MOON TOWNSHIP
PUBLIC LIBRARY

Moon Township Public Library Board of Trustees Meeting

August 11, 2026

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

In attendance

- Rochelle Stachel – President
- Mary Jo Wise – Secretary
- Patricia Zusinas – Treasurer
- Barb Nolfi – Assistant Treasurer
- Deanne Heller – Board of Trustees Member
- Luanne Vitale – Board of Trustees member (left meeting at 7:45 pm)
- Heather Panella – Director, Moon Township Public Library

Absent from Meeting

- Michele DeWitt – Vice President

Mary Jo Wise, Secretary, confirmed quorum; meeting was called to order at 6:01 pm.

Approval of Previous Meeting Minutes

- **July Meeting Minutes**
  - Corrections: Barb Nolfi did not attend MTMA meeting because of procedural issues. Bylaws first draft and timeline should be attached or linked to meeting minutes.

  Motion to approve July meeting minutes by Barb Nolfi, seconded by Mary Jo Wise. The motion carried unanimously, with all Trustees present voting in favor.

Public Comments

- Joe Kranyak, Moon Township Resident
  - Complimented Trustees on hiring an attorney, shows that Trustees are taking fiduciary responsibility seriously. Joe also commented on the cost of the attorney being basically pro bono, very reasonable cost. He recommended that Trustees should consult the attorney, for a legal opinion on whether committees fall under Sunshine Act laws.

Monthly Reports

- **President's Report** – Rochelle Stachel, President, reported that a lot of good things are happening and thanked members of the Governance and Bylaws Committee, Building Committee and Personnel Committee for time and effort. There has been productive work at the committee level.
    - Rochelle Stachel recognized and thanked Heather and team for their efforts and programming throughout the Summer, as well as Heather's participation in committee work.
    - Rochelle Stachel thanked the Friends Group for their time and energy supporting the library.
    - Heather Panella, Library Director, will be presenting to the Chamber of Commerce on August 12 so local businesses can hear about the Library.
    - Rochelle Stachel encouraged everyone to visit the Library and Friends websites to learn about events and activities, as well as ways to become involved.
    - Rochelle Stachel thanked everyone who participated in strategic planning meetings on July 3 and August 6. The purpose is not only to produce a strategic plan document, but to establish clear direction for library and identify priorities that will best position it to serve Moon Township in the future.
- **Treasurer's Report** – Patty Zusinas, Treasurer, reported that the Library remains in excellent financial shape half way through 2026.
    - Cash and Investments: $1.1M
    - Net Assets: $1.1M
    - YTD Surplus: $50,654
    - Liabilities: Very low at $10,218
    - Revenue: $309,245 (slightly above budget)
    - Expenses: $264,156 (slightly under budget)
    - Personnel costs are right on track.
    - Key strengths include government funding arriving exactly as expected; strong cash reserves; marketing is helping to boost donations; earned revenue is outperforming expectations; received state aid; and RAD payments, Township Q2 funding, table gaming revenue is all on track.
    - Areas to watch include: fundraising revenue low now but expected to increase in the fall (with September Love Your Library campaign and Stump the Librarians event; operations and office costs slightly elevated (insurance and supplies); marketing slightly over, but effective.
    - Overall budget strength is not concerning.
    - Project year end surplus is about $18,863.
    - The bottom line is that the Library is financially strong, ahead on revenue, under expenses and well-positioned for the second half of the year.

- Additional comment: Patty read a written statement regarding emails that she received from the Board President and other board members regarding the part-time fundraiser proposal that she presented during the July meeting. Patty asked if any members of the Board have any concerns about her, to send emails to the full board or to offer a courtesy call to her. Inaccurate emails have to stop. The full statement is attached.

- **Director's Report**
  - Rochelle Stachel suggested meeting with Chamber of Commerce Military Relations Committee. Heather Panella is happy to do so. Rochelle will send Heather a schedule of meetings.
  - At the Chamber meeting on August 12, Heather Panella will give overview of library, solicit feedback and bring a leave behind. There is a QR code to a business survey on that flyer/leave behind.
  - Love Your Library month is coming up in September where all donations will be partially matched by the Jack Buncher Foundation. Last year, the library raised more than $11,000 and this year the goal is to raise 10% more. Many activities are scheduled including the annual fall book sale, 30 Days of Giveaway auction baskets, Stump the Libraries Trivia Challenge event, coffee trucks and other activities.
  - Moon Township Municipal Authority (MTMA) sent out the annual Library appeal letters for donations with their water bills this month. Over 11,000 households were included in this mailing.
  - Summer Reading Wrap Up Party was a success: 20 community partners, 300-400 participants, Friends sponsored a free community lunch. Clearview Credit Union and West AirComm sponsored with a Financial Donation, Eat N Park gave 20 dozen cookies.
  - 2027 draft budget was distributed to Trustees via email on June 11, 2026. The budget assumes at 3% increase requested from the Township, roughly $6,000 more.

Motion to accept 2027 draft budget by Patty Zusinas with a second from Luanne Vitale
The Township will receive the 2027 budget, minus individual salaries. The motion carried unanimously, with all Trustees present voting in favor.

  - Full Director's Report is attached.

Old Business – None

Committee Reports

- Finance Committee – Nothing additional to report.
- Fundraising Committee
  - August is Make-A-Will Month – Deanne Heller provided Heather Panella with messaging to promote Make A-Will month through email, web, and social media to encourage people to consider the Library as a beneficiary when they are creating

their wills. This kind of messaging is also for awareness so individuals continue to hear that the library relies on donations.
    - Love Your Library Month - LYL is in September. This is a county-wide matching gift initiative sponsored by the Jack Buncher Foundation. All gifts to any county library will be partially matched so it is a great time to donate and make the impact of your gift reach further.
    - Sponsor Packets for Trivia Night Fundraiser – Deanne Heller sent sponsor packets to all board members to share out with their networks. Trustees requested flyers and information to post on social media.
- Personnel Committee
    - Mary Jo Wise, Committee Chair, reported that the committee met on August 4 to review preliminary draft of a development position. Deanne Heller volunteered to rewrite position description. There was discussion of hiring an individual beginning of 2027. In addition, the committee reviewed their charter.
- Strategic Plan Committee
    - Rochelle Stachel, Committee Chair, reported that there were two meetings (July 30 and Aug 6) to establish the foundation for the strategic plan. During the initial meeting, the committee reviewed the SWOT, community survey, trends and concept of mission and vision statement, and the idea that priorities should guide the next phase of strategic planning process.
    - Key objective is to define three strategic priorities.
    - Committee is also determining whether outside expertise is needed.
    - At August 6 meeting, committee discussed mission and vision statement.
      Proposed Mission Statement: The Moon Township Public Library provides free access to knowledge, resources, and experiences that empower lifelong learning and support intellectual freedom for all.
      Proposed Vision Statement: The Moon Township Public Library vision is to be the community's trusted destination for learning, connection, innovation and opportunity.
    - Next meeting: September 22, 2026

Motion to accept the proposed mission statement by Deanne Heller with a second from Patty Zusinas

The motion carried unanimously, with Trustees present voting in favor.

Motion to accept proposed vision statement by Barb Nolfi with a second from Deanne Heller

The motion carried unanimously, with Trustees present voting in favor.

- Governance and Bylaws Committee
    - The Governance and Bylaws Committee received suggestions for the draft bylaws. The Trustees used this time as a work session to review each suggestion line by line to finalize the draft.

    - Deanne Heller will compile the changes agreed upon and email them to Trustees for any final feedback.
    - Next item after bylaws will be conflict of interest, confidentiality statement, and other policies.
- Building Committee
    - No formal report from Barb Nolfi, Committee Chair, because committee hasn't met. However, Barb Nolfi reported the MTMA approved radon testing for ADA door; next step is that the Township will be taking bids and there is still discussion among them who will pay for it. Water Company does not want to close the building so testing will probably be scheduled around the Labor Day holiday. The Township will manage testing because they have the grant.

New Business

- Mary Jo Wise submitted her resignation of Secretary position to the Trustees.
  Motion to accept the resignation as Secretary from Mary Jo Wise by Barb Nolfi with a second from Patty Zusinas
  The motion carried unanimously, with Trustees present voting in favor.
  Luanne Vitale volunteered to be Secretary and Deanne Heller nominated herself as Secretary with a second from Patty Zusinas.
  It was determined that Luanne Vitale was unable to serve as Secretary so the Trustees unanimously voted in favor of appointing Deanne Heller as Secretary.

MTPL Friends Report – Report attached.

Next Meeting – Discussion occurred about changing the meeting date due to some planned absences. It was decided to keep it on September 8, 2026 since there will still be a quorum and no other date could be agreed upon.

Adjournment
Motion to adjourn the meeting by Barb Nolfi with a second by Rochelle Stachel.
The motion carried unanimously, with all trustees present voting in favor, and the meeting was adjourned at 8:05.

Respectfully submitted on behalf of Mary Jo Wise, Secretary, by Deanne Heller

I would like to set the record straight regarding concerns raised by the President and other Board members in a recent email I received. This stemmed from my proposal at the last meeting for a part time fundraiser. **If OTHER Board members have a concern about me or my actions, I would appreciate you coming and talking to me directly.** I want to be clear that my proposal for a Part time fundraiser was made strictly in my capacity as a Library Trustee and Treasurer. I had no pre-conceived intentions, nor was I acting on behalf of the Friends. My goal was simply to promote timely progress on an important matter rather than wait until 2028 for it to be revisited.

I need to clarify one additional point directly: I do not know the young man who attended the last meeting who volunteered to help with research, nor was his arrival connected in any way to my proposal. His decision to volunteer was entirely his own, and I had no prior contact or coordination with him. I did not promise him a job or consideration for this position. My intention in presenting the proposal was solely to support the library's fundraising needs and as Treasurer, this area is absolutely in dire need of addressing.

Another point made in the email was that that I am not a member of the Personnel Committee and went outside of my scope as a Trustee. The meeting included four Trustees who do serve on that committee. Given that context, it seemed like an appropriate and efficient moment to float a preliminary idea for consideration. My intention was not to **direct committee work**, but to contribute constructively to Board discussions and long-term planning. Trustees can and should **bring new ideas** to the board for discussion in an open and engaging environment.

I also want to note that I have made multiple attempts to communicate—through phone calls and emails—but have never received responses. I have tried to set up a Finance Committee meeting several times and have never received emails back with meeting availability. When traditional channels are unsuccessful, raising a topic during a meeting attended by relevant committee members felt like the most practical way to ensure the idea was at least acknowledged.

I remain committed to maintaining the distinction between my roles, upholding confidentiality, and supporting strong governance. **These disingenuous emails have to stop.** I have only been on the board since March so if little has been accomplished in the last 6 months, it is not because of me. Multiple trustees have resigned earlier this year and others chose not to return – clear signs of longstanding dysfunction. **I am staying on this board** – with no conflict of interest -- because the library deserves and will always receive **MY total** commitment.

If OTHER Board members have concerns, communication should then go directly to the entire board. Open communication **IS** effective leadership. These emails do not create an atmosphere of cooperation but rather a chilling effect. I agree that we need to work together, be constructive and mission focused. We need to be here solely to support the staff, serve the community and strengthen the library. I hope that I have everyone's commitment on that mission. You will always have mine.

MONTHLY REPORT

AUGUST 2026

PREPARED BY:
Heather Panella, Director

MOON TOWNSHIP
PUBLIC LIBRARY

Upcoming General Highlights

Love Your Library Month — September 2026

- Annual Appeal mailers will be distributed throughout August, September, and October with help from MTMA
  - We send out approximately 12,000 appeals to local households
  - Historically, MTPL earns between $4,000-$6,000 per year
- The Annual Fall Book Sale will take place the third week of September.
  - Set up on September 24
  - Sale is September 25, 26
  - Sign Up Genius link will be sent to the Board and Friends for assistance with set up and clean up
  - Sale is staffed by employees
- Our 30 Days of Giveaways fundraiser will once again feature daily prize drawings donated by local businesses.
  - Raffle tickets go on sale September 1st
  - The past two years this fundraiser has earned $2,500-$3,000
- Stump the Librarians Trivia Challenge, an evening of friendly competition designed to raise funds while showcasing the fun side of the library.
  - Sponsorship and donor outreach inquiries have been sent to area businesses and community partners
  - If board members have sponsors/donors they'd like contacted, please let me know
  - Assistance will be needed for set up and clean up of the event at Hopewell Fire Hall on Saturday, September 19
- MTPL will host a variety of coffee trucks each Monday in September during the hours of Mother Goose on the Loose and we will earn a predetermined percentage of funds from the sales
- Arranging custom book lover shirts to be sold throughout the month with a certain percentage of sales returned to the Library
- 2025 was MPTL's most successful LYL campaign in the past 6 years totaling around $11,000 in eligible matching funds
  - 2026 goal is to increase this by 10%

Reminder: 2027 Budget Planning

- A draft budget was distributed to Trustees via email on June 11, 2026
- A review of year-to-date financial performance, anticipated expenses, projected revenues, and strategic priorities was used to prepare the draft operating budget.
- Revenue projections for Township support, State Aid, RAD funding, Table Games appropriations, and other funding sources remain planning estimates until official allocations are announced later in the budget cycle.
- The draft budget will be sent to the Township in August for review well in advance of their annual budget hearings
- NOTE CONCERNING APPENDIX A IN THE DRAFT BUDGET:
  - Appendix A has been included to demonstrate one potential approach for supporting future Strategic Plan initiatives through reserve funding. At this stage, it is intended only as a planning illustration and discussion tool.
  - The projects, timelines, and funding amounts shown are not recommendations for immediate implementation and are not part of the proposed 2027 operating budget.
  - Any future use of reserve funds would be considered separately by the Board as strategic priorities are identified and approved throughout/later in the process.

July 2026 at MTPL

- Library visits increased 17%compared to July 2025, showing continued strong community engagement and sustained use of library spaces, collections, and Summer Reading activities.
- Circulation rose to 3% demonstrating demand for library materials during one of the busiest months of the year.
- Program participation remained strong, with attendance reaching 3,327 (+19%) while the library offered 55 programs (+12%), highlighting continued enthusiasm for educational and recreational programming throughout the summer.
- Reference questions increased 3%, reflecting patrons' continued reliance on library staff for research assistance, reader's advisory, technology support, and information services.

	Jul 2026	Jul 2025
Visits	**13,900**	**11,915**
Circulation	**22,848**	**22,082**
Program Attendance	**3,327**	**2,798**
Programs Offered	**55**	**49**
New Library Cards	**100**	**113**
Reference Questions Answered	**1,444**	**1,408**
Funds Raised	**$1,819**	**$1,807**

July showcased another successful month for MTPL, with strong growth in visits, program participation, and community engagement. Continued high circulation, steady fundraising, and increased use of library services underscore the library's vital role as a destination for learning, literacy, and connection throughout the summer season.

Programs & Community Impact Highlight



Moon Township Public Library concluded Summer Reading 2026 with a joyful Summer Reading Wrap-Up Celebration, held in partnership with the Friends of the Moon Township Public Library. Nearly 300 community members of all ages gathered to celebrate a summer of reading, learning, and community connection.

The event featured 20 community partner organizations, giving families the opportunity to discover local resources while enjoying interactive activities, games, crafts, and hands-on experiences. Guests also enjoyed a complimentary hot dog lunch made possible through the generous support of the Friends of the Moon Township Public Library, West Air Comm, and Eat'n Park.

The celebration was filled with energy as DJ Whiteclaw kept the crowd moving with live music, while special appearances by Daniel Tiger and Bluey delighted children and families, reinforcing the joy of books, reading, and public libraries.

Events like the Summer Reading Wrap-Up Celebration demonstrate the library's commitment to building community through collaboration. By bringing together local organizations, volunteers, sponsors, and families, MTPL continues to create meaningful opportunities that extend beyond traditional library services while fostering literacy, lifelong learning, and a strong sense of community.

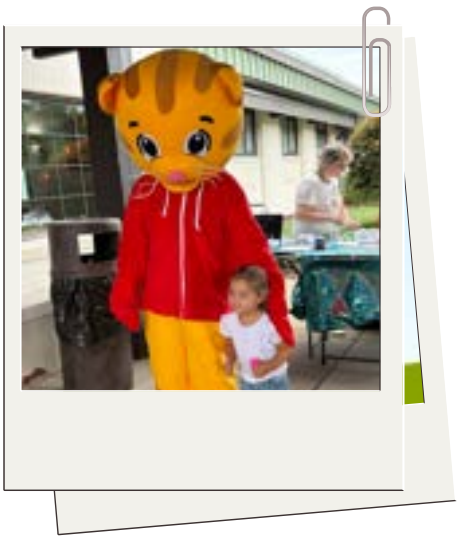
Library Director's Note

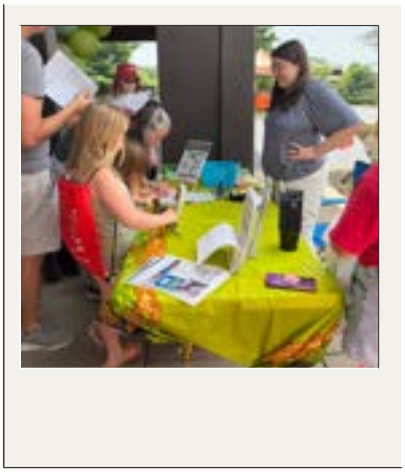
July always marks an important transition for Moon Township Public Library. As another successful Summer Reading season comes to a close, we take time to reflect on the many families, children, teens, and adults who chose to spend part of their summer learning, exploring, and connecting with one another through the library. It has been a season filled with curiosity, creativity, and community, and we are grateful to everyone who helped make it such a success.

While summer programming begins to wind down, the library is already looking ahead to the opportunities that fall brings. Behind the scenes, staff are preparing for Love Your Library Month, developing the 2027 operating budget, and planning programs, collections, and services that will continue to meet the evolving needs of our community. These efforts are guided not only by our mission, but also by the valuable feedback shared through this year's Community Responsiveness Survey and the ongoing support of our Board of Trustees and community partners.

September's Love Your Library Month is one of the most meaningful times of the year for MTPL. Beyond fundraising, it serves as an opportunity to celebrate the role public libraries play in strengthening communities through literacy, lifelong learning, and equitable access to information. Every donation, volunteer hour, sponsorship, and act of advocacy helps ensure that our library remains a welcoming place where everyone has the opportunity to learn, discover, and belong.

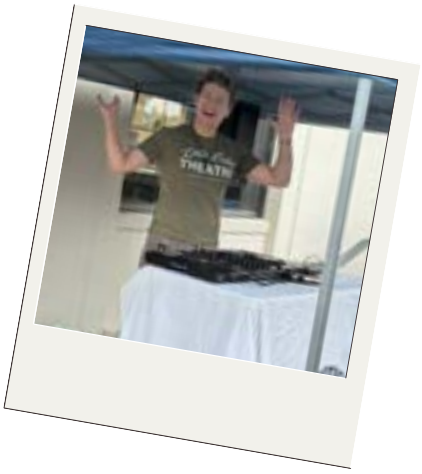
Thank you to our Board of Trustees, Friends of the Library, Township partners, volunteers, donors, and the many residents who continue to champion the work of Moon Township Public Library. Your continued support allows us to look confidently toward the future as we begin another exciting season of serving our community.











MOON TOWNSHIP LIBRARY FRIENDS REPORT TO THE BOARD OF TRUSTEES

AUGUST 11, 2026

Current planned events:

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 – This year, the Friends spent about $800 on providing a free lunch to over 300 people. There were hot dogs, drinks, water & chips, Eat n Park donated 20 dozen cookies. West Air Com Credit Union donated $200. We will have a DJ Dance Party and several mascots with photo opportunities. We were given $500 from Clearview this year, and the Library provided goodie bags. We had groups set up information tables. The event was held on Saturday, August 1st from 11 AM to 1 PM.

NEXT FRIENDS MEETING IS TUESDAY, AUGUST 18st at 6 PM in the SKYROOM at LIBRARY.