

# **Lawrence Library**

## **Minimum Staffing Requirement Policy**

The Lawrence Library is committed to providing sufficient staffing of the library in order to maintain a high level of quality of services and to protect the personal safety of library patrons and staff. In order to support these objectives:

A minimum of three staff members, grade C or above, should be present in the library during all open hours. At least one senior staff member (grade D or above) should be scheduled to work during all open hours.

In the event that the minimum staffing requirement is not met the following steps should be taken:

Staff will communicate as quickly as possible with the Library Director, Assistant Director, or Board of Library Trustees Chair regarding the circumstances.

Other staff will be called in, if possible, to meet the minimum staffing requirements. The library may remain open for up to two hours with only two staff if one staff member is grade D or above. If no additional staff are available, the library will close. If only one staff member is present, the library will be closed.

While the Library is closed, scheduled staff are to work at other tasks. Scheduled personnel hours and wages will not be affected and the hours of work will not be forfeited.

If the Library must be closed, a notice will be posted on the entrance door, the library website, and the online event calendar. 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 any person with a scheduled room booking.

*Adopted by the Lawrence Library Board of Trustees October 9, 2014, November 7, 2018, December 2, 2021; updated May 7, 2025*