



James V. Brown Library Board Meeting
December 18, 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 November 20, 2025, minutes

Committee Reports

- Finance Committee
- Nominating Committee

Treasurer's Report

- Audit and Tax Services Proposal Review

Chief Executive Officer & Director's Report

- Robbin Degeratu, Assistant Director

Old Business

New business

- 2026 James V. Brown Library Board of Trustees Meeting Dates
- 2026 James V. Brown Library Closure Dates
- Friends of the James V. Brown Library Memorandum of Understanding

Friends of James V. Brown Library Report

Announcements

Adjournment



MISSION MOMENT



In honor of Dino-vember, 26 kids and tweens participated in Dino Doodles. Led by a recent graduate of Lycoming College, participants learned how to draw dinosaurs using life-like toy models and paleoart. The drawing process was broken down to make the complex shapes easier to create. First, participants started with simple lines, then added basic shapes, followed by curved lines.

Finally, the group learned how to shade using colored pencils. The presentation even included educational trivia about the dinosaurs they drew.



James V. Brown Board Meeting Minutes
Thursday, November 20th at 12:00 PM
In-person and Zoom

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

Trustees Absent: Marshall Welch, Treasurer; Dr. Brooke Beiter, Dr. Timothy Bowers, Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present: Shelby Weber, Friends of the James V. Brown Library; Conrad Shank, Leadership Lycoming

Guests Present Virtually: 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; Savannah Lorson, Development, Marketing and Public Relations Director; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President John Confer at 12:00 PM.

Minutes: Rick Mirabito motioned to approve the October 2025 minutes. Brette Confair seconded the motion. All in favor. Motion passed.

Committee Reports:

Personnel Committee – John Confer, on behalf of Dr. Timothy Bowers

- The annual review for the Chief Executive Officer was sent to the members of the personnel committee. As a reminder, committee members need to submit their reviews for compilation. A meeting will be scheduled.

Finance Committee – John Confer

- A finance committee meeting will be scheduled to review the 2026 budget after the county releases its budget for 2026.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Total cash as of October 31, 2025, was \$814,715.
- Total investments as of October 31, 2025, were \$9,294,638.
- The fourth quarter county aid payment was received from LCLS. This is the final payment of 2025.
- The disbursement of the Kane Trust will be received in December from Woodlands Bank, for \$16,250.
- Salaries and wages look good for this time of year.
- The 990 has been filed, and the public disclosure document has been posted on the website.
- Rev. Kyle Murphy motioned to approve the treasurer's report. Rick Mirabito seconded the motion. All in favor. Motion passed.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- The Mission Moment highlights the seven-week civics program, Become a Good Citizen, with visits to the Taber Museum and the Lycoming County Courthouse.
- Nicole Rader is out on parental leave until January 16, 2026.
- The biannual reference sampling is taking place.
- The state budget has passed with a 7.1% increase to libraries.
- Doug Harkness is coordinating the new internet installation to coincide with potential continuing education dates in early 2026.
- Tracey Carey has been hired as the District Consultant for the North Central Library District.
- The Library will be a comfort stop for Victorian Christmas. Savannah Lorson will be offering tours of the Library.

- There have been issues with heating the second floor of the Welch Wing. Silver Tip has visited the Library three times in the last three weeks. The HVAC unit for this part of the building is seventeen years old. The board requested quotes to replace the heater for the second floor of the Welch Wing.
- An appointment has been made to repair the heater on Books' Bus.
- The last quarterly staff meeting of 2025 was held on October 29th and was attended by John Confer. Trustees are welcome to attend quarterly staff meetings.
- The 403b move to Capital Group is complete.
- Amy Resh presented at state and national conferences, attended APPLS and LCLS finance committee meetings, connected with community partners, and promoted the "Your Voice" campaign and early literacy initiatives through a presentation to the Junior League of Williamsport.
- RFP letters for audit and tax services were sent to five CPA firms on October 22. One proposal was received from Baker Tilly.
- The public services team has been helpful, sharing patron stories with Savannah for the Annual Fund campaign.
- Technical Services is in a busy time of year as the library works to meet the 12% collection expense standard.
- The new print magazine collection will be housed on the local history balcony.
- Programming has partnered with the planetarium at Lycoming College, the Williamsport Bureau of Fire Department, as well as the Wildwood Cemetery.
- The programming department earned the Pennsylvania Library Association Best Practice Award for "Library Pilots a Book Program with Local City Bus Authority."
- The Annual Fund campaign letters have been sent out.
- Savannah Lorson – Development, Marketing, and Public Relations Director
 - The Library Gala was a success, bringing in \$32,559.84.
 - Feedback from the survey and the Library Gala Wrap-up meeting was positive, with enthusiasm to continue the event in 2026.
 - There was a discussion about the profits of years past, the capacity of other venues, and other non-profit fundraising events.
 - The annual fund was mailed on November 12, 2025. If any trustees have not received their campaign letter, please contact Savannah. Donations have already started coming in.
 - The theme of this year's Annual Fund campaign is Small Moments Make a Big Difference, and the campaign will also take place on social media. Each week, a new story and staff pick will be shared through social media (Facebook, Instagram, and YouTube).
 - Looking ahead, Savannah has begun working on the 2026 development plan with quarterly events including: a comedy show with Emily Flake at the Pajama Factory with Rosko's Brew House, Sips & Stories with the Friends of the James V. Brown Library, Boots & Brews at Herman and Luther's, and the Library Gala in October.
 - There was a discussion about the success of Sips & Stories and hosting the event at New Trail Brewing Company. The Friends will be contacted about this event.
 - Ticket raffle and silent auction will continue to happen at the Library Gala, while 50/50's will take place at Boots & Brews and possibly the comedy show.
 - Savannah will be developing a sponsorship package that will cover all events, to be sent out to larger sponsors. Her goal is to expand sponsorships in 2026.

Old Business

- The Lycoming County Library System Finance Committee has been discussing the 2026 Funding Formula. The formula will not change from 2025. The board used cash reserves to alleviate the cut from Lycoming County. There will be a substantial decrease from the System to James V. Brown Library in 2026. Lycoming County releases its 2026 draft budget on Tuesday, November 25th.

New Business

- There was a discussion about passports and whether the county could be the issuing municipality. The James V. Brown Library is not a county entity, and the county's prothonotary office currently issues passports.

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

- The book sale made \$4,688.
- Their balance is \$68,577.

- There may be a new representative from the Friends of the Library Board of Trustees attending the James V. Brown Library Board meetings in 2026.

Announcements:

- The Lycoming County Library System member library directors will be attending the Lycoming County Commissioners meeting on December 4th at 10:00 AM. Trustees are invited to attend.
- Rev. Kyle Murphy requested that an end-of-year thank-you letter be sent to the volunteer staff for the Gala.
- John Confer encouraged everyone to call Senator Gene Yaw's office, (570)322-6457, to thank him for supporting the increase in library funding.

Rick Mirabito motioned to adjourn the meeting. Rev. Kyle Murphy seconded the motion. All in favor. Motion passed. John Confer adjourned the public meeting at 1:18 PM.

An executive session followed.

Meeting dates for 2025: December 18

Minutes recorded and respectfully submitted by Nina Riggle.



Cash & Investments Report
November 30, 2025

Cash

General Fund	\$314,291
Savings	\$74,459
Payroll	\$3,152
CIF-General Fund	\$92,005
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$67,207
CIF-Outreach Vehicle Fund	\$23,143
EITC Fund	\$7,348
Grant Fund	\$21,494
Total Cash as of 11/30/25	\$677,662

Investments

Merrill Lynch Endowment	\$8,448,723
Wright Trust	\$863,747
Kane Trust	\$357,710
Total Investments as of 11/30/25	\$9,670,181

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



JAMES V. BROWN LIBRARY

	<u>January - November 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-LCLS	370,710	\$370,710	0	100.0%
4121 · County Coordination Aid-LCLS	184,869	\$184,869	-	100.0%
4220 · Local Revenue-School Districts	4,579	\$7,500	(2,921)	61.05%
4230 · Local Government Revenue - Other	1,500	\$1,000	500	150.0%
4240 · Local Government Revenue - County	904,021	\$904,021	-	100.0%
4300 · Interest Revenue	25,917	\$40,000	(14,083)	64.79%
4305 · Rebate Income	1,575	\$1,800	(225)	87.5%
4310 · Bequests	30,627	\$27,000	3,627	113.44%
4400 · Self Generated Revenue	97,732	\$108,712	(10,980)	89.9%
4410 · Revenues from Fund Drives	148,684	\$195,024	(46,340)	76.24%
4420 · Direct Mail	26,610	\$27,570	(960)	96.52%
4450 · Contracted Services	5,660	\$6,375	(715)	88.78%
4500 · Contributions, Gifts & Donations	66,583	\$84,753	(18,170)	78.56%
4520 · Local Grants	29,764	\$27,764	2,000	107.2%
4540 · Fees	6,334	\$2,904	3,430	218.1%
4550 · Photocopies	7,315	\$9,000	(1,685)	81.27%
4560 · LCLS Admin Fee Income	11,000	\$12,000	(1,000)	91.67%
4567 · LCLS Delivery/Transit Fee	5,500	\$6,000	(500)	91.67%
4580 · Miscellaneous Revenues	2,652	\$6,105	(3,453)	43.44%
6000 · Transfers from Endowment Fund	259,493	\$222,419	37,074	116.67%
Total Income	<u>2,436,529</u>	<u>2,736,333</u>	<u>(299,804)</u>	<u>89.04%</u>
Gross Profit	2,436,529	2,736,333	(299,804)	89.04%
Expense				
5000 · Salaries & Wages - Library Pers	1,264,491	\$1,587,393	(322,902)	79.66%
50001 · Salary & Wage Reimbursement from LCLS	(123,048)	(\$138,393)	15,345	88.91%
5011 · Contra Salary & Wages Expense	(1,794)	(\$6,796)	5,002	26.39%
5100 · Unemployment Compensation Tax	5,001	\$736	4,265	679.5%
5110 · FICA Taxes ER (SS & Medicare)	97,999	\$121,436	(23,437)	80.7%
5150 · EE Benefits - Pension/ER Match	51,008	\$58,000	(6,992)	87.95%
5160 · EE Benefits - Insurance	97,080	\$140,600	(43,520)	69.05%
5170 · Worker's Compensation	3,708	\$4,300	(592)	86.24%
5200 · Books - Adult	95,477	\$91,873	3,604	103.92%
5201 · Reference - Adult	20,831	\$22,100	(1,269)	94.26%
5220 · Audio Materials - Adult	75,770	\$91,826	(16,056)	82.52%

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



JAMES V. BROWN LIBRARY

	January - November 2025	2025 Budget	2025 Budget Variance	% of 2025 Budget
5270 · Online Resources	63,078	\$58,944	4,134	107.01%
5280 · District Bibliographic Utilities OCLC	1,487	\$1,500	(13)	99.15%
5300 · Library Supplies & Collection	4,928	\$7,000	(2,072)	70.4%
5310 · Youth Services Expenses	55,894	\$50,600	5,294	110.46%
5320 · Furniture & Equipment Expense	2,159	\$8,000	(5,841)	26.99%
5330 · Office & Computer Supplies	12,148	\$15,500	(3,352)	78.38%
5340 · Technology Hardware	24,958	\$29,000	(4,042)	86.06%
5350 · Furniture & Equipment Rental	3,361	\$3,750	(389)	89.62%
5360 · Maintenance of Equipment	763	\$1,000	(237)	76.33%
5380 · Computer Software	4,977	\$6,000	(1,023)	82.95%
5400 · Training	25,841	\$32,500	(6,659)	79.51%
5410 · Insurance	37,939	\$39,432	(1,493)	96.21%
5420 · Buildings and Grounds	62,670	\$69,700	(7,030)	89.91%
5430 · Utilities	69,130	\$81,500	(12,370)	84.82%
5440 · Postage & Freight	28,884	\$32,900	(4,016)	87.79%
5450 · Printing	4,742	\$6,500	(1,758)	72.96%
5452 · Grant-Expense Local	8,062	\$3,650	4,412	220.88%
5460 · Telephone & Other Telecommunications	7,575	\$9,125	(1,550)	83.01%
5470 · Public Awareness	6,155	\$17,000	(10,845)	36.21%
5480 · Travel	4,647	\$5,500	(853)	84.49%
5490 · Accounting	19,209	\$19,600	(391)	98.01%
5520 · Vehicle Repair & Maintenance	8,187	\$9,750	(1,563)	83.97%
5530 · Miscellaneous Operating Expense	26,718	\$39,314	(12,596)	67.96%
5540 · Contracted Services & Consulting	57,668	\$71,576	(13,908)	80.57%
5544 · Legal Fees	110	\$5,000	(4,890)	2.2%
5551 · Costs of Raising Money	49,922	\$56,295	(6,373)	88.68%
5570 · Gas	11,386	\$18,248	(6,862)	62.4%
5580 · Summer Learning	13,151	\$13,681	(530)	96.13%
6011 · Transfer to Capital Improvement	124,091	\$50,693	73,398	244.79%
6012 · Transfers to Endowment Fund	30,627	\$0	30,627	100.0%
Total Expense	2,356,993	2,736,333	(379,340)	86.14%
Net Ordinary Income	79,536	-	79,536	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

December 2025

Looking Ahead

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.

Karen Confer's last day as a full-time employee is January 2; she will transition to part-time Human Resources Director at that time.

Interviews for the open Technical Services Assistant position will begin in January. District-wide InterLibrary Loan is paused until a new staff member is hired and trained.

Updates to the Long-Range Plan will be presented in January.

The vacant Building Assistant position will not be filled due to budget constraints.

There is no update on the completion date for the exterior elevator upgrade in the Vintage Basement. Other technology commons-related information requests to the Facilities Committee are ongoing due to time constraints.

Savannah Lorson is finalizing details for the "Booked for Laughs" event tentatively scheduled for March 21, 2026, at the Pajama Factory. Rosko's Brewery has committed to providing alcohol and snacks on-site for the event. Lorson is actively developing the sponsorship package for this event and curating a list of prospective sponsors. Please reach out to her if you are interested in sponsoring this new event.

Lorson is also working on the 2026 development and social media plans.

A 2026 Barbours LINK Memorandum of Understanding is being sent to Plunketts Creek Township.

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

Personnel & HR

Tracy Carey has filled the District Consultant position and is scheduling her first meetings with all 40-member libraries. June Houghtaling's last day as District Consultant was December 10.

Facilities & Fleet

The facilities staff completed 47 work orders in November. Master Contractors have completed the new basement windows and have reinstalled the window on Market Street. Master Contractors is currently working on the basement restroom remodel.

There are new 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. Bauer replaced the Storymobile battery and will monitor for further problems.

Organizational

Amy Resh attended the Jingle and Mingle with C&N Bank on December 3 with Savannah Lorson. She also met with John Shableski of Otto Bookstore on December 4. Resh, Kristin Caringi, and Robbin Degeratu attended the December board meeting of the Lycoming County Library System. Resh spent much of early December onboarding Tracy Carey with June Houghtaling before her last day.

District Aid funds have been received.

Public Services & Local History

Every member of the Public Service Team submitted at least one new patron story from November for use in the Annual Fund Drive campaign, "Small Moments Make a Big Impact: A Day in the Life of Library Staff." Robbin Degeratu rolled out a new Patron Deletion procedure following the LCLS Directors' meeting. Courtney Schonewolf updated the procedure for issuing new library cards to reduce common mistakes and errors. When not at the desks, Public Service staff worked on several tasks, including a shelf read of adult fiction, a large-type weeding project, changing displays in different areas of the library, and Passport Agent Recertification. Library staff executed 92 new passports in November and assisted with 41 renewals. Volunteers donated 61.25 hours in November.

Looking ahead, several Public Service procedures are scheduled for review and update, including fine and fee review guidelines for non-management staff, processes for assisting patrons who are not receiving notifications, and criteria for evaluating items for patron damage versus general wear and tear. Degeratu is exploring Spanish-language assessments for staff members who wish to wear name tags indicating they can assist patrons in Spanish. Transfer of materials for the Local History and Genealogy project will pause until later in the spring, at the request of the recipient institutions, while they process the items received to date.

Collection, IT & Technical Services

Patti Eichensehr added item records into Polaris and physically processed 461 items. In addition, she repaired eight items and is preparing to add new holiday books to the juvenile collection.

Wendy Durant loaded 53 vendor bibliographic record files totaling 517 records. In addition, she did copy cataloging for 29 books, processed 280 items, and repaired 14 books. She also completed cataloging and processing for the new print magazine collection, which has been shelved and is ready for public access.

Marci Hubler is reviewing resumes in preparation for interviews for the Technical Services Assistant position. In addition, Hubler is updating inter-library loan documentation and workflows. There were 28 inter-library loan requests filled for patrons.

Doug Harkness has completed 23 technology work orders since the November meeting.

Programming & Youth Services

November was a busy month with 62 program sessions facilitated by Jacquie Weaver and Sheila Howarth, including three held offsite, including Lycoming College Planetarium Show, and Cooking Lessons with Chef Hoschar.

Looking ahead, upcoming programs include a partnership with the PA Game Commission, Teen Fandom, Makers Club with Daniel Michael, and our 2026 New Year's Family Bingo, which ~80 people attended in 2025. The Museum Room program is becoming Dramatic Play in 2026, and Connections Club, which was initially named Hopeabilities, are expected to see higher attendance with these name changes.

Development, Marketing, & Public Relations

The 2025 Annual Fund campaign was mailed on November 11. 34 transactions have been received for the Annual Fund since the mailing went out, resulting in nearly \$10,000. The social media campaign has seen steady engagement across all platforms, with the launch video ranking as the 15th most popular post of the year on Facebook. Lorson will continue the social media campaign until the end of the year.

Lorson submitted the EITC renewal documents for 2026 on December 1.

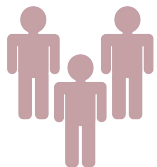
Social media update:

- Facebook – 6,479 followers and interactions are down 20%
- Instagram – 1,810 followers and interactions are down 17%
- YouTube - 322 followers
- LinkedIn - 411 followers



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102,359
in-person visits
YTD 2024:
93,807

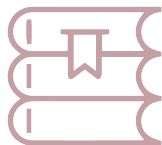


209,903
website visits
YTD 2024:
171,572



1,647 new
library cards
YTD 2024: 2,048
Total: 37,329*
*45% of residents

LEARN



298,737
checkouts
YTD 2024:
337,512



56,448
electronic
checkouts
YTD 2024: 50,405



407 programs for
children and
adults attended
by 10,364 people

CONNECT



52,436 Wi-Fi uses
YTD 2024: 81,092



35,133 items checked
out on outreach
vehicles and Link
YTD 2024: 70,740



1,942 passports
executed and
620 renewals
reviewed,
bringing in \$91,760

GROW



232 volunteers
gave 979 hours of
their time valued
at \$34,059
* Per <https://rb.gv/6v5er4>
at the rate of \$34.79/hour



\$4,512,254.78
saved by using
the library, or
\$54.67
per person
*based on 82,529 service
area residents



114 donors/orgs
making their
first gift, resulting
in \$14,845.22

YTD January 1 – November 30, 2025

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DRAFT - 2026 Board Meeting Dates

Thursday, January 15th

Thursday, February 19th

Thursday, March 19th

Thursday, April 16th

Thursday, May 21st

Thursday, June 18th

Thursday, July 16th

Thursday, August 20th

Thursday, September 17th

Thursday, October 15th

Thursday, November 19th

Thursday, December 17th

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



DRAFT - Closure Dates 2026

Full Closure

January 1 - New Year's Day
February 4 - Continuing Education
February 16 - Presidents' Day
May 25 - Memorial Day
June 19 - Juneteenth
July 4 - Independence Day
September 7 - Labor Day
October 12 - Indigenous Peoples' Day
November 3 – Election Day
November 26 - Thanksgiving Day
November 27 - Friday after Thanksgiving
December 24 - Christmas Eve
December 25 - Christmas Day

Early Closure – 3 PM

January 28 – Staff Appreciation
April 22 – Quarterly Staff Meeting
July 22 – Quarterly Staff Meeting
August 11 – Community Event
August 21 – Community Event
October 28 – Quarterly Staff Meeting
November 25 - Day before Thanksgiving
December 23 - Day before Christmas Eve
December 31 - New Year's Eve

Delayed Opening – 1 PM

January 14 – Continuing Education