

Allegany County Library Board of Trustees

Regular Meeting
November 13, 2018
LaVale Library– 4:00 p.m.

PRESENT:

Bill Devlin, Deb Hendrickson, Tom Finan, Terry Michels, , and John Taube.

Guest: Tim Michaels and Angel Rasel of Huber Michaels and Co.

The meeting was called to order by Bill Devlin.

A motion to accept the minutes of the regular meeting of the October 9, 2018 meeting was made by Deb Hendrickson seconded by Terry Michels and was approved.

- Review of Usage Statistics
- Review of Income & Expense Report for the months of October 2018.
- Review of Special Accounts

A motion to accept both the statistical report and the financial reports of October 2018 was made by Terry Michels seconded by Tom Finan and was accepted.

NEW BUSINESS

Presentation of the FY 2018 Financial Audit

Tim Michaels and Angel Rasel of Huber, Michaels and Company reviewed the annual financial audit for FY 2018 with the Board. Mr. Michaels referred to the Independent Auditor's Report and stated that it was a "clean" audit. He then reviewed the "Balance Sheet" and "Income Statement" portion of the audit found on pages 7 and 9 of the Financial Report. Included in the FY 2018 Financial Report were the last remnants of the South Cumberland Library renovation. They also noted around \$110,000 worth of expenses that they categorized as reinvestments in the library system. They were referring to the roughly \$60,000 spent to replace the HVAC System at the Frostburg Library and roughly \$56,000 spent on the "refresh" of all library branches in FY2018 to declutter and add display and merchandising space.

Tom Finan moved to accept the audit report as presented, the motion was seconded by Terry Michels and was approved by the Board.

The Board also asked John to relay special thanks to Lisa McKenney for her work on the audit.

UNFINISHED BUSINESS

Update on ACLS Goals and Action Plans.

John described a trend of diminishing usage of Allegany County Libraries over the last 3-5 years. The number of library visits and items checked out has been declining since the reduction in hours in FY 2016.

John described his plan to reverse the decline in library usage. ACLS has set a goal of having an average of 17% of its materials checked out by June 30, 2019, and 30% checked out by June 30, 2020. We realize that we can not depend on our current base of “regular library users” to increase the percentage of materials checked out by forcing them to take more material at every visit. It is clear that our actionable objectives and activities must focus on **attracting new users to the library every day**. When visiting a ACLS Library, new users will discover our rich collections of material and check them out or take advantage of one of our other services.

John then described how each library department would play a role in achieving this goal. Attached is document that more fully describes the conditions that led to these declines and the roles of each department to reach the goal.

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

The Programming Department held a kickoff dinner with ten day care centers on November 5, 2018 to announce and share the Adventure Kits program. They presented with the Board of Education and Judy Center partners to facilitate delivery and use of the adventure kits at each day care center.

UPCOMING PROGRAMS

Next Board Meeting is Tuesday, January 9, 2018 at 4PM at the South Cumberland Library.