



James V. Brown Library Board Meeting  
September 18, 2025, at noon  
In-person at the Library: 19 East Fourth Street, Williamsport, PA  
and virtually via Zoom

Call to Order

Introduction of our new Development, Marketing, and Public Relations Director,  
Savannah Lorson

Mission Moment

Review of the August 21, 2025, minutes

Committee Reports

- Facilities Committee

Treasurer's Report

Chief Executive Officer & Director's Report

Old Business

New business

- Lycoming County Library System Advocacy Presentation

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

***Board Meeting Dates for 2025: October 16, November 20, and December 18 at noon***

# Mission Moment



Teens, young adults, and adults of diverse abilities – along with their support persons joined the Library for a fun, interactive, and offsite gardening program with Lycoming County Special Olympics and Penn State Extension Master Gardener Krista Biggins.

Participants learned about a variety of herbs and their everyday uses, then rolled up their sleeves to create their very own mini indoor herb gardens to enjoy throughout the fall and winter. The program wrapped up with an exploration of the Sensory Garden at the Lysock View Complex, where everyone could see, touch, and smell plants designed to engage all the senses.



It was an afternoon full of discovery, creativity, and connection with nature!

**James V. Brown Board Meeting Minutes**  
**Thursday, August 21<sup>st</sup> at 12:00 PM**  
**In-person and Zoom**

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

**Trustees Present Virtually:** Marshall Welch, Treasurer; Dr. Brooke Beiter, Gloria Greevy, Mayor Derek Slaughter

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

**Guests Present:** Shelby Weber, Friends of the James V. Brown Library; John Compton, Baker Tilly; Pat Crossley, Williamsport Sun Gazette

**Library Staff Present:** Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer/Chief Operations Officer; Robbin Degeratu, Assistant Director; Karen Confer, Human Resources and Fleet Director; Nina Riggle, Executive Assistant to the CEO

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

**Mission Moment:**

**Baker Tilly 2024 Audit Review** – John Compton

- The 2024 audit was completed on August 12, 2025. The Library received an unmodified opinion.

**Minutes:** Rick Mirabito motioned to approve the July 2025 minutes. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

**Committee Reports:**

- Finance Committee – Kristin Caringi
  - The Finance Committee met with Michael Bush from Merrill Lynch to discuss investments.
  - The Finance Committee recommends adjusting from the 70/30 investment strategy to increase equities investment to 75%.
  - Marshall Welch motioned to adjust investments to 75/25. Rick Mirabito seconded the motion. All in favor. Motion passed.

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

*Highlights:*

- The cash balance as of July 31, 2025 was \$810,153.
- Total investments as of July 31, 2025 was \$8,932,967.
- The Library received the third-quarter LCLS aid payment. The fourth-quarter payment will be disbursed in October after County aid is received.
- The salaries expense line is in line for this time of year.
- Passports brought in \$67,370
- Rev. Kyle Murphy motioned to approve the treasurer's report. Brette Confair seconded the motion. All in favor. Motion passed.

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

*Full Report attached; Highlights include:*

- An offer will be sent out next week for a Development, Marketing, and Public Relations Director.
- The first permanent Book Walk in Lycoming County ribbon cutting was on July 25<sup>th</sup> at Trout Run Park.
- Amy Resh has been selected as one of the Women in Business' Top Women CEOs & Leaders for 2025.
- Amy Resh, Kristin Caringi, and Nina Riggle are leading the final weeks of planning for the Author Gala on October 9<sup>th</sup>. 60% of tickets have been sold.
- Public Service staff will support September's Library Card Sign-Up Contest.
- In July, the Programming Department hosted 88 programs.
- Nicole Rader and Sheila Howarth will represent the Library at Lycoming College's Involvement Fair.

- Own a Day renewal mailing was sent out in August, and the \$10,000 goal has been met.
- District Aid has still not been received from the State. The State budget may hopefully be approved October or November. From July – December the Library will be covering the cost of district expenses. All eMaterials purchasing by the District has been paused.

**Old Business**

- none

**New Business**

- none

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

- The cash balance of the Friends of the James V. Brown Library was \$71,414.33
- The governing committee is reviewing the bylaws of the Friends of the James V. Brown Library.

**Announcements:**

- none

John Confer adjourned the public meeting at 12:45pm.

An executive session followed.

**Meeting dates for 2025: September 18, October 16, November 20, and December 18**

*Minutes recorded and respectfully submitted by Nina Riggle.*



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

**Cash**

General Fund	\$139,703
Repo/Savings	\$298,132
Payroll	\$4,445
CIF-General Fund	\$29,853
CIF-Vehicle Replacement Fund	\$74,563
CIF-Storymobile Fund	\$2,042
CIF-Adult Bookmobile Fund	\$65,338
CIF-Outreach Vehicle Fund	\$21,000
EITC Fund	\$119
Grant Fund	\$21,267
<b>Total Cash as of 8/31/25</b>	<b>\$656,462</b>

**Investments**

Merrill Lynch Endowment	\$7,913,388
Wright Trust	\$827,920
Kane Trust	\$345,997
<b>Total Investments as of 8/31/25</b>	<b>\$9,087,305</b>

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



**JAMES V. BROWN LIBRARY**

	<u>January - August 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · State Aid-District	245,404	\$490,808	(245,404)	50.0%
4120 · State Aid-LCLS	278,033	\$370,710	(92,677)	75.0%
4121 · County Coordination Aid-LCLS	138,652	\$184,869	(46,217)	75.0%
4220 · Local Revenue-School Districts	-	\$7,500	(7,500)	0.0%
4230 · Local Government Revenue - Other	-	\$1,000	(1,000)	0.0%
4240 · Local Government Revenue - County	678,016	\$904,021	(226,005)	75.0%
4300 · Interest Revenue	21,269	\$40,000	(18,731)	53.17%
4305 · Rebate Income	1,575	\$1,800	(225)	87.5%
4310 · Bequests	-	\$27,000	(27,000)	0.0%
4400 · Self Generated Revenue	78,947	\$108,712	(29,765)	72.62%
4410 · Revenues from Fund Drives	109,481	\$195,024	(85,543)	56.14%
4420 · Direct Mail	24,306	\$27,570	(3,264)	88.16%
4450 · Contracted Services	5,660	\$6,375	(715)	88.78%
4500 · Contributions, Gifts & Donations	47,030	\$84,753	(37,723)	55.49%
4520 · Local Grants	26,764	\$27,764	(1,000)	96.4%
4540 · Fees	3,976	\$2,904	1,072	136.93%
4550 · Photocopies	5,508	\$9,000	(3,492)	61.2%
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%
4580 · Miscellaneous Revenues	1,721	\$6,105	(4,384)	28.19%
6000 · Transfers from Endowment Fund	146,147	\$222,419	(76,272)	65.71%
<b>Total Income</b>	<u>1,824,489</u>	<u>2,736,333</u>	<u>(911,844)</u>	<u>66.68%</u>
<b>Gross Profit</b>	1,824,489	2,736,333	(911,844)	66.68%
<b>Expense</b>				
5000 · Salaries & Wages - Library Pers	925,031	\$1,587,393	(662,362)	58.27%
50001 · Salary & Wage Reimbursement from LCLS	(92,286)	(\$138,393)	46,107	66.68%
5011 · Contra Salary & Wages Expense	(1,794)	(\$6,796)	5,002	26.39%
5100 · Unemployment Compensation Tax	736	\$736	(0)	99.95%
5110 · FICA Taxes ER (SS & Medicare)	72,790	\$121,436	(48,646)	59.94%
5150 · EE Benefits - Pension/ER Match	38,152	\$58,000	(19,848)	65.78%
5160 · EE Benefits - Insurance	70,530	\$140,600	(70,070)	50.16%
5170 · Worker's Compensation	2,393	\$4,300	(1,907)	55.64%
5200 · Books - Adult	74,182	\$91,873	(17,691)	80.74%
5201 · Reference - Adult	21,120	\$22,100	(980)	95.57%
5220 · Audio Materials - Adult	60,757	\$91,826	(31,069)	66.17%

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



**JAMES V. BROWN LIBRARY**

	<u>January - August 2025</u>	<u>2025 Budget</u>	<u>2025 Budget Variance</u>	<u>% of 2025 Budget</u>
5270 · Online Resources	47,971	\$58,944	(10,973)	81.38%
5280 · District Bibliographic Utilities OCLC	736	\$1,500	(764)	49.08%
5300 · Library Supplies & Collection	3,391	\$7,000	(3,609)	48.45%
5310 · Youth Services Expenses	53,528	\$50,600	2,928	105.79%
5320 · Furniture & Equipment Expense	1,462	\$8,000	(6,538)	18.27%
5330 · Office & Computer Supplies	8,731	\$15,500	(6,769)	56.33%
5340 · Technology Hardware	18,887	\$29,000	(10,113)	65.13%
5350 · Furniture & Equipment Rental	2,611	\$3,750	(1,139)	69.62%
5360 · Maintenance of Equipment	763	\$1,000	(237)	76.33%
5380 · Computer Software	4,062	\$6,000	(1,938)	67.71%
5400 · Training	16,414	\$32,500	(16,086)	50.51%
5410 · Insurance	34,483	\$39,432	(4,949)	87.45%
5420 · Buildings and Grounds	55,454	\$69,700	(14,246)	79.56%
5430 · Utilities	52,828	\$81,500	(28,672)	64.82%
5440 · Postage & Freight	27,790	\$32,900	(5,110)	84.47%
5450 · Printing	3,236	\$6,500	(3,264)	49.78%
5452 · Grant-Expense Local	2,126	\$3,650	(1,524)	58.24%
5460 · Telephone & Other Telecommunications	5,072	\$9,125	(4,053)	55.59%
5470 · Public Awareness	5,520	\$17,000	(11,480)	32.47%
5480 · Travel	3,765	\$5,500	(1,735)	68.45%
5490 · Accounting	8,240	\$19,600	(11,360)	42.04%
5520 · Vehicle Repair & Maintenance	6,898	\$9,750	(2,852)	70.75%
5530 · Miscellaneous Operating Expense	17,485	\$39,314	(21,829)	44.47%
5540 · Contracted Services & Consulting	44,969	\$71,576	(26,607)	62.83%
5544 · Legal Fees	83	\$5,000	(4,918)	1.65%
5551 · Costs of Raising Money	34,634	\$56,295	(21,661)	61.52%
5570 · Gas	8,415	\$18,248	(9,833)	46.12%
5580 · Summer Learning	13,151	\$13,681	(530)	96.13%
6011 · Transfer to Capital Improvement	50,693	\$50,693	(0)	100.0%
6012 · Transfers to Endowment Fund	-	\$0	-	0.0%
<b>Total Expense</b>	<u>1,705,009</u>	<u>2,736,333</u>	<u>(1,031,324)</u>	<u>62.31%</u>
<b>Net Ordinary Income</b>	119,480	-	119,480	

## CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

September 2025

### **Personnel & HR**

Savannah Lorson has been hired as Development, Marketing, and Public Relations Director. Her first day is September 15. Courtney Schonewolf will become the Development & Marketing Assistant. This is a part-time position, and Courtney will continue in her role as Public Service Coordinator.

June Houghtaling has given notice of her retirement from her position of District Consultant, effective December 10, 2025. The position has been posted on jvbrown.edu. We will be reviewing applications for the District Consultant position beginning October 1<sup>st</sup>.

Karen Confer has given notice of her partial retirement from her position as Human Resources and Fleet director, effective January 2, 2026. She will continue to work in the business office on a part-time basis in 2026.

We continue to advertise for an Outreach Professional (for StoryMobile).

### **Facilities & Fleet**

Keith Bauer and Brian Moser are currently working on re-caulking around the outside of the windows on the first floor of the Welch Wing. The facilities staff completed 66 work orders in August. Looking ahead, the facilities staff will begin to prepare the building for the colder months ahead.

### **Organizational**

Amy Resh has completed all staff one-on-ones. She is now preparing for annual evaluations for direct report staff and reviewing all evaluations with directors before they are presented to staff.

Resh attended the Friends of James V. Brown Library meeting on September 2, a Lycoming County Library System meeting on September 9, the Jersey Shore Public Library board meeting on September 9, the Hughesville Area Public Library Board meeting on September 10, and an event for Dwell Orphan Care on September 17. Upcoming events are the County Commissioner's meeting on September 18 and the Ronald McDonald House ball on September 19. The Library is also co-hosting with The Taber Museum and Mary Sieminski the Finding Justice program on September 21 at 2 PM; Resh will be in attendance as the Library's representative.

### **Public Services & Local History**

Staff continue to keep up with changes to Passport Service procedures. During off-desk time, staff set up a book display promoting the October 9th Library Gala, shelf-read and merchandised adult fiction, refreshed the DVD area in the central circulation area, and set up processes to streamline Wi-Fi hotspot and museum pass borrowing. Local history photos were transferred to the Taber Museum as part of the Local History and Genealogy



Materials Project. The internal and public Digital Archives websites have been switched over to a new user interface with more intuitive search functionality. Library staff executed 159 passports in August and assisted with 51 renewals. Volunteers donated 77.5 hours of their time in August.

Public Service staff will promote the “Your Voice” county advocacy campaign to patrons, encouraging them to request County funding for the Lycoming County Library System. During off-desk time, Robbin Degeratu will continue to work with cultural heritage organizations on the Local History and Genealogy Materials Project.

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

Marci Hubler has revised the classification scheme for juvenile holiday books, enhancing access for patrons and simplifying shelving for staff. In addition, Hubler has instituted a cross-training program for all technical services staff, which will improve departmental flexibility and efficiency, contributing to the timeliness of new materials being made available to our patrons.

Wendy Durant and Hubler are developing the specifications for cataloging, classification, and physical processing for the new print magazine collection that will be available to patrons by the end of the year or early next year. Patti Eichensehr continues to prioritize and process materials that are relevant to current and upcoming seasons, holidays, and events. As part of Jen Heimbach's continuing education, she is preparing to visit a Pennsylvania library and share interlibrary loan philosophies, ideas, and processes.

Doug Harkness completed 47 work orders for the library since the last meeting. Upgrades for all library computers to Windows 11 are complete. This is ahead of the Windows 10 end-of-support date on October 14, 2025. The projected delivery date of the Juniper Network equipment to the vendor remains the same, early October. The installation is expected to occur in late November or December. Harkness is creating a process to decrease patron impact during the transition.

### **Programming & Youth Services**

In August, the Programming Department delivered 55 programs and activities across in-house and off-site locations. With Summer Learning concluded, staff conducted a program review to guide future planning. The 2026 theme, “Unearth a Story,” will invite participants to explore dinosaurs, paleontology, and archaeology through creative and engaging learning experiences.

Looking ahead, September brings renewed partnerships with organizations including STEP: Office of Aging, Residential Hospice, Geisinger, UPMC's Nurse Family Partnership, Penn State Extension, DCNR, Lycoming College, and the Lycoming County Audubon Society. These collaborations continue to expand our reach and strengthen community impact.

This fall, the Programming Department is launching fresh recurring programs for all ages, from Garden Tea Parties and Pound Fitness for adults to citizenship, engineering, and makers clubs for youth. These offerings reflect our commitment to inclusive, innovative programming that builds lifelong learning and community connections.

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

The Library Gala will take place on Thursday, October 9, at the Williamsport Country Club, with musician and author Brendan Slocum. The Library has sold 135/184 seats for the event. Work on the donor retention event at DiSalvo's, tentatively scheduled for November 5, has begun.



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

**GO**



77,130  
in-person visits  
YTD 2024:  
69,959

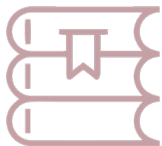


158,901  
website visits  
YTD 2024:  
114,619



1,237 new  
library cards  
YTD 2024: 1,508  
**Total: 37,604**

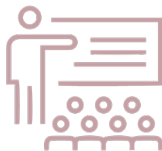
**LEARN**



195,549  
checkouts  
YTD 2024:  
156,794



39,959  
electronic  
checkouts  
YTD 2024: 34,793



276 programs for  
children and  
adults attended  
by 7,531 people

**CONNECT**



52,432 Wi-Fi uses  
YTD 2024: 58,048



26,034 items checked  
out on outreach  
vehicles and Link  
YTD 2024: 53,377



1,599 passports  
executed and  
483 renewals  
reviewed,  
bringing in \$74,385

**GROW**



52 volunteers  
gave 764 hours of  
their time valued  
at \$26,580

\* Per <https://rb.gy/6v5er4> at  
the rate of \$34.79/hour



\$3,324,331 saved  
by using the  
library, or \$40.28  
per person

\*based on 82,529 service  
area residents



86 donors/orgs  
making their  
first gift, resulting  
in \$9,007.22

**YTD January 1 – August 31, 2025**