

Agenda
North Riverside Public Library District
Board of Trustees
2400 S. Des Plaines Avenue
North Riverside, Illinois
Regular Meeting, March 16, 2020
6:00 PM

**** Library Security Webinar****

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda

2. Open Forum

Audience Note: If you wish to speak to the Board, please read and complete the open forum sheet provided and give it to the Board Secretary.

3. Financial reports

- A. Finance Committee Report (Allen Pineda, chairman)
- B. Approval of Financial Statements (action)
- C. Approval of Check Detail Report #20-3 in the amount of \$125,390.33 (action)
- D. Authorization to transfer \$40,000 from the money market to the checking account (action)

4. Committee Reports

- A. Building and Grounds (Ken Rouleau, chairman)
 - 1. HVAC (information)
 - 2. Capital Improvements (information)
- B. Strategic Planning (P. J. Folz, chairman)
 - 1. 2020 Strategic Plan (information)
- C. Personnel (Greg Gordon, chairman)
- D. Policy (Kathy Bonnar, chairman)
 - 1. Pandemic Procedure
 - 2. Disaster/Emergency Response and Recovery Plan

5. President

6. Director's Report

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7. Other Action Items

- A. Approval of the minutes
 - a. February 3, 2020 Special Board Meeting (action)
 - b. February 17, 2020 Board Meeting (action)
- B. Closed Session Minutes Review (action)
- C. Resolution #20-03-01 Prohibiting Sexual Harassment (action)

8. Information items

- A. Committee Meetings
- B. Memorial Books & Donations Report
- C. Correspondence
- D. Board action log
- E. Trustee continuing education
- F. Grants & Advocacy
- G. RAILS & SWAN

9. Closed session (The Board of Trustees may decide, by a roll call vote, to convene in closed session if there are matters to discuss confidentially, in accordance with the Open Meetings Act)

10. Return to open session

11. Possible action item (pertaining to closed session discussion)

12. Adjournment

*Note: Agenda items may be added that pertain to discussion or information.
No items may be added to the final agenda that require Board action.*

Next regular Board Meeting is scheduled for April 20th, 2020 at 6:00 p.m.

Management Report

North Riverside Public Library District
For the period ended February 29, 2020



Prepared on
March 11, 2020

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Profit and Loss

July 2019 - February 2020

	Total
INCOME	
6903-01 Fines & Fees	15,739.32
6904-01 Donations	9,220.07
6905-01 Grants	20,016.00
6909-01 Memorial Books/Lost & Paid Mat	25.00
6915-07 Loan Proceeds	290,000.00
6920-01 Unrealized Income-Annuities	-24,520.48
Billable Expense Income	436.25
Interest	
6906-01 Interest Earned	1,916.62
6907-02 Interest Income Bond Fund	0.00
Total Interest	1,916.62
Property Taxes	
6901-01 Property Tax	491,671.64
6901-04 Tax Revenue-Audit Fund	3,859.98
6901-05 Tax Revenue-Liability Ins	2,430.12
6901-06 Tax Revenue-Unemploy Ins	1,000.75
6901-07 Tax Revenue-Bldg Fund	25,162.46
6901-08 Tax Revenue-SS	18,728.82
6901-12 Property Tax - IMRF Fund	6,862.24
Total Property Taxes	549,716.01
Total Income	862,548.79
GROSS PROFIT	862,548.79
EXPENSES	
8360-01 Grants	23,362.15
8365-07 Building Promo	420.00
Advertising & Marketing	
8361-01 Donations	911.38
8365-01 Library Promotion	1,760.45
8370-01 Postage	1,742.63
8375-01 Advertising	1,179.91
8385-01 Memorials & Tributes	4,412.50
8404-01 Staff Recognition	2,285.99
8408-01 Strategic Plan	631.29
8410-01 Printing	4,161.97
Total Advertising & Marketing	17,086.12
Bank Charges & Fees	0.00
8396-01 Bank Charges & Fees	644.71
Total Bank Charges & Fees	644.71
Benefits	
7600-05 Health Insurance	15,534.23
7650-09 IMRF Pension	22,208.22

	Total
7670-01 Taxes-Fica Expense	24,920.63
Total Benefits	62,663.08
Building Expense	
8306-07 Building Supplies	4,333.21
8308-07 Service Contracts	37,824.74
8315-07 Fees & Permits	1,793.00
8320-07 Building & Grounds	223,240.20
8335-07 Bulding Repairs	1,023.15
Total Building Expense	268,214.30
Computers/Technology	
8171-01 Tech Service	8,097.65
8172-01 Computer Equipment	8,532.84
8175-01 MLS Computer Fund	16,507.30
8180-01 Software	968.44
8190-01 Website	201.62
8195-01 Email	200.00
Total Computers/Technology	34,507.85
Insurance	
7660-06 Unemployment Insurance	360.65
8460-05 Liability Insurance	16,959.00
Total Insurance	17,319.65
Legal & Professional Services	
8305-01 Architect/Building Consultant	200.00
8400-01 Accounting	7,675.00
8401-04 Audit	10,028.38
8402-01 Legal Fees	1,882.23
8405-01 Appraisal	450.00
8406-01 Collection Agency	134.25
8430-01 Payroll Expenses	4,358.30
Total Legal & Professional Services	24,728.16
Library Materials	
8090-01 Books on CD - Adult	1,110.86
8091-01 Books on CD - Children	347.24
8096-01 Music CD - Adult	260.05
8097-01 Music CD - Children	758.32
8103-01 Foreign Lang. Books	37.08
8104-01 Adult Fiction	9,758.32
8105-01 Adult Non-Fiction	6,815.05
8106-01 Children Fiction / Non-Fiction	14,132.80
8107-01 Young Adult Fiction/Non-Fiction	4,758.75
8108-01 eBooks	4,177.12
8115-01 Adult Large Print	1,018.79
8120-01 Newspapers	3,796.59
8130-01 Databases	6,980.95

	Total
8140-01 Adult Periodicals	900.00
8141-01 Children/YA Periodicals	459.62
8160-01 Adult DVDs - Fiction	4,151.67
8161-01 Adult Games	1,276.93
8162-01 Children DVDs	1,243.10
8163-01 YA DVDs	1,046.01
8166-01 Games	1,921.45
8399-01 ILL Loss/Damage	278.50
Total Library Materials	65,229.20
Office Supplies & Software	
8202-01 Office Supplies	9,200.54
Total Office Supplies & Software	9,200.54
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,714.97
8152-01 Children's Summer Reading Program	1,113.46
8153-01 Young Adult Programs	1,000.17
8154-01 Makerspaces/library of things	1,588.08
8155-01 Adult Programs	2,639.44
8156-01 Technology Programs	23.99
8157-01 Senior Programs	1,184.41
8158-01 Strategic Initiatives	1,023.27
Total Programs & Strategic Initiatives	10,287.79
Salaries	
7504-01 Library Clerks	118,445.25
7507-01 Library Pages	21,838.34
7508-01 Administrators	184,613.68
7509-01 Salaries - Grant	2,901.00
8330-01 Casual Labor	525.00
Total Salaries	328,323.27
Travel & Training	
7800-01 Staff Training	3,601.11
8342-01 Lodging, Meals, Mileage	848.30
8355-01 Memberships	2,182.00
Total Travel & Training	6,631.41
Utilities	
8301-07 Telephone	10,914.90
8302-07 Electricity	20,935.06
8303-07 Natural Gas	2,742.87
8304-07 Water/Garbage	1,033.40
Total Utilities	35,626.23
Total Expenses	904,244.46
NET OPERATING INCOME	-41,695.67
OTHER EXPENSES	
8700-03 Interfund Transfer Capital Project	-15,000.00

	Total
8700-07 Interfund Transfer Building Fund	15,000.00
Total Other Expenses	0.00
NET OTHER INCOME	0.00
NET INCOME	\$ -41,695.67

Balance Sheet

As of February 29, 2020

		Total
ASSETS		
Current Assets		
Bank Accounts		
1500-01 First American MM (5015)		149,759.88
1500-04 Cash-Audit Fund		12,641.69
1500-05 Cash-Liability Insurance Fund		70,751.74
1500-06 Cash-Unemployment Ins Fund		2,731.24
1500-07 Cash-Building Fund		225,714.80
1500-08 Cash-Social Security Fund		18,412.02
1500-09 Cash-Pension Fund		17,709.21
1500-10 Cash-Debt Service Fund		0.00
1500-11 Equipment Fund		0.00
1500-12 Cash - IMRF Fund		4,549.86
1500-13 Capital Projects		30,000.00
Total 1500-01 First American MM (5015)		532,270.44
1501-01 First American Checking (5001)		56,678.90
1505-07 Chase Bank		7,765.01
1509-07 Cash - IPTIP IL Funds		94,026.06
1512-02 Kadlec Annuity #71797		56,672.96
1515-01 BMO Harris		0.00
Total Bank Accounts		747,413.37
Accounts Receivable		
2000-01 RE Taxes Receivable-Corp		440,112.96
2000-04 Taxes Receivable-Audit		3,455.20
2000-05 Taxes Receivable-Insurance		2,175.26
2000-06 Taxes Receivable-Liab Insur		895.81
2000-07 Taxes Recievable-Bldg Fund		22,523.79
2000-08 Taxes Receivable-SS Fund		16,764.80
2000-09 Taxes Receivable-Pension Fund		6,142.63
Total Accounts Receivable		492,070.45
Other Current Assets		
1500-01 Kadlec Annuity		232,007.33
1500-02 Kadlect Annuity #19563		110,302.36
1500-03 Kadlec Annuity #37743		408,774.87
2200-01 Due to/from Special Accounts		0.00
Total Other Current Assets		751,084.56
Total Current Assets		1,990,568.38
TOTAL ASSETS		\$1,990,568.38
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

	Total
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.00
4003-01 Child Support	120.47
4200-01 Accrued Wages	9,869.21
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,234.69
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	440,112.14
4300-04 Deferred Tax Rev - Audit Fund	3,455.20
4300-05 Deferred Tax Rev Liability Fund	2,175.26
4300-06 Deferred Tax Rev Unemployment	895.81
4300-07 Deferred Tax Rev Building Fund	22,523.79
4300-08 Deferred Tax Rev SS	16,764.80
4300-09 Deferred Tax Rev Pension	6,142.63
Total Other Current Liabilities	504,294.00
Total Current Liabilities	504,294.00
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	504,294.00
Equity	
3200-00 Retained Earnings	-0.95
5600-01 General Fund Balance	1,384,362.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00
5600-05 Public Liability Fund Balance	69,141.00
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	-41,695.67
Total Equity	1,486,274.38
TOTAL LIABILITIES AND EQUITY	\$1,990,568.38



North Riverside Public Library District

BALANCE SHEET

As of February 29, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	149,759.88
1500-04 Cash-Audit Fund	12,641.69
1500-05 Cash-Liability Insurance Fund	70,751.74
1500-06 Cash-Unemployment Ins Fund	2,731.24
1500-07 Cash-Building Fund	225,714.80
1500-08 Cash-Social Security Fund	18,412.02
1500-09 Cash-Pension Fund	17,709.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	4,549.86
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Total 1500-01 First American MM (5015)	532,270.44
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1505-07 Chase Bank	7,765.01
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1512-02 Kadlec Annuity #71797	56,672.96
1515-01 BMO Harris	0.00
Total Bank Accounts	\$747,413.37
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2000-04 Taxes Receivable-Audit	3,455.20
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2000-07 Taxes Recievable-Bldg Fund	22,523.79
2000-08 Taxes Receivable-SS Fund	16,764.80
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Total Accounts Receivable	\$492,070.45
Other Current Assets	
1500-01 Kadlec Annuity	232,007.33
1500-02 Kadlect Annuity #19563	110,302.36
1500-03 Kadlec Annuity #37743	408,774.87
2200-01 Due to/from Special Accounts	0.00
Total Other Current Assets	\$751,084.56
Total Current Assets	\$1,990,568.38
TOTAL ASSETS	\$1,990,568.38



North Riverside Public Library District

BALANCE SHEET

As of February 29, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	0.00
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	0.00
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.00
4003-01 Child Support	120.47
4200-01 Accrued Wages	9,869.21
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	2,234.69
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	440,112.14
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4300-06 Deferred Tax Rev Unemployment	895.81
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Total Other Current Liabilities	\$504,294.00
Total Current Liabilities	\$504,294.00
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$504,294.00
Equity	
3200-00 Retained Earnings	-0.95
5600-01 General Fund Balance	1,384,362.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	10,082.00



North Riverside Public Library District

BALANCE SHEET

As of February 29, 2020

	TOTAL
5600-05 Public Liability Fund Balance	69,141.00
5600-06 Unemployment Insurance Fund Balance	2,068.00
5600-07 Building Fund Balance	34,805.00
5600-08 Social Security Fund Balance	5,994.00
5600-09 Pension Fund Balance	6,519.00
Opening Balance Equity	0.00
Net Income	-41,695.67
Total Equity	\$1,486,274.38
TOTAL LIABILITIES AND EQUITY	\$1,990,568.38

North Riverside Public Library District
Budget vs Actual
February 2020

REVENUE		Actual	Budget	67% % of Budget
6904-01	Donations	\$ 9,220.07	\$ 8,000	115%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years		\$ (15,000)	0%
6903-01	Fees and fines	\$ 15,739.32	\$ 12,000	131%
6905-01	Grants	\$ 20,016.00	\$ 150,000	13%
6906-01	Interest	\$ 1,916.62	\$ 220	871%
6901-01	Property tax	\$ 549,716.01	\$ 1,050,000	52%
6915-15	Loan Proceeds	\$ 290,000.00	\$ -	0%
6920-01	Unrealized Income Annuities	\$ (24,520.48)	\$ 20,000	-123%
6909-01	Memorial Books/Lost & Paid Materials	\$ 25.00	\$ -	0%
	Billable Expense Income	\$ 436.25	\$ -	0%
	Total	\$ 862,549	\$ 1,225,220	70%

OPERATING EXPENSES		Actual	Budget	% of Budget
SALARIES				
7504-01	library clerks	\$ 118,445	\$ 173,785	68%
7507-01	library pages	\$ 21,838	\$ 18,316	119%
7508-01	administrators	\$ 184,614	\$ 304,240	61%
7509-01	Salaries - Grant	\$ 2,901	\$ -	0%
	Total	\$ 327,798	\$ 496,341	66%
BENEFITS				
7600-05	health insurance	\$ 15,534	\$ 29,700	52%
7614-06	workers compensation		\$ 2,300	0%
7650-09	pension fund	\$ 22,208	\$ 31,452	71%
7660-06	unemployment insurance	\$ 361	\$ 700	52%
7670-08	social security/mcare	\$ 24,921	\$ 35,145	71%
	Total	\$ 63,024	\$ 99,297	63%
TRAINING				
7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 3,601	\$ 4,500	80%
	Total	\$ 3,601	\$ 5,000	72%

OPERATING EXPENSES	Actual	Budget	67% % of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 1,111	\$ 1,500	74%
8091-01	books on CD-children	\$ 347	\$ 700	50%
8096-01	compact disks-music-adult	\$ 260	\$ 400	65%
8097-01	compact disks-music-children	\$ 758	\$ 1,000	76%
8103-01	foreign language books	\$ 37	\$ -	0%
8104-01	adult fiction	\$ 9,758	\$ 14,500	67%
8105-01	adult nonfiction	\$ 6,815	\$ 9,500	72%
8106-01	children's fiction/nonfiction	\$ 14,133	\$ 18,000	79%
8107-01	YA Fiction/nonfiction	\$ 4,759	\$ 6,000	0%
8108-01	eBooks	\$ 4,177	\$ 5,000	84%
8115-01	adult large print	\$ 1,019	\$ 2,000	51%
8120-01	newspapers	\$ 3,797	\$ 3,500	108%
8130-01	internet databases	\$ 6,981	\$ 14,000	50%
8140-01	adult periodicals	\$ 900	\$ 900	100%
8141-01	Children's Periodicals	\$ 460	\$ 600	77%
8160-01	adult DVDs-feature movies	\$ 4,152	\$ 7,000	59%
8161-01	Adult Games	\$ 1,277	\$ 1,500	85%
8162-01	children's DVDs-movies	\$ 1,243	\$ 1,500	83%
8163-01	ya DVDs	\$ 1,046	\$ 1,500	70%
8164-01	foreign language DVDs		\$ -	0%
8166-01	children's games	\$ 1,921	\$ 2,500	77%
	Total	\$ 64,951	\$ 91,600	71%

PROGRAMS

8150-01	children's programs	\$ 1,715	\$ 3,000	57%
8152-01	children's summer reading program	\$ 1,113	\$ 4,000	28%
8153-01	ya programs	\$ 1,000	\$ 1,500	67%
8154-01	Makerspaces/library of things	\$ 1,588	\$ 4,000	
8155-01	adult programs	\$ 2,639	\$ 4,000	66%
8156-01	Technology programs	\$ 24	\$ 1,000	2%
8157-01	senior programs	\$ 1,184	\$ 2,000	0%
	Total	\$ 9,265	\$ 19,500	48%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ 1,023	\$ 4,000	26%
	Total	\$ 1,023	\$ 4,000	26%

OPERATING EXPENSES	Actual	Budget	67% % of Budget
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COMPUTERS

8171-01	information technology	\$ 8,098	\$ 12,000	67%
8172-01	new computer equipment	\$ 8,533	\$ 11,500	74%
8175-01	mls computer fund	\$ 16,507	\$ 19,000	87%
8180-01	software	\$ 968	\$ 1,000	97%
8190-01	website	\$ 202	\$ 7,500	3%
8195-01	email	\$ 200	\$ 300	67%
	Total	\$ 34,508	\$ 51,300	67%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 9,201	\$ 13,000	71%
	Total	\$ 9,201	\$ 13,000	71%

UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 10,915	\$ 13,000	84%
8302-07	electricity	\$ 20,935	\$ 32,000	65%
8303-07	gas	\$ 2,743	\$ 7,500	37%
8304-07	water/garbage	\$ 1,033	\$ 1,800	57%
	Total	\$ 35,626	\$ 54,300	66%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 4,333	\$ 12,000	36%
8308-07	service contracts	\$ 37,825	\$ 41,000	92%
8315-07	fees and permits	\$ 1,793	\$ 1,750	102%
8320-07	Building and Grounds	\$ 223,240	\$ 18,000	1240%
8330-01	casual labor	\$ 525	\$ 3,500	15%
8335-07	building repairs	\$ 1,023	\$ 14,000	7%
	Total	\$ 268,739	\$ 90,250	298%

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 848	\$ 2,000	42%
	Total	\$ 848	\$ 2,000	42%

OPERATING EXPENSES

Actual

Budget

67%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 2,182	\$ 2,000	109%
8360-01	Grants	\$ 23,362	\$ 150,000	16%
8361-01	Donations	\$ 911	\$ 8,000	11%
8365-01	library promotion	\$ 2,180	\$ 6,000	36%
8370-01	postage	\$ 1,743	\$ 2,500	70%
8375-01	Advertising	\$ 1,180	\$ 3,500	34%
8385-01	memorials and tributes	\$ 4,413	\$ 500	883%
8432-01	mileage reimbursement		\$ -	0%
8396-01	bank charges and fees	\$ 645	\$ 150	430%
8399-01	ILL Loss/Damage	\$ 279	\$ 250	111%
	Total	\$ 36,894	\$ 172,900	21%

OUTSIDE SERVICES

8400-01	accounting	\$ 7,675	\$ 14,500	53%
8401-01	audit	\$ 10,028	\$ 9,500	106%
8402-01	legal fees	\$ 1,882	\$ 6,000	31%
8404-01	Staff Recognition	\$ 2,286	\$ 2,000	114%
8405-01	appraisal	\$ 450	\$ 1,500	30%
8305-01	architech/building consultant	\$ 200	\$ -	0%
8406-01	collection agency	\$ 134	\$ 200	67%
8408-01	strategic plan	\$ 631	\$ 500	126%
8410-01	printing	\$ 4,162	\$ 9,000	46%
8430-01	payroll expenses	\$ 4,358	\$ 4,500	97%
8435-01	background checks		\$ 150	0%
	Total	\$ 31,807	\$ 47,850	66%

INSURANCE

8460-05	liability insurance package	\$ 16,959	\$ 15,000	113%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ 16,959	\$ 15,000	113%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
	Total	\$ -	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 30,000	0%
	Total	\$ -	\$ 32,500	0%

TOTAL OPERATING EXPENSES

\$ 904,244

\$ 1,194,838

76%

NET INCOME

\$ (41,696)

\$ 30,382



North Riverside Public Library District

Check Detail

February 2020

Date	Type	Name	Memo/Description	Amount
02/03/2020	Check	AT&T	708Z40043004 JAN 16 - FEB 15	\$ 2.42
02/03/2020	Check	Black Stone	Books on CD	\$ 65.89
02/03/2020	Check	Elizabeth Boden	PHILADELPHIA TRIP JANUARY 2020 (Dinner & Transportation)	\$ 71.77
02/03/2020	Check	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction	\$ 601.67
02/03/2020	Check	Collaborative Summer Library Program	Children summer reading program	\$ 30.00
02/03/2020	Check	CHASE	Bank Fees, Postage, Adult Programs, Makerspace, Databases, Office Supplies, Grants, Children Programs, Staff Training, Adult Programs, Memberships, YA Programs, Senior Programs, Advertising, Staff Recognition, Building Grounds, Strategic Initiative	\$ 5,109.10
02/03/2020	Check	Demco	Office Supplies, Children Fiction/Non Fiction	\$ 441.01
02/03/2020	Check	Illinois Library Association	2020-2021 ILA PERSONAL MEMBERSHIP - Natalie Starosta	\$ 150.00
02/03/2020	Check	INGRAM LIBRARY SERVICES	ADULT NON FICTION	\$ 111.39
02/03/2020	Check	Johnson Controls Security Solutions	Quarterly Bill 02/01/20 - 04/30/20	\$ 110.94
02/03/2020	Check	LACONi	Annual Membership January - December 2020	\$ 100.00
02/03/2020	Check	Lauterback & Amen, LLP	Services for December 2019	\$ 875.00
02/03/2020	Check	Midwest Tape	Books on CD, Music CD Children, Children DVDs, YA DVDs	\$ 348.55
02/03/2020	Check	Atticus McClellan-Trujillo	Refund	\$ 10.00
02/03/2020	Check	Numbers Automation, Inc.	Office Supplies Toners CE390X,	\$ 79.00
02/03/2020	Check	Ollis Book Corporation	Children Fiction / Non Fiction	\$ 255.90
02/03/2020	Check	Cheryl Plaza	Supplies for Jar Decorating	\$ 11.70
02/03/2020	Check	Preferred Plumbing Inc	First Floor Urinal repair	\$ 140.00
02/03/2020	Check	Karen Quinn	Travel to Rails in Burr Ridge	\$ 27.60
02/03/2020	Check	Roscoe	mats	\$ 139.38
02/03/2020	Check	Seaway Supply Co.	toilet disinfectant, floor cleaner	\$ 91.04
02/03/2020	Check	Technology Management Rev Fund	Billing # T2222065 Inv. T2014778	\$ 133.00
02/03/2020	Check	Utica National Insurance Group	Act # 100943170	\$ 250.00
02/03/2020	Check	West Town Mechanical	Invoice period 02/01/2020 - 01/29/2020	\$ 272.00
02/03/2020	Check	Britney Musial	SUPPLIES FOR SUGAR COOKIES	\$ 12.24
02/03/2020	Check	ICMA	W.O JAN 23 2020, FEB 06 2020	\$ 2,648.64
02/03/2020	Check	Suburban Life	news paper renewal one Year #93636	\$ 39.00
02/03/2020	Check	Secure Document Solutions	regular Schedule Secure document destruction	\$ 65.00
02/03/2020	Check	Coverall North America	FEBRUARY service	\$ 1,227.56
02/03/2020	Check	LEAF	Services for 2 toshibas Inv 10270958	\$ 683.50
02/04/2020	Expense	IMRF	IMRF - January 2020	\$ 3,749.61
02/17/2020	Check	AT&T 1	INV IL835875Cust. 0701010033322	\$ 63.10
02/17/2020	Check	AT&T..	INV S668163163-20022	\$ 296.26
02/17/2020	Check	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction	\$ 1,368.29

02/17/2020	Check	BMO Harris Bank	Adobe	\$	31.86
02/17/2020	Check	Black Stone	Books on CD	\$	34.94
02/17/2020	Check	Maria Curran	Supplies for Hot Chocolate	\$	30.21
02/17/2020	Check	Comcast	Telephone Service 02/07/2020 - 03/06/2020	\$	229.85
02/17/2020	Check	Call One	Account 1214699-1141076 October, November, December, January	\$	1,988.13
02/17/2020	Check	CENGAGE Learning	Adult Large Print	\$	98.76
02/17/2020	Check	Demco	OFFICE SUPPLIES	\$	254.23
02/17/2020	Check	Dynegy Energy Services	Bill month November 2019	\$	1,769.44
02/17/2020	Check	PATRICIA COPP	Loss and Damage	\$	6.75
02/17/2020	Check	Hinckley Springs	2429867 012920	\$	144.95
02/17/2020	Check	Home Depot Credit Services	kitchen faucet, led light,	\$	763.06
02/17/2020	Check	INGRAM LIBRARY SERVICES	Adult Non Fiction, Donations	\$	460.18
02/17/2020	Check	Lauterback & Amen, LLP	Services for January 2020	\$	875.00
02/17/2020	Check	Midwest Tape	Books on CD, Music CD Children, Children DVDs, YA DVDs	\$	142.16
02/17/2020	Check	Joanne McMahon	water for bingocize and move and grove	\$	5.58
02/17/2020	Check	OverDrive, Inc	Library participation Future Content purchases, Holds, Maintenance Fee	\$	247.94
02/17/2020	Check	Popular Subscription Service	children YA periodicals	\$	39.98
02/17/2020	Check	Seaway Supply Co.	toilet disinfectant, floor cleaner	\$	82.06
02/17/2020	Check	Ian Tiele	Senior Programs Chicago : The City and The Music	\$	150.00
02/17/2020	Check	Terminix	Inv # 393515486	\$	87.00
02/17/2020	Check	Unique Management Services, Inc	January Placements	\$	8.95
02/17/2020	Check	Versatile Computer Services	Tech Services	\$	750.00
02/17/2020	Check	Village of N. Riverside	WATER	\$	160.71
02/17/2020	Check	Jill Cannizzo	board Minutes February	\$	75.00
02/28/2020	Check	Amazon	Adult CDs, Children Fiction/Non Fiction, YA Programs, Tech Programs, Adult DVDs, Games, Office Supplies, Building Supplies, Grants	\$	1,619.66
02/28/2020	Check	AT&T	Inv 708Z40043004, 708-442-0316 007	\$	449.63
02/28/2020	Check	Baker & Taylor	Adult Fiction, Children Fiction/Non Fiction	\$	1,160.75
02/28/2020	Check	Demco	Office Supplies	\$	505.35
02/28/2020	Check	Impact Networking. LLC	copy paper	\$	169.94
02/28/2020	Check	Technology Management Rev Fund	Billing # T2222065 Inv. T2017595	\$	133.00
02/28/2020	Check	INGRAM LIBRARY SERVICES	Adult Non Fiction, Foreign Language Books, Loss and Damage	\$	701.97
02/28/2020	Check	Cathy Kolessar	Meditation and Relaxation March 23 2020	\$	50.00
02/28/2020	Check	Latin American Book Source, Inc	Grants for F. Languages	\$	3,123.01
02/28/2020	Check	Lauterback & Amen, LLP	Preparation of 1099's for the year ended December 31 2019	\$	200.00
02/28/2020	Check	Midwest Tape	Music CD Children, Children DVDs, Books on CD	\$	145.17
02/28/2020	Check	Joanne McMahon	Bingocize March 11 2020	\$	50.00
02/28/2020	Check	Office Space	Building and Grounds	\$	8,664.00
02/28/2020	Check	Cheryl Plaza	Hangers On March 25 and supplies for February	\$	45.54

02/28/2020	Check	Proven IT.com	copy machines	\$	132.49
02/28/2020	Check	Martin Petersen Company, Inc.	AC Unit	\$	73,750.00
02/28/2020	Check	Bryant Rouleau	Bi fold doors for Story Room	\$	519.96
02/28/2020	Check	Barbara Silvestri	Adult Programs Arm Knitting supplies	\$	16.34
02/28/2020	Check	Trimline Landscaping	snow plowing, salting	\$	940.00
02/29/2020	Expense	Nicor Gas	Nicor Gas Payment	\$	673.15
02/29/2020	Expense	Paychex - Human Resource Services	Payroll 2.6.20, Payroll 2.20.20	\$	353.70
02/29/2020	Expense	IMRF	IMRF - February 2020	\$	3,885.95
02/29/2020	Expense	Paychex - Human Resource Services	February Payroll	\$	1.44
02/29/2020	Expense	Expert Pay	ExpertPay Fee	\$	81.98
Total				\$	125,390.33

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

2400 S. DesPlaines Avenue
North Riverside, IL 60546

Minutes of the meeting of February 17, 2020

1. Open of Meeting

A. The meeting was called to order by Trustee Gordon at 6:01 p.m. Roll call was taken.

Present: P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Kathy Bonnar called in to the meeting at 6:04 p.m.

Absent: Annette Corgiat, Brad Lanken

Also Present: Natalie Starosta, Jill Cannizzo, & John Mathias

B. A quorum was established.

C. John Mathias was present.

D. Trustee Rouleau made a motion to approve the agenda as presented. Trustee Folz seconded the motion. All ayes, motion carried.

2. Open Forum

John did not want to speak at this time.

3. Financial Reports

A. Trustee Pineda had nothing to report tonight. Director Starosta reported that there is nothing out of the ordinary on this report.

B. Trustee Pineda made a motion to approve the financial statements as presented.

Trustee Rouleau seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion Carried

C. Trustee Folz made a motion to approve the check detail report #20-02 in the amount of \$59,242.73. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion Carried

E. Trustee Folz made a motion to approve the authorization to transfer \$50,000. Trustee Pineda seconded the motion. A roll call vote was taken.

Ayes: P. J. Folz, Greg Gordon, Ken Rouleau, Al Pineda

Nays: None

Motion Carried

4. Committee Reports

A. Buildings and Grounds (Ken Rouleau, chairman)

1. HVAC - Things are progressing well. Everything is on track.

2. Capital Improvements - The official drawings arrived for the book sale room and the meeting room. Just waiting for the permits and then things can get started. The glass wall is installed.

B. Strategic Planning (P.J. Folz, chairman)

1. 2020 Strategic Plan things are getting put together.

C. Personnel (Greg Gordon, chairman)

Greg asked where things are with the evaluations. Director Starosta reported that they are started. She is looking at the budget to see what money is available for raises.

D. Policy (Kathy Bonnar, chairman)

Nothing tonight

5. President

Nothing tonight

6. Director's Report

Nothing tonight

7. Other Action Items

A. Approval of minutes

Trustee Gordon made a motion to approve the minutes of the December 16, 2019 Board meeting. Trustee Rouleau seconded the motion. All ayes, motion carried.

The approval of the February 3, 2020 special Board Meeting is tabled.

B. Closed Session Minutes Review

Tabled until next meeting

8. Information Items

A. Committee meetings - None added tonight. All meetings go through the director.

B. Memorial Books Report - nothing tonight

C. Correspondence - Letter of thanks from LADSE for the carols

D. Board Action Log - all up to date

E. Trustee Continuing Education - everyone should have received their badge for the ALA

F. Grants & Advocacy - Got the Riverside township grant for furniture and new reference desk

G. Rails and Swan - Swan meets on the 4th or 5th of March. They are talking about databases. If it passes it would cost the Library about \$3,000 for the year.

A patron complained to Trustee Rouleau about wanting to sit in the teen area and was asked not to go in there. Director Starosta reported that he was asked to choose a place somewhere else in the Library. There were many open spaces available in the Library.

9. Adjournment

Trustee Rouleau made a motion to adjourn the meeting at 6:36 p.m. Trustee Folz seconded the motion. All ayes, motion carried.

The next Board meeting is scheduled for Monday, March 16th at 6:00 p.m.

Respectfully Submitted
Jill M. Cannizzo

Home (<http://www.storemorestore.com/>) > Lockers (<https://www.storemorestore.com/Lockers-s/65.htm>) > Parcel Lockers (<https://www.storemorestore.com/Parcel-Package-Delivery-Lockers-Any-Time-Access-s/1410.htm>) >

APARTMENT PARCEL LOCKERS (5' 10-6/7"W X 1' 7-5/8"D X 6' 5-1/2"H), #SMS-08-PKG2

 This item qualifies for FREE SHIPPING! (/kb_results.asp?ID=45)

Apartment Parcel Lockers

Property Managers you no longer need to manage and store packages for your tenants. Now, parcel couriers can deposit packages directly into a secure locker compartment. Once the package is deposited, the recipient will be notified with an access locker code via text, email, and phone App. Now the recipient can pick up their package at their convenience 24/7. Customer is responsible for providing electrical power and internet connection.

[See more Parcel Lockers \(/Parcel-Package-Delivery-Lockers-Any-Time-Access-s/1410.htm\)](/Parcel-Package-Delivery-Lockers-Any-Time-Access-s/1410.htm)

List Price: \$18,314.69

Our Price: \$15,745.16 (Free Dock to Dock Shipping)*
 (/kb_results.asp?ID=45)

You save \$2,569.53!

Dimensions: 5' 10-6/7"W x 1' 7-5/8"D x 6' 5-1/2"H

Opening: See Below

Type: Apartment Package Lockers


Weight: 400

Availability: 6-8 weeks

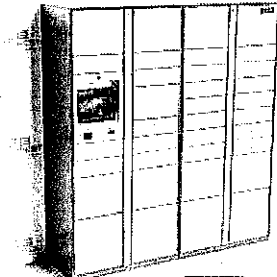
Product Code: SMS-08-PKG2

CHOOSE YOUR OPTIONS:

Shipping Instructions

I agree with shipping instructions*: ☐ I understand the shipping information (/kb_results.asp?ID=5)  (http://www.storemorestore.com/kb_results.asp?ID=5#youtube_video)

I agree to the shipping terms covering "free shipping" and "inspecting your freight" for damage listed in the **Shipping Document** (http://www.storemorestore.com/kb_results.asp?ID=5). If "Inside Delivery" or other freight services are needed, call 1-855-786-7667 for a quote.



 STOREMORESTORE.COM

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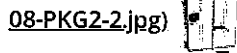
 **VIEW LARGER PHOTO**

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Alternative Views:



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[08-PKG2-2.jpg](http://cdn3.volusion.com/hktad.kparj/v/vspfiles/photos/SMS-08-PKG2-2.jpg)

(cdn3.volusion.com/hktad.kparj/v/vspfiles/photos/SMS-08-PKG2-3.jpg)

Qty:

1

ADD TO CART 

Description

Apartment Parcel Lockers

5' 10-6/7"W x 1' 7-5/8"D x 6' 5-1/2"H, SMS-08-PKG2

Parcel courier delivery lockers provide an attractive perk to attract new tenants while reducing the costs and hassles of managing and storing packages. The parcel courier delivers packages to a bank of lockers. The package is deposited into a secure locker (one of five compartment sizes) by the courier. The tenant is notified an access code to pick up their package at their convenience.

24/7 Parcel Delivery Locker Features:

- **Package Includes:**
 - One (1) transaction terminal
 - Twenty-two (22) small compartments 15.35" wide x 19.69" deep x 4.76" high
 - One (1) medium compartment 15.35" wide x 19.69" deep x 9.6" high
 - Eight (8) large compartments 15.35" wide x 19.69" deep x 12.18" high
 - Four (4) extra-large compartments 15.35" wide x 19.69" deep x 16.26" high
- **Construction:** Steel construction.
- **Connections:** Customer is responsible for providing electrical power and internet connection.
- **Compartment Sizes:** Five different sized compartments (small, medium, large, and extra-large)
 - Small compartment measures 15.35" wide x 19.69" deep x 4.76" high
 - Medium compartment measures 15.35" wide x 19.69" deep x 9.6" high
 - Large compartment measures 15.35" wide x 19.69" deep x 12.18" high
 - Extra-large compartment measures 15.35" wide x 19.69" deep x 16.26" high
- **Finish:** White with blue trim.
- **Optional Locker Wrap:** We can wrap your lockers with advertisements. Advertisers can then pay you for local advertisements on the lockers.

ZIP

[Back To Top ▲](#)

RESOURCES

[Video Library \(/kb_results.asp?ID=67\)](#)

[Quick Product Finder \(/kb_results.asp?ID=72\)](#)



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North Riverside Public Library



Architect: None

Type of project: Renovation/expansion

Total cost: \$44,098

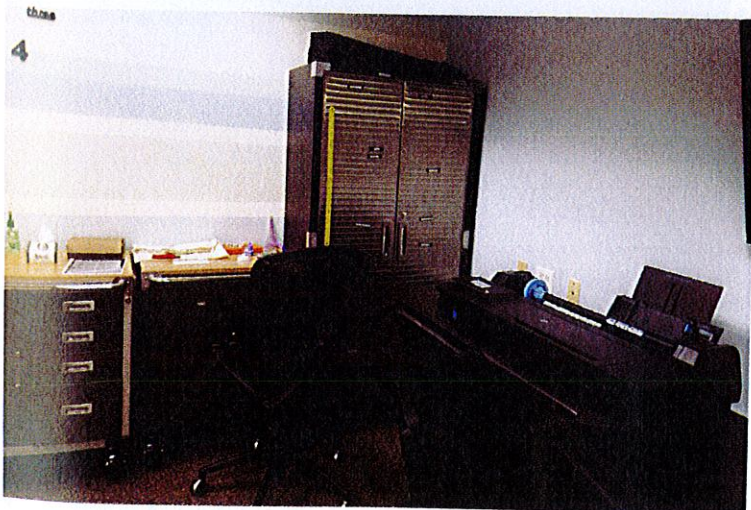
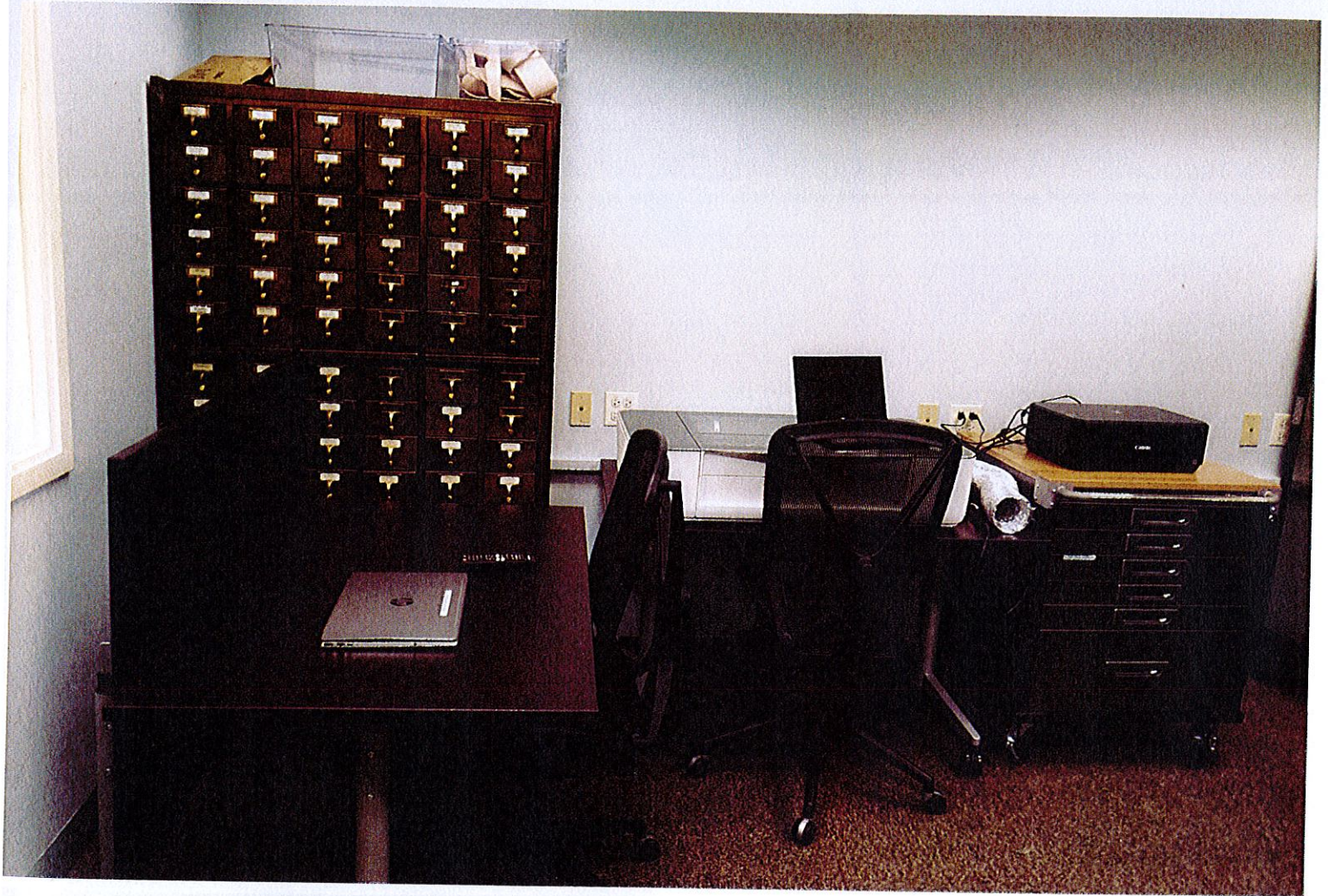
Service population: 6,672

Library director: Natalie Starosta

What people are saying:

"I can't believe that my library has all this."

"When I think of a library, I never would have thought that I could embroider, learn how to use Photoshop and make my own buttons and I know that there is so much more I haven't explored yet!"





**NORTH RIVERSIDE
PUBLIC LIBRARY**

NORTH RIVERSIDE, IL

Disaster/Emergency Response & Recovery Plan

Board approved:

Board reviewed:

**** NOTE:**

This Plan should be reviewed periodically to familiarize the staff with safety procedures and incorporate any new advances in disaster/emergency recovery techniques. It is recommended that this document be reviewed quarterly by the Library Disaster/Emergency Response & Recovery Team, and by the Board as necessary, but no less than every three years.

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- What is a Library Disaster/Emergency Response & Recovery Plan?
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- Scope of the Library Disaster/Emergency Response & Recovery Plan

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- Library Collection
- Library Employees

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- Establishing an Disaster/Emergency Command Post
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- Building Explosion Procedures
- Earthquake Procedures
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- Hazardous Materials Procedures
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- Violent or Criminal Behavior, or Hostage Situation
- Water Leaking or Flooding
- Workplace Violence Policy/Procedures

- OSHA Notification

Salvage Procedures

- Basic Principles
- Salvage Methods Available
 - Paper Materials & Non-Paper Materials
 - Computer Equipment

Appendix:

- Contacts Outside of Library
- Bomb Threat Checklist
- Library Personnel List
- Library Building Maps

What is the difference between a disaster and an emergency?

A disaster is an unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on operations. An emergency is generally of short duration and causes interruption of normal operations for a week or less.

What is a Library Disaster/Emergency Response & Recovery Plan?

A Library Disaster/Emergency Response & Recovery Plan describes the steps that a library takes to prepare for and prevent a disaster/emergency. Should a disaster/emergency occur, it outlines the procedures the library will follow to respond to the disaster/emergency and recover from it.

Disaster/Emergency Plan Objectives:

- To protect life
- To protect library property
- To anticipate possible disasters and introduce measures to reduce the effects should a disaster occur
- To ensure that library staff are informed and trained in disaster procedures
- To ensure that the fire department inspects the building annually and check that all library work areas are in compliance with OSHA standards
- To establish a Library Disaster/Emergency Response & Recovery Team
- To establish the duties of the Library Disaster/Emergency Response & Recovery Team
- To ensure that disaster response procedures are well-planned
- To ensure emergency and evacuation procedures are posted within each building
- To ensure that disaster supplies and equipment are readily available
- To establish salvage priorities to determine the order in which items are rescued and recovered
- To restore the library's collection and computer systems as quickly as possible
- To ensure library services are re-established as soon as possible after a disaster occurs

Scope of the Library Disaster/Emergency Response & Recovery Plan:

Since an emergency or natural disaster can occur at any time, day or night, when the building is occupied or not, or when the library is opened or closed, each emergency or disaster will be unique. The North Riverside Public Library's Disaster/Emergency Response & Recovery Plan must adapt to meet the scope of each type of disaster or emergency. However, during or after any emergency or disaster, the protection of human life must be the unquestioned first priority.

**** Note:** Since it has been well-documented that 95% of all disasters will result in some water damage this plan will outline commonly used procedures to address major and minor water damage.

Disaster Prevention Actions

For the Library Building:

- Perform frequent preventative maintenance and/or update HVAC, plumbing, and electrical systems
- Make sure all exits are clearly marked
- Check all fire alarms and fire extinguishers in the building

For the Library Collection:

- Review insurance policy information and coverage every three years
- Identify a list of high-priority salvage items
- Maintain a list of approved salvage techniques
- Develop a list of library material preservationists to consult

For Library Employees:

- Hold regular employee safety training and building evacuation sessions
- Create and post emergency procedures and building evacuation plans

Employee training is an important element in disaster preparedness, emergency response, and also the recovery of materials and re-establishment of library services. All library staff members will be required to attend scheduled safety and emergency training sessions to familiarize themselves with basic safety procedures.

All employees will learn the layout of the library building in which they work, review the building map to learn the location of all fire alarms and fire extinguishers, and also learn how to use a fire extinguisher safely. Staff will also be made aware of all fire exits, alternate escape routes and appropriate building evacuation procedures in the event of any type of emergency (fire, tornado, bomb threat, hostage situation, or earthquake). Specific departments will be assigned the task of determining whether the building has been completely evacuated.

If a major emergency occurs during working hours, any library employee may call 911 for help. A library administrator should be informed as quickly as possible regarding any library emergency situation. However, if an emergency or natural disaster occurs after library hours, the Library Director will immediately notify the Library Disaster Response & Recovery Team. Instructions will be given regarding where to meet to help assess the overall damage, establish salvage priorities, recovery operations, and the continuation of library services.

All injuries or illnesses incurred at the disaster site should be reported to the North Riverside Public Library's Administrative staff and Library Board as soon as possible. Employees should also report any health or safety concerns to the North Riverside Public Library Administrative Staff that could possibly arise in the workplace.

Disaster Response

Duties of the Library Director:

- Be the official and authoritative source of dispensing "public" information on any library emergency or disaster. This includes periodic updates for the library staff concerning library closure.
- Meet with the Library Disaster Response & Recovery Team to help assess the damage and carry out an outlined response, clean-up, and recovery plan.
- Designate an official Disaster Team Recorder and Photographer to help document the disaster throughout the damage assessment and recovery efforts.
- Access all insurance policy information and contact all Village departments who may assist in the library's disaster response and recovery efforts.
- Set up an Emergency Response Command Post, if necessary.
- Be responsible for coordinating the budget and all administrative services
- Propose staffing and public service alternatives.
- Supervise the salvage of office files and collection records in the library (personnel records, wages, and employee schedules).
- Prepare a recovery timetable and budget.
- Prepare a final report detailing the entire disaster response and recovery operation including a comprehensive photographic record of the disaster.
- Create a Post-Disaster Assessment - including what went right and wrong.
- Send out letters of appreciation to everyone who helped in the recovery effort.

Duties of the Library Disaster Response & Recovery Team

The Team will be minimally comprised of staff from the following positions: Director, Assistant Director, Adult Services Manager, Teen Librarian, Technology Librarian, and Maintenance Worker.

- Assist the Library Director in assessing the extent of the damage after the Police and Fire Departments secure the area.
- Capture a photographic and written record of the disaster area.
- Establish salvage priorities (including a list of high-priority salvage items).
- Train and supervise staff in salvage and rehabilitation operations if a Disaster Recovery Service is used.
- Supervise the in-house cleaning of the premises and the cleaning and drying of damaged library materials.
- Organize the orderly return of clean library materials to safe, sturdy shelving.
- Monitor the progress and orderly restoration of the stack area.
- Supervise the training of volunteers in the making and packing of boxes for pack- out materials (to be shipped out for freezing), if necessary.
- Review Disaster Plan every three years for modifications.

Initial Response Following a Disaster

Library Director's Response:

- The Library Director will gather the Library Disaster Response & Recovery Team at the disaster site.
- No one should enter the library until the Police and/or Fire Department declares it safe to enter the building. Then the Director and the Library Disaster Response & Recovery Team will survey the situation.
- In the event of water damage, make arrangements to have the heat turned off and the air-conditioning set to full capacity. If the regular power source is not available, it is necessary to provide back-up means to lower the temperature and dehumidify the stacks with portable generators. Also, turn off the water and gas.
- The Library Disaster Response & Recovery Team will inspect the affected areas and assess the amount and type of damage, documenting with photographs.
- The Library Director along with the Library Disaster Response & Recovery Team will decide on the salvage action to be taken and the amount and type of help needed.
- The amount of damage may require services, staff members, and/or volunteers.
- Water cleanup.
- Create a recovery area for damaged materials on site.
- In the event of water damage, contact Insurance Agent immediately.

Stabilization of the Environment:

- The disaster area should be secured and inaccessible to the public.
- In the event of water damage, turn off the heat. Reduce temperature as much as possible.
- Keep air conditioning systems operable and set at lowest temperature possible and use portable air conditioners wherever necessary to prevent mold growth. Mold growth typically begins within 48-72 hours.
- Use pumps to remove large quantities of standing water.
- Use fans to circulate the air and dehumidifiers with fans where necessary to lower the humidity of the stacks
- If the power is off, use portable generators for electrical services. All lines must be waterproofed and grounded.
- Arrange for the collection and/or purchase of necessary emergency supplies or contact a Disaster Recovery Service Company.
- The Disaster Recovery Service will use hygrothermographs, hygrometers and thermometers to monitor the site.

Establishing an Emergency Command Post:

- Depending on the magnitude of the disaster, the Library Director may have to create an emergency command post to assess the damage to the library and enforce safety and salvage procedures.
- The Library Director will designate one specific place as the official Emergency Command Post, which will coordinate activities, staff, equipment and supplies during the emergency or disaster.
- The command post will also coordinate disaster recovery activities and function as a central reference point for information concerning the disaster.
- Please refer to the suggested supply list for a Command Post on the following page.

Command Post Supplies

___ Buckets	___ Miscellaneous office supplies
___ Calendar	___ Mops
___ Camera (digital)	___ Name badges
___ Caution tape	___ Paper clips
___ City employee phone list	___ Permanent ink pens and markers
___ Computers and laptops	___ Photocopier and paper
___ Computer paper	___ Plastic sheeting
___ Copies of Disaster Recovery Plan	___ Portable filing cabinet
___ Facemasks	___ Printer
___ Flashlights and extra batteries	___ Radio – (weather & regular)
___ Hard hats	___ Rubber boots
___ Heavy-duty grounded extension cords	___ Rubber gloves
___ Labels	___ Safety cones
___ Leather gloves	___ Safety goggles
___ Legal pads, note pads	___ Staplers
___ Library board member list	___ Tables and chairs
___ Library employee list, employee emergency contacts & work schedules	___ Tape – various types
	___ Telephones and/or cell phones

Evacuation Procedures: Departmental Responsibilities

If an emergency requires the evacuation of the North Riverside Public Library, the following procedures will be observed. Department staff members will assume the responsibility for checking and evacuating specific areas of the building.

Adult Services—guide patrons in the adult area to appropriate exit. Use the front main entrance, emergency exit door at the west (far) end of the stacks and the exit door next to the stained glass windows. Be sure microfilm and historical rooms are vacated. Desk staff should take a copy of the work schedule out of the building with them. All persons are to meet in the parking lot directly across Des Plaines Avenue from the library's main entrance.

Children's Services—guide patrons to the appropriate exit. These include main entrance stairs on the east side of the building, north fire exit door to stairs to the golf course, and west emergency exit around the mechanical room and up the stairs to the golf course. They should not use the elevator. Desk worker should check the restroom and the Dept. Head's Office. Desk staff should take a copy of the work schedule out of the building with them. All persons should meet in the parking lot across Des Plaines Avenue from main library's entrance.

Circulation Services—guide patrons to the appropriate exit. Use the front main entrance, the staff entrance behind the circulation desk, the emergency exit doors at the west side of the stacks, and the emergency exit on the north side through the teen space. Be sure to check the bathrooms. Desk staff should take a copy of the work schedule out of the building with them. All persons are to meet in the parking lot directly across Des Plaines Avenue from the library's main entrance.

Maintenance Staff—staff should exit through the nearest exit.

Staff workroom—exit out through the door to the south (staff entrance). If this entrance is blocked, alternate exits include out through the main entry, north emergency exit through the teen spot, emergency exit next to the stained glass window and west emergency exit at the far end of the adult stacks. Staff should meet in the parking lot across Des Plaines Avenue from the library's main entrance.

Technical Services—exit out through the door to the south (staff entrance). If this entrance is blocked, alternate exits include out through the main entry, north emergency exit through the teen spot, emergency exit next to the stained glass window and west emergency exit at the far end of the adult stacks. Staff should meet in the parking lot across Des Plaines Avenue from the library's main entrance.

Youth Services Office—These include main entrance stairs on the east side of the building, north fire exit door to stairs to the golf course, and west emergency exit around the mechanical room and up the stairs to the golf course. They should not use the elevator. All persons should meet in the parking lot across Des Plaines Avenue from main library's entrance.

Animal Bites/Insect Stings

Animals are not allowed in the library except in service animals, emotional support animals, and in the case of special events hosted by the library. Unauthorized animals should be carefully removed from the building by a staff member or by calling animal control.

Animal Bites:

- Stay calm and try to isolate the animal in one area. If the animal escapes, watch where it goes.
- If there are injuries call 911 as soon as it is safe to do so.
- Know the location of first aid kit nearest you (main floor – staff workroom; lower level – youth services desk).
- Help with minor emergencies only with consent of the victim. Identify yourself by name and offer assistance. Instruct victim to contact personal physician.
- Use latex gloves and face mask when blood or bodily fluids are present.
- When a child is injured, offer first aid supplies to the parent for their use. Call the parent if not present.
- Call Cook County Animal Control is needed: (708) 974-6140

Insect Stings:

- Ask the person who was bitten if that person has had previous reactions to insect bites and if that person carries any emergency medication.
- If there are injuries call 911 as soon as it is safe to do so.
- Know the location of first aid kit nearest you (main floor – staff workroom; lower level – youth services desk).
- Help with minor emergencies only with consent of the victim. Identify yourself by name and offer assistance. Instruct victim to contact personal physician.
- Use latex gloves and face mask when blood or bodily fluids are present.
- When a child is injured, offer first aid supplies to the parent for their use. Call the parent if not present.
- Call an exterminator. Terminix (844) 251-2164

Bomb Threat Procedures

If you receive a telephone bomb threat:

- Try to keep caller on phone as long as possible - ask the caller the following questions and write down the answers(refer to bomb threat checklist p.****):
 - Where is the bomb located in the building?
 - When is the bomb set to explode?
 - What does it look like?
 - What kind of bomb is it?
 - Why did you place the bomb?

- Note the time of the call.
- Note the phone number if one is displaying on the caller ID.
- Note the gender, tone of voice, and emotional state of the caller.
- Immediately notify the police of the situation. Call 911.
- Assume the bomb threat is real and evacuate the Library immediately by pulling the fire alarm.
- Follow established Library emergency departmental evacuation guidelines. Staff evacuating from the Main Library should meet in the parking lot east of the building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Supervisory staff should account for staff from their department.
- Notify Library Administration as soon as it is safe to do so.
- Prepare an incident report.
- Do not return to the Library until it has been given “the all clear” by bomb squad personnel.

If you observe a suspicious package or potential bomb in the Library:

- Do not handle the object.
- If safe to do so, contact a library administrator.
- If you feel uneasy, call 911.
- Follow instructions from the Police Department.
- Follow established Library emergency evacuation guidelines if instructed to do so.
 - Staff evacuating from the Main Library should meet in the parking lot across Des Plaines Avenue from the library.
- Direct patrons to the nearest exit.
- Supervisory staff should account for staff from their department.
- Notify Library Administration of the situation as soon as it is safe to do so.
- Prepare an incident report.
- Do not return to the Library until cleared to do so by bomb squad personnel.

Building Explosion

An explosion is a release of energy in a sudden, loud and often violent manner with the generation of high temperature and usually the release of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire.

- If safe to do so, call 911. Give your name, location and department. Advise them of the situation.
- If safe to do so, notify administration
- Do what seems reasonable to protect yourself: take cover under sturdy furniture, stand near walls by elevators or leave the building.
- Use stairs, if possible to leave the building. Do not use the elevator.
- Watch out for flying debris and stay away from windows.
- Do not light matches or lighters in case there is explosive gas or other material present.

Crime in Progress

- Do not attempt to apprehend or interfere with the suspect.
- Do, if safe, get a good description of the suspect. Note height, weight, sex, color, age, clothing, method and direction of travel, and name, if known. If suspect is entering a vehicle, note the license plate number, type, make, model, color and outstanding characteristics of vehicle.
- Do, if safe, call 911. Give your name, location, and department. Advise them of the situation and, if safe to do so, remain where you are until contacted by an officer.
- Complete an incident report form as soon as possible.

Earthquake Procedures:

If Indoors:

- Do not go outside until shaking stops.
- Duck, cover and hold. Seek refuge in a load bearing doorway or under a sturdy desk or table and hold on. If there isn't a table or desk near you, cover your face with your arms and crouch in an inside corner of the building. Stay away from glass windows, shelves, heavy equipment, and anything that could fall, such as lighting fixtures or furniture.
- Do not use the elevators to evacuate.
- Be aware that the electricity may go out and fire alarm may turn on.

If Outdoors:

- Stay there.
- Move to a clear area to avoid falling hazards: move away from buildings, utility poles, trees, and other structures.
- Avoid power or utility lines as they may be energized.
- Once in the open, stay there until shaking stops.

After an Earthquake:

- When the shaking stops, look around to make sure it is safe to move. Then exit the building and do not re-enter.
- Expect aftershocks. Aftershocks can happen in the first hours, days, weeks or months. They are less violent but can continue damage to weak structures.
- After the initial shock, evaluate the situation, and call 9-1-1 if emergency help is necessary.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Supervisory staff should account for staff from their department.
- Notify Library Administration of the situation as soon as it is safe to do so. Report any injuries or damage to facilities via an incident report.
- Keep alert for gas leaks and power failures as these create special hazards. If an emergency exists, evacuate the building immediately. Call Nicor (888.642. 6748) to report a gas leak and ComEd (800-334-7661) to report down power lines.
- Be aware of small fires. Fire is the most common hazard after an earthquake.

Elevator Malfunction Procedures

If elevator alarm bell sounds:

- Check to see if anyone is trapped in the elevator
- If someone is in the elevator, ask if he or she has used the marked button to call for elevator assistance.
- Reassure the person that help is on the way.
- Do not force the elevator doors open. A person climbing out could be crushed if the elevator moves unexpectedly.
- Report the problem to administration.

If elevator alarm does not sound, but you become aware that elevator is stuck:

- Determine whether anyone is in the elevator.
- If someone is in the elevator, if possible, communicate with them to press the call button.
- Reassure person that help is on the way.
- Report the problem to administration.

Fire Safety Procedures:

Fire Detected

- Fire alarm sounds. If no alarm sounds, pull the nearest alarm. The alarm will be relayed to the Fire Department and Nitech Fire and Security electronically.
- See Library building maps for locations of fire alarms and extinguishers.
- If you choose to use a fire extinguisher, do not compromise your own safety – DO NOT try to put out a fire if it is larger than an office trash can.
- Maintain an escape route at all times.

Evacuating the North Riverside Public Library

- When you hear a fire alarm, leave the building promptly. Do not retrieve your personal belongings (i.e., purse, coat, keys).
- Do not use the elevators.
- All exits are marked with signs throughout the Library and on Library building maps.
- Use the nearest available exits, or if it is safe to do so, evacuate the North Riverside Public Library in the following manner:
 - Adult Services—Ground floor: Stacks, Computer area, Circulation and Reference areas
 - Circulation Services—Teen Spot (is no teen librarian), Main Floor Meeting Room, Book Sale Room, Restrooms
 - Teen Services—Teen Spot, Work Room
 - Children's Staff—Lower Level: Children's Library, Department Heads, Restrooms, workroom, staff break room

Main Library staff and patrons will meet in the parking lot across from Des Plaines Avenue entrance. In the event of inclement weather, move inside the Village Hall building on Des Plaines Avenue.

- Patrons requiring assistance (i.e. wheelchair patrons) on the lower level should be moved close to the bottom of the staircase. Leave them and immediately report where they are located to a first responder – police or fire.
- Supervisory staff should account for staff from their department.
- Seek emergency treatment if necessary.
- No one should re-enter the building until the fire department gives the “all clear” that it is safe to do so.
- Staff should not move their vehicles unless directed to do so by the fire department.

False Alarms

- If staff sees someone pull a false alarm, it should be immediately reported to a library supervisor who should provide this information to the fire incident commander.
- Do not try to physically detain this individual.
- Proceed with the evacuation.
- Let fire personnel check the building to ensure a safe return.
- Provide Library Administration with an incident report. *See Incident Report Policy.

Fire Drills

- Both the Fire Department and Nitech Fire and Security ** (the library's security system) must be notified prior to a fire drill.
- The fire department one week prior to coordinate their personnel with our drill.
- The drills should be run using the test and reset features of the building's security system panels.

**Nitech Fire and Security (630) 307-8805.

Hazardous Materials Release

- If there is a spill or release of hazardous materials in the area, library personnel should follow instructions given by emergency personnel.

Medical Emergencies--Patrons

- Know the location of first aid kit nearest you (main floor – staff workroom; lower level – youth services desk).
- Help with minor emergencies only with consent of the victim. Identify yourself by name and offer assistance. Instruct victim to contact personal physician.
- Use latex gloves and face mask when blood or bodily fluids are present.
- When a child is injured, offer first aid supplies to the parent for their use. Call the parent if not present.
- For major emergencies, call 911.
- Do not move or lift victim unless directed by 911
- Do not offer food or drink unless directed by 911.
- Fill out incident report and turn in to supervisor.

Medical Emergencies--Staff

- Staff should report all on the job injuries regardless of severity to a supervisor immediately. Supervisor will coordinate assistance.
- Help with minor emergencies only with consent of victim
- For major medical emergencies, call 911.
- Do not move or lift victim unless directed by 911.
- Do not offer food or drink unless directed by 911.
- Fill out incident report and turn in to supervisor.
- Before returning to work after an injury requiring the attention of a medical professional, the staff member must present a return to work form from the medical professional. This form must be given to the supervisor before the staff member can return to work.

Pandemic Response Procedure

Level I: Precautionary Health Measures

- Cleaning & Supplies
 - Purchase additional cleaning and disease prevention supplies
 - Provide tissues and hand sanitizer to staff and in public areas
 - Offer staff gloves, to be used if desired. As appropriate, recommend use by staff who handle many materials.
 - Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and door knobs

- Provide staff with disinfectant wipes for quick disinfection
- Staff should contact cleaning company if an area needs to be thoroughly cleaned. (Elena Yescas: (630)258-9565 elenayescas@comcast.net)
- Work Adjustments
 - Library Director may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
 - Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
 - Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees
- Communicate to the Public
 - Share official sources for health information with patrons
 - Recommend that patrons and staff with symptoms not enter the building
 - Promote healthy habits
 - Promote online library services
- Communicate to Staff
 - Share this Pandemic Response Procedure
 - Encourage staff to receive appropriate vaccinations
 - Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene
 - Communicate any CDC reporting requirements
 - Advise traveling staff to check the CDC's Traveler's Health Notices
 - Promote healthy habits

Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Cook County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

- Service Adjustments
 - Create social distancing by number of public seats, limiting the number of patrons in the library at one time, and altering work schedules so that fewer people are working in close proximity to one another
 - Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - Library programming
 - Public meeting room use
 - Deliveries to homebound, nursing homes, retirement centers, and schools

- Holds processing
 - Review and prepare options for emergency library services as necessary
- Work Adjustments
 - Cancel all library-related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider library-related travel to Level 2 areas.
 - Adjust volunteer work schedules as affected by service adjustments
- Communicate to Public
 - Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
 - Post an alert on the website outlining adjustments to services; adjust homepage to include pointers to official sources of info about the pandemic
 - Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments
 - Inform public that overdue fines have been suspended which means that they do not need to return items while they are not feeling well
- Communicate to Staff
 - Library Director to monitor and coordinate response among authorities, schools, villages, and library
 - Encourage staff to wear gloves, glasses and masks when handling materials
 - Review and adjust staff contact list to ensure information is current

Level III: Temporary Closure

- Service Adjustments
 - Temporary Closure. During the course of a pandemic, the Library Director may temporarily close the Library buildings under one or more of the following conditions:
 - Public health authorities advise, request or order such a closure
 - RB High School, or Komarek and Ames Elementary Schools close
 - Public visitation is too low to warrant keeping the buildings open
 - Staffing levels are too low to operate the Library
 - Any other conditions that prevent the Library from operating the facilities safely and effectively
 - Emergency Closing Guidelines apply; staff are not required to remain "on call" during an extended closure; staff may be assigned training/work to do from home
 - Extend due dates
 - Close drop boxes and post closed signs
 - Inform vendors and delivery services that we are closed and not accepting deliveries
 - Notify RAILS
 - Notify after-hours cleaning company
- Work Adjustments

- Staff and volunteers are to refrain from reporting to work in person.
- Director and management staff will continue to work remotely to monitor building and systems conditions.
- Director/Assistant Director will continue to work remotely to communicate with public.
- Library Director will continue to work remotely to coordinate response among staff and with Library Board of Trustees.
- Communicate to the Public
 - Post an alert message on the website indicating the library is closed; homepage to include pointers to official sources of info about the pandemic
 - Post library closed message on front door of main library and annex
 - Send closure notices to SWAN and RAILS as well as the Landmark
 - Continue to share official sources for health information and library service updates with patrons via digital communications channels
- Communicate to Staff
 - Library Director to continue to monitor and coordinate response among authorities, schools, villages, and library

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the library's response to meet emergent needs.

Power Failure

*Note - Refer to Adverse Weather Policy

1. Remain calm.
2. Find flashlights.
3. Guide patrons to exits.
4. Call Nitech Fire and Security (630-307-8805).
5. Call ComEd Power Company (800-334-7661).

Shelving Collapse

- If injuries are present, call 911 and give the location in the library of the collapse, describe injuries if possible.
- Barricade the area to keep people out until the area is deemed safe
- Assign a staff member to watch the area
- Alert a manager. The manager will coordinate cleanup efforts.
- File an incident report.

Tornado and Severe Weather Procedures:

*Note – Dept safety responsibilities – follow fire procedure guidelines (p.***).

Severe Weather

- If the weather appears that it may become severe, public service desks at all locations will turn on their weather radio. Suggest a specific person or persons be responsible for ensuring staff turn on radios.
- Other staff will be notified by their supervisor that we are under a Severe Weather Alert (Watch or Warning) and to be prepared to move to the designated safety area in their building.
- If Severe Weather Alert occurs after 5pm, the Supervisor or Librarian in Charge that night will ensure weather radios are turned on and all staff notified of Alert.

Severe Thunderstorm Warning and Tornado Warning

- A tornado warning is sounded by the Weather Bureau when an actual sighting has been made in the area or if a severe thunderstorm is imminent. The sirens notify persons to seek safety. Employees should notify patrons and staff in their areas that a tornado warning or severe thunderstorm warning is occurring, that staff will be seeking shelter in the designated safety areas and that they should follow.
- Do not compromise your own safety if patrons will not follow. If patrons leave building, do not leave designated safety area to give them re-entry.
- Shut inside doors, *lock and post signage for entrances, and lock elevator – 1st Floor signage should direct outsiders to the east entrance which will remain unlocked.
- Staff should take the weather radios from the public service desks, a flashlight (if necessary), and a staff schedule with them to the designated safety areas.
- Protect your head and neck with your arms.
- Staff and patrons should leave the designated area only after the warning is over and are given the “all clear” signal.
- Severe weather does not always happen as a single occurrence. Be alert to the possibility of more tornados or violent thunderstorms within the same day.
- If injuries have occurred or the Library has been damaged, call 911.
- Notify Library Administration as soon as it is safe to do so and report if the building has been damaged and/or if personal injuries have occurred.
- Submit an incident report detailing the situation.

*Note –If building is evacuated, call Nitech Fire and Security 630-307-8805 to activate the alarm remotely

Designated Safety Areas

- Lower Level: Move to the *****.
- Main Floor: Move to the *****.

General Storm Information

- Do not compromise your own safety at any time.
- If power lines are downed during a storm, staff should notify the power company (ComEd Energy 800-334-7661) as soon as it is safe to do so. Do not try to move them and warn patrons not to enter the area.
- Supervisors should check flashlight and weather radio batteries during the spring daylight savings time change and replace if needed.

Violent Behavior, Criminal Behavior & Hostage Situation Procedures

Be alert to suspicious situations. If you observe a criminal act or observe a suspicious person at the Library, immediately notify Library Administration to report the incident, and fill out an incident report form when all danger has ceased.

If the incident is an emergency:

- Call 911 immediately and state that you need immediate assistance.
- Take cover if weapons/explosives are involved.
- If building evacuation is necessary, pull the fire alarm.
- Follow the evacuation procedures that the Library has established.
- If it is safe to do so, meet in the parking lot to the east of the Library across Des Plaines Avenue.
- Supervisory staff should account for staff from their department.
- The most senior staff person will report all pertinent information to first responders – fire and police.
- Seek emergency treatment or first aid as necessary.
- When it is safe to do so, notify Library Administration. Report any injuries or any damage to the Library via an incident report form.

Hostage Situation:

- Pull fire alarm if you are able to do so.
- If you are able to leave the building without placing yourself in danger, take the closest exit and go to the nearest phone and call 911.
- If you are unable to leave the building without placing yourself in danger, go to the nearest unused office, lock and barricade the door, and call 911.
- State clearly that you need immediate assistance.
- Give name, location, the nature of the problem, and the people or area it involves.
- If you are not in immediate danger, don't hang up until told to do so.

What to do if you are taken hostage:

- Try to remain calm and be observant.
- Take note of the captor's physical characteristics, ethnicity, name, clothing, weapons.
- Do not speak unless spoken to, and then, only when necessary.
- Avoid appearing hostile and avoid arguments.
- Listen to what the captor is saying. Do not minimize the captor's concerns.

- Be prepared to answer the police on the phone.

After the hostage-taking:

- Get medical attention for anyone as needed.
- Write down any mental notes about the captor(s) (age, physical appearance etc.)
- Obtain names of witnesses.
- Report the incident to Library Administration including the nature of the incident, location of the incident, description of person(s) involved and the description of property involved.
- Complete an incident report form.

Lockdown:

- Gun or danger seen outside the building
- Call 911
- Call or enlist help from other staff to alert Nitech Security at 630-307-8805.
- Quickly direct staff and customers into nearby area with a lockable door
- Lock door, turn off cell phones and lights, remain calm and quiet
- Stay away from windows and doors
- No calls or texts
- If building alarm sounds, it may be a lure. Leave only if you smell smoke.
- Do not open door. Police will enter and evacuate if necessary

Active Shooter:

- RUN. Get out if you can, then call 911 when it is safe to do so
- HIDE. Quickly secure your hiding place, lock doors, and turn off lights and phones. Be quiet, remain calm and stay away from windows and doors.
- If a building alarm sounds, it may be a lure. Leave only if you smell smoke.
- Do not open door. Police will enter and evacuate.
- FIGHT. When there is no other choice, commit to stopping the shooter by any means.

Water Leak or Flooding

Water leaks or flooding occur when a roof leaks, or a water pipe or plumbing fixture breaks. This becomes a serious problem when a large amount of water covers floors or library or materials or equipment gets wet.

Water Leak

- Call supervisor. Report details, including: where the leak has occurred, how bad the leak is and if floors are wet, and whether library materials are in danger.
- If the floor is wet and there is danger of electrical shock, block access to the area.

Flooding

- Call supervisor. Report details, where the flooding has occurred, how bad the flooding is and if floors are wet, and whether library materials are in danger.
- Do not enter a flooded area until the electricity has been disconnected by an electrician. There is extreme danger of electrical shock in a flood.
- Block access to flooded area.

Call maintenance or supervisor to turn off water and/or electricity, if necessary.

Workplace Violence

Generally

The North Riverside Public Library maintains a zero tolerance policy toward workplace violence or the threat of violence, by any of its employees, customers, the general public, or anyone who conducts business with the Library. It is the intent of the Library to provide a workplace that is free from intimidation, threats, violent acts and harassment. This policy and the procedures herein are in accordance with the Occupational Safety & Hazard Administration (OSHA) guidelines on workplace violence.

Definitions

Harassment other than sexual: Verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, religion, national origin, age, or disability or sexual orientation or that of his/her relatives, friends or associates (i.e. jokes, taunting, making fun of, stereotyping, displaying derogatory cartoons).

Intimidation: To compel or deter by or as if by threats of physical harm or attack, whether the threats are real, verbalized or non-verbalized.

Physical harm or attack: Physical harm or attack shall mean unwanted or hostile physical contact with another person such as hitting, fighting, shoving, stabbing, shooting, throwing objects, etc.

Threat: A threat is the expression of intent to cause physical harm or extreme mental anguish, verbal abuse, harassment or intimidation regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future.

Workplace violence: Examples of workplace violence include, but are not limited to: physical harm or attack, threats, verbal abuse, harassment, intimidation, and property damage.

Prevention

The North Riverside Public Library subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, for example:

- Informing employees of the policy;
- Instructing employees about the dangers of workplace violence;
- Communicating the sanctions imposed for violating this policy;
- Providing a method for reporting incidents of violence without fear of reprisal.

Reporting Threats

Each incident of violent behavior, whether the incident is committed by another employee or a non-employee, such as a patron, vendor, former employee, citizen, etc., must be reported to Management immediately. The manager will assess and investigate the incident and determine the appropriate action to be taken. Department heads must inform the Director of all reported incidents of workplace violence, with an official incident report. In critical incidents when serious threat or injury occurs, the emergency responders such as police, fire and/or ambulance personnel shall be immediately notified.

Any employee who acts in good faith by reporting real or implied violent behavior is not to be subjected to any form of retaliation or harassment. Retaliation against or harassment of any employee who reports an act falling within this policy must be reported to the Library Director for investigation and decision regarding proper action.

Prohibited Actions & Sanctions

All employees, including management employees, who engage in any act of workplace violence, will be subject to the discipline process up to and including discharge. Furthermore, depending upon the nature of the violent act, the employee or individual committing the act may be subject to criminal sanctions, as determined by appropriate law enforcement officials.

Security Audit

On an annual basis or whenever physical layout of the work space is significantly altered, department heads or their designees should examine the escape routes of the work area and communicate any changes to all department employees. On an as needed basis, the department may request a security audit from the North Riverside Police Department to determine whether any security measures, such as panic alarms, are necessary. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for occurrence of a violent incident.

Training

The supervisors will make sure all new employees are made aware of departmental procedures regarding reporting incidents falling within the purview of this policy, what to do if the employee is threatened or if an incident of violence actually takes place and dealing with the after effects of an act falling within the purview of this policy.

OSHA

In the event of death or injury/treatment of 2 or more people, notification is sent to the Director and Insurance Agent in order to meet OSHA requirements.

Salvage Procedures

Basic Principles - DO NOT:

- Enter an area until it has been declared safe.
- Attempt to open a wet book.
- Attempt to close a book that is swollen.
- Use mechanical presses on wet materials.
- Write on wet paper.
- Use bleaches, detergents, water-soluble fungicides, adhesive tapes, paper clips, or staples on wet materials.
- Use colored paper of any kind during the salvage and recovery operations.
- Pack newly-dried materials in boxes or leave them unattended for more than two days.

** Note: Please refer to the list of Preservationists & Organizations in the Emergency Contact List in this manual.

Mold:

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

- Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees F and the relative humidity is over 60%.
- Separate the affected materials to prevent spreading.
- If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
- Keep circulating the air in the room.
- Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
- Materials that will be fumigated should be removed from plastic crates, as plastic will absorb the fumigants. Fungicidal fogging should always be done by a professional chemist or conservator.

Salvage Methods

For Paper and Non-Paper Materials

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

The cataloger and Disaster Recovery Team will provide plans and means of record keeping while working to separate materials to be discarded and materials to be salvaged.

Computer Equipment

In the event of a critical computer system outage, our networks are backed up daily in three parts. The city servers, which hold the library financial information, are backed up daily, weekly, monthly and annually. Copies are stored both on and off site.

The library's integrated library system (ILS), The ILS, is backed up and maintained at an offsite location. The ILS includes acquisitions, cataloging, circulation, serials, and public catalog software.

The library server has a complete system backup that would be used to restore its contents if the server should become unusable and need replaced.

In the event of a disaster, information could be retrieved. First, the Disaster Response Team, along with IT personnel, would determine the feasibility of recovering and restoring the hardware, or whether alternate plans should be made. If the server at Polaris goes down, the library can go on stand alone.

*In the event of any emergency that prevents the normal operation of the computer equipment, the following people should be notified immediately:

- Library Director or Designee
- Library Computer Systems Administrator
- North Riverside Public Library Information Technology Services Company

Appendix

Includes:

- Contacts Outside of Library
- Library Personnel List
- North Riverside Public Library Building Maps

List of Preservationists:

American Library Association
Association for Library Collections and Technical Services
50 Huron St, Chicago IL 60611-2795
(312) 944-6780

Art Institute of Chicago
Executive Director of Conservation
Paintings
111 S. Wabash Ave, Chicago, IL
(312) 443-3600

Abraham Lincoln Presidential Library
Historical Documents Conservator
Bonnie Parr
112 North Sixth Street, Springfield, IL 52701
(217) 785-7934

National Gallery of Art
Conservation Division
2000B South Club Drive
Landover, MD 20785
del@nga.gov

University of Illinois at Urbana-Champaign
Head of Preservation
1408 W. Gregory Dr Urbana, IL 61801
Contact: Jennifer Hain Teper
(217) 244-5689
jhain@illinois.edu

University of Iowa
Head of the Conservation Department
Preservation Librarian
Contact: Nancy Kraft
(319) 335-5286
nancy-e-kraft@uiowa.edu

Other Pertinent Emergency Contacts:

Building, Home and Retail Centers	
Name	Number
Farm & Fleet	
Home Depot	
Lowe's	
Menard's	
Sam's Club	
Costco	
Target	
Wal-Mart	

Village of North Riverside	
Fire Department	Emergency 911 Non-Emergency 708-
Police Department	Emergency 911 Non-Emergency 708-
Mayor	
City Manager	
City Clerk	
Finance Director	
Park & Rec Director	
Public Works Director	

	WHO TO CALL
Accounting	Lauterbach & Amen (acct#) 630-393-1483 – Nicole
Alarm	Nitech Fire & Security (Acct#)
Audit	O’neil & Gaspardo (acct#) (708)478-2900 -- Nathan
Backflow Testing	Flowtechnics (815)277-2600 -- October annual inspection
Cameras	Quinlan (Acct#)
Copiers	
Custodian	Elena Yescas: (630)258-9565 elenayescas@comcast.net
Doors	
- Electric	
- Steel	
Drying Company (Disaster Recovery)	
-	
-	
Electric Company	
- Distribution	ComEd (800)334-7661
- Other account questions	Dynergy (Acct# 3563062012) 844-441-0716
Electrician	Lyons & Pinner Electric (708) 588-6800
Elevator	
- Maintenance/Inspections	Colley Elevator Co (630)766-7230
- Phone System (708-442-0316)	AT&T (acct# 708 442-0316 007 6) Repair: 877-888-5622
Exterminators	Terminix (acct #)
Fire Extinguishers	L-K (acct #)
Gas (natural gas company)	Nicor (acct#)
Glass Replacement	
Health Department (Cook Co.)	(708) 836-8600
HVAC System	
- Installation	MPC (acct#)
- Maintenance (current)	West Town (acct #)
Insurance	
- Board/Officers	
- Building	
- Health/Life	Limrric
Internet	
- Catalog (SWAN)	
- DS1 circuit (btw ICN and NRPL)	AT&T (acct# 708 Z40-0430 404 2) Repair: 877-888-5622
- Patron Internet	Comcast (acct# 8771 20 134 0118334) 800-391-3000
Landscaping/Snow Removal	Trim Line (708)485-7575
Legal	
- Bond	Ice Miller (312) 726-1567
- General	Ritzman (630) 665-1900
- Property Tax	Franczek (312)986-0300
Locksmith	Fullmer’s Locksmith (708) 442-0300
Masonry/Tuck Pointing	
Phones	
- Elevator	AT&T (acct# 708 442-0316 007 6) Repair: 877-888-5622

- Service	Call One (acct # 1214699-1141076) 800-440-9440
- System	MidCo (acct #) --
Plumbing	Preferred Plumbing -- (708) 865-6964
Printing	Grasso Graphics (708)489-2060
Roof	Olsson Roofing – (630)844-7759
Sewer/Drain Cleaning	
Sprinklers	
- Building	
- Lawn	Mullermist (708) 344-8680
Water	
- Bottled Drinking	Hinckley Springs (800)492-8377
- Damage	
- Utility	
Cook County Emergency Services	(708) 865-4766
Illinois Emergency Management Agency	24 hr line (800) 782-7860

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT
LIBRARY BOARD RESOLUTION #20-03-01
RESOLUTION TO ADOPT A POLICY
PROHIBITING SEXUAL HARASSMENT

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017; and

WHEREAS, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment; and

WHEREAS, all prior existing sexual harassment policies of North Riverside Public Library District shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Resolution; and

WHEREAS, should any section or provision of this Resolution or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid; and

WHEREAS, the Library recommends that the Board of Trustees adopt the Policy Prohibiting Sexual Harassment (Attachment A) in furtherance of its commitment to ensure that the Library's work environment is free of sexual harassment for employees and that its work rules and policies are in compliance with Public Act 100-0554 as well as all other applicable state and federal laws.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the North Riverside Public Library District as follows:

Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Resolution, is hereby adopted to ensure that the Library's work environment is free of sexual harassment for employees and that its work rules and policies are in compliance with Public Act 100-0554 as well as all other applicable state and local laws.

Section 2. This Resolution shall be in full force and effect from after its passage and approval as provided by law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF LIBRARY TRUSTEES OF THE NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT, OF COOK COUNTY, STATE OF ILLINOIS, THIS 16th DAY OF MARCH, 2020.

Roll Call Vote:

Ayes: _____

Nays: _____

Absent: _____

(ATTEST)

Annette Corgiat, President
Board of Library Trustees

PJ Folz, Secretary
Board of Library Trustees

Exhibit A:

**703 POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND Retaliation
(and Procedures for Reporting and Investigating Complaints) Effective Date: 12/18/17**

Revision Effective Date: 7/1/2019

NRPL is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, NRPL will not tolerate harassment of employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, NRPL discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. NRPL prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at NRPL will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. NRPL seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this policy.

All employees and officials are responsible for conducting themselves in accordance with this policy.

NRPL will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with NRPL, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. NRPL will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on NRPL's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct

has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. NRPL considers the following conduct to represent some of the types of acts that violate this policy: either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature; sexual propositions, sexual innuendo, suggestive comments; continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested; displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace; sexually oriented kidding, teasing, practical jokes, or threats; referring to or calling a person a sexualized name; telling sexual jokes or using sexually vulgar or explicit language; making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation; harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

NRPL will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this policy or cooperating in an investigation is strictly prohibited. Anyone who is found by NRPL to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure.

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, Director, Library Board of Trustees, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Director, or an official any complaint or observation of conduct which may violate this policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. **Report Immediately:** Oral complaints, as stated, must be made immediately. NRPL may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. **No Exception to Reporting:** Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend,

acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this policy will be investigated promptly. NRPL is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this policy. NRPL may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by NRPL to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. NRPL may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

6. Confidentiality: To the fullest extent practical, NRPL will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, NRPL must inquire of employees or officials involved. NRPL also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100 500 West Madison Street, Ste. 2800
Chicago, IL 60601 Chicago, Illinois 60661-2511
(312) 814-6200 (312) 353-2713