

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 May 14, 2025**

### **In Attendance**

**Board:** Cory Cox, Maia Hession, Brad Rauch, Hope Schmids, Jackie Steed, Curt Unruh, Brandon Webb

**Staff:** Laura Russell, Jessica Zook, Corinne Brumbach

**Friends:** Amanda McDonald

**Guests:** Debra Briggs

**The meeting was held in person at the Adamstown Area Library and was called to order at 6:30 PM by Hope Schmids.**

Welcome to our new director Corinne Brumbach. Thank you Laura, Jess Zook, and other staff for all the help during the transition. Individual board members introduced themselves.

**Secretary's Report** - presented by Cory. No discussion or requested changes.

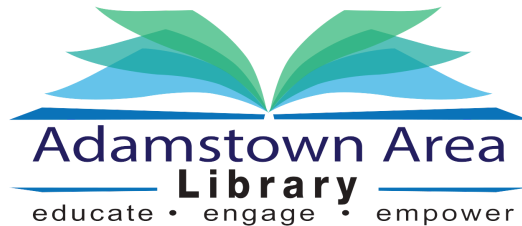
- **Motion to accept April Board of Director's Meeting Minutes: Brad, Maia. Approved:**

**Friends' Report** – presented by Amanda McDonald. Amanda has taken on managing the Amazon account. The Friends are now tracking the account as it had recently been moved from the library to the friends. The book sale is going well. Selling books on BooksRun is also going well. They get a minimum of \$10 for box of books, some books they would typically have a hard time selling. The Friends would like the library to review duplicate addresses as some addresses are getting multiple mailings and correspondences. Laura reports she has made some updates/changes, but there are many more. She reports the task is a huge undertaking but is important and will be extremely helpful. The new furniture looks amazing. Funding for the furniture was received as a gift from the Friends. Thank you.

**Treasurer's Report** – presented by Brad Rauch. 25K for garden is a line item in the restricted funds balance. It has been there and will remain there. The municipal balance is down as West Cocalico gave less this year than they did last year. Passports are also down; 1. We have limited staff able to do passports 2. Real IDs may be having an impact. Spring Campaign dollars are coming in and appears to be on track.

- **Motion to accept Financial Report: Jackie, Cory. Approved**

**Motion entertained via Brad Rauch on behalf of the Finance Committee – Recommend Corinne Brumbach to be added as an authorized signer to Ephrata National Bank, Truist, and Members First Credit Union and remove Jessica Garner from any said accounts.**



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## **Brad Rauch, Curt. Approved**

**Director's Report** - presented by Laura Russell. We have full coverage of volunteers for Adamstown Community Days. We will be doing raffles and selling succulent pots. In addition to Adamstown Community Days, the library will be participating in Discover Denver. Denver, Adamstown, and Reamstown donated pool passes again this year. Thank you. Brandon asked about programming/services stats and why general interest programming has less programming/service offerings, but high level of participation compared to other programming categories? Jessica Zook explained, programs that are cross-generational and not specific to a particular age are coded as general interest. These programs are often loftier and draw many participants due to the nature of the typical cross-generational programs. Corinne thanked Laura for all of her support during her onboarding as well as her transition forward. Corinne has made connections with the Northern Lancaster County Chamber of Commerce and looks to continue her outreach to local businesses and making connections with local leaders. Hope added that DonorDock is going to be a big plus to assist with networking and contacts.

**Motion to accept Director's Report: Hope, Brandon. Approved.**

## **Committee Reports**

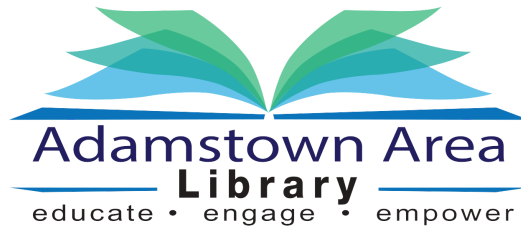
**Nominating Committee:** presented by Brandon Webb. Met with Debra this morning about moving forward with potential board membership. Brandon would like to talk with Jess McManimen about moving forward with a formal recommendation for board membership. Debra would like to support the golf outing. Mike has been getting involved with the committees. Brandon has started to have discussions with other potential candidates, looking for a potential CPA to succeed Brad.

**Personnel Committee:** Presented by Maia Hession and Curt Unruh. Welcome Corinne. Nothing further to report.

**Fundraising Committee:** Presented by Jackie Steed. DonorDock is amazing. We have over 12,000 contacts and about 500 individual donors. We would like to show appreciation in the Fall to donors who have donated over \$1,000 in their lifetime. 18% of the donors in DonorDock have provided over \$1,000 in total giving. More information to come about this. The committee is currently planning a brunch at Courtyard Café, targeting women donors. We are also in discussions with Cocalico Coffee Crafters potentially picking a day for a fundraiser where the library receives a percentage of sales. Castanedas continues to conduct a similar fundraiser, providing a percentage of sales the last Wednesday of every month to the library.

**Finance Committee:** Presented by Brad Rauch. Nothing further to report.

**Strategic Planning:** Presented by Cory Cox. With Corinne just starting, we will look to revisit the process in the next month or so, starting with a discussion over the current data we have collected thus far.



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**Golf Outing:** Presented by Curt Unruh. Golf outing is August 23<sup>rd</sup>. We are doing t-shirts this year with \$350 t-shirt sponsors. Will have our traditional sponsorships but will also have a meal sponsorship. Registration will be completed online – registration, payment, and scoring. We are looking for \$100 for hole sponsorship which includes two signs, one at two different holes. Registration forms are delayed as we are waiting for some details, but the website is up and running. Laura will update the correspondence and will send the information out, including the QR code, to sign up online. Golfers will be able to register on paper, but we are trying to push the online option. Hope asked if we would be able to have BlueRidge advertisement or electronic billboard as we have done in the past? Jessica McManimen will be asked about these items. Brandon inquired about registration payment and if it were online, is it only CC or can ACH be used? Maia explained that golfers register online using credit card. There is a credit card fee, however, the golfer can decide to pay the additional fee or not. The committee has discussed the possibility of having to cover the fees but hope most will pay the fee. Hope asked if there was a list to compare so we do not ask the same sponsor for support more than once. DonorDock could be a good resource to help with this. There is a spreadsheet from last year that all board members have access to. We will look at that and update as needed. The board is being tasked with 1. securing hole sponsors 2. Securing raffle items 3. Volunteering at the golf outing.

**New Business:** Questions were raised regarding news that an Eagle Scout candidate presented an Eagle Scout project to the borough to erect a Little Free Library, with the thought of having it erected outside of the Adamstown Area Library. The borough staff may be moving out of the library space and there were questions regarding the potential changes. We will ask Jessica to reach out to the borough council to inquire further. Questions were raised about the bricks behind the building. Discussion was had with regards to the bricks; they can be discarded. A children's author in Adamstown reached out about coming to read their book at the library. Everyone agreed that it was a wonderful idea. Corinne reported ExtraGive is switching platforms we will have more information in coming weeks. Cory offered a board membership webinar being offered by Bonterra. He will send the link for others to participate as they are able.

**Old Business:** None

**3 Points from staff to board:**

1. None to report

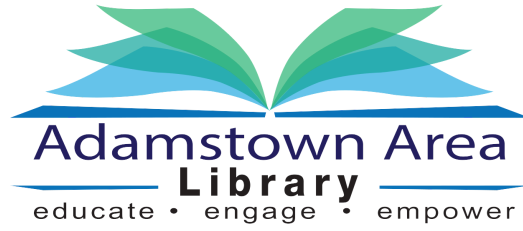
**3 Points from board to staff:**

1. Golf Outing is August 23<sup>rd</sup> and committee is off and running.
2. Thank you Staff for Community Days raffle baskets. They look amazing!
3. Congrats on new passport agents.

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

**Meeting adjourned at 7:52 PM.**

**Next Regular Meeting: Wednesday, June 11, 2025 at 6:30 PM**



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Respectfully submitted by Cory Cox, Secretary – AAL Board of Trustees