



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, January 12, 2021 at 7:00 p.m.

Meetings of the Library Board are open to the public under provisions of the Illinois Open Meetings Act. The Library Board President has determined that it is not practical or prudent to schedule an in-person meeting due to the COVID-19 pandemic, therefore, this meeting will be held virtually and in accordance with state statute.

To submit public comment, either join the meeting using the link below, or send an email with your comments to librarydirector@prpl.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Join meeting online: <https://zoom.us/j/93401525623?pwd=Y2tYMEZVMzRzcG5HTUcrSXdhVDFydz09>

Or call (312) 626-6799

Webinar ID: 934 0152 5623

Password: 994987

International numbers available: <https://zoom.us/u/alUWfhvrh>

Of note, those calling in will be identified by the phone number from which they are calling. To be assigned a different identifier, dial *67 before dialing the phone number. Callers may dial *6 to unmute for public comment.

Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, January 12, 2021 at 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT

BUILDING & GROUNDS (Reardon – Chair)

1. Approve October 13, 2020 minutes – Attached
2. Approval of change orders and additional professional services - Attached
3. Other

PERSONNEL (Hanba – Chair)

1. Approve December 8, 2020 minutes – Attached
2. SY21 Salary plan - Attached
3. Temporary paid sick leave policy - Attached
4. Bradbury Miller timeline and next steps
5. Other

BUDGET & FINANCE (Dobrilovic – Chair)

1. Approve November 10, 2020 minutes – Attached
2. SY2021 Budget - Attached
3. FY2021 Budget transfer for consultant – Attached
4. Other

NO MEETINGS:

COMMUNICATIONS & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
PLANNING & OPERATIONS
RESOURCES

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – October 13, 2020 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager

PUBLIC COMMENT

None.

Trustee Reardon called the Building and Grounds Committee meeting to order at 8:44 p.m.

Treasurer Dobrilovic made a

MOTION: to approve the minutes of September 8, 2020

Vice-President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Somheil, Steinfels, Thiagarajan

Abstain: Reardon

Motion passed.

Sprinkler project contract change order

Trustee Reardon noted that the change order reflected a change in the end date, and had no financial impact. Director Smith explained that the project's bid documents included a timeline. Due to the fact that the Board needed an additional month to determine if they wanted to move forward with the project as well as one month of reviewing contract, the 2 months affected the timeline of the project. The timeline can only be changed by a change order with the Board's approval. The project is beginning 2 months later than what was in the bid information. The change order changes the date of completion from December 4, 2020 to February 5, 2021.

Trustee Kiem made a

MOTION: to approve Sprinkler project contract change order

Trustee Steinfels seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Other Business

Director Smith provided an update on the capital needs assessment. They contacted the firm who did assessment in 2011 and also reaching out for names of other reputable firms. She will have additional information next month or potentially next week at the Board meeting.

She noted additional business from Budget and Finance Committee. The City will have its audit presented at their meeting next week. The Library has invited the auditors to present the Library's audit to the Board at the Board meeting on November 17.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees
held via videoconference – October 13, 2020 at 7:00 p.m.

She noted additional Planning and Operations business. She had previously reported that as a component unit of the City of Park Ridge, the Library could possibly be considered for CARES Act funding allocated to Cook County, but as the City had already expended funds covered, the Library would not apply. In the meantime, Cook County said the libraries could now apply on their own for up to \$5,000. She will be bringing to the board and Intergovernmental Agreement between Library and Cook County and accompanying resolution to the October Board meeting.

She noted additional Planning and Operations business. It is possible that at next week's meeting the Board may need to discuss whether the library must be closed Election Day. The State of Illinois passed legislation that government offices would be closed on Election Day, November 3, 2020. There are varying legal opinions on whether a public library must comply. There is a ruling expected on October 15. If ruling is that the Library must close, she will bring that to board for approval if required. If not required, the recommendation is that we remain open.

Director Smith also noted that she will present the 2021 Calendar of days the library would be closed at the November COW meeting.

Hearing no objections, meeting adjourned at 8:54 p.m.

DRAFT



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
 2019 Roof Snow Melt System
 Park Ridge Public Library
 20 South Prospect Avenue
 Park Ridge, Illinois 60068

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: September 18, 2019

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: 28 October 2020
 30 October 2020 - REV

Architect's Project Number 1404-201916

OWNER: *(Name and address)*
 Park Ridge Public Library

ARCHITECT: *(Name and address)*
 GreenAssociates, Inc.

CONTRACTOR: *(Name and address)*
 Engineered Services, Inc. d/b/a Powerlink Electric

20 South Prospect Avenue
 Park Ridge, Illinois 60068

111 Deer Lake Road, Suite 135
 Deerfield, Illinois 60015

400 Corporate Woods Parkway
 Vernon Hills, Illinois 60061

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Provide snow sensors per Powerlink Electric's proposal dated 20 Jan 2020 attached.
 Add \$5,811.00

Apply \$5,811.00 to Owner's Contingency Allowance One.
 The Balance of this Allowance was \$8,000.00.
 The new balance is \$2,189.00.

2. Credit due to Owner for Unused Contingency Allowance.
 Deduct (\$2,189.00)

Total Amount of Change Order 001: DEDUCT (\$2,189.00)

3. Change the Date of Substantial Completion Per Summary/011000 from 08 November 2019 to 26 May 2020.

The original Contract Sum was	\$ 128,770.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 128,770.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 2,189.00
The new Contract Sum including this Change Order will be	\$ 126,581.00

The Contract Time will be increased by Two Hundred (200) days.
 The new date of Substantial Completion will be 26 May 2020.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

GreenAssociates, Inc.

Engineered Services, Inc. d/b/a Powerlink
Electric

Park Ridge Public Library

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Andrew Jose, LEED AP, Project
Coordinator

Steve Lipinski, Principal

Heidi Smith, Library Director

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

30 October 2020

11/11/20

DATE

DATE

DATE



AIA[®]

Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
2020 Improvements at Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 16, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: 23 December 2020

Project Number 1404-201966

OWNER: *(Name and address)*
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

ARCHITECT: *(Name and address)*
GreenAssociates, Inc.
111 Deer Lake Road, Suite 135
Deerfield, Illinois 60015

CONTRACTOR: *(Name and address)*
Efraim Carlson & Son, Inc.
14052 Petronella Drive, Ste. 105
Libertyville, Illinois 60048

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Change the Date of Substantial Completion per Change Order 001 from 05 February 2021 to 19 July 2021. The Final Completion date will be 26 July 2021.
2. COR 002: Per the Fire Marshall's request during permit reviews, replace (11) wall mounted strobes, (1) ceiling mounted strobe, (2) wall mounted visuals, (3) new ceiling mounted strobes, and (3) new ceiling mount horn strobes. (In accordance with Efraim Carlson's Change Request dated 18 Nov 2020 attached).
Add: \$10,158.50

Apply \$10,158.50 to Owner's Contingency Allowance No. One.
The balance of this Allowance was \$75,000.00
The new balance is \$64,842.00

Total Amount of Change Order 002: ADD: \$0.00

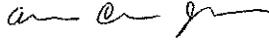
The original Contract Sum was	\$	774,400.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	774,400.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	774,400.00

The Contract Time will be increased by One Hundred Sixty-Four (164) days.
The new date of Substantial Completion will be 19 July 2021.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

GreenAssociates, Inc.
ARCHITECT (*Firm name*)



SIGNATURE

Andrew Jose, LEED AP, Project
Coordinator

PRINTED NAME AND TITLE

23 December 2020

DATE

Efrain Carlson & Son, Inc.
CONTRACTOR (*Firm name*)

SIGNATURE

David Hillstrom, President

PRINTED NAME AND TITLE

DATE

Park Ridge Public Library
OWNER (*Firm name*)

SIGNATURE

Angela Berger, Interim Library Director

PRINTED NAME AND TITLE

DATE



TO: Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068

RE: Park Ridge Public Library
2020 Improvements
20 S. Prospect Ave.
Park Ridge, IL 60068

Change Order Request No. 2

Date: November 18, 2020

We hereby agree to make the change(s) specified below:

Item #	Description - Fire Alarm	Amount
1	Replace (11) wall mounted strobes, (1) ceiling mounted strobe, (2) wall mounted visuals, (3) new ceiling mounted strbes, (3) new ceiling mount horn strobes	\$ 9,235.00

Subtotal		\$ 9,235.00
Overhead & Profit	10.0%	\$ 923.50
Total Change Order Request		\$ 10,158.50

ACCEPTED. The above prices and specifications are satisfactory and hereby accepted. All work to be performed under same terms and conditions as specified in original contract.

 Heidi Smith - Park Ridge Public Library

 No signature required by ECS
 David M. Hillstrom - Efraim Carlson & Son

14052 Petronella Drive • Suite 105 Libertyville, IL 60048
 847.573.1888
 Fax 847.573.0188
 www.efraimcarlson.com



8 January 2021

Ms. Angela Berger
Interim Library Director
Park Ridge Public Library
20 South Prospect Avenue
Park Ridge, Illinois 60068

RE: PRPL 2020 Improvements
Project Number: 1404-201966

Dear Angela,

We look forward to working with you again. Welcome on board. We understand that you will be needing to review changes with the board. In order to assist you in getting up-to-date on these changes, below is a summary for your review.

We have included a \$75,000 contingency in the project to address the following:

- Unsuitable or contaminated soils during excavation
- Adjustments to routing of sprinkler piping and plumbing piping in confined and previously obscured plenums.
- Owner requested changes.
- Minor cutting and patching not included in contract.

We do not anticipate total changes on this project to exceed contingency and increase contract sum.

To date we are looking at the following changes:

- Change Order 1: Previously executed. Revising date of substantial completion to 2/5/21 due to delays in project award.
- Change Order 2:
 - Requested changes to the fire alarm system made by the Park Ridge fire marshal. They reviewed the documents prior to bidding in the spring, but they had additional comments during the permit review in the fall, after project was awarded.
\$10,158.00
 - Change the date of substantial completion to 7/26/21 to accommodate more granular phased implementation of work. Contractor expects to improve upon this schedule.
- Change Order 3:
 - Change lighting in second floor office areas from flat panel to low-profile "dome" type light fixture.
 - \$1,052.00
 - Replace ceiling in Work Room 122
\$TBD
 - Credit for reduction of soffit modifications in Children's Services
\$TBD
- Change Order 4:
 - Routing of sprinkler piping through limit plenum area on second floor plenum with limited clearances.
\$TBD

Enlightened Design
Practical Solutions

111 Deer Lake Road, Suite 135
Deerfield, Illinois 60015-4998
telephone 847-317-0852
www.greenassociates.com

George W. Reigle, AIA
Carole Donovan Pugh, AIA
William H.R. Taylor, AIA
Stephen M. Chassee
Andrew G. McCall, AIA



- Construction Change Directive 1: Contaminated soils disposal. Soils at excavation areas were tested and found to contain hydrocarbons that exceed the allowable limit to be placed in an open landfill. The directive provides an agreed upon unit cost of \$27.50 per ton of regulated spoil disposal. The contractor shall provide daily tickets indicating the quantity of spoils removed each day. Total spoils will be verified and totaled. Anticipated total cost shall not exceed \$16,000.00. This will subsequently be submittal as a change order for further review.

We are happy to attend any committee or board meeting to assist in reviewing changes with the board. Do not hesitate to contact us if you need anything else.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Jose'.

Andrew Jose
Sr. Project Coordinator

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
held via videoconference – December 8, 2020 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandria Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager.

PUBLIC COMMENT

None.

CALL TO ORDER

Committee Chair Hanba called the Personnel Committee meeting to order at 8:26 p.m.

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of September 8, 2020

Secretary Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Somheil, Steinfelds, Thiagarajan

Abstain: Reardon

Motion passed.

Discuss director transition

President Rapisand made a

MOTION: to adjourn to CLOSED SESSION pursuant to 5 ILCS 120/2(c)1 for discussion of a personnel matter and 5 ILCS 120/2(c)21 for discussion of closed session minutes

Secretary Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Absent: Dobrilovic

Motion passed.

The Board adjourned to closed session at 8:29 p.m.

The Personnel Committee meeting resumed at 9:07 p.m.

Approval of closed session minutes

Trustee Reardon made a

MOTION: to approve the closed session minutes of September 8, 2020

Trustee Steinfelds seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

Vice President Burkum made a

MOTION: to approve the closed session minutes of December 8, 2020

Secretary Somheil seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

held via videoconference – December 8, 2020 at 7:00 p.m.

Approve selection of director search firm

Trustee Hanba and President Rapisand researched several search firms. They interviewed three firms - HR Source, Bradbury Miller and Kittleman Search.

- Kittleman Search – fee is 1/3 of annualized salary. They have done a couple of library searches. President Rapisand said that the other firms had significantly more library experience, and felt that was necessary in this circumstance.
- HR Source – has done a number of library board searches. Their hourly rate is \$150/hr NTE \$15,000 for recruiting services. However, this did not include writing the job description, use of their electronic recruiting tool and more; they had a lot of add-ons which would increase the cost. They do have the library experience, but she had concern that the amount of things the board would be looking for them to do would add on a lot of random fees – it could run up to \$20,000 pretty easily.
- Bradbury Miller – library searches are their main focus. Karen Miller is the new owner with 2 other partners. All have done library searches; Karen was a library director and understands what it takes. They usually do around 11 searches a year, and have been in operation since 1983. Their fee is \$24,000.

Their process includes surveying the board, staff, and stakeholders; developing a timeline with approval from board; drafting the job announcement based on survey; creating the job description; collection of all resumes (access provided to all); they select top 20-25 candidates, conduct phone screen and narrow it down to 7-9 finalists to have phone interviews with trustees, and then conduct final interviews, in which staff should be involved. They suggest finalists do virtual presentations as part of the process. Their process takes about 4 months. Their guarantee is 1 year. Hanba has been in conversations with Karen Miller and she is working on providing an official proposal. Trustee Hanba said she is not comfortable with the 1 year guarantee and would like 2 years; Miller is working on language for the contract which would provide 2-5 years at discounted rates.

Treasurer Dobrilovic asked what the guarantee was – is it a rebate? Trustee Hanba explained that it meant they would do another search if needed at a lesser fee. They guarantee the person in role for 1 year. After that they would do another search but discounted. The firm stated that had never or very rarely had anyone leave in 1-2 years.

President Rapisand said that Bradbury Miller stood out compared to other firms they spoke with. She felt that she had a good idea of the pulse of the library world. Trustee Hanba said that they had read recent meeting minutes and commented on the happenings of the library and raised this during the conversation. Kittleman did this as well. They were prepared and knew what the board had on the horizon.

Bradbury Miller provided references from Darien Library, Southern Maryland Regional Library Association, the State Library of Ohio and Barrington Area Library. They are not doing any searches in our area right now and said they would not take on another client in this area unless they discussed with us first. Hanba and Rapisand discussed talking to more firms, but they were strongly leaning toward Bradbury Miller due to their focus on libraries. They did not feel that other firms had the impact or reach that Bradbury Miller had. They said that if hired, this month they could conduct interviews with board and staff to determine needs, and look to a January launch.

Trustee Reardon thanked them for doing the work. He supports their choice. He wanted to address emails that the board received from patrons. Secretary Somheil explained that the board had received correspondence from patrons who advocated for the board performing the search themselves, not using search firm and retaining the funds for library use.

Somheil explained that the board wanted to make sure they quickly find someone that can fill the position of high caliber and not have a long and protracted process. While there is a fee, it is the hope that engaging a professional firm will accelerate the process and offset any interim leadership that may be required, realizing the cost benefit.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

held via videoconference – December 8, 2020 at 7:00 p.m.

Trustee Hanba said that time is a factor. There is something to be said for a professional doing the recruiting - they understand the data, the community. They evaluate candidate profiles, and match candidates with the library's culture, community and need. It's not as easy as posting to a forum. Someone has to go through the applicants and vet them. They also make sure job description meets those who are applying or can also help in finding people who aren't applying – they know who those people are. President Rapisand said it was important because this is what the firm does, they are experts, they know what they are looking for. They keep every resume for us so board can review all of them.

Vice President Burkum indicated that it was important to work with a library specialist. The board cannot do this, are not in the business of recruiting library directors. She is happy with what was brought forward and is excited about the prospects.

Treasurer Dobrilovic concurs with the reasons why the board should not conduct search. They are not qualified in this area and they do not have the time. He expressed concern about the guarantee. He recommended demanding a 2-year guarantee. He is comfortable with moving forward.

Trustee Hanba stated that she expects to receive contract the following day and proposed Treasurer Dobrilovic and the library attorney review. Treasurer Dobrilovic suggested that Trustee Steinfels review as well.

Trustee Reardon asked Trustee Hanba, an HR professional if this a fair price? Trustee Hanba stated that in her opinion, it was a fair price for an executive level search. Trustee Reardon said it was not the most expensive of the firms. It may end up being the least expensive. Trustee Hanba said HR Source may have been lower, but this is more inclusive.

Trustee Kiem expressed concern that the firm is not local. Trustee Hanba was not concerned about this. She said that given the situation, people are moving right now, to be near family or get the jobs they want to be in. They did discuss this, and the firm said they have large candidate pool in the area.

Director Smith suggested a motion to approve the selection of the firm pending contract negotiation. It could be on the agenda for next week and the board could approve the contract if it is ready.

Trustee Reardon made a

MOTION: to approve selection of Bradbury Miller to conduct a search for library director pending contract negotiation

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Reardon, Somheil, Steinfels, Thiagarajan

Absent: Rapisand

Motion passed.

Approve appointment of interim director

President Rapisand reported that Angela Berger had agreed with the terms of being interim director until a replacement can be determined. This was a recommendation from the staff, Angela had previously worked for the library for over 10 years, the board feels that she will be a good fit to assist through the transition. A special meeting will be held following this meeting to hold a full vote so she can get started and be present at the board's next meeting.

The meeting adjourned at 9:37 p.m.



Memorandum

Memo Date: January 8, 2021
From: Heidi Smith
Meeting Type: Personnel Committee-of-the-Whole Meeting
Meeting Date: January 12, 2020
Action Requested: For approval
Subject: SY2021 Salary Plan

Background:

In the past, it was the practice to calculate merit increases based on evaluation score alone, not taking into account market averages of salary ranges. As a result, **some staff have outpaced the market in relationship to their performance, and some have not kept pace with the market in relationship to their performance.** This has resulted in our compensation structure being out of alignment with the compensation philosophy the Board discussed in 2020. In FY2021, another phase of adjustments were made.

Once the adjustments are completed, I expect that a majority of staff will fall within 95-105% of the midpoint/market average. This will fluctuate based on individual evaluation and is not the goal, but a probable outcome.

Achievement of this goal was deferred in FY2021 due to the pandemic. Of note, this work is based on the pay study completed internally under Trustee Hanba. Those results have not been aged or updated using 2020 survey results at the Board's request due to supposed effects the pandemic may have on library salaries.

Compensation Philosophy: (last discussed February 2020)

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.



Memorandum

- 3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

Annual Process:

- Review job descriptions (April/May) with employees when completing annual evaluations
- Review salary ranges (June/July)
- Draft annual salaries proposal as part of budget and levy process for Board consideration (August in new calendar fiscal year planning cycle)

We will monitor market data annually including the effects of minimum wage and subsequent compression mitigations over the next several years. No guarantees can be made that future market analyses will not yield similar recommendations should the compensation philosophy remain unchanged.

Staff and Salaries Report and Plan Options:

- Overall full-time equivalent (FTE) positions are as follows:

FY20	FY21	SY21
50	48.5	49.5

- Current headcount is 70 with 10 openings: 27 full-time (2 open); 53 part-time (6 open; 2 new: Makerspace and Engagement).
- Percent of current employees within percentile ranges described below are as follows:

	< 95%	95-105%	> 105%
FY2020	59%	26%	15%
FY2021	49%	34%	17%
SY2021 (est.)	24%	49%	27%

- SY2021 for \$59,500 in increases
 - \$44,500 for 2.9% merit pool (adjusted for 8 month period)
 - \$33,500 for 2.9% merit increases
 - \$11,000 for merit bonuses
 - \$15,000 merit adjustments based on revised pay ranges and minimum wage adjustments
 - Makes progress to majority in 95-105% range; note this is data that will be 16 months old that has not been aged to update
 - Overall plan includes \$13,000 contingency for hiring negotiations and other potential needs
 - Includes additional \$20,000 for Engagement team development and total \$1.62M as reflected in the proposed SY2021 budget

SY2021 Salary Plan Recommendation:

One goal of the SY2021 Salary Plan is to provide additional merit increases to individuals who, based on their performance, are not paid equitably either by internal or external comparisons. Based on this goal, I recommend \$59,500 for SY2021 merit increases or bonuses. This does not include compression mitigation we expect to see in future salary surveys. Of note, 18 of 70 employees currently earn less than \$15/hour. An additional 12 currently earn \$15-\$20/hour.



Memorandum

Attachment:

Pay ranges for FY2020 (updated January 2020)

Proposed motion:

Approve SY2021 salary plan as proposed.

PARK RIDGE PUBLIC LIBRARY - SALARY RANGES FY2021	Minimum - 20% below	Midpoint	Maximum - 20% above
Library Director	99,022 50.78	123,777 63.48	148,532 76.17
Service Managers Adult, Youth, Technical	55,512 28.47	69,391 35.58	83,269 42.70
Support Managers Patron Services, Finance, Facility	53,995 27.69	67,494 34.61	80,993 41.53
Librarian I / II Cataloger I / II Marketing Coordinator	41,964 21.52	52,455 26.90	62,947 32.28
Graphic Artist Bookkeeper Assistant to Director	37,791 19.38	47,239 24.22	56,686 29.07
Patron Services Asst. Mngr. Library Specialist I / II	34,906 17.90	43,632 22.38	52,358 26.85
ILL Coordinator Technical Services Coordinator Patron Services Coordinator	32,601 16.72	40,751 20.90	48,901 25.08
Custodian I / II	26,415 13.55	33,018 16.93	39,622 20.32
Technical Services Associate Patron Services Associate	23,599 12.10	29,498 15.13	35,398 18.15
Shelver	0% 21,450 11.00	21,450 11.00 (survey \$10.49)	15% 24,668 12.65



Memorandum

Memo Date: January 7, 2021
From: Angela Berger
Meeting Type: Personnel Committee of the Whole
Meeting Date: January 12, 2021
Action Requested: For discussion
Subject: Renewal of "Illness at the Workplace (COVID-19) for Library Staff" policy (updated)

Background:

On December 27, 2020, the federal government passed a stimulus bill that unlike the Families First Coronavirus Response Act (FFCRA), does not mandate paid leave including Emergency Paid Sick Leave (EPSL) and expanded FMLA (EFMLA) which expired on December 31, 2020. Instead, it allows employers to voluntarily provide FFCRA benefits through March 31, 2021. Employees who have already exhausted their use of FFCRA benefits will not be entitled to any additional leave under the new law.

The Library's "Illness at the Workplace (COVID-19) for Library Staff" policy was extended, as amended, through January 31, 2021 at the Board's December 18, 2020 meeting. At that time, it was the director's recommendation that the Board approve the revised policy with a 31 day renewal after which the Board could consider revisions and align the expiration of the policy with the Act.

Temporary sick leave as approved in the amended policy is bound by the following:

- 1) Benefit eligible employees must first expend their regularly accrued sick or PTO time before use of this benefit;
- 2) "2 weeks" is prorated to the number of hours an employee was engaged to work;
- 3) Reason for leave is COVID-related;
- 4) Benefit covers all of 2021; and
- 5) Hours may not be carried over and are not eligible for conversion to IMRF service credits.

Considerations:

Staff has indicated that during the time the policy has been in place, only six employees have used time off and none of them used the entire two weeks that are provided for. The concern with not having a policy in place for all staff during the pandemic is that someone who may be experiencing symptoms may have to choose between following our Personal Wellness Check instructions to stay home, or being paid for their typical hours.

Requested Action: The Board will review the existing policy and make a determination as to its status after January 31, 2021.

Attachment:

Illness at the Workplace (COVID-19) for Library Staff, January 1-31, 2021

Policy Topic: Illness at the Workplace (COVID-19) for Library Staff

Effective Date: January 1, 2021

Expiration Date: January 31, 2021

The health and safety of Library employees and patrons is our primary concern during this time. The following is a temporary Workplace Policy for Library employees in light of the coronavirus. If you have any questions, please contact myself or your department manager. The purpose of this administrative Policy is to respond to a public health emergency and is non-precedent setting.

Heidi Smith, Library Director

Purpose

Coronavirus infectious disease (COVID-19) is an expanding global outbreak of respiratory illness that is spreading from person to person. Known symptoms at this time include fever, cough, and shortness of breath.

Medical evidence indicates that the virus spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.

Additionally, medical evidence indicates that the risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, such as healthcare workers or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The Park Ridge Public Library continues to adopt employee policies of the City of Park Ridge, which continues to work collaboratively and closely with the Cook County Department of Public Health, the Illinois Department of Public Health, government partners, hospital systems, and the business community to help minimize the spread of this disease.

People can help protect themselves from respiratory illness with everyday preventive actions. Because the health and safety of our employees are among the Library's highest priorities, employees are expected to follow current guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), as well as current guidance from State and local authorities, which may include:

- Avoiding close contact with people who are sick;
- Maintaining social distancing (six feet);
- Wearing personal protective equipment;
- Avoiding touching your eyes, nose, and mouth;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Avoiding shaking hands or other personal contacts with people;
- Staying home when you are sick;
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash;
- Cleaning and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe; and
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

The World Health Organization's advice to the public can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

General Guidance

Employees are required to stay home if they experience fever, cough, and shortness of breath. Employees should remain at home and not come to work until:

They have had no fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)

AND

Other symptoms have improved

AND

At least 10 days have passed since their symptoms first appeared.

As the CDC issues new guidance and recommendations on COVID-19, the Library will follow them.

Employees should notify their supervisor and stay home if they are sick.

Employees may be required to self-quarantine or may be subject to mandatory quarantine as ordered by the applicable Department of Health.

Leaves of Absences Related to COVID-19

The Library will comply with the Families First Coronavirus Response Act (FFCRA), which provides eligible employees with leave and paid sick leave, and the terms outlined in this Policy. Employees who are seeking leave for reasons outside of the FFCRA or this Policy may be eligible for leave pursuant other leave provisions contained in the City of Park Ridge Employee Manual and Library Appendix.

Expanded Family and Medical Leave Act (eFMLA)

- Eligible Employees. All employees who have been employed by the Library for at least 30 days prior to their leave request are deemed an eligible employee.

Coronavirus Disease 2019 (COVID-19) Workplace Policy

- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.
- Amount of Leave. Employees may be eligible for up to 12 weeks of eFMLA.
- Amount of Pay. Leave is unpaid for the first 10 working days. However, employees may elect to use any paid time off, including time available under the Emergency Paid Sick Leave Act. For the remainder of the eFMLA leave, employees will be paid 2/3 their regular rate of pay for up to \$200 daily and \$12,000 total, consistent with the FFCRA. The Library will allow employees to concurrently use any applicable paid leave (1/3 per day) so that the employee receives 100% pay.
- Certification. Employees may be required to provide certification confirming the need for leave, consistent with federal regulations and law.
- Job Restoration. An employee who returns to work from approved eFMLA leave is entitled to his or her job or an equivalent position, consistent with federal regulations and law.

Emergency Paid Sick Leave

- Eligible Employees. All Library employees are deemed an eligible employee.
- Reason for Leave. Employees who are unable to work, including unable to telework, because the employee is:
 1. Subject to a federal, State, or local quarantine or isolation order related to COVID-19;
 2. Been advised by a health care provider to self-quarantine related to COVID-19;
 3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. Caring for an individual subject to an order described in bullet point (1) or self-quarantine as described in bullet point (2);
 5. Caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- Amount of Leave. Employees may be eligible for up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave.
- Amount of Pay. Employees are paid based on the higher of their regular rate of pay, or the applicable State or federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons #4 and 6 above, up to \$200 daily and \$2,000 total;

Coronavirus Disease 2019 (COVID-19) Workplace Policy

Up to 12 weeks of paid sick leave and eFMLA paid at 2/3 for qualifying reason #5 above, up to \$200 daily and \$12,000 total.

- **Certification**. Employees may be required to provide certification confirming the need for leave, consistent with federal regulations and law.

Work Remote Policy

For those employees whose job duties are determined by the Department Manager to be able to be performed remotely, the Library may allow those employees to work remotely at the discretion of the Library Director.

Employees may be allowed to work remotely if the Department Manager determines that their job duties permit such work. Authorization to work remotely may be given only by the Library Director. Employees that are authorized to work remotely shall not be considered absent and will not be required to use any leave pursuant to the Library's leave policies.

Employees that are authorized to work remotely will be given appropriate equipment, as determined by the Library Director, to allow the employee to remotely access the Library's server and electronic mail while working remotely. Employees authorized to work remotely are expected to continue to perform their assigned tasks. All employees who work remotely are directed to find a safe place, free from unreasonable physical restrictions and risks, in which to engage in work. Employees working remotely shall employ reasonable care in the course of performing work in the home or other distant location.

Work Area

The evening cleaning crew has been instructed to wipe down light switches, door handles and other frequently touched surfaces. Maintenance staff will also be doing a mid-day wipe down.

Employees should routinely clean or sanitize their workstations (including Library van if applicable), telephones, and keyboards with anti-bacterial solution or wipes. Work areas should have tissues and alcohol-based hand sanitizer available for use. If additional supplies are needed, supervisors should be notified. Employees should follow the CDC's guidelines described above, as well as wearing a face covering at all times while working in the Library building.

Continuity of Service Plan

Department Managers are responsible for developing their continuity of service plans, and any modification are required to be approved by the Library Director or designee.

Travel

As directed by the Library Director, Library employees should not schedule attendance at any in-state or out-of-state conferences where they are representing the Library. The Library Director may limit domestic travel and approve only mission-critical domestic travel. Library employees shall not attend any gatherings of greater than 10 people until further notice.

**Coronavirus Disease 2019 (COVID-19)
Workplace Policy**

Updates to Workplace Policy

The Library will continue to monitor all aspects of the COVID-19 pandemic and consider updates to this Policy accordingly.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – November 10, 2020 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager, Charlie Melidosian, City Council liaison.

PUBLIC COMMENT

None.

Treasurer Dobrilovic called the Budget and Finance Committee meeting to order at 7:06 p.m.

APPROVAL OF MINUTES

Treasurer Dobrilovic submitted edits to the minutes of October 13, 2020. He requested the following changes: There was a type-o that stated it was the meeting of Planning and Operations – this was changed to Budget and Finance.

He proposed changing the following paragraph:

Treasurer Dobrilovic explained that for several years, the Library had been working to get agreement from the City of Park Ridge on a Memorandum of Understanding or Intergovernmental Agreement to articulate what services the City provides, what the responsibilities of the City to Library are, and what responsibilities the Library bears for the building and other matters. **The Library and the City have not been able to conclude such Agreement to formalize the understanding on the payment for these services. As a result,** last year the Library Board agreed that as part of budgeting process, the Library would include in the budgetary assumptions a list of services that City of Park Ridge will continue to provide for the Library.

Trustee Reardon made a

MOTION: to approve the minutes of October 13, 2020

Vice-President Burkum seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Discuss 5-year levy forecast

Director Smith presented levy forecast scenario 3 for discussion. She reported that not many changes had been made since Scenario 2 was discussed. She noted that Treasurer Dobrilovic recommended making changes to reduce or even out the increase from FY22 to FY 23.

If the Board approved increasing the capital emergency restricted funds for capital projects from \$200,000 to \$250,000 in FY22 and 23, this would allow a reduction in the levy for both of those years. She stated the Board could also reduce the technology restrictions for FY24 and FY25 from \$25,000 to \$15,000 for each of those years. The Board could add a building back up of the capital restrictions for capital emergencies. The forecast does include a conservative beginning of building those back up. Scenario 3 shows a flat levy for FY2019-2020. The following 3 years smooths out potential increases, spends down capital restrictions, and returns to a 2.5% annual increase which aligns with changes that need to be made to salaries to meet minimum wage restrictions.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – November 10, 2020 at 7:00 p.m.

Director Smith said they would like to achieve Board consensus on this 5-year levy forecast to submit to the City with the 2020 levy resolution for discussion at the November 23, 2020 City Council Budget and Finance Committee meeting.

Treasurer Dobrilovic stated that the Library was asked by the City Administrator to have stable levy movement over next 5-6 years. The Library had previously had a 0% increase for this year, and 7-8% for the next two years, then dropped to 5-6% thereafter. Now, it is more stable – 5% for the 3 years after next, then down to 2.5% thereafter. In terms of appearances both for City Council and taxpayers, this is better. The major issue for Board discussion is using the capital restrictions reserve for capital projects then rebuilding in later years.

Trustee Kiem clarified that rather than ask for more for capital reserve, the plan was to try to spend that down. Director Smith confirmed this was correct. She said the Library would be spending \$200,000 of \$250,000 of the capital reserve in order to alleviate larger levy increases. In FY20, the budget called for spending \$25,000 of restricted funds, FY23 \$175,000, and retain \$50,000. The Board could then build the reserve back in future. She noted small contributions in FY24 and FY25 begin that process with \$15,000 budgeted each year.

Trustee Reardon asked if they were confident in this proposal - considering the Library's aging infrastructure, whether spending the reserve down is the right thing to do? He said it seems like a severe spend-down. Director Smith agreed. She suggested approaching the levy forecast was to base decisions based on information available now. We know there are capital improvements that need to be made, emergencies that may come up – there is less information now than we will have by the time we complete the capital needs assessment (planned for the spring). Including this in the forecast now shows what the strategy can be. Once the 10 year capital needs assessment is completed, the Board will have a better idea moving forward of how everything will play out in reality. As of right now, we are not aware of any significant issues that are restricting current infrastructure. The HVAC system is rather aged. She is comfortable restricting those funds should there be an emergency. This is depleting the emergency fund in a significant way. The idea being that this is an emergency situation in its own right. She felt that it was a good compromise in this tough time.

Treasurer Dobrilovic added to Director Smith' comments saying this is a serious move. The Library has had the luxury of having large reserves for many years, this is a crisis time, and the Board needs to make hard decisions. Spending down the capital reserve now is warranted given the economic situation we find ourselves in. If something comes up – a disaster in the building, or a hefty repair bill – the library does not typically spend full amount budgeted – there is usually 5% or so not spent due to staff turnover. The library will likely have additional funds based on the past track record, they can move re-adjust line items and allocate additional funds in case an emergency arises. If the capital needs assessment identifies expenditures that need to be made, the Board can adjust the levy request moving forward.

Trustee Kiem suggested to put in a note that the library is doing Capital needs assessment in the spring. He asked if there were any COVID-related HVAC actions that need to be taken? Director Smith replied that she had reviewed IDPH reopening guidelines, and there were no requirements for this that she is aware of.

President Rapisand stated that this is forecast, things can change. This forecast represents an effort on the part of the library to be responsible to taxpayers at this time. The library can go back to city council as needed. Asking for large increases may not go over with City Council. They library is being as responsible as they can with taxpayer dollars, we just don't know what to expect. We are being as cautious as we can.

Trustee Reardon asked if the assessment will come in time for FY22 budget? Director Smith said that in preliminary scheduling, the FY 22 budget schedule in terms of capital would be similar to what it is now. The levy resolution would be presented in November with the City Council consideration in December.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees
held via videoconference – November 10, 2020 at 7:00 p.m.

She said the Board would have all the information needed for the July discussion of Library board to submit the 5-year capital improvement plan to the city.

Trustee Dobrilovic stated if there were no objections, he, President Rapisand and Director Smith would present this forecast to the City Council on November 23. There were no objections.

Trustee Kiem thanked team for their hard work of putting this together. Mike Reardon and Karen Burkum agreed.

Director Smith raised discussion from the previous meeting regarding the suggestion of having 13 periods of payments in the financial reports. She said that because period 13 covers no payroll but covers expenses made in March and April that didn't get invoiced in time to be paid in April, it is small enough to not have big impact on how the Board is looking at things month to month. She recommended sticking with the current note on the YTD expense report – which noted how many months through the year have been completed and the percentage.

Director Smith also noted that there had been some turnover in part-time maintenance team. She mentioned this was an especially tricky time and the Library could not afford to be short handed on maintenance staff with the sprinkler project, winter weather, vacations and holidays. The library has engaged a temp with an as-needed agreement. She said they will move forward with replacing the team member. Treasurer Dobrilovic asked if the temp would be on call? Director Smith responded that the individual was training at the library now. Moving forward they will be scheduled as needed. The open position is 24 hour a week – they may work up to full time some weeks. She will continue to monitor the situation.

The meeting adjourned at 7:30 p.m.



Memorandum

Memo Date: January 8, 2021
From: Heidi Smith
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: January 12, 2021
Action Requested: For discussion
Subject: SY21 draft budget

Budget Timeline:

January 19: Board approves salary plan for inclusion in annual budget
February 16: Board approves annual budget (submit to City)
March 10: Attend City budget hearing
April TBD: City passes budget ordinance
May 1: Start of SY21

FY21 Budget Assumptions:

City Services: (last reviewed October 2020)

The SY21 budget includes the assumption that the City of Park Ridge will continue to provide the following services to Park Ridge Public Library:

1. Administers and pays employer contributions for IMRF and FICA taxes for each Library employee
2. Administers and pays for Library insurance coverage for excess workers compensation, employee accident, public liability (all City board and commissions), and excess liability and property insurance for the Library building and City parking lot adjacent to the Library
3. Provides general banking for co-mingled funds in operating account only; provides check printing services and financial accounting software
4. Provides general human resources support including maintenance of official personnel records of Library employees
5. Processes payroll of Library employees including software licensing fees for payroll software
6. Administers employee benefits program including health, dental, vision, life insurance, 457 plans and employee assistant program
7. Includes Library in City gas and electric utilities franchise agreements as well as any other benefits the City received to the extent permitted by such franchises and applicable law
8. Waives costs for water and sewer services
9. Administers and pays for garbage removal
10. Maintains City Commons (grounds surrounding Library building) including but not limited to: the drainage system, landscaping, fence and planters
11. Provides snow removal services in City parking lot adjacent to the Library and public sidewalks including Library staff parking area
12. Provides maintenance, gas and insurance for the Library van (replacement would be purchased by Library)

Note: Changes in service may need to be addressed with a budget transfer/amendment by one or both of the organizations involved.

Compensation Philosophy: (last discussed February 2020)

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.



Memorandum

Park Ridge Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff including: health, dental, vision and life insurance; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.

Revenues

(A) Tax Revenue

- a. Budgeted SY21 property tax revenue at 98.3% (net) per City practice; more accurate budget for what will likely be collected; budget for 8 month SY21 includes the 2nd installment of the 2020 levy
- b. PPRT (Personal Property Replacement Tax) are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away; Illinois Department of Revenue (IDOR) estimated a 17.4% decrease over last year
- c. Did not budget funds for collection of previous year's property taxes per K. Zabinski, consultant

(B) Miscellaneous: Includes proctoring fees, copier proceeds, meeting room fees, non-resident fees for program attendance and computer use, business use fees, and promotional items sales, collection agency proceeds, etc.

(C) Gift revenue: Includes Friends request for \$9,515

Operating Expenditures

UNLESS OTHERWISE NOTED, SY21 BUDGET IS AN EXTENSION OF THE FY2021 BUDGET, WITH NO INCREASES, PRORATED TO AN 8 MONTH PERIOD.

(1) Salaries:

- a. Salaries are calculated by spreadsheet with each position, hourly rate and hours by department
- b. Proposed salary plan for approval in January includes \$59,500 merit pool, \$20,000 for Engagement and \$13,000 in contingency (i.e. new Director's salary negotiation)

(2) Employee Benefits:

- a. Reflects 5% overall increase
- b. Includes \$1,100 for general staff appreciation with \$650 from Friends request

(3) Data Processing:



Memorandum

- a. CVI (managed IT) contract will remain at FY2021 budget amount for 8 months; contract expires August 2021
- b. Budgeted 0% increases for CCS (local consortium) for 12 months and OCLC (global cooperative) contracts for 8 months
- c. Maintained American Eagle (website) monthly service rate for 8 months
- (4) Building Maintenance:
 - a. Includes 0% overall increase
 - b. This category of expenses includes \$33,300 unexpected repairs
 - c. Plus \$20,000 for duct cleaning
 - d. *Note: \$20,000 for door lock project (phase 1 in FY20) May need to carry over from FY2021 to SY2021*
- (5) Membership, Recruiting and Training:
 - a. Reduced from FY2021 to SY21 for virtual conference registrations
 - b. Included \$5,000 to support 4-6 staff in-service sessions annually
- (6) Equipment Rental:
 - a. RFID agreements remain at FY2021 budget amount and are the full annual renewal amount
 - b. Includes \$20,000 for copier lease
- (7) Consulting:
 - a. Includes 5 weeks for Berger contract in SY2021 and \$4,500 for additional consulting needs
 - b. *Note: Capital needs assessment final payment may carry over FY2021 to SY2021*
 - c. *Note: Bradbury Miller contract final payment may carry over from FY2021 to SY2021*
- (8) Public Relations:
 - a. Included additional \$15,000 for new signage based on initial quote; adopted phased plan over FY20, 21; funded by Per Capita 2021
 - b. *Note: \$15K for signage in FY2021 funded by Per Capita 2020 may carry over from FY2021 to SY21*
- (9) General Contractual:
 - a. Budgeted 0% overall increase
 - b. \$8,400 for annual audit
- (10) Special Counsel: Budget reduced for SY21
- (11) Supplies:
 - a. Budgeted 0% increase overall
 - b. Included \$33,650 for 3rd floor meeting room furniture and addressing storage and space issues with The Loft and Children's Department services desk funded by Per Capita 2021
 - c. *Note: \$3K for Adult Computer Lab dividers may carry over from FY2021 to SY21*
 - d. *Note: \$25K for display fixtures for Reference, Reader Services, Children's and Loft (Per Capita 2020) may carry over FY2021 to SY21*
- (12) Collections: Budgeted 0% increase
- (13) Non-capital technology purchases (software, keyboard, etc.): Decreased based on FY2021 spending

Capital Budget

Technology Replacement: \$10,000

- 1. Firewall, UPS and PDU server racks replacement
- 2. Does not include purchase of new copiers; considering leasing/purchase options for SY2021

Capital Projects: \$0

Potential carryovers for completion from FY2021 to **SY21**

- 1. Phone system \$35,000
- 3. Back- up system \$18,100
- 4. Replacement PA system \$16,900



Memorandum

5. Youth Services sounds project \$40,000

Restrictions

The financial consultant recommended Board restrictions for Technology, Capital and Gift reserves.

Attachments:

- Updated **SY21** draft summary budget
- Updated **SY21** draft detail budget

Park Ridge Public Library
Consolidated YTD Revenue and Expenditures - Draft
Library Fund

REVENUE ACCOUNTS	FY20 ACTUAL	FY 21 REVISED BUDGET	YTD ACTUAL	FY 21 FORECAST	SY PROPOSED BUDGET
Local Government Taxes	\$ 2,589,781	\$ 4,165,813	\$ 1,999,328	\$ 4,210,314	\$ 1,767,135
Per Capita State Grant	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850
Other Receipts	\$ 130,737	\$ 110,850	\$ 29,040	\$ 78,350	\$ 55,848
Total Revenue	\$ 2,767,368	\$ 4,323,513	\$ 2,075,218	\$ 4,335,514	\$ 1,869,833

ACCOUNT #	OPERATING ACCOUNTS	FY20 ACTUAL	FY 21 REVISED BUDGET	YTD ACTUAL	FY 21 FORECAST	SY PROPOSED BUDGET
9100	Salaries	\$ 2,163,382	\$ 2,381,539	\$ 1,367,014	\$ 2,238,647	\$ 1,620,674
9210	Employee Benefits	\$ 402,942	\$ 338,116	\$ 221,125	\$ 332,116	\$ 152,705
9317	Data Processing	\$ 239,558	\$ 255,000	\$ 165,624	\$ 242,250	\$ 197,033
9321	Building Maintenance	\$ 91,680	\$ 172,500	\$ 52,394	\$ 126,345	\$ 114,999
9324	Membership, Recruiting, Training	\$ 35,235	\$ 33,500	\$ 3,436	\$ 18,425	\$ 15,333
9351	Equipment Rental	\$ 7,330	\$ 24,500	\$ 6,071	\$ 8,075	\$ 26,999
9359	Consulting Services	\$ 19,485	\$ 25,000	\$ 12,453	\$ 25,000	\$ 15,000
9360	Public Relations	\$ 32,924	\$ 46,500	\$ 9,645	\$ 45,570	\$ 42,500
9385	General Contractural	\$ 70,689	\$ 123,500	\$ 46,988	\$ 90,610	\$ 105,166
9416	Audit	\$ -	\$ 8,200	\$ -	\$ 8,200	\$ 8,200
9425	Special Counsel	\$ 20,001	\$ 25,000	\$ 4,180	\$ 20,000	\$ 16,667
9510	Supplies	\$ 79,928	\$ 179,500	\$ 20,858	\$ 102,848	\$ 74,384
9511	Staff Appreciation	\$ -	\$ 1,650	\$ 1,106	\$ 1,650	\$ 1,100
9520	Computer Materials	\$ -	\$ 30,000	\$ 24,588	\$ 30,000	\$ 12,000
9540	Library Resources	\$ 526,899	\$ 650,500	\$ 396,081	\$ 635,150	\$ 481,833
	Total Operating Budget	\$ 3,690,053	\$ 4,295,005	\$ 2,331,563	\$ 3,924,886	\$ 2,884,593
	Capital Projects Budget					
9901	Machinery and Equipment	\$ 75,000	\$ 30,000	\$ 28,832	\$ 28,832	\$ -
9908	Computer Equipment	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 10,000
9963	Building Repairs	\$ 262,303	\$ 1,182,877	\$ 8,425	\$ 895,583	\$ -
	Total Capital Projects Budget	\$ 337,303	\$ 1,282,877	\$ 37,257	\$ 994,415	\$ 10,000
	TOTAL LIBRARY FUND EXPENDITURES	\$ 4,027,356	\$ 5,577,882	\$ 2,368,820	\$ 4,919,301	\$ 2,894,593
	Library Surplus (Deficit)	\$ (1,259,988)	\$ (1,254,369)	\$ (293,602)	\$ (583,787)	\$ (1,024,760)

Library Fund

Fund	Object	Description	FY20 Actual	FY21 Revised Budget	FY21 YTD Actual as of 12/31/2020	FY21 Forecast	SV21 Proposed Budget	SV21 Notes
201		Library Revenues						
201	811000	PROPERTY TAX CURRENT	\$ 2,492,506	\$ 4,127,470	\$ 1,967,570	\$ 4,171,970	\$ 1,735,464	2nd installment. 98.3% net per City practice
201	812000	PROPERTY TAX PRIOR	\$ 24,567	\$ -	\$ 4,574	\$ -	\$ -	- Advised not to budget
201	831500	PERS PROP REPLACE TAX	\$ 72,708	\$ 38,343	\$ 27,184	\$ 38,343	\$ 31,671	IL Dept of Revenue estimated 17.4% decrease over last year
201	833000	STATE GRANTS	\$ 46,850	\$ 46,850	\$ 46,925	\$ 46,850	\$ 46,850	
201	854000	LIBRARY OTHER	\$ 35,218	\$ 45,000	\$ 1,087	\$ 15,000	\$ 15,000	Decrease due to COVID
201	854001	LIBRARY MAKERSPACE	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
201	872000	INTEREST ON INVESTMENTS	\$ 18,931	\$ 10,000	\$ 1,973	\$ 5,000	\$ 3,333	
201	875500	CONTRIBUTIONS	\$ -	\$ 11,350	\$ 13,198	\$ 13,850	\$ 9,515	
201	877000	MISCELLANEOUS	\$ 76,251	\$ 40,000	\$ 12,707	\$ 40,000	\$ 25,000	Decrease due to Fine Free Trial
201	877007	PROMOTIONAL ITEMS REV	\$ 337	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
201	877500	COLLECTION AGENCY-MISC	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
		Total Library Revenues	\$ 2,767,368	\$ 4,323,513	\$ 2,075,218	\$ 4,335,513	\$ 1,869,834	0% Levy Increase
2015011		Library Administration						
2015011	910000	REGULAR SALARIES	\$ 342,959	\$ 345,150	\$ 219,497	\$ 324,441	\$ 263,538	
2015011	910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011	921000	EMP BNFTS-PPO	\$ 257,140	\$ 209,759	\$ 139,839	\$ 209,759	\$ 100,435	Benefit values provided by City Finance.
2015011	921001	EMP BNFTS-HMO	\$ 106,435	\$ 95,367	\$ 63,578	\$ 95,367	\$ 42,868	Benefit values provided by City Finance.
2015011	921002	EMP BEFTS-LIFE	\$ 2,819	\$ 2,970	\$ 1,980	\$ 2,970	\$ 980	Benefit values provided by City Finance.
2015011	921003	WORKERS COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011	921004	UNEMPLOYMENT	\$ 11,532	\$ 7,000	\$ 381	\$ 1,000	\$ 1,000	
2015011	921005	EMP BNFTS-DENTAL	\$ 23,390	\$ 21,535	\$ 14,357	\$ 21,535	\$ 6,859	Benefit values provided by City Finance.
2015011	921009	EMP BNFTS-PROGRAMMING	\$ 1,626	\$ 1,485	\$ 990	\$ 1,485	\$ 563	Benefit values provided by City Finance.
2015011	921099	WORKERS COMP	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011	931700	LIB DATA PROC SV	\$ 156,460	\$ 165,000	\$ 111,370	\$ 156,750	\$ 112,200	Three quarterly payments
2015011	932400	LIB MEMBER DUES	\$ 4,809	\$ 6,000	\$ 725	\$ 3,300	\$ 3,333	
2015011	932900	LIB MED EXAM	\$ -	\$ -	\$ -	\$ -	\$ -	
2015011	933100	LIB RECRUIT & TESTING	\$ 1,292	\$ 2,500	\$ 922	\$ 1,375	\$ 2,000	
2015011	933800	CONFERENCES & TRAINING	\$ 29,134	\$ 25,000	\$ 1,789	\$ 13,750	\$ 10,000	Conferences are all virtual
2015011	935100	EQPT RNTL-MAINTENANCE	\$ 5,553	\$ 22,500	\$ 4,381	\$ 6,075	\$ 5,667	
2015011	935101	EQPT RNTS-LEASE PAYMENTS	\$ -	\$ -	\$ -	\$ -	\$ 20,000	Copy machines
2015011	935102	EQPT RNTL-POSTAGE MACHINE	\$ 1,777	\$ 2,000	\$ 1,690	\$ 2,000	\$ 1,332	
2015011	935900	LIB CONSULT SERV	\$ 19,485	\$ 25,000	\$ 12,453	\$ 25,000	\$ 15,000	Library consulting service and Interim Director
2015011	936000	PUBLIC RELATIONS	\$ 16,695	\$ 30,500	\$ 4,562	\$ 29,890	\$ 30,500	15K is signage Per Capita 2021
2015011	936001	PUBLIC RELATIONS NEWSLETTER	\$ 16,229	\$ 16,000	\$ 5,083	\$ 15,680	\$ 12,000	Based on 8 months - 2/3 of the year
2015011	937800	LIB BNK SERV CHG	\$ 3,005	\$ 3,500	\$ 1,343	\$ 2,520	\$ 2,333	
2015011	937900	LIB INSURANCE	\$ 6,328	\$ 7,500	\$ 7,090	\$ 7,090	\$ 7,500	Insurance is due November and December
2015011	938501	GNL CNTRL SVC/TELEPHONE	\$ 9,706	\$ 12,500	\$ 6,756	\$ 9,000	\$ 8,333	
2015011	938502	GNL CNTRL SVC/POSTAGE	\$ 8,728	\$ 14,500	\$ 5,761	\$ 10,440	\$ 9,667	
2015011	938503	GNL CNTRL SVC/INTERNET	\$ 9,680	\$ 12,500	\$ 5,645	\$ 9,000	\$ 8,333	
2015011	938504	GNL CNTRL SVC/PRINTING	\$ 5,994	\$ 11,500	\$ 120	\$ 8,280	\$ 6,000	
2015011	938506	GNI CNTRL SVC/BIBLIOTHECA	\$ -	\$ -	\$ -	\$ -	\$ 22,000	Annual maintenance contract
2015011	941600	AUDIT FEES	\$ -	\$ 8,200	\$ -	\$ 8,200	\$ 8,200	Auditors confirmed
2015011	942500	GENERAL COUNSEL	\$ 20,001	\$ 25,000	\$ 4,180	\$ 20,000	\$ 16,667	
2015011	951001	OFF SPLS-PHOTOCOPY	\$ 3,614	\$ 7,500	\$ 2,360	\$ 4,200	\$ 3,333	
2015011	951002	OFF SPLS-OTHER SUPPLIES	\$ 6,421	\$ 5,800	\$ 1,439	\$ 3,248	\$ 3,867	
2015011	951003	OFF SPLS FURNISHINGS	\$ 49,659	\$ 127,000	\$ 6,398	\$ 71,120	\$ 38,650	2021 Per Capita
2015011	951100	LIBRARY SUPPLIES	\$ 1,319	\$ 2,500	\$ 15	\$ 1,400	\$ 1,667	
2015011	951103	STAFF APPRECIATION	\$ -	\$ 1,650	\$ 1,106	\$ 1,650	\$ 1,100	
2015011	952000	MATERIALS	\$ -	\$ 30,000	\$ 24,588	\$ 30,000	\$ 12,000	Decrease due to COVID
2015011	990800	COMPUTER EQUIPMENT	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 10,000	Update Firewall
		Total Library Administration	\$ 1,121,790	\$ 1,317,416	\$ 650,400	\$ 1,166,525	\$ 787,925	

Library Fund

Fund	Object	Description	FY20 Actual	FY21 Revised Budget	FY21 YTD Actual	FY21 Forecast	SV21 Proposed Budget	FY21 Notes
2015012		Library Facility						
2015012	910000	REGULAR SALARIES	\$ 138,134	\$ 176,883	\$ 97,381	\$ 166,270	\$ 117,615	
2015012	932103	BLDG MNT CNTR-GENL MAINT	\$ 50,825	\$ 101,000	\$ 29,449	\$ 75,750	\$ 67,333	
2015012	932104	BLDG MNT CNTR-ELEV MAINT	\$ 2,055	\$ 6,500	\$ 2,678	\$ 4,095	\$ 4,333	
2015012	932105	BUDG MNT CNTR-HVAC EQUIP	\$ 18,853	\$ 30,500	\$ 6,993	\$ 19,215	\$ 20,333	Duct Cleaning
2015012	952100	BUILDING SUPPLIES	\$ 12,926	\$ 19,500	\$ 6,824	\$ 12,285	\$ 13,000	
2015012	955000	NATURAL GAS	\$ 7,021	\$ 15,000	\$ 6,450	\$ 15,000	\$ 10,000	
2015012	990100	MACHINERY AND EQUIPMENT	\$ -	\$ 30,000	\$ 28,832	\$ 28,832	\$ -	
2015012	990400	MOTOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015012	996300	BUILDING REPAIRS	\$ 262,303	\$ 1,182,877	\$ 8,425	\$ 895,583	\$ -	Sprinkler Project will be Carryover \$700K
		Total Library Facility	\$ 492,117	\$ 1,562,260	\$ 187,031	\$ 1,217,030	\$ 232,614	
2015013		Library Technical Services						
2015013	910000	REGULAR SALARIES	\$ 291,453	\$ 293,025	\$ 187,444	\$ 275,444	\$ 197,077	
2015013	910010	SAL/LIBRARIANS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013	931702	DATA PROCESSING/OCLC	\$ 12,208	\$ 15,500	\$ 9,402	\$ 14,725	\$ 10,333	
2015013	935100	EQPT RNTL-MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013	949300	TRANSFER OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
2015013	951100	LIBRARY SUPPLIES	\$ 8,380	\$ 19,500	\$ 2,734	\$ 10,920	\$ 13,000	
2015013	990100	MACHINERY & EQUIPMENT	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
		Total Library Technical Services	\$ 387,041	\$ 328,025	\$ 199,580	\$ 301,089	\$ 220,410	
2015014		Library Adult Reference						
2015014	910000	REGULAR SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	
2015014	951100	LIBRARY SUPPLIES	\$ 195	\$ -	\$ -	\$ -	\$ -	
2015014	954001	LIB RSRCS-ADULT BOOKS	\$ 62,286	\$ -	\$ -	\$ -	\$ -	
2015014	954003	LIB RSRCS-PERIODICALS	\$ 18,241	\$ -	\$ -	\$ -	\$ -	
2015014	954006	LIB RSRCS-MICROFILM	\$ 565	\$ -	\$ -	\$ -	\$ -	
2015014	954010	LIB RSRCS-CD ROM	\$ 120,864	\$ -	\$ -	\$ -	\$ -	
		Total Library Adult Reference	\$ 202,151	\$ -	\$ -	\$ -	\$ -	
2015015		Library Youth Services						
2015015	910000	REGULAR SALARIES	\$ 499,489	\$ 549,054	\$ 276,616	\$ 516,111	\$ 348,590	
2015015	915200	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	
2015015	938506	GNL CNTRL SVC/PROGRAM	\$ 15,439	\$ 31,500	\$ 10,813	\$ 22,680	\$ 21,000	Friends of the Library and Marion's Mark
2015015	951100	LIBRARY SUPPLIES	\$ 4,918	\$ 5,500	\$ 1,057	\$ 3,080	\$ 3,667	
2015015	954002	LIB RSRCS-CHILDREN BOOKS	\$ 95,435	\$ 75,000	\$ 57,227	\$ 75,000	\$ 50,000	
2015015	954003	LIB RSRCS-PERIODICALS	\$ 1,466	\$ 1,500	\$ 75	\$ 1,500	\$ 1,000	
2015015	954004	LIB RSRCS-RECORDING	\$ 13,445	\$ 19,000	\$ 7,065	\$ 19,000	\$ 12,667	
2015015	954005	LIB RSRCS-AUDIO VISUAL	\$ 17,198	\$ 24,000	\$ 4,866	\$ 24,000	\$ 16,000	
2015015	954008	LIB RSRCS-MISCELLANEOUS	\$ 2,215	\$ 3,000	\$ -	\$ 3,000	\$ 2,000	
2015015	954010	LIB RSRCS-CD ROM	\$ 3,457	\$ 6,000	\$ 1,907	\$ 5,100	\$ 4,000	
2015015	954012	LIB RSRCS-E-BOOK	\$ -	\$ 10,500	\$ 5,227	\$ 10,500	\$ 7,000	
2015015	954015	LIB RSRCS-RECORD	\$ -	\$ 5,000	\$ 539	\$ 4,250	\$ 3,333	
2015015	954019	LIB RSRCS-CHILDREN	\$ -	\$ 36,500	\$ 19,742	\$ 32,850	\$ 24,333	
		Total Library Children's Services	\$ 653,061	\$ 766,554	\$ 385,132	\$ 717,071	\$ 493,590	

Library Fund

Fund	Object	Description	FY20 Actual	FY21 Revised Budget	FY21 YTD Actual	FY21 Forecast	SV21 Proposed Budget	FY22 Notes
2015016		Library Patron Services						
2015016	910000	REGULAR SALARIES	\$ 378,782	\$ 465,530	\$ 272,372	\$ 437,598	\$ 309,662	
2015016	931701	DATA PROCESSING	\$ 70,890	\$ 74,500	\$ 44,851	\$ 70,775	\$ 74,500	CCS payments May, August and November
2015016	951100	LIBRARY SUPPLIES	\$ 3,238	\$ 7,200	\$ 5,646	\$ 7,200	\$ 7,200	Increase due to COVID
	Total	Library Circulation	\$ 452,910	\$ 547,230	\$ 322,869	\$ 515,573	\$ 391,362	
2015017		Library Adult Services						
2015017	910000	REGULAR SALARIES	\$ 512,565	\$ 551,897	\$ 313,705	\$ 518,783	\$ 384,192	
2015017	938506	GNL CNTRL SVC/PROGRAM	\$ 11,809	\$ 30,000	\$ 9,460	\$ 21,600	\$ 20,000	
2015017	938507	GNL CNTRL SVC/YA PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	
2015017	951100	LIBRARY SUPPLIES	\$ 2,184	\$ 3,000	\$ 1,209	\$ 1,680	\$ 2,000	
2015017	951102	LIBRARY SUPPLIES	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,000	
2015017	954001	LIB RSRCS-ADULT BOOKS	\$ 52,545	\$ 64,000	\$ 40,964	\$ 64,000	\$ 42,667	
2015017	954003	LIB RSRCS-PERIODICALS	\$ -	\$ 18,000	\$ 2,103	\$ 15,300	\$ 12,000	
2015017	954004	LIB RSRCS-RECORDING	\$ 21,613	\$ 16,000	\$ 9,337	\$ 16,000	\$ 10,667	
2015017	954005	LIB RSRCS-AUDIO VISUAL	\$ 33,438	\$ 40,500	\$ 22,360	\$ 36,450	\$ 27,000	
2015017	954006	LIB RSRCS-NICRO	\$ -	\$ 2,000	\$ 1,385	\$ 2,000	\$ 1,333	
2015017	954010	LIB RSRCS-CD ROM	\$ -	\$ 2,000	\$ 962	\$ 2,000	\$ 1,333	
2015017	954011	LIB RSRCS-MWL	\$ 21,156	\$ 22,000	\$ 3,763	\$ 18,700	\$ 14,667	
2015017	954012	LIB RSRCS-E-BOOKS	\$ 61,137	\$ 84,500	\$ 53,320	\$ 84,500	\$ 59,500	
2015017	954013	LIB RSRCS-YA GAMES	\$ 1,838	\$ -	\$ -	\$ -	\$ -	
2015017	954015	LIB RSRCS-RECORD	\$ -	\$ 8,000	\$ 1,180	\$ 8,000	\$ 5,333	
2015017	954017	LIB RSRCS-ADULT	\$ -	\$ 78,000	\$ 43,020	\$ 78,000	\$ 52,000	
2015017	954018	LIB RSRCS-ONLINE	\$ -	\$ 135,000	\$ 121,041	\$ 135,000	\$ 135,000	Kept level due to COVID
	Total	Library Readers Services	\$ 718,286	\$ 1,056,397	\$ 623,809	\$ 1,002,013	\$ 768,693	
	Total	Library Fund Expenditures	\$ 4,027,356	\$ 5,577,882	\$ 2,368,820	\$ 4,919,301	\$ 2,894,594	
		Library Surplus (Deficit)	\$ (1,259,988)	\$ (1,254,369)	\$ (293,602)	\$ (583,788)	\$ (1,024,760)	



Memorandum

Memo Date: January 8, 2021
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: January 12, 2021
Action Requested: For Approval
Subject: FY21 Operating Budget Amendment

Background:

Library administration developed the following proposed budget amendment in the FY21 Operating Budget for the Board's consideration.

FY21 OPERATING BUDGET AMENDMENTS

Account Description (expense unless noted)	Original	Adjustment	Modified	Note
Administration Salaries	\$345,150	\$-40,000	\$305,150	1
Administration Consulting	\$25,000	\$40,000	\$65,000	

Notes:

1. The Library hired a consultant to fill its need for the position of Interim Director. In order to provide payment to our new consultant, we would like to make a transfer from Administration Salaries.

Recommendation:

I recommend the Board adopt the FY21 Operating Budget Amendment as proposed.

Suggested motion:

Approve a budget transfer in the FY21 Operating Budget for \$40,000 for additional consulting fees.