



Lycoming County Library System Board Meeting
February 10, 2026, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of December 9, 2025 minutes

Treasurer's Report

System Administrator's Report

- 2025 Year in Review

Committee Reports

- Nominating Committee

Old Business

- Revised Funding Formula

New Business

- Outreach Report- Robbin Degeratu

Announcements

Adjournment

**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

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



	<u>January - December 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	19,392	18,000	1,392	107.73%
4500 · Contributions, Gifts & Donations	10,000	2,500	7,500	400.0%
4530 · E Rate reimbursement	7,855	9,264	(1,409)	84.79%
Total Income	<u>129,632</u>	<u>122,149</u>	<u>7,483</u>	<u>106.13%</u>
Gross Profit	129,632	122,149	7,483	106.13%
Expense				
5000 · Administrative Fees	12,000	12,000	-	100.0%
5006 · Delivery Expenses-Transit	6,000	6,000	-	100.0%
5010 · Salary & Wage Reimbursement to JVB	135,868	138,393	(2,525)	98.18%
5290 · Internet Connection Fees	14,283	14,200	83	100.58%
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	322	500	(178)	64.35%
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	7,627	10,000	(2,373)	76.27%
5490 · Accounting	5,899	5,949	(50)	99.16%
5530 · Miscellaneous Operating	15,708	19,790	(4,082)	79.37%
5580 · Summer Learning	4,070	5,000	(930)	81.4%
Total Expense	<u>296,692</u>	<u>314,350</u>	<u>(17,658)</u>	<u>94.38%</u>
Net Income	<u>(167,060)</u>	<u>(192,201)</u>	<u>25,141</u>	

LCLS General Fund Cash Balance-12/31/25

\$154,899.65

SYSTEM ADMINISTRATOR'S REPORT**January – February 2026****Administrative**

Amy Resh completed the Lycoming County Library System Annual Report for the Office of Commonwealth Libraries. All member library reports are due to the System for review by February 20. Resh created an answer key for all system-related questions to streamline reporting for member libraries. Resh also completed a new state report- System State Aid Distributions for 2025.

Resh attended meetings with the Ivy Group and ReThinking Libraries, LLC, regarding a system-wide study as requested by the Board at the December meeting. Resh also met with Carolyn Hawk, of United Way of North Central PA.

Resh and Caringi met to discuss changes to the County's process for grant recipients and have created a revised budget & funding formula for board review in February.

Delivery and Fleet

In January, 5,552 items were delivered between member libraries. Kristin Caringi will shadow Bill Ruffing on his daily delivery route in March, in keeping with the quarterly schedule, to ensure a seamless intralibrary loan experience for member libraries and patrons.

The Spring 2026 Outreach Session began on January 5. During the spring session, outreach vehicle service is being provided at 85 locations across 35 municipalities. 96,296 (84%) of Lycoming County residents will receive a visit from an outreach vehicle in their home municipality at least twice per month. Both vehicles were off the road from January 26 to 30 due to inclement weather and frigid temperatures. An interview with a candidate for the Youth Outreach Professional vacancy will take place later in February.

Programming and Youth Services

Nicole Rader attended the January 2026 LCLS Directors Meeting to present the 2026 Shared Events. There will be three shared events offered in 2026. These include a private showing of The Hobbit at the Community Theatre League, the Summer County Performer program, and a library visit from Rader in November.

Following the meeting, an email was sent to all Directors to review the discussion and provide additional details regarding the Summer County Performer. This year's County Performers are paleontologists Mike and Roberta Straka. The Strakas have previously presented for the county and offer an engaging, educational, and hands-on dinosaur program designed for grades K–12.

Technology

Doug Harkness has completed the migration of all member library domains. The new web addresses and emails are as follows.

- Hughesville
 - Website - haplpa.org
 - emails - jdoe@haplpa.org
- Muncy
 - Website - mplpa.org
 - emails - jdoe@mplpa.org
- Montgomery
 - Website - maplpa.org
 - emails - jdoe@maplpa.org
- Konkle
 - Website - kplpa.org
 - emails - jdoe@kplpa.org
- Jersey Shore
 - Website - jsplpa.org
 - emails - jdoe@jsplpa.org

Harkness has filed the ERATE Form 470 for discounted internet. He is meeting with internet service providers this year to obtain quotes for more competitive pricing. Harkness will contact the member library directors to schedule quarterly meetings with each to discuss technology needs and plan projects.

Technical Services

Wendy Durant loaded 121 files into Polaris containing 524 bibliographic records, performed copy cataloging for 426 items, added item records for 472 items and physically processed 9 items. In addition, she added 35 new digital items to the collection.

Patti Eichensehr added 1,616 item records and physically processed 473 items.

Marci Hubler created 31 original bibliographic records: 16 for MAPL, 1 for MPL, 4 for JSPL, 3 for JVB, and 7 for Outreach. She answered questions and provided support concerning patron self-registration and Polaris reports. In addition, she is creating new Polaris permissions groups for public services staff in accordance with the Long-Range Plan. She has begun investigating a new integrated library system and is preparing to train the new ILL Specialist.

Marketing, Development & Public Relations

Savannah Lorson continues to send out a monthly e-newsletter for all LCLS new cardholders at the end of each month, as well as a bi-monthly newsletter update for those who opt-in. January's bi-monthly newsletter featured all of the winter resources being provided to the community from several of our member libraries.

Social media update:

- Facebook – 210 followers since August 2024
 - 8 posts in December | 12 posts in January

Lorson and Resh answered questions from a journalist at northcentralpa.com about the 2026 county budget cuts and how this would affect member libraries. The article was featured on the northcentralpa.com website and social media pages.

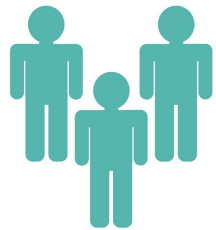
Lorson met with LCLS directors to discuss the implementation of Quarterly Reports being presented to the county commissioners. Moving forward, all member libraries agreed to have a Quarterly Report emailed to the county commissioners, posted on the website and social media, and issued as a press release to local media outlets.

Looking ahead, Lorson is working on a 2025 LCLS Impact Report. Lorson is also developing outreach promotions through a monthly list of outreach stops on social media and in LCLS newsletters.



Marketing Report

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



223,462
in-person visits
YTD 2024: 218,465
+2.29%



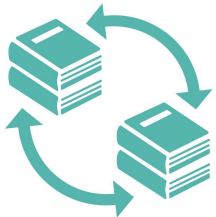
436,034
web views
YTD 2024:
264,103
+49.1%



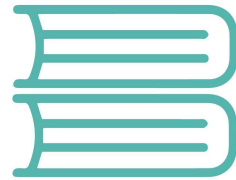
17,188 internal
computer usage
YTD 2024: 17,335
-1.9%



145,394
Wi-Fi usage
YTD 2024:
166,201
-12.5%



2,372 items
transferred through
InterLibrary Loan (ILL)
and 854 items
delivered to FCC
Allenwood



453,821 physical
checkouts
YTD 2024: 512,994
-11.5%



68,829 eBook,
e-audiobook, &
magazine checkouts
YTD 2024: 62,127
+10.7%



36,694 items checked
out on outreach
vehicles and Link*
YTD 2024: 73,212
**100% of Lycoming County residents
served by outreach vehicles*



3,151 new library
cardholders
for a total of
56,075* cards
**49% of Lycoming County
residents*



Residents saved over
\$7,268,135.13 by using
their local library in 2025,
or \$63.65 per person*
**based on 114,188 county residents*



Year in Review
2025

Administration: *Facilities and Fleet, Finance and Budget*

- LCLS had a successful 2024 financial audit
- LCLS finished 2025 under budget
- 85,520 Items were delivered between member libraries in 2025
- 6 maintenance work orders

Collections & Technical Services

- Montgomery Area Public Library and Jersey Shore Public Library outsourced a portion of their juvenile cataloging and physical processing to the System Headquarters. From March through December, 449 books for Montgomery and 86 books for Jersey Shore were processed
- New permissions have been created in order to move from shared user IDs to individual user IDs for all staff

Community Relations: *Development, Marketing, Public Relations*

- Book walk installation at Trout Run Park opened on July 25 with attendance from over 50 local officials and community supporters
- Quarterly initiatives, such as the Love Your Library Month postcard and the Your Tax Dollars, Your Voice bookmark campaign, were launched to promote systemwide awareness and encourage public support

Programming & Youth Services

- Quarterly shared events were: Community Theatre League presentation of The Lion King; Remake Learning presenter (Centered Earth); Summer Learning County Performer (Reptiland); and a celebration of National Taco Day
- Each library received at least three mini-grants to support their Remake Learning Events

Outreach

- During Summer 2025, Outreach Vehicles extended library service to every municipality in Lycoming County for the first time
- Updates were made to the data collection process for outreach vehicle service to support System marketing, advocacy, and planning

Technology

- 111 workorders were completed for the System member libraries
- Utilized E-rate to upgrade member libraries, resulting in 2x faster internet speeds and a savings of \$200/month

A change to the Lycoming County Library System (LCLS) funding formula is necessary to align with the requirements of the newly executed agreement between LCLS and Lycoming County. Under this agreement, LCLS must provide copies of checks for eligible expenses to receive reimbursement from the county quarterly. Fully distributing all Lycoming County aid to member libraries will simplify this process, as the primary reimbursable expense will be the quarterly distributions to member libraries rather than multiple system-level expenditures. In addition, LCLS must ensure that Lycoming County income is recognized within the current fiscal year. Distributing county aid in full while retaining a portion of state aid to support system services will streamline documentation and reimbursement, support accurate financial reporting, and ensure the continued provision of system-level services. **This does not change the award amount for any member library.** It only changes the split of state aid vs county aid funds.

**2026 LYCOMING COUNTY LIBRARY SYSTEM
DISTRIBUTION BREAKDOWN**

2026 County Aid	\$1,000,000	2026 State Aid	\$536,224
		Retained for LCLS Expenses	(\$150,856)
		Retained for LCLS Salaries	(\$132,489)
		Total State Aid to Distribute	\$252,879

	2025 County Aid	2026 County Aid	2025 State Aid	2026 State Aid	2025 Total LCLS Aid	2026 Total LCLS Aid	26 vs 25	% of total aid based on population size	2000 Census #
Hughesville	\$55,550	\$47,124	\$23,441	\$11,917	\$78,991	\$59,041	-\$19,950	4.71%	5,657
Montgomery	\$55,550	\$47,216	\$19,958	\$11,940	\$75,508	\$59,156	-\$16,352	4.72%	5,668
Jersey Shore	\$71,370	\$50,940	\$25,505	\$12,882	\$96,875	\$63,821	-\$33,054	5.09%	6,115
Muncy	\$58,811	\$60,053	\$30,068	\$15,186	\$88,879	\$75,239	-\$13,640	6.01%	7,209
Konkle	\$62,313	\$61,944	\$31,015	\$15,664	\$93,328	\$77,608	-\$15,720	6.19%	7,436
JVB	\$904,021	\$732,723	\$370,710	\$185,290	\$1,274,731	\$918,013	-\$356,718	73.27%	87,959
Totals	\$1,207,615	\$1,000,000	\$500,698	\$252,879	\$1,708,312	\$1,252,879	-\$455,433	100.00%	120,044
LCLS retains to provide System services				<u>\$283,345</u>					
				<u>\$536,224</u>					

LCLS Distributions for 2026

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$14,760.29	\$14,760.29	\$14,760.29	\$14,760.29	\$59,041.16
\$14,788.99	\$14,788.99	\$14,788.99	\$14,788.99	\$59,155.96
\$15,955.31	\$15,955.31	\$15,955.31	\$15,955.31	\$63,821.23
\$18,809.78	\$18,809.78	\$18,809.78	\$18,809.78	\$75,239.12
\$19,402.07	\$19,402.07	\$19,402.07	\$19,402.07	\$77,608.28
\$229,503.32	\$229,503.32	\$229,503.32	\$229,503.32	<u>\$918,013.27</u>
				\$1,252,879.01

*Member library payments are sent at the beginning of each quarter based on when state and county aid are distributed to LCLS. Quarterly payments will provide financial stability for the member libraries for budgeting purposes and ensure the libraries have the funding they need to provide library services throughout Lycoming County.

Outreach Vehicle Overview

Goals for Outreach

Expand access to library service to people across Lycoming County (Title 24 Pa. C.S. § 9337). Focus resources on rural and publicly-accessible locations as well as underserved communities as outlined in the LCLS Long-Range Plan (p. 5). Balance service between the densely-populated southern half of the county and the rural and underserved northern half of the county.

Book's Bus

- Serves ages 0-18, emphasis on birth through elementary school
- Average of 20 service hours per week to meet basic standard for bookmobiles (Title 22 Pa. Code § 141.28)
- Stops include subsidized early childhood education facilities (Head Start, Pre-K Counts, BLaST Early Intervention); childcare facilities catering to low-income and underserved families; elementary schools and after-school programs; and public stops at parks, municipal buildings, fire halls, local businesses, and other community gathering points
- Services include browsing and checkout, holds fulfillment, Wi-Fi, readers' advisory, floating collections for institutions, and storytimes at select facilities

Bookmobile

- Serves all ages, emphasis on adults with a small selection of youth materials
- Average of 20 service hours per week to meet basic standard for bookmobiles (Title 22 Pa. Code § 141.28)
- Stops include senior living and progressive care facilities; low-income housing developments; and public stops at municipal buildings, small businesses, fire halls, churches, and other community gathering points
- Services include browsing and checkout, holds fulfillment, Wi-Fi, readers' advisory, technology assistance, and floating collections

Storymobile

- Off of the road since the beginning of April 2025; recruitment for a qualified Youth Outreach Professional is ongoing

Spring 2026 Snapshot

- 85 stops in 35 municipalities; 96,296 or 84% of Lycoming County residents receive a visit from an outreach vehicle in their home municipality
- 45 stops are in claimed municipalities
- 40 stops are in unclaimed municipalities
- 80 hours of outreach vehicle service in each two-week period; 43.5 hours of service in claimed municipalities, 36.5 hours of service in unclaimed municipalities