



James V. Brown Library Board Meeting  
November 20, 2025, at noon  
In-person at the Library: 19 East Fourth Street, Williamsport, PA  
and virtually via Zoom

Call to Order

Review of the October 16, 2025, minutes

Committee Reports

Treasurer's Report

Chief Executive Officer & Director's Report

- Savannah Lorson, Development, Marketing, and Public Relations Director

Old Business

New business

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

***Board Meeting Dates for 2025: December 18 at noon***

# Mission Moment: Become a Good Citizen

This fall, Programming Professional Sheila Howarth launched an exciting new seven-week Civics Program for tweens and teens. Designed to inspire young community members to become informed and engaged citizens, the program explored topics such as local history, the branches of government, elections, and the power of using one's voice.

Participants had the opportunity to explore outside of the library with two field trips: one to the Thomas T. Taber Museum and the Lycoming County Courthouse. During the courthouse visit, students met with staff from the District Attorney's Office and spent time with the courthouse dogs, gaining a meaningful, behind-the-scenes look at how local government serves the community.

This program exemplifies how the Library fosters civic engagement, curiosity, and lifelong learning in our community's youth.



**James V. Brown Board Meeting Minutes**  
**Thursday, October 16<sup>th</sup> at 12:00 PM**  
**In-person and Zoom**

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

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

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

**Guests Present:** Shelby Weber, Friends of the James V. Brown Library

**Library Staff Present:** Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer/Chief Operations Officer; Robbin Degeratu, Assistant Director; June Houghtaling, North Central Library District Consultant; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:08 PM, after a tour of the vacant basement space.

**Minutes:** Rick Mirabito motioned to approve the September 2025 minutes. Mayor Derek Slaughter seconded the motion. All in favor. Motion passed.

**Committee Reports:**

- Facilities Committee – John Confer
  - The overall projected cost for the Technology Commons was \$1.3 million using prevailing wage.
  - A full budget for the project will be presented to the Facilities Committee for review.
  - There are five columns in the basement near the elevator to State Street. Larson Design Group assessed that two of these five would need to be removed to comply with the Americans with Disabilities Act.
  - There was a brief discussion about the funds available for the next step of the potential project.

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

*Highlights:*

- Total cash as of September 30, 2025, was \$525,520.
- Total investments as of September 30, 2025, was \$9,363,527.
- Every three years RFPs must be sent out for the audit. Letters for audit services will be going out, the board will be notified.
- The fourth and final payment of County Aid was received.
- Expenses are on track for 2025. The Library is set to spend 12% on collection development.
- The Capital Improvement Fund was included in this month's report.
- Dr. Brooke Beiter motioned to approve the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed.

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

*Full Report attached; Highlights include:*

- Due to the state budget impasse, the Library has spent around \$100,000 to support district expenses.
- The updated state regulations may go out for public comment in November. When this occurs, Amy Resh will email all trustees.
- The Library's website will be updated to meet the criteria of the Americans with Disabilities Act. Currently, the website does not include alt text for images and other requirements.
- Annual reviews are underway, and a review of emergency procedures will happen at the next quarterly staff meeting.
- The installation of upgraded internet equipment may take place in December and may require a full or partial Library closure.
- Savannah Lorson is preparing the 2025 Annual Campaign mailing in conjunction with a social media campaign.

- Three candidates were interviewed for the North Central Library District Consultant position and an offer has been made. The Outreach Professional position continues to be advertised.
- The first-floor windows of the Welch wing are being re-caulked by Keith Bauer and Brian Moser.
- Amy Resh attended the Lycoming County Commissioners' Meeting on September 18<sup>th</sup>. John Confer stated that Lycoming County Commissioner Mark Mussina is hopeful that the System will receive level funding.
- The Library Card Sign-up Contest had 467 patron participants. Library staff issued 132 new passports and assisted with 55 renewals. Staff are promoting the "Your Tax Dollars, Your Voice" campaign.
- Almost 1,000 new materials were processed by Technical Services.
- The Library will be partnering with Wildwood Cemetery for the third year in a row hosting two evening historical cemetery tours.
- The Programming Department has been awarded the PaLA Best Practice Award in Partnerships/ Outreach for "Library Pilots a Book Program with Local City Bus Authority". Thank you again to Christ Episcopal Church for funding this important community project.
- A \$5,000 grant was received from M&T Charitable Foundation to expand the Library's juvenile and teen Wonderbooks collection.
- The Donor Appreciation Event is scheduled for November 5<sup>th</sup>, 4-6pm at DiSalvo's. RSVPs are appreciated.
- June Houghtaling – North Central Library District Consultant
  - The district serves over 40 libraries across 11 counties with the smallest, Genesee Area Library, serving 800 people to the largest, James V. Brown Library, serving 80,000 people. There is a lot of diversity within these libraries – some are in systems, others are independent, two are departments of county government.
  - A role of the district consultant is to help find and orient new library directors. Consultants help craft policies and long-range plans. They serve as a liaison with the Office of Commonwealth Libraries, making libraries aware of state standards and deadlines. They also provide educational opportunities and visit libraries annually.
  - Ideal candidates are good at building relationships, providing training and consulting, providing libraries with the appropriate tools and resources to succeed.
  - Gratitude was expressed to trustees that have served on the District Advisory Council during June's tenure as consultant; Rick Mirabito, John Confer, and Gloria Greevy.

#### **Old Business**

- none

#### **New Business**

- none

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

- The Friends are setting up for their book sale.
- As of September, they have \$65,233 in the bank and the budget is looking good.
- Last month the book store earned \$1,300. The book coupons that were handed out at Sips & Stories and during Summer Learning have led to more people discovering the book store.
- John Confer shared that he, Rick Mirabito, and Brette Confair will be meeting with Greg Thomas and Mike Pontious, trustees of the Friends of the Library to discuss the MOU on October 29<sup>th</sup> at 5:15pm.

#### **Announcements:**

- Mayor Derek Slaughter announced that Fourth Street between Basin and Mulberry Street will become two-way this autumn.

John Confer adjourned the public meeting at 12:36pm.

An executive session followed.

#### **Meeting dates for 2025: November 20, and December 18**

*Minutes recorded and respectfully submitted by Nina Riggle.*



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

**Cash**

General Fund	\$458,315
Savings	\$74,200
Payroll	\$4,470
CIF-General Fund	\$91,111
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$69,936
CIF-Outreach Vehicle Fund	\$20,575
EITC Fund	\$127
Grant Fund	\$21,419
<b>Total Cash as of 10/31/25</b>	<b>\$814,715</b>

**Investments**

Merrill Lynch Endowment	\$8,078,807
Wright Trust	\$860,139
Kane Trust	\$355,692
<b>Total Investments as of 10/31/25</b>	<b>\$9,294,638</b>

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



**JAMES V. BROWN LIBRARY**

	<u>January - October 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	370,710	\$370,710	0	100.0%
4121 · County Coordination Aid-LCLS	184,869	\$184,869	-	100.0%
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	904,021	\$904,021	-	100.0%
4300 · Interest Revenue	24,321	\$40,000	(15,679)	60.8%
4305 · Rebate Income	1,575	\$1,800	(225)	87.5%
4310 · Bequests	30,627	\$27,000	3,627	113.44%
4400 · Self Generated Revenue	92,395	\$108,712	(16,317)	84.99%
4410 · Revenues from Fund Drives	137,328	\$195,024	(57,696)	70.42%
4420 · Direct Mail	26,210	\$27,570	(1,360)	95.07%
4450 · Contracted Services	5,660	\$6,375	(715)	88.78%
4500 · Contributions, Gifts & Donations	65,961	\$84,753	(18,792)	77.83%
4520 · Local Grants	27,764	\$27,764	-	100.0%
4540 · Fees	5,592	\$2,904	2,688	192.57%
4550 · Photocopies	6,834	\$9,000	(2,166)	75.93%
4560 · LCLS Admin Fee Income	10,000	\$12,000	(2,000)	83.33%
4567 · LCLS Delivery/Transit Fee	5,000	\$6,000	(1,000)	83.33%
4580 · Miscellaneous Revenues	1,852	\$6,105	(4,253)	30.33%
6000 · Transfers from Endowment Fund	244,177	\$222,419	21,758	109.78%
<b>Total Income</b>	<u>2,390,301</u>	<u>2,736,333</u>	<u>(346,032)</u>	<u>87.35%</u>
<b>Gross Profit</b>	2,390,301	2,736,333	(346,032)	87.35%
<b>Expense</b>				
5000 · Salaries & Wages - Library Pers	1,150,751	\$1,587,393	(436,642)	72.49%
50001 · Salary & Wage Reimbursement from LCLS	(112,794)	(\$138,393)	25,599	81.5%
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)	89,572	\$121,436	(31,864)	73.76%
5150 · EE Benefits - Pension/ER Match	46,721	\$58,000	(11,279)	80.55%
5160 · EE Benefits - Insurance	87,440	\$140,600	(53,160)	62.19%
5170 · Worker's Compensation	3,399	\$4,300	(901)	79.06%
5200 · Books - Adult	88,453	\$91,873	(3,420)	96.28%
5201 · Reference - Adult	20,831	\$22,100	(1,269)	94.26%
5220 · Audio Materials - Adult	70,100	\$91,826	(21,726)	76.34%

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



**JAMES V. BROWN LIBRARY**

	<b>January - October 2025</b>	<b>2025 Budget</b>	<b>2025 Budget Variance</b>	<b>% of 2025 Budget</b>
5270 · Online Resources	63,078	\$58,944	4,134	107.01%
5280 · District Bibliographic Utilities OCLC	736	\$1,500	(764)	49.08%
5300 · Library Supplies & Collection	4,815	\$7,000	(2,185)	68.78%
5310 · Youth Services Expenses	55,266	\$50,600	4,666	109.22%
5320 · Furniture & Equipment Expense	2,000	\$8,000	(6,000)	25.0%
5330 · Office & Computer Supplies	10,768	\$15,500	(4,732)	69.47%
5340 · Technology Hardware	23,360	\$29,000	(5,640)	80.55%
5350 · Furniture & Equipment Rental	3,240	\$3,750	(510)	86.41%
5360 · Maintenance of Equipment	763	\$1,000	(237)	76.33%
5380 · Computer Software	4,935	\$6,000	(1,065)	82.25%
5400 · Training	20,002	\$32,500	(12,498)	61.55%
5410 · Insurance	35,208	\$39,432	(4,224)	89.29%
5420 · Buildings and Grounds	57,532	\$69,700	(12,168)	82.54%
5430 · Utilities	64,750	\$81,500	(16,750)	79.45%
5440 · Postage & Freight	28,499	\$32,900	(4,401)	86.62%
5450 · Printing	4,361	\$6,500	(2,139)	67.09%
5452 · Grant-Expense Local	7,322	\$3,650	3,672	200.61%
5460 · Telephone & Other Telecommunications	6,932	\$9,125	(2,193)	75.96%
5470 · Public Awareness	6,755	\$17,000	(10,245)	39.74%
5480 · Travel	4,577	\$5,500	(923)	83.22%
5490 · Accounting	19,209	\$19,600	(391)	98.01%
5520 · Vehicle Repair & Maintenance	7,598	\$9,750	(2,152)	77.93%
5530 · Miscellaneous Operating Expense	24,629	\$39,314	(14,685)	62.65%
5540 · Contracted Services & Consulting	53,258	\$71,576	(18,318)	74.41%
5544 · Legal Fees	110	\$5,000	(4,890)	2.2%
5551 · Costs of Raising Money	39,968	\$56,295	(16,327)	71.0%
5570 · Gas	10,251	\$18,248	(7,997)	56.18%
5580 · Summer Learning	13,151	\$13,681	(530)	96.13%
6011 · Transfer to Capital Improvement	123,091	\$50,693	72,398	242.82%
6012 · Transfers to Endowment Fund	30,627	\$0	30,627	100.0%
<b>Total Expense</b>	<b>2,170,206</b>	<b>2,736,333</b>	<b>(566,127)</b>	<b>79.31%</b>
<b>Net Ordinary Income</b>	<b>220,094</b>	<b>-</b>	<b>220,094</b>	

## CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

November 2025

### **Looking Ahead**

Nicole Rader will be out on parental leave from November 7, 2025, to January 16, 2026.

The biannual reference sampling will take place the week of November 17-22, as required by the Office of Commonwealth Libraries for the 2025 Annual Report.

Due to the state budget impasse, District Aid funds have not been received as of November 6, 2025. At this time, the Library has spent ~\$125,000 to support district expenses until the District Aid funds are received.

Doug Harkness is coordinating our new internet network install to coincide with potential continuing education dates in January/February 2025 to decrease patron impact. The complete list of possible holiday and continuing education closures will be presented at the December meeting.

Annual reviews are scheduled to be completed by the first week of December.

Kristin Caringi and Savannah Lorson will submit the Educational Improvement Organization (EITC) renewal application by December 1.

### **Personnel & HR**

Tracy Carey has filled the District Consultant position, and she will begin on December 1- there will be 10 days of overlap with June Houghtaling.

### **Facilities & Fleet**

The facilities staff and volunteers will be decorating the building for Victorian Christmas and the holiday season during the week of November 17th. The facilities staff completed 57 work orders in October. Master Contractors have ordered the new basement windows, and they are currently building the frames. Port Elevator has ordered the materials for the outside elevator upgrade, which should be completed by the end of the year. Keith Bauer and Brian Moser have completed the re-caulking around the exterior windows on the first floor of the Welch Wing.

There are heater issues on the Books' Bus. An appointment has been made to take it to Hazelton for repair. This is the same issue that we had with the Bookmobile in the spring.

### **Organizational**

The last quarterly staff meeting of 2025 was held on October 29 and included a Spanish Lesson for Library Workers session led by the Library's own Sheila Howarth and Brian Bush.

The 403b move to Capital Group is complete, Kristin Caringi has been trained to submit payroll deduction transfers.

Amy Resh attended the Pennsylvania Library Association annual conference from October 18 – 22 in Erie, PA. She presented two sessions with Robbin Degeratu, "The Art of Small Talk (and other networking skills)" and "Small Libraries, Big Leadership". Both sessions received positive feedback from attendees and experienced high turnout. Resh also attended an Association of Pennsylvania Public Library Systems (APPLS) meeting on October 19 & 28 as Chair of the association. Resh and Caringi attended an LCLS Finance Committee Meeting on October 28. Resh held a meeting with the Friends' Social Media chair on October 30. Resh attended the Pearls with a Passion annual dinner on November 17. Resh and Degeratu presented "How to Create a Patron-Centered Administration" at the American Library Association CORE Forum Conference on November 13.

Resh presented to the Junior League of Williamsport on behalf of the Lycoming County Library System about the "Your Voice" campaign and collected handwritten postcards from League members that were sent to the County Commissioners. Highlighting the Library and League's ongoing partnership, "Baby's First Book," and emphasizing the importance of early literacy initiatives.

The RFP letters for audit and tax services were sent out to five CPA firms on October 22. Once proposals are received, they will be reviewed by the finance committee, and a recommendation will be brought to the full board for approval. The Library's 2024 990 was e-filed by Baker Tilly after the board email vote.

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

The Public Service Team continued to provide positive customer experiences to library patrons. When time permitted, staff reviewed professional periodicals, submitted suggestions for adult and children's materials, completed shelf-reading of nonfiction, pre-reviewed damaged items, packaged lost and found items, and more. Brian Bush began executing passports under the supervision of other Passport Acceptance Agents. Library staff executed 119 new passports in October and assisted with 41 renewals. Volunteers donated 71.25 hours in October.

Looking ahead, staff who did not become new Passport Acceptance Agents this year will complete annual Passport Agent Recertification training. Robbin Degeratu will begin to assemble the next round of materials for the Local History and Genealogy project; these materials will be transferred to the Genealogical Society in the Spring.

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

Patti Eichensehr did copy cataloging for 24 juvenile books; processed 176 juvenile and 525 adult items; and repaired 71 juvenile books. Patti continues to move books in Youth Services from the new shelf to their permanent locations with emphasis on reorganizing the newly classified holiday books.

Jen Heimbach processed 41 interlibrary loan requests for James V. Brown patrons and has served seven patrons via the Books by Mail program.

Wendy Durant loaded 26 bibliographic vendor record files totaling 487 records. In addition, she did copy cataloging for 62 books; processed 11 juvenile and 216 adult items;

and repaired 11 adult books. She has completed the board game update; all board games now have full level bibliographic records and correct classification on spine labels.

Marci Hubler continues her analysis of the nonfiction collection and will conduct a study of the Spanish collection and patron usage. Hubler attended the annual PALA conference.

Hubler and Durant will launch the new print magazine collection in December. They continue to monitor end-of-the-year purchases and receipts to ensure expenditure expectations are met.

Doug Harkness has completed 58 technology work orders since the October meeting.

### **Programming & Youth Services**

October was a lively and collaborative month for the Programming Department, with 75 program sessions facilitated, including five held offsite. Our partnerships this month included Lycoming College, the Williamsport Bureau of Fire Department, Wildwood Cemetery, Weis, the Lewisburg Children's Museum, the Thomas T. Taber Museum, the Lycoming County Courthouse, the PA Game Commission, the Reentry Coalition, and Commonwealth University.

A highlight of the month was Amy Resh accepting the Pennsylvania Library Association (PALA) Best Practice Award in Partnership/Outreach for "Library Pilots a Book Program with Local City Bus Authority." This recognition celebrates the Programming Department's ongoing efforts to build creative and meaningful community connections.

We are still awaiting a response from PALA regarding our Frontline Online Session Proposal.

Looking ahead, upcoming programs include School Age Storytime, Pound Fitness, Conservation Club, and Baby Playdate. In December, the Library will welcome local author and presenter Joseph W. Smith for "It's a Wonderful Film". This festive program explores the history and enduring legacy of this beloved holiday classic.

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

The Library Gala, which occurred on October 9, was a success and has raised over \$31,000 in net proceeds to date. We are waiting on a sponsorship payment from Savoy Realty.

Savannah Lorson sent out a post-event survey to all attendees and received 12 responses. Of those responses, all said that they enjoyed the virtual format but would prefer an in-person author. There was overwhelming positive feedback from the event. The Gala Committee wrap-up meeting is scheduled for November 18.

The Annual Donor Appreciation event at DiSalvo's on November 5 was a success with over 70 attendees. Thank you to all trustees who attended.

The Library received a \$4,000 grant from UGI and a \$5,000 grant from PPL Electric Utilities through the Pennsylvania Education Improvement Tax Credit Program in support of our

work as an Education Improvement Organization. We also received a \$2,000 grant from the M&T Charitable Foundation to enhance the Library's Wonderbooks collection.

Lorson sent the 2025 Annual Fund mailing campaign to KBF Technology for print. It is scheduled to be mailed on November 14. This year's theme is "A Day in the Life of Library Staff - Small Moments that Make a Big Difference" and will feature a touching story about a veteran and one of our staff members. For the first time, there will be a social media campaign that coincides with it, featuring weekly staff stories about how their work here has a significant impact on the lives of people in this community. There will also be weekly staff recommendations on the media that the library offers. This social media campaign will run through the end of the year.

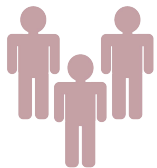
Social media update:

- Facebook – 6,452 followers and interactions are up 31.5%
- Instagram – 1,794 followers and interactions are up 15%
- YouTube - 323 followers
- LinkedIn - 408 followers

Looking ahead, Lorson is working on collecting staff stories and staff picks for the Annual Fund social media campaign. She is also beginning to draft a proposal for the 2025 Annual Report and working on the 2026 development and social media plans.



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

**GO**

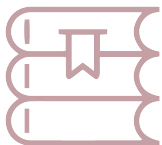
94,668  
in-person visits  
YTD 2024:  
85,700



188,764  
website visits  
YTD 2024:  
157,046



1,540 new  
library cards  
YTD 2024: 1,906  
**Total: 37,222\***  
\*45% of residents

**LEARN**

274,363  
checkouts  
YTD 2024:  
288,787



51,607  
electronic  
checkouts  
YTD 2024: 45,981



373 programs for  
children and  
adults attended  
by 9,672 people

**CONNECT**

52,436 Wi-Fi uses  
YTD 2024: 73,674



32,404 items checked  
out on outreach  
vehicles and Link  
YTD 2024: 64,298



1,850 passports  
executed and  
579 renewals  
reviewed,  
bringing in \$87,585

**GROW**

213 volunteers  
gave 918 hours of  
their time valued  
at \$31,937  
\* Per <https://rb.gv/6v5er4>  
at the rate of \$34.79/hour



\$4,172,056 saved  
by using the  
library, or \$50.55  
per person  
\*based on 82,529 service  
area residents



112 donors/orgs  
making their  
first gift, resulting  
in \$14,785.22

**YTD January 1 – October 31, 2025**

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