

Lycoming County Library System Board Meeting  
December 12, 2023, at noon  
In-person at the Library: 19 East Fourth Street, Williamsport, PA and virtually via Zoom

**Trustees Present:** Diane Eck, President; Christie Foresman, Vice President; Ben Brigandi, Secretary; Larry Stout, Treasurer, John Confer, Diane Schneck, Commissioner Rick Mirabito

**Trustees Absent:** Rosemary Holmes, Patricia Shipman

**System Staff Present:** Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Nina Riggle, Executive Assistant to the JVB CEO

**Guests:** Dennis Correll, W.B. Konkle Memorial Library; Penny Johnson, Hughesville Area Public Library

**Call to Order:** Diane Eck called the meeting to order at 11:59am

**Correspondence:** The Office of Commonwealth of Libraries has reviewed the State Aid Library Subsidy Application for the Lycoming County Library System, and the application for 2024 is approved.

**Review of Minutes:** A correction was made to the proposed October minutes. Larry Stout made a motion to approve the October minutes. Second by Commissioner Rick Mirabito. All approved. Motion carried.

**Financial Report:** Kristin Caringi

Highlights:

- The final County Aid payment for 2023 was received on November 30, 2023, and was distributed to the member libraries on December 14, 2023.
- Christie Foresman motioned to approve the November 2023 Financial Report. John Confer seconded the motion. All approved. Motion carried.

2024 Budget and Funding Formula Review:

- The 2024 budget is based on the proposed amount from the Lycoming County Commissioner's office. The 2024 Lycoming County budget is being reviewed at the Lycoming County Commissioners' meeting on December 14, 2024.
- County Coordination Aid will support system-wide outreach services and intralibrary loan throughout Lycoming County and does not go into the 2024 funding formula.
- The general fund budget includes a summer performer for the LCLS member libraries.
- Library Supplies budget includes monies to provide Lycoming County System Library cards for patrons to member libraries.
  - Member libraries can choose to provide their own cards at their own cost.
- In 2024, county funding and state aid will be paid out quarterly, at the beginning of each quarter. County funding was previously paid out at the end of the quarter.
- The cost of System-support salaries will be phased in over two years. Half of the System-support salaries will be phased in in the 2024 LCLS Budget and Funding Formula. James V. Brown will absorb the other half of System-support salaries in 2024.
  - The second half of the System-support salaries will be included in the 2025 LCLS Budget and Funding Formula.
- Ben Brigandi motioned to approve the 2024 LCLS Budget and Funding Formula. Second by Commissioner Rick Mirabito. All approved. Motion carried.

**System Administrator's Report:** Amy Resh

Highlights:

- Terry Neenan, Delivery Driver, will be retiring in December 2023. His replacement will be Bill Ruffing, and he will be starting on December 18.
- Sue Mayshock, Digital Resources Specialist, will be retiring in December 2023. Her replacement has not been selected.
- The new Bookmobile Driver, Andrew Brum, began his new role on December 6, 2023.
- Amy Resh submitted the System's State Aid and County Coordination Aid applications on November 20, 2023. She then presented the County Coordination Aid funding plans to the Lycoming County Board of Commissioners on November 30, 2023, in keeping with State grant requirements.
- The LCLS System Headquarters office is closed on December 25 & 26, 2023, and January 1, 2024; there will be no delivery on these dates.
- The delivery date for the replacement transit van is late December 2023/January 2024.
- Kate Shaw has connected with Member Library directors to review the verbiage of overdue and billing notices in our Integrated Library System, Polaris.
- Doug Harkness visited Member Libraries for tech support and is guiding the completion of tech-related projects.
- Dana Brigandi and Sam Keller continue to post literacy information (Libby, PA Promise for Children, Read Brightly, etc.) and holiday-related family activities to all LCLS libraries' Facebook pages.

#### **Committee reports:**

- Long-range Planning Committee received feedback from the member library directors and plan recommendations from the System Administrator. A meeting will be scheduled in January 2024.

#### **Old Business:**

- None

#### **New Business:**

- Christie Foresman motioned to approve the 2024 Board meeting dates and locations. Second by Diane Schneck. All approved. Motion passed.
- LCLS Circulation Policy
  - Four of six member library directors voted no on developing a System-wide Borrowing Policy in November. Each member library would prefer to create an individualized Borrowing Policy.
  - The System Board will revisit a system-wide Borrowing Policy in a few years.
  - Larry Stout made a motion to discontinue the current LCLS Circulation Policy. Second by Ben Brigandi. All in favor. Motion passed.
- Commissioner Rick Mirabito was presented with an award to honor his service as a member of the Lycoming County Library System Board of Trustees.

#### **Announcements:**

- None this month.

The meeting was adjourned at 1:34 pm

LCLS Board Meetings and locations in 2024: February 13<sup>th</sup>, Muncy Public Library; April 9<sup>th</sup>, Hughesville Area Public Library; June 11<sup>th</sup>, Dr. W.B. Konkle Memorial Library; August 13<sup>th</sup>, James V. Brown Library; October 8<sup>th</sup>, Jersey Shore Public Library; December 10<sup>th</sup>, Montgomery Area Public Library

*Respectfully submitted by Nina Riggle*