|  |  |  |
| --- | --- | --- |
|  | Reply to John Thompson’s email for closing details |  |
|  | Inform Village Clerk of the Library Board decision |   |
|  | Dates of Library closing and details for paying staff and bill payment |  Can the Village website include a notice that the library is closed? |
|  | Prepare staff announcement of closing  | Adapted Tina Norris' of Hudson |
|  | Save as PDF and email to Library Staff; cc Village Clerk and Library Board members |   |
|  | Update website home page with closing details  |   |
|  | Prepare patron announcement of closing | Adapted Tina Norris' of Hudson |
|  | Save as PDF  |   |
|  | Include on email to Library Staff; cc Village Clerk and Library Board members |   |
|  | Post in the outside bulletin board and at the Post Office (official posting locations for meeting notices) |   |
|  | Prepare Closed Notice Flyer for Library/Building Door |   |
|  | Laminate |   |
|  | Post at Post Office (official public notice location) |   |
|  | Change Library's Voice Mail message  |   |
|  | If extension's for staff - remind them to change their message. |   |
|  | Resize Reb's Extended Due Date Announcement to Landscape Flyer size |   |
|  | Laminate and post on Library/building door |   |
|  | Post at the Post Office |   |
|  | Social Media |   |
|  | Create Library Closed FB cover | Adapted Somerset's cover |
|  | Post Reb's FB Post for Extended Due Date announcement |   |
|  | Do a FB Post about the Library closing |   |
|  | Share the closing post with the Libraries of St. Croix County FB Page |   |
|  | Create Tweet for Library closing |   |
|  | Create an Instagram post regarding the Library closing |   |
|  | Post Library Closed Until on Village Board on Hwy 46 | If a community as an electronic bulletin board see if the library’s notice could be included |