



Lycoming County Library System Board Meeting
August 11, 2026, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of June 9, 2026 minutes

Treasurer's Report

System Administrator's Report

Committee Reports

- Finance Committee
- Community Approach Committee

Old Business

- Service Area Policy- FINAL
- Member Library Deficiency Plan- Update

New Business

Announcements

Adjournment

Lycoming County Library System Board Meeting
June 9TH 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; Diane Schneck, Secretary; Diane Eck; John Confer; Tricia Shipman

Trustees Present Virtually: Mike Bender

Trustees Absent: Commissioner Mark Mussina

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer, Marci Hubler, Polaris Systems Administrator; Allison Panczyszn, Executive Assistant

Guests: Tom Zimmerman, Friends of the James V. Brown Library; Penny Johnson, Hughesville Area Public Library; Liz Mahaffy, Baker Tilly

Virtual Guests: Charlene Brungard, Jersey Shore Public Library; Amber Adams, Muncy Public Library, Brette Confair, James V. Brown Library

Call to Order: Ben Brigandi called the meeting to order at 12:02 pm

Public Comment:

- None

Correspondence:

- A Thank You card from Dennis Correll was passed around to all the Trustees.

Review of Minutes: Christie Foresman motioned to approve the April 2026 minutes. Dennis Correll seconded the motion. All approved. Motion carried.

Financial Report: Kristin Caringi

Highlights:

- Liz Mahaffy was present as a representative of Baker Tilly to present the 2025 Audit Report
- Christie Foresman motioned to approve the 2025 Audit Report. Dennis Correll seconded the motion. All approved. Motion carried.
- The timeline for the next aid payment will be at the end of Quarter Two, with a hopeful payment by the end of July.
- Ben Brigandi will follow up with Commissioner Mark Mussina about when the Aid documents are due.
- Diane Eck motioned to approved the Financial Report. Diane Schneck seconded the motion. All approved. Motion carried.

System Administrator's Report: Amy Resh

Highlights:

- Amy Resh attended the OCL Statewide Gathering, where she attended sessions on proposed changes to Regulations and a Review of the Future Role of Public Libraries in Pennsylvania 2025 study.
- Advocacy sheets were given to County Commissioners to highlight positive details about member libraries, as well as the challenges the libraries are facing due to funding cuts. Summer Learning TABs were also distributed.
- An update was given on Outreach vehicles, with our new Adult Outreach Professional, El Rossman, having finished her training and starting her regular routes. Our Youth Outreach Professional, Melody Costa, is finishing up her training and will be on the road soon.

- Diane Eck motioned to approve the System Administrator's Report. Dennis Correll seconded the motion. All approved. Motion carried.

Committee reports:

- Ben Brigandi proposed the creation of a Finance Committee, which would meet bi-monthly starting in July.
- Dennis Correll, John Confer and Tricia Shipman all volunteered to be a part of this committee. Kristin Caringi will also sit in on these meetings.

Old Business:

- None

New Business:

- SPARK Integrated Library Software Proposal
 - Amy Resh proposed to the Board that the system migrate from Polaris to SPARK in the first quarter of 2027
 - Resh detailed the benefits of switching to a new Integrated Library Software
 - All six LCLS Library Directors voted to switch to SPARK at their May meeting.
 - Diane Eck motioned to switch from Polaris to SPARK in 2027. Dennis Correll seconded the motion. All approved. Motion carried.
- Service Area Policy Draft
 - Amy Resh presented her draft for the Service Area Policy, which all Library systems are required to have, per the Governor's Advisory Council guidelines.
 - Resh noted that a vote on approval of the Draft was not required at this time.
- 2027 Lycoming County Grant funding request
 - Resh proposed that the system request level funding from the County in 2027.
 - John Confer suggested the creation of a committee to create an organized approach to the County Commissioners when making additional funding requests.

Announcements:

- James V. Brown Library gave an update on upcoming events including Summer Learning Kickoff, Boots and Brew and the Annual Gala.
- Muncy Public Library announced 38 summer programs, several of which are in conjunction with the Montgomery Area Public Library, including Summer Alive park days.
- Jersey Shore Public Library announced they already have 350 sign ups for Summer Learning, as well as a Little League watch party coming up this August.
- Hughesville Area Public Library are still having AC/HVAC issues, which has already forced an early closure due to heat.
- Dr. W.B. Konkle Memorial Library recently hosted an Art at the Library Event, and networked at the Art at the Montoursville High School event.
- The NCLD will be hosting a fundraising training on June 10th with guest Chad Barger.

Diane Eck motioned to adjourn the meeting. Dennis Correll 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: August 11th, October 20th, and December 8th at noon at the James V. Brown Library

Respectfully submitted by Allison Panczyszyn



**General Fund
Budget vs. Actual
January - July 2026**

	<u>January - July 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
Income				
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)	500,000	1,000,000	(500,000)	50.0%
4220 · Local Govt Aid Distributed (Lycoming County Aid)	(500,000)	(1,000,000)	500,000	50.0%
4300 · Interest Income	9,572	18,000	(8,428)	53.18%
4500 · Contributions, Gifts & Donations	-	2,500	(2,500)	0.0%
4530 · E-Rate Reimbursement	6,959	8,000	(1,041)	86.99%
Total Income	<u>299,876</u>	<u>311,845</u>	<u>(11,969)</u>	<u>96.16%</u>
Gross Profit	<u>299,876</u>	<u>311,845</u>	<u>(11,969)</u>	<u>96.16%</u>
Expense				
5000 · Administrative Fees	7,000	12,000	(5,000)	58.33%
5006 · Delivery Expenses-Transit	3,500	6,000	(2,500)	58.33%
5010 · Salary & Wage Reimbursement to JVBL	74,902	132,489	(57,587)	56.53%
5290 · Internet Connection Fees	6,572	13,170	(6,598)	49.9%
5295 · Postage	-	1,500	(1,500)	0.0%
5297 · Collection Expense	10,959	21,000	(10,041)	52.18%
5300 · Library Collection Maintenance Supplies	1,373	6,000	(4,627)	22.88%
5330 · Office & Computer Supplies	63	500	(437)	12.59%
5380 · Computer Software	74,288	74,841	(553)	99.26%
5390 · Hardware Costs	-	1,300	(1,300)	0.0%
5410 · Insurance	1,360	1,360	-	100.0%
5470 · Public Awareness	4,817	10,000	(5,183)	48.17%
5490 · Accounting	2,972	6,510	(3,539)	45.65%
5530 · Miscellaneous Operating	10,270	20,175	(9,905)	50.9%
5580 · Summer Learning	1,000	5,000	(4,000)	20.0%
Total Expense	<u>199,075</u>	<u>311,845</u>	<u>(112,770)</u>	<u>63.84%</u>
Net Income	<u>100,801</u>	<u>-</u>	<u>100,801</u>	
LCLS General Fund Cash Balance-7/31/26	\$257,176.52			

SYSTEM ADMINISTRATOR'S REPORT**June - August 2026****Administrative**

Amy Resh attended the Directors' Meeting on July 28. She also compiled the second-quarter reimbursement receipts and files, as requested by the County, in early July. She completed the Lycoming County Grant Application scope of work for the System's 2027 funding request.

Resh finalized the 2025 annual report for the System as the process for the roll-up has changed again this year. The Office of Commonwealth Libraries has released a list of due dates for 2026:

- Waiver Assessments for Libraries (WAFL) – Available Now (Training on August 13)
- SALSA Open: Monday, August 17, 2026
- SALSA Close: Friday, September 25, 2026
- Audits and Financial Reviews Deadline– October 1, 2026
- Plans for the Use of State Aid Open: Wednesday, October 28, 2026 (Tentative)
- Plans for the Use of State Aid Close: Friday, November 20, 2026 (Tentative)

Resh did not receive any questions, comments, or concerns since the June 9 LCLS board meeting for the 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 June, 6,890 items were delivered between member libraries. Kristin Caringi will shadow Bill Ruffing on his daily delivery route in August, in keeping with the quarterly schedule, to ensure a seamless intralibrary loan experience for member libraries and patrons.

The three outreach vehicles (Book's Bus, Bookmobile, and Storymobile) delivered full service throughout the Summer months. The current Outreach Session concludes on August 21, 2026. Throughout the term, we attended 94 unique locations and impacted 589 patrons via the Book Bus, 167 patrons via the Bookmobile, and 240 patrons via Storymobile. All 52 municipalities in Lycoming County are served by vehicle or brick-and-mortar building. Savannah Lorson will join the Bookmobile at an outreach initiative at Meile Manufacturing on August 13.

To combat loneliness and late-life depression among the growing senior population, the outreach team has launched the Adopt-A-Grandparent program. Supported by nearly seven senior living communities, this initiative features a youth "take-and-make" card-writing activity for National Grandparents Day, fostering meaningful intergenerational connections between local children and older adults.

Looking ahead, outreach vehicles will briefly pause for our standard off-road service to prepare for the Fall schedule, which runs from September 9 through December 18, 2026, and will reach 100% of Lycoming County municipalities. Concurrently, updated service

continuity efforts in Plunketts Creek Township highlight the library system's commitment to adapting its operations and balancing rural community needs as use evolves.

Programming and Youth Services

The LCLS Summer County Performer, The Straka's, have received positive reviews from four out of the six library members. They will visit both Jersey Shore and James V. Brown Libraries on Saturday, August 8. Nicole Rader has reached out to all of the LCLS Directors regarding the final LCLS Shared Event. Coordination and collaboration for this November event will be ongoing. November is National Family Literacy Month, and Rader will visit each Library. A feedback survey for this year's shared events will go out in November.

Technology

Doug Harkness completed 19 LCLS work orders since the last board meeting.

Hughesville Area Public Library worked with Harkness to order new networking equipment, with installation slated for mid-August. Muncy Public Library purchased a new printer; Harkness was on location in July to support the installation.

Technical Services

Wendy Durant loaded 58 vendor files into Polaris containing 1,184 bibliographic records, performed copy cataloging for 669 items, added item records for 489 items, and physically processed 133 items. 66 new digital items were added to the collection. Patti Eichensehr added 1,018 item records into Polaris and physically processed 412 items. Chris Harris processed 209 Interlibrary loan requests to borrow items; received and processed 155 items; and returned 117 items. He loaned 189 items from the member libraries.

Marci Hubler created 35 original bibliographic records in Polaris: 27 for MAPL, 2 for HAPL, 1 for JVB, 1 for JSPL, 4 for MPL. She continues to provide Polaris support, including creating instructions to properly add item records and running reports. Hubler continues research and database cleanup in preparation for the system migration from Polaris to SPARK.

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 second LCLS Quarterly Report at the beginning of July, which was shared directly with the Lycoming County Commissioners.

Social media update:

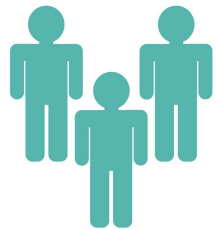
- Facebook – 237 followers since August 2024
- 12 posts in July, 1,218 views in July

Lorson submitted a grant application through the Pennsylvania Department of Education for funding for the LCLS consulting project. The application is in the peer review process, and notification will come this fall if we are accepted.



Marketing Report

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



109,005
in-person visits
YTD 2025: 111,135



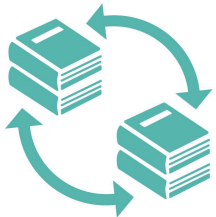
233,424
web views
YTD 2025:
219,578



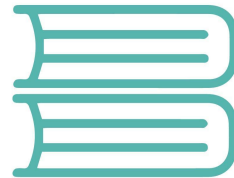
8,324 internal
computer usage
YTD 2025: 8,656



75,055
Wi-Fi usage
YTD 2025:
76,226



381 items transferred
through InterLibrary
Loan (ILL) and 700
items delivered to
FCC Allenwood



210,575 physical
checkouts
YTD 2025: 230,781



36,333 eBook,
e-audiobook, &
magazine checkouts
YTD 2025: 34,879



17,589 items checked
out on outreach
vehicles and Link*
YTD 2025: 19,736
**100% of Lycoming County residents
served by outreach vehicles*



1,273 new library
cardholders
for a total of
49,577* cards
**43% of Lycoming County
residents*



Residents saved over
\$3,460,117.50 by using
their local library in 2026,
or \$30.30 per person*
**based on 114,188 county residents*

Lycoming County Library System

Finance Committee Meeting

July 21, 2026, 11:30 AM

Trustees Present: Ben Brigandi, President; Dennis Correll, Treasurer; John Confer; Tricia Shipman

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Allison Panczyszn, Executive Assistant

At the June 2026 board meeting, Brigandi approved the creation of a Finance Committee for the 2027 funding formula, with a goal to have it set by October, 2026.

During the creation of the 2026 funding formula in 2025, the finance committee looked at four different categories to determine where the data for the formula could come from. Those categories are: population, circulation, door count and computer/Wi-Fi use

No changes were made to last year's formula, because of the insecurity of the state funding. This year's state budget lists flat funding.

Brigandi continued the discussion with the following questions regarding the 2027 formula:

- Is there other data that LCLS can use for the funding formula?
- What goals does the Board have if it is decided to change the formula?
- What kinds of library needs should be addressed during this change?

Correll would like stick with the population category for the funding formula, which is also used by the state to determine funding. He reiterated that this is the most consistent area for data, as it is less likely to be manipulated and is a known constant. Confer seconded Correll's thoughts

Brigandi proposed that, within the formula, each library should be given a lump sum of money, as not every member library has reserves to pull from. For example, each library will receive their funding based on population, plus an additional X amount of dollars.

- Correll brought up the point that it would be difficult to pull from our reserves for this, as many libraries are already pulling from reserves to pay the bills.
 - Additionally, due to interest rate cuts, the LCLS reserves are not making as much in interest as previous years
- Confer questioned where this extra money would be coming from, and Brigandi suggested it would come from James V. Brown Library's allocation. Confer noted that JVB has already made significant budget cuts and may not be able to afford additional ones.

Attention was brought to the current budget, and the 2027 budget, and there was discussion around potential decreases in salary expenses in 2027, after an internal review. It was mentioned that maintenance staff was taken off of the 2026 budget, showing a change of \$5,904 from 2025 to 2026, as directed by the LCLS board.

A discussion was also held about member libraries staying in compliance with the LCLS member agreement, and how member libraries are able to stay up to date on meeting membership requirements. There was a note made about MAPL not meeting state requirements, and how a library not meeting standards could affect State Aid funds.

Committee members returned to the discussion of reserves, noting that the 2026 budget did not pull from the reserves, but they have been declining from year to year. However, Caringi noted that LCLS is currently on track with the 2026 budget, and Resh noted the savings the budget will see after the integrated library system migration from Polaris to SPARK in the 2028 budget year.

**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				\$283,345					
				\$536,224					

	2026	2026	2025
	LCLS % of Salary	LCLS Salary	LCLS Salary
System Administrator	20%	\$27,260	\$27,260
CFO	20%	\$20,191	\$20,191
HR/Payroll	20%	\$14,207	\$14,207
Collections & Technical Services & Polaris Administrator	20%	\$14,763	\$14,763
IT Support	20%	\$13,000	\$13,000
Social Media & Marketing	10%	\$7,750	\$7,750
Outreach Services	10%	\$8,445	\$8,445
Programming/County Performer	10%	\$6,093	\$6,093
Facilities	0%	\$0	\$5,904
Interlibrary Loan/Books By Mail	20%	\$6,465	\$6,465
Cataloging	25%	\$10,004	\$10,004
Technical Services	20%	\$4,311	\$4,311
Grand Total-Salaries		\$132,489	\$138,393

Lycoming County Library System/James V. Brown Library

Committee on Community Approach

July 28, 2026, 12pm

Trustees Present: John Confer, Committee Chair; Ben Brigandi, Lycoming County Library System President; Dennis Correll, Lycoming County Library System Treasurer; Rick Mirabito, James V. Brown Library Secretary

Trustees Absent: Brette Confair, James V. Brown Library President; Marshall Welch, James V. Brown Library Treasurer

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Allison Panczyszyn, Executive Assistant

This committee was created to discuss how the Lycoming County Library System communicates with the County Commissioners, and how communication and relationships can be improved.

Confer began the discussion with previous ways the System and member libraries have approached the Commissioners, noting that having Karl Fry, and a father and his children, speak at County Commissioner Meetings appeared to be effective in the past. He suggested that it may be in the System's best interest to find supporters of the Commissioners, and approach those supporters to publicly support libraries.

Brigandi then presented some ideas, stating that we need new faces to support the System at Commissioners meetings, particularly men and those of the working class.

Correll presented the idea of a long-term approach, in the form of a yearly calendar. This calendar would track important dates throughout the year (such as Quarterly Reports, aid distribution dates, when the System is on the meeting agenda, etc.) as well as events that the System feels should be presented to the Commissioners (Summer Learning, grant awards, etc.). Confer seconded the idea of a calendar

Resh highlighted current work: sending quarterly reports, presenting at a County Commissioner's meeting twice a year, and connecting with state representatives. Resh was concerned that if the System leads with negativity, it could lead to funding cuts.

Confer hypothesized that if the System is able to continue its operations despite the cut in funding, then that may prove to that funding levels could be decreased. It was noted that many member libraries are dipping into their endowments/reserves to cover the additional costs. Resh presented an idea to the System as a whole to cut either programs or hours, but these suggestions were turned down by directors.

It was agreed that the meeting minutes should be presented at the System board meeting in August for further review prior to scheduling another committee meeting.

Lycoming County Library System Yearly Community Connections Calendar

January

-

February

- LCLS Board Packet (all trustees)

March

- Propose a resolution for National Library Week

April

- Q1 update advocacy/programming
- LCLS Board Packet (all trustees)
- National Library Week

May

- Attend commissioner meeting to highlight Remake Learning events and summer learning events with invitations to events

June

- Begin next year's County Allocation request paperwork
- LCLS Board Packet (all trustees)

July

- Q2 update advocacy/programming

August

- LCLS Board Packet (all trustees)

September

October

- Q3 update advocacy/programming
- LCLS Board Packet (all trustees)

November

- Attend commissioner meeting or write a letter regarding County Coordination Aid funds use (required by statute)

December

- Q4 update advocacy/programming
- LCLS Board Packet (all trustees)

Extras:

Ribbon cuttings, celebrations, anniversaries, etc.

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.