

FY26 Advisory Committee
Agenda
August 8, 2024

Welcome

Why are we here? What is the committee's mission and goal.

FY26 Advisory Committee Charge: Recommend actions to the Board of Trustees by January 15, 2025 for the Allegany County Library System to sustain cost-effective library operations in FY2026 and beyond.

How did we get here

Introduction of committee members

How the committee will work and outline of the agendas of our meetings

Committee Meeting Roadmap

Best Practices

Ample use of post-it notes and PadLet for ideas and questions

Where are the supplemental reports available

Library Usage Reports

Allegany County

Population

Allegany County Library System

Events and Programs

What gets borrowed

What is in the collection

Library visits and users

Community partnerships

Library organization, staffing, and facilities

Wrap up Questions and Discussion:

Next Meeting: Thursday September 5, 2024 at 6PM at the LaVale Library

Meeting dates
FY26 Advisory Committee

Thursday - August 8, 2024 at 6pm at the LaVale Library Meeting Room

Note takers: Maryland Appel, Leah Perrin

Thursday - September 5, 2024 at 6PM at the LaVale Library Meeting Room

Note takers: Jess Shipley, Regina Spiker

Thursday - October 3, 2024 at 6PM at the LaVale Library Meeting Room

Note takers: Amber Shipley, Tuere Williams

Thursday - November 7, 2024 at 6PM at the LaVale Library Meeting Room

Note takers: Maryland Appel, Leah Perrin

Thursday - December 5, 2024 at 6PM at the LaVale Library Meeting Room

Note takers: Jess Shipley, Regina Spiker

Tuesday - January 14, 2025 at 4PM at the LaVale Library Meeting Room

Note takers: Amber Shipley, Tuere Williams

Membership
ACLS FY26 Advisory Committee

Board Member Representatives

Bill Bingman - Board member
Renee Kniseley- Board Chair
Artie Lee Travis - Board member

Partners and community members

Mary Ellen Croft
Tracy Reese
Rhonda Schwinabart
Mark Shartiger
Charles Shockney
Emily Zumbrun

Friends Groups Representatives

Judy Hall - LaVale Library
Carole Kenney - Westernport Library
Kathy Kinsman - South Cumberland Library
Richard Kirsch - Washington Street Library

Library Staff Representatives

Maryland Appel- Cataloger
Leah Perrin - WSL Service Specialist
Amber Shipley - LaVale Service Specialist
Jess Shipley - WSL Service Leader
Regina Spiker, GCRL Service Leader
Tuere Williams- LaVale Service Leader

Library Leadership Team members

John Taube - Executive Director
Lisa Mckenney - Director of Administrative Services
Shea Morse - Coordinator of Public Services
Ashley Swinford - Director of Marketing and Outreach
Andrea Everett - Director of HR
Kate Metzger- Children's programs coordinator
Ali Cline - Delivery Driver

Best Practices FY26 Advisory Committee Meetings

To ensure productive and respectful discussions during our FY26 Advisory Committee meetings, the following code of conduct will be observed:

Meeting Management:

- Stick to the agenda and respect the time allocated for each discussion.
- Refrain from going off-topic to ensure that all agenda items are covered.
- Aim to find solutions and reach consensus rather than dwell on problems.
- Prioritize the overall goals of sustaining cost-effective library operations and serving our community effectively.
- Avoid Us vs. Them thinking, we are all in this together.
- Be open to new ideas and approaches, even if they differ from your own.
- Avoid making assumptions or jumping to conclusions without sufficient information.
- Take responsibility for your own actions and words.
- Hold each other accountable in a gentle and constructive manner if these ground rules are not followed.

Communicating During Meetings::

- Use “I” statements to express your views (e.g., “I think,” “I feel,” “I believe”) to take ownership of your comments.
- Avoid interrupting others while they are speaking. One speaker should have the floor at a time.
- Listen attentively to the speaker, without planning your response while they are talking
- Offer constructive feedback rather than criticism.
- Focus on ideas and proposals, not individuals.
- Ensure that all voices are heard. Be mindful of giving everyone an opportunity to contribute.
- Respect diverse perspectives and experiences.
- Speak to others with kindness and respect, even when disagreeing.

Communicating Between Meetings:

- Committee members will receive notifications of meetings, and copies of related documents via email.
- Questions not addressed during a meeting will be addressed before the next meeting via email to all committee members.
- Library staff will post all pertinent information to the public web site.

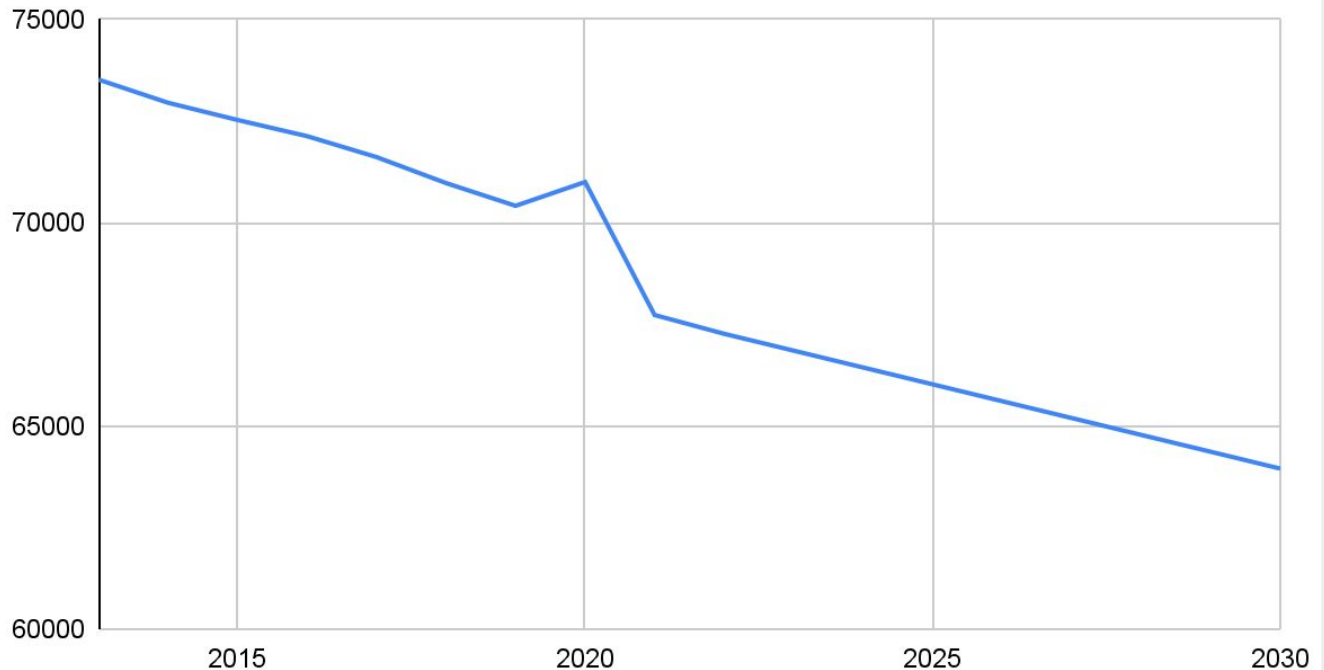
- Members of the FY26 Advisory Committee are requested to engage with the community on social media platforms responsibly. This includes directing the public to official sources for the most accurate information, including meeting minutes and documents available on the library's website and not sharing misinformation. ACLS has a social media team and will respond if necessary.
- Committee members should not speak to the media as the official representative of the committee. The Committee Chair or Executive Director are designated as the official spokespeople.
- For all press inquiries regarding the FY26 Advisory Committee, please direct your questions to our designated media contact:

Ashley Swinford
Director of Marketing and Outreach, Allegany County Library System
aswinford@alleganycountylibrary.info
301-777-1200 Ext. 1051

By adhering to these ground rules, we can ensure that our meetings are productive, respectful, and conducive to achieving our collective goals.

Population, Allegany County

Population, Allegany County, 2014-2030.

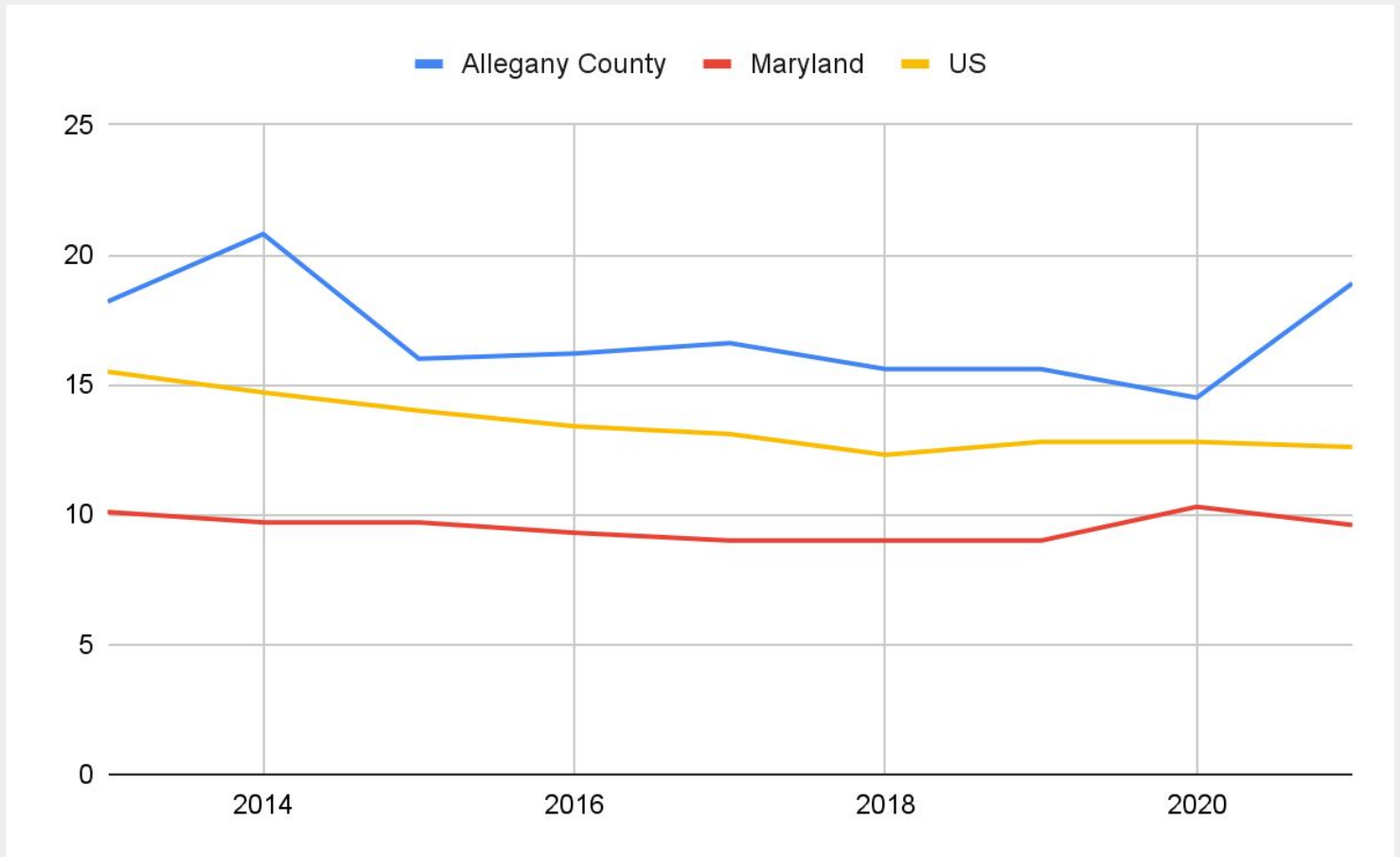


Allegany County continues to lose population.

Source: Allegany County Brief Economic Facts, 2023.

U.S. Census Bureau. "ACS Demographic and Housing Estimates." American Community Survey, ACS 1-Year Estimates Data Profiles, Table DP05, 2022, <https://data.census.gov/table/ACSDP1Y2022.DP05?q=population in maryland>. Accessed on July 26, 2024.

Percent of Population in Poverty, Allegany County, Maryland and US, 2013-2022



Allegany County continues to have a higher percentage of its population in poverty than the rest of Maryland.

Source: U.S. Census Bureau. "POVERTY STATUS IN THE PAST 12 MONTHS ." American Community Survey, ACS 1-Year Estimates Subject Tables, Table S1701, 2013, [https://data.census.gov/table/ACSST1Y2013.S1701?q=poverty in the us](https://data.census.gov/table/ACSST1Y2013.S1701?q=poverty%20in%20the%20us). Accessed on July 29, 2024.

ACLS

The Allegany County Library System exists to improve and enrich the lives of community members who live in our area.



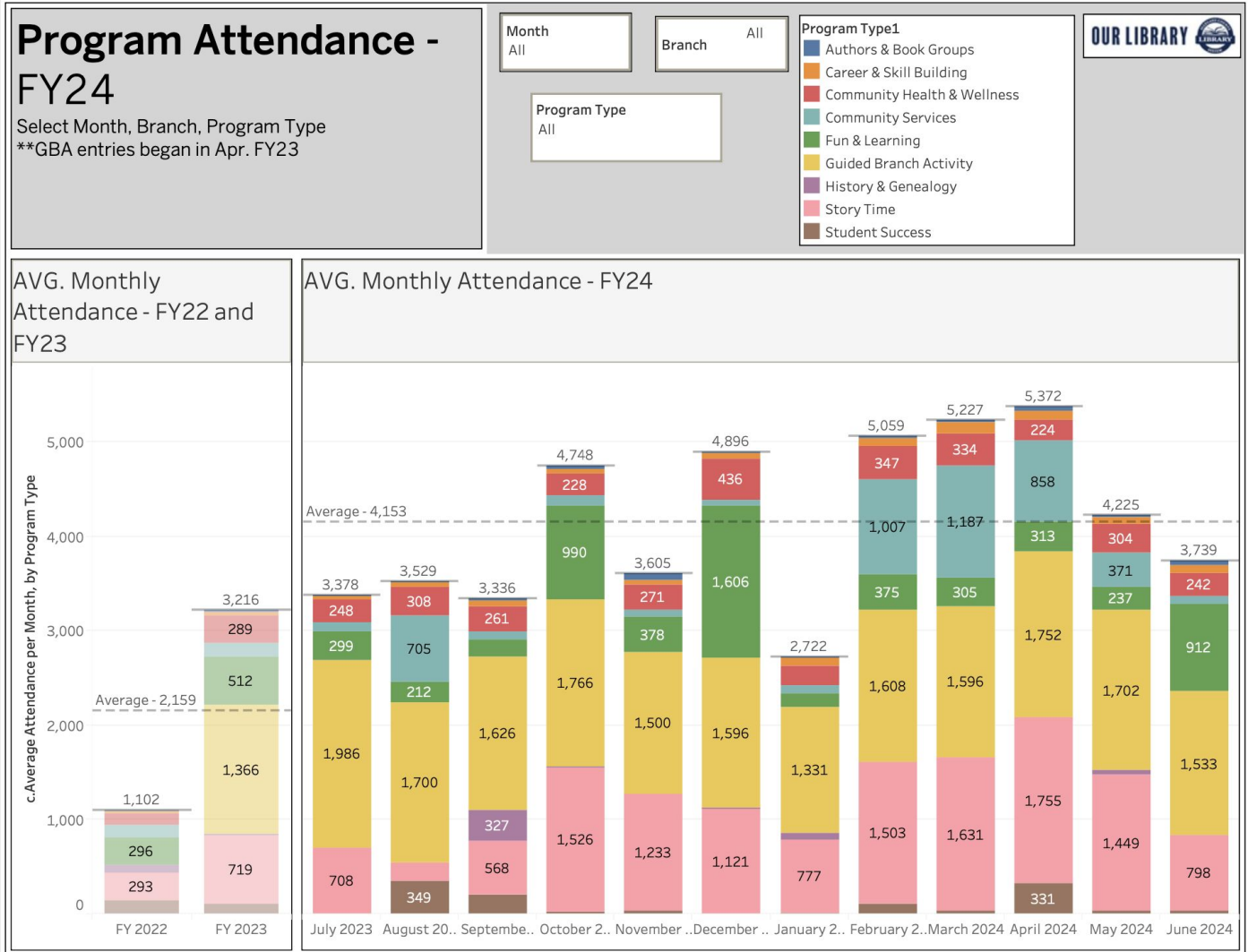
Please review the Fiscal Year Budget Brochure here:



Events and Programs

ACLS provides fun, interactive and educational activities for adults and families at all of our branches and in the community.

The adult and family events and programs are usually planned and executed by branch staff. Events and programs fall under the supervision of our Coordinator of Public Services as part of their duties to oversee branch operations, services, and staffing.



AVG. Monthly Attendance - FY22 and FY23

Program Type	FY22	FY23
Authors & Book Groups	296	512
Career & Skill Building	293	719
Community Health & Wellness	289	289
Community Services	296	512
Fun & Learning	296	512
Guided Branch Activity	296	512
History & Genealogy	296	512
Story Time	296	512
Student Success	296	512
Total	1,102	3,216

AVG. Monthly Attendance - FY24

Month	Authors & Book Groups	Career & Skill Building	Community Health & Wellness	Community Services	Fun & Learning	Guided Branch Activity	History & Genealogy	Story Time	Student Success	Total
July 2023	248	299	1,986	708	3,378					
August 2023	308	705	1,700	349	3,529					
September 2023	261	1,626	327	568	3,336					
October 2023	228	990	1,766	1,526	4,748					
November 2023	271	378	1,500	1,233	3,605					
December 2023	436	1,606	1,596	1,121	4,896					
January 2024	272	1,331	777	2,722						
February 2024	347	375	1,608	1,503	5,059					
March 2024	334	305	1,596	1,631	5,227					
April 2024	224	858	313	1,755	331	5,372				
May 2024	304	371	237	1,449	4,225					
June 2024	242	912	1,533	798	3,739					

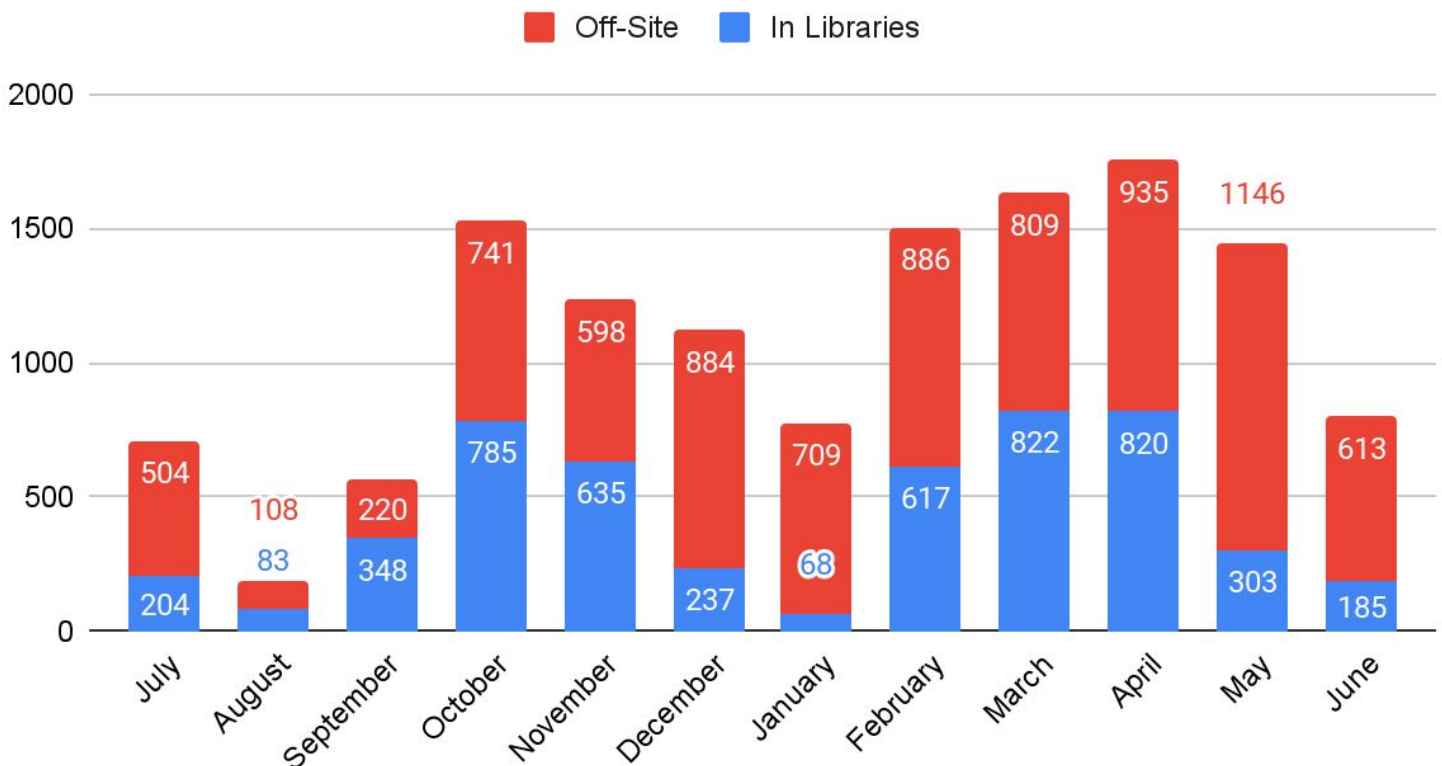
- In FY2024, ACLS libraries produced 1446 events attended by 30,595 people.
- An average of 2500 people attend a program or event each month.
- Another 1600 per month participate in activities while in the library
- 30% of all library visitors attend a program or event.
- Program and Event attendance is 82% higher than the previous two year average.

Events and Programs for Kids

The ACLS Story Corp provide educational and fun story times across the county.

The Story Corp is made up of the Coordinator of Children's Programming and two (2) program specialists. The goal of all these activities is to instill a love of reading and promote kindergarten and school readiness.

Story time attendance by location, FY2024

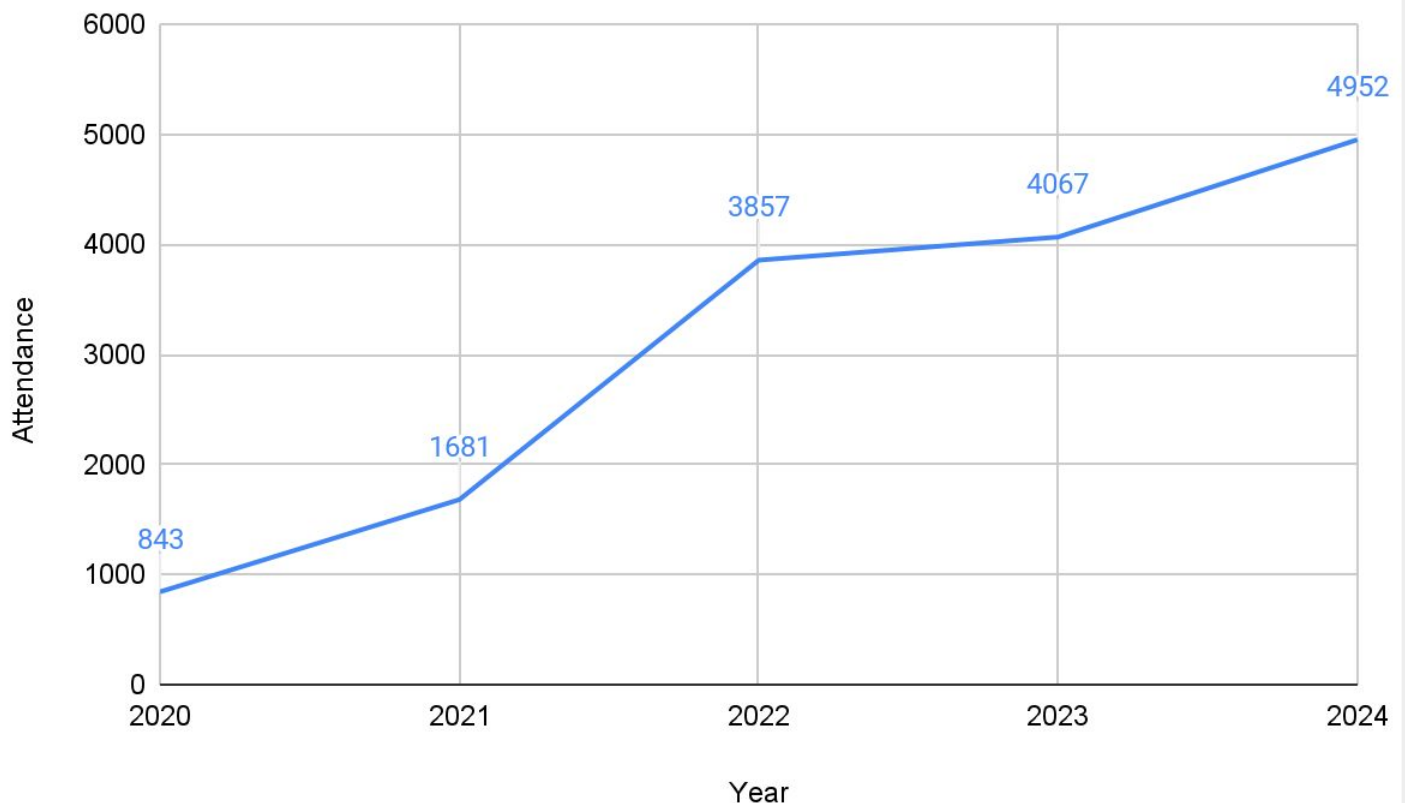


- Story Time has the largest attendance of any library program or event.
- The staff of 3 produced 363 programs and served nearly 10,000 people.
- Attendance at Story times has increased 84% over the previous 3 year average.
- Offsite events include school visits, story time in the park and special events.

Summer Events and Programs for Kids

The ACLS Story Corp provide educational and fun story times across the county.

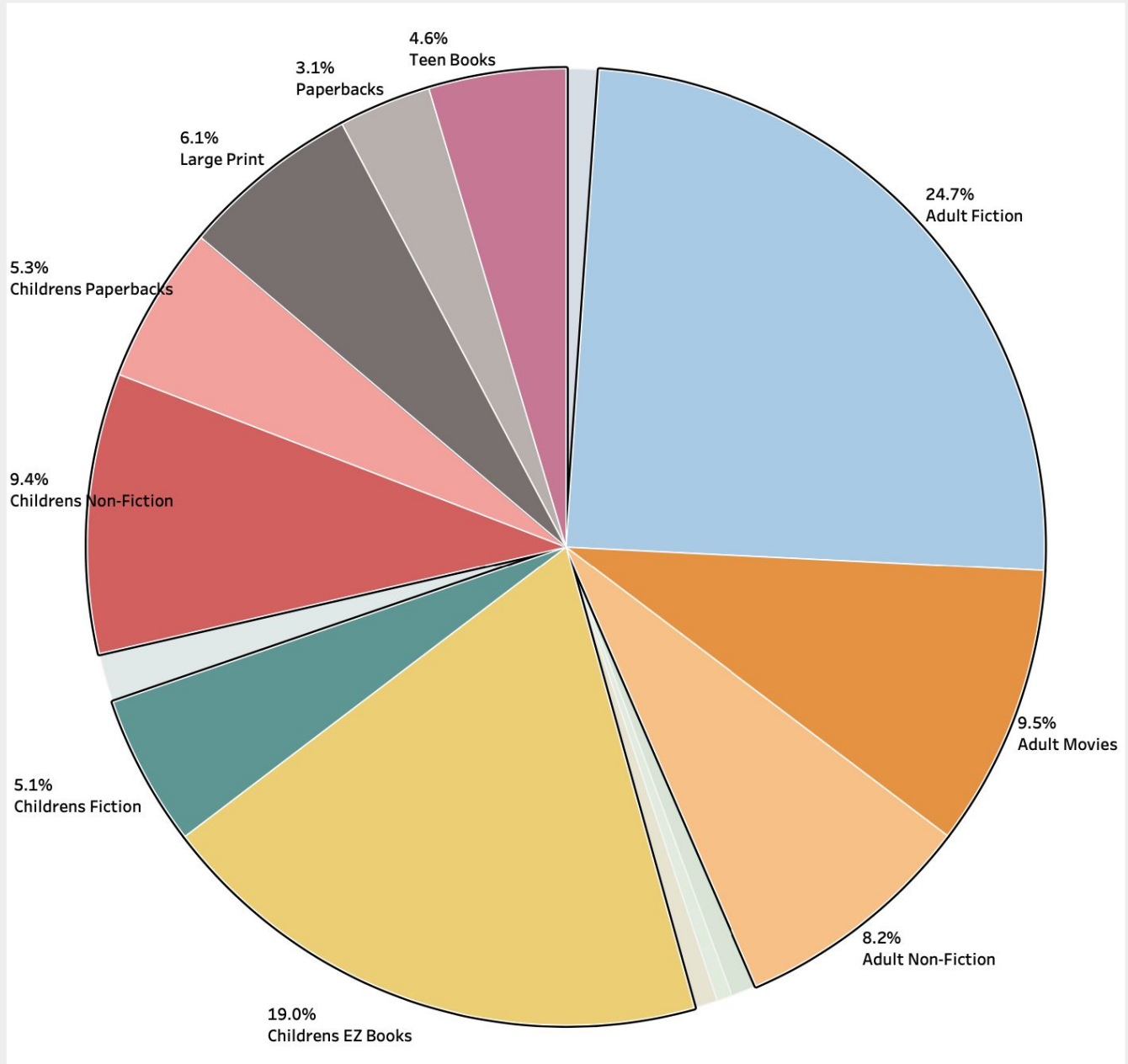
The Story Corp is made up of the Coordinator of Children's Programming and two (2) program specialists. The goal of all these activities is to instill a love of reading and promote kindergarten and school readiness.



- Story Time in the Park was launched at ACLS in Summer 2020 and quickly became a beloved highlight of the library's summer offerings
- ACLS Story Corps received calls from librarians across the country to learn how to safely implement the program during a global pandemic
- With the addition of Raising a Reader outreach visits, summer outreach is projected to hit an all-time high by the end of Summer 2024 with an average of 50% growth year over year
- Note: 2024 figures do not include events after 7/11/2024

What gets borrowed, by format?

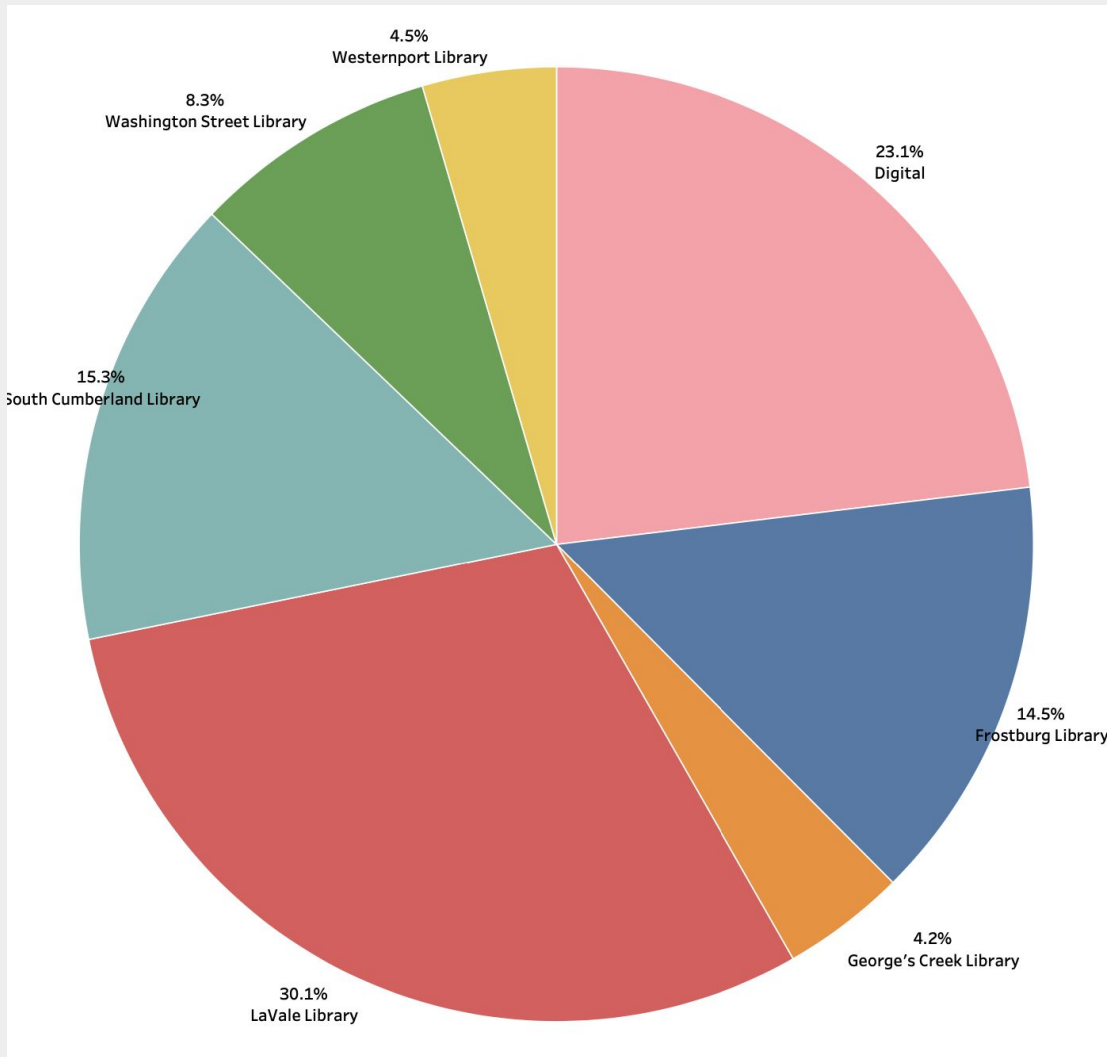
ACLS collects, organizes, and makes available materials of contemporary significance. The collection makeup varies by branch but all items are available to all borrowers.



Data are from total check outs and renewals in FY2024.

What gets borrowed, by branch?

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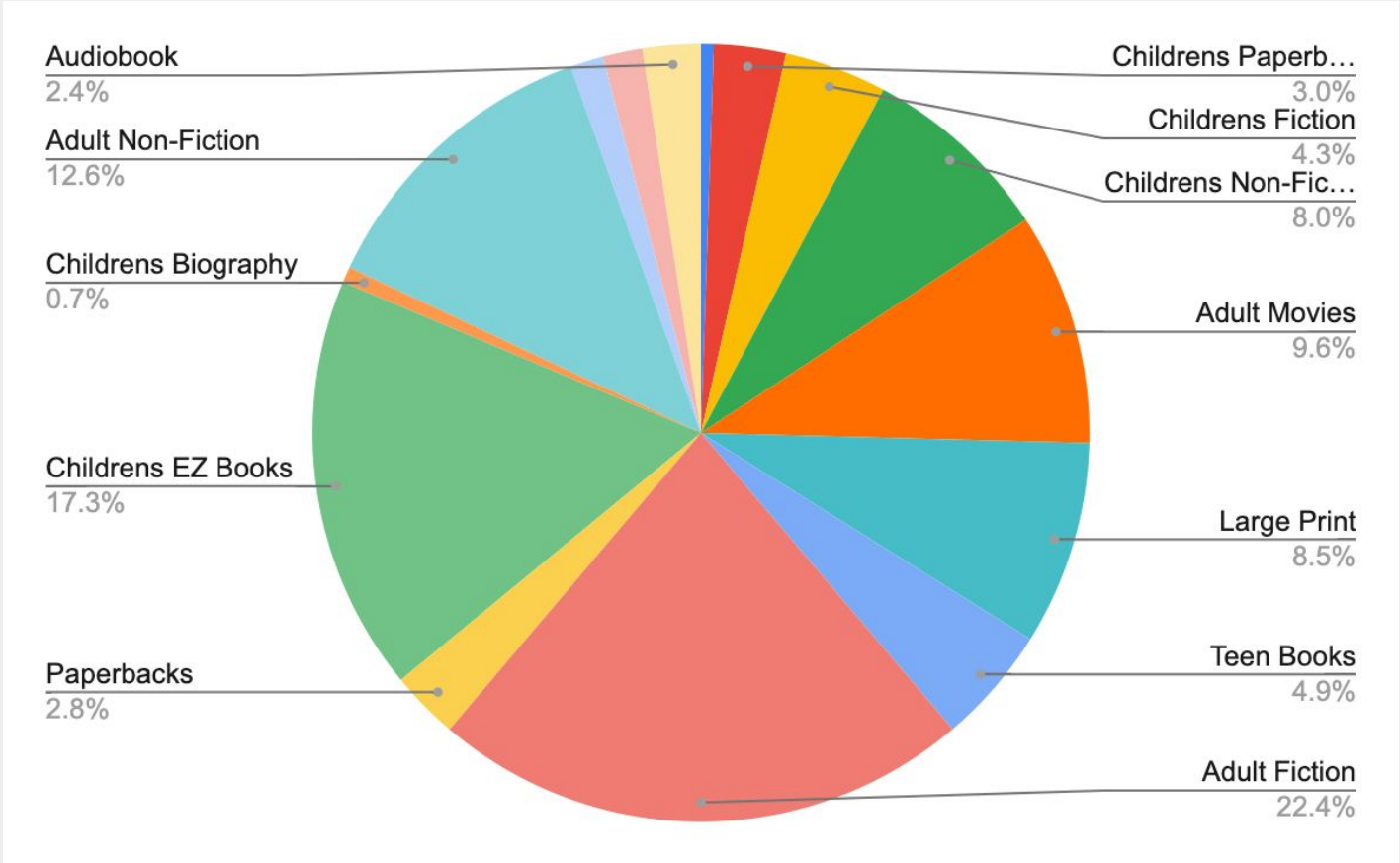


Average number of check outs per hour by branch- FY2024	
LaVale	22
South Cumberland	15
Frostburg	14
Washington Street	13
Westernport	7
George's Creek	6

Data are from total check outs and renewals in FY2024.

What is in the collection, by format?

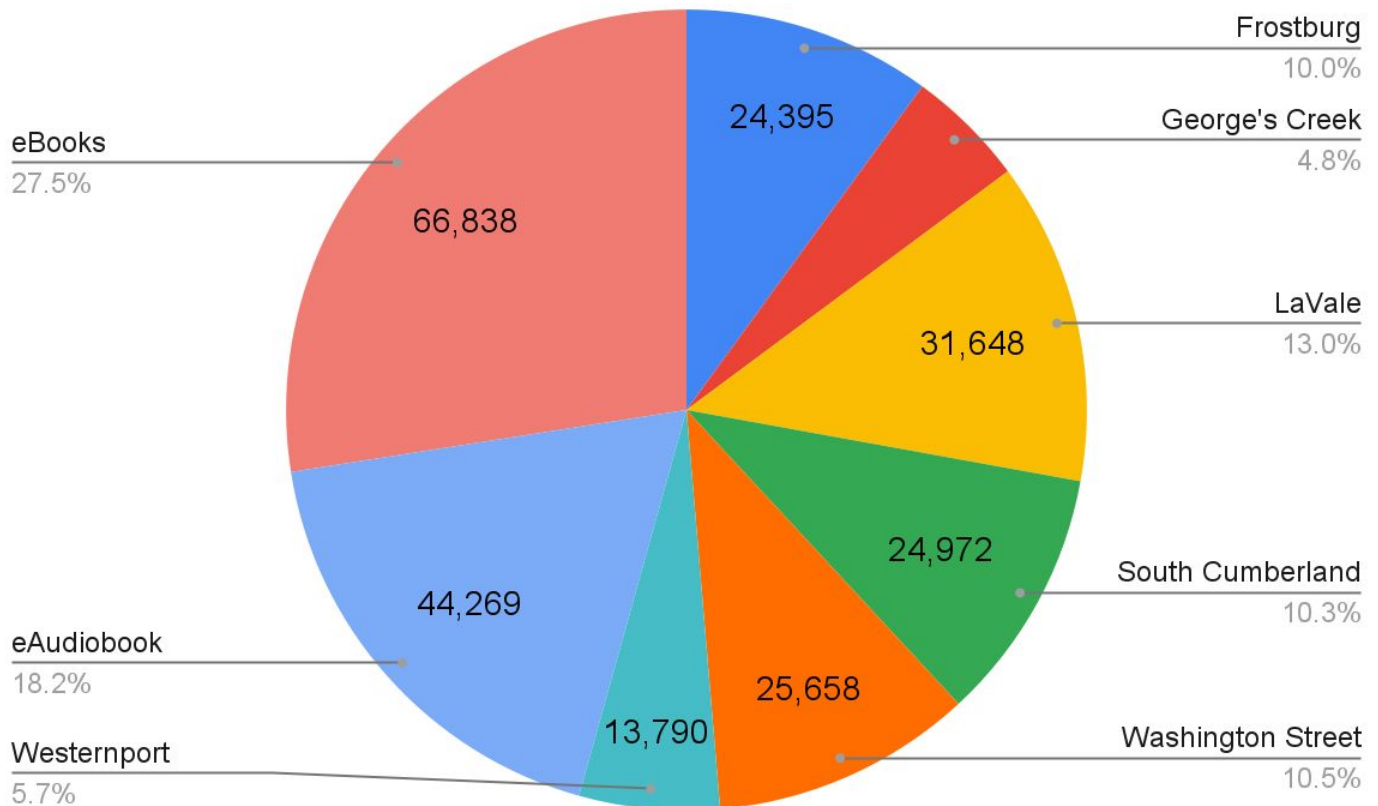
The collections are developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons in our area. Library staff builds and maintains the collection by anticipating and responding to needs and expectations. The collection is reviewed and revised on an ongoing basis.



Data are from FY2024.

What is in the collection, by branch?

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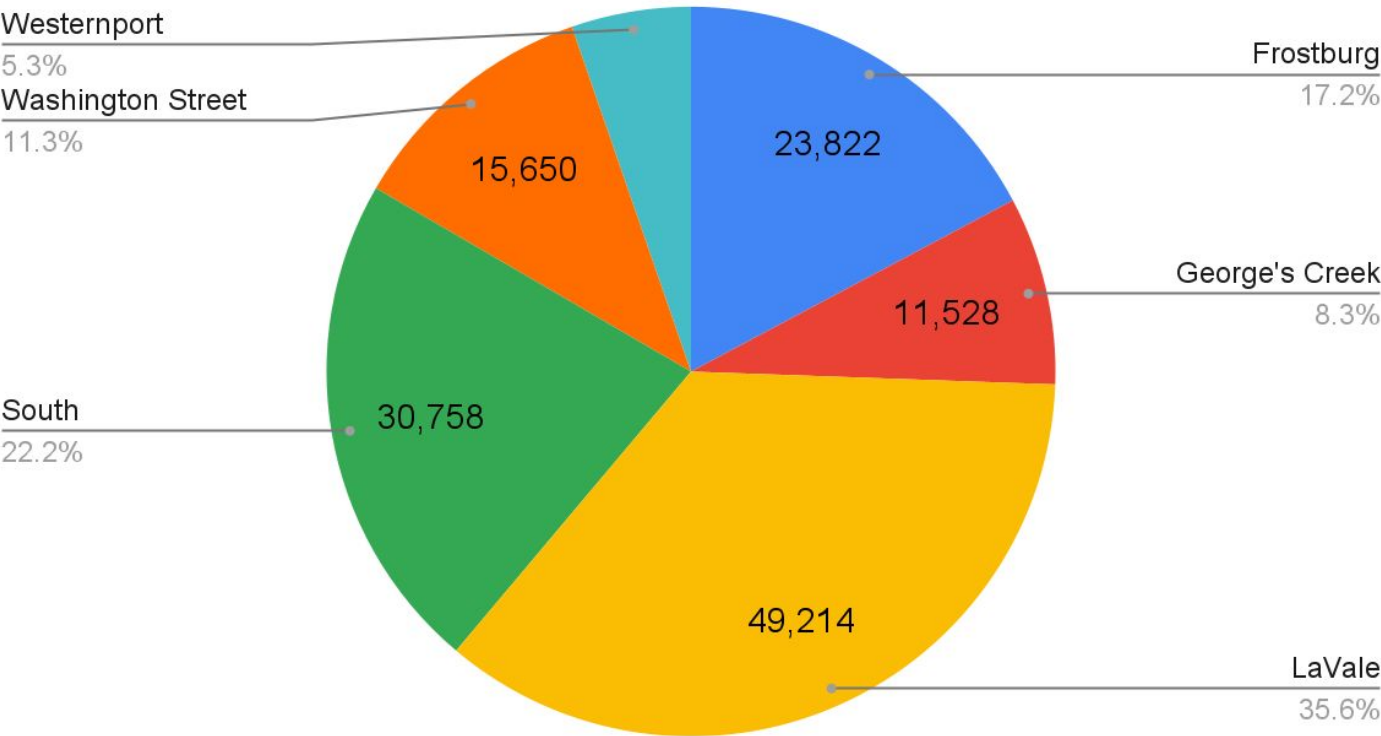
Access to eBook and eAudiobooks is made available through ACLS's participation in the Maryland eBook Consortium.

Data are from FY2024.

Library Visits, by branch, FY24

ACLS counts the number of people walking through the doors of our libraries.

Total Visits in FY2024



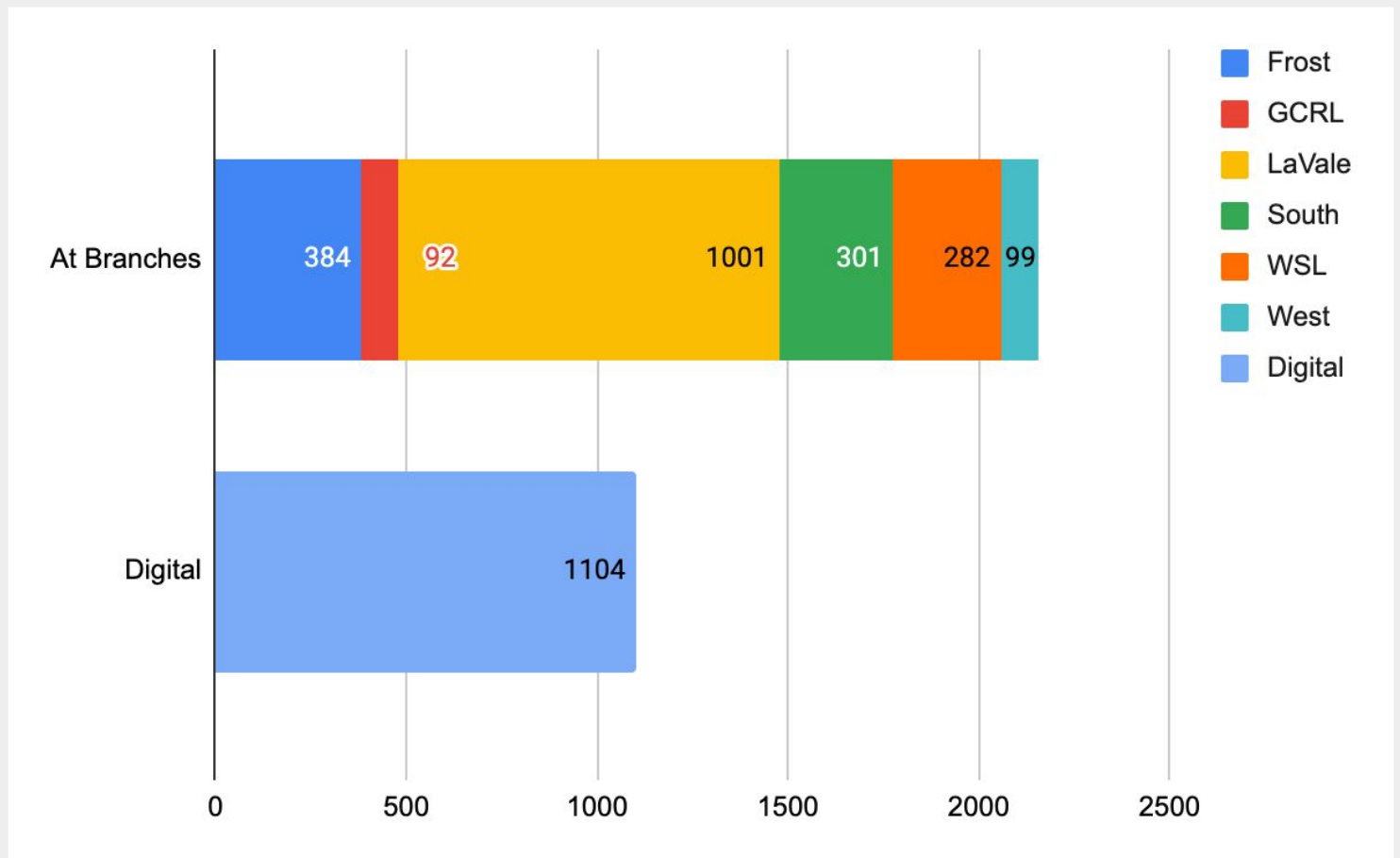
Average number of visitors per hour open by branch - FY24	
LaVale	9
South	
Cumberland	7
Washington Street	
	6
Frostburg	6
George's Creek	4
Westernport	3

*	FY22	FY23	FY24
Percent of Visitors Borrowing items	47%	39%	34%
Percent of Visitors attending events and programs	14%	17%	29%
Percent of Visitors using Library computers	26%	24%	24%

Note: The library visits chart does NOT include the 37,260 digital visits for library material.
* visitors may participate in more than one activity per visit

New Library Accounts, by branch, FY24

ACLS continuously seeks new users to take advantage of library services and activities.



- 23% of Allegany County's population have library accounts.
- 1104 new digital users in FY2024
- 2159 new library cards in FY2024*

*does not include STAR Cards for students.

Services to the Community through partnerships

The library system and its branches participate in many initiatives with partners to extend additional services to the communities we serve. Using the libraries as host sites to offer services to communities outside Cumberland allow the partners to more easily connect with their clients.

The Women, Infants, and Children (WIC) programs schedule their client meetings at our library locations.

The Department of Social Services stations Resource Managers at our libraries. Resource Managers connect community members to the human and social services they need.

The Allegany Health Department has installed a Narcan vending machine in our George's Creek Library to serve that geographic area of the county. These vending machines offer anonymous doses of Narcan as a health promotion service.

Also with the Health Department, libraries have been vital to the distribution of masks, and covid tests across the county.

Allegany County Libraries and staff distributed chromebooks to over 4000 Allegany County households, in the spring of 2024.

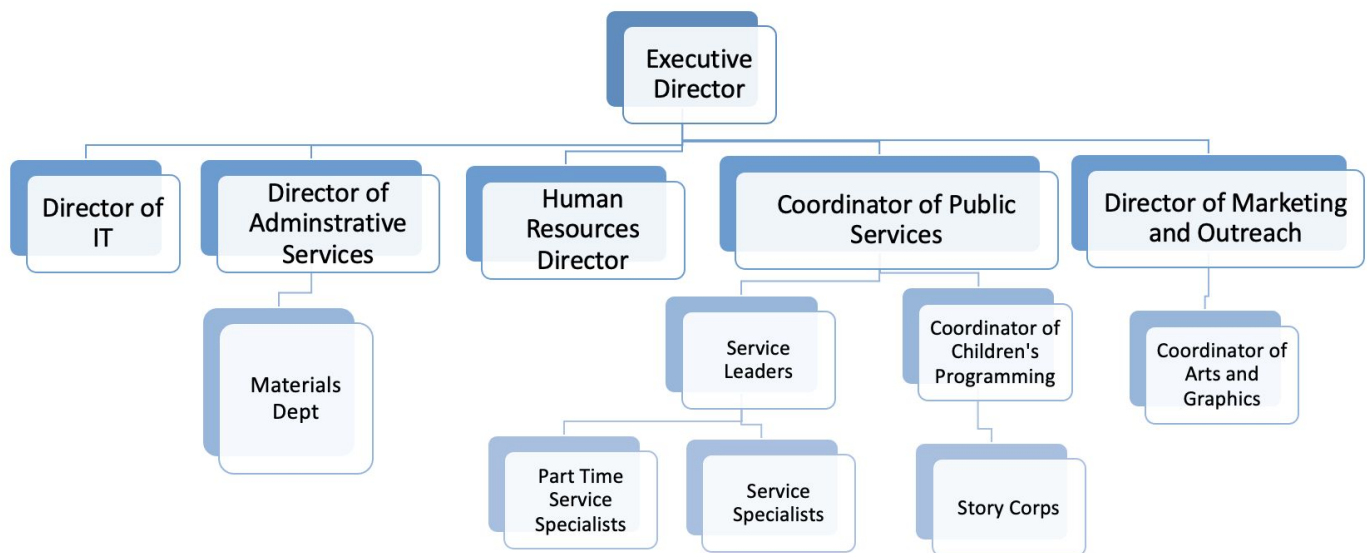
Our Story Times in the Park have a typical attendance of 125. Consequently, we have partnered with the WMD Food Bank to distribute food during the summer months and supplement the summer lunch programs.

Our Library promotes community health and wellness by providing classes and programs on mental health, physical fitness, nutrition, and also fosters meaningful social connections through these gatherings.

Future projects include Gun Safety Lock distribution, and home delivery of books to the homebound via the Meals on Wheels program.

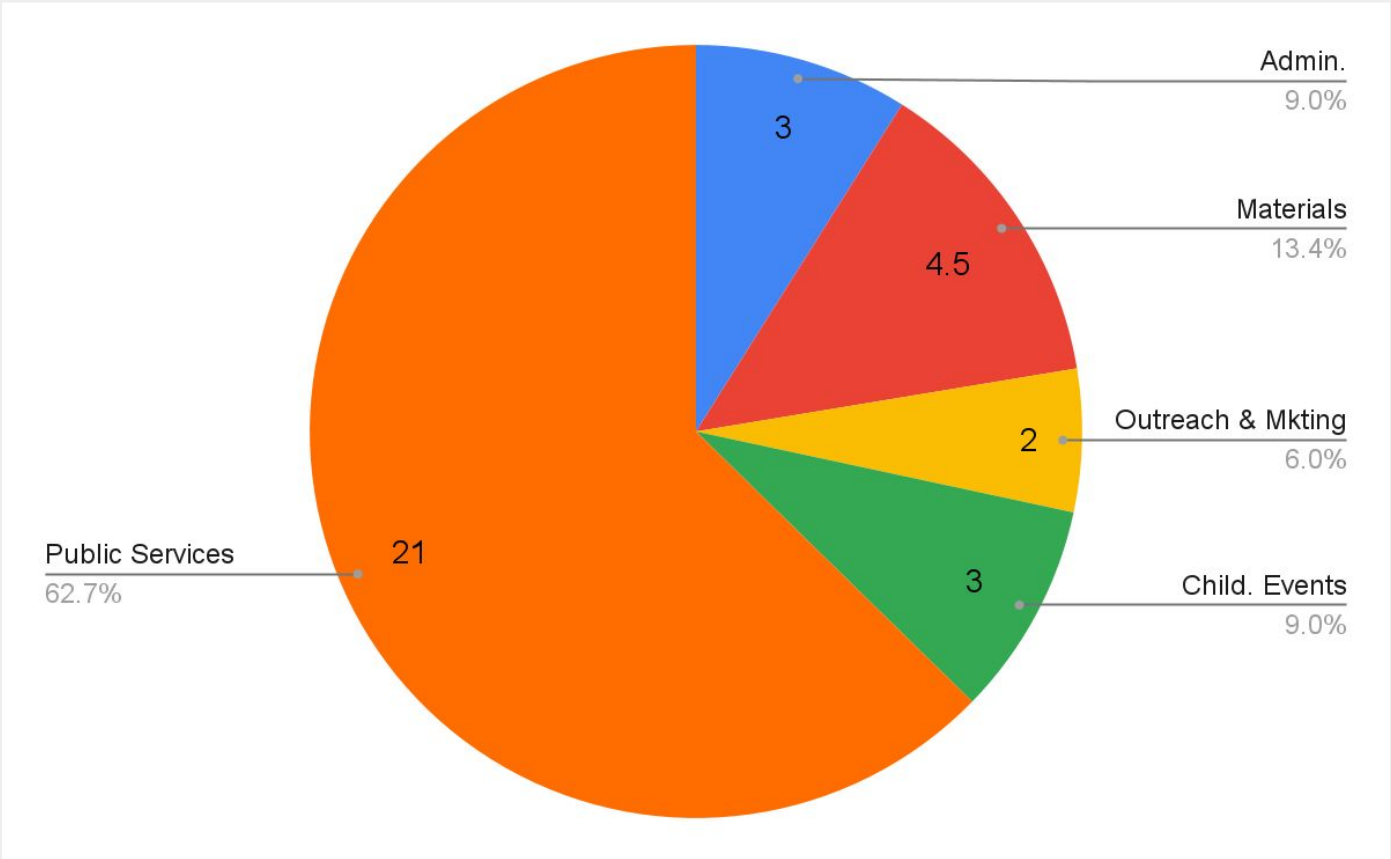
Library Organization

The Allegany County Library system and staff are organized to accomplish the many roles and activities we conduct with maximum efficiency



Library Staffing

The majority of library staff are positioned to deliver direct services to the public. The remaining staff provide the tools and resources so the public services staff can effectively carry out their jobs.



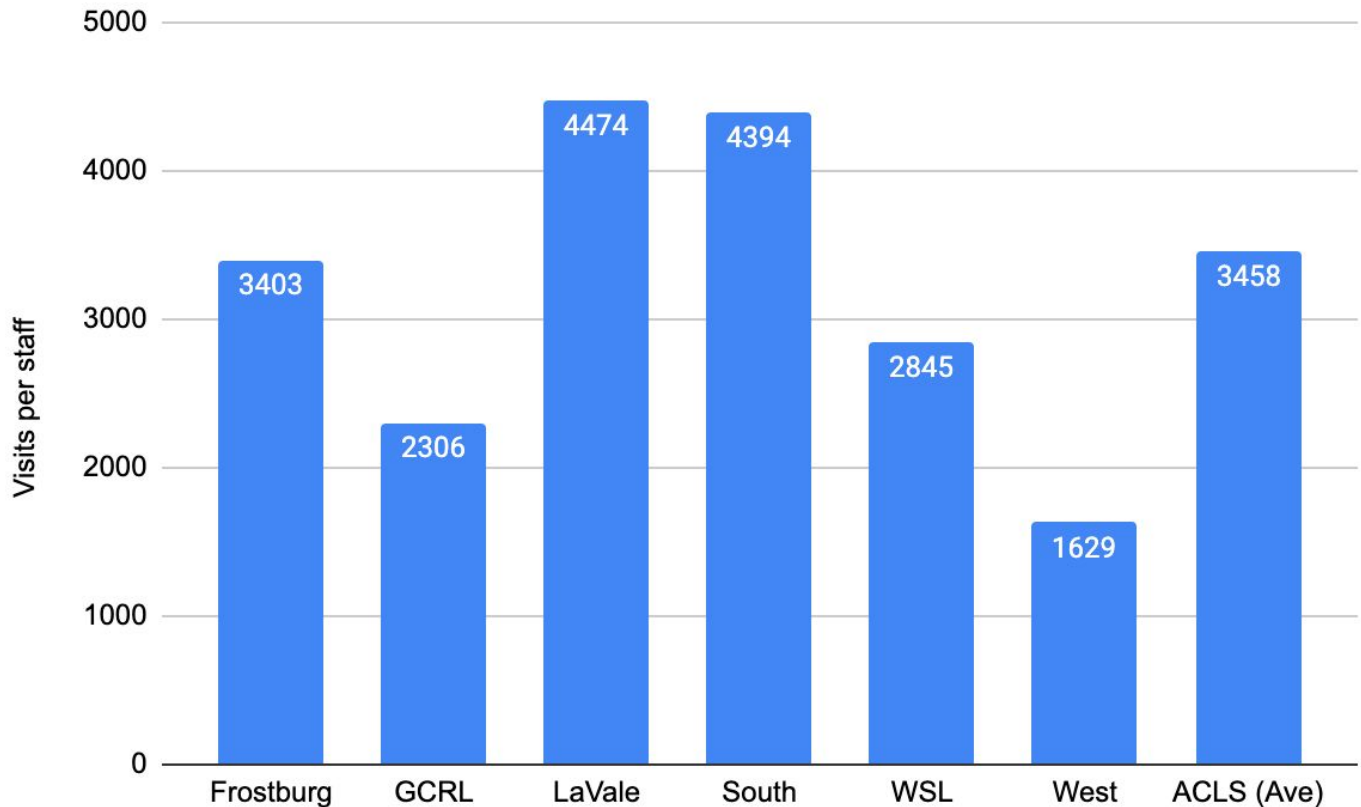
Branch	Hours/week	Public Services Staff
Frostburg	42	3.5
GCRL	28	2.5
LaVale	54	5.5
South	42	3.5
WSL	28	2.75
West	28	2.25
Total	222	20

35 hours per week qualifies as Full-Time

ACLS requires a minimum of 2 staff to operate a branch.

Library visits per public service staff per branch, FY2024

Public Services staff members per branch are allocated according to facility size, usage, and other factors.

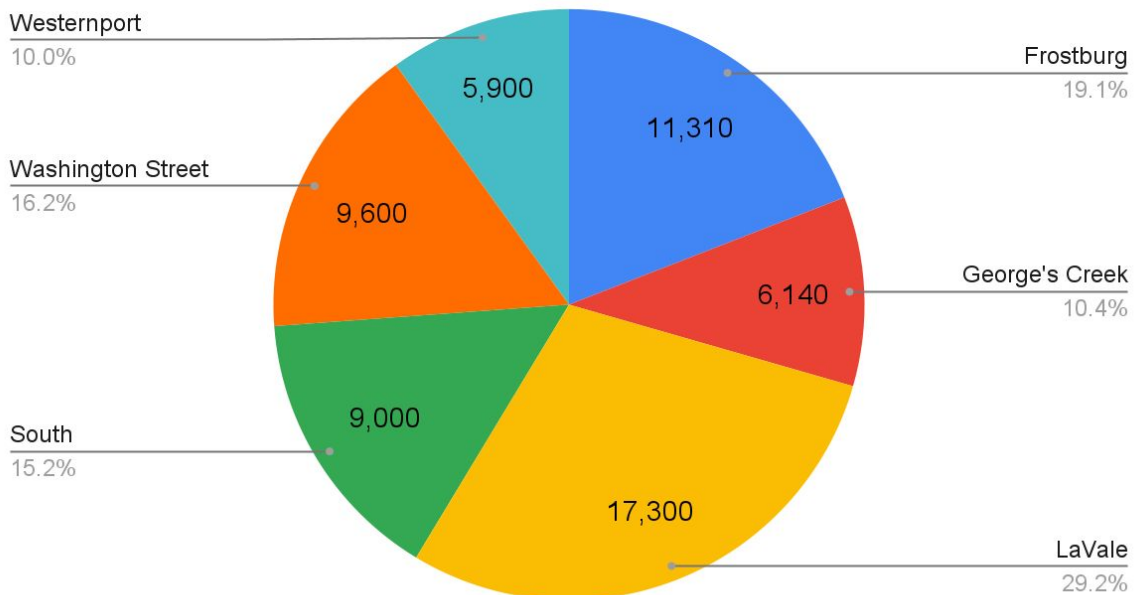


	Service Area Population	Public Service Staff	Pop/staff
Frostburg	12145	3.5	3470
GCRL	2980	2.5	1192
LaVale	32593	5.5	5926
South	14078	3.5	4022
WSL	1538	2.75	559
West	3587	2.25	1594
ACLS	66921	20	3346

Facilities Snapshot

The library facilities are a major asset for the library system. The library facilities provide the support and infrastructure to allow the staff to plan and conduct library services. The library facilities also serve as the platform for our users to access our public technology and community meeting rooms. We strive to make each of our 6 libraries clean, safe, and attractive community locations.

Gross Square Feet



Our most urgent facility needs:

- Replace or resurface the roof of our Frostburg Library (\$100,000)
- Replace the HVAC equipment at the Washington Street Library (\$80,000)

Our last Facilities Study was conducted in 2017 and prioritized the major upgrades and renovations we have pursued. With the exception of the major renovations and expansions recommended in the 2017 report many of the reports recommendations have been completed.

The renovation and expansion of the Frostburg Library is our major capital project. The facility was opened in 1999 and we are targeting FY2028 to start the work.