

Lycoming County Library System Board Meeting

August 13, 2024, at noon

In-person at the Jersey Shore Public Library: 110 Oliver Street, Jersey Shore, PA and virtually via Zoom

Trustees Present: Diane Eck, President; Christie Foresman, Vice President; John Confer, Dennis Correll, Commissioner Mark Mussina, Diane Schneck

Trustees Present Virtually: Larry Stout, Treasurer, Patricia Shipman

Trustees Absent: Ben Brigandi, Secretary

System Staff Present: Amy Resh, System Administrator, Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nina Riggie, Executive Assistant to Amy Resh

Guests: Charlene Brungard, Jersey Shore Public Library, Penny Johnson, Hughesville Area Public Library

Guests Present Virtually: Canda Fogarty, Dr. W.B. Konkle Memorial Library

Call to Order: Diane Eck called the meeting to order at 12:00 pm

Public Comment:

- None

Correspondence:

- None

Review of Minutes: Minor corrections were made to the minutes and shared before the meeting. Christie Foresman made a motion to approve the amended June minutes. Dennis Correll seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- The Financial Report began with a 2023 audit review with John Compton of Baker Tilly.
- The audit was completed on May 20, 2024 and the System received an unmodified opinion.
- John Confer motioned to accept the 2023 Baker Tilly audit. Diane Schneck seconded the motion. All approved. Motion carried.
- The cash fund balance as of June 30, 2024 was \$629,677.89.
- The fourth quarter installment will be distributed in October 2024.
- The System received an eRate reimbursement in July.
- Bills were paid to Polaris and library cards, which were purchased in February.
- The cost for Summer Learning is higher than projected due to the county performer selected by member library directors.
- Christie Foresman motioned to accept the Treasurer's Report. Dennis Correll seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Kate Shaw resigned from her role as Polaris Systems Administrator. The search for her replacement has begun with interviews in the coming weeks.
- The State Aid Subsidy Application for the "Lycoming Co Lib Sys" was completed on July 19, 2024 and was approved.
- Gratitude was expressed to trustees who contacted State Senators and Representatives. The budget and fiscal language were passed in July. The 2025 funding formula and 2025 draft budget will be ready for review at the December 10, LCLS Board Meeting.
- Amy Resh is on the agenda to present to the Lycoming County Commissioners on August 22nd. Directors have been asked for details about their libraries and names of patrons interested in sharing how libraries have impacted them.

- A System-wide technology grant is being sought through BLAST IU which could allow member libraries the opportunity to request up to 100 laptops for programs which would arrive through daily transit.
- The new Storymobile driver will begin an abbreviated schedule in September. Member Library Directors and Trustees can suggest locations and contact information for the Fall 2024 Storymobile schedule to the System Administrator, Amy Resh.
- The Pine Creek Link Library location has closed at the request of McHenry Township due to a lack of use. This area is now being supported by a variety of Bookmobile stops. The route was shared with trustees present in-person.
- Touch-A-Truck events throughout Lycoming County were well received. Jersey Shore Public Library invited additional trucks to attend, bringing in over 200 patrons. Montgomery Area Public Library invited daycare facilities to attend.
- The LCLS Skating Party at Trout Pond Park on Saturday, July 27th had over 160 attendees with many grateful for the free skate rentals provided by LCLS.
- The LCLS Family Nature Adventure was canceled due to weather, the event is being rescheduled for October; details about the new date will be shared by Nicole Rader once finalized.
- Nicole Rader will share a survey for member library director feedback on the System-wide initiatives.
- Wendy Durant has taken over digital cataloging requests as time allows, there may be some delays in cataloging.
- Jen Heimbach has completed training and Interlibrary Loan has reopened.
- Dana Brigandi will be creating a social media training for LCLS member library staff and interested trustees for on-demand viewing. Any staff members who complete the program and submit a brief survey will receive continuing education credits for participating.
- The updated draft regulations from OCL contain two changes that could have an impact on LCLS libraries.
 - All directors in the Federation, formerly System, are required to work fulltime, 35 hours each week.
 - The Federation required a certified Professional Librarian. There has been no further clarification on the dual role of System Administrator and Director.
 - OCL has pushed back the submission of the draft regulations to IRRC until January 2025 to accommodate newly elected legislators. Implementation of the new regulations is projected to occur at the end of 2026.
 - Diane Schneck asked if changes were made to the regulations regarding educational requirements. The first draft education requirement changes were removed. Member library directors can continue to hold the certification level of Library Assistant, with the exception of the James V. Brown Library, based on its population served. Dennis Correll inquired as to whether there were any issues with member libraries to this standard and all libraries are meeting the educational updated draft standards.
- A bi-yearly update of the LCLS long range plan was shared with Trustees in-person.

Committee reports:

- Bylaws Committee
 - Commissioner Mark Mussina accepted a position on the Bylaws Committee. This committee contains; Diane Eck, John Confer, Christie Foresman, Commissioner Mark Mussina, and Amy Resh, System Administrator.
 - There is currently no sales tax-exempt number for the System. Edits to the bylaws are needed for tax-exempt status.

Old Business:

- LCLS Social Media/Network Policy – FINAL
 - This policy was shared with the board at the meeting in June, no changes or suggestions were made since then.
 - John Confer motioned to accept the LCLS Social Media/Network Policy. Diane Schneck seconded the motion. All approved. Motion carried.
- Hughesville Area Public Library Deficiency Review
 - Christie Foresman shared that the Hughesville Area Public Library worked with their treasurer to change their budget. They are currently on track to spend 14% of their operating budget by December.

- Gratitude was expressed for the System Administrator and the Chief Financial Officer for their help in clarifying the collection development budget percentage.
- Hughesville Area Public Library found ways to spend their 12% in a timely manner, while providing new services, Hoopla, to their patrons.
- Dennis Correll motioned to accept the Hughesville Area Public Library plan to correct their deficiency. Diane Schneck second the motion. All approved. Motion carried.
- Muncy Public Library Deficiency Review
 - Muncy Public Library will present their plan to correct their deficiency at the December LCLS Board Meeting.

New Business:

- None

Announcements:

- **Hughesville Area Public Library** – Christie Foresman
 - Patrons are enjoying Hoopla. Investments in eBooks through Libby has also been beneficial for book clubs and collection development.
- **James V. Brown Library** – John Confer
 - The library has Little League pins for sale.
 - The Author Spotlight will be held on October 10, 2024. Invitations have been sent out.
 - The library bought out CTL for The Lightning Thief: The Percy Jackson Musical and gave seats away to patrons.
 - The library plans to work with CTL again next summer.
 - The Q&A portion of the night was a favorite of attendees.
- **Dr. W.B. Konkle Memorial Library** – Dennis Correll
 - They have had more new families in to sign up for library cards.
 - Summer Reading was very busy.
- **Muncy Public Library** – Diane Schneck
 - Joint events continue to be a success, especially with Montgomery Area Public Library.
 - Their board meeting is the same evening as the LCLS Board Meeting.
- **Jersey Shore Public Library** – Diane Eck
 - The library board is working on a Jersey Shore-opoly Fundraiser through social media. They have sold all the properties on the board and are now working to sell the question cards.
 - Dana Brigandi has been a huge help in this endeavor.
 - Summer Learning ended on August 3rd.
 - The library had over 475 register for 27 programs with over 1,100 attendees to programs, not including county-wide programs.
 - They gave out 8,000 tickets to patrons who met their learning goals.
 - There were three or four programs with over 200 people in attendance, including the LCLS Touch-A-Truck event, which was attended by a nearby daycare.
- **Montgomery Area Public Library** – Larry Stout
 - There were over 1,000 participants in Summer Learning Programs.
 - They are getting a new AC unit. The municipality is covering the cost of the AC unit. There are other costs which the library has to cover.
- The System Administrator shared that the member library directors received an email asking for third-quarter updates for the Lycoming County Commissioners.
 - Commissioner Mussina encouraged libraries to share specific information on statistics and programs.

The meeting was adjourned at 1:19 pm.

LCLS Board Meetings and locations in 2024: December 10th, Montgomery Area Public Library

Respectfully submitted by Nina Riggle