



## Moon Township Public Library Board of Trustees Meeting

10/25/23, 6 PM

Location: Moon Township Public Library Tutoring Room; Virtual Option Available

**Present:** Sydney Diehl, Amy Gabbard, Mary Jo Wise, Barbara Nolfi, Katie Buchanan, Heather Panella

**Absent:** Rochelle Stachel, Kathleen Emmerling

- Call To Order
  - 6:02 PM
  - Motion: Sydney Diehl Diehl
  - Second: Mary Jo Wise
- Approval of September 2023 Minutes
  - Motion: Barb Nolfi
  - Second: Mary Jo Wise
- Public Comment
  - NONE
- Welcome Katie Buchanan
- Monthly Reports
  - President's Report
    - No report
  - Treasurer's Report
    - Follow up with Molly Hill on status of Wilpen fundraising money.
    - Fundraising report from Amy from ACLA
      - Ask about investing
        - Motion: Barb Nolfi
        - Second: Mary Jo Wise
  - Director's Report
    - *Programming*
      - MTPL sending staff out 1x per month to Tapestry Senior Living for Craft Corner Classes
      - Letters to Santa will open on November 27<sup>th</sup>
      - Kids can drop off a letter to Santa in our mailbox in the Children's Department and they'll receive a letter back
      - Letters will be mailed to homes this year
      - Working with Moon Area High School Library staff to secure cards for all students in grades 7-12 to help them access better digital resources and work on Information Literacy Skills
    - *LYL Month Wrap Up*
      - Required LYL Month tally was reported to ACLA on 10/17/23
      - 2023 final amount raised \$11,449.50
        - 62.2% increase in funds raised from 2022 (\$7,058.94)
        - \$4,983 from 2023 Annual Appeal Campaign in September

- 65 donors with 10 new donors for 2023
    - All funds eligible for pro-rated match
  - Jack Buncher Matching Funds will be announced in December and distributed in 2024
- *General Operations & Personnel*
  - Plan for Use of State Aid due to ACLA & OCL by November 21st
  - State report statistics will be forthcoming and should open in the New Year
  - This is will be shared with the public & the Twp Supervisors in the beginning of 2024
- *2024 Budgeting*
  - RAD formula for 2024 is frozen, but RAD Board did improve a 4% increase across the board for public libraries
  - Still looking at a 40% increase in new computer equipment and an almost 200% increase in Microsoft licensing
  - Planning to lower the number of public computers to help balance increased costs
  - Waiting on firm numbers for all budget areas coming from the state, including Table Gaming Funds

Suggest passing a draft budget at November meeting and adjusting as needed in December with additional votes

- *In-House Fundraising*
        - November 4th Purse Bash
          - Letter mailed to Beaver County District Attorney & Beaver County Games of Chance Office announcing our fundraiser and valid Allegheny County License
        - Jolabokaflod Bag Sales
          - Sales open November 13th & close on December 11<sup>th</sup>
          - Pick up week of December 18<sup>th</sup>
        - Cookie Box Sales
          - Registration opens November 13th; closes December 2nd
          - Pick up on December 9th
      - Motion: Sydney Diehl
      - Second: Amy Gabbard
- Committee Reports
  - Personnel
    - No Report
  - Bylaws
    - No Report
  - Finance
    - No Report
  - Fundraising
    - Kathleen to resend SignUp Genius
      - Everyone to be at the fire hall at 5pm
        - Two people at 120 Hunters Run Drive at 4:15
          - Barb Nolfi

- Mary Jo Wise
  - Diagrams for us so we're all on the same page with setting up
  - Ice to be discussed
  - Table cloths are sized
  - Barb Nolfi created centerpieces
- Purses ready to go
  - Louis V to go last
  - Vera Bradley
  - 2 Coaches
  - Kate Spade
- Arrive at 2 on Saturday for 4pm start time
- DJ
  - Registration table – red are Louie V \$20 a ticket
    - White tickets are for everyone that has already purchased tickets **GOOD FOR EVERYTHING BUT THE LOUIE**
    - Continuing to sell tickets at the door
      - Increase chances to win.
    - Blue tickets are for the baskets \$20
  - Paint sticks
    - Selling first rounds \$5 a stick for a cute lulu lemon bag
    - Monitor the rate at which the bags are selling and adjust as needed
  - Card games
    - 3 decks of cards
    - Winners win a coach wristlet
  - 2 money boxes
  - Petty cash
    - Ask ACLA
    - Cash aprons – 6
  - Winning numbers to be posted on baskets
  - Signage to explain ticket colors
  - Foam board to thank basket donors and the Hanger for food donation
- Community Outreach
  - Tapestry for the pop-up library
  - Nicole Beatty to go once a month for a craft corner
- Building Committee
  - This Friday at 10 AM to meet with supervisors to discuss budget and building
  - Continue to raise funds
- Old Business
  - None
- New Business
  - Next Meeting: 11/29/2023



- Adjournment
  - Motion: Amy Gabbard
  - Second: Katie Buchanan