

## Extreme Temperature Operations Policy

### *HVAC Replacement Update as of June 12, 2025*

*The Fayetteville-Lincoln County Public Library is currently operating under aging HVAC infrastructure. However, with **generous funding from the City of Fayetteville and the Lincoln County Governments**, the library is scheduled to receive a **fully upgraded HVAC system**.*

*Due to the **custom design and scale** of the required system, equipment manufacturing, delivery, and installation are projected to be **completed by late August 2025**. Until that time, the library will continue to monitor climate data through its control system and implement mitigation strategies as needed.*

*We sincerely appreciate the **patience, flexibility, and support** of our community during this transitional period. Library staff are committed to continuing services to the greatest extent possible while also safeguarding their own well-being and that of our patrons.*

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*To maintain a safe and comfortable environment for both patrons and staff, the Fayetteville-Lincoln County Public Library has established the following policy for operations during periods of extreme indoor temperatures. This policy outlines the procedures, mitigation strategies, and communication protocols that guide library operations when interior climate conditions fall outside of optimal and safe ranges.*

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### **1. Operational Discretion Based on Temperature Extremes**

When **indoor temperatures exceed 80°F** or **fall below 50°F**, the **Library Director** is authorized to make operational decisions, including:

- Adjusting hours of operation
- Closing all or part of the building
- Modifying access to specific areas

All decisions will prioritize health, safety, and the ability to deliver services within safe environmental conditions.

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### **2. Automatic Closure Thresholds**

To protect the wellbeing of both staff and patrons, the library will **fully close** when indoor temperatures:

- **Exceed 85°F**, or
- **Fall below 55°F**

These thresholds reflect best practices in building safety and indoor occupational health standards. Patrons should understand that these are **flexible benchmarks**. Other environmental factors—such as **indoor humidity, air stagnation, or prolonged exposure for staff**—may prompt closure **even if these exact thresholds have not yet been met**.

The building will remain closed until internal temperatures can be **safely and sustainably regulated**.

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### 3. OSHA Guidelines and Environmental Monitoring

In accordance with **OSHA recommendations**, the ideal indoor climate for workplaces is:

- **68–76°F** in temperature
- **20%–60%** in relative humidity

The library utilizes an **internal HVAC control system** that provides real-time monitoring of:

- **Discharge air temperatures**
- **Boiler and air handler capacity**
- **VAV (Variable Air Volume) thermostat trends**
- Other key climate control indicators

This system enables proactive management of building conditions and supports informed decision-making during extreme weather periods.

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### 4. Fan Use and Safety Precautions

While **fans** may be used as a short-term comfort solution, the **Centers for Disease Control and Prevention (CDC)** advises that **fans should only be used when indoor temperatures are below 90°F**. In environments exceeding 90°F, fans may actually **increase body temperature**, creating a **greater health risk** rather than relief.

Fan use will therefore be restricted or discontinued in accordance with this guidance, especially when staff or patrons are engaged in physical activity or prolonged exposure to hot conditions.

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### 5. Staff Health and Safety Priority

While patron safety is critically important, **staff health and well-being are the library's top operational priority**, as employees remain in the facility for extended periods and are at increased risk of heat-related illness. The library will not remain open under conditions that jeopardize staff welfare or working conditions, regardless of program or service obligations.

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## 6. Second Floor Temperature Considerations

Due to airflow limitations and building design, the **second floor regularly experiences temperatures 5–10 degrees higher** than the main level. In order to extend operating capability while ensuring safety:

- The second floor may be **closed to patrons and nonessential staff**
  - **Lighting that generates significant heat**, such as chandeliers, may be dimmed or turned off
  - **Programs and resources may be relocated** to cooler areas on the main level
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## 7. Program and Event Adjustments

Library programs and events may be **rescheduled, relocated, canceled, or offered in alternative formats** (e.g., virtual or off-site) due to temperature-related limitations.

For **programs requiring registration**, library staff will make **every reasonable effort to notify all registered participants directly** in the event of a change or cancellation. However, the public is advised to monitor the library's **social media pages** for the most timely and accurate updates.

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## 8. Communication of Operational Changes

All updates related to closures or schedule changes will be posted to:

- The **library's front entrance**
- The **library's website**
- **Library social media platforms**

Although every attempt will be made to provide **advance notice**, patrons are reminded that indoor temperatures may shift rapidly, and **decisions may be made with minimal notice** in the interest of safety.

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## 9. Temporary Adjustments to Hours of Operation

During periods of extreme temperature, the library may enact:

- **Delayed openings**
- **Early closures**
- **Full-day closures**, if warranted by unsafe conditions

These changes will be made at the discretion of the Library Director and communicated promptly using the locations mentioned above.