

Lycoming County Library System Board Meeting

June 10, 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 Present Virtually: Patricia Shipman

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

Guests: Amber Adams, Montgomery Area Public Library; Charlene Brungard, Jersey Shore Public Library; Robbin Degeratu, James V. Brown Library; Robert Weaver, Dr. W.B. Konkle Memorial Library

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

Public Comment:

- None

Correspondence:

- The Lycoming County Library System received notification that the 2024 annual report has been reviewed and approved by the Office of Commonwealth Libraries.

Review of Minutes: Larry Stout made a motion to approve the April minutes. John Confer seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- The Financial Report began with a 2024 audit review with Liz Mahaffey, Baker Tilly.
 - The audit was completed on June 6, 2025. The System received an unmodified opinion.
- The third aid disbursement will be sent out in early July, once county aid has been received.
- Expenses are on track for the year.
- The Lycoming County 2026 Outside Agency Budget Request grant application is due on June 30th.
 - All feedback about budget requests needs to be submitted to the System Headquarters, Caringi or Resh, by June 23rd.
- A discussion followed about how to best communicate with the commissioners to restore the Library System funding, including fundraising by member libraries and the impact to libraries if there were to be a loss of funding.
- Christie Foresman motioned to accept the Financial Report. Ben Brigandi seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Amy Resh will be attending the Commissioners' Meeting on June 12, 2025, to present the quarterly review and the Summer Learning insert. All trustees and member library directors are invited to attend.
- A press release was issued about the visits to member libraries from Lycoming County Commissioners Scott Metzger and Mark Mussina.
 - Commissioner Mark Mussina was impressed by the diversity of programming across the county.
- The video highlighting county programming during Remake Learning has been shared on the LCLS Facebook page and in the system newsletter.
- Amy Resh is coordinating the library board meeting visits to share the Advocacy presentation as requested by the LCLS board. Dates have been set for Hughesville Area Public Library, James V. Brown Library, and Montgomery Area Public Library.
- The attendance sheet for the LCLS Directors' Meeting was included in the board packet.
- Resh attended the LCLS Directors' Meeting on May 19, the North Central Library District Meeting on May 7, and the Statewide Gathering on April 14.
- The Pennsylvania state budget has not been approved, and a bifurcated budget is possible.
- Transit delivered 19,882 items between member libraries from March to May.

- Keith Bauer completed four maintenance work orders for Muncy Public Library and the Hughesville Area Public Library.
- Kristin Caringi filed the LCLS annual report to the state for domestic nonprofit corporations.
- Repairs have been completed, and Book's Bus will be back on the road soon.
- The Youth Outreach Professional position was posted on April 30th and remains open.
- During Summer 2025, 100% of residents will receive library service in their home municipality.
- Clyde Peeling's Reptiland is the Summer Learning performer for 2025.
- Nicole Rader is revising the fourth-quarter LCLS Shared Event.
- Doug Harkness has completed the Windows 11 updates for the LCLS libraries; three computers require replacement.
- An instruction sheet for the LCLS libraries to reference for adding photos and events to their websites.
- Harkness completed nine work orders from LCLS since April.
- Patti Eichensehr has processed 115 items for Montgomery and Jersey Shore libraries and all juvenile materials for James V. Brown and all outreach vehicles.
- Marci Hubler set up the Ask Us functionality in Polaris to send messages to member libraries regarding their accounts.
- Dana Brigandi met with the Lewis Township Supervisors about the Book Walk at Trout Run Park.
- Brigandi and Jamie Mahoney visited two-member libraries to take photos with the Lycoming County Commissioners.
- All member libraries are encouraged to contact Dana Brigandi for support with marketing, press releases, fundraising, grant writing, and social media campaigns.

Committee reports:

- Finance Committee
 - John Confer encouraged members of the finance committee to consider the proposed formulas with actual financial data to consider the impact on all member libraries.
 - Amy Resh shared that the committee began by reviewing the values they want to highlight in the new formula. Committee members recommended multiple values to prioritize and came up with four configurations. Four models will be created with data from 2024 using the 2025 funding amounts. The committee will review these models before continuing the process.
 - There was a discussion led by member library directors addressing concerns of member libraries regarding the funding formula.
 - The System Administrator encouraged all to attend County Commissioners' Meetings and work toward increasing the amount of money granted from Lycoming County. Expenses have been increasing while the funding amount has decreased.
 - Diane Eck encouraged all trustees to share ideas and suggestions with Finance Committee Members.
 - The Finance Committee will meet again at the end of July.

Old Business:

- Dr W.B. Konkle Memorial Library 2024 Deficiency Review, Robert Weaver
 - The Trustees of the Dr. W.B. Konkle Memorial Library were unaware of the deficiency until the letter was received from the Lycoming County Library System.
 - Robert Weaver met with Canda Fogarty to discuss the non-compliance, instructing Fogarty to complete all missing continuing education credits immediately if the credit could be applied retroactively.
 - Fogarty contacted June Houghtaling about applying for a waiver through the Office of Commonwealth Libraries.
 - The System Administrator stated that the waiver process will be open in the next month.
 - The Board of Trustees has required Canda Fogarty to complete all continuing education for 2025 before the fourth quarter.
 - Ben Brigandi motioned to table any decisions about the deficiency until the next meeting on August 12th, pending more information from the State regarding a possible waiver. Christie Foresman seconded the motion. All in favor. Motion carried.
- Montgomery Area Public Library 2024 Deficiency Review
 - Amber Adams received her Certificate of Public Librarianship as a Public Librarian Assistant from the Pennsylvania Department of Education.
 - The Montgomery Area Public Library is not deficient for 2025.

New Business:

- None

Announcements:

- Muncy Public Library is busy with Summer Learning.
- Dr. W.B. Konkle Memorial Library has Summer Learning programs filling up. They hosted another Art in the Library exhibit with the Montoursville School District.
- Montgomery Area Public Library recently hosted a creative art program.
- James V. Brown Library will host their Summer Learning Kickoff on June 14th with the VanGo mobile art truck and painting a city bus. On July 10th, they will host a new fundraiser, Boots, Brews and BBQ at Herman and Luther's.
- Hughesville Area Public Library has Summer Learning programming going on. They are moving through some staffing changes. They have begun organizing quarterly fundraisers and have an upcoming annual appeal.
- Jersey Shore Public Library recently had a fundraising committee meeting and will meet with Dana Brigandi for assistance and guidance with regards to their ideas. They have made around \$10,000 with their Jersey Shore-opoly fundraiser. The Library will celebrate its 75th anniversary in October. They registered over 200 people for library cards for summer learning.
- Ben Brigandi spoke with Representative Jamie Flick recently regarding concerns as we move into budget season.

The meeting was adjourned by Diane Eck at 1:42 PM.

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

Respectfully submitted by Nina Riggle