Algonquin Area Public Library District
2600 Harnish Drive, Algonquin, Illinois
Board of Trustees Budget and Personnel Committee Meeting
May 16, 2023
7:00 pm
Minutes

The Board of Trustees of the Algonquin Area Public Library District Budget and Personnel Committee met in person Tuesday, May 16, 2023 at 7:00 pm at the Main Library at 2600 Harnish Drive, Algonquin, Illinois.

An agenda was posted at least 48 hours prior to the meeting

The meeting was called to order at 7:03 pm by Treasurer Pelke. Those answering roll call included Committee Treasurer Pelke, and Committee Members Taylor, Medrano-Sanchez, and Schaaf. Trustee Iwiniski was also present.
Staff present: Executive Director Murray and Assistant Director Operations Husak

There were no visitors.

Approval of Minutes of the February 13, 2023 Budget & Personnel Committee Meeting
A motion to approve the minutes of the February 13, 2023 Budget & Personnel Committee Meeting was made by Trustee Schaaf and seconded by Trustee Taylor. The motion passed by voice vote with no opposition.

Additions to the Agenda
There were no additions to the Agenda.

Draft Wage Scale Policy
Executive Director Murray provided the trustees with a packet including a chart that represents the budgeted and actual spending for the Salary Budget FY15-Current, a side by side chart of the FY2023 Wage scale, and a draft of the FY24 and FY25 wage scale, the packet also included a Draft of Policy 2040:Wage Scale with proposed updates.

Salary Budget FY15-Current Chart
Executive Director Murray presented the chart. The chart compares Budgeted monies for Salaries and Actual spending, the trend was flat in the first few years. In FY18 adjustments were made to follow best practices provided by surveys, LACONI, and HR Source. The trend has continued to move in an upward direction as new services are offered and staffing is added to best serve our patrons. The actual spending remained consistently below the budgeted amounts during each FY presented.

FY2023 Rates and FY24 and FY25 Rates
Executive Director Murray explained the draft scale for review. This scale represents an increase to meet the new minimum wage of $15.00 per hour, which will be required by law in January 2025. Using this proposed wage scale will meet the requirements prior to the deadline issued. Additional lines were added to the proposed scale to represent future use. This new structure allows for a consistent percentage between each grade to avoid compression.

Policy 2040: Wage Scale
The proposed policy was discussed by Executive Director Murray. This new policy would represent two fiscal years. There are no staff currently at the top of their scales. The benefits of this new scale allowed the library to

redefine positions to help staff take more leadership roles. The addition of the levels take into account the many other benefits to the library as well. The ranges allow for the ability to hire staff at different experience levels to help serve our library. The new policy allows for a 1.5% increase to staff below the first quartile to avoid compression by new staff.

Treasurer Pelke inquired about the usage of overtime for staff. Executive Director Murray explained that is very rare and that our current scheduled week is 37.5 hours. This allows for a 2.5 hour gap before the 40 hour (overtime) level is met. Committee member Medrano-Sanchez inquired about how staff move within the ranges. Executive Director Murray explained that if a new staff member begins with no experience in the position they would begin at the minimum level, while a more experienced staff member may begin at a different level within the provided range. Staff members would receive performance evaluations annually to move within the range.
Trustee Iwinski discussed the benefits of right-sizing the bands.

A motion to bring the Policy 2040: Wage Scale as presented to the full board was made by Trustee Schaaf and seconded by Trustee Taylor. The motion passed by voice vote with no opposition.

Update on Budget Planning
Executive Director Murray shared the internal budget process. The Management Team is presented with a Google spreadsheet to enter budget requests. Managers are responsible for providing justifications for the budget requests provided. New managers are part of this year's process and there is a learning curve. Executive Director Murray has met with a few managers to assist them. An example of the budget line “Books for Professional Use” was provided to illustrate the steps.

Other Discussion Items
Treasurer Pelke asked if there is any negotiation used when working with presenters. Executive Director Murray explained that presenters tend to follow best practices as the library world is small and we do share information between other libraries and departments. Treasurer Pelke requested a doodle poll to set up June meeting dates.

Adjournment
Treasurer Pelke adjourned the meeting by declaration at 7:43 pm.

ATTEST:

Chair