



Minutes of the Moon Township Public Library Board of Trustees meeting

July 14, 2026

Township of Moon Municipal Building, 1000 Beaver Grade Road, Moon Township, PA 15108

Trustees Roll Call:

- Rochelle Stachel – President
- Michele DeWitt – Vice President
- Patricia Zusinas – Treasurer
- Barb Nolfi – Assistant Treasurer
- Deanne Heller – Board of Trustees member
- Luanne Vitale – Board of Trustees member

Absent:

- Mary Jo Wise – Secretary
- Heather Panella – Director, Moon Township Public Library

Rochelle Stachel confirmed quorum and called the meeting to order. In the absence of Mary Jo Wise, Luanne Vitale agreed to take the minutes of this meeting.

Approval of Previous Meeting Minutes

Rochelle Stachel stated that the review and approval of the June minutes will be on the agenda at the August meeting.

Public Comments

There were no public comments.

Monthly Reports

President's Report:

Ms. Stachel stated she had nothing to report for the July meeting.

Treasurer's Report:

Patty Zusinas stated that Renee Varner, Vice President at FNB Investment Services is on leave and is not available until September to meet with the Board to provide a financial assessment and recommendation. Rochelle Stachel stated that we should consider a financial advisor, the cost, and an analysis to determine the best path forward. She requested that we look at a 3-5 year financial proposal

Patty Zusinas added that we need to update our signatures on the FNB account, which requires minutes confirming that Deanne Heller, Heather Panella and Patty Zusinas are approved as authorized signers on the account. Clearview also needs minutes confirming Rochelle Stachel and Patty Zusinas as President and Treasurer respectively. Heather Panella is already an authorized signer. She added that Kathleen Emmerling and Sydney Diehl needed to be removed from the account. Patty Zusinas stated that she will review the requirements for the remaining banks where the library holds accounts.

Patty Zusinas provided a detailed report outlining the need and requirements for the Pennsylvania Games of Chance permit. She explained that the current Moon Library permit expires August 11, 2026 and it is critical to have the new permit in place prior to September 1, 2026. Absent this permit, the library would be prohibited from all gaming activities, 50/50, drawings etc. until the license is renewed. Fee is \$25 per event or \$125 annually. The permit requires home addresses, date of birth and phone numbers, which may cause conflict. Rochelle Stachel stated she will follow up on the requested information and ensure there is no conflict prior to submitting the permit for renewal.

Patty Zusinas presented the financial report as of May 31, 2026. (See attachments). She stated that the library remains in a strong financial position through the first five months of 2026. Total assets were approximately \$1.09MM and total liabilities remain low at \$8,971MM. She reviewed the YTD revenue performance and projected a 2026 year-end surplus of approximately \$7,900.

Patty Zusinas put forth a proposal for a part-time Development and Community Engagement Coordinator. (See attachment). She reviewed the purpose and proposed structure of the position. Rochelle Stachel requested that this proposal be addressed with the strategic plan.

The Library Friends report to the Board outlined the current events planned as of July 14, 2026, which included eight events. (See attachment at the end of these minutes). Patty Zusinas encouraged all to attend.

Director's Report:

Heather Panella could not attend this meeting but provided a Director's Report which shared the upcoming general highlights including programming and community engagement. She reviewed the upcoming Love Your Library Month for September 2026 and noted that it is one of the library's largest annual fundraising campaigns. Her report detailed provided details on year / year visits, circulation and other metrics of the library's involvement and impact within our community.

Old Business

Update on ADA Compliance for Accessibility Button for MTPL Entrance

Barb Nolfi reported that there was an issue with the ADA compliance for the Library's front door. She stated that she will be meeting with the MTMA at their regular meeting tomorrow on July 15, 2026 and will table her report until the next Board meeting.

Committee Reports

Finance Committee:

Patty Zusinas stated there was nothing additional to report.

Fundraising Committee:

Deanne Heller reported upcoming events and opportunities. Love Your Library Campaign is a Social Boost Opportunity. Through CLP's CALS program, all county libraries are eligible to receive reimbursement for any social media ads placed during the month of September. Deanne Heller will work with Heather Panella to take advantage of this opportunity.

Heather Panella has several fundraising events for Love Your Library month in September including 30 days of raffles, a direct appeal, and a Stump the Librarian Trivia event. Many sponsorship solicitations have been sent to local businesses asking for support of the Trivia event. Deanne Heller will send all board members a sponsorship package to pass on to their networks. Fundraising Volunteer, Deanne Heller met with Dom Bell (in the audience tonight) to discuss his interest in volunteering. He will be researching possible foundation grant opportunities and will present his findings to Deanne Heller and Heather Panella. Deanne stated that the Small Games of Chance License is where the State law requires all nonprofits hosting gambling activities to obtain their Small Games of Chance license through their

respective county governments. Gambling includes basket raffles and 50/50 raffles. The library depends on the revenue raised through these activities (30 days of baskets in September!) so it is imperative that the required board members supply the required information so that the license may be received in time.

Personnel Committee: No report

Strategic Planning Committee:

Rochelle Satchel stated that she is planning a meeting for July 28th or 30th. She will confirm and asks that all members come with ideas.

Governance and Bylaws Committee:

The committee met on June 17 (attendees include Deanne Heller, Michele DeWitt, Patty Zusinas, Kathy Woodruff, Veronica White, and Leah McKee) and on June 25 (Attendees include: Deanne Heller, Michele DeWitt and Patty Zusinas) to review and revise the Library's bylaws. The committee made extensive revisions and consulted attorney Sal Bittner on two items: the Indemnification section and the possibility of a Dissolution clause (specifically whether one was needed and what vote would be needed to dissolve). He said it wasn't a requirement because PA has laws around nonprofit dissolution. However, he suggested a 5/7 vote to dissolve.

Deanne Heller stated that the expectation is to send drafts to the Board in July and during the August meeting, hold discussions and make revisions prior to submitting them to the attorney. Bylaws are planned to be finalized at the September meeting.

Deanne Heller reminded the Board of training information about the PA Library Staff Academy which was sent to Trustees on June 16, 2026. She added that the committee will continue to work on a charter template for all committees to use as well as start an in depth review of our existing policies.

Building Committee:

Nothing additional to her earlier report

New Business

Discussion: Public Comment Policy as Applied to Committee Meetings

Michele DeWitt raised the question that given the situation that members of the public are now part of various committees, their involvement should be consistent with Board meetings and public comments / input be held to a timeframe. She added that controversial / differing opinions could be raised and potentially distract from the committee's agenda.

Luanne Vitale stated that we are looking for public help and support and meetings should be professional and led by the committee chair, and at this time didn't feel there was a need to add rules on public participation. The Board agreed to re-visit if / when the need would arise.

Discussion: 2027 Draft Budget

Rochelle Stachel indicated that we would table the discussion with no action taken on the 2027 draft budget until Heather Panella can attend the meeting in August.

Rochelle Stachel asked if there was any additional New Business, to be raised. Hearing none, the board meeting of the Moon Township Public Library meeting was adjourned.

Submitted by,
Luanne Vitale, Acting Secretary,
Moon Township Library Board of Trustees



06.2026 Moon
Forecast Report.pdf



06.2026 Moon
Financial Reporting



06.2026 Moon Bills
analysis report.pdf



06.2026 Moon
General Ledger repc

MOON TOWNSHIP LIBRARY FRIENDS REPORT TO THE BOARD OF TRUSTEES

JULY 14, 2026

Current planned events:

Summer Reading Club Celebration	Saturday, August 1 11 AM – 1 PM Free lunch and Reading Party	LIBRARY EVENT and Friends help with this event
Wizarding Festival in Moon Park	Saturday, Sept. 12 4:00-8:45 PM	Friends host a booth
Moon Library "Are you smarter than The Librarians?" Trivia Game Night	Saturday, Sept. 19 Food, prizes, DJ, game night	Hopewell Fire Hall Library's Event Friends help
MASD Homecoming	Thursday, Sept. 24 5:30-8:00 PM	Friends host a booth at MASD
Library Book Sale	Set up Sept. 24 Sale is Sept 25/26	LIBRARY'S EVENT Friends help
Spooktacular inside Robert Morris	Wednesday, Oct. 21 5:00-8:30 PM	Friends Host a booth
Meet the Authors	Sunday, Nov. 8 2:00-4:00 PM Municipal Building	FRIENDS EVENT AND FUNDRAISER
Moon Lights Holiday Festival (tree)	Saturday, Dec. 5 from 5:00-7:30 PM Decorate tree sometime in Nov.	Friends Host a decorated tree

SUMMER READING CELEBRATION - Last year, the Friends spent about \$750 on providing a free lunch to over 500 people. There were hot dogs, drinks, chips, Eat n Park cookies. Inviting the community to have tables. We will have a DJ Dance Party and several mascots with photo opportunities. We were given \$450 from Clearview last year, and the Library provided goodie bags. We had groups set up information tables. The event will be on Saturday, August 1st from 11 AM to 1 PM. We do expect a packed house and would like as many Friends to volunteer to help as possible. This is GREAT PR for the Library and the Friends!

The Library/Friends will ask the following community groups to participate with a table:
(Friends can suggest additional organizations):

Moon Garden Club, Boy and Girl Scouts, Parks and Recreation, Pre-schools, School Board and Supervisors, YMCA, Robert Morris, Art League, State Representatives, Hollow Oak, Kips, Bake House, West Air Com, Jenny Lee, County Council, Library Trustees, Hygge Psych (Azy), Chic-Fil-A, Clearview Rotary, Laughlin Center, Brighton Hot Dog Shoppe, Giant Eagle Tapestry, Senior Connection, Moon Fire Department, Moon Police Department, West Air Comm, Goddard, Care Patrol Pgh, Champion K9, Hope Grows, Ivy Rehab, etc.

NEXT FRIENDS MEETING IS TUESDAY, JULY 21st at 6 PM in the SKYROOM at LIBRARY.

Proposal: Part-Time Development & Community Engagement Coordinator

Presented to the Library Trustees: JULY 14, 2026

Concise Takeaway

I propose that the Board consider adding a **part-time Development & Community Engagement Coordinator** to next year's budget, funded for the first year through our reserve. This role would strengthen long-term fundraising capacity, deepen community relationships, and help secure the financial future of the Library.

Purpose of the Position

The Library's current fundraising efforts—while earnest and creative—are limited by staff capacity. A dedicated part-time fundraiser would:

- Build sustainable philanthropic support
- Cultivate donor relationships and community partnerships
- Develop annual giving strategies, grant opportunities, and stewardship plans
- Support special campaigns and Friends initiatives
- Increase visibility and engagement with patrons, local businesses, and civic groups

By framing the role as a **Development & Community Engagement Coordinator**, we emphasize that this is not just about raising money—it's about strengthening long-term community investment in the Library.

Proposed Structure

- **Hours:** 20–25 hours per week
- **Compensation:** \$25–\$30 per hour, depending on experience
- **Annual Cost Estimate:**
 - At \$25/hour × 20 hours/week → approx. **\$26,000 salary**
 - With payroll taxes/expenses → approx. **\$29,000 total cost**
- **Funding Plan:**
 - **Year 1:** Paid from Library reserve
 - **Year 2 onward:** Incorporated into the operating budget

This approach allows us to pilot the role without immediately increasing the tax-based budget.

Process for Moving Forward

1. **Board Discussion Tonight**
 - I am asking the Trustees to consider the concept and authorize moving it forward for review.
2. **Personnel Committee Review**
 - The Personnel Committee (Mary Jo, Deanne, and Luanne) would draft:
 - A formal job description
 - Required qualifications
 - Recommended pay range
 - Reporting structure
 - Evaluation metrics

3. **Board Approval**

- The finalized job description and compensation package would return to the full Board for approval.

4. **Recruitment Strategy**

- Once approved, we could begin with a **community-based outreach effort**, including:
 - An email blast to patrons and Friends
 - Outreach to retired fundraisers, nonprofit professionals, or development staff who may be interested in part-time or pro bono work
 - Posting on local volunteer boards, community groups, and library networks

This low-cost recruitment approach aligns with our budget-conscious goals.

Rationale for Acting Now

- Fundraising has become increasingly essential for libraries facing rising costs and flat public funding.
- A part-time development professional can generate returns that exceed their cost through grants, sponsorships, donor cultivation, and planned giving.
- Building relationships takes time; starting now positions us well for future capital needs, strategic initiatives, and long-term sustainability.
- This role supports—not replaces—existing staff and Friends efforts, providing structure and continuity.

Requested Action

I am asking the Trustees to:

1. **Discuss and consider the creation of a part-time Development & Community Engagement Coordinator position.**
2. **Authorize the Personnel Committee to draft a job description and compensation recommendation.**
3. **Agree in principle to fund the first year from reserve and include the position in next year's operating budget.**