

**Lycoming County Library System Board Meeting
December 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 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; Canda Fogarty, Dr. W.B. Konkle Memorial Library

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

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Christie Foresman motioned to approve the October minutes with a minor correction. Dennis Correll seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- All aid has been dispersed to member libraries.
- There will be an invoice in December from Baker Tilly.
- The cash balance as of November 30, 2025, was \$174,103.99.
- John Confer motioned to accept the Financial Report. Ben Brigandi seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- A thank-you letter was sent to the Lycoming County Commissioners for including libraries in the draft 2026 budget.
- Amy Resh attended the Jersey Shore Public Library open house on November 8, and Kristin Caringi attended the 75th anniversary dinner on November 15.
- Resh presented to the Junior League of Williamsport about the "Your Voice" campaign, highlighting the Library and League's ongoing partnership, "Baby's First Book."
- The state informed Systems and Libraries that a change was made regarding the 12% collection development expense. The 12% collection development expenditure will be calculated using the previous year's budget. Member library directors and trustees with more questions should email the System Administrator.
- Nicole Rader will make suggestions for 2026 Quarterly Shared Events after her return from parental leave.
- Dennis Correll motioned to accept the System Administrator's Report. Ben Brigandi seconded the motion. All in favor. Motion carried.

Committee reports:

- Finance Committee
 - Minutes were included in the board packet.
 - Trustees and member library directors did not attend the Commissioner's meeting on December 4th.

- In February, after executive elections, the president will create a Finance Committee to research and discuss possible changes to the Funding Formula.
- Ben Brigandi motioned to accept the 2026 Lycoming County Library System Budget. Christie Foresman seconded the motion. A discussion followed.
 - Kristin Caringi shared about changes in the 2026 budget.
 - Amounts of state aid, county aid, and CCA were updated.
 - Maintenance salary was removed from LCLS staff salaries.
 - The amount for the Polaris software and the cost for Baker Tilly audits were updated. A three percent increase in payroll was included due to expected changes with the payroll company.
 - A discussion followed about issues member libraries might experience to remain open.
 - Member libraries must be open 45 total hours each week, of which, 7 hours must be Saturday and/or Sunday.
 - A financial hardship waiver can be submitted but if waivers are not approved, the System risks losing state aid.
 - A discussion continued about library usage throughout the county.
 - Amy Resh suggested having an assessment completed to discover how the libraries are being used. She mentioned that there may be grant funding for an assessment of this nature. The board requested that preliminary information be presented in February.
- All voted in favor of the 2026 Lycoming County Library System Budget. Motion carried.

Old Business:

- None

New Business:

- Diane Schneck motioned to approve the 2026 Board Meeting Dates. Christie Foresman seconded the motion. All in favor. Motion carried.
- 2026 Nomination Announcement
 - Diane Eck is stepping down as president.
 - Larry Stout is resigning from the board.
 - Diane Eck requested the formation of a nomination committee, including Christie Foresman and Diane Schneck.
 - A nominating committee meeting will be scheduled in early January, and a slate of officers will be presented in February.
- Ben Brigandi requested a presentation regarding outreach services throughout the county. The System Administrator will ensure the data is presented.
- Larry Stout was presented with an award to honor his service as a member of the Lycoming County Library System Board of Trustees.

Announcements:

- None

Dennis Correll motioned to adjourn the meeting. Christie Foresman seconded the motion. All in favor. Motion carried.

The meeting was adjourned by Diane Eck at 1:20 PM.

LCLS Board Meeting dates in 2026: February 10, April 14, June 9, August 11, October 20, & December 8 at noon at the James V. Brown Library.

Respectfully submitted by Nina Riggle