

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 June 11, 2025

In Attendance

Board: Cory Cox, Maia Hession, Jessica McManimen, Hope Schmids, Jackie Steed, Curt Unruh, Brandon Webb

Staff: Corinne Brumbach

Friends: Jane Leshar

Guests: Debra Briggs

The meeting was held in person at the Adamstown Area Library and was called to order at 6:33 PM by Jessica McManimen.

Secretary's Report - presented by Cory Cox. Spelling corrections - Reamstown, Castanedas, and Corinne. Brandon asked about the golf outing payment structure, not Brad. Further clarity with new business.

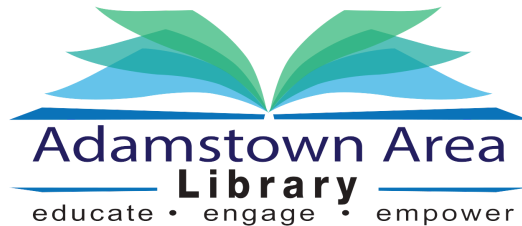
- **Motion to accept May Board of Director's Meeting Minutes: Hope, Brandon. Approved**

Friends' Report – presented by Jane Leshar. The Friends will be doing a Christmas in July book sale.

Treasurer's Report – presented by Jessica McManimen. Brad Rauch has submitted his resignation from the Adamstown Board of Trustees, effective June 23, 2025. Brad was a very valuable member of the AAL Board of Trustees for almost 6 years. Thank you for your continued support of the library, both monetary and countless hours volunteering your time. With Brad's resignation, Brandon will support our current financial reporting needs. Jessica and Corinne were able to run the financial reports for the meeting. Brandon reports the current balance sheet seems to be aligned with last year. The library is slightly up in fundraising, and passports seem to be rebounding. An additional staff member who has been processing passports and summer vacations may be a factor in the increase in revenue in this area. The library will be looking to further increase passport dollars by adding additional passport slots in the future. Additionally, computer equipment expenses seem to have had a slight increase. Brandon and Jackie have some prospective board members with CPA experience. To give ample time for trustees to review the report, a motion was entertained to defer approval of the financial report until the July meeting.

- **Motion to defer Financial Report for next month: Brandon, Maia. Approved**

Director's Report - presented by Corinne Brumbach. County Commissioner Alice Yoder visited the library on May 21, 2025. Her visit was a positive one with wonderful feedback from the commissioner. We are preparing for the Windows 11 migration to roll out August 12, 2025. Programming continues to be strongly attended.



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Youth and adult programming are thriving. Summer reading is underway, and the library is excited about the adult book club with Danielle, beginning June 23rd. The library raised an impressive \$1,790 from the basket bingo. The funds will help the library purchase additional museum passes as funding cuts have decreased the number of museum passes the library was able to initially secure. Thank you, Tamara and Jessica Zook for spearheading the initiative and to all staff and volunteers for the wonderful baskets and a successful first experience at Adamstown Community Days. Passport data currently includes the number of new applications. Corinne will include passport renewal data in future reports. Included in upcoming events, the library will be hosting meet the new Director events on 6/13 and 6/20.

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

Committee Reports

Nominating Committee: presented by Brandon Webb. Brandon met with Debra this morning about moving forward with potential board membership; she has been heavily involved with the fundraising committee and has an interest in supporting the golf committee. Mike has also been involved with the fundraising and golf committees. Mike is most interested in serving in this capacity at this present time. Brandon has started to have discussions with other potential candidates, looking for a potential CPA to succeed Brad.

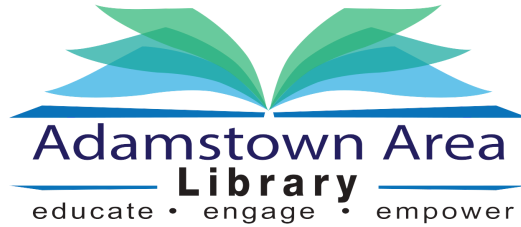
Personnel Committee: Presented by Jessica McManimen. Nothing new to report.

Fundraising Committee: Presented by Jackie Steed. Spring Campaign dollars are coming in. The numbers are strong, meeting 67% of our Spring Campaign Goal. We received a \$1,000 check from Castanedas. The funds were raised from the 3rd Wednesday fundraising events held since April 2024. Thank you Castanedas for your generous contributions. The Fall event at Courtyard Café is still in the planning stages. The Golf Outing spreadsheet for hole sponsorship is on the drive, please review and utilize it to work on securing hole sponsors. Discussions surrounding the benefits of having a logo tablecloth was had. Corinne will inquire about cost.

Finance Committee: Presented by Brandon Webb. Nothing new to report.

Strategic Planning: Presented by Cory Cox. To allow Corinne the time to get adjusted, we have paused any movement, waiting to restart the conversation in 2026.

Golf Outing: Presented by Curt Unruh. We need hole sponsors and raffle baskets. Businesses can sponsor a hole, as well as families. There are also opportunities for T-shirts and meal sponsors. Gift cards and gift certificates are good options for raffle baskets. On June 27th pictures will be taken to be published in The Shopping News and The Ephrata Review; any board members that can make it are welcome to attend the photo op. The committee spoke with the new Blue Ridge Communication contact for marketing opportunities. The contact will talk with the corporate office about advertising. Corinne has printed registration forms and



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will send out a PDF version to board members. Golfers will receive a T-shirt and a bag with various swag. If businesses have anything they would like to donate or include in the bags, we need swag. There are about 130 golfers. It was mentioned that the storage container is going to be cleaned out in the coming weeks and golf committee items are in the storage container. Items will be pulled out and set aside.

New Business: The bylaws of the AAL Board of Trustees acknowledges a consent agenda as a suitable meeting format. Moving forward AAL trustee meetings will be formatted appropriately. It is important for trustees to review all presented material prior to the meeting, granting time during the meeting for discussion and intentional focus on strategic functioning and board level affairs. Focus on reviewing and updating the bylaws and HR manual are key priorities.

Old Business: Jess provided an update on the proposed Eagle Scout project. The Little Free Library will not be erected at the library but potentially at another location that will equally benefit the community. Jess confirmed the borough staff will be moving out of the library space by July 1, 2025. The Borough has agreed to continue to provide Adamstown Area Library with snow removal and lawncare.

3 Points from staff to board:

1. Community Lending Library is growing! An inflatable movie screen, canning supplies, metal detector, telescope, & DVD players were added.
2. Excellent feedback from staff from our Active Shooter Training with the Ephrata Police Department.
3. Staff are busy gearing up for summer reading, officially beginning June 7th.

3 Points from board to staff:

1. The raffle baskets were awesome. There was lots of wonderful feedback. Great job!
2. Awesome job with the Summer Reading Kickoff!
3. The Golf Outing is being planned. We are looking for hole sponsors. Spread the word.

The meeting moved to an Executive Session at 7:30pm for Board Nomination proceedings

Motion to adjourn: Brandon, Cory. Approved.

Meeting adjourned at 7:44 PM.

Next Regular Meeting: Wednesday, July 9, 2025, at 6:30 PM

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