

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

While we meet the components on the Technology checklist, we realize we need to be constantly aware of changing technologies and services available. Libraries utilize technology for so many patron services that it is vital we continue to change when necessary. In 2023 we started to investigate an additional self-checkout station as well as installing computer stations closer to our stacks so patrons have better access to our collections. Construction on a separate maker space area is also taking place this year. Our computers and other equipment are on a schedule of updating and replacement when necessary.

Chapter 13: Marketing, Promotion and Collaboration

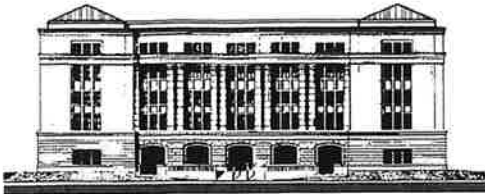
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

While we have always done a good job of marketing, promoting and collaborating at the Library, it has only been in the past year or two that we have tried to make our process one that is planned and assigned on a regular basis. Our five newsletter issues are well received by the community. With the addition of FACEBOOK and Instagram, we reach patrons who prefer their information digitally. We have assigned staff members to schedule and produce the content for our social media and we have seen the difference it has made for program and activity attendance as well as getting our name and message to our patrons. Our interactions with local and state organizations have also been an invaluable source of promoting the importance of the Library within the community.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

We feel strongly that any per capita money we receive should directly benefit the "per capita" or the residents of the Village and that is why we always use the money to purchase materials for our collection. This includes books, DVDs, Audio Books, Library of Things, and other collection additions.



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Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30579 **City:** Riverside

Library Name: Riverside Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$ 13,715.00

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7
Library provides a percentage of its budget to purchase materials that best serve the community.

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9
Library provides a percentage of its budget to purchase materials that best serve the community.

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11
Library provides a percentage of its budget to purchase materials that best serve the community.

Technology — Chapter 12
Library provides a percentage of its budget to purchase materials that best serve the community.

Marketing, Promotion, and Collaboration — Chapter 13

DISASTER/EMERGENCY PLAN



OCTOBER 2023

DISASTER/EMERGENCY PLAN

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I. CONTACT LIST IN THE EVENT OF A DISASTER OR EMERGENCY

CONTACTS	OFFICE	PHONE	CELL
Library Director	x100		312-203-4256
Assistant Library Director/ IS Management Team	x121		630-750-6196
CYS Management Team	x126		708-207-0355
Patron Services Management Team	x122	708-484-2262	312-618-5579
RPL Attorney			312-984-6419
Village of Riverside		708-447-2700	
Fire dept. (nonemergency)		708-447-2123	
Police dept. (nonemergency)		708-853-1384	
Public Works		708-442-3590	
Library Board President		708-925-3073	
Library Board Vice-President		708-692-7524	
LIRA (Client #005518)		630-285-3857	
RAILS		630-734-5000	

II. EVACUATION ROUTES

Evacuation Routes are posted in each area of the Library. See Appendix A for the General Emergency Evacuation announcement.

III. EMERGENCY SUMMARY PROCEDURES

A. Loss of Electrical Power

1. Evacuate the building using the Loss of Power announcement – see Appendix A, by using the public address system, while holding placard for the hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind.
Note: the public address system only has a 5-minute backup battery.
 - a. Special efforts should be made to assist handicapped persons to evacuate, including lower level exit on west side of building.
 - b. Do not use elevators.
 - c. Place emergency signs on all entrance doors.
 - d. Lock all exterior doors.
2. Fire alarm automatically activates due to loss of electrical power. Fire Department will inspect building.
3. The phone system has a 12 hour backup and can be used for communication purposes. The HVAC system will automatically be disabled due to loss of electrical power. Check with the Village (708-447-2700) to see what information they may have regarding the outage.
4. Turn off power supply to all copiers, computers, printers and the cash register.
5. Staff members are to remain in the building until otherwise directed.
6. If the Library Director is not in the building, the manager or staff member in charge should inform the Library Director of the outage. The Library Director will give instructions on the action to take. If the power is off, or is expected to be off, for more than 45 minutes, the Library Director will contact the Board President. If the Board President is not available,

another Board Officer will be contacted. In the event the Library Director cannot be contacted, the manager or staff member in charge will handle these procedures in her stead. Each incident of electrical power failure will be assessed based on its unique circumstances.

B. Injury to Patrons or Staff

1. Try to avoid administering first aid yourself. Call the Fire Department at **911**.
2. Notify the family of the injured person, especially if a child is involved, unless the Fire Department has already done so.
3. As soon as possible after the event, write down all pertinent details of the event including names and addresses of all involved. This incident report should be given to the Library Director for later reference, if necessary.

C. Assault or Direct Threat

1. Hit the nearest panic button. They are located in the Patron Services area, the Library Director's office, and under the CYS desk. All three silent alarms are wired directly to the Police Department. If this is impossible, try to withdraw and have a colleague quietly call **911**.
2. As soon as possible after the event, write down all pertinent details of the event including identification of the perpetrators, if possible. This incident report should be given to the Library Director for later reference, if necessary.
3. To reset the silent alarm, call the Police Department's nonemergency number (708-853-1384) to report that you are doing so. Use the reset key from the key case in the Library Director's office. Turn the lock in the alarm until the white plastic button pops out. The police will tell you if the alarm has cleared and been reset.

D. Tornado or Violent Storm

1. Make a Weather Emergency announcement using the public address system. See Appendix A.
2. Move all staff and patrons, while holding placard for hearing impaired, to a safe location on the lower level without windows, such as the Programming Room, Staff rooms, CYS office or Homer's room. Check mezzanine, washrooms, etc. to be sure everyone in the building proceeds to safety. We cannot force anyone to stay in the building, but we can insist that they move to a safe area if they stay in the building. Do not make anyone leave until it is safe, even if it is past closing time. If unattended children are present, make every effort to notify their families of their whereabouts.
3. Lock the front doors. Post a sign on the front door notifying the public that the Library is closed due to the weather emergency, and that they can find shelter at the fire and police stations. The police station vestibule is open 24 hours. All other functions of the Library cease until the "all clear" is given. Pre-made signs are located in the bottom desk drawer of the Patron Services desk.
4. Notify the fire department (708-447-2123) that there are people in the library. They may be taking extra precautions you should know about.

5. A warning siren may be sounding outside. However, there will be no "all clear" sound. Remain in safety until the storm has passed or until you call the Police Department (708-853-1384) and Fire Department (708-447-2123).

E. Fire

1. Call the Fire Department emergency number **911**.
2. Make the Fire Alarm announcement – see Appendix A, using the public address system, to evacuate the building, while holding placard for hearing impaired. Check mezzanine, washrooms, storerooms, etc. to be sure no one is left behind.
 - a. Special efforts should be made to assist handicapped persons to evacuate.
 - b. Do not use the elevator.
 - c. Use all exits including those on the lower level, with the back exit by the Community Room as the last choice due to access restriction.
3. Pull any red fire alarm as you leave the building. They are located throughout the building at each exit.
4. Fire extinguishers are located throughout the building. They should be used only if the fire is confined and you can do so without endangering yourself.
5. If time permits, close interior doors to prevent the spread of fire.
6. Outside, staff members should move people to Guthrie Park. Everyone should assemble there to make sure that all staff have evacuated.
7. If time permits, and the fire department allows, remove priority items from the building (see *list of Salvage Priorities*).
8. Notify everyone on the Emergency Contact List as soon as access to a telephone can be arranged.
9. Do not re-enter library until cleared to do so by emergency personnel.

F. Flood

1. Locate and attempt to direct or stop the source of flooding (see *Equipment Malfunction Procedures*).
2. Turn off electricity at main disconnect (Room 103) if water level threatens to reach wall or floor outlets. To disconnect electricity to selected areas, use the circuit boxes in Room 103.
3. Turn off main gas valve (Room 102) if water level threatens the hot water heater.
4. Get materials which may be damaged off the floor, if possible.
5. Notify everyone on the *Emergency Contact List*.
6. If time permits, and emergency personnel allows, remove priority items from affected areas (see *List of Salvage Priorities*).

G. Active Shooter

In an active shooter situation, all involved persons should quickly determine the most reasonable way to protect their own lives.

When possible, provide the following information to law enforcement officers or 911 operators:

1. Location of the active shooter.
2. Number of shooters, if more than one.
3. Physical description of the shooter(s).
4. Number and type of weapons held by the shooter(s).
5. Number of potential victims at the location.

Recommended actions, in order, are:

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Help others escape, if possible.
 - d. Evacuate regardless of whether others agree to follow.
 - e. Warn individuals not to enter an area where the active shooter may be.
 - f. Prevent individuals from entering an area where the active shooter may be.
 - g. Do not attempt to move wounded people.
 - h. Keep your hands visible.
 - i. Follow the instructions of any police officers.
 - j. Call 911 when it is safe to do so.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - a. The hiding place should be out of the active shooter's view.
 - b. The hiding place should not restrict options for movement.
 - c. The hiding place should provide protection if shots are fired, such as an office with a closed and locked door.
 - d. To prevent an active shooter from entering a hiding place:
 - i. Lock the door.
 - ii. Blockade the door with heavy furniture. This also provides additional protection.
 - iii. Close, cover, and move away from any windows.
 - e. If the active shooter is nearby, take the following actions:
 - i. Lock the door.
 - ii. Hide behind a large item (for example a cabinet or desk).
 - iii. Silence your cell phone and/or pager. (Even the vibrate setting can give away a hiding position.)
 - iv. Remain quiet.
3. **Take action:** As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
 - a. Act as aggressively as possible.
 - b. Improvise weapons and throw items.
 - c. Yell.
 - d. Commit to your actions.

After reaching a safe location or assembly point, all persons involved in the situation likely will be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

H. Bomb Threats/Suspicious Packages

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Staff should remain calm but act quickly.

1. Phone Threat

- a. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- b. Listen carefully, be polite and show interest.
- c. Try to keep the caller talking to learn more information.
- d. Call 911 as soon as possible after receiving the call. Make sure you let Director or a manager know immediately.
- e. If the phone displays the number of the caller, write it down
- f. Complete the *Bomb Threat Checklist* that is available in each department. Write down as much as you can remember. Try to be as accurate as possible.
- g. When authorities arrive, they will give further instructions and make the decision as to whether/when to evacuate the building.

2. Note Threat

- a. Notify director or manager immediately. If none are available, call 911.
- b. Handle the note as little as possible to avoid contamination of possible clues.
- c. When authorities arrive, they will give further instructions and make the decision as to whether/when to evacuate the building.

3. Email Threat

- a. Notify director or manager immediately. If none are available, call 911
- b. Do not delete the message
- c. When authorities arrive, they will give further instructions and make the decision as to whether/when to evacuate the building.

4. Suspicious Package

- a. Signs of a suspicious package includes: no return address, poorly handwritten, excessive postage, misspelled words, stains, incorrect titles, strange odor, foreign postage, strange sounds, restrictive notes, unexpected delivery
- b. If a suspicious package is received, follow the same procedures as for a bomb threat.

I. Pandemic

Level I: Precautionary Health Measures

1. Cleaning & Supplies

- a. Purchase additional cleaning and disease prevention supplies.
- b. Offer staff masks and gloves to be used if desired. As appropriate, recommend use by staff handling many materials.
- c. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library such as workstations, countertops, and door knobs.
- d. Provide staff with disinfectant wipes for quick disinfection.
- e. Staff should contact contracted cleaning company if an area needs to be thoroughly cleaned. Cleaning company staff has access to medical-grade disinfectant.

2. Work Adjustments

- a. Authorities 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.
- b. Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.

3. **Communicate to the Public**

- a. Share official sources for health information with patrons.
- b. Recommend that patrons and staff with symptoms not enter the building.
- c. Promote healthy habits
- d. Promote online library services.

4. **Communicate to Staff**

- a. Share the Pandemic Response Summary Procedures.
- b. Encourage staff to receive appropriate vaccinations.
- c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene.
- d. Communicate any CDC reporting requirements.
- e. Advise traveling staff to check the CDC's *Travelers' Health Notices*.
- f. 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, or other appropriate public health authorities. The responses to the recommendations may include:

1. **Service Adjustments**

- a. Create social distancing.
- b. Limit the number of public seats,
- c. Limit the number of patrons in the library at one time.
- d. Alter work schedules so that fewer people are working in close proximity to one another.
- e. 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:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Holds processing
- f. Review and prepare options for emergency library services as necessary

2. **Communicate to Public**

- a. 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.
- b. Post an alert on the website outlining adjustments to services. Adjust homepage to include pointers to official sources of info about the pandemic.
- c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
- d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well.

3. **Communicate to Staff**

- a. Library Director to monitor and coordinate response among authorities, schools villages, and library.
- b. Encourage staff to wear gloves and masks when handling materials.
- c. Review and adjust staff list to ensure information is current.

Level III: Temporary Closure

During the course of a pandemic, the Library Administrator may temporarily close the Library buildings under one or more of the following conditions:

- Public health authorities advise, request or order such a closure.
- District 96 or District 208 closes schools.
- 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.

1. Service Adjustments

- a. Extend due dates, work with SWAN.
- b. Close drop boxes and post closed signs.
- c. Inform vendors and delivery services (UPS, FedEx, US Mail, etc.) that we are closed and not accepting deliveries.
- d. Notify RAILS, SWAN and RAILS Delivery Services.
- e. Notify after-hours cleaning company.
- f. Notify any vending or regular contract companies.

2. Work Adjustments

See *Emergency Closings and Employee Pay* section of Employee Handbook.

- a. Staff and volunteers are to refrain from reporting to work in person.
- b. Library Director and select management staff will continue to work remotely to coordinate response among staff and with Library Board of Trustees, and to monitor building and systems conditions.

3. Communicate to the Public

- a. Post an alert message on the website indicating that the Library is closed; homepage to include pointers to official sources for info about the pandemic.
- b. Post *Library Closed* sign on front door of the Library.
- c. Continue to share official sources for health information and library service updates with patrons via digital communications channels.

4. Communicate to Staff

- a. Library Director to continue to monitor and coordinate response among authorities, schools, villages, and the 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.

IV. EQUIPMENT MALFUNCTION PROCEDURES

A. Air Conditioning/Heat

Roof outside the mezzanine

1. Shut off gas (Room 102) or electricity (Room 103) only if necessary. This will shut down heat, air conditioning, and/or washrooms.
2. Call HVAC contractor GT Mechanical (708-645-7400).

B. Water Heater

Room 103

1. Turn off the pilot light. Shut off main gas valve (Room 102) only if absolutely necessary as this will shut off the heat also.
2. Call Hannah Plumbing (630-964-4430).

C. Humidifiers

Women's washroom storage closet (Room 109)

Double-door closet across from elevator on lower level (Room 107)

1. Room 107 – hit *off* switch with heel of hand.
Room 109 – hit *off* switch with heel of hand.
2. Turn off main water valve (Room 102) only if absolutely necessary as this will shut off water to the public washrooms and all other water sources.
3. Call Hannah Plumbing if humidifiers are leaking (630-964-4430). Call HVAC contractor for permanent repair (GT Mechanical 708-645-7400).

D. Security Alarm/Fire Alarm/Panic Buttons

1. The **security alarm** is connected directly to the alarm company (ADS). If alarm sounds, enter code on keypad at front door; alarm should silence. ADS will call the police immediately. Call the police nonemergency number to report a false alarm (708-853-1384). If in doubt, let the police come and check the building. If equipment is broken, call ADS (630-844-6314).
2. The **fire alarm** is connected directly to the Fire Department. The location of fire is indicated in a sealed box by the front door. The alarm is located in Room 103; it cannot be disarmed. If the system is malfunctioning, call ADS (630-844-6314).
3. **Panic buttons** are located at the front desk, CYS desk, and in the Library Director's office. The panic buttons are silent in the Library but they are directly connected to ADS who will contact the police immediately.

E. Gas Smells

Call **911** and ask that the gas detector be brought over. Evacuate the building if the odor is overwhelming. Have the fire department check the water heater (Room 103) and HVAC system (roof outside mezzanine).

F. Plumbing--Broken Pipes, Toilets

1. Turn off main water valve (Room 102) if the leak is very bad. Remember that this turns off all the water in the building.
2. Remove any materials from the area that could be damaged.
3. Call Hannah Plumbing (630-964-4430).

G. Telephones

1. If the phones stop working, check the electric panel next to the exit in Room 103. Check the phone fuse; replace if necessary.
2. If possible, determine if the problem is between the control box (located in Room 103) and the telephone. If so, call HBS (630-786-6010). (-). If the problem seems to be outside of the building call AT&T (800-288-2020).

V. LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT AND SUPPLIES

Security alarm(s)	Near each exit
Cutoff switches and valves	
• Electric	Rm 103
• Gas	Rm 102
• Water	Rm 102 (main), Rm 103 (water heater)
Extension cords, heavy duty	Back Rm
Fire alarms	See attached diagram
Fire extinguishers	See attached diagram
First aid kit	Rm 105 (staff room), CYS desk, front desk
Flashlights	Rm 102, 105, 112, 201, 203, 213, CYS closet, CYS, IS, PS, front desk, mezzanine
Mops	Closet in women's washroom
Paper towels	Rm 102
Plastic sheeting	Rm 102
Plastic trash bags	Closet in men's washroom
Rubber gloves	Public meeting room (under sink)
Smoke alarms	See attached diagram
Sponges, pails, brooms	Closet in women's washroom Village of Riverside (708-447-2700)
Wet/dry vacuum	Rm 102
Water hoses	Rm 103

VI. OFF-SITE SERVICES TO BE CALLED IN THE EVENT OF AN EMERGENCY OF A DISASTER

SERVICE	NAME OF CONTACT	PHONE
Alarm Service	Alarm Detection Systems	630-844-6314
Security/Fire	Circuit #5-CSNC100294	
Ambulance	Chief Buckley	911
Disaster Services	American Red Cross	312-729-7522
Board Up Service	Chicago Board Up Service	800-403-3887
Electrician	Joe Novak (Novak LLC)	708-717-4060
Elevator Service	Colley Elevator Co.	630-766-7230
Fire Dept.	Chief Buckley	911
Fire Extinguishers	Frederiksen and Sons	630-595-9500
Handyman	Joe Novak	708-717-4060
HVAC	GT Mechanical	708-645-7400
Emergency Mgmt.	IL Emergency Management Agency	800-782-7860
Insurance	LIRA, Emily Wells (Client #005518)	630-285-3857
Janitorial Services	Coverall	630-969-4300
	Bullseye Cleaning Services	630-887-7550
Legal Advisor	Klein, Thorpe & Jenkins, Michael Marrs	312-984-6419
Locksmith	Fullmer Locksmith	708-442-0300
Plumber	Greg Hannah Plumbing	630-964-4430
Police Dept.	Chief Buckley	911
Public Address System	Allan Goodcase	708-442-8960
	Future Business Systems	708-485-8940

Replacement Windows	Colorsmith Stained Glass	708-447-8763
Roof	Renaissance Roofing	815-547-1725
Gas	Nicor Gas	888-642-6748
Electric	Commonwealth Edison	800-334-7661
Telephone	AT&T	800-288-2020
Telephone System	Heartland Business Systems	630-541-1865
Internet Provider	Comcast	800-266-2278

VII. PRIORITY SALVAGE LISTS

The following is a priority list, by location, for salvage should a disaster occur:

A. Library Director's Office

1. Bound minutes (in bookcases).
2. Current Board minutes and policy manual (credenza).
3. Personnel Files (behind Director's desk,). The Library Director has keys in her desk drawer.

B. First Floor

1. Cash register or cash
2. Olmsted Rare Books (glass cases in Olmsted Area). The key to these cabinets is on a key ring at the IS desk.
3. Local History reference books (R 977.312 – R 977.312381)
4. Riverside Authors Collection (RA) - Quiet Reading Room

C. Lower Level

1. File cabinet with originals of some local history materials
2. LAN Server
3. Building plans (Room 102 - file cabinet under stairs)

VIII. UPKEEP CHECKLIST

A. Daily Procedures

Locks on doors and windows secure and all keys accounted for (Library Director maintains a log of key distribution). No pipes, faucets, toilets, or air-conditioning units leaking. Electrical equipment unplugged; no frayed wiring in evidence. No signs of structural damage.

B. Periodic Procedures

Emergency numbers posted by each phone	annually
Fire dept. inspection	annually
Fire extinguishers operable	annually
Flashlights placed in every department, checked and labeled	semi-annually
Smoke alarms operable	annually
Public address system operable	annually
Transistor radio operable	quarterly
Staff familiarized by tour with locations of fire extinguishers, flashlights, storm shelter	annually
Fire drill	annually
Tornado drill	annually
Inventory	every 5 years
Insurance policy	annually

IX. DISASTER RECOVERY

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during "the real thing."

Most disasters tend to occur when the building is unoccupied--during the early morning hours, on weekends, or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

A. Assess the Damage

How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, other)? Is it confined to one area, or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced, or are they irreplaceable? Can they be salvaged by an in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run!). Photographs should be taken to document the damage. Contact the insurance carrier, and sources of supplies and services.

B. Activate the Emergency Calling Tree

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be accessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverage should be available.

X. LOCATIONS of DISASTER / EMERGENCY PLAN and FOLLOW-UP REPORTS

A. In-House

1. Library Board Books--Library Director's Office
2. Y: drive in Library Policies folder
3. RPL Website
4. Departments may keep copies near Service Desks

B. Off-Site

1. In the cloud

XI. DIAGRAMS OF FIRE ALARM, FIRE EXTINGUISHER, AND PANIC BUTTON LOCATIONS

See attached diagrams and maps

Approved by the Board of Trustees October 8, 1991

Revised, Reviewed and Approved by the Library Board of Trustees 1/14/92, 4/30/97, 1/12/99, 7/13/04, 7/11/06, 7/10/07, 9/8/09, 9/23/10, 4/8/14, 8/8/17, 9/8/20, 3/14/23, 4/11/23, 10/10/23

APPENDIX A

ANNOUNCEMENTS

FIRE ALARM ANNOUNCEMENT:

The fire alarm has been activated. Please exit the building immediately through the nearest marked exit. Do not use the elevator. Everyone should assemble across the street in Guthrie Park and wait for further instructions. Thank you.

GENERAL EMERGENCY EVACUATION ANNOUNCEMENT:

The Library is being evacuated. Please exit the building through the nearest marked exit. Thank you.

LOCKDOWN ANNOUNCEMENT:

We have been asked by Village authorities to secure the building and allow no one to leave until it is safe. A phone will be available for you to notify family members who may be concerned about your safety. Further instructions will be given as necessary. Thank you.

LOSS OF POWER ANNOUNCEMENT

The Library has experienced a loss of electrical power. For your safety, all patrons must exit the building immediately. Please take your personal belongings with you as we are not sure how long the building will be closed. Thank you.

WEATHER EMERGENCY ANNOUNCEMENT:

An emergency weather warning has been issued. For your safety, please proceed to the lower level where a staff member will guide you to a safe location. A phone will be available for you to notify family members who may be concerned about your safety. If you choose not to seek shelter in the Program Room, you must exit the building. Thank you

Riverside Public Library
Board and Staff,

We appreciate so much
your donation to Blackburn

Your kind expression of sympathy

was deeply appreciated

and is gratefully acknowledged thank
in memory of Gary.
you!

Family of Gary Marris

Tanice -

Many thanks to you, the Board and
Staff for the contribution to Blackburn

College in memory of my father.

The college meant a lot to him and I
was very touched by the library's
donation. You Guys Are the Best!

Michael Marris

