

## **Allegany County Library Board of Trustees**

Regular Meeting

January 14, 2025

4:00 p.m.

LaVale Library

### **PRESENT:**

Deb Hendrickson, Renee Kniseley, Juli McCoy, Sue Rudd, Gary Leasure, Artie Travis and John Taube.

**Library Leadership Team:** Lisa McKenney, Andrea Everett, Ashley Swinford, Kate Metzger, Shea Morse

The meeting was called to order by Renee Kniseley.

A motion to accept the minutes of the regular meeting on November 12, 2024 was made by Sue Rudd seconded by Deb Hendrickson and was approved. (Note: Mr. Travis and Mr. Leasure were not yet present for this vote)

A motion to accept both the statistical report and the financial reports of November and December 2024 was made by Sue Rudd seconded by Juli McCoy and was accepted.

### **NEW BUSINESS**

#### **Presentation of the FY2024 Annual Financial Audit**

The financial audit of FY2024 was not ready for presentation. John indicated that preliminary draft show it to be a “clean” audit.

#### **Presentation of the 1st draft of the proposed FY26 Operating budget**

In preparation to submit our proposed budget request to the county, John shared the first draft of the budget that maintains hours, operations and staff at all 6 library locations. The budget also includes a 3% wage increase for library staff and budgets for a 14% increase in health insurance. The first draft showed a need to request \$178,000 in additional funding from the county.

To manage the incorporation of any of the recommendations made by the Library Advisory Committee, we prepared a timeline of how the process will work with the evolving budget.

January 14, 2025 Board Meeting

- The Board receives the recommendations from the FY26 Advisory Committee
- First draft of proposed FY26 operating budget is shared with the Board.

#### February 11, 2025 Board Meeting

- Share second draft of proposed FY26 operating budget with the Board
- Share with the Document “Clarifying the Recommendations of the Advisory Committee” with the Board.
- The Leadership Team will share its recommendations for each of the items in the “Clarifying the Recommendations of the Advisory Committee” document with the Board.
- Board members will be asked to vote on each recommendation in the “Clarifying the Recommendations of the Advisory Committee” document to provide guidance in preparing the “backup” budget.

March 1, 2025 - Board member votes are due to John.

#### March 11, 2025 Board Meeting

- Board member responses will be compiled and presented.
- The Board will confirm its priorities in creating the “backup” budget.
- The first draft of the “backup” budget will be shared with the Board.

#### April 8, 2024 Board Meeting

- The second draft of the “backup” budget will be shared with the Board.

May 1, 2025 - County sends its budget appropriations.

#### May 13, 2025 Board Meeting

- The third draft of the “backup” budget will be shared with the Board.

#### June 10, 2025 Board Meeting

- The Board approves the FY26 Operating budget.

### **Presentation of the FY26 Library Advisory Committee Recommendations**

Renee Kniseley presented the FY26 Library Advisory Committee recommendations to ensure sustainable library services in Allegany County in FY26 and beyond. The recommendations included major and minor changes to the operations of the library system. A copy of the recommendations is included with these minutes. As noted above in the timeline, the Leadership Team will prepare a list of the recommendations for the Board to begin considering at the February 11, 2025 Board meeting.

## UNFINISHED BUSINESS

### Leadership Team Updates

- Director of Administrative Services
- Director of Human Resources
- Director of Outreach and Marketing
- Coordinator of Public Services

## PUBLIC COMMENT

14 members of the public signed up to speak to the Library Board about the Library Advisory Committee's recommendations. Each speaker stressed the importance of preserving their library. The meeting was attended by roughly 75 members of the public. Westernport Commissioner Kristi Williams announced that the town of Westernport has pledged \$5000 to the operations of the Westernport Library if it remains open.

## ANNOUNCEMENTS and UPDATES

Lisa prepared an income and expenses report to look at our first year of using Princh. Princh is the software that allows patrons to print from their personal devices to library printers. I am happy to report that we took in just over \$35 more in Princh income than we spent last year.

**Next Board Meeting** is scheduled for Tuesday, February 11, 2025 at 4PM at the Westernport Library.