

## **Moon Township Public Library Board of Trustees**

07/16/25, 6:00 pm

Location: Robin Hill Carriage House

**In attendance:** Katie Buchanan, Heather Panella, Barb Wink, Kathleen Madonna-Emmerling, Barb Nolfi (6:17pm)

**Virtual:** Rochelle Stachel, Mary Jo Wise

**Absent:** Sydney Diehl

➤ **Call to Order 6:02**

➤ **Approval of June 2025 Minutes**

**Motion:** Barb Wink **Second:** Sydney Diehl

**Vote:** Pass Unanimously

➤ **Public Comment**

Resident and Member of Moon Library Friends **Kathy Woodruff:** Regarding March 19 minutes Moon Twp. How will library be funded?

**Trustee Katherine Buchanan:** No plans on foundation at this point.

**KW:** How will this benefit the community? Believes it is already well used.

**Trustee Mary Jo Wise:** Mary Jo Wise is liaison to committee of Supervisors. Mary Jo says no changes in library operations, very similar to way it is now. It would benefit the same way it is now. Can't suggest there will be additional community opportunity presented.

**KW:** Why change then?

**MJW:** Change will ensure the library continues to be in the community. Believes library may not be able to fund selves in future, and library does not know where they will reside.

**KW:** How will the lease be guaranteed, as minutes indicate they will "look into" it.

**MJW:** Library may not be able to sustain under new lease agreement. Library would not afford to maintain on their own.

**KW:** What data/documentation supports the decision and what are your benchmark libraries or professional associations?

**MJW:** We would be in communication with those entities. MTPL Board would need to pass a vote to dissolve, and the Township Supervisors would then vote to make a Library Department.

**Trustee Rochelle Stachel:** What is the data to support the library functions well as it is?

**KW:** Increase in circulation and usage are data points. What is the timeline? Minutes indicate 12/26 implementation date.

**MJW:** Memo was just received from Dawn Lane with revised timeline prior to meeting.

**Trustee Barb Nolfii:** Will review document. Inclination is to vote for library to become a department of township. Believes there will be an increased umbrella of support, and it'll benefit the employees. Indications that pay and benefits will be better for staff and make leadership easier. Believes its a win/win for everyone.

**KW:** What happens if library doesn't become department, will the Township not fund it anymore?

**Trustee Barb Wink:** No indication either way

**Community member and former MTPL Trustee Joe Kranyak:** Explains breach of MTPL Board of Trustees fiduciary responsibility to dissolve prior to receiving a fiscal plan from the Township

**KW:** Would sequestered funds be used for original intent of library improvement, and not diverted to operating costs? How would by-laws be enforced?

**Trustee Katie Buchanan:** Bylaws would be Moon Township bylaws, which would have to be amended to include a new Library Department under this Township proposal

**Community Member and Library Friend Ellen Northy:** Friend of Library for 35 years. Twp wants to set up a foundation to maintain 501c3 funding. How will it be formed? Expressed belief library is moving forward, and Twp can just support existing structure. Believes full plan is important.

**Trustee Kathleen Madonna-Emmerling:** The Township has indicated that a foundation needs to be founded, but twp has not indicated it will be staffed or supported in the manner of the Moon Parks foundation.

**Rochelle Stachel:** As president of a corporation in Moon twp, I haven't been on the library very long or involved in the organization. I think we need to advance and grow and have a progressive library, tech center, and education center, and having the backing of the Township for strategic growth could be a benefit. Board and Friends do not raise enough for substantial growth in business and tech. We can get that with the help of the Township resources. Tonight's public comment is a bit of a blindside. I agree they need to put the plan together, but I don't believe I think they'll let something happen to the library. I think this is fearmongering.

**Kathy Woodruff:** Affiliated with Library since 1985. Township has had time to create a community center and fund the Library, which is why I'm hesitant to believe it will change.

**Ellen Northy:** I'm glad to hear that you want to have a discussion and a plan. Why doesn't the twp want to fund it now, like other cities?

**Barb Wink:** Sewickley gets money from the school taxes. RAD tax money is given as a percentage of how much your government gives.

**Kathy Woodruff:** USC and Mt. Lebo are good examples of well funded community centers

**Library Director Heather Panella:** Clarified Sewickley Library gets a portion from schools, but an agreement of 11 municipalities. All county libraries receive RAD and all get table gaming funds from County and State taxes.

**Kathleen Madonna-Emmerling:** Clarified that the RAD allocation formula has been adjusted to reflect the economic need of the community so it is more fair than it used to be.

**Community Member and Library Friend Anneliese Perry:** Has board asked employees what they want?

**Katie Buchanan:** Heather Panella has discussed with her employees.

**AP:** It's important that Township Supervisors engage people who do the work to ensure alignment with what they believe is best. I work in process improvement.

**AP:** If MTMA building lease terms have been discussed between Township Supervisors, why is there a rush to change now?

**Barb Wink:** Husband John Wink is on the MTMA board. Says the Supervisors are working on a lease agreement with MTMA.

**AP:** Addresses Mary Jo Wise: would you recuse yourself from votes?

**MJW:** Our solicitor has indicated there is no conflict of interest

**Joe Kranyak:** The twp solicitor rendered that opinion?

**MJW:** I am allowed to continue on both Boards.

**JK:** The MTPL has not retained its own council? We had a board member when I was an MTPL Trustee, and a spouse of a board member recused herself from several votes, unbidden.

Mr. Kranyak would like to speak to the solicitor because they have no formal relationship with the MTPL.

**Barb Nolfi:** Are you giving us legal advice? The twp solicitor has rendered his decision.

**Katie Buchanan:** Our bylaws do prohibit this in our conflict of interest policy.

**JK:** It is certainly appropriate for the Township Solicitor to render a decision regarding Mary Jo as a Supervisor, but that does not mean a Library board member is appropriate to be a Supervisor under MTPL policy and by-laws

**Anneliese Perry:** It seems like a very big decision, and I don't know how I'd separate those roles in my votes.

**JK:** Lived in Moon over 18 years, and has served on the board. Request his recent email to the MTPL Board be entered into the minutes.

The board agrees via voice. Text of email pasted below.

- 1. A political candidate spoke cavalierly about "taking over" the library, and did not appear to give it the thought it deserved. Unwinding a 501c3 has federal, state, and trustee fiduciary obligations that must be seriously addressed.*
- 2. I read the march minutes, and I didn't see any minutes or discussion regarding hiring legal or subject matter expert who is a non-profit governance expert to advise this board. You can't know what you don't know. I sit on many boards and professional legal orgs, and as a community member with three children as library users, I feel I have a moral obligation to remind you of your Trustee fiduciary obligations. If you decide to do it, you must do it right. The board*

*cannot meet your obligations by relying on the township's council.*

3. *It's important that board members know that if you choose to become a department, members of the community will watch carefully to make sure you're doing it right. If you choose to do it without council there will be a response from the community that will hold you to account. We want you as a community to do whatever you decide in the right way and with humility to know you don't know everything. The expense of an attorney out of the gate is a lot less expensive in time and money than responding to community members calling the AG office or filing other complaints in court.*

**Rochelle Stachel:** I appreciate your comments, and I understand the passionate pleas, but in all my time here, I haven't heard anyone talk about the kids. We're an entity that is supposed to be there for the children and members of the community, and the board isn't as concerned with the education and growth of our children. As a business owner, I'd expect everything would be done legally, and what are the resources coming from the Library as an entity with their basket raffles. It won't keep us where we need to go. I don't see hope for growth of the financials or the ability to make it better on their own. The Township can get corporate resources and resources to go after grants. Who are supporters going to go to? A big township with resources vs. a small community library. What is better for the children and community members. A more progressive, moving forward plan.

**Community Member Kate Contento:** Library patron, I've heard several people mention children and it's confusing that you're upset we're talking about finances today, when that was the "Why" given earlier.

**RS:** It's not a conversation I've seen, not that they don't care.

**KC:** The Township has indicated no money for the library after building all new municipal structures. Library receives 3% of police funding. Why can the township not provide that support now when we know the library has asked for additional resources several times.

**RS:** From a business perspective, if I'm giving my resources to an entity, I want control over it. So that makes sense that the Township wants more control.

**Community Member Leah McKee:** *Addressing Trustee Stachel:* What type of control would you like over the library?

**Kathleen Madonna-Emmerling:** I believe this question is more appropriate for the Township Supervisors.

**RS:** It was just my business opinion.

**Barb Nolfi:** *Addressing Mr. Kranyak:* All of us trustees understand our responsibilities and due diligence, and we all have that goal in mind and take it very seriously. I take offense to the comment that we don't, and I don't like you saying that the community will be watching us. We should all be helping each other. Twp is growing with housing and population and corporations. We need a bigger vision. Heather and staff are wonderful, but we need the clout of the township to move the vision forward and get larger. The library is good, and the water authority has been generous and they do a good job. But boards change and we may have less support in the future, and the Township will give us the support and clout to move us forward. That's my own opinion, and I hope we all support each other, and the community will back off us and support us.

**Community member Sarah Simmons:** I am a library user, library employee for a decade, and now also a Library Friend. I started going for Miss Megan's kids programming, and she continues to do very well with very little money. Moon has the most programming of libraries in our region for kids, middle

grades, and teens. We need books, space, and resources. In the past, appointed Trustees bring in their business contacts that donated and secured funds. I know the Board did not do a major fundraiser last year as in years past. The Library staff has worked very hard with a small budget. The Township could invest in the Library without feeling like they needed to control the operations. They should trust the expertise that is the library leadership. Even investing in replacing the carpet after over 25 years. The Library functions very well with the space and staff it has. Twp has gotten off very easy for a decade. My other concern: we have a 501c3 charity, we can raise funds available to charities. A new entity must be created to take advantage of those monies. Why would the Township invest in standing up a foundation in addition to operations?

**Community Member Kelsey Rothstein:** If the Township is allowed to give us money, why aren't they? On the treasurers report, there's \$1.1M saving that remains stable, which is good. What is the concern?

**Trustee Sydney Diehl:** \$1.1M is our savings account. We also have had a surplus every year since I joined, and that indicates the health of the library as well.

**Kathleen Madonna-Emmerling:** Those savings were to be the beginning of a capital campaign to outfit a new space that the township would secure.

**Heather Panella:** We do want to honor the intention of that nest egg.

**Kathy Woodruff:** Which township person would be doing this fundraising?

**KME:** There has been no indication of additional paid staffing for this effort.

**KW:** Without a concrete plan in writing, I urge you not to dissolve. People come and go and boards change, so it would be the whim of every Supervisor.

**Joe Kranyak:** *Addressing Barb Nolfi:* As someone who looked at the minutes and saw a massive undertaking with no legal or Subject Matter Expert, a reasonable person might need to be reminded about their Board Trustee obligations. I am sorry for my language choice, but you hold positions of public trust, and those people should be watched.

End of Public Comment

➤ **Recording of Emergency Remote Vote,**

**Sent via email by President Katie Buchanan 6.25.25**

*I am invoking the authority granted under section 3.3 iii of our By-Laws to call for an emergency vote via email. This vote is to request board approval for the release of \$3,000 in funding for a legal retainer to engage the Cheshire Law Group. Please reply to this email with your vote (Approve/Disapprove) within 48 hours, by Saturday, June 28, 2025 at 7:30 a.m. E.T.*

**Disapprove:** Nolfi, Wink, Wise, Stachel

**Approve:** Diehl, Madonna-Emmerling, Buchanan

**Motion did not pass, no action was taken.**

## ➤ Monthly Reports

### o President's Report

Thank you to Friends for summer reading kickoff, loved tattoo artist, high caliber.

### o Treasurer's Report

#### ▪ Year-to-Date & Monthly Financials

May 2025 YTD Financials Compared to May 2024 YTD

- Moon Library has a cash balance of \$1.1M and remains stable.
- Revenue is \$283K, up \$56K from last year due to the timing of local government funding.
  - o Direct Contributions are \$20K, up \$9K from last year and at budget.
  - o Government Grants are \$249K - up \$56K from last year due to the timing of local government funding.
  - o Earned Revenue is \$12K – stable and \$10K more than budget.
- Expenses are \$233K – up \$22K and at budget.
  - o Personnel costs are \$157K – up \$21K but \$10K under budget.
  - o Operations are \$22K, up \$20K and \$16K over budget.
  - o Program Expense is \$42K, down \$13K and at budget.
- Collections are 16% of expenses with a goal of 12% at year end.

June 2025 YTD Financials Compared to June 2024 YTD

- Moon Library has a cash balance of \$1.1M and remains stable.
- Revenue is \$350K, up \$109K from last year due to the timing of local government funding.
  - o Direct Contributions are \$22K – stable and \$9K more than budget.
  - o Government Grants are \$312K - up \$108K from last year due to the timing of local government funding.
  - o Earned Revenue is \$14K – stable and \$11K more than budget.
- Expenses are \$275K – up \$26K but \$1.3K under budget.
  - o Personnel costs are \$187K – up \$23K but \$11K under budget.
  - o Operations are \$23K, up \$19K and \$16K over budget.
  - o Program Expense is \$45K, down \$16K and \$2K under budget.
- Collections are 14% of expenses with a goal of 12% at year end.

**Motion to Approve:** Barb Wink **Second:** Kathleen Madonna-Emmerling

**Vote:** Unanimous Passage

### o Director's Report

[See appendix A](#)

## ➤ Committee Reports

### o Personnel-no report

### o Bylaws-no report

- o Finance-no report
- o Fundraising-no report
- o Building Committee-no report

➤ **Old Business**

- o **2026 Budget Approval**

[See appendix B](#)

**Vote:** Unanimous Passage

➤ **New Business**

**Motion by Mary Jo Wise:** *Research qualified legal council to advise on documents, policy and procedure for library transition to government entity.*

**Second:** BarbWink

**Discussion:**

**Katie Buchanan:** Clarified that the law firm identified for the emergency vote has an office in Allegheny County, and they were recommended by PA Library Association.

**Mary Jo Wise:** Suggested knowledge of another firm, if you would like to look at another nonprofit law firm located in Allegheny County.

**Kathleen Madonna-Emmerling:** The township is drafting the budget now. Given the short time frame, if you'd like to do additional research, a volunteer is needed.

**Rochelle Stachel** volunteered to coordinate and present options.

**Vote:** unanimous passage

- o **Next Meeting:** Wednesday, August 20 6pm, Robin Hill Carriage House

➤ **Adjournment**

**Motion:** Mary Jo Wise, Second Sydney Diehl

**Vote:** Unanimous passage

■ **Submitted 7/16/25: Kathleen Madonna-Emmerling, Secretary**

**APPENDIX A: DIRECTOR'S REPORT**



MOON TOWNSHIP  
PUBLIC LIBRARY

**JULY 2025**



***LIBRARY DIRECTOR'S REPORT***  
HEATHER PANELLA





## STATS FOR JUNE 2025

- PATRON TRAFFIC: **13,301**
- REFERENCE QUESTIONS: **1,344**
- NEW CARDS/RENEWALS: **46**
- PROGRAM NUMBERS
  - TOTAL PROGRAMS: **65**
  - TOTAL PARTICIPANTS: **3,015**
- CIRCULATION: **8,626 ITEMS**
- WAIT LIST: **65 REGISTRANTS**

### MTPL General Highlights

- MTPL is scheduled for quarterly, in-person updates at the televised Supervisors Meetings on the following dates:
  - **Wednesday, September 4, 2024 @ 6 pm**
  - **Wednesday, December 4, 2024 @ 6 pm**
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### Summer Reading

- Summer Reading comes to an end on July 31
- Summer programming has been well received with most programs on a waitlist
  - Some of our more popular programs have included local authors and historians and our Stories and Splashes sessions for kids
- The Summer Reading Party on June 28<sup>th</sup> was an enormous success
  - Library staff extends thanks to our Friends group for helping to organize and execute the event
  - We had 500+ community members visit the event
  - Partners from all different sectors of the community came out to support the library and patrons provided positive feedback
  - The summer reading app has garnered mixed feedback, with younger adults enjoying the ability to track online while older adults prefer the paper option

### Upcoming Fundraisers

- Love Your Library Month, September 2025
  - 30 Days of Giveaways
    - One prize raffled off each day of the month; ticket sales open 9/1/25
  - Big Fall Book Sale
    - September 12<sup>th</sup> & 13<sup>th</sup>
      - Friends volunteers will be helping to set up and breakdown
      - Library will open late at 1 PM on September 11
      - Have already contacted Public Works and Waste Management about transportation of sale materials and an extra dumpster for the sale
  - Annual Appeal mailers (Aug, Sept, Oct) to be sent out with water bills by MTMA
  - Contacting various food trucks and vendor to try to schedule fundraisers for each Friday of September
    - Suggestions welcome!



## APPENDIX B: 2026 PROPOSED DRAFT BUDGET

MOON TOWNSHIP PUBLIC LIBRARY - 2025 BUDGET (8%+)		
<u>INCOME</u>		
<b>Direct Contributions</b>		
Individuals		\$15,000.00
Memorial		\$1,000.00
Corporate		
	MIDA	\$4,000.00
	Eaton	\$6,500.00
	Other	\$5,000.00
Friends		\$3,000.00
Buncher		\$4,000.00
Foundations		\$5,000.00
		<b>\$43,500.00</b>
<b>Government Grants</b>		
RAD		\$144,852.09
State Aid		\$81,873.09
Gaming		\$18,463.00
Moon Township		\$223,822.40
		<b>\$469,010.58</b>
<b>Earned Revenue</b>		
Other Sales		\$3,000.00
Book Sales		\$5,000.00
Library Fees		\$1,000.00
Library Fines		\$4,000.00
<b>Fundraising</b>		
	Water Bill Mailer	\$8,000.00
	MTPL Board Fundraisers	\$5,000.00
	Holiday Fundraisers	\$2,000.00
	Other Events	\$2,000.00
Room Rentals		\$700.00
Investment Income		\$3,000.00
		<b>\$33,700.00</b>
<b>Total Income</b>		<b>\$546,210.58</b>

<u>EXPENSES</u>		
<b>Personnel</b>		
<b>Personnel</b>		
	Salaries & Wages	\$345,354.61
	Payroll Tax Expense	\$25,000.00
	PAUC: Tax Expense	\$550.00
	Health Insurance	\$35,000.00

	Retirement Benefits (403b)	\$5,000.00
	<b>Personnel Total</b>	<b>\$410,904.61</b>
<b>Operations</b>		
	<b>Office Operations</b>	
	Supplies	\$2,000.00
	Furniture and Equipment <\$5,000	\$1,500.00
	Utilities and Telephone	\$2,500.00
	Postage	\$300.00
	Printing and Copying	\$200.00
	Gifts	
	Licensing and Fees	\$500.00
	Collections Insurance	\$2,500.00
	Dues	\$500.00
		<b>\$10,000.00</b>
	<b>Contracted Services</b>	
	Accounting & Payroll Services	\$15,000.00
	Legal Fees	\$500.00
	Audit Fees	
	Other Contracted Services	\$550.00
		<b>\$16,050.00</b>
	<b>Facility and Equipment Expenses</b>	
	Leased Equipment	\$32,000.00
	Equipment Repair	\$300.00
	Facility Maintenance	\$500.00
	Security System	\$0.00
	Outside Maintenance	\$0.00
		<b>\$32,800.00</b>
	<b>Travel and Meeting Expense</b>	
	Travel	
	Meeting Expense	\$250.00
	Training & Development	\$650.00
		<b>\$900.00</b>
	<b>Marketing/Fundraising Expenses</b>	
	Fundraising Costs	\$3,000.00
	Marketing Expenses	\$500.00
	Advocacy	\$500.00

					\$4,000.00
				<b>Other Expenses</b>	
				Bank Expense	\$0.00
				Loan Interest	\$0.00
				Credit Card Fees	\$500.00
				Bad Debt Expense	\$0.00
				Loss On Impairment	\$0.00
				Administrative Fee	\$600.00
				Miscellaneous Expense	
					\$1,100.00
				<b>Operations total</b>	<b>\$64,850.00</b>
<b>Programs</b>					
				<b>Program Expense</b>	
				Program Contract	
				Services Expenses	\$0.00
				Program Travel & Meeting Expense	\$0.00
				Program Marketing costs	\$0.00
				Adult Program Expenses	\$2,500.00
				Children's Programming	\$3,500.00
				Teen Programming	\$2,500.00
				Public Performance Rights	\$500.00
				<b>Programs Total</b>	<b>\$9,000.00</b>
<b>Collections</b>					
				<b>Collections Expense</b>	
				<b>Collections Books</b>	\$38,500.00
				Children Books	\$18,000.00
				Young Adult Books	\$5,000.00
				Adult Books	\$12,000.00
				Large Print Books	\$3,500.00
				<b>Collections AV</b>	\$3,800.00
				AV Children	\$800.00
				AV Teens & Adult	\$3,000.00
				<b>Collections NonTraditional</b>	\$1,000.00
				STEM & Makerspace Items	\$1,000.00
				NonTraditional Items	\$500.00

	Processing Supplies	\$2,500.00
	Other Collection Items	\$400.00
	Collection Subscriptions	\$1,200.00
	eResources Payments	\$14,000.00
	Collections Total	\$61,400.00
	<b>Total Expenses</b>	<b>\$546,154.61</b>