



Lycoming County Library System Board Meeting
August 12, 2025, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of June 10, 2025 minutes

Treasurer's Report

System Administrator's Report

Committee Reports

- Finance Committee

Old Business

- Dr. W.B. Konkle Memorial Library 2024 Deficiency Review

New Business

Announcements

Adjournment

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

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

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



	<u>Jan - July 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	(138,652)	(184,869)	46,217	75.0%
4100 . State Aid Received	500,698	500,698	0	100.0%
4120 . State Aid- distributed CONTRA	(375,523)	(500,698)	125,175	75.0%
4200 . Local Govt Rev(LCLS County Aid)	975,000	1,300,000	(325,000)	75.0%
4220 . Local Govt Aid Distributed	(905,711)	(1,207,616)	301,905	75.0%
4300 . Interest Income	14,284	18,000	(3,716)	79.36%
4500 . Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4530 . E Rate reimbursement	-	9,264	(9,264)	0.0%
Total Income	<u>254,965</u>	<u>122,149</u>	<u>132,816</u>	<u>208.73%</u>
Gross Profit	<u>254,965</u>	<u>122,149</u>	<u>132,816</u>	<u>208.73%</u>
Expense				
5000 . Administrative Fees	7,000	12,000	(5,000)	58.33%
5006 . Delivery Expenses-Transit	3,500	6,000	(2,500)	58.33%
5010 . Salary & Wage Reimbursement to JVB	77,933	138,393	(60,460)	56.31%
5290 . Internet Connection Fees	8,133	14,200	(6,067)	57.28%
5295 . Postage	705	1,500	(795)	46.97%
5297 . Collections Expense	13,775	21,000	(7,226)	65.59%
5300 . Library Supplies & Collect Main	184	6,000	(5,816)	3.06%
5330 . Office & Computer Supplies	313	500	(187)	62.55%
5380 . Computer Software	70,818	71,358	(540)	99.24%
5390 . Hardware Costs	-	1,300	(1,300)	0.0%
5410 . Insurance	1,360	1,360	-	100.0%
5470 . Public Awareness	3,686	10,000	(6,314)	36.86%
5490 . Accounting	4,274	5,949	(1,675)	71.84%
5530 . Miscellaneous Operating	10,563	19,790	(9,227)	53.37%
5580 . Summer Learning	4,070	5,000	(930)	81.4%
Total Expense	<u>206,312</u>	<u>314,350</u>	<u>(108,038)</u>	<u>65.63%</u>
Net Income	<u>48,652</u>	<u>(192,201)</u>	<u>240,853</u>	

LCLS General Fund Cash Balance-7/31/25

\$370,603.37

SYSTEM ADMINISTRATOR'S REPORT**June - August 2025****Administrative**

Amy Resh, Kristin Caringi, Robbin Degeratu, and Leslie Crooks attended the LCLS Book Walk opening- thank you to all the attendees, including County Commissioners Scott Metzger and Mark Mussina, State Rep. Joe Hamm, Liz Vollman from State Sen. Gene Yaw's office, and FCFP's Betty Gilmore. The Book Walk opening was on the front page of the Sun Gazette and featured on WNEP.

Final round interviews are taking place for the Youth Outreach Professional (StoryMobile driver).

Resh coordinated the July 28 directors' meeting. The member library board meeting schedule for the advocacy presentation was shared with the directors at that meeting. All six dates for the member library board meetings have been confirmed.

Resh supported the LCLS Finance Committee meeting on July 30, presenting five sample funding formulas as requested by the committee. Resh and Kristin Caringi submitted the County grant funding request on June 29, requesting reinstated funding with a slight increase if possible for rising costs.

Looking ahead, Resh is coordinating the third-quarter advocacy effort with a robust campaign. She is also preparing for a September Commissioner Meeting presentation; date to follow. She is submitting the System's application for state aid, due on August 26.

Delivery and Fleet

In June, 9,156 items were delivered between member libraries.

The repair of Book's Bus was completed in early June. Leslie Crooks loaded materials off of Storymobile and back onto Book's Bus over several weeks to avoid cancelling outreach service to patrons. Book's Bus returned to the road on June 23. During scheduled maintenance for Bookmobile's generator on June 18, Hunter & Lomison identified a broken rotor on the alternator. This break impacted the Bookmobile's ability to run air conditioning and operate the mobility lift. Bookmobile service was temporarily transitioned to the Storymobile vehicle. On June 20, Andrew Brum swapped out the collection on board Storymobile, stocking it with an all-ages browsing collection, before resuming service to Bookmobile stops. Bookmobile repairs were completed in late July, and Brum transitioned materials back to the Bookmobile on July 31. The Bookmobile vehicle returned to the road on August 1.

The Summer 2025 session of outreach vehicle service began on June 2 and runs through August 22. Robbin Degeratu completed a ride-along with Leslie Crooks on Book's Bus on July 31. This route included Walnut Early Head Start, New Covenant Kids Care, Oak Grove Community Center, Washington Township Fire Department, and Oval Church.

Planning for the Fall 2025 session of outreach vehicle service is underway and will run from September 8 to December 19. The anticipated schedules for Book's Bus and Bookmobile incorporate successful summer stops as well as previously-established "school year" stops, with priority given to sites in unclaimed municipalities and public stops. Robbin Degeratu contacted all six-member library directors on July 25 to notify them of anticipated stops in claimed municipalities and to invite them to share concerns by August 1.

Programming and Youth Services

Nicole Rader collaborated with the System Administrator and member library directors to finalize plans for the fourth quarter shared event. These details were presented at the July 28 directors' meeting.

During the week of October 6, Rader will visit each member library to present a program in celebration of National Taco Day. The program will include a reading of Dragons Love Tacos, along with themed crafts and activities, which will all be planned and provided by the system.

The program schedule is as follows:

- October 6 – 5:00 PM | James V. Brown Library
- October 7 – 10:30 AM | Hughesville Area Public Library
- October 8 – 10:30 AM | Montgomery Area Public Library
- October 9 – 10:30 AM | Dr. W. B. Konkle Memorial Library
- October 9 – 4:00 PM | Jersey Shore Public Library
- October 10 – 10:00 AM | Muncy Public Library

Technology

Doug Harkness completed 42 work orders for system member libraries. As of July 1, 2025, the new higher-speed Comcast internet service was implemented.

Technical Services

Marci Hubler has been gathering information from member libraries and vendors in preparation for placing an order for library barcode labels. Hubler has been updating Polaris to align with new library policies such as creating new shelf locations. In addition, Hubler has been troubleshooting Polaris issues for staff members as well as patrons, including the library responsible for sending overdue notifications and failed text notifications for held items. Hubler has done original cataloging for books, DVDs, and books on CD.

Wendy Durant is selecting eMaterials and continues to do copy cataloging for different formats: books, audiobooks, DVDs, books on CD, etc.

Marketing, Development & Public Relations

Dana Brigandi has worked ahead on LCLS newsletters and press releases to ensure content for September, National Library Card Sign Up Month. There was news coverage of

the LCLS Book Walk grand opening on July 20, 2025, with the event featured in the Williamsport Sun-Gazette and WNEP news.

Brigandi met with Dennis Correll at the Dr. W.B. Konkle Memorial Library on July 16, 2025, to discuss planned giving, online giving, and website updates for donations.

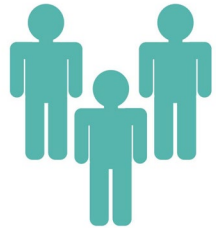
July and August 2025 LCLS Bi-Monthly newsletter featured the Book Walk grand opening and was sent to 56 people.

Social media update: As of July, the LCLS Facebook account has increased to 162 followers, up from 88 in January 2025. Reach grew by about 33% in July over June.



Marketing Report

Year-to-date January 1 – July 31, 2025



134,019
in-person visits
YTD 2024: 132,184
+1.4%



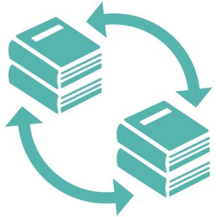
236,647
web views
YTD 2024:
133,593
+55.7%



9,635 internal
computer usage
YTD 2024: 10,555
-9.1%



83,573
Wi-Fi usage
YTD 2024:
97,329
-15.2%



819 items transferred
through InterLibrary
Loan (ILL) and 419
items delivered to
FCC Allenwood



274,223 physical
checkouts
YTD 2024: 297,279
-8%



40,795 eBook, e-
audiobook, & magazine
checkouts
YTD 2024: 36,179
+12%



24,359 items checked
out on outreach
vehicles and Link*
YTD 2024: 47,704
**100% of Lycoming County residents
served by outreach vehicles*



2,047 new library
cardholders
for a total of
55,102* cards
**48% of Lycoming County
residents*



Residents saved over
\$4,428,515.34 by using
their local library in 2025,
or \$38.80 per person*
**based on 114,188 county residents*

**Lycoming County Library System
Virtual Finance Committee Meeting**

July 30, 2025, 12:00 PM

Trustees Present: Diane Eck, President; Ben Brigandi, Secretary

Trustee Absent: Larry Stout, Treasurer; Commissioner Mark Mussina

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

All versions of the funding formula include significant volatility; one bad year could negatively impact a library. This is especially true when considering the unknowns regarding federal, state, and county funding.

Using census data from 2020 instead of 2000 causes insignificant shifts within the funding formula.

Using the current funding formula will be the most stable choice for all libraries at this time.

The committee will reconvene to discuss the funding formula for 2027 in early 2026 and give other trustees the opportunity to join the committee.

Minutes respectfully submitted by Nina Riggle