

Lycoming County Library System Board Meeting

June 11, 2024, at noon

In-person at the Dr. W.B. Konkle Memorial Library: 384 Broad Street, Montoursville, PA 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; Robbin Degeratu, Assistant Director; Nina Riggie, Executive Assistant to Amy Resh

Guests: Amber Adams, Montgomery Area Public Library; Canda Fogarty, Dr. W.B. Konkle Memorial Library; Penny Johnson, Hughesville Area Public Library

Call to Order: Diane Eck called the meeting to order at 12:12 pm

- Diane Eck opened the meeting by expressing gratitude for the host and the provided lunch.

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Christie Foresman made a motion to approve the April minutes. Larry Stout seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- In April, the second quarterly distribution of State and County funds was dispersed.
- The third quarter installment will be distributed in July once county aid is received.
- The LCLS board approved the quarterly dispersal of aid. This dispersal is aligned with the quarterly county disbursement.
- A detailed breakdown of aid (County vs. State) is sent to member library directors with payment.
- John Confer motioned to accept the Treasurer's Report. Ben Brigandi seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- The System Administrator emailed the Board of Trustees to support PaLA's coordinated ask to state legislators for an increase of 4% to support libraries throughout Pennsylvania.
- A Statement of Concern was submitted to LCLS regarding a material in the System. The System Administrator is working with the ad hoc Review Committee to evaluate the concern.
- Nicole Rader and Amy Resh highlighted System events happening through the summer on WILQ with Freddi Hammer. Amy Resh met with an Accessible Adult Services Library Advisor, for the Office of Commonwealth Libraries.
- Amy Resh and Dana Brigandi applied for an FCFP grant for an LCLS-sponsored StoryWalk in Trout Run Park in Lewis Township.
- At the LCLS Directors' Meeting on May 28, Member Library Directors discussed the LCLS Social Media/Networking Policy Draft and the procedures to support the approved LCLS User Behavior Policy were developed and discussed. Member library directors agreed to adopt the guidelines system-wide at the May meeting; these procedures will be implemented by the end of July.
- Amy Resh is on the agenda to present to the Lycoming County Commissioners on June 20; remarks will be sent to LCLS trustees in advance.
 - Member library directors were asked to submit details about their libraries for the handouts.
 - Amy Resh and Kristin Caringi are completing the Lycoming County Grant Application for 2025 budget allocation; we are requesting a 10% increase in County funding.

- Fiscal and user data will be utilized to back up the request. The LCLS Marketing report shows a 17% increase in visits, a 5% increase in physical check outs, and a 61% increase in website visits among other increases compared to 2023.
- For 6 of the past 10 years the Commissioners granted level funding with 3-5% increases over the remaining 4 years.
- Since 2023 library card holders in Lycoming County has increased by 5%. Currently 45% of Lycoming County residents have a library card. Resident patrons have saved 3.3 million dollars by using their library cards.
- Amy Resh shadowed Transit Delivery Driver, Bill Ruffing on his daily delivery route on May 20, in keeping with our quarterly schedule, to ensure a seamless interlibrary loan experience for member libraries and patrons. Ruffing and the transit van will be at three-member library Touch-A-Truck events. Each member library will host at least one LCLS outreach vehicle June 21-28.
- The LCLS County Performer is Forgotten Friends Reptile Show. Each library will have a visit in early July.
- An LCLS Skating Adventure at Trout Pond Park is on Saturday, July 27, from 2:30-4:30 pm.
- Lastly, the Family Nature Adventure at Rider Park will be held on Saturday, August 3rd, from 4-8 pm.
- Wendy Durant and Kate Shaw have introduced new cataloging procedures to decrease member libraries' workload while increasing efficiency for the cataloging staff.
- Shaw is reviewing and streamlining incident reporting for the libraries that have voiced interest in the update: Jersey Shore Public Library, James V. Brown Library, and Hughesville Area Public Library.
- The Summer Learning special section was published on May 23 in the Williamsport Sun-Gazette. The James V. Brown Library purchased \$300 in additional copies to hand out at all LCLS libraries.

Committee reports:

- None

Old Business:

- LCLS Internet Acceptable Use Policy – FINAL
 - Two potential edits were proposed to the LCLS Internet Acceptable Use Policy.
 - Under "Rights of Adults" adults will be changed to those 18 and older, instead of 17 and older.
 - Another edit was proposed under "Rights of Adults" to remove "or a member library's policy" from the Policy.
 - A discussion followed about member libraries' computer use policies.
 - Based on the discussion, the edit regarding member library policies will be kept.
 - The Internet Acceptable Use Policy was approved by the member library directors.
 - Larry Stout motioned to approve the LCLS Internet Acceptable Use Policy. Diane Schneck seconded the motion. All approved. Motion carries.

New Business:

- Social Media/Networking Policy – DRAFT
 - The Social Media/Networking Policy has been reviewed and approved by the member library directors.
 - The policy is recommended by Dana Brigandi and ALA as a best practice, especially because the System posts on social media on behalf of member libraries.
 - Dennis Correll asked about removal of content, specifically out dated events.
 - Removal of content is at the discretion of the member library. At this time the System does not remove content from social media.
 - Member library directors can submit a request to have content removed as needed.
 - The Social Media/Networking Policy will be voted on at the August 13th LCLS Board meeting.

Announcements:

- **Hughesville Area Public Library** – Christie Foresman
 - The symphony was a success with 400 attendees.
 - There were 100 gift bags, a balloon artist, and the high school orchestra performed.
 - This free event was funded by the Woodcock Foundation
 - The trout raised in the Library are being released.
- **Montgomery Area Public Library** – Larry Stout
 - There are many programs ongoing to support Summer Reading.
 - The Borough funded 6 new computers for the Library.

- The AC unit is not working and estimates for repair/replacement have been very high.
- **Dr. W.B. Konkle Memorial Library** – Dennis Correll
 - Summer Learning is off to a good start.
 - Art in the Library has been delayed until fall.
- **James V. Brown Library** – John Confer
 - Summer Learning Kick Off is on Saturday, June 15 from 10-2.
 - Programs include a Riverwalk, Smoky Bear, Audubon Society, a pool party on June 29 from 3-7 with free transportation provides by River Valley Transit Authority.
- **Muncy Public Library** – Diane Schneck
 - Summer Reading is going full blast.
 - Programs have been coordinated with Montgomery Area Public Library
 - Programs include fossils by the creek, builders club, fire trucks with the Borough, and the LCLS skating party
 - The Board of Trustees meet on the evening of June 11, 2024.
- **Ben Brigandi**
 - South Williamsport School has been utilizing the outreach vehicles to support Library service.
 - One issue was that the vehicle arrived at the end of day, which already busy with getting students dismissed.
 - The stop over the summer is in a different location away from construction.
- **Jersey Shore Public Library** – Diane Eck
 - Summer Reading is underway.
 - The Library is hosting a Jersey Shore-opoly fundraiser with their Trustees.
 - Charlene Brungard was grateful to attend the Directors Institute in Harrisburg.
 - Library staff went into the schools to promote Summer Learning.
 - There has been some vandalism at the Library. Doug Harkness is advising the Library about security cameras.
 - They are working to get options to restructure their board and bylaws.
- **Outreach Vehicles** – John Confer
 - There was a meeting to discuss the outreach vehicles: the transit van, Bookmobile, Book's Bus, and Storymobile.
 - The James V. Brown Library board finds all of these vehicles important to our County's residents.
 - The System Administrator pointed out that according to the state statute, these vehicles must visit more locations to meet hours requirements. Member library directors can help to find more stops in their service areas to utilize these vehicles to their maximum potential.
 - A discussion followed regarding potential stops, circulation statistics, and serving schools.
 - A list of current stops will be sent to LCLS Trustees and Member Library Directors by June 21, 2024.
 - Directors and trustees can make suggestions for stops for Storymobile to the System Administrator.
 - The LCLS Funding Formula does not incentivize circulation statistics between member libraries.
 - James V. Brown Library currently funds the costs related to the operation of these vehicles.

The meeting was adjourned at 1:12 pm.

LCLS Board Meetings and locations in 2024: August 13th, Jersey Shore Public Library; December 10th, Montgomery Area Public Library

Respectfully submitted by Nina Riggle