



Board Meeting
October 15, 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 September 17, 2026, minutes

Committee Reports

Treasurer's Report

- Audit 2024 Review, Baker Tilly
- Bequest Update

Chief Executive Officer & Director's Report

- Courtney Cizek, Marketing, Development, and Public Relations Director
- Katie Milliren, Public Service Coordinator

Old business

- Plunketts Creek Township Update

New business

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

Board Meeting Dates for 2026: November 12 and December 17 at noon



Melissa Vollman
Public Service Assistant

I grew up in Lycoming County and am a lifelong reader. I've been employed at the James V. Brown Library for nine years. My favorite part of working at the James V. Brown Library is connecting with our patrons and with fellow book lovers.

James V. Brown Board Meeting Minutes
Thursday, September 17 at 12:00 PM
In-Person and Zoom

Trustees Present: Rev. Kyle D. Murphy, Vice-President; Rick Mirabito, Secretary; John Confer; Dr. Brooke Beiter; Dr. Timothy Bowers

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

Trustee Emeriti Absent: Gloria Greevy; Trisha Gibbons Marty; Thomas Burkholder

Guests Present: Tyler Sawyer; Shelby Weber; Jennifer McLean

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer & Chief Operations Officer; Andrew Henley, Assistant Director; Tracy Carey, North Central Library District Consultant; Keith Bauer, Facilities Manager; Allison Panczyszyn, Executive Assistant to the CEO

The meeting was called to order by Murphy at 12:03 PM

Employee Spotlight: Sheila Howarth

- Howarth's history in programming at the Herr Memorial Library was noted. Resh shared her appreciation for the creative new programs Howarth has brought to the Library, including Howarth's certification as a yoga instructor.

Minutes: Confer motioned to approve the August 2026 minutes. Mirabito seconded the motion. All in favor. Motion carried.

Committee Reports:

- Finance Committee
 - The annual review of investments with Michael Bush of Merrill Lynch was reviewed during the committee meeting. Trustees were sent a copy of the report after the committee meeting.
- Nominating Committee
 - Mirabito thanked all of the Trustee Applicants for attending the meeting, and noted that all current Board Members would be invited to attend interviews.
- Community Approach Committee
 - Confer noted that the Committee discussed having library supporters attend County Commissioner meetings, particularly when the Library is not on the agenda. It was mentioned that a Lycoming County Library System Board Member has a few individuals in mind and he would approach them.
 - Resh noted that yard signs have arrived, and offered them to all attendees
 - Mirabito suggested an advisory committee, who would focus on communicating with officials, educating individuals, and give feedback to board members

Treasurer's Report - CFO/COO - Kristin Caringi

Highlights:

- Caringi highlighted expenses are currently in line for the year.
- Dr. Beiter motioned to approve the financial report. Confer seconded. All in favor. Motion carried.

Chief Executive Officer & Director's Report - Amy Resh

Highlights:

- September is Library Card Sign Up Month, and the Library has partnered with local businesses to offer discounts to card holders.
- Both the Public Service Coordinator and Marketing, Development and Public Relations Director positions have been filled and will start on September 28.
- Resh thanked Henley for his work with Library volunteers, and noted the increase in volunteers. She also gave kudos to staff member Jill Wollet for the new Volunteer Vibes newsletter.
- The annual Library Gala was held on September 10, with fifty thousand dollars raised this year. Resh thanked the Friends of the Library for their generous monetary support. Mirabito noted that an in-person author was a key aspect to the success of the event

Baseball Conference Presentation – Andrew Henley

Highlights:

- Henley presented an overview of a potential three-day Baseball Conference to be held in spring of 2027. He highlighted that the goals of the initiative were to strengthen relationships with elected officials and local organizations, increase tourism in the area and to help offset the revenue lost from Passport Services.
- Trustees were excited by this idea, offering a variety of suggestions and ideas, as to who to contact, who to partner with, and types of activities to include. A brief discussion was held on the projected revenue, with a note being made that the conference was in the very early planning stages.

Old Business

- Junior League Lease
 - The lease was emailed to the Junior League Board for review & approval at their next meeting
- Technology Center Plans
 - A discussion was held about the design, particularly with columns being removed to meet ADA standards. It was noted that changes to the design can always be made after approval, but that the project could not move forward without an approved design.
 - Confer asked the if staff could look into getting a Historical Site Exemption
 - Dr. Bowers motioned to approve the design plan for the Technology Center. Dr. Beiter seconded. All in favor. Motion approved
 - Mirabito motioned to have money taken from the capital improvement fund to pay for the codes application. Confer seconded. All in favor. Motion approved.

New Business

- North Central Library District Resolution
 - **WHEREAS**, in accordance with Pennsylvania Statute Title 24 § 9314, a local library shall be designated by the State Librarian to serve as a District Library Center; and

WHEREAS, James V. Brown Library has been designated the District Library Center for the North Central Library District; and

WHEREAS, James V. Brown Library, in its capacity as the District Library Center, agrees to meet or surpass the minimum standards set forth in the regulations outlined in Pennsylvania Code Title 22 § 141.22. District Library Centers; and

WHEREAS, in accordance with regulations, there shall be an advisory council to the District Library Center to review the district budget and help develop the district plans, policies, services, and programs; and

WHEREAS, the advisory council shall consist of a librarian and a trustee, and membership shall not be less than 9 members, one of whom must be from the district center board, and shall include at least 30% trustees and at least 30% librarians; and

WHEREAS, the District Library Center shall have the option to develop a plan of membership for the advisory council;

NOW THEREFORE, BE IT RESOLVED, to remain in compliance with the Statutes and Regulations designated for District Library Centers, the James V. Brown Library Board of Trustees, as the District Library Center, resolves that the advisory council shall include:

- a. One member of the James V. Brown Board of Trustees.
 - b. Each North Central Library District member library applying for state aid shall have membership with one designated seat on the advisory council.
 - c. Local member library Trustees shall make up 30% of the advisory council membership and will be appointed on a rotation basis between member libraries.
- o Confer motioned to approve the resolution. Dr. Beiter seconded. All in favor. Motion carried.

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

- The Friends are currently looking for new volunteers and board members
- There will be a Book Sale on September 17 through 19 and a Book Review on October 2, in the Lowry room

Announcements:

- Murphy noted that he would like the Board to send a formal 'Thank You' letter to the Gala Committee.

Motion was made to adjourn by Dr. Beiter for an Executive Session. Seconded by Mirabito. All in favor. Motion carried.

The public portion of the meeting concluded at 1:10 PM

Minutes respectfully submitted by Allison Panczyszyn.



Cash & Investments Report
September 30, 2026

Cash & Restricted Funds

General Fund	\$419,575
Savings	\$537,015
Payroll	\$3,633
CIF-General Fund	\$67,183
CIF-Vehicle Replacement Fund	\$74,563
CIF-Adult Bookmobile Fund	\$65,158
CIF-Outreach Vehicle Fund	\$18,332
CIF-Technology Center Fund	\$100,009
EITC Fund	\$448
Grant Fund	<u>\$22,139</u>
Total Cash & Restricted Funds	\$1,308,056

Investments & Trusts

Merrill Lynch Endowment	\$8,992,916
Wright Trust	\$889,297
Kane Trust	<u>\$367,812</u>
Total Investments & Trusts	\$10,250,026

JAMES V. BROWN LIBRARY
General Fund
Budget vs. Actual
January - September 2026

	<u>January - September 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
Ordinary Income/Expense				
Income				
4100 · State Aid-District	\$525,632	\$525,632	(0)	100.0%
4120 · State Aid-LCLS	\$185,290	\$185,290	-	100.0%
4121 · County Coordination Aid-LCLS	\$197,986	\$197,986	(0)	100.0%
4220 · Local Revenue-School Districts	\$0	\$4,500	(4,500)	0.0%
4230 · Local Government Revenue - Other	\$3,000	\$1,500	1,500	200.0%
4240 · Local Government Revenue - County	\$366,362	\$732,723	(366,362)	50.0%
4300 · Interest Revenue	\$20,199	\$27,000	(6,801)	74.81%
4310 · Bequests (JVB)	\$71,834	\$56,414	15,420	127.33%
4400 · Self Generated Revenue	\$27,080	\$27,532	(452)	98.36%
4410 · Revenues from Fund Drives	\$159,062	\$213,770	(54,708)	74.41%
4420 · Direct Mail	\$22,221	\$27,110	(4,889)	81.97%
4450 · Contracted Services	\$2,250	\$3,000	(750)	75.0%
4500 · Contributions, Gifts & Donations	\$65,838	\$78,672	(12,834)	83.69%
4520 · Local Grants	\$109,214	\$104,214	5,000	104.8%
4540 · Fees	\$4,166	\$3,558	608	117.09%
4550 · Photocopies	\$7,685	\$7,500	185	102.46%
4560 · LCLS Admin Fee Income	\$9,000	\$12,000	(3,000)	75.0%
4567 · LCLS Delivery/Transit Fee	\$4,500	\$6,000	(1,500)	75.0%
4580 · Miscellaneous Revenues	\$5,357	\$4,450	907	120.39%
6000 · Transfers from Endowment Fund	\$374,483	\$459,576	(85,093)	81.48%
Total Income	2,161,157	2,678,427	(517,270)	80.69%
Gross Profit	2,161,157	2,678,427	(517,270)	80.69%
Expense				
5000 · Salaries & Wages - Library Pers	\$981,240	\$1,421,040	(439,800)	69.05%
50001 · Salary & Wage Reimbursement from LCLS	(\$96,824)	(\$132,489)	35,665	73.08%
5011 · Contra Salary & Wages Expense	\$0	(\$5,000)	5,000	0.0%
5100 · Unemployment Compensation Tax	\$3,986	\$11,655	(7,669)	34.2%
5110 · FICA Taxes ER (SS & Medicare)	\$72,822	\$108,710	(35,888)	66.99%
5150 · EE Benefits - Pension/ER Match	\$33,111	\$51,000	(17,889)	64.92%
5160 · EE Benefits - Insurance	\$68,168	\$103,577	(35,409)	65.81%
5170 · Worker's Compensation	\$2,835	\$4,558	(1,723)	62.21%
5200 · Books - Adult	\$56,752	\$79,000	(22,248)	71.84%
5201 · Reference - Adult	\$21,624	\$22,100	(476)	97.85%

JAMES V. BROWN LIBRARY

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

	January - September 2026	2026 Budget	2026 Budget Variance	% of 2026 Budget
5220 · Audio Materials - Adult	\$81,296	\$102,661	(21,365)	79.19%
5270 · Online Resources	\$51,085	\$64,680	(13,595)	78.98%
5280 · District Bibliographic Utilities OCLC	\$1,517	\$1,517	(0)	99.99%
5300 · Library Supplies & Collection	\$1,598	\$5,289	(3,691)	30.22%
5310 · Youth Services Expenses	\$35,163	\$43,991	(8,828)	79.93%
5320 · Furniture & Equipment Expense	\$167	\$4,000	(3,833)	4.18%
5330 · Office & Computer Supplies	\$6,287	\$12,000	(5,713)	52.39%
5340 · Technology Hardware	\$16,795	\$20,200	(3,405)	83.14%
5350 · Furniture & Equipment Rental	\$3,547	\$4,285	(738)	82.77%
5360 · Maintenance of Equipment	\$0	\$900	(900)	0.0%
5380 · Computer Software	\$5,929	\$5,400	529	109.79%
5400 · Training	\$26,816	\$37,331	(10,515)	71.83%
5410 · Insurance	\$35,878	\$42,123	(6,245)	85.18%
5420 · Buildings and Grounds	\$41,506	\$67,308	(25,802)	61.67%
5430 · Utilities	\$68,737	\$92,600	(23,863)	74.23%
5440 · Postage & Freight	\$18,409	\$22,299	(3,890)	82.56%
5450 · Printing	\$4,193	\$5,850	(1,657)	71.67%
5452 · Grant-Expense Local	\$855	\$976	(121)	87.6%
5460 · Telephone & Other Telecommunications	\$6,661	\$9,775	(3,114)	68.15%
5470 · Public Awareness	\$10,169	\$11,935	(1,766)	85.21%
5480 · Travel	\$3,437	\$6,103	(2,666)	56.31%
5490 · Accounting	\$6,090	\$21,210	(15,120)	28.71%
5520 · Vehicle Repair & Maintenance	\$6,515	\$12,500	(5,985)	52.12%
5530 · Miscellaneous Operating Expense	\$28,567	\$44,603	(16,036)	64.05%
5540 · Contracted Services & Consulting	\$55,584	\$76,130	(20,546)	73.01%
5544 · Legal Fees	\$578	\$4,500	(3,923)	12.83%
5551 · Costs of Raising Money	\$51,384	\$60,953	(9,569)	84.3%
5570 · Gas	\$10,338	\$18,500	(8,162)	55.88%
5580 · Summer Learning	\$7,569	\$8,987	(1,418)	84.22%
6011 · Transfer to Capital Improvement	\$177,464	\$177,464	(0)	100.0%
6012 · Transfers to Endowment Fund	\$28,207	\$28,207	-	100.0%
Total Expense	1,936,055	2,678,427	(742,372)	72.28%
Net Ordinary Income	225,102	-	225,102	

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

	<u>January - September 2026</u>	<u>2026 Budget</u>	<u>2026 Budget Variance</u>	<u>% of 2026 Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income - Bank	7,449	8,000	(551)	93.12%
6025 · Transfers from General Fund	177,464	177,464	(0)	100.0%
Total Income	<u>184,913</u>	<u>185,464</u>	<u>(551)</u>	<u>99.7%</u>
Gross Profit	184,913	185,464	(551)	
Expense				
5060 · Storymobile	2,081	3,100	(1,019)	67.14%
5070 · Bookmobile	1,424	3,000	(1,576)	47.47%
5090 · Books Bus 2023	2,406	5,650	(3,244)	42.58%
Total Expense	<u>5,911</u>	<u>11,750</u>	<u>(5,839)</u>	<u>50.31%</u>
Net Ordinary Income	179,002	173,714	5,288	

CHIEF EXECUTIVE OFFICER & DIRECTOR'S REPORT

October 2026

Looking Ahead

Planning for the **donor event** is underway; mark your calendars for November 11 at DiSalvo's!

Staff reviews are ongoing and will be complete by mid-November.

Staff will be attending the POWER Library training on October 21.

The fourth-quarter staff meeting is a tour at Brodart at 3:30; trustees interested in attending should RSVP to Allison and wear closed-toed sneakers.

Personnel & HR

Katie Milliren joined us as Public Service Coordinator, and Courtney Cizek joined us as Development, Marketing, and PR Director; both started on September 28.

Facilities & Fleet

The facilities staff completed 63 work orders. The team installed the awning above the outside elevator on State Street. The facilities team painted the electronic sign on Fourth Street blue to match the new JVBL logo.

Organizational

Amy Resh attended the Data Center Forum hosted by the Lycoming/Williamsport Chamber on September 29 and the FCFP Unconscious Bias training on the same day. On October 8, Resh gave an overview of Library services and led a tour for the 2026 Leadership Lycoming class; 30 attendees were present. She also attended the Victorian Christmas event on October 8.

Resh submitted the State Aid Library Subsidy Application on behalf of the Library.

Public Services

The Public Services team advanced collection maintenance, technology access, and staff communication while continuing to provide responsive service at public desks.

Staff improved catalog accuracy by inventorying the Adult Music CD, Adult Audiobook, and Adult Nonfiction 200s collections, and by reviewing Adult Music CDs and the Adult Nonfiction 000s and 100s after inventory. This work improves access to materials and supports a cleaner transition to the Library's new integrated library system.

Staff strengthened patron access to information and technology by assisting with the Library's newspaper archives and continuing to promote mobile hotspots. Staff repaired a damaged hotspot using available replacement parts and began working with local realtor Stephanie Calder on an outreach concept to introduce the service to new homebuyers. Seasonal cookbook displays also increased circulation and visibility.

The department supported operations through weekly staff communications, onboarding and training for the new Public Services Coordinator, Katie Milliren, shelving support, and improved guidance for patrons and volunteers on returning and shelving materials. Together, these efforts strengthened collection access, digital inclusion, and the consistency of daily Public Services operations.

Collection, IT & Technical Services

Doug Harkness completed 32 work orders since the last board meeting. He is getting quotes for new library printers. The existing contracted printers are beyond their 7-year end of life.

Marci Hubler continues her collection analysis focusing on the social sciences collection. Patti Eichensehr added item records into Polaris and physically processed 497 items: 483 books and 14 audiovisual items. She received 201 items and repaired 23 damaged items. Chris Harris processed 79 interlibrary loan requests (borrowing 32 and lending 47 items), processed and shipped 82 items to borrowers, and returned 95 items to lending libraries. He also registered two new Books by Mail patrons and sent 3 items. Wendy Durant loaded 27 bibliographic vendor record files with 680 records and did copy cataloging for 136 items. She added item records into Polaris and physically processed 365 items: 299 books, 1 video game, 24 magazines, and 41 audiovisual items. She also received 215 new items, added 19 new e-books to the digital collection, and repaired 18 damaged items.

The Technical Services group is planning a reclassification project for the beginning reader paperback collection in the Welch Wing.

Programming & Youth Services

September programming included the launch of "Branching Out," a new program series for homeschoolers ages 5–12. Sheila Howarth, Programming Professional, is partnering with organizations including the Pennsylvania Game Commission and Lycoming County Audubon Society to provide environmental education and promote forest stewardship through on- and off-site programs. The program continues through October and November. This is one of the 55 programs held in September.

Nicole Rader provided library tours for St. John Neumann kindergarten and first-grade students, with an additional tour scheduled in October for a Lycoming College class.

Rader and Howarth presented "Partnering with Purpose: Tools & Strategies for Effective Library Collaborations" at the Pennsylvania Library Association conference. There were over 125 attendees.

October programming will include partnerships with the Pennsylvania College of Technology Art Gallery, Lycoming County Genealogical Society, Williamsport Fire Department, and Wildwood Cemetery. Howarth will lead a bilingual storytime highlighting Día de los Muertos and a Fall Fun Day with the Teen Advisory Group (TAG). TAG will also distribute candy during downtown trick-or-treating. Rader will participate in Hepburn Lycoming Elementary's Fall Festival with read-alouds and Library resources.

Development, Marketing, & Public Relations

Throughout September, the Library partnered with local businesses to offer exclusive discounts and promotions for library cardholders. The Library sent thank-you cards to all participating partners this past week and requested data from partners to help measure the campaign's impact.

Early results are already coming in. The Mulberry Moose reported that 85 customers filled out raffle tickets during the promotion and shared that they had a great time participating.

The Library received a \$6,000 grant from the Plankenhorn Foundation to purchase large-type print books and a UbiDuo wireless communication device.



79,002
in-person visits
2025 Total:
109,509



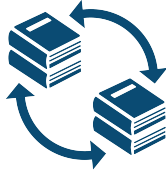
386,545
virtual visits
2025 Total:
232,477



50,581 electronic
checkouts
2025 Total:
61,617



87,968 Wi-Fi uses
2025 Total:
87,605



220,271
physical
checkouts
2025 Total:
322,125



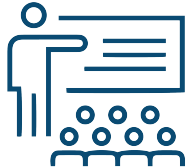
23,850 items
checked out on
outreach
vehicles and Link
2025 Total: 38,005



11 volunteers
gave 70 hours
of time valued
at \$2,435.30
* Per <https://rb.gy/6v5er4>
at the rate of \$34.79/hour



\$3,449,677.23 saved
by using the Library,
or \$41.80 per person
*based on 82,529 service area
residents



317 programs
for children and
adults attended
by 6,963 people



174 new
library cards
TYD 2026: 1,172
Total: 38,492*
*45% of residents



163 donors/orgs
making their first
gift, resulting in
\$97,778.23