EST 1907

JAMES V. BROWN LIBRARY

Inspiring today, shaping tomorrow

Board Meeting
November 12, 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 October 15, 2026, minutes

Treasurer's Report
- Bequest Update

Chief Executive Officer & Director's Report

Old business
- Plunketts Creek Township Update

New business
- Meeting Room Use Policy

Friends of James V. Brown Library Report

Announcements

Adjournment

Executive Session

Board Meeting Dates for 2026: December 17 at noon



Chris Harris
Interlibrary Loan Specialist

I'm a 14-year veteran of the U.S. Air Force and Space Force who joined the James V. Brown Library in February 2026. Outside of work, I enjoy reading science fiction, hiking, and watching movies.

My favorite thing about working at the library is tracking down hard-to-find books for our patrons from libraries across the country.

James V. Brown Board Meeting Minutes
Thursday, October 15 at 12:00 PM
In-Person and Zoom

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

Trustees Present Virtually: Marshall Welch III, Treasurer

Trustees Absent: Rev. Kyle D. Murphy, Vice-President; Mayor Derek Slaughter

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

Guests Present: John Compton, Baker Tilly; Liz Mahaffey, Baker Tilly; Tyler Sawyer

Library Staff Present: Amy Resh, Chief Executive Officer & Director; Kristin Caringi, Chief Financial Officer & Chief Operations Officer; Andrew Henley, Assistant Director; Courtney Cizek, Marketing, Development & Public Relations Director; Katie Milliren, Public Service Coordinator; Allison Panczyszyn, Executive Assistant to the CEO

Confair called the meeting to order at 12:01 PM.

Employee Spotlight: Melissa Vollman

- Vollman's tenure was highlighted, as well as her ability to advise patrons on which materials they might enjoy.

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

Committee Reports:

- None

Treasurer's Report - CFO/COO - Kristin Caringi

Highlights:

- Guests Compton and Mahaffey of Baker Tilly presented the 2025 audit. They noted an unmodified opinion with no significant findings. They highlighted growth in the investment portfolio and net assets. Trustees briefly discussed moving assets to FDIC-insured banks to mitigate risk. Compton suggested speaking to the current banking institution about Act 72 coverage. Mirabito moved to accept the 2025 audit. Dr. Bowers seconded the motion. All in favor. Motion carried
- Caringi noted that all looked on track in both the general fund and the capital improvement fund. Confer moved to approve the financial report. Dr. Beiter seconded. All in favor. Motion carried.
- A bequest of ~$15,500 was left to the Library. Confer moved to have those monies transferred to the endowment fund at Merrill Lynch. Mirabito seconded. All in favor. Motion carried.

- A brief update was given by Caringi on the Technology Center. She is working with Larson Design Group and submitted the permit to the City. The City responded that it needs the contractor and electrical contractor information before it can approve the permit. Caringi will begin the bidding process and, when complete, will meet with the Facilities Committee to recommend a course of action to the full Board.

Chief Executive Officer & Director's Report - Amy Resh

Highlights:

- Resh noted that the annual Donor Event will be held at DiSalvo's on November 11, from 4 to 6 PM. Invitations are in the mail.
- Resh highlighted the presentation given by Nicole Rader and Shelia Howarth at the annual Pennsylvania Library Association Conference at the beginning of October. She noted 125 attendees, and other system administrators who attended gave the presentation positive feedback.
- The Library was awarded a $6,000 grant from the Plankenhorn Foundation for new large-type books and a new communication device for deaf and hard-of-hearing patrons.
- Two new staff members were hired: Courtney Cizek, Marketing, Development & Public Relations Director, and Katie Milliren, Public Service Coordinator. Each gave a brief introduction to the Board after Resh's report.

Old Business

- Plunketts Creek Township Update
  - Confair and Confer met with the Plunketts Creek Township Supervisors to discuss the future of the Barbours Link. Both reported the meeting went well.
  - Resh shared an update that the Barbours Link reached out to SPARK, the new integrated library system software, about migrating as an independent library. Confair noted that this is positive progress for the Link. No further action was recommended.

New Business

- None

Friends of the James V. Brown Library Report

- Tom Zimmerman, President of the Friends, shared a written report that Officers have proposed a 2027 budget, predicting $37,000 to be donated to the Library.

Announcements:

- Mirabito gave a brief update from the Nominating Committee, noting that two Trustee interviews were held, with the final two being held the following week.
- A letter thanking the Gala Committee for their hard work was passed around and signed by all present Trustees.

Dr. Bowers moved to adjourn for an Executive Session. Seconded by Confer. All in favor. Motion carried.

The public portion of the meeting concluded at 1:13 PM.

Minutes respectfully submitted by Allison Panczyszyn.

JAMES V. BROWN LIBRARY

Cash & Investments Report
October 31, 2026

Cash & Restricted Funds

General Fund	$208,439
Savings	$538,612
Payroll	$3,686
CIF-General Fund	$68,148
CIF-Vehicle Replacement Fund	$74,563
CIF-Adult Bookmobile Fund	$65,074
CIF-Outreach Vehicle Fund	$15,654
CIF-Technology Center Fund	$93,944
EITC Fund	$450
Grant Fund	$22,205
Total Cash & Restricted Funds	**$1,090,774**

Investments & Trusts

Merrill Lynch Endowment	$9,207,967
Wright Trust	$886,457
Kane Trust	$367,816
Total Investments & Trusts	**$10,462,240**

JAMES V. BROWN LIBRARY

General Fund
Budget vs. Actual
January - October 2026

	January - October 2026	2026 Budget	2026 Budget Variance	% of 2026 Budget
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	$22,842	$27,000	(4,158)	84.6%
4310 . Bequests (JVB)	$86,834	$56,414	30,420	153.92%
4400 · Self Generated Revenue	$27,977	$27,532	445	101.62%
4410 · Revenues from Fund Drives	$169,229	$213,770	(44,541)	79.16%
4420 · Direct Mail	$23,138	$27,110	(3,972)	85.35%
4450 · Contracted Services	$2,250	$3,000	(750)	75.0%
4500 · Contributions,Gifts & Donations	$71,414	$78,672	(7,258)	90.77%
4520 · Local Grants	$111,214	$104,214	7,000	106.72%
4540 · Fees	$4,394	$3,558	836	123.49%
4550 · Photocopies	$8,504	$7,500	1,004	113.39%
4560 · LCLS Admin Fee Income	$10,000	$12,000	(2,000)	83.33%
4567 · LCLS Delivery/Transit Fee	$5,000	$6,000	(1,000)	83.33%
4575 . Rental Income	$300	$0	300	100.0%
4580 · Miscellaneous Revenues	$5,405	$4,450	955	121.46%
6000 · Transfers from Endowment Fund	$409,182	$459,576	(50,394)	89.04%
Total Income	2,235,952	2,678,427	(442,475)	83.48%
Gross Profit	2,235,952	2,678,427	(442,475)	83.48%
Expense				
5000 · Salaries & Wages - Library Pers	$1,158,323	$1,421,040	(262,717)	81.51%
50001 . Salary & Wage Reimbursement from LCLS	($107,016)	($132,489)	25,473	80.77%
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)	$86,170	$108,710	(22,540)	79.27%
5150 · EE Benefits - Pension/ER Match	$36,828	$51,000	(14,172)	72.21%
5160 · EE Benefits - Insurance	$72,718	$103,577	(30,859)	70.21%
5170 · Worker's Compensation	$2,835	$4,558	(1,723)	62.21%
5200 · Books - Adult	$78,332	$79,000	(668)	99.15%

JAMES V. BROWN LIBRARY

General Fund
Budget vs. Actual
January - October 2026

	January - October 2026	2026 Budget	2026 Budget Variance	% of 2026 Budget
5201 · Reference - Adult	$21,624	$22,100	(476)	97.85%
5220 · Audio Materials - Adult	$82,186	$102,661	(20,475)	80.06%
5270 · Online Resources	$62,085	$64,680	(2,595)	95.99%
5280 · District Bibliographic Utilities OCLC	$1,517	$1,517	(0)	99.99%
5300 · Library Supplies & Collection	$1,671	$5,289	(3,618)	31.59%
5310 · Youth Services Expenses	$36,462	$43,991	(7,529)	82.89%
5320 · Furniture & Equipment Expense	$227	$4,000	(3,773)	5.68%
5330 · Office & Computer Supplies	$7,204	$12,000	(4,796)	60.03%
5340 · Technology Hardware	$17,385	$20,200	(2,815)	86.06%
5350 · Furniture & Equipment Rental	$3,909	$4,285	(376)	91.23%
5360 · Maintenance of Equipment	$0	$900	(900)	0.0%
5380 · Computer Software	$7,674	$5,400	2,274	142.12%
5400 · Training	$30,205	$37,331	(7,126)	80.91%
5410 · Insurance	$35,878	$42,123	(6,245)	85.18%
5420 · Buildings and Grounds	$43,706	$67,308	(23,602)	64.93%
5430 · Utilities	$74,618	$92,600	(17,982)	80.58%
5440 · Postage & Freight	$18,422	$22,299	(3,877)	82.61%
5450 · Printing	$4,627	$5,850	(1,223)	79.1%
5452 · Grant-Expense Local	$4,855	$976	3,879	497.44%
5460 · Telephone & Other Telecommunications	$7,228	$9,775	(2,547)	73.95%
5470 · Public Awareness	$15,154	$11,935	3,219	126.98%
5480 · Travel	$4,466	$6,103	(1,637)	73.17%
5490 · Accounting	$13,440	$21,210	(7,770)	63.37%
5520 · Vehicle Repair & Maintenance	$6,843	$12,500	(5,657)	54.74%
5530 · Miscellaneous Operating Expense	$33,811	$44,603	(10,792)	75.8%
5540 · Contracted Services & Consulting	$59,670	$76,130	(16,460)	78.38%
5544 · Legal Fees	$578	$4,500	(3,923)	12.83%
5551 · Costs of Raising Money	$55,118	$60,953	(5,835)	90.43%
5570 · Gas	$11,520	$18,500	(6,980)	62.27%
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	$43,627	$28,207	15,420	154.67%
Total Expense	2,222,919	2,678,427	(455,508)	82.99%
Net Ordinary Income	13,032	-	13,032	

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

Looking Ahead

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

Planning for the **Baseball Conference** continues. Staff met with numerous community stakeholders, and their excitement for the project is evident. We are finalizing initial details while researching sponsors and grants to offset costs.

Resh will be out of town at the ALA Core Forum from November 17 – 21.

Facilities & Fleet

The facilities staff completed 72 work orders in October. The RFP's for the technology center went out on Wednesday, November 4, to the general, electrical, and HVAC contractors. The facilities committee will review the bids in early December.

Organizational

Amy Resh attended a meeting with Otto Bookstore on October 16, the LCLS Board meeting on October 20, and a meeting with River Valley Health on October 21. She organized the Brodart Tour during the October 28 staff meeting. Resh also attended the Friends meeting on November 3, met with FCCB regarding banking options with Kristin Caringi on October 21, attended a PM exchange with Andrew Henley and Courtney Cizek on November 5. She is presenting at the November 12 County Commissioner's meeting.

The Plan for State Aid opened on November 2 and will be completed by November 19.

Public Services

The team advanced collection stewardship, accessibility, and patron engagement while maintaining essential library services. Staff made significant progress on the adult fiction collection project, completing 94.20% of the weeding phase and transitioning into the inventory process as weeding progressed. Additional efforts included completing the initial adult audiobook inventory, reconciling missing materials across Outreach collections, and reorganizing shelves to accommodate new acquisitions. These efforts improved catalog accuracy and supported preparations for the upcoming integrated library system migration.

Patron engagement was strengthened through targeted collection displays and personalized service. Jill Wollet's Staff Picks display achieved an 83% checkout rate, with 25 of 30 featured titles circulating. Staff also responded to patron interests through seasonal displays and began coordinating with Marketing to improve the visibility of second-floor collections.

Departmental initiatives included developing UbiDuo staff training materials to improve communication accessibility, drafting minor revisions to public-facing policies, and preparing two replacement T-Mobile hotspots for circulation. Staff also provided individualized digital literacy and historical newspaper research assistance, reinforcing the Library's commitment to accessible and responsive public service.

Collection, IT & Technical Services

Doug Harkness completed 42 work orders since the last board meeting.

Wendy Durant loaded 28 bibliographic vendor record files with a total of 6,230 records and did copy cataloging for 33 items. She added item records into Polaris and physically processed 387 items: 332 books, 35 magazines, and 20 audiovisual items. In addition, she also received 1,322 new items, added 14 new e-books to the digital collection, and repaired 4 damaged items. Patti Eichensehr added item records into Polaris and physically processed 425 items: 423 books and 2 audiovisual items. She received 108 new items and repaired 32 damaged items. Chris Harris processed 107 interlibrary loan requests (borrowing 38 and lending 69 items), processed and shipped 97 items to borrowers, and returned 92 items to lending libraries. He also registered one new Books by Mail patron.

Programming & Youth Services

The Programming Department organized and facilitated 52 program sessions. Our patrons celebrated Fire Safety Month with an off-site visit to the Williamsport Bureau of Fire for an all-ages, family-friendly tour.

In partnership with the Lycoming County Genealogical Society, the library hosted a cemetery research program where participants explored resources focusing on how to locate loved ones. During the program, the Genealogical Society highlighted its extensive use of the Library's digital archives. This program served as a stepping stone to our third consecutive year of partnering with Wildwood Cemetery, which provided four educational tours highlighting notable individuals and their contributions to Williamsport history. During October, Nicole Rader, Programming and Youth Services Director, provided a tour for BLAST IU17 Lycoming College Bridge Program. Participants engaged in hands-on activities focused on spine labels, shelving, and locating books within the library.

Looking forward, Sheila Howarth, Programming Professional, is partnering with the Lycoming College Planetarium on the first Friday of November to provide a resource table and share information about upcoming library programming. Howarth is also bringing back the Supermarket Challenge in partnership with Weis Markets, offering families an engaging learning experience.

Rader and Howarth will facilitate a Dog Man Party to celebrate the release of the newest book in the series in November. Rader will return to St. John Neumann's after-school program this month to continue engaging with students through library programming.

Development, Marketing, & Public Relations

The Annual Fund campaign will be mailed in time to arrive before Thanksgiving. The Library, through NCLD, received a $9,390 grant from the Pennsylvania Department of Education for Sensory Welcoming Kits.

North Central Library District Consultants

The fall edition of the North Central Library District's Board Bulletin was published this month. This quarterly online newsletter is crafted specifically for library board members and was delivered to over 350 library trustees across our 11-county district. This edition covered the importance of annual reports for community members and library stakeholders, how to develop a board member recruitment plan, and how to navigate reporting requirements from the PA Department of Education and the state.

This month, Barbara Bingham, the Community Engagement and Training Specialist for YWCA Greater Harrisburg's PAATH15 Human Trafficking Program, will be the guest spotlight at the youth member meetup. She will also be presenting a 1-hour workshop, Human Trafficking Awareness for Library Professionals Serving Youth, on January 13th. Participants will receive 1 hour of CE.

EST 1907

JAMES V. BROWN LIBRARY

Marketing Report

Year-to-date January 1 – October 31, 2026



Inspiring today, shaping tomorrow

86,799
in-person visits
2025 Total:
109,509

451,854
virtual visits
2025 Total:
232,477

34,873 electronic
checkouts
2025 Total:
44,045

104,014 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

16 volunteers
gave 75.5 hours
of time valued
at $2,626.65
** Per https://rb.gy/6v5er4 at the rate of $34.79/hour*

$3,814,506.72 saved
by using the Library,
or $46.22 per person
**based on 82,529 service area residents*

540 programs
for children and
adults attended
by 7,513 people

169 new
library cards
TYD 2026:
1,341
*Total: 38,661**
**45% of residents*

165 donors/orgs
making their first
gift, resulting in
$130,458.20