



James V. Brown Library Board Meeting  
August 15, 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 June 20, 2024 minutes

Correspondence

Treasurer's Report

Chief Executive Officer & Director's Report

- Robbin Degeratu, Assistant Director's Report

Committee Reports

- Facilities Committee
- Finance Committee

Old Business

- Long Range Plan - Update
- Meeting Room Policy- FINAL
- Unattended Child Policy- FINAL

New Business

- Investment Policy - DRAFT

Friends of James V. Brown Library Report

Announcements

Adjournment

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

# Mission Moment: Mini Comic Con and Cosplay Fest - July 20, 2024

More than 80 people stopped by when the Library hosted its first-ever mini Comic Con and Cosplay Fest in July – it was a hit for all ages!

During the event, local comic creators, vendors and artists shared their work. There was a panel discussion, live stand-up comedy, and a photo booth to share in the fun.

Visitors included the Super Mario Brothers, Mario and Luigi, members of the 501st Legion dressed as Star Wars characters, Captain Jack Sparrow from the Disney films, "Pirates of the Caribbean," and other popular characters from anime and manga books.



**James V. Brown Board Meeting Minutes**  
**Thursday, June 20<sup>th</sup> at 12:00 pm**  
**In-person and zoom**

**Trustees Present:** John Confer, President; Rev. Kyle Murphy, Secretary; Dr. Timothy Bowers, Rick Mirabito

**Trustees Present Virtually:** Marshall Welch, Treasurer; Gloria Greevy

**Trustees Absent:** Brette Confair, Vice President; Dr. Brooke Beiter, 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; Kate Shaw, Collections, IT, & Technical Services Director; Nina Riggle, Executive Assistant

The meeting was called to order by President John Confer at 12:06pm.

**Mission Moment:** Over the past three years, Dana Brigandi has worked with various community organizations to bring recognition to Frances Tipton Hunter. The historical marker for Frances Tipton Hunter was unveiled at the Ways Garden Art Show on Sunday, June 9. There were 24 people in attendance at the educational presentation on this pioneer female illustrator the day prior, Saturday June 8<sup>th</sup>.

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

**Treasurer's Report - CFO/COO – Kristin Caringi**

*Highlights:*

- Total cash as of May 31, 2024 was \$1,156,031
- Kristin Caringi and Amy Resh advise waiting until the end of year to consider moving funds from cash to investments based on the delayed disbursement of funds by the state in 2023.
- Total investments as of April 30, 2024 was \$7,487,194.
- In early July the Library will receive the next quarterly aid payment.
- Interest income is at 4.5% in all accounts.
- Kristin Caringi is working with Amy Resh and Robbin Degeratu to present the budget update at the next board meeting. Hoopla expenses have increased to \$2,300 each month; this will be addressed in the budget adjustment in August.
- Rick Mirabito motioned to approve the treasurer's report. Marshall Welch seconded the motion. All in favor. Motion passed.

**Chief Executive Officer & Director's Report – Amy Resh**

*Full Report attached; Highlights include:*

- Interviews for the Storymobile drives have continued. There are strong applicants and second interviews will happen soon.
- Joey Havrilla was hired as the part-time summer Public Service Assistant.
- The new sign on Fourth Street had some technical difficulties. Abby Signs was able to fix these issues.
- Thank you again to the Kiwanis Foundation for the grants to update the train table area and the Orange Room. Both projects were finished for the Summer Learning Kick-off. The LED lighting conversion has been completed, thanks to a private donor. Outreach vehicles are receiving routine maintenance.
- Amy Resh reviewed the revised draft regulations and many concerns were taken into consideration in the revision.
- The Investment Policy is being reviewed and updated for board review.
- In the evenings, as time permits, PSA Jill Wollet has been calling patrons with holds that are about to expire. Patrons are grateful for this customer service.
- Passport applications are up 40% from May 2023.



- Volunteers that are on the waitlist have been offered opportunities to assist in other areas on the library. Gratitude was expressed for the volunteers at the Summer Learning Kick-off as there were more than 400 patrons in attendance in 4 hours.
- Conversations with local organizations about the local history and genealogy collections have been going well and these materials will help to bridge gaps in other collections throughout the community.
- There were 34 programs in May with numerous community partners.
- There are 24 more onsite and offsite programs in the remaining two weeks of June. Library cards will give patrons access to many events and locations, such as the Little League Museum, Splash Cove at Memorial Park and the Hiawatha. Touch-A-Truck events around the county begin this weekend.
- A full list of donors for Summer Learning and the Author Spotlight were sent via email to Trustees.
- Kudos to Dana Brigandi who met and exceed the goal of bringing in \$25,000 in sponsorships to support Summer Learning. As of June 10, \$29,391 was raised to support Summer Learning.
- With regards to social media; the Library's followers are up, interaction with posts is up, reach is up on some platforms, but not others and content has increased.
- **Collection, IT, & Technical Services Director's Report** – Kate Shaw
  - Kate Shaw continues with her ongoing mission of discoverability throughout the Library, correcting information in Polaris and generally cleaning up records.
  - Materials are more easily identified by material type, books, board games, CDs, etc.
  - Call number data continues to be updated.
  - The shift of the fiction collection is completed and all fiction books are fully integrated. There has been a positive response to this shift from staff and patrons.
  - Every shelf has a book on display.
  - Combining items in Polaris has made accessing the number of items throughout the System more user friendly.
  - All public access catalog computers have access to the catalog, the program calendar and Stack Map.
  - Jen Heimbach will begin working as the Technical Services Assistant on June 25, bringing the Technical Services team back to full strength.

#### **Committee Reports:**

- Marshall Welch presented for the Facilities Committee, updating the phone system.
  - A five year analysis reveals that BLaST IU 17 will result in a savings in excess of \$15,000.
  - BLaST IU is hosted at the Library, other services are hosted in the cloud.
  - Marshall Welch motioned to utilize BLaST IU 17 for phone services. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.
- Marshall Welch presented on behalf of the Finance Committee, regarding the review of the investment portfolio at Merrill Lynch.
  - Since 2014 the endowment has grown from \$2,000,000 to \$6,000,000.
  - The Library's current investment break down is 65% in stocks, 34% fixed, and 1% in cash.
  - The Finance Committee's recommendation is to move to a 70/30 mix with a minor cash investment.
  - Fixed investments, bonds, protect the Library's investment in the case of a market crash.
  - The Library is investing in perpetuity, not looking ahead to a major withdrawal in the future. Investing to get the maximum return for the next generation.
  - Shifting the investment portfolio won't be immediate, it will take place over several months.
  - Marshall Welch motioned to adjust the investment portfolio to a 70/30 mix with a minimal cash investment, as the investment advisor sees fit. Rick Mirabito seconded the motion. All in favor. Motion passed.

#### **Old Business:**

- None

#### **New Business:**

- Meeting Room Policy – DRAFT
  - The previous policy is fifteen years old.
  - The draft has been reviewed and the final version will be on the August 15 Board Meeting Agenda.
- Unattended Child Policy – DRAFT

- The previous policy is ten years old.
- The draft has been reviewed and the final version will be on the August 15 Board Meeting Agenda.

**Friends of the James V. Brown Library Report:**

- None

**Announcements:**

- Prior to the June 11 LCLS Board Meeting there was a discussion with the President, Vice President and the County Commissioner about the outreach vehicles.
  - James V. Brown funds these vehicles as they feel they are important for the community.
  - In order to meet state criteria the vehicles will need more stops.
  - The idea was presented during the LCLS Board meeting, during which it was requested the LCLS Trustees and Member Library Directors suggest new potential stop locations for these vehicles.
  - A list of current Book's Bus and Bookmobile stops will be sent to LCLS Trustees and Directors.
- There was a discussion about having a JVBL Board Meeting in August.
  - Many trustees will be out of town for the JVBL Board Meeting in July.
  - Dr. Tim Bowers motioned to cancel the JVBL Board Meeting on July 18. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

The public meeting was adjourned at 12:48pm by John Confer.

**Meetings dates for 2024: 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**

**July 31, 2024**

**Cash**

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|                              |           |
|------------------------------|-----------|
| General Fund                 | \$452,186 |
| Repo/Sweep                   | \$479,280 |
| Payroll                      | \$2,705   |
| CIF-General Fund             | \$40,158  |
| CIF-Vehicle Replacement Fund | \$74,563  |
| CIF-Adult Bookmobile Fund    | \$63,954  |
| CIF-Storymobile Fund         | \$5,167   |
| CIF-Outreach Vehicle Fund    | \$31,756  |
| EITC Fund                    | \$19,927  |
| Grant Fund                   | \$23,494  |

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**Total Cash as of 7/31/24** \$1,193,191

**Investments**

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|                                     |             |
|-------------------------------------|-------------|
| Merrill Lynch                       | \$6,682,441 |
| JVB Transfers to Merrill Lynch      | \$0         |
| Transfers from Merrill Lynch to JVB | \$7,500     |
| Account Fees                        | \$3,217     |
| Donations of Stock                  | \$0         |
| <br>                                |             |
| Wright Trust                        | \$778,732   |
| Account Fees                        | \$539       |
| Wright Trust Distribution-2024      | \$0         |
| <br>                                |             |
| Kane Trust                          | \$321,527   |
| Account Fees                        | \$597       |
| Kane Trust Distribution-2024        | \$0         |

**Total Investments as of 7/31/24** \$7,782,700

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



**JAMES V. BROWN LIBRARY**

|   | <u>Jan - July 2024</u> | <u>2024 Budget</u> | <u>2024 Budget Variance</u> | <u>% of 2024 Budget</u> |
|---|------------------------|--------------------|-----------------------------|-------------------------|
| <b>Ordinary Income/Expense</b>                |                        |                    |                             |                         |
| <b>Income</b>                                 |                        |                    |                             |                         |
| 4100 · State Aid-District                     | 247,854                | 485,908            | (238,054)                   | 51.01%                  |
| 4120 · State Aid Received-LCLS                | 265,999                | 354,666            | (88,667)                    | 75.0%                   |
| 4121 · County Coordination Aid-LCLS           | 138,652                | 183,023            | (44,371)                    | 75.76%                  |
| 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            | 678,016                | 904,021            | (226,005)                   | 75.0%                   |
| 4300 · Interest Revenue                       | 24,172                 | 30,000             | (5,828)                     | 80.57%                  |
| 4305 · Rebate Income                          | -                      | 1,500              | (1,500)                     | 0.0%                    |
| 4310 · Bequests (JVB)                         | 21,728                 | -                  | 21,728                      | 100.0%                  |
| 4400 · Self Generated Revenue (JVB)           | 61,359                 | 91,315             | (29,956)                    | 67.2%                   |
| 4410 · Revenues from Fund Drives (JVB)        | 68,836                 | 168,200            | (99,364)                    | 40.93%                  |
| 4420 · Direct Mail (JVB)                      | 15,955                 | 27,000             | (11,045)                    | 59.09%                  |
| 4450 · Contracted Services (JVB)              | 3,750                  | 7,500              | (3,750)                     | 50.0%                   |
| 4500 · Contributions, Gifts & Donations       | 47,114                 | 67,700             | (20,586)                    | 69.59%                  |
| 4520 · Local Grants - JVB - Restricted        | 32,437                 | 38,761             | (6,324)                     | 83.69%                  |
| 4540 · Fees (JVB)                             | 2,669                  | -                  | 2,669                       | 100.0%                  |
| 4550 · Photocopies                            | 5,386                  | 7,000              | (1,614)                     | 76.94%                  |
| 4560 · LCLS Admin Fee Income                  | 7,000                  | 12,000             | (5,000)                     | 58.33%                  |
| 4567 · LCLS Delivery/Transit Fee              | 3,500                  | 6,000              | (2,500)                     | 58.33%                  |
| 4575 · Rental Income                          | 7,000                  | 11,000             | (4,000)                     | 63.64%                  |
| 4580 · Miscellaneous Revenues (JVB)           | 1,249                  | 3,950              | (2,701)                     | 31.61%                  |
| 6000 · Transfers from endowment Fund          | 80,452                 | 137,000            | (56,548)                    | 58.72%                  |
| <b>Total Income</b>                           | <u>1,714,126</u>       | <u>2,544,344</u>   | <u>(830,218)</u>            | <u>67.37%</u>           |
| <b>Gross Profit</b>                           | 1,714,126              | 2,544,344          | (830,218)                   | 67.37%                  |
| <b>Expense</b>                                |                        |                    |                             |                         |
| 5000 · Salaries & Wages - Library Pers        | 824,470                | 1,489,120          | (664,650)                   | 55.37%                  |
| 50001 · Salary & Wage Reimbursement from LCLS | (52,110)               | (90,328)           | 38,218                      | 57.69%                  |
| 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)          | 57,064                 | 113,918            | (56,854)                    | 50.09%                  |
| 5150 · EE Benefits - Pension/ER Match         | 29,119                 | 58,000             | (28,881)                    | 50.21%                  |
| 5160 · EE Benefits - Insurance                | 60,821                 | 133,862            | (73,041)                    | 45.44%                  |
| 5170 · Worker's Compensation                  | 2,639                  | 3,336              | (697)                       | 79.1%                   |
| 5200 · Books - Adult                          | 27,465                 | 81,000             | (53,535)                    | 33.91%                  |
| 5201 · Reference - Adult                      | 18,161                 | 17,500             | 661                         | 103.78%                 |
| 5220 · Audio Materials - Adult                | 88,253                 | 111,856            | (23,603)                    | 78.9%                   |
| 5270 · Online Resources                       | 30,238                 | 26,000             | 4,238                       | 116.3%                  |
| 5280 · District Bibliographic Utilities OCLC  | 1,458                  | 1,400              | 58                          | 104.14%                 |

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



**JAMES V. BROWN LIBRARY**

|  | <u>Jan - July 2024</u> | <u>2024 Budget</u> | <u>2024 Budget Variance</u> | <u>% of 2024 Budget</u> |
|--|------------------------|--------------------|-----------------------------|-------------------------|
| 5300 · Library Supplies & Collection   | 2,056                  | 3,000              | (944)                       | 68.55%                  |
| 5310 · Youth Services Expenses         | 13,363                 | 44,000             | (30,637)                    | 30.37%                  |
| 5320 · Furniture & Equipment Expense   | 6,447                  | 8,000              | (1,553)                     | 80.58%                  |
| 5330 · Office & Computer Supplies      | 5,743                  | 9,000              | (3,257)                     | 63.82%                  |
| 5340 · Technology Hardware             | 3,102                  | 16,076             | (12,974)                    | 19.29%                  |
| 5350 · Furniture and Equipment Rental  | 1,862                  | 2,825              | (963)                       | 65.91%                  |
| 5360 · Maintenance of Equipment        | 210                    | 2,000              | (1,790)                     | 10.49%                  |
| 5380 · Computer Software               | 4,122                  | 5,000              | (878)                       | 82.44%                  |
| 5400 · Training                        | 11,427                 | 26,000             | (14,573)                    | 43.95%                  |
| 5410 · Insurance                       | 25,384                 | 33,908             | (8,524)                     | 74.86%                  |
| 5420 · Buildings and Grounds           | 27,756                 | 52,000             | (24,244)                    | 53.38%                  |
| 5430 · Utilities                       | 44,687                 | 70,500             | (25,813)                    | 63.39%                  |
| 5440 · Postage & Freight               | 27,804                 | 27,450             | 354                         | 101.29%                 |
| 5450 · Printing                        | 1,720                  | 6,500              | (4,780)                     | 26.46%                  |
| 5452 · Grant-expense local             | 7,184                  | 1,500              | 5,684                       | 478.9%                  |
| 5453 · Friends Contribution Expenses   | -                      | 45,000             | (45,000)                    | 0.0%                    |
| 5460 · Telephone & Other Telecommunica | 4,640                  | 8,580              | (3,940)                     | 54.08%                  |
| 5470 · Public Awareness                | 7,345                  | 17,000             | (9,655)                     | 43.2%                   |
| 5480 · Travel                          | 2,605                  | 5,500              | (2,895)                     | 47.36%                  |
| 5490 · Accounting                      | 15,305                 | 18,850             | (3,545)                     | 81.19%                  |
| 5520 · Vehicle Repair and Maintenance  | 3,076                  | 7,750              | (4,674)                     | 39.69%                  |
| 5530 · Miscellaneous Operating         | 12,220                 | 31,516             | (19,296)                    | 38.78%                  |
| 5540 · Contracted Svcs. & Consulting   | 41,761                 | 82,275             | (40,514)                    | 50.76%                  |
| 5544 · Legal fees                      | 960                    | 5,000              | (4,040)                     | 19.2%                   |
| 5551 · Costs of Raising Money          | 13,968                 | 46,750             | (32,782)                    | 29.88%                  |
| 5570 · Gas                             | 7,923                  | 10,500             | (2,577)                     | 75.46%                  |
| 5580 · Summer Learning (JVB)           | 10,451                 | 13,000             | (2,549)                     | 80.39%                  |
| 6011 · transfer to capital improvement | 26,915                 | 11,000             | 15,915                      | 244.68%                 |
| 6012 · transfers to endowment fund     | -                      | -                  | -                           | 0.0%                    |
| <b>Total Expense</b>                   | <u>1,417,611</u>       | <u>2,544,344</u>   | <u>(1,126,733)</u>          | <u>55.72%</u>           |
| <b>Net Ordinary Income</b>             | 296,515                | -                  | 296,515                     |                         |



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## CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

August 2024

### **Personnel and HR**

Kathleen Popowycz was hired as the new Youth Outreach Professional and will be the primary driver of the LCLS Storymobile. Her first day was August 12, 2024.

The Collections & Technical Services Director position opened on June 30, and interviews will begin later in August.

### **Facilities & Fleet**

The new window well drains in the vintage basement have been working well under the deluge of rainfall. The roof of the Welch Wing has had a few pinhole leaks; Keith Bauer is seeking quotes for roof resurfacing to ameliorate this issue. The HVAC unit in the Vintage IT, Outreach, and PSC office has died; a quote for a replacement of this old unit has been received. At the request of McHenry Township's Manager, the LINK Library at the municipal building has been closed due to lack of use.

### **Organizational**

In the past two months, Amy Resh attended five community events and met with four community partners. Resh reviewed the Library's long-range plan for the bi-yearly progress update. Resh has permanent oversight of the Technology department and the Technical Services staff temporarily.

Amy Resh completed the State Aid Subsidy Application for the "James V Brown Library" on July 19. The 3<sup>rd</sup> quarter State and County aid payment was received on July 8<sup>th</sup>.

The Meeting Room Use and Unattended Child Policies were submitted for Board approval at the August meeting. The Investment Policy draft has also been submitted for review.

Looking ahead, she will present at the County Commissioner's meeting on August 22 to recap summer learning and highlight the System's increase in usage and patrons.

### **Public Services, Local History & Reference**

Staff continue to provide high-impact service to patrons at both Library help desks. During downtime, the Public Service team has also completed a number of collections-based projects, including evaluating Bookmobile overflow materials and withdrawing poor-condition Storymobile materials.

New procedures to support the LCLS User Behavior Policy were rolled out to all JVB staff. Procedures include shared reporting with other Member Libraries, a centralized document library, and empathy driven language for enforcing the policy.

Robbin Degeratu and Courtney Schonewolf have focused on updating Public Service procedures over the summer. This has included procedures for Wi-Fi hotspot borrowing,

securing additional service desk staff, and addressing non-JVB items in poor condition. Updates to expectations and procedures for security services have also been completed and shared with all security guards.

Passport services continue to be in high demand. The Library saw a 5% increase in new passport applications in July 2024 compared to the same period in July 2023, and staff assisted with an additional 48 renewals. There are currently nine Passport Acceptance Agents on staff; one more will be added this fall when Jen Heimbach completes her training.

Following meetings with Degeratu, five community partners have enthusiastically agreed to accept local history material donations from the Library: the Lycoming County Genealogical Society, the Thomas T. Taber Museum/Lycoming County Historical Society, Williamsport Area School District, Lycoming County Law Library, and Lycoming College. Degeratu and Aria Meixel are focused on responding to item-level questions as partners consider prospective acquisitions. In the meantime, the duo are evaluating the types and quantities of archival storage materials to be purchased for local history collections.

### **Collection, IT & Technical Services**

Wendy Durant is working on original cataloging and getting items out to patrons in a timely manner. She is expanding our video collection by adding some Blu-Ray discs and Playstation 5 games. Jen Heimbach is working to get ILL up and running for August. Patti Eichensehr is working on updating the spine labels for YA graphic novels. Books in the same series will now be shelved together to make them easier to find. She is also completing the update to the spine labels of EZ and Beginning readers. This will be ongoing as items are returned from being borrowed. Robbin Degeratu is working with Advantage Archives to correct an indexing issue in the digitized city directory collection that makes searching these resources difficult.

Doug Harkness is working with BLAST IU 17 to plan the September 2024 installation of a new phone system. He is also working with BLAST IU on a potential System-wide technology grant opportunity.

The setup of new purchasing accounts with Ingram is complete, and the integration between the Ingram interface and the Library's integrated library system, Polaris, is nearly complete. Technical Services and Administrative staff will complete training on purchasing through this new vendor in August. Adult collection development responsibility has been assigned to all Managing Librarians following the Collections & Technical Services Director vacancy. Library staff in other departments, particularly Public Service, are helping to compile recommendations for adult fiction and nonfiction purchasing. Similarly, Leslie Crooks and Andrew Brum have been set up to make recommendations for collections purchasing for Book's Bus and the Bookmobile, respectively.

### **Programming & Youth Services**

The programming department facilitated 47 programs in June. Within those 47 events, we partnered with 9 organizations, including the PA Game Commission, Wildwood

Cemetery, Tiadaghton State Forest Dept., Lewisburg Museum, and the Audubon Society.

Our Summer Kickoff on June 15 was a huge success. We gave away 312 Adventure Passports and 280 food vouchers, with over 400 attendees. Three characters, a caricature artist, the Celtic Wood and Wires Band, and Eat and Run Catering were on site.

Upcoming: The Pool Party at Memorial Park was rescheduled for Saturday, August 10th, 2:30-4:30. The Hiawatha Pirate Party has been rescheduled for Saturday, August 24 due to remnants of Hurricane Debby. We're excited to end our 2024 Summer Learning Adventures with a Splash! Nicole Rader will send out a survey to the LCLS directors before the end of August regarding the 5 shared events this year. Rader would like feedback as well as program statistics to assist in planning 2025 LCLS shared events.

The Programming Department will be taking the end of August to begin planning for Fall/Winter events.

### **Marketing, Development & Public Relations**

**Author Spotlight:** The committee met on July 25. Invitations were mailed on July 22, and tickets are on sale. \$21,010 raised for the Spotlight as of 8/5/2024 through ticket sales and sponsorships secured from Blaise Alexander, UPMC, Staiman Recycling, JSSB, IDC, Woodlands Bank, Bi-Lo Supply, JAKS Realty, Penn College and more. Dana is working with Datman Productions, Nick Caringi and Intrada regarding technical and sound aspects for the event.

### **Grants:**

- Received \$4,500 from First Community Partnership of Pennsylvania in support of the Plunketts Creek Township Link.
- Applying in early September to the Plankenhorn Foundation for an \$11,025 grant to replace the first-floor vintage lighting and convert it to LED.
- Applying by the end of the month for a \$5,000 PPL "Energizing Education" grant to support the 2025 summer learning program.
- Status of StoryWalk grant applications for JVBL and LCLS will be made following the mid-September FCFP board meeting.
- Covid-19 ARPA Facilities Program grant notice is still under review and a decision is expected by the end of August 2024.
- On August 6, Brigandi attended a grant seminar at Lycoming College hosted by Sen. Gene Yaw.

**Appeals:** August is the Own a Day renewal mailing and Make a Will month email campaign.

**Little League pin sales:** The Library's 7<sup>th</sup> Little League trading pin, "Book Hits a Homerun," went on sale July 15 and has raised \$348.11 as of 8/5/24.

**Frances Tipton Hunter:** At the urging of historian Mary Sieminski and Greg Hayes of the Williamsport Area School District Education Foundation, Brigandi nominated Frances Tipton Hunter (Class of 1914) for a WASDEF 2024 Alumni Award. Hunter will be

posthumously awarded a Distinguished Alumni Achievement Award during the awards ceremony on September 19. The library has been asked to give remarks at the event.

**PaLA:** Brigandi attended a PA Forward steering committee meeting at the Pennsylvania Library Association headquarters to share our experiences with the advocacy program. This resulted in a \$250 donation from PaLA to the Library.

**WPA:** Brigandi secured a \$11,000 gift to cover several years of the \$2,790 annual rental of the 5 parking spaces from the Williamsport Parking Authority. Starting September 1, the spaces will be free for patrons to use to celebrate Library Card Sign Up Month. Patrons have requested this, and we are excited to offer this new service.

**National Medal:** Brigandi is working with the ADM team to apply by the September 5 deadline for the Institute of Library and Museum Services National Medal award. The National Medal for Museum and Library Service is the nation's highest honor for institutions that make significant and exceptional contributions to their communities. Since 1994, IMLS has presented the award to outstanding libraries and museums of all types and sizes that deeply impact their communities.

Brigandi and Jamie Mahoney continue to work with Public Service staff members to update wayfinding signs and other marketing signs throughout the building as part of their special-interest projects. The most recent updates are in the large-print and fiction areas.

Brigandi has been working with Michaela Henne of the Williamsport Business Association to ensure that library events are featured on the WBA rack cards at local businesses. As a result, the Library is sponsoring the bottom part of the September rack card to encourage residents to get a free library card during National Library Card Sign-Up Month.

Looking ahead, fall is a busy time for the Development staff as they plan the Author Spotlight event, Annual Fund appeal, Own a Day renewals, and acquisition mailing. Brigandi is also researching impactful patron stories for the Annual Fund letter. She continues to submit monthly Mission Moments email updates to donors and will share a Bookmobility Campaign 1-year later update email to that campaign's donors.



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

**GO**



61,430  
in-person visits  
YTD 2023:  
56,709

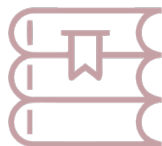


77,179  
virtual visits  
YTD 2023:  
51,255



1,374 new  
library cards  
YTD 2023: 1,324

**LEARN**



206,300  
checkouts  
YTD 2023:  
137,568



30,353  
electronic  
checkouts  
YTD 2023:  
27,710



89 programs for  
children and  
adults attended  
by 1,533 people

**CONNECT**



50,572 Wi-Fi uses  
YTD 2023: 48,569



49,560 items checked  
out on Storymobile,  
Book's Bus, Links  
Bookmobile  
YTD 2023: 79,230



126 passports  
executed and  
48 renewals  
reviewed,  
bringing in \$57,675

**GROW**



18 volunteers  
gave 116.75  
hours of their  
time valued at  
\$3,910

\* Per <https://rb.gy/6v5er4>  
at the rate of \$33.49/hour



\$3,322,383.32  
saved by using  
the library, or  
\$29.40 per person  
\*based on 113,104  
county population



46 donors/orgs  
making their  
first gift, resulting  
in \$25,468

YTD January 1 – July 31, 2024

**James V. Brown Library  
Capital Improvement Fund  
Budget  
2024**



|   | <b>Jan - June 2024</b> | <b>2024 Budget</b> | <b>2024 Revised<br/>Budget</b> |
|---|------------------------|--------------------|--------------------------------|
| <b>Ordinary Income/Expense</b>              |                        |                    |                                |
| <b>Income</b>                               |                        |                    |                                |
| <b>4010 · Interest Income - Bank</b>        | 5,621                  | 15,000             | 11,000                         |
| <b>6025 · Transfers from General Fund</b>   | 21,000                 | 11,000             | 21,000                         |
| <b>6031 · Gain on Sale</b>                  | 2,000                  | -                  | 2,000                          |
| <b>Total Income</b>                         | <u>28,621</u>          | <u>26,000</u>      | <u>34,000</u>                  |
| <b>Gross Profit</b>                         | 28,621                 | 26,000             | 34,000                         |
| <b>Expense</b>                              |                        |                    |                                |
| <b>5000 · Capital Improvements Expense</b>  | 4,300                  | -                  | 4,300                          |
| <b>5060 · Storymobile</b>                   | 186                    | 3,000              | 3,000                          |
| <b>5070 · Bookmobile</b>                    | 484                    | 3,000              | 3,000                          |
| <b>5090 · Books Bus 2023</b>                | 456                    | 5,000              | 5,000                          |
| <b>5400 · Transfers to JVB General Fund</b> | -                      | 15,000             | -                              |
| <b>Total Expense</b>                        | <u>5,426</u>           | <u>26,000</u>      | <u>15,300</u>                  |
| <b>Net Income</b>                           | <u>23,195</u>          | -                  | <u>18,700</u>                  |



**James V. Brown Library  
General Fund  
Budget  
2024**



|  | Jan - June 2024  | 2024 Budget      | 2024<br>Revised<br>Budget |
|--|------------------|------------------|---------------------------|
| <b>Ordinary Income/Expense</b>               |                  |                  |                           |
| <b>Income</b>                                |                  |                  |                           |
| 4100 · State Aid-District                    | 247,854          | 485,908          | 493,258                   |
| 4120 · State Aid Received-LCLS               | 177,333          | 354,666          | 354,666                   |
| 4121 · County Coordination Aid-LCLS          | 92,434           | 183,023          | 184,869                   |
| 4220 · Local Govt Rev-School Districts       | -                | 4,800            | 4,800                     |
| 4230 · Local Govt Revenues - Other           | 1,000            | 3,000            | 3,000                     |
| 4240 · Local Govt Revenue - County           | 452,011          | 904,021          | 904,021                   |
| 4300 · Interest Revenue                      | 20,357           | 30,000           | 40,000                    |
| 4305 · Rebate Income                         | -                | 1,500            | 1,500                     |
| 4310 · Bequests (JVB)                        | 10,000           | -                | 10,000                    |
| 4400 · Self Generated Revenue (JVB)          | 54,495           | 91,315           | 108,315                   |
| 4410 · Revenues from Fund Drives (JVB)       | 58,325           | 168,200          | 158,078                   |
| 4420 · Direct Mail (JVB)                     | 15,655           | 27,000           | 28,097                    |
| 4450 · Contracted Services (JVB)             | 3,750            | 7,500            | 7,500                     |
| 4500 · Contributions, Gifts & Donations      | 46,030           | 67,700           | 79,532                    |
| 4520 · Local Grants - JVB - Restricted       | 27,937           | 38,761           | 32,437                    |
| 4540 · Fees (JVB)                            | 2,059            | -                | 2,059                     |
| 4550 · Photocopies                           | 4,606            | 7,000            | 8,000                     |
| 4560 · LCLS Admin Fee Income                 | 6,000            | 12,000           | 12,000                    |
| 4567 LCLS Delivery/Transit Fee               | 3,000            | 6,000            | 6,000                     |
| 4575 · Rental Income                         | 6,000            | 11,000           | 8,000                     |
| 4580 · Miscellaneous Revenues (JVB)          | 1,074            | 3,950            | 3,960                     |
| 6000 · Transfers from endowment Fund         | 72,952           | 137,000          | 131,452                   |
| <b>Total Income</b>                          | <b>1,302,871</b> | <b>2,544,344</b> | <b>2,581,544</b>          |
| <b>Gross Profit</b>                          | <b>1,302,871</b> | <b>2,544,344</b> | <b>2,581,544</b>          |
| <b>Expense</b>                               |                  |                  |                           |
| 5000 · Salaries & Wages - Library Pers       | 659,953          | 1,489,120        | 1,489,120                 |
| 50001.LCLS Salary & Wages Exp.-Contra        | (45,162)         | (90,328)         | (90,328)                  |
| 5011 · Contra Salary & Wages Expense         | -                | (15,000)         | (15,000)                  |
| 5100 · Unemployment Compensation Tax         | -                | 3,200            | 3,200                     |
| 5110 · FICA Taxes ER (SS & Medicare)         | 48,981           | 113,918          | 113,918                   |
| 5150 · EE Benefits - Pension/ER Match        | 24,988           | 58,000           | 58,000                    |
| 5160 · EE Benefits - Insurance               | 52,861           | 133,862          | 124,600                   |
| 5170 · Worker's Compensation                 | 2,639            | 3,336            | 4,000                     |
| 5200 · Books                                 | 25,700           | 81,000           | 75,832                    |
| 5201 · Reference                             | 18,161           | 17,500           | 18,411                    |
| 5220 · Audio Materials                       | 79,499           | 111,856          | 136,791                   |
| 5270 · Online Resources                      | 24,238           | 26,000           | 36,238                    |
| 5280 · District Bibliographic Utilities OCLC | 722              | 1,400            | 1,500                     |
| 5300 · Library Supplies & Collection         | 1,905            | 3,000            | 5,100                     |
| 5310 · Youth Services Expenses               | 12,564           | 44,000           | 42,850                    |
| 5320 · Furniture & Equipment Expense         | 2,697            | 8,000            | 8,871                     |

**James V. Brown Library  
General Fund  
Budget  
2024**



|  | Jan - June 2024  | 2024 Budget      | 2024<br>Revised<br>Budget |
|--|------------------|------------------|---------------------------|
| 5330 · Office & Computer Supplies      | 5,427            | 9,000            | 11,000                    |
| 5340 · Technology Hardware             | 2,610            | 16,076           | 24,000                    |
| 5350 · Furniture and Equipment Rental  | 1,676            | 2,825            | 3,025                     |
| 5360 · Maintenance of Equipment        | 210              | 2,000            | 2,000                     |
| 5380 · Computer Software               | 4,090            | 5,000            | 6,000                     |
| 5400 · Training                        | 5,674            | 26,000           | 34,732                    |
| 5410 · Insurance                       | 24,510           | 33,908           | 34,735                    |
| 5420 · Buildings and Grounds           | 25,732           | 52,000           | 52,500                    |
| 5430 · Utilities                       | 38,013           | 70,500           | 76,500                    |
| 5440 · Postage & Freight               | 27,479           | 27,450           | 34,050                    |
| 5450 · Printing                        | 1,377            | 6,500            | 7,000                     |
| 5452 · Grant-expense local             | 4,917            | 1,500            | 5,593                     |
| 5453 · Friends Contribution Expenses   | -                | 45,000           | -                         |
| 5460 · Telephone & Other Telecommunica | 3,921            | 8,580            | 8,716                     |
| 5470 · Public Awareness                | 7,074            | 17,000           | 17,000                    |
| 5480 · Travel                          | 2,595            | 5,500            | 5,000                     |
| 5490 · Accounting                      | 15,305           | 18,850           | 18,850                    |
| 5520 · Vehicle Repair and Maintenance  | 2,490            | 7,750            | 7,250                     |
| 5530 · Miscellaneous Operating         | 10,689           | 31,516           | 33,836                    |
| 5540 · Contracted Svcs. & Consulting   | 36,667           | 82,275           | 87,831                    |
| 5544 · Legal fees                      | 960              | 5,000            | 5,000                     |
| 5551 · Costs of Raising Money          | 12,135           | 46,750           | 40,300                    |
| 5570 · Gas                             | 6,685            | 10,500           | 13,480                    |
| 5580 · Summer Learning (JVB)           | 9,446            | 13,000           | 13,128                    |
| 6011 · transfer to capital improvement | 26,915           | 11,000           | 26,915                    |
| 6012 · transfers to endowment fund     | -                | -                | -                         |
| <b>Total Expense</b>                   | <b>1,186,343</b> | <b>2,544,344</b> | <b>2,581,544</b>          |
| <b>Net Income</b>                      | <b>116,528</b>   | <b>-</b>         | <b>-</b>                  |

## 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 - Investment Policy**

This Investment Policy establishes the guidelines and objectives for managing the James V. Brown Library's endowment fund. The primary purpose of the endowment is to provide a stable and sustainable source of funding to support the library's operations and programs.

### **Objectives**

- **Preservation of Capital:** Ensure the endowment fund's principal is preserved over the long term.
- **Growth of Capital:** Achieve a moderate level of growth to offset inflation and support the library's financial needs.
- **Income Generation:** Generate a reasonable level of income to help meet the library's annual operating costs.

### **Investment Strategy**

- **Asset Allocation:** The endowment fund will be allocated at the designation of the Library's Board of Trustees at the recommendation of the Finance Committee.
- **Risk Tolerance:** The investment strategy will be designed to achieve moderate growth with a moderate level of risk with recommendations for changes to this risk tolerance at the designation of the Library's Board of Trustees at the recommendation of the Finance Committee.
- **Equity and Fixed-Income Investments** support the goals of capital appreciation in the long term and by providing stable income. These investment types are based on the designation of the Library's Board of Trustees at the recommendation of the Finance Committee

### **Donated Stock**

The Library will accept donated stock. Donors can contact the library's Chief Executive Officer (CEO) or Chief Financial Officer (CFO). The donor will receive an acknowledgment of the stock's fair market value on the date of the donation.

Upon receipt, the donated stock will generally be sold as soon as practicable. The proceeds from the sale will be reinvested according to the asset allocation guidelines stated in this policy. Any exceptions to the immediate sale of donated stock must be approved by the Library's Board of Trustees.

### **Withdrawals**

The Library may withdraw an annual amount approved by the Board of Trustees to offset operating costs. The library will receive the annual withdrawal in monthly payments from the endowment fund. The withdrawal amount is based on the yearly budgetary needs of the library.

In extraordinary circumstances, additional withdrawals may be made with the Board of Trustees' approval to address urgent financial needs.

### **Monitoring and Review**

The investment performance will be reviewed monthly by the CEO and CFO, and at least quarterly by the Board of Trustees. The endowment fund will be reviewed annually by the Library's finance committee. The finance committee will give an annual report to the Board of Trustees. Adjustments to the asset allocation, investment strategy, or withdrawal amount may be made as needed to reflect the library's changing market conditions or financial needs.

### **Governance**

A finance committee appointed by the Board of Trustees will oversee the management of the endowment fund. The committee will be responsible for implementing and adhering to the investment policy.

The Board of Trustees may engage professional investment advisors to assist in managing the endowment fund. Advisors will be selected based on their expertise, experience, and alignment with the library's investment objectives.

### **Other Considerations**

The Library is a 501(C)3 organization and has no tax considerations. The endowment fund will be audited annually by the library's auditors.

When the library has the opportunity to add funds to the endowment fund, it must be at the recommendation of the CEO and CFO to the finance committee with the approval of the Board of Trustees.

### **Conclusion**

This investment policy is intended to provide a structured approach to managing the James V. Brown Library's endowment fund. The primary goal is to ensure that the fund supports the library's mission and operations while preserving and growing the capital for future generations. The Board of Trustees, finance committee, and any engaged advisors will work collaboratively to adhere to the guidelines and achieve the stated objectives.

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