



Lycoming County Library System Board Meeting  
June 9, 2026, at noon  
In-person at the James V. Brown Library  
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of April 14, 2026 minutes

Treasurer's Report

- 2025 Audit Review

System Administrator's Report

Committee Reports

- Finance Committee

Old Business

New Business

- SPARK Integrated Library Software proposal for migration
- Service Area Policy- DRAFT
- 2027 Lycoming County grant funding request discussion

Announcements

Executive Session

Adjournment

## Lycoming County Library System Board Meeting

April 14, 2026, at noon

In-person at the James V. Brown Library, 19 East Fourth Street, Williamsport, PA 17701, and virtually via Zoom

**Trustees Present:** Ben Brigandi, President; Christie Foresman, Vice President; Dennis Correll, Treasurer; John Confer, Diane Eck, Commissioner Mark Mussina, Patricia Shipman

**Trustees Present Virtually:** Mike Bender

**Trustees Absent:** Diane Schneck, Secretary

**System Staff Present:** Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Tracy Carey, North Central Library District Consultant; Nina Riggle, Executive Assistant

**Guests:** Charlene Brungard, Jersey Shore Public Library; Penny Johnson, Hughesville Area Public Library; Tom Zimmerman, Friends of the James V. Brown Library

**Virtual Guests:** Amber Adams, Muncy Public Library, Canda Fogarty, Dr. W.B. Konkle Memorial Library; Margaret Mathis, Montgomery Area Public Library

**Call to Order:** Ben Brigandi called the meeting to order at 12:05 PM.

### Public Comment:

- None

### Correspondence:

- None

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

### Financial Report: Kristin Caringi

Highlights:

- Kristin Caringi presented the January-March 2026 financial statements.
- The full amount of State Aid was distributed to member libraries in March.
- A discussion followed about the Lycoming County funding for the Lycoming County Library System.
- Dennis Correll motioned to accept the Financial Report. John Confer seconded the motion. All approved. Motion carried.

### System Administrator's Report: Amy Resh

Highlights:

- Amy Resh presented the March-April System Administrator's report.
- Amy Resh reviewed all member library 2025 Annual Reports. Five of six-member libraries are meeting the Standards for Excellence Aid. Resh is working with the Montgomery Area Public Library regarding their compliance issue.
- Tracy Carey – North Central Library District Consultant
  - The North Central Library District is the geographically largest of 30 districts in Pennsylvania, serving 500,000 residents.

- o Services provided by the District include interlibrary loan, technology support, website hosting, consulting services, professional development, continuing education opportunities, and digital resources through OverDrive.
- o The District will be hosting a development workshop led by Chad Barger, on June 10, 2026, from 11:00 AM until 12:30 PM, in-person at the District Headquarters in the James V. Brown Library. Registration is required.
- Diane Eck motioned to accept the System Administrator's Report. Christie Foresman seconded the motion. All in favor. Motion carried.

**Committee reports:**

- None

**Old Business:**

- County Commissioner Transparency Article
  - o The article was shared to refresh what had been discussed during the previous six months.

**New Business:**

- Revised State Aid Library Subsidy Applications
  - o Amy Resh presented changes that are being made to the State Aid Library Subsidy Applications.
  - o In the past, member libraries applied for waivers individually. Beginning this year, the System will apply for any required waivers.
  - o If a waiver is not granted, then a System will not be issued State Aid.
- Dennis Correll mentioned that the state has announced a push to increase the minimum wage.
  - o This would cost Konkle Memorial Library \$18,000 in salary and an additional 12% for collection expenditure, totaling around \$21,000.
  - o Amy Resh reminded trustees that the Pennsylvania Library Association has created a coordinated ask to increase the Library Subsidy.

**Announcements:**

- Jersey Shore Public Library is plugging along. They have been completing facilities repairs, preparing for Remake Learning and Summer Reading.
- James V. Brown Library will have Sips & Stories on May 16<sup>th</sup>. They are preparing for Summer Learning.
- Dr. W.B. Konkle Memorial Library will be hosting Art in the Library in May. They are excited to see the programs being done by all member libraries.
- Hughesville Area Public Library is preparing for summer reading. The trout are in the library for release in June. They have started an Own-A-Day program with great success.
- Montgomery Area Public Library is gearing up for summer. They are hosting an open-air book fair with volunteers from the community.
- Muncy Public Library is planning for Summer Learning and has 3 programs planned with the Montgomery Area Public Library. They are developing their annual appeal.
- Ben Brigandi advised trustees to consider if they would like to be on the Finance Committee; meetings will start again in July.
- Montgomery Area Public Library received a \$20,000 grant from the American Library Association.
- The Friends of the James V. Brown Library will be hosting a Book Review of Hamnet by Maggie O'Farrell on May 1<sup>st</sup> in the Lowry Room at the James V. Brown Library.
- Commissioner Mussina attributed the successes of his children to literacy exposure through the library. He inquired about library fines. Amy Resh replied that library fines are an equity issue. Libraries still charge fees for replacing library materials.

Dennis Correll motioned to adjourn the meeting. Diane Eck seconded the motion. All in favor. Motion carried.

The meeting was adjourned by Ben Brigandi at 1:20 PM.

An executive session followed the public meeting.

LCLS Board Meeting dates in 2026: 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 - May 2026**

	<u>January - May 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
<b>Income</b>				
4000 · County Coordination Aid Received	197,986	197,986	(0)	100.0%
4001 · County Coordination Aid Distributed	(197,986)	(197,986)	0	100.0%
4100 · State Aid Received	536,224	536,224	0	100.0%
4120 · State Aid Distributed	(252,879)	(252,879)	-	100.0%
4200 · Local Govt Revenue (Lycoming County Aid)	250,000	1,000,000	(750,000)	25.0%
4220 · Local Govt Aid Distributed (Lycoming County Aid)	(250,000)	(1,000,000)	750,000	25.0%
4300 · Interest Income	8,272	18,000	(9,728)	45.96%
4500 · Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4530 · E-Rate Reimbursement	-	8,000	(8,000)	0.0%
<b>Total Income</b>	<u>291,617</u>	<u>311,845</u>	<u>(20,228)</u>	<u>93.51%</u>
<b>Gross Profit</b>	291,617	311,845	(20,228)	93.51%
<b>Expense</b>				
5000 · Administrative Fees	5,000	12,000	(7,000)	41.67%
5006 · Delivery Expenses-Transit	2,500	6,000	(3,500)	41.67%
5010 · Salary & Wage Reimbursement to JVBL	49,422	132,489	(83,067)	37.3%
5290 · Internet Connection Fees	4,226	13,170	(8,944)	32.09%
5295 · Postage	-	1,500	(1,500)	0.0%
5297 · Collection Expense	9,265	21,000	(11,735)	44.12%
5300 · Library Collection Maintenance Supplies	-	6,000	(6,000)	0.0%
5330 · Office & Computer Supplies	694	500	194	138.8%
5380 · Computer Software	74,288	74,841	(553)	99.26%
5390 · Hardware Costs	-	1,300	(1,300)	0.0%
5410 · Insurance	907	1,360	(453)	66.67%
5470 · Public Awareness	2,889	10,000	(7,111)	28.89%
5490 · Accounting	2,972	6,510	(3,539)	45.65%
5530 · Miscellaneous Operating	7,759	20,175	(12,416)	38.46%
5580 · Summer Learning	1,000	5,000	(4,000)	20.0%
<b>Total Expense</b>	<u>160,922</u>	<u>311,845</u>	<u>(150,923)</u>	<u>51.6%</u>
<b>Net Income</b>	<u><b>130,696</b></u>	<u><b>-</b></u>	<u><b>130,696</b></u>	

LCLS General Fund Cash Balance-5/31/26

**\$287,971.22**

**SYSTEM ADMINISTRATOR'S REPORT****April – June 2026****Administrative**

Amy Resh attended the Directors' Meeting on May 28. Resh attended the Office of Commonwealth Libraries Statewide Gathering on May 29. Sessions included a review of the Statutory Funding Formula, proposed changes to the Regulations (PA Code 22), and a review of the Future Role of Public Libraries in Pennsylvania study conducted in 2025. She also attended the County Commissioner's meeting on June 4 to give an update on January – May 2026 services and highlight Summer Learning 2026.

Resh created an overview of the proposals for assessment from the Ivy Group and ReThinking Libraries, LLC, regarding a system-wide study as requested by the Board at the December meeting. Savannah Lorson continues to reach out to partners about potential grant funds for this System-wide project.

Resh finalized a draft of a System-wide policy for members seeking to expand or reduce service areas, as required by the Governor's Advisory Council's Guidelines for Libraries Seeking to Expand or Reduce Service Areas.

**Delivery and Fleet**

In April and May, 12,143 items were delivered between member libraries.

Andrew Henley joined the team as Deputy System Administrator overseeing Outreach Services in April. Thank you to Kristin Caringi for overseeing Outreach during this transitional time. Thank you to Leslie Crooks for her help and support with onboarding Henley and our new outreach vehicle drivers. El Rossman is our new Adult Outreach Professional (Bookmobile), joining us from Clinton County. Melody Costa is our new Youth Outreach Professional (Storymobile), joining us from York County.

During the Spring 2026 Outreach Session, the Book's Bus and Bookmobile were active, with the latter ending early on March 20, 2026, due to staffing changes. We served 25 of the 36 unclaimed municipalities in Lycoming County during this session. For the Summer 2026 Outreach Session, which begins on June 8, we anticipate that every vehicle will have a full schedule of stops throughout Lycoming County, serving 100% of county municipalities.

**Programming and Youth Services**

The shared County-wide Summer Learning Performers' dates and times for the events with Paleontologists Mike and Roberta Straka are:

- June 17th - 11:00 am at Muncy Public Library
- June 17<sup>th</sup> - 2:00 pm at Montgomery Area Public Library (Park Location)
- July 7th - 11:00 am at Hughesville Public Library
- July 7th - 2:00 pm at Dr. W.B. Konkle Memorial Library
- August 8th - 10:00 am at James V. Brown Library
- August 8th - 1:00 pm at Jersey Shore Public Library

## **Technology**

Doug Harkness completed 27 work orders for member libraries since the last meeting.

Harkness updated the software on all public computers in member libraries during May as part of the Reboot/Restore software timeline. Harkness is in the early stages of investigating the easiest way for member libraries to meet ADA compliance requirements for websites that contain PDF documents.

## **Technical Services**

Wendy Durant loaded 77 vendor files into Polaris containing 1,102 bibliographic records, performed copy cataloging for 596 items, added item records for 607 items, and physically processed 123 items. In addition, she added 61 new digital items to the collection. Patti Eichensehr added 1,283 item records into Polaris and physically processed 569 items.

Chris Harris processed 172 Interlibrary loan requests to borrow items; received and processed 219 items; and returned 203 items. He loaned 153 items from five-member libraries.

Marci Hubler created 52 original bibliographic records in Polaris: 44 for MAPL, 1 for HAPL, 3 for JVB, and 4 for outreach. She created and launched new Polaris permissions for Public Services staff with individual user IDs for all member libraries. Hubler provided Polaris support, including creating Polaris credentials for new employees, running Polaris reports, and creating new shelf locations.

## **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.

Lorson completed and distributed the first LCLS Quarterly Report, which was shared directly with the Lycoming County Commissioners, distributed as a press release to local media outlets, and promoted through LCLS social media channels to highlight the impact and value of library services across the county.

Lorson also wrote and distributed a press release on behalf of Montgomery Area Public Library announcing their ALA grant award.

Social media update:

- Facebook – 225 followers since August 2024
- 4 posts in April
- 1,670 views in April

Lorson attended the County Grant Workshop on May 20 to inquire about potential funding opportunities that may benefit the System.

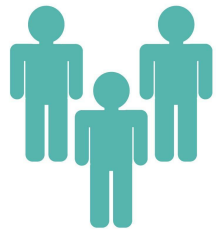
Lorson has also been working on LCLS advocacy efforts, including developing an LCLS advocacy one-pager for Board use, at their request, and a funding impact piece for the Commissioners outlining the importance of continued library funding and how funding cuts directly affect member libraries throughout the System.

Lorson is working on promotional materials for shared LCLS Summer Learning programs and exploring additional advocacy initiatives for the System, including community awareness tools such as yard signs.



# Marketing Report

Year-to-date January 1 – April 30, 2026



69,328  
in-person visits  
YTD 2025: 69,090



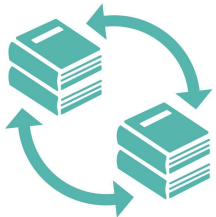
132,415  
web views  
YTD 2025:  
164,201



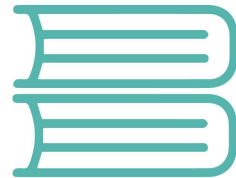
5,465 internal  
computer usage  
YTD 2025: 5,683



49,001  
Wi-Fi usage  
YTD 2025:  
52,547



220 items transferred  
through InterLibrary  
Loan (ILL) and 500  
items delivered to  
FCC Allenwood



139,713 physical  
checkouts  
YTD 2025: 153,222



24,035 eBook,  
e-audiobook, &  
magazine checkouts  
YTD 2025: 23,116



13,339 items checked  
out on outreach  
vehicles and Link\*  
YTD 2025: 17,943  
*\*100% of Lycoming County residents  
served by outreach vehicles*



776 new library  
cardholders  
for a total of  
56,851\* cards  
*\*49% of Lycoming County  
residents*



Residents saved over  
\$2,390,131.31 by using  
their local library in 2026,  
or \$20.93 per person\*  
*\*based on 114,188 county residents*



Lycoming County Library System (LCLS) connects residents across the six-member libraries, providing essential access to education, technology, and community resources throughout the county.

In 2025:

- 221,859 in-person visits across LCLS member libraries
- Over \$7.2 million in total value returned to Lycoming County residents

Libraries are a shared countywide resource that support workforce development, education, and quality of life in every community.

### What's Already Happening

- Libraries operating at minimum state-required hours with no ability to reduce further
- Some Libraries not able to offer cost-of-living increases for staff due to budget constraints
- Reduced funding for program materials and performers, limiting the patron experience
- Delays in technology upgrades, impacting public computer access
- Outreach and off-site services were reduced, impacting rural families in the county
- Increased staff time spent on grant writing and fundraising just to maintain operations
- Fewer new materials purchased, leading to longer wait times for patrons

### Impact on Residents

- Working families have fewer evening access points
- Families experience fewer programs, especially outside of the summer months
- Job seekers face barriers due to outdated or limited technology
- Students have fewer educational supports and enrichment opportunities
- Staff capacity is stretched, reducing the level of service patrons receive
- Libraries are forced to make short-term decisions that impact long-term sustainability
- Seniors and rural residents face increased barriers to materials

### Why County Investment Matters

Library funding is not flexible in the way many assume:

- Grants rarely fund staff, which is the largest and most essential expense
- State aid requires libraries to meet strict service and staffing standards
- Continued cuts make it harder to maintain eligibility for state funding

Libraries maximize every dollar:

- Providing free access to books, technology, and programs
- Supporting workforce readiness and digital literacy
- Serving as critical infrastructure for rural and underserved populations

Reduced investment leads directly to reduced access.

### Call to Action

We respectfully ask Lycoming County Commissioners to prioritize sustainable funding for the Lycoming County Library System at the 2026 rate of \$1 million/year.

An investment in LCLS is an investment in every community across the county; supporting education, economic opportunity, and quality of life for all residents.



ILS Projected Pricing  
 2027 & 2028  
 Updated June 2026

Pricing is based on the number of service outlets and number of cataloged items.

<b>2027</b>	<b>Projected LCLS Cost</b>
Migration Cost (100% covered by state grants)	\$0
First Year Membership (nine service outlets & 300,000-499,999 items) (49% covered by state grants)	\$7,750
Onsite Staff Training (100% covered by state grants)	\$0
Total Spark Cost	\$7,750
Polaris Cost (contracts must overlap for migration)	\$74,371.67

<b>2028</b>	<b>Projected LCLS Cost</b>
Service Outlets (nine service outlets)	\$15,543
Number of items 300,000 - 499,999	\$11,513
Front End PAC Interface – Base Cost	\$3,500
Total Spark Cost	\$30,556
Polaris Cost	\$0

## Service Area Policy

The purpose of this policy is to outline, within the Lycoming County Library System (LCLS), what a service area is and the process for changing service areas. A service area is defined as the municipality or municipalities that a library or library system claims for state aid. Service areas of each member library are defined by the Office of Commonwealth Libraries and accepted by the LCLS System Board and member libraries.

Regardless of any changes to a library's service area, state-aided libraries shall continue to serve all residents of Lycoming County equitably as members of the Library System and as defined by each library's Borrowing Policy.

Pennsylvania Library regulations, 22 PA. Code §141.24 (b)(4) states that within a system, the local library's "effective service area shall be construed to be the geographic area from which come 60% of the unit's (member library's) registered borrowers and usage."

### Expansion of Service Area

A library that is a member of the System may request that a municipality be added to its legal service area under the following conditions:

1. The process shall begin with a conversation amongst the library director(s), system administrator, and district consultant on the implications of service area changes.
2. If the service area is to be expanded, the library must first confirm that it can meet the standards for an increased population, in keeping with the LCLS Participation Agreement, where each member library must meet the Standard for Excellence Aid.
  - a. If the member library cannot meet the standards, it cannot apply for a service area change until it is able to fulfill all Standards for Excellence Aid.
3. If the member library can meet the standard for Excellence Aid for the revised service area, the library board shall submit a request to the municipality to become the designated library of service for that municipality by resolution or statement of intent to provide annual support to the library.
4. If the member library can meet the standard for Excellence Aid for the revised service area and the municipality agrees to designate the library as its library of service, the library shall submit a formal, written request to the System Board of

Trustees. The request shall include justification for the change, with supporting data appropriate to the situation and in keeping with the Pennsylvania Library regulations, 22 PA. Code § 141.24 (b)(4). The request shall also include a description of how the library meets the standards. The System Board of Trustees shall respond to the Library's request within 90 days.

5. If the System Board of Trustees agrees to cede the service area to the library, they must vote at a regularly scheduled meeting of the board.
  - a. The James V. Brown Library Board of Trustees also must agree to cede the service area, as the System Headquarters, where all unclaimed municipalities are served.
6. If the requesting board wishes to dispute the decision of the federated system board or the System headquarters board, it may submit a concise request in writing for advisory assistance to the State Aid office of the Office of Commonwealth Libraries (OCL) within 60 days.
7. OCL will respond with advice to all libraries involved.

Please note:

- If a library's service area is expanded, it must agree to serve that area for a minimum of 10 years, per the Regulations, 22 Pa. Code § 141.21 (6), unless an exception applies.
- Municipalities must share a common border with a current service area that the member library serves. The only exception to this rule is the System Headquarters, which is mandated to serve all unclaimed areas of the County by virtue of its role as a Library System.

### Reduction of Service Area

1. The process shall begin with a conversation amongst the library director, system administrator, and district consultant on the implications of service area changes.
2. The member library must discuss with the municipality the service change and receive a resolution from the municipality designating that the library is no longer its library of service.
3. If the change is initiated by a member library, the member library shall submit a formal, written request to the System Board of Trustees. The request shall include justification for the change, with supporting data appropriate to the situation.
4. The System Board of Trustees shall respond to the library's request within 90 days.

5. If the requesting board wishes to dispute the decision of the federated system board or the System headquarters board, it may submit a concise request in writing for advisory assistance to the State Aid office of the Office of Commonwealth Libraries (OCL) within 60 days.
6. OCL will respond with advice to all libraries involved.

Please note:

- Municipalities contributing dedicated tax dollars to a library must remain as part of that library's service area.