

**OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FINANCE AND PERSONNEL COMMITTEE**

Meeting of August 15, 2023

The Finance and Personnel Committee of the Board of Library Trustees of the Allen County Public Library met Tuesday, August 15, 2023 beginning at 9:08 am. The meeting was held in the Board Room of the Main Library. Present: President Ben Eisbart, presiding, Mr. Kent Castleman, Mr. James Williams, and Mr. Marty Seifert.

ACPL staff in attendance: Susan Baier, Dave Sedestrom, Kim Bolan, LaRae Bane, Aja Michael-Keller, and Curt Witcher.

Upon motion by Mr. Seifert, seconded by Mr. Williams, the agenda was adopted.

Mr. Sedestrom distributed the 2024 budget calendar and discussed the timeline. The change of having the Public Hearing on the 2024 budget take place at the September Board meeting was pointed out.

The highlights of the proposed 2024 official and internal budgets were presented:

- Property tax revenues will increase the State maximum allowed of 4%. Local Income Tax estimates are not available at the time of meeting but it is anticipated that this revenue source will increase in 2024.
- Interest earnings show a significant increase as the Federal Reserves continue to fight inflation by raising deposit rates.
- The official expense budget will be set for the maximum amount of growth allowed to keep from triggering the binding review actions which for 2024 is 4%
- The internal expense budget will be set factoring in the circuit breaker tax impacts which initial estimates for 2024 are \$1,810,000.
- A \$635k surplus has been included in the internal budget to accommodate potential large capital projects, particularly replacements of HVAC systems at the Main and certain branches.
- Personnel Services budgets incorporate a 5% across the board COLA and other additions for Access Fort Wayne deficits, possible additions for key strategic positions and market impacts. In addition, the reductions from the Foundation contributions related to the Auer fund were also discussed. Compensation and Benefit expense is still the largest portion of the total budget accounting for over 62%

- Library Materials budgets for electronic and physical items are increasing and remain approximately 13% of the total budget. This percentage is still higher than the national average and the Indiana state standard.

A discussion about the rules regarding cash balances and how they might trigger binding review actions and possible usage of reserves while awaiting the outcome of the system-wide renovation program decisions took place. The upcoming presentations to the County Council and the Fort Wayne City Council were also discussed.

Ms. Bane shared information about the 2024 benefits package. After a successful RFP this spring, Gibson has moved forward as our benefit broker. Ms. Bane and Mr. Sedestrom met with Gibson last week to start the discussion on what our benefit plans should be for 2024.

Ms. Bane sent a survey to staff to get their input and feedback on our benefit plan; she will have those results for the next F&P meeting.

The compensation proposal is still in early stages of development. Ms. Bane sent out the national library survey and should have those results by September or October F&P meeting.

Ms. Baier informed the Committee that there will be a request at the August Board of Trustees meeting to reclassify the existing Senior Network Specialist position to a Network Services Manager. She also shared information regarding how the City of Fort Wayne, Allen County, and ACPL observe the Juneteenth holiday.

Ms. Baier said that at previous F&P meetings, some trustees expressed interest in implementing a merit-based pay system. One option being explored by HR is merit-based pay in the form of a bonus rather than an addition to staff's hourly rate. Ms. Baier asked the committee if they want staff to continue to research merit pay options; the committee members said yes. Ms. Baier and Ms. Bane said that we would need to spend 2024 defining the metrics and training managers on the bonus structure, with implementation in 2025 per Board approval.

The meeting adjourned at 10:20 am.

Gloria Shamanoff, Board Secretary