

Adams County Library System
Board of Trustees
August 22, 2019
Gettysburg Library

Board members present: Dorothy Puhl, President; Jeremy Garskof, Vice-President; Karen Arthur, Secretary; John Kiehl, Treasurer; Mary Sue Cline, Genevieve Felty, Ray Schwartz, Richard Gawthrop

Also present: Laura Goss, Brandt Ensor, Dawn Smith, Jeff Cann, Sara Edmiston, Jim Gardner, Marge Keller, Josie Pelc and Mary Lou Berg

Excused: Rita Rice, Don Marritz, Heidi Gillis

Call to order

President Dorothy Puhl called the meeting to order at 7:00 pm.

Getting to know Sara Edmiston, Community Relations Librarian: Sara explained the many facets of her job description, including but not limited to: organizing/scheduling events, maintaining Facebook & Twitter feeds and manages digital signage. She coordinates and sends Library by Mail. Schedules, receives and transmits library columns to Gettysburg Times. She is also the volunteer coordinator.

Meet and Greet Brandt Ensor: Laura was excited to welcome Brandt to the ACLS, and expressed how glad she was he is the Assistant Director. For a while, Brandt will be in East Berlin on Mondays and the other four days he'll be in Gettysburg. He is still the project manager of the basement renovation in the East Berlin Library. He'll continue to do this until another person is hired for the position he is vacating.

Approval of Board Minutes: 7.25.19 – Dorothy asked for approval of the board minutes. Jeremy motioned to approve, and Karen seconded the motion. All were in favor, and the minutes were approved.

AD/OP: John noted the report is included in the packet and all was in order. He wanted to let everyone know the AD/OP meetings will now be 9:15 am to 10:15 am. This was facilitated by a request from P&D to change their meeting time slightly to 10:30 am to 11:30 am.

John said we would like to form an alliance with the Adams County Historical Society to determine needs for the library and the society and building needs.

Board Membership and Nominating Committee: Karen said their last meeting was July 22nd. They discussed an “ask” of an initial person. She said Heidi Gillis is our new associate trustee.

Executive Committee Report: included in board packet.

Finance Committee: John reported that Dorothy and Laura met with George Marguglio to renew the line of credit.

Current Month Finances: Profit & Loss and Balance Sheet:

- ACLS will exceed its current funding in September and will need to utilize its investments to continue meeting its expenses. By using investments instead of line of credit, ACLS will save \$250 per month.
- The YTD profit of \$398,113 includes \$540,000 of investment gains that have not been converted to cash. This is offset by \$247,000 in unexpended depreciation costs and the receipt of \$89,000 in investment distributions for a cash flow gain of \$189,000 this year.

2018 Financial Statements

- Jeff reviewed the first four pages of the audited financial statements, pointing out how these documents compare and differ from the reports the board sees each month.
- Highlighted the “management load” of administrative expenses divided by total expenses (26.1%) and discussed *Debunking the 15% Overhead for Good* by Brian Saber. Talking about why some organizations are expected to have higher overhead costs than others.
- Reviewed the Statement of Cash Flows mapping out annual cash flow for ACLS.

2018 990 Report

- Jeff gave an overview of the 990 Federal Return. Highlighted how it differs from the financial statements and why.
- Discussed Section O and how it is used to market an organization.
- Discussed the 990T and the impact of parking as a taxable fringe benefit.

2019 Budget

Jeff reviewed the updated 2019 budget that had already been approved by the Finance Committee. The focus was on the bottom line and how savings in wages and planned collection expenses will impact the annual budget. The budget was approved by the board.

Executive Director’s Report: Laura announced that the fiber connections are now in all branches. The interior connections and “go live” should be by September 9th.

Barbara has selected furnishings for the Harbaugh~Thomas Teen Center in consultation with Jim Spertzel and Laura. Ordering has begun.

The Grand Opening for the teen center is October 1st. More information about that coming soon.

Friends of the Library: Jim said there is not a report for August as there was no meeting because of the book sale. He said he is very happy with the book sale and that they made \$19,800! He is pleased with the location. He said the possibility exists that the books could be stored in the garage across from the auction house, which is not being used now. Jim will iron out details in the next 30 to 60 days for next year’s sale.

Friends of the New Oxford Library: Mary Lou expressed mild disappointment with the food trucks at the Friend’s book sale. She said they didn’t really do that well, but they did not have any negative numbers, either. Someone suggested that next year having a shaved ice truck.

She reminded everyone that the New Oxford Friends are having a fundraiser at Hoss’s in Gettysburg on Tuesday, September 17th.

Harbaugh~Thomas Library: Marge shared that they are really excited about the Teen Area. Kaila, Danielle and Molly are working on the September-October Teen Schedule.

Jean Barnett Trone Memorial Library: Richard gave accolades to Brandt, and said he will be sorely missed at East Berlin.

November 5th is JBT's Day of Giving with refreshments all day; spree donation forms collected; special program with Mikele Stillman "Remembering D-Day" at 6 pm.

Pennsylvania Educational Improvement Tax Credit (EITC) Program....used business tax savings to fund STEAM Saturdays program.

They received a Keystone Grant for their lower level renovations to begin in October.

Planning & Development: Genevieve was excited to report that Rita had an amazing phone call with her contact. Karen added that she, too, had a nice conversation with her contact.

Genevieve is requesting that you return your contact form to Dawn. We are trying to diversify our funding stream.

Dawn procured TV advertising space on WITF for the Signature Event. Genevieve reminded the board about the Wine, Cheese & Art at Schmucker Art Gallery at the Gettysburg College on September 10th at 5:30 pm.

Old Business: East Berlin Agreement/Possible Consolidation: Laura reported that the State Library is pro-consolidation. There would be one audit instead of two. It would save on administrative costs.

John Kiehl has been asked to form an AD HOC committee with representatives from both ACLS Board and East Berlin Board to discuss further.

New Business: Approval of 2019 Mid-Year Budget (Finance Committee). Motion: Approve 2019 Mid-Year Budget. Mary Sue motioned to approve, and Jeremy seconded to approve the 2019 Budget. All were in agreement. The motion carried.

Dorothy called for adjournment of the meeting. Jeremy motioned, and Ray seconded. Meeting adjourned at 8:30 pm.

Recorded by:
Wanda Reigle

The next Board Meeting will be Thursday, September 26, 2019 @ Trone Memorial Library-East Berlin @ 7pm.