



## **Lansing Community Library - Weather Related Closing Policy**

### **Purpose**

The Library Director and president of the Board of Trustees (or vice president if the president is unavailable) together will determine library closings for weather related conditions. This decision will be based on the closing of the Finger Lakes Library System (FLLS), as well as road conditions and safety considerations of staff, volunteers, and patrons. A decision to close or delay opening will be made by 8:00am. If the decision is to delay opening, the Library Director will continue to assess throughout the morning. Staff will be given at least two hours notice for a delayed opening. When deciding to close early, every effort will be made to provide adequate notice to patrons. All closings and delays will be announced on the local radio networks and recorded on the library answering machine, posted on the website and noted on the Facebook page to be communicated as widely as possible.

### **Revision History**

| <b>CHANGES</b>     | <b>APPROVED BY</b> | <b>DATE</b> |
|--------------------|--------------------|-------------|
| Amended & approved | BOT                | 02/26/20    |
| Reviewed           | Policy Committee   | 5/10/23     |
| Approved           | BOT                | 5/24/23     |
| Reviewed & revised | Policy Committee   | 5/20/2026   |
| Approved           | BOT                | 5/20/2026   |