



Lycoming County Library System Board Meeting
December 10, 2024, at noon
In-person at the Montgomery Area Public Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of August 13, 2024 minutes

Treasurer's Report

- 2025 Draft Budget and Funding Formula

System Administrator's Report

Committee Reports

Old Business

- LCLS Bylaws- FINAL
- Muncy Public Library deficiency review

New Business

- 2024 Directors' Meeting attendance
- 2025 LCLS Board meeting dates
- 2025 LCLS quarterly shared events

Announcements

Adjournment

**Lycoming County Library System Board Meeting
August 13, 2024, at noon**

In-person at the Jersey Shore Public Library: 110 Oliver Street, Jersey Shore, PA and virtually via Zoom

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; John Confer, Dennis Correll, Commissioner Mark Mussina, Diane Schneck

Trustees Present Virtually: Larry Stout, Treasurer, Patricia Shipman

Trustees Absent: Ben Brigandi, Secretary

System Staff Present: Amy Resh, System Administrator, Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nina Riggle, Executive Assistant to Amy Resh

Guests: Charlene Brungard, Jersey Shore Public Library, Penny Johnson, Hughesville Area Public Library

Guests Present Virtually: Canda Fogarty, Dr. W.B. Konkle Memorial Library

Call to Order: Diane Eck called the meeting to order at 12:00 pm

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Minor corrections were made to the minutes and shared before the meeting. Christie Foresman made a motion to approve the amended June minutes. Dennis Correll seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- The Financial Report began with a 2023 audit review with John Compton of Baker Tilly.
- The audit was completed on May 20, 2024 and the System received an unmodified opinion.
- John Confer motioned to accept the 2023 Baker Tilly audit. Diane Schneck seconded the motion. All approved. Motion carried.
- The cash fund balance as of June 30, 2024 was \$629,677.89.
- The fourth quarter installment will be distributed in October 2024.
- The System received an eRate reimbursement in July.
- Bills were paid to Polaris and library cards, which were purchased in February.
- The cost for Summer Learning is higher than projected due to the county performer selected by member library directors.
- Christie Foresman motioned to accept the Treasurer's Report. Dennis Correll seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Kate Shaw resigned from her role as Polaris Systems Administrator. The search for her replacement has begun with interviews in the coming weeks.
- The State Aid Subsidy Application for the "Lycoming Co Lib Sys" was completed on July 19, 2024 and was approved.
- Gratitude was expressed to trustees who contacted State Senators and Representatives. The budget and fiscal language were passed in July. The 2025 funding formula and 2025 draft budget will be ready for review at the December 10, LCLS Board Meeting.
- Amy Resh is on the agenda to present to the Lycoming County Commissioners on August 22nd. Directors have been asked for details about their libraries and names of patrons interested in sharing how libraries have impacted them.

- A System-wide technology grant is being sought through BLAST IU which could allow member libraries the opportunity to request up to 100 laptops for programs which would arrive through daily transit.
- The new Storymobile driver will begin an abbreviated schedule in September. Member Library Directors and Trustees can suggest locations and contact information for the Fall 2024 Storymobile schedule to the System Administrator, Amy Resh.
- The Pine Creek Link Library location has closed at the request of McHenry Township due to a lack of use. This area is now being supported by a variety of Bookmobile stops. The route was shared with trustees present in-person.
- Touch-A-Truck events throughout Lycoming County were well received. Jersey Shore Public Library invited additional trucks to attend, bringing in over 200 patrons. Montgomery Area Public Library invited daycare facilities to attend.
- The LCLS Skating Party at Trout Pond Park on Saturday, July 27th had over 160 attendees with many grateful for the free skate rentals provided by LCLS.
- The LCLS Family Nature Adventure was canceled due to weather, the event is being rescheduled for October; details about the new date will be shared by Nicole Rader once finalized.
- Nicole Rader will share a survey for member library director feedback on the System-wide initiatives.
- Wendy Durant has taken over digital cataloging requests as time allows, there may be some delays in cataloging.
- Jen Heimbach has completed training and Interlibrary Loan has reopened.
- Dana Brigandi will be creating a social media training for LCLS member library staff and interested trustees for on-demand viewing. Any staff members who complete the program and submit a brief survey will receive continuing education credits for participating.
- The updated draft regulations from OCL contain two changes that could have an impact on LCLS libraries.
 - All directors in the Federation, formerly System, are required to work fulltime, 35 hours each week.
 - The Federation required a certified Professional Librarian. There has been no further clarification on the dual role of System Administrator and Director.
 - OCL has pushed back the submission of the draft regulations to IRRC until January 2025 to accommodate newly elected legislators. Implementation of the new regulations is projected to occur at the end of 2026.
 - Diane Schneck asked if changes were made to the regulations regarding educational requirements. The first draft education requirement changes were removed. Member library directors can continue to hold the certification level of Library Assistant, with the exception of the James V. Brown Library, based on its population served. Dennis Correll inquired as to whether there were any issues with member libraries to this standard and all libraries are meeting the educational updated draft standards.
- A bi-yearly update of the LCLS long range plan was shared with Trustees in-person.

Committee reports:

- Bylaws Committee
 - Commissioner Mark Mussina accepted a position on the Bylaws Committee. This committee contains; Diane Eck, John Confer, Christie Foresman, Commissioner Mark Mussina, and Amy Resh, System Administrator.
 - There is currently no sales tax-exempt number for the System. Edits to the bylaws are needed for tax-exempt status.

Old Business:

- LCLS Social Media/Network Policy – FINAL
 - This policy was shared with the board at the meeting in June, no changes or suggestions were made since then.
 - John Confer motioned to accept the LCLS Social Media/Network Policy. Diane Schneck seconded the motion. All approved. Motion carried.
- Hughesville Area Public Library Deficiency Review
 - Christie Foresman shared that the Hughesville Area Public Library worked with their treasurer to change their budget. They are currently on track to spend 14% of their operating budget by December.

- Gratitude was expressed for the System Administrator and the Chief Financial Officer for their help in clarifying the collection development budget percentage.
- Hughesville Area Public Library found ways to spend their 12% in a timely manner, while providing new services, Hoopla, to their patrons.
- Dennis Correll motioned to accept the Hughesville Area Public Library plan to correct their deficiency. Diane Schneck second the motion. All approved. Motion carried.
- Muncy Public Library Deficiency Review
 - Muncy Public Library will present their plan to correct their deficiency at the December LCLS Board Meeting.

New Business:

- None

Announcements:

- **Hughesville Area Public Library** – Christie Foresman
 - Patrons are enjoying Hoopla. Investments in eBooks through Libby has also been beneficial for book clubs and collection development.
- **James V. Brown Library** – John Confer
 - The library has Little League pins for sale.
 - The Author Spotlight will be held on October 10, 2024. Invitations have been sent out.
 - The library bought out CTL for The Lightning Thief: The Percy Jackson Musical and gave seats away to patrons.
 - The library plans to work with CTL again next summer.
 - The Q&A portion of the night was a favorite of attendees.
- **Dr. W.B. Konkle Memorial Library** – Dennis Correll
 - They have had more new families in to sign up for library cards.
 - Summer Reading was very busy.
- **Muncy Public Library** – Diane Schneck
 - Joint events continue to be a success, especially with Montgomery Area Public Library.
 - Their board meeting is the same evening as the LCLS Board Meeting.
- **Jersey Shore Public Library** – Diane Eck
 - The library board is working on a Jersey Shore-opoly Fundraiser through social media. They have sold all the properties on the board and are now working to sell the question cards.
 - Dana Brigandi has been a huge help in this endeavor.
 - Summer Learning ended on August 3rd.
 - The library had over 475 register for 27 programs with over 1,100 attendees to programs, not including county-wide programs.
 - They gave out 8,000 tickets to patrons who met their learning goals.
 - There were three or four programs with over 200 people in attendance, including the LCLS Touch-A-Truck event, which was attended by a nearby daycare.
- **Montgomery Area Public Library** – Larry Stout
 - There were over 1,000 participants in Summer Learning Programs.
 - They are getting a new AC unit. The municipality is covering the cost of the AC unit. There are other costs which the library has to cover.
- The System Administrator shared that the member library directors received an email asking for third-quarter updates for the Lycoming County Commissioners.
 - Commissioner Mussina encouraged libraries to share specific information on statistics and programs.

The meeting was adjourned at 1:19 pm.

LCLS Board Meetings and locations in 2024: December 10th, Montgomery Area Public Library

Respectfully submitted by Nina Riggle

**General Fund
Budget vs. Actual
January - November 2024**



	<u>Jan - Nov 24</u>	<u>2024 Budget</u>	<u>2024 Budget Variance</u>	<u>% of 2024 Budget</u>
Income				
4000 . County Coordination Aid Received	184,869	183,023	1,846	101.01%
4001 . County Coordination Aid Distributed-CONTRA	(184,869)	(183,023)	(1,846)	101.01%
4100 . State Aid Received	500,698	495,700	4,998	101.01%
4120 . State Aid- distributed CONTRA	(495,700)	(495,700)	(0)	100.0%
4200 . Local Govt Rev(LCLS County Aid)	1,386,387	1,386,387	-	100.0%
4220 . Local Govt Aid Distributed	(1,207,615)	(1,207,616)	1	100.0%
4300 . Interest Income	23,116	6,000	17,116	385.27%
4500 . Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4502 . FCFP Grant-Storywalk	11,025	-	11,025	100.0%
4530 . E Rate reimbursement	6,934	7,041	(107)	98.48%
Total Income	<u>224,845</u>	<u>194,312</u>	<u>30,533</u>	<u>115.71%</u>
Gross Profit	<u>224,845</u>	<u>194,312</u>	<u>30,533</u>	<u>115.71%</u>
Expense				
5000 . Administrative Fees	11,000	12,000	(1,000)	91.67%
5006 . Delivery Expenses-Transit	5,500	6,000	(500)	91.67%
5010 . Salary & Wage Reimbursement to JVB	81,848	90,328	(8,480)	90.61%
5290 . Internet Connection Fees	13,871	15,400	(1,529)	90.07%
5295 . Postage	67	-	67	100.0%
5300 . Library Supplies & Collect Main	4,086	5,000	(914)	81.71%
5320 . FCFP-Storywalk	11,025	-	11,025	100.0%
5330 . Office & Computer Supplies	54	-	54	100.0%
5380 . Computer Software	65,913	66,150	(237)	99.64%
5390 . Hardware Costs	-	1,300	(1,300)	0.0%
5410 . Insurance	1,280	3,360	(2,080)	38.1%
5470 . Public Awareness	173	-	173	100.0%
5490 . Accounting	5,120	5,742	(622)	89.17%
5530 . Miscellaneous Operating	4,462	4,200	262	106.23%
5580 . Summer Learning	4,941	3,000	1,941	164.71%
Total Expense	<u>209,339</u>	<u>212,480</u>	<u>(3,141)</u>	<u>98.52%</u>
Net Income	<u><u>15,506</u></u>	<u><u>(18,168)</u></u>	<u><u>33,674</u></u>	

LCLS General Fund Cash Balance-11/30/24

\$336,525.82

2025 Funding Formula

The formula is divided into two sections – State Aid and County Aid.

State Aid is divided based on each library's percent of population size based on the 2000 census. The 2000 Census is the census year the Office of Commonwealth Libraries uses to distribute state funds.

County Aid is first used to fund the System's budget; this includes ILS expenses, staffing expenses, and other operating expenses. The remainder of this aid is then divided between all member libraries. It is based on each library's percent of population size based on the 2000 census. The 2000 Census is the census year the Office of Commonwealth Libraries uses to distribute state funds.

**Lycoming County Library System General Fund
Profit & Loss Budget
Version A**

	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Difference</u>
Income			
4000 · County Coord. Aid Received	\$183,023	\$184,869	\$1,845
4001 · County Coord. Aid-dist.CONTRA			
4007 · James V Brown - CCA	-\$183,023	-\$184,869	-\$1,846
Total 4001 · County Coord. Aid- dist. CONTRA	-\$183,023	-\$184,869	-\$1,846
Total 4120 · State Aid- distributed CONTRA			
4100 · State Aid Received	\$495,700	\$500,698	\$4,998
4120 · State Aid- distributed CONTRA			
4101 · Hughesville - state aid	-\$25,875	-\$23,441	\$2,434
4102 · Montgomery-state aid	-\$24,128	-\$19,958	\$4,170
4103 · Jersey Shore-state aid	-\$26,896	-\$25,505	\$1,390
4104 · Muncy - state aid	-\$31,316	-\$30,068	\$1,247
4105 · Konkle - state aid	-\$32,821	-\$31,015	\$1,806
4106 · James V Brown - state aid	-\$354,666	-\$370,710	-\$16,044
Total 4120 · State Aid- distributed CONTRA	-\$495,700	-\$500,698	-\$4,998
4200 · Local Govt Rev (LCLS County Aid)	\$1,386,387	\$1,300,000	-\$86,387
4220 · Local Govt Aid Distributed			
4221 · Hughesville - local aid	-\$55,550	-\$47,538	\$8,012
4222 · Montgomery - local aid	-\$55,550	-\$40,475	\$15,075
4223 · Jersey Shore - local aid	-\$71,370	-\$51,725	\$19,645
4224 · Muncy - local aid	-\$58,811	-\$60,979	-\$2,168
4225 · Konkle - local aid	-\$62,313	-\$62,899	-\$586
4226 · James V Brown - local aid	-\$904,021	-\$751,799	\$152,222
Total 4220 · Local Govt Aid Distributed	-\$1,207,616	-\$1,015,414	\$192,201
4300 · Interest Income	\$6,000	\$18,000	\$12,000
4500 · Contributions, Gifts & Donations	\$2,500	\$2,500	\$0
4530 · E Rate reimbursement	\$7,041	\$9,264	\$2,224
Total Income	\$194,312	\$314,350	\$120,038
Gross Profit	\$194,312	\$314,350	\$120,038
Expense			
5000 · Administrative Fees	\$12,000	\$12,000	\$0
5006 · Delivery Expenses-Transit	\$6,000	\$6,000	\$0
5010 · Salaries & Wages	\$90,328	\$138,393	\$48,065
5290 · Internet Connection Fees			
5290a · Barbours	\$900	\$900	\$0
5290b · Broadband Fees	\$1,500	\$1,200	-\$300
5290f · Pine Creek	\$1,000	\$0	-\$1,000
5290i · Hughesville	\$1,100	\$1,200	\$100
5290j · Montoursville	\$2,300	\$2,300	\$0
5290k · James V. Brown	\$2,700	\$2,700	\$0
5290l · Montgomery	\$900	\$900	\$0
5290m · Muncy	\$2,500	\$2,500	\$0

**Lycoming County Library System General Fund
Profit & Loss Budget
Version A**

	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Difference</u>
5290n · Jersey Shore	\$2,500	\$2,500	\$0
Total 5290 · Internet Connection Fees	\$15,400	\$14,200	-\$1,200
5295 · Postage	\$0	\$1,500	\$1,500
5297 · Collections Expense	\$0	\$21,000	\$21,000
5300 · Library Supplies & Collect Main			
5303 · Library Supplies	\$5,000	\$5,000	\$0
5304 · Outreach Collection Supplies	\$0	\$1,000	\$1,000
Total 5300 · Library Supplies & Collect Main	\$5,000	\$6,000	\$1,000
5330 · Office & Computer Supplies	\$0	\$500	\$500
5380 · Computer Software			
5381 · Software Maintenance Polaris	\$64,000	\$67,458	\$3,458
5382 · Software	\$350	\$2,100	\$1,750
5384 · Software Maint. EnvisionWare	\$1,800	\$1,800	\$0
Total 5380 · Computer Software	\$66,150	\$71,358	\$5,208
5390 · Hardware Costs	\$1,300	\$1,300	\$0
5410 · Insurance			
5413 · Directors & Officers Insurance	\$1,360	\$1,360	\$0
5414 · Cyber Insurance	\$2,000	\$0	-\$2,000
Total 5410 · Insurance	\$3,360	\$1,360	-\$2,000
5470 · Public Awareness	\$0	\$10,000	\$10,000
5490 · Accounting			
5491 · Audit	\$5,742	\$5,949	\$207
Total 5490 · Accounting	\$5,742	\$5,949	\$207
5530 · Miscellaneous Operating			
5528 · Payroll Expense	\$0	\$12,865	\$12,865
5531 · Dues & Memberships	\$375	\$500	\$125
5532 · Meals-Meetings	\$2,000	\$1,500	-\$500
5532A · Meals-Trainings	\$0	\$250	\$250
5535 · mileage - travel	\$250	\$1,000	\$750
5537 · Furniture & Equipment	\$0	\$300	\$300
5538 · Training Expense	\$0	\$600	\$600
5544 · HSLC Fees	\$1,575	\$1,575	\$0
5549 · Telephone Expense	\$0	\$1,200	\$1,200
Total 5530 · Miscellaneous Operating	\$4,200	\$19,790	\$15,590
5580 · Summer Learning	\$3,000	\$5,000	\$2,000
Total Expense	\$212,480	\$314,350	\$101,870
LCLS Cash Reserves	\$18,168	\$0	-\$18,168
Net Income	\$0	\$0	\$0

**2025 LYCOMING COUNTY LIBRARY SYSTEM
DISTRIBUTION BREAKDOWN
Version A**

2025 State Aid	\$500,698	2025 County Aid	\$1,300,000
		Retained for LCLS Expenses	(\$146,193)
		Retained for LCLS Salaries	(\$138,393)
		Total County Aid to Distribute	\$1,015,414

	2024 State Aid	2025 State Aid	2024 County Aid	2025 County Aid	2024 Total LCLS Aid	2025 Total LCLS Aid	% of total aid based on population size	2000 Census #
Hughesville	\$25,875	\$23,441	\$55,550	\$47,538	\$81,425	\$70,979	4.68%	5,620
Montgomery	\$24,128	\$19,958	\$55,550	\$40,475	\$79,678	\$60,433	3.99%	4,785
Jersey Shore	\$26,896	\$25,505	\$71,370	\$51,725	\$98,266	\$77,230	5.09%	6,115
Muncy	\$31,316	\$30,068	\$58,811	\$60,979	\$90,127	\$91,047	6.01%	7,209
Konkle	\$32,821	\$31,015	\$62,313	\$62,899	\$95,134	\$93,914	6.19%	7,436
JVB	\$354,666	\$370,710	\$904,021	\$751,799	\$1,258,687	\$1,122,509	74.04%	88,879
Totals	\$495,700	\$500,698	\$1,207,615	\$1,015,414	\$1,703,315	\$1,516,112	100.00%	120,044
LCLS retains to provide System services				<u>\$284,586</u>				
				\$1,300,000				

**2025 LYCOMING COUNTY LIBRARY SYSTEM
Distribution Breakdown**

LCLS Distributions for 2025

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$17,744.64	\$17,744.64	\$17,744.64	\$17,744.64	\$70,978.55
\$15,108.20	\$15,108.20	\$15,108.20	\$15,108.20	\$60,432.81
\$19,307.56	\$19,307.56	\$19,307.56	\$19,307.56	\$77,230.22
\$22,761.76	\$22,761.76	\$22,761.76	\$22,761.76	\$91,047.04
\$23,478.49	\$23,478.49	\$23,478.49	\$23,478.49	\$93,913.97
\$280,627.35	\$280,627.35	\$280,627.35	\$280,627.35	<u>\$1,122,509.40</u>
				\$1,516,112.00

*Member library payments are sent at the beginning of each quarter based on when state and county aid are distributed to LCLS. Quarterly payments will provide financial stability for the member libraries for budgeting purposes and ensure the libraries have the funding they need to provide library services throughout Lycoming County.

Version A

	2025 LCLS % of Salary	2025 LCLS Salary	2024 LCLS Salary
System Administrator-Amy	20%	\$27,260	\$25,000
CFO-Kristin	20%	\$20,191	\$18,695
HR/Payroll-Karen	20%	\$14,207	\$13,155
Collections & Technical Services & Polaris Administrator- Marci	20%	\$14,763	\$14,216
IT Support-Doug	20%	\$13,000	\$12,154
Admin-Dana - Social Media & Marketing	10%	\$7,750	\$7,108
Outreach Services-Robbin	10%	\$8,445	\$0
Programming/County Performer-Nicole	10%	\$6,093	\$0
Facilities-Keith	10%	\$5,904	\$0
Interlibrary Loan/Books By Mail-Jen	20%	\$6,465	\$0
Cataloging-Wendy	25%	\$10,004	\$0
Technical Services -Patti	20%	\$4,311	\$0
Grand Total-Salaries		\$138,393	\$90,328

**Lycoming County Library System General Fund
Profit & Loss Budget
Version B**

	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Difference</u>
Income			
4000 · County Coord. Aid Received	\$183,023	\$184,869	\$1,845
4001 · County Coord. Aid-dist.CONTRA			
4007 · James V Brown - CCA	-\$183,023	-\$184,869	-\$1,846
Total 4001 · County Coord. Aid- dist. CONTRA	<u>-\$183,023</u>	<u>-\$184,869</u>	<u>-\$1,846</u>
Total 4120 · State Aid- distributed CONTRA			
4100 · State Aid Received	\$495,700	\$500,698	\$4,998
4120 · State Aid- distributed CONTRA			
4101 · Hughesville - state aid	-\$25,875	-\$23,441	\$2,434
4102 · Montgomery-state aid	-\$24,128	-\$19,958	\$4,170
4103 · Jersey Shore-state aid	-\$26,896	-\$25,505	\$1,390
4104 · Muncy - state aid	-\$31,316	-\$30,068	\$1,247
4105 · Konkle - state aid	-\$32,821	-\$31,015	\$1,806
4106 · James V Brown - state aid	-\$354,666	-\$370,710	-\$16,044
Total 4120 · State Aid- distributed CONTRA	<u>-\$495,700</u>	<u>-\$500,698</u>	<u>-\$4,998</u>
4200 · Local Govt Rev (LCLS County Aid)	\$1,386,387	\$1,300,000	-\$86,387
4220 · Local Govt Aid Distributed			
4221 · Hughesville - local aid	-\$55,550	-\$55,550	\$0
4222 · Montgomery - local aid	-\$55,550	-\$55,550	\$0
4223 · Jersey Shore - local aid	-\$71,370	-\$71,370	\$0
4224 · Muncy - local aid	-\$58,811	-\$58,811	\$0
4225 · Konkle - local aid	-\$62,313	-\$62,313	\$0
4226 · James V Brown - local aid	-\$904,021	-\$904,021	\$0
Total 4220 · Local Govt Aid Distributed	<u>-\$1,207,616</u>	<u>-\$1,207,616</u>	<u>\$0</u>
4300 · Interest Income	\$6,000	\$18,000	\$12,000
4500 · Contributions,Gifts & Donations	\$2,500	\$2,500	\$0
4530 · E Rate reimbursement	\$7,041	\$9,264	\$2,224
Total Income	<u>\$194,312</u>	<u>\$122,149</u>	<u>-\$72,163</u>
Gross Profit	<u>\$194,312</u>	<u>\$122,149</u>	<u>-\$72,163</u>
Expense			
5000 · Administrative Fees	\$12,000	\$12,000	\$0
5006 · Delivery Expenses-Transit	\$6,000	\$6,000	\$0
5010 · Salaries & Wages	\$90,328	\$138,393	\$48,065
5290 · Internet Connection Fees			
5290a · Barbours	\$900	\$900	\$0
5290b · Broadband Fees	\$1,500	\$1,200	-\$300
5290f · Pine Creek	\$1,000	\$0	-\$1,000
5290i · Hughesville	\$1,100	\$1,200	\$100
5290j · Montoursville	\$2,300	\$2,300	\$0
5290k · James V. Brown	\$2,700	\$2,700	\$0
5290l · Montgomery	\$900	\$900	\$0
5290m · Muncy	\$2,500	\$2,500	\$0
5290n · Jersey Shore	\$2,500	\$2,500	\$0

**Lycoming County Library System General Fund
Profit & Loss Budget
Version B**

	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Difference</u>
Total 5290 · Internet Connection Fees	\$15,400	\$14,200	-\$1,200
5295 · Postage	\$0	\$1,500	\$1,500
5297 · Collections Expense	\$0	\$21,000	\$21,000
5300 · Library Supplies & Collect Main			
5303 · Library Supplies	\$5,000	\$5,000	\$0
5304 · Outreach Collection Supplies	\$0	\$1,000	\$1,000
Total 5300 · Library Supplies & Collect Main	\$5,000	\$6,000	\$1,000
5330 · Office & Computer Supplies	\$0	\$500	\$500
5380 · Computer Software			
5381 · Software Maintenance Polaris	\$64,000	\$67,458	\$3,458
5382 · Software	\$350	\$2,100	\$1,750
5384 · Software Maint. EnvisionWare	\$1,800	\$1,800	\$0
Total 5380 · Computer Software	\$66,150	\$71,358	\$5,208
5390 · Hardware Costs	\$1,300	\$1,300	\$0
5410 · Insurance			
5413 · Directors & Officers Insurance	\$1,360	\$1,360	\$0
5414 · Cyber Insurance	\$2,000	\$0	-\$2,000
Total 5410 · Insurance	\$3,360	\$1,360	-\$2,000
5470 · Public Awareness	\$0	\$10,000	\$10,000
5490 · Accounting			
5491 · Audit	\$5,742	\$5,949	\$207
Total 5490 · Accounting	\$5,742	\$5,949	\$207
5530 · Miscellaneous Operating			
5528 · Payroll Expense	\$0	\$12,865	\$12,865
5531 · Dues & Memberships	\$375	\$500	\$125
5532 · Meals-Meetings	\$2,000	\$1,500	-\$500
5532A · Meals-Trainings	\$0	\$250	\$250
5535 · mileage - travel	\$250	\$1,000	\$750
5537 · Furniture & Equipment	\$0	\$300	\$300
5538 · Training Expense	\$0	\$600	\$600
5544 · HSLC Fees	\$1,575	\$1,575	\$0
5549 · Telephone Expense	\$0	\$1,200	\$1,200
Total 5530 · Miscellaneous Operating	\$4,200	\$19,790	\$15,590
5580 · Summer Learning	\$3,000	\$5,000	\$2,000
Total Expense	\$212,480	\$314,350	\$101,870
LCLS Cash Reserves	\$18,168	\$192,201	\$174,033
Net Income	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Estimated Cash Reserves at 12/31/24

\$329,995

**2025 LYCOMING COUNTY LIBRARY SYSTEM
DISTRIBUTION BREAKDOWN
Version B**

2025 State Aid	\$500,698	2025 County Aid	\$1,300,000
		Retained for LCLS Expenses	(\$146,193)
		Retained for LCLS Salaries	(\$138,393)
		Total County Aid to Distribute	\$1,015,414

	2024 State Aid	2025 State Aid	2024 County Aid	2025 County Aid	2024 Total LCLS Aid	2025 Total LCLS Aid	% of total aid based on population size	2000 Census #
Hughesville	\$25,875	\$23,441	\$55,550	\$55,550	\$81,425	\$78,991	4.68%	5,620
Montgomery	\$24,128	\$19,958	\$55,550	\$55,550	\$79,678	\$75,508	3.99%	4,785
Jersey Shore	\$26,896	\$25,505	\$71,370	\$71,370	\$98,266	\$96,875	5.09%	6,115
Muncy	\$31,316	\$30,068	\$58,811	\$58,811	\$90,127	\$88,879	6.01%	7,209
Konkle	\$32,821	\$31,015	\$62,313	\$62,313	\$95,134	\$93,328	6.19%	7,436
JVB	\$354,666	\$370,710	\$904,021	\$904,021	\$1,258,687	\$1,274,731	74.04%	88,879
Totals	\$495,700	\$500,698	\$1,207,615	\$1,207,615	\$1,703,315	\$1,708,313	100.00%	120,044
LCLS retains to provide System services				\$284,586				
				<u>\$1,492,201</u>				
Additional amount to distribute to keep County Aid same as 2024				\$192,201				

**2025 LYCOMING COUNTY LIBRARY SYSTEM
Distribution Breakdown**

LCLS Distributions for 2025

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$19,747.69	\$19,747.69	\$19,747.69	\$19,747.69	\$78,990.76
\$18,877.00	\$18,877.00	\$18,877.00	\$18,877.00	\$75,508.01
\$24,218.85	\$24,218.85	\$24,218.85	\$24,218.85	\$96,875.38
\$22,219.85	\$22,219.85	\$22,219.85	\$22,219.85	\$88,879.41
\$23,332.05	\$23,332.05	\$23,332.05	\$23,332.05	\$93,328.21
\$318,682.80	\$318,682.80	\$318,682.80	\$318,682.80	<u>\$1,274,731.22</u>
				\$1,708,313.00

*Member library payments are sent at the beginning of each quarter based on when state and county aid are distributed to LCLS. Quarterly payments will provide financial stability for the member libraries for budgeting purposes and ensure the libraries have the funding they need to provide library services throughout Lycoming County.

Version B

	2025 LCLS % of Salary	2025 LCLS Salary	2024 LCLS Salary
System Administrator-Amy	20%	\$27,260	\$25,000
CFO-Kristin	20%	\$20,191	\$18,695
HR/Payroll-Karen	20%	\$14,207	\$13,155
Collections & Technical Services & Polaris Administrator- Marci	20%	\$14,763	\$14,216
IT Support-Doug	20%	\$13,000	\$12,154
Admin-Dana - Social Media & Marketing	10%	\$7,750	\$7,108
Outreach Services-Robbin	10%	\$8,445	\$0
Programming/County Performer-Nicole	10%	\$6,093	\$0
Facilities-Keith	10%	\$5,904	\$0
Interlibrary Loan/Books By Mail-Jen	20%	\$6,465	\$0
Cataloging-Wendy	25%	\$10,004	\$0
Technical Services -Patti	20%	\$4,311	\$0
Grand Total-Salaries		\$138,393	\$90,328

SYSTEM ADMINISTRATOR'S REPORT**August - December 2024****Personnel**

Marci Hubler is the new Polaris Systems Administrator; she started on November 11.

Administrative

The System is scheduled to receive level state funding and decreased County funding in 2025. Kristin Caringi and Amy Resh prepared two 2025 budget and funding formula options for the LCLS board to consider; one with reduced member library funding and one with level member library funding.

Resh worked with the LCLS Bylaws committee to coordinate meetings and provided research to ensure the draft LCLS bylaws complied with Pennsylvania Library Statute, best practices and the needs of the System. The draft was shared on November 26 with all trustees and directors.

Resh coordinated six 2024 directors' meetings as required by Pennsylvania Library Statute and shared the six 2025 directors' meeting dates. The attendance sheet was shared with all LCLS trustees in their meeting packet.

Resh visited each member library between October 22 and November 19 as required by Pennsylvania Library Statute- she asked questions, toured the facilities, and received feedback about essential system services and incorporated those with multiple requests into the LCLS 2025 budget. Thank you to each director for their time.

Looking ahead, Resh is on the agenda to present to the Lycoming County Commissioners on December 12; trustees and directors are invited to attend to show how vital library funding is to our community. She will present the System's 2025 plans for County Coordination Aid grant fund expenditures for System Outreach and Daily Delivery services. Resh created a yearly advocacy calendar for the System Board to review based on feedback from member library directors at the November directors' meeting. Karen Confer reminded directors there are 27 payrolls in 2025 and the first payroll of 2025 is on January 2, 2025 meaning all timesheets must be approved by Friday, December 27, 2024.

Resh will begin to collect data to complete the System Unit's annual report by the Office of Commonwealth Libraries deadline- typically due in mid-March.

Resh will report an update on the Long-Range Plan to the board at the February meeting.

Delivery and Fleet

Amy Resh shadowed Bill Ruffing on his daily delivery route on November 22, in keeping with the quarterly schedule, to ensure a seamless interlibrary loan experience for member libraries and patrons. From August through November, delivery transited 29,531 items between member libraries.

Book's Bus and the Bookmobile began the Fall Session of outreach vehicle service on September 9, while the Storymobile began an abbreviated schedule on October 2. During this session, the vehicles offer biweekly service at 99 locations in 36 municipalities in Lycoming

County; 89% of Lycoming County residents live in a municipality that received outreach vehicle service this fall. This session runs through December 20. Robbin Degeratu conducted ride-alongs with outreach staff on Book's Bus (September 20 and November 22), Bookmobile (December 3), and Storymobile (November 8). Planning has begun for the Spring Session of outreach vehicle service, which will run from January 6 through May 23. Outreach staff are in the process of evaluating existing stops, scouting new stops, and coordinating all of the necessary beginning-of-session paperwork. When adding new stops, outreach staff are prioritizing rural areas, unserved municipalities, low-income housing zones, and subsidized early childhood education centers.

Programming and Youth Services

Nicole Rader appreciated the feedback given by Directors of the 2024 System-wide initiatives. Using this feedback, she presented the 2025 System-wide events calendar to the LCLS Directors at the September meeting. In January, Rader will begin searching for options for the County-wide Summer Learning Performer for member library director feedback and review.

Technology

Doug Harkness supported the following member library projects:

- Hughesville Area Public Library migrated from hughesvillelibrary.org to haplpa.org. All email accounts migrated from jvbrown.edu to haplpa.org. Quotes for a new VOIP phone system have been supplied to HAPL.
- Muncy Public Library migrated the website from muncylibrary.com to mplpa.org. All email accounts migrated from jvbrown.edu to mplpa.org. Printer issues and fax line concerns were also fixed for MPL.
- Montgomery Area Public Library purchased a new printer/scanner and was set up by Harkness on all computers. MAPL's domain will migrate from montgomerylib.org over to maplpa.org in January.
- Harkness is in the process of moving the Dr. W.B. Konkle Memorial Library from konklelibrary.org to kplpa.org. He will also update their email addresses from jvbrown.edu to kplpa.org. This will be completed by January.
- Jersey Shore Public Library requested a website form for their Shoreopoly board game fundraiser.

Looking ahead, Harkness will purchase a cloud-based web content filter called SafeDNS for member libraries. This will create centralized access, consistency, reliability and eliminate the need for hardware at each location while continuing the System's compliance with all necessary federal laws for e-rate services. He will also be filing for e-rate category two funding to replace the existing network equipment at the System Headquarters. This project, if approved, will take place in 2026, but the e-rate request is due in early 2025.

Technical Services

Marci Hubler has been shadowing all System staff since her arrival in November to get an overview on their workflows and tasks. She is preparing a training schedule with Polaris to learn

more about our Integrated Library System and how she can best support member libraries. Wendy Durant and Hubler are attending a Polaris training in early December to better answer questions surrounding MARC records, shelf locations and more.

Jen Heimbach is ordering new Interlibrary Loan book and material straps to better streamline and expedite the process for patrons and libraries.

Marketing, Development & Public Relations

As part of the ongoing Long-Range Plan, Dana Brigandi is creating additional marketing elements for LCLS. This will include a monthly e-newsletter for all LCLS new cardholders beginning in January 2025, and a bi-monthly newsletter update for those who opt-in and fill out the new form on the bottom of lclspa.org. This bi-monthly newsletter will include information about shared county programming, stats and other news, such as LCLS press releases.

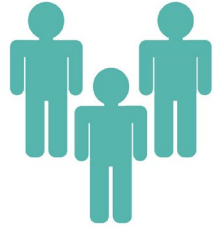
Brigandi and Emma Klopp are working with Outreach Staff to create content for the new LCLS Facebook page (facebook.com/lclspa).

Brigandi worked with Nicole Rader to select three bilingual books for a book walk that will be installed in Trout Run Park. The book panels and stands were purchased in November. It will be installed in Spring 2025 and a ribbon cutting will be held to promote it. This project was funded by a grant from the First Community Foundation Partnership of Pennsylvania.

Looking ahead, Brigandi continues to work directly with member library directors who request help in grant writing, press releases and marketing. She also is working with outreach staff to create a quarterly impact report for the System Administrator to present to the Lycoming County Commissioners in December.

Marketing Report

Year-to-date
January 1, 2024 –
October 31, 2024



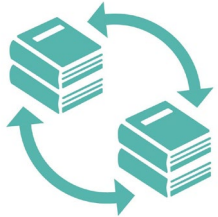
186,719
in-person
visits
YTD 2023:
166,629
+11%



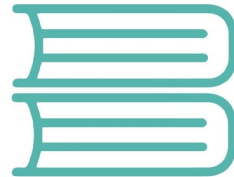
196,698
website
views
YTD 2023:
100,842
+65%



14,855 internal
computer
usage
YTD 2023:
13,906
+6.6%



405
Interlibrary
Loan (ILL)
requests*
*ILL service on hold from
5/1/2024 to 8/1/2024
YTD 2023: 422
-4%



421,349
physical
checkouts
YTD 2023:
424,947
-0.85%



139,473
Wi-Fi usage
YTD 2023:
126,644
+9.7%



51,828 eBook,
e-audiobook,
and magazine
checkouts
YTD 2023: 48,674
+6.3%



64,298 items checked
out on Bookmobile,
Storymobile, Book's Bus,
and 1 Link*
YTD 2023: 115,573
***83% of Lycoming County residents
served by outreach vehicles**



3,074 new library
cardholders
for a total of
52,769* cards
***46.2% of Lycoming County
residents**



Residents saved over
\$6,838,208.44 by using
their local library in 2024,
or \$60 per person
(based on 114,188 Lycoming County residents)

**Lycoming County Library System Board
By-Laws**

Article I. Name

Section 1. This organization shall be called the Lycoming County Library System Board, hereinafter referred to as the Board, having been created March 4, 1982 by Resolution of the Lycoming County Commissioners and existing by virtue of the provisions of the Pennsylvania Code, Title 22, Education, section 141.24, Library Systems. The organization shall exercise the powers and authority and shall assume the responsibilities designated to it under said Statute.

Article II. Purpose of the Board

Section 1. The purpose of the Board shall be to provide a secure future for the provision of library services throughout Lycoming County and to provide a sound plan for future library funding and development.

Section 2. In pursuit of the aforesaid purpose, the Board shall exercise the powers and authorities and assume the responsibilities delegated to it as enumerated in Minimum Standards for Library Systems Receiving State Aid.

1. To have written agreements of participation between the System Board and each local library which is a member of the System in which the obligations, services and contributions of each party shall be stated.
2. To have and file with its local agencies and the State Library a written plan for System-wide service and development.
3. To ensure that the annual operating expenditures of the total System are equivalent to the state aid for the total population and the amount of local effort necessary to qualify for that aid.
4. To make sure the System is an agency of county government.
5. To make written financial and statistical reports at least four times a calendar year to funding agencies and member libraries.
6. To commit the System by resolution to participation in the District Center Program.
7. To develop a written statement differentiating between the functions of the Board and the administrator.

8. To develop criteria for membership and adopt policies that will be applicable throughout the System.
9. To review plans for new construction, remodeling, etc.
10. To apply for, receive and disburse state aid and county support and to make policies for this purpose.

Article III. Membership of the Board

- Section 1.** There shall be up to nine (9) members of the Board. All members shall be appointed by the County Commissioners. One member shall be appointed to represent each of the six-member libraries, the seventh will represent county government, and the eighth and/or ninth will represent the county residents at-large.
- Section 2.** Vacancies shall be filled for unexpired terms.
- Section 3.** Appointments shall be made so that terms of office begin January 1st and run for three-years subsequent to the January 1996 terms which provide for two one-year terms, three two-year terms, and two three-year terms. Alternates from member library boards may attend meetings in the absence of the County Commissioner-appointed member but may not vote.
- Section 4.** All Board members shall be full-time residents of Lycoming County.
- Section 5.** Any member may resign by submitting a letter to this effect to the Secretary of the Board. When the office of a Board member becomes vacant for any cause, the County Commissioners will be notified to promptly fill the unexpired term.
- Section 6.** Any member unable to attend two successive in-person or virtual regular meetings of the Board, unless excused by the President or their designee, shall be considered to automatically resign.
- Section 7.** Each Board member shall attend no fewer than two (2) meetings in-person each year.
- Section 8.** Each Board member shall attend a Board orientation provided by the Lycoming County Library System once during the first year of their first term of office. Each Board member shall actively participate in continuing education opportunities from the Lycoming County Library System, North Central Library District, or the Office of Commonwealth Libraries.

Article IV. Officers of the Board

- Section 1.** The Officers of the Board shall be a President, Vice-President, Secretary, Treasurer and such other officers as the Board deems advisable.
- Section 2.** The Officers shall be elected from among the members of the Board at the first meeting of the Board in alternate calendar years and will remain in office until their successors have been elected.
- Section 3.** The full term of office for all officers shall be two-years.
- Section 4.** The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform all duties associated with that office, including the rendering of reports to the Board of County Commissioners.
- Section 5.** The Vice-President, in the event of the absence or disability of the President, or of a temporary vacancy in that office, shall assume and perform the duties and functions of the President.
- Section 6.** The Secretary shall keep a true and accurate record of all meetings of the Board, shall advertise and issue notices of all regular and special meetings, and shall perform such other duties as are generally associated with the office or are directed by the Board.
- Section 7.** The treasurer, shall be the disbursing officer of the Board and shall perform such duties as are generally associated with said office. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate.

Article V. Meetings

- Section 1.** Regular meetings of the Board shall be held no less than four (4) times during a calendar year with the date, time, and place to be determined at the beginning of each calendar year.
- Section 2.** Special meetings of the Board may be called by the Secretary at the direction of the President or at the request of four (4) members of the Board.
- Section 3.** The date, time, and place of regular and special meetings of the Board shall be advertised in a newspaper of general circulation.

- Section 4.** Roberts Rules of Order, Newly Revised, shall provide the parliamentary authority for the Board except where they are inconsistent with these by-laws.
- Section 5.** A quorum for the transaction of business at a regular or special meeting shall consist of five (5) Board members. A quorum must be sustained throughout all business transactions.
- Section 6.** A majority vote of the Board members present shall be required to approve or disapprove any proposal presented for action by the Board.
- Section 7.** The President of the Board shall vote upon all proposals presented for action and may move or second a proposal presented for action.
- Section 8.** A vote by phone shall be acceptable via conference telephone call; in which case, the meeting must be conducted in such a way that all members participating can hear each other at the same time.
- Section 9.** A vote by e-mail shall be acceptable; to conduct an e-mail vote, a message is sent to the voting membership stating exactly what is to be voted on and the subject line (or equivalent) should contain the term "ballot."

If a vote is to be counted, the ballot should clearly designate the choices:

- I vote Yes.
- I vote No.
- I abstain.

Any vote by e-mail shall be carried by unanimous consent. If unanimous consent is not reached, the question shall roll over to a deliberative meeting.

Article VI. System Administrator

- Section 1.** The Board shall be assisted in the performance of its duties by the System Administrator. The Administrator shall be hired by the James V. Brown Library Board of Trustees, where the System Headquarters resides, with a recommendation from the System Board. The System shall be administered by a certified professional librarian who meets the minimum requirements for this position as specified in Title 22, Education, section 141.24 of the *Pennsylvania Code*.
- Section 2.** The Administrator shall be the executive officer of the System on behalf of the Board and shall function within the policies, procedures, and budgeted appropriations established by the Board. The Administrator shall advise the Board on matters related to policy-making, planning, and compliance with library system standards established in *The Public Library Code* and Title 22, Section 141.24 of the *Pennsylvania Code*.

Section 3. The Administrator shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of System property, and for the System headquarters financial operation within the limitations of the budgeted appropriations. The system administrator shall be responsible for the preparation and submission of all necessary plans, reports and documents required by the Office of Commonwealth Libraries and county government.

Article VII. Committees

Section 1. The President may appoint committees of one or more members each from among the members of the Board for such specific purposes as the business of the Board may from time to time require.

Article VIII. Amendments

Section 1. Written notice stating any proposed amendment to the by-laws shall be provided to all members of the total Board and all member library directors at least ten (10) days prior to the meeting at which action is to be taken on any amendment.

Section 2. The by-laws may be amended only by a majority vote of the Board.

Article IX. Dissolution

Section 1. Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of the 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

Approved by the Lycoming County Library System Board on December 10, 2024

Diane Eck, _____ Date
Lycoming County Library System President

Ben Brigandi, _____ Date
Lycoming County Library System Secretary

2025 Board Meeting Dates

Tuesday, February 11th

Tuesday, April 8th

Tuesday, June 10th

Tuesday, August 12th

Tuesday, October 14th

Tuesday, December 9th

Meetings will be held at 12:00pm;
either virtually on Zoom
OR at the LCLS Member Libraries, location may vary.

2025 LCLS Quarterly Shared Events

March 13th: CTL Lion King: KIDS (Musical Penguin Project)

Each library will get 29 seats to attend the finale dress rehearsal with a cast Q&A afterward.

A library display of your choosing is required. Please submit a photo of the display to Nicole Rader by March 6th.

May 1st -23rd: Remake Learning

Each library will participate in at least two Remake Learning Events, and one shared LCLS Remake Learning Event.

June-August: Summer Learning (Color Our World)

Each library will actively promote and participate in two of three shared events.

November 10th-14th: National Young Readers Week

A character visit will be coordinated for each library during storytime. Each library will provide an activity to correlate with the storytime. A library display of your choosing is required. Submit a photo of the display to Nicole Rader by November 4th.

All Lycoming County Library System Libraries will participate in at least three advocacy events.