

THORNTON PUBLIC LIBRARY DISASTER PLAN
Updated September 2007, Amended September 30, 2024

EVACUATION

Remain calm, call 911 or if you must leave the building, use a cell phone. Direct all library personnel and patrons to the exits. If someone needs special assistance in exiting the building, use common sense. If it would be too difficult to help them yourself, let the professional rescue workers do their job.

DISASTER RECOVERY PRIORITIES

The preservation of life is our first priority in any disaster situation. There are no collections or services of the Thornton Public Library that are worth putting the lives of library staff members or patrons at risk. In any emergency situation, our first concern must be the safety of those people using or working at the library.

In the event of a disaster, our first priority, after the protection of human life, will be the protection, preservation or restoration of the library's shelf list, all local history records, all other library records including personnel files and library board minutes.

Instructions for initiating disaster recovery procedures and step-by-step instructions for the preservation of library materials and other documents are attached. The library will not take extraordinary steps to preserve water-damaged or fire-damaged books in its collection. Our research has indicated that such measures can only be justified in cases of rare or unique research materials. Books preserved by such extraordinary measures are generally unsuitable for public library collections and use.

This disaster plan will be reviewed annually.

STAFF MEMBER TO BE CALLED IN THE EVENT OF A DISASTER

Kathy Dejnowski 262/745-4794

NON-STAFF MEMBER TO BE CALLED IN THE EVENT OF A DISASTER

Board President
Linda Kammert
708/877-2213

Hazard Response

Generally, local public authorities can handle most incidents impacting any library. Call the following agencies to stimulate the proper response to the situation. Most responses begin with a call to 911. Calmly articulate the situation and the public safety dispatch agency will send the proper authorities and responders:

Events	Agency	Telephone Number
Chemical Spill (HAZMAT)	Fire Department	911 EMERGENCY!!! 708/877-4459
Medial effects from chemical spill	Local Health Department	708/210-4500
	Hospital	708/333-2300
	Fire Department	708/877-4439
	Illinois Poison Control Center	1-800-222-1222
Occupational Exposures	Local Health Department	708/232-4500
Pests	Local Health Department	708/232-4500
Water Supply Interruption or Contamination	Local Health Department	708/232-4500
Suspicious powder/package	Law Enforcement	708/877-2531
Flooding	Local Health Department	708/232-4500
	Local emergency Disaster Agency	708/331-4484
Tornado	Local emergency Disaster Agency	708/331-4484
	Emergency Medical Services	708/877-4459
Earthquake	Local emergency Disaster Agency	708/331-4484
	Emergency Medical Services	708/877-4459
Bioterrorism	Local Health Department	708/232-4500
	Law Enforcement	708/877-2531
	Emergency Medical Services	708/877-4459
Chemical Terrorism	Local Health Department	708/232-4500
	Law Enforcement	708/877-2531
	Emergency Medical Services	708/877-4459
Fire	Fire Department	911

Off-site services to be called (if needed)

Service	Company (if applicable)	Telephone Number
Emergency service Disaster Agency		708/331-4484
Insurance Company	LIRA	630/228-6735
Policy Number		PK1031022
Legal advisor	Angelo Vitiritti	708/895-2200
Electric Company	ComEd	800/334-7661
Gas Company	Nicor	888/642-6748
Water Company	Public Works Department	708/877-4462
Telephone Company	Comcast-Call Jenny Rietveld	708/964-3852
Electrician	Reliance Electric	773/821-0050
Plumber	Calumet Plumbing	708/868-0074
Carpenter	Carpenters Millwork Co., Inc.	708/339-7707
Exterminator	Terminix Inc.	708/342-5546
Stair Lift/ Elevator Contractor Company	Garaventa USA, Inc.	847/395-9988
Locksmith	Brandy's Safe and Lock Inc.	708/799-1091
Glass Company	J & J Glass Co., Inc.	708/877-8884
Architect	Jacobs & Maciejewski JMA Architects	708/339-3900
Janitorial Services or Disaster Restoration Service	Angie Enright	708/600-7128
Document Recovery Service	Document Restoration Experts	1-877/348-2299
Computer Records Recovery Service	Jenny Rietveld or SALVAGEDATA	708/964-3852 or 708/303-9155
Fumigation Service	Terminix Inc.	708/342-5546
Freeze-dry Service	Document Restoration Experts	1-877/348-2299
Others	SWAN	630/734-5000 Ext: 5143
Computer Systems	Jenny Rietveld	708/964-3852

Sources of off-site equipment and supplies for library materials recovery

Item	Contact	Phone Number
Dehumidifiers	Menards	708/922-3329
Drying Space	Thornton Recreation Dept.	708/877-4454
Forklift	Thornton Public Works	708/877-4462
Freezer Facilities	Homewood Jewel	708/957-1810
Freezer Paper	Homewood Jewel	708/957-1810
Wet vacuum	Thornton Public Works	708/877/4462
Portable Fans	Menards	708/922-3329
Hard hats	Thornton Public Works	708/877-4462
Library trucks	South Holland Public Library	708/331-5262 Christyn Rayford
Pallets	Thornton Public Works	708/877-4462
Mops, Buckets, Brooms and Dustpans	Home Depot Inc.	708/647-6084
Paper Towels	Home Depot Inc.	708/647-6084
Plastic Milk Crates	Home Depot Inc.	708/647-6084
Refrigerator trucks	Marie's Salad Dressing	708/877-5150
Security Staff	Thornton ESDA	708/877-4470
Portable Sump Pump	Thornton Public Works	708/877-4462
Temperature/Humidity Gauges	Menards	708/922-3329
Unprinted Newsprint	Star Newspapers	708/802-8800
Waterproof Clothing	Menards	708/922-3329

List all locations where this plan and follow-up reports are on file

	LOCATION	DATE FIELD
In-House	Filing cabinets by circ. Desk and lower level under "Disaster Plan"	9-18-07
Off-site	Each staff and board member has a copy	9-18/07

UPKEEP CHECKLIST

Emergency numbers posted by each phone	Monthly
Fire Extinguisher	Sept. 2007
Smoke Alarms	Weekly
Flashlights	Weekly
Transistor Radio	Weekly
Fire Drills	Quarterly
Tornado Drills	Quarterly

LOCATION OF IN-HOUSE EMERGENCY EQUIPMENT

Cut-off switches & Valves:

Electric-Furnace room (lower level)

Gas-outside south wall of building

Water-Furnace room (lower level)

Telephone system-Janitor's Closet in village hall

Disaster supply kit-Lower level under coat rack

Extension cords-Last drawer in file cabinet & in disaster supply kit

Fire extinguishers-See marked floor plan attached

First aid kits-Circulation desk & disaster supply kit

Flashlights-Circulation desk, kitchen cabinet, disaster supply kit

Nylon monofilament-Circulation desk

Paper towel-Storage closet in women's washroom

Plastic trash bags-Storage closet in women's washroom

Rubber gloves-Disaster supply kit

Sponges, pails, brooms-Furnace room

Toilet plunger-Storage closet in women's washroom

Transistor radio-Circulation desk

Wet-dry vacuum-Lower-level storage closet

Attachments

List of Thornton Public Library Staff & Board Members

Location of Fire Extinguishers

Emergency Exits

Tornado Shelter Routes

Earthquake Procedures

Disaster Recovery Guidelines

Copy of Insurance Coverage

**THORNTON PUBLIC LIBRARY STAFF AND BOARD MEMBERS
TO BE CALLED IN CASE OF A DISASTER**

Kathy Dejnowski, Library Director

Highland 262/745-4794

Angie Enright, Adult Librarian

Thornton 708/600-7128

Linda Kammert, President 708/877-2213

36 Arapaho Dr.

Thornton, IL 60476

Ashley Roeda 813/245-2367

313 Malette Ave.

Thornton, IL 60476

Leonard Jamrock, Treasurer 708/899-0095

101 N. Kinzie St.

Thornton, IL 60476

Amy House, Secretary 708/682-0760

79 Indianwood Dr.

Thornton, IL 60476

Pam Markowski 708/515-1510

312 N. Williams St.

Thornton, IL 60476

Lois Wise 708/462-7004

63 Indianwood Dr.

Thornton, IL 60476

Judy Diekelman, Trustee 708/877-6565

809 Cherry Lane

THORHTON PUBLIC LIBRARY EMERGENCY AND EVACUATION PROCEDURES

In the event a reason develops or an order is received from government officials to evacuate the library personnel are to follow the instructions in this evacuation plan.

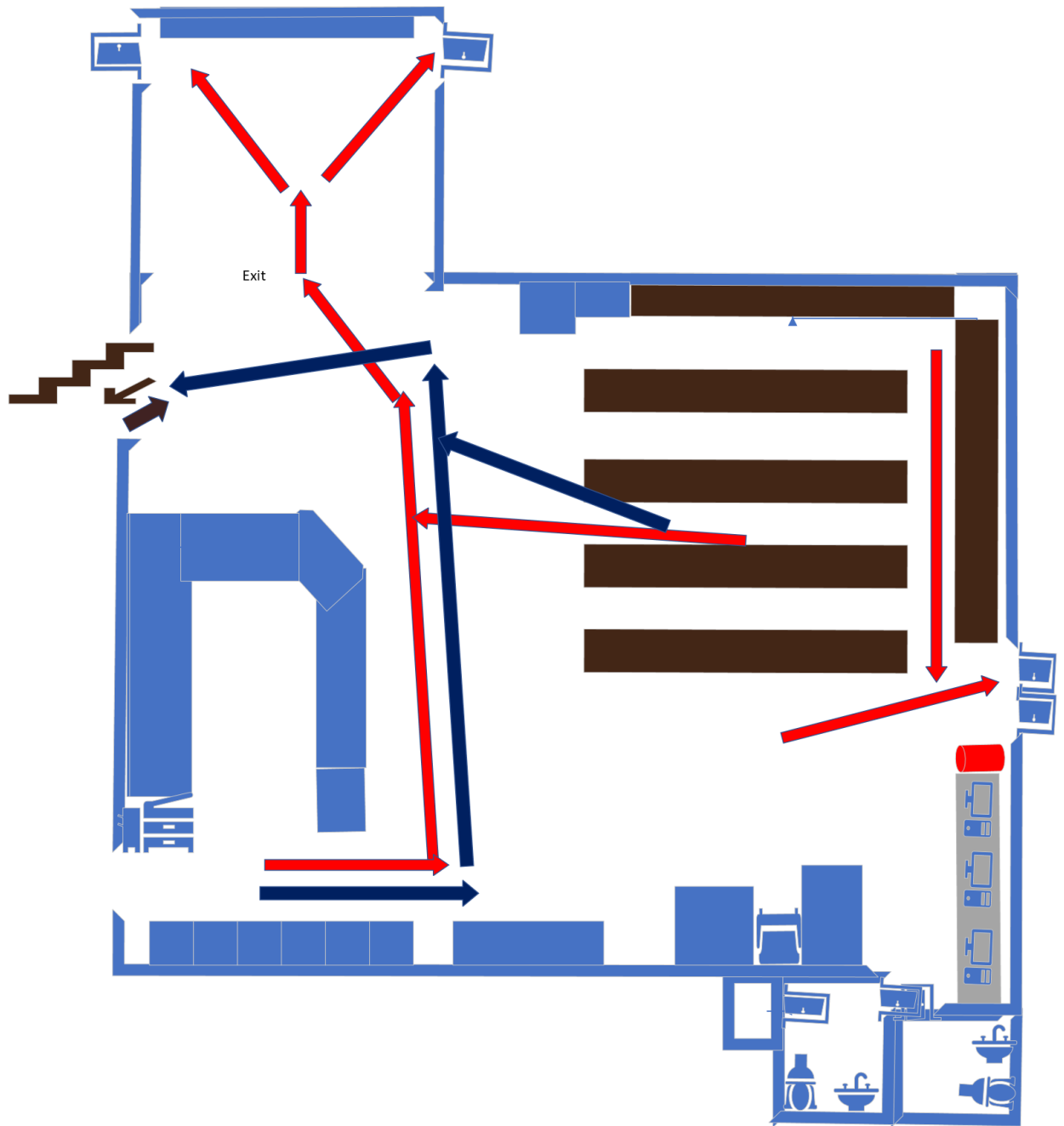
During an emergency it is important to remain calm. While the swift implementation of this plan should help reduce the risk of injury to library personnel and patrons remember that the unexpected can happen at any time. At all times you are to use common sense and never, ever put your life in jeopardy.

General Procedures follow:

- **REMAIN CALM.**
- Call 911 or if you must leave the building, use the Emergency Telephone outside on the east side of the Village Hall.
- Report the signs of fire or suspicious packages.
- Report the suspicious persons seen in the library.
- Follow the orders of the Thornton Police and Fire personnel that enter the building.

- If you must evacuate the building, stay in the area to assist the Police and Fire Department in their inquiries.
- Direct all library personnel and patrons to the exits. If someone needs special assistance in exiting the building use common sense. If it would be too difficult to help them yourself let the professional rescue workers do their job. You will be of more assistance informing them of the situation. **REMEMBER:** Never, ever put your life in jeopardy.

MAIN LEVEL



FIRE EXTINGUISHER

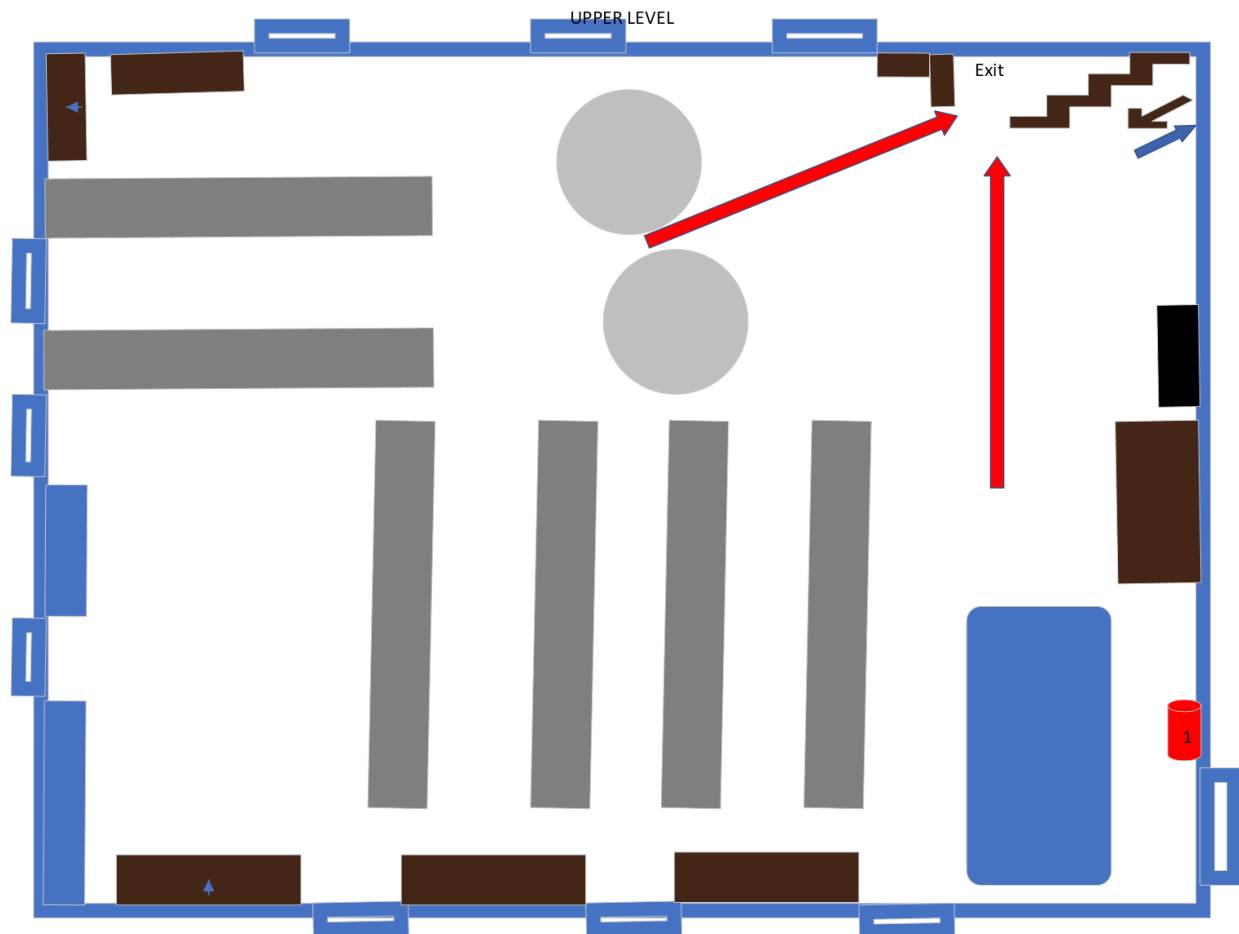
1. North wall next to dumbwaiter opening



Primary Exit



Secondary Exit

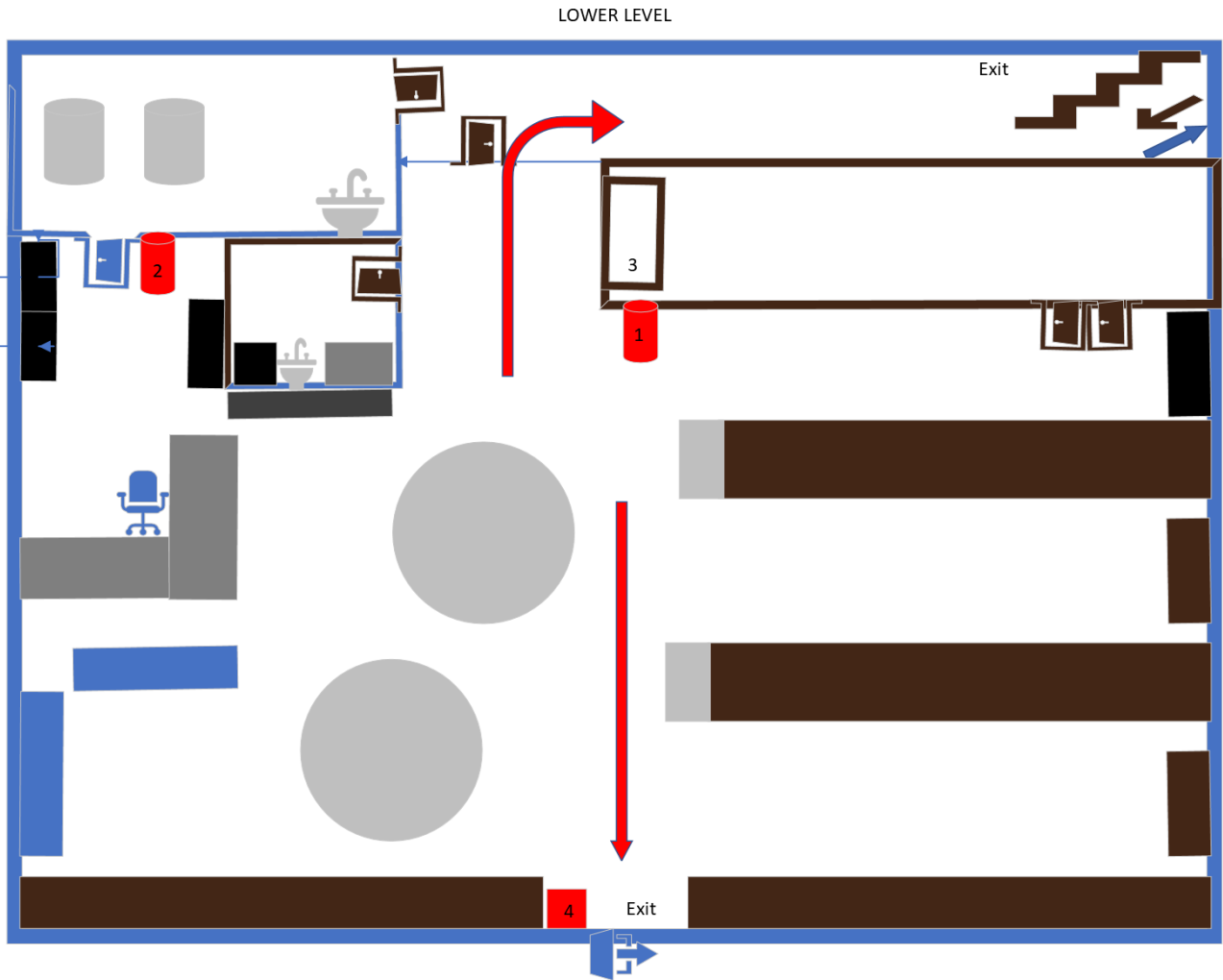


FIRE EXTINGUISHER

1. North wall next to dumbwaiter opening

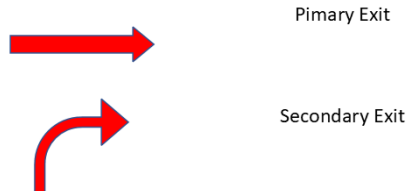


Pimary Exit



- FIRE EXTINGUISHER
1. Wall next to closet
 2. Wall in Kitchen area
 3. Generator in alcove in coat rack
 4. Fire Alarm Box

DISASTER SAFETY ZONE
Down staircase to kitchen and
alcove area



EARTHQUAKE PROCEDURES

1. Remain Calm
2. If indoor:
 - a. Stay indoors.
 - b. Take shelter under solid objects such as desks or study tables if available. If not available, brace yourself in doorways, halls, or against inside walls.
 - c. Stay away from windows and glass that could break.
 - d. Stay clear of bookcases, shelves, hanging plants, and other heavy objects.
 - e. Watch for falling plaster.
 - f. Avoid running through or near buildings where there is a danger of falling debris.
 - g. Use fire stairwells only for exiting, if necessary.
3. If outdoors:
 - a. Move to an open area away from power lines, power polls, trees, walls, and chimneys.
 - b. If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
 - c. If you are in your car, pull to the side of the road and stop the car. Don't park under bridges, overpasses, or overhead wires. Stay in your car until the shaking has stopped. Do not attempt to cross bridges or overpasses that may have been damaged.
4. Use extreme caution when entering damaged buildings, as aftershocks could bring them down.
5. If gas leaks are detected, the main valve should be shut off, windows and doors opened, and the building cleared until it's been checked for gas.
6. If electrical wires are shorting, electricity should be turned off at the main box.
7. If water pipes are damaged, water should be shut off at the main valve.

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 a real emergency.

Most disasters tend to occur when the building is unoccupied. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

95% of all disasters will result in water-damaged materials. Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment. You must work quickly to salvage damaged materials and to prevent additional damage from occurring.

The following steps are recommended for an effective recovery operation.

Assess the damage:

- How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, etc.)? 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 the in house recovery team salvage them, or will outside help be required?
- Walk through the entire area and take extensive notes. Photographs should be taken to document the damage. Contact your insurance carrier, sources of supplies and services, your local library system and the Illinois State Library.

Stabilize the environment:

- The environment must be stabilized to prevent the growth of mold. An ideal condition for a recovery operation is 65 degrees Fahrenheit and 50% relative humidity.
- The following equipment should be accessible to help stabilize the environment:
 - Portable generators, in case of power failure
 - Pumps, to remove large quantities of standing water
 - Fans to circulate air
 - Thermometers, hygrometers, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity
 - Dehumidifiers can help lower the humidity, but they are usually only effective in small, enclosed areas, and salvage and recovery operations. Raising the temperature will not lower the humidity; it will only accelerate mold growth. Temperature and humidity should be monitored closely.

- Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Extreme caution must be taken, as standing water can conceal hazards.

Activate the in house disaster recovery team

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

Restore the area

- After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap and water. Carpeting, especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

Water-damaged 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.

Freezing

- Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help eliminate smoke odor from materials.
- Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be.) Temperatures below 15 F will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees F, place the materials in a secure area outside. Cover them with plastic but do not seal, if rain or snow is expected.
- Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer, or air-dried.

Vacuum Freeze-drying

- Vacuum freeze-drying is the safest and most successful method, although it is the most expensive. Materials must be already frozen when they are placed in the sublimation chamber. This type of chamber operates under high vacuum and high

heat, and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that is chilled to at least -200 degrees F, so it cannot go back on the materials. If they are not frozen when they are put into the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to explode.

- When the materials are removed from the vacuum freezer chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings).
- Materials so treated will not look like new, but show signs of swelling and distortion. Stanford University library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed's chamber. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

Air-Drying

- Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% relative humidity. Instructions are outlined below. This process is not recommended for coated stock materials such as art books.

Vacuum Drying

- Vacuum drying involves the placement of wet materials in a chamber that pills the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used, for the same reason.

The following salvage procedures are recommended for volumes that are to be frozen:

Removal:

- Clear the floors and aisles first.
- Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
- Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry.) Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
- Pack materials on site if possible. If possible, remove by human chain.
- Keep accurate records of the locations from which materials are removed.

Packing

- Remove volumes from shelves in order.

- Insert one piece of freezer paper/wax paper between volumes.
- Pack crates one layer only, snugly enough that volumes will not slide or lean.
- Wrap open books that are found and place on top of packet container. Do not place more than one open volume in a container. Be sure there is a freezer paper between the packet volumes and the open volume to prevent staining from binding dyes.
- If books are stuck together, do not attempt to separate them, but pack them as one volume.
- Pack items in a condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

Record Keeping

- Label each container with your institution's name and assign it a number.
- On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed and the total number of books in each container. If they are not in call number order, note the location where found, record each individual call number and location where it was found.
- If the containers are sent to more than one freezer, note which containers are sent where.
- Keep records of discarded items.

Transporting

- Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
- Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

The following salvage procedures are recommended for volumes that are to be air-dried:

Washing Procedure

- Keep the book tightly closed and hold under cold, clean running water.
- Dab gently with a sponge to remove as much mud as possible from the binding. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force mud into the spine or the wet pages and cause further damage to the volume. Let the motion of the running water clean off the dirt.
- Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.

Do not wash

- Open or swollen volumes
- Vellum or parchment bindings or pages

- Full or partial leather bindings
- Fragile or brittle materials
- Works of art on paper
- Water-soluble components (inks, tempura, watercolors, dyes, charcoal, etc.)
- Manuscripts
- Non-paper materials

Saturated Volumes

- Do not open – wet paper tears easily
- Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper underneath them. Their position should be reversed each time the paper is changed and the wet paper is removed from the area.
- Covers may be opened to support volumes.
- Freezer paper/wax paper may be placed between the cover and the end leaf to prevent staining from the binding dyes.
- When most of the water has drained, proceed to the section, damp volumes.

Damp Volumes

- Very carefully open the book (not more than a 30 degree angle.)
- Begin interleaving from the back and keep the volume in an upright position.
- Place interleaving sheets at intervals of 25 leaves (50 pages) unless they will distort the volume.
- Change interleaving frequently. Do not reuse the sheets.
- Continue to change the paper underneath and remove from the area.

Slightly damp volumes/volumes with only wet edges

- Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Fan should be directed on the books, the air should circulate but books should not be in the path of the fan.
- When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion. Do not stack wet volumes.
- Lightweight volumes (less than six pounds) may be hung on lines to dry.
- Use monofilament nylon lines, not more than 1/32' diameter, not more than five or six feet long, spaced approximately one half inch apart.
- Do not line dry a saturated volume as the monofilament will cut through the wet paper.

Documents/Unbound Materials

- Freeze as found.
- Do not remove from the file cabinet drawers, document cases or folders.
- Use sponges or paper towels in a gentle blotting manner to remove excess water from containers.

Separation of wet sheet

- Place a sheet of polyester film, such as Mylar, on top of stack of wet, unbound papers.
- Gently utilize a bone folder or your palms, surface friction will cause the wet paper to adhere to the film.
- Peel back the top sheet and place it on top of a piece of polyester web, such as Reemay or Hooltex.
- Remove the polyester film.
- Place another sheet of polyester web on top of the wet sheet.
- Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
- Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
- The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights. Blotting paper should be larger than the item being dried and should be changed regularly.

Photographic Materials

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, freeze them immediately, or transport them to a photographic laboratory.

Photographic materials should not be allowed to dry out after they become wet, as they will stick to their envelopes or to each other. Any attempt to separate them after they have dried together will result in damage to the emulsion or the image. Remove the materials from their protective enclosures and wash off any mud or dirt under cold, clean running water.

The following options are available for salvaging photographic materials.

- Air-dry prints and photographs for salvaging flat on paper towels, with images up.
- The Eastern Kodak Company provides free emergency service for cleaning and drying its own black and white roll microfilm. Their Disaster Recovery Program

rescues and restores damaged film. If disaster strikes, you can call and leave a message at 1-800-352-8378. Staff will then call you back to assess your situation and advise you on how to proceed. Personnel and equipment will be scheduled to deal with your microfilm when it arrives.

Tapes (audio, video, computer) and floppy disk.

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or discs, as they can damage the equipment on which they are being played.

The following procedures are recommended if you wish to salvage tapes.

- Break open the cassettes
- Wash in clean or preferably distilled water
- Air dry

Sound Recordings (Discs)

Clean water probably will not damage sound recordings, (CDs, CD-ROMs, and DVDs) but floodwater carries silt, which will scratch a disc. Discs should be washed and dried with cheesecloth or a soft, lint free cloth. After rinsing they should be wiped with a soft cloth moving from the center of the disc to the outer edge.

Mold

Mold and mildew are interchangeable names for fungi. They are difficult to kill 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. Remove these volumes to an area where the environment is cool and dry, to help inactivate the mold as soon as possible.
- If the materials are wet and mold is beginning to develop, interleave with regular paper towels, and make sure the paper towels are thrown away and removed from the treatment area. Deal with mold once the volume is dry, the environment has been stabilized, and the mold is inactive.
- Keep the air circulating in the room
- Mold is easier to remove when it is dry. Use a HEPA (High Energy Particular Air)

vacuum to remove mold or brush it off onto paper. When mold removal is complete, throw away all materials used to clean moldy materials, including any brushes or paper used to collect mold spores. Remove these materials from the area. Materials that will be fumigated should be removed from plastic crates, as plastic will absorb fungicides. Only a professional chemist or conservator should do fungicide fogging.

Materials Damaged by Dust and/or Soot

This procedure only works on dry materials. Using a soft, dry brush or a chemical sponge (made of vulcanized rubber that does not contain chemicals, and is also referred to as a dirt eraser, soot sponge or dirt sponge) gently brush the cover of the volume to remove the dust or soot. Then, hold the volume so it is tightly closed and gently brush the top and bottom of the pages from the spine to the fore edge. Lastly, brush the fore edge of the pages, from top to bottom. When brushing the pages, be careful not to force dust or soot particles between the pages.

Removing Odors

A small garbage can with a tight lid can be used to aid in deodorizing materials. If the materials are bound, stand them up and fan their leaves open. In a small container, place baking soda, activated charcoal or charcoal briquettes (make sure you do not use quick lighting briquettes or ones that have lighter fluid in them). Place the container containing the deodorizer inside the larger container and seal the larger container. Do not place the container of deodorizer on top of or touching the library materials.

The information contained in this document is meant to be used as a tool for disaster planning purposes. Each individual institution should develop a disaster plan to best suit their individual needs.

The Illinois State Library would like to thank the following for their assistance in collecting and editing information contained within:

- *Staff from the state library of Ohio*
- *Victoria Heiduschke, Preservation librarian at Milner Library, Illinois State Library*

Confirmation of Insurance

Risk Program Administrators; a Division of Gallagher
2850 Golf Road
Rolling Meadows, IL 60008
Telephone: (630) 228-6735



Date

12/31/2022

Member: Libraries of Illinois Risk Agency
C/O Paul Mills
300 W. Briarcliff Road
Bolingbrook, IL 60440

As instructed, we have bound the coverage described below. We are holding a binder from the insurance company(ies) subject to the conditions and terms applying thereto. Policy(ies) or endorsements will be delivered to you as soon as possible after issuance. Please advise if any changes are to be made.

Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	PK1031022	Certain Underwriters at Lloyd's

Coverage Description and Amount/Limits

PROPERTY:

Real and Personal Property \$600,000 excess of \$400,000 Self Insured Retention
Per occurrence including flood and earthquake, subject to applicable aggregates
Flood Aggregate - \$600,000
Earthquake Aggregate - \$600,000
Extra Expense - \$600,000
Maintenance Deductible - \$1,000
Terrorism Coverage is excluded

CRIME:

Money and Securities \$500,000 Each and Every Loss excess of \$100,000 Self Insured Retention Forgery and Alteration - Included
Employee Dishonestly - Included
Maintenance Deductible - \$1,000

GENERAL LIABILITY COVERAGE:

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$1,000,000 Per Member
Employee Benefits Liability	\$1,000,000 Each Claim
	\$1,000,000 Aggregate Limit per Member
Public Officials Liability	\$1,000,000 Each Claim
	\$1,000,000 Aggregate Limit Per Member
Sexual Abuse and Molestation	\$1,000,000 Per Occurrence
	\$1,000,000 Aggregate per Member
Self-Insured Retention	\$100,000 Per Occurrence

BUSINESS AUTO COVERAGE:

Limit of Liability	\$1,000,000 Per Occurrence
Uninsured/Underinsured Motorist	\$1,000,000 Per Occurrence
Self-Insured Retention	\$100,000 Per Occurrence

SUBJECT TO POLICY TERMS AND CONDITIONS

Confirmation of Insurance

Risk Program Administrators; a Division of Gallagher
2850 Golf Road
Rolling Meadows, IL 60008
Telephone: (630) 228-6735



Date

12/31/2022

Member: **Libraries of Illinois Risk Agency**
C/O Paul Mills
300 W. Briarcliff Road
Bolingbrook, IL 60440

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	36046343	Federal Insurance Company (Chubb)

Coverage Description and Amount/Limits

PROPERTY including Building and Contents:

\$250,000,000 Per Occurrence Excess of \$1,000,000 Ded.

FLOOD:

\$15,000,000 Sublimit/\$2,500,000 Sublimit Zone A

EARTHQUAKE:

\$15,000,000 Sublimit, excluding High and Moderate hazard earthquake counties

Terrorism Coverage is excluded

SUBJECT TO POLICY TERMS AND CONDITIONS

Confirmation of Insurance

Risk Program Administrators; a Division of Gallagher
2850 Golf Road
Rolling Meadows, IL 60008
Telephone: (630) 228-6735



Date

12/31/2022

Member: **Libraries of Illinois Risk Agency**
C/O Paul Mills
300 W. Briarcliff Road
Bolingbrook, IL 60440

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	7643-40-40	Federal Insurance Company (Chubb)

Coverage Description and Amount/Limits

BOILER & MACHINERY/EQUIPMENT BREAKDOWN:

\$150,000,000 Blanket Limit - Property Damage

\$2,500 Deductible Per Occurrence - Property Damage

Business Income/Extra Expense - Combined with Property Damage

Terrorism Coverage is excluded

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Confirmation of Insurance

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	77PEF2201B6	Hallmark Specialty Insurance Company

Coverage Description and Amount/Limits**EXCESS LIABILITY:**

\$5,000,000 Occurrence/Aggregate for Member
Excess \$1,000,000 Package Policy excess of \$100,000 SIR

Sexual Abuse/Molestation Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Annual Aggregate Per Member
Excess of \$1,000,000 Package Policy excess of \$100,000 SIR

Public Officials:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess of \$1,000,000 Package Policy excess of \$100,000 SIR

Automobile Liability:

\$5,000,000 Per Occurrence
Excess of \$1,000,000 Package Policy excess of \$100,000 SIR

Employee Benefits Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess of \$1,000,000 Package Policy excess of \$100,000 SIR

Employers Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess of \$1,000,000 Employers Liability Policy

Terrorism Coverage is excluded

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	MKLV3EUE101254	Evanston Insurance Company

Coverage Description and Amount/Limits

EXCESS LIABILITY:

\$5,000,000 Occurrence/Aggregate for Member
Excess \$5,000,000 Hallmark Specialty Insurance Company

Sexual Abuse/Molestation Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Annual Aggregate Per Member
Excess \$5,000,000 Hallmark Specialty Insurance Company

Public Officials:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess \$5,000,000 Hallmark Specialty Insurance Company

Automobile Liability:

\$5,000,000 Per Occurrence
Excess \$5,000,000 Hallmark Specialty Insurance Company

Employee Benefits Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess \$5,000,000 Hallmark Specialty Insurance Company

Employers Liability:

\$5,000,000 Per Occurrence/\$10,000,000 Aggregate Per Member
Excess \$5,000,000 Hallmark Specialty Insurance Company

Terrorism Coverage is excluded

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	BAP271479	Starr Indemnity & Liability Company

Coverage Description and Amount/Limits

Volunteer Accident

Accidental Death Benefit:	\$100,000 Maximum Amount
Accidental Dismemberment Benefit:	\$100,000 Maximum Amount
Accident Medical and Dental Expense	\$50,000 (Primary)
Accidental Medical Expense Benefit:	\$1,000,000 Maximum Amount
Weekly Accident Indemnity Benefit:	\$300 Weekly Maximum for 26 Weeks
Policy Aggregate:	\$1,000,000

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	QCB-250-FTKCMUQL	Palomar Excess and Surplus Insurance Company

Coverage Description and Amount/Limits

Claims-Made Policy

\$5,000,000 Annual Policy Aggregate

\$1,000,000 Pool Member Aggregate

Privacy & Cyber Breach Liability

\$1,000,000 Limit

\$10,000 Retention

Privacy Regulatory Claims

\$1,000,000 Limit

\$10,000 Retention

Security Breach Response

\$1,000,000 Limit

\$10,000 Retention

Payment Card Liability

\$1,000,000 Limit

\$10,000 Retention

Multimedia Liability

\$1,000,000 Limit

\$10,000 Retention

Cyber Extortion

\$1,000,000 Limit*

\$10,000 Retention

*\$250K ransomware sublimit with \$25K retention

"This Ransom Event Limit only applies if any of the Named Insured, Member and any Subsidiary does not have Multi-Factor Authentication enabled and functioning on any email, remote access, or privileged/administrator account.

Business Income and digital Asset Restoration

\$1,000,000 Limit

12-hour Waiting Period

Social Engineering Fraud

\$100,000 Limit

\$10,000 Retention

Terrorism Coverage is excluded

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	FC0262323	Certain Underwriters at Lloyd's

Coverage Description and Amount/Limits

Crisis Protect

Limit of Liability

\$1,000,000 any one Occurrence
\$5,000,000 Policy Aggregate

Deductible:

\$10,000 per occurrence
\$50,000 per occurrence civil commotion
2 hour waiting period acts of terrorism
24 deprivation as result of civil commotion

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Effective Date	Expiration Date	Policy Number	Company
12/31/2022	12/31/2023	Various	Hartford

Coverage Description and Amount/Limits

Workers' Compensation Coverage

Coverage A: Statutory

Coverage B: \$1,000,000 Bodily Injury by Accident - Each Accident
\$1,000,000 Bodily Injury by Accident - Policy Limit
\$1,000,000 Bodily Injury by Accident - Each Employee

Terrorism Coverage is Included

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