



Lycoming County Library System Board Meeting
February 11, 2025, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of December 10, 2024 minutes

Treasurer's Report

System Administrator's Report

- Year In Review 2024

Committee Reports

Old Business

New Business

Announcements

Adjournment

**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 2nd.
- 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 11th, April 8th, June 10th, August 12th, October 14th, December 9th at the James V. Brown Library.

Respectfully submitted by Nina Riggle

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



	<u>Jan - Dec 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	24,288	6,000	18,288	404.8%
4500 . Contributions, Gifts & Donations	2,500	2,500	-	100.0%
4502 . FCFP Grant-Bilingual Book Walk	11,025	-	11,025	100.0%
4530 . E Rate reimbursement	6,934	7,041	(107)	98.48%
Total Income	<u>228,517</u>	<u>194,312</u>	<u>34,205</u>	<u>117.6%</u>
Gross Profit	<u>228,517</u>	<u>194,312</u>	<u>34,205</u>	<u>117.6%</u>
Expense				
5000 . Administrative Fees	12,000	12,000	-	100.0%
5006 . Delivery Expenses-Transit	6,000	6,000	-	100.0%
5010 . Salary & Wage Reimbursement to JVB	90,328	90,328	-	100.0%
5290 . Internet Connection Fees	14,983	15,400	(417)	97.29%
5295 . Postage	67	-	67	100.0%
5300 . Library Supplies & Collect Main	5,266	5,000	266	105.32%
5320 . Bilingual Book Walk	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	5,742	5,742	0	100.0%
5530 . Miscellaneous Operating	4,973	4,200	773	118.41%
5580 . Summer Learning	4,941	3,000	1,941	164.71%
Total Expense	<u>222,746</u>	<u>212,480</u>	<u>10,266</u>	<u>104.83%</u>
Net Income	<u><u>5,771</u></u>	<u><u>(18,168)</u></u>	<u><u>23,939</u></u>	

LCLS General Fund Cash Balance-12/31/24

\$328,323.44

SYSTEM ADMINISTRATOR'S REPORT**January – February 2025****Administrative**

Amy Resh created, received input, and scheduled six 2025 directors' meetings as required by the Pennsylvania Library Statute. At the January 28 meeting, five directors requested a date and location change for future meetings. The directors' meetings are now on the fourth Monday of every other month at the System Headquarters small meeting room.

Dual employees' workdays list was distributed so member libraries know when LCLS staff will complete non-emergency tasks for the system. 2025 includes access to maintenance work orders via the staff page.

The first quarter advocacy initiative for Love Your Library Month has commenced; each library received 150 printed and cut postcards for patrons to fill out and return to the System Headquarters by the end of February.

Looking ahead, Resh will request time at a March Lycoming County Commissioners meeting, the date is TBD. As always, trustees and directors are invited to attend to show how vital library funding is to our community. Resh continues to create documents and make plans in keeping with the System Advocacy Plan reviewed in December 2024.

The System Unit's annual report is partially completed for the Office of Commonwealth Libraries (OCL) deadline of March 10. Resh has requested that member library directors complete their reports for System Administrator review by March 3, one week before the State Aid office at OCL automatically locks them.

Delivery and Fleet

Kristin Caringi shadowed Bill Ruffing on his daily delivery route on January 14, in keeping with the quarterly schedule, to ensure a seamless intralibrary loan experience for member libraries and patrons. In December, delivery transited 5,411 items between member libraries.

The Spring 2025 outreach session began on January 6. The session will include 120 biweekly stops at 111 locations. 91% of Lycoming County residents in 37 municipalities will receive outreach vehicle service in their home municipality this session. Book's Bus has maintained its Fall 2024 schedule and will continue to serve schools, childcare facilities, and public locations. Bookmobile maintained its Fall stops and added two new stops: Williamsport South Rehabilitation & Nursing Center and Heritage Springs Memory Care. Storymobile expanded its limited schedule to include an average of ten hours each week at publicly-accessible stops in addition to visiting Pre-K childcare facilities.

Robbin Degeratu rode along on the Storymobile on January 23. Ride-alongs will be scheduled for Bookmobile and Book's Bus over the next several months.

The Inclement Weather Procedure for Outreach Vehicle Service was updated for clarity and to improve processes when vehicle service must be delayed or cancelled. The

procedure has already been implemented several times because of snow and extreme cold; sites, patrons, and staff have voiced their appreciation for clear and timely communication when weather impacts our vehicles. A Procedure for Cancelling Outreach Vehicle Service was created to outline responsibilities in different unscheduled scenarios, such as staff illness and unserviceable stops. The Outreach Team has also been working behind-the-scenes to streamline processes for outreach patron holds and Member Library requests for new materials.

Looking ahead, outreach staff used off-road days during the January cold snap to begin planning for Summer 2025. In early March, prospective sites will receive Memoranda of Understanding and Continuation of Service forms for the summer session.

Programming and Youth Services

Nicole Rader has shared details regarding the first 2025 LCLS Shared Event. It will be at the Community Theatre League for The Lion King: Kids show on Thursday, March 13, at 7:30 p.m. Each library is responsible for its own registration, with a maximum of 29 participants per library. Each director must send their registration list to Nicole Rader no later than Tuesday, March 11th. Jamie Mahoney is in the process of preparing marketing materials for LCLS.

The second shared event will be in May during Remake Learning. Remake Learning is taking place May 1st-23rd. The deadline for event and award submissions is February 21st. Funding amounts range from \$150, \$250, or \$500 (for events with multiple partners). Nicole Rader has shared three choices with the directors. Responses were due to Rader by Friday, January 31st. Each library participating in the LCLS Remake Learning Shared Event is responsible for paying their portion of the presenter fee if a mini-award is not received.

Planning for summer has begun as Nicole Rader is finding options for the County Summer Learning Performer for member library director review and input.

Technology

Doug Harkness completed the domain moves for member libraries.

- Hughesville Area Public Library Website - haplpa.org, email - jdoe@haplpa.org
- James V. Brown Library Website – jvbrown.edu, email – jdoe@jvbrown.edu
- Jersey Shore Public Library Website - jsplpa.org, email - jdoe@jsplpa.org
- Dr. W.B. Konkle Memorial Library Website - kplpa.org, email - jdoe@kplpa.org
- Montgomery Area Public Library Website - maplpa.org, email - jdoe@maplpa.org
- Muncy Public Library Website - mplpa.org, email - jdoe@mplpa.org

Harkness filed rate form 470 for discounted internet. He is meeting with internet service providers for updated pricing quotes. Member libraries should continue to use work orders to contact him, and he will schedule dates and times to visit libraries as needed.

In the coming months, Harkness will contact the LCLS directors to schedule quarterly meetings with them to discuss technology needs and plan projects.

Technical Services

Jen Heimbach received the new, sturdy ILL book straps and is preparing to use them in 2025. Patti Eichensehr created and presented processing options for juvenile materials for member libraries. Libraries have until February 12 to opt in or out of this service.

Marci Hubler scheduled administrator training with Polaris in January to obtain Polaris certification and learn more about our ILS. She also created documentation for juvenile processing for member libraries.

Marketing, Development & Public Relations

Dana Brigandi sent out a monthly e-newsletter for all LCLS new cardholders in January 2025 and a bi-monthly newsletter update in February for those who opt-in and fill out the new form at 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 regular content for the LCLS Facebook page (facebook.com/lclspa). Weekly posts highlighting LCLS staff, outreach vehicles, and member libraries began in January. POWER Library posts will be scheduled monthly, along with any shared LCLS events. Since the LCLS Facebook page debuted in August 2024, the account has increased to 75 followers.

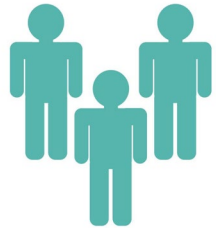
Brigandi attended the FCFP grant workshop on January 16. LCLS member libraries may be eligible for funds from these grants:

- Century Funds Grant Cycle - Lycoming, Montour, Northumberland, Snyder and Union Counties
- Waldron Memorial Fund - Muncy
- Williamsport Lycoming Competitive Grant Cycle - Lycoming County

Looking ahead, Brigandi continues to work directly with member library directors who request help with marketing, press releases, fundraising letter campaigns, grant writing, and social media campaigns.

Marketing Report

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



211,204
in-person visits
YTD 2023: 208,687
+1.2%



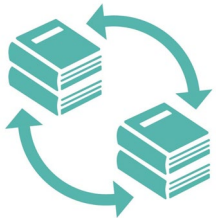
226,680
web views
YTD 2023:
128,903
+55%



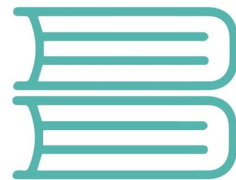
17,335 internal
computer usage
YTD 2023:
16,462
+5.2%



166,129
Wi-Fi usage
YTD 2023:
153,755
+7.7%



673 items delivered
to Allenwood*
**number not collected in 2023*



486,150 physical
checkouts
YTD 2023: 505,992
-4%



62,127 eBook, audiobook,
and magazine checkouts
YTD 2023: 57,880
+7.1%



75,947 items checked
out on outreach
vehicles and Link*
YTD 2023: 139,054
**89% of Lycoming County residents
served by outreach vehicles*



3,501 new library
cardholders
for a total of
53,124* cards
**46.5% of Lycoming County
residents*



Residents saved over
\$8,126,204.75 by using
their local library in 2024,
or \$71.17 per person
(based on 114,188 county residents)



Year in Review
2024

Administration

Human Resources

Terry Neenan continued working as a daily delivery substitute driver until October 2024. Kate Shaw moved on to her next adventure and was replaced by Marci Hubler as the Collections & Technical Services Director in November. Wendy Durant filled the vacant Digital Resources Specialist position. The ILL Technical Assistant, Jen Heimbach, was hired in May to replace Aimee Lindauer. Kathleen Popowycz renewed the Storymobile Outreach Professional position when Pam Fink retired.

Facilities and Fleet

After several build delays, the 2024 Transit vehicle arrived and replaced the 2013 vehicle. The new vehicle is wrapped with graphics that give patrons information about the locations of the member libraries. The old Transit vehicle was sold.

Finance and Budget

The Lycoming County Library System 2023 990 was filed, and the public disclosure copy is on the LCLS website. The System's audit of the financial statements for 2023 received an unmodified opinion, and John Compton from Baker Tilly presented the audit to the board in August 2024. In December 2024, the System's application for sales tax exemption was approved. LCLS ended 2024 under budget.

Outreach Services

Personnel changes brought about an exciting opportunity to redefine the vision for LCLS outreach service this year. Oversight of the Outreach Services Department moved to Robbin Degeratu in June 2024, shifting the focus of outreach from materials to customer service and access. Leslie Crooks continued in her role of Outreach Services Manager and serves as the team lead in charge of aligning day-to-day outreach work with the department's goals.

A core focus for the Outreach Services Department was expanding its footprint to provide biweekly service to more patrons in the County. The Bookmobile returned to the road in January after a short hiatus, and over the course of the year, it expanded service to include stops in 14 new municipalities. In addition to visiting childcare facilities, Book's Bus established new public stops at locations including Salladasburg, Cogan House Township, and Trout Run Park. Book's Bus received regular visits from families, summer camps, and township supervisors at these new public locations. The Storymobile returned to the road in October with a brand-new schedule that incorporated both Pre-K facility visits and stops at public locations throughout the county. Book's Bus and Storymobile grew existing partnerships and added new stops at previously-unserved Head Start and BLaST Intermediate Unit classrooms across the

County. During the Fall 2024 session, 89% of Lycoming County residents received outreach vehicle service in their lived municipality.

When off-road, the Outreach Team took measures to improve patron experiences. Outreach materials were moved out of long-term storage and evaluated before being returned to vehicles or weeded, ensuring that collections were available for patrons. A significant condition weed was conducted on the Storymobile. Beginning-of-session processes were simplified to reduce paperwork for stops. Outreach staff continue to assist with collection development for their assigned vehicles.

Programming & Youth Services

Nicole Rader coordinated five Shared Events for the Lycoming County Library System: Remake Learning, Outreach mini touch-a-trucks, Summer Learning County Performer (Forgotten Friends Reptile Sanctuary), a Skating Party, and the Family Nature Adventure at Rider Park. Each library that participated received at least one mini-award, which provided funding for a specific Remake Learning Event. Muncy Public Library, Montgomery Area Public Library, Jersey Shore Public Library, and Dr. W.B. Konkle Memorial Library responded to Rader's Feedback survey. Feedback from the libraries included registration challenges and weather cancellation procedures.

Bibliographic Services

InterLibrary Loan resumed service in August. The process of attaining and transferring materials to the Technical Services Department was streamlined. New, sturdy ILL book straps were purchased to standardize the patron experience.

Wendy Durant implemented new notification and tracking procedures for member libraries' cataloging requests. Marci Hubler has continued original cataloging and running reports for member libraries.

Technology

Member Libraries moved to unique domains with their own branded email addresses. The benefits of moving have included easier-to-remember domains, professional appearance and branding, and simpler, easy-to-use email addresses.

Harkness continues meeting with directors to discuss and plan future technology needs and upgrades.

Community Relations

As part of the 2024 - 2028 Long-Range Plan, Dana Brigandi presented a brief marketing and social media training to LCLS directors during their meeting on July 23. The complete training program is on YouTube: <https://youtu.be/1PbdkvCU9FE>. Brigandi provided staff at Dr. W.B Konkle Memorial Library with Canva and Facebook training at their request.

Brigandi and Emma Klopp also created a new LCLS Facebook page: <https://www.facebook.com/lclspsa>.

The Summer Learning special section was published on May 23 in the Williamsport Sun-Gazette and was branded for LCLS.

Jamie Mahoney created a marketing piece incorporating the "BOOK" mascot to highlight outreach and delivery services at all 6 LCLS libraries. This will be turned into a coloring page for the Summer Learning Program, member library coloring pages, and a comic-book-style graphic to share on social media. Mahoney also created a paper "Create your own Book's Bus" foldable diorama for children to assemble.

Brigandi submitted and received a grant from the First Community Foundation Partnership to install a Story Walk in Trout Run Park, a location served by outreach vehicles. She also wrote press releases for all LCLS shared programs and updated the general press release templates to incorporate individual library branding for all member libraries.

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