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[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## **Seasonal Cooling and Warming Support Policy**

Adopted: 4/21/26

### **Purpose**

The purpose of this policy is to describe how Bloomfield Public Library supports community comfort and safety during periods of extreme heat or cold, and to explain how the library may serve as a seasonal cooling or warming location when conditions allow.

This policy is intended to promote clear communication, safe operations, and effective coordination with local and county partners.

### **Scope**

This policy applies to the Bloomfield Public Library facility and guides the library's participation as a cooling location during extreme heat events and as a warming location during extreme cold events.

### **Guiding Principles**

- Bloomfield Public Library is committed to being a welcoming and supportive community space.
- The library's mission is to be a welcoming and accessible environment for the community to gather, learn, and ignite curiosity.
- Offering space for cooling or warming during extreme weather is one way the library may support the community, alongside its core services.
- Community wide emergency response and welfare coordination are led by county and municipal agencies, with the library serving in a complementary role.

### **Policy Statement**

When Bloomfield Public Library is open under regular operating conditions, the library may welcome community members to use the facility as a cooling or warming location during periods of extreme heat or cold.

This support is offered in a manner that aligns with the library's hours, staffing, policies, and safety considerations, ensuring a safe and positive environment for both the public and staff.

## **Operating Conditions**

The library's ability to function as a cooling or warming location depends on the following conditions:

- The library is open during its regularly scheduled public hours.
- Adequate staff are available to maintain normal operations and a safe environment.
- Weather and travel conditions allow staff and the public to access the building safely.
- The Library Director or authorized designee may adjust hours or close the library when conditions require.

These considerations reflect the library's responsibility to balance community support with safe and sustainable operations.

## **Services and Support**

While serving as a cooling or warming location, Bloomfield Public Library provides access to a safe indoor environment consistent with normal library use.

The library does not function as an emergency shelter and does not provide medical services, overnight accommodations, food service, or supervised refuge.

Any additional services require coordination with appropriate governmental or community agencies.

## **Ontario County Support**

### *General Numbers*

- **Emergency:** 911
- **Non-Emergency Hotline:** 585-394-4560
- **Information:** 211

While serving as a seasonal cooling or warming location, Bloomfield Public Library remains a shared public space. All existing library policies, including the Code of Conduct and behavior guidelines, continue to apply in order to ensure a safe, welcoming, and respectful environment for everyone.

Library staff will continue to address behavior and use of the space in accordance with established policies and procedures.

## **Public Communication**

When Bloomfield Public Library is included in public listings or announcements as a warming and cooling location, the library will work collaboratively with county and municipal partners to

support clear, accurate, and timely public information. This includes aligning on hours of availability and noting any weather-related adjustments that may affect access.

When feasible, the library welcomes the opportunity to review planned public communications that reference the library prior to distribution, in order to help ensure information is accurate and consistent with library operations.

The library will communicate schedule changes or closures through its usual communication channels whenever possible.

### **Coordination with Community Partners**

Bloomfield Public Library values collaboration with county and municipal partners to support community needs during periods of extreme weather. Participation as a warming and cooling location is intended to complement, not replace or augment, existing emergency programs or services. The library participates as a supporting community agency within the scope of its mission as a free and open public library, and in coordination with broader emergency planning and response efforts led by appropriate authorities.

### **Authority and Review**

This policy is adopted by the Board of Trustees Bloomfield Public Library and implemented by the Library Director. The policy will be reviewed at least every five years to reflect experience, community needs, operational considerations, and NYS Minimum Standards.

*Adopted by the Bloomfield Public Library Board of Trustees on [INSERT DATE]*