James V. Brown Library Board Meeting
January 15, 2026, 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 December 18, 2025 minutes

Committee Reports
- 2026 Committee Assignments

Treasurer's Report

Chief Executive Officer & Director's Report
- 2025 Year in Review

Old business

New business
- Long Range Plan 2025 Update

Friends of James V. Brown Library Report

Announcements

Adjournment

Board Meeting Dates for 2026: February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17 at noon

MISSION MOMENT

Teen Advisory Group hosts Folklore Exploration

The Teen Advisory Group (TAG) hosted Folklore Exploration for kids 5-8 years old on December 18th. TAG brought this idea to Jacquie Weaver back in September, and they began working together to develop this program. The group checked out a variety of Folklore books and designed activities based on the stories they chose. Ten participants enjoyed an interactive storytelling, feather art inspired by "The Crane Wife", learned about the origins of toasting, and participated in a "Tortoise and the Hare" inspired sack race.







James V. Brown Board Meeting Minutes
Thursday, December 18th 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, Gloria Greevy

Trustees Present Virtually: Rick Mirabito

Trustees Absent: Marshall Welch III, Treasurer; Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

Guests Present Virtually: Jared Cromley, Leadership Lycoming

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

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

John Confer was presented with a gift to honor his service as president of the James V. Brown Library Board of Trustees over the past four years.

Mission Moment: During Dino-vember, 26 children participated in Dino Doodles, where they learned to draw dinosaurs using toy models and paleoart. Jacquie Weaver and Sheila Howarth continue to bring innovative and creative programming to the Library.

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

Committee Reports:
Finance Committee – Kristin Caringi

- There were minimal changes to the Capital Improvement Fund. The finance committee recommends the Capital Improvement Fund for approval.
- The committee suggests paying an expected bill in early 2026 for the network equipment upgrade in the amount of $13,192.95 from the Capital Improvement Fund.
- Rick Mirabito motioned to pay $13,192.95 from the Capital Improvement Fund for network equipment upgrade from the Capital Improvement Fund. Dr. Brooke Beiter seconded the motion. All in favor. Motion carried.
- Key changes to the projected 2026 general fund budget include:
    - A cut of one full-time position and one part-time position.
    - A reduction in a Director-level position to part-time.
    - The consolidation of two full-time positions into one full-time position.
    - A loss in self-generated revenue of $100,000 from passport revenue.
    - A 10% cut in most discretionary expense items.
    - A reduction of four open hours.
- Additional changes to the projected 2026 general fund budget include:
    - State Aid and County Coordination Aid have increased, and the budget has been approved by the Lycoming County Library System.
    - In 2026, there is a decrease in county aid of $300,000 to the Lycoming County Library System.
    - Interest revenue has decreased to 3.75% with Northwest Bank.
    - Self-generated revenue has decreased due to the loss from issuing passports.
    - The transfer from the endowment fund has been increased due to the loss in revenue.
    - Collections spending will be based on the 2025 actual operating expenses, as required by the Office of Commonwealth Libraries.

    - Budgeted utility expenses are expected to increase by 22% based on the new rate from the Library's electric supplier.
- There was a discussion about the proposed shift in open hours.
    - Hours at the James V. Brown Library are projected to be changed to Monday-Friday 9 AM – 6 PM and Saturdays 9 AM – 4 PM.
    - This will provide a savings of approximately $20,000.
- A discussion followed about our return on investments with Merrill Lynch.
- A discussion followed about the county budget.
- The Finance Committee suggests the formation of a Development Committee in 2026.
- Reverend Kyle Murphy motioned to approve the 2026 Capital Improvement Fund and General Fund Budget. Brette Confair seconded the motion. All in favor. Motion carried.

Nominating Committee – Rick Mirabito

- The committee nominates the following individuals for a two-year term to the executive board:
    - President – Brette Confair
    - Vice President – Rev. Kyle Murphy
    - Treasurer – Marshall Welch III
    - Secretary – Rick Mirabito
- Rick Mirabito motioned to approve the executive slate as presented by the nominating committee. Dr. Timothy Bowers seconded the motion. All in favor. Motion carried.

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- The Baker Tilly three-year audit and tax proposal was reviewed.
- Dr. Timothy Bowers motioned to approve the Baker Tilly audit and tax proposal. Brette Confair seconded the motion. All in favor. Motion carried.
- Total cash as of November 30, 2025, was $677,662.
- Total investments as of November 30, 2025, were $9,670,181.
- The 2025-2026 District Aid was received on December 10, 2025.
- The Kane Trust distribution was received on December 15, 2025.
- A contribution from the Williamsport Area School District was received.
- EITC was received from UGI, PPL, and UPMC.
- Salaries and expenses are on track for the end of the year.
- Dr. Brooke Beiter motioned to approve the treasurer's report. Rev. Kyle Murphy seconded the motion. All in favor. Motion carried.

Chief Executive Officer & Director's Report – Amy Resh

Full Report attached; Highlights include:

- Biannual reference sampling took place November 17–22. Long-Range Plan updates will be presented in January.There is no update on the exterior elevator upgrade. Information gathering for the Facilities Committee is ongoing. Planning continues for the March 21, 2026, "Booked for Laughs" event and the 2026 development and social media plans. A new Barbours LINK MOU has been sent.
- Tracy Carey has been hired as the District Consultant and will attend a board meeting in the spring.
- Facilities completed 47 work orders. The new basement windows have been installed. A new heater for Book's Bus has been ordered and will arrive in March. Silvertip is looking for a part to fix the HVAC issues on the second floor of the Welch Wing, which is currently being heated using space heaters.
- Patti Eichensehr processed 461 items. Wendy Durant loaded 53 vendor bibliographic record files and did copy cataloging for 29 books. Doug Harkness has completed 23 technology work orders.
- The programming department hosted 62 programs, with three off-site programs. The Museum Room is becoming Dramatic Play in 2026.
- The annual fund was sent on November 11. EITC renewal documents were submitted on December 1.
- A discussion followed about cross-training personnel on Interlibrary Loan.
- Robbin Degeratu – Assistant Director
    - The Local History & Genealogy Materials Project was presented to the board in March 2024. In August 2024, the materials move was approved. Distribution of materials began in 2025.
    - All fine art is being retained by the James V. Brown Library.
    - Items that have been transferred include 17 legal reference books, 2400+ local history photos, 62 drawers of catalog cards, 78 city directories, and 3 local history vertical file cabinets.

    - Recipients include the Lycoming County Law Library, Thomas T. Taber Museum (Historical Society), and Lycoming County Genealogical Society.
    - Positive feedback has been received about these materials transitions.
    - The Genealogical Society is now being set up as a contributor for PA Photos & Documents (https://powerlibrary.org/eresource/pa-photos-and-documents).
    - Recipients have requested a pause in content transfer.
    - Two hundred to three hundred volumes of family history information remain to be transferred.
- A discussion followed about the outreach vehicle circulation statistics. This metric was temporarily inflated due to an error in the Integrated Library System, which has been corrected.

Old Business

- None

New Business

- 2026 James V. Brown Library Board of Trustees Meeting Dates
    - Rev. Kyle Murphy motioned to approve the 2026 board meeting dates. Dr. Brooke Beiter seconded the motion. All in favor. Motion carried.
- 2026 James V. Brown Library Closure Dates
    - There was a discussion about closure dates, including continuing education for staff and Election Day.
    - Election Day was removed from the list of closure dates.
    - Rev. Kyle Murphy motioned to accept the 2026 closure dates, with the removal of Election Day. Gloria Greevy seconded the motion. All in favor. Motion carried.
- Brette Confair motioned for the Library's hours of operation to change to Monday through Friday, 9 AM to 6 PM, and Saturday, 9 AM to 4 PM. Dr. Timothy Bowers seconded the motion. All in favor. Motion carried.
- Friends of the James V. Brown Library Memorandum of Understanding
    - The Memorandum of Understanding with the Friends of the James V. Brown Library was sent to the Trustees.
    - Gloria Greevy motioned to accept the Memorandum of Understanding with the Friends of the James V. Brown Library. Brette Confair seconded the motion. All in favor. Motion carried.

Friends of the James V. Brown Library Report

- None

Announcements:

- None

Dr. Timothy Bowers motioned to adjourn the meeting. Gloria Greevy seconded the motion. All in favor. Motion passed. John Confer adjourned the public meeting at 1:20 PM.

An executive session followed.

Meeting dates for 2026: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17

Minutes recorded and respectfully submitted by Nina Riggle.

JAMES V. BROWN LIBRARY

Cash & Investments Report
December 31, 2025

Cash

General Fund	$409,424
Savings	$337,971
Payroll	$3,265
CIF-General Fund	$61,884
CIF-Vehicle Replacement Fund	$74,563
CIF-Adult Bookmobile Fund	$66,582
CIF-Outreach Vehicle Fund	$22,819
EITC Fund	$6,371
Grant Fund	$21,562
Total Cash as of 12/31/25	**$1,004,441**

Investments

Merrill Lynch Endowment	$8,444,059
Wright Trust	$867,559
Kane Trust	$342,308
Total Investments as of 12/31/25	**$9,653,926**

General Fund
Budget vs. Actual
January - December 2025

JAMES V. BROWN LIBRARY

	January - December 2025	2025 Budget	2025 Budget Variance	% of 2025 Budget
Ordinary Income/Expense				
Income				
4100 · State Aid-District	508,220	$490,808	17,412	103.55%
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	28,122	$40,000	(11,878)	70.31%
4305 · Rebate Income	1,575	$1,800	(225)	87.5%
4310 . Bequests	30,627	$27,000	3,627	113.44%
4400 · Self Generated Revenue	106,030	$108,712	(2,682)	97.53%
4410 · Revenues from Fund Drives	210,022	$195,024	14,998	107.69%
4420 · Direct Mail	27,110	$27,570	(460)	98.33%
4450 · Contracted Services	5,625	$6,375	(750)	88.24%
4500 · Contributions,Gifts & Donations	82,925	$84,753	(1,828)	97.84%
4520 · Local Grants	29,764	$27,764	2,000	107.2%
4540 · Fees	6,711	$2,904	3,807	231.11%
4550 · Photocopies	7,954	$9,000	(1,046)	88.38%
4560 · LCLS Admin Fee Income	12,000	$12,000	-	100.0%
4567 · LCLS Delivery/Transit Fee	6,000	$6,000	-	100.0%
4580 · Miscellaneous Revenues	4,727	$6,105	(1,378)	77.43%
6000 · Transfers from Endowment Fund	291,059	$222,419	68,640	130.86%
Total Income	2,824,150	2,736,333	87,817	103.21%
Gross Profit	2,824,150	2,736,333	87,817	103.21%
Expense				
5000 · Salaries & Wages - Library Pers	1,480,723	$1,587,393	(106,670)	93.28%
50001 . Salary & Wage Reimbursement from LCLS	(138,429)	($138,393)	(36)	100.03%
5011 · Contra Salary & Wages Expense	(6,794)	($6,796)	2	99.96%
5100 · Unemployment Compensation Tax	5,001	$736	4,265	679.5%
5110 · FICA Taxes ER (SS & Medicare)	114,248	$121,436	(7,188)	94.08%
5150 · EE Benefits - Pension/ER Match	57,307	$58,000	(693)	98.81%
5160 · EE Benefits - Insurance	106,599	$140,600	(34,001)	75.82%
5170 · Worker's Compensation	3,708	$4,300	(592)	86.24%
5200 · Books - Adult	99,047	$91,873	7,174	107.81%
5201 · Reference - Adult	20,831	$22,100	(1,269)	94.26%
5220 · Audio Materials - Adult	78,723	$91,826	(13,103)	85.73%

General Fund
Budget vs. Actual
January - December 2025

JAMES V. BROWN LIBRARY

	January - December 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	4,944	$7,000	(2,056)	70.63%
5310 · Youth Services Expenses	57,217	$50,600	6,617	113.08%
5320 · Furniture & Equipment Expense	3,979	$8,000	(4,021)	49.74%
5330 · Office & Computer Supplies	12,607	$15,500	(2,893)	81.34%
5340 · Technology Hardware	25,079	$29,000	(3,921)	86.48%
5350 · Furniture & Equipment Rental	3,596	$3,750	(154)	95.89%
5360 · Maintenance of Equipment	763	$1,000	(237)	76.33%
5380 · Computer Software	5,019	$6,000	(981)	83.65%
5400 · Training	33,610	$32,500	1,110	103.42%
5410 · Insurance	37,939	$39,432	(1,493)	96.21%
5420 · Buildings and Grounds	68,516	$69,700	(1,184)	98.3%
5430 · Utilities	75,557	$81,500	(5,943)	92.71%
5440 · Postage & Freight	29,134	$32,900	(3,766)	88.55%
5450 · Printing	5,226	$6,500	(1,274)	80.4%
5452 · Grant-Expense Local	8,098	$3,650	4,448	221.86%
5460 · Telephone & Other Telecommunications	8,594	$9,125	(531)	94.18%
5470 · Public Awareness	6,155	$17,000	(10,845)	36.21%
5480 · Travel	4,873	$5,500	(627)	88.59%
5490 · Accounting	19,509	$19,600	(91)	99.54%
5520 · Vehicle Repair & Maintenance	12,758	$9,750	3,008	130.86%
5530 · Miscellaneous Operating Expense	28,752	$39,314	(10,562)	73.13%
5540 · Contracted Services & Consulting	71,156	$71,576	(420)	99.41%
5544 · Legal Fees	110	$5,000	(4,890)	2.2%
5551 · Costs of Raising Money	50,237	$56,295	(6,058)	89.24%
5570 · Gas	12,224	$18,248	(6,024)	66.99%
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	2,639,050	2,736,333	(97,283)	96.45%
Net Ordinary Income	185,101	-	185,101	

Capital Improvement Fund
Budget vs. Actual
January - December 2025

JAMES V. BROWN LIBRARY

	January - December 2025	2025 Budget	2025 Budget Variance	% of 2025 Budget
Ordinary Income/Expense				
Income				
4010 · Interest Income - Bank	8,818	10,000	(1,182)	88.18%
6025 · Transfers from General Fund	124,091	11,100	112,991	1,117.94%
Total Income	132,909	21,100	111,809	629.9%
Gross Profit	132,909	21,100	111,809	
Expense				
5060 · Storymobile	3,116	3,100	16	100.5%
5070 · Bookmobile	3,161	3,000	161	105.38%
5090 · Books Bus 2023	5,690	5,000	690	113.8%
Total Expense	11,967	11,100	867	107.81%
Net Ordinary Income	120,942	10,000	110,942	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT **January 2026**

Looking Ahead

Interviews for the open Technical Services Assistant position have taken place; an offer will be made by the end of January.

The Office of Commonwealth Libraries Annual Report opens on January 26 and is due on February 23 for System review. Training and data collection have begun to prepare for these reports.

The District Library Waiver Assessment opens January 19.

Kristin Caringi will begin working with Baker Tilly auditors on the 2025 audit in mid-February.

The Staff Appreciation Event will take place on Wednesday, January 28, from 3 – 5 PM, during the library's early closure. Any trustee who would like to attend should RSVP by January 23.

On February 3 & 4, the new network equipment will be installed by KIT Communications. They will conduct a site survey on February 3 and complete the installation on February 4 while the library is closed for our staff development day.

Public Service staff will focus on passport services in January and February, anticipating high passport traffic; therefore, non-essential Public Service projects will be paused during this period.

The "Booked for Laughs" event is scheduled for March 21, 2026, at the Pajama Factory. Rosko's Brewery has committed to providing alcohol and snacks on-site for the event.

Savannah Lorson will prepare the 2025 Annual Impact Report, mail end-of-year tax letters to donors, develop Summer Learning sponsorship assets, finalize details for upcoming events, and attend the FCFP grant workshop for 2026 funding requests.

Other events this year include Sips and Stories on **Saturday, May 16**, at New Trail Brewing, generously sponsored by the Friends of the James V. Brown Library; Boots, Brews & BBQ on **Thursday, July 23**, at Herman and Luther's; and the Library Gala (date and location TBD).

Lorson and Resh are meeting with Otto's in January to discuss fundraising ideas.

Lorson registered for Raise the Region 2026, and promotions for this event start in February.

Personnel & HR

Nicole Rader is back from parental leave on January 16, 2026.

Facilities & Fleet

The facilities staff completed 59 work orders in December. A new coil has been ordered for the second floor of the Welch Wing and will be installed by Silvertip upon arrival. Dixon

installed a new thermostat for the vintage fourth-floor heating system, which has fixed the issue. Port Elevator is currently completing upgrades to the exterior elevator. The basement restroom renovation is close to completion.

A new heater has been ordered for Books' Bus and will be installed upon arrival. The backup camera monitor on Books' Bus is not working; a replacement has been ordered. Keith Bauer will install it. The transit van needed four new tires to pass inspection.

Organizational

Amy Resh attended the Friends of the James V. Brown Library board meeting on January 6 and the Trevor Project Ally training on January 14.

Public Services & Local History

In addition to providing typical Library services, Public Service staff worked on a variety of projects, including weeding adult large-type materials and displays in children's, adult fiction, and adult nonfiction. All Passport Acceptance Agents completed recertification training. Robbin Degeratu revised Public Service staff working-hour schedules to align with the 2026 hours of operation, and Courtney Schonewolf remapped desk schedules as needed. Volunteers donated 44.75 hours to the Library in December.

Passport Acceptance Agents executed 195 first-time passports and assisted with 50 renewals in December, a 37% increase from December 2024. Degeratu conducted media interviews with WNEP, the Patriot-News, and WPSU in response to the threat that the Library would lose its certification as a Passport Acceptance Facility due to a State Department enforcement change.

Robbin Degeratu retrieved 2025 statistics for the Barbours' Link, including cardholder data and circulation data; she worked with Kristin Caringi to calculate the Library's annual financial investment in the Link.

Collection, IT & Technical Services

Patti Eichensehr added item records into Polaris and physically processed 413 items.

Wendy Durant loaded 56 bibliographic vendor record files, totaling 289 records, and performed copy cataloging for 64 books. She processed 190 items: 102 audio/visual, 19 print magazines, 28 books, and 41 video games.

Marci Hubler is developing a training program for incoming interlibrary loan staff member.

Doug Harkness has completed 44 technology work orders since the December meeting.

Programming & Youth Services

A total of 42 programs were offered, with 795 patrons in attendance. Two off-site programs were held in collaboration with Lycoming College and Chef Hoschar. Additional partnerships included the Pennsylvania Game Commission and Joseph Smith, who presented It's a Wonderful Film.

Upcoming programs include the final cooking lesson with Chef Hoschar on January 14. Dream Week Storytime on January 19 will celebrate the ways our community is better together. Environmental Activism with Julie Hulslander will return on January 21 to support young environmentalists as they create signs encouraging the community to care for the Earth, a Keep Pennsylvania Beautiful initiative. The Resource Fair on January 22 will help patrons connect with community organizations. On January 30, the Lewisburg Children's Museum will host two robotics programs.

Development, Marketing, & Public Relations

The 2025 Annual Fund campaign surpassed last year's total by over $10,000, with a total of $97,980.60 as of year-end. The social media campaign generated strong engagement, with the launch video ranking as the 15th most popular post of the year on Facebook. Total fundraising for the 2025 year was $345,332.72.

The first event of the year, Booked for Laughs, will take place on Saturday, March 21 at the Pajama Factory with five comedians from St. Nell's Comedy Residency set to perform. Rosko's Brewery will be on-site, providing snacks and beverages. Sponsorship packages were sent on January 5 to 30 companies that have never sponsored a library event before. Tickets are now on sale.

The payment software for online donations and events will be transitioning from Qgiv to Givebutter this year, as Givebutter is more modern, efficient, and cost-effective for nonprofits. Lorson will switch monthly donors to Givebutter as soon as possible to ensure no lapse in payments when the Qgiv contract ends in May 2026.

Social media update:

- Facebook – 6,513 followers and interactions are up 19%
- Instagram – 1,823 followers and interactions are up 29%
- YouTube - 321 followers
- LinkedIn - 414 followers

JAMES V. BROWN LIBRARY



YOUR COMMUNITY LIBRARY IS HERE FOR YOU

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

GO

109,509 in-person visits
2024 Total: 101,068

232,477 website visits
2024 Total: 171,572

1,739 new library cards
2024 Total: 2,156
Total: 37,421*
****45% of residents***

LEARN

322,125 checkouts
2024 Total: 364,356

61,459 electronic checkouts
2024 Total: 54,938

433 programs for children and adults attended by 11,108 people

CONNECT

87,605 Wi-Fi uses
2024 Total: 88,259

38,005 items checked out on outreach vehicles and Link
2024 Total: 75,947

2,137 passports executed and 670 renewals reviewed, bringing in $99,025

GROW

245 volunteers gave 1,024 hours of their time valued at $35,625
** Per https://rb.gy/6v5er4 at the rate of $34.79/hour*

$4,823,914 saved by using the library, or $58 per person
**based on 82,529 service area residents*

121 donors/orgs making their first gift, resulting in $15,015.22

January 1 - December 31, 2025

JAMES V. BROWN LIBRARY • 19 East Fourth Street, Williamsport PA • 570.326.0536 • *jvbrown.edu*

2025	January	February	March	April***	May	June	July	August	September	October	November	December
Facebook	6,198	6,207	6,228	6,257	6,287	6,330	6,358	6,390	6,417	6,460	6,479	6,513
FB interactions	129%	20.50%	-21.10%	203%	-59.50%	15.20%	17.90%	49.90%	-49.40%	31.50%	-20.90%	19.1%
FB views	39.40%	28.90%	-26.50%	176%	-66.00%	-0.50%	15.10%	10%	-38.60%	12%	1.40%	15.8%
FB follows	73.10%	-8.90%	-2.40%	32.50%	-22.6	22.00%	29.30%	-4.40%	-31%	30%	-12.80%	26.5%
FB posts				52	57	65	58	46	56	47	54	46
FB stories				0*	0*	22	8			4	3	7
FB reels										4	3	5
Instagram	1,629	1,646	1,654	1,679	1,702	1,730	1,748	1756	1,782	1,801	1,810	1,823
Insta interactions	12.00%	-7.60%	-3%	35.90%	6.20%	-1.90%	-36.80%	24.80%	-13.90%	15.10%	-16.70%	29.3%
Insta reach	17.10%	7.50%	64%	-39.60%	46.40%	4.50%	1.20%	61.90%	-12.60%	-14.10%	-17.90%	179.0%
Insta follows	127%	-14.30%	-37.50%	113%	-14.70%	13%	7.20%	39.30%	-46.20%	13%	-7.70%	-29.2%
Intsa posts				31	31	43	21	38	37	40	52	55
Insta stories				11	3	20	5	19	60	9	1	8
YouTube	308	309	312	313	316	319	320	322	323	322	322	321
LinkedIn	353	357	360	367	376	385	387	138	385	408	411	414
linktree views				0	20**	13	12			14	12	12
linktree clicks				0	4**	5	6			5	3	3
linktree click rate				0	20%**	38.46%	50.00%			25.80%	24.30%	23.90%
*Does not include stories, as story archive was not turned on for Facebook until 05/23.												
**Since 05/15												
***Free parking spaces and one low viral meme												
Check Metricool for deleted holiday/closure posts												

JAMES V. BROWN LIBRARY
Serving Williamsport & Lycoming County

Year in Review
2025

Administration: ***Human Resources, Facilities and Fleet, Finance and Budget***

- Staff changes of four employee resignations, a 12% turnover rate, compared with the national average for urban libraries of 18–24% (per American Library Association, Public Library Survey)
- The new basement windows were installed
- The fiction collection and the Friends sorting area were moved
- Facilities staff completed 787 work orders
- Baker Tilly conducted a successful 2024 audit
- Finished under budget in the general fund

Collections & Technical Services

- StackMap was fully updated to reflect collection changes
- Added new collections: Adult Wonderbooks and print magazines

Community Relations: ***Development, Marketing, Public Relations***

- Reimagined the Annual Fund Campaign by centering staff-driven impact stories, supported by a two-month social media campaign, resulting in stronger public engagement and a deeper understanding of how Library services impact the community daily
    - The 2025 Annual Fund campaign surpassed last year's total by over $10,000 and surpassed the goal by nearly $12,000

Programming & Youth Services

- 777 program sessions were held for 11,108 attendees

Public Service

- The transfer of materials to cultural heritage partners at local organizations began
- A new in-shelf fiction display model inspired by an idea presented during Frontline Online (continuing education) has been well-received by patrons
- A record year for Passport Acceptance Services with 2,137 first-time passports and 670 passport renewals; an 11% increase in first-time passports and a 23% increase in renewals vs 2024

Technology

- 570 workorders were completed for the Library, the System, and District members

LONG-RANGE PLAN 2024-2029

Goals with Measurable Action Steps	Deadline	Responsible Parties	
			PROGRESS
Create a symbiotic relationship with the County Commissioners, City of Williamsport, Loyalsock Township, and South Williamsport Borough	Ongoing	CEO, CFO, and Development	CEO, CFO & Assistant Director attend commissioner meetings. Quarterly updates sent to the city, LT, and SW. Present at Wilpo Council mtg in 2026
Continue to share the Library Story and the stories of our patrons/users to generate engagement and support	Ongoing	CEO, Development Director	Including patron stories for each Shades issue, monthly newsletters, and annual appeals
Identify Community Partnerships and create a Memorandum of Understanding with each organization. Expanding on existing partners	Ongoing	Programming Department and Development Director	PD is developing a list of partners each year MOUs renewed yearly
StackMap Integration schedule to increase efficacy	Ongoing	Technical Services Director	Completed 2025
2024			**PROGRESS**
Review and edit, as necessary, the Library bylaws	2024	JVB Board, CEO	Completed 2025
Create a policy review schedule	2024	CEO	Spreadsheet is finished; yearly review will begin during board meetings

Create a vehicle replacement schedule	2024	CEO, CFO	Storymobile will need to be replaced in 2026. We need to determine the future of the Storymobile service. Transit, Books Bus, and Bookmobile will need to be replaced in 2033. All vehicles are on a 10-year rotation.
Update and standardize public service procedures and operations across service points	2024	CEO, Assistant Director, Technical Services Director, Public Service staff	Public Service Operations and Procedures Manual was rolled out to all Library staff and continues to be updated. Procedures are clarified and adjusted on an as-needed basis. Weekly communications to all staff highlight changes and reminders.
Develop and implement a Local History Materials Plan	2024	CEO, Assistant Director	2025: Materials transfers to approved partners. Positive feedback. Additional transfers to the Taber and Genealogical Society slated for 2026
Create a vision for a comprehensive outreach experience	2024	CEO, CFO, Technical Services Director, Outreach Services Manager	Ongoing - Supervision of this project shifted to AD.
Rent parking spaces for patrons using donor or grant support	2024	CEO, CFO, Development Director	10 parking spots for patrons. Two donors support these spots.
Complete a space assessment and relocate collections and services as needed	2024-2025	JVB Board, CEO, Administrative Team	Continue following the plan from the Facilities committee February 2024

Create a fleet vehicles schedule for oil changes, inspections, etc., with the least patron impact	2024	COO, AD, Outreach staff	All vehicles are scheduled for maintenance and repairs around outreach schedules so they do not impact patrons.
Resource spotlight - Promote the use of research tools with in-house marketing materials	2024	Assistant Director, Technical Services Director, Development Director	Continues to include resources in the monthly e-newsletter, press releases as needed, and on social media
Implement a new Borrowing Policy	2024	Assistant Director, Technical Services Director	Borrowing Policy went into effect in January 2024.
Collection management schedule Complete an evaluation of all collections, including outreach vehicles and LINK locations.	2024	Assistant Director, Technical Services Director, Outreach Manager	2026: Collection analysis of portions of the adult collection.
Complete and update the technology census for Library-owned/monitored equipment.	2024	IT Staff	Completed 2025
Create technology service agreements with our system and district members about expectations and limitations.	2024	IT Staff	Expectations and limitations completed 2025 agreements in limbo at LCLS level
Improve Programming Operational Effectiveness Build a cohesive budgetary needs list Evaluate program statistics and community needs to increase efficiency Plan programming three months in advance	2024	Programming Director	Improving operational effectiveness ongoing. Seasonal evaluation of programs/events. Revised programming survey in 2025. 95% of programs are being planned 3 months in advance.

2025			Progress
Create a 10-year financial plan for the Library	2025	CEO, CFO	Discussions have begun-work has stalled due to other considerations.
10-year Library facility improvement schedule	2025	CEO, CFO, Facilities Manager	An updated 2026-2036 plan is almost complete.
Develop new customer service training/orientation for all public-facing staff	2025	CEO, Assistant Director, Public Service staff	AD and PSC reimagined Public Service training schedule was created in April 2024 and has been used to train three (3) new staff in public service functions. PSC is creating a streamlined training protocol for staff in other departments with regularly-scheduled desk hours.
Complete and implement policy, procedures, and best practices for Outreach with standardized service expectations	2025	Assistant Director, Outreach Services Manager	Completed 2025.
Increase membership within the 1907 Society and Carile Brown Planned Giving Societies	2025	CEO, CFO, Development Director	19 members as of December 2025.
Create broad community awareness and advocacy pieces to promote library services	2025	CEO, Development Director	Included yearly statistics in the 2026 annual appeal mailing.
Revamp existing social media and external marketing plans to be more strategic	2025	CEO, Assistant Director, Development Director	Social media plan completed December 2025
Increase the number of monthly givers (Library Champion program) by 10%	2025	Development Director	25 as of December 2025.

			Completed a monthly push email and social campaign in 2025.
Enhancing our Summer Learning Program (SLP) Coordinate with LCLS Directors for more cohesive/collaborative experiences between all libraries	2025	Programming Director	With feedback, we shared 2025 ideas in September.
2026			**Progress**
Review and edit as necessary all Library policies and procedures	2026	JVB Board, CEO	Ongoing- plan in place for monthly review
Establish walk-in technology assistance hours for patrons - Tech Help Assistant	2026	CEO, Assistant Director	Possible in future
Host additional fundraising events	2026	Development, CEO, CFO, and JVB Board	2026 plan is for an event each quarter. Booked for Laughs comedy show in March, Sips & Stories in spring, Boots & Brews in summer, and Gala in fall.
Redesign Staff Page/Intranet Update this site as a hub for JVBL staff Use this to host all forms and policies to streamline Google Suite sharing and data cleanup	2026	IT Staff	This project is ongoing.
Identify mutually beneficial partnership opportunities for organizations and businesses and expand current partnerships	2026	Development Director, Outreach, and Programming	Ongoing
2027			**Progress**
Create a reciprocal library card signup program with high schools and colleges in the Library's service area	2027	CEO, Assistant Director, Technical Services Director,	

		Programming Director	
LINK updates Work with township management to create a plan to increase visibility, access, and services offered at our LINK locations	2027	CEO, Technical Services Director, LINK township management	Pine Creek Link closed in 2024 at request of McHenry Township. 2025: New yearly MOU executed between JVB and Plunketts Creek Township to clarify relationship and offerings.
Continue to monitor and evaluate funding sources to meet budget needs	2027	CEO, CFO, Development Director, and JVB Board	2025: actively working to find new private and foundation grants. This is ongoing.
Update, improve, and revisit all interior and exterior building signage	2027	CEO, Development Director, and Facilities Manager	No update on Welch Wing signage changes.
Review all positions and their role in the Library's Mission	2027-2029	CEO, CFO	
2028			**PROGRESS**
Conduct a Community Needs Survey	2028	CEO, Development Director, Community Partners	CEO and DD worked with STEP for 2024 CNS support and promotion.
Increase circulation of materials by 10% from 2022 levels	2028	CEO, Assistant Director, Technical Services Director, Development Director	
Investigate a fundraising apparel/Library branded merchandise store	2028	CEO, CFO, Assistant Director, Development Director	Nearly half of the merchandise purchased from the initial order in 2024 was sold out. At this time, the CEO and DD have decided that this project should not

			continue, and a new order will not be placed.
Expand library services with more adult programming, specifically for ages 18-55 Programs highlighting PA Forward Literacies (Basic, Information, Civic & Social, Health, and Financial Literacy)	2028	Programming Department	
Call Number Clean-up project for ease of patron use	2028	Technical Services Director and staff	Fiction collection at JVB complete. YS EZ Readers and BR readers almost complete, stragglers being handled as they are checked-in. Adult Graphic Novels and Board games completed in the last quarter of 2025.
2029			**PROGRESS**
Create new funding streams	2029	CEO, CFO, Development Director	DD continues to explore additional grant opportunities and new corporate sponsorships, attending legislative grant events as they arise
Continue to provide a welcoming and safe space. Providing diverse, inclusive programming for all ages	2029	Programming Staff	Continuing in 2025, SLP offsite events (YMCA, CTL, Hiawatha, etc.) will mark the start of a broader range of community programs.
Redesign the Library's website	2029	Technical Services Director, IT staff, Outside vendors as needed	