



James V. Brown Library Board Meeting
June 20, 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 May 16, 2024 minutes

Correspondence

Treasurer's Report

Chief Executive Officer & Director's Report

- Kate Shaw, Collections, Technical Services, & IT Director's Report

Committee Reports

- Facilities Committee
- Finance Committee

Old Business

New Business

- Meeting Room Policy- DRAFT
- Unattended Child Policy- DRAFT

Friends of James V. Brown Library Report

Announcements

Adjournment

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

Frances Tipton Hunter, pioneer female illustrator from Williamsport

24 people attended the educational presentation about Frances Tipton Hunter on Saturday, June 8, before the historical marker unveiling that took place Sunday, June 9, during the Way's Garden Art Show.

The historical marker was the culmination of the efforts of local historian Mary Sieminski, who worked with the PA Women's History Project, the PA Historical and Museum Commission, Lycoming County Historical Society, the Library and the Way's Garden Commission.

Mary partnered with these organizations and worked tirelessly on the project over the past three years to bring recognition to the pioneer female illustrator from Williamsport whose style was often compared to Norman Rockwell. Frances left the bulk of her work to the Library and the Historical Society when she died in 1957.



James V. Brown Board Meeting Minutes
Thursday, May 16th at 12:00 pm
In-person and zoom

Trustees Present: John Confer, President; Brette Confair, Vice President; Marshall Welch, Treasurer; Rev. Kyle Murphy, Secretary; Dr. Timothy Bowers, Mayor Derek Slaughter, and Rick Mirabito

Trustees Present Virtually: Dr. Brooke Beiter, Gloria Greevy

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; Karen Confer, Human Resources & Fleet Director; Nina Riggle, Executive Assistant

The meeting was called to order by President John Confer at 12:03pm.

Mission Moment: On Saturday, May 11 from 10:30 - 1:00, the James V. Brown Library hosted a Kids Safe Symposium in partnership with Pennsylvania State Representative Jamie Flick and the Lycoming County Coroner's Office. Approximately, 37 children were fitted for bike helmets and there were 86 participants.

Minutes: Marshall Welch motioned to approve the April minutes. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of April 30, 2024 was \$1,301,720
- Total investments as of April 30, 2024 was \$7,312,814
- The second quarterly payment of State Aid from LCLS was received.
- Passports have generated \$42,182 which is in line with the income from 2023.
- The second audit payment has been made. There are a few final reports to finish the audit.
- Mayor Derek Slaughter motioned to approve the treasurer's report. Brette Confair seconded the motion. All in favor. Motion passed.
- A \$10,000 bequest was received. Rick Mirabito motioned to place this bequest into the unrestricted Capital Improvement Fund. Brette Confair seconded this motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- An FCFP grant request was submitted to invest in a Story Walk in Young Woods Park. This is a self-guided, bilingual, outdoor story to engage children and families in a literacy activity.
- Gratitude was expressed to Valerie Fessler, the Grant Administrator for Williamsport.
- June Houghtaling applied for a professional development grant for the North Central Library District.
- The District Strategic Plan for service was approved.
- The window well project continues to progress.
- The electronic sign has been installed.
- The Meeting Room Use Policy and Unattended Minors Policy are being updated and reviewed.
- Rachel Donahue is the first staff member to use the new Public Service Staff training protocol.
- Robbin Degeratu and Courtney Schonewolf were accepted to co-present, ""Blueprint for Excellence: Crafting an Effective Operations and Procedures Manual"" at the Pennsylvania Library Association Annual Conference in October.
- Dana Brigandi will be presenting ""Public Library Fundraising Made Easy!"" at the Pennsylvania Library Association Annual Conference in October.
- Doug Harkness has prepared a recommendation for upgrading the phone system at the Library, including three vendor quotes. This quote will be submitted to the facilities committee for review in late May.

- Leslie Crooks and Andrew Brum are in the final stages of finalizing the summer schedules for Book's Bus and Bookmobile.
- Samantha Murch is no longer working at the Pine Creek LINK location, and there is no replacement at this time.
- Application for Storymobile are being reviewed.
- The Programming Staff facilitated 55 programs in April, with assistance partners including Lycoming College, The Alliance of Therapy Dogs, The Society of American Baseball Research (SABR), The Audubon Society, and Residential Hospice.
- The Library hosted four special presenters, including author Janint Mendoza Young, her first US library experience.
- Loyalsock School District brought 6th graders into the library for a tour and scavenger hunt.
- Summer Learning is fast approaching, and the Kickoff Event will be held on Saturday, June 15 10am-2pm.
- A list of the Summer Learning Corporate Sponsors for 2024 was shared.
- Raise the Region resulted in \$798.92 in stretch funds from FCFP, totaling \$10,866.05.
- **Human Resources & Fleet Director's Report** – Karen Confer
 - It is getting increasingly difficult to find qualified candidates for positions.
 - Full time jobs are easier to fill than part time jobs. Many people are also looking for a standard 9-5 position with no nights or weekends. Time requirements are now included with job postings.
 - The Library is offering competitive wages compared to other industries and among libraries.
 - Applicants don't always have the interpersonal or even alphabetizing skills necessary.
 - The Department of Labor announced it will be adjusting the salary rules for exempt employees. As of July 1, 2024 employees making less than \$43,888 will be entitled to overtime. As of January 1, 2025 employees making less than \$58,656 will be entitled to overtime. The salary qualification will increase every three years.
 - The US DEA is recommending changing the scheduling of marijuana from Schedule 1 to Schedule 3.
 - On April 23rd the Federal Trade Commission issued a rule that bans almost all new non-compete agreements. Non-compete agreements amount to illegal restraint of trade. Most non-profits are not regulated by the Federal Trade Commission.
 - The price of first class stamps will increase to 73 cents in July.
 - The Equal Employment Opportunity Commission will be giving further guidance and examples of unlawful workplace harassment.

Committee Reports:

- The Finance Committee met with Michael Bush and will give a full report at the next meeting.

Old Business:

- None

New Business:

- None

Friends of the James V. Brown Library Report:

- None

Announcements:

- Summer Learning giveaway were displayed and all items were offered to board member present.

The public meeting was adjourned at 12:45pm by John Confer.

Meetings dates for 2024: 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

May 31, 2024

Cash

General Fund	\$283,935
Repo/Sweep	\$575,543
Payroll	\$2,612
CIF-General Fund	\$69,086
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$64,405
CIF-Storymobile Fund	\$5,167
CIF-Outreach Vehicle Fund	\$32,212
EITC Fund	\$25,193
Grant Fund	\$23,316

Total Cash as of 5/31/24 \$1,156,031

Investments

Merrill Lynch	\$6,395,993
JVB Transfers to Merrill Lynch	\$0
Transfers from Merrill Lynch to JVB	\$7,500
Account Fees	\$3,129
Donations of Stock	\$0

Wright Trust	\$779,916
Account Fees	\$535
Wright Trust Distribution-2024	\$0

Kane Trust	\$311,286
Account Fees	\$0
Kane Trust Distribution-2024	\$0

Total Investments as of 5/31/24 \$7,487,194

**General Fund
Budget vs. Actual
January - May 2024**



JAMES V. BROWN LIBRARY

	<u>Jan - May 2024</u>	<u>2024 Budget</u>	<u>2024 Budget Variance</u>	<u>% of 2024 Budget</u>
Ordinary Income/Expense				
Income				
4100 · State Aid-District	247,854	485,908	(238,054)	51.01%
4120 · State Aid Received-LCLS	177,333	354,666	(177,333)	50.0%
4121 · County Coordination Aid-LCLS	92,434	183,023	(90,589)	50.5%
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	452,011	904,021	(452,011)	50.0%
4300 · Interest Revenue	17,536	30,000	(12,464)	58.45%
4305 · Rebate Income	-	1,500	(1,500)	0.0%
4310 · Bequests (JVB)	10,000	-	10,000	100.0%
4400 · Self Generated Revenue (JVB)	48,184	91,315	(43,131)	52.77%
4410 · Revenues from Fund Drives (JVB)	43,339	168,200	(124,861)	25.77%
4420 · Direct Mail (JVB)	14,744	27,000	(12,256)	54.61%
4450 · Contracted Services (JVB)	1,875	7,500	(5,625)	25.0%
4500 · Contributions, Gifts & Donations	17,187	67,700	(50,513)	25.39%
4520 · Local Grants - JVB - Restricted	27,937	38,761	(10,824)	72.08%
4540 · Fees (JVB)	1,621	-	1,621	100.0%
4550 · Photocopies	3,907	7,000	(3,093)	55.81%
4560 · LCLS Admin Fee Income	5,000	12,000	(7,000)	41.67%
4567 · LCLS Delivery/Transit Fee	2,500	6,000	(3,500)	41.67%
4575 · Rental Income	5,000	11,000	(6,000)	45.46%
4580 · Miscellaneous Revenues (JVB)	1,074	3,950	(2,876)	27.18%
6000 · Transfers from endowment Fund	37,500	137,000	(99,500)	27.37%
Total Income	<u>1,208,036</u>	<u>2,544,344</u>	<u>(1,336,308)</u>	<u>47.48%</u>
Gross Profit	1,208,036	2,544,344	(1,336,308)	47.48%
Expense				
5000 · Salaries & Wages - Library Pers	552,121	1,489,120	(936,999)	37.08%
50001 · Salary & Wage Reimbursement from LCLS	(38,214)	(90,328)	52,114	42.31%
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)	40,965	113,918	(72,953)	35.96%
5150 · EE Benefits - Pension/ER Match	20,777	58,000	(37,223)	35.82%
5160 · EE Benefits - Insurance	43,117	133,862	(90,745)	32.21%
5170 · Worker's Compensation	2,639	3,336	(697)	79.1%
5200 · Books	22,272	81,000	(58,728)	27.5%
5201 · Reference	18,161	17,500	661	103.78%
5220 · Audio Materials	56,294	111,856	(55,562)	50.33%
5270 · Online Resources	24,238	26,000	(1,762)	93.22%
5280 · District Bibliographic Utilities OCLC	722	1,400	(678)	51.56%

**General Fund
Budget vs. Actual
January - May 2024**



JAMES V. BROWN LIBRARY

	<u>Jan - May 2024</u>	<u>2024 Budget</u>	<u>2024 Budget Variance</u>	<u>% of 2024 Budget</u>
5300 · Library Supplies & Collection	1,561	3,000	(1,439)	52.03%
5310 · Juvenile Materials	8,250	44,000	(35,750)	18.75%
5320 · Furniture & Equipment Expense	2,553	8,000	(5,447)	31.91%
5330 · Office & Computer Supplies	3,996	9,000	(5,004)	44.41%
5340 · Technology Hardware	2,145	16,076	(13,931)	13.34%
5350 · Furniture and Equipment Rental	1,338	2,825	(1,487)	47.37%
5360 · Maintenance of Equipment	210	2,000	(1,790)	10.49%
5380 · Computer Software	3,021	5,000	(1,979)	60.43%
5400 · Training	4,302	26,000	(21,698)	16.55%
5410 · Insurance	24,510	33,908	(9,398)	72.28%
5420 · Buildings and Grounds	18,421	52,000	(33,579)	35.43%
5430 · Utilities	32,629	70,500	(37,871)	46.28%
5440 · Postage & Freight	27,089	27,450	(361)	98.68%
5450 · Printing	981	6,500	(5,519)	15.09%
5452 · Grant-expense local	4,046	1,500	2,546	269.73%
5453 · Friends Contribution Expenses	-	45,000	(45,000)	0.0%
5460 · Telephone & Other Telecommunica	2,924	8,580	(5,656)	34.08%
5470 · Public Awareness	6,972	17,000	(10,028)	41.01%
5480 · Travel	1,133	5,500	(4,367)	20.6%
5490 · Accounting	11,530	18,850	(7,320)	61.17%
5520 · Vehicle Repair and Maintenance	2,212	7,750	(5,538)	28.54%
5530 · Miscellaneous Operating	9,477	31,516	(22,039)	30.07%
5540 · Contracted Svcs. & Consulting	31,168	82,275	(51,107)	37.88%
5544 · Legal fees	960	5,000	(4,040)	19.2%
5551 · Costs of Raising Money	8,248	46,750	(38,502)	17.64%
5570 · Gas	6,009	10,500	(4,491)	57.22%
5580 · Summer Learning (JVB)	8,940	13,000	(4,060)	68.77%
6011 · transfer to capital improvement	21,000	11,000	10,000	190.91%
6012 · transfers to endowment fund	-	-	-	0.0%
Total Expense	988,715	2,544,344	(1,555,629)	38.86%
Net Ordinary Income	219,321	-	219,321	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

June 2024

Personnel and HR

The Storymobile first interviews have been scheduled for the week of June 10-14.

Joey Havrilla was hired as the part-time summer Public Service Assistant.

Jen Heimbach accepted the role of Technical Service Assistant supporting Interlibrary Loan, Books by Mail service, and Allenwood LSCI; her first day is June 25.

Facilities & Fleet

The new electronic sign had some technical difficulties earlier in June, and Abby Signs troubleshot the device remotely, and it is working well again. The window well project is progressing and will be completed soon. Updates to the train table area and orange programming room are complete; thank you to the Kiwanis Foundation for the grants. Building exterior power washing and window cleaning is complete. Flooring and threshold repairs have been completed throughout the building. The LED lighting conversion on the 4th-floor vintage is complete, thanks to a private grantor for funding this project. All vehicles should receive regular routine maintenance, as generators must be serviced every 150 hours and are being regularly serviced with this schedule in mind. The bus garage's electric outlet was repaired to ensure that the vehicles remained charged.

Organizational

Amy Resh reviewed the revised draft regulations from the Office of Commonwealth Libraries and is crafting a one-page guide for the library, system, and district trustees and directors. Resh attended three community events and met with two community partners.

The Meeting Room Use and Unattended Child Policies have been finalized for Trustee review and input. Kristin Caringi and Resh are reviewing and editing an Investment Policy for board review.

Looking ahead, Resh will review the Library's long-range plan for the bi-yearly progress update. She is presenting at the County Commissioner's meeting on June 20 to highlight summer learning and the System's increase in usage and patrons.

Public Services, Local History & Reference

Staff continue to improve customer service for library users. This has included changes to how staff handle renewals of items owned by other libraries and personal follow-up with patrons to provide alternate options when their holds cannot be filled. During evenings, when time permits, PSA Jill Wollet has begun to call patrons whose holds are about to expire to remind them about their items; multiple patrons have expressed their appreciation for this personalized service. PSA Rachel Donahue has completed Passport Agent training, bringing the current total number of agents up to nine. Passport

applications are picking up again, with 40% more applications during May 2024 than in May 2023. Passport photo services are now available on-demand outside of passport acceptance hours, provided a Passport Agent is available.

Volunteers who have been on the waitlist for weekly shelving shifts are being offered the opportunity to help with Programming in the Family & Preschool Museum Room.

The local history and genealogy collections discussions with community partners have produced positive feedback and excitement. Assistant Director Robbin Degeratu held meetings with the Taber Museum, Lycoming College Archives, Lycoming County Law Library, and Williamsport Area High School; all four have expressed interest in accepting materials from the Library's collections and are evaluating preliminary item lists. Degeratu has also provided a preliminary item list to the Lycoming County Genealogical Society and is in the process of scheduling a meeting with the society's leadership. Degeratu continues to answer item-level questions as partner institutions compare the lists against their own holdings.

Collection, IT & Technical Services

The fiction shift has been completed, and the collection looks clean and polished. Kudos and thanks to the technical and public services staff for all their hard work. We now have a book on display on each shelf, making the collection more visually appealing. Ongoing collection projects continue, with Large Type currently undergoing condition and circulation review per our standard process. Wendy Durant will continue to offer support as Jen Heimbach gets comfortable with her new role as Technical Services Assistant. Once training is complete, the goal is to reopen ILL services in late July with the support of Durant and Kate Shaw.

Patti Eichensehr is progressing on a relabeling project for the collection's beginning reader paperbacks in the youth services department. Once complete, the focus will shift to paperback tween fiction titles without standardized spine label data.

Doug Harkness is visiting district libraries and will continue to visit when libraries need his expertise and support.

Programming & Youth Services

The programming department facilitated 34 programs in May. Seven of these were Remake Learning Events, including Ridiculous Nicholas's performance and the Kid Safe Event with Representative Jamie Flick and the Lycoming County Coroner's Office. Partners this month included the Pennsylvania College of Technology, BLAST IU 17, Centered Earth Studio, and the Pennsylvania Game Commission.

The James V. Brown Library's Summer Learning Kickoff is on Saturday, June 15. The event will feature a live band, Book's Bus, a caricature artist, a character meet and greet, and an Eat and Run Catering food tent. Adventure Passports and food vouchers will be handed out in the Welch Wing Foyer. The last two weeks of June consist of twenty-four on and off-site programs. Off-site this month includes RiverWalk Adventure, Wildwood Cemetery presentation, Bird Walk, Grower's Market, and Pool Party at Memorial Park.

The Lycoming County Library System's Touch-a-truck event begins June 21st and runs through June 28. Each library will have at least one LCLS Outreach Vehicle visit their library or off-site to show Lycoming County this amazing service. The other four LCLS shared events will happen in July and early August.

Marketing, Development & Public Relations

- **Summer Learning:** \$29,391 was raised as of June 10 on a goal of \$25,000. The Summer Learning section in Sun-Gazette was well-received by the community. A \$5,000 summer learning grant request from PA Skill was declined.
- **Author Spotlight:** The committee met on June 7. Invitations will be mailed in July, and tickets will go on sale July 15. The committee is securing corporate sponsors and auction items. We have one \$5,000 sponsor and five \$1,000 sponsors secured. Board members should let Dana Brigandi or Amy Resh know if a seat(s) or a table should be held, as the event has fewer than 90 seats available!
- **Grants:** Submitting PPL grant report for annual EITC funding.

At the June Board Meeting, a request for a full list of sponsors and donors approached for Summer Learning and the Author Spotlight was made and sent.

Brigandi and Resh attended the Frances Tipton Hunter historical marker dedication during the Way's Garden Art Show on Sunday, June 9. Brigandi sent a quarterly impact report to the City of Williamsport, South Williamsport, and Loyalsock Township as required by the State Statute.

Brigandi and Emma Klopp created a portfolio of marketing materials available to all North Central Library District libraries that will be shared during June Houghtaling and Nina White's library visits. Klopp worked with Houghtaling to update all NCLD library funding charts. Two check-passing photos were published on social media, and summer learning sponsors will be featured weekly on all social media accounts. Brigandi is working with Public Service staff members to update wayfinding signs and other marketing signs throughout the building as part of their special-interest projects.

May 1 - June 1 social media statistics:

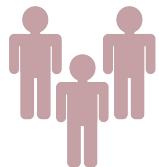
- Facebook followers rose from 5,808 to 5,846; interactions increased by 3.9%, reach decreased by 14.1%, and content increased by 3.9%.
- Instagram followers rose from 1,534 to 1,542; interactions increased by 9.3%, reach increased by 64.9%, and content increased by 9.3%.
- YouTube followers are currently at 285.
- LinkedIn followers are at 297. Impressions and views increased by 15%.

Looking ahead, Brigandi and Klopp are creating a Lycoming County Library System system-wide marketing plan, event poster templates in Canva, and a training presentation for LCLS staff and trustees.



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

GO



41,785
in-person visits
YTD 2023:
39,885

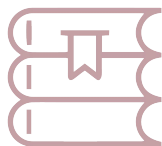


45,054
virtual visits
YTD 2023:
36,219



783 new
library cards
YTD 2023: 828

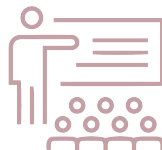
LEARN



150,975
checkouts
YTD 2023:
150,870



21,524
electronic
checkouts
YTD 2023:
15,051



141 programs for
children and
adults attended
by 4,229 people

CONNECT



35,928 Wi-Fi uses
YTD 2023: 34,062



150,975 items
checked out on
Storymobile, Book's
Bus, Links Bookmobile
YTD 2023: 58,467



1,000 passports
executed and
268 renewals
reviewed,
bringing in \$45,620

GROW



95 volunteers
gave 583.25
hours of their
time valued at
\$18,547.35

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



\$2,330,785.53
saved by using
the library, or
\$21 per person
*based on 113,104
county population



44 donors
making their
first gift, resulting
in \$6,240

YTD January 1 – May 31, 2024

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DRAFT- Meeting Room Use Policy

Philosophy

The James V. Brown Library (“the Library”) has established meeting rooms to provide space for Library programs and events that support the Library’s commitment to education, community, and engagement. As a service to its users, the Library will make select meeting room spaces available for use by the public as outlined in this policy.

Scope of Policy

The Meeting Room Use Policy applies to all spaces that fall outside of Library business. “Library business” includes Library-sponsored programs, events, and meetings facilitated by Library staff. “Library business” may also include programs facilitated by outside presenters and established community partners with (1) approval from the CEO & Director and (2) in compliance with the Library’s Partnership Agreement and Presenter Expectations. Non-meeting space areas of the Library are not available for private or reserved use.

Permitted Uses

When not in use by the Library, small group meeting rooms may be reserved by other organizations, groups, and individuals (“outside parties”). Library meeting rooms are available for activities of a cultural, educational, and civic nature. Meeting rooms are not available for commercial, fund-raising, or private events.

The Library subscribes to the American Library Association Bill of Rights which states: “Libraries which make...meeting rooms available to the public they serve...on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Meeting rooms are considered “limited designated public forums” subject to constitutional requirements that the Library screen applications on the basis of time, place, and manner.

Small Group Meeting Rooms

Small group meeting room spaces are limited in size and are intended for individual or small-group use. Permitted use of these spaces includes study, discussion, videoconferencing, and meetings of a non-commercial nature. Meeting rooms may not be used for events that are open to the public such as recruitment events or office hours.

Requests to use a small group meeting room space must be submitted at least two business days in advance following the procedure outlined on the Library’s website. On-the-spot “Walk-In” reservations for small group meeting rooms may be made at the discretion of Library staff.

Large Group Meeting Rooms

Outside parties may not reserve large group meeting rooms. Large group meeting room spaces can comfortably accommodate ten or more people. These spaces are only available for activities that are Library-sponsored or are part of a formal partnership with the Library.

Reservations

Priority for reserving small meeting rooms is given to Library-sponsored programs, events, and meetings. When small meetings rooms are not needed by the Library, reservation requests are considered on a first-come, first-served basis. Reservations requests will be considered no more than thirty days in advance of the date requested.

The Library reserves the right to impose a limit on the frequency that small meeting rooms are reserved by an outside party. Standing reservations will not be made for small meeting rooms.

Small meeting room reservations are only available during the Library's regular operating hours. Small meeting room use must end and rooms must be empty fifteen minutes prior to closing.

The Library reserves the right to reject any reservation request. Small meeting rooms will not be available for use by outside parties who have demonstrated a history of unreliability in meeting Library requirements, policies, or expectations, including misrepresentation or falsification of any item related to application for meeting room use.

Requirements and Expectations

All parties using a small meeting room space will follow Library and Lycoming County Library System (LCLS) policies. This includes but is not limited to the LCLS User Behavior Policy, the Library's Unattended Child Policy, and the Library's Photography, Filming, and Recording Policy.

Attendance may not exceed facility or room capacity.

Chairs and tables are available for use. It is the responsibility of all parties using the room to set up and arrange the furniture in the room and to return everything to its original condition before leaving.

All parties are responsible for providing any technical equipment not provided in the reserved space. Small meeting rooms are equipped with Wi-Fi. The Library cannot guarantee the functionality of any audiovisual equipment for any event.

The Library is not responsible for items left in its facilities. Storage space is not available, and Library staff will not provide porter service into or out of Library facilities.

Beverages with a lid, canned beverages and food are permitted in small meeting room spaces. Open fire, candles, Sternos, and other portable food devices are not permitted. Alcohol is not permitted. All garbage must be put in trash containers provided by the Library. Failure to return the room to its original level of cleanliness may result in the loss of small meeting room privileges.

Approaching Library users for the purpose of encouraging participation in an outside party's activities in a meeting room is prohibited.

No tape or adhesive of any kind may be used on the walls, windows, or furniture. Windows and doors may not be obscured so as to prevent line of sight into small meeting rooms.

The outside party representative who requests use of a small meeting room and/or signs in is responsible for maintaining order and for any damage to the room, its contents, and the adjoining areas of the Library. Any damage must be reported to Library staff immediately and an incident report form must be completed by staff.

Library staff may enter and remain in a meeting room at any time.

Cancellations

The Library requests at least 48 hours' notice of a small meeting room cancellation, except in the case of inclement weather.

Every effort will be made to guarantee a reservation; however, the Library reserves the right to change or cancel a reservation due to facilities-related incidents.

If the Library closes due to an emergency or inclement weather, staff will notify outside parties with room reservations if possible.

Confidentiality

Article IV. Section 428 of the Public Library Code (24 PA C.S.) dictates that all Library transaction records are confidential unless subpoenaed by law enforcement or a court of law. The Library extends this legal imperative to include use of Library spaces, including small meeting rooms.

Meeting room reservations that are not Library-sponsored are not visible on the Library's public program calendar and are only visible to Library staff. Small meeting room spaces are not sound-proof and include windows; as such, full privacy cannot be guaranteed.

Non-Endorsement and Indemnification

The Library does not endorse specific beliefs or views, nor does granting use of our spaces convey or imply an endorsement of the viewpoints expressed by any outside party reserving a meeting room.

Any outside party holding a meeting in the Library must fully release and indemnify the James V. Brown Library and its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting or program.

Approved by the James V. Brown Library Board of Trustees **XX**

DRAFT - Unattended Child Policy

The James V. Brown Library prioritizes providing all users with a safe and welcoming environment. The Library and its staff do not act in place of caregivers (*in loco parentis*) and are not responsible for the care and supervision of children on Library premises. The Library is not responsible if unattended children leave Library property.

Children aged 11 or younger must be accompanied by a caregiver while in the Library. Caregivers are individuals aged 16 or older who are responsible for the direct care, behavior, safety, and supervision of children on Library premises, whether individuals or groups.

Library staff may offer programs and events for children aged 11 or younger that do not specifically require participation by caretakers. During such programs, an exception is made, and caretakers are not required to remain in the same room as the child(ren) in their care. Caregivers must remain in the Library building and reunite with the child after the program.

Children, like all other Library users, are required to follow the [Lycoming County Library System User Behavior Policy](#). Behavior that does not align with those expectations will be addressed by Library staff and/or authorized Security Personnel.

Library staff and/or Security Personnel may verify the age of unattended children by checking their Library card accounts or asking the child their age.

If a child aged 11 or younger is found unattended in the Library, Library staff and/or Security Personnel will accompany the child to find their caregiver. If a caregiver is not on the premises of the Library, Library staff will ask the child for a phone number for their caregiver and will contact the caregiver directly; if the child does not know their caregiver's contact information, Library staff will attempt to retrieve this information from the child's Library card account. If Library staff cannot reach a caregiver, they will contact law enforcement.

If a child aged 11 or younger is left unattended at the time the Library closes, Library staff will attempt to contact their caregiver; if contact cannot be made, staff will contact law enforcement. Two Library staff members will remain with the child until the caregiver or law enforcement arrive.

Library staff will not transport or accompany any child, regardless of age, from the Library to another location.

The Chief Executive Officer & Director and the Board of Trustees are responsible for monitoring and recommending updates to this policy. The Chief Executive Officer & Director is the final authority regarding the enforcement of this policy.

Approved by the James V. Brown Library Board of Trustees, **XX**

Draft 6.2024
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