

**FINANCE COMMITTEE MEETING MINUTES**  
Olean Public Library Finance Committee Meeting  
October 30, 2023  
**6:30 P.M. – Conference Room**

*The mission of the Olean Public Library is to assist all people with their educational, informational and recreational needs.*

**Call to Order By Finance Committee Chair Patty Shumway. In attendance were trustees McElfresh, Shumway, Tenglund, Waterman, plus Heather Angell and Michelle La Voie.**

1. 2024 budget finalization

- The 2024 (projected) budget was approved by the board last March.
- The 2024 adjusted shows how the spending actually works out. It does not change the overall budget but moves money between lines as needed.
- HVAC expenses, library supplies, and professional fees (for presenters and programs) are areas that needed additional budget.
- 2% hourly and \$1.28 for professional lines were the raise amounts approved earlier this year. We already increased wages to above minimum. A 2% raise this year would get hourly staff to \$15.78.
- Social Security COLA is 3.2% this year.
- We are projected to use \$203,000 from the fund balance in 2024, but we have not used any in 2023 so far despite budgeting \$243,770. It all depends on book spending, electronic resources, etc. We are lower in personnel and benefits than anticipated.
- Lines are included for replacement positions. For the library assistant in library school, if she graduates in June, she will be moved to a Librarian I line.
- From 2022-2023, the wage increase was an across the board raise over 5% to catch up with minimum wage and remain competitive.
- Inflation has continued at a high level over the past year. We need to remain competitive.
- However, other board members were concerned about sustainability. We do not want to end up in a situation where we cannot get budgets passed or we have to lay off.
- The years when we did not go for a tax increase put us in the position we are in. We should always seek an increase. We might need to do a catch-up at some point, but that should be rolled into a capital project.
- You always need to budget in some wiggle room.
- However, even with a wage increase, the personnel budget will be lower because we won't have a second person in the business office, and there have been cuts to circulation hours to match what is needed. But it still increases our base.
- The state retirement amounts are concerning. Their rates went up. The invoices often come in lower, but that will not always be the case. A few more employees have joined the retirement system, too.
- We do not want to set a precedent of significant annual increases either. Not all employers are giving these types of increases.
- Inflation annually is closer to 3.7% now.
- Each 1% adds about \$6,000 more to the personnel budget.
- Any increases would take effect in January.
- The \$1.28 for salaried would be less than 3% for some and a little more for others.

- Some full-time staff would need to be increased to meet the NYS exempt minimum.
- Tying an increase to a government COLA increase would be good.
- 3.5% was the number agreed upon. Heather will re-do the numbers for salaries and wages. The new sheet Heather compiled will be presented to the board at the next meeting.
- There was a short discussion about HVAC maintenance and the need for maintenance contract information.

## 2. Community Bank investments

- 5.27% is the new Money Market rate. Heather will check before the next board meeting for new rates.
- Money Market accounts have to have a certain balance. We could leave funds in a checking account, but the rate is 0.01%. The Board will decide what to do with any interest earned by CD investments. There are no fees if we keep it in the checking account.
- Heather changed the account name to “Investment Holdings.” Finance committee members liked that name. It was a “cafeteria account” before.
- November 15 and 24 will see CDs mature.
- We should also move additional money into CDs.
- Heather mapped out the rest of this year, and ensured that 2024 maps to the budget. We could most likely invest \$500,000 comfortably, possibly up to \$650,000, and still have enough cash to get through 9-10 months of operation. Funds would come from unrestricted funds and maturing CDs. It was decided to go with the most extended term at the highest rate.
- Heather will prepare an updated cash flow analysis for the December board meeting.

**Adjournment**—The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Ann M. Tenglund