

Moon Township Public Library Board of Trustees

04/16/25, 6:00pm

Location: Robin Hill Carriage House

In attendance: Katie Buchanan, Heather Panella, Barb Wink Kathleen Madonna-Emmerling, Sydney Diehl , Rochelle Stachel (6:13)

Absent: Mary Jo Wise, Barb Nolfi

- **Call to Order 6:04 pm**
- **Approval of march 2025 Minutes**
 - Motion to Approve as amended: Barb Wink, 2nd, Sydney
 - Motion passes
- **Public Comment**
 - Patty Zusinas, President Moon Library Friends
 - Friends conducted Wicked Tea fundraiser, \$1000 raised from auction, 57 paying guests, helping with summer reading celebration and kindergarten round up book donation, 9 new members
- **Monthly Reports**
 - President
 - No report
 - Treasurer
 - March 2025 YTD Financials Compared to March 2024 YTD
 - Moon Library has a cash balance of \$1.0M and remains stable.
 - Revenue is \$246K, up \$60K from last year due to the timing of local government funding.
 - Direct Contributions are \$17K – up \$6K from last year and \$11K more than budget.
 - Government Grants are \$222K - up \$55K from last year due to the timing of local government funding.
 - Earned Revenue is \$5K – stable and \$3.7K more than budget.
 - Expenses are \$134K – up \$21K but \$17K under budget.
 - Personnel costs are \$99K – up \$17K but \$6K under budget.
 - Operations are \$21K, up \$20K and \$17K over budget.
 - Program Expense is \$7K, down \$13K and \$24K under budget.
 - Collections are 3.34% of expenses with a goal of 12% at year end.
 - § Operations and Program expense offset one another due to the renovations of the downstairs.

Finance Committee

- Annuity with FNB out of surrender, meaning it is eligible to be moved to a new one with a higher interest rate
- Renee Varner is out on leave but we will be speaking to her when she is available next.

Fundraising

- Creating a survey to gauge community interest in some various events in anticipation of the new summer appeal.

- Spring Photo Shoot fundraiser scheduled for May 17th and May 18th.
- - Motion to approve: Kathleen
 - 2nd, Barb Wink
 - Motion passes
- Director's Report
 - Township Q1 and Q2 payments received
 - Library Traffic and space are up adult and kids
 - Welcoming library users from Robinson during closure
 - Kids battle of the books
 - Friends donated prizes and books
 - 250+ kids
 - New services
 - Application received to become a US Passport processing facility
 - Notary Service Training for 2 staff
 - Starting to circulating Tonie Toys
 - 2nd and 4th saturday are book collection
 - Legislative meeting with Rep. Gaydos re library state funding
 - Township and Waste Mgmt arranged for Book Sale Sept 11-13
 - MTMA annual appeal water bill mailer scheduled over summer as usual. Electronic bills will get pdf
 - 30 days of raffles for LYL Month
 - Carpet quotes: rusmer, empire, joe aiello
 - Lowest bid for main room \$36,000
 - We'd need to move shelving also
 - Applied for Snee-Reinhardt grant for \$10
 - More comfortable investing with a lease in place
 - It's RAD Pass Time! Check online as tickets are released through summer
 - Pgh District Service Council seeking board members
 - ACLA has rescinded position on mandatory Sunday hours
 - Monday June 2-staff training in-service
 - Saturday June 28, 11-1 Celebration of kids area
 - Friends provide food
 - Wink suggests electeds
- Committee Reports
 - Personnel
 - Chair: Kathleen, Members: Sydney, Nolfi, Wink, Katie
 - No report
 - Bylaws
 - Chair: Sydney, Members: Katie, Wink
 - No report
 - Finance
 - Chair: Sydney, Members: Katie
 - Annuity out of surrender. Renee Varner on leave
 - Fundraising
 - Chair: Sydney, Members: Katie, Nolfi
 - Summer Event Survey
 - Digital? Paper?
 - Patty Z offered to put in kindergarten books
 - Chamber of Commerce nonprofit fundraiser celebrity bartender-Rochelle
 - Spring Photo Shoot
 - Rochelle suggests Touch a Truck event in beaver-September

- Building and Library Transition Committee
 - Chair: Mary Jo, Members: Katie Buchanan

- **Old Business**

- none

- **New Business**

- Next meeting: 6pm May 21, Robin Hill Carriage House

- **Adjournment**

Motion to adjourn made by Barb Wink

Seconded by Sydney Diehl

Meeting concluded 6:48pm

- **Submitted 4/16: Kathleen Madonna-Emmerling, Secretary**

Treasurer's Report

2024 YTD Financials Compared to 2023 YTD

- Moon Library has a cash balance of \$1.0M and remains stable.
- Revenue is \$541K, \$29K more than budget.
- Direct Contributions are \$49K – down \$8K and \$8K more than budget.
- Government Grants are \$446K - down \$71K from last year due to the timing of local government funding and at budget.
- Earned Revenue is \$46K – stable and \$25K more than budget.
- Expenses are \$526K
- Personnel costs are \$354K – up \$20K but \$15K under budget.
- Operations are \$65K, down \$36K.
- Program Expense is \$106K, stable.
- Collections are 15% of expenses within range or our goal of 12% at year end.

February 2025 YTD Financials Compared to February 2024 YTD

- Moon Library has a cash balance of \$1.1M and remains stable.
- Revenue is \$120K, down \$49K from last year due to the timing of local government funding.
- Direct Contributions are \$9K – stable and \$5K more than budget.
- Government Grants are \$106K - down \$49K from last year due to the timing of local government funding.
- Earned Revenue is \$4K – stable and \$3K more than budget.
- Expenses are \$90K – up \$23K but \$4K under budget.
- Personnel costs are \$70K – up \$28K but \$5K under budget.
- Operations are \$12K, up \$11K and \$9K over budget.
- Program Expense is \$3K, down \$11K and \$8K under budget.

§ Operations and Program expense offset one another due to the renovations of the downstairs.

- Collections are 3% of expenses with a goal of 12% at year end.