



James V. Brown Library Board Meeting
February 20, 2025, 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 January 16, 2025 minutes

Committee Reports

Treasurer's Report

Chief Executive Officer & Director's Report

- Nicole Rader, Programming and Youth Services Director

New business

- Board Resolution for the Waiver of District Aid Standards, 2024-2025

Friends of James V. Brown Library Report

Announcements

Adjournment

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

BILINGUAL STORY TIME

One Saturday a month, we welcome all families to listen to stories, sing songs, play, and make friends!

Families will learn counting (10 Deditos/10 little fingers), opposites (Up/Arriba, Down/Abajo), body parts (head, shoulders, knees, and toes /Cabeza, Hombros, Rodillas, Pies), phrases (Buenos días/ Good morning and Buenas noches/Good night) and more in both languages.

This program is not a Spanish class, but a celebration for both English and Spanish families to learn a little about a second language while celebrating their first language.



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

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

Trustees Present Virtually: John Confer, President

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

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guest Present: Shelby Weber, Friends of the James V. Brown Library; Susan Yost, Leadership Lycoming

Guest Present Virtually: Pat Crossley

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

The meeting was called to order by Vice President Brette Confair at 12:00pm.

Mission Moment: Connections Club is a monthly program for adults with diverse abilities. At the January session, participants learned about Pennsylvania wildlife and created bird feeders. Held the first Monday of each month, the reimagined program has seen attendance double to 20 adults and their caregivers.

Minutes: Reverend Kyle Murphy motioned to approve the December 2024 minutes. Dr. Brooke Beiter seconded the motion. All in favor. Motion passed.

Committee Reports:

- 2025 Committee Appointments list was presented. If changes are needed, please contact Amy Resh.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The total cash and investments are as reported in the board packet.
- The Library closed 2024 under budget.
- The Library received their first LCLS aid payment.
- Rick Mirabito motioned to approve the treasurer's report. Reverend Kyle Murphy seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Interviews are being held for the Public Service Assistant position.
- The Transit van and Storymobile had repairs.
- Keith Bauer and Brian Moser are installing shelving in the third-floor space across from the business office.
- The Rotunda will be closed on January 28 to clean the inside of the glass.
- Amy Resh attended the Friends of the Library monthly meeting.
- The Library's Inclement Weather Guidelines were updated.
- The Administrative staff will begin gathering data for the state annual report and the 2024 audit fieldwork.
- Amy Resh will be scheduling one-on-one meetings with each trustee.
- Amy Resh will be presenting at the City of Williamsport Council Meeting on January 30.
- In December, Library staff executed 142 new passports and 46 passport renewals.
- Robbin Degeratu and Doug Harkness will be working with Advantage Archives to address maintenance issues impacting the Library's local history research databases.
- The Yearbook Collection is being relabeled to ease patron access. Shelf talkers are being created with school colors.

- Cultural kits have been cataloged by Marci Hubler and processed for the Youth Service collection. This project was supported by a grant received in 2021.
- The Library's new self-checkout kiosk has been installed in the Children's Wing. This will help the patron experience during times when the Children's desk is closed.
- There were 33 programs in December, including collaborations with Williamsport Fire Inspector Stephan Yokin and AIDS Resource Center.
- New programs include Bilingual Storytime, Chill Out and the Hot Takes Book Club.
- AmeriCorps will be partnering with the Library for Martin Luther King Jr. Day activities on January 20th.
- Additional partnerships with Weis and BLaST IU will develop programs to support Health Literacy and English as a second Language.
- 2025 Summer Learning Program Kickoff date is Saturday, June 14th and will end on August 9th.
- Gratitude was expressed to the Friends of the James V. Brown Library for gifting each Summer Learning participant a free book.
- The 2024 Annual Fund brought in \$86,243.18, exceeding the \$85,000 goal. Total fundraising in 2024 was \$301,597.24.
- The Library Gala will be held on October 9th, the speaker will be Brenden Slocum who has a new book being released in May, *The Dark Maestro*.
- Additional fundraising events include a Tea Party in April with *The Tria Prima*; Sips and Stories, a Friendraiser at New Trail Brewing; and Boots Brews and BBQ in July at Herman and Luther's.
- 2024 saw an increase in foot traffic, WiFi usage and electronic checkouts, while physical checkouts were down a bit from 2023.
- 2024 Year in Review – Amy Resh
 - Last year was full of significant change and innovation with a number of new community partnerships helping patrons make connections beyond the walls of the Library.

New Business

- Amended 2025 early closure date
 - Due to the dates of the PaLA Conference the date of the October staff meeting needs to be rescheduled for October 29, 2025.
 - Reverend Kyle Murphy motioned to approval the early closure of the Library of October 29, 2025. Rick Mirabito seconded the motion. All in favor. Motion passed.
- Long Range Plan Bi-Yearly Update
 - The full updates were included in the board packet.
 - All goals for 2024 were met. Work has begun on several future goals.

Friends of the James V. Brown Library Report – Shelby Weber

- Shelby Weber shared the current Friends of the James V. Brown Library cash balance.
- The 2025 budget has been voted on. They will be operating on a deficit spending budget.
- There is excitement in planning the Volunteer Appreciation Event as well as the Friendraiser.
- The Friends are creating new committees this year.
- Shelby Weber plans to continue attending James V. Brown Board Meetings in 2025. Deb Goff may attend when Weber is unavailable.

Announcements:

- Rick Mirabito would like to see us develop symbiotic relationships with municipal leaders, bringing them face-to-face with constituents.

Brette Confair adjourned the public meeting at 12:53pm.

Meeting dates for 2025: February 20, March 20, April 17, May 15, July 17, August 21, September 18, October 16, November 20, and December 18

Minutes recorded and respectfully submitted by Nina Riggle.



JAMES V. BROWN LIBRARY

**Cash & Investments Report
January 31, 2025**

Cash

General Fund	\$376,018
Repo/Sweep	\$437,800
Payroll	\$3,056
CIF-General Fund	\$25,052
CIF-Vehicle Replacement Fund	\$74,563
CIF-Storymobile Fund	\$2,059
CIF-Adult Bookmobile Fund	\$67,243
CIF-Outreach Vehicle Fund	\$26,066
EITC Fund	\$15,673
Grant Fund	\$20,655
Total Cash as of 1/31/25	\$1,048,185

Investments

Merrill Lynch Endowment	\$7,456,952
Wright Trust	\$812,959
Kane Trust	\$331,312
Total Investments as of 1/31/25	\$8,601,223

**General Fund
Budget vs. Actual
January 2025**



JAMES V. BROWN LIBRARY

	<u>January 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
Ordinary Income/Expense				
Income				
4100 · State Aid-District	245,404	\$490,808	(245,404)	50.0%
4120 · State Aid Received-LCLS	92,678	\$370,710	(278,032)	25.0%
4121 · County Coordination Aid-LCLS	46,217	\$184,869	(138,652)	25.0%
4220 · Local Govt Rev-School Districts	-	\$7,500	(7,500)	0.0%
4230 · Local Govt Revenues - Other	-	\$1,000	(1,000)	0.0%
4240 · Local Govt Revenue - County	226,005	\$904,021	(678,016)	25.0%
4300 · Interest Revenue	-	\$40,000	(40,000)	0.0%
4305 · Rebate Income	-	\$1,800	(1,800)	0.0%
4310 · Bequests (JVB)	-	\$0	-	0.0%
4400 · Self Generated Revenue (JVB)	11,220	\$98,315	(87,095)	11.41%
4410 · Revenues from Fund Drives (JVB)	8,639	\$188,500	(179,861)	4.58%
4420 · Direct Mail (JVB)	304	\$28,000	(27,696)	1.08%
4450 · Contracted Services (JVB)	-	\$7,500	(7,500)	0.0%
4500 · Contributions, Gifts & Donations	21,076	\$70,682	(49,606)	29.82%
4520 · Local Grants - JVB - Restricted	1,500	\$18,699	(17,199)	8.02%
4540 · Fees (JVB)	452	\$0	452	100.0%
4550 · Photocopies	600	\$9,000	(8,400)	6.67%
4560 · LCLS Admin Fee Income	1,000	\$12,000	(11,000)	8.33%
4567 · LCLS Delivery/Transit Fee	500	\$6,000	(5,500)	8.33%
4580 · Miscellaneous Revenues (JVB)	23	\$6,950	(6,927)	0.33%
6000 · Transfers from endowment Fund	12,916	\$198,000	(185,084)	6.52%
Total Income	<u>668,534</u>	<u>2,644,354</u>	<u>(1,975,820)</u>	<u>25.28%</u>
Gross Profit	668,534	2,644,354	(1,975,820)	25.28%
Expense				
5000 · Salaries & Wages - Library Pers	110,316	\$1,587,393	(1,477,077)	6.95%
50001 · Salary & Wage Reimbursement from LCLS	(15,381)	(\$138,393)	123,012	11.11%
5011 · Contra Salary & Wages Expense	-	(\$5,000)	5,000	0.0%
5100 · Unemployment Compensation Tax	-	\$0	-	0.0%
5110 · FICA Taxes ER (SS & Medicare)	7,895	\$121,436	(113,541)	6.5%
5150 · EE Benefits - Pension/ER Match	4,028	\$58,000	(53,972)	6.95%
5160 · EE Benefits - Insurance	9,889	\$140,600	(130,711)	7.03%
5170 · Worker's Compensation	2,393	\$4,100	(1,707)	58.36%
5200 · Books - Adult	6,622	\$89,500	(82,878)	7.4%
5201 · Reference - Adult	17,757	\$22,100	(4,343)	80.35%
5220 · Audio Materials - Adult	6,207	\$94,000	(87,793)	6.6%

**General Fund
Budget vs. Actual
January 2025**



JAMES V. BROWN LIBRARY

	<u>January 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
5270 · Online Resources	21,693	\$49,250	(27,557)	44.05%
5280 · District Bibliographic Utilities OCLC	736	\$1,500	(764)	49.08%
5300 · Library Supplies & Collection	30	\$7,750	(7,720)	0.39%
5310 · Youth Services Expenses	1,752	\$49,600	(47,848)	3.53%
5320 · Furniture & Equipment Expense	219	\$8,000	(7,781)	2.74%
5330 · Office & Computer Supplies	1,436	\$13,500	(12,064)	10.64%
5340 · Technology Hardware	110	\$24,000	(23,890)	0.46%
5350 · Furniture and Equipment Rental	554	\$3,300	(2,746)	16.78%
5360 · Maintenance of Equipment	-	\$1,000	(1,000)	0.0%
5380 · Computer Software	812	\$6,000	(5,188)	13.53%
5400 · Training	1,668	\$27,500	(25,832)	6.07%
5410 · Insurance	8,787	\$38,739	(29,952)	22.68%
5420 · Buildings and Grounds	2,749	\$55,000	(52,251)	5.0%
5430 · Utilities	7,748	\$81,500	(73,752)	9.51%
5440 · Postage & Freight	16,466	\$42,375	(25,909)	38.86%
5450 · Printing	305	\$8,000	(7,695)	3.81%
5452 · Grant-expense local	-	\$1,500	(1,500)	0.0%
5460 · Telephone & Other Telecommunica	447	\$9,080	(8,633)	4.92%
5470 · Public Awareness	153	\$16,500	(16,347)	0.93%
5480 · Travel	-	\$5,000	(5,000)	0.0%
5490 · Accounting	-	\$19,600	(19,600)	0.0%
5520 · Vehicle Repair and Maintenance	610	\$7,250	(6,640)	8.42%
5530 · Miscellaneous Operating	4,766	\$38,076	(33,310)	12.52%
5540 · Contracted Svcs. & Consulting	3,886	\$68,100	(64,215)	5.71%
5544 · Legal fees	-	\$5,000	(5,000)	0.0%
5551 · Costs of Raising Money	9,315	\$40,650	(31,335)	22.92%
5570 · Gas	622	\$18,248	(17,626)	3.41%
5580 · Summer Learning (JVB)	-	\$13,500	(13,500)	0.0%
6011 · transfer to capital improvement	-	\$11,100	(11,100)	0.0%
6012 · transfers to endowment fund	-	\$0	-	0.0%
Total Expense	<u>234,589</u>	<u>2,644,354</u>	<u>(2,409,765)</u>	<u>8.87%</u>
Net Ordinary Income	433,945	-	433,945	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

February 2025

Personnel & HR

Krysta Norland joined us as a Public Service Assistant; her first day was February 10.

Facilities & Fleet

The facilities staff completed 64 work orders in January. The interior rotunda glass was cleaned in January. Meixel Electrical completed the LED lighting conversion in the main circulation area on February 5 in keeping with the schedule to move to more energy-efficient lighting throughout the building.

Looking ahead, the building's windows will need to be cleaned in early summer; quotes will be requested in April and May. We have received one quote to move the fiction collection and shelving from the basement to the 3rd floor of Welch and the 4th floor of the vintage wing. We are currently working on another quote for the move.

Organizational

Amy Resh attended the Friends of James V. Brown Library monthly meeting. Resh presented at the City of Williamsport Council meeting on January 30 at 6 PM. One-on-one trustee meetings are continuing. Any trustee who has not requested a meeting time can still do so. The 2024 Annual Report to the Office of Commonwealth Libraries is almost complete, due on March 10, 2025.

W2s, ADA forms, and Employee Benefit statements were completed and distributed to all staff members. Audit preparation continues. Karen Confer attended multiple training classes, including SHRM webinars regarding changes in presidential Executive Orders.

Looking ahead, Resh is presenting at the Lycoming County Commissioner's meeting on March 6; trustees are invited to attend. Resh is hosting a Regional Superintendents Quarterly meeting to discuss library services and opportunities for partnerships. Resh is attending the Women's Empowerment Conference sponsored by YWCA at Penn College on March 11. Resh and Kristin Caringi are meeting with our JSSB representative on March 13. The Friends and Trustees Institute is being held at the Library on behalf of LCLS on March 15; trustees are encouraged to attend!

Public Services, Local History & Reference

Krysta Nordland's training will focus on daily library service for several weeks before beginning training as a Passport Acceptance Agent. The Library's yearbook collection has been relabeled and reorganized to improve ease of use for patrons. The reservable Student Study Space in the Teen Area has seen an uptick in use beginning in late January, with some groups reserving the room two times a week for educational purposes. Staff increased rounds throughout publicly accessible parts of the building in response to increased patron foot traffic. The Library's annual Passport Recertification packet was

submitted to the U.S. State Department as required. In January, Library staff executed 230 new passports and assisted with 74 renewals; this is an increase of 22% as compared to January 2024. Volunteers donated 37.5 hours of time to the Library in January.

Robbin Degeratu and Doug Harkness will continue to work with vendor Advantage Archives to address issues with digital materials, and prepare to roll out a new discovery layer for both databases to improve ease of searching. Staff will continue to collaborate on projects, including weeding the Library's travel section and adult fiction, revising guidelines for Wi-Fi Hotspot lending, and updating labels on DVDs for adults and children. Several procedures are slated to be updated, including those for addressing materials damaged by patrons, notifying patrons about missing items that cannot fill holds, and establishing patron payment plans. Staff will acquire the necessary supplies to transfer local history materials to the Lycoming County Genealogical Society.

Collection, IT & Technical Services

The technical services staff are in the process of replacing the green dot stickers that represent new materials with labels that are more intuitive for patrons. For consistency, these new stickers will also be added to other types of materials in the collection that aren't currently processed with the green dot stickers.

Marci Hubler has had two of three Polaris administration trainings. She is currently working on the Polaris user permissions, which will allow users to have all or only the functions they need to perform their duties.

The new, "new" labels will be arriving soon to replace the current "new" item labels. Work on the cataloging and processing of the new books for the travel section begins soon as well as a new display for these materials.

Doug Harkness filed the E-Rate Form 470 for Category 2 and is working with vendors to obtain quotes for an internal network upgrade planned for early 2026. He is also attending vendor demonstrations to evaluate different brands and determine the best fit in terms of performance and cost for the Library.

Upcoming projects include the Polaris ILS upgrade on March 4th and assisting Hubler in becoming more familiar with Polaris. Harkness is supporting Hubler's first time with a system upgrade.

Programming & Youth Services

The James V. Brown Library Programming Department facilitated and planned 68 programs in January 2025. Programming Partners included AmeriCorps, Lycoming College, and the Society of American Baseball Research (SABR).

Fifty-eight participants attended the Dream Week Storytime, which was held in partnership with AmeriCorps. Dave Kennedy, photographer of the Crosscutters, presented at the SABR meeting on February 1, which had sixty people in attendance.

At the end of February, the library will host a Resource Fair and take donations of new clothing and blankets for participants. Local organizations like Sojourner Truth, YMCA,

YWCA, Salvation Army, AIDS Resource, Transitional Living Center, STEP Inc., West Branch Drug and Alcohol Commission, and more will attend. The goal is to provide services and resources to those in crisis in the community.

The Library will celebrate Read Across America Week in March with a Superhero Book Bingo for families. Nicole Rader, Programming Director, is coordinating with the LCLS Directors regarding the shared event at the Community Theatre League on March 13th. Each Library has 29 seats available for patrons to sign up to see The Lion King: KIDS.

Jacquie Weaver and Sheila Howarth are working with Weis and M&T Bank for a spring program called "Supermarket Challenge" for homeschooled families to learn about health and financial literacy.

Marketing, Development & Public Relations

Upcoming fundraising and public relations activities include **Raise the Region** on March 12 & 13; a "**Full of Flowers**" **High Tea Party** from 1-3 pm Saturday, April 5 in the Lowry Room; **Sips and Stories "Friendsraising"** event from 12-6 pm Saturday, May 17 at New Trail Brewing; **Boots, Brews & BBQ** on Thursday, July 10 at Herman and Luther's; and the **Library Gala** on Thursday, Oct. 9 at the Williamsport Country Club with musician and author Brendan Slocumb.

Social media update: Facebook has 6,198 followers, and interactions are up 129%; Instagram has 1,629 followers, and interactions are up 12%; YouTube has 308 followers, and LinkedIn has increased to 353 followers.

Looking ahead, Dana Brigandi will attend the upcoming FCFP grant workshop for available funding this year, starting the Summer Learning corporate grants and sponsorships process, and finalizing forthcoming events. Summer Learning Campaign direct mail is anticipated in late February.

A significant change for Raise the Region 2025 is that the funds will not be distributed until 75 business days after the event, June 30, 2025 - due to the increased number of credit card disputes last year.



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

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9,081
in-person visits
YTD 2024:
8,020

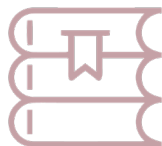


8,756
website visits
YTD 2024:
9,958



171 new
library cards
YTD 2024: 178
Total: 36,030

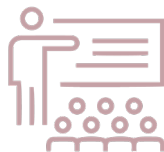
LEARN



27,047
checkouts
YTD 2024:
32,073



9,583
electronic
checkouts
YTD 2024: 4,891



33 programs for
children and
adults attended
by 902 people

CONNECT



7,879 Wi-Fi uses
YTD 2024: 7,161



6,216 items checked
out on Storymobile,
Book's Bus, Link &
Bookmobile
YTD 2024: 11,578



230 passports
executed and
74 renewals
reviewed,
bringing in \$10,582

GROW



10 volunteers
gave 37.5 hours
of their time
valued at \$1,256
* Per <https://rb.gy/6v5er4> at
the rate of \$33.49/hour



\$549,832 saved
by using the
library, or \$4.82
per person
*based on 114,188
county population



4 donors/orgs
making their
first gift, resulting
in \$398.61

YTD January 1 – January 31, 2025