

POLICY TITLE: Minimum Staffing Levels

ADOPTION/LAST REVISION: Adopted 12/19/2024

The Everett Roehl Marshfield Public Library is committed to providing sufficient staffing in order to maintain a high level of quality of service to all patrons and protect the personal safety of all library patrons and staff. The following guidelines have been adopted to support those objectives.

A minimum of four (4) staff members should be present in the library at all times. A staff member is defined as an employee who provides regular library services to patrons. Of these four, one must be a supervisor. If a fifth staff member is unavailable to work after the fourth hour of working with four staff members, the following steps may be taken:

- Close the Library building and continue to provide service via the drive-up window and via phone or email.
- Close the Library if the above is determined to be impractical.

Service will be curtailed or the library will be closed until the required number of staff members becomes available.

While the Library is closed, scheduled staff are to work at other tasks, on-site and/or remotely, as appropriate. Staff may also choose to utilize leave time if they prefer.

Staff will communicate as quickly as possible to either the Library Director or Assistant Director if the circumstances necessitating the need to curtail or close the facility arise.

If the Library must be closed, a notice will be posted on the entrance doors, website homepage, online event calendar, social media outlets, and other appropriate sources. This notice will contain the time of closing, state the reason for closing and, if possible, anticipated time of reopening. Every possible effort will be made to notify those who have reserved a meeting room and/or registered for a scheduled library program.