

SINKING SPRING PUBLIC LIBRARY MINUTES

April 15, 2024

A regularly scheduled meeting of the Board of Trustees of the Sinking Spring Public Library (SSPL) was held on April 15, 2024. Meeting was called to order at 7:04pm

Board Members Present: Tracy Peterson, Allison Brophy, Ben Robitzer, Jenny Allbee, Carmella O' Toole

Library Staff Present: Wenonah Riegel, Andrea Haas, Randi Zaborowski

Public: None

SSPL Friends: None

FRIENDS OF SSPL REPORT

- Book sale was held on April 5th and 6th
- The Friends made \$ 1,948.53 at the book sale
- The Library requested a DVD reimbursement for \$748.11 from the Friends. Ms. Haas said they should be getting a check on 4/16

REVIEW OF MINUTES

Ms Allbee made motion seconded by Ms. O'Toole to approve minutes. All voted in approval.

REVIEW OF TREASURERS REPORT

Reviewed treasurers report

PROGRESS AND SERVICE REPORT OF THE DIRECTOR

Library Display

- This month we are featuring camping, the outdoors, hiking, and gardening

Museum Passes

- The library is continuing to work on obtaining and/or renewing library organizational passes
- The passes have been very popular. We have also attracted a number of passport customers who were unaware of the program
- Elaine and Paul Halchak will be donating the Lancaster Science Factory Pass again this year. The pass went up to \$400
- Lancaster Science Factory recorded that we had 145 people visit from our Library last year

Programming

- The application was submitted for the \$400 EDI reimbursement which we will receive at the end of this month.

- We will be having Pamela Mathias from the District Attorney's office to do a presentation on Frauds and Scams. The presentation will be Wednesday, June 26th at 10:30 am
- Katydid Farm will be presenting a tea tasting on Friday, June 10th at 6:00 pm. This is the Friday before Mother's Day weekend. They will also be donating a gift basket for the program

Grant

- We were awarded a grant from the Juniper Fund for \$500. The grant focuses on Scottish history and culture.
- The library will be presenting an in depth program on Spinning wool using a spinning wheel and a Scottish spindle called a dealgan.
- We will also be discussing heritage breeds of Scottish sheep, skirting and washing fleeces.
- This in depth program will last about 6 to 6.5 hours.
- We are hoping to get some attendees from local historic sites that will pass this knowledge on to others.

Staff

- Training has been going well, but we did have some unexpected events. One staff person had to get emergency surgery and one has a concussion (from an event at her other job).

Passports

- The new staff has been progressing nicely on gaining experience on passports
- Kelly is doing really well and has taken charge of filling in appointments for cancellations and making phone calls.
- We have started taking some appointments on Mondays again. We hope to get fully up to speed on Mondays soon as we begin to add appointments into the schedule.
- We are booked until almost the end of May.
- Moving forward, I would suggest that we should charge a \$25.00 fee for insufficient funds (bounced checks)

State/County

- The library received its 2nd quarter State/County Aid distribution of \$13,920.16.
- This will be reflected on next month's profit and loss statement

Cooperative Purchasing Fund

- We currently have \$29,000 in the Cooperative Purchasing Fund
- This is the money we put aside each year for the 12% collection spending requirement for the State

- This money is not reflected on the profit and loss statement

Fundraising

- I have been investigating fundraising opportunities, but some of them will require a number of warm bodies to help. One opportunity is Kauffman's chicken. We would need about 10 people to do this one effectively.
- I also researched Sweet Ride Ice Cream. They will bring a truck out to your site for a fundraiser, but they will only give the library 20% of the income. They also have a minimum requirement of \$400 in profits. So on \$400 we would only make \$80
- I have been visiting local businesses dropping off requests for sponsors for the library passes. So far I have visited 7 Brew, Phoenix Physical Therapy, InstaShine Car Wash, the new independent living facility, and Dunking Donuts

Donations

- InstaShine gave the library a gift basket for a circulation raffle and a \$100 gift card for summer reading
- I contacted the Sow Right Seed Company to ask for a seed donation for our seed library. They will be giving us a donation of seeds!
- Ace Hardware gave the library a \$25.00 donation for Summer Reading

OLD AND UNFINISHED BUSINESS

New air conditioning system will be put in the library. The Borough will be paying for it, no installation date set yet.

NEW BUSINESS

Ms. Brophy made a motion seconded by Ms. Allbee to charge \$25 for a returned check all voted in approval.

May meeting the board will meet in person.

LIBRARY SYSTEMS MEETING REPORT

Mr. Robitzer will attend the May 15th meeting virtually.

Meeting adjourned at 7:31pm

NEXT MEETING OF SSPL: May 20, 2024

NEXT SYSTEMS MEETING: May 15, 2024