



Notice is hereby given that the following Committees of the Library Board will be held via videoconference with **all remote participation** Tuesday, September 8, 2020 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 Library Director Heidi Smith at hsmith@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.

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

**LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
TUESDAY, SEPTEMBER 8, 2020 at 7:00 P.M.
All committees are committees-of-the-whole unless noted**

PUBLIC COMMENT

PLANNING & OPERATIONS (Burkum & Steinfelds – Co-chairs)

1. Approve August 11, 2020 minutes – Attached
2. Review 2021-2025 strategic plan summary – Attached
3. Approve next fiscal year operating goals – Attached
4. Approve overdue fines strategy – Attached
5. Other

BUDGET & FINANCE (Dobrilovic – Chair)

1. Approve August 11, 2020 minutes – Attached
2. Discuss shift to calendar year fiscal year – City memo attached
3. Discuss draft summary operating and capital budget and 5-year levy forecast – Attached
4. Other

BUILDING & GROUNDS (Reardon – Chair)

1. Approve August 11, 2020 minutes – Attached
2. Approve sprinkler project contract – Attached
3. Other

PERSONNEL (Hanba – Chair)

1. Approve August 11, 2020 minutes – Attached
2. Discuss director compensation
MOTION to adjourn to CLOSED SESSION pursuant to 5 ILCS 120/2(c), for discussion of a personnel matter
3. Other

NO MEETINGS:

**COMMUNICATIONS & DEVELOPMENT
INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE
RESOURCES**

MINUTES
PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Planning and Operations Committee of the Whole Meeting of the Board of Trustees
held via videoconference – August 11, 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; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Trustees Absent: Alexandra Hanba

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager; Anastasia Rachmaciej, Patron Services Manager; Lan Eng, Youth Services; Charlie Melidosian, City Council liaison.

PUBLIC COMMENT

None.

Committee Chair Burkum called the Planning and Operations Committee of the Whole meeting to order at 7:49 p.m.

Trustee Reardon made a

MOTION: to approve the minutes of July 14, 2020

President Rapisand seconded the motion.

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

Absent: Hanba

Present, not voting: Thiagarajan, Steinfels

Motion passed.

Overdue Fines Strategy

Director Smith gave a presentation on a proposed fine free policy. She discussed reasons in support of eliminating fines, including that it provided more equitable access to library services; a more positive experience for patrons; and less staff time to collect. The traditional purpose of fines was to encourage return of materials, generate income and teach responsibility. However, she explained that fines are not only option. Blocking patron accounts has been found to be effective. Some libraries that have implemented this policy have found little or improved impact on return rates, some with more items returned past the due date, and some with overdue items returned sooner on average. She explained that fine free has been growing national trend. Some libraries have determined fines are not good return on investment and they see establishing fine free policies as a positive investment in customer service and a way to provide equitable access to the community.

Many libraries in Illinois and our region are going fine free. In our consortium, CCS – 20 of 29 members are now fine free with an additional 3 libraries considering later this year. The team conducted interviews with each of the trustees and found their main concerns to be: accountability, financial impact and stewardship of taxpayer dollars.

Smith outlined how the process would work. No fines would be charged for overdue items. Instead, patrons' cards would be blocked. Patrons will be informed when item hits 14-15 days overdue. Overdue material is automatically billed to a patron at 45 days overdue.

Financial Impact - Fine revenue for FY20 was \$32,483, representing 1.17% of total FY20 revenue, and 0.75% of budgeted revenue for FY21. The estimated annual cost of collecting fines is \$5,736. She is not recommending cutting this amount as part of the fine free policy, this amount was requested by the Board, so it is being provided to give context to the discussion.

MINUTES
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Financial Impact Options

1. Reduce annual accumulations by \$32,500
 - Not recommending that Library increase levy
 - Higher percentage of operating budget spent
 - Slower rate of growth – unrestricted reserves
 - Less to deficit spend
 - If levy were to be reduced, it would be reduced less
2. Reduce Annual Spending
 - Reduce staff by attrition FY21
 - Reduce staff by attrition FY22 – next fiscal year will see effects on service model due to COVID or other factors
 - Align with alteration of FY21 salary plan
 - Across the board reduction by 0.75%
 - A combination of any/all of the above

The team interviewed area libraries, who overall had a favorable experience implementing fine free policies. Director Smith shared similar feedback from trustees of Warren Newport, Ela, and Vernon libraries who gave a presentation at the Illinois Library Association conference.

In reviewing if fine free would be a good investment, she posed the following:

- Equitable access 4% of PR residents are below poverty line, remove financial barrier
- More positive experience than fines
- Less staff time collecting fines – it is not such a significant amount of time that would cause a restructuring of duties, but the time could be redirected into other tasks
- Remain competitive in changing library market
 - Libraries around us going fine free
 - Could lose circulation, customers, trust, support
- Blocks can be more effective than fines in getting materials returned
 - Some libraries that have automatic renewals in place see less negative effect – block v fine.
 - Vernon Area Library did see an increase in total number of items overdue, but also a decrease in average length of time items were overdue.

Recommendation

- Implement fine free policy starting November 1.
- Extend the current overdue fine grace period through October 31.
- Contract with CCS to purge all outstanding overdue fines at no cost in January 2021.
- Consider applicable revisions to the pertinent LOANS OF BOOKS AND OTHER MATERIALS policies in September.
- Reduce projected accumulations for FY21 budget forecast and FY22 draft summary budget and 5 year levy forecast.

Treasurer Dobrilovic thanked the team for their work. He finds some things to be compelling, finds some negatives. He recognizes that it is a trend in libraries, and appreciates that it eases difficult relations with patrons, frees up staff time. The main negative he sees is the loss of revenue. We are in a tight fiscal environment. He has been a hawk in terms of saving, using money wisely, this is the biggest concern for him. There are many unknowns - how it will effect return of books and materials. He proposed declaring fine free on test basis to see if it works for our community.

MINUTES
PARK RIDGE PUBLIC LIBRARY

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Trustee Reardon agrees with Treasurer Dobrilovic. The argument of creating a positive experience for patrons does not hold if materials are not returned as quickly. It will be a negative experience for people waiting for materials. He wants to make a data driven decision; most of the libraries are reporting anecdotal evidence. He highlighted a report referenced in the packet from Library Connection Inc. with data from Mansfield Public Library that showed more items were returned later with fine free than with fines. He said that little data presented shows materials will come back later. He is also concerned the about financial impact.

President Rapisand's concern with fine free is the customer experience. She gave the scenario of getting to checkout to find account is blocked and can't check out this could be worse than having to pay fine. President Rapisand asked about splitting the fines, perhaps not charging on books but charging on other materials.

Ms. Eng referred to the report from CCS July 1 – Feb 28, 2020 showing fines by material type which showed that books were 42% of fines. Ms Eng clarified that the data in one of the charts that Trustee Reardon referred to a fine free policy for seniors only, and that that library was doing fine free without the account block. **She said in her interviews with other libraries, they consistently said that they did see an increase in number of items overdue by 1-2%. However, there was a reduction in average length of time for materials to be returned; they found the block helps materials come back faster than with fines.** With fines, the average days returned was 10.73; 8.6 with fine free. **We could be waiting for more items, but the average wait time overall could be shorter.** Regarding holds, anecdotally the libraries interviewed stated that they did not experience a negative impact on holds.

Trustee Reardon asked if more data could be provided on this. Trustee Kiem said he supports Treasurer Dobrilovic's suggestion of a 6-month trial period during which time we could gather reactions from the public and data.

The Board discussed the timing of the policy and when the vote could take place. Director Smith stated that she believed staff could compile the necessary information and provide it to the Board before next week's meeting so the Board could vote on it then.

Trustee Reardon expressed concern about the reaction from patrons if the Board decided to go fine free and then reversed. Trustees concurred that the messaging would be key and the fact that it was a trial must be very clear.

Treasurer Dobrilovic made a

MOTION: to approve a trial fine free program for a period TBD (6 or 9 months).

Trustee Reardon seconded the motion.

Director Smith requested that the extension of the overdue fine grace period also be added to the agenda. Trustee Kiem so moved. The timing of the extension could be determined at the meeting. Trustee Dobrilovic seconded.

Roll Call Vote: Yes: Burkum, Dobrilovic Kiem, Rapisand, Reardon, Somheil
Absent: Hanba
Present, not voting: Thiagarajan, Steinfelds

Chairperson Appointments

President Rapisand requested that the Board members let her know if they were interested in chairing or co-chairing a committee by Friday at noon, so the appointments can take place at the Board meeting next Tuesday. Treasurer Dobrilovic stated that as treasurer he is the chair of Budget and Finance Committee.

Committee Chair Burkum noted that the annual calendar had been included in the packet for trustee's information.

With no objections, the meeting was adjourned at 9:10 pm.



Memorandum

Memo Date: September 4, 2020
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: September 8, 2020
Action Requested: For discussion
Subject: Park Ridge Public Library Key Initiatives Summary (9/4/2020 DRAFT)

Engagement 2021-2025 Draft Summary

Encourage individual growth and lifelong learning

- Strengthen equitable, diverse and inclusive (EDI) collections with materials that expand our perspective with experiences beyond our own
- Grow digital offerings including virtual programs and resources
- Anticipate and respond to remote and postponed learning needs
 - Support college-aged people
 - Support parents with remote learning and homeschooling
 - Support students with resources and research assistance
- Lead Green as convener, researcher, and public example
 - Support community leaders
 - Complete long-term facilities plan focusing on equity of access, efficiency and green initiatives
 - Research grants for green library facility updates

Build up a strong workforce and local businesses

- Enhance and expand impactful services for job seekers
- Increase assistance to local small business establishment and development

Align with strategy and set the stage for development

- Evaluate policies, procedures, programs, partnerships, staffing, reports, facility use and budgets to align with the updated vision, mission and strategy
- **Develop and launch engagement strategy and action plan to increase partnerships, build relationships and more**
- Cultivate outcomes focus for planning, assessment and reporting to show that what the library is doing is making a difference
- Shift the library's public narrative to the stories of impact that result from the plan

Develop civic education for an informed and engaged citizenry

- **Seek out partners and experts to create a civic awareness and engagement initiative**
 - **Support teens and young adults**
 - **Support adults**
- **Expand the Park Ridge Community Network with opportunities to connect and build community, including supporting mental health**

What will it take to fulfill the plan?

Public libraries play a key role in community recovery and quality of life during economic downturns.

Investing in this plan is investing in the outcomes defined above. To do that to the extent we think is needed based on the community conversations we had, I recommend the following:



Memorandum

- Expand Administration and Marketing teams to support engagement, partnerships and development and enhanced operations
 - Add 2FTE: increase spending \$150,000 over FY21 stub and FY22
 - Adding an Assistant Director as one of the two will have the added benefit of increasing leadership support of operations
 - Alt 1: 1.5 FTE for \$120,000 over FY21 stub and FY22; slower evolution
 - Alt 2: 1 FTE for \$60,000 over FY21 stub and FY22; slower evolution plus additional changes (this option included in 5-year forecast)
 - Alt 2: None; **remove engagement and development initiatives for now**

Example Timeline

	FY2021+FY21stub	2022	2023	2024	2025
Lifelong Learning	Collection EDI organic/education Digital organic/assessment Remote learning organic/assessment Lead Green facility assessment	Collection EDI research Digital plan/budget Lead Green convene/research	Collection EDI assessment Digital shift Lead Green long-term plan	Collection EDI adjustment Digital assessment Lead Green grants	Collection EDI maintenance Digital maintenance
Workforce & Businesses	Job seekers organic/assessment Businesses organic/partnerships	Job seekers partnerships Businesses plan/budget	Job seekers evaluate Businesses Enhance services	Businesses Evaluate	
Align with strategy	Evaluation policy/ hire leadership Outcomes organic/education Narrative organic	Evaluation operations Engagement hire support Outcomes planning/reporting Narrative Evaluate methods and messaging	Evaluation TBD Engagement build relationships Outcomes assessment Narrative TBD	Evaluation TBD Engagement build partnerships Narrative TBD	Evaluation development Engagement next strategic plan Narrative TBD
Civic Engagement		PRCN Evaluation	Ed initiative research PRCN tester	Ed initiative enlist partners PRCN possible expansion	Ed initiative launch PRCN evaluation



Memorandum

Memo Date: September 4, 2020
From: Heidi Smith, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 8, 2020
Action Requested: For discussion
Subject: Proposed FY21 stub year (FY21-S) operating budget goals

Proposed FY21-S Operating Budget Goals:

1. 2021-2025 Strategic Plan service enhancements (pending Strategic Plan approval)
 - a. Staff development about strengthening collection equity, diversity and inclusion
 - b. Demand-based growth and assessment of digital collections
 - c. Remote learning support including support of students home from college
 - d. Increased support for job seekers and businesses
2. 2021-2025 Strategic Plan alignment (pending Strategic Plan approval)
 - a. Complete policy review
 - b. Organic growth and staff development about community outcomes focus in planning, assessment, reporting and communications
 - c. Evaluate and plan for engagement staffing
3. Staff salary plan: phase 2
 - a. Based on FY20 staff audit and market pay study
 - b. Evaluate 2020 and 2021 survey data
 - c. Includes merit increases or bonuses based on performance and the 2020 salary ranges, changes to minimum wage and relief of minimum wage compression
4. Long-term facility plan
 - a. Pending the FY2021 facility needs assessment



Memorandum

Memo Date: September 4, 2020
From: Heidi Smith
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: September 8, 2020
Action Requested: For Approval
Subject: Block Model/Fine Free Trial

BACKGROUND

The Park Ridge Library Board has evaluated the question of whether or not a block model for overdue items to encourage the timely return of materials would be better for Park Ridge than the current fine model.

Staff are recommending the shift to the block model for a number of reasons, including that in 2020 to date, the number of libraries in the CCS consortium that have adopted a block model to replace a fine model increased from 9 to 20 out of 29. It is possible the consortium may revisit becoming a fine free consortium.

In addition, the block model is purported to have many benefits to the community, including more equitable access to library materials, while the block has the potential to be a more powerful deterrent to returning materials late. In other words, you can't check out more until you return the ones that are late. Overdue notices would be sent to patrons when the block takes effect to avoid any unpleasant surprises at checkout.

Different libraries have had different experiences with how the block model affects the number of overdue items and the average length of time overdue items are returned past their due date. Even though some have experienced an increase in the number of overdue items, some have experienced an overall decrease in the average time items are overdue. In other words, even though more materials may come back late, on average they all may come back sooner with the block model.

The observation staff has made is that most libraries retain the block model once it replaces fines, by which we assume patron, board and staff satisfaction with the block model. With a trial, we would be able to collect data and accurately assess if the block model serves Park Ridge well. Of note, July and August data is being evaluated, but as it is not a block model, just a fine free model, comparisons may not prove helpful. I hope to report more on this at the meeting. Also, historical data pre-COVID as requested by Trustee Reardon is available according to CCS with some minor modifications of item type (new to regular).

TRIAL OF BLOCK MODEL TO REPLACE FINE MODEL

PROS	CONS
Potential extension of good will to foster good relationships with patrons during this challenging time.	For some, it may foster resentment for those who return materials late and do not continue to generate fine revenue.
Equitable access to library services for all, especially during economic uncertainty. Income, transportation and food instability could be increasing in Park Ridge. This could reduce stress for patrons as well as staff.	Concerns of stewardship of taxpayer dollars and financial impact: lost revenue of 0.75% or \$32,500 (FY20) annually.
More positive experience for patrons who return items overdue; also more positive for staff.	Concerns of patron satisfaction if more items are returned overdue. (Area libraries interviewed did not report this; most libraries stay the course.)



Memorandum

<p>Some libraries experienced the average length of overdue items decreased.</p> <p>Less staff time discussing or collecting fines; especially desirable during COVID.</p> <p>Remain competitive in the changing library market with the majority of neighboring libraries fine free.</p> <p>Some libraries shared positive measures including increases in first time checkouts, circulation numbers, and new cardholders.</p>	<p>Concerns of accountability: some libraries had an increased number of items returned overdue. (Could consider 7-10 day block over 14-15.)</p> <p>Resuming fines could result in increased patron transactions and interactions, potentially increasing the frequency access to Patron Services is limited by capacity.</p> <p>Would miss an opportunity to complete a trial with data analysis in advance of the CCS consortium potentially revisiting the question of whether to go fine-free by majority vote.</p> <p>At this point, a relatively few number of patrons have commented that they will go to a fine free library instead, but this could increase.</p>
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RECOMMENDATION

Overdue fines represent 0.75% of the Library’s annual revenue. This strategy anticipates a decrease in overdue fines due to an increase of digital use, while addressing current trends in area libraries to avoid losing patrons. This also supports current efforts to reduce staff/patron transactions and interactions for social distancing and space capacity. Lastly, the block model has proven effective and popular according to many libraries.

Given this and an evaluation of the reasons for and against the fine free trial, I recommend the Board move forward with a 6 month (minimum) trial, and consider the following budget options excerpted from the August presentation and discussion:

- 1) **Reduce accumulations.** The Library budgets for the maximum projected need, and most often spends less. If the library reduced fine revenue, and did not change expenses, the annual accumulations at year end would be less. This would have the effect of “tightening up the budget” without reducing funds for services and other resources.
- 2) **Reduce spending.** In order to maintain the current rate of growth of unrestricted reserves and maintain the current levy (or reduce both dollar per dollar), the Library could reduce spending by \$32,500 (FY20 overdue fine revenue).
 - a. FY21: Align with Board reduction of the FY21 salary plan
 - b. FY21 stub and beyond: Reduce non-personnel spending across the board reduction by 0.75%
 - i. Example: Spend \$480 less on current \$64,000 for Adult Fiction
 1. May fluctuate slightly up and down across lines as needed (contracts, etc.)

Next steps with 6 month (minimum) trial November 1-April 30:

- Extend fine free grace period through October 31
- Consider temporary policy changes at October meeting to be effective November 1
- Consider question of old fines

Suggested motions:

1. Approve fine free trial for Park Ridge Public Library November 1, 2020 through April 30, 2021
2. Extend current overdue fine grace period through October 31, 2020

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 - Tuesday, August 11, 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; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan

Trustees Absent: Alexandra Hanba

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager; Anastasia Rachmaciej, Patron Services Manager; Lan Eng, Youth Services; Charlie Melidosian, City Council liaison.

PUBLIC COMMENT

None.

Treasurer Dobrilovic called the Budget and Finance Committee of the Whole meeting to order at 9:20 pm.

Trustee Reardon made a

MOTION: to approve the minutes of July 14, 2020

President Rapisand seconded the motion.

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

Absent: Hanba

Present, not voting: Thiagarajan, Steinfels

Motion passed.

FY21 budget strategy YTD

Director Smith explained that no board action was required, she wanted to get the Board's consensus around the spending plan for some expenditures that were deferred earlier in the year due to the COVID situation. She highlighted that there was a \$38,000 salaries surplus as a result of the pandemic. She recommends the Library proceed with the following projects:

- Computer lab – the original plan called for the purchase of new computer lab seating at the cost of \$30,000. Staff is currently re-evaluating plans for the lab. They have decided to make use of use existing tables, reduce the lab size to 8 and add dividers on all sides and incorporate spacing. Current pricing for this is \$5,800, staff is seeking additional quotes.
- Wayfinding Signage project – \$15,000
- Door Lock project – \$20,000 – secure areas, update locks
- Staffing – fill open positions
 - For Oct. 1 or ASAP
 - Part time monitor position
 - 2 part time pages
 - For Nov 1 (3rd quarter)
 - FT Adult librarian
 - FT YS librarian
 - 2 PT YS assistants

Estimated 2nd quarter open staff positions surplus is \$41,489.

Treasurer Dobrilovic asked if these bids and pricing will be brought to the Board for approval. Director Smith replied the lock project would as it exceeds her purchasing authority. The signage purchase would likely be in smaller increments to that would probably not come back to the Board for approval.

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 - Tuesday, August 11, 2020 at 7:00 p.m.

Trustee Reardon recommended caution moving forward with staffing. We may not need the number of hours that we had previously, we don't know what the new normal will be. Trustee Kiem stated that the expectation is not just that we return to pre-pandemic services, the expectation is for virtual services in addition what we previously offered – patrons are counting on that. Staff has that task on top of meeting or exceeding past expectations.

Director Smith said that we will move forward with this in mind, especially with regard to strategic planning. Not fully staffing Adult Services and Youth Services teams would have an impact on strategic initiatives.

Trustee Dobrilovic said there was consensus to move forward with the budget strategy as proposed.

With no objections, the meeting was adjourned at 9:36 pm.

DRAFT



Agenda Cover Memorandum

Meeting Date: August 24, 2020

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Fiscal Year Change

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Andrea Lamberg, Finance Director Ph:(847) 318-5214 Email: alamberg@parkridge.us

Background:

Staff is seeking consensus of the City Council to move forward with an ordinance to change the City's Fiscal Year from its current 5/1-4/30, to a calendar year, 1/1-12/31. If City Council chooses to support staff's request, an ordinance to change the Fiscal Year will be brought back to the September Finance and Budget COW.

If the ordinance is approved, the next budget year would be "Stub Year" 2021 (SY21) which would run 5/1/2021 – 12/31/2021. The following Fiscal Years would run on calendar years beginning with Budget Year 2022 which would run 1/1/2022 – 12/31/2022.

As has previously been discussed, the most significant advantage of making this change is the alignment of the property tax year to the budget year. Aligning the property tax year with the budget year will allow City Council and staff to connect spending decisions and priorities to tax consequences. Additional advantages include efficiencies for staff in the areas of capital improvement planning, payroll and accounting.

The disadvantages are the challenge of viewing financial comparables for the first few years of the change and the additional workload for staff to turn around the SY21 audit (5/1/2021 – 12/31/2021) and Fiscal Year 2022 budget (1/1/2022 – 12/31/2022) in a condensed time frame. There is a one-time cost of \$4,044 for Tyler Technologies to program the City's financial software for the change. \$89,000 was budgeted in FY21 for Munis annual support. The actual cost was \$81,779. The savings in this area is adequate to cover the unbudgeted programming fee.

Attachments:

- Fiscal Year Change Memo from Ancel Glink
- Fiscal Year Change Sample Ordinance



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MEMORANDUM

To: Mayor and City Council
City of Park Ridge

CC: Andrea Lamberg, Finance Director
Joe Gilmore, City Manager

From: Adam B. Simon

Subject: Changing the City's Fiscal Year

Date: July 9, 2020

This memorandum explains the process by which the City of Park Ridge can change the fiscal year by which it manages and reports its financial operations.

The Illinois Municipal Code establishes a default fiscal year for all communities based around the election cycle.¹ By the same provision, cities are allowed to establish a different fiscal year by ordinance. Within the City of Park Ridge, Section 2-1-5 of the City Code establishes the fiscal year to be from May 1 to April 30.

2-1-5 - FISCAL YEAR

The fiscal year of the City shall begin on May 1 in each year, and end on April 30 of each year following.

By the same authority the City Council established the current fiscal year, it can also choose a new fiscal year. All that is required, legally, is to adopt an ordinance which amends Section 2-1-5 of the City Code.

An amendment to the fiscal year will result in other changes. The Finance Department will need to manage and coordinate a transition of all the financial models, ordinances and reports to a new schedule. Director Lamberg will address these issues in a separate memo. Within the City Code, the first sentence in Section 2-9-6 could become moot, since elected officials are not installed on a calendar year schedule (Jan.-Dec.). Additionally, the term for the Chairperson of the Board of Fire and Police Commissioners is established by reference to the fiscal year.

Please let me know if you have any questions regarding the process to establish a new fiscal year.

¹ 65 ILCS 5/1-1-2(5).

CITY OF PARK RIDGE

ORDINANCE NO. 2020- _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARK RIDGE
ESTABLISHING THE CITY'S FISCAL YEAR**

WHEREAS, the City of Park Ridge is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, the City desires to amend the Park Ridge Municipal Code to establish a new fiscal year corresponding with the calendar year, commencing on January 1, 2022.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Park Ridge, Cook County, Illinois, pursuant to its home rule authority provided under Article VII of the Illinois Constitution of 1970 as follows:

SECTION 1: Section 2-1-5 of the City Code is here by amended in the manner described below:

2-1-5 - FISCAL YEAR

The fiscal year of the City shall begin on ~~May~~ January 1 in each year, and end on ~~April 30~~ December 31 of each year ~~following~~.

SECTION 2: This Ordinance shall be in full force and effect from and after January 1, 2022, but not before passage, approval and publication according to law.

SECTION 3: The City Clerk is hereby authorized and directed to publish said Ordinance in pamphlet form according to law.

Adopted by the City Council of the City of Park Ridge, Illinois this ____ day of _____, 2020.

VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this
_____ day of _____, 2020.

Mayor Marty Maloney

Attest:

City Clerk



Memorandum

Memo Date: September 4, 2020
From: Heidi Smith, Library Director
Meeting Type: Budget & Finance Committee of the Whole
Meeting Date: September 8, 2020
Action Requested: For discussion
Subject: Draft summary FY21 stub year (FY21-S) budget and 5-year levy forecast

Background:

City of Park Ridge administration reviewed the November 2019 levy forecast and recommended it remain unchanged. Included was the Library's forecast with a 5% increase from 2019 to 2020. The Library Board was considering a 0% increase as an alternative due to the pandemic.

Park Ridge City Council is now considering moving to a calendar based fiscal year. To maintain 6 months of operating expenses per Library policy as well avoid any spikes to the levy, Library administration proposes a change to the November 2019 levy forecast as well as the estimate provided in the FY2020 annual report.

Notes regarding FY21-S draft summary budget and proposed 2020 levy:

- 3.94% increase from 2019 (\$3,939,864 net) to 2020 (\$4,095,178 net) is \$155,314
- Proposed deficit spending is an estimated \$804,349 of Library Fund balance
- Proposed restrictions total \$75,000 for upcoming facility and technology improvements
- Unrestricted balance estimated at 10.1 months of operating funds by April 30, 2021 per FY21 August forecast, and 6.8 months by FY21S year-end December 31, 2021
- Forecast includes the following:
 - Reduced revenue by \$32,500 annually with the proposed elimination of overdue fines FY21-25
 - Could add back in
 - Could reduce spending to offset
 - Added \$20K in salaries FY21-S and additional \$40K in FY22 for proposed engagement staff
 - Could postpone
 - Could reduce
 - Could remove

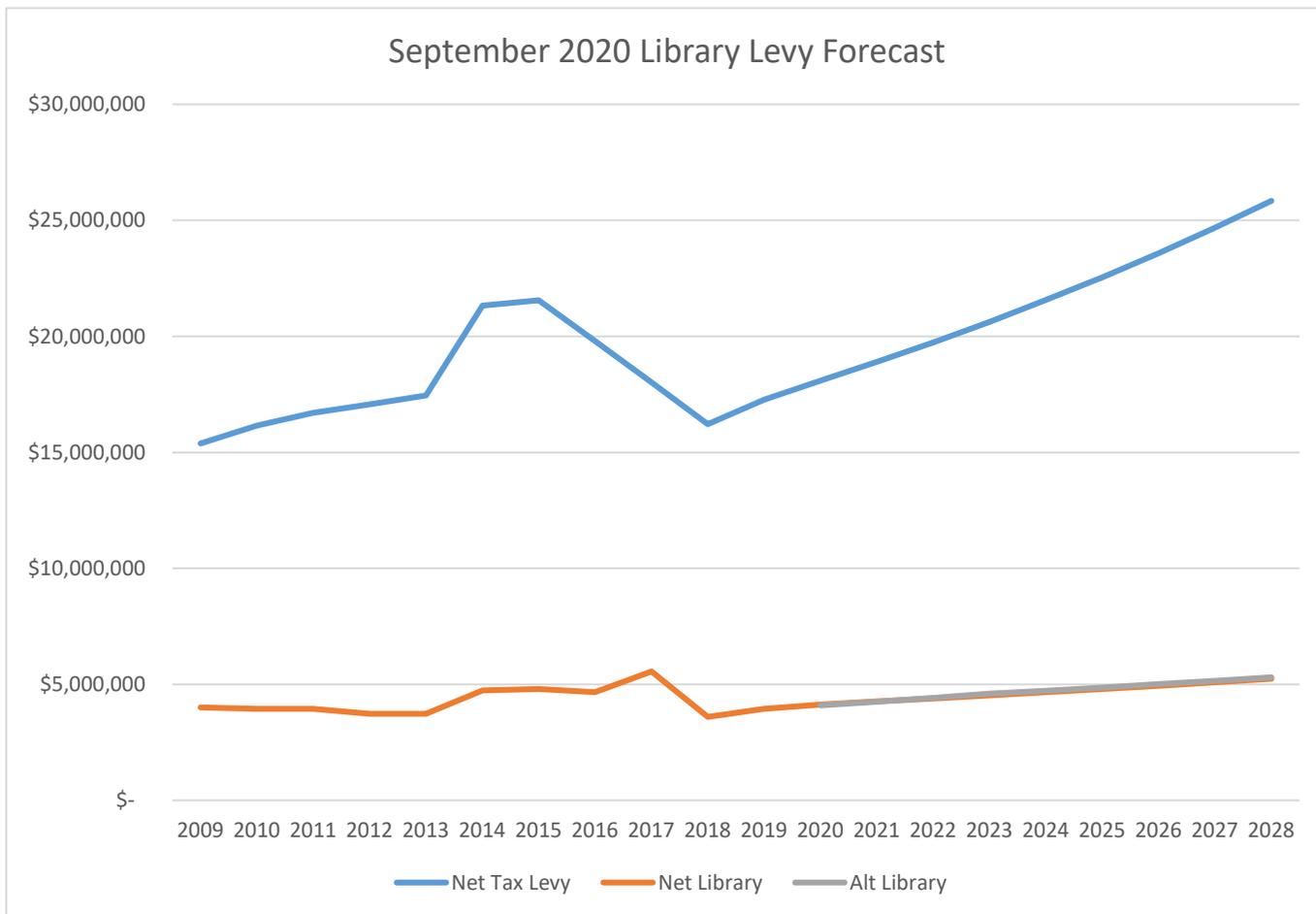
Next Steps:

- Director Smith will update City Administration
- October COW/Board meetings
 - Approve 2020 levy resolution
- Submit levy resolution to City following Board approval

September 2020 Library Levy Forecast DRAFT

	Levy Change	Net Tax Levy	Net Library	Alt Library Levy Change	Alt Library	Difference
2009	3.23%	\$ 15,384,000	\$ 4,006,000			
2010	5.00%	\$ 16,153,200	\$ 3,953,000			
2011	3.44%	\$ 16,704,036	\$ 3,953,000			
2012	2.18%	\$ 17,075,076	\$ 3,737,907			
2013	2.20%	\$ 17,451,553	\$ 3,737,907			
2014	22.22%	\$ 21,328,737	\$ 4,744,680			
2015	1.07%	\$ 21,555,845	\$ 4,795,454			
2016	-8.14%	\$ 19,802,072	\$ 4,662,320			
2017	-8.99%	\$ 18,021,640	\$ 5,556,287			
2018	-10.01%	\$ 16,218,379	\$ 3,598,763			
2019	6.43%	\$ 17,261,333	\$ 3,939,864			
2020	4.85%	\$ 18,097,960	\$ 4,136,857	From 5% to 3.94%	\$ 4,095,178	\$ (41,679)
2021	4.42%	\$ 18,898,660	\$ 4,260,963	From 5% to 3.94%	\$ 4,256,528	\$ (4,435)
2022	4.47%	\$ 19,742,501	\$ 4,388,792	From 3% to 3.94%	\$ 4,424,235	\$ 35,443
2023	4.51%	\$ 20,632,233	\$ 4,520,456	From 3% to 3.94%	\$ 4,598,550	\$ 78,094
2024	4.55%	\$ 21,570,798	\$ 4,656,069	From 3% to 2.9%	\$ 4,731,908	\$ 75,839
2025	4.55%	\$ 22,552,698	\$ 4,795,751	From 3% to 2.9%	\$ 4,869,133	\$ 73,382
2026	4.60%	\$ 23,589,426	\$ 4,939,624	From 3% to 2.9%	\$ 5,010,338	\$ 70,714
2027	4.64%	\$ 24,684,579	\$ 5,087,813	From 3% to 2.9%	\$ 5,155,638	\$ 67,825
2028	4.69%	\$ 25,842,018	\$ 5,240,447	From 3% to 2.9%	\$ 5,305,152	\$ 64,705

Taken from City November 2019 forecast



PRPL Revenue and Expense Forecast FY21 stub through FY25 DRAFT

Scenario 1 - September 2020	Pre-audit			8 months-3.94% levy increase from prior year	3.94% levy increase from prior year	3.94% levy increase from prior year	3.94% levy increase from prior year	2.90% levy increase from prior year	
	FY20 Actual	FY21 Revised Budget	FY21 Forecast	FY21 Stub Draft Summary Budget	FY22 Forecast	FY 23 Forecast	FY24 Forecast	FY 25 Forecast	
Revenues									
Property Tax & PPRT Revenue - Net	\$ 2,594,267	\$ 4,165,813	\$ 4,165,813	\$ 1,959,924	\$ 4,288,199	\$ 4,455,906	\$ 4,630,221	\$ 4,763,579	98.3% of gross levy; forecasted FY21s at 17.4% of PPRT
Per Capita State Grant	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	\$ 46,850	
Other Receipts	\$ 130,709	\$ 110,850	\$ 78,350	\$ 52,233	\$ 78,350	\$ 78,350	\$ 78,350	\$ 78,350	
Total Revenue	\$ 2,771,826	\$ 4,323,513	\$ 4,291,013	\$ 2,059,008	\$ 4,413,399	\$ 4,581,106	\$ 4,755,421	\$ 4,888,779	
Operating Expenditures									
Salaries	\$ 2,163,383	\$ 2,406,539	\$ 2,255,890	\$ 1,620,874	\$ 2,541,239	\$ 2,614,935	\$ 2,690,768	\$ 2,768,800	Annual 2.9% increase
Employee Benefits	\$ 402,943	\$ 338,116	\$ 338,116	\$ 242,681	\$ 367,022	\$ 385,373	\$ 404,642	\$ 424,874	Annual 5% increase
Data Processing	\$ 239,558	\$ 255,000	\$ 242,250	\$ 170,000	\$ 257,550	\$ 260,126	\$ 262,727	\$ 265,354	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Building Maintenance	\$ 91,680	\$ 172,500	\$ 123,500	\$ 101,667	\$ 154,025	\$ 155,565	\$ 157,121	\$ 158,692	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Membership, Recruiting and Training	\$ 37,535	\$ 33,500	\$ 18,500	\$ 18,500	\$ 32,000	\$ 32,320	\$ 32,643	\$ 32,970	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Equipment Rental	\$ 7,330	\$ 24,500	\$ 11,383	\$ 16,333	\$ 11,000	\$ 11,110	\$ 11,221	\$ 11,333	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Consulting	\$ 19,485	\$ 25,000	\$ 23,340	\$ 16,667	\$ 15,000	\$ 15,150	\$ 15,302	\$ 15,455	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Public Relations	\$ 32,924	\$ 46,500	\$ 46,500	\$ 31,000	\$ 46,965	\$ 47,435	\$ 47,909	\$ 48,388	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
General Contractual	\$ 70,688	\$ 123,500	\$ 92,625	\$ 82,333	\$ 124,735	\$ 125,982	\$ 127,242	\$ 128,515	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Audit	\$ -	\$ 8,200	\$ 8,200	\$ 8,400	\$ 8,700	\$ 9,000	\$ 9,300	\$ 9,300	Contract to April 2024
Special Counsel	\$ 20,001	\$ 25,000	\$ 20,000	\$ 16,667	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Flat from FY21 forecast
Supplies	\$ 79,928	\$ 179,500	\$ 100,797	\$ 100,135	\$ 127,577	\$ 128,853	\$ 130,142	\$ 131,443	Reduced Gift spending; includes Per Capita; 1% increase
Staff Appreciation	\$ -	\$ 1,650	\$ 1,650	\$ 1,100	\$ 1,650	\$ 1,650	\$ 1,650	\$ 1,650	Flat from FY21 forecast
Library Resources	\$ 526,900	\$ 625,500	\$ 625,500	\$ 417,000	\$ 631,755	\$ 638,073	\$ 644,453	\$ 650,898	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Computer Materials	\$ -	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,300	\$ 30,603	\$ 30,909	\$ 31,218	Starting FY22, 1% increase (CPI-U July 2020 12 mo.,
Total Operating	\$ 3,692,355	\$ 4,295,005	\$ 3,938,251	\$ 2,863,357	\$ 4,369,518	\$ 4,476,174	\$ 4,586,028	\$ 4,698,889	
Capital Expenditures									
Machinery and Equipment	\$ -	\$ 30,000	\$ 28,832	\$ -	\$ -	\$ -	\$ 15,000	\$ -	
Computer Equipment	\$ 75,000	\$ 70,000	\$ 70,000	\$ 20,000	\$ 25,000	\$ 150,000	\$ 50,000	\$ 50,000	FY20 was transfer out to Tech Fund
Building Repairs	\$ 370,360	\$ 1,182,877	\$ 848,131	\$ -	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	
Total Capital	\$ 445,360	\$ 1,282,877	\$ 946,963	\$ 20,000	\$ 125,000	\$ 350,000	\$ 165,000	\$ 150,000	
Total Expenditures	\$ 4,137,715	\$ 5,577,882	\$ 4,885,214	\$ 2,883,357	\$ 4,494,518	\$ 4,826,174	\$ 4,751,028	\$ 4,848,889	
Restrictions									
Capital Restrictions	\$ -	\$ 250,000	\$ 250,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	Restrict \$75K for FY24 capital
Technology Restrictions	\$ -	\$ 150,000	\$ 150,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Total Restrictions	\$ -	\$ 400,000	\$ 400,000	\$ 75,000	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000	
Unrestricted Balance Projections									
Beginning Unrestricted Balance	\$ 5,594,323		\$ 4,228,434	\$ 3,304,233	\$ 2,424,884	\$ 2,293,765	\$ 2,273,697	\$ 2,303,090	
Excess Budgeted (Deficit)	\$ (1,365,889)		\$ (524,201)	\$ (804,349)	\$ (56,119)	\$ 4,932	\$ 54,393	\$ 89,890	
Ending Unrestricted Balance	\$ 4,228,434		\$ 3,304,233	\$ 2,424,884	\$ 2,293,765	\$ 2,273,697	\$ 2,303,090	\$ 2,367,980	
Average monthly operating expenses	\$ 307,696		\$ 328,188	\$ 357,920	\$ 364,126	\$ 373,014	\$ 382,169	\$ 391,574	
# of months of operating expenses	13.7		10.1	6.8	6.3	6.1	6.0	6.0	

FY21 Library Year End Projections - September 2020

Library Fund & Reserves	FY20 Year End (pre audit)	FY21 Restrictions	FY 21 Expenses	FY21 Projected Year End
Capital Facility Reserve	\$ -	\$ 250,000	\$ -	\$ 250,000
Capital Technology Reserve	\$ 154,123	\$ 150,000	\$ (70,000)	\$ 234,123
Gifts in Reserve	\$ 320,485	\$ -	\$ (52,430)	\$ 268,055
Unrestricted Library Fund Balance	\$ 4,228,434	\$ -	\$ (524,201)	\$ 3,304,233

Michel Technology Trust <i>Not held in Library account</i>	\$ 224,542 <i>4/30/2020 value</i>
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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 - Tuesday, August 11, 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, Treasurer; Stevan Dobrilovic, Treasurer; Josh Kiem; Michael Reardon; Joseph Steinfels; Deepika Thiagarajan
(via videoconference)

Trustees Absent: Alexandra Hanba

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager; Anastasia Rachmaciej, Patron Services Manager; Lan Eng, Youth Services; Charlie Melidosian, City Council liaison.

PUBLIC COMMENT

None.

President Rapisand called the Building and Grounds Committee of the Whole Meeting to order at 9:10 pm.

Trustee Reardon made a

MOTION: to approve the minutes of January 14, 2020

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Dobrilovic, Kiem, Rapisand, Reardon, Somheil

Abstain: Burkum

Absent: Hanba

Present, not voting: Thiagarajan, Steinfels

Motion passed.

Sprinkler bid project

Director Smith reviewed the sprinkler project. She explained the project had been mandated by City during the Library renovation, but the parties agreed that it could be added in a later phase. Funding for the project was included in FY2021 summary budget, the 2019 levy resolution and the capital budget for FY21. The Board had previously discussed whether project needed to be completed now, or if it was advisable to delay the project.

Upon request of the Board, Director Smith asked City Manager Gilmore what the results would be if the Library Board delayed the project. He responded that the Library's status would be out of compliance with the City's code. There was no mention of any other punitive measures or results. She also spoke with the project architect whose opinion was that the current situation in the economy contributed to the competitive bidding process. Director Smith's recommendation last month was to move forward and based on the additional information, she still recommends completing the project now, awarding the bid to Efraim Carlson & Son, Inc. in the amount of \$774,400. She stated that advantages of moving forward include that the Library will: be in compliance with City regulations, take advantage of the advantageous pricing, and have reduced foot traffic in the Library during the work.

Trustee Reardon stated that the Library building will never be in compliance with building code, this work would make it in compliance with life safety improvements.

Treasurer Dobrilovic is reluctantly willing to move forward with this project. He thinks the Board should be very careful about how they are spending money right now. Property tax levies could go down, and people may not be able to pay property taxes. The Library has collected money to do the project, bids came in significantly lower than planned, significant cost savings realized. There is less foot traffic in building at this time, it is a good time to get the work done.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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held via videoconference - Tuesday, August 11, 2020 at 7:00 p.m.

Trustee Reardon agrees. He said it is a good point about getting the work done before we fully reopen in phase 5, and get the work done with less people in the building.

Secretary Somheil made a

MOTION: to award the sprinkler project to Efraim Carlson & Son Inc. in the amount \$774,400.

Trustee Kiem seconded the motion.

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

Absent: Hanba

Present, not voting: Thiagarajan, Steinfels

Motion passed.

Trustee Reardon requested that none of the voting agenda items be placed on consent. All votes should be voted on at the Board meeting so new trustees are able to vote.

Hearing no objections, the meeting adjourned at 9:20 pm.

DRAFT

Please see additional PDF of draft contract (attached).

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 - Tuesday, August 11, 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; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Trustees Absent: Alexandra Hanba

Others Present: Heidi Smith, Library Director; Alyson Doubek, Library Finance Manager; Anastasia Rachmaciej, Patron Services Manager; Lan Eng, Youth Services; Charlie Melidosian, City Council liaison.

PUBLIC COMMENT

None.

Co-chair Reardon called the Personnel Committee of the Whole meeting to order at 7 p.m.

Secretary Somheil made a

MOTION: to approve the minutes of June 9, 2020

Trustee Kiem seconded the motion.

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

Absent: Hanba

Present, not voting: Thiagarajan, Steinfelds

Motion passed.

Approve revision to FY21 salary plan

Director Smith reviewed that in February, the Board had passed the FY20-21 budget, which included the salary plan. The Board revised pay ranges for FY2021 based on 2019 market survey data. In February 2020, the Board approved \$55,000 merit pool, \$70,000 merit adjustments based on revised pay ranges, and \$12,400 for minimum wage adjustments. The reason for the merit adjustment was that some had not kept pace with market average in relationship to their performance.

Trustee Hanba previously suggested that the 2020-21 salary survey results may show changes in the library salary market due to pandemic, but it was uncertain. She recommended the Library take a more conservative approach to market adjustments at this time due to the economic uncertainty. She recommended that rather than adjustments taking place in one year, they would take place over multiple years.

Director Smith explained this could have downsides, one of which could be retention. The purpose of the adjustments was to ensure that the library remain competitive in the job market. She additionally suggested that the Board make a determination whether the increases would be effective May 1, 2020 as originally budgeted, or change the effective date to September 1, 2020, or another date.

Smith said the Library typically looks to align to the City, but noted that a majority of city staff are union. She cited a memo from City Manager Gilmore recommending merit adjustments for all City employees be effective May 1 as the merit increases are based on previous year's performance.

She presented the Board with options. Her recommendation is Option A - 12 month scenario. Instead of targeting 100% as midpoint, this option would use 95% as a target for market average salary adjustments. This would still

MINUTES
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bring quite a few staff to the 95-105% range. The recommended amount, \$86,100, includes merit pool, minimum wage increases and some merit/pay range based adjustments. In this option the merit increase is effective May 1, based on performance of previous fiscal year. She acknowledged that the Library building was closed for 6 weeks of FY19-20, and understands this has been brought forward by several trustees for the Board's consideration.

Trustee Reardon stated that in talking with the Mayor, he learned that all city employees were working through the time that the Library was shut down. He stated that he would struggle with telling taxpayers that the Board is giving raises for a time period when the building was closed and services were reduced. He prefers option A for 8 months.

Treasurer Dobrilovic agrees in principle. He asked how many of the staff were working during while the building was closed. Director Smith said she would get him that answer.

President Rapisand asked what time period the evaluation would cover? Director Smith replied that the evaluation mirrors the fiscal year, so it does cover a portion of the COVID closure (6 weeks).

Vice-President Burkum stated that she is in favor of 12-month option. She said that for the majority of the period staff was working in person normal operations. President Rapisand concurred.

Secretary Somheil supports the 12-month option. He appreciates Trustee Hanba bringing this forward as a recommendation to be fiscally responsible during this time, while rewarding strong staff and keeping the Library competitive in the market.

Trustee Kiem stated that part of the effort was to correct past problems in salary structure. Director Smith agreed, and stated that the market average had outpaced some positions. She explained that 59% of head count were under 95th percentile; the target is to have a majority of staff in the target range between 95-105%.

Trustee Kiem supports the 12-month option at 95%. He said the argument could be made that they were underpaid prior to the shutdown.

Trustee Steinfels asked if there is a concern with the optic of what residents may be facing at this time. Treasurer Dobrilovic replied that it absolutely was a concern. The Board faced the decision whether staff should be fully employed and paid during shut down. It was decided to keep as many of the staff busy full time as possible. If that is the case, it is perfectly legitimate and equitable that they be paid fully back to May 1.

Vice-President Burkum said the Board needed to look at the bigger picture. The salary adjustments are for the course of the fiscal year; it's not just about the shutdown. It's part of a bigger picture, the salary plan. Trustee Kiem said it could also be seen as a 37% reduction from original budget.

Trustee Reardon stated that the Board made sure that everyone's jobs were preserved during the pandemic. The understanding was that they would work as much as possible, getting full pay during the time the building was closed. It is difficult to understand why we would pay people retroactively who were not actually working.

Director Smith stated that she had reported to the Board that there were some staff who were not able to complete 100% of their normal hours during the shutdown. She said everyone contributed in some way during the closure. The average reported in April was that 79% of typical hours were worked onsite or remotely during that period. Some did not have internet access at home, and had to be creative about what they could do considering the Library was not able to provide ideal working conditions at the time. Some libraries furloughed staff; she is very grateful that PRPL did not. Staff was able to mobilize quickly for pickup and then grab and go services. The main reason she is recommending Option A for 12 months is based on the contribution of the staff. The purpose for the revision is to

MINUTES
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ensure that we do not overcorrect and outpace the future market. Her recommendation is that staff receive the full 12 months for a job well done. She wants to recognize their extreme efforts during this time.

Treasurer Dobrilovic requested that the item be added to the agenda for a vote at the Board meeting, and asked that Director Smith provide information about staff work during the shutdown.

Vice-President Burkum made a

MOTION: to revise FY2021 salary plan from \$137,400 to \$86,100 with increases effective May 1, 2020.
Secretary Somheil seconded the motion.

Discussion

Trustee Reardon stated that he was more in favor of the 9 month version.

Roll Call Vote: Yes: Burkum, Kiem, Rapisand, Somheil
 No: Dobrilovic, Reardon
 Absent: Hanba
 Present, not voting: Thiagarajan, Steinfels

Motion passed.

The item will be on the agenda but not on consent.

Other Business

Director Smith stated that the Board may need to go into closed session in September to discuss the Director's compensation. She had previously recommended that the Director's compensation discussion be deferred to align with staff.

Hearing no objections, the meeting was adjourned at 7:48 p.m.