

## Middleton Public Library

### RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY

#### I. Purpose

#### II. Absence of the Library Director for Short Periods of Time

#### III. Extended Absence of the Library Director

#### IV. Epidemic or Health Emergency Operations

#### I. Purpose

(A) In a public service facility maintaining services for a total of 64 or more hours per week, absences of the Library Director result in two distinct needs for other staff to assume responsibility.

1. The first case happens frequently and regularly when the Director has completed his or her work for the day, is out of the library on business, or is not scheduled to work on a particular day. In this situation, the library needs a staff member to act as the official interpreter of library policy and to make decisions in emergency situations.
2. The second case occurs only when the Director is absent from his/her position for long periods of time, such as a vacation, or when the position itself is vacant. In this case, the needs of the library require that one person assume responsibility for the continued maintenance of all library functions and services.

(B) In response to these diverse situations, the Library Board adopts the following policy regarding the responsibility for library operations during the Director's absence.

#### II. Absence of the Library Director for Short Periods of Time

(A) This section covers the following situations: when the Director is absent from the library, having completed their workday, is out of the library on business, or is not scheduled to work on a particular day.

(B) Given the need to have one person responsible for representing library policy and maintaining library security, the Library Board of Trustees has established that the following positions, if on duty, will assume this responsibility as reflected by job descriptions. This temporary assumption

of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy:

1. Deputy Director, Head of Adult Services, Head of Youth Services, Head of Information Technology, Head of Library Resources, Public Service Supervisors

### **III. Extended Absence of the Library Director**

- (A) The Deputy Director will assume responsibility for the continued maintenance of library operations during an extended absence of the Library Director, such as a vacation, illness, or other leave.
- (B) Major decisions shall be delayed until the Director's return whenever possible. If such delay is not possible, the Deputy Director will make the necessary decisions after consulting library management and the Board President.
- (C) Established precedent and existing policy shall guide the decisions made in the absence of the Director. Major changes in library routines and practices will not be introduced in the absence of the Director unless absolutely necessary for the success and overall operation of the library.

### **IV. Epidemic or Health Emergency Operations**

- (A) During an epidemic or health emergency, when staff cannot safely report to work or when public health officials mandate closures, the Library Director or their designee under Sections II and III above shall have authority to:
  1. Temporarily close the library, reduce hours, or limit services when:
    - a. City of Middleton offices close due to health emergency
    - b. Dane County public health or government officials mandate, order, or recommend closure
    - c. The Library Director determines insufficient staff to maintain minimum service levels
  2. Implement minimum staffing requirements of three healthy desk staff present during all open hours. If this minimum cannot be maintained for more than 5 consecutive days, the library may reduce hours or close temporarily.

3. Cancel programs, events, and meeting room reservations; reassign employee duties and shifts; and adjust operations as necessary.
  4. Prioritize essential patron-facing services: direct patron assistance, processing (holds, check-in, shelving), followed by clerical and administrative functions.
  5. Require social distancing and personal protective equipment (PPE) as needed, with appropriate patron notification.
- (B) During closures, due dates and holds pickup dates will be extended to prevent overdue charges or expired holds. Employees sent home due to closure receive compensation for regularly scheduled hours, budget permitting.
- (C) The library remains open during Middleton Cross Plains Area School District closures due to illness unless criteria in Section IV(A)(1) are met. However, library programs and special events may be canceled on school closure days.
- (D) Staff shall follow the Library's Emergency Procedures Manual during epidemic or health emergency closures.

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