



Board Meeting  
April 16, 2026, at noon  
In-person at the Library: 19 East Fourth Street, Williamsport, PA  
and virtually via Zoom

Call to Order

Staff Highlight

Review of the March 19, 2026, minutes

Committee Reports

Treasurer's Report

Chief Executive Officer & Director's Report

Old business

New business

- Summer board meetings

Lycoming County Library System Board Report

Friends of James V. Brown Library Report

Announcements

Adjournment

**Board Meeting Dates for 2026: May 21, June 18, July 16, August 20, September 17, October 15, November 12, and December 17 at noon**



Courtney Schonewolf  
Public Service Coordinator  
Marketing & Development Assistant

I was born and raised in South Williamsport. I returned to the area after graduating from Villanova University with a Bachelor of Arts in English, a Concentration in Writing and Rhetoric, and a Minor in Creative Writing. I began working at the Library as a Public Service Assistant in 2022. When I'm not at the Library, I'm either reading, writing, solving Sudoku puzzles, or watching women's basketball.

Very soon after starting my job as a Public Service Assistant, I registered a family for library cards who had recently been displaced due to a fire in their apartment complex. When they discovered the Toy Lending Library, I explained that they could check out the toys and take them home just like any other library material. I watched as the mother visibly relaxed with joy and relief. She was so grateful that she'd have a free way to maintain some sense of normalcy for her children and protect them from the chaos and anxiety this fire had caused. It's these moments, when what feels like such a normal, everyday part of our job can potentially provide a lifeline to people who most need one, that make this work so fulfilling.

**James V. Brown Board Meeting Minutes**  
**Thursday, March 19<sup>th</sup> at 12:00 PM**  
**In-person and Zoom**

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

**Trustees Present Virtually:** Marshall Welch III, Treasurer

**Trustees Absent:** Dr. Timothy Bowers, Gloria Greevy

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

**Guests Present:** Tom Zimmerman, Friends of the James V. Brown Library

**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; Savannah Lorson, Development, Marketing and Public Relations Director; Nicole Rader, Programming and Youth Services Director; Nina Riggie, Executive Assistant to the CEO

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

**Mission Moment:** On February 28, over 40 patrons participated in Beginner's Genealogy: Finding the Roots of your Family Tree in Lycoming County, led by Helen Yaos of the Lycoming County Genealogical Society. Participants learned how to use the library resources POWER Library and digital archives.

**Minutes:** Rick Mirabito motioned to approve the February 2026 minutes. John Confer seconded the motion. All in favor. Motion carried.

**Committee Reports:**

- Development Committee – John Confer
  - The Development Committee has suggested a sister event to the Gala, bringing in a business or motivational speaker.
  - The Development Committee encourages trustees to make a financial commitment to the library to report 100% trustee participation.
  - All trustees are encouraged to advocate for the Library, use Library resources, and attend programs and events.
  - In 2025, there was 60% trustee financial participation.
- Finance Committee – Kristin Caringi
  - Kristin Caringi emailed the Finance Committee regarding a bequest from Anni Apelian.
  - The Finance Committee recommends splitting the bequest between Merrill Lynch and the Capital Improvement Fund.
  - Brooke Beiter motioned to deposit \$28,207 into Merrill Lynch and \$28,207.05 into the unrestricted Capital Improvement Fund. Mayor Derek Slaughter seconded the motion. All in favor. Motion carried.

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

*Highlights:*

- Kristin Caringi presented the February 2026 financial statements.
- Expenses are on track.
- John Confer 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**

*Highlights:*

- Amy Resh presented the March Chief Executive Officer & Director's report.

- Sips & Stories with the Friends of the James V. Brown Library will take place on May 16.
- Boots, Brews, and BBQ will take place on July 23<sup>rd</sup> at Herman & Luthers.
- The Library Gala with in-person author Bruce Holsinger takes place on September 10.
- Tracy Carey – North Central Library District, District Consultant
  - The North Central Library District is reviewing the structure of the District Advisory Council, along with a review of the bylaws.
  - The District has distributed a survey to assess technology support needs.
  - Tracy Carey is working with Marci Hubler to streamline district Interlibrary Loan services.

#### **Old Business**

- Logo Revisions
  - Kyle Murphy motioned to approve the new logo with the preferred color way being the blue dominant with green, with the flexibility for staff to adjust as needed. Mayor Derek Slaughter seconded the motion. All in favor. Motion carried.

#### **New Business**

- None

#### **Friends of the James V. Brown Library Report** – Tom Zimmerman, President

- The Friends have secure liability insurance through the Hartmann Agency.
- Library staff cleaned and buffed the floors in the bookstore.
- The Friends Book Review of Bruce Holsinger's Culpability is taking place on April 3.
- The Spring book sale is happening April 24 & 25 at Christ Episcopal Church.
- Volunteer Appreciation is scheduled for April 29<sup>th</sup> in the Lowry Room.

#### **Announcements:**

- None

#### **Adjournment**

- Rick Mirabito motioned to adjourn the meeting. John Confer seconded the motion. All in favor. Motion carried.
- Brette Confair adjourned the public meeting at 12:43 PM.

An executive session followed the public meeting.

**Meeting dates for 2026: April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 12, December 17**

*Minutes recorded and respectfully submitted by Nina Riggle.*



**JAMES V. BROWN LIBRARY**

**Cash & Investments Report**

**March 31, 2026**

**Cash**

General Fund	\$576,620
Savings	\$268,743
Payroll	\$3,379
CIF-General Fund	\$63,047
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$66,524
CIF-Outreach Vehicle Fund	\$21,641
EITC Fund	\$2,451
Grant Fund	<u>\$21,755</u>
<b>Total Cash as of 3/31/26</b>	<b>\$1,098,723</b>

**Investments**

Merrill Lynch Endowment	\$8,570,316
Wright Trust	\$851,363
Kane Trust	<u>\$332,818</u>
<b>Total Investments as of 3/31/26</b>	<b>\$9,754,497</b>



**JAMES V. BROWN LIBRARY**

**General Fund  
Budget vs. Actual  
January - March 2026**

	<u>January - March 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · State Aid-District	262,816	\$525,632	(262,816)	50.0%
4120 · State Aid-LCLS	185,290	\$392,904	(207,614)	47.16%
4121 · County Coordination Aid-LCLS	197,986	\$197,986	-	100.0%
4220 · Local Revenue-School Districts	-	\$4,500	(4,500)	0.0%
4230 · Local Government Revenue - Other	-	\$1,500	(1,500)	0.0%
4240 · Local Government Revenue - County	-	\$525,110	(525,110)	0.0%
4300 · Interest Revenue	6,203	\$27,000	(20,797)	22.97%
4305 · Rebate Income	-	\$3,000	(3,000)	0.0%
4310 · Bequests (JVB)	56,414	\$0	56,414	100.0%
4400 · Self Generated Revenue	23,025	\$7,175	15,850	320.91%
4410 · Revenues from Fund Drives	26,131	\$173,800	(147,669)	15.04%
4420 · Direct Mail	607	\$27,000	(26,393)	2.25%
4450 · Contracted Services	-	\$3,000	(3,000)	0.0%
4500 · Contributions, Gifts & Donations	21,967	\$66,580	(44,613)	32.99%
4520 · Local Grants	102,714	\$20,534	82,180	500.21%
4540 · Fees	1,821	\$0	1,821	100.0%
4550 · Photocopies	2,494	\$7,500	(5,006)	33.25%
4560 · LCLS Admin Fee Income	3,000	\$12,000	(9,000)	25.0%
4567 · LCLS Delivery/Transit Fee	1,500	\$6,000	(4,500)	25.0%
4580 · Miscellaneous Revenues	155	\$3,825	(3,670)	4.05%
6000 · Transfers from Endowment Fund	104,097	\$460,084	(355,987)	22.63%
<b>Total Income</b>	<u>996,219</u>	<u>2,465,129</u>	<u>(1,468,911)</u>	<u>40.41%</u>
<b>Gross Profit</b>	996,219	2,465,129	(1,468,911)	40.41%
<b>Expense</b>				
5000 · Salaries & Wages - Library Pers	306,123	\$1,421,040	(1,114,917)	21.54%
50001 · Salary & Wage Reimbursement from LCLS	(30,576)	(\$132,489)	101,913	23.08%
5011 · Contra Salary & Wages Expense	-	(\$5,000)	5,000	0.0%
5100 · Unemployment Compensation Tax	3,986	\$3,750	236	106.29%
5110 · FICA Taxes ER (SS & Medicare)	22,562	\$108,710	(86,148)	20.75%
5150 · EE Benefits - Pension/ER Match	10,571	\$58,000	(47,429)	18.23%
5160 · EE Benefits - Insurance	24,335	\$125,125	(100,790)	19.45%
5170 · Worker's Compensation	2,013	\$4,300	(2,287)	46.82%
5200 · Books - Adult	16,658	\$86,750	(70,092)	19.2%



**JAMES V. BROWN LIBRARY**

**General Fund  
Budget vs. Actual  
January - March 2026**

	<u>January - March 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
5201 · Reference - Adult	21,428	\$22,100	(672)	96.96%
5220 · Audio Materials - Adult	32,171	\$76,254	(44,083)	42.19%
5270 · Online Resources	17,700	\$53,385	(35,685)	33.16%
5280 · District Bibliographic Utilities OCLC	751	\$1,500	(749)	50.06%
5300 · Library Supplies & Collection	817	\$6,400	(5,583)	12.77%
5310 · Youth Services Expenses	11,091	\$50,039	(38,948)	22.17%
5320 · Furniture & Equipment Expense	-	\$7,200	(7,200)	0.0%
5330 · Office & Computer Supplies	2,176	\$14,750	(12,574)	14.76%
5340 · Technology Hardware	55	\$26,100	(26,045)	0.21%
5350 · Furniture & Equipment Rental	1,114	\$3,700	(2,586)	30.1%
5360 · Maintenance of Equipment	-	\$900	(900)	0.0%
5380 · Computer Software	1,425	\$5,400	(3,975)	26.39%
5400 · Training	5,087	\$33,000	(27,913)	15.41%
5410 · Insurance	17,570	\$39,887	(22,317)	44.05%
5420 · Buildings and Grounds	22,556	\$65,730	(43,174)	34.32%
5430 · Utilities	28,899	\$90,210	(61,311)	32.04%
5440 · Postage & Freight	1,888	\$30,250	(28,362)	6.24%
5450 · Printing	1,286	\$5,850	(4,564)	21.98%
5452 · Grant-Expense Local	264	\$1,110	(846)	23.76%
5460 · Telephone & Other Telecommunications	1,537	\$9,125	(7,588)	16.85%
5470 · Public Awareness	4,222	\$11,500	(7,278)	36.71%
5480 · Travel	163	\$5,500	(5,337)	2.97%
5490 · Accounting	850	\$21,210	(20,360)	4.01%
5520 · Vehicle Repair & Maintenance	2,828	\$9,750	(6,922)	29.01%
5530 · Miscellaneous Operating Expense	7,451	\$35,205	(27,754)	21.16%
5540 · Contracted Services & Consulting	10,302	\$71,500	(61,198)	14.41%
5544 · Legal Fees	83	\$4,500	(4,418)	1.83%
5551 · Costs of Raising Money	14,980	\$52,400	(37,420)	28.59%
5570 · Gas	3,104	\$15,848	(12,744)	19.58%
5580 · Summer Learning	-	\$12,890	(12,890)	0.0%
6011 · Transfer to Capital Improvement	37,717	\$11,750	25,967	321.0%
6012 · Transfers to Endowment Fund	28,207	\$0	28,207	100.0%
<b>Total Expense</b>	<b>633,395</b>	<b>2,465,129</b>	<b>(1,831,734)</b>	<b>25.69%</b>
<b>Net Ordinary Income</b>	<b>362,824</b>	<b>0</b>	<b>362,823</b>	



**JAMES V. BROWN LIBRARY**

**Capital Improvement Fund**

**Budget vs. Actual**

**January - March 2026**

	<u>January - March 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Interest Income - Bank	1,870	8,000	(6,130)	23.38%
6025 · Transfers from General Fund	37,717	11,750	25,967	321.0%
<b>Total Income</b>	<u>39,587</u>	<u>19,750</u>	<u>19,837</u>	<u>200.44%</u>
<b>Gross Profit</b>	39,587	19,750	19,837	
<b>Expense</b>				
5060 · Storymobile	369	3,100	(2,731)	11.9%
5070 · Bookmobile	58	3,000	(2,942)	1.95%
5090 · Books Bus 2023	809	5,650	(4,841)	14.32%
<b>Total Expense</b>	<u>1,236</u>	<u>11,750</u>	<u>(10,514)</u>	<u>10.52%</u>
<b>Net Ordinary Income</b>	38,351	8,000	30,351	

## **CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT**

**April 2026**

### **Looking Ahead**

The next Staff Meeting will take place on **April 22 from 3 – 5 PM**.

The Friends Volunteer Reception will take place on **April 29 at 5 PM**, and invitations have been sent to all Library and Friends volunteers.

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 on **Thursday, July 23**, at Herman and Luther's; and the Library Gala on **Thursday, September 10**, at the Williamsport County Club, featuring bestselling author Bruce Holsinger in person. Bruce Holsinger's author speaking fee is being underwritten by the Friends of the James V. Brown Library.

May brings Lycoming County's Remake Learning Days, with the first LCLS shared event on **May 3** at the Community Theatre League for a performance of The Hobbit.

The James V. Brown Library will host eight Remake Learning events and received \$500 from BLAST IU 17 to support programming. Rader and staff will also share information about the upcoming Summer Learning Program with Jackson Elementary.

### **Personnel & HR**

Andrew Henley has accepted the Assistant Director position; he is relocating from New Castle, PA, and will start mid-April.

### **Facilities & Fleet**

The facilities staff completed 57 work orders in March. On April 8, Amy Resh, Kristin Caringi, and Keith Bauer met with Larson Design Group for the technology center project.

### **Organizational**

Amy Resh was a panelist in a discussion about censorship on March 22, attended the LCLS directors' meeting on March 24, attended Gala Committee meetings on March 25, April 2, and April 7. Resh attended the LCLS Board meeting on April 14.

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

Public Service staff maintained essential tasks, including displays across the library, monitoring hotspots and museum passes, and shelf reading during off-desk time.

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

Doug Harkness has completed 44 work orders since the March Board meeting. He is working with KIT communications to replace a faulty piece of equipment from the February installation.

Wendy Durant loaded 27 bibliographic vendor record files with a total of 191 records and did copy cataloging for 44 items. She added item records to Polaris and physically processed 264 items: 99 audio/visual items, 25 print magazines, 129 books, 3 video games, 6 board games, 1 Wonderbook, and 1 Wi-Fi hotspot. She repaired 36 items and ordered 62 new audio/visual items and 16 digital books. Patti Eichensehr added item records into Polaris and physically processed 601 items and repaired 80 items. Chris Harris processed 118 Interlibrary loan requests; received and processed 91 items; and returned 10 items. Marci Hubler is creating documentation on how to repair materials and is conducting a collection analysis of the medical non-fiction section.

### **Programming & Youth Services**

The Programming Department facilitated 78 program sessions in March.

Local historian John Maietta presented "The Man Behind the Mouse: The Life and Legacy of Walt Disney" on March 21 and is returning in June with a program on the national anthem in honor of America250.

Nicole Rader, Programming and Youth Services Director, conducted two school visits during Read Across America Week. In April, she is scheduled to visit Schick Elementary to read to preschool classes and provide a library tour for Faith Preschool. April programming also features Financial Literacy programs and Earth Day events.

Rader presented to a Lycoming College class on children's literature and collection development. At the end of April, the class will present two readings of their bilingual children's books as part of their final project.

Rader created a collection review schedule for the remainder of 2026, completed a collection analysis of the Youth Holiday Collection, and submitted a session proposal on library partnerships for the Pennsylvania Library Association Conference in October.

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

The Library's first-ever Booked for Laughs event took place on Saturday, March 21, at the Pajama Factory. 169 tickets were sold for the event, and staff received great feedback from all who attended. The event raised \$9,146.68 after expenses.

"Sponsor a Summer Learner" solicitations were mailed to over 500 businesses and/or individuals on March 27. The Summer Learning appeal has raised \$11,300 thus far.

Boots & Brews sponsor solicitations were mailed on April 2 to 30 prospective businesses. Confirmed sponsorships for the event are at \$2,500, with West Pharmaceuticals.

Social media update:

- Facebook - 6,695 followers; interactions are down 34%
- Instagram - 1,836 followers; interactions are up 8%
- YouTube - 322 followers
- LinkedIn - 434 followers



## JAMES V. BROWN LIBRARY



25,162  
in-person visits  
2025 Total:  
27,440



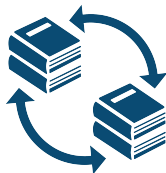
76,831  
virtual visits  
2025 Total:  
77,493



11,622  
electronic  
checkouts  
2025 Total:  
11,005



22,947 Wi-Fi uses  
2025 Total:  
22,729



73,764 physical  
checkouts  
2025 Total:  
84,806



10,110 items  
checked out on  
outreach  
vehicles and Link  
2025 Total: 14,939



42 volunteers  
gave 179 hours  
of time valued  
at \$6,227  
\* Per <https://rb.gy/6v5er4>  
at the rate of \$34.79/hour



\$1,218,397.40 saved  
by using the Library,  
or \$14.76 per person  
\*based on 82,529 service area  
residents



108 programs  
for children and  
adults attended  
by 2,135 people



112 new  
library cards  
TYD 2026: 349  
Total: 37,770\*  
\*45% of residents



91 donors/orgs  
making their first  
gift, resulting in  
\$78,239.85