



James V. Brown Library Board Meeting  
September 19, 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 August 15, 2024 minutes

Correspondence

Treasurer's Report

Committee Reports

Chief Executive Officer & Director's Report

- Dana Brigandi, Development, Marketing and Public Relations Director's Report

Old Business

- Investment Policy - FINAL

New Business

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

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

***Board Meeting Dates for 2025: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, and December 18 at noon***

# Mission Moment

## Cookbook Club

Cookbook Club has been a library program since 2016. Program Professional Jacquie Weaver is collaborating with local chefs to give new flavor to the program.

On September 10th, Chef Paul Mach gave a cooking lesson and demonstration. Chef Mach taught for 29 years at the Pennsylvania College of Technology, presented for 20 years at the PA Farm Show, and entertained for over 25 years at Wine Festivals.

Chef Mach demonstrated a Pureed Roasted Vegetable Soup. Thirty-one participants observed Chef Mach preparing the dish, learning how to prepare vegetable stock and more. Every participant taste-tested the final product and discussed what they liked, what they were surprised by, and any alterations they could make in the future.

Overall, the program was a tasty success and participants cannot wait to watch the next guest chef.



**James V. Brown Board Meeting Minutes**  
**Thursday, August 15<sup>th</sup> at 12:00 pm**  
**In-person and zoom**

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

**Trustees Present Virtually:** Marshall Welch, Treasurer

**Trustees Absent:** Dr. Timothy Bowers, Mayor Derek Slaughter

**Trustee Emeriti Absent:** Thomas Burkholder, Trisha Gibbons Marty

**Guests Present Virtually:** Pat Crossley, Sun Gazette

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

The meeting was called to order by President John Confer at 12:05pm.

**Mission Moment:** The Mini Comic Con and Cosplay Fest on July 20, 2024 brought in more than 80 people. The event featured local comic creators, vendors, a panel discussion, live stand-up comedy, and a photo booth.

**Minutes:** Gloria Greevy motioned to approve the June minutes. Rick Mirabito seconded the motion. All in favor. Motion passed.

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

*Highlights:*

- As of July 1<sup>st</sup> all JVB accounts through JSSB are earning 5% interest for the next 6 months.
- Total cash as of 7/31/24 was \$1,193,191.
- In July, the library received the 2024 distribution from the Wright Trust in the amount of \$27,952.
- Total investments as of 7/31/24 was \$7,782,700.
- The third payment was received from LCLS in July. The fourth payment will be received in October.
- Salaries and other accounts are aligned with the proposed budget.
- Rick Mirabito motioned to approve the treasurer's report. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.

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

*Full Report attached; Highlights include:*

- Kathleen Popowycz has been hired as the new Youth Outreach Professional. The Storymobile has the potential to be back on the road by the end of September.
- The Collections and Technical Services Director position is open and interviews will begin later in August.
- Gratitude was expressed to the board for the new window well drains in the vintage basement. The Library did not have leaks during the recent heavy rainfall. There was one leak in a room containing plants and the drains were cleared to solve the issue.
- The roof of the Welch wing has a few pin-hole leaks, Keith Bauer is seeking quotes to reseal the roof with a white epoxy coating.
- At the request of McHenry Township's Manager, the LINK Library at the municipal building has been closed. This area is being served with a Bookmobile route.
- Andrew Brum has been proactive in acquiring materials for Bookmobile patrons.
- Amy Resh attended five community events and met with four community partners.
- Amy Resh has permanent oversight of the Technology department and the Technical Services staff temporarily.
- The State Aid Subsidy Application for the "James V Brown Library" was submitted on July 19.
- Amy Resh will recap summer learning and highlight the System's increase in usage and patrons to the Lycoming County Commissioners' at their meeting on August 22.
- Wendy Durant is completing all cataloging, including original cataloging.

- Jen Heimback has officially reopened Interlibrary Loan.
- Doug Harkness is working with BLaST IU17 to plan the installation of the new phone system.
- The programming department facilitated 47 programs in June, partnering with 9 community organizations.
- There were 850 Adventure Passports handed out during Summer Learning.
- The Pool Party was rescheduled for Saturday August 10<sup>th</sup>. Thank you to Mayor Derek Slaughter for assisting in getting that event rescheduled.
- The Hiawatha Pirate Party has been rescheduled for Saturday, August 24<sup>th</sup> due to the remnants of Hurricane Debby. There will be four voyages and all seats are filled.
- JVBL rented out the CTL for The Lightning Thief and all seats were filled with patrons, for free.
- The Author Spotlight tickets have been selling well. Half of the fundraising goal has been met through ticket sales and sponsorships.
- Dana Brigandi is in the process of filing for many grants. She and Kristin Caringi attended a grant seminar with Senator Yaw's office at Lycoming College on August 6.
- Francis Tipton Hunter is being posthumously awarded the Williamsport Area School District Education Foundation's Distinguished Alumni Achievement Award on September 19<sup>th</sup>.
- Dana Brigandi has secured an \$11,000 gift to cover four years rental of 5 parking spaces from the Williamsport Parking Authority.
- Robbin Degeratu, Assistant Director's Report
  - Robbin Degeratu and Public Service Staff Member, Aria Meixel, have been reviewing the Polaris inventory to find local history materials that are missing from the physical collection and adding items that were not previously cataloged.
  - Robbin Degeratu has received a lot of positive responses from community partners regarding the distribution and rehoming of local history materials.
  - Robbin Degeratu met with Elaine Decker from the Lycoming County Genealogical Society (LCGS) in July to discuss collaborating and sharing materials to best support genealogical researchers.
  - Collaboration has led to ideas about a county-wide finding aid
  - There are 5 local organizations excited to receive materials from the JVBL local history collection; LCGS, the Taber Museum, Williamsport Area School District libraries, Lycoming County Law Library and Lycoming College.
  - Transfer lists are being created to support the relocation of these materials.
  - Robbin Degeratu is working with media to help educate the community about this process and an event is being planned to celebrate this community collaboration.
  - Rick Mirabito motioned to approve of the five organizations receiving these materials. Brette Confair seconded the motion. All in favor. Motion passed.

### **Committee Reports:**

- Facilities Committee – Kristin Caringi, on behalf of Marshall Welch
  - Dixon AC&R provided a quote to replace the AC unit of the Outreach, IT and Public Service Coordinator offices.
  - The Committee recommends that the board approve "Option 2" to replace the unit at the cost of \$14,255. The funds for this replacement will come out of the Capital Improvement Fund.
  - A discussion followed about the need for Committees to be presented quotes from at least two companies for any repair or replacement jobs at the Library.
  - Rick Mirabito motioned to approve the Facilities Committee's recommendation to hire Dixon AC&R to replace the AC unit with the use of Capital Improvement Funds. Dr. Brooke Beiter seconded this motion. All in favor. Motion passed.
- Finance Committee – Kristin Caringi, on behalf of Marshall Welch
  - A proposed revision of the 2024 Capital Improvement Fund and the General Fund budgets were provided in the board packet.
  - Overall, there is a less than 2% change in the budget.
  - Rev. Kyle Murphy motioned to approve the revised 2024 budget. Gloria Greevy seconded the motion. All in favor. Motion passed.

### **Old Business:**

- Long Range Plan – Update
  - Board members were provided a copy of the Long Range Plan with progress updates.

- Amy Resh will continue to provide updates twice each year.
- Meeting Room Policy – FINAL
- Unattended Child Policy – FINAL
  - Rick Mirabito motioned to approve the Meeting Room Policy and the Unattended Child Policy. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

**New Business:**

- Investment Policy
  - The Investment Policy has been updated as part of the Long Range Plan.
  - The entire policy was rewritten to remove excess details, allowing for more flexibility.
  - A discussion followed with regards to language used within the policy.
  - A recommendation was made to ensure the Investment Policy is reviewed by Treasurer, Marshall Welch.
  - Edits will be sent to the full board.

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

- The Friends Book Drop is taking place on September 12, 2024.
- Trivia Night at Rosko's is taking place on August 31, 2024. This is a family-friendly event, complete with food trucks.
- The Friends Book Sale is taking place September 26-28.

**Announcements:**

- None

Dr. Brook Beiter motioned to adjourn the meeting. Brette Confair seconded the motion. All in favor. Motion passed. The public meeting was adjourned at 1:16pm by John Confer.

**Meetings dates for 2024: September 19, October 17, November 21, December 19**

*Minutes recorded and respectfully submitted by Nina Riggle.*



**JAMES V. BROWN LIBRARY**

**Cash & Investments Report**

**August 31, 2024**

**Cash**

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General Fund	\$586,064
Repo/Sweep	\$727,046
Payroll	\$2,775
CIF-General Fund	\$41,129
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$63,954
CIF-Storymobile Fund	\$5,167
CIF-Outreach Vehicle Fund	\$31,180
EITC Fund	\$19,905
Grant Fund	\$23,594

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**Total Cash as of 8/31/24** **\$1,575,377**

**Investments**

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Merrill Lynch	\$6,813,393
JVB Transfers to Merrill Lynch	\$0
Transfers from Merrill Lynch to JVB	\$7,500
Account Fees	\$3,341
Donations of Stock	\$0
Wright Trust	\$792,596
Account Fees	\$552
Wright Trust Distribution-2024	\$27,952
Kane Trust	\$327,647
Account Fees	\$0
Kane Trust Distribution-2024	\$0

**Total Investments as of 8/31/24** **\$7,933,636**

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



**JAMES V. BROWN LIBRARY**

	<u>Jan - August 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	493,258	493,258	(0)	100.0%
4120 · State Aid Received-LCLS	265,999	354,666	(88,667)	75.0%
4121 · County Coordination Aid-LCLS	138,652	184,869	(46,217)	75.0%
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	29,485	40,000	(10,515)	73.71%
4305 · Rebate Income	1,100	1,500	(400)	73.33%
4310 · Bequests (JVB)	21,728	10,000	11,728	217.28%
4400 · Self Generated Revenue (JVB)	67,620	108,315	(40,695)	62.43%
4410 · Revenues from Fund Drives (JVB)	74,124	158,078	(83,954)	46.89%
4420 · Direct Mail (JVB)	22,380	28,097	(5,717)	79.65%
4450 · Contracted Services (JVB)	5,625	7,500	(1,875)	75.0%
4500 · Contributions, Gifts & Donations	64,219	79,532	(15,313)	80.75%
4520 · Local Grants - JVB - Restricted	32,437	32,437	0	100.0%
4540 · Fees (JVB)	3,041	2,059	982	147.71%
4550 · Photocopies	6,274	8,000	(1,726)	78.43%
4560 · LCLS Admin Fee Income	8,000	12,000	(4,000)	66.67%
4567 · LCLS Delivery/Transit Fee	4,000	6,000	(2,000)	66.67%
4575 · Rental Income	8,000	8,000	-	100.0%
4580 · Miscellaneous Revenues (JVB)	2,152	3,960	(1,808)	54.36%
6000 · Transfers from endowment Fund	87,952	131,452	(43,500)	66.91%
<b>Total Income</b>	<u>2,015,061</u>	<u>2,581,544</u>	<u>(566,483)</u>	<u>78.06%</u>
<b>Gross Profit</b>	2,015,061	2,581,544	(566,483)	78.06%
<b>Expense</b>				
5000 · Salaries & Wages - Library Pers	931,834	1,489,120	(557,286)	62.58%
50001 · Salary & Wage Reimbursement from LCLS	(62,532)	(90,328)	27,796	69.23%
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)	69,231	113,918	(44,687)	60.77%
5150 · EE Benefits - Pension/ER Match	35,395	58,000	(22,605)	61.03%
5160 · EE Benefits - Insurance	68,017	124,600	(56,583)	54.59%
5170 · Worker's Compensation	2,639	4,000	(1,361)	65.97%
5200 · Books - Adult	28,091	75,832	(47,741)	37.04%
5201 · Reference - Adult	18,161	18,411	(250)	98.64%
5220 · Audio Materials - Adult	97,675	136,791	(39,116)	71.41%
5270 · Online Resources	30,238	36,238	(6,000)	83.44%
5280 · District Bibliographic Utilities OCLC	1,458	1,500	(42)	97.2%

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



**JAMES V. BROWN LIBRARY**

	<u>Jan - August 2024</u>	<u>2024 Budget</u>	<u>2024 Budget Variance</u>	<u>% of 2024 Budget</u>
5300 · Library Supplies & Collection	2,355	5,100	(2,745)	46.18%
5310 · Youth Services Expenses	14,714	42,850	(28,136)	34.34%
5320 · Furniture & Equipment Expense	6,617	8,871	(2,254)	74.59%
5330 · Office & Computer Supplies	7,806	11,000	(3,194)	70.96%
5340 · Technology Hardware	5,328	24,000	(18,672)	22.2%
5350 · Furniture and Equipment Rental	2,301	3,025	(724)	76.07%
5360 · Maintenance of Equipment	210	2,000	(1,790)	10.49%
5380 · Computer Software	4,306	6,000	(1,694)	71.77%
5400 · Training	11,745	34,732	(22,987)	33.82%
5410 · Insurance	33,625	34,735	(1,110)	96.8%
5420 · Buildings and Grounds	33,984	52,500	(18,516)	64.73%
5430 · Utilities	51,442	76,500	(25,058)	67.24%
5440 · Postage & Freight	29,171	34,050	(4,879)	85.67%
5450 · Printing	2,320	7,000	(4,680)	33.14%
5452 · Grant-expense local	8,998	5,593	3,405	160.87%
5460 · Telephone & Other Telecommunica	5,046	8,716	(3,670)	57.89%
5470 · Public Awareness	8,171	17,000	(8,830)	48.06%
5480 · Travel	2,966	5,000	(2,034)	59.32%
5490 · Accounting	15,305	18,850	(3,545)	81.19%
5520 · Vehicle Repair and Maintenance	3,256	7,250	(3,994)	44.91%
5530 · Miscellaneous Operating	14,807	33,836	(19,029)	43.76%
5540 · Contracted Svcs. & Consulting	48,629	87,831	(39,202)	55.37%
5544 · Legal fees	960	5,000	(4,040)	19.2%
5551 · Costs of Raising Money	15,003	40,300	(25,297)	37.23%
5570 · Gas	9,184	13,480	(4,296)	68.13%
5580 · Summer Learning (JVB)	10,570	13,128	(2,558)	80.51%
6011 · transfer to capital improvement	26,915	26,915	-	100.0%
6012 · transfers to endowment fund	-	-	-	0.0%
<b>Total Expense</b>	<u>1,595,938</u>	<u>2,581,544</u>	<u>(985,606)</u>	<u>61.82%</u>
<b>Net Ordinary Income</b>	419,123	-	419,123	



## CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

September 2024

### **Personnel and HR**

The Collections & Technical Services Director position opened on June 30, and final interviews will be completed in September.

A Programming Assistant role has been posted, and interviews will be finished by the end of September.

### **Facilities & Fleet**

Dixon has installed the new Mitsubishi dual-head mini split unit. Dixon installed a new line hide for that unit along Edwin Street Alley. To ensure continuity between the units in that space, we wanted to replace the two other line hides so they would all match. Kristin Caringi approached Dixon and asked them if they would donate the two new line hides, and they agreed; this in-kind gift saved the Library \$1,500. Keith Bauer installed new stair treads to replace the worn-down treads at the State Street entrance. The outside entry mats were replaced with Spacelink Griptop mats as scheduled. The fleet included repairs to one Storymobile tire and providing routine service to Books Bus and Bookmobile based on the maintenance schedule. The Williamsport Parking Authority (WPA) has not yet installed the signage for the new spots - WPA has been contacted about this issue.

New navigation kiosks will be added to the library's four entrances. These kiosks will display an interactive library map webpage. They will also include brochures and signage to help patrons navigate our building and collections.

### **Organizational**

Amy Resh attended two Friends of James V. Brown Library meetings, one event for the Friends, a visit to the Barbours LINK library, a meeting with Hudock Capital, the Morning Member Connection with U.S. Congressman Dan Meuser and Williamsport/Lycoming Chamber of Commerce, and a Crosscutters event due to our sponsorship of their summer reading program. Resh presented at the County Commissioner's meeting on August 22 to highlight summer learning and the System's increase in usage and patrons. Senator Robert Casey's aide was in the audience and was delighted with the presentation and our Library's positive impact on the community.

Administrative Team staff have received all staff self-reviews and are proceeding with the review process outlined in the Performance Evaluation Schedule (end of report).

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

Robbin Degeratu, Nicole Rader, and Courtney Schonewolf are collaborating to set up a new reservable space on the second floor of the Welch Wing: Student Study Room. This space is designated for K-12 students to use for study, tutoring, testing, and evaluation. The anticipated launch date for the space is September 23, 2024. Schonewolf has created a

new desk schedule to according to fall availability for staff in all departments. Natalie Griffin is relabeling and reorganizing Beginner Readers. Charles Hoff continues to monitor Wi-Fi Hotspot rentals and order new devices as needed. Aria Meixel completed a shifting project on the Local History Balcony to accommodate a new cabinet for Francis Tipton Hunter ephemera. Melissa Vollman continues to review all passport applications daily to identify issues before they are sent for processing.

The Public Service Team completed several collection projects in August, including evaluating Bookmobile discards for inclusion in the Library's collection, withdrawing Storymobile items pulled due to poor condition, and sorting thousands of donated DVDs. The team also continues to make substantial contributions to adult collection development; these recommendations help Managing Librarians keep up with purchasing while the Collections and Technical Services position is vacant. Weekly and special events volunteers continue to support library operations. In June, 104 hours were donated, and in July, 117 hours were donated.

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

Wendy Durant hosted an annual review with the new Midwest Account Executive regarding hoopla. The Library had a significant increase in new patrons (+45%), unique patrons (+32%), and total instant circulations (+23%) this year. Audiobooks are still the most borrowed items, and ebooks are close behind. Six of the Harry Potter audiobooks continue to be on the top 10 circulating instant titles. Over the last year James V. Brown patrons had access to 7,802 titles worth \$259,000 (list price). Durant will also be processing a large number of DVDs that staff sorted from the transit closet to ready for circulation. Many will be made into "binge packs," packaging related movies in one case to save shelf space and make it easier for patrons to watch series. This will require some original cataloging. Patti Eichensehr has finished relabeling the YA graphic novels and is currently working on relabeling the Storymobile board books in preparation for their return to service. She is also relabeling items as they are returned from the collections that have already been completed.

Jen Heimbach continues to process all ILL requests, coordinate incoming and outgoing mail services, UPS shipments, book orders for Allenwood, and Books by Mail orders. She also keeps statistics, contacts patrons and other libraries by phone and email.

Doug Harkness is working with BLAST IU 17 to complete the setup and installation of the new phone system. The Rollout of the new Phones is planned for late September or early October. He attended a webinar for a new erate program. The new program will allow partial reimbursement for the cost of the Mobile Hotspots that we lend to our patrons. Information gathering continues to determine it could be beneficial to the library. The new technology refresh cycle is being compiled per the new Long-Range plan.

Under the direction of Robbin Degeratu, Harkness remodeled the Outreach Services page on the [jvbrown.edu](http://jvbrown.edu) website. The new layout includes more information about our outreach vehicles and library link. It also includes the schedules for all three mobile libraries, which provides patrons with a fast and easy way to access those schedules.

## **Programming & Youth Services**

The James V. Brown Library handed out 850 Adventure Passports this summer. The Programming Department held 175 programs, with 4,059 attendees from June through August. We partnered with 15 community organizations including the Community Theatre League, Hiawatha, Lewisburg Museum, the Little League Museum, Lycoming County Audubon Society, Lycoming County Library System, The Potting Bench, River Valley Transit Authority, Taber Museum, Tiadaghton Forest Department, Trout Pond Park, Williamsport Business Association, Wildwood Cemetery, Williamsport Parks and Rec., and the YMCA. Our Finale at the Hiawatha was rescheduled due to Hurricane Debbie and we still had 244 attendees during our four tours. One tour even got to see a bald eagle catching a fish. 3,513 tickets were handed in for the over 20 basket raffles; winners collected prizes during the week of August 26th. The summer partners and presenters were sent handwritten thank-you notes from the Programming Department. Programming supplies were organized and evaluated at the end of August. Nicole Rader received feedback from four of the LCLS Libraries regarding 2024's Shared Events. Rader will attend the September 24 LCLS Directors meeting to share the 2025 LCLS potential shared events calendar.

The Library renewed the Lewisburg Children's Museum Passes for our collection for 2024-2025. We currently have three in the Youth Services Collection, which have been checked out sixty-eight times this year. September brings nine adult programs, including Medicare 101 with STEP: Office of the Aging on September 18th. The LCLS Family Nature Adventure has been rescheduled for Saturday, October 5th, from 9:30 to 11:30 am. The Programming Department looks forward to Fall partnerships, including the second Lunch and Learn Event with Penn College in October.

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

**Author Spotlight:** Sponsorships and ticket sales as of 8-31-2024 are at \$24,140. 70 tickets still available for \$125 per person.

**Grants:** On August 6, Dana Brigandi attended a grant seminar at Lycoming College hosted by Sen. Gene Yaw and learned of new opportunities from Joe Marsicano, funding and resource manager for the Senate.

**Appeals:** August is the Own a Day renewal mailing and raised \$10,400 so far with renewals due by Sept. 30.

**Merchandise sales:** The Library's 7<sup>th</sup> Little League trading pin raised \$860.38. The merchandise sale began in late August, bringing in \$216 as of August 31. Top sellers are custom-scented limited-edition Miles Welby candles and Rotunda stained-glass umbrellas.

**National Medal:** Application submitted for the Institute of Library and Museum Services National Medal award, which included letters of support from U.S. Sen. Meuser, U.S. Sen. Casey, Rep. Jamie Flick, the Lycoming County Commissioners, and Jason Fink from the Williamsport/Lycoming Chamber of Commerce.

Ken Sawyer is featured on the Mayor's billboard in September to share how much he and his wife have saved by using the library (\$4,000). The library sponsored the bottom part of

the Williamsport Business Association's September rack card to encourage residents to get a free library card during National Library Card Sign Up Month.

**Aug. 1-31 social media statistics:** All platforms saw an increase in followers.

- Facebook: Content interactions increased by 4543%, reach increased by 9.0k%, and follows increased by 483%. We reached 1.4 million\* users this month. *\*Richard Scarry meme is the cause for the jump.*
- Instagram: Content interactions decreased by 7.3%, reach increased by 22.4%, and follows decreased by 21.4%.
- YouTube subscribers are currently at 294; averaging about 5 new subscribers each month most likely due to Emma Klopp's creation of "shorts" (vertical videos) that can be shared in e-newsletters.
- LinkedIn followers increased to 315. Impressions and views increased 3%.

Looking ahead, fall will feature the Author Spotlight event on October 10, an Annual Fund appeal, and an Own a Day acquisition mailing. A Ben Franklin Society donor recognition event will be planned for November at DiSalvo's.

**Employee Performance Evaluation Schedule**

By September 1	Self-review form sent to each staff member
September 15	Self-review form is due to each staff member's manager
September 30	Review from manager due to CEO and HR Manager
October 1 – 15	Salary Recommendations with Managers
October 16 – 30	Prepare salary sheet for Board review
November 1 – 15	Salaries with the Board's finance committee
November JVB Board Meeting	Full board review and approval of following year's salaries
End of December	Staff members informed about following year's salaries



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

**GO**



69,959  
in-person visits  
YTD 2023:  
65,645

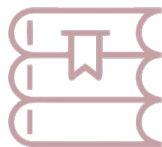


70,089  
website visits  
YTD 2023:  
58,994



1,535 new  
library cards  
YTD 2023: 1,701  
**Total: 35,312**

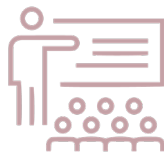
**LEARN**



247,091  
checkouts  
YTD 2023:  
159,385



35,049  
electronic  
checkouts  
YTD 2023:  
31,717



228 programs  
for children and  
adults attended  
by 7,429 people

**CONNECT**



58,012 Wi-Fi uses  
YTD 2023: 55,947



53,377 items checked  
out on Storymobile,  
Book's Bus, Links &  
Bookmobile  
YTD 2023: 89,794



1,389 passports  
executed and  
383 renewals  
reviewed,  
bringing in \$63,450

**GROW**



142 volunteers  
gave 837 hours  
of their time  
valued at  
\$28,031.13

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



\$3,908,215.37  
saved by using  
the library, or  
\$34.23 per person  
\*based on 114,188  
county population



77 donors/orgs  
making their  
first gift, resulting  
in \$28,777

**YTD January 1 – August 31, 2024**



## 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 the maximum level of growth with moderate risk to offset inflation and support the library's financial needs.
- Income Generation: Generate a reasonable level of income in alignment with the growth of capital objective 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 the maximum level of 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 Securities

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

Upon receipt, the donated securities 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 securities 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 achieving the maximum level of growth with moderate risk to offset inflation and support the library's financial needs 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



## **2025 Board Meeting Dates**

Thursday, January 16<sup>th</sup>

Thursday, February 20<sup>th</sup>

Thursday, March 20<sup>th</sup>

Thursday, April 17<sup>th</sup>

Thursday, May 15<sup>th</sup>

Thursday, June 19<sup>th</sup>

Thursday, July 17<sup>th</sup>

Thursday, August 21<sup>st</sup>

Thursday, September 18<sup>th</sup>

Thursday, October 16<sup>th</sup>

Thursday, November 20<sup>th</sup>

Thursday, December 18<sup>th</sup>

Meetings will be held at 12:00pm;  
either virtually on Zoom  
OR at the James V. Brown Library  
19 East Fourth Street  
Williamsport, PA 17701