



Lycoming County Library System Board Meeting
April 9, 2024, at noon
In-person at the Hughesville Area Public Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of February 20, 2024, minutes

Treasurer's Report

System Administrator's Report

Committee Reports

- Ad-Hoc Committee Creation- Diane Eck, President

Old Business

New Business

- LCLS Internet Acceptable Use Policy- DRAFT

Announcements

Adjournment

Lycoming County Library System Board Meeting

February 20, 2024, at noon

In-person at the Muncy Public Library: 108 S. Main Street, Muncy, PA and virtually via Zoom

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; Ben Brigandi, Secretary; Dennis Correll, Commissioner Mark Mussina, Diane Schneck

Trustees Present Virtually: John Confer, Patricia Shipman

Trustees Absent: Larry Stout, Treasurer

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Nina Riggle, Executive Assistant to the JVB CEO

Guests: Amber Adams, Montgomery Area Public Library; Corey Breneisen, Muncy Public Library; Charlene Brungard, Jersey Shore Public Library; Evelyn Derrick, Muncy Public Library; Penny Johnson, Hughesville Area Public Library; Robert Weaver, Dr. W.B. Konkle Memorial Library

Call to Order: Diane Eck called the meeting to order at 12:01pm

2024 LCLS Board Officer Nominations: John Confer motioned to reappoint the following officers: Diane Eck, President; Christie Foresman, Vice President; Larry Stout, Treasurer; Ben Brigandi, Secretary. Diane Schneck seconded the motion. All in favor. Motion carried.

Public Comment: None

Correspondence: The Lycoming County Library System received a letter from outgoing Commissioner Richard Mirabito thanking the Board for the thoughtful gifts and remembrances regarding their eight years on the System Board.

Review of Minutes: A correction was made to the proposed December minutes. Christie Foresman made a motion to approve the December minutes. Second by Ben Brigandi. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- The LCLS audit is underway.
- The final budget for January-December 2023 was presented in the board packet.
- The LCLS General Fund Cash Balance as of January 31, 2024 was \$597,679.95.
- The first payments from the Lycoming County Commissioner was received.
- The LCLS bank account is earning 4.5% interest rate.
- The first quarter payment to LCLS Member Libraries was sent out on February 8, 2024.
- The computer software for Polaris was purchased.
- The cost of the Summer Learning Performer will be ~\$4,000, which is above the projected \$3,000. There will be no budget revision.
- Diane Schneck motioned to approve the January 2024 Financial Report. Christie Foresman seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Wendy Durant started on January 15th as Technical and Digital Services Professional.

- Amy Resh and Nicole Rader met with BLAST IU to discuss a new initiative, Remake Learning, May 2-22, 2024. This partnership and funding opportunity was shared with member library directors at the January Directors'.
- Resh recorded content for Bigfoot Legends Radio in Williamsport to increase awareness of the LCLS and System library services.
- Resh requested that the Lycoming County Commissioners appoint and reappoint LCLS trustees on January 3, 2024.
- Resh met with Representative Jamie Flick and Senator Yaw's office to showcase extended System outreach funded through County Coordination Aid.
- Robbin Degeratu presented the revised LCLS User Behavior Policy at the January Directors' Meeting to full attendee approval.
- Resh is working on the System's State-required Annual Report.
- Resh will attend a Lycoming County Commissioners' Meeting in March for the bi-yearly update; the date is TBD.
- In December and January, member libraries shared over 10,000 items via delivery.
- The replacement transit van was delivered on January 17 and is being wrapped by Abby Sign.
- Four of the six-member libraries' top choice for a Summer Learning Performer was the Forgotten Friends Reptile Show and planning for the sessions is underway.
- Doug Harkness is working on plans to support member libraries who need to replace computers before the October 2025 deadline for Microsoft Windows 10 support.
- In an effort to streamline IT efforts member libraries received a technology procedure document that includes instructions on using the IT work order system for better tracking.
- Dana Brigandi shared a list of fundraising ideas for member libraries at their request.
- Brigandi continues to post to member libraries social media channels.
- Brigandi also support Hughesville Area Public Library's Pilcrow Foundation grant request.

Year in Review

- Resh supplied a System Focused Year in Review to the LCLS Board of Trustees. Also presented was a Year in Review pamphlet that was more member library focused created using data that is submitted to the state.
- Highlights:
 - Almost 50% of residents have library cards
 - Patrons saved \$52 per year using LCLS Libraries
 - Looking ahead to 2024 will bring new LCLS library cards available to all member libraries, if they would like to use them

Committee reports:

- Long-range Planning Committee
 - The Committee developed the Long Range Plan based on member library director feedback.
 - The long range plan was presented at the January Directors' Meeting to the approval of all attendees.
 - Dennis Correll motioned to approve the LCLS Long Range Plan. Ben Brigandi seconded the motion. All in favor. Motion carried.

Old Business:

- None

New Business:

- LCLS User Behavior Policy – DRAFT
 - The LCLS User Behavior Policy was presented at the January Directors' Meeting, all in attendance, five of the six member library directors approved this policy.

- Christie Foresman motioned to approve the LCLS User Behavior Policy. Dennis Correll seconded the vote. All in favor. Motion carried.
- System Education Presentation
 - Presented by System Administrator Amy Resh.
 - Diane Eck asked that Resh to present this information to all Member Libraries Board of Trustees.

Announcements:

- Diane Eck utilized this meeting time to open a discussion regarding Member Library feedback about System Services.

Ben Brigandi motioned to adjourn the meeting. Dennis Correll seconded the motion. The meeting was adjourned at 1:34pm

LCLS Board Meetings and locations in 2024: April 9th, Hughesville Area Public Library; June 11th, Dr. W.B. Konkle Memorial Library; August 13th, James V. Brown Library; October 8th, Jersey Shore Public Library; December 10th, Montgomery Area Public Library

Respectfully submitted by Nina Riggle

**General Fund
Budget vs. Actual
February 2024**



	<u>Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4000 · County Coordination Aid Received	184,869	183,023	1,846	101.01%
4001 · County Coordination Aid Distributed-CONTRA	(46,217)	(183,023)	136,806	25.25%
4100 · State Aid Received	500,698	495,700	4,998	101.01%
4120 · State Aid- distributed CONTRA	(123,925)	(495,700)	371,775	25.0%
4200 · Local Govt Rev(LCLS County Aid)	346,597	1,386,387	(1,039,790)	25.0%
4220 · Local Govt Aid Distributed	(301,904)	(1,207,616)	905,712	25.0%
4300 · Interest Income	4,874	6,000	(1,126)	81.23%
4500 · Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4530 · E Rate reimbursement	-	7,041	(7,041)	0.0%
Total Income	<u>564,991</u>	<u>194,312</u>	<u>370,679</u>	<u>290.77%</u>
Gross Profit	564,991	194,312	370,679	290.77%
Expense				
5000 · Administrative Fees	2,000	12,000	(10,000)	16.67%
5006 · Delivery Expenses-Transit	1,000	6,000	(5,000)	16.67%
5010 · Salary & Wage Reimbursement to JVB	15,842	90,328	(74,486)	17.54%
5290 · Internet Connection Fees	2,098	15,400	(13,302)	13.62%
5300 · Library Supplies & Collect Main	-	5,000	(5,000)	0.0%
5380 · Computer Software	65,543	66,150	(607)	99.08%
5390 · Hardware Costs	-	1,300	(1,300)	0.0%
5410 · Insurance	827	3,360	(2,533)	24.6%
5490 · Accounting	850	5,742	(4,892)	14.8%
5530 · Miscellaneous Operating	517	4,200	(3,683)	12.32%
5580 · Summer Learning	-	3,000	(3,000)	0.0%
Total Expense	<u>88,677</u>	<u>212,480</u>	<u>(123,803)</u>	<u>41.73%</u>
Net Income	<u>476,315</u>	<u>(18,168)</u>	<u>494,483</u>	
 LCLS General Fund Cash Balance-2/29/24	\$799,691.62			

SYSTEM ADMINISTRATOR'S REPORT**March – April 2024****Personnel**

No Updates.

Administrative

Amy Resh submitted the "Lycoming System Admin Unit" Annual Report to the Office of Commonwealth Libraries on March 4, 2024. From March 21 – 27, Resh reviewed each member library's annual report and sent any areas of question or concern to the District Consultant for communication with the reporting library. Resh presented to the Lycoming County Commissioners on March 14; thank you to all LCLS trustees who attended in support.

During the LCLS Directors' Meeting on March 26th, Member Library directors discussed procedures for implementing the LCLS User Behavior Policy, which was approved at the LCLS Board of Trustees meeting on February 20, 2024. Work to streamline this process continues. Conversations around the draft regulations from the Office of Commonwealth Libraries and Outreach Services also occurred during this meeting.

Under direction from the LCLS board, Resh has been visiting member library board meetings to share with the full board the charge of the System as defined by the State Statue and Bylaws and the benefits of System membership. Many thanks to Hughesville Area Public Library and Montgomery Area Public Library for welcoming the administrator to their board meetings on March 13 and April 2, respectively. Visits to Jersey Shore Public Library, Dr. WB Konkle Memorial Library, James V. Brown Library, and Muncy Public Library meetings have been scheduled.

Looking ahead, Resh is attending the Office of Commonwealth Libraries' Futures School from April 9 – 11. With approval from the LCLS Board President, Resh will attend the LCLS April 9 meeting virtually to accommodate this opportunity. Resh continues to create documentation for the LCLS trustee orientation binder, including documents such as the responsibilities of the Board vs. System Administrator, System-wide policy approval processes, LCLS funding formula instruction sheets, and more. Baker Tilly has begun the engagement process with LCLS for our federal returns and 990 for the 2023 calendar year.

Delivery and Fleet

Leslie Crooks has absorbed more than half of the stops made by the Storymobile into the Book's Bus schedule. Crooks and Andrew Brum are actively planning stops for the Outreach summer session, which will start on June 1. Book's Bus, Bookmobile, and transit van vehicles are being offered to visit every member library to support and enhance Summer Learning initiatives with a "Touch-a-truck" event.

Resh and Crooks compiled data regarding Book's Bus and school visit activities at the request of an LCLS trustee.

Kristin Caringi shadowed Bill Ruffing on his daily delivery route on March 26, in keeping with our quarterly schedule, to ensure a seamless interlibrary loan experience for member libraries and patrons. From January through February, delivery transited 11,372 items between member libraries.

Programming and Youth Services

In keeping with the new LCLS Long Range Plan, Nicole Rader has begun coordinating shared System-wide initiatives.

The first is Remake Learning (RL), occurring May 2 through May 22, 2024. Rader attended January's LCLS Directors meeting to promote and ask for all libraries to participate, to which they have. Hughesville Library is hosting two programs, Jersey Shore Library and Dr. W.B. Konkle Library are both hosting one program, Muncy Public Library is hosting five, Montgomery Area Public Library is hosting six, and James V. Brown Library is hosting seven. As part of the RL event, BLAST IU 17 provided funding opportunities. BLAST provided Rader with a list of all LCLS events and awards received so press releases and marketing materials around the "LCLS Remaking Learning Experience" can be created.

The second initiative is a potential funding opportunity through First Community Foundation Partnership. On behalf of the LCLS and in partnership with Blast IU 17, Rader is applying for funds related to family early literacy workshops and STEM activities to hold at each member library.

Lastly, Rader created multiple summer learning events that provide a chance for county-wide connections with LCLS directors. An LCLS Outreach Touch-A-Truck event in June, a storytelling and s'mores event at Rider Park on August 3rd and a county-wide Trout Pond Park Skating Party. The LCLS Directors have until April 3 to opt-in to the coordinated opportunities. As of March 26, Muncy, Hughesville, Montgomery, and JVB Libraries are participating.

Collection, IT & Technical Services

Wendy Durant has created the first draft of new procedures for a streamlined cataloging experience for member libraries, this will also provide cleaner records for our patrons. Durant and Kate Shaw are creating spreadsheets that will be accessible to staff at all libraries to submit and monitor the status of items that are purchased for the collection. Polaris record clean-up continues, with Shaw presenting best practices to member library directors for sharing notes on patron accounts and addressing the physical condition of materials.

Lycoming County Library System is officially the first non-SPARK library to offer a z-server connection to Access PA. This means that every library in the state looking to borrow items via InterLibrary Loan from an LCLS library can, in real time, see the status of items. This will lower the possibility of requests coming through that we will need to deny, saving staff time. As part of this process, Aimee Lindauer and Shaw have prepared new ILL procedures that will streamline the process. These procedures have been sent to the LCLS directors for input. Additionally, due to continued rises in shipping costs for InterLibrary Loan packages,

Shaw and District Consultant June Houghtaling is asking all North Central Library District libraries to limit patrons to 3 ILL requests at a time. This number is a decrease from 5, set in 2022. Many library districts have moved to "hub to hub" shipping as part of the response to increased costs. While NCLD is too large to consider this, LCLS is officially a "hub" in the AccessPA program. Items have always been shipped to system headquarters, but this new change has affected how member libraries are listed in the software.

Douglas Harkness has scheduled bi-annual visits to each LCLS member library to address issues and assist with technology planning. These visits are coordinated on a monthly basis with each member library director.

For increased ease of access to system information, lycolibrary.org is now lclspa.org. The new LCLS URL is included on new system library cards, and the page has been updated.

Marketing, Development & Public Relations

Dana Brigandi is working with Emma Klopp, James V. Brown Library's new half-time Development and Marketing Assistant, to update social media content for all LCLS pages and determine a new scheduling program since Hootsuite (currently paid for by JVBL) has doubled its monthly price for nonprofits.

Jamie Mahoney submitted to Hughesville and Konkle boards new logo designs. She is creating a marketing piece incorporating the "BOOK" mascot to highlight outreach and delivery services. This will be turned into a coloring page for the Summer Learning Program and a comic-book-style graphic to share on social media.

Brigandi and Mahoney updated the general press release templates to incorporate individual library branding for all member libraries. Brigandi can support member libraries by highlighting programs and services on their behalf and LCLS when there is content to share. At this time, there is not enough LCLS content for the weekly "Check It Out" feature in the Williamsport Sun-Gazette. Brigandi can also provide marketing and social media best practices training for LCLS staff and trustees if there is interest.

The new LCLS library cards arrived and were distributed to member libraries.

Raise the Region: The First Community Foundation Partnership of Pennsylvania's annual 30-hour giving campaign raised \$2,343,179 from 7,853 donors for 350 organizations. These are the totals for the LCLS libraries, which do not include the anticipated "stretch" funds that typically come in late April:

- James V. Brown Library- \$9,645
- Hughesville Area Public Library - \$5,389
- Dr WB Konkle Memorial Library - \$2,875
- Muncy Public Library - \$2,435
- Montgomery Area Public Library - \$1,350
- Jersey Shore: Did not participate.

Looking ahead, Dana Brigandi is working with Nicole Rader to create press releases and promotional materials to publicize the cooperative LCLS summer learning activities. Brigandi will continue to work directly with member library directors who request help in

grant writing, press releases, and marketing. As requested, Brigandi is working with Konkle training staff to use Canva. Brigandi is also creating a continuing education opportunity for all LCLS member library directors and trustees to learn more about how to create press releases, a cohesive public relations plan, and more.

INTERNET ACCEPTABLE USE POLICY

Purpose

Lycoming County Library System is committed to the promotion of lifelong learning. Pursuant to that commitment, the libraries provide public access to the diverse and unique resources available via the Internet.

Children and the Internet

The Children's Internet Protection Act (pub. L. 106.554) requires that a library receiving federal funds must "have in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any computers with Internet access...." In compliance with this provision of federal law, the public libraries have installed a filtering mechanism on all computers and library-provided internet connections to protect young users from inappropriate material.

Parents are reminded that filtering is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not completely eliminate that possibility. Filters may also block access to sites that users would consider both inoffensive and useful. Parental supervision of young children searching the Internet is strongly advised.

Rights of Adults

Adults (those 17 and older) may request unfiltered access to the Internet for any purpose that does not violate the law or a member libraries' policies. The filter on an individual library-owned computer will be disabled in response to such a request. Library staff may not disable the filter on patron-owned laptops or other wireless access devices.

Right to Privacy

All library users have the right to expect that their information-seeking activities in the library are private and confidential with the understanding that no records of internet use are being retained. While the Lycoming County Library System member libraries do not retain internet usage records or history and works to protect patron's privacy, they are not responsible for ensuring the privacy of any information or data sent or received by patrons while using library equipment, including network or Wi-Fi.

Conditions and Terms of Use

1. Information available via the Internet may be protected by copyright or trademark; use of such information must not violate any copyright or trademark law.

2. Because the Internet allows access to ideas, information, and commentary from sources around the world, libraries cannot control its content. Therefore, individual users must accept responsibility for determining the validity and accuracy of information located on the Internet. The libraries are not responsible for any use made of information obtained from Internet resources.

3. The Internet and its available resources may contain material and ideas that are controversial and conflict with the personal beliefs of users. Parents or guardians, not library staff, are responsible for the information selected and/or accessed by their children.

4. Viewing of certain materials in the public library may be considered improper in time, place, or manner. Libraries reserve the right to terminate an Internet session that disrupts library services or involves user behavior that violates library policy.

5. Patrons may not use public library Internet connections for any commercial or for-profit purpose.

6. Lycoming County, Lycoming County Library System member libraries, member library board members and employees are not responsible for damages to patron-owned equipment including, but not limited to laptops, tablets, cell/smart phones, gaming devices, IoT devices, etc. while using the libraries wireless Internet connection. This includes but is not limited to, damage caused by configuration changes, viruses, spyware, malware, or other malicious code received via the library's wireless connection.

7. Member libraries may charge for services such as scanning, faxing, printing and/or copying.

8. Mobile printing may be available through the library's wireless connection and varies based on member library capabilities.

Limitations

Some libraries do not provide access to subscription services, e-mail, or chat lines; use of such web-based services may be permitted at the discretion of the member library.

User Responsibilities

1. Users agree to this policy by accessing the Internet via library equipment, network, or Wi-Fi.

2. Users must observe time limits and other procedural guidelines set by individual libraries for use of Internet terminals.

3. Users are responsible for damage to equipment beyond what occurs with normal usage; hardware and software may not be abused, modified, or destroyed.

Staff Assistance

Library staff are capable of offering basic instruction on how to navigate the Internet or Windows Operating System. However, due to limited staffing and time constraints, patrons are encouraged to take the initiative and explore on their own. Staff cannot assist with anything using private data. Examples of such are job applications and forms for legal, government, banking, or medical purposes.

Approved by the Board of Trustees of Lycoming County Library System XX