MOON TOWNSHIP
PUBLIC LIBRARY

Moon Township Public Library Board of Trustees Meeting

September 15, 2026 (Rescheduled from September 8, 2026)
Township of Moon Municipal Building, 1000 Beaver Grade Road, Moon Township, PA 15108

In attendance

- Michele DeWitt – Vice President
- Patricia Zusinas – Treasurer (Attended virtually)
- Deanne Heller – Secretary
- Barb Nolfi – Assistant Treasurer
- Heather Panella – Director, Moon Township Public Library

Absent from Meeting

- Rochelle Stachel – President
- Luanne Vitale – Board of Trustees member
- Mary Jo Wise – Board of Trustees member

Deanne Heller, Secretary, confirmed quorum; meeting was called to order at 6:21 pm by Michele DeWitt, Vice President

Public Comments
There were no public comments.

Approval of Previous Meeting Minutes

- **June Meeting Minutes** – Due to the timing of the distribution, Trustees did not have sufficient opportunity to review the minutes prior to the meeting. Patty Zusinas spoke about including a transcript of Rochelle Stachel's comments. Currently, a written statement is included, but the transcript of what was said shows differences. When a written statement is read into the Official Minutes, the statement submitted should be the same as what was actually read. Deanne Heller will confirm previous requested changes, make any updates, and submit them to Trustees before the October meeting.

- **August Meeting Minutes** – August meeting minutes were not submitted for review from the previous secretary and will be added to the agenda for the October meeting.

Monthly Reports

- **President's Report** – none
- **Treasurer's Report** – Patty Zusinas, Treasurer, reported that the Library continues to be in a strong, stable financial position.
  - Year-to-date revenue totals $327,216, with expenses at $317,733, resulting in a positive net change of approximately $14,000. Both revenue and expenses are performing favorably against the approved budget, with revenue slightly ahead of projections and expenses roughly $4,000 under budget.
  - The Library maintains approximately $1.07 million in cash and investments, and liabilities remain minimal, reflecting a solid balance sheet position. Current forecasts project a positive year-end result of about $16,000, supported by steady operating performance and continued stability across major funding sources.
  - Individual giving, Friends' support, and earned revenue continue to perform well. Government funding remains on schedule. Some collection and programming lines show higher early-year spending, but overall expenses remain below budget.
  - At this time, there are no significant financial concerns, and the Library is expected to conclude 2026 in a healthy financial position.
  - Patty Zusinas reported that she contacted previous board members to gain organizational history on financial accounts. In addition, she contacted Wells Fargo and another local accounting firm to explore financial investment services. Barb Nolfi requested that Patty ask any possible firms for a reduced rate since the Library is a nonprofit organization.
  - Full report is attached.

  Motion to accept Treasurer's Report by Barb Nolfi with a second by Deanne Heller
  The motion carried unanimously, with all trustees present voting in favor.

- **Director's Report**
  - Heather Panella, Library Director, presented at the Moon Township Supervisor public meeting on September 4. Patty complimented Heather's presentation.
  - Summer was a particularly busy time at the Library and showed continued growth in program participation and library use. There were:
    - 62,441 Library visits
    - 84,255 borrowed items
    - 126+ programs offered
    - 7,000 program participants
    - 200+ new library cards issued
    - 3,000 reference questions answered

- The Library has increased activity in every tracked statistic, outperforms other area libraries, and has an increased number of visitors from outside of Moon Township.
- Summer Reading was a success with 337 participating readers who tracked 292,704 minutes of reading.
- Heather shared information about E-Rate funding issues. E-Rate is a federal program that helps schools and libraries afford broadband and network infrastructure for reliable internet access. The FCC is considering significant cuts to this program which would affect the Moon Library. Without E-Rate, the Library would incur an additional cost of $7,230 each year. Board members and library supporters are encouraged to advocate to the FCC and legislators to keep the E-Rate. More information may be found here: https://www.shlb.org/save-our-e-rate
- Stump the Librarian Trivia Night Fundraiser may be cancelled due to lack of participating teams. Seven teams have registered and ten are required to have a minimally successful event.
- Other Love Your Library fundraising is going well and includes: an annual appeal, Red Heart Fundraiser, 30 Days of Baskets and raffle, book sale, and coffee trucks.
- Barb Nolfi raised a question about revenue and the return of items after the Library has become fine free. Heather reported that there is a process in place to encourage returns and there hasn't been a loss in items. She also reports that the lack of fines does not have a significant impact on the Library's budget.
- Jeff Kinney, author of the *DIary of a WImpy Kid* series will appear at Moon HS in partnership with the Moon Township Public LIbrary, the Sewickley Public Library and Penguin Bookstore.
- Full Director's Report is attached.

Old Business - None

Committee Reports

- Finance Committee – Nothing additional to report.
- Fundraising Committee
  - Deanne Heller, committee chair, reported on upcoming activities including a board thank a thon in October, Giving Tuesday plans, a major gift appeal, and a possible year-end holiday fundraising event.
  - Deanne presented the Trustees with a Board Giving Campaign during Love Your Library month. All board members are encouraged to make a financial contribution to the Library this month. Results will be reported in October.
  - Full report is attached.
- Personnel Committee
  - No report from the chair.
  - Deanne Heller, committee member, shared that she reviewed the draft job description for a potential part-time fundraiser and suggested edits to Mary Jo Wise, committee chair.

    - There is some confusion as to whether Barb Nolfi is sitting on the committee which would take the committee to four Trustees, constituting a quorum. Michele DeWitt will follow up with Mary Jo to resolve membership issues.
- Strategic Plan Committee
    - Michele DeWitt, committee member, reported that work continues but there is nothing to share at this time.
    - Next meeting is September 22 at 5:30 pm in the office of Rochelle Stachel.
- Governance and Bylaws Committee
    - Deanne Heller, committee chair, reported that 3 comments on the draft bylaws have been received. They include inclusion of a dissolution clause, how to best state voting thresholds (actual number vs percentage), and a small typo due to a track change formatting issue. These items will be discussed at the October meeting when the full board is in attendance.
    - Michele DeWitt shared that Rochelle has several items of feedback as well.
- Building Committee
    - ADA Door: Barb Nolfi, committee chair, reported that Heather has met with contractors, got bids and forwarded them to the Township. Supervisors have approved the radon testing, but it has not occurred. Barb believes that the Township wants to handle all matters relating to the door as they are the entity which received the grant. $15,000 is available to spend which includes the grant money and funds previously approved by Library Trustees. A single door is in the range of $4,000-$5,000. Radon testing is around $1,200.
    - Patty Zusinas raised the question as to whether the Building Committee has developed a strategy to meet with the MTMA to discuss the lease situation. Barb reported that the committee has not met with their board, and Michele stated that facilities will be part of the strategic plan and we can't move forward until the strategic plan is completed and in place. In addition, the Building Committee should clarify whether the proposed rental amounts given by the MTMA in 2021 hold today. Barb mentioned that in 2024 the Board of Trustees discussed going under the umbrella of the Township and we need to make progress.

New Business - None

Additional Comment - Deanne Heller respectfully requested that the Trustees do not reschedule future meetings as it cost $300 to publicly notice this meeting change.

MTPL Friends Report - Patty Zusinas shared that the Wizarding Fest on Saturday, September 12 was cancelled because of weather. She also provided a list of upcoming fundraisers that the Friends are hosting. Full report is attached.

Adjournment

Motion to adjourn the meeting by Barb Nolfi with a second by Michele DeWitt.

The motion carried unanimously, with all trustees present voting in favor, and the meeting was adjourned at 7:38 pm.

Respectfully submitted,

Deanne Heller, Secretary, Moon Township Library Board of Trustees

Moon Township Public Library

SUMMER QUARTER
JUN-AUG 2026



QUARTERLY OVERVIEW

- Strong community engagement across programs, collections, and services
- Continued growth in program participation and library use
- Successful literacy initiatives and community partnerships
- Preparation underway for Fall & Winter 2026

BY THE NUMBERS



62,441 LIBRARY VISITS



84,255 ITEMS BORROWED



126+ PROGRAMS OFFERED



7,000+ PROGRAM PARTICIPANTS



200+ NEW LIBRARY CARDS



3,000+ REFERENCE QUESTIONS ANSWERED

AUGUST 2026 AT MTPL

	Aug 2025	Aug 2026
Visits	**9,418**	**10,100**
Circulation	**21,257**	**21,255**
Program Attendance	**2,700**	**2,804**
Programs Offered	**40**	**42**
New Library Cards	**90**	**93**
Reference Questions	**1,357**	**1,708**
Funds Raised	**$1,435**	**$1,544**

August closed out a strong summer season at MTPL, with growth in visits, programming, new library cards, reference services, and fundraising while circulation remained steady at more than 21,000 items.

KEY HIGHLIGHTS FROM AUGUST 2026



- Library visits increased 7% compared to August 2025, reflecting continued strong community use of library spaces, collections, and services as the summer season came to a close.



- Circulation remained exceptionally steady from last year, demonstrating sustained demand for library materials and continued strong borrowing activity.



- Program participation increased 4% while the library programming for the month increased by 5%, highlighting continued engagement in library programming across all age groups.



- New library card registrations rose 3%, reflecting continued growth in community reach and connection to library services.



- Reference questions were up by 26% representing one of the month's strongest areas of growth and demonstrating patrons' continued reliance on staff expertise, reader's advisory, technology assistance, and information services.



- Fundraising increased just over 8%, providing a strong transition into September's Love Your Library Month and the library's largest annual fundraising season.

SUMMER READING 2026



SUMMER READING 2026

PAPER & PENCIL TRACKING



Classic reading logs helped readers set goals, track their progress, and celebrate every minute read!

READERZONE APP



Our online platform made it easy and fun to log reading, earn badges, and track achievements.

IN-PERSON PROGRAMS



Storytimes, performances, STEAM activities, and special events inspired curiosity, creativity, and a love of reading.

WEEKLY CHALLENGES



Fun weekly challenges kept readers motivated and encouraged consistent reading all summer long.

PASSIVE PROGRAMS



Take & Make kits, activity sheets, scavenger hunts, and more gave readers flexible ways to participate.

SUMMER READING WRAP UP PARTY











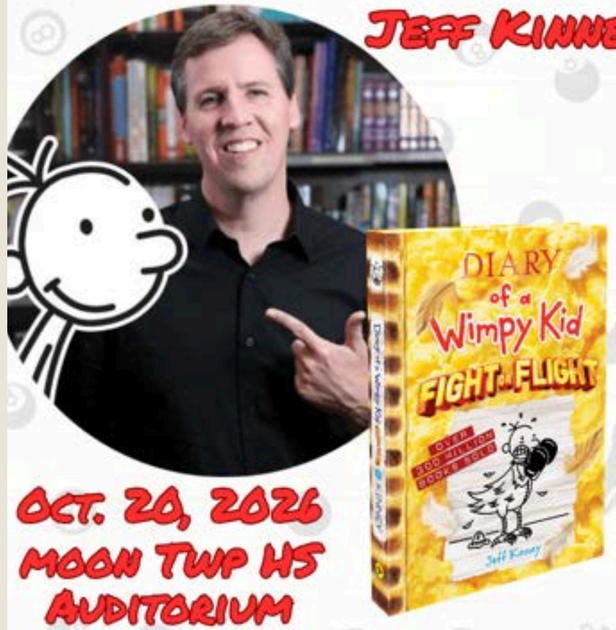
LOOKING AHEAD: PROGRAM HIGHLIGHTS

Remembering 9/11: A FIRST RESPONDER'S ACCOUNT
September 22, 6 PM



Join 9/11 first responder Tim Bendig as he shares his firsthand experiences at Ground Zero and honors the lives affected and the heroes who served. This presentation goes beyond history books and news reports to bring audiences an honest look at the search and rescue missions, the sacrifices made by all that day, lessons in leadership, courage, and resilience, and a message of hope and service.

JEFF KINNEY'S COMING TO MOON TWP!



OCT. 20, 2026
MOON TWP HS AUDITORIUM

Guess who's coming to Moon Township...Jeff Kinney! AND on the publishing day of his newest Wimpy Kid release! October 20th @ 6:00 PM @ Moon Area High School! Hosted by Penguin Bookshop of Sewickley where tickets can be purchased!

E-RATE FUNDING: FEDERAL ISSUE, LOCAL IMPACT

WHAT IS E-RATE?

- E-Rate is a federal program that helps schools and public libraries afford broadband and network infrastructure necessary for reliable internet access.
- Allegheny County libraries saves more than $800,000 annually with E-Rate support, helping keep local connectivity costs manageable.
- E-Rate supports the infrastructure behind public Wi-Fi, computers, digital resources, technology services, education, job seeking, and access to online information.

WHAT'S GOING ON?

FCC is considering potential changes to E-Rate that could affect future eligibility or reimbursement levels for libraries.





E-RATE FUNDING AT MOON LIBRARY

Service Description: 10 Gbps E-Line
E-Rate %: **50%**
Monthly Recurring Amount: **$1,205.00**
Annualized Total: **$14,460.00**
Annualized Erate: **$7,230.00**

MTPL currently pays: **$7,230**
Without E-Rate: **$14,460**
Additional annual cost to MTPL: **$7,230**
Additional monthly cost: **$602.50**

PROACTIVE APPROACH

No immediate funding loss is anticipated, and current 2026-2027 planning continues to include E-Rate reimbursement.

MTPL is advocating proactively because protecting E-Rate helps preserve local library dollars for collections, programs, staffing, and other community services.

show up FOR E-RATE!

ALA American Library Association

Save Our E-Rate:
https://www.shlb.org/save-our-e-rate

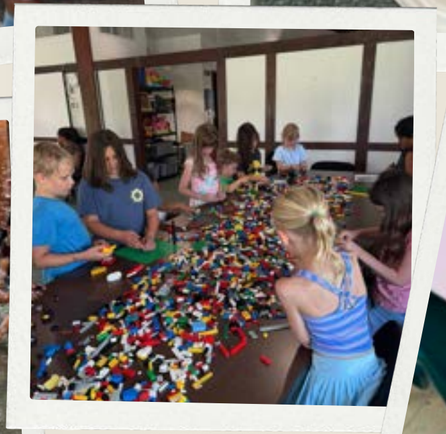
IN CONCLUSION...

Summer demonstrated what happens when our community uses, supports, and participates in its public library. As we move into fall, MTPL is building on that momentum while planning thoughtfully for the future.











Financial Report - September 2026, Submitted by Patty Zusinas, Treasurer

Moon Township Public Library remains in a strong and stable financial position through July 2026. Year-to-date revenue totals **$327,216**, with expenses at **$317,733**, resulting in a positive net change of **approximately $14,000**. Both revenue and expenses are performing favorably against the approved budget, with revenue slightly ahead of projections and expenses roughly **$4,000 under budget**.

The Library maintains **approximately $1.07 million** in cash and investments, and liabilities remain minimal, reflecting a solid balance-sheet position. Current forecasts project a positive year-end result of **about $16,000**, supported by steady operating performance and continued stability across major funding sources.

Key operational notes: Individual Giving, Friends' Support, and earned revenue continue to perform well. Government funding remains on schedule. Some collection and programming lines show higher early-year spending, but overall expenses remain below budget.

I contacted a former Board Treasurer, Eric Fogle, to ascertain how our reserves funds were established in 2021 under Mary Ann Rafoth and what those funds were purposed for and the reasoning behind their specific setup at the various banking institutions. He said that another former Treasurer, Ted Dengel made all the arrangements for the funds and created the changes to our finances. I emailed Ted and will try to set up a phone call soon.

I checked with Wells Fargo regarding the cost of wealth financial management services and they would not consider our $1 million account – only management of accounts in the neighborhood of $20 million.

I have contacted a local accounting firm, which introduced me to JCubed on Beaver Grade Road. I have been trying to reach Chris Creighton to get information on their financial investment services but due to the Labor Day holiday have not be able to talk with him yet.

At this time, there are no significant financial concerns, and the Library is expected to conclude 2026 in a healthy financial position.

September 2026 Fundraising Report
Submitted by Deanne Heller, Fundraising Chair

Love Your Library Month – Board Giving Challenge

In recognition of September's Love Your Library Month, Deanne, Fundraising Chair, is launching a Board Giving Challenge with the goal of achieving 100% Board Giving during the month.

Each Board member is being encouraged to make a personal gift to the library at a level that is meaningful to them. Board participation demonstrates our collective commitment to the library's mission and sets an important example for our community, donors, and supporters.

Goal: 100% Board Giving by September 30.

Every gift matters, and together we can show our community how much we truly Love Our Library!

Upcoming Activities

- October: Board Thank-a-thon
- November/December: Major gift appeal
- December: GiveBigPittsburgh/Giving Tuesday
- December: Possible small fundraising event

MOON TOWNSHIP LIBRARY FRIENDS REPORT TO THE BOARD OF TRUSTEES

SEPTEMBER 15, 2026

Current planned events:

Wizarding Festival in Moon Park	**Saturday, Sept. 12 4:00-8:45 PM**	**Friends hosted 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 Assisted where needed**
MASD Homecoming	**Thursday, Sept. 24 5:30-8:00 PM**	**Friends will host a booth at MASD – Bluey pictures and book give away**
Library Book Sale	**Set up Sept. 24 Sale is Sept 25/26**	**LIBRARY'S EVENT Friends help where needed**
Spooktacular inside Robert Morris	**Wednesday, Oct. 21 5:00-8:30 PM**	**Friends Host a booth**
Meet the Authors Host 2 Authors - refreshments	**Sunday, Nov. 8 2:00-4:00 PM Municipal Building**	**FRIENDS EVENT AND FUNDRAISER (baskets)**
Moon Lights Holiday Festival (tree)	**Saturday, Dec. 5 from 5:00-7:30 PM Decorate tree sometime in Nov.**	**Friends will Host a decorated tree**

NEXT FRIENDS MEETING IS TUESDAY, SEPTEMBER 29th at 6 PM in the SKYROOM at LIBRARY.

We were delighted to welcome 4 new members into the Friends of the Library organization, increasing our organization to 63 members this month.