

**Lycoming County Library System Board Meeting  
December 10, 2024, at noon**

**In-person at the Montgomery Area Public Library, 1 South Main Street, Montgomery, PA and virtually via Zoom**

**Trustees Present:** Diane Eck, President; Christie Foresman, Vice President; Larry Stout Treasurer; Ben Brigandi, Secretary; John Confer, Dennis Correll

**Trustees Present Virtually:** Patricia Shipman

**Trustees Absent:** Commissioner Mark Mussina, Diane Schneck

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

**Guests:** Charlene Brungard, Jersey Shore Public Library, Penny Johnson, Hughesville Area Public Library, Amber Adams, Montgomery Area Public Library

**Guests Present Virtually:** Canda Fogarty, Dr. W.B. Konkle Memorial Library; Corey Breneisen, Muncy Public Library

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

**Public Comment:**

- None

**Correspondence:**

- None

**Review of Minutes:** John Confer made a motion to approve the August minutes. Ben Brigandi seconded the motion. All approved. Motion carried.

**Financial Report:** Kristin Caringi

Highlights:

- The cash fund balance as of November 30, 2024 was \$336,525.82.
- The LCLS account earns a 5% interest rate. This rate was locked in for 6 months, Jersey Shore State Bank will reevaluate again in about 3 months.
- The fourth and final aid payment of 2024 was sent out in October.
- 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:

- Marci Hubler started in the role of Polaris Systems Administrator on November 11, 2024.
- The System is scheduled to receive level state funding and decreased county funding in 2025.
- Amy Resh will be presenting to the Lycoming County Commissioners on December 12, 2024. All trustees and member library directors are invited to attend.
- Resh has created an advocacy calendar for 2025.
- The LCLS bylaws committee had a number of meetings. Amy Resh received no edits or notes to the by-laws.
- The System Administrator met with all six libraries in 2024, expressing gratitude to all of the directors and one board member present at their library's visit.
- Karen Confer reminds all that there are 27 pays in 2025, starting on January 2<sup>nd</sup>.
- The System Administrator will be collecting data and working on the annual report in January and February.
- There will be a Long-Range Plan update at the February LCLS board meeting.
- The System Administrator shadowed the daily delivery driver on November 22. From August through November, delivery transited 29,531 items between member libraries.

- During Fall of 2024, 89% of Lycoming County residents lived in a municipality that received outreach vehicle services.
- Using Directors' feedback, Nicole Rader developed the 2025 LCLS events calendar.
- Doug Harkness will purchase a cloud-base filtering software with a 3-year contract for all member libraries.
- Harkness will be filing for e-rate category two funding to replace the existing network equipment at the System Headquarters.
- Marci Hubler has been shadowing all System staff and is preparing a training schedule with Polaris.
- Jen Heimbach is ordering new Interlibrary Loan book and material straps to better streamline and expedite the process.
- Dana Brigandi has creating additional LCLS marketing materials, including an upcoming bimonthly System newsletter with shared program information and statistics to reach Lycoming County residents in a different way.
- The bilingual StoryWalk has arrived at the System Headquarters and will be installed in Spring 2025. Gratitude was expressed to FCFP for the grant to fund this project.
- Dennis Correll shared about his experiences working with Dana Brigandi to setup online giving on their website.
- Diane Eck stated that Dana Brigandi was helpful with their Jersey Shore-o-poly game.
- John Confer shared that articles can be published in the paper about all member libraries, if they submit a request for a press release.
- Dennis Correll motioned to accept the System Administrators Report. Larry Stout seconded the motion. All approved. Motion carried.

#### **Committee reports:**

- Bylaws Committee
  - No additional report to submit.

#### **Old Business:**

- LCLS Bylaws – Final
  - The bylaws were sent out with full strike throughs and notes.
  - No feedback was submitted to the System Administrator from trustees or directors.
  - John Confer motioned to accept the new version of the Lycoming County Library System Board By-laws. Christie Foresman seconded this vote. All approved. Motion carried.
- Muncy Public Library Deficiency Review
  - A letter and additional information were submitted to the System Administrator and the Board of Trustees
  - There were no additional comments or questions.
  - John Confer motioned to accept the Muncy Public Library plan to correct their deficiency. Ben Brigandi seconded the motion. All approved. Motion carried.

#### **New Business:**

- 2024 Directors' Meeting Attendance
  - The directors of member libraries meet bimonthly and the dates are scheduled a year in advance.
  - There was no virtual option to attend these meetings in 2024.
  - The Directors' Meetings are hosted at member libraries.
  - Diane Eck and Christie Foresman attended many meetings in 2024.
  - Attendance requirements for these meetings is not set in the Lycoming County Library System Membership Agreement.
    - An ad hoc committee will be formed in 2025 to review LCLS Membership agreements.
- 2025 LCLS Board meeting dates
  - During 2024 the Board of Trustees visited each member library for their bimonthly meetings.
  - The System Administrator recommends that the 2025 LCLS Board Meetings take place at the System Headquarters, James V. Brown Library.
  - Larry Stout motioned to approved the 2025 scheduled LCLS meeting dates in the Lowry Room at the James V. Brown Library. Ben Brigandi seconded the motion. All approved. Motion carries.
- 2025 LCLS quarterly shared events
  - The 2025 Lycoming County Library System shared events calendar was created by Nicole Rader.

- Information from surveys submitted by LCLS Directors was incorporated into the plan.
- The 2025 LCLS Quarterly Shared Events were shared with member library directors in September.
- A discussion followed led by member library directors about the System Administrator's suggestion that member libraries participate in 3 of 4 quarterly System events.
  - Participation includes setting up a display, participating in programming events, summer learning events and promoting county-wide shared events.
- Trustees are responsible for checking in with their member library directors regarding participation in System-wide events.
- There was a discussion about participation in Directors' Meetings with a virtual option.
  - The Board stated that all member library directors are expected to attend LCLS Directors' Meetings in-person.
  - Directors who cannot attend in-person need to request a virtual option prior to the meeting.
  - A member libraries board representative needs to discuss any attendance issues with their Library Director.
- LCLS Board Reappointment, 2025
  - Christie Foresman, Ben Brigandi and Patricia Shipman are at the end of their three-year term.
  - All three board members are available to serve for an additional three-year term.
  - Larry Stout motioned to reappoint Christie Foreman, Ben Brigandi and Patricia Shipman to a three-year term on the Lycoming County Library System Board of Trustees. John Confer seconded the motion. All approve. Motion carried.

#### 2025 Draft Budget and Funding Formula

- The System Administrator provided a background on some of the funding formula changes in 2025.
- A board member noticed an error in the percentage distribution in 2024.
- The North Central Library District Consultant, June Houghtaling, stated that the State of Pennsylvania uses the 2000 Census data when disbursing funds. The Lycoming County Library System is using the metric in disbursing funds in 2025.
- In 2023 the LCLS Board voted to phase in a 2-year plan for the System to pay for services provided to the System by employees of James V. Brown Library.
- Two versions of the funding formula were presented to the Board.
  - Version A utilizes county funding and no cash reserves.
  - Version B utilizes county funding and LCLS cash reserves.
- Population percentage changes, changed the disbursement amount for member libraries.
- Kristin Caringi stated that Phase 2 of System services includes payments for salary, unemployment compensation cost, and system-wide OverDrive collections.
- A lengthy discussion about the budget including both board members and member library directors followed.
- The 6% cut in Lycoming County funding is minimal compared to other cuts in the County's budget.
- Advocacy in 2026 will include; post cards for Love Your Library month, a patron push in September, and slideshow/video presentation at a County Commissioner's meeting.
- Dennis Correll motioned to approve the Version B 2025 LCLS Budget and funding formula. Christie Foresman seconded the motion. All approved. Motion carried.
- Dennis Correll mentioned that the Dr. W.B. Konkle Memorial Library sends a letter of gratitude to the County Commissioners for their funding.

#### **Announcements:**

- None

The meeting was adjourned at 1:40pm.

An executive session followed the public meeting.

LCLS Board Meetings dates in 2025: February 11<sup>th</sup>, April 8<sup>th</sup>, June 10<sup>th</sup>, August 12<sup>th</sup>, October 14<sup>th</sup>, December 9<sup>th</sup> at the James V. Brown Library.

*Respectfully submitted by Nina Riggle*