



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 13, 2026

TOPIC Review of Village Hall Hours of Operation

BACKGROUND BRIEF:

Council is scheduled to review and consider any changes to the Village Hall hours of operation due to the impending retirement of Office Coordinator Barb Rice. In January 2026, the Village transitioned from a four-day, 10-hour per day schedule to five ten-hour days, resulting in the need to add a part-time administrative assistant position to assist with the additional operational hours and workload. With this attrition, the Village has the opportunity to review these hours of operation and determine if it wishes to return to a four-day schedule and achieve cost savings.

The Village receives few customers at Village Hall on Fridays. It is Administration's opinion that the number of customers and phone calls received on Fridays does not justify the increase in operational costs.

If Council opts to return to a four-day schedule, Administration intends to fill Ms. Rice's full-time position and eliminate the part-time position.

SUMMARY OF PREVIOUS COUNCIL ACTION:

09/22/2025 – Council adopted a five-day schedule with a minimum of 50 window office hours per week, with the flexibility for Administration to determine specific staff schedules.

FINANCIAL IMPACT:

The additional cost for the expanded 50-hour Village Hall operation is \$25,693 for FY 2026-27, which reflects the cost of the part-time administrative assistant position.

RECOMMENDED MOTION:

To approve a change in Village Hall administrative hours of operations from the current Monday through Friday, 7:30 AM to 5:30 PM, to a new schedule of Monday through Thursday, 7:30 AM to 5:30 PM, effective Monday, August 3, 2026.