

110 W Main St, Adamstown, PA 19501  
adamstownarealibrary.org

**Mission:** Adamstown Area Library serves as a vibrant community hub utilizing extensive resources to provide innovative programming and services that engage and educate residents of all ages and cultures.

## Adamstown Area Library Trustees Meeting Minutes December 11, 2024

### In Attendance

**Board:** Maia Hession, Jessica McManimen, Cindy Mellinger, Hope Schmids, Jackie Steed, Brandon Webb, Anne Williams

**Staff:** Jessica Garner, Laura Russell

**Friends:**

**Guests:**

**The meeting was held in person at the Adamstown Area Library and was called to order at 7:05 PM by Jessica McManimen.**

Last meeting for Cindy Mellinger and Anne Williams.

**Secretary's Report** - presented by Jessica McManimen

Corrections: Second page under nominating committee - Mike Steffy is from Heck Construction not Hess Builders. Correct Brandon's spelling of name in same paragraph. Friends Report – correct to High Heels and *Blue Jeans*.

- **Motion to accept November Board of Director's Meeting Minutes: Hope, Brandon. Approved**

**Friends' Report** – No Friends Report

**Treasurer's Report** – presented by Jessica McManimen

Finance Committee went over Treasurer's Report and the 2025 Budget in committee with Brad, noting highlights.

Budget Discussion: The 2025 budget has required many meetings. Jessica has jumped in and learned our system and budget. Looking at increasing revenue from 2024 to 2025 and discussed how that might be accomplished. County aid has been reduced by 17% across system. We must become more intentional and strategic in how we approach funding. The largest areas of increase in the budget were staff wages and IT expenses, as the market for both are increasing. Staff wages have been increased for standard inflation, as well as to continue to make progress towards an increase that moves our starting wage closer to the \$15 minimum wage that has been making its way through the state. Originally there was a budgeted passport assistant position, but two Circulation Assistants are being trained to cover the budgeted hours. Existing staff will be able to do both, cover the desk when passports are not busy. IT and computer related expenses include



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a donor database, Wi-Fi boosters, a PC and laptop. Collection spending is budgeted at 12%. Fundraising discussion ensued, including questions raised about expenses, and it was noted that this will all be part of strategic planning. Ideas were exchanged for fundraising opportunities, including small games at fairs, a Murder Mystery event, food truck carnival, and building on the success of the Open House, since we are already doing that event. Discussion of what made Open House successful, including Friends Book Sale.

Auditor will be coming to the January meeting.

- **Motion to Approve 2025 Budget: Brandon, Cindy. Approved**

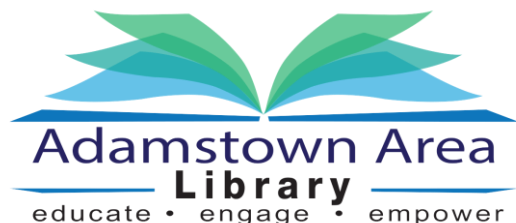
**Director's Report** - presented by Jessica Garner

Jessica received training at LSLC and spoke about the 17% budget cut from County. We had a donation made to make up the direct cut amount, but the library system is taking the brunt of the cut, and they'll be cutting services they provide to the libraries, including payment for our audit. There are mandated quarterly meetings that must be attended by the Director and a board member. The Youth Service Report was included, and outstanding outreach was noted, including images in paper with Maribeth reading and Stockings for Soldiers. Jessica attended the East Cocalico Lions Club meeting and the Denver/Ephrata Rotary meeting. She's requesting proposals for the TV installation. Maintenance of the Library was noted, including the floors being cleaned, lights being checked, and the HVAC system being checked for winter. No major changes to the 2025 holiday schedule. Noted the Texas court ruling in exempt vs nonexempt staffing has changed some staff back from exempt to nonexempt status. Staff member has unused vacation time because of the Director search, and she would like to carry more than the limit into the new year. The Board approves due to the extenuating circumstances, no motion required. Lancaster County Library Association meeting discussed book bans and gave out a good packet of information. Staff meeting on Friday. Jackie plans to attend

- **District Advisory Council members: Noted**
  - Primary: Jessica McManimen. Alternate: Hope Schmids if the meetings can be attended remotely.
- **Vacation carryover: Approved**
- **Motion to accept Director's Report: Brandon, Maia. Approved.**

### Committee Reports

**Fundraising Committee:** Presented by Hope Schmids. Extra Give came in high. Money is still coming in from the Spring letter. Fall letter is going out tomorrow. A discussion followed about creating a targeted approach to fundraising and including volunteers who may be able to help with fundraising.



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**Nominating Committee:** presented by Brandon. Cindy: Brandon will be taking over committee chair. No new nominations. Put forward with slate of officers Jess McManimen, President; Hope Schmids, VP; Cory Cox, Secretary; Brad Rausch, Treasurer.

- **Motion to approve slate of officers: Jackie, Anne. Approved**

Cindy spoke regarding new board members. Debra Briggs is still interested and Mike Steffy, Heck Construction responded. They've received the board responsibilities document. They may sit in on the January board meeting.

**Personnel Committee:** Presented by Anne Williams. Nothing to report.

Jess McManimen noted that at the start of 2025 we will be reviewing current committee lists. Anne will no longer be on the Board to chair personnel.

**Finance Committee:** Presented by Brandon Webb.

**Old Business:** None

**New Business:** Budget approved. No other new business.

**3 Points from staff to board:**

No staff meeting since last Board meeting. Next meeting Dec. 13

**3 Points from board to staff:**

1. Anne and Cindy would like to thank staff for everything they learned. They were proud to represent the library and work with staff.
2. Approved 2025 budget
3. Extra Give total over \$27,000

**Motion to adjourn: Brandon, Maia. Approved.**

**Meeting adjourned at 8:15 PM.**

**Next Regular Meeting: Wednesday, January 8 at 6:30 PM**

Respectfully submitted by Laura Russell, Reference Librarian