



Lycoming County Library System Board Meeting
April 8, 2025, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of February 11, 2025 minutes

Treasurer's Report

System Administrator's Report

- Advocacy Educational Presentation

Committee Reports

- Finance Committee

Old Business

New Business

- 2024 Member Library Standards Review

Announcements

Adjournment

Future 2025 meeting dates: June 10th, August 12th, October 14th, and December 9th at noon at the James V. Brown Library's Lowry Room

Lycoming County Library System Board Meeting

February 11, 2025, at noon

In-person at the James V. Brown Library, 19 East Fourth Street, Williamsport, PA 17701 and virtually via Zoom

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; Larry Stout Treasurer; Ben Brigandi, Secretary; Commissioner Mark Mussina, Diane Schneck

Trustees Present Virtually: John Confer

Trustees Absent: Dennis Correll, Patricia Shipman

System Staff Present: Amy Resh, System Administrator; Nina Riggle, Executive Assistant to Amy Resh

Guests: Charlene Brungard, Jersey Shore Public Library; Penny Johnson, Hughesville Area Public Library; Robbin Degeratu, James V. Brown Library; Robert Weaver, Dr. W.B. Konkle Memorial Library; Mike Bender, Montgomery Area Public Library

Guests Present Virtually: Canda Fogarty, Dr. W.B. Konkle Memorial Library; Amber Adams, Montgomery Area Public Library

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

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Christie Foresman made a motion to approve the December minutes. John Confer seconded the motion. All approved. Motion carried.

Financial Report: Amy Resh for Kristin Caringi

Highlights:

- The January to December 2024 budget information was included with the packet. The 2024 budget closed in line with end-of-year expectations.
- Interest Income added more to revenue than expected.
- Regarding the insurance expense line, the System cannot get Cyber Insurance coverage for the entire system considering the individual member libraries and therefore, the allocated funds for this in 2024 were not spent.
 - It is considered a best practice for member libraries to add cyber insurance to their coverage.
- Summer Learning was over budget for system-wide events, as was approved by the board during 2024. The Summer Learning line was increased for 2025.
- Ben Brigandi motioned to accept the Treasurer's Report. Diane Eck seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- At the request of five out of six member library directors the date and location of the LCLS Directors' Meetings will take place on the fourth Monday of every other month at the System Headquarters.
- The workdays list for dual employees was distributed to member libraries.
- The first quarter advocacy initiative for Love Your Library month has commenced and postcards were shared with all member libraries.
- Amy Resh will request time to present to the County Commissioners the first week of March, date confirmation will be sent at a later time.
- The annual report for the Library System is partially completed. Member libraries need to complete member library annual reports by March 3 for System Administrator review.
- In December, 5,411 materials were transited between member libraries.

- 91% of Lycoming County residents in 37 municipalities receive outreach vehicle service in their home municipality.
- The first 2025 LCLS Shared Event, The Lion King: Kids, will take place on March 13, 2025 at the Community Theater League in Williamsport, PA.
- The second shared event will be in Mary during Remake Learning, through BLAST IU 17, from May 1st-23rd partnering with Centered Earth.
- Nicole Rader has begun finding options for the County Summer Performer for director input.
- Doug Harkness has completed all domain moves for member libraries.
- Dana Brigandi attended the First Community Foundation Partnership (FCFP) grant workshop on January 16. LCLS member libraries may be eligible for several grants through FCFP.
 - Additionally, there are grants through the American Library Association and Dollar General that would be applicable to member libraries.
- Year in Review 2024
 - The Year in Review for 2024 was included in the board packet. There were no questions.
- Long Range Plan
 - The yearly update regarding the LCLS Long Range Plan was emailed to trustees prior to the meeting. This update includes details of system staff work toward goals in the plan.

Committee reports:

- Diane Eck would like to form a finance committee to work on the funding formula.
 - Eck will serve on the committee as a non-voting member.
 - Ben Brigandi, Larry Stout and Commissioner Mark Mussina were asked to be part of the committee and all agreed.
 - Amy Resh in her capacity as the System Administrator will also attend committee meetings and support the work of the committee by bringing a holistic view regarding the benefits and challenges of the whole system.
 - The committee will serve in an advisory role for the board and will recommend a 2026 funding formula to the full board for review and possible approval.

Old Business:

- None

New Business:

- None

Announcements:

- Muncy Public Library will be sending out their annual appeal in March.
 - Story Time on Fridays continues to be a success.
 - There is a new afterschool art program and a homeschool hangout.
- Montgomery Area Public Library has been hosting good programs and experiencing good circulation.
 - The library receives many visitors and began a guest book with many visitors from other states.
 - The treasurer of their board was hacked, some library information was accessed. The FBI is involved.
- Hughesville Area Public Library hosted a successful bingo fundraiser.
 - The library is planning additional fundraising.
 - The library is hosting many programs for all ages.
 - Trout in the Classroom has returned to the library for the second year.
- James V. Brown Library is hosting bilingual story time for ages birth to 8 years old on the first Saturday of the month
 - Full of Flowers is planned for April 5th and is a tea party fundraiser to support the library.
 - A Resource Fair is being hosted with 11 local organizations to help those in crisis on February 25, 2025. The library is currently accepting donations of blankets, coats, and hygiene products.
- Dr. W.B. Konkle Memorial Library has created a job description for an assistant librarian.
 - The Friends of the Konkle Memorial Library will be hosting a book sale.
 - The library's annual campaign will take place in March.
- Jersey Shore Public Library is gearing up for summer learning.
 - The Friends of the Jersey Shore Public Library gave \$4,000 for a projector and screen.
 - The board of the Jersey Shore Public Library is updating their by-laws.

- Shore-o-poly is selling well and the library is planning a candle sale fundraiser.
- Jersey Shore Public Library and Hughesville Area Public Library have been invited to participate in the State's exemplary summer learning program.
- Lycoming County Library System will be hosting the Friends and Trustees Institute presented by the Pennsylvania Citizens for Better Libraries and the Pennsylvania Library Association on March 15.
 - Registration will be sent out. System trustees and member library directors are encouraged to share this information with member library trustees and Friends of the Library board members.
 - The North Central Library District will be hosting the Standards for Excellence workshop on March 26. This workshop is for trustees and directors for all 40 libraries in the district.
- Commissioner Mark Mussina shared his excitement about bilingual story time.
 - The County is continuing to review its financial obligations.
 - He encouraged the board to never doubt the impact of the library and library services, especially for children.

The meeting was adjourned by Diane Eck at 1:02pm.

LCLS Board Meetings dates in 2025: April 8th, June 10th, August 12th, October 14th, December 9th at noon at the James V. Brown Library.

Respectfully submitted by Nina Riggle

**General Fund
Budget vs. Actual
January - March 2025**



	<u>Jan - March 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
Income				
4000 · County Coordination Aid Received	184,869	184,869	(0)	100.0%
4001 · County Coordination Aid Distributed-CONTRA	(46,217)	(184,869)	138,652	25.0%
4100 · State Aid Received	500,698	500,698	0	100.0%
4120 · State Aid- distributed CONTRA	(125,174)	(500,698)	375,524	25.0%
4200 · Local Govt Rev(LCLS County Aid)	325,000	1,300,000	(975,000)	25.0%
4220 · Local Govt Aid Distributed	(301,904)	(1,207,616)	905,712	25.0%
4300 · Interest Income	6,064	18,000	(11,936)	33.69%
4500 · Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4530 · E Rate reimbursement	-	9,264	(9,264)	0.0%
Total Income	<u>543,336</u>	<u>122,149</u>	<u>421,187</u>	<u>444.81%</u>
Gross Profit	<u>543,336</u>	<u>122,149</u>	<u>421,187</u>	<u>444.81%</u>
Expense				
5000 · Administrative Fees	3,000	12,000	(9,000)	25.0%
5006 · Delivery Expenses-Transit	1,500	6,000	(4,500)	25.0%
5010 · Salary & Wage Reimbursement to JVB	31,790	138,393	(106,603)	22.97%
5290 · Internet Connection Fees	3,074	14,200	(11,126)	21.65%
5295 · Postage	146	1,500	(1,354)	9.73%
5297 · Collections Expense	4,868	21,000	(16,132)	23.18%
5300 · Library Supplies & Collect Main	184	6,000	(5,816)	3.06%
5330 · Office & Computer Supplies	313	500	(187)	62.55%
5380 · Computer Software	70,368	71,358	(990)	98.61%
5390 · Hardware Costs	-	1,300	(1,300)	0.0%
5410 · Insurance	907	1,360	(453)	66.67%
5470 · Public Awareness	2,645	10,000	(7,355)	26.45%
5490 · Accounting	-	5,949	(5,949)	0.0%
5530 · Miscellaneous Operating	4,079	19,790	(15,711)	20.61%
5580 · Summer Learning	1,000	5,000	(4,000)	20.0%
Total Expense	<u>123,873</u>	<u>314,350</u>	<u>(190,477)</u>	<u>39.41%</u>
Net Income	<u>419,463</u>	<u>(192,201)</u>	<u>611,664</u>	

LCLS General Fund Cash Balance-3/31/25

\$742,320.64

SYSTEM ADMINISTRATOR'S REPORT**February - March 2025****Administrative**

Amy Resh submitted the System Unit's annual report to the Office of Commonwealth Libraries (OCL) on February 13. Resh reviewed all member library annual reports during the week of March 3. She sent each director possible items for review and editing ahead of the March 10 submission due date.

Resh used the data from each library's state report to create the System profile and letter outlining state standards for Excellence Aid, as required by the LCLS System Participation Agreement. Each library received a copy of this document via certified mail.

Resh requested information from member libraries for inclusion in the LCLS 2024 Annual Report for the County Commissioners; Nina Riggle consolidated the feedback to fit the report. It is now available on the LCLSPA.org homepage. The first-quarter advocacy initiative for Love Your Library Month was presented to the county commissioners at the meeting Resh attended on March 6. A request to attend LCLS member library Remake Learning events has been sent to the commissioners for consideration.

Resh coordinated the Friends and Trustees Institute training on March 15; 12 trustees, directors, and friends were in attendance. Resh also attended the NCLD Pennsylvania Association of Nonprofit Organizations (PANO) Standards for Excellence workshop on March 26.

At the request of the Jersey Shore Public Library board of trustees, Resh attended their board meeting on March 11 and answered questions surrounding the system's funding formula and service areas.

Resh attended the LCLS Finance Committee meeting on March 12, and a poll for the May meeting date has been sent to the committee.

Looking ahead, Resh will be involved in the PaLA state advocacy effort to request increased state aid funding. A script for possible trustee use when calling state legislators has been shared with LCLS trustees and LCLS directors. Baker Tilly is currently working on the LCLS 2024 audit. Resh created the Library Advocacy presentation and handouts for the LCLS April 8 board meeting. Once reviewed by the LCLS board, Resh will begin working with member library directors to attend their board meetings and share this information.

Delivery and Fleet

In February, 5,972 items were delivered between member libraries via transit.

Kathleen Popowycz submitted her resignation from her position as Youth Services Professional for the Storymobile, effective April 1, 2025. Advertising this position is paused while a timeline is established for the repair of Book's Bus.

The heaters on both Bookmobile and Book's Bus failed on February 10, and both vehicles were off-road intermittently during February when temperatures were too cold to offer service without heat. Keith Bauer was able to repair the heater on Book's Bus on February 19. A new heater motor had to be ordered for the Bookmobile and was installed on March 20. On February 28, Book's Bus was hit by a tractor-trailer that ran a red light; both Leslie Crooks and the other vehicle's driver had only minor injuries. The Library began evaluating the damaged vehicle and requested a repair estimate from the other vehicle's insurance company.

Sites served by Kathleen Popowycz received their last day of service for the Spring 2025 outreach session on April 1. Crooks plans to provide service to the current slate of Book's Bus sites using the Storymobile in late April, as their service was abruptly halted.

Crooks and Andrew Brum are scheduled to attend special community events with outreach vehicles in the coming months. These events will include the Unityville Community Volunteer Fire Company Easter Egg Hunt on April 12 and Head Start Family Days on April 29, May 13, and June 10. Degeratu will conduct her quarterly ride along with Brum on the Bookmobile on April 22.

Crooks completed scouting across Lycoming County to identify safe and accessible stops in previously unserved areas for the Summer 2025 outreach vehicle session. During the summer session, the Outreach Team plans to extend library service to 100% of municipalities in the county with two vehicles and two drivers. Degeratu contacted all six Member Library directors on March 20, notifying them of anticipated stops in claimed municipalities and inviting them to share concerns by March 28. The Summer 2025 session of outreach vehicle service is expected to run from June 2-August 22.

Programming and Youth Services

The first LCLS Quarterly Shared Event was on March 13 at the Community Theatre League. 168 community members enjoyed the final dress rehearsal of Lion King: Kids performed by the Penguin Project. Nicole Rader asked directors to provide any feedback they receive from community members.

All six member libraries are participating in Remake Learning, and every Library has submitted at least three events. Each Library has chosen to participate in "Paint Your Own Pottery" with Centered Earth Studios, which will visit each location to provide an art experience for individuals aged 8 and above.

The LCLS Directors voted for Reptiland as this year's shared Summer Learning Performer.

Technology

Doug Harkness coordinated with Comcast to establish a new two-year internet plan for LCLS. Under this plan, all member libraries will be upgraded to speeds of 150 Mbps. The service will begin at the start of the E-Rate year on July 1, 2025. This upgrade increases internet speeds across all libraries while reducing the overall cost of service.

Harkness has successfully submitted the E-Rate Form 471 for the 2025 funding year; if approved, this will secure essential funding support for continued connectivity across the library system.

Doug Harkness will be upgrading all member libraries to Windows 11 in preparation for the upcoming end of support for Windows 10 in October. He has developed a schedule for the upgrades throughout April and has already contacted library directors to coordinate the transition.

Technical Services

In preparation for processing juvenile materials for member libraries, Patti Eichensehr and Marci Hubler visited the Jersey Shore Public Library and Montgomery Area Public Library in March to gather information about call numbers and processing requests, thereby beginning the process for these libraries' materials.

Jen Heimbach ordered additional vinyl book straps in a smaller size that will fit small books, audiobooks, and DVDs, thereby completely eliminating the need for paper book straps.

Marketing, Development & Public Relations

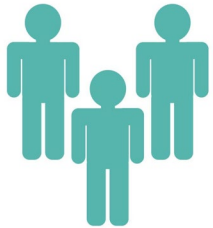
Dana Brigandi sent out a monthly e-newsletter for all LCLS new cardholders in January and February 2025, and a bi-monthly newsletter update in February for those who opt-in and fill out the new form on the bottom of lclspa.org. This bi-monthly newsletter will include information about shared county programming, statistics, and other news, such as LCLS press releases. The next one will go out in April and feature a Bookmobile user story – she's 102 years old!

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 was launched in August 2024, the account has gained 92 followers.

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 – February 28, 2025



31,256
in-person visits
YTD 2024: 31,680
-1.3%



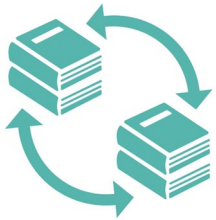
78,566
web views
YTD 2024:
33,442
+80%



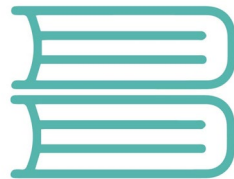
2,608 internal
computer usage
YTD 2024:
2,819
-7.8%



26,459
Wi-Fi usage
YTD 2024:
27,613
-4.3%



212 items transferred
through InterLibrary
Loan (ILL) and
222 items delivered
to Allenwood



77,273 physical
checkouts
YTD 2024: 84,167
-8.54%



11,631 eBook, audiobook,
and magazine checkouts
YTD 2024: 10,444
+10.8%



75,947 items checked
out on outreach
vehicles and Link*
YTD 2024: 22,435
**91% of Lycoming County residents
served by outreach vehicles*



523 new library
cardholders
for a total of
53,623* cards
**47% of Lycoming County
residents*



Residents saved over
\$1,324,466.78 by using
their local library in 2025,
or \$11.60 per person
(based on 114,188 county residents)

2024 System Member Library Profile

The 2024 System Member Profile indicates the library's level of compliance with the standards to determine eligibility for state aid. The standard requirements are compared with the information reported by the library in the 2024 PA Public Library Data Collection to determine if the library system member meets the standard. Any discrepancies must be reported to Amy Resh via aresh@jvbrown.edu by April 15, 2025.

Library Name	Dr. William B. Konkle Mem Lib
Population	7,584
System	Lycoming County Library System

QUALITY LIBRARIES AID Local Library Standard	Quality Libraries Aid Standard	2024 PA Public Library Data Collection	Meets standard (Yes/No)
Director Certification (by population)	Library Assistant	Library Assistant	Yes
Director Weekly Hours	20	37.5	Yes
Continuing Education: Director	8 hours	2	No
Weekly Hours Open	26	47	Yes
Saturday/Sunday Hours	6	7	Yes
Collection Size	6,000	16,252	Yes
Periodicals	10	27	Yes

The library **does not meet** all eligibility standards for Quality Libraries Aid.

INCENTIVE FOR EXCELLENCE AID Local Library Standards	Incentive for Excellence Aid Standard	2024 PA Public Library Data Collection	Meets standard (Yes/No)
Quality Libraries Aid Standards	The library meets Quality Libraries Aid standards	No	No
Collection Expenditure	12%	17%	Yes
Total Weekly Hours Open	45 hours	47	Yes
Saturday/Sunday Hours	7	7	Yes
Continuing Education: Staff biannually	6 hours	Yes	Yes

The library **does not meet** all eligibility standards for Incentive for Excellence Aid.