



## Library Closings Policy

The Sycamore Public Library is a public service organization and as such, every reasonable effort is made to maintain regularly scheduled hours.

Annually, at the November Board Meeting, the Board of Trustees will determine closure dates for the upcoming calendar year in observance of holidays and other special events. Closure dates will be posted on the library website and exterior doors at least two weeks prior to each scheduled closure.

In the event of severe weather or other emergency situations, the Executive Director has the authority to reduce hours and/or close the library for the safety of patrons and staff. If the Executive Director is not available, the Library Board President has the authority to make the decision in the Director's place.

If a decision is made to reduce hours or close the library, information will be available through the following outlets:

- Library [website](#)
- Library [Facebook](#) page
- Chicagoland [Emergency Closing Center](#)
- [RAILS website](#)
- WLBK Radio
- B96 Radio
- WNIU Radio
- Daily Chronicle [website](#)
- Midweek [website](#)

In addition, information will be posted on the front doors of the library if it is safe to do so.