

**NILES PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING AGENDA**

May 21, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

Amended

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Project Update
4. Consent Agenda
 - A. Approve Minutes of the Regular Board Meeting of April 16, 2014 3
 - B. Approve Minutes of the Special Board Meeting of April 24, 2014 7
 - C. Approve the payment of the bills for operating expenses of \$193,614.22, payroll expenses of \$295,171.72, and Special Reserve Expenses of \$15,757.00, for a total monthly expense of \$504,542.94 8
 - D. Approve the resignation of Mary Byrne from the part-time position of Outreach Services Assistant effective May 2, 2014; the resignation of Barb Palac from the part-time position of Adult Services Assistant effective May 13, 2014; the resignation of Aileen Hannon from the part-time position of Patron Services Assistant effective June 9, 2014; the appointment of Aileen Hannon to the 20 hour per week position of Outreach Services Assistant, at a rate of \$13.50 per hour, effective June 10, 2014; the retirement of Sue Brice from the full-time position of Page Services Supervisor effective June 30, 2014; the retirement of Don Burkhart from the full-time position of IT Services Supervisor effective June 30, 2014; the retirement of Kathy Pricone from the full-time position of Patron Services Supervisor effective June 30, 2014; the retirement of Janet Weiser from the full-time position of Patron Services Assistant effective June 30, 2014; the appointment of Williette Nyanue to the part-time 15 hours per week position of Kid/Teen Assistant at a rate of \$15.00 per hour, effective May 19, 2014; the appointment of Linda Zielstra-Sawyer to the part-time 20 hours per week position of Kids/Teen Librarian at a rate of \$26.90 per hour, effective June 9, 2014.
5. Public Comment
6. Treasurer's Report
 - A. Review Financial Report 15
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B. Employee Benefits Committee	
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A. Friends of the Library	
B. Legislative	
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11. New Business	
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C. Approve the recommended creation of the Digital Services Department and the related job descriptions	54
D. Approve the recommended creation of the Patron Services Department and the related job descriptions	66
E. Approve the recommended changes to the Youth and Teen Services Supervisor and Teen Librarian job descriptions	76
F. Discussion on 2014/2015 Budget	81
G. Discussion on Health Insurance Renewal	87
12. Unfinished Business	
13. Executive Session- To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District; collective negotiating matters between the Niles Public Library District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; pending and/or probable litigation; discussion of minutes of closed session meetings.	
14. Executive Session Action - To accept Klein Thorpe and Jenkins' recommendation to settle the tax rate objection suit for 2005-2006 at 1 mil (\$11,085.25).	
15. Other	
A. Discuss the need for a Special Board Meeting on Thursday, June 5th for the purpose of discussing the budget	
B. Discuss the date for the July Board Meeting	
16. Adjournment	

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting
April 16, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Karen Dimond, Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Chris Ball arrived at 6:37 PM.

Library Staff Present

Linda Weiss, Greg Pritz, Diane Winberg, Dave Dabrowski, Shelley Sutherland, Barb Kruser, Judy McNulty, Dodie Frisbie, Carol Jung, Susan Lempke.

Guest Present

Dennis Walsh, Klein, Thorpe & Jenkins; Tom Robb, *Niles Journal*; Eric Poders, *The North Shore Voice*.

Call to Order

The Regular Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:30 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Project Update

Ms. Weiss reported that John Eallonardo, Project Manager from FQC is still working on some final credits and will give a full accounting of the project at the May meeting.

Consent Agenda

Trustee Matyas MOVED the Library Board of Trustees approve the followings items:

- A. The Minutes of the Regular Board Meeting of March 19, 20134;
- B. The payment of bills for operating expenses of \$167,442.01, payroll expenses of \$288,096.56, and Special Reserve expenses of \$201,432.93, for a total monthly expense of \$656,971.50;
- C. Approve the appointment of Bernadette Koryciarz to the 15-hour Adult Services Assistant position at a salary of \$13.96 per hour, effective April 21, 2014.

Trustee Ryan seconded.

Roll Call Vote: Ayes: Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

Public Comments

There were none.

Treasurer's Report

The Library Board reviewed the March 2014 Treasurer's Report as reported by Treasurer Drblik.

Special Guest

Mr. Brian Costin of the Illinois Policy Institute presented the Niles Library and its Board the Illinois Policy Institute's Sunshine Award for government transparency. The Sunshine Award is given to agencies scoring 80 or above on a 100 point scale. The Library scored 83. Mr. Costin said that the Niles Library is one of just 62 local governmental agencies out of 7,000 in the state to earn this honor. The Niles Library has the distinction of being the first library district in the State to earn this award.

Director's Report

Ms. Weiss reminded everyone to complete their Statement of Economic Interest. She then shared reports written by staff who attended the PLA Conference in March.

Communications

The communications in the Board Packet were noted.

Committee Reports

Special Reserve Plan Committee –Mr. Ball scheduled a meeting the same evening as the Regular Board Meeting on May 21 at 6:00 PM.

Employee Benefits Committee - Trustee Drblik reported that the Committee did not meet last month, but that a meeting has been scheduled for May 1. Trustee Dimond suggested that the Employee Benefits Committee meet as a complete committee of the whole so that when benefits are discussed and recommendations are brought to the Board, the information wouldn't need to be repeated and the Board would act accordingly.

Liaison Reports**Friends of the Library**

No report.

Legislative

No report.

RAILS

No report.

Ms. Weiss took this opportunity to show the Board a Library Furniture International ad in the current issue of the *ILA Reporter* of the Library's Fiction Area on the second floor.

New Business**Policy 3.22 Investment Policy**

Trustee Matyas MOVED the Library Board of Trustees approve the recommended changes to Policy 3.22, Investment Policy. Trustee Dimond seconded.

Mr. Pritz recommended that the limit on maturity of investments be moved from three years or less to five years or less in the policy to take advantage of higher returns related to investments with maturities of four and five years.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Library Parking Lot

Trustee Matyas MOVED the Library Board of Trustees approve the Jacobs and Son contract for \$7,865 to repair and seal coat the Library parking lot.

All quotes received reflected the same scope of work to be done and similar materials to be used in similar quantities. The lowest quote received seemed as though they might have issues performing the work over the Memorial Day Weekend. The recommended vendor has done work for the library previously and is able to do the job in a timely manner to minimize disruption to the operations of the Library.

Roll call vote: Ayes; Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Unfinished Business

Policy 4.06, Sick Leave

Trustee Ball MOVED the Library Board of Trustees approve the recommended change to Policy 4.06, Sick Leave. Trustee Dimond seconded.

At last month's meeting, the recommended changes to the sick policy were approved but the recommended changes to the vacation and personal day policies were not. The recommendation is that we revert to the old policy so that we credit employees with time off using an accrual method throughout the year in line with the other absence accruals to avoid confusion for the employees.

Mr. Pritz was asked to prepare information on the sick, vacation, and personal day policies so that the recommendations can be revisited at the May Board Meeting.

Roll call vote: Ayes; Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Policy 3.09, Displays and Exhibits

Trustee Dimond MOVED the Library Board of Trustees approve the recommended changes to Policy 3.09, Displays and Exhibits. Trustee Matyas seconded.

After some discussion, the Trustees asked that with each exhibit an appropriate disclaimer be posted so that the public is aware that the exhibit is that of a private individual and does not reflect the viewpoint of the Library, its patrons or its administration.

Trustees Dimond and Matyas accepted the amendment to the motion to accept the policy with the exception of no. 7 on page 45 of the Board Packet – display may not advocate any specific political, philosophical or religious viewpoint.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Retirement Incentive Program

Trustee Matyas MOVED the Library Board of Trustees agree to move Agenda Item 13.C, after Agenda Item 14, Executive Session. Trustee Ryan seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Executive Session

Trustee Dimond MOVED the Library Board of Trustees go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Ryan seconded.

Roll Call Vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. The motion carried.

Executive Session began at 7:24 PM. Executive Session ended at 7:52 PM.

Open session began at 7:55 PM, with all members of the Board present.

Final Action, if any, on closed session subjects

Retirement Incentive Program

Trustee Nakanishi MOVED the Library Board of Trustees approve the ratification and confirmation of Board Action taken at the March 19, 2014 Board Meeting to approve a retirement incentive program. Trustee Matyas seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Nakanishi, Ryan. Nays: Matyas. Motion carried.

Retirement of Library Director

Trustee Dimond MOVED the Library Board of Trustees approve the retirement of Linda Weiss, Library Director, effective June 30, 2014. Trustee Matyas seconded.

Roll call vote: Ayes: Ball, Dimond, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Matyas seconded. On a voice vote, all Trustees voted "aye". Motion carried.

The meeting adjourned at 7:58 PM

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
April 24, 2014
6:30 PM
Board Room
6960 Oakton Street
Niles, Illinois

Trustees Present

Carolyn Drblik, Morgan Dubiel, Danette Matyas, Barbara Nakanishi, Linda Ryan. Chris Ball arrived at 6:37 PM. Karen Dimond gave previous notice.

Library Staff Present

Barb Kruser, Greg Pritz, Sue Wilsey

Guest Present

Tom Robb, Reporter, *Niles Journal*

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 6:35 PM.

Roll Call

Roll call was taken by President Dubiel.

Pledge of Allegiance

President Dubiel led the Pledge of Allegiance.

Executive Session

Trustee Ryan MOVED that the Library Board of Trustees enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District. Trustee Matyas seconded.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas, Nakanishi, Ryan. Nays: None. Motion carried.

Executive Session began at 6:37 p.m. Executive Session ended at 7:15 p.m. Open Session began at 7:16 p.m., with all Board members present.

Final Action, if any, on closed session subject

Trustee Ball MOVED that the Library Board of Trustees appoint Business Manager, Greg Pritz, Interim Library Director, effective July 1, 2014. Trustee Matyas seconded.

Roll call vote: Ayes: Ball, Drblik, Dubiel, Matyas. Nays: Nakanishi, Ryan. Motion carried.

Adjournment

Trustee Ball motioned to adjourn. Trustee Matyas seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 7:18 PM.

President

Secretary

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71031	Accounts Payable	Computer Check	5/21/2014	3M	\$0.00	\$1,018.71	(\$1,018.71)	Outstanding	5/31/2014
71032	Accounts Payable	Computer Check	5/21/2014	AFLAC	\$0.00	\$766.25	(\$1,784.96)	Outstanding	5/31/2014
71033	Accounts Payable	Computer Check	5/21/2014	ALLIANCE ENTERTAINMENT	\$0.00	\$370.64	(\$2,155.60)	Outstanding	5/31/2014
71034	Accounts Payable	Computer Check	5/21/2014	AMARK INDUSTRIES	\$0.00	\$1,651.20	(\$3,806.80)	Outstanding	5/31/2014
71035	Accounts Payable	Computer Check	5/21/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$128.00	(\$3,934.80)	Outstanding	5/31/2014
71036	Accounts Payable	Computer Check	5/21/2014	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$546.00	(\$4,480.80)	Outstanding	5/31/2014
71037	Accounts Payable	Computer Check	5/21/2014	ANIMAL QUEST	\$0.00	\$431.00	(\$4,911.80)	Outstanding	5/31/2014
71038	Accounts Payable	Computer Check	5/21/2014	AT&T	\$0.00	\$926.06	(\$5,837.86)	Outstanding	5/31/2014
71039	Accounts Payable	Computer Check	5/21/2014	AT&T	\$0.00	\$43.40	(\$5,881.26)	Outstanding	5/31/2014
71040	Accounts Payable	Computer Check	5/21/2014	AURORA SIGN COMPANY	\$0.00	\$1,207.00	(\$7,088.26)	Outstanding	5/31/2014
71041	Accounts Payable	Computer Check	5/21/2014	AVCAFE	\$0.00	\$693.28	(\$7,781.54)	Outstanding	5/31/2014
71042	Accounts Payable	Computer Check	5/21/2014	BAKER & TAYLOR	\$0.00	\$131.94	(\$7,913.48)	Outstanding	5/31/2014
71043	Accounts Payable	Computer Check	5/21/2014	KRYSZYNA BANEK	\$0.00	\$24.92	(\$7,938.40)	Outstanding	5/31/2014
71044	Accounts Payable	Computer Check	5/21/2014	BIO TILE & GROUT RESTORATION	\$0.00	\$650.00	(\$8,588.40)	Outstanding	5/31/2014
71045	Accounts Payable	Computer Check	5/21/2014	DONNA BLOCK	\$0.00	\$19.94	(\$8,608.34)	Outstanding	5/31/2014
71046	Accounts Payable	Computer Check	5/21/2014	BRODART CO.	\$0.00	\$596.29	(\$9,204.63)	Outstanding	5/31/2014
71047	Accounts Payable	Computer Check	5/21/2014	CALL ONE	\$0.00	\$1,209.50	(\$10,414.13)	Outstanding	5/31/2014
71048	Accounts Payable	Computer Check	5/21/2014	CAREER CRUISING	\$0.00	\$1,026.00	(\$11,440.13)	Outstanding	5/31/2014
71049	Accounts Payable	Computer Check	5/21/2014	ARIANNE CAREY	\$0.00	\$33.03	(\$11,473.16)	Outstanding	5/31/2014
71050	Accounts Payable	Computer Check	5/21/2014	CENGAGE LEARNING, INC.	\$0.00	\$9,985.39	(\$21,458.55)	Outstanding	5/31/2014
71051	Accounts Payable	Computer Check	5/21/2014	CENTER POINT LARGE PRINT	\$0.00	\$216.90	(\$21,675.45)	Outstanding	5/31/2014
71052	Accounts Payable	Computer Check	5/21/2014	CINTAS CORPORATION LOC. 769	\$0.00	\$598.90	(\$22,274.35)	Outstanding	5/31/2014
71053	Accounts Payable	Computer Check	5/21/2014	COMED	\$0.00	\$7,263.53	(\$29,537.88)	Outstanding	5/31/2014
71054	Accounts Payable	Computer Check	5/21/2014	COMPUTYPE, INC.	\$0.00	\$662.25	(\$30,200.13)	Outstanding	5/31/2014
71055	Accounts Payable	Computer Check	5/21/2014	COOK AND KOCHER INSURANCE	\$0.00	\$3,821.00	(\$34,021.13)	Outstanding	5/31/2014
71056	Accounts Payable	Computer Check	5/21/2014	COOPERATIVE COMPUTER SERV	\$0.00	\$6,094.98	(\$40,116.11)	Outstanding	5/31/2014
71057	Accounts Payable	Computer Check	5/21/2014	CREATIVE PROMOTIONAL PROD	\$0.00	\$3,944.19	(\$44,060.30)	Outstanding	5/31/2014
71058	Accounts Payable	Computer Check	5/21/2014	CECILIA CYGNAR	\$0.00	\$12.00	(\$44,072.30)	Outstanding	5/31/2014
71059	Accounts Payable	Computer Check	5/21/2014	DEMCO	\$0.00	\$1,995.90	(\$46,068.20)	Outstanding	5/31/2014
71060	Accounts Payable	Computer Check	5/21/2014	EASYPERMIT POSTAGE	\$0.00	\$200.00	(\$46,268.20)	Outstanding	5/31/2014
71061	Accounts Payable	Computer Check	5/21/2014	ENCYCLOPAEDIA BRITANNICA, I	\$0.00	\$54.90	(\$46,323.10)	Outstanding	5/31/2014
71062	Accounts Payable	Computer Check	5/21/2014	FIFTH THIRD BANK	\$0.00	\$115.00	(\$46,438.10)	Outstanding	5/31/2014
71063	Accounts Payable	Computer Check	5/21/2014	FIFTH THIRD BANK	\$0.00	\$1,540.00	(\$47,978.10)	Outstanding	5/31/2014
71064	Accounts Payable	Computer Check	5/21/2014	BURTON L. FISCHMAN	\$0.00	\$200.00	(\$48,178.10)	Outstanding	5/31/2014
71065	Accounts Payable	Computer Check	5/21/2014	FLEXSOURCE, LLC	\$0.00	\$502.50	(\$48,680.60)	Outstanding	5/31/2014
71066	Accounts Payable	Computer Check	5/21/2014	FREDERICK QUINN CORPORATIO	\$0.00	\$15,757.00	(\$64,437.60)	Outstanding	5/31/2014
71067	Accounts Payable	Computer Check	5/21/2014	FREDRIKSEN FIRE EQUIPMENT C	\$0.00	\$451.90	(\$64,889.50)	Outstanding	5/31/2014
71068	Accounts Payable	Computer Check	5/21/2014	FRIENDS OF THE NILES LIBRARY	\$0.00	\$2,901.06	(\$67,790.56)	Outstanding	5/31/2014
71069	Accounts Payable	Computer Check	5/21/2014	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,037.43	(\$69,827.99)	Outstanding	5/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71070	Accounts Payable	Computer Check	5/21/2014	DEBORAH GRAHAM	\$0.00	\$183.96	(\$70,011.95)	Outstanding	5/31/2014
71071	Accounts Payable	Computer Check	5/21/2014	GRAINGER	\$0.00	\$589.55	(\$70,601.50)	Outstanding	5/31/2014
71072	Accounts Payable	Computer Check	5/21/2014	JOEL GREENBERG	\$0.00	\$275.00	(\$70,876.50)	Outstanding	5/31/2014
71073	Accounts Payable	Computer Check	5/21/2014	GROOT INDUSTRIES, INC.	\$0.00	\$228.90	(\$71,105.40)	Outstanding	5/31/2014
71074	Accounts Payable	Computer Check	5/21/2014	OLIVIA R. GUENTHER	\$0.00	\$9.99	(\$71,115.39)	Outstanding	5/31/2014
71075	Accounts Payable	Computer Check	5/21/2014	HALL PASS	\$0.00	\$18.00	(\$71,133.39)	Outstanding	5/31/2014
71076	Accounts Payable	Computer Check	5/21/2014	KRISTINE HATELY	\$0.00	\$19.95	(\$71,153.34)	Outstanding	5/31/2014
71077	Accounts Payable	Computer Check	5/21/2014	HEALTHCARE SERVICE CORPOR	\$0.00	\$37,342.80	(\$108,496.14)	Outstanding	5/31/2014
71078	Accounts Payable	Computer Check	5/21/2014	HOUCHEN BINDERY, LTD.	\$0.00	\$829.90	(\$109,326.04)	Outstanding	5/31/2014
71079	Accounts Payable	Computer Check	5/21/2014	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$515.00	(\$109,841.04)	Outstanding	5/31/2014
71080	Accounts Payable	Computer Check	5/21/2014	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$110,111.04)	Outstanding	5/31/2014
71081	Accounts Payable	Computer Check	5/21/2014	INGRAM LIBRARY SERVICES	\$0.00	\$14,930.15	(\$125,041.19)	Outstanding	5/31/2014
71082	Accounts Payable	Computer Check	5/21/2014	INNOVATION EXPERTS	\$0.00	\$500.00	(\$125,541.19)	Outstanding	5/31/2014
71083	Accounts Payable	Computer Check	5/21/2014	IRON MOUNTAIN	\$0.00	\$115.00	(\$125,656.19)	Outstanding	5/31/2014
71084	Accounts Payable	Computer Check	5/21/2014	ABBAS KANJI	\$0.00	\$6.99	(\$125,663.18)	Outstanding	5/31/2014
71085	Accounts Payable	Computer Check	5/21/2014	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$5,439.57	(\$131,102.75)	Outstanding	5/31/2014
71086	Accounts Payable	Computer Check	5/21/2014	KONE INC.	\$0.00	\$225.22	(\$131,327.97)	Outstanding	5/31/2014
71087	Accounts Payable	Computer Check	5/21/2014	KONICA MINOLTA BUSINESS SO	\$0.00	\$1,246.83	(\$132,574.80)	Outstanding	5/31/2014
71088	Accounts Payable	Computer Check	5/21/2014	GEORGE LECLAIRE	\$0.00	\$150.00	(\$132,724.80)	Outstanding	5/31/2014
71089	Accounts Payable	Computer Check	5/21/2014	SUSAN LEMPKE	\$0.00	\$37.26	(\$132,762.06)	Outstanding	5/31/2014
71090	Accounts Payable	Computer Check	5/21/2014	CATHERINE LEVINSON	\$0.00	\$99.94	(\$132,862.00)	Outstanding	5/31/2014
71091	Accounts Payable	Computer Check	5/21/2014	LIBRARY JOURNALS, LLC	\$0.00	\$80.00	(\$132,942.00)	Outstanding	5/31/2014
71092	Accounts Payable	Computer Check	5/21/2014	MAINE TOWNSHIP MAINESTREA	\$0.00	\$250.00	(\$133,192.00)	Outstanding	5/31/2014
71093	Accounts Payable	Computer Check	5/21/2014	JAMIE MARTIN	\$0.00	\$350.00	(\$133,542.00)	Outstanding	5/31/2014
71094	Accounts Payable	Computer Check	5/21/2014	MYLENE MAUCLAIR	\$0.00	\$52.90	(\$133,594.90)	Outstanding	5/31/2014
71095	Accounts Payable	Computer Check	5/21/2014	JUDITH MCNULTY	\$0.00	\$33.38	(\$133,628.28)	Outstanding	5/31/2014
71096	Accounts Payable	Computer Check	5/21/2014	MENARDS	\$0.00	\$760.98	(\$134,389.26)	Outstanding	5/31/2014
71097	Accounts Payable	Computer Check	5/21/2014	MIDWEST TAPE	\$0.00	\$11,783.39	(\$146,172.65)	Outstanding	5/31/2014
71098	Accounts Payable	Computer Check	5/21/2014	MARY MILLER	\$0.00	\$68.18	(\$146,240.83)	Outstanding	5/31/2014
71099	Accounts Payable	Computer Check	5/21/2014	MOONLIGHT PRESS	\$0.00	\$9.00	(\$146,249.83)	Outstanding	5/31/2014
71100	Accounts Payable	Computer Check	5/21/2014	MULTICULTURAL BOOKS & VID	\$0.00	\$450.00	(\$146,699.83)	Outstanding	5/31/2014
71101	Accounts Payable	Computer Check	5/21/2014	TERRI MURPHY	\$0.00	\$275.00	(\$146,974.83)	Outstanding	5/31/2014
71102	Accounts Payable	Computer Check	5/21/2014	MILENA NEDELJKOVIC	\$0.00	\$120.00	(\$147,094.83)	Outstanding	5/31/2014
71103	Accounts Payable	Computer Check	5/21/2014	NICOR GAS	\$0.00	\$2,381.93	(\$149,476.76)	Outstanding	5/31/2014
71104	Accounts Payable	Computer Check	5/21/2014	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$150,357.76)	Outstanding	5/31/2014
71105	Accounts Payable	Computer Check	5/21/2014	NILES HISTORICAL SOCIETY	\$0.00	\$40.00	(\$150,397.76)	Outstanding	5/31/2014
71106	Accounts Payable	Computer Check	5/21/2014	OCLC, INC.	\$0.00	\$591.00	(\$150,988.76)	Outstanding	5/31/2014
71107	Accounts Payable	Computer Check	5/21/2014	OXFORD UNIVERSITY PRESS, IN	\$0.00	\$1,175.00	(\$152,163.76)	Outstanding	5/31/2014
71108	Accounts Payable	Computer Check	5/21/2014	YERA V. PATEL	\$0.00	\$19.94	(\$152,183.70)	Outstanding	5/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
71109	Accounts Payable	Computer Check	5/21/2014	RICK PICKREN	\$0.00	\$250.00	(\$152,433.70)	Outstanding	5/31/2014
71110	Accounts Payable	Computer Check	5/21/2014	PLATINUM FLASH PHOTO BOOTH	\$0.00	\$595.00	(\$153,028.70)	Outstanding	5/31/2014
71111	Accounts Payable	Computer Check	5/21/2014	ROBERT P. PODGORSKI	\$0.00	\$200.00	(\$153,228.70)	Outstanding	5/31/2014
71112	Accounts Payable	Computer Check	5/21/2014	POLONIA BOOKSTORE, INC.	\$0.00	\$551.21	(\$153,779.91)	Outstanding	5/31/2014
71113	Accounts Payable	Computer Check	5/21/2014	PRINTGLOBE	\$0.00	\$243.61	(\$154,023.52)	Outstanding	5/31/2014
71114	Accounts Payable	Computer Check	5/21/2014	CYNTHIA RADEMACHER	\$0.00	\$186.87	(\$154,210.39)	Outstanding	5/31/2014
71115	Accounts Payable	Computer Check	5/21/2014	RAINBOW AAT	\$0.00	\$50.00	(\$154,260.39)	Outstanding	5/31/2014
71116	Accounts Payable	Computer Check	5/21/2014	RANDOM HOUSE LLC	\$0.00	\$289.50	(\$154,549.89)	Outstanding	5/31/2014
71117	Accounts Payable	Computer Check	5/21/2014	RECORDED BOOKS, LLC	\$0.00	\$430.95	(\$154,980.84)	Outstanding	5/31/2014
71118	Accounts Payable	Computer Check	5/21/2014	RESERVE ACCOUNT	\$0.00	\$1,800.00	(\$156,780.84)	Outstanding	5/31/2014
71119	Accounts Payable	Computer Check	5/21/2014	RICMAR INDUSTRIES	\$0.00	\$296.45	(\$157,077.29)	Outstanding	5/31/2014
71120	Accounts Payable	Computer Check	5/21/2014	ROCKY MOUNTAIN CHOCOLATE F	\$0.00	\$200.00	(\$157,277.29)	Outstanding	5/31/2014
71121	Accounts Payable	Computer Check	5/21/2014	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$670.00	(\$157,947.29)	Outstanding	5/31/2014
71122	Accounts Payable	Computer Check	5/21/2014	SAGE PUBLICATIONS INC.	\$0.00	\$2,522.22	(\$160,469.51)	Outstanding	5/31/2014
71123	Accounts Payable	Computer Check	5/21/2014	CLARA SHEFFER	\$0.00	\$46.96	(\$160,516.47)	Outstanding	5/31/2014
71124	Accounts Payable	Computer Check	5/21/2014	SHELL	\$0.00	\$125.72	(\$160,642.19)	Outstanding	5/31/2014
71125	Accounts Payable	Computer Check	5/21/2014	SIMPLEXGRINNELL	\$0.00	\$2,996.27	(\$163,638.46)	Outstanding	5/31/2014
71126	Accounts Payable	Computer Check	5/21/2014	SMITHEREEN PEST MANAGEMEN	\$0.00	\$110.00	(\$163,748.46)	Outstanding	5/31/2014
71127	Accounts Payable	Computer Check	5/21/2014	SUN-TIMES MEDIA	\$0.00	\$13.60	(\$163,762.06)	Outstanding	5/31/2014
71128	Accounts Payable	Computer Check	5/21/2014	THE LINCOLN NATIONAL LIFE IN	\$0.00	\$1,753.79	(\$165,515.85)	Outstanding	5/31/2014
71129	Accounts Payable	Computer Check	5/21/2014	SOJI THOMAS	\$0.00	\$6.99	(\$165,522.84)	Outstanding	5/31/2014
71130	Accounts Payable	Computer Check	5/21/2014	TODAY'S BUSINESS SOLUTIONS, I	\$0.00	\$315.36	(\$165,838.20)	Outstanding	5/31/2014
71131	Accounts Payable	Computer Check	5/21/2014	TSAI FONG BOOKS, INC.	\$0.00	\$1,138.69	(\$166,976.89)	Outstanding	5/31/2014
71132	Accounts Payable	Computer Check	5/21/2014	TUMBLEWEED PRESS INC.	\$0.00	\$679.00	(\$167,655.89)	Outstanding	5/31/2014
71133	Accounts Payable	Computer Check	5/21/2014	UAL	\$0.00	\$90.70	(\$167,746.59)	Outstanding	5/31/2014
71134	Accounts Payable	Computer Check	5/21/2014	UNIQUE MANAGEMENT SERVICE	\$0.00	\$258.70	(\$168,005.29)	Outstanding	5/31/2014
71135	Accounts Payable	Computer Check	5/21/2014	USI EDUCATION & GOVT SALES	\$0.00	\$95.29	(\$168,100.58)	Outstanding	5/31/2014
71136	Accounts Payable	Computer Check	5/21/2014	SASHA VASILIC	\$0.00	\$117.74	(\$168,218.32)	Outstanding	5/31/2014
71137	Accounts Payable	Computer Check	5/21/2014	VERIZON WIRELESS	\$0.00	\$197.16	(\$168,415.48)	Outstanding	5/31/2014
71138	Accounts Payable	Computer Check	5/21/2014	VERNON LIBRARY SUPPLIES, IN	\$0.00	\$228.90	(\$168,644.38)	Outstanding	5/31/2014
71139	Accounts Payable	Computer Check	5/21/2014	VILLAGE OF NILES	\$0.00	\$303.49	(\$168,947.87)	Outstanding	5/31/2014
71140	Accounts Payable	Computer Check	5/21/2014	VISA	\$0.00	\$3,862.07	(\$172,809.94)	Outstanding	5/31/2014
71141	Accounts Payable	Computer Check	5/21/2014	VISION SERVICE PLAN OF ILLINO	\$0.00	\$671.74	(\$173,481.68)	Outstanding	5/31/2014
71142	Accounts Payable	Computer Check	5/21/2014	VISOGRAPHIC	\$0.00	\$4,521.38	(\$178,003.06)	Outstanding	5/31/2014
71143	Accounts Payable	Computer Check	5/21/2014	SUSAN WILSEY	\$0.00	\$215.56	(\$178,218.62)	Outstanding	5/31/2014
71144	Accounts Payable	Computer Check	5/21/2014	DAVID WITTER	\$0.00	\$125.00	(\$178,343.62)	Outstanding	5/31/2014
71145	Accounts Payable	Computer Check	5/21/2014	X-PERT LANDSCAPING INC.	\$0.00	\$350.00	(\$178,693.62)	Outstanding	5/31/2014

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
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Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$178,693.62)
Total Payments:	(\$178,693.62)
Total Change in Register Balance:	(\$178,693.62)

Niles Public Library District Bank Register Report - Imprest

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Status	Post Date
2914	Accounts Payable	Manual Check	4/1/2014	CASH	\$0.00	\$100.00	(\$100.00)	Cleared	4/30/2014
2915	Accounts Payable	Manual Check	4/11/2014	LIBRARY FURNITURE INTERNATI	\$0.00	\$2,230.00	(\$2,330.00)	Cleared	4/30/2014
2916	Accounts Payable	Manual Check	4/18/2014	ADULT READING ROUND TABLE	\$0.00	\$15.00	(\$2,345.00)	Cleared	4/30/2014

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Manual Check	(\$2,345.00)
Total Payments:	(\$2,345.00)
Total Change in Register Balance:	(\$2,345.00)

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
40-5815-58-00, Special Reserve - Construction Project									
4/30/2014	0461-0	Invoice		FREDERICK QUINN CORPO	Unposted Accounts Pa	Not yet posted	4/30/2014	\$15,757.00	\$0.00
<i>Totals for 40-5815-58-00, Special Reserve - Construction Projec</i>								<u>\$15,757.00</u>	<u>\$0.00</u>
Grand Totals:								\$15,757.00	\$0.00

Niles Public Library District Special Reserve

40-5815-58-00 & 40-5810-58-00 & 40-5820-58-00

Report name: _Special Reserve

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (4/1/2014 to 4/30/2014)

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

Include these Accounts: 40-5815-58-00, 40-5810-58-00, 40-5805-58-00, 40-5811-58-00, 40-5820-58-00

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Niles Public Library District

Balance Sheet

April 30, 2014

	GENERAL FUND 4/30/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Assets					
Cash and Investments					
Cash Checking	(\$1,825,119)	\$940,984		\$914,526	\$30,391
Cash-Imprest	\$834				\$834
Cash-Flexible Spending Account	\$6,815				\$6,815
MaxSafe CD	\$1,015,893				\$1,015,893
Capital One 360	\$248,338				\$248,338
Stone Castle	\$2,428,029				\$2,428,029
Petty Cash	\$200				\$200
Illinois Funds-Tax Deposit Account	\$2,297,123				\$2,297,123
Illinois Funds E pay fines	\$63,236				\$63,236
Northwest Community Credit Union	\$251,664				\$251,664
LaSalle Investments	\$250,000				\$250,000
LaSalle Money Market	\$249,573				\$249,573
Fifth Third Bank-Investments	\$1,644,389				\$1,644,389
Investments Money Market-Fifth Third Bank	\$4,515				\$4,515
MaxSafe CD	\$514,507				\$514,507
MaxSafe CD	\$510,425				\$510,425
Total Cash and Investments	\$7,660,419	\$940,984	\$0	\$914,526	\$9,515,930
Receivables					
Accrued Interest Receivable	\$489	\$78		\$316	\$884
Total Receivables	\$489	\$78	\$0	\$316	\$884
Prepaid Items					
Prepaid Expense	\$36,109				\$36,109
Total Prepaid Items	\$36,109	\$0	\$0	\$0	\$36,109
Total Assets	\$7,697,017	\$941,063	\$0	\$914,842	\$9,552,922

Niles Public Library District

Balance Sheet

April 30, 2014

	GENERAL FUND 4/30/2014	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL
Liabilities and Fund Balance					
Liabilities					
Accounts Payable	\$33,446	\$4,363		\$139,229	\$177,039
Accounts Payable-Friends of the Library					
Payroll Clearing	\$11,618				\$11,618
Accrued Salaries & Wages	\$42,011				\$42,011
Deferred Revenues	(\$367,842)	(\$15,913)			(\$383,755)
Total Liabilities	(\$280,766)	(\$11,550)	\$0	\$139,229	(\$153,087)
Fund Balance					
Fund Balance	\$7,977,783	\$952,613		\$775,613	\$9,706,010
Total Fund Balance	\$7,977,783	\$952,613	\$0	\$775,613	\$9,706,010
Total Liabilities and Fund Balance	\$7,697,017	\$941,063	\$0	\$914,842	\$9,552,922

Niles Public Library District Income Statement-Consolidated

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$11,896		\$11,896	\$6,896,333	\$6,783,653	\$112,680	\$6,852,175	101%
Replacement Taxes	\$31,211		\$31,211	\$116,554		\$116,554		
Per Capita Grant	\$71,605		\$71,605	\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$609	\$1,667	(\$1,058)	\$17,885	\$16,667	\$1,218	\$20,000	89%
Fines	\$3,461	\$3,333	\$128	\$37,097	\$33,333	\$3,763	\$40,000	93%
Lost Books	\$781	\$625	\$156	\$7,403	\$6,250	\$1,153	\$7,500	99%
Pay For Print	\$2,946	\$1,250	\$1,696	\$15,216	\$12,500	\$2,716	\$15,000	101%
Flash Drive & Ear Bud Sales	\$1		\$1	\$40		\$40		
Commissions & Fees		\$25	(\$25)		\$100	(\$100)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)	\$330	\$208	\$122	\$250	132%
Miscellaneous	\$100	\$17	\$83	\$3,510	\$167	\$3,343	\$200	1,755%
Total Revenues	\$122,611	\$6,938	\$115,673	\$7,235,717	\$6,906,878	\$328,839	\$6,990,725	104%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$94,936	\$96,317	\$1,381	\$115,580	82%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$214,784	\$209,180	(\$5,604)	\$251,016	86%
Payroll-Division Supervisors	\$49,213	\$49,578	\$365	\$480,524	\$495,783	\$15,259	\$594,940	81%
Payroll-Librarian I	\$91,858	\$97,107	\$5,249	\$965,511	\$971,066	\$5,555	\$1,165,279	83%
Payroll-Library Grade V	\$48,321	\$50,038	\$1,717	\$474,064	\$500,375	\$26,311	\$600,450	79%
Payroll-Library Grade VI	\$38,140	\$36,949	(\$1,190)	\$366,587	\$369,494	\$2,907	\$443,393	83%
Payroll-Library Pages	\$12,073	\$12,065	(\$8)	\$106,544	\$120,653	\$14,109	\$144,784	74%
Payroll-Sundays	\$6,897	\$6,417	(\$481)	\$61,942	\$64,167	\$2,225	\$77,000	80%
Adjustments							\$10,000	
Substitutes	\$724	\$667	(\$58)	\$2,986	\$6,667	\$3,681	\$8,000	37%
Total Salaries	\$279,216	\$283,370	\$4,154	\$2,767,877	\$2,833,702	\$65,824	\$3,410,442	81%

Niles Public Library District
Income Statement-Consolidated

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,751	\$11,917	\$166	\$116,447	\$119,167	\$2,720	\$143,000	81%
Books-Youth Services	\$5,561	\$5,750	\$189	\$40,872	\$57,500	\$16,628	\$69,000	59%
Books-Teen	\$2,059	\$1,250	(\$809)	\$11,895	\$12,500	\$605	\$15,000	79%
Downloadables	\$1,019	\$4,583	\$3,565	\$42,904	\$45,833	\$2,930	\$55,000	78%
Periodicals	\$257	\$2,000	\$1,743	\$20,587	\$20,000	(\$587)	\$24,000	86%
AV-Adult	\$9,923	\$7,917	(\$2,007)	\$79,291	\$79,167	(\$125)	\$95,000	83%
AV-Youth Services	\$3,533	\$3,808	\$276	\$27,291	\$38,083	\$10,792	\$45,700	60%
AV-Teen	\$707	\$1,083	\$377	\$6,977	\$10,833	\$3,856	\$13,000	54%
Online Databases	\$13,301	\$16,750	\$3,449	\$174,351	\$167,500	(\$6,851)	\$201,000	87%
Total Library Materials	\$48,112	\$55,058	\$6,947	\$520,614	\$550,583	\$29,969	\$660,700	79%
Library Operating Expenditures								
CCS Charges	\$4,390	\$6,500	\$2,110	\$58,053	\$65,000	\$6,947	\$78,000	74%
Processing & Supplies	\$4,994	\$2,500	(\$2,494)	\$15,379	\$25,000	\$9,621	\$30,000	51%
Internet Charges	\$1,158	\$1,600	\$442	\$12,841	\$16,000	\$3,159	\$19,200	67%
Software, Licenses	\$1,425	\$3,520	\$2,095	\$31,455	\$35,203	\$3,747	\$42,243	74%
Printing	\$4,920	\$1,213	(\$3,708)	\$32,394	\$32,825	\$431	\$42,150	77%
Library Supplies	\$449	\$1,000	\$551	\$9,063	\$10,000	\$937	\$12,000	76%
Programming & Support-Adult	\$1,992	\$1,717	(\$275)	\$17,592	\$17,167	(\$426)	\$20,600	85%
Programming & Support-Juvenile	\$2,444	\$2,875	\$431	\$25,761	\$28,750	\$2,989	\$34,500	75%
Programming & Support-Joint		\$333	\$333	\$2,091	\$3,333	\$1,243	\$4,000	52%
Programming & Support-Teen	\$449	\$583	\$135	\$4,000	\$5,833	\$1,833	\$7,000	57%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,581	\$4,167	\$586	\$5,000	72%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$13,787	\$14,003	\$216	\$16,804	82%
Miscellaneous	\$115	\$83	(\$32)	\$1,067	\$833	(\$233)	\$1,000	107%
Per Capita Grant Expenditures	\$1,275		(\$1,275)	\$56,770		(\$56,770)	\$57,000	100%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$833	(\$7,780)	\$1,000	861%
Volunteers	\$863		(\$863)	\$1,099		(\$1,099)	\$3,000	37%
Total Library Operating Expenditures	\$26,178	\$23,825	(\$2,354)	\$294,863	\$260,260	(\$34,603)	\$374,810	79%

Niles Public Library District Income Statement-Consolidated

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,646	\$2,804	(\$842)	\$29,613	\$28,042	(\$1,572)	\$33,650	88%
Copiers	\$1,247	\$833	(\$413)	\$6,751	\$8,333	\$1,583	\$10,000	68%
Professional Development	\$276	\$3,408	\$3,133	\$14,952	\$34,083	\$19,130	\$40,899	37%
Mileage	\$372	\$250	(\$122)	\$2,237	\$2,500	\$263	\$3,000	75%
Professional Collection	\$31	\$333	\$302	\$3,433	\$3,333	(\$100)	\$4,000	86%
Legal Fees	\$5,458	\$3,333	(\$2,124)	\$18,293	\$33,333	\$15,040	\$40,000	46%
Consultants		\$1,667	\$1,667	\$4,302	\$16,667	\$12,365	\$20,000	22%
Kitchen Supplies	\$31	\$158	\$127	\$477	\$1,583	\$1,106	\$1,900	25%
Promotional Expense	\$2,735	\$1,708	(\$1,027)	\$19,054	\$17,083	(\$1,971)	\$20,500	93%
Office Supplies	\$1,281	\$2,083	\$803	\$19,674	\$20,833	\$1,160	\$25,000	79%
Postage & Freight	\$2,007	\$1,500	(\$507)	\$11,535	\$15,000	\$3,465	\$18,000	64%
Publication of Notices-Legal	\$14	\$100	\$86	\$956	\$1,000	\$44	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$417	\$417	\$500	
Subscriptions & Dues	\$1,101	\$750	(\$351)	\$8,758	\$7,500	(\$1,258)	\$9,000	97%
Collection Services	\$199	\$83	(\$115)	\$679	\$833	\$155	\$1,000	68%
Telephone	\$1,450	\$1,375	(\$75)	\$10,370	\$13,750	\$3,380	\$16,500	63%
Trustee Expense		\$833	\$833	\$7,205	\$8,333	\$1,128	\$10,000	72%
Equipment Rental		\$417	\$417	\$8,322	\$4,167	(\$4,156)	\$5,000	166%
Payroll Service	\$893	\$775	(\$118)	\$10,228	\$7,750	(\$2,478)	\$9,300	110%
Bank Fees	\$83	\$250	\$167	\$2,409	\$2,500	\$91	\$3,000	80%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$21,702	\$23,585	\$1,883	\$188,059	\$235,851	\$47,792	\$283,021	66%
Vehicle Operation								
Gas, Oil, Grease	\$126	\$83	(\$42)	\$794	\$833	\$39	\$1,000	79%
Repairs & Maintenance		\$150	\$150	\$419	\$1,500	\$1,081	\$1,800	23%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$126	\$242	\$116	\$2,584	\$3,788	\$1,204	\$4,271	60%

Employee Fringe Benefits

Niles Public Library District Income Statement-Consolidated

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,916	\$16,667	\$751	\$160,431	\$166,667	\$6,235	\$200,000	80%
Group Health	\$32,745	\$32,739	(\$7)	\$322,181	\$327,385	\$5,204	\$392,862	82%
Health Reimbursement Account	\$13,604	\$4,500	(\$9,104)	\$60,082	\$45,000	(\$15,082)	\$54,000	111%
Dental	\$466	\$1,667	\$1,201	\$12,061	\$16,667	\$4,606	\$20,000	60%
Vision	\$529	\$535	\$5	\$5,076	\$5,345	\$269	\$6,414	79%
FSA fee	\$159	\$63	(\$96)	\$985	\$925	(\$60)	\$1,050	94%
Life, LTD, AD&D, STD	\$1,754	\$1,600	(\$154)	\$16,609	\$16,000	(\$609)	\$19,200	87%
Total Employee Fringe Benefits	\$65,172	\$57,769	(\$7,403)	\$577,425	\$577,988	\$563	\$693,526	83%
Utilities								
Gas	\$2,382	\$1,250	(\$1,132)	\$14,088	\$12,500	(\$1,588)	\$15,000	94%
Electric	\$7,264	\$6,667	(\$597)	\$71,252	\$66,667	(\$4,585)	\$80,000	89%
Water	\$303	\$583	\$280	\$4,776	\$5,833	\$1,058	\$7,000	68%
Total Utilities	\$9,949	\$8,500	(\$1,449)	\$90,115	\$85,000	(\$5,115)	\$102,000	88%
Capital Expenditures								
Special Reserve - Building		\$6,000	\$6,000		\$60,000	\$60,000	\$72,000	
Special Reserve - Equipment		\$70,577	\$70,577	\$17,446	\$705,767	\$688,321	\$846,920	2%
Special Reserve - Construction Project	\$15,757	\$339,850	\$324,093	\$3,078,461	\$3,398,500	\$320,039	\$4,078,200	75%
Total Capital Expenditures	\$15,757	\$416,427	\$400,670	\$3,095,906	\$4,164,267	\$1,068,361	\$4,997,120	62%
Audit								
Audit Expense				\$16,900	\$17,500	\$600	\$17,500	97%
Total Audit Expenditures	\$0	\$0	\$0	\$16,900	\$17,500	\$600	\$17,500	97%
Liability Insurance								
Liability Insurance	\$3,821		(\$3,821)	\$31,822	\$30,000	(\$1,822)	\$30,000	106%
Total Liability Expenditures	\$3,821	\$0	(\$3,821)	\$31,822	\$30,000	(\$1,822)	\$30,000	106%
Social Security								
Social Security	\$22,062	\$24,167	\$2,105	\$218,590	\$241,667	\$23,076	\$290,000	75%
Total Social Security Expenditures	\$22,062	\$24,167	\$2,105	\$218,590	\$241,667	\$23,076	\$290,000	75%

Niles Public Library District
Income Statement-Consolidated

April 30, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
Workers' Compensation								
Workers' Compensation				\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$24,124	\$20,000	(\$4,124)	\$20,000	121%
Unemployment Compensation								
Unemployment Compensation	\$1,142	\$1,500	\$358	\$11,489	\$15,000	\$3,511	\$18,000	64%
Total Unemployment Compensation Expenditures	\$1,142	\$1,500	\$358	\$11,489	\$15,000	\$3,511	\$18,000	64%
Building & Equipment Maintenance								
Repairs & Improvements	\$1,857	\$3,308	\$1,451	\$33,633	\$33,083	(\$550)	\$39,700	85%
Contractual Maintenance	\$4,280	\$3,093	(\$1,187)	\$30,037	\$30,929	\$892	\$37,115	81%
Non-Contractual Maintenance	\$951	\$950	(\$1)	\$3,630	\$9,500	\$5,870	\$11,400	32%
Equipment Maintenance	\$817	\$3,128	\$2,311	\$8,330	\$31,283	\$22,953	\$37,540	22%
Non Capital Expenses		\$2,000	\$2,000	\$8,800	\$20,000	\$11,200	\$24,000	37%
Furniture & Fixtures	\$2,230	\$5,000	\$2,770	\$45,455	\$50,000	\$4,545	\$60,000	76%
Total Building & Equipment Maintenance Expenditures	\$10,136	\$17,480	\$7,344	\$129,885	\$174,796	\$44,910	\$209,755	62%
Total Expenditures	\$503,373	\$911,922	\$408,549	\$7,970,255	\$9,210,401	\$1,240,146	\$11,111,145	72%
NET SURPLUS/(DEFICIT)	(\$380,762)	(\$904,984)	\$524,222	(\$734,538)	(\$2,303,523)	\$1,568,985	(\$4,120,420)	18%

Niles Public Library District
Income Statement-General Fund

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes	\$11,626		\$11,626	\$6,680,128	\$6,783,653	(\$103,526)	\$6,852,175	97%
Replacement Taxes	\$31,211		\$31,211	\$116,554		\$116,554		
Per Capita Grant	\$71,605		\$71,605	\$130,473	\$54,000	\$76,473	\$54,000	242%
Grants-Other				\$10,877		\$10,877	\$1,000	1,088%
Investment Income	\$609	\$1,667	(\$1,058)	\$17,885	\$16,667	\$1,218	\$20,000	89%
Fines	\$3,461	\$3,333	\$128	\$37,097	\$33,333	\$3,763	\$40,000	93%
Lost Books	\$781	\$625	\$156	\$7,403	\$6,250	\$1,153	\$7,500	99%
Pay For Print	\$2,946	\$1,250	\$1,696	\$15,216	\$12,500	\$2,716	\$15,000	101%
Flash Drive & Ear Bud Sales	\$1		\$1	\$40		\$40		
Commissions & Fees		\$25	(\$25)		\$100	(\$100)	\$100	
Donations-Friends of the Library							\$500	
Donations		\$21	(\$21)	\$330	\$208	\$122	\$250	132%
Miscellaneous	\$100	\$17	\$83	\$3,510	\$167	\$3,343	\$200	1,755%
Total Revenues	\$122,341	\$6,938	\$115,403	\$7,019,511	\$6,906,878	\$112,633	\$6,990,725	100%
Expenditures								
Salaries								
Library Director	\$9,494	\$9,632	\$138	\$94,936	\$96,317	\$1,381	\$115,580	82%
Payroll-Department Managers	\$22,496	\$20,918	(\$1,578)	\$214,784	\$209,180	(\$5,604)	\$251,016	86%
Payroll-Division Supervisors	\$49,213	\$49,578	\$365	\$480,524	\$495,783	\$15,259	\$594,940	81%
Payroll-Librarian I	\$91,858	\$97,107	\$5,249	\$965,511	\$971,066	\$5,555	\$1,165,279	83%
Payroll-Library Grade V	\$48,321	\$50,038	\$1,717	\$474,064	\$500,375	\$26,311	\$600,450	79%
Payroll-Library Grade VI	\$38,140	\$36,949	(\$1,190)	\$366,587	\$369,494	\$2,907	\$443,393	83%
Payroll-Library Pages	\$12,073	\$12,065	(\$8)	\$106,544	\$120,653	\$14,109	\$144,784	74%
Payroll-Sundays	\$6,897	\$6,417	(\$481)	\$61,942	\$64,167	\$2,225	\$77,000	80%
Adjustments							\$10,000	
Substitutes	\$724	\$667	(\$58)	\$2,986	\$6,667	\$3,681	\$8,000	37%
Total Salaries	\$279,216	\$283,370	\$4,154	\$2,767,877	\$2,833,702	\$65,824	\$3,410,442	81%

Niles Public Library District
Income Statement-General Fund

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$11,751	\$11,917	\$166	\$116,447	\$119,167	\$2,720	\$143,000	81%
Books-Youth Services	\$5,561	\$5,750	\$189	\$40,872	\$57,500	\$16,628	\$69,000	59%
Books-Teen	\$2,059	\$1,250	(\$809)	\$11,895	\$12,500	\$605	\$15,000	79%
Downloadables	\$1,019	\$4,583	\$3,565	\$42,904	\$45,833	\$2,930	\$55,000	78%
Periodicals	\$257	\$2,000	\$1,743	\$20,587	\$20,000	(\$587)	\$24,000	86%
AV-Adult	\$9,923	\$7,917	(\$2,007)	\$79,291	\$79,167	(\$125)	\$95,000	83%
AV-Youth Services	\$3,533	\$3,808	\$276	\$27,291	\$38,083	\$10,792	\$45,700	60%
AV-Teen	\$707	\$1,083	\$377	\$6,977	\$10,833	\$3,856	\$13,000	54%
Online Databases	\$13,301	\$16,750	\$3,449	\$174,351	\$167,500	(\$6,851)	\$201,000	87%
Total Library Materials	\$48,112	\$55,058	\$6,947	\$520,614	\$550,583	\$29,969	\$660,700	79%
Library Operating Expenditures								
CCS Charges	\$4,390	\$6,500	\$2,110	\$58,053	\$65,000	\$6,947	\$78,000	74%
Processing & Supplies	\$4,994	\$2,500	(\$2,494)	\$15,379	\$25,000	\$9,621	\$30,000	51%
Internet Charges	\$1,158	\$1,600	\$442	\$12,841	\$16,000	\$3,159	\$19,200	67%
Software, Licenses	\$1,425	\$3,520	\$2,095	\$31,455	\$35,203	\$3,747	\$42,243	74%
Printing	\$4,920	\$1,213	(\$3,708)	\$32,394	\$32,825	\$431	\$42,150	77%
Library Supplies	\$449	\$1,000	\$551	\$9,063	\$10,000	\$937	\$12,000	76%
Programming & Support-Adult	\$1,992	\$1,717	(\$275)	\$17,592	\$17,167	(\$426)	\$20,600	85%
Programming & Support-Juvenile	\$2,444	\$2,875	\$431	\$25,761	\$28,750	\$2,989	\$34,500	75%
Programming & Support-Joint		\$333	\$333	\$2,091	\$3,333	\$1,243	\$4,000	52%
Programming & Support-Teen	\$449	\$583	\$135	\$4,000	\$5,833	\$1,833	\$7,000	57%
Public Performing Rights				\$1,317	\$1,313	(\$4)	\$1,313	100%
CCS Communications	\$326	\$417	\$91	\$3,581	\$4,167	\$586	\$5,000	72%
Computer Charges OCLC	\$1,379	\$1,400	\$22	\$13,787	\$14,003	\$216	\$16,804	82%
Miscellaneous	\$115	\$83	(\$32)	\$1,067	\$833	(\$233)	\$1,000	107%
Per Capita Grant Expenditures	\$1,275		(\$1,275)	\$56,770		(\$56,770)	\$57,000	100%
Grant - Other Expenditures		\$83	\$83	\$8,613	\$833	(\$7,780)	\$1,000	861%
Volunteers	\$863		(\$863)	\$1,099		(\$1,099)	\$3,000	37%
Total Library Operating Expenditures	\$26,178	\$23,825	(\$2,354)	\$294,863	\$260,260	(\$34,603)	\$374,810	79%

**Niles Public Library District
Income Statement-General Fund**

April 30, 2014

	<u>Month Actual</u>	<u>Month Budget</u>	<u>Month Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	<u>Actual % of Annual Budget</u>
General and Administration								
Janitorial Supplies	\$3,646	\$2,804	(\$842)	\$29,613	\$28,042	(\$1,572)	\$33,650	88%
Copiers	\$1,247	\$833	(\$413)	\$6,751	\$8,333	\$1,583	\$10,000	68%
Professional Development	\$276	\$3,408	\$3,133	\$14,952	\$34,083	\$19,130	\$40,899	37%
Mileage	\$372	\$250	(\$122)	\$2,237	\$2,500	\$263	\$3,000	75%
Professional Collection	\$31	\$333	\$302	\$3,433	\$3,333	(\$100)	\$4,000	86%
Legal Fees	\$5,458	\$3,333	(\$2,124)	\$18,293	\$33,333	\$15,040	\$40,000	46%
Consultants		\$1,667	\$1,667	\$4,302	\$16,667	\$12,365	\$20,000	22%
Kitchen Supplies	\$31	\$158	\$127	\$477	\$1,583	\$1,106	\$1,900	25%
Promotional Expense	\$2,735	\$1,708	(\$1,027)	\$19,054	\$17,083	(\$1,971)	\$20,500	93%
Office Supplies	\$1,281	\$2,083	\$803	\$19,674	\$20,833	\$1,160	\$25,000	79%
Postage & Freight	\$2,007	\$1,500	(\$507)	\$11,535	\$15,000	\$3,465	\$18,000	64%
Publication of Notices-Legal	\$14	\$100	\$86	\$956	\$1,000	\$44	\$1,200	80%
Publication of Notices-Advertisements		\$42	\$42		\$417	\$417	\$500	
Subscriptions & Dues	\$1,101	\$750	(\$351)	\$8,758	\$7,500	(\$1,258)	\$9,000	97%
Collection Services	\$199	\$83	(\$115)	\$679	\$833	\$155	\$1,000	68%
Telephone	\$1,450	\$1,375	(\$75)	\$10,370	\$13,750	\$3,380	\$16,500	63%
Trustee Expense		\$833	\$833	\$7,205	\$8,333	\$1,128	\$10,000	72%
Equipment Rental		\$417	\$417	\$8,322	\$4,167	(\$4,156)	\$5,000	166%
Payroll Service	\$893	\$775	(\$118)	\$10,228	\$7,750	(\$2,478)	\$9,300	110%
Bank Fees	\$83	\$250	\$167	\$2,409	\$2,500	\$91	\$3,000	80%
Parking Lease	\$881	\$881		\$8,810	\$8,810		\$10,572	83%
Total General and Administration	\$21,702	\$23,585	\$1,883	\$188,059	\$235,851	\$47,792	\$283,021	66%
Vehicle Operation								
Gas, Oil, Grease	\$126	\$83	(\$42)	\$794	\$833	\$39	\$1,000	79%
Repairs & Maintenance		\$150	\$150	\$419	\$1,500	\$1,081	\$1,800	23%
Miscellaneous		\$8	\$8		\$83	\$83	\$100	
Auto Insurance				\$1,371	\$1,371		\$1,371	100%
Total Vehicle Operation	\$126	\$242	\$116	\$2,584	\$3,788	\$1,204	\$4,271	60%

Employee Fringe Benefits

Niles Public Library District
Income Statement-General Fund

April 30, 2014

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Deferred Compensation	\$15,916	\$16,667	\$751	\$160,431	\$166,667	\$6,235	\$200,000	80%
Group Health	\$32,745	\$32,739	(\$7)	\$322,181	\$327,385	\$5,204	\$392,862	82%
Health Reimbursement Account	\$13,604	\$4,500	(\$9,104)	\$60,082	\$45,000	(\$15,082)	\$54,000	111%
Dental	\$466	\$1,667	\$1,201	\$12,061	\$16,667	\$4,606	\$20,000	60%
Vision	\$529	\$535	\$5	\$5,076	\$5,345	\$269	\$6,414	79%
FSA fee	\$159	\$63	(\$96)	\$985	\$925	(\$60)	\$1,050	94%
Life, LTD, AD&D, STD	\$1,754	\$1,600	(\$154)	\$16,609	\$16,000	(\$609)	\$19,200	87%
Total Employee Fringe Benefits	\$65,172	\$57,769	(\$7,403)	\$577,425	\$577,988	\$563	\$693,526	83%
Utilities								
Gas	\$2,382	\$1,250	(\$1,132)	\$14,088	\$12,500	(\$1,588)	\$15,000	94%
Electric	\$7,264	\$6,667	(\$597)	\$71,252	\$66,667	(\$4,585)	\$80,000	89%
Water	\$303	\$583	\$280	\$4,776	\$5,833	\$1,058	\$7,000	68%
Total Utilities	\$9,949	\$8,500	(\$1,449)	\$90,115	\$85,000	(\$5,115)	\$102,000	88%
Total Expenditures	\$450,455	\$452,349	\$1,894	\$4,441,538	\$4,547,172	\$105,634	\$5,528,770	80%
NET SURPLUS/(DEFICIT)	(\$328,114)	(\$445,412)	\$117,297	\$2,577,973	\$2,359,706	\$218,267	\$1,461,955	176%

Niles Public Library District
Income Statement- YTD By Fund

April 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Revenues									
Property Taxes	\$6,852,175	\$6,783,653	\$6,680,128	\$216,205			\$6,896,333	\$112,680	101%
Replacement Taxes			\$116,554				\$116,554	\$116,554	
Per Capita Grant	\$54,000	\$54,000	\$130,473				\$130,473	\$76,473	242%
Grants-Other	\$1,000		\$10,877				\$10,877	\$10,877	1,088%
Investment Income	\$20,000	\$16,667	\$17,885				\$17,885	\$1,218	89%
Fines	\$40,000	\$33,333	\$37,097				\$37,097	\$3,763	93%
Lost Books	\$7,500	\$6,250	\$7,403				\$7,403	\$1,153	99%
Pay For Print	\$15,000	\$12,500	\$15,216				\$15,216	\$2,716	101%
Flash Drive & Ear Bud Sales			\$40				\$40	\$40	
Commissions & Fees	\$100	\$100						(\$100)	
Donations-Friends of the Library	\$500								
Donations	\$250	\$208	\$330				\$330	\$122	132%
Miscellaneous	\$200	\$167	\$3,510				\$3,510	\$3,343	1,755%
Total Revenues	\$6,990,725	\$6,906,878	\$7,019,511	\$216,205	\$0	\$0	\$7,235,717	\$328,839	104%
Expenditures									
Salaries									
Library Director	\$115,580	\$96,317	\$94,936				\$94,936	\$1,381	82%
Payroll-Department Managers	\$251,016	\$209,180	\$214,784				\$214,784	(\$5,604)	86%
Payroll-Division Supervisors	\$594,940	\$495,783	\$480,524				\$480,524	\$15,259	81%
Payroll-Librarian I	\$1,165,279	\$971,066	\$965,511				\$965,511	\$5,555	83%
Payroll-Library Grade V	\$600,450	\$500,375	\$474,064				\$474,064	\$26,311	79%
Payroll-Library Grade VI	\$443,393	\$369,494	\$366,587				\$366,587	\$2,907	83%
Payroll-Library Pages	\$144,784	\$120,653	\$106,544				\$106,544	\$14,109	74%
Payroll-Sundays	\$77,000	\$64,167	\$61,942				\$61,942	\$2,225	80%
Adjustments	\$10,000								
Substitutes	\$8,000	\$6,667	\$2,986				\$2,986	\$3,681	37%
Total Salaries	\$3,410,442	\$2,833,702	\$2,767,877	\$0	\$0	\$0	\$2,767,877	\$65,824	81%

Niles Public Library District
Income Statement- YTD By Fund

April 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Library Materials									
Books-Adult	\$143,000	\$119,167	\$116,447				\$116,447	\$2,720	81%
Books-Youth Services	\$69,000	\$57,500	\$40,872				\$40,872	\$16,628	59%
Books-Teen	\$15,000	\$12,500	\$11,895				\$11,895	\$605	79%
Downloadables	\$55,000	\$45,833	\$42,904				\$42,904	\$2,930	78%
Periodicals	\$24,000	\$20,000	\$20,587				\$20,587	(\$587)	86%
AV-Adult	\$95,000	\$79,167	\$79,291				\$79,291	(\$125)	83%
AV-Youth Services	\$45,700	\$38,083	\$27,291				\$27,291	\$10,792	60%
AV-Teen	\$13,000	\$10,833	\$6,977				\$6,977	\$3,856	54%
Online Databases	\$201,000	\$167,500	\$174,351				\$174,351	(\$6,851)	87%
Total Library Materials	\$660,700	\$550,583	\$520,614	\$0	\$0	\$0	\$520,614	\$29,969	79%
Library Operating Expenditures									
CCS Charges	\$78,000	\$65,000	\$58,053				\$58,053	\$6,947	74%
Processing & Supplies	\$30,000	\$25,000	\$15,379				\$15,379	\$9,621	51%
Internet Charges	\$19,200	\$16,000	\$12,841				\$12,841	\$3,159	67%
Software, Licenses	\$42,243	\$35,203	\$31,455				\$31,455	\$3,747	74%
Printing	\$42,150	\$32,825	\$32,394				\$32,394	\$431	77%
Library Supplies	\$12,000	\$10,000	\$9,063				\$9,063	\$937	76%
Programming & Support-Adult	\$20,600	\$17,167	\$17,592				\$17,592	(\$426)	85%
Programming & Support-Juvenile	\$34,500	\$28,750	\$25,761				\$25,761	\$2,989	75%
Programming & Support-Joint	\$4,000	\$3,333	\$2,091				\$2,091	\$1,243	52%
Programming & Support-Teen	\$7,000	\$5,833	\$4,000				\$4,000	\$1,833	57%
Public Performing Rights	\$1,313	\$1,313	\$1,317				\$1,317	(\$4)	100%
CCS Communications	\$5,000	\$4,167	\$3,581				\$3,581	\$586	72%
Computer Charges OCLC	\$16,804	\$14,003	\$13,787				\$13,787	\$216	82%
Miscellaneous	\$1,000	\$833	\$1,067				\$1,067	(\$233)	107%
Per Capita Grant Expenditures	\$57,000		\$56,770				\$56,770	(\$56,770)	100%
Grant - Other Expenditures	\$1,000	\$833	\$8,613				\$8,613	(\$7,780)	861%
Volunteers	\$3,000		\$1,099				\$1,099	(\$1,099)	37%
Total Library Operating Expenditures	\$374,810	\$260,260	\$294,863	\$0	\$0	\$0	\$294,863	(\$34,603)	79%

**Niles Public Library District
Income Statement- YTD By Fund**

April 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
General and Administration									
Janitorial Supplies	\$33,650	\$28,042	\$29,613				\$29,613	(\$1,572)	88%
Copiers	\$10,000	\$8,333	\$6,751				\$6,751	\$1,583	68%
Professional Development	\$40,899	\$34,083	\$14,952				\$14,952	\$19,130	37%
Mileage	\$3,000	\$2,500	\$2,237				\$2,237	\$263	75%
Professional Collection	\$4,000	\$3,333	\$3,433				\$3,433	(\$100)	86%
Legal Fees	\$40,000	\$33,333	\$18,293				\$18,293	\$15,040	46%
Consultants	\$20,000	\$16,667	\$4,302				\$4,302	\$12,365	22%
Kitchen Supplies	\$1,900	\$1,583	\$477				\$477	\$1,106	25%
Promotional Expense	\$20,500	\$17,083	\$19,054				\$19,054	(\$1,971)	93%
Office Supplies	\$25,000	\$20,833	\$19,674				\$19,674	\$1,160	79%
Postage & Freight	\$18,000	\$15,000	\$11,535				\$11,535	\$3,465	64%
Publication of Notices-Legal	\$1,200	\$1,000	\$956				\$956	\$44	80%
Publication of Notices-Advertisements	\$500	\$417						\$417	
Subscriptions & Dues	\$9,000	\$7,500	\$8,758				\$8,758	(\$1,258)	97%
Collection Services	\$1,000	\$833	\$679				\$679	\$155	68%
Telephone	\$16,500	\$13,750	\$10,370				\$10,370	\$3,380	63%
Trustee Expense	\$10,000	\$8,333	\$7,205				\$7,205	\$1,128	72%
Equipment Rental	\$5,000	\$4,167	\$8,322				\$8,322	(\$4,156)	166%
Payroll Service	\$9,300	\$7,750	\$10,228				\$10,228	(\$2,478)	110%
Bank Fees	\$3,000	\$2,500	\$2,409				\$2,409	\$91	80%
Parking Lease	\$10,572	\$8,810	\$8,810				\$8,810		83%
Total General and Administration	\$283,021	\$235,851	\$188,059	\$0	\$0	\$0	\$188,059	\$47,792	66%
Vehicle Operation									
Gas, Oil, Grease	\$1,000	\$833	\$794				\$794	\$39	79%
Repairs & Maintenance	\$1,800	\$1,500	\$419				\$419	\$1,081	23%
Miscellaneous	\$100	\$83						\$83	
Auto Insurance	\$1,371	\$1,371	\$1,371				\$1,371		100%
Total Vehicle Operation	\$4,271	\$3,788	\$2,584	\$0	\$0	\$0	\$2,584	\$1,204	60%

Employee Fringe Benefits

Niles Public Library District Income Statement- YTD By Fund

April 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Deferred Compensation	\$200,000	\$166,667	\$160,431				\$160,431	\$6,235	80%
Group Health	\$392,862	\$327,385	\$322,181				\$322,181	\$5,204	82%
Health Reimbursement Account	\$54,000	\$45,000	\$60,082				\$60,082	(\$15,082)	111%
Dental	\$20,000	\$16,667	\$12,061				\$12,061	\$4,606	60%
Vision	\$6,414	\$5,345	\$5,076				\$5,076	\$269	79%
FSA fee	\$1,050	\$925	\$985				\$985	(\$60)	94%
Life, LTD, AD&D, STD	\$19,200	\$16,000	\$16,609				\$16,609	(\$609)	87%
Total Employee Fringe Benefits	\$693,526	\$577,988	\$577,425	\$0	\$0	\$0	\$577,425	\$563	83%
Utilities									
Gas	\$15,000	\$12,500	\$14,088				\$14,088	(\$1,588)	94%
Electric	\$80,000	\$66,667	\$71,252				\$71,252	(\$4,585)	89%
Water	\$7,000	\$5,833	\$4,776				\$4,776	\$1,058	68%
Total Utilities	\$102,000	\$85,000	\$90,115	\$0	\$0	\$0	\$90,115	(\$5,115)	88%
Capital Expenditures									
Special Reserve - Building	\$72,000	\$60,000						\$60,000	
Special Reserve - Equipment	\$846,920	\$705,767				\$17,446	\$17,446	\$688,321	2%
Special Reserve - Construction Project	\$4,078,200	\$3,398,500				\$3,078,461	\$3,078,461	\$320,039	75%
Total Capital Expenditures	\$4,997,120	\$4,164,267	\$0	\$0	\$0	\$3,095,906	\$3,095,906	\$1,068,361	62%
Audit									
Audit Expense	\$17,500	\$17,500		\$16,900			\$16,900	\$600	97%
Total Audit Expenditures	\$17,500	\$17,500	\$0	\$16,900	\$0	\$0	\$16,900	\$600	97%
Liability Insurance									
Liability Insurance	\$30,000	\$30,000		\$31,822			\$31,822	(\$1,822)	106%
Total Liability Expenditures	\$30,000	\$30,000	\$0	\$31,822	\$0	\$0	\$31,822	(\$1,822)	106%
Social Security									
Social Security	\$290,000	\$241,667		\$218,590			\$218,590	\$23,076	75%
Total Social Security Expenditures	\$290,000	\$241,667	\$0	\$218,590	\$0	\$0	\$218,590	\$23,076	75%

**Niles Public Library District
Income Statement- YTD By Fund**

April 30, 2014

	ANNUAL BUDGET	YTD BUDGET	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	SPECIAL RESERVE FUND	TOTAL YTD ACTUAL	YTD BUDGET VARIANCE	ACTUAL % OF ANNUAL BUDGET
Workers' Compensation									
Workers' Compensation	\$20,000	\$20,000		\$24,124			\$24,124	(\$4,124)	121%
Total Workers' Compensation Expenditures	\$20,000	\$20,000	\$0	\$24,124	\$0	\$0	\$24,124	(\$4,124)	121%
Unemployment Compensation									
Unemployment Compensation	\$18,000	\$15,000		\$11,489			\$11,489	\$3,511	64%
Total Unemployment Compensation Expenditures	\$18,000	\$15,000	\$0	\$11,489	\$0	\$0	\$11,489	\$3,511	64%
Building & Equipment Maintenance									
Repairs & Improvements	\$39,700	\$33,083		\$33,633			\$33,633	(\$550)	85%
Contractual Maintenance	\$37,115	\$30,929		\$30,037			\$30,037	\$892	81%
Non-Contractual Maintenance	\$11,400	\$9,500		\$3,630			\$3,630	\$5,870	32%
Equipment Maintenance	\$37,540	\$31,283		\$8,330			\$8,330	\$22,953	22%
Non Capital Expenses	\$24,000	\$20,000		\$8,800			\$8,800	\$11,200	37%
Furniture & Fixtures	\$60,000	\$50,000		\$45,455			\$45,455	\$4,545	76%
Total Building & Equipment Maintenance Expenditures	\$209,755	\$174,796	\$0	\$129,885	\$0	\$0	\$129,885	\$44,910	62%
Total Expenditures	\$11,111,145	\$9,210,401	\$4,441,538	\$432,811	\$0	\$3,095,906	\$7,970,255	\$1,240,146	72%
BEGINNING FUND BALANCE	\$0	\$0	\$6,877,782	\$1,165,305	\$0	\$3,861,565	\$11,904,651	\$11,904,651	0%
NET SURPLUS/(DEFICIT)	\$0	\$0	\$2,577,973	(\$216,605)	\$0	(\$3,095,906)	(\$734,538)	(\$734,538)	0%
ENDING FUND BALANCE	\$0	\$0	\$9,455,755	\$948,699	\$0	\$765,659	\$11,170,113	\$11,170,113	0%

Director's Report May 2014

We have challenged our shelvers to get the returned materials back on the shelves quickly and accurately and they are all doing a terrific job. Last month they reshelfed more than 75,000 items! Additionally, they open and check each and every audiovisual item as they are returned. This helps us to track down missing parts as well as check for damage.

From Susan

Sasha and I attended an interesting and informative workshop called "Interviewing & Iterating: Putting the User Back In User-Centered Web Design" sponsored by the Laconi Technology group. We got some good ideas for working with our patrons to keep improving our website now that it is fully developed. The recommendation was to handle it ourselves on a small scale and keep tweaking rather than hiring a firm to do bigger projects all at once. We also worked on the configuration of our coming-this-summer Enterprise catalog.

I spoke at the Teaching through Informational Texts Institute at National Louis University on the subject of evaluating series nonfiction. The audience and the other speakers were mostly teachers and authors, so it was nice that they called on a librarian for expertise in figuring out which books are the best quality. I also had the chance to learn more about Common Core from some of the people who worked on it—obviously they feel more positively about it than other people, so it was helpful to hear their perspective. In related news, I was elected to the Sibert Award Committee, which gives an award to the best children's informational book of the year. This will be judging the U.S. books in 2015.

The trustees, Director, and Assistant Director from the Plainfield Public Library came to see our new construction, so I showed them around and answered their many questions. They were very impressed, commenting especially on the lighting they saw in different areas. One interesting thing to note is that they brought a "citizen" with them whose task was to ensure that the Open Meetings Act was never violated. I also got the opportunity to meet with a former trustee's daughter who is considering a career in libraries. She was delightful, and appreciated the chance to learn more about the real-life experience of being a librarian.

I also very much enjoyed the chance to sit in with Shelley as she interviewed some excellent candidates for her two KidSpace/Teen positions. They were smart, engaging and altogether an extraordinary group of women and I only wish we could hire them all. I'd like to give a special shout-out to two of my supervisors, Shelley Sutherland and Victoria Luz, who have agreed to start cataloger David Melis working a few hours on the KidSpace desk. This is a win-win, because David gets to see the children's materials he catalogs in action, and KidSpace gets to learn from him as well as having some pressure on the scheduled relieved. Bravo to David, Victoria and Shelley!

The desk statistics you are seeing this month are the first set pulled from our online program Desk Tracker. The staff has done a great job remembering to enter their numbers and any extra information that might be worth noting such as unusual questions. KidSpace continues the custom we began of taking note of whatever they had to say No to, so those can be examined later to see if there's any way we can turn those questions or requests into Yes, and those go into Desk Tracker now too. However, using a new way of collecting statistics means they may not be completely consistent with past practice based on counting hash marks.

Barb and I went to the Assistant Directors' Meeting at the Algonquin Public Library. We talked a lot about staff training, how to keep staff informed while controlling the flood of emails, and how libraries keep track of their procedures. We came away with some good ideas, and got to have a tour of their beautiful library, too.

The other thing that has taken up lots of my time over the past few months is working on the Reimagination Project. The management team has met for many many hours hammering out the org chart and responsibilities, and I feel that the new configuration is one that will take the library into the future and be flexible enough to change as needed.

From Our Outreach Department

Senior Coffee Hour: This month I had Betsey Means, a professional actress from WomanLore, who did a dramatization of Mary Kingsley. Kingsley was an intrepid Victorian explorer who traveled to West Africa and lived among the cannibals in the 1800's. The audience was spellbound – the costumes and props were fantastic!

Outreach Book Discussions at Nursing Homes: I only had one book discussion this month. That was a discussion of a spy thriller called RESTLESS by William Boyd. This was the St. Andrew Life Center group.

VIM Low Vision Support Group: For our monthly meeting at the Niles Senior Center, we had the outreach person, Bonnie Barnes, from Blind Service Association. She talked about resources their group has for the low vision population. She also talked about the many wonderful programs that are offered at the BSA headquarters which are located in the Loop.

Swing Into Spring Expo at Golf Mill: Judy McNulty and I manned a library table at this very well attended Senior Expo. Seniors played Wheeliam to win prizes. We talked up all of our library programs. We had at least 300 stop by our table. We were crazy busy! We had our volunteer, Marilyn, help us part of the time.

That's it for April! Thank you for the opportunity to do outreach to our Niles Library Community.

Marketing Department

The Buzz Blog

Our new blog, The Buzz Blog, had 840 views in April

Networking

- Sue attended another planning meeting for the Village's new Christmas Tree Lighting week long celebration. The Library will play a key role in the festivities.
- The "Soon to be Famous Illinois Author" project announced its winner during National Library Week. Sue is co-chair of this project.
- Sasha attended the Web Designers Networking Group
- Sasha is a member of the Bike Niles Committee
- Sue was invited to be a member of the Niles Arts and Culture committee.
- Attended RAILS Marketing committee meeting.

Monthly Highlights

- Met with Golf Mill to plan promotional partnerships with new ownership group.
- Conducted Safety and Security training with Maintenance staff.
- Participated in TLC Trivia Night.
- Organized meeting with ELL Parent Center Director and KidSpace staff to collaborate on village holiday event.
- Sasha accompanied Krystyna Banek to Polish radio station for extensive interview and phone calls.
- Sasha viewed a Library Aware webinar on newsletter services
- Sasha attended an Enterprise Marketing Committee meeting



KidSpace Storywalk at Dee Park

We partnered with Golf-Maine Park District to provide a fun Earth Day activity, and left behind a terrific “Storywalk” for families to read at Dee Park. Kids and families were invited to stroll around the park and read the book, **We Planted a Tree** by Diane Muldrow. The Storywalk was left up for two weeks so that many people could enjoy the wonderful combination of story, fresh air and exercise!



Stevenson School Family Literacy Night

160 Stevenson School community members came and visited the Library for tours, stories, a performance by the K-3 choir, and information sessions. Some lucky kids even won free books to keep!

Pam Sarandos was thrilled with the event: “The librarians did a lovely job with their presentations and tours of the library. We also appreciate the books they provided us to use as raffle prizes and free pens for all students too!”

Youth Services Update

I’m pleased to be working with Donna Block and Mary Miller, our two terrific teen librarians. They are joining us at KidSpace staff meetings and we are finding ways to better coordinate the teen and youth departments, including cross-staffing and joint programming.

Annual Bookmark Contest

Matthew Cordell kept an audience of over 100 mesmerized with his presentation on art and writing. Winners of the bookmark contest were honored at the ceremony, and the hundreds of bookmarks designed by kids in our district schools were on display in KidSpace for the last half of April.



Adult Services

We have begun hosting a Polish Book Discussion and to help promote this and our Polish collections, Adult Services Assistant Krystyna participated in a live interview on a Chicago Polish Radio program (WPNA).

Our annual Volunteer Appreciation luncheon was held and the volunteers were recognized for their commitment to the Library.

Trustee Calendar

May

5/21—Committee of the Whole to discuss the Special Reserve Plan at 6 pm

5/21—Regular Meeting of the Board of Trustees @ 6:30 pm

June

6/18—Regular Meeting of the Board of Trustees

6/18—Adopt the Tentative Budget & Appropriations Ordinance and establish the date for the Public Hearing (August)

6/18—Adopt the Ordinance setting the schedule of meetings

6/18—Approve continued participation in the Non Resident Library Card Illinois Program

6/18—Adopt Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Niles Public Library District Ordinance

6/18—Review minutes and recordings of the executive sessions to determine if they shall remain confidential or if they are no longer confidential and shall be made public.

July

The new fiscal year begins!

7/4—4th of July Parade (all Trustees are welcome!)

7/16—Chamber of Commerce Golf Outing and Dinner

7/16—Regular Meeting of the Board of Trustees

Monthly Statistical Report --April 2014

LOAN OF LIBRARY MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	42,513	50,535	-15.87%	420,121	516,981	-18.74%
Teens	3,126	0		33,197	422,087	-92.14%
Juvenile	42,547	43,487	-2.16%	391,864		
TOTAL Loan of Library Materials	88,186	94,022	-6.21%	845,182	939,068	-10.00%
LOAN OF MATERIAL BY TYPE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	18,056	21,894	-17.53%	181,286	228,182	-20.55%
Periodical	726	931	-22.02%	8,484	8,078	5.03%
Audio	5,554	7,942	-30.07%	52,792	79,103	-33.26%
DVD	17,021	19,768	-13.90%	167,134	201,618	-17.10%
Digital	1,156			10,425		
TOTAL Adult Loans	42,513	50,535	-15.87%	420,121	516,981	-18.74%
Teens						
Print	2,243	0		23,931		
Periodical	35	0		109		
Audio	458	0		5,119		
DVD	297	0		3,052		
Digital	93	0		986		
TOTAL Teen Loans	3,126	0		33,197	0	
Juvenile						
Print	26,261	27,354	-4.00%	257,050	283,399	-9.30%
Periodical	101	100	1.00%	898	1,140	-21.23%
Audio	2,830	6,437	-56.04%	27,537	35,947	-23.40%
DVD	8,951	9,596	-6.72%	87,972	101,601	-13.41%
Digital	4,404			18,407		
TOTAL Juvenile Loans	42,547	43,487	-2.16%	391,864	422,087	-7.16%
ONLINE DATABASE USE	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Total Database Use	5,062	7,104	-28.74%	53,405		
Holds	Current Month	Prior Year Same Month	% Change			
Holds Placed	11,162	11,446	-2.48%			
Holds Made Available	15,070	14,241	5.82%			
Patron Registration	Current Month	Total	Prior Year Same Month	% Change		
New District cards	237	25,532	231	2.60%		
Patron Count	Current Month	Prior Year Same Month	% Change			
Patron visits	34,321	36,465	-5.88%			
Unique Library cards used	5,278	3,465	52.32%			
e-News subscribers	8,520					
IN-HOUSE USE OF MATERIALS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--Adult	35	366	-90.44%	2,830	5,161	-45.17%
Circulating--Juvenile	5,933	4,927	20.42%	39,996	52,328	-23.57%
Circulating--Teen	639	0		1,292	0	
Circulating--Commons	135	0		287	0	
Circulating--Adult	4,645	5,433	-14.50%	36,723	53,776	-31.71%
TOTAL In-house Use of Print Materials	11,387	10,726	6.16%	81,128	111,265	-27.09%

Monthly Statistical Report --April 2014

PC Users by Area	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult Services	4,364	4,512	-3.28%	36,904	47,121	-21.68%
Youth Services	1,435	1,447	-0.83%	10,288	14,392	-28.52%
Teen Services	218					
Express Internet	738	3,025	-75.60%	11,245	30,878	-63.58%
Patron Wi-Fi Uses	8,470	2,962	185.96%	37,057	25,422	45.77%
Scanning devices	1,006			6,971	NA	
Total Users	16,231	11,946	35.87%	102,465	117,813	-13.03%
Website Hits	34,824				34,053	
Facebook "Likes" to date	745					
Media Hits (includes print and online articles and listings)	79					
TECHNICAL SERVICES						
	Items Added	Items Withdrawn	Library Holdings			
<i>April</i>	1,998	952	287,359			
Library Services						
	Current Month	Year to date				
Notary Public	46	336				
Test Proctoring	11	61				
Voters' Registration	3	34				
Study Room Use (since 12/13)	239	918				
VOLUNTEER HOURS						
	Number of people	Total hours				
Adult Services & Programs - Fic, AV, Ref	14	81				
Young Adult Services & Programs - Fic and Ref	23	63				
Youth Services Programs & General	4	11				
General Library & Library Events	31	142				
Total Volunteers/Hours this month	72	297				
<i>NOTE: Last year volunteers/hours same month</i>	90	394				
Service Desks						
	Current Month	Prior Year Same Month	% Change			
Adult Services (3rd floor)						
Quick Questions/Ready Reference	627	2,848	-77.98%			
Reference/Research	1,126	2,844	-60.41%			
Total Reference Desk	1,753	5,692	-69.20%			
Fiction/Audiovisual Services (2nd floor)						
Quick Questions/Ready Reference	1,807	4,276	-57.74%			
Reference/Research	843	1,502	-43.87%			
Total InfoDesk	2650	5,778	-54.14%			
Technology Desk						
Quick Questions/Ready Reference	1,216	0				
Reference/Research	1,148	0				
Total Tech Desk	2,364	0				
Grand Total	6,767	11,470	-41.00%			
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change			
Books, A-V						
Items lent to offline libraries	289	353	-18.13%			
Items received from offline libraries for patrons	108	107	0.93%			
Total	397	460	-13.70%			

Monthly Statistical Report --April 2014

	Current Month	Prior Year Same Month	% Change			
Outreach Services						
Homebound						
Patrons	225	201	11.94%			
Visits	228	259	-11.97%			
Institutions						
Institutions	9	8	12.50%			
Visits	9	8				
Schools						
Items	462	567	-18.52%			
Visits	17	19	-10.53%			
Outreach Services						
Reference/Research	723	564	28.19%			
Bulk Loan Items Delivered to Nursing Homes	440	415	6.02%			
Materials pulled for Homebound Users	1,014	1,150	-11.83%			
Total Outreach	2,177	2,129	2.25%			
	Current Month	Prior Year Same Month				
Teen Desk						
Quick Questions/Ready Reference	237	0				
Reference/Research	308	0				
Total Teen Desk	545	0				
	Current Month	Prior Year Same Month	% Change			
Youth Services						
Quick Questions/Ready Reference	3,216	3,743	-14.08%			
Reference/Research	1,804	1,641	9.93%			
School Loans pulled	22	23	-4.35%			
Museum Adventure passes distributed	15	23	-34.78%			
Total	5,057	5,430	-6.87%			
	This Month	Attendance	Attendance Prior Year	% Change		
LIBRARY PROGRAMS						
Programs--Youth						
Storytime: Toddlers (parent & child)	8	185				
Storytime: Rise & Shine (parent & child)	3	66				
Storytime: Preschool (child alone)	4	70				
Storytime: Family (parent & child)	4	80				
Storytime: Big Kid (child alone)	4	42				
Storytime: Babytime (parent & child)	4	234				
Reading Patch Club	1	28				
Bibliobops	1	37				
Book Buddies	11	22				
Outreach to School Family Events	3	109				
Outreach: Dee Park Earth Day Activity & Storywalk	2	75				
Ellison Die Teacher Visits	1	5				
Chess Club	4	82				
Librarians Visiting Schools	10	259				
Outreach: Teen Center book discussion	1	3				
Bookmark Awards Ceremony & Author Visit	1	115				
Videogames	1	172				
Berry Unsafe House hunt	1	168				
Poetry Scavenger Hunt	2	138				

Monthly Statistical Report --April 2014

Movies	2	90			
1KBK	1	32			
Dia de Los Ninos	1	48			
Second Sunday	1	64			
Mother's Day Craft	1	36			
Mega - Mondays After School Programs	4	87			
Earth Day Activity	1	21			
In-dept. games and puzzles	1	1,508			
Total Youth Services Programs	78	3,776	3,622	4.25%	
Programs--Joint YS and Teen					
Reading Challenge	3	219	198	10.61%	
Programs--Teens					
Anime & Manga Club	1	11			
Teen Advisory Board	1	8			
College Illinois!	1	6			
Emerson Book Club	1	8			
Famished for Fiction	1	21			
High School Resumes 101	1	8			
Movie	1	7			
Button-making	1	54			
Random Acts of Green	1	44			
Read for a Lifetime	1	15			
Abe Award	1	15			
Poetry Contest entries	1	75			
Total Teen Programs	12	272	125	117.60%	
Programs--Adult					
Movies	2	28			
Outreach book discussions at nursing homes	1	8			
SCORE	3	8			
Tech programs	6	47			
Shakespeare Performance and Discussion	2	135			
Library Night Out Party and Show	2	426			
Garden Club	1	5			
Senior Coffee Hour: Mary Kinglsey Dramatization	1	32			
Songwriters	1	5			
Beatles Author Event	1	47			
Author Event	1	14			
Book Discussions	3	32			
Jobs Programs	4	50			
Downton Abbey/GOT	2	8			
Financial	7	84			
Volunteers	1	38			
Citizenship programs	3	20			
Earth Day	2	45			
Total Adult Programs	43	1,032	1,149	-10.18%	

Monthly Statistical Report --April 2014

Outside Meetings						
Library Tours	2	10				
Niles All American Toastmasters	2	26				
Ligia Amarei (Mom's Group)	1	15				
Nonna Tsatskin - Russian Book Discussion Group	1	20				
Citizenship AM Class	4	40				
Citizenship PM Class	3	21				
Girl Scouts of Greater Chicago & NW Indiana	1	15				
Suhail Dajani	3	24				
Total Outside Meetings	17	171	304	-43.75%		
Total Meeting and Program Attendance	150	5,470	5,398	1.33%		

Retirement Incentive Plan Wrap Up

May 16, 2014

At the March 19, 2014 meeting of the Board of Trustees, the Retirement Incentive Plan (the "Plan") was approved. Subsequent to that meeting, at the April 16, 2014 meeting of the Board of Trustees, the Plan was ratified. The Plan provided for all employees who have attained the age of 62 and at least 10 years of continuous service with the Library with either a onetime cash payment or 36 months of health insurance coverage in exchange for a decision to retire on June 30, 2014. The eleven eligible employees covered by the Plan are:

Linda Weiss-Library Director
Kathy Pricone-Supervisor
Sue Brice-Supervisor
Don Burkhardt-Supervisor
Neil O'Shea-Librarian
Ruth Schuster-Librarian
Judy McNulty-Librarian
Clara Sheffer-Librarian
Mary Miller-Librarian
Janet Weiser-Clerk
Carol Jung-Clerk

On April 1st, the Plan documents were provided to each of the eligible employees in person individually where possible so there was a chance to ask questions. In two cases, the documents were provided by email or US Certified Mail. The eligible employees were given 45 days to consider the Library's Plan and perform their own research to help them decide whether or not to accept the offer contained in the Plan. The Library also provided direct access to its insurance broker and ICMA representative and encouraged the eligible employees to seek counsel from their own attorneys, accountants, financial advisors, family members, and other advisors so they can make a well informed decision.

By May 14th, the Library has heard back from all eleven employees with their choices as follows:

Name-Position	Decision	Payout	Health Insurance
Linda Weiss-Library Director	Accept	\$53,463.01	
Kathy Pricone-Supervisor	Accept	\$32,683.56	
Sue Brice-Supervisor	Accept	\$25,801.37	
Don Burkhardt-Supervisor	Accept		\$66,818.76*
Neil O'Shea-Librarian	Reject		
Ruth Schuster-Librarian	Reject		
Judy McNulty-Librarian	Reject		
Clara Sheffer-Librarian	Reject		
Mary Miller-Librarian	Reject		
Janet Weiser-Clerk	Accept	\$22,876.71	
Carol Jung-Clerk	Reject		

*The value of three years of health insurance was calculated based upon the current enrollment information and the current health care plan available to all active employees at this time. The cost of the insurance may change from time to time as the Library seeks to renew its healthcare offering to all of its active full time employees and accordingly, the value of this benefit will change to reflect the new information.

The estimated total cost of the program is \$201,643.41. The onetime payout total of \$134,824.65 will be paid out on July 1, 2014 and the health insurance cost of \$66,818.76 will be paid out ratably over 36 months.

In only two cases will the Library replace retiring employees. The Library Director and one of the supervisors overseeing the Patron Services department will be replaced. The replacements will likely come from the ranks of full time employees already on staff. Based on the total compensation received by the retiring employees, we estimate that the total annual savings will be as shown below:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Savings						
Linda Weiss-Library Director	140,442.13	140,442.13	140,442.13	140,442.13	140,442.13	702,210.65
Kathy Pricone-Supervisor	94,380.33	94,380.33	94,380.33	94,380.33	94,380.33	471,901.65
Sue Brice-Supervisor	75,216.89	75,216.89	75,216.89	75,216.89	75,216.89	376,084.45
Don Burkhart-Supervisor	103,476.66	103,476.66	103,476.66	103,476.66	103,476.66	517,383.30
Janet Weiser-Clerk	54,574.68	54,574.68	54,574.68	54,574.68	54,574.68	272,873.40

Total Savings	468,090.69	468,090.69	468,090.69	468,090.69	468,090.69	2,340,453.45
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Cost						
Retirement Payout	(134,824.65)	-	-	-	-	(134,824.65)
Health Care Insurance	(22,272.92)	(22,272.92)	(22,272.92)	-	-	(66,818.76)

Total Cost	(157,097.57)	(22,272.92)	(22,272.92)	-	-	(201,643.41)
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Net Savings	310,993.12	445,817.77	445,817.77	468,090.69	468,090.69	2,138,810.04
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May 2014 BOARD MEETING AGENDA

Communications

1. A BIG THANK YOU from Pamela Sarandos, District 63, to the Literacy Committee members who helped in planning the Stevenson School Literacy Night at the Niles Public Library.
2. The nicest letter of thanks and praise received from Skokie resident, Mr. Burton Siegal, for the help he received from our Adult Services Librarian, Neal O'Shea. "This man didn't just go that extra yard, he ran from goal line to goal line."
3. Thank you email from the Center for Teaching through Children's Books for the library's participation in the April 12 institute, "Teaching through Informational Texts."
4. A very sweet note from one of the Library's Outreach patrons.

Stevenson School Literacy Night at Niles Public Library

From: Pamela Sarandos [<mailto:psarandos@emsd63.org>]

Sent: Friday, May 02, 2014 11:46 AM

To: Stevenson School

Cc: Howard Sussman; Dawn Depa; sriramram@aol.com; Sarah Muskivitch

Subject: NPL updates with pictures attached.

Dear Stevenson Star Faculty,

A BIG THANK YOU to our Literacy Committee members who helped in planning our special evening at the Niles Public Library!

We had over 160 people attend the event! We were happy that some of our families were able to use the free bus transportation which we provided to them.

Several librarians commented about how great the evening was and how seeing everyone made their day. They did a lovely job with their presentations and tours of the library. We also appreciate the books they provided us to use as raffle prizes and free pens for all students too!

The following faculty attended the event:

-Alison, Amy, Andrea, Anna, Bri, Bridget, Chris, Eileen, Eva, Hillary, Howard, Jadwiga, Janice, Jessica, Linda, Lisa, Lynn, Robert, Sheila, Timon... Many thanks to each of you!

We had the following children read their own story: Yasaira Berrum, Parth Kothiwan, Ajdin Beganovic, Nihad Vujic, & Mohammed Sharief.

Mayank Naik read a poem and his mother delighted us with her story reading of Papa, Please Get the Moon for Me. Jesus Gonzalez also read a poem. :)

We thank all the classroom teachers who were able to prepare their students to read.

Our music presentations were fun and nostalgic. We thank Eva for all her work with these students.

Howard and Dawn, many thanks for all your help with announcements, forms, bus , and more.

We also thank our P.T.O. and Ram for the support and help at the event.

Each of you helped with promoting this celebration of reading and for this we thank you!

Have a great day! Pamela

Sent from Gmail Mobile



BUDD
ENGINEERING
CORPORATION

May 8, 2014

Ms. Linda Weiss, Head Librarian
NILES PUBLIC LIBRARY
6960 W. Oakton St.
Niles, IL 60714

7605 NORTH TRIPP AVENUE
SKOKIE, ILLINOIS 60076-2701
TELEPHONE: (847) 675-2277
FACSIMILE: (847) 675-2281
E-MAIL: mail@buddeng.com

Dear Ms. Weiss,

This letter should not be a surprise to you. I expect that you and everyone that knows Mr. Neal O'Shea in your reference department already know what a wonderful, caring, knowledgeable, efficient and helpful person he is.

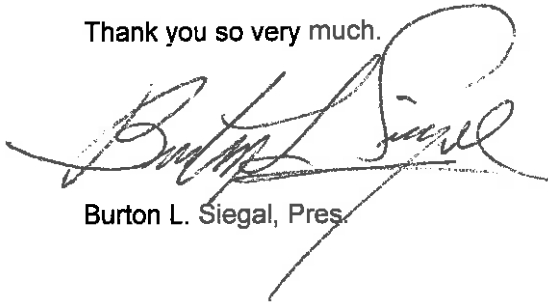
I was at wits end, gathering important material and references in a semi-panic for my defense lawyers in a long and unjust legal battle. Neal had the needed reference volume waiting for me when I arrived. I was about to start photocopying the needed pages when he showed and taught me how to use your scanner. It rushed the needed information to my lawyer and my office.

After studying the pages, I called Neal and he E-mailed five additional pages. From those, I found I needed just one more and he responded quickly with the final page. This man didn't just go that extra yard, he ran from goal line to goal line. I will be forever in his debt. This "head-up" to you isn't even a down payment on it. An extra copy of this letter is enclosed, that I hope you will please give to Neal.

I am a long time Skokie resident. When people get together bragging about their home towns, I usually begin by bragging about our library. From now on I going to brag about our equally wonderful, Niles Library.

You should justly be very proud of your facility and people.

Thank you so very much.



Burton L. Siegal, Pres.

Susan Lempke

From: Center for Teaching through Children's Books [CTCB@nl.edu]
Sent: Wednesday, April 16, 2014 4:28 PM
To: Susan Lempke
Subject: Thank you!

Hi Susan,

I hope that you are having a great week. On behalf of the Center for Teaching through Children's Books (CTCB), ESL STEM Success Grant and Suburban Council of IRA (SCIRA), we would like to express our sincerest thanks for your tremendous participation in the April 12 institute, "Teaching Through Informational Texts."

The institute was a huge success and we could not have done it without you. Your presentation was fascinating and informative, and we thank you very kindly for all of your hard work and dedication.

We look forward to our continued relationship with you. Be well and please stay in touch!

Kindest Regards,

Annie Miller, Project Manager
Center for Teaching through Children's Books
5202 Old Orchard Rd, Suite 300
Skokie, IL 60077 USA

MAY 14, 2014



A Special Note —



Dodie 3d Staff
CP CP

Thank you for making my life
easier + more enjoyable!

"Couch Potatoe"

Rose



May 21, 2014

New Business—Recommended Actions

A. Recommended Action on Changes to Policy 3.05, Lending Regulations

Move to approve the revision of the Lending Regulations for the Blu-Ray collection to have the collection no longer restricted to Niles cardholders only.

Memorandum A to New Business-Recommended Action

We feel that the Blu-Ray collection is large enough now to no longer have to restrict them to Niles cardholders only.

3.05 LENDING REGULATIONS (Amended)

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the **Supervisor of the department from where the collection is housed or the senior staff member of that department.**

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within three months of date paid, the cost of material will be refunded.

Patron accounts sent to our collection agency will have additional fees added. Patron accounts sent to collection are not refundable.

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	Limit of 4 renewals	Yes	.15 per day /\$10
Hot Picks books	3 Week	No	No	Limit 3/NPLD cardholders	No	.15 per day /\$10
Hot Picks DVD & BD (Blu-Rays)	1 Week	No	No	Limit 1/NPLD Card	No	.15 per day/\$10
eBooks	2 Week	Yes	Yes*	Limit of 5/NPLD Card	No	No
Magazines	3 Week	Yes	Yes*	Not current issue/ 4 renewals	Yes	.15 per day /\$5
DVD's and BD (Blu-Rays) New	1 Week	Yes	Yes*	Limit 15; limit of 4 renewals	No	.15 per day/\$10
Blu-Rays	3 Week	Yes	Yes*	Limit 4/NPLD Card	No	.15 per day/\$10
Blu-Rays: New	1 Week	Yes	Yes*	Limit 4/NPLD Card	No	.15 per day/\$10
Video Games	1 Week	Yes	Yes*	Limit 10/NPLD card/4 renewals	No	.15 per day/\$10
Book Discussion/Bag	6 week	Yes	Yes*	Limit of 4 renewals	No	.15 per day/\$10
Begin with a Book Bag	4 week	Yes	Yes*	Niles Teacher Cards Only	No	No
Reference materials	Librarian's discretion only					

***Items on Hold are not renewable.**

New Business—Recommended Actions

B. Recommended Action on Organization Charts

MOVE the Library Board of Trustees approve the recommended interim organization chart effective July 1, 2014 and the new organization chart effective upon the hiring of the permanent Library Director as outlined in the document "Organization Chart Transition."

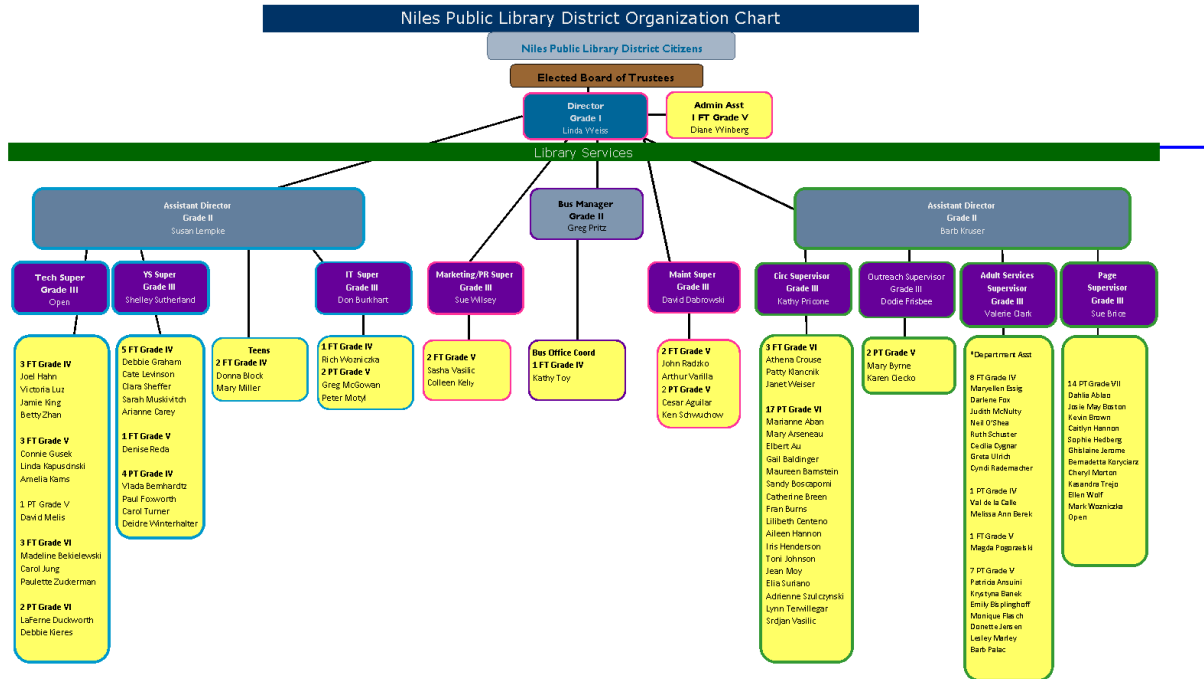
Memorandum B to Recommended Action

The Board has recently appointed the Interim Library Director effective July 1 subsequent to the retirement of the current Library Director Linda Weiss. During the time when the Library has an Interim Library Director, the two assistant directors will retain their responsibilities plus the departments which each assistant director is creating. The interim organization chart will remain in effect until a new permanent director is hired at which time the new organization chart will be effective.

Organization Chart Transition

May 13, 2014

The Existing Organizational Chart:



6/6/2012

This chart shows that the Library has:

One Library Director
Three Asst Directors/Business Managers
Nine Supervisors

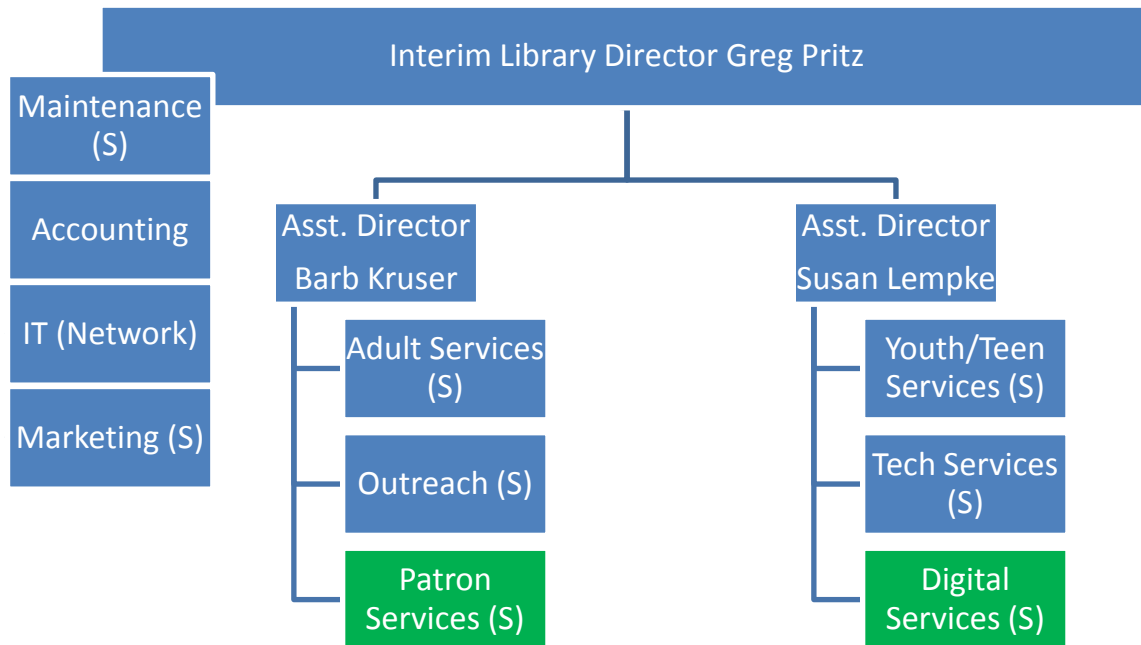
Interim Organization Chart:

Subsequent to Linda Weiss' retirement on June 30th, we will be operating with an Interim Organization Chart.

The first phase of transitioning to the Interim chart will begin shortly as Susan Lempke begins her work to create a brand new department called Digital Services. Digital Services will report to Susan. Simultaneously, Barb Kruser will begin her work to merge Patron Services and Pages into one department called Patron Services. Patron Services will report to Barb. Descriptions of these two new departments follow in the next section.

The second phase of transitioning will occur on July 1st, when the Business Manager will move into the Interim Library Director spot. At that time, in addition to Accounting and Maintenance, IT and Marketing will begin to report to the Interim Library Director as well.

This is the Interim Organization Chart:



The Library will continue to operate with this chart until a new director is chosen at which time we will transition to the New Organization Chart.

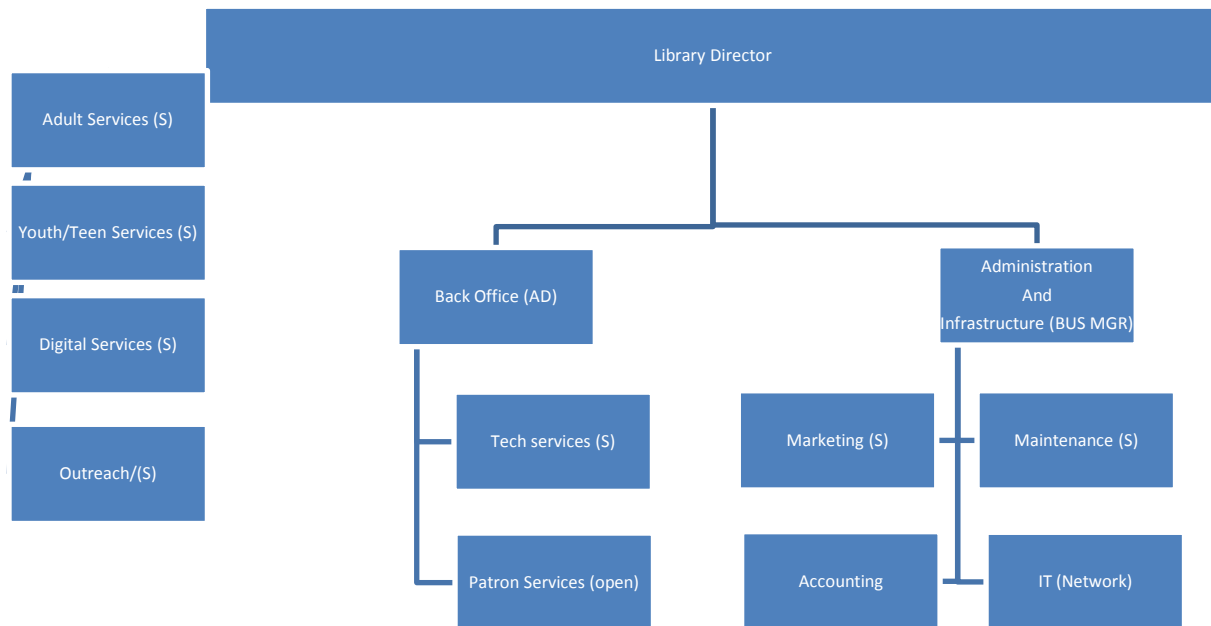
New Organization Chart:

The New Organization Chart will take effect immediately upon the start of the new director. Since the departments will already be established, the transition will only involve establishing new reporting relationships and responsibilities.

What will the new organization chart look like?

One Director
Two Assistant Director/Business Manager
Eight Supervisors

This is the new organization chart:



The new director will assume the functions most closely associated with the outward face of the Library. In particular, the new director would have Adult Services, Youth/Teen Services, Digital Services, and Outreach report to him/her.

Digital Services will be the new department in the mix for the new director. This department would essentially be the driving force for the lower level of the Library and will manage all of the resources on the lower level. In particular, this function will include the public (and private) help desk which will solve issues related to end user problems patrons (and staff) are experiencing with connectivity, equipment, and software. Digital services will also manage and support the media lab and the training room including classes and scheduling. Finally, digital services will manage the website (including catalog access) and the electronic databases. Staffing will be comprised of a supervisor and staff of 4-6 people. All of these people are currently on staff so there will be minimal additional cost associated staffing this function.

The **assistant director** would have three primary responsibilities. The first two are on shown on the chart. Tech services will continue to exist as it has in the past. The second box under the assistant director is Patron Services. This function is the combination of patron services and pages.

The concept we are using in **Patron Services** is best described as a retail concept. Under this concept all of the employees have a “home”. They are either categorized as pages or patron services. Moreover, each shift has a shift lead which will ensure that they are functioning smoothly and efficiently. As the complexion of the Library changes throughout the day, the lead directs his/her team to meet the challenges of the hour. This means that the lead will likely have more employees shelving books (even the patron services employees) at a given point in time or vice versa. At critical times in the day, if we haven’t forecasted activities correctly and we are overrun perhaps in the Teen Space, some these employees may be directed to help out as a monitor for example until the patron count is

more normalized. So the concept is that although these employees have a “home” they are the ones who must do what needs to be done hour by hour to ensure the smooth function of the Library.

The last responsibility under the assistant director is special projects, statistics, and grant writing/reporting. We generate a lot of statistics already but we really aren’t using them to manage the business of the Library. We should be using statistics to allocate the number of hours worked day in day out. We should be using statistics to identify problem trends so that we can respond accordingly to bolster that part of the “business”. There are a wide variety of statistics which need to be pursued and analyzed in order to help us meet the needs of our patrons. We also need someone to identify, write applications for, monitor and report on grants.

Finally, the **Business Manager** will assume responsibility for the pieces which are more operational in nature. In addition to accounting, facilities, marketing and IT (network) move under the Business Manager.

May 21, 2014

New Business—Recommended Actions

C. Recommended Action on Creation of Digital Services Department and the related Job Descriptions

MOVE the Library Board of Trustees approve the recommended creation of the Digital Services Department and the related job descriptions.

Memorandum C of Recommended Board Action

The Board has previously received a report entitled “Organization Chart Transition” which highlighted the creation of a Digital Services Department which is being created to address all of the end user computing for patrons and staff. This new department is further described in the materials provided by Assistant Director Susan Lempke.

Digital Services Job Descriptions

May 16, 2014

The attached job descriptions will comprise the new Digital Services Department. Digital Services pulls together staff from other areas of the Library into a team that will be proactive and forward-thinking in their approach to technology and the Library's patrons, a necessity in this period of rapid change. They will provide thorough training for the patrons and staff on our software, hardware, electronics, and subscription databases so that all members of the staff will have a comfort level with assisting patrons on their e-readers, wireless connectivity, and other technology-related issues.

The department will be based on the Lower Level and provide the staffing for the "Tech Desk" as it is called. They will also be responsible for wisely expending the Per Capita Grant funds for the new Digital Media Lab, and will be in charge of providing on-going patron assistance in using the new equipment.

Briefly, the positions are:

Supervisor—Responsible for leading and managing the department.

Digital Services Librarian—oversight of e-resources such as subscription databases and downloadable or streaming materials.

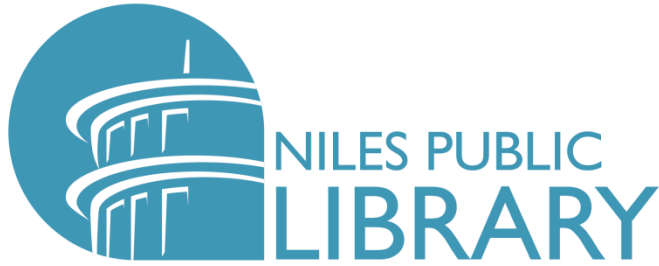
Digital Services Training Librarian—planning and execution of patron and staff training.

Webmaster—designs, updates and tests the website and blog; oversees our social media presence.

Digital Services IT Assistants—will continue to assist IT with computer equipment but will be based at the Tech Desk, providing assistance throughout the building to patrons and staff.

Digital Services Assistants—will staff the Tech Desk and provide direct assistance to our patrons in using our hardware, software and other equipment.

These positions are expected to be filled by existing staff, who will continue to collaborate and work with their former departments as needed. Putting them together in a department ensures the Library's focus on the fastest-moving part of our service to patrons, making sure that it is made a priority instead of an afterthought. I will present more detailed and visual information at the May Board meeting.



Job Description

Job Title: Digital Services Supervisor
Department: Digital Services
Reports To: Assistant Director
Classification: Grade 3
Status: Exempt

JOB SUMMARY

The Digital Services Supervisor manages all aspects of customer service relating to technology, providing leadership and vision for the Digital Services team.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Hires, evaluates, and motivates the staff of the Digital Services Department, making sure staff has the training and tools to carry out their jobs.**
7. **Create a flexible, collaborative, cooperative team focused on providing outstanding user services to meet the technology needs of patrons and staff.**
8. **Makes sure the Tech Desk is sufficiently staffed with staff who can assist and instruct patrons with library technology, during all open hours to provide excellent customer service.**
9. **Writes and updates procedures for the Tech Desk staff and for all areas of responsibility.**
10. **Responsible for creating the Digital Media Lab based on patron input, overseeing its design and making it a smoothly-functioning, highly useful space to encourage creativity and innovation for students and adults.**
11. **Oversight of the Library's website, blog and social media in consultation with Marketing Services, basing decisions on usability testing, and promoting the use of the Library's subscription databases, e-books, services and programs.**
12. **Responsible for training staff and the public on the library's technology resources, ensuring that all Library staff have the trouble-shooting skills they need to answer basic questions.**
13. **Oversight of the Library's electronic resources, including e-books, e-readers, subscription databases, and other digital technologies as they develop.**
14. **Leads the Digital Services team in proactively identifying, investigating, becoming knowledgeable about and communicating on technology developments with a goal of making the Library the place to turn to for technology information through the blog, programs and classes.**
15. **Participates actively on the Supervisors & Managers team and the Program Committee, and other committees as assigned.**
16. **Responsible for gathering and reporting technology statistics.**
17. **Responsible for creating a Digital Services budget and manage and account for the expenditures.**

18. Responsible for creating the Library's Technology Plan in collaboration with the IT Specialist, working with a Technology Committee made up of representatives of the Library's departments, with input from the community and Board. The Technology Plan will be updated annually.

19. Acts as Person in Charge (PIC).

B. Secondary Functions

- I. Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to organize, prepare, and present information in English, both verbally and in written form.
3. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets; familiarity with the basics of computer equipment.**
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. Minimum of 3 years of experience and responsibility in technology-related field.
3. Customer service experience preferred.
4. Public speaking experience preferred.
5. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

- I. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the library or employee and such termination can be made with or without notice.



Job Description

Job Title: Digital Services Librarian
Department: Digital Services
Reports To: Digital Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

The Digital Services Librarian oversees the Library's e-resources, seeking out and evaluating new resources and analyzing usage of current databases, e-books and other digital materials.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Works with the Library's e-Book Committee to ensure a collection which satisfies the needs and interests of the community, spending budgeted funds evenly throughout the year and approving expenditures.**
7. **Collects and analyzes data to reflect use of subscription databases, working with the Digital Services team and Adult Services and Youth Services Departments and Webmaster to ensure resources are being presented appropriately and clearly to patrons.**
8. **Seeks out and evaluates online resources, both paid and free, and makes recommendations for their use.**
9. **Works with Digital Services Training Librarian to provide support and training to staff on working with subscription databases, e-readers of all kinds, and the Library's catalog.**
10. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
11. **Performs reference service and nonfiction reader's advisory at Adult Services desk; may work limited hours at the Tech Desk as needed.**
12. **Writes, edits and publishes web content; keeps assigned areas of the website and blog up-to-date.**
13. **Participates on the Program Committee, with special attention to technology and maker programming.**
14. **Represents the Library (together with the Youth Services representative) on the Public Access Services (PAS) Technical Group of CCS.**
15. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

B. Secondary Functions

- I. Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Must park in designated areas.
3. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

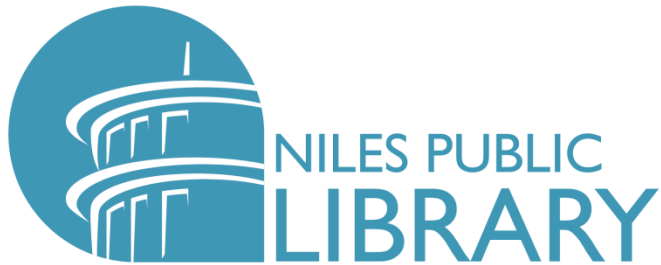
1. **Master's Degree in Library Science from an ALA-accredited institution.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking preferred.**
4. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets.**

ADDITIONAL REQUIREMENTS

- I. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the library or employee and such termination can be made with or without notice.



Job Description

Job Title: Digital Services Training Librarian
Department: Digital Services
Reports To: Digital Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

The Digital Services Training Librarian provides patrons and staff excellent training on library resources, tools and equipment through a combination of classes, workshops, tutorials and appointments, and through other media in a collaborative team environment.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Maintains the high level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Creates training materials and curriculum for use with patrons and staff on all technology resources; materials will be in a variety of forms including written, graphical, and video.**
7. **Oversees the Library's schedule of computer training classes and programs, using a combination of staff members and outside experts.**
8. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
9. **Works with Digital Services Librarian to provide support and training to staff on working with subscription databases, e-readers of all kinds, and the Library's catalog.**
10. **Performs reference service and nonfiction reader's advisory at Adult Services desk; may work limited hours at the Tech Desk as needed.**
11. **Participates on the Program Committee with special attention to technology and maker programs.**
12. **Writes, edits and publishes web content; keep assigned areas of the website and blog up-to-date.**
13. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

B. Secondary Functions

1. Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Must park in designated areas.
3. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

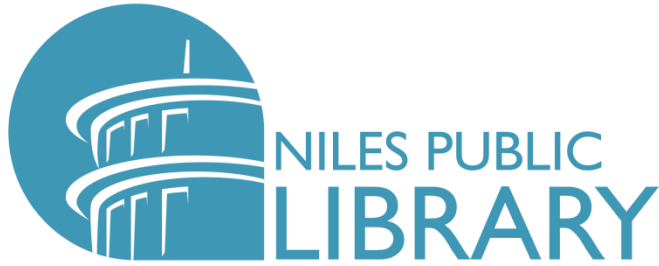
1. **Master's Degree in Library Science from an ALA-accredited institution.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking and presenting.**
4. **Advanced knowledge of Microsoft Office tools and working in a Windows environment; familiarity with new electronics such as e-readers and tablets.**

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Digital Services--Webmaster
Department: Digital Services
Reports To: Digital Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

The **Webmaster** is responsible for the Library's online presence through the website and social media outlets, working as an integral member of the Digital Services team working with patrons online and in person.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. **Responsible for the website's smooth functioning and clear, timely and engaging information and announcements, in collaboration with the Public Relations and Marketing Department, the Digital Services team, and other staff members.**
7. **Creates and coordinates the Library's presence on social media outlets in collaboration with the Public Relations and Marketing Department, keeping current with trends and posting consistently.**
8. **Conducts usability testing on the website and blog to ensure it is easy to use and understand for our patrons.**
9. **Develops a staff intranet in collaboration with all Library Departments, updating and maintaining the intranet as required.**
10. **Participates in presenting staff and patron training.**
11. **Participates in the Program Committee.**
12. **Represents the Library at the Webmasters Technical Group of CCS and other appointed CCS committees.**
13. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
14. **May work limited hours at the Tech Desk as needed.**
15. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

B. Secondary Functions

- I. Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to be flexible and adaptable to new situations.
5. **Excellent ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

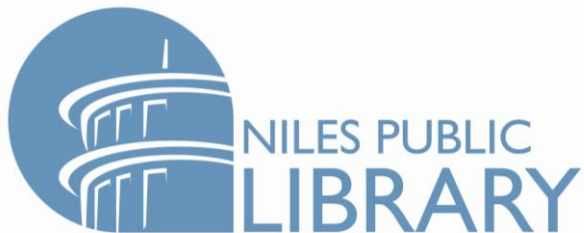
1. **Bachelors Degree.**
2. **Experience working with the public on using technology tools.**
3. **Experience and comfort with public speaking preferred.**
4. **Experience in a customer service environment preferred.**
5. **Advanced knowledge of Microsoft Office tools and working in a Windows environment.**
6. **Experience in web-based interfaces required; strong working knowledge of HTML, CSS, and Drupal preferred.**

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Digital Services Assistant
Department: Digital Services
Reports To: Digital Services Supervisor
Classification: Grade 5
Status: Non-exempt

JOB SUMMARY

The Digital Services Assistant provides support to patrons using the technology area on the Lower Level.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. **Assists patrons with signing up for computers and study rooms.**
6. **Assists patrons with using Library computers, printers and other equipment, helping them to format documents and providing reasonable assistance in using Library software such as MS Office.**
7. **Accurately records statistics.**
8. **Monitors patron behavior on the Lower Level, addressing problems as they arise.**
9. **Proactively seeks out new forms of technology products, services, software and applications, keeping current, familiar and knowledgeable with the tools our patrons are using or hearing about.**

B. Secondary Functions

1. Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. **Familiarity with electronics such as e-readers and tablets preferred.**
6. **Ability to be flexible and adaptable to new situations.**
7. **Enthusiasm for learning new technology skills.**
8. **Ability to troubleshoot calmly, patiently and effectively.**
9. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds.
3. Must park in designated areas.
4. Reasonable accommodation to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. **Bachelor's Degree.**
2. **Experience in a customer service environment preferred.**
3. **Any combination of education, experience, or training that satisfies the requirements of the position.**

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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May 21, 2014

New Business—Recommended Actions

D. Recommended Action on Patron Services Department

MOVE the Library Board of Trustees approve the recommended creation of the Patron Services Department and the related job descriptions.

Memorandum D of Recommended Board Action

The Board has previously received a report entitled "Organization Chart Transition" which highlighted the creation of a Patron Services Department which is the combination of the Circulation and Pages Departments. This new department is further described in the materials provided by Assistant Director Barb Kruser.

Patron Services Job Descriptions

May 16, 2014

The attached job descriptions combine the Page Department and the Patron Services Department. Instead of a Page Department Supervisor we would put in place 3 Patron Services Team Leaders.

The new Team Leader positions would be 20-hour Grade 5 part-time positions working under the Patron Services Supervisor. Part of the Supervisor's responsibilities would be to serve as a Team Leader. The goal of this is to have a Team Leader supervise and manage the deployment of staff and tasks during all hours the library is open. The library is open 70 hours a week. With 60 hours from the new positions and the rest covered by the Supervisor, this will allow Team Leader coverage for the 70 hours we are open plus allow for needed time off and illness amongst the Team Leaders.

The job positions for the Patron Services Department are:

Patron Services Supervisor

Patron Services Team Leader

Patron Services Assistants

Patron Services Pages

The only brand new job description is Patron Services Team Leader. All other job descriptions have been slightly updated to include the 3M sorter monitoring and troubleshooting. I also added to the Supervisor and Page job descriptions that the Team Leader works under the Supervisor and supervises the Team Leaders. Another addition to the Assistant job description is that they may be called upon to assist the Pages with shelving if needed.



Job Description

Job Title: Patron Services Supervisor
Department: Patron Services
Reports To: Assistant Director
Classification: Grade 3
Status: Exempt

JOB SUMMARY:

Under the direction and supervision of the Assistant Director, the Supervisor of Patron Services is responsible for the management and operation of the Patron Services Department, including all Interlibrary Loan functions. The Patron Services Supervisor supervises the **Patron Services Team Leaders**, Patron Services Assistants and **Pages**. The work requires considerable professional skill, initiative, and independent judgment. Involves staff training, development, and performance evaluation. Involves planning, developing, and coordinating services and resources for the effective and efficient circulation of library materials. Deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Evaluates and maintains the effectiveness and efficiency of the Patron Services Department procedures, services, and equipment, including CCS/ILL functions.
7. Responsible for the interviewing, hiring, training, supervising, scheduling, disciplining, and evaluating of all Patron Services Assistants/Switchboard Operators.
8. Works with Patron Services Team Leaders to interview, hire, train, supervise, schedule, discipline, and evaluate **Pages**.
9. Responsible for the department budget, records, statistics, and reports.
10. Understands all aspects of the Library's integrated circulation software and serves as department trainer.
11. Researches, evaluates, and recommends new technology as it relates to the functions of the Patron Services Department.
12. Maintains memberships in professional library associations and participates in their activities.
13. Keeps informed of current trends and developments affecting libraries.
14. Attends staff meetings, pertinent CCS and RAILS meetings, conferences and educational opportunities as appropriate to the position and within the budget.
15. Available to work a flexible schedule that includes evenings and weekends.
16. May act as Person-in-Charge as assigned.

B. Secondary Functions

1. Performs other duties as assigned by the assigned Assistant Director.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting **and standing**, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Five years of public library work experience.
2. Three years of supervisory experience in a customer service environment.
3. Experience in a consortial environment, preferably a Sirsi/Dynix library.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Patron Services Team Leader
Department: Patron Services
Reports To: Patron Services Supervisor
Classification: Grade 5
Status: Non-Exempt

JOB SUMMARY:

Under the supervision of the Patron Services Supervisor, the Patron Services Team Leader is responsible for working with the Patron Services Supervisor in training, development, and performance evaluation of Pages. Involves working with Patron Services Supervisor and other Team Leaders in the planning, developing, and coordinating services and resources for the effective and efficient circulation of library materials. The Team Leader manages the deployment of Patron Services staff and tasks.

DUTIES AND RESPONSIBILITIES

I. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Demonstrates a patron-centered attitude.
6. With the Patron Services Supervisor, evaluates and maintains the effectiveness and efficiency of procedures and services, and equipment
7. Submits reports and statistics to Patron Services Supervisor.
8. With the Patron Services Supervisor, schedules work and maintains adequate and appropriate Page staffing levels.
9. Resolves problems related to shelving and shifting of library materials.
10. Places interlibrary loan requests and process items from outside of Library's integrated circulation software (ILS).
11. Attends staff meetings, conferences and educational opportunities as appropriate to the position and within the budget.
12. Available to work a flexible schedule that includes evenings and weekends.

B. Secondary Functions

1. May be called upon to attend relevant CCS meetings.
2. May be called upon to provide monthly statistics.
3. Performs other duties as assigned by the assigned Patron Services Supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged standing, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Library work experience preferred.
2. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Patron Services Assistant
Department: Patron Services
Reports To: Patron Services Supervisor
Classification: Grade 6
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Patron Services Supervisor, the Patron Services Assistant provides friendly service in a safe and welcoming environment. The Patron Services Assistant's responsibilities involve assisting the patrons at various service desks.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Performs circulation tasks using the Library's integrated circulation software.
7. Assists patrons with holds, using copiers, computers and printers, etc.
8. Able to count money and perform basic operations on a cash register.
9. Performs opening/closing procedures as assigned.
10. Able to sort and shelve all materials in alpha or numeric order with accuracy.
11. Able to operate basic office equipment such as telephone, copier, fax machine.
12. May represent the Library at community or school events.
13. Available to work a flexible schedule that includes evenings and weekends at a variety of service desks.
14. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned by the Patron Services Supervisor
2. May be called upon to assist the Page staff when necessary

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to complete core competencies established for this position.
3. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
4. Ability to organize, prepare, and present information in English, both verbally and in written form.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged standing, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. High School diploma.
2. Customer Service experience.
3. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Page
Department: Patron Services
Reports To: Patron Services Team Leader
Classification: Grade 7
Status: Non-Exempt

JOB SUMMARY

Under the direction and supervision of the Patron Services Team Leaders, the Page **retrieves items from sorter**, shelves, straightens, files, shifts, assembles, and retrieves library materials.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Demonstrates a patron-centered attitude.
5. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
6. Shelves all materials in alpha or numeric order with accuracy.
7. Performs shelf reading to assure accuracy of shelving.
8. Retrieves materials as assigned.
9. Available to work a flexible schedule that includes evenings and weekends.
10. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. **Perform basic troubleshooting on sorter in workroom**
2. **Performs other duties as assigned by the Patron Service Team Leaders.**

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Has basic computer skills including ability to use Microsoft Outlook for email.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.
8. Understands physical organization of the library building.

PHYSICAL DEMANDS

1. Work includes prolonged standing, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Must be 16 years of age or have a valid work permit.
2. Knowledge of English, reading, writing, and arithmetic.
3. Ability to work in a public service environment.
4. Any combination of education, experience, or training that satisfies the qualifications of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

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May 21, 2014

New Business—Recommended Actions

D. Recommended Action on Youth and Teen Services Supervisor and Teen Librarian Job Descriptions

MOVE the Library Board of Trustees approve the recommended changes to the Youth and Teen Services Supervisor and Teen Librarian job descriptions.

Memorandum D of Recommended Board Action

The plan has always been to move the supervision of the Teen Librarians to the Youth Supervisor when the renovation of the Youth area was complete. The greatest benefit of the change is to provide flexibility in scheduling. We have two teen librarians who are not able to cover all the hours in the Underground, so adding the Youth Librarians will be a great assistance.



Job Description

Job Title: Youth/Teen Services Supervisor
Department: Youth/Teen Services
Reports To: Assistant Director
Classification: Grade 3
Status: Exempt

JOB SUMMARY

The Supervisor of Youth/Teen Services leads the Youth/Teen Services Department in providing excellent patron services to patrons ages birth to 18 and adults who work with that age group. The Supervisor is responsible for managing all department operations and services. The work involves planning, developing, and coordinating services and resources for the effective and efficient circulation of library materials and the presentation of programs. Requires the exercise of considerable professional skill, initiative, and independent judgment. Involves staff training, development, and performance evaluation. Deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment. Serves as Person-in-Charge.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library). Provides uniformly gracious and friendly service to all internal and external customers
2. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
3. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
4. Demonstrates a patron-centered attitude.
5. Evaluates and maintains the effectiveness and efficiency of Youth Services Department procedures, services, and equipment.
6. Responsible for the interviewing, evaluating and motivating of all Youth and Teen Services Staff.
7. Responsible for department budgets, records, statistics, and reports.
8. Oversees the selection and weeding of all materials, both print and online.
9. Responsible for services to daycares, preschools, and schools through Grade 12.
10. Responsible for development of services to children and teens birth through Grade 12, as well as their parents, teachers, and caregivers.
11. Works at public service desk as required.
12. Keeps informed of current trends and developments affecting libraries.
13. Researches, evaluates, and recommends new technology as it relates to the functions of the Youth/Teen Services Department.
14. Maintains memberships in professional library associations and participates in their activities.
15. Attends staff meetings, pertinent CCS and RAILS meetings, conferences, and educational opportunities as appropriate to the position and within the budget.
16. Available to work a flexible schedule that includes evenings and weekends.
17. Represents the Library at community organizations and events.

B. Secondary Functions

- I. Performs other duties as assigned by the assigned Assistant Director.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to troubleshoot.
7. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting, as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds of library materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. Proven experience in planning, budgeting, staff development, and evaluating programs and services for the public.
3. Three to five years of progressively responsible supervisory experience in a customer service environment.
4. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

- I. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Job Description

Job Title: Teen Librarian
Department: Youth/Teen Services
Reports To: Youth/Teen Services Supervisor
Classification: Grade 4
Status: Non-exempt

JOB SUMMARY

Under the direction and supervision of the Youth/Teen Supervisor, the Teen Librarian performs professional library work. The work includes selecting library materials, planning and executing programming, and performing readers' advisory and reference services for youth from Grade 7-12, their teachers, and other interested adults. One librarian will be the designated High School Liaison. The High School Liaison is the Library's primary contact person with the middle schools and high schools, their teachers and administrators. The Liaison is responsible for informing the schools and their personnel about the services offered by the Library and for facilitating use of those services, as well as representing the Library at school functions with the parents and students.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library District (Library).
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has working knowledge of Library policies and procedures, with a commitment to carrying them out at all times, while safeguarding confidential and restricted information.
4. Achieves the level of computer and technological proficiency needed to perform job responsibilities.
5. Assists staff and patrons with young adult materials.
6. Orders and maintains materials in assigned areas, which may include young adult fiction, nonfiction, audiovisual, and downloadable materials.
7. Effectively markets Young Adult collections and services.
8. Works together with other Teen Librarians and their supervisor to plan, organize, and maintain the Teen Room creatively and effectively to appeal to young people while remaining orderly.
9. Work with the Teen Advisory Board (TAB) to give them input into the space, collections, and programs for teens.
10. Works with staff to understand special characteristics of teens and develop techniques for working with them successfully.
11. Plans and executes programming for young adults alone and in collaboration with others.
12. May work at KidSpace or other desks as needed.
13. Demonstrates a patron-centered attitude.
14. May represent the Library at community organizations and events, and at Niles Youth Task Force meetings.
15. Accurately records statistics.
16. Available to work a flexible schedule that includes evenings and weekends
17. Attends staff meetings, conferences, and educational opportunities as appropriate to the position and within the budget.

B. Secondary Functions

1. Performs other duties as assigned.
2. Assists in seeking out, writing, and implementing grants.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

1. Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of Library staff with tact and diplomacy.
2. Ability to work with minimal supervision, making decisions within stated guidelines to solve problems and to produce accurate work on a timely basis.
3. Ability to organize, prepare, and present information in English, both verbally and in written form. Has excellent organizational and reporting skills.
4. Ability to demonstrate basic computer skills using Microsoft Office products.
5. Ability to be flexible and adaptable to new situations.
6. Ability to read books, watch movies, and listen to music in a wide variety of genres.
7. Ability to use reference sources and personal knowledge to discuss and recommend library materials to staff and patrons.
8. Ability to troubleshoot.
9. Ability to track spending and stay within a pre-determined budget.
10. Ability to comfortably speak in front of an audience.
11. Ability to represent the Library in a professional manner.

PHYSICAL DEMANDS

1. Work includes prolonged sitting as well as repetitive keyboard use, moderate lifting, carrying, reaching, stooping, pulling, and pushing activities. Manual dexterity, clear speech, hearing acuity, and correctable vision are also required.
2. Ability to occasionally lift up to 25 pounds. Ability to occasionally transport/move up to 100 pounds.
3. Must park in designated areas.
4. Reasonable accommodation to these requirements will be made as needed.

EDUCATION, EXPERIENCE, AND TRAINING

1. Master's Degree in Library Science from an ALA-accredited institution.
2. Ability to work in a public service environment.
3. Understanding of teen development and needs.
4. In-depth knowledge of young adult books and teen interests including music, movies, television, and pop culture.
5. Any combination of education, experience, or training that satisfies the requirements of the position.

ADDITIONAL REQUIREMENTS

1. If not a U.S. citizen, has a valid work permit.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential

functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The Niles Public Library District is an at-will employer. This means that employment can be terminated at-will by the Library or employee and such termination can be made with or without notice.

**Niles Public Library District
Budget Template
For the Fiscal Year Ending June 30, 2015**

		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014				2014-2015	Incr (Decr)	
						0.833						
		Actual	Actual	Actual	Actual	YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	Incr (Decr) from 2013-2014 Budget	
Revenues												
**-	3100-31-00	Property Taxes	\$6,186,601.74	\$5,799,531.92	\$6,199,501.04	\$6,375,632.00	\$6,896,332.97	\$6,396,332.97	\$ 6,852,175.00	(\$455,842.03)	\$ 6,211,247.00	\$ (640,928.00)
	01-3200-32-00	Replacement Taxes	\$ 110,875.53	\$ 143,785.45	\$ 132,272.67	\$ 135,150.00	\$ 116,554.20	\$ 120,000.00		\$120,000.00	\$ 105,000.00	\$ 105,000.00
	01-3300-33-00	Per Capita Grant		\$119,022.63	\$58,744.74		\$130,472.90	\$130,472.90	\$ 54,000.00	\$76,472.90	\$ 58,000.00	\$ 4,000.00
	01-3310-33-00	Grants-Other	\$ 14,060.00	\$ 4,265.00	\$ 11,877.00	\$ 3,000.00	\$ 10,877.00	\$ 10,877.00	\$ 1,000.00	\$9,877.00	\$ 1,000.00	\$ -
	01-3500-35-00	Investment Income	\$ 30,672.50	\$ 24,771.70	\$ 19,542.46	\$ 30,782.00	\$ 17,884.58	\$ 21,461.50	\$ 20,000.00	\$1,461.50	\$ 40,000.00	\$ 20,000.00
	01-3610-36-00	Fines	\$ 66,285.93	\$ 57,177.30	\$ 53,062.95	\$ 50,701.92	\$ 37,096.58	\$ 44,515.90	\$ 40,000.00	\$4,515.90	\$ 40,000.00	\$ -
	01-3620-36-00	Lost Books	\$ 8,781.04	\$ 8,633.43	\$ 9,316.51	\$ 9,465.56	\$ 7,402.98	\$ 8,883.58	\$ 7,500.00	\$1,383.58	\$ 7,500.00	\$ -
	01-3630-36-00	Pay For Print	\$ 19,391.67	\$ 18,669.33	\$ 19,238.76	\$ 20,473.27	\$ 15,216.00	\$ 18,259.20	\$ 15,000.00	\$3,259.20	\$ 15,000.00	\$ -
	01-3660-36-00	Flash Drive & Ear Bud Sales		\$ 261.00	\$ 151.00	\$ 123.00	\$ 40.00			\$0.00	\$ -	\$ -
	01-3710-37-00	Commissions & Fees	\$ 135.33	\$ 311.76	\$ 241.23	\$ 495.49			\$ 100.00	(\$100.00)	\$ -	\$ (100.00)
	01-3810-38-00	Donations-Friends of the Library			\$ 5,000.00				\$ 500.00	(\$500.00)	\$ 1,318.00	\$ 818.00
	01-3820-38-00	Donations	\$ 250.00	\$ 5,767.00	\$ 1,015.00	\$ 725.00	\$ 330.00	\$ 330.00	\$ 250.00	\$80.00	\$ -	\$ (250.00)
	01-3900-39-00	Miscellaneous	\$ 319.13	\$ 5,133.83	\$ 954.75	\$ 1,974.15	\$ 3,509.65	\$ 4,211.58	\$ 200.00	\$4,011.58	\$ -	\$ (200.00)
Total Revenues			\$6,437,372.87	\$6,187,444.35	\$6,511,253.61	\$6,628,522.39	\$7,235,716.86	\$6,755,344.62	\$6,990,725.00	(\$235,380.38)	\$6,479,065.00	(\$511,660.00)
Expenditures												
Salaries												
	01-4110-41-00	Library Director	\$ 98,800.21	\$ 104,161.74	\$ 107,647.76	\$ 112,844.88	\$ 94,936.00	\$ 113,923.20	\$ 115,580.00	(\$1,656.80)	\$ 115,000.00	\$ (580.00)
	01-4120-41-00	Payroll-Department Managers	\$ 55,117.56	\$ 56,530.82	\$ 268,497.82	\$ 171,478.26	\$ 214,783.59	\$ 257,740.31	\$ 251,016.00	\$6,724.31	\$ 182,562.00	\$ (68,454.00)
	01-4130-41-00	Payroll-Division Supervisors	\$ 587,047.54	\$ 608,695.91	\$ 401,781.41	\$ 582,477.54	\$ 480,524.09	\$ 576,628.91	\$ 594,940.00	(\$18,311.09)	\$ 485,864.00	\$ (109,076.00)
	01-4140-41-00	Payroll-Librarian I	\$ 1,110,142.59	\$ 1,133,100.63	\$ 1,076,911.38	\$ 1,092,868.14	\$ 965,510.87	\$ 1,158,613.04	\$ 1,165,279.00	(\$6,665.96)	\$ 993,172.00	\$ (172,107.00)
	01-4150-41-00	Payroll-Library Grade V	\$ 475,747.16	\$ 480,921.35	\$ 581,832.34	\$ 590,143.44	\$ 474,063.90	\$ 568,876.68	\$ 600,450.00	(\$31,573.32)	\$ 595,881.00	\$ (4,569.00)
	01-4160-41-00	Payroll-Library Grade VI	\$ 427,868.21	\$ 430,434.07	\$ 427,430.49	\$ 416,168.46	\$ 366,587.45	\$ 439,904.94	\$ 443,393.00	(\$3,488.06)	\$ 401,946.00	\$ (41,447.00)
	01-4170-41-00	Payroll-Library Pages	\$ 135,483.22	\$ 137,986.28	\$ 140,418.86	\$ 137,298.53	\$ 106,544.23	\$ 127,853.08	\$ 144,784.00	(\$16,930.92)	\$ 133,340.00	\$ (11,444.00)
	01-4180-41-00	Payroll-Sundays	\$ 49,452.40	\$ 52,877.85	\$ 74,435.90	\$ 73,630.01	\$ 61,941.83	\$ 74,330.20	\$ 77,000.00	(\$2,669.80)	\$ 74,000.00	\$ (3,000.00)
	01-4185-41-00	Adjustments		\$ 5,000.00	\$ 2,100.00	\$ 8,000.00		\$ -	\$ 10,000.00	(\$10,000.00)	\$ 10,000.00	\$ -
	01-4190-41-00	Substitutes		\$ 6,350.27		\$ 6,963.21	\$ 2,985.53	\$ 3,582.64	\$ 8,000.00	(\$4,417.36)	\$ 8,000.00	\$ -
Total Salaries			\$2,939,658.89	\$3,016,058.92	\$3,081,055.96	\$3,191,872.47	\$2,767,877.49	\$3,321,452.99	\$3,410,442.00	(\$88,989.01)	\$2,999,765.00	(\$410,677.00)
Library Materials												
	01-4413-44-00	Books-Adult	\$ 227,005.35	\$ 261,733.20	\$ 193,284.75	\$ 155,359.83	\$ 116,446.84	\$ 139,736.21	\$ 143,000.00	(\$3,263.79)	\$ 140,000.00	\$ (3,000.00)
	01-4414-44-00	Books-Youth Services	\$ 62,551.89	\$ 67,581.69	\$ 66,552.77	\$ 64,142.46	\$ 40,871.56	\$ 49,045.87	\$ 69,000.00	(\$19,954.13)	\$ 65,000.00	\$ (4,000.00)
	01-4415-44-00	Books-Teen					\$ 11,894.58	\$ 14,273.50	\$ 15,000.00	(\$726.50)	\$ 14,000.00	\$ (1,000.00)
	01-4420-44-00	Downloadables			\$ 12,370.27	\$ 48,591.72	\$ 42,903.80	\$ 51,484.56	\$ 55,000.00	(\$3,515.44)	\$ 60,000.00	\$ 5,000.00
	01-4423-44-00	Periodicals	\$ 30,796.15	\$ 33,979.28	\$ 41,150.76	\$ 24,128.79	\$ 20,586.89	\$ 24,704.27	\$ 24,000.00	\$704.27	\$ 22,000.00	\$ (2,000.00)
	01-4433-44-00	AV-Adult	\$ 95,190.80	\$ 99,613.42	\$ 94,014.73	\$ 92,579.08	\$ 79,291.23	\$ 95,149.48	\$ 95,000.00	\$149.48	\$ 93,000.00	\$ (2,000.00)
	01-4434-44-00	AV-Youth Services	\$ 28,293.92	\$ 33,705.33	\$ 43,235.38	\$ 38,209.95	\$ 27,291.30	\$ 32,749.56	\$ 45,700.00	(\$12,950.44)	\$ 42,000.00	\$ (3,700.00)
	01-4435-44-00	AV-Teen					\$ 6,977.08	\$ 8,372.50	\$ 13,000.00	(\$4,627.50)	\$ 12,000.00	\$ (1,000.00)
	01-4487-44-00	Online Databases	\$ 131,386.24	\$ 135,918.15	\$ 183,509.85	\$ 205,434.40	\$ 174,351.08	\$ 209,221.30	\$ 201,000.00	\$8,221.30	\$ 160,000.00	\$ (41,000.00)
Total Library Materials			\$575,224.35	\$632,531.07	\$634,118.51	\$628,446.23	\$520,614.36	\$624,737.23	\$660,700.00	(\$35,962.77)	\$608,000.00	(\$52,700.00)

**Niles Public Library District
Budget Template
For the Fiscal Year Ending June 30, 2015**

		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014				2014-2015	Incr (Decr)
						0.833					
		Actual	Actual	Actual	Actual	YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	Incr (Decr) from 2013-2014 Budget
Library Operating Expenditures											
01-5310-53-00	CCS Charges	\$ 66,054.02	\$ 68,794.34	\$ 71,036.55	\$ 73,030.93	\$ 58,052.81	\$ 69,663.37	\$ 78,000.00	(\$8,336.63)	\$ 74,600.00	\$ (3,400.00)
01-5311-53-00	Processing & Supplies	\$ 36,058.36	\$ 33,200.97	\$ 30,159.92	\$ 46,476.05	\$ 15,379.14	\$ 18,454.97	\$ 30,000.00	(\$11,545.03)	\$ 20,000.00	\$ (10,000.00)
01-5312-53-00	Internet Charges	\$ 12,185.79	\$ 13,801.16	\$ 13,646.61	\$ 15,803.16	\$ 12,841.39	\$ 15,409.67	\$ 19,200.00	(\$3,790.33)	\$ 20,000.00	\$ 800.00
01-5313-53-00	Software, Licenses	\$ 34,181.41	\$ 57,531.40	\$ 37,623.49	\$ 51,512.15	\$ 31,455.06	\$ 37,746.07	\$ 42,243.00	(\$4,496.93)	\$ 45,000.00	\$ 2,757.00
01-5320-53-00	Printing	\$ 41,854.86	\$ 44,281.08	\$ 46,865.91	\$ 39,073.05	\$ 32,393.84	\$ 38,872.61	\$ 42,150.00	(\$3,277.39)	\$ 47,150.00	\$ 5,000.00
01-5322-53-00	Library Supplies	\$ 14,302.01	\$ 5,951.47	\$ 13,063.63	\$ 7,698.89	\$ 9,063.43	\$ 10,876.12	\$ 12,000.00	(\$1,123.88)	\$ 12,800.00	\$ 800.00
01-5323-53-00	Programming & Support-Adult	\$ 28,282.04	\$ 17,264.54	\$ 14,958.44	\$ 18,127.70	\$ 17,592.45	\$ 21,110.94	\$ 20,600.00	\$510.94	\$ 23,000.00	\$ 2,400.00
01-5324-53-00	Programming & Support-Juvenile	\$ 30,656.03	\$ 30,859.64	\$ 35,340.09	\$ 34,098.71	\$ 25,761.26	\$ 30,913.51	\$ 34,500.00	(\$3,586.49)	\$ 34,500.00	\$ -
01-5325-53-00	Programming & Support-Joint	\$ 9,677.50	\$ 6,729.00			\$ 2,090.70	\$ 2,508.84	\$ 4,000.00	(\$1,491.16)	\$ 4,000.00	\$ -
01-5326-53-00	Programming & Support-Teen	\$ 4,444.38	\$ 3,909.21	\$ 5,551.69	\$ 5,595.51	\$ 3,999.88	\$ 4,799.86	\$ 7,000.00	(\$2,200.14)	\$ 7,700.00	\$ 700.00
01-5327-53-00	Public Performing Rights			\$ 1,304.64	\$ 1,312.73	\$ 1,316.69	\$ 1,580.03	\$ 1,313.00	\$267.03	\$ 1,318.00	\$ 5.00
01-5328-53-00	CCS Communications	\$ 3,530.99	\$ 4,177.54	\$ 3,867.21	\$ 3,576.84	\$ 3,580.64	\$ 4,296.77	\$ 5,000.00	(\$703.23)	\$ 4,000.00	\$ (1,000.00)
01-5329-53-00	Computer Charges OCLC	\$ 13,818.96	\$ 13,517.52	\$ 13,583.64	\$ 16,803.60	\$ 13,787.40	\$ 16,544.88	\$ 16,804.00	(\$259.12)	\$ 11,408.00	\$ (5,396.00)
01-5350-53-00	Miscellaneous	\$ 4,241.00	\$ 2,165.47	\$ (58.03)	\$ 234.48	\$ 1,066.71	\$ 1,280.05	\$ 1,000.00	\$280.05	\$ 1,000.00	\$ -
01-5351-53-00	Per Capita Grant Expenditures			\$ 59,546.23	\$ 57,023.97	\$ 56,769.72	\$ 68,123.66	\$ 57,000.00	\$11,123.66	\$ 71,000.00	\$ 14,000.00
01-5352-53-00	Grant - Other Expenditures			\$ 6,358.03	\$ 10,357.89	\$ 8,613.19	\$ 10,335.83	\$ 1,000.00	\$9,335.83	\$ 1,000.00	\$ -
01-5355-53-00	Volunteers				\$ 1,866.59	\$ 1,098.80	\$ 1,318.56	\$ 3,000.00	(\$1,681.44)	\$ 3,000.00	\$ -
Total Library Operating Expenditures		\$299,287.35	\$302,183.34	\$352,848.05	\$382,592.25	\$294,863.11	\$353,835.73	\$374,810.00	(\$20,974.27)	\$381,476.00	\$6,666.00
General and Administration											
01-5420-54-00	Janitorial Supplies		\$ 29,629.75	\$ 28,844.73	\$ 34,883.18	\$ 29,613.49	\$ 35,536.19	\$ 33,650.00	\$1,886.19	\$ 33,650.00	\$ -
01-5425-54-00	Copiers		\$ 22,265.53	\$ 17,906.88	\$ 8,388.81	\$ 6,750.58	\$ 8,100.70	\$ 10,000.00	(\$1,899.30)	\$ 10,000.00	\$ -
01-5430-54-00	Professional Development	\$ 28,006.81	\$ 16,859.24	\$ 28,372.91	\$ 23,742.97	\$ 14,952.16	\$ 17,942.59	\$ 40,899.00	(\$22,956.41)	\$ 25,845.00	\$ (15,054.00)
01-5431-54-00	Mileage				\$ 3,556.75	\$ 2,236.62	\$ 2,683.94	\$ 3,000.00	(\$316.06)	\$ 1,300.00	\$ (1,700.00)
01-5435-54-00	Professional Collection	\$ 3,843.01	\$ 4,442.55	\$ 5,420.68	\$ 3,959.54	\$ 3,432.86	\$ 4,119.43	\$ 4,000.00	\$119.43	\$ 4,750.00	\$ 750.00
01-5450-54-00	Legal Fees	\$ 48,515.61	\$ 74,105.45	\$ 51,810.08	\$ 49,002.24	\$ 18,293.14	\$ 21,951.77	\$ 40,000.00	(\$18,048.23)	\$ 20,000.00	\$ (20,000.00)
01-5452-54-00	Consultants	\$ 4,998.66	\$ 11,685.27	\$ 16,797.25	\$ 21,164.25	\$ 4,302.13	\$ 5,162.56	\$ 20,000.00	(\$14,837.44)	\$ 15,000.00	\$ (5,000.00)
01-5455-54-00	Kitchen Supplies				\$ 2,935.08	\$ 477.07	\$ 572.48	\$ 1,900.00	(\$1,327.52)	\$ 1,500.00	\$ (400.00)
01-5456-54-00	Promotional Expense	\$ 22,879.99	\$ 18,116.17	\$ 17,929.76	\$ 18,545.52	\$ 19,054.18	\$ 22,865.02	\$ 20,500.00	\$2,365.02	\$ 24,900.00	\$ 4,400.00
01-5457-54-00	Office Supplies	\$ 22,991.41	\$ 20,342.22	\$ 19,629.51	\$ 23,575.57	\$ 19,673.53	\$ 23,608.24	\$ 25,000.00	(\$1,391.76)	\$ 25,000.00	\$ -
01-5458-54-00	Postage & Freight	\$ 15,909.65	\$ 16,174.56	\$ 18,827.36	\$ 14,122.06	\$ 11,535.49	\$ 13,842.59	\$ 18,000.00	(\$4,157.41)	\$ 18,000.00	\$ -
01-5459-54-00	Publication of Notices-Legal	\$ 658.35	\$ 571.60	\$ 602.40	\$ 1,015.32	\$ 956.00	\$ 1,147.20	\$ 1,200.00	(\$52.80)	\$ 1,200.00	\$ -
01-5460-54-00	Publication of Notices-Advertisements			\$ 400.00	\$ 419.00		\$ -	\$ 500.00	(\$500.00)	\$ -	\$ (500.00)
01-5461-54-00	Subscriptions & Dues	\$ 1,848.22	\$ 7,766.38	\$ 7,816.19	\$ 8,717.93	\$ 8,758.00	\$ 10,509.60	\$ 9,000.00	\$1,509.60	\$ 9,103.00	\$ 103.00
01-5462-54-00	Collection Services			\$ 865.00	\$ 1,047.30	\$ 678.55	\$ 814.26	\$ 1,000.00	(\$185.74)	\$ 1,000.00	\$ -
01-5465-54-00	Telephone	\$ 13,839.11	\$ 15,056.92	\$ 16,188.69	\$ 17,178.65	\$ 10,370.21	\$ 12,444.25	\$ 16,500.00	(\$4,055.75)	\$ 16,500.00	\$ -
01-5470-54-00	Trustee Expense	\$ 11,587.53	\$ 11,615.15	\$ 11,306.86	\$ 11,836.98	\$ 7,205.38	\$ 8,646.46	\$ 10,000.00	(\$1,353.54)	\$ 9,000.00	\$ (1,000.00)
01-5477-54-00	Equipment Rental	\$ 2,033.00	\$ 2,167.00	\$ 2,955.00	\$ 4,196.00	\$ 8,322.40	\$ 9,986.88	\$ 5,000.00	\$4,986.88	\$ 5,000.00	\$ -
01-5480-54-00	Payroll Service	\$ 12,423.62	\$ 8,136.29	\$ 8,904.49	\$ 9,084.09	\$ 10,228.38	\$ 12,274.06	\$ 9,300.00	\$2,974.06	\$ 13,000.00	\$ 3,700.00
01-5490-54-00	Bank Fees	\$ 3,977.63	\$ 2,654.84	\$ 3,038.07	\$ 2,856.95	\$ 2,408.90	\$ 2,890.68	\$ 3,000.00	(\$109.32)	\$ 3,300.00	\$ 300.00
01-5491-54-00	Parking Lease			\$ 1,762.00	\$ 10,572.00	\$ 8,810.00	\$ 10,572.00	\$ 10,572.00	\$0.00	\$ 10,572.00	\$ -
Total General and Administration		\$193,512.60	\$261,588.92	\$259,377.86	\$270,800.19	\$188,059.07	\$225,670.88	\$283,021.00	(\$57,350.12)	\$248,620.00	(\$34,401.00)

**Niles Public Library District
Budget Template
For the Fiscal Year Ending June 30, 2015**

		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014			2014-2015	Incr (Decr)	
						0.833					
		Actual	Actual	Actual	Actual	YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	from 2013-2014 Budget
Vehicle Operation											
01-5510-55-00	Gas, Oil, Grease	\$ 735.58	\$ 777.23	\$ 893.23	\$ 718.49	\$ 793.96	\$ 952.75	\$ 1,000.00	(\$47.25)	\$ 1,000.00	\$ -
01-5520-55-00	Repairs & Maintenance	\$ 93.96	\$ 221.23	\$ 936.64	\$ 1,582.52	\$ 418.83	\$ 502.60	\$ 1,800.00	(\$1,297.40)	\$ 1,800.00	\$ -
01-5530-55-00	Miscellaneous	\$ 856.39	\$ 35.19	\$	\$ 3.50	\$	\$ -	\$ 100.00	(\$100.00)	\$ 100.00	\$ -
01-5540-55-00	Auto Insurance	\$	\$ 1,089.00	\$ 1,094.00	\$ 1,307.00	\$ 1,371.00	\$ 1,645.20	\$ 1,371.00	\$274.20	\$ 1,371.00	\$ -
Total Vehicle Operation		\$1,685.93	\$2,122.65	\$2,923.87	\$3,611.51	\$2,583.79	\$3,100.55	\$4,271.00	(\$1,170.45)	\$4,271.00	\$0.00
Employee Fringe Benefits											
01-5610-56-00	Deferred Compensation	\$ 161,882.34	\$ 176,736.65	\$ 180,314.84	\$ 190,043.61	\$ 160,431.30	\$ 192,517.56	\$ 200,000.00	(\$7,482.44)	\$ 175,000.00	\$ (25,000.00)
01-5620-56-00	Group Health	\$ 278,956.50	\$ 285,302.74	\$ 300,646.82	\$ 281,972.00	\$ 322,181.35	\$ 386,617.62	\$ 392,862.00	(\$6,244.38)	\$ 375,000.00	\$ (17,862.00)
01-5625-56-00	Health Reimbursement Account			\$ 39,773.28	\$ 50,627.53	\$ 60,081.74	\$ 72,098.09	\$ 54,000.00	\$18,098.09	\$ 40,000.00	\$ (14,000.00)
01-5630-56-00	Dental	\$ 10,899.58	\$ 39,175.51	\$ 33,330.69	\$ 19,669.45	\$ 12,060.61	\$ 14,472.73	\$ 20,000.00	(\$5,527.27)	\$ 20,000.00	\$ -
01-5632-56-00	Vision				\$ 5,941.94	\$ 5,075.82	\$ 6,090.98	\$ 6,414.00	(\$323.02)	\$ 7,000.00	\$ 586.00
01-5633-56-00	FSA fee				\$ 802.00	\$ 985.00	\$ 1,182.00	\$ 1,050.00	\$132.00	\$ 1,200.00	\$ 150.00
01-5634-56-00	Life, LTD, AD&D, STD				\$ 9,770.80	\$ 16,609.02	\$ 19,930.82	\$ 19,200.00	\$730.82	\$ 21,000.00	\$ 1,800.00
Total Employee Fringe Benefits		\$451,738.42	\$501,214.90	\$554,065.63	\$ 558,827.33	\$577,424.84	\$692,909.81	\$693,526.00	(\$616.19)	\$ 639,200.00	\$ (54,326.00)
Utilities											
01-5710-57-00	Gas	\$ 22,146.33	\$ 11,482.99	\$ 6,788.92	\$ 14,759.70	\$ 14,088.08	\$ 16,905.70	\$ 15,000.00	\$1,905.70	\$ 17,000.00	\$ 2,000.00
01-5720-57-00	Electric	\$ 115,093.59	\$ 110,186.03	\$ 93,967.40	\$ 79,617.81	\$ 71,251.60	\$ 85,501.92	\$ 80,000.00	\$5,501.92	\$ 85,000.00	\$ 5,000.00
01-5730-57-00	Water	\$ 3,650.52	\$ 5,152.17	\$ 5,398.29	\$ 5,695.01	\$ 4,775.76	\$ 5,730.91	\$ 7,000.00	(\$1,269.09)	\$ 5,750.00	\$ (1,250.00)
Total Utilities		\$140,890.44	\$126,821.19	\$106,154.61	\$100,072.52	\$90,115.44	\$108,138.53	\$102,000.00	\$6,138.53	\$107,750.00	\$5,750.00
Total Operating Expenses		\$4,601,997.98	\$4,842,520.99	\$4,990,544.49	\$5,136,222.50	\$ 4,441,538.10	\$ 5,329,845.72	\$ 5,528,770.00	\$ (198,924.28)	\$4,989,082.00	(\$539,688.00)
Capital Expenditures											
40-5805-58-00	Special Reserve - Building	\$ 59,453.19	\$ 43,268.24	\$ 12,962.25	\$ -	\$ -	\$ -	\$ 72,000.00	(\$72,000.00)	\$ -	\$ (72,000.00)
40-5810-58-00	Special Reserve - Equipment	\$ 128,861.79	\$ 20,896.41	\$ 259,591.66	\$ -	\$ 17,445.52	\$ 20,934.62	\$ 846,920.00	(\$825,985.38)	\$ 527,000.00	\$ (319,920.00)
40-5815-58-00	Special Reserve - Construction Project	\$ -	\$ -	\$ 113,916.70	\$ 2,260,238.65	\$ 3,078,460.61	\$ 3,694,152.73	\$ 4,078,200.00	(\$384,047.27)	\$ -	\$ (4,078,200.00)
40-5820-58-00	Capital Projects-Furniture & Fixtures						\$ -	\$0.00		\$ -	\$ -
Total Capital Expenditures						\$3,095,906.13	\$3,715,087.36	\$4,997,120.00	(\$1,282,032.64)	\$527,000.00	(\$4,470,120.00)
Audit											
02-6100-61-00	Audit Expense	\$12,600.00	\$17,192.00	\$14,772.00	\$14,700.00	\$16,900.00	\$16,900.00	\$ 17,500.00	(\$600.00)	\$ 17,500.00	\$ -
Total Audit Expenditures		\$12,600.00	\$17,192.00	\$14,772.00	\$14,700.00	\$16,900.00	\$16,900.00	\$17,500.00	(\$600.00)	\$17,500.00	\$0.00
Liability Insurance											
03-6200-62-00	Liability Insurance	\$30,714.00	\$27,796.00	\$29,055.00	\$30,010.00	\$31,822.00	\$31,822.00	\$ 30,000.00	\$1,822.00	\$ 34,160.00	\$ 4,160.00
Total Liability Expenditures		\$30,714.00	\$27,796.00	\$29,055.00	\$30,010.00	\$31,822.00	\$31,822.00	\$30,000.00	\$1,822.00	\$34,160.00	\$4,160.00
Social Security											
04-6300-63-00	Social Security	\$ 232,227.78	\$ 236,264.38	\$ 243,178.46	\$ 253,812.00	\$ 218,590.43	\$ 262,308.52	\$ 290,000.00	(\$27,691.48)	\$ 230,000.00	\$ (60,000.00)
Total Social Security Expenditures		\$232,227.78	\$236,264.38	\$243,178.46	\$253,812.00	\$218,590.43	\$262,308.52	\$290,000.00	(\$27,691.48)	\$230,000.00	(\$60,000.00)

**Niles Public Library District
Budget Template
For the Fiscal Year Ending June 30, 2015**

		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014			2014-2015	Incr (Decr) from 2013-2014 Budget	
		Actual	Actual	Actual	Actual	0.833 YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	
Workers' Compensation											
05-6400-64-00	Workers' Compensation	\$15,156.00	\$16,215.49	\$19,449.00	\$17,501.00	\$24,124.00	\$24,124.00	\$20,000.00	\$4,124.00	\$29,431.28	\$9,431.28
Total Workers' Compensation Expenditures					\$17,501.00	\$24,124.00	\$24,124.00	\$20,000.00	\$4,124.00	\$29,431.28	\$9,431.28
Unemployment Compensation											
06-6500-65-00	Unemployment Compensation	\$9,724.43	\$14,342.02	\$13,979.82	\$13,296.00	\$11,488.79	\$13,786.55	\$18,000.00	(\$4,213.45)	\$15,000.00	(\$3,000.00)
Total Unemployment Compensation Expenditures		\$9,724.43	\$14,342.02	\$13,979.82	\$13,296.00	\$11,488.79	\$13,786.55	\$18,000.00	(\$4,213.45)	\$15,000.00	(\$3,000.00)
Building & Equipment Maintenance											
08-6710-67-00	Repairs & Improvements	\$21,443.01	\$18,265.74	\$43,630.00	\$34,524.18	\$33,633.03	\$40,359.64	\$39,700.00	\$659.64	\$37,500.00	(\$2,200.00)
08-6720-67-00	Contractual Maintenance	\$32,970.10	\$37,305.82	\$28,171.56	\$31,210.29	\$30,036.92	\$36,044.30	\$37,115.00	(\$1,070.70)	\$35,000.00	(\$2,115.00)
08-6730-67-00	Non-Contractual Maintenance	\$7,087.65	\$6,316.81	\$9,569.73	\$6,713.97	\$3,630.49	\$4,356.59	\$11,400.00	(\$7,043.41)	\$24,000.00	\$12,600.00
08-6740-67-00	Equipment Maintenance	\$49,928.81	\$26,666.54	\$6,030.75	\$22,489.30	\$8,330.12	\$9,996.14	\$37,540.00	(\$27,543.86)	\$36,000.00	(\$1,540.00)
08-6760-67-00	Non Capital Expenses		\$16,413.14	\$16,982.96	\$25,271.05	\$8,799.84	\$10,559.81	\$24,000.00	(\$13,440.19)	\$20,000.00	(\$4,000.00)
08-6770-67-00	Furniture & Fixtures		\$15,362.82	\$9,275.65	\$101,413.75	\$45,455.06	\$54,546.07	\$60,000.00	(\$5,453.93)	\$56,500.00	(\$3,500.00)
Total Building & Equipment Maintenance Expenditures		\$111,429.57	\$120,330.87	\$113,660.65	\$221,622.54	\$129,885.46	\$155,862.55	\$209,755.00	(\$53,892.45)	\$209,000.00	(\$755.00)
Total Expenditures		\$4,998,693.76	\$5,258,446.26	\$5,405,190.42	\$5,687,164.04	\$7,970,254.91	\$9,549,736.69	\$11,111,145.00	(\$1,561,408.31)	\$6,051,173.28	(\$5,059,971.72)
Retirement Incentive Plan										\$201,643.41	\$201,643.41
NET SURPLUS/(DEFICIT)		\$1,438,679.11	\$928,998.09	\$1,106,063.19	\$941,358.35	(\$734,538.05)	(\$2,794,392.07)	(\$4,120,420.00)	\$1,326,027.93	\$226,248.31	\$4,346,668.31

2014-2015 Proposed Budget

May 16, 2014

The 2014-2015 proposed budget is presented on the following pages. There are comparative numbers from 2009-2010 through 2012-2013 to show trends in revenue and spending. For 2013-2014, we are presenting the income statement through April, 2014 which is then being annualized in most cases using a factor of 0.833 which represents how far we are through the fiscal year as of April 30, 2014. Finally the 2014-2015 proposed budget is the result of a survey of the various departments in the Library coupled with specific spending requests and adjusted by management to reflect the goals and objectives of the Niles Public Library District and its Board of Trustees.

Revenue

Property taxes have been estimated assuming that there is only a slight increase due to the need to cover Social Security taxes in the special revenue fund. Property taxes are levied on a calendar year basis so one half of the 2013 levy will be accounted for in our property tax account along with one half of the 2014 tax levy which will be approved at the November meeting.

	2013 Levy	2014-2015	2014 Levy	2014-2015	Total
Corporate	\$ 5,989,747	\$ 2,994,874	\$ 5,989,747	\$ 2,994,874	\$ 5,989,747
Social Security	\$ 135,000	\$ 67,500	\$ 300,000	\$ 150,000	\$ 217,500
Audit	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Liability	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Workers Comp	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
Unemployment	\$ 1,000	\$ 500	\$ 1,000	\$ 500	\$ 1,000
	\$ 6,128,747	\$ 3,064,374	\$ 6,293,747	\$ 3,146,874	\$ 6,211,247

The balance of the revenue accounts have been estimated based upon prior years' experience and patterns.

Total revenue for the 2014-2015 budget year is expected to be \$6,479,065. This amount is approximately \$500,000 less than the expected revenue of the current fiscal year and reflects the balance of the reduction in tax levy which was approved by the board this past year.

Expenditures

The expenditures are down significantly from last year due to the completion of the library wide renovation project in January, 2014.

Operating expenses for the Library though are down \$539,688. However, when we consider the reductions in Social Security and Unemployment Compensation, the total reduction is \$602,688. This is being driven by the recent completion of the Retirement Incentive Plan and the implementation of the Interim/new organization chart beginning on July 1st. The cost of the Retirement Incentive Plan is estimated at \$201,643.41.

The Library's material budget is within the Standards for Illinois Public Libraries published in 2014 by the Illinois Library Association which recommends that the minimum annual investment in the Library's collection is 12% of

the total budget. Further, the Library's collection which is approximately 287,000 volumes is within the standards for an established/advanced library.

We look forward to discussing the budget in further detail at our regularly scheduled meeting.

Health Insurance Renewal

May 15, 2014

Current contract with Blue Cross Blue Shield

Currently we offer all full time employees healthcare coverage provided by Blue Cross Blue Shield. The plan is a grandfathered plan which means that it is a traditional pre-Affordable Care Act plan which has four levels of coverage. The Library subsidizes single employee coverage at 90% and coverage in excess of single coverage at 75%. The table below illustrates our current contract:

Monthly Cost	Enrolled	Cost	Price Tag	Net Cost	Total
Employee	27	\$ 739.43	\$ 60.00	\$ 679.43	\$ 18,344.61
Employee + spouse	5	\$1,706.75	\$ 301.83	\$1,404.92	\$ 7,024.60
Employee + child	2	\$1,093.65	\$ 148.56	\$ 945.09	\$ 1,890.18
Employee + family	3	\$2,060.97	\$ 390.39	\$1,670.58	\$ 5,011.74
		Total Monthly Cost			\$ 32,271.13
		Total Annual Cost			\$ 387,253.56

Blue Cross Blue Shield Renewal

Blue Cross Blue Shield submitted rates for the same grandfathered plan to the Library which shows the following:

Monthly Cost	Enrolled	Cost	Price Tag	Net Cost	Total
Employee	27	\$ 807.25	\$ 80.00	\$ 727.25	\$ 19,635.75
Employee + spouse	5	\$1,791.74	\$ 325.00	\$1,466.74	\$ 7,333.70
Employee + child	2	\$1,156.53	\$ 170.00	\$ 986.53	\$ 1,973.06
Employee + family	3	\$2,141.00	\$ 410.00	\$1,731.00	\$ 5,193.00
		Total Monthly Cost			\$ 34,135.51
		Total Annual Cost			\$ 409,626.12

Holding the enrollment constant between the two scenarios, the renewal shows a blended **increase of 5.78% or \$22,375.56.**

If we include the impact of the five retirements we will see as of June 30, 2014, the total cost to the Library for active employees will decrease to \$357,011.82 for a **net decrease of 8.47% or \$30,241.74.**

Other results from the market

We have received several other quotes from the market. We have received quotes from Aetna, and United Healthcare which fully implement the Affordable Care Act “age rated” pricing scheme. Generally, these plans show moderate savings with a greater cost shift to the Library employees at the expense of losing our grandfathered status. We feel at this time that the age rated products market is very immature and will likely result in significant cost swings as the insurers try to get a handle on their pricing algorithms. Our broker strongly recommends that we put off adopting this pricing plan as long as possible at which time the market for age rated products will have stabilized somewhat.

The third quote that we received is from Humana. They have quoted a product somewhat similar to our current Blue Cross Blue Shield product at a very favorable cost structure. The total cost is approximately \$146,000 less than the current Blue Cross Blue Shield renewal. When pressed, Humana admitted that we would have to go through underwriting which would raise the cost 15%-20% at a minimum. We are continuing to perform our due diligence on this product to determine whether or not it is a viable offer.

The biggest point in favor of selecting one of these other products is:

- Potential cost reduction

The points against selecting one of these other products are:

- Loss of grandfathered plan status which is important because it keeps the Library in a more price stable product while the market attains equilibrium. (The Library plan may be able to retain this status until 2018 depending on the evolution of the ACA.)
- Generally a cost shift to eligible Library employees
 - All of the plans have higher out of pocket limits for out of network and some have higher in network out of pocket limits as well as higher drug costs.
 - All of the plans have less favorable coinsurance for out of network
- The healthcare networks used by Aetna, Humana, and United Healthcare are significantly smaller and more expensive than that of Blue Cross Blue Shield. Discounts for services negotiated by the smaller networks are not as deep as the Blue Cross Blue Shield discounts which would end up costing our participating employees more.
- All employee deductible accounts would be reset to zero so that we would have to address this by some special transition rules which would cost the Library more in out of pocket costs or increase the rates.
- We may have several employees under the care of a doctor who may no longer be in network under the new plan which may require them to change to an in network doctor. (To quantify this, we would have to do a disruption study to determine how many employees are in this situation.)

We will have the results of our due diligence on these products shortly and, at that time make a recommendation to the board for health insurance during the upcoming fiscal year.

Other considerations for healthcare costs

The Library currently requires participating employees to pay only 25% of the insurance cost for spousal, children, and family coverage in addition to 10% of the cost of a single employee. In the most recent LACONI survey, of 114 responding only 49 libraries or 43% offer any type of support for family coverage beyond single employee coverage.

The Niles Public Library District pays approximately \$90,000 (including insurance and HRA account deposits) annually for spousal insurance. This amount is net of what the employee pays for the insurance. This includes 7 spouses who can purchase insurance through their own employment. In effect, since these spouses have decided to purchase insurance through the Library because it is a better deal than what they can purchase through their own employer. The end result is that for the Library is supporting the cost structure of the employers of these spouses. The employers in most cases are not Niles businesses so this money which is actually being collected in the community is leaving the community to support private enterprise.

In the recent past, the board has considered a motion to eliminate any cost support for spousal insurance if the spouse has access to insurance through his/her employer. The Board decided to continue the existing program for working spouses. We would like the board to consider reducing the cost support for working spouses who can purchase insurance through their employer from 75% to 50%. This action would save the Library a minimum of \$25,000 if all of the current working spouse continue to be insured through the Library health plan and may save more if any of the working spouses decide to enroll in their own employer's plan.