

Lycoming County Library System Board Meeting

April 8, 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; John Confer, Dennis Correll, Commissioner Mark Mussina, Diane Schneck

Trustees Absent: Patricia Shipman

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, CFO& COO, Nina Riggle, Executive Assistant

Guests: Charlene Brungard, Jersey Shore Public Library; Penny Johnson, Hughesville Area Public Library; Robbin Degeratu, James V. Brown Library

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

Public Comment:

- None

Correspondence:

- None

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

Financial Report: Kristin Caringi

Highlights:

- The second quarter LCLS payment was mailed to all member libraries on Thursday, April 3.
- Commissioner Mark Mussina asked how the federal Executive Orders will impact the county libraries
 - Amy Resh reported that member libraries do not receive federal funding directly.
 - The Office of Commonwealth Libraries supports about 30 positions with Institute of Museum of Library Services (IMLS) funds.
 - These funds may impact services that are used by libraries including POWER Library and Interlibrary Delivery Service (IDS).
 - The State Librarian was notified that they will receive funds for this fiscal year and funding for the following fiscal year will be received. Things are changing quickly.
 - There has been a push to reach out to representatives that IMLS is mandated by Congress.
 - Amy Resh will share a list of state-wide federally funds library services.
- Dennis Correll motioned to accept the Treasurer's Report. Diane Schneck seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Amy Resh reviewed all member library annual reports, responding to directors with possible items for review and editing.
- System profile and letters were created using the state report. Each library received a copy via certified mail.
- The LCLS 2024 Annual Review was developed using information from member libraries. The 2024 Annual Review is posted on the LCLSPA.org homepage.
- The Lycoming County Commissioners were given the 2024 Annual Review and the Love Your Library Month postcards, the first-quarter advocacy initiative.
- A request to attend LCLS member library Remake Learning events has been sent to the commissioners for consideration.
- There were two opportunities for board education; Friends and Trustees Institute on March 15 and Standards for Excellence, presented by Pennsylvania Association of Nonprofit Organizations (PANO) on March 26.

- Resh attended the Jersey Shore Public Library Board of Trustees meeting on March 11 at their request. She shared information on the system's funding formula and service areas.
- Scripts were shared with LCLS trustees and member library directors to support the Pennsylvania Library Association's state advocacy effort.
- Baker Tilly is working on the LCLS 2024 audit.
- Resh will begin coordinating with member library directors to share the Library Advocacy presentation with member library trustees.
- Almost 6,000 items were delivered via transit in February.
- Kathleen Popowycz resigned from her role at Youth Services Professional for the Storymobile on April 1, 2025. Hiring for this position has been paused until a timeline is established for the repair of Book's Bus.
- Heaters on both Bookmobile and Book's Bus have been repaired. Keith Bauer repaired the heater on Book's Bus and a new heater motor was installed on the Bookmobile.
- Book's Bus was hit by a tractor-trailer on February 28, the damage has been evaluated and a repair estimate has been requested.
- Sites served by Storymobile received their last day of service on April 1. Leslie Crooks will provide service to Book's Bus stops with Storymobile in late April.
- The outreach vehicles are scheduled to attend the Unityville Community Volunteer Fire Company Easter Egg Hunt on April 12 and Head Start Family Fun Days on April 29, May 13 and June 10.
- Robbin Degeratu will conduct a quarterly ride-along with Andrew Brum on April 22.
- During the Summer 2025 outreach vehicle sessions the Outreach Team plans to extend library service to 100% of municipalities in the county with two vehicles and two drivers.
- The first LCLS Quarterly Shared Event, Lion King: Kids on March 13 was attended by 168 community members.
- All six of the member libraries are participating in Remake Learning and LCLS libraries earned \$6650 in mini-awards.
- LCLS Directors voted Reptiland as this year's shared Summer Learning Performer.
- Doug Harkness has established a new two-year internet plan with Comcast for LCLS. This will upgrade all member libraries to a speed of 150 Mbps.
- The 2025 E-Rate Form 471 has been submitted.
- All member library computers will be upgraded to Windows 11. Harkness has connected library directors to coordinate the transition.
- Marci Hubler and Patti Eichensehr have met with Jersey Shore Public Library and Montgomery Area Public Library for processing juvenile materials for member libraries.
- Jen Heimbach ordered smaller vinyl straps for ILL materials to fit smaller materials.
- Dana Brigandi sent out a monthly e-newsletter for all LCLS new cardholders and a bi-monthly update for those who opt-in and submit the form on lclspa.org.
- POWER Library posts will be scheduled monthly for social media.
- Brigandi continues to be available to work with member library directors who request help with marketing, press releases, fundraising letter campaigns, grant writing, and social media campaigns.
- Amy Resh presented on Library Advocacy additional materials were shared with trustees.

Committee reports:

- Finance Committee
 - The LCLS Finance Committee met on March 12th and will meet again in May 2025.
 - The Committee has begun considering metrics for the funding formula using examples from across the state.

Old Business:

- None

New Business:

- 2024 Member Library Standards Review
 - Standards Reviews with letters were sent to all member libraries.
 - These letters use the state reports submitted by each library to let them know if they met Quality Library Aid and Incentive for Excellence Aid, as required by the Participation Agreement.
 - Two of the member libraries are deficient or have education extensions and will need to update the System Board of Trustees within 90 days.

- Aid is allotted based on the System and not individual libraries. One library being deficient can put the whole system at risk of not receiving state aid.
- Montgomery Area Public Library has a certification extension on file with the Office of Commonwealth Libraries.
- Dr. W.B. Konkle Memorial Library's director did not meet the required eight hours of continuing education.
- Documentation of updates for the LCLS Board of Trustees needs to be received by the System Administration by June 3 for review at the June 10 board meeting.

Announcements:

- Muncy Public Library did well during Raise the Region.
 - The Library received \$900 from BLAST IU 17 for Remake Learning.
 - The Annual Appeal ended the last week of March with good response. The earning goal was \$10,000.
 - The Library has been experiencing a staff issue. Karen Confer has been a big help to the library.
- Konkle Memorial Library will host their second art exhibit program on May 2 and will be refreshing their walls with new artwork.
 - The Library participated in the art show at the high school with giveaways, bookmarks, and library card registration information.
 - The Library has posted a part time librarian position.
- James V. Brown Library is working on preparations for Summer Learning.
 - The Library is work on a reroofing fundraising project for the Welch Wing.
 - Sips & Stories takes place on May 17th.
 - On July 10th the Library is hosting "Boots, Brews, and BBQ" at Herman & Luther's.
- Montgomery Area Public Library did nicely during Raise the Region.
 - There is an ongoing treasurer problem and it appears that the Library information is safe.
 - The Library is excited for Summer Learning.
- Hughesville Area Public Library recently lost a trustee, Stuart Wolfe.
 - A patron recently handed the library director and envelope with a check for \$1,000 after hearing of financial hardships for libraries.
 - A discussion with the superintendent of the high school led to discovering more information about the Education Foundation at the school district.
 - The Library will be attending a Wolf Township meeting.
- Commissioner Mark Mussina encourages libraries to keep doing what they are doing.
 - Budgets are tough and people give to organizations that are doing well.
 - Library involvement with kids builds communities of library lovers.
- Jersey Shore Public Library's Friends recently finished their book sale.
 - The staff is gearing up for Summer Learning.
 - The Library received \$800 from Remake Learning, for their three programs.
 - Charlene Brungard applied for a grant from First Community Partnership Foundation to acquire security cases for their DVDs.
 - The Library recently changed their DVD circulation policy.

The meeting was adjourned by Diane Eck at 1:26pm.

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

Respectfully submitted by Nina Riggle