



## **October 15, 2025 MTPL Minutes**

### **Call to Order: 6:01**

- o Attendance

Heather Panella

Sydney Diehl

Barb Nolfi

Rochelle Stachel

Katie Buchanan

Barb Wink

Absent: Mary Jo Wise, Kathleen Madonna-Emmerling

### **Approval of the September 2025 minutes**

- o S DIEHL – correction of the date of meeting minutes from August to September.
- o Motion: B. Nolfi
- o Second: S. Diehl
- o Motion Passes unanimously

### **Public Comment**

- o **Patty Z:** The friends have been very active since the last trustee meeting. Represented the library at the moon homecoming. Gone to supervisor's workshops and public meetings. Next friends meeting is this coming Tuesday and the next event is the Spooktacular on the 22<sup>nd</sup>. On 11/9 there will be two young adult authors coming to the Moon Township municipal building. Mad Mex fundraiser on Tuesday and the tickets will be \$50. The friends also made a \$1,000 donation during Love your Library Month.

### **Monthly Reports**

- o **President: K. BUCHANAN** – Love your library month has closed. Great feedback from community.

### **Treasurer's Report**

#### **September 2025 YTD Financials Compared to September 2024 YTD**

- Moon Library has a cash balance of \$1.0M and remains stable.
- Revenue is \$467K, up \$18K from last year.
- o Contributions are \$26K – up \$4K from last year and \$7K more than budget.
- o Government Grants are \$410K - up \$13K from last year and \$31K more than budget due to the timing of local government funding.
- o Earned Revenue is \$21K – stable and \$16K more than budget.
  - Expenses are \$422K – up \$28K and \$13K more than budget.
- o Personnel costs are \$29K – up \$32K and \$13K under budget.
- o Operations are \$27K, up \$15K and \$12K over budget.



- o Program Expense is \$75K, down \$13K and \$11K over budget.
- Surplus - \$45K
- Collections are 13% of expenses with a goal of 12% at year end.

**Motion: MJ Wise**

**Second: B. Wink**

**Motion Passes Unanimously**

#### **Director Report**

##### **General Operations & Programming**

- MTPL's North Pole Mailbox opens on
- 2026 Teen & Kids Battle of the Books prep is underway in cooperation with Sewickley Public Library and local schools
- Arranging for 2025 quarterly meeting attendance with the supervisors
- VITA volunteers will be back in February

##### **2026 Budget Finalization**

- Moon Twp's Draft 2026 Budget has yet to be released, but I did visit the supervisors on 10/20/25 to discuss MTPL's funding ask and answer questions
- The PA state budget recently passed recently with a \$5 million increase for libraries
  - o Moon will receive \$88,748.61 for 2026
- Table Gaming money is expected to be static at
- RAD funds show a slight increase from 2025 at \$157,358.99
- This year to date, MTPL has made \$4,729.12 in fines
  - o This is almost 55% decrease since the Fine Free Program began in 2019
  - o Will continue to show a decrease in 2026 and beyond
    - 2026 would be the ideal time to take MTPL Fine Free
      - Increased equity and access
      - Greater community engagement
      - Higher item return/recovery rates
      - Improved patron experience

##### **Collection Development Update**

- Established accounts with Ingram and Barnes & Noble for purchasing print materials
- Switched our Amazon account over to a free Amazon Business Prime account with our PaLA membership
  - o Established invoicing on Amazon as well as Amazon Business Prime Visas to earn 5% cash back on all of our purchases
- In the process of changing our magazine subscription over to WT Cox for 2026

##### **Upcoming Fundraising Efforts**

- Jolabokaflof Kit Sales
  - o Sales- Nov 24-Dec 13
  - o Pick Up Dec.15-22



- \$45/Kit
  - Cozy items, handmade items, 3D printed ornament, 2 books, mug, sweets
- Cookie box sales this year will be combined with a board game and puzzle sale on December 13
  - Cookies can still be ordered by the box in advance
  - Volunteers to bake are always appreciated

### **2025 Year End Preparation**

- Employee reviews completed & New Year's Letters ready to go out to staff
- MTPL received our Year End Checklist and it will be completed by end of December
- State report will open in January/February 2026
  - State Library Subsidy Application was submitted and approved last month
  - MTPL has met all the standards for excellence by OCL and will not need a waiver of any kind
  - Will utilize info from the State Report to create a 2025 Gratitude Report to be shared with the public

**R. Stachel** – Contact for Free tax services. RMU will send people over to the base to assist with taxes.

S. Diehl – Impact on collection expense?

H. Panella – collections expense will be at a standstill for a little. We can order from retailers such as Amazon/Walmart/Target however Baker and Taylor gave a large % discount. Keep collections expense lower à maybe hit 13% or 14% .

R. Stachel – what's your average purchase?

H. Panella – hundreds of books for month. Adult fiction would be anywhere from \$1K-\$2K per month.

MJ Wise – could you split where you order?

H. Panella – yes we can order adult/YA through amazon and kids through Ingram.

B Wink – so you can mix where you order from?

H Panella – yes

MJ Wise – will they be bought out?

H Panella – there were deals but they fell through.

B Wink – where is the warehouse located?

H Panella – not local to PA. All employees are already gone.

R Stachel – even printing companies are merging.

R Stachel – competition for audiobooks has to be tough since you can go on your phone.

H Panella – the cost of audiobooks isn't really worth it anymore. We spend more on the playaway collection.

MJ Wise – do people play audiobooks on an app?

H Panella – we circulate countywide on the app Libby.



H Panella – Libby is well used. Butler county just dropped all of their aid resources.  
HP – we do charge for out of county cards. \$10 for out of county and \$30 for out of state.  
Motion: S Diehl  
Second: Nolfi  
Passes Unanimously

**Finance Committee**

- No Report

**Fundraising**

- One Day Pumpkin Patch
- o Last Saturday 10/11 from 11-1
- o Still selling the couple leftover Pumpkins at the front desk.

**Upcoming:**

- Board game boredom buster sale
- o Timeline: November
- Jolabokaflod
- o Timeline: December
- Romantasy Carnival
- o Timeline: February 7<sup>th</sup>.
- Working on quarterly fundraising plan for 2026 that can be followed or modified by whoever does fundraising for next year and lays the groundwork for a successful fundraising year.

**Building Committee:** No Report

Old Business: none

New business: Next meeting 11/19/25

Transition Plan:

To be reviewed in Execution Session:

Motion to go into executive session - Legal/Real Estate - M Wise 6:30pm

B Wink Seconded

[APPENDIX: TRANSITION PLAN PRESENTATION](#)

Executive session adjourned at 7:22

Motion: B Wink

Second: M Wise

Meeting adjourned at 7:22

Motion B Wink

Second M Wise



Submitted by Sydney Diehl