



James V. Brown Library Board Meeting
April 18, 2024, at noon
In-person at the Library: 19 East Fourth Street, Williamsport, PA
and virtually via Zoom

Call to Order

Mission Moment

Review of the March 21, 2024 minutes

Lycoming County Library System Presentation- Amy Resh

Treasurer's Report

Chief Executive Officer & Director's Report

- Nicole Rader, Youth Services and Programming Director's Report

Committee Reports

Old Business

- Display, Posting, Distribution, and Table Policy- FINAL

New Business

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

Board Meeting Dates for 2024: May 16th, June 20th, July 18th, August 15th, September 19th, October 17th, November 21st, December 19th at noon



Customer Service Excellence

- Public Service Coordinator Courtney Schonewolf assisted an offsite patron by finding newspaper articles as evidence to establish their identity.
- The patron grew up in Williamsport and currently lives abroad.
- Courtney used the Internal Local Newspaper Database to find articles referencing this patron in local and school theater productions.
- The patron stated, “(The articles) were instrumental in restoring my identity! The Consulate was able to issue me a passport using those articles as supporting evidence of my personal history and identity. After all these years, I can hardly, believe it. Thanks so much for your assistance.”



James V. Brown Board Meeting Minutes
Thursday, March 21st at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Rev. Kyle Murphy, Secretary; Dr. Brooke Beiter, Gloria Greevy, Rick Mirabito

Trustees Absent: Marshall Welch, Treasurer; Dr. Timothy Bowers, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present Virtually: Pat Crossley, Sun Gazette

Library Staff Present: Amy Resh, CEO & Director; Kristin Caringi, Chief Financial Officer; Robbin Degeratu, Assistant Director; Nina Riggle, Executive Assistant

The meeting was called to order by President John Confer at 12:02 pm.

Mission Moment: The February 10, 2024 meeting of the local SABR group was attended by 75 people. Gabe Sinicropi, Vice President of Marketing and Public Relations for the Williamsport Crosscutters, presented a program about baseball card collecting and shared some of his prized card collection with those in attendance.

Minutes: Rev. Kyle Murphy motioned to approve the February minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The total cash as of February 29, 2024 was \$1,237,726.
- First quarter State Aid and CCA payments were received.
- The audit is going well, requests and information are being shared.
- The reference line item paid for District digital magazine and Overdrive costs which are higher than predicted last year. The Library has a new newspaper vendor this year. A budget adjustment for these costs will be made mid-year.
- Information Delivery Service (IDS) costs have gone up from ~\$13,000 in 2023 to ~\$17,000. This is the Library's District Interlibrary Loan (ILL) expense and budget adjustment will be made mid-year.
- The Local Grant Expense line item reflects the money spent using grant monies from Kiwanis and FCFP. Some items purchased for the Kiwanis grants from 2023 have been on back order.
- Rick Mirabito motioned to approve the Treasurer's Report. Dr. Brooke Beiter seconded the report. All in favor. Motion passed.
- The 2013 transit van sold for \$2,000.
 - Dr. Brooke Beiter motioned that the \$2,000 dollars be moved from the capital improvement fund to the vehicle replacement fund. Rev. Kyle Murphy seconded this motion. All in favor. Motion passed.
- The renewal of the In Balance lease was reviewed at the executive session in February 2023.
 - Rick Mirabito motioned to not renew the lease for In Balance. Rev. Kyle Murphy seconded the motion. All in favor. The motion passed.
 - Steps will be taken to notify the tenant that the lease will not be renewed at the end of November.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- President John Confer brought a Wonder Book to the board meeting. These books have been very popular.
 - Amy shared a testimonial about a position young patron experience with these new books.
 - These new books have been promoted on social media.
- Emma Klopp was hired as the part-time Development and Marketing Assistant.

- There are two positions open and listed on the website currently, Public Service Assistant and Youth Outreach Professional.
- The window well project has begun and new windows will arrive and be installed soon.
- Communications with library staff have been streamlined with all updates included in one weekly email.
- Amy will be attending a three-day intensive Futures School training through the Office of Commonwealth Libraries, April 9-11.
- Doug Harkness is working with Amy to update the Internet Acceptable Use Policy in preparation for a potential shared LCLS policy.
- In honor of Read Across America Week, Nicole Rader and Robin Splain held a Bluey Party. The program generated so much interest a second one hour session was added to the schedule with 159 participants.
- Nicole Rader had a homeschool teen shadow her for a day as a teen librarian.
- In upcoming adult programming, the Library will be working with community partners M&T Bank, River Valley Transit and Lycoming College.
- Four mini grants from BLAST IU are partially funding four of the seven Remake Learning Events, May 2-22.
- Gratitude was expressed for Christ Episcopal Church for Books on the Bus with River Valley Transit.
- Dana Brigandi reports the following anticipated revenue for quarter 1; Summer Learning direct mail, Summer Learning Corporate Sponsorships, and Summer Learning Small Business Sponsorships all of which, Sponsor a Summer Learner.
- Raise the Region was March 13-14, the amount will be finalized by April's meeting.
 - A discussion followed regarding amount raised, other funding asks at this time, and having earned no new donors during this event over the last five years.
- The Gala Committee met on February 22 and March 19 to finalize a virtual author event at the Williamsport County Club. Gratitude was expressed to Stephanie Calder for her assistance in scheduling this event at the County Club.
- **Assistant Director's Report – Robbin Degeratu**
 - The Local History Materials Plan was presented by Robbin.
 - The Library is currently not able to provide the care needed to keep the collection in good condition for years to come. There are concerns about providing access to these materials including an ADA accessible, staffed reading room with an appropriate fire suppression system.
 - There are numerous organizations in the area that provide access to historical materials. Housing these materials is a duplication of services and does not support the Library's current mission.
 - Brette Confair motioned that the Library explore and investigate potential rehoming institutions for their ability to preserve and provide access to these materials as well as the potential divestiture documents required. Rev. Kyle Murphy seconded this motion. All approved. Motion passed.

Committee Reports:

- None

Old Business:

- None

New Business:

- Display, Posting, Distribution, and Table Policy, DRAFT has been reviewed and the final version will be on the April 18 Board Meeting Agenda.

Announcements:

- April 9th is the volunteer recognition event.
- The Friends of the Library is hosting a funding campaign.
- The Spring Friends of the Library book sale is on April 18 for Friends members, and is open to the public on the 19th and 20th at the Christ Episcopal Church.
- The LCLS library cards are now available to patrons.
 - Two LCLS member libraries have requested a shipment of 250 cards each.
- Rev. Kyle Murphy expressed gratitude for Robbin Degeratu's thorough research regarding the local history collection.

Rev. Kyle Murphy motioned to adjourn the meeting. Dr. Brooke Beiter seconded the motion. The public meeting was adjourned at 1:20 pm by John Confer.

An executive session followed the public meeting.

Meetings dates for 2024: April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19

Minutes recorded and respectfully submitted by Nina Riggle.



JAMES V. BROWN LIBRARY

Cash & Investments Report

March 31, 2024

Cash

| | |
|------------------------------|-----------|
| General Fund | \$226,820 |
| Repo/Sweep | \$571,111 |
| Payroll | \$2,477 |
| CIF-General Fund | \$60,452 |
| CIF-Vehicle Replacement Fund | \$74,563 |
| CIF-Adult Bookmobile Fund | \$64,405 |
| CIF-Storymobile Fund | \$5,181 |
| CIF-Outreach Vehicle Fund | \$32,212 |
| EITC Fund | \$25,622 |
| Grant Fund | \$23,142 |

Total Cash as of 3/31/24 \$1,085,985

Investments

| | |
|-------------------------------------|-------------|
| Merrill Lynch | \$6,472,353 |
| JVB Transfers to Merrill Lynch | \$0 |
| Transfers from Merrill Lynch to JVB | \$7,500 |
| Account Fees | \$3,125 |
| Donations of Stock | \$0 |
| | |
| Wright Trust | \$790,262 |
| Account Fees | \$547 |
| Wright Trust Distribution-2024 | \$0 |
| | |
| Kane Trust | \$310,324 |
| Account Fees | \$0 |
| Kane Trust Distribution-2024 | \$0 |

Total Investments as of 3/31/24 \$7,572,938

**General Fund
Budget vs. Actual
March 2024**



JAMES V. BROWN LIBRARY

| | <u>March 24</u> | <u>2024 Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-----------------|--------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4100 · State Aid-District | 247,854 | 485,908 | (238,054) | 51.01% |
| 4102 · District Workshop Income | 480 | - | 480 | 100.0% |
| 4120 · State Aid Received-LCLS | 88,666 | 354,666 | (266,000) | 25.0% |
| 4121 · County Coordination Aid-LCLS | 46,217 | 183,023 | (136,806) | 25.25% |
| 4220 · Local Govt Rev-School Districts | - | 4,800 | (4,800) | 0.0% |
| 4230 · Local Govt Revenues - Other | 1,000 | 3,000 | (2,000) | 33.33% |
| 4240 · Local Govt Revenue - County | 226,005 | 904,021 | (678,016) | 25.0% |
| 4300 · Interest Revenue | 9,686 | 30,000 | (20,314) | 32.29% |
| 4305 · Rebate Income | - | 1,500 | (1,500) | 0.0% |
| 4310 · Bequests (JVB) | 10,000 | - | 10,000 | 100.0% |
| 4400 · Self Generated Revenue (JVB) | 32,530 | 91,315 | (58,785) | 35.62% |
| 4410 · Revenues from Fund Drives (JVB) | 14,245 | 168,200 | (153,955) | 8.47% |
| 4420 · Direct Mail (JVB) | 3,224 | 27,000 | (23,776) | 11.94% |
| 4450 · Contracted Services (JVB) | 1,875 | 7,500 | (5,625) | 25.0% |
| 4500 · Contributions, Gifts & Donations | 10,298 | 17,200 | (6,902) | 59.87% |
| 4520 · Local Grants - JVB - Restricted | 20,272 | 38,761 | (18,489) | 52.3% |
| 4521 · Friends Grants | 4,932 | 50,500 | (45,568) | 9.77% |
| 4540 · Fees (JVB) | 929 | - | 929 | 100.0% |
| 4550 · Photocopies | 2,243 | 7,000 | (4,757) | 32.04% |
| 4560 · LCLS Admin Fee Income | 3,000 | 12,000 | (9,000) | 25.0% |
| 4567 · LCLS Delivery/Transit Fee | 1,500 | 6,000 | (4,500) | 25.0% |
| 4575 · Rental Income | 3,000 | 11,000 | (8,000) | 27.27% |
| 4580 · Miscellaneous Revenues (JVB) | 62 | 3,950 | (3,888) | 1.57% |
| 6000 · Transfers from endowment Fund | 22,500 | 137,000 | (114,500) | 16.42% |
| Total Income | <u>750,518</u> | <u>2,544,344</u> | <u>(1,793,826)</u> | <u>29.5%</u> |
| Gross Profit | 750,518 | 2,544,344 | (1,793,826) | 29.5% |
| Expense | | | | |
| 5000 · Salaries & Wages - Library Pers | 334,886 | 1,489,120 | (1,154,234) | 22.49% |
| 50001 · Salary & Wage Reimbursement from LCLS | (24,318) | (90,328) | 66,010 | 26.92% |
| 5011 · Contra Salary & Wages Expense | - | (15,000) | 15,000 | 0.0% |
| 5100 · Unemployment Compensation Tax | - | 3,200 | (3,200) | 0.0% |
| 5110 · FICA Taxes ER (SS & Medicare) | 24,809 | 113,918 | (89,109) | 21.78% |
| 5150 · EE Benefits - Pension/ER Match | 13,040 | 58,000 | (44,960) | 22.48% |
| 5160 · EE Benefits - Insurance | 25,730 | 133,862 | (108,132) | 19.22% |
| 5170 · Worker's Compensation | 2,639 | 3,336 | (697) | 79.1% |

**General Fund
Budget vs. Actual
March 2024**



JAMES V. BROWN LIBRARY

| | <u>March 24</u> | <u>2024 Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|-----------------|--------------------|-----------------------|--------------------|
| 5200 · Books | 10,530 | 75,500 | (64,970) | 13.95% |
| 5201 · Reference | 18,161 | 17,500 | 661 | 103.78% |
| 5220 · Audio Materials | 35,003 | 111,856 | (76,853) | 31.29% |
| 5270 · Online Resources | 12,000 | 26,000 | (14,000) | 46.15% |
| 5280 · District Bibliographic Utilities OCLC | 722 | 1,400 | (678) | 51.56% |
| 5300 · Library Supplies & Collection | 846 | 3,000 | (2,154) | 28.21% |
| 5310 · Juvenile Materials | 4,404 | 44,000 | (39,596) | 10.01% |
| 5320 · Furniture & Equipment Expense | 2,553 | 8,000 | (5,447) | 31.91% |
| 5330 · Office & Computer Supplies | 2,678 | 9,000 | (6,323) | 29.75% |
| 5340 · Technology Hardware | 1,061 | 16,076 | (15,015) | 6.6% |
| 5350 · Furniture and Equipment Rental | 1,015 | 2,825 | (1,810) | 35.93% |
| 5360 · Maintenance of Equipment | 210 | 2,000 | (1,790) | 10.49% |
| 5380 · Computer Software | 1,937 | 5,000 | (3,063) | 38.75% |
| 5400 · Training | 3,023 | 26,000 | (22,977) | 11.63% |
| 5410 · Insurance | 16,277 | 33,908 | (17,631) | 48.0% |
| 5420 · Buildings and Grounds | 10,499 | 52,000 | (41,502) | 20.19% |
| 5430 · Utilities | 21,424 | 70,500 | (49,076) | 30.39% |
| 5440 · Postage & Freight | 21,614 | 27,450 | (5,836) | 78.74% |
| 5450 · Printing | 907 | 6,500 | (5,593) | 13.95% |
| 5452 · Grant-expense local | 2,371 | 1,500 | 871 | 158.07% |
| 5453 · Friends Grants Expenses | 2,327 | 50,500 | (48,174) | 4.61% |
| 5460 · Telephone & Other Telecommunica | 1,831 | 8,580 | (6,749) | 21.35% |
| 5470 · Public Awareness | 3,230 | 17,000 | (13,770) | 19.0% |
| 5480 · Travel | 509 | 5,500 | (4,991) | 9.26% |
| 5490 · Accounting | 2,830 | 18,850 | (16,020) | 15.01% |
| 5520 · Vehicle Repair and Maintenance | 1,797 | 7,750 | (5,953) | 23.19% |
| 5530 · Miscellaneous Operating | 4,667 | 31,516 | (26,849) | 14.81% |
| 5540 · Contracted Svcs. & Consulting | 17,604 | 82,275 | (64,671) | 21.4% |
| 5544 · Legal fees | - | 5,000 | (5,000) | 0.0% |
| 5551 · Costs of Raising Money | 6,011 | 46,750 | (40,739) | 12.86% |
| 5570 · Gas | 3,204 | 10,500 | (7,296) | 30.52% |
| 5580 · Summer Learning (JVB) | 1,442 | 13,000 | (11,558) | 11.09% |
| 6011 · transfer to capital improvement | - | 11,000 | (11,000) | 0.0% |
| 6012 · transfers to endowment fund | - | - | - | 0.0% |
| Total Expense | <u>589,470</u> | <u>2,544,344</u> | <u>(1,954,874)</u> | <u>23.17%</u> |
| Net Ordinary Income | 161,048 | - | 161,048 | |

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

April 2024

Personnel and HR

Rachel Donahue was hired as the part-time Public Service Assistant.

The Youth Outreach Professional position has been posted on the Library's website.

Facilities & Fleet

All vehicles have been scheduled for regular routine maintenance, as the generators must be serviced every 150 hours. The window well project continues. The replacement sign installation will happen during the week of April 22.

Dana Brigandi is working with the administrative team and other staff members to submit the COVID-19 American Rescue Plan Act (ARPA) Capital Projects Fund Multi-Purpose Community Facilities Program Grant through DCED by the April 20 deadline.

Organizational

The James V Brown Library Annual Report has been successfully completed and submitted to the Office of Commonwealth Libraries. Amy Resh completed a three-day intensive Futures School training from April 9 – 11. Resh, Robbin Degeratu, Kristin Caringi, and Dana Brigandi attended the Volunteer Thank You Reception hosted by the Friends of the Library on April 9. Resh met with Commissioner Mark Mussina on March 27 and InBalance Studio on April 2.

Looking ahead, a Meeting Room Use Policy has been drafted and is under review by the administrative team, with Board review and approval tentatively in May. Feedback on the proposed changes to Pennsylvania State Library regulations is being compiled ahead of the April 29, 2024, deadline by Amy Resh and Robbin Degeratu. Resh will be attending a North Central Library District training on April 30 and a District Executive Committee Meeting on May 15.

Public Services, Local History & Reference

Robbin Degeratu and Public Service Coordinator Courtney Schonewolf are collaborating on several projects including overhauling the training program for new hires in Public Service and a new procedure for requesting additional desk assistance in times of high or extremely high passport traffic.

Aria Meixel, Public Service Assistant, is assisting Robbin with the fourth and final phase of the local history and genealogy collections inventory. The information collected via these inventories is being provided to cultural heritage institutions as part of the exploration phase of local history planning.

Public Service staff continue to assist with collection maintenance. Significant weeding is ongoing; items that are high-interest and in good shape go to the Friends, and other items are donated to the American Rescue Workers. Targeted shelf reading is underway in the

Rotunda and in juvenile nonfiction; though this is being led by staff, volunteers are helping significantly.

Emma Klopp and Nina Riggle are being cross-trained to work at service desks in the library. Managing Librarians have been extending their evening shifts as needed to assist the Public Service team as the start date and then training for the new part-time Public Service Assistant.

Collection, IT & Technical Services

Collection purchases are on track. Plunketts Creek Township sent an extra \$1000 for materials for the Barbours Link. Patti Eichensehr is making excellent progress on updating the Beginning Reader paperbacks with complete call number data. During this project, Eichensehr has been working closely with Nicole Rader to earmark worn and damaged items for replacement or withdrawal.

After discussion and approval from the LCLS directors, the new ILL procedures are now underway. This includes new forms and new book straps to identify ILL services as being a North Central Library District/Lycoming County Library System service.

Doug Harkness has been working with Shaw and Dana Brigandi to collect estimates to help with grant preparations. Harkness is also working on a recommendation on upgrading the Library's phone system.

Looking forward, Kate Shaw is working on compiling data for an ILS manual to inform staff about procedures from James V. Brown and the other LCLS member libraries. Additionally, Shaw and Wendy Durant are working on new procedures for cataloging. Andrew Brum recently completed scouting out an additional 28 locations throughout Lycoming County for consideration for the bookmobile. He reports that 20 of them are viable for visits. He and Leslie Crooks are finalizing the summer schedules for the outreach vehicles.

Programming & Youth Services

March was a busy month for the programming department, as JVB facilitated 68 programs. Programming partners for the month of March were The Kiwanis Club of Williamsport, Lycoming College, River Valley Transit, and The Alliance of Therapy Dogs. The Circle K group from Lycoming College began offering a monthly Trivia Night for young adults, which had 11 participants. Local Lycoming College students are planning on continuing this program throughout the summer.

The programming department held an Eclipse Picnic at Memorial Park on Monday, April 8 from 1-4:30 pm. In partnership with River Valley Transit, a city bus was available for free to transport the community from the transit center to Memorial Park. The LCLS Book's Bus was available at the event, and students from St. John Newman provided a STEM activity. The picnic food was provided by the funding the library receives from EITC. It was wonderful to see so many community members show up to enjoy food and fellowship while getting a glimpse of the Eclipse. The final count of participants was 644.

Five out of the seven Remake Learning events received funding, approximately \$1,500, through the partnership with BLaST IU. At least one event at each of the Lycoming County System Libraries received funding for a Remake Learning event.

In keeping with the vision of the LCLS Long Range Plan, Nicole Rader began coordinating shared county initiatives with the libraries in March. All showed interest in participating in three summer shared events, which included an LCLS Outreach Touch-a-Truck event, a Rider Park event, and a Trout Pond Skating party. The LCLS Directors can choose a date for a Touch-a-Truck event within the last two weeks of June. The Rider Park event is happening on Saturday, August 3, and the skating party is still in the beginning stages of planning.

The programming department is preparing for the upcoming summer learning program *Adventure Begins at the Library!* which runs June 15th through August 10th.

Marketing, Development & Public Relations

Raise the Region results are still not finalized; we have not received payment or stretch funds. Summer Learning solicitations, corporate sponsorships, and small business sponsorships were mailed out. So far, we have received well over \$15,000 in corporate sponsorships and donations. Some banks and businesses prefer to sponsor through EITC than program sponsorship.

The Author Fundraising Committee met on Feb. 22 and March 19 to finalize a virtual author event at the Williamsport Country Club. The sponsorship package will focus more on large corporate sponsors with table seats at \$125/person, which includes a full meal. The virtual author is Kristin Harmel, author of *The Paris Daughter* and other historical fiction novels. Save the Date invitations were mailed in March for the Frances Tipton Hunter historical marker dedication on Sunday, June 9, during the Ways Garden Festival. Dana Brigandi will also present a program about Frances Tipton Hunter at the Lycoming County Historical Society's annual meeting on Sunday, April 28.

Looking ahead, as a result of the increase in social engagement since Emma Klopp started, Brigandi and Klopp are working on a Lycoming County Library System system-wide marketing plan and training for LCLS staff and trustees.

Social Media Data 2/22 to 3/22:

- Facebook likes: 11% increase
- Facebook reach: 38.5K - up 1%
- Facebook follows: 128 - up 6.2%
- Instagram likes: 1K - up 34.3%
- Instagram follows: 12 - up 33.3%
- Meta Content interactions: 2.3K - up 19.1%
- Comparing similar businesses on Facebook: we are in the 75th percentile for post-publishing
- Post Reach:
 - 9/23-12/23: 38.2K
 - 1/24-3/24: 59.8K
 - Engagement is up 10.3% during this time



The place to go to learn, connect, and grow.

GO



24,829
in-person
visits

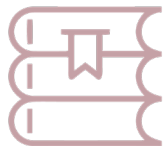


27,310
virtual visits

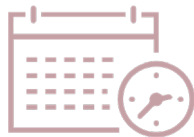


602 new library
cards, for a
total of 34,310
JVBL cards

LEARN



63,919
checkouts



3,670 users
viewing
17,537 pages
in our online
calendar



77 programs
for children
and adults
attended by
2,135 people

CONNECT



21,474
Wi-Fi
uses



27,751 items
checked out on
Book's Bus,
Bookmobile and
Storymobile



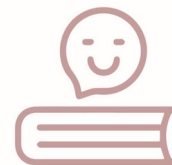
655 passports
executed and
193 renewals
reviewed,
bringing in \$30,355

GROW



58 volunteers
gave 358.25
hours of their
time valued at
\$11,392.35

* Per <https://bit.ly/4a27sSP>



112 checkouts
for the new
Wonderbooks
collection
(59 total books)



17 donors
making their
first gift

YTD January 1 – March 31, 2024

Display, Posting, Distribution, and Table Policy - DRAFT

The James V. Brown Library actively supports the American Library Association Freedom to Read and the Freedom to View statements. In keeping with these statements, the Library will accept materials from external individuals or groups who wish to disseminate information to the Library's patrons within the limitations of this policy.

The purpose of the James V. Brown Library's Display, Posting, Distribution, and Table Policy is to support its mission as an educational, informational, cultural, and recreational center for the community it serves. The Library accepts displays from community partners, nonprofit organizations and other groups that meet the purpose of this policy. The Library organizes displays to further this mission. The Library reserves the right to determine what displays will be solicited and accepted.

Flyers, posters, handbills, and other similar materials must be submitted to the Marketing Department for approval. Printed materials must be no larger than 11x17 inches for Library bulletin boards.

The area for display will be determined by the Marketing Department of the James V. Brown Library. The Library reserves the right to cancel displays or remove unauthorized materials at any time for any reason.

Limitations

Displays must be appropriate in scale, material, form, and content for the library environment serving a community of all ages.

The following are not permitted:

- Materials containing images that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.
- Exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community.
- Materials advocating a particular vote on a candidate or ballot proposition.
- Material being offered for sale to the public unless the proceeds directly benefit the Library.
- Items that violate applicable laws or policies regulating or related to unprotected speech, including but not limited to true threats, incitement to imminent violence, fighting words, and unlawful targeted harassment.
- Information that is inconsistent with or in violation of Commonwealth of Pennsylvania or federal laws or regulations, or any municipal ordinances.

Non-endorsement

Use of Library facilities, including grounds, does not constitute an endorsement of the materials or organization by the James V. Brown Library.

Information tables

Arrangements for hosting an information table in the Library require prior approval of either the Library's Executive Director or Marketing Department Administrator.

The James V. Brown Library reserves the right to determine at its sole discretion what materials will be displayed as well as the scheduling, duration, and assignment of information tables. The Library has the right to review the materials in advance. The Library's decision on what will be displayed shall be final. The unauthorized posting of materials or the posting of prohibited materials is subject to immediate removal.

This policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions. The responsible officer for overseeing this policy shall be the Executive Director or the Marketing Department Administrator.

Prohibited Locations

Postings are not permitted in other Library areas other than designated bulletin boards. Nothing shall be affixed to any walls, windows, doors, doorframes, glass panels, or painted surfaces either outside or inside.

Policy changes

The Board of Trustees reserves the right to make changes in this policy as it deems advisable and may cancel or withdraw permission for use of the Library facilities when in its opinion, such action is advisable.

Approved on XX by the James V. Brown Board of Trustees