



Lycoming County Library System Board Meeting
December 9, 2025, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of October 14, 2025 minutes

Treasurer's Report

System Administrator's Report

Committee Reports

- Finance Committee

Old Business

New Business

- 2026 Board Meeting Dates
- 2026 Nominations Announcement

Announcements

Adjournment

Lycoming County Library System Board Meeting

October 14, 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, Chief Financial Officer; Nina Riggle, Executive Assistant

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

Virtual Guests: Amber Adams, Muncy Public Library; Charlene Brungard, Jersey Shore Public Library; Canda Fogarty, Dr. W.B. Konkle Memorial Library; Margaret Mathis, Montgomery Area Public Library

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

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Diane Eck suggested one correction to August minutes. Larry Stout made a motion to approve the August minutes with the correction. Christie Foresman seconded the motion. All approved. Motion carried.

Financial Report:

 Kristin Caringi

Highlights:

- The fourth quarterly aid payment will be distributed after the County payment is received.
- Expenses are on track for 2025.
- The cash balance as of September 30, 2025, was \$343,274.91.
- John Confer motioned to accept the Financial Report. Diane Schneck seconded the motion. All approved. Motion carried.

System Administrator's Report:

 Amy Resh

Highlights:

- Amy Resh, Kristin Caringi, Robbin Degeratu, and Savannah Lorson attend the Lycoming County Commissioners' meeting on September 18th. The Quarterly Review brochure was shared with those in attendance.
- The 2024 Lycoming County Library System 990 will be emailed to board members for review and approval once it is received from Baker Tilly.
- Member library directors have been asked to look ahead for the best dates for the 2026 meeting schedule.
- Resh will submit the System's plan for state aid using the current year's numbers.
- Nicole Rader coordinated and facilitated a Taco Storytime program at each of the member libraries.
- A survey is being sent to member library directors to gather feedback on the 2025 Quarterly Shared Events to collect ideas for 2026 program planning.
- Doug Harkness continues to work with Comcast to ensure digital connectivity. Member libraries should use the tech work order to submit issues with Comcast.
- Marci Hubler has completed a data cleanup in Polaris for item records and inactive staff user IDs, as well as original cataloging for 30 items.
- Savannah Lorson sent out a monthly e-newsletter for all LCLS new cardholders.
- Lorson has submitted all requirements for the Story Walk grant from First Community Foundation Partnership.

- Lorson is also creating LCLS advocacy social media content for the "Your Voice" campaign. Member libraries are encouraged to repost and share this information on their library's social media page.
- A discussion followed about the goals of the Lycoming County Library System's Facebook page and public relations efforts.
- A question was raised regarding deceased patrons. Member library directors are currently reviewing a draft procedure for handling deceased patrons in Polaris, including appropriate methods for reaching out about materials.
- Dennis Correll motioned to accept the System Administrator's Report. Christie Foresman seconded the motion. All in favor. Motion carried.

Committee reports:

- Finance Committee
 - There was an edit made to the committee meeting minutes.
 - The next Finance Committee meeting will be held on October 28th at 11am in the Lowry Room at the James V. Brown Library.

Old Business:

- None

New Business:

- None

Announcements:

- Dr. W.B. Konkle Memorial Library has hired a new part-time assistant director.
 - Distant relatives of Dr. W.B. Konkle attended a recent book sale and will be sharing some of his correspondence with the Library.
 - The Library recently found a book of poetry written by Dr. W.B. Konkle.
- Muncy Public Library hired a new library director, Amber Adams.
 - They will be hosting three first-grade classes, issuing the students library cards and a Welcome bag.
 - The Library participated in Indianfest and is preparing for a fall harvest party.
- James V. Brown Library recently hosted its annual Library Gala. It was a successful event.
- Montgomery Area Public Library hired a new library director, Margaret Mathis. Mathis is also the vice president of the Montgomery Borough Council.
 - There are many successful programs ongoing.
- Hughesville Area Public Library is hosting a teen science café program that will help teens develop their leadership skills.
 - The Library's annual appeal will be sent out this month.
 - They will be planning to host a Bingo fundraiser in February.
- Jersey Shore Public Library is gearing up for the celebration of its 75th anniversary. They will be hosting a three-week celebration including an open house and culminating with a dinner on November 15th at the Gamble Farm Inn.
 - The air conditioner for the library will need repairs.
- County Commissioner Mark Mussina informed the System that the presentations are well-received by the Commissioners. Mussina is hopeful that the Library System will receive level funding for 2026.

Dennis Correll motioned to adjourn the meeting. Ben Brigandi seconded the motion.

The meeting was adjourned by Diane Eck at 1:10 PM.

LCLS Board Meeting dates in 2025: December 9th at noon at the James V. Brown Library.

Respectfully submitted by Nina Riggle

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



	<u>January - November 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	(184,869)	(184,869)	-	100.0%
4100 · State Aid Received	500,698	500,698	0	100.0%
4120 · State Aid- distributed CONTRA	(500,698)	(500,698)	0	100.0%
4200 · Local Govt Rev(LCLS County Aid)	1,300,000	1,300,000	-	100.0%
4220 · Local Govt Aid Distributed	(1,207,615)	(1,207,616)	1	100.0%
4300 · Interest Income	18,839	18,000	839	104.66%
4500 · Contributions, Gifts & Donations	7,500	2,500	5,000	300.0%
4530 · E Rate reimbursement	7,855	9,264	(1,409)	84.79%
Total Income	<u>126,579</u>	<u>122,149</u>	<u>4,430</u>	<u>103.63%</u>
Gross Profit	126,579	122,149	4,430	103.63%
Expense				
5000 · Administrative Fees	11,000	12,000	(1,000)	91.67%
5006 · Delivery Expenses-Transit	5,500	6,000	(500)	91.67%
5010 · Salary & Wage Reimbursement to JVB	118,949	138,393	(19,444)	85.95%
5290 · Internet Connection Fees	12,627	14,200	(1,573)	88.92%
5295 · Postage	705	1,500	(795)	46.97%
5297 · Collections Expense	21,062	21,000	62	100.3%
5300 · Library Supplies & Collect Main	665	6,000	(5,335)	11.09%
5330 · Office & Computer Supplies	313	500	(187)	62.55%
5380 · Computer Software	71,123	71,358	(235)	99.67%
5390 · Hardware Costs	-	1,300	(1,300)	0.0%
5410 · Insurance	1,360	1,360	-	100.0%
5470 · Public Awareness	6,211	10,000	(3,789)	62.11%
5490 · Accounting	5,774	5,949	(175)	97.06%
5530 · Miscellaneous Operating	14,516	19,790	(5,274)	73.35%
5580 · Summer Learning	4,070	5,000	(930)	81.4%
Total Expense	<u>273,875</u>	<u>314,350</u>	<u>(40,475)</u>	<u>87.12%</u>
Net Income	<u>(147,296)</u>	<u>(192,201)</u>	<u>44,905</u>	

LCLS General Fund Cash Balance-11/30/25

\$173,103.99

SYSTEM ADMINISTRATOR'S REPORT**October - December 2025****Administrative**

Amy Resh attended the Pennsylvania Library Association annual conference from October 18 – 22 in Erie, PA. Resh also participated in Association of Pennsylvania Public Library Systems (APPLS) meetings on October 19, October 28, and November 24, serving as the association's Chair. Resh and Kristin Caringi attended an LCLS Finance Committee Meeting on October 28 and compiled the requested information afterward. Resh wrote and sent a thank-you letter to the Commissioners for including libraries in the draft 2025 budget.

Resh attended the Jersey Shore Public Library open house on Saturday, November 8, and Caringi attended the 75th anniversary dinner for the Jersey Shore Public Library on November 15.

Resh presented to the Junior League of Williamsport on behalf of the Lycoming County Library System about the "Your Voice" campaign and the collected handwritten postcards from League members that were sent to the County Commissioners. Highlighting the Library and League's ongoing partnership, "Baby's First Book," and emphasizing the importance of early literacy initiatives.

The LCLS 2024 Form 990 has been e-filed, and the PDC is available on the LCLS website. The RFP letters for audit and tax services were sent out to five CPA firms in October. One proposal was returned- Baker Tilly.

Delivery and Fleet

In October, 6,960 items were delivered between member libraries.

The Fall 2025 Outreach Session will conclude on December 19. During this session, the vehicles stopped at 88 sites in 37 municipalities, extending library service to 95% of county residents. Between September and mid-November, Book's Bus and the Bookmobile received visits from approximately 2400 patrons and circulated nearly 7700 items. Coordination for the Spring 2026 outreach session is underway. The session will run from January 5 to May 22 and will continue to balance service to patrons across Lycoming County, prioritizing stops at rural, publicly-accessible, and underserved locations.

Programming and Youth Services

Nicole Rader compiled the 2025 Quarterly Shared Events feedback and will make suggestions for 2026 programming after her return from parental leave.

Technology

Doug Harkness has completed 13 LCLS work orders since the last board meeting. He finished all Windows 11 upgrades. All computers in LCLS are running on Windows 11.

Harkness will contact the LCLS directors to plan the first biennial visits to discuss any upcoming technology needs.

Technical Services

Wendy Durant loaded 80 files into Polaris containing 1,161 bibliographic records, performed copy cataloging for 355 items, and processed 514 items. In addition, she updated the website with new, featured titles, including cover images, and added 94 new items to the digital collection.

Patti Eichensehr performed copy cataloging for 62 items and processed 446 items. Jen Heimbach processed 202 Inter-Library Loan requests. Interlibrary Loan requests are currently paused due to the position's vacancy.

Marci Hubler created 52 original bibliographic records: 36 for Montgomery Area Public Library, 3 for Hughesville Area Public Library, 11 for Muncy Public Library, and one each for Dr. W.B. Konkle Memorial Library and Jersey Shore Public Library. She created new shelf locations and item templates in Polaris, provided collection development support, and added 2026 closed dates. She continues to work on Polaris permissions and individual user IDs.

Marketing, Development & Public Relations

Savannah Lorson sent out a monthly e-newsletter for all LCLS new cardholders at the end of November, as well as a bi-monthly newsletter update in November for those who opt-in and fill out the new form on the bottom of lclspa.org. This bi-monthly newsletter included a recap on the Jersey Shore Public Library's 75th anniversary open house and a patron story about the Bookmobile.

Lorson created important county content for the LCLS Facebook page (facebook.com/lclspa), such as mobile stop cancellations, updates on member libraries, and promotions for the fall advocacy campaign. Since the LCLS Facebook page debuted in August 2024, the account has increased to 191 followers.

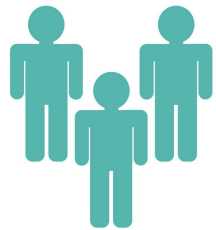
Lorson sent a press release on October 16 to 10 different news outlets highlighting the launch of the LCLS fall advocacy initiative, "Your Tax Dollars, Your Voice." It was featured by northcentralpa.com.

Lorson added the fall advocacy campaign to <https://lclspa.org/online-resources/>, where people could download the PDF flyer.

Looking ahead, Lorson is working on a 2025 wrap-up promotion for LCLS achievements and a 2026 marketing plan. Lorson is working on having consistent, weekly content for the LCLS Facebook Page and encourages all member libraries to send her content that they would like highlighted.

Marketing Report

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



192,819
in-person visits
YTD 2024: 184,301
+4.5%



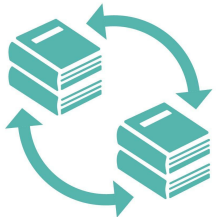
353,260
web views
YTD 2024:
196,698
+79.6%



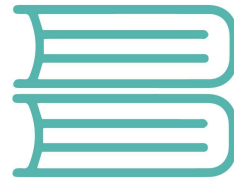
14,542 internal
computer usage
YTD 2024: 14,855
-2.1%



101,578
Wi-Fi usage
YTD 2024:
139,531
-31.5%



1,128 items
transferred through
InterLibrary Loan (ILL)
and 654 items
delivered to FCC
Allenwood



360,864 physical
checkouts
YTD 2024: 421,349
-15.5%



54,048 eBook,
e-audiobook, &
magazine checkouts
YTD 2024: 51,828
+4.2%



32,404 items checked
out on outreach
vehicles and Link*
YTD 2024: 64,298
**100% of Lycoming County residents
served by outreach vehicles*



2,688 new library
cardholders
for a total of
55,743* cards
**48.8% of Lycoming County
residents*



Residents saved over
\$6,283,975.53 by using
their local library in 2025,
or \$55 per person*
**based on 114,188 county residents*

2025	January	February	March	April*	May	June	July	August	September	October	November	December
Facebook followers	88	92	93	105	140	152	162	170	175	191	197	
FB interactions	100.00%	28.80%	-58.50%	374%	-25.40%	37%	-55.60%	-98.70%	800%	385.20%	-10.70%	
FB reach	1700.00%	-26.90%	-53.40%	752%	-9.20%	-23%	33%	-48.40%	-14.60%	84.40%	-48.50%	
FB follows	1200.00%	-71.40%	-100%	100%	169.00%	-57.10%	-44.40%	-62.50%	-50%	433.30%	-56.30%	
FB posts				16	15	16	5	2	11	3	6	
FB stories						1	2					
*Lycoming County advocacy campaign post was shared more than others												

Lycoming County Library System
Finance Committee Meeting
October 28, 2025, 11:00 AM

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; Ben Brigandi, Secretary; John Confer, Dennis Correll, Commissioner Mark Mussina, Diane Schneck, Tricia Shipman

Trustees Absent: Larry Stout, Treasurer

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Nina Riggle, Executive Assistant

The Lycoming County Library System bylaws state, the purpose of the board is "to provide a secure future for the provision of library services throughout Lycoming County and to provide a sound plan for future library funding and development."

Dennis Correll pointed out the increased allocation of wages to the System for services provided by the Lycoming County Library System Headquarters, reminding the group that, without an increase in revenue, costs must be cut.

- A request was made to reduce the allocation of salaries to no more than 10%.
- Salaries have been the largest change in the System budget.

The System Administrator is the only position that is required by the Office of Commonwealth Libraries.

County Coordination Aid is required to be used in one of five ways. The Lycoming County Library System uses this aid to pay for outreach services throughout Lycoming County.

- County Coordination Aid cannot be distributed to member libraries.

If the Lycoming County Library System decides to cut salaries from 20% to 10% of their work time, there would be less time for System Headquarters employees to complete System work.

A discussion followed about whether or not the System Headquarters, the James V. Brown Library, should be reimbursed for services provided to the System.

Planned increases in the 2026 Lycoming County Library System budget include the cost of Polaris (the Integrated Library System), the audit, and payroll services through iSolved.

Dennis Correll's second suggestion to the committee would be for trustees to create an additional committee to find larger sponsors for Summer Learning. This money would be

distributed to member libraries. Correll also suggested a unified online giving platform for all member libraries.

The discussions at these meetings are to develop a system funding formula for 2027. The 2026 funding formula was approved at the August board meeting.

Each trustee is charged with reviewing system services with their library director to find if there are any that can be removed or reduced.

The 990 will be sent out to the board for review soon. The 990 is due on November 15th.

Commissioner Mark Mussina shared that the drafted county budget will be released in early to mid-November. The county's budget will be shared with System trustees before the December meeting.

Lycoming County Library System
Finance Committee Meeting
November 18, 2025, 11:00 AM

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; Larry Stout, Treasurer; Ben Brigandi, Secretary; John Confer, Dennis Correll (via phone)

Trustees Absent: Commissioner Mark Mussina, Diane Schneck, Tricia Shipman

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Nina Riggle, Executive Assistant

At the August LCLS board meeting, trustees approved developing the 2026 funding formula based on the 2025 funding formula.

In the 2025 funding formula, the board used cash reserves to make all libraries whole in county aid. The board will not use cash reserves in the funding formula for 2026.

The state budget passed with a 7.1% increase in state aid. Final amounts have not yet been communicated.

There was a discussion about how the state determined the service area for libraries.

Ben Brigandi suggested considering school districts as a way to determine the member library service area population for a portion of the funding formula.

The System Administrator shared the State's process for adjusting claimed municipalities.

Chester County uses a funding formula that considers the claimed municipality versus the library used by the patron. The Finance Committee will conduct further research for the 2027 Funding Formula.

John Confer shared that all libraries will take a hit with the 2026 funding formula. The James V. Brown Library should not get hit twice for being good stewards.

The Finance Committee discussed cutting expenses. Member libraries are using many of the services offered by the system headquarters. Libraries are not utilizing maintenance.

Adjusting outreach services will not impact the amount of money distributed to member libraries, as this is funded by County Coordination Aid (CCA). CCA is required to be used in certain ways. Cuts to this outreach and daily delivery will not increase funding to member libraries.

The Lycoming County Commissioners will have a special meeting on Tuesday, November 25th, to present the 2026 proposed budget.

The LCLS Member Library Directors want to attend the December 4th Commissioners' Meeting, bringing 5 people from each library with them. The directors will make public comment. The System Administrator has asked directors to highlight one specific library service that will change due to budget cuts if they want to comment. The public commissioners' meeting are streamed live on YouTube, and public comments made through YouTube are read aloud. The System Administrator did recommend caution during this public meeting.

Larry Stout advised that the county commissioners do not like to be pushed into a corner and prefer gratitude to protestation.

In February, after the LCLS executive elections, the president will create a Finance Committee to research and discuss possible changes to the Funding Formula.

John Confer asked if maintenance services should be removed from the budget. The Finance Committee advises removing the maintenance salary from the 2026 LCLS budget. The System Administrator and Chief Financial Officer will make that adjustment for review at the December board meeting.

DRAFT - 2026 Board Meeting Dates

Tuesday, February 10th

Tuesday, April 14th

Tuesday, June 9th

Tuesday, August 11th

Tuesday, October 20th (Due to PaLA Conference)

Tuesday, December 8th

Meetings will be held at 12:00pm;
either virtually on Zoom
OR at the James V. Brown Library
19 East Fourth Street
Williamsport, PA 17701