

**Verona Public Library  
Inclement Weather Policy**

**I. Purpose of Policy**

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

**II. Library Closures:**

The library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or their chosen substitute. Staff will alert the public to closures on our website, through social media, and on the incoming phone message.

**III. Library Safety Measures Due to Inclement Weather:**

- A. In the event of a **Tornado Warning**, the following announcement will be made: “The National Weather Service has issued a Tornado Warning. Please follow library staff to a safe area of the building.”

Library staff will strongly encourage the public to take cover in the designated areas, but cannot require that patrons remain in the library. Staff and patrons will stay in designated safety areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Storage Room main shelter area. If possible, staff should bring these items, as well as a personal cell phone, to the other designated areas.

- B. Designated safety areas for tornado events include:
- Storage Room located in the staff area
  - Restrooms in main lobby
  - Family Restroom in the Children’s Department

Secondary safety areas include:

- Circulation Room (windowless interior room)
- Book Drop Room (windowless exterior room)
- Staff Restroom (windowless exterior room)

**IV. Staff Compensation Related to Inclement Weather Situations:**

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, eligible staff may work from home with the approval of their supervisor under the guidelines of the City of Verona Telecommuting Policy and Procedure. Staff may also use available vacation leave or personal days in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on August 6, 2008  
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