library Administration will attempt to track announcements via the television, internet and radio taking particular note of ones regarding remaining off the roads.
- Emergency snow closing is a judgment call and common sense prevails.

Once a decision has been made to close the Library, the Library Director will notify:

PRLD library branches that may remain open

Valnet partners

Library Website [www.prlld.org](http://www.prlld.org)

**Employee compensation**

If the Library remains closed for an entire day because of an emergency weather situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the library is open, employees will be paid for any remaining hours scheduled. If the Library opens late due to an emergency situation, scheduled staff who report to work will receive credit for regular scheduled hours for that day. Scheduled staff who do not report to work will not be compensated for any scheduled hours that day. When the Library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she can utilize vacation or personal leave equal to their regular work schedule for that day.

Adoption Date: January 24, 2022