



PA 19063

Trustees

Board of
1 East Front Street
Media,

Mission: *Providing informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.*

Board of Trustees Monthly Meeting Minutes

Monday, November 24, 2025 7:00 pm
Submitted by Meh Alam, Secretary

Attendees: Sandra Samuel, Lindsay Devine, Suzanne Cruitt; Elsa Rapp, Pat Scanlon, Stacy Beller, Bernadette Daniel, Nathan Wenk, Suzanne Swan, Meh Alam

Suzanne opened the meeting at 7:00 pm and Meh took attendance

The October 2025 Board Meeting Minutes were approved following a motion by Suzanne and second by Elsa.

President's Report – Nancy Mott

- **Line Dancing Event**
The recent line dancing event was a great success. Lindsay contributed significantly and Suzanne provided extensive support in preparing for the event. The board noted the importance of designating a coordinator for each future event to streamline planning and execution.
- **Trustee Training**
Key takeaways from trustee training emphasized the importance of consistent data storage. Board members are asked to save all work in the appropriate committee folders, such as Fundraising Events, to ensure shared access and continuity.
- **Holiday Gifts**
Holiday gifts will be provided to staff and Book Sale volunteers in appreciation of their service.

Treasurer's Report – Pat Scanlon

- The Budget vs. Actuals report through October shows the library operating in the black. Some ticket revenue from the line dancing event has not yet been recorded and will appear under Community Gifts. With these additions, the library may reach its year-end target.
- Annual appeals and contributions continue to fall short and are not expected to meet the \$60,000 goal.
- The Finance Committee has met twice to review the proposed 2026 budget and will present a draft for board review in January.
- A question was raised regarding revenue from the line dancing event. A total of 72 tickets were sold, expenses were minimal, and the raffle generated approximately \$100

Marketing Report – Suzanne Cruitt

- Line Dancing Event details already summarized as part of Presidents Report
- The bulk of ticket sales occurred following the release of the Library Newsletter. Ticket sales officially opened on October 1

Development Report – Lindsay/Stacy

Event Debrief & Future Planning

- The board reflected on the recent event, noting it was a fun and well-received gathering. Cowboy Ray was an excellent addition, and Suzanne was commended for identifying him. Members discussed the value of sharing marketing details with the board earlier in the planning process to support broader outreach.
- It was noted that raffle tickets could not be purchased using the Library's Venmo account during the event; this will be reviewed for future improvements.
- Planning for a spring event is still underway, and the board will continue brainstorming ideas.

Grants & Funding Opportunities

- Board members are continuing to learn more about grant processes and potential funding sources. Vicky shared that the Teen Advisory Board is interested in establishing a dedicated teen space, which may present a strong opportunity for grant funding.

Book Sale – Elsa Woodfin

- There were no major updates this month. The final revenue from the Fall Book Sale was approximately \$40,969, compared to \$40,306 from the Spring sale.
- The board expressed appreciation for the opportunity to participate in Delco Gives coordination. Participation requires only a donor's name and a minimum contribution of \$10. A process is needed to collect donor names and specific contribution amounts for Delco Gives. The board will determine whether to record the standard \$10 amount or the donor's exact contribution.
- Elsa will provide a full debrief on the Fall Book Sale in January. Pat and Elsa will attend the next Book Sale Committee meeting in December. The board emphasized the importance of ensuring all library volunteers receive clear instructions and consistent guidance related to book sale procedures.
- Several board members will attend upcoming Delco Gives training sessions and will share feedback afterward. The cost structure for the book sale will need further review. A suggestion was made to purchase two additional devices to support sale operations.
- The Book Sale Committee is also exploring a process to reduce DVD theft and believes they have a potential solution to propose.

Governance – Stephanie Scher

- The board welcomed Stephanie back. Sandra's evaluation is underway.

Director's Report – Sandra Samuel

Giving Tuesday & Communications

- Giving Tuesday overlaps with ongoing fundraising efforts. The plan is to promote Giving Tuesday through social media and the Library Newsletter. Given the simultaneous Delco Gives campaign and recent Book Sale, the board expressed caution about over-soliciting donors.

Community Partnership

- The Library will support the Chabad of Media in hosting a Chanuka Village event at the Library.

Old Business –

- Continue to revisit Fundraising plans/raffles for 2026.

New Business –

- **2025–2026 Fundraising Planning**
- The board discussed fundraising priorities for 2025 and 2026, including the possibility of hosting one additional event in the winter and another in the spring. A BYO-style event was suggested as a strong option. For the planned April event, accurate headcount tracking will be essential.
- The Community Center is available for Library use twice per year. Dates currently reserved include February 5 and Friday, April 10. A chairperson will be needed to lead planning for these events.
- The board reviewed broader fundraising needs and noted the importance of determining how much revenue must be generated in 2026 and what assumptions the budget relies on. A projected shortfall of \$26,000 is anticipated for 2026. Members also discussed the need to clarify what percentage of total revenue should come from fundraising events and to establish realistic goals, given that events require significant effort and historically generate modest returns.
- Spring Book Sale dates are set for April 18–20. Lisa reported that the Library may be able to secure two weekend dates rather than the usual combination of one weekday and one weekend day. The Book Sale remains the Library's largest fundraising source, with Delco Gives emerging as another major contributor.
- Board members will spend the next month considering new fundraising ideas. The February board meeting will focus on generating fresh concepts, and Meh will remind members at the January meeting. Ideas discussed included hosting a professional storyteller event with optional community participation, though pricing such an event may be challenging.
- The board noted the value of developing a template for future event proposals, including target audience, anticipated costs, and projected revenue. Members also raised the question of how to formally define the annual fundraising budget.
- A summary of past fundraisers—including event types, revenue generated, and associated costs—was requested to support planning for 2026.

Upcoming Dates of Importance:

- MAC at the Library - Dec 4 - 5-7pm
- Delco Libraries Mtg @ Courthouse - Dec 18
- No Dec Board Mtg
- January 26, 2026 - Next Board Meeting

7. Adjournment

Nancy Mott

Nancy Adjourned the meeting at 8:15 p.m. following a motion by Bernadette and second by Lindsay.