

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed for city observed Federal holidays, city events or staff training. The Library may be closed for reasons beyond staff control, including but not limited to: when weather conditions deteriorate to the point where travel is hazardous, when vital equipment in the building fails (such as furnace malfunctions, no water in the building, or no electricity) or when there is a general emergency in the city of West Bend.

The Library will not automatically close based on any other institution's actions, including the West Bend-Mallard Schools. Once the decision to close is made, the Director will notify the board president, staff members scheduled to report, and news media.

Revised Jan 2015

Revised March 2019

Revised April 2020

Reviewed April 2022

Revised February 2024