

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

May 29, 2014

6:30 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. New Business
 - A. Approve the recommended Organization Charts 2
 - B. Approve the recommended creation of the Digital Services Department and the related job descriptions 15
 - C. Approve the recommended creation of the Patron Services Department and the related job descriptions 48
 - D. Approve the recommended changes to the Youth and Teen Services Supervisor and Teen Librarian job descriptions 58
 - E. Approve the recommended action on the fire alarm "strobes" 63
 - F. Approve recommended action to perform a capital assessment of the exterior building and site of the Library 72
4. Unfinished Business 75
 - A. Approve the recommended action on Blue Cross/Blue Shield renewal 76
 - B. Approve the recommended action on Price Tags for Health Insurance
 - C. Approve the recommended action on Reduction in Support for Working Spouses for Health Insurance 80
 - D. Discussion on 2014/2015 Budget 81
5. Executive Session-To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Niles Public Library District
6. Other
7. Adjournment

May 29, 2014

New Business—Recommended Actions

A. 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.”

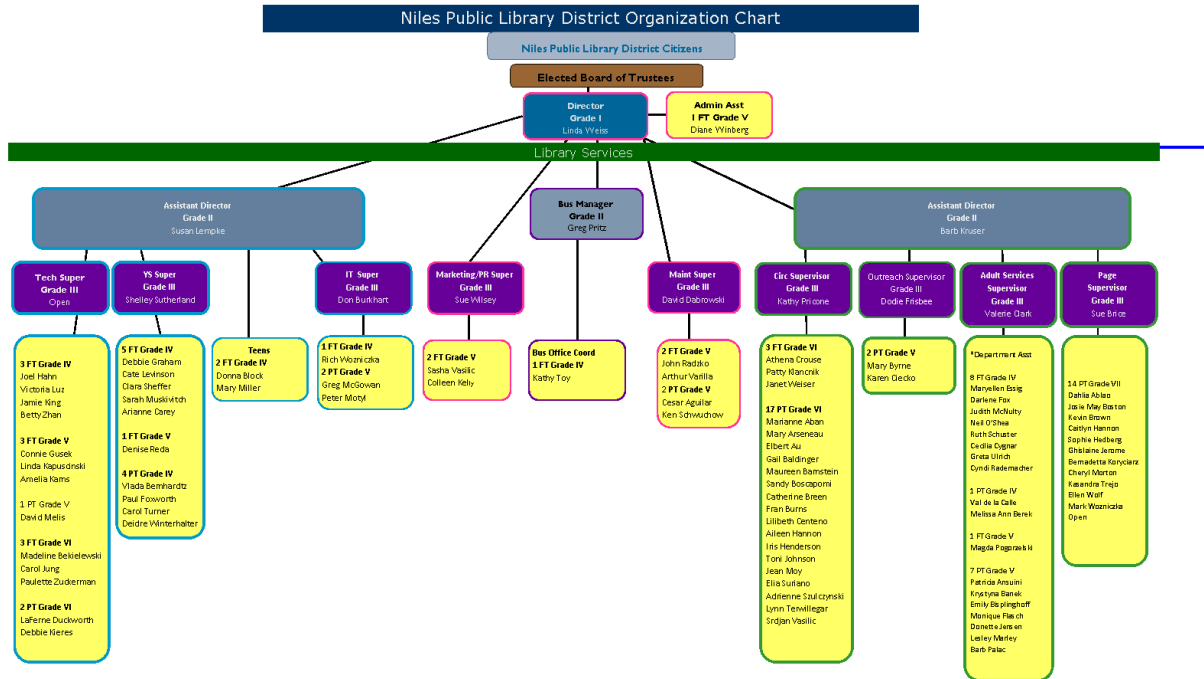
Memorandum A to Recommended Action

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

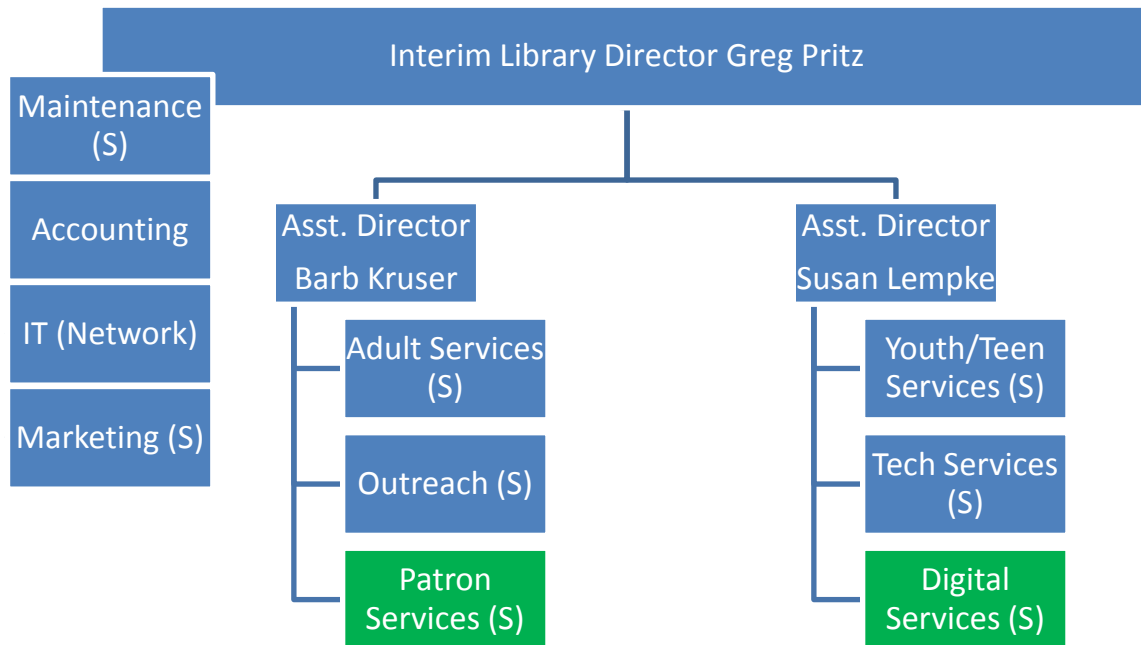
Interim Organization Chart:

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.

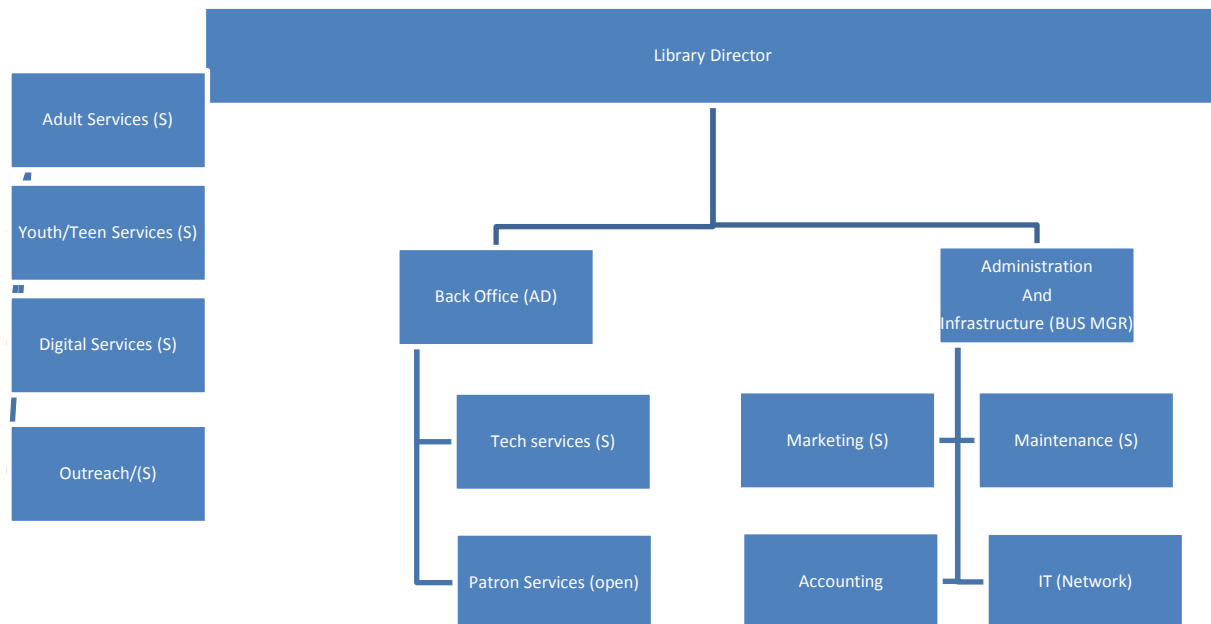
New Organization Chart:

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.

Org Chart Progression from 2005 through June 30, 2014

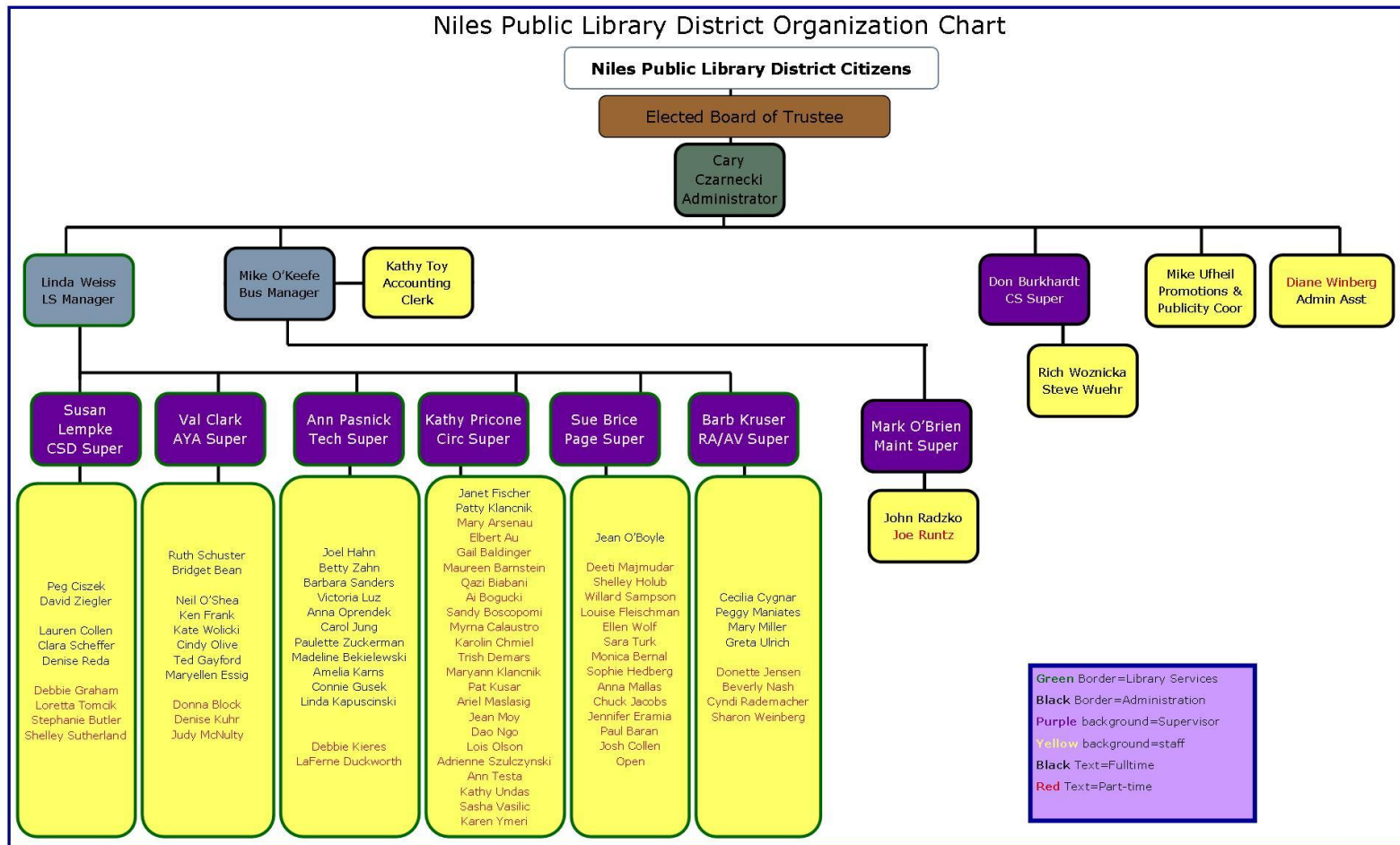
- There were no organization charts to be found prior to the 2005 chart.
- The 2005 chart does not show Assistant Directors by name but it does in fact show
 - One Director (Green)
 - Two Grade II level employees (Blue)
 - Linda Weiss, LS Manager
 - Mike O'Keefe, Business Manager
 - 8 Supervisors (Purple)
- The 2009 chart does not show Assistant Directors by name but it does in fact show
 - One Director (Green)
 - Two Grade II level Employees (Blue)
 - Linda Weiss, LS Manager
 - Mike O'Keefe, Business Manager
 - 8 Supervisors (Purple)
- The 2010 chart shows Assistant Directors by name
 - One Director (Green)
 - Five Grade II level Employees (Blue)
 - Jim McNutt (Business Manager)
 - Susan Lempke (Assistant to Director)
 - Val Clark (Assistant to Director)
 - Ann Pasnick (Assistant to Director)
 - Barb Kruser (Assistant to Director)
 - Five Supervisors Grade III (Purple)
- The Current Chart Shows Assistant Directors by name
 - One Director (Dark Blue)
 - Three Grade II level Employees (Light Blue)
 - Greg Pritz (Business Manager)
 - Susan Lempke (Assistant Director)
 - Bard Kruser (Assistant Director)
 - Nine Supervisors Grade III level Employees

From 2005 to now there has always been a Library Director (Grade I Level Employee) and at least two Grade II Level Employees. The progression in titles is

- 2005-Manager (2)
- 2009-Manager (2)
- 2010-Assistant to Director /Manager (5)
- 2014-Assistant Director/Manager (3)

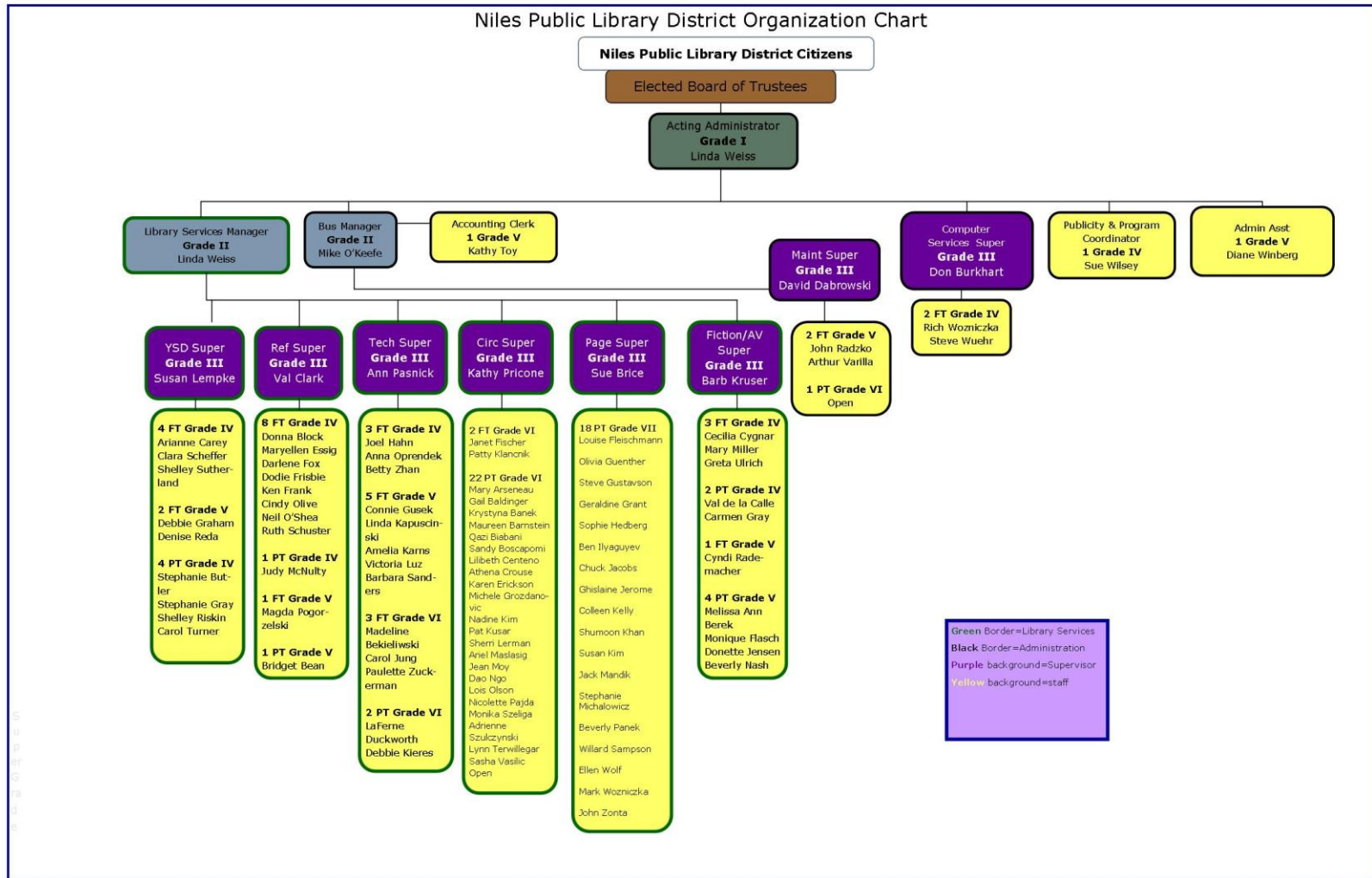
The new proposed organization chart reverts back to the 2005-2009 models wherein there is a Library Director (Grade I Level Employee) and two Grade II Level Employees. One employee will have the title Manager and the other employee will have the title of Assistant Director.

2005 Organization Chart



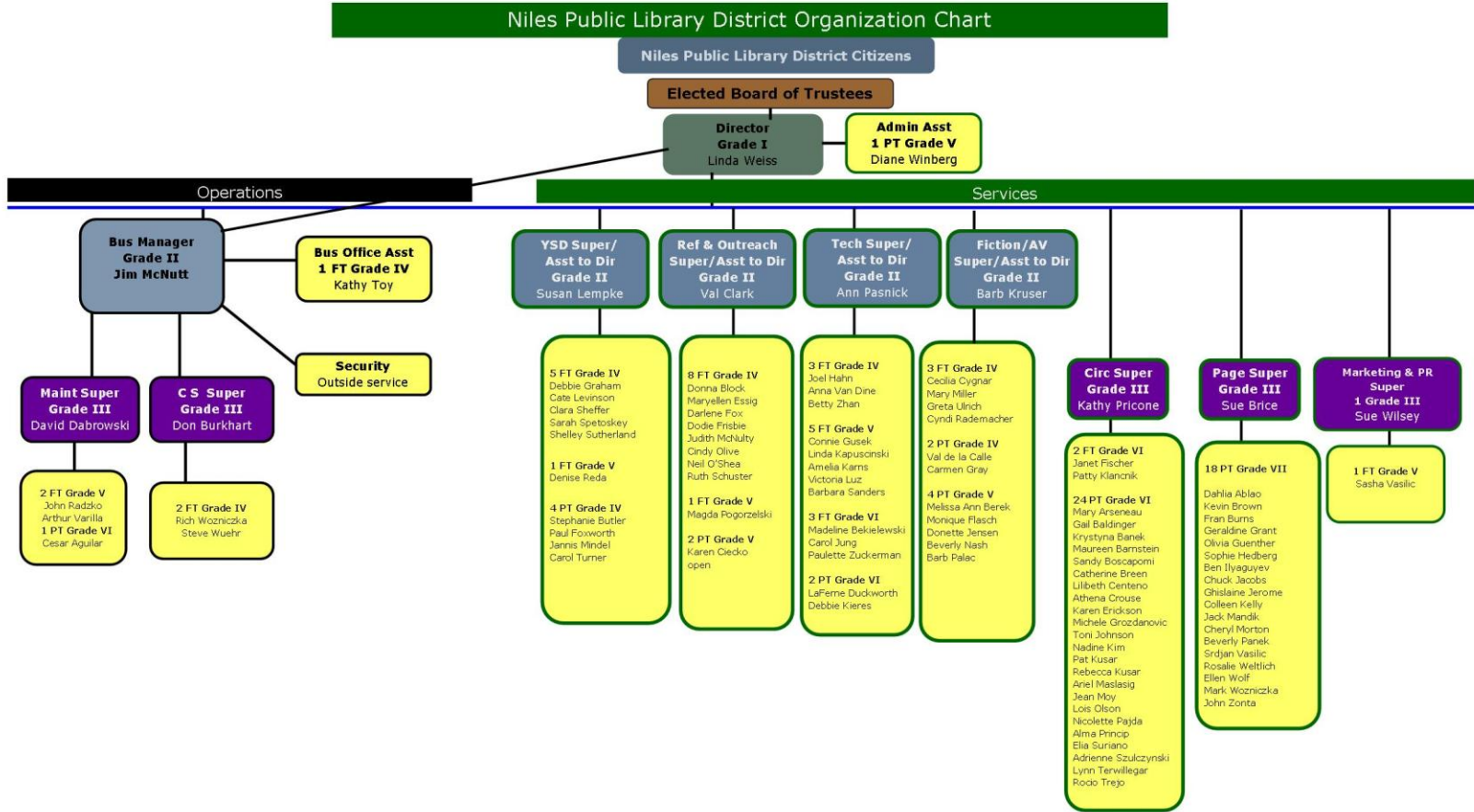
lw 5/22/2014

2009 Organization Chart



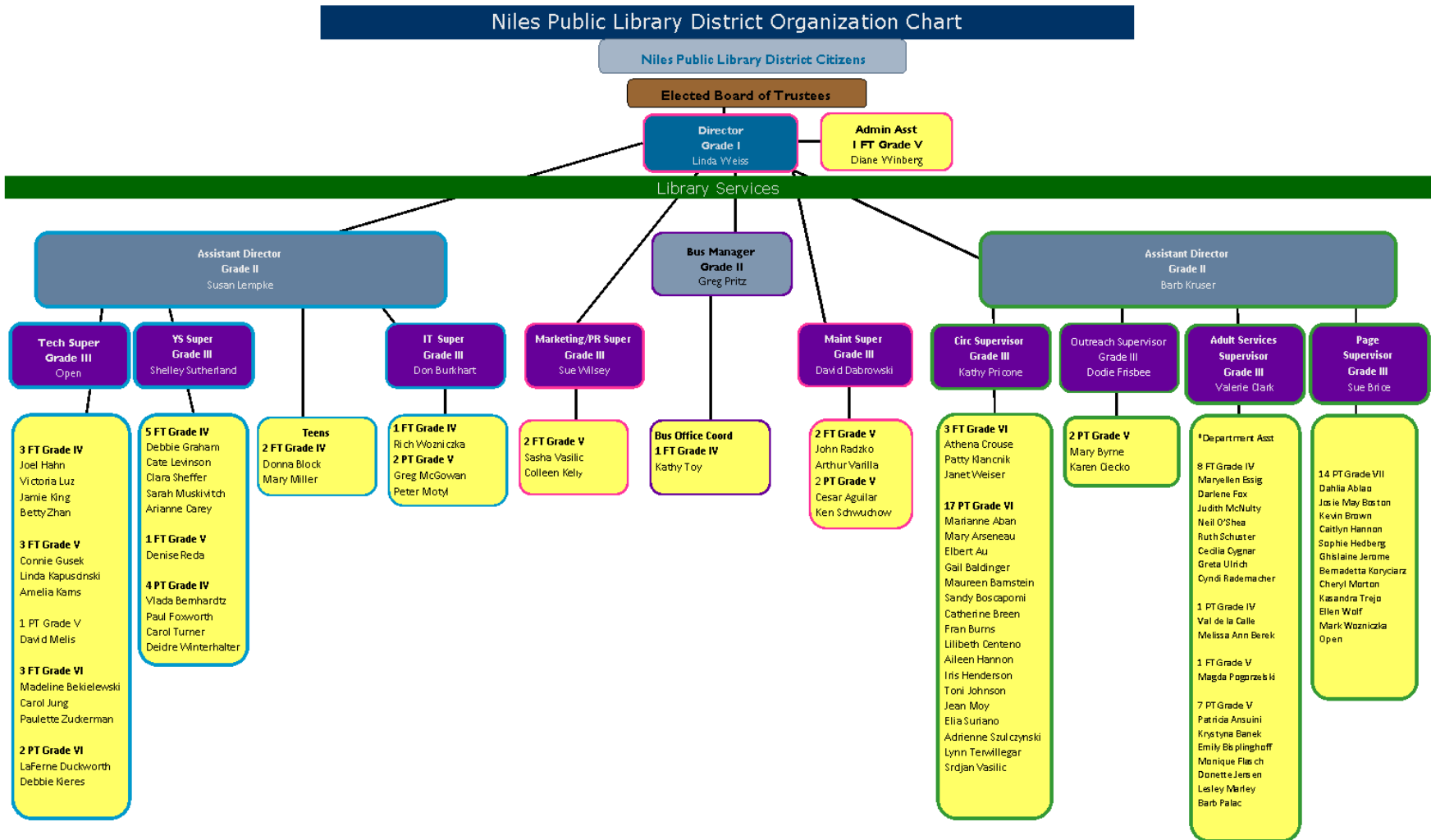
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2010 Organization Chart

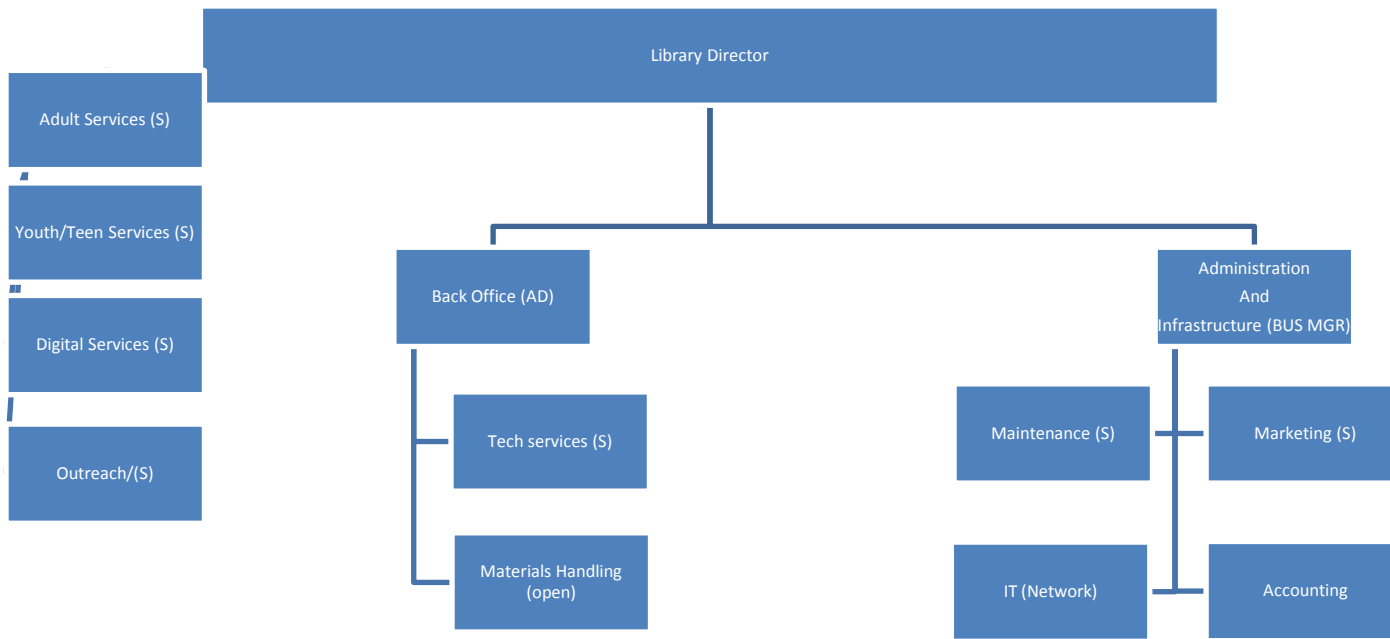


lw 5/22/2014

2014 Organization Chart



New Organization Chart



**NILES PUBLIC LIBRARY DISTRICT
POSITION DESCRIPTION**

**LIBRARY SERVICES MANAGER
Grade II**

DEFINITION

Management position with responsibility for the following departments of the library: Reference Services, Youth Services, Circulation Services, Page Services, Adult Fiction and Audiovisual Services, and Technical Services. Assists the Library Director with long range planning and budgeting. Works independently under the supervision of the Library Director.

EXAMPLES OF WORK

Works with the Library Director and staff to plan and develop services which meet the library needs of the district.

Plans for the staffing needs and participates in the hiring process of the aforementioned Departments.

Evaluates the performance of the Heads of these Departments.

Conducts staff meetings to review plans, accomplishments, and budgets for these Departments.

May meet with patron groups on a regular basis to assess satisfaction with current services and to determine needs for additional library services.

Oversees the CCS database, including database integrity and upgrades.

May act as liaison between the library and CCS.

Oversees the publication of materials which instruct the public on the use of the CCS database.

Oversees the training of staff on the use of appropriate hardware and software.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of library materials, practices, and technology.

Ability to maintain and improve the image of the library with patrons and others within the library community.

LIBRARY SERVICES MANAGER—Page 2

Ability to work cooperatively with other library departments in order to achieve the library's goals.

Ability to speak and write accurately and effectively.

QUALIFICATIONS FOR EMPLOYMENT

Possession of a Master's Degree from a library education program accredited at the time of graduation by the American Library Association.

Experience in planning, budgeting, staff development, and evaluating programs and services for the public.

Five years progressively responsible library experience, public library experience preferred. At least three years in a supervisory capacity.

Any combination of education, experience or training that satisfies the requirements of the position.

New Business—Recommended Actions

B. 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 B 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.

Our New Digital Services Department

THE FUTURE IS HERE

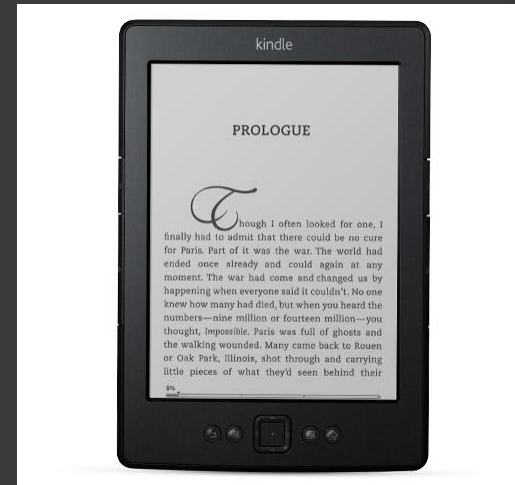
Susan Dove Lempke
Assistant Library Director
Niles Public Library
May 2014

Digital Services

- The fastest-changing area of library service



2000

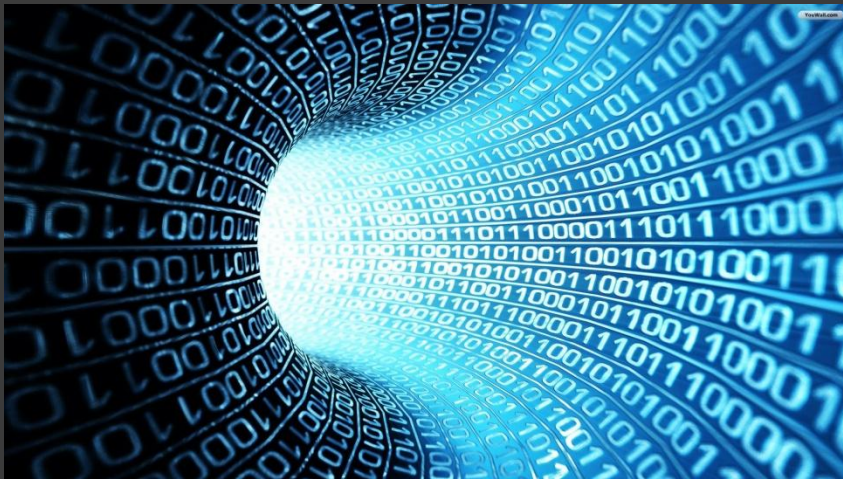


2013

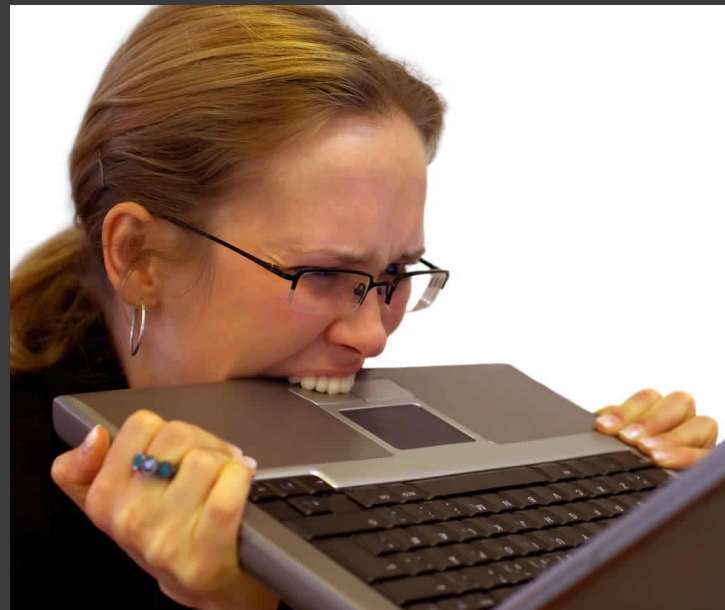
Digital =

- **dig·i·tal**

- : of or relating to information that is stored in the form of the numbers 0 and 1
- : using or characterized by computer technology



Technology=



AND

Digital Services Department Goals

- ⦿ Make technology fun instead of frustrating
- ⦿ Give our patrons the technology they want and need
- ⦿ Provide our staff with excellent training and continuous updated information
- ⦿ Look at the big picture of technology instead of making decisions piecemeal

Digital Services Department

Digital Services Supervisor

DS Librarian

DS Training Librarian

Webmaster

DS IT Assistants
(2)

DS Assistants
(3.5 FTE)

Digital Services Department

- Responsibilities: Tech Desk



Tech Desk responsibilities



Assist adult patrons with computer software & hardware, and help with formatting documents such as resumes

Tech Desk responsibilities



Book and monitor use of five study rooms and Small Meeting Room

Tech Desk responsibilities

Help troubleshoot printing

Assist with scanning



Tech Desk is mostly staffed by Digital Services Assistants, but also by DS IT Assistants and other staff as needed

Digital Services Responsibilities

Turn the Digital Media Lab



Into a Digital Media Lab



Skokie Public Library

Digital Media Lab

Will it be for: Sound production? Video production?

3D printing? 2D illustration?

Transfer of video to digital?

Experts? Beginners? Students?

The Digital Services team will collaborate on designing, planning, assembling and supporting this lab, using the 2014 Per Capita Grant funds of \$71,000. Planning will be based on staff research and patron and Board input.

Digital Services Responsibilities



Training staff and patrons using the Training Lab

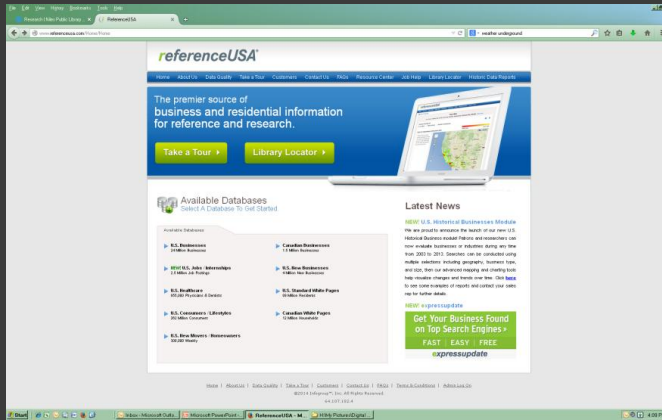
Digital Services Training Librarian

Responsible for a well-trained staff who is comfortable demonstrating any of the library's technology tools and software to patrons.

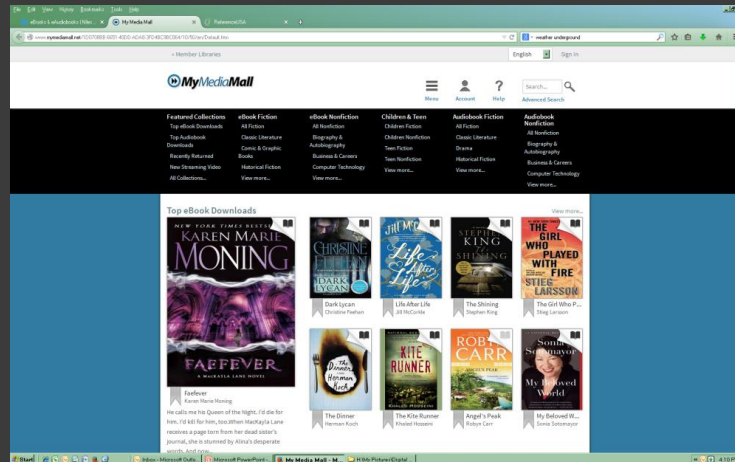
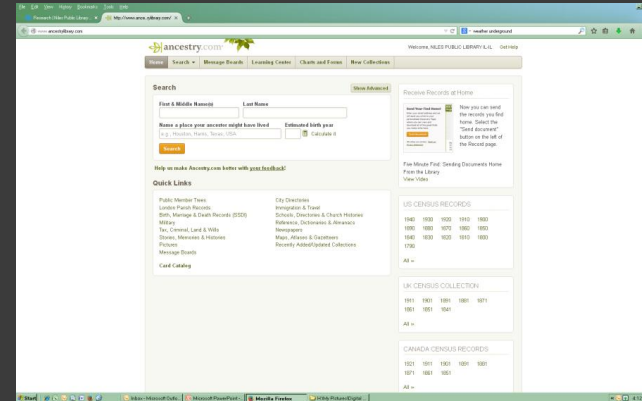
Responsible for offering classes and appointments for patrons to learn about whatever new technology arises, as well as old standbys like MS Office.

Digital Services Responsibilities

Ancestry.com



Reference USA



MyMediaMall (Overdrive e-books)

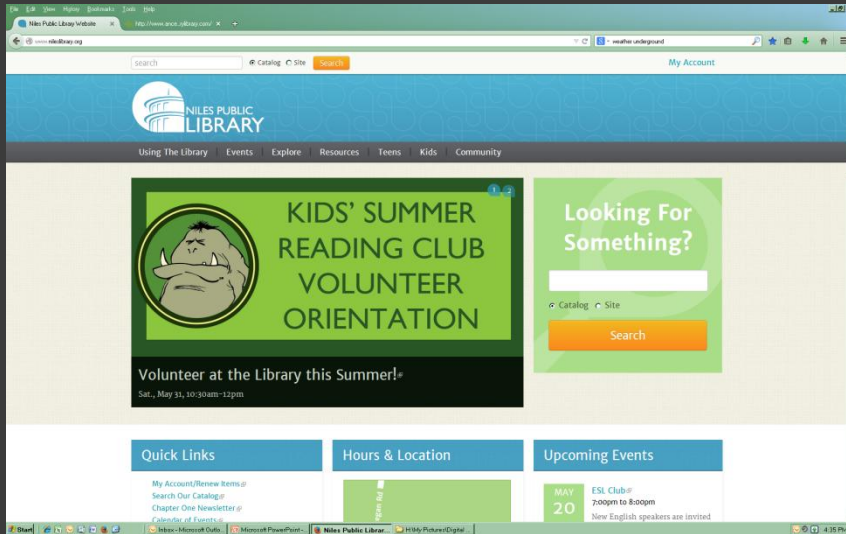
Digital Collections

Digital Services Librarian

The Digital Services Librarian is responsible for all new resources:

- Downloadables
- E-resources
- Databases
- Websites
- Streaming

Digital Services Responsibilities



Nileslibrary.org

Blog.nileslibrary.org

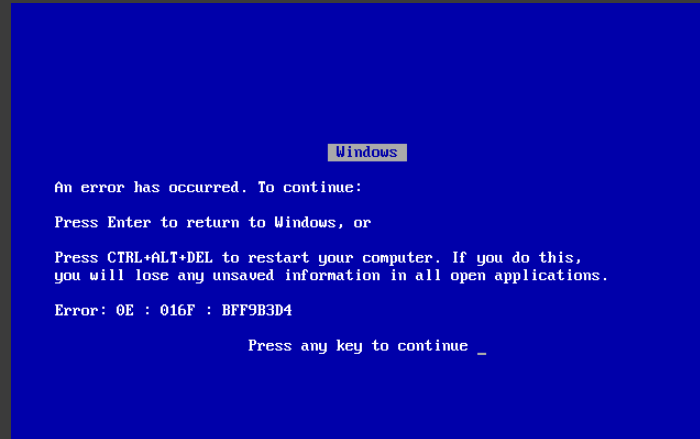
Responsible for our online presence, working closely with Marketing

Digital Services Responsibilities

Digital Services IT Assistants

Responsible for solving computer-related problems throughout the Library, using the Tech Desk as home base.

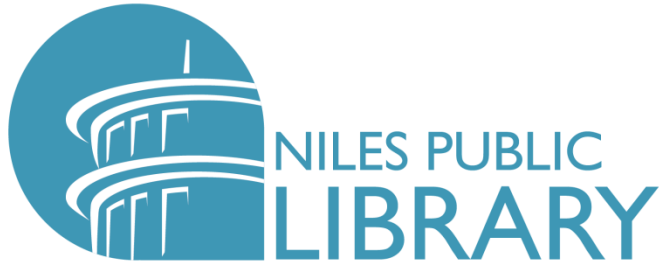
Continue to work closely with IT Dept.



Digital Services Department

Will be:

- A collaborative team
- Proactive
- Tech-savvy
- Curious
- Helpful—their favorite word will be YES
- Prepared for the library's future needs



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

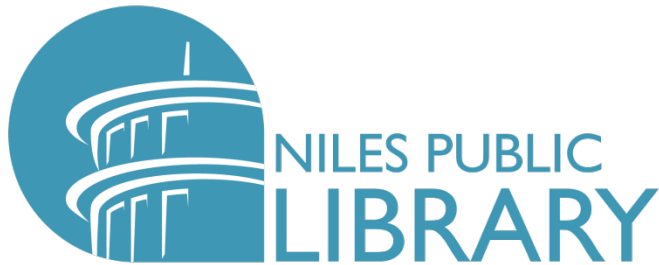
1. Master's Degree in Library Science from an ALA-accredited institution.
2. Minimum of 3 years of experience and responsibility in technology-related field.
3. Customer service experience preferred.
4. Public speaking experience preferred.
5. Any combination of education, experience, or training that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

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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.

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Job Description

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

JOB SUMMARY

The Digital Services IT Assistant is responsible for assisting patrons and staff with user-end technologies, trouble-shooting hardware and software issues and providing excellent customer service.

DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Understands and practices the Mission of the Niles Public Library.
2. Provides uniformly gracious and friendly service to all internal and external customers.
3. Has a working knowledge of Library District policies and procedures, with a commitment to carry them out at all times, while safeguarding confidential and restricted information.
4. **Troubleshoots and resolves hardware and software problems, making repairs where necessary.**
5. **Helps maintain the Library's computer and other equipment as requested.**
6. **Resolves issues with connectivity in consultation with IT.**
7. **Assists Library patrons in successfully using Library equipment and software; may assist patrons with resolving issues with their own electronics such as e-readers and tablets.**
8. **Provides training to Library staff on computer and electronics use.**
9. **Works with Digital Services Team to design, implement and manage the Digital Media Lab; assists patrons with its use by appointment.**
10. **May maintain supplies of computer equipment and office machine supplies.**
11. **Works on the Tech Desk as needed.**
12. Performs related work as required.

B. Secondary Functions

1. Observe and follow all Library District safety policies and regulations, and report any hazardous situations. The safety of staff and participants is a continuing responsibility of all employees.
2. 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. **Advanced ability to troubleshoot calmly, patiently and effectively.**
6. Ability to represent the Library in a professional manner.
7. Ability to recognize priorities and meet deadlines.
8. Ability to maintain discretion and confidentiality.

9. Ability to deal with multiple situations simultaneously with corresponding increased stress levels.
10. Ability to research, collect data, and submit results in organized and detailed reports.
11. Ability to explain fundamentals of computer systems to internal and external customers.
12. Ability to work in a team atmosphere, promoting positive and effective working relationships with staff, volunteers, and external customers.
13. Has knowledge of general office machines.
14. Maintains knowledge of computer trends through training classes, literature and attending seminars.

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 transport/move up to 100 pounds of materials.
3. Must park in designated areas.
4. Reasonable accommodations to these requirements will be made as needed.

EDUCATION, EXPERIENCE AND TRAINING

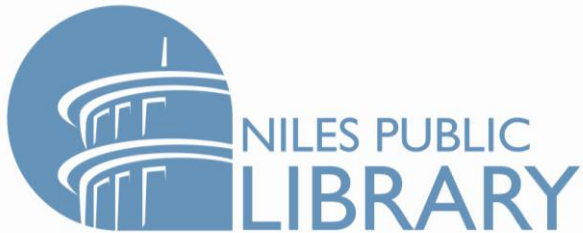
1. Possesses necessary work experience in the network and IT Technology fields.
2. Possesses at least 3 years of work experience in a computer related field, with network experience preferred.
3. Proven familiarity with PC hardware, software, networking, network printing, the Internet, fax machines, copiers, and audiovisual equipment.
4. Familiarity with consumer electronics such as e-readers, laptops and tablets.
5. Experience in working in a Windows environment required; experience in a Mac environment preferred.
6. Possesses 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: 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 29, 2014

New Business—Recommended Actions

C. 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 C 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 job positions for the Patron Services Department are:

Patron Services Supervisor

Patron Services Team Leader

Patron Services Clerks

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.

One goal of this organizational chart change 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.

Another goal of the blending of the departments is to allow the Team Leaders to reallocate staff during shifts when there are shortages due to vacations, illness, etc. If there is a shift when they are a shortage of Pages, the Clerks will be instructed to shelve books. If there is shortage of Clerks, the Pages may be called upon to help with basic tasks such as helping patrons return items in the vestibule or help patrons retrieve their hold items.



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 Clerks 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 **Clerks/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 **Clerk**
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 **Clerk** provides friendly service in a safe and welcoming environment. The Patron Services **Clerk'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.

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.

May 29, 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.

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: 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 correctible 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.

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May 29, 2014

New Business—Recommended Actions

E. Recommended Action on Fire Alarm “Strobes”

MOVE the Library Board of Trustees approve the recommended expenditure of \$26,300 for the installation of the ADA Compliant Synch Notification Appliances (the “strobes”) throughout the Library building.

Memorandum E of Recommended Board Action

The Library needs to update its strobes throughout the Library in order to pass the fire inspection with the Village of Niles. The funds for this expenditure will come out of the contingency from the renovation project (Special Reserve Fund).

RECEIVED

MAY 13 2014



FREDERICK QUINN CORP

91 N Mitchell Ct
ADDISON, IL 60101-5608
(630) 948 1100
FAX: (630) 948 1150
www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
Frederick Quinn Corp
103 S Church St
ADDISON, IL 60101
Attn: Wally Hadelar

Project: Niles Public Library-ADA Sync
Customer Reference: 311-923
SimplexGrinnell Reference: 311468502
Proposal #: P30316-001137
Date: 05/12/2014
Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
		FA Peripherals
2	4098-9601	PHOTO DETECTOR
2	4098-9788	DETECTOR 2-WIRE BASE
		NAC's
16	4906-9127	HORN/STROBE MC RED
16	4905-9931	BACK BOX ADAPTER PLATE QA
54	4906-9101	STROBE MC RED
1	4906-9102	STROBE MC RED CEILING
2	4009-9201	NAC EXTENDER 120VAC, IDNET
4	2081-9274	BATTERY 10AH

Comments

Total net selling price, FOB shipping point, \$10,450.00

This proposal is to provide ADA Compliant Sync Notification Appliances throughout the existing facility. This is based on a 1-for-1 replacement of the existing devices. All existing wiring will be reused and is assumed to be in good working order.

This is an add to the existing Simplex 4005.

This is a "Parts & Smarts" proposal. Installation is by others.

For a "Turn-key" solution, installation by an electrical sub-contractor - Please add \$15,850.00

This proposal includes the following items: Submittal Drawings, Material Submittals, Equipment, Material, and Shipping/Transport of equipment.

This proposal does not include electrical sub-contractor labor and material.

To schedule a technician, please contact Cindy Kenney at (630) 948-1192 or cikenney@simplexgrinnell.com.

This proposal does not include premium time. Overtime or holiday work required (as a result of project delays created by others) will be justification for a Change Order. Installation assumed to occur Monday

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



Project: Niles Public Library-ADA Sync
Customer Reference: 311-923
SimplexGrinnell Reference: 311468502
Date: 05/12/2014
Page 2 of 5

SimplexGrinnell Quotation

Comments (continued)

thru Friday between 7am and 3:30pm.

SimplexGrinnell requests a secure staging area on site to store equipment, tools, and materials.

This proposal is valid for 30 days.

This proposal includes a one (1) year standard parts and labor warranty in accordance with SimplexGrinnell terms and conditions.

Terms and conditions of contractor's purchase order/contract shall be subject to SimplexGrinnell review. Final agreement to terms shall be by written agreement between contractor and SimplexGrinnell.

Additional labor, material, specifications and requirements not specifically listed above, may be an additional cost. We understand that there may be specific facility construction procedures and requirements unique to this installation. We encourage you to bring those to our attention before accepting this proposal, so that we may understand them, and bring any deficiencies in this proposal to your immediate attention to ensure we provide you with a proposal that will address all of your needs.

Please contact me with any questions at the numbers listed below. To place an order, please send an executed copy of this quote (see signatory block on the last page) with your purchase order number.

Thanks,
John M Watson
SimplexGrinnell
Electronic Solutions Sales Representative
NICET Certification No. 109311
V: 630/948.1141
F: 630/948.1150
jmwatson@simplexgrinnell.com

FREDERICK QUINN CURR

TERMS AND CONDITIONS

1. **Payment.** Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at the then-prevailing Company rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit at its sole discretion. The Customer's failure to make payment when due is a material breach of this Agreement. If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees. Customer's failure to make payment when due is a material breach of this Agreement until the account is current.

2. **Pricing.** The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, SimplexGrinnell may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

3. **Alarm Monitoring Services.** Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

4. **Code Compliance.** Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

5. **Limitation of Liability; Limitations of Remedy.** It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage, if any, shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual

damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. If Customer desires Company to assume greater liability, the parties shall amend this Agreement by attaching a rider setting forth the amount of additional liability and the additional amount payable by the Customer for the assumption by Company of such greater liability, provided however that such rider shall in no way be interpreted to hold Company as an insurer. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

6. **Reciprocal Waiver of Claims (SAFETY Act).** Certain of SimplexGrinnell's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, SimplexGrinnell and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

7. **General Provisions.** Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. Customer acknowledges and agrees that by this Agreement, Company, unless specifically stated, does not undertake any obligation to maintain or render Customer's system or equipment as Year 2000 compliant, which shall mean, capable of correctly handling the processing of calendar dates before or after December 31, 1999. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or

equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, ANY INSPECTION (AND, IF SPECIFIED, TESTING) PROVIDED UNDER THIS AGREEMENT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY COMPANY TO CUSTOMER. COMPANY SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE COMPANY IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS AGREEMENT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS OR EXTERIOR TO THE BUILDING, ELECTRICAL WIRING, AND PIPING.

8. **Customer Responsibilities.** Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

- supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement.

9. **Excavation.** In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company dues to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required.

10. **Structure and Site Conditions.** While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of

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MAY 13 2014

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SimplexGrinnell TICK QUINN CORP.

Project: Niles Public Library-ADA Sync

Customer Reference: 311-923

SimplexGrinnell Reference: 311468502

Date: 05/12/2014

Page 4 of 5

SALE AND INSTALLATION AGREEMENT

(continued)

foundation, walls or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

11. Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

12. Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no:

- "permit confined space," as defined by OSHA,
- risk of infectious disease,
- need for air monitoring, respiratory protection, or other medical risk,
- asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions".

Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company.

This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

13. OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

14. Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

15. Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

16. Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to

performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

17. Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. 1) In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination. 2) If Company is able to obtain the steel products or products made from plastics or other commodities, but the price of any of the products has risen by more than 10% from the date of the bid, proposal or date Company executed this Agreement, whichever occurred first, then Company may pass through that increase through a reasonable price increase to reflect increased cost of materials.

18. Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

19. Backcharges. No charges shall be levied against the Seller unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

20. System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

21. Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

22. Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers.

Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period.

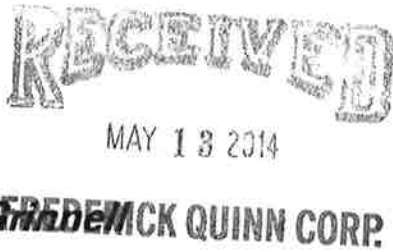
If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. COMPANY MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT COMPANY'S PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after hours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

23. Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

24. Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and



Project: Niles Public Library-ADA Sync
 Customer Reference: 311-923
 SimplexGrinnell Reference: 311468502
 Date: 05/12/2014
 Page 5 of 5

SALE AND INSTALLATION AGREEMENT
 (continued)

representatives as additional insureds on Customer's general liability and auto liability policies.

25. Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

26. No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment with Company, for a period of two years after the termination of this Agreement.

27. Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 1/2% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid. 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

28. Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

29. Force Majeure; Delays. Company shall not be liable for any damage or penalty for delays or failure to perform work due to acts of God, acts or omissions of Customer, acts of civil or military authorities, Government regulations or priorities, fires, epidemics, quarantine, restrictions, war, riots, civil disobedience or unrest, strikes, delays in transportation, vehicle shortages, differences with workmen, inability to obtain necessary labor, material or manufacturing facilities, defaults of Company's subcontractors, failure or delay in furnishing complete information by Customer with respect to location or other details of work to be performed, impossibility or impracticability of performance or any other cause or causes beyond Company's control, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, completion shall be extended for a period equal to any such delay, and this contract shall not be void or voidable as a result of the delay. In the event work is temporarily discontinued by any of the foregoing, all unpaid installments of the contract price, less an amount equal to the value of material and labor not furnished, shall be due and payable upon receipt of invoice by Customer.

30. One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim

arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

31. Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

32. Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

33. Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

34. Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

35. License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, Ca, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act: NY Licensed by N.Y.S. Department of the State: TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.simplexgrinnell.com or contact your local SimplexGrinnell office.

(Rev. 10/08)

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IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This Proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

Offered By: SimplexGrinnell LP License#: 91 N Mitchell Ct ADDISON, IL 60101-5608 Telephone: (630) 948 1100 Representative: _____	Accepted By: (Customer) Company: _____ Address: _____ Signature: _____ Title: _____ P.O.#: _____ Date: _____
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Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America

product

ARCHITECTURE & DESIGN
1855 NORTH WILSON AVENUE
ANN ARBOR, MI 48104
TEL: (734) 769-0000
WWW.A&DARCHITECTS.COM

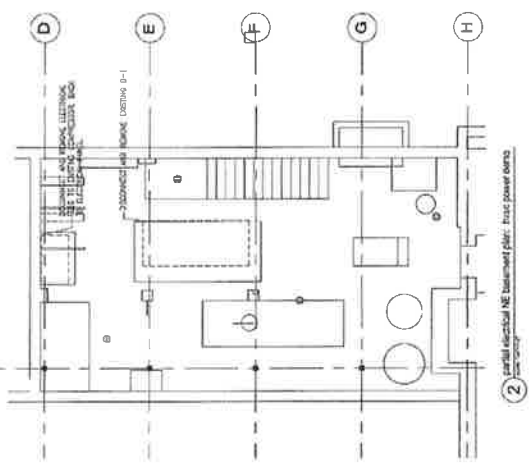


PROJECT
niles public library
6980 West Oakton Street
niles, MI 48074

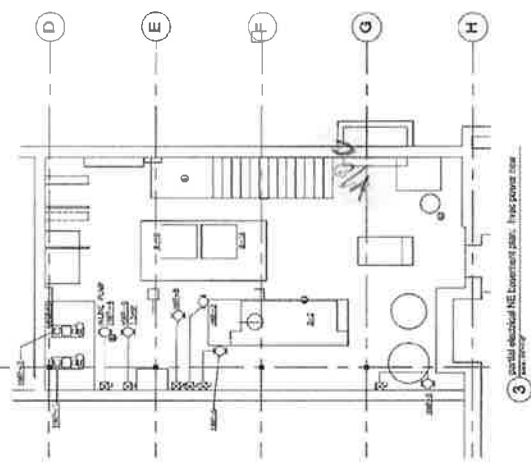
DATE: 11/14/13
DRAWN BY: [redacted]
CHECKED BY: [redacted]
SCALE: 1/8" = 1'-0"
SHEET NO.: 102
TOTAL SHEETS: 102

e1.0

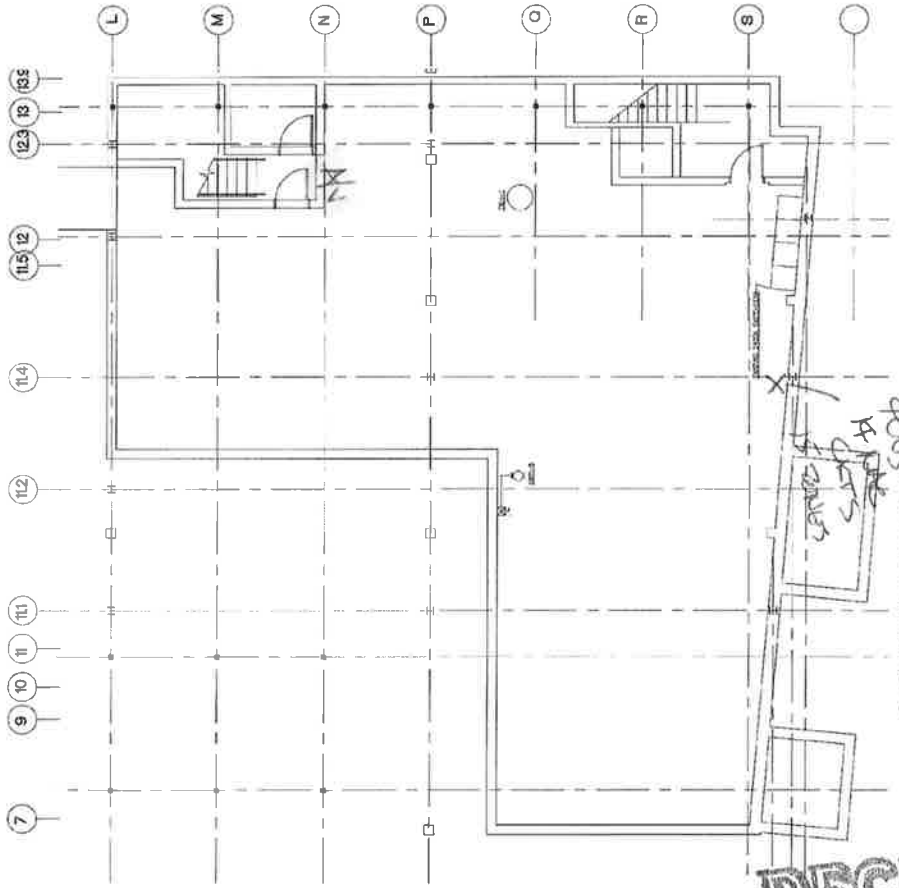
EXTG
2/2/1
1/02/1



2 partial electrical NE basement plan - first power area



3 partial electrical NE basement plan - first power area



1 partial electrical center basement plan - first power area

ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.

RECEIVED

MAY 13 2014

FREDERICK QUINN CORP.

May 29, 2014

New Business—Recommended Actions

F. Recommended Action to perform a capital assessment of the exterior building and site of the Library

MOVE the Library Board of Trustees approve the recommended expenditure of \$9,500 with Product Architecture and Design to perform a capital assessment of the exterior building and site of the Library for the purposes of developing a long term budget for the repairs and maintenance of the Library's building.

Memorandum F of Recommended Board Action

The Library is currently developing a comprehensive rationale for expenditures in the Special Reserve Fund. This capital assessment is an integral part of this rationale as it will identify significant areas of concern and expenditures on a calendar basis.

May 27, 2014

Mr. Greg Pritz

RE: capital assessment report

Niles Public Library District
6960 West Oakton Street
Niles, IL 60714

re: Proposal for Professional Architectural Services

Dear Greg,

We are pleased to provide this proposal for a capital assessment for the Niles Public Library District. We thank you for your consideration of Product Architecture + Design and look forward to working with you on this project.

Our current understanding of the project is to provide a capital assessment report for the existing building. The final report completed by our team will focus on large cost items that would be part of life cycle costs for the building rather than annual or periodical replacement schedules of items that would occur as part of annual maintenance or "as needed". Our team will provide a concise report on the condition of the overall major building envelope as indicated below with associated costs.

1. Architectural/ Building Envelope Study (Exterior Wall and Roof)/ Site:

- We will review the existing roof conditions and provide a suggestion of roof repairs or replacement, a timeline for such repairs or replacement, and suggested new roofing materials. We will review all downspouts and internal drains as part of this process.
- The condition of the exterior envelope including EFIS, windows, brick, doors, etc will be reviewed, but an intrusive study that includes opening the wall will not be conducted. We are not aware of any issues that would necessitate this type of study at this time. We will document any conditions with recommendations that are discovered during completion of this report.
- The existing parking lots and site will be investigated for conditions, and recommendations will be made for potential issues and/ or replacement.

2. Pricing:

Our team will provide cost estimating services with annual escalation factors for the final report. Pricing will include MEP items that are being studied outside of this proposal. These figures will be provided by an independent cost estimator that has completed similar estimating and building projects for our firm.

3. Deliverable:

The final bound document prepared by Product Architecture + Design including all items as discussed above will be delivered to the Library for future budgeting purposes.

Compensation to Our Firm

Product Architecture + Design proposes to complete the scope of work described above for a lump sum of \$9,500.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Printing expenses will be billed at an actual cost.

Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days. Interest for late payments will be charged and applied to subsequent billings at a rate of 1.00% per month on the outstanding total.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B101, "Standard Form of Agreement Between Owner and Architect", 2007 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Tiffany Nash

product architecture + design
811 west evergreen #405
chicago, il 60642
v 312.202.0701 c 773.398.7286 f 866.857.7265

Accepted by: _____ Date: _____
Greg Pritz

May 29, 2014

Unfinished Business—Recommended Actions

A. Recommended Action on Blue Cross/Blue Shield Renewal

MOVE the Library Board of Trustees approve the recommended renewal of the healthcare insurance plan with Blue Cross Blue Shield (E2EC1705) beginning on July 1, 2014 and ending on June 30, 2015.

Memorandum A of Recommended Board Action

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.**

Health Insurance Renewal

May 27, 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
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		Total Monthly Cost			\$ 34,135.51
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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 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.

Niles Public Library

Health Insurance Summary

BCBS

		Current	Renewal
		<u>E2EC1705</u>	<u>E2EC1705</u>
Employee	27	\$739.43	\$807.25
Employee + Spouse	5	\$1,706.75	\$1,791.74
Employee + Child	2	\$1,093.65	\$1,156.53
Family	<u>3</u>	<u>\$2,060.97</u>	<u>\$2,141.00</u>
	37	\$36,868.57	\$39,490.51
Monthly Total	37	\$36,869	\$39,491
Additional Cost of BCBS Pediatric Dental		N/A	\$0
Estimated Annual Health Insurer and Reinsurance Fee		\$1,180	Included
Annual Totals		\$442,423	\$473,886
Percentage Based off of Current			7.11%
Total Annual \$ Increase from Current			\$31,463
Annual Cost Savings from Renewal			

	<u>In-Network</u>		<u>In-Network</u>		<u>Out-of-Network</u>
Dr. Office Visit	0% after Ded/0% no Ded Wellness		0% after Ded/0% no Ded Wellness		
Individual Deductible	\$2,500		\$2,500		\$2,500
Family Deductible	\$5,000		\$5,000		\$5,000
Inpatient Hospital Per Occurance Deductible	N/A	N/A	N/A	N/A	N/A
Outpatient Surgery Per Occurance Deductible	N/A	N/A	N/A	N/A	N/A
Co-insurance	100/0	80/20	100/0	80/20	80/20
OOP Max. (including Ded)	\$5,000		\$5,000		\$5,000
Family OOP Max. (including Ded)	\$10,000		\$10,000		\$10,000
ER Copay	10% after Ded		10% after Ded		10% after Ded
Rx Copays	20% after Ded		20% after Ded		20% after Ded

Note: This is a summary only and not a legal document. Please refer to certificate for benefit, limitation and exclusion information.

Unfinished Business—Recommended Actions

B. Recommended Action on Price Tags for Health Insurance

MOVE the Library Board of Trustees approve the recommended price tags to be charged for health insurance beginning on July 1, 2014 and ending on June 30, 2015.

Memorandum B of Recommended Board Action

The Library has split the cost of health care insurance with enrolled eligible employees as follows:

Coverage Type	Amount Employee Pays	Amount Library Pays
Employee Coverage	10%	90%
Family Coverage	25%	75%

This table has resulted in affordable “price tags” (the amount which is charged to employees each month and each pay. The table below shows the price tags which are applicable for the 2013-2014 fiscal year as well as the recommended price tags for the 2014-2015 fiscal year. On average, the price tags have increased by approximately \$10 per pay period for all eligible enrolled employees of the Library. See the chart below:

Monthly Price Tags	2013-2014 Monthly	2013-2014 Per Payroll	2014-2015 Monthly	2014-2015 Per Payroll	Monthly Change	Per Payroll Change
Employee	\$ 60.00	\$ 30.00	\$ 80.00	\$ 40.00	\$ 20.00	\$ 10.00
Employee + spouse	\$ 301.83	\$ 150.92	\$ 325.00	\$ 162.50	\$ 23.17	\$ 11.59
Employee + child	\$ 148.56	\$ 74.28	\$ 170.00	\$ 85.00	\$ 21.44	\$ 10.72
Employee + family	\$ 390.39	\$ 195.20	\$ 410.00	\$ 205.00	\$ 19.61	\$ 9.81

Unfinished Business—Recommended Actions

C. Recommended Action on Reduction in Support for Working Spouses for Health Insurance

MOVE the Library Board of Trustees approve the recommended creation of a cap of \$8,700 per year on the Library’s payments related to the health insurance coverage of working spouses who have access to insurance through their own employer beginning on July 1, 2014.

Memorandum C of Recommended Board Action

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 capping the total the Library will pay on behalf of eligible enrolled employees who also enroll their working spouses in the Library insurance plan. This action would not injure eligible employed employees who are also covering their working spouses. Over the ensuing years as health care insurance costs increase, the eligible enrolled employees will increasingly bear the responsibility for paying for their spouse’s insurance. Non working spouses will continue to enjoy the cost split of 75%/25% between the Library and the employee.

The table below shows the price tags which are applicable for the 2014-2015 fiscal year as originally presented along with the adjustments for the recommended spousal coverage. See the chart below:

Monthly Price Tags	2014-2015 Monthly	2014-2015 Per Payroll	Monthly Change	Per Payroll Change
Employee	\$80.00	\$40.00	\$20.00	\$ 10.00
Employee + spouse	\$325.00	\$162.50	\$23.17	\$ 11.59
Employee + child	\$170.00	\$85.00	\$21.44	\$ 10.72
Employee + family	\$410.00	\$205.00	\$19.61	\$ 9.81
Working Spouse				
Employee + spouse	\$ 340.00	\$ 170.00	\$ 38.17	\$ 19.09
Employee + family	\$ 425.00	\$ 212.50	\$ 34.61	\$ 17.31

**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
		Actual	Actual	Actual	Actual	YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	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)	\$ 50,000.00	\$ 7,850.00
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)	\$384,326.00	\$9,516.00
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)	\$ 33,845.00	\$ (7,054.00)
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)	\$ 30,000.00	\$ (10,000.00)
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	\$ 9,000.00	\$ -
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)	\$266,517.00	(\$16,504.00)
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	\$ -

**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
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)	\$ 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	\$ 15,000.00	\$ -
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	\$ 80,000.00	\$ -
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)	\$ 7,000.00	\$ -
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	\$102,000.00	\$0.00
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)	\$5,004,079.00	(\$524,691.00)
Capital Expenditures											
40-5805-58-00	Special Reserve - Building	\$ 59,453.19	\$ 43,268.24	\$ 12,962.25	\$ -	\$ -	\$ -	\$ 72,000.00	(\$72,000.00)	\$ 130,000.00	\$ 58,000.00
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)	\$ 397,000.00	\$ (449,920.00)
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		\$188,315.18	\$64,164.65	\$386,470.61	\$2,260,238.65	\$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)
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		\$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

**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	YTD (April) Actual	Projected Actual	Annual Budget	Projected Variance	Proposed Budget	
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)	\$6,066,170.28	(\$5,044,974.72)
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	\$211,251.31	\$4,331,671.31