



Board Meeting
August 20, 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 June 18, 2026, minutes

Committee Reports

- Finance Committee
- Community Approach Committee
- Personnel Committee

Treasurer's Report

Chief Executive Officer & Director's Report

Old business

- Lease Agreement with Junior League of Williamsport

New business

- Technology Center Plans

Lycoming County Library System Board of Trustees Meeting Report

Friends of James V. Brown Library Report

Announcements

Adjournment

Board Meeting Dates for 2026: September 17, October 15, November 12, and December 17 at noon



Keith Bauer
Facilities Manager

I joined the Library in December of 2008, shortly before the Welch Wing opened. I brought over 30 years of maintenance experience to this role. My goal is always to make our facilities and daily work run better. I have loved my 18 years here, and look forward to my remaining time before retirement

My favorite part of working for the Library is solving problems that are caused by our two different buildings. The Vintage and Welch Wings come from two separate eras, and as a team, we bridge that gap to make everything work together seamlessly.

James V. Brown Board Meeting Minutes
Thursday, June 18th 2026 at 12:00 PM
In-Person and Zoom

Trustees Present: Brette Confair, President; Reverend Kyle D. Murphy, Vice-President; Rick Mirabito, Secretary; Marshall Welch III, Treasurer; Dr. Brooke Beiter; Dr. Timothy Bowers, John Confer

Trustees Absent: Mayor Derek Slaughter

Trustee Emeriti Absent: Thomas Burkholder, Trisha Gibbons Marty, Gloria Z. Greevy

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; Andrew Henley, Assistant Director; Savannah Lorson, Development, Marketing and Public Relations Director; Allison Panczyszyn, Executive Assistant to the CEO

The meeting was called to order by Confair at 12:02 PM

Employee Spotlight: Jamie Mahoney was recognized for her contributions not only to the James V. Brown Library but also the North Central Library District, over the last six years.

Minutes: Murphy motioned to approve the May 2026 minutes, with a slight correction. Mirabito seconded the motion. All in favor. Motion carried.

Committee Reports:

- Facilities Committee
 - Larson Design has completed 50% of the drawing for the Technology Center project. Once the designs are complete, Resh will update the Facilities Committee.
- Nominating Committee
 - Mirabito presented a draft of a Trustee job description for the Board to review from a continuing education opportunity the North Central Library District hosted on June 10. Suggestions for edits were made by several Trustees, with the most notable being an amendment about annual giving requirements for Trustees.
- A proposal for a new, informal committee was presented by Confer and Mirabito. The purpose of this System-wide committee would be to develop the most effective way to approach the County Commissioners with future concerns. Confair agreed Confer should lead this committee.

Treasurer's Report - CFO/COO - Kristin Caringi

Highlights:

- Welsh noted that the total investments have now hit over ten million dollars, and commended the achievement

- Murphy motioned to approve the Treasurer's Report. Mirabito seconded the motion. All approved. Motion carried.

Chief Executive Officer & Director's Report - Amy Resh

Highlights:

- Public Services and Technical Services will partner to complete a full inventory of the James V. Brown Library's collection. This was prompted by the Lycoming County Library System Board approving a switch to SPARK for the System's integrated library software.
- The Summer Learning Kickoff was a success, with over 400 passports being given away in the first week alone. There will also be a variety of special programs to celebrate America's 250th anniversary.
- Upcoming events include Boots, Brews and BBQ on July 23rd, with \$9,500 in confirmed sponsorships, and the Annual Library Gala on September 10th, with \$10,300 so far in donations and sponsorships.

Old Business

- Plunketts Creek Township
 - A discussion was had about changing the services to the location at Plunketts Creek Township. Murphy reminded the Board that they already decided to change the services provided to the LINK to occur in December of 2026. It was discussed that a list of options was provided to Plunketts Creek Township Supervisors and no response was received. Resh agreed to acquire an ILS quote for Plunketts Creek Township.

New Business

- None

Lycoming County Library System Board of Trustees Report

- Confer reported that he will be on the newly created finance committee, which will focus on the funding formula for next year.

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

- During the most recent Friend of the Library Board meeting, it was decided that the July Board meeting will be cancelled, and the next meeting held on Tuesday, August 4th.

Announcements:

- None

Motion was made to adjourn by Confer at 1:12 PM. Seconded by Welch. All in favor. Motion carried.

An Executive Session followed the public meeting.

Minutes respectfully submitted by Allison Panczysyn.

Finance Committee Minutes

August 13, 2026

Committee Members Present: Brette Confair, President; Marshall Welch III, Treasurer; Rick Mirabito, Secretary; John Confer; Dr. Brooke Beiter

James V. Brown Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer and Chief Operations Officer; Allison Panczyszyn, Executive Assistant to the CEO

At the beginning of the meeting, Caringi reviewed the line items of significant change. The following items were highlighted:

- Income
 - 4310
 - 4410
 - 6000
- Expense
 - 5100
 - 5200
 - 5220
 - 5400
 - 5410
 - 5440
 - 5480
 - 5551
 - 5570

Confer motioned to have the revised budget be presented to the James V. Brown Library Board. Welch seconded. All in favor. Motion carried.

Lycoming County Library System/James V. Brown Library

Committee on Community Approach

July 28, 2026, 12pm

Trustees Present: John Confer, Committee Chair; Ben Brigandi, Lycoming County Library System President; Dennis Correll, Lycoming County Library System Treasurer; Rick Mirabito, James V. Brown Library Secretary

Trustees Absent: Brette Confair, James V. Brown Library President; Marshall Welch, James V. Brown Library Treasurer

System Staff Present: Amy Resh, System Administrator; Kristin Caringi, Chief Financial Officer; Allison Panczyszyn, Executive Assistant

This committee was created to discuss how the Lycoming County Library System communicates with the County Commissioners, and how communication and relationships can be improved.

Confer began the discussion with previous ways the System and member libraries have approached the Commissioners, noting that having Karl Fry, and a father and his children, speak at County Commissioner Meetings appeared to be effective in the past. He suggested that it may be in the System's best interest to find supporters of the Commissioners, and approach those supporters to publicly support libraries.

Brigandi then presented some ideas, stating that we need new faces to support the System at Commissioners meetings, particularly men and those of the working class.

Correll presented the idea of a long-term approach, in the form of a yearly calendar. This calendar would track important dates throughout the year (such as Quarterly Reports, aid distribution dates, when the System is on the meeting agenda, etc.) as well as events that the System feels should be presented to the Commissioners (Summer Learning, grant awards, etc.). Confer seconded the idea of a calendar

Resh highlighted current work: sending quarterly reports, presenting at a County Commissioner's meeting twice a year, and connecting with state representatives. Resh was concerned that if the System leads with negativity, it could lead to funding cuts.

Confer hypothesized that if the System is able to continue its operations despite the cut in funding, then that may prove to that funding levels could be decreased. It was noted that many member libraries are dipping into their endowments/reserves to cover the additional costs. Resh presented an idea to the System as a whole to cut either programs or hours, but these suggestions were turned down by directors.

It was agreed that the meeting minutes should be presented at the System board meeting in August for further review prior to scheduling another committee meeting.



Cash & Investments Report
July 31, 2026

Cash & Restricted Funds

General Fund	\$357,112
Savings	\$271,901
Payroll	\$3,541
CIF-General Fund	\$65,191
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$65,368
CIF-Outreach Vehicle Fund	\$19,250
CIF-Technology Center Fund	\$118,656
EITC Fund	\$744
Grant Fund	<u>\$22,010</u>
Total Cash & Restricted Funds	\$998,337

Investments & Trusts

Merrill Lynch Endowment	\$9,219,097
Wright Trust	\$891,105
Kane Trust	<u>\$364,969</u>
Total Investments & Trusts	\$10,475,172

JAMES V. BROWN LIBRARY

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

	<u>January - July 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	\$0	\$4,500	(4,500)	0.0%
4230 · Local Government Revenue - Other	\$0	\$1,500	(1,500)	0.0%
4240 · Local Government Revenue - County	\$366,362	\$525,110	(158,749)	69.77%
4300 · Interest Revenue	\$15,069	\$27,000	(11,931)	55.81%
4305 · Rebate Income	\$0	\$3,000	(3,000)	0.0%
4310 · Bequests (JVB)	\$56,414	\$0	56,414	100.0%
4400 · Self Generated Revenue	\$25,785	\$7,175	18,610	359.37%
4410 · Revenues from Fund Drives	\$124,960	\$173,800	(48,840)	71.9%
4420 · Direct Mail	\$13,821	\$27,000	(13,179)	51.19%
4450 · Contracted Services	\$1,500	\$3,000	(1,500)	50.0%
4500 · Contributions, Gifts & Donations	\$47,639	\$66,580	(18,941)	71.55%
4520 · Local Grants	\$103,214	\$20,534	82,680	502.65%
4540 · Fees	\$3,558	\$0	3,558	100.0%
4550 · Photocopies	\$6,003	\$7,500	(1,497)	80.04%
4560 · LCLS Admin Fee Income	\$7,000	\$12,000	(5,000)	58.33%
4567 · LCLS Delivery/Transit Fee	\$3,500	\$6,000	(2,500)	58.33%
4580 · Miscellaneous Revenues	\$1,526	\$3,825	(2,299)	39.89%
6000 · Transfers from Endowment Fund	\$305,085	\$460,084	(154,999)	66.31%
Total Income	<u>1,727,526</u>	<u>2,465,129</u>	<u>(737,603)</u>	<u>70.08%</u>
Gross Profit	1,727,526	2,465,129	(737,603)	70.08%
Expense				
5000 · Salaries & Wages - Library Pers	\$777,905	\$1,421,040	(643,135)	54.74%
50001 · Salary & Wage Reimbursement from LCLS	(\$76,440)	(\$132,489)	56,049	57.7%
5011 · Contra Salary & Wages Expense	\$0	(\$5,000)	5,000	0.0%
5100 · Unemployment Compensation Tax	\$3,986	\$3,750	236	106.29%
5110 · FICA Taxes ER (SS & Medicare)	\$57,684	\$108,710	(51,026)	53.06%
5150 · EE Benefits - Pension/ER Match	\$25,833	\$58,000	(32,167)	44.54%
5160 · EE Benefits - Insurance	\$53,994	\$125,125	(71,131)	43.15%
5170 · Worker's Compensation	\$2,013	\$4,300	(2,287)	46.82%
5200 · Books - Adult	\$48,153	\$86,750	(38,597)	55.51%

JAMES V. BROWN LIBRARY

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

	January - July 2026	2026 Budget	2026 Budget Variance	% of 2026 Budget
5201 · Reference - Adult	\$20,669	\$22,100	(1,431)	93.53%
5220 · Audio Materials - Adult	\$68,957	\$76,254	(7,297)	90.43%
5270 · Online Resources	\$51,085	\$53,385	(2,300)	95.69%
5280 · District Bibliographic Utilities OCLC	\$1,517	\$1,500	17	101.13%
5300 · Library Supplies & Collection	\$1,338	\$6,400	(5,062)	20.9%
5310 · Youth Services Expenses	\$22,838	\$50,039	(27,201)	45.64%
5320 · Furniture & Equipment Expense	\$88	\$7,200	(7,112)	1.22%
5330 · Office & Computer Supplies	\$4,725	\$14,750	(10,025)	32.03%
5340 · Technology Hardware	\$7,883	\$26,100	(18,217)	30.2%
5350 · Furniture & Equipment Rental	\$2,828	\$3,700	(872)	76.42%
5360 · Maintenance of Equipment	\$0	\$900	(900)	0.0%
5380 · Computer Software	\$3,785	\$5,400	(1,615)	70.09%
5400 · Training	\$24,885	\$33,000	(8,115)	75.41%
5410 · Insurance	\$26,621	\$39,887	(13,266)	66.74%
5420 · Buildings and Grounds	\$31,480	\$65,730	(34,250)	47.89%
5430 · Utilities	\$53,940	\$90,210	(36,270)	59.79%
5440 · Postage & Freight	\$16,813	\$30,250	(13,437)	55.58%
5450 · Printing	\$3,028	\$5,850	(2,822)	51.75%
5452 · Grant-Expense Local	\$855	\$1,110	(255)	77.03%
5460 · Telephone & Other Telecommunications	\$5,278	\$9,125	(3,848)	57.84%
5470 · Public Awareness	\$4,898	\$11,500	(6,602)	42.59%
5480 · Travel	\$3,120	\$5,500	(2,380)	56.73%
5490 · Accounting	\$4,315	\$21,210	(16,895)	20.34%
5520 · Vehicle Repair & Maintenance	\$5,171	\$9,750	(4,579)	53.03%
5530 · Miscellaneous Operating Expense	\$22,362	\$35,205	(12,843)	63.52%
5540 · Contracted Services & Consulting	\$41,514	\$71,500	(29,986)	58.06%
5544 · Legal Fees	\$83	\$4,500	(4,418)	1.83%
5551 · Costs of Raising Money	\$30,857	\$52,400	(21,543)	58.89%
5570 · Gas	\$8,072	\$15,848	(7,776)	50.94%
5580 · Summer Learning	\$7,096	\$12,890	(5,794)	55.05%
6011 · Transfer to Capital Improvement	\$177,464	\$11,750	165,714	1,510.33%
6012 · Transfers to Endowment Fund	\$28,207	\$0	28,207	100.0%
Total Expense	1,574,897	2,465,129	(890,232)	63.89%
Net Ordinary Income	152,629	0	152,629	

JAMES V. BROWN LIBRARY
Capital Improvement Fund
Budget vs. Actual
January - July 2026

	<u>January - July 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income - Bank	5,457	8,000	(2,543)	68.21%
6025 · Transfers from General Fund	177,464	11,750	165,714	1,510.33%
Total Income	<u>182,921</u>	<u>19,750</u>	<u>163,171</u>	<u>926.18%</u>
Gross Profit	182,921	19,750	163,171	
Expense				
5060 · Storymobile	1,178	3,100	(1,922)	38.0%
5070 · Bookmobile	1,214	3,000	(1,786)	40.46%
5090 · Books Bus 2023	2,391	5,650	(3,259)	42.32%
Total Expense	<u>4,783</u>	<u>11,750</u>	<u>(6,967)</u>	<u>40.7%</u>
Net Ordinary Income	178,138	8,000	170,138	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

August 2026

Looking Ahead

The **Library Gala** is on **Thursday, September 10**, at the Williamsport Country Club with in-person author Bruce Holsinger. Save-the-dates for the event were mailed mid-May, and invitations are set to be mailed at the end of June. The committee is actively working on sponsor and auction item solicitations for the event.

The next raffle has begun, and **tickets are available at the Help Desk**. Get yours today! The drawing will take place on August 27.

For **Library Card Sign-Up Month in September**, we are partnering with several local businesses to offer discounts and other promotions to library card holders throughout the month. Participating locations include Mulberry Moose, Sweetspire Coffee, Tria Prima, Rosko's Brewhouse, Little League Museum, Clyde Peeling's Reptiland, Miles Welby, Sawhorse Cafe, and Buzzsaw Coffee. Thank you to Mayor Slaughter for using his billboard to spread the word!

The 2026-2027 District Aid payment is scheduled to be received by August 31.

Personnel & HR

Interviews for the Public Service Coordinator and Development, Marketing, and PR Director positions are beginning.

Facilities & Fleet

The facilities staff completed 118 work orders in June and July. Amy Resh and Kristin Caringi met with Larson Design Group on July 17 to review the integrations needed among the architectural, electrical, and mechanical plans to finalize the plans.

Organizational

Amy Resh coordinated the third-quarter staff meeting on July 22, featuring a presentation by Work Wisdom on Stress Management. She attended the LCLS Directors' Meeting on July 28. Savannah Lorson and Resh attended the Gala Committee meeting on August 10.

Resh and Caringi also attended the Community Approach Committee on July 28.

Resh, Lorson, and Andrew Henley met with State Representative Jamie Flick on July 17 to discuss a new idea- a baseball history conference in partnership with local organizations in Spring 2027.

Public Services & Local History

In July, the Public Services team advanced several key operational goals to improve overall library service. Including enhanced catalog accuracy by completing inventories for the Large Type and Reference collections, while also creating a 12-month strategy to boost Wi-Fi hotspot borrowing and updating staff guides for digital resources like Hoopla.

On the floor, staff delivered exceptional service by connecting visitors with local history archives, curating engaging seasonal displays, and collaborating with IT to help a patron unlock a device.

Finally, departmental leadership strengthened safety and administration by establishing updated security protocols for single-staff shifts at the Youth Services desk, designing a volunteer newsletter, and building a unified billing system for special collections (hotspots, museum passes, etc.).

Collection, IT & Technical Services

Doug Harkness has completed 52 work orders since the June Board meeting. Harkness is collecting quotes for new computers as part of the scheduled IT refresh cycle- seven computers will be replaced this year.

Marci Hubler continues to grow the adult literacy collection and the Switch 2 video game collection, based on patron usage and positive feedback. Wendy Durant loaded 32 bibliographic vendor record files with a total of 1,194 records and did copy cataloging for 95 items. She added item records into Polaris and physically processed 249 items: 204 books, 8 magazines, 4 board games, and 33 audiovisual items. She also received 456 new items. Patti Eichensehr added item records into Polaris and physically processed 551 items: 520 books, 23 magazines, and 8 audiovisual items. She received 666 new items and repaired 24 damaged items. Chris Harris processed 111 interlibrary loan requests (borrowing 39 and lending 72 items), processed and shipped 106 items to borrowers, and returned 94 items to lending libraries.

Durant, Eichensehr, and Harris changed the call numbers on spine labels in the adult graphic fiction collection in order to improve access for patrons.

Programming & Youth Services

In June, the Programming Department facilitated 57 program sessions, including our Summer Learning Kickoff event, which had about 400 participants. During June, we partnered with Lycoming College Planetarium, the Gallery at Pennsylvania College of Technology, Champions at Hepburn Lycoming, and the PA Game Commission.

In July, the department facilitated 67 program sessions in partnership with Rider Park, Lewisburg Children's Museum, Garden Masters, and M&T Bank.

The Programming Department wrapped up the eight-week Summer Learning Program on August 8, with the LCLS County Performers, The Straka's, and a Book Bingo. Nicole Rader and Sheila Howarth will be evaluating the program overall to better prepare for 2027's Summer Learning Program.

Nicole Rader is continuing to work on the youth services collection assessment, with juvenile and tween nonfiction next on the priority list. The Programming Department is finalizing the Fall and Winter schedules and evaluating supplies before the end of the year. Nicole Rader and Sheila Howarth will be preparing in September to present at the

October Pennsylvania Library Association Conference on "Partnering with Purpose: Tools and Strategies for Effective Library Collaborations."

Development, Marketing, & Public Relations

Boots & Brews occurred on Thursday, July 23, at Herman and Luther's. There were 100 people in attendance at the event, and staff received great feedback from both vendors and attendees. Net proceeds from the event were over \$9,000.

The Library Gala is on Thursday, September 10, at the Williamsport Country Club with in-person author Bruce Holsinger. As of 8-11-26, 165 tickets have been sold for the event. Confirmed sponsorships are at \$22,750 as of 8-11-26. This does not include the Friends gift or the private donor gift for the event.

Merchandise displays with new items, such as baseballs and baseball bats, have been placed at both the Youth Services and Help Desk.

Social media update:

- Facebook - 6,881 followers; interactions are down 30% from the previous month
- Instagram - 1,861 followers; interactions are down 1.3% from the previous month
- YouTube - 321 followers
- LinkedIn - 443 followers

District Consultant Librarians

District Consultant Tracy Carey compiled and distributed the Summer 2026 edition of the North Central Library District's Board Bulletin to over 350 subscribers. Designed specifically for library trustees, this edition of the e-newsletter featured a special segment on summer reading programs, contributed by District Youth Consultant Nina White.

Nina White visited member libraries in the northern region of the district at Bradford County. During these visits, member libraries received information on STEM grants, the OCL STEMLab resources and materials available for borrowing, and information on Remake Learning Days based on their geographical region. She helped facilitate the Tween/Teen Bookchat, Whale Eyes: A Memoir about Seeing and Being Seen by James Robinson. Attendees of this meeting selected the title for the next virtual gathering



JAMES V. BROWN LIBRARY



62,289
in-person visits
2025 Total:
67,707



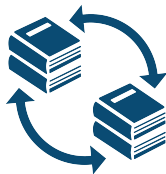
255,867
virtual visits
2025 Total:
150,409



39,156 electronic
checkouts
2025 Total:
26,417



66,030 Wi-Fi uses
2025 Total:
52,422



172,772
physical
checkouts
2025 Total:
194,886



19,751 items
checked out on
outreach
vehicles and Link
2025 Total: 24,381



111 volunteers
gave 474 hours
of time valued
at \$16,490.46
* Per <https://rb.gy/6v5er4>
at the rate of \$34.79/hour



\$2,751,842.70 saved
by using the Library,
or \$33.34 per person
*based on 82,529 service area
residents



258 programs
for children and
adults attended
by 5,651 people



163 new
library cards
TYD 2026: 868
Total: 38,188*
*45% of residents



148 donors/orgs
making their first
gift, resulting in
\$94,742.94