Lycoming County Library System Board Meeting
October 20, 2026, at noon
In-person at the James V. Brown Library
and virtually via Zoom

Call to Order

Public Comment

Correspondence

Review of August 11, 2026 minutes

Treasurer's Report

System Administrator's Report

Committee Reports
- Community Approach Committee

Old Business
- Member Library Deficiency Plan- Update

New Business
- LCLS Quarterly Initiatives 2027
- 45th anniversary celebration for 2028- discussion

Announcements

Adjournment

**Lycoming County Library System Board Meeting**
**August 11th, 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 Eck; Tricia Shipman; Commissioner Mark Mussina

**Trustees Present Virtually:** John Confer; Mike Bender

**Trustees Absent:** Diane Schneck, Secretary

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

**Guests:** Andrew Henley, James V. Brown Library; Penny Johnson, Hughesville Area Public Library; Tom Zimmerman, Friends of the James V. Brown Library; Annie Aumen, Plunketts Creek Township; Patricia Johnson, Plunketts Creek Township

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

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

**Public Comment:**
- None

**Correspondence**:
- Brigandi made note of a letter he received from Plunketts Creek Township, which was shared via email with the rest of the Trustees.

**Review of Minutes:** Correll motioned to approve the June 2026 minutes. Foresman seconded the motion. All approved. Motion carried.

**Financial Report:** Kristin Caringi
Highlights**:**
- The Lycoming County Library System received their 2nd Quarter funds, and were then disbursed to member libraries. State Aid Funds have been distributed in full to all member libraries. E-rate funds were also received for 2026.
- Guest Johnson from Plunketts Creek Township addressed the change in service, asking many questions. Resh noted that Plunketts Creek Township service is a off-set of the James V. Brown Library, and therefore not a System Board discussion.
- Foresman motioned to approve the Financial Report. Eck seconded the motion. All approved. Motion carried.

**System Administrator's Report:** Amy Resh
Highlights**:**
- Resh noted the changes from the Office of Commonwealth Libraries in regards to the Waiver Assessment process, and that as of right now, the System will not need to apply for one for 2025.
- Outreach is currently looking for a new Bookmobile driver, however, the fall schedule is being planned with 100% of county municipalities once again being reached.

- The grant application for the System's consulting project was submitted, with a decision to be made in the fall.
- Correll motioned to approve the System Administrator's Report. Foresman seconded. All in favor. Motion carried

**Committee reports:**

- Finance Committee
    - The committee met to discuss whether changes to the funding formula would be made for next year; however the committee agreed to keep the formula the same. It was noted that state aid would be level in 2027.
- Community Approach Committee
    - The committee met to discuss the ways the System currently interacts with the community and what could be done to improve it. Confer noted that the committee was created to ensure that the System approached the County Commissioners as intentionally as possible.
    - Mussina feels that the presentations to the Commissioners given by Resh are well-received and on-point. He also noted that he is optimistic that the System will receive level county aid next year.

**Old Business:**

- Service Area Policy
    - Resh noted that she received no comments, questions or concerns before the vote on the draft. Eck brought up a concern from the Jersey Shore Public Library board regarding the portion of the policy about ceding unclaimed service areas. It was noted that this policy is required by the Office of Commonwealth Libraries and the process was created by the Governor's Advisory Council.
    - Confer motioned to approve the Service Area Policy. Correll seconded. The motioned received five votes in favor and three votes opposed. Motion passed.
- Member Library Deficiency Plan – Update
    - An update was given on the Montgomery Area Public Library Director's education plans to meet the State and System Requirements. The Director is currently scheduled to meet these requirements in the Spring of 2027, which would require the system to apply for a waiver.
    - A handful of options were given to ensure that the System would not need to apply for a waiver, with the most popular option being the hiring of an interim Director until the current Director finishes her degree. Bender will give an update in mid-September on the progress of finding and appointing this interim Director.

**New Business:**

- None

**Announcements:**

- The Jersey Shore Public Library had a record-breaking Summer Reading this year. They are in the process of hiring a new Director, with a candidate being proposed to the Board at the August 11th meeting. Their current Director's last day is August 20th.
- The James V. Brown Library's annual Gala is on September 10th, with author Bruce Holsinger attending in person. The Friends of the Library will be hosting their Fall Book Sale from September 17th through 19th.
- The Montgomery Area Public Library will be hosting an Open-Air Book Fair on August 22nd, with 41 authors signed up to attend, as well as a representative from 30 West Publishing.

- The Muncy Public Library had their sixth annual Firefighter event, to great success. They also had 49 Summer Reading programs this year, many of which were in partnership with the Montgomery Area Public Library.

Foresman motioned to adjourn the meeting. Eck seconded the motion. All in favor. Motion carried.

The meeting was adjourned by Brigandi at 1:17 PM.

LCLS Board Meeting dates in 2026: October 20th, and December 8th at noon at the James V. Brown Library.

*Respectfully submitted by Allison Panczyszyn*




# General Fund
## Budget vs. Actual
## January - September 2026

| | January - September 2026 | 2026 Budget | 2026 Budget Variance | % of 2026 Budget |
|---|---|---|---|---|
| **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** | 10,262 | 18,000 | (7,738) | 57.01% |
| **4500 · Contributions,Gifts & Donations** | - | 2,500 | (2,500) | 0.0% |
| **4503 . Remake Learning Grant** | 500 | - | 500 | 100.0% |
| **4530 · E-Rate Reimbursement** | 6,959 | 8,000 | (1,041) | 86.99% |
| **Total Income** | 301,066 | 311,845 | (10,779) | 96.54% |
| **Gross Profit** | 301,066 | 311,845 | (10,779) | 96.54% |
| **Expense** | | | | |
| **5000 · Administrative Fees** | 9,000 | 12,000 | (3,000) | 75.0% |
| **5006 . Delivery Expenses-Transit** | 4,500 | 6,000 | (1,500) | 75.0% |
| **5010 · Salary & Wage Reimbursement to JVBL** | 95,286 | 132,489 | (37,203) | 71.92% |
| **5290 · Internet Connection Fees** | 8,292 | 13,170 | (4,878) | 62.96% |
| **5295 . Postage** | 246 | 1,500 | (1,254) | 16.4% |
| **5297 . Collection Expense** | 16,195 | 21,000 | (4,805) | 77.12% |
| **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** | 6,431 | 10,000 | (3,569) | 64.31% |
| **5490 · Accounting** | 4,630 | 6,510 | (1,880) | 71.12% |
| **5530 · Miscellaneous Operating** | 12,003 | 20,175 | (8,172) | 59.5% |
| **5580 . Summer Learning** | 3,100 | 5,000 | (1,900) | 62.0% |
| **Total Expense** | 236,766 | 311,845 | (75,079) | 75.92% |
| **Net Income** | **64,299** | **-** | **64,299** | |

**LCLS General Fund Cash Balance-9/30/26** **$220,668.28**

**SYSTEM ADMINISTRATOR'S REPORT** **August – October 2026**

## Administrative

Amy Resh attended the Directors' Meeting on September 22. She compiled the third-quarter reimbursement receipts and files in early October, per the reimbursement schedule to request County Aid. Resh and Caringi met with the Hartman Insurance Agency on August 27 to review the System's policies. Resh attended the Association of Pennsylvania Public Library Systems meetings on August 25, September 22, and October 5.

Resh met with the new Director of the Jersey Shore Public Library for System orientation on September 1. She attended the Community Approach Committee meeting on September 15 and attended training on Mitigating Unconscious Bias on September 29.

Resh reviewed and submitted the State Aid Library Subsidy Application for member libraries and the System because the roll-up process changed this year. As a reminder, the Office of Commonwealth Libraries has released a list of due dates for 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 and LCLS staff will present a review of progress on the System's long-range plans at the December board meeting.

## Delivery and Fleet

Between July and September, 20,074 items were delivered between member libraries. Amy Resh will shadow Bill Ruffing on his daily delivery route in November, in keeping with the quarterly schedule, to ensure a seamless intralibrary loan experience for member libraries and patrons.

From September 8 through October 6, 2026, Outreach Vehicles recorded 1,227 patron contacts across 139 completed service visits. Compared with the same period in 2025, patron contacts increased by 5.1%, completed visits increased by 2.2%, and scheduled service hours increased by 7.9%. Average attendance also increased slightly, from 8.6 to 8.8 patrons per visit.

The year-over-year comparison reflects a significant change in service delivery. The 2025 data included Book's Bus and Bookmobile service, while the 2026 data includes Book's Bus and Storymobile service, with no completed Bookmobile stops recorded during the comparison period. Despite that change, overall patron contacts increased.

- Storymobile produced meaningful individual literacy outcomes. Melody Costa reported engaging a nonverbal student through shared reading and helping a usually quiet three-year-old participate extensively during storytime. Teachers said it was the most they had heard the child speak.

- Public schedule accuracy was improved. After Costa identified discrepancies between LibCal and the public websites, the issue was corrected, and Leslie Crooks verified that schedules and cancellations were displaying accurately.
- Outreach communication and reporting were strengthened. Crooks initiated a weekly wrap-up process to capture service successes, operational challenges, and upcoming priorities for leadership and team discussion.

**Programming and Youth Services**

Nicole Rader contacted all LCLS Directors to confirm dates and times for the final shared event, planned for the first two weeks of November, to celebrate National Family Literacy Month. Jersey Shore and Hughesville have not yet confirmed dates. Rader is finalizing the event details. Following the event, she will distribute a feedback survey to the directors, continuing the practice used over the past two years.

**Technology**

Doug Harkness completed 28 LCLS work orders since the last board meeting.

He installed new networking equipment for the Hughesville Library, including a firewall, switch, and Wi-Fi access points. Contact has been made with the other LCLS directors to go over potential upgrades to existing hardware and computers.

**Technical Services**

Marci Hubler cataloged 32 original bibliographic records. She continues to support libraries by running Polaris reports for data analysis in preparation for the system migration to SPARK. Patti Eichensehr added 1,346 item records into Polaris and physically processed 435 items. Chris Harris processed 115 Interlibrary loan requests to borrow items; received and processed 123 items; and returned 105 items. He loaned 194 items from member libraries. Wendy Durant loaded 84 vendor files into Polaris containing 1,367 bibliographic records, performed copy cataloging for 669 items, added item records for 654 items, and physically processed 133 items. Durant also added 66 new digital items to the collection.

**Marketing, Development & Public Relations**

Courtney Cizek joined LCLS as the new Marketing and Public Relations Director and will support the system's marketing efforts. She will continue 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.

Cizek is compiling the third LCLS Quarterly Report, which will be shared directly with the Lycoming County Commissioners.

This fall, LCLS will be notified about the grant application to the Pennsylvania Department of Education for funding for the LCLS consulting project.

Looking ahead, Cizek will attend the November Directors' Meeting to connect and brainstorm ideas to strengthen the system's marketing efforts.

LYCOMING COUNTY LIBRARY SYSTEM

# Marketing Report

*Year-to-date January 1 – September 30, 2026*

170,398
in-person visits
*YTD 2025: 223,462*

474,628
web views
*YTD 2025: 436,034*

12,864 internal computer usage
*YTD 2025: 17,188*

103,321
Wi-Fi usage
*YTD 2025: 145,394*

689 items transferred through InterLibrary Loan (ILL) and 900 items delivered to FCC Allenwood

318,895 physical checkouts
*YTD 2025: 453,034*

54,557 eBook, e-audiobook, & magazine checkouts
*YTD 2025: 68,829*

22,707 items checked out on outreach vehicles and Link*
*YTD 2025: 28,005*
***100% of Lycoming County residents served by outreach vehicles**

2,050 new library cardholders for a total of 50,354* cards
***44% of Lycoming County residents**

Residents saved over $5,180,669.59 by using their local library in 2026, or $45.37 per person*
***based on 114,188 county residents**

**Lycoming County Library System/James V. Brown Library**

**Committee on Community Approach**

**September 15, 2026, 2pm**

Trustees Present: John Confer, Committee Chair; Dennis Correll, Lycoming County Library System Board Treasurer; Marshall Welch III, James V. Brown Library Board Treasurer; Rick Mirabito, James V. Brown Library Board Secretary

Trustees Absent: Brette Confair, James V. Brown Library Board President; Ben Brigandi, Lycoming County Library System Board President

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

Confer started the meeting by stating that during the last LCLS Board Meeting, Commissioner Mark Mussina noted that the System's current communications are well received. He also noted that Mussina was hopeful for level funding in 2027.

A discussion was held around having a library supporter attend a Commissioner's meeting, and speak of their love of the institution. Correll mentioned a new board member at the Dr. W. B. Konkle Memorial Library, might be a good choice. Correll will get in contact with him.

Attention was given to the fear that any sort of "speaking out" could lead to negative feelings. Resh suggested a reboot of the "Love Your Library" campaign, where patrons would send postcards thanking the Commissioners for their support of library service. This campaign was well received by the Commissioners when it was done in February, and committee members agreed this would be a good idea to pursue. Correll suggested having a library supporter deliver the postcards when all are finished.

Mirabito suggested a photo opportunity with the Commissioners. Resh will reach out to member library directors for upcoming events and anniversaries. She will also send the community connections calendar that was created after the previous meeting.

Lycoming County Library System
Quarterly Initiatives 2027
DRAFT

February: To help increase circulation during the winter months, the System will participate in a **Library Pen Pals Program**. Each member library will have a set of postcards that patrons can decorate and send to other member libraries. There will be a rotating schedule of where postcards are being sent, to ensure that each member library hears from the other five, and vice versa.

May: A System-wide event will be held for **Remake Learning**. As in previous years, the System will use the grant money to purchase a private performance at the Community Theatre League. At the request of member libraries, the System will work to get tickets to a musical. If there is no option for a musical during this month, then the System will pursue showings at the local planetarium or local library visits.

August: As part of the **Summer Learning** initiative, the System will procure a County performer to participate in a program at each member library. The performer will schedule stops at least two libraries on a scheduled date, to reduce costs. The program will be in conjunction with the Summer Learning theme.

November: As part of **National Literacy Month**, Nicole Rader of the System Headquarters will travel to each member library to present a story time. The story will be consistent for each library, and will be decided on at a later date.

The System Administrator has requested each member library director attend at least one Commissioner's meeting each year; with the opportunity to either speak or give remarks to the Administrator to read on their behalf about how county funding impacts their library and community.