



Board Meeting
May 21, 2026, at noon
In-person at the Library: 19 East Fourth Street, Williamsport, PA
and virtually via Zoom

Call to Order

Recognition of Gloria Z. Greevy

Staff Highlight

Review of the April 16, 2026, minutes

Committee Reports

Treasurer's Report

Chief Executive Officer & Director's Report

- Nicole Rader, Programming and Youth Services Director

Old business

- Summer board meetings

New business

- Advocacy sheet

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

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



Wendy Durant
Technical and Digital Services
Professional

I live in Montoursville with my husband and two children. In my spare time, I love volunteering at Community Theatre League as an actor and stage manager.

I've worked at James V. Brown for a little over 2 years. My favorite part about working at the Library is opening the boxes of new books and seeing what's inside!

James V. Brown Board Meeting Minutes
Thursday, April 16th at 12:00 PM
In-person and Zoom

Trustees Present: Brette Confair, President; Rick Mirabito, Secretary; Dr. Timothy Bowers, John Confer

Trustees Present Virtually: Marshall Welch III, Treasurer; Mayor Derek Slaughter

Trustees Absent: Rev. Kyle D. Murphy, Vice President; Dr. Brooke Beiter, Gloria Greevy

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty

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

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer/Chief Operations Officer; Marci Hubler, Collections & Technical Services Director; Savannah Lorson, Development, Marketing and Public Relations Director; Nicole Rader, Programming and Youth Services Director; Nina Riggle, Executive Assistant to the CEO

The meeting was called to order by President Brette Confair at 12:01 PM.

Employee Spotlight: Courtney Schonewolf, the Public Services Coordinator and Marketing & Development Assistant, has been working for the Library since 2022.

Minutes: Rick Mirabito motioned to approve the March 2026 minutes with a minor correction. John Confer seconded the motion. All in favor. Motion carried.

Committee Reports:

- None

Treasurer's Report - CFO/COO – Kristin Caringi

Highlights:

- Kristin Caringi presented the March 2026 financial statements, including the Capital Improvement Fund.
- The entire amount of State Aid and County Coordination Aid was received from the Lycoming County Library System in March.
- Salaries and expenses are on track with the projected budget.
- The Capital Improvement Fund reflects interest income and expenses related to outreach vehicle collections.
- John Confer motioned to approve the treasurer's report. Dr. Tim Bowers seconded the motion. All in favor. Motion carried.

Chief Executive Officer & Director's Report – Amy Resh

Highlights:

- Amy Resh presented the April Chief Executive Officer & Director's report.
- Booked for Laughs raised \$9146.68 after expenses. There were \$6,000 in sponsorships for the event.
- There was a discussion about having committees involved with major events. The Friends of the James V. Brown Library's Special Events Committee helped to plan Sips & Stories in May.

Old Business

- None

New Business

- Summer Board Meetings
 - A Doodle poll will be sent to all trustees to confirm availability for the board meetings in June, July, and August. One summer board meeting will be canceled.

Lycoming County Library System Board Report – John Confer

- The main topic of discussion during the Lycoming County Library System board meeting was about funding for the System from Lycoming County.
- There was a discussion around advocacy efforts to be made by trustees, as well as the Friends of the James V. Brown Library, in coordination with Friends groups throughout the County.

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

- Tom Zimmerman presented the Friends of the James V. Brown Library Report.

Announcements:

- John Confer expressed gratitude to Nina Riggle as she resigned from her position at the James V. Brown Library.

Adjournment

- Rick Mirabito motioned to adjourn the meeting. Dr. Tim Bowers seconded the motion. All in favor. Motion carried.
- Brette Confair adjourned the public meeting at 1:00 PM.

Meeting dates for 2026: 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

April 30, 2026

Cash & Restricted Funds

General Fund	\$597,821
Savings	\$269,516
Payroll	\$3,415
CIF-General Fund	\$63,754
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$66,524
CIF-Outreach Vehicle Fund	\$21,641
CIF-Technology Center Fund	\$75,000
EITC Fund	\$1,154
Grant Fund	<u>\$21,817</u>
Total Cash & Restricted Funds	\$1,195,205

Investments & Trusts

Merrill Lynch Endowment	\$8,982,510
Wright Trust	\$901,260
Kane Trust	<u>\$355,853</u>
Total Investments & Trusts	\$10,239,623



JAMES V. BROWN LIBRARY

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

	<u>January - April 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
Ordinary Income/Expense				
Income				
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	183,181	\$525,110	(341,929)	34.88%
4300 · Interest Revenue	8,761	\$27,000	(18,239)	32.45%
4305 · Rebate Income	-	\$3,000	(3,000)	0.0%
4310 · Bequests (JVB)	56,414	\$0	56,414	100.0%
4400 · Self Generated Revenue	23,515	\$7,175	16,340	327.74%
4410 · Revenues from Fund Drives	60,421	\$173,800	(113,379)	34.77%
4420 · Direct Mail	9,956	\$27,000	(17,044)	36.87%
4450 · Contracted Services	750	\$3,000	(2,250)	25.0%
4500 · Contributions, Gifts & Donations	21,975	\$66,580	(44,605)	33.01%
4520 · Local Grants	102,714	\$20,534	82,180	500.21%
4540 · Fees	2,245	\$0	2,245	100.0%
4550 · Photocopies	3,431	\$7,500	(4,069)	45.75%
4560 · LCLS Admin Fee Income	4,000	\$12,000	(8,000)	33.33%
4567 · LCLS Delivery/Transit Fee	2,000	\$6,000	(4,000)	33.33%
4580 · Miscellaneous Revenues	182	\$3,825	(3,643)	4.76%
6000 · Transfers from Endowment Fund	138,796	\$460,084	(321,288)	30.17%
Total Income	<u>1,264,432</u>	<u>2,465,129</u>	<u>(1,200,697)</u>	<u>51.29%</u>
Gross Profit	1,264,432	2,465,129	(1,200,697)	51.29%
Expense				
5000 · Salaries & Wages - Library Pers	404,979	\$1,421,040	(1,016,061)	28.5%
50001 · Salary & Wage Reimbursement from LCLS	(40,768)	(\$132,489)	91,721	30.77%
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)	29,891	\$108,710	(78,819)	27.5%
5150 · EE Benefits - Pension/ER Match	14,116	\$58,000	(43,884)	24.34%
5160 · EE Benefits - Insurance	32,197	\$125,125	(92,928)	25.73%
5170 · Worker's Compensation	2,013	\$4,300	(2,287)	46.82%
5200 · Books - Adult	23,691	\$86,750	(63,059)	27.31%



JAMES V. BROWN LIBRARY

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

	<u>January - April 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	38,587	\$76,254	(37,667)	50.6%
5270 · Online Resources	18,714	\$53,385	(34,671)	35.05%
5280 · District Bibliographic Utilities OCLC	751	\$1,500	(749)	50.06%
5300 · Library Supplies & Collection	1,077	\$6,400	(5,323)	16.83%
5310 · Youth Services Expenses	11,661	\$50,039	(38,378)	23.3%
5320 · Furniture & Equipment Expense	-	\$7,200	(7,200)	0.0%
5330 · Office & Computer Supplies	2,653	\$14,750	(12,097)	17.99%
5340 · Technology Hardware	521	\$26,100	(25,579)	2.0%
5350 · Furniture & Equipment Rental	1,455	\$3,700	(2,245)	39.32%
5360 · Maintenance of Equipment	-	\$900	(900)	0.0%
5380 · Computer Software	2,069	\$5,400	(3,331)	38.32%
5400 · Training	7,536	\$33,000	(25,464)	22.84%
5410 · Insurance	17,570	\$39,887	(22,317)	44.05%
5420 · Buildings and Grounds	24,721	\$65,730	(41,009)	37.61%
5430 · Utilities	35,419	\$90,210	(54,791)	39.26%
5440 · Postage & Freight	13,633	\$30,250	(16,617)	45.07%
5450 · Printing	1,667	\$5,850	(4,183)	28.5%
5452 · Grant-Expense Local	264	\$1,110	(846)	23.76%
5460 · Telephone & Other Telecommunications	2,218	\$9,125	(6,907)	24.3%
5470 · Public Awareness	4,336	\$11,500	(7,164)	37.71%
5480 · Travel	311	\$5,500	(5,189)	5.66%
5490 · Accounting	1,690	\$21,210	(19,520)	7.97%
5520 · Vehicle Repair & Maintenance	3,000	\$9,750	(6,750)	30.77%
5530 · Miscellaneous Operating Expense	9,631	\$35,205	(25,574)	27.36%
5540 · Contracted Services & Consulting	17,227	\$71,500	(54,273)	24.09%
5544 · Legal Fees	83	\$4,500	(4,418)	1.83%
5551 · Costs of Raising Money	17,968	\$52,400	(34,432)	34.29%
5570 · Gas	4,259	\$15,848	(11,589)	26.88%
5580 · Summer Learning	4,508	\$12,890	(8,382)	34.97%
6011 · Transfer to Capital Improvement	112,717	\$11,750	100,967	959.29%
6012 · Transfers to Endowment Fund	28,207	\$0	28,207	100.0%
Total Expense	875,985	2,465,129	(1,589,144)	35.54%
Net Ordinary Income	388,448	0	388,447	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

May 2026

Looking Ahead

The Summer Learning Kickoff will be held on Saturday, June 13, from 10:00 a.m. to 1:00 p.m. This year's theme, "Unearth a Story," will feature dinosaurs, archaeology, and related activities. The Programming Department will host a variety of programs for all ages throughout the eight-week event. Participants may pick up their Summer Learning Passports at the Kickoff or at a Help Desk while supplies last. The passport includes information about special events and details on how to enter for a chance to win a prize at the conclusion of Summer Learning.

Events this year include 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.

Following staff recommendations, the Admin Team is investigating solutions to address revenue losses resulting from the discontinuation of passport services. A list of options will be curated for board review.

Little League pins will go on sale in July 2026.

Andrew Henley and Brian Bush continue to work with the Taber Museum to relocate the remaining local history items, in accordance with the Board-approved Local History Plan.

Personnel & HR

Allison Panczyszyn accepted the Executive Assistant position; she starts in late May.

Facilities & Fleet

The facilities staff completed 64 work orders in April. Larson Design Group is currently working on the architectural and structural plan for the basement technology center.

Organizational

Amy Resh attended the Volunteer Appreciation Event on April 29, the Otto Bookstore grand opening on April 30, and the ribbon cutting on May 1. Resh also attended the Hats & Horses event, sponsored by M&T Bank, on May 2. Resh and Andrew Henley attended the Plunketts Creek Township meeting on May 4 and the Friends of the James V. Brown Library meeting on May 5. Resh presented the Continuing Education session, "How to Create a Patron Centered Administration," for the North Carolina State Library on May 12. Resh attended the Pearls with a Passion dinner on May 14. Nicole Rader and Amy Resh attended the Lycoming Arts Storytelling Book Fair at Lycoming College on May 15.

Sips and Stories was held on Saturday, May 16, at New Trail Brewing, generously sponsored by the Friends of the James V. Brown Library. Details to be shared at the May board meeting.

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, audiobooks, and adult fiction and nonfiction collections. Staff actively maintained and refreshed displays across the Children's, Adult, and Teen departments, including specialized cookbook and bestseller exhibits.

Administrative improvements included revamping ILL and withdrawn item procedures, responding to 26 "Contact Us" inquiries, and training new personnel on Polaris functions and borrowing procedures. Local history maintenance continued with the withdrawal and donation of city directories and census reports to the Friends of the Library, in accordance with the Board-approved Local History Plan.

Collection, IT & Technical Services

Doug Harkness has completed 53 work orders since the April Board meeting. The final piece of equipment for the Network Installation has been installed and tested by the vendor. The project is now complete.

Wendy Durant loaded 24 bibliographic vendor record files with a total of 423 records and did copy cataloging for 56 items. She added item records to Polaris and physically processed 275 items: 242 books, 15 magazines, and 18 audio/visual. She ordered 58 new audio/visual items and 13 new digital items. Patti Eichensehr added item records to Polaris and physically processed 397 items: 376 books, 4 audio/visual items, and 17 magazines. She also repaired 39 items. Chris Harris processed 72 interlibrary loan requests (borrowing 14 and lending 58 items) and processed and shipped 86 items. In addition, he sent 12 items via the Books by Mail service.

Marci Hubler is creating instructions for collection assessments and inventories. She is currently assessing the medical collection.

Programming & Youth Services

The Programming Department facilitated 69 program sessions in April, with a focus on Financial Literacy and Earth Day programming.

In April, Nicole Rader, Programming and Youth Services Director, visited Schick Elementary to read to preschool students and provided a library tour for Faith Preschool. In her role as a library representative for Kiwanis, Rader also visited STEP Head Start at Round Hills for a special book reading.

Rader is continuing the collection assessment of the Youth Services area throughout April and May, with a specific focus on the EZ Reader section, audiobooks, and DVDs. Additionally, her session proposal was selected for presentation at the October Pennsylvania Library Association Conference.

Remake Learning Days events are underway and will continue through May 23. Rader and Programming Professional Sheila Howarth presented at Jackson Elementary on May 15 to

share information about the Library's Summer Learning program. Rader's final after-school visit of the season will take place at Saint John Neumann on May 19.

Development, Marketing, & Public Relations

Boots & Brews is on Thursday, July 23, at Herman and Luther's. Entertainment for the event this year will be The Heartstrings Band, the Hatchet House mobile axe-throwing, and Pappy's Cigar Box. Confirmed sponsorships are at \$7,500, with West Pharmaceuticals, Pneu-Dart, and Intrada Technologies.

The Library Gala is on Thursday, September 10, at the Williamsport Country Club with in-person author Bruce Holsinger. Public announcements for the event went out in April, and save-the-dates are set to be mailed mid-May.

The Summer Learning sponsorship appeal is at \$29,175 on a goal of \$29,000, with corporate sponsorships from M&T Charitable Foundation, PNC Foundation, EQT Corporation, Seneca Resources, Wegmans, Marshall Parker & Weber LLC, Journey Bank, Blaise Alexander Management, and Members' 1st Credit Union. The Lycoming County Library System Summer Learning special section will be included in the Williamsport Sun-Gazette at the end of May, and additional copies will be purchased to distribute to patrons.

The City of Williamsport provided an update on the First Community Foundation Partnership of Pennsylvania (FCFP) grant for a bilingual Book Walk at Young's Woods Park. This project has been delayed by the City and will be installed once the park's construction is completed at the end of the summer. Lorson submitted a letter from the City to FCFP and received an extension on the final grant report.

Social media update:

Facebook - 6,755 followers; interactions are down 19% from the previous month

Instagram - 1,848 followers; interactions are down 31% from the previous month

YouTube - 322 followers

LinkedIn - 438 followers



JAMES V. BROWN LIBRARY



34,114
in-person visits
2025 Total:
37,045



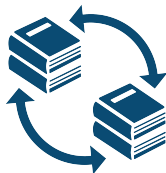
104,537
virtual visits
2025 Total:
110,112



22,077 electronic
checkouts
2025 Total:
11,005



33,732 Wi-Fi uses
2025 Total:
30,584



98,029 physical
checkouts
2025 Total:
111,578



13,339 items
checked out on
outreach
vehicles and Link
2025 Total: 17,943



55 volunteers
gave 227 hours
of time valued
at \$7,897.33

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



\$1,633,323.82 saved
by using the Library,
or \$19.79 per person

*based on 82,529 service area
residents



152 programs
for children and
adults attended
by 2,986 people



432 new
library cards
TYD 2026: 588
Total: 37,853*
*45% of residents



99 donors/orgs
making their first
gift, resulting in
\$79,005.81