

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 10, 2025

In Attendance

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

Staff Members: Corinne Brumbach

Friends Representative: Amanda McDonald

Guests: Allison DeInnocentis – Adamstown, Wendy Kerschner - Adamstown

The meeting was held in person at the Adamstown Area Library and was called to order at 6:34 PM by Jessica McManimen.

Consent Agenda - presented by Jessica McManimen. November 2025 Board of Director meeting minutes, December 2025 Director Report, 2026 Preliminary Budget, November 2025 Youth Services Report, November 2025 AAL Financial reports, and 2026 Holiday Schedule.

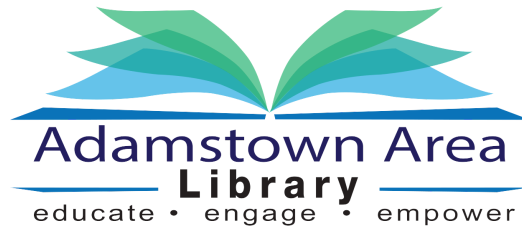
- **Motion to accept Adamstown Area Library Board of Directors' December 2025 Consent Agenda:**
Hope, Brandon **Approved**

Friends' Report – presented by Amanda McDonald. Glance at Romance will be available earlier than previous years. We have a great selection. 232 books were sold/given out at ExtraGive event. The book sale will resume the first full week in January.

Committee Reports

Building Committee: presented by Curt Unruh. We have four members on the buildings ground committee. We reached out to Heck Zeigler Plumbing who did the original plumbing, but Curt was unable to speak with him. We have a quote from Rodney Good, but we have also reached out to Fox Plumbing for another quote. The committee would like to work on outback/garden area, looking at ideas for the space. A community member/patron has offered a few original metal sculptures to the library at no cost. The current owner and original sculptor is moving and would like the pieces to be donated to the library if the library would be interested in taking them. Corinne believes some of the sculptures could be used for the patio or garden project. Corinne shared pictures of the pieces.

Nominating Committee: presented by Brandon Webb. Brandon presented the slate of officers: President - Jessica McManimen, Vice President - Hope Schmids, Secretary - Cory Cox, Treasurer – vacant. No additional nominations were offered.



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- **Motion to accept nominations for the slate of officers for the 2026 Adamstown Area Library Board of Directors:** Jackie, Curt. **Approved**

Allison DeInnocentis has attended trustee meetings over the past few months and has shown a strong interest in supporting the Adamstown Area Library. On behalf of the nominating committee, Brandon recommends Allison DeInnocentis for a seat on the Adamstown Area Library Board of Trustees.

- **Motion to approve Allison DeInnocentis as an Adamstown Area Library Trustee:** Hope, Debra. **Approved**

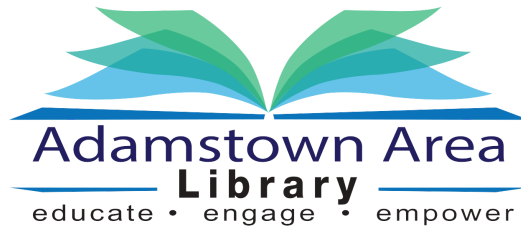
Personnel Committee: Presented by Jessica McManimen. A new team member was hired by Corinne. Corinne provided information about the new staff, Jodie. She works part-time, assisting with the circulation desk and with children's programming.

Fundraising Committee: Presented by Jackie Steed. The committee discussed Extra Give at length during the last committee meeting. The committee believes more signage would be helpful on the night of the event and think the cows were a big hit. Hope Schmids noted, people were engaged. We want to have activities but really focus on the financial support and impact during the event. Corinne shared a feedback board of sticky notes that were gathered throughout the night of Extra Give. Attendees liked the raffle baskets, cows, and food truck. Corinne provided positive feedback from Lancaster Community Foundation who had representatives attend the libraries Extra Give event. Their feedback was very positive. The committee would like to gather more phone numbers of donors so they can speak with support directly. They committee believes a donor appreciation event, held at the library in the Spring could be something special to do to say "Thank You". Two Cousins fundraiser is Monday 12/15. Do not forget to spread the word and bring a flyer. The event is for dine in or take-out and payment must be cash. A bus trip fundraiser has been considered. The information we currently have is that Elite would be \$1000 to \$2000 depending on the destination. To do this successfully the committee would recommend securing a sponsor for the bus. The fundraising committee will facilitate a brainstorming session on Wednesday January 7th in the community room at the Adamstown Area Library.

Finance Committee: Presented by Brandon Webb. The proposed budget was previously provided via email. Jess, Brandon, and Corinne reviewed the draft budget with the trustees, providing an overview and answering questions.

- **Motion to approve the 2026 budget for Adamstown Area Library as presented:** Curt, Jackie. **Approved**

The finance committee recommends Corinne to be added to the Ephrata National Bank Community Impact Money Market Account.



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- **Motion to add Corinne to the Ephrata National Bank Community Impact Money Market Account as recommended by the finance committee:** Curt, Jackie. **Approved**

The finance committee, in collaboration with the personnel committee, recommended staff annual increases and bonuses. A 3% COLA and a \$75 gift card for each staff member. It was agreed that any increase or bonus for the Director would be discussed in an Executive Session.

- **Motion to give a 3% COLA increase and a \$75 gift card to each staff member, as recommended by the finance committee:** Hope, Maia. **Approved**

Strategic Planning: Presented by Cory Cox. The strategic planning committee will meet with a consultant who specializes in supporting libraries with strategic planning on January 12th. The 1-hour session is free and will be provided by Catherine Alloway, a renowned nonprofit and library consultant. The committee would like to potentially look at hiring a consultant to support in our strategic planning efforts. Cathy has provided the committee with a quote, but the committee would like to have the initial discussion with Cathy and will identify additional consulting options.

Golf Outing: Presented by Jessica McManimen. No golf update. The question was raised if the date for the 2026 golf outing was reserved. Curt will inquire about the reserved date. Corinne will not be available if the date is similar as it has been.

Old Business: Corinne presented information on the passport situation. Congressman John Joyce is trying to save the passport service. Newest information is that the library can continue to process passports through January. Information seems to be changing rapidly. Corinne will be sure to keep the board updated.

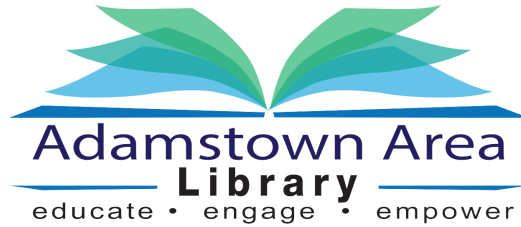
New Business: Corinne would like to move to digital board packets to save on printing costs. The goal is to get the packet to everyone at least a week before the meeting. Corinne shared the 2025 and 2026 holiday schedule and recommends closing on holidays. The closures would have little impact on programming, but would save on operational costs, primarily payroll.

Motion to approve the 2026 holiday schedule as presented: Brandon, Maia. **Approved**

Corinne presented the staffing needs for 2026 to include marketing and would like to outsource social media and other marketing needs. Corinne feels this would be most cost effective. She would also like to hire a program and operations assistant position. Both positions are reflected in the 2026 budget.

3 Points from staff to board:

1. Welcome to the team Jody.
2. The hearth has been refreshed with new décor; adding a warm touch. It looks wonderful. Thank you.



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3. Thanksgiving basket raffle note of appreciation was so wonderful to read.

3 Points from board to staff:

1. We have a new board member! Welcome Allison.
2. We have a balanced budget.
3. Building and grounds committee has hit the ground running.

The meeting moved to an Executive Session at 7:57pm, guests and staff were excused.

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

Meeting adjourned at 8:12 PM.

Next Regular Meeting: Wednesday, January 21st, 2025, at 6:30 PM

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