

NORTHLAND PUBLIC LIBRARY PREAPPROVED VENDORS

Requested Approval by Board

10/25/2021

Vendor	Materials
ABDO	Books
ADP	Payroll Service
Allegheny County Library Assoc.	Bookmobile, down loadable books
Amazon	Books, CDs, videos
Ameritas	Dental Insurance
Appleseed	Books
Baker & Taylor	Books, videos
Bibliotheca	RFID vendor
Blackstone Publishing	Electronic Media Collection Materials
Brodart	Library supplies
Carnegie Library of Pittsburgh	Collection/Services
Cintas	Janitorial Supplies
Clark Contractors	Building Construction & Repair
Combustion Service & Equipment	HVAC Maintenance & Repair
Comcast	Internet Connection
COMDOC	Copier supplies/maintenance
Constant Contact	Marketing Outreach
Demco	Library supplies, books, furniture
Direct Image	Copier supplies/maintenance
Eastern Alliance	Workers Comp Insurance
Electronic Information Network	Internet service/computer products/leases
ELM USA	Library equipment
Envisionware	RFID vendor
Findaway World	Play Aways
First Energy (formerly Penn Power)	Utilities
Gareth Stevens	Books
Heritage Quest/ProQuest	Online database
Hermann Landscape Maintenance	Snow Plowing
In Book Page	Adult Services Periodicals
Ingram	Books
KM Computers	Surveillance System Equip & Consulting
Library Ideas LLC	CATS Collection Items
Lightspeed/Vend	Point of Sale Software
Logmein.com (formerly Jive Cloud Phone Service)	Telephone Syetem
Lowe's	Maintenance Supplies
Mark Turnley	Audit Seviles
Mertz Plumbing	Plumbing services
Midwest	Books
MTSA	Sanitary Sewer Utility

Otis Elevator	Maintenance contract for elevator
OVD Insurance	Insurance Broker (Cyber Policy)
P&A	FSA/MERP Administration
PA Department of Revenue	Payroll taxes
PA Unemployment Compensation Fund	Unemployment Insurance
Proquest	Electronic Collection Items
Ralph Scherer & Sons	Door & lock service & repair
Sam's Club	Book nook supplies
Savearound Coupon Books	Fundraiser
Scherer Electric	Electrical services
Scholastics	Books
Selective Insurance Company	Building & Liability Insurance
Showcases	Audio, video, DVD cases
Steel City Paper & Supply	Computer paper supplies
Strassburger, McKenna	Legal Services
TD Ameritrade	Retirement Contributions
The Library Store	Library Supplies & Furnishings
UPMC	Health Benefits
US Treasury	Payroll taxes
Value Line	Investment information products
West View Water Authority	Water Utility
Wilson Group	Postage Meter & Printer/Copier Sales/Service
Worldpay	Credit Card Processing
WT Cox	Magazine subscriptions

PLAN FOR USE OF STATE AID 2022-2023

Each year libraries who receive state public library subsidy funding must submit a plan for how they intend to use that funding during the coming year. It is now required that the library board approve this plan before it is submitted.

Since the significant cut to state funding that was followed by many years of flat state funding, Northland has planned and used all of our state funding to cover our collection expenditures since state funding has not been adequate to cover the state standard that requires us to spend 12% of our operating budget on collection expenditures. This is still the case for 2023, although recent state funding increases combined with our overall budget cuts (which have reduced collection expenditures) are bringing the state aid number (\$320,215) closer to the budgeted total collection expenditure (\$337,280) number.

Presented below is the draft submission for 2022-2023:

Plan for Use of State Aid Narrative: 2022-2023

The Northland Public Library Authority will use state funds to keep our collection current by replacing outdated and worn items. The collection is still the most popular of our library services. Within collection expenditures, we will also use these funds to add new releases and to add additional copies to maintain a reasonable holds ratio to reduce the wait time for in-demand materials. Our collection is made available to all residents of Pennsylvania who visit our library and through inter-library loan. Keeping our collection current includes meeting high demand for our growing electronic collections and innovative non-traditional item collections. Electronic collection spending continues to be significantly increased in 2023 due to continued higher patron demand following the COVID-19 Pandemic.

2023

Projected State Aid: \$320,215

Data Input

Google2023 State Subsidy Projectionspa.countingopinions.com/pireports/pidata_input.php?view_ls_id=793&view_branch_id=0&pi_group_id=-1&pi_collection_id=1647

EINMusicCOVIDFinanceNPLPB ACLAWikiNPLABdGStateRptI-PageOff 365EvtKprPaLA 2021JivePaLASalsaNPLWeathZoomQuartnMS365CamerasNPLF Ggle DriveOther bookmarks

HomeMenuHelpLogoutReportsDefinitionsPrint

Data Input

ReviewSaveResetPreviousNext

ReviewSave

Application & Plan for the Use of State Aid
A. General Information
B. Application for State Aid
C. Plan for the Use of State Aid Narrative
D. Plan for the Use of State Aid Budget
E. System Administrative Units
F. Library Board Approval
PROJECTED DISTRIBUTION OF STATE F

PreviousNextHide

CollectionPlan For State AidPeriod2022-2023VerifySubmit/Lock

LibraryNORTHLAND PUBLIC LIBRARY AUTHORITY

Application & Plan for the Use of State Aid

☐ Person completing the formAmy Steele

☐ Contact Phone(412) 366-8100

☐ Contact Emailsteela@northlandlibrary.org

A. General Information

☐ A-1. Library/System Admin Unit LIBID Number902022854

☐ A-2. Library/System Admin Unit Legal NameNORTHLAND PUBLIC LIBRARY AUTHORITY

☐ A-3. Mailing Address300 CUMBERLAND RD

☐ A-4. City/TownPITTSBURGH

☐ A-5. StatePA

☐ A-6. Zip15237

☐ A-8. Library DistrictPITTSBURGH

☐ A-9. CountyALLEGHENY

☐ A-10. Library SystemAllegheny County Library AssociationN/A

B. Application for State Aid

Application for State Aid shall be made in accordance with 22 Pa. Code § 131.31 in order to receive state appropriated funding. Complete the section below to acknowledge application.

☐ B-1. Does the library/system admin unit desire to apply for public library subsidy funds available from the 2022-2023 state budget?YesYes

C. Plan for the Use of State Aid Narrative

The following is the library's plan for the use of State Funds which may include Quality Libraries Aid, Incentive for Excellence Aid, Equalization Aid and Equal Distribution Aid. This is a plan for the use of State Aid funds apportioned from the 2022-2023 budget appropriation. Funds to be received Jan/Feb 2023. Do not include County Coordination Aid, District Library Center Aid, or Statewide Library Resource Center Aid. close

☐ C-1. Describe how the library plans to use allocated state funds. Description should coincide with the state aid budget section of this report and include information relating to how the funds will improve the quality of library services.

The Northland Public Library Authority will use state funds to keep our collection current by replacing outdated and worn items. The collection is still the most popular of our library services. Within collection expenditures, we will also use these funds to add new releases and to add additional copies to maintain a reasonable holds ratio to reduce the wait time for in-demand materials. Our collection is made available to all residents of Pennsylvania who visit our library and through inter-library loan. Keeping our collection current includes meeting high demand for our growing electronic collections and innovative non-traditional item collections. Electronic collection spending continues to be significantly increased in 2023 due to continued higher rates demanded following the COVID-19 Pandemic.

Waiver-Standards....xlsx

Show all

47°F Sunny8:31 AM10/6/2022

Measures Standards | [Show all](#)

© 2022 Counting Opinions (SQUIRE) Ltd.

Review

Save

Reset

Previous

Next

Collection

Plan For State Aid

Period 2022-2023

Verify

Submit/Lock

Library

NORTHLAND PUBLIC LIBRARY AUTHORITY

Application & Plan for the Use of State Aid

☐

Person completing the form

☐

Contact Phone

☐

Contact Email

Amy Steele

(412) 366-8100

steelea@northlandlibrary.org

Review

Save

Reset

Previous

Next

« Hide

Home

Menu

Help

Logout

Reports

Definitions

Print

Waiver-Standards....xlsx

Show all

47°F Sunny

8:33 AM 10/6/2022

Replacement of two Remote Materials Returns

Two of the three remote materials returns (book drops) are in very poor condition. The bottoms are rusting out. Our maintenance staff actually replace the sheet metal bottoms on some of the drops a few years ago. Additionally, the door at the YMCA Drop is in poor condition after a patron pried it open during the pandemic closure. The lock on Marshall drop had to be replaced years ago and the padlock currently being used often freezes in the winter and staff must use de-icer to open the drop.

The interior carts are in fair condition, but leave some gaps that could cause library materials to fall behind or beside the carts.

Staff has evaluated options and are recommending that we purchase two exterior drop boxes and two corresponding interior carts to replace those at the Marshall Municipal building and the Franklin Park location at the YMCA.

Maintenance staff is working on an improved installation that would raise the drops off of the ground slightly to limit the exposure to snow and ice melt chemical runoff during the winter to extend the life of the new drops.

We have funding available from the Jack Buncher Foundation Love Your Library donations to cover the entire cost.

The Ross Township drop is not quite as bad, but will likely need to be replaced in the next few years.

These drops are still heavily used by patrons.



1 New drop with insert



3 Marshall front



4 YMCA front



5 YMCA door



2 YMCA Rust



9 Marshall bin



8 YMCA interior gap



6 YMCA Interior



7 Marshall interior



112 E. South Street, PO Box 0964
Tremont, IL 61568-0964
TEL [800] 548-7204
FAX [800] 320-7706
www.thelibrarystore.com

QUOTE: 778913

Customer Number: 898
Issue Date: 8/31/2022
Expiration Date: 10/31/2022
Bid Code: ACLA

Ship To:

Kelly Moten
Northland Public Library
300 Cumberland Rd
Pittsburgh, PA 15237-5410
(412) 366-8100 x
motenk2@northlandlibrary.org

Bill To:

Kelly Moten
Northland Public Library
300 Cumberland Rd
Pittsburgh, PA 15237-5410

Qty	Item	Item Description	Retail Price	Your Price	Ext Price
2	83-11735-LIBBLU	KINGSLEY 60 C-Series DualDrop Outdoor Return w/1 Cart - Library Return - Blue	\$9,289.42	\$6,203.47	\$12,406.94
Decal Logo: Square Logo					

Sub-Total: \$12,406.94
Tax: \$0.00
Shipping: \$1,504.20

**You Saved
\$6,171.90!**

Quote Total (USD): \$13,911.14

Shipping Information:

Your quote will ship via semi-truck. You will need to have a semi loading dock to be able to unload the items.
*Please contact us if other services are needed so we can provide a more accurate shipping quote.

Comments:

- Pricing valid for listed items and quantities only
- Shipping charges are subject to change after 30 days
- To ensure you receive your quoted prices, quote number 778913 must be referenced at the time of purchase
- *Please note: While we will strive to hold pricing where possible, due to current economic conditions, product and shipping costs are changing rapidly and we may be forced to revise your quote prior to expiration.**

Prepared By: Alexis Bass

E-Mail: alexisb@thelibrarystore.com

Phone: 800-548-7204



Allegheny County Library Association
ACLA General Membership Meeting
October 27, 2022
7:00 pm-8:00 pm Eastern Time

- I. Call to order for Annual Meeting of the ACLA General Membership
(*Aliya Khan*)
 - A. Establishment of Quorum
 - B. Consent Agenda
 1. GM Minutes from June 29, 2022 Meeting
 2. GM Minutes from September 28, 2022 Special Called Meeting
 - C. Requests for Additions or Changes to the Agenda
- II. Reports and communication
 - A. President's Report
(*Aliya Khan*)
 - B. CEO's Report
(*Amy Anderson*)
 1. RAD Formula and Budget Update
 - C. Librarians Advisory Council Report
(*Erin Pierce*)
- III. Specific Presentations and Topics for Discussion and Motions
 - A. 2022-2023 Social Workers In Libraries Program Update
(*Katrina Mink*)
 - B. Approval of New ACLA Board Members
(*David English*)
 - C. Approval of Bylaws Revisions
(*Paul Wittman*)
 - D. Adoption of the 2023 ACLA Budget
(*Rich Fuller*)
 1. 2023 ACLA Budget
 2. Notes on 2023 ACLA Budget
- IV. Public Comments & Announcements
- V. Adjournment

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022~~JUNE 27, 2018~~
AND EFFECTIVE
OCTOBER 28, 2022~~JUNE 28,~~

2018

BYLAWS OF
ALLEGHENY COUNTY LIBRARY ASSOCIATION

A
NONPROFIT CORPORATION
(A FEDERATED LIBRARY SYSTEM)

AS AMENDED BY THE MEMBERS

OCTOBER 27, 2022~~JUNE 27, 2018~~
AND EFFECTIVE
OCTOBER 28, 2022~~JUNE 28, 2018~~

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I INTRODUCTION	1
Section 1.1 Name	1
Section 1.2 Statement of Purposes	1
Section 1.3 Offices	1
Section 1.4 Fiscal Year	2
Section 1.5 Seal	2
Section 1.6 Definition of Public Library	2
ARTICLE II MEMBERS AND VOTING	2
Section 2.1 Members	2
Section 2.2 Delegates.	2
Section 2.3 Members' Meetings.	3
Section 2.4 Powers Reserved to the Members	4
ARTICLE III BOARD OF DIRECTORS	4
Section 3.1 Authority	4
Section 3.2 Eligibility, Number and Term of Directors	6
Section 3.3 Vacancies	8
Section 3.4 Compensation	8
Section 3.5 Meetings	8
Section 3.6 Voting	9
Section 3.7 Notices	9
Section 3.8 Conflicts of Interest	10
Section 3.9 Standard of Care and Fiduciary Duty	10
Section 3.10 Rules, Regulations and Policies	11
Section 3.11 Resignations.	11
Section 3.12 Removal	11
ARTICLE IV OFFICERS	12
Section 4.1 Enumeration, Eligibility and Election	12
Section 4.2 Term of Office	12
Section 4.3 Vacancies	13
Section 4.4 President	13
Section 4.5 Vice President	13
Section 4.6 Secretary	13
Section 4.7 Treasurer	13
Section 4.8 Other Officers	14
Section 4.9 Bonds	14

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022
AND EFFECTIVE
OCTOBER 28, 2022

ARTICLE V	LIBRARIANS ADVISORY COUNCIL	14
Section 5.1	Composition and Eligibility.	14
Section 5.2	Purpose and Responsibilities.	14
Section 5.3	Election of LAC Representative to the Board of Directors	14
ARTICLE VI	COMMITTEES	14
Section 6.1	Standing and Ad Hoc Committees	14
Section 6.2	Composition of Standing Committees	14
Section 6.2.1	Finance Committee	15
Section 6.2.2	Audit Committee	15
Section 6.2.3	Governance Committee	18
Section 6.3	Ad Hoc Committees	16
Section 6.4	Limitation on Power of Committees	16
ARTICLE VII	PARLIAMENTARY AUTHORITY	18
ARTICLE VIII	PERSONAL LIABILITY OF DIRECTORS	
Section 8.1	Directors' Personal Liability	17
Section 8.2	Preservation of Rights	17
ARTICLE IX	INDEMNIFICATION	19
Section 9.1	Mandatory Indemnification of Directors and Officers	17
Section 9.2	Mandatory Advancement of Expenses to Directors and Officers	17
Section 9.3	Permissive Indemnification and Advancement of Expenses	18
Section 9.4	Scope of Indemnification	18
Section 9.5	Insurance	18
Section 9.6	Funding to Meet Indemnification Obligations	18
Section 9.7	Miscellaneous	18
Section 9.8	Definition of Authorized Representative	19
ARTICLE X	RESTRICTIONS REGARDING THE OPERATIONS OF THE ASSOCIATION	19
Section 10.1	No Private or Political Beneficiaries	19
Section 10.2	No Violation of Purposes	19
ARTICLE XI	ADMINISTRATION OF FUNDS	19
Section 11.1	Books and Records	19
Section 11.2	Tax Records	20
Section 11.3	Authorizations	20
ARTICLE XII	BYLAW AMENDMENTS	20

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022
AND EFFECTIVE
OCTOBER 28, 2022

Section 12.1	Authority	20
Section 12.2	Notice and Procedures	20
Section 12.3	Effective Date of Amendments.	21

ARTICLE XIII DISSOLUTION		
Section 13.1	Dissolution Vote	21
Section 13.2	Assets	21

DRAFT

BYLAWS
OF
ALLEGHENY COUNTY LIBRARY ASSOCIATION
A NONPROFIT CORPORATION

ARTICLE I
INTRODUCTION

Section 1.1 Name . The name of the Corporation is the Allegheny County Library Association, a Pennsylvania nonprofit corporation and federated library system, which may be abbreviated as "ACLA" and referred to in these Bylaws as the "Association".

Section 1.2 Statement of Purposes . As provided in its Articles of Incorporation, the Association is organized for all purposes permitted for a Pennsylvania nonprofit corporation which is exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The Association's primary purposes are:

- (a) To serve as a federated system of public libraries in Allegheny County Pennsylvania, as defined in Subsection 1.6 of these Bylaws (the "System") as such a system is described in Pennsylvania law and regulations;
- (b) To develop, implement and maintain a sustainable countywide plan for sharing resources and services by and among public libraries in Allegheny County, Pennsylvania, as defined in Subsection 1.6 of these Bylaws;
- (c) To encourage support and promote cooperation between and among public libraries in Allegheny County;
- (d) To promote public awareness that together the public libraries in Allegheny County constitute a vital regional asset; and
- (e) To strengthen existing resources and library services through application for and redistribution of government and private funds for the benefit of the public libraries in Allegheny County and their patrons.
- (f) To encourage diversity by recognizing, valuing and embracing the uniqueness of every individual;
- (g) To promote inclusion by fostering environments in which all individuals are treated fairly and respectfully, are valued for their distinctive skills, experiences and perspectives, have equal access to resources and opportunities and are empowered to contribute; and
- ~~(e)~~(h) To promote equity by providing access, opportunity and advancement by taking into account and recognizing that some groups were (and some continue to be) disadvantaged in accessing opportunities for advancement in society.

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ ~~JUNE 18, 2013~~
AND EFFECTIVE
~~OCTOBER 28, 2022~~ ~~JUNE 19,~~

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Section 1.3 Offices. The principal and registered office of the Association is located at 22 Wabash Street, Suite 202, Pittsburgh, Pennsylvania 15220 or at such other place as the Board of Directors may designate from time to time.

Section 1.4 Fiscal Year. The fiscal year of the Association shall end on December 31 of each year or on such other date as may be fixed by the Board of Directors.

Section 1.5 Seal. The Association may adopt a corporate seal in such form as the Board of Directors shall determine from time to time.

Section 1.6 Definition of Public Library. In these Bylaws "Public Library" means any free, public, non-sectarian library, whether established and maintained by one or more municipalities within Allegheny County, by Allegheny County or by a private association, trust, corporation or group. To meet the definition of a "Public Library" in these Bylaws, a library must serve the informational, educational and recreational needs of any resident of Allegheny County. A "Public Library" will provide access, including lending and reference services, to an organized and currently useful collection of print and electronic items and other materials and to the services provided by staff trained to recognize and satisfy those needs.

ARTICLE II

MEMBERS AND VOTING

Section 2.1 Members

(a) Eligibility. A Member of the Association may be any Public Library located in Allegheny County which Public Library would qualify for state aid if it were independent and that enters into the Member Library Agreement, pays all assessments set by the Members and agrees to abide by the conditions of the Association as set forth in its Articles, these Bylaws and any additional Rules and Regulations adopted by the Members or by the Board of Directors in accordance with these Bylaws.

(b) Provisional Members. The Board may consider on a case-by-case basis and set the terms upon which provisional membership status may be conferred upon libraries interested in membership in the Association.

(c) Assessments. Assessments of Members shall be made by the Board of Directors with the approval of the Members when, in the Board's judgment, such assessments are necessary to supplement the needs of the Association.

Section 2.2 Delegates

(a) Appointment or Election of Delegates. Each Member is entitled to elect or appoint one (1) delegate ("Delegate") to cast its vote. Each Member shall notify in writing the system administrator of the Association not later than the first Members' meeting of

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

each year of the name of its Delegate. If a Member fails to so notify the Association, the head librarian or director of such Member shall be deemed to be its Delegate.

(b) Voting by Delegates. Each Member, through its Delegate, shall be entitled to cast one (1) vote on matters properly brought before the Members. A Delegate may authorize in writing another person to act for him/her by proxy vote or in the absence of such proxy the library director of the Member shall be authorized to cast the vote on behalf of that Member. Participation in and voting at Members' meetings by telephone conference or other electronic communication means is not permitted unless specifically called for by the Board of Directors to ensure full participation in matters of critical import.

Section 2.3 Members' Meetings.

(a) Quorum. A quorum for the transaction of business at any meeting of the Members shall consist of the presence in person or by proxy of a simple majority of the Members. When a quorum is present, a majority of the votes cast shall determine any question brought before such meeting unless the question is one upon which a different vote is expressly required by statute or these Bylaws.

(b) Regular and Special Meetings.

(i) Regular Meetings. The Members of the Association shall meet on a regular basis at least three (3) times per year on dates and at locations determined by the Board of Directors (the "Regular Meetings"). The Regular Meeting next following the issuance by the Board of Directors of the Annual Report (which report shall contain independently audited financial statements) shall be the "Annual Meeting". The Members shall review the Annual Report and may also consider such other issues as are properly brought before such meeting. The minutes of such meeting shall reflect that the meeting is the "Annual Meeting".

(ii) Special Meetings. Special meetings of the Members ("Special Meetings of the Members") may be called by the Board of Directors or by five or more Members of the Association upon at least two (2) weeks written notice to the Members unless the notice period is reduced by the Board of Directors for good cause.

(c) Notice of Meetings.

(i) The dates of the Regular Meetings of the Members for the year shall be set by the Board of Directors not later than the time of its regularly scheduled meeting in January. In accordance with the Board of Directors' procedures for public notice of Regular Members' and Board of Directors' meetings, adopted by its resolution of September 21, 1998, as may be amended from time to time, the Board shall publicize the Regular Meeting schedule in any manner which would constitute public notice. Changes in the Regular Meeting schedule will be likewise publicized.

(ii) The Board shall also notify each Member in writing of the schedules of Regular Meetings and changes to such schedule. The Board of Directors will notify each Member in writing (including by e-mail) at least thirty (30) days in advance of the date, time and place of the next Regular

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Meeting of the Members. Each Member shall be notified in advance in writing of changes to Regular Meeting schedules.

(iii) Notice of Special Meetings of the Members shall be made in accordance with Article 2.3(b). The purpose and the agenda for each Special Meeting of the Members shall be given with the meeting notice and matters considered at such meetings shall be limited to those set forth in the notice.

(d) Open Meetings. Regular and Special Meetings of the Members shall be open to the public in accordance with ACLA's "Open Meeting/Open Records Policy", adopted by the Board of Directors or as otherwise required by law.

(e) Remote attendance at Meetings. Regular and Special Meetings of the Members may be held by telephone conference or other communication equipment so long as all Delegates attending such meetings can all hear each other at the same time. Any Delegate may request to participate in any meeting via remote attendance when access is available.

Section 2.4 Powers Reserved to the Members. Unless specifically granted to the Board of Directors by the Articles of Incorporation or these Bylaws, the powers of the Association, including the power to approve the general overall budget and long-range plan, are reserved to the Members.

ARTICLE III

BOARD OF DIRECTORS

Section 3.1 Authority. The duly elected or appointed Board of Directors shall constitute the governing body of the Association. Except as otherwise provided by law, the Articles of Incorporation of the Association or these Bylaws, the powers of the Association shall be exercised by and the business and affairs of the Association shall be managed by the Board of Directors (sometimes referred to as "Directors" or "the Board" in these Bylaws) which shall set policies for the System, exercise the powers and rights of the Association and manage its business affairs as follows:

- (a) The power and right to apply for and manage all funding for specific programs and services delivered directly by the Association;
- (b) The power and right to apply for and manage all funding for administration of the Association;
- (c) The power and right to apply for and manage funds received by the Association for distribution to the Members, either individually or to one or more Members participating in common ventures. The management of such funds will comply with the law and with agreements between the Association and the Members;

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19,

2013

(d) The power to enter into with Members written agreements that set forth the obligations, rights, duties, services and other obligations of the Members and the Association operating as a System;

(e) The power to prepare and to submit long-range plans for System-wide and County-wide library service development, to review such plans annually and amend them as necessary and to include in such plans the overall objectives for performance and services of the System and the Members as a group to meet the needs of the public such that each resident of Allegheny County has direct and convenient access to adequate public library services. Anything contained herein to the contrary notwithstanding, the Members shall approve all long-range plans;

(f) The power to propose and adopt an overall budget for the Association's operation as a System. The budget shall include all income from all sources anticipated by the Association for the budget year, including funds received for distribution according to a Member-approved distribution plan or formula as well as all anticipated expenses and capital expenditures in respect to the System itself, excluding capital expenditures by Members. Anything contained herein to the contrary notwithstanding, the Members shall approve the general overall budget;

(g) The power and right to employ a system administrator who will be the chief executive officer~~employee~~ of the Association who may, in accord with the approved budget of the Association, hire other employees to perform the work of the Association;

(h) The power to provide compensation and employee benefits for all employees of the Association in accord with the approved budget;

(i) The power to approve or to reject applications by Members for the use of funds from the Office of Commonwealth Libraries for new library construction, the renovation of existing library facilities and/or the expansion of a library's physical facilities;

The power, with respect to the items enumerated above, to manage and structure agreements and procedures for the accountability of all such funding received and distributed to Members or otherwise used by the Association. The Board will, in its discretion, manage all funds and agreements for the administration of the System and for the specific benefit of Members and their service areas and for the benefit of the public as a whole.

(j) The Board, with its management of the funds, will act to assess community service levels and apply joint resources to drive increased equity and promote the achievement of quality ~~services a minimum standard of service to all communities and residents of Allegheny County.~~ assure the best public library services practical under all the circumstances and an ~~d to~~ The Board will establish procedures and implement necessary implementation of policies for the improvement of public library services in Allegheny County in accordance ance3 with the approved budgets and plans of the Association.

(k)(l) To exercise, on behalf of the Association, the following corporate powers accorded by Pennsylvania law to non-profit corporations:

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Indent: Hanging: 0.01 ch, Left -0.01 ch, First line: -0.01 ch, No bullets or numbering

Formatted: Font color: Black

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

(i) To sue and be sued, complain and defend and participate as a party or otherwise in any judicial, administrative, arbitral or other proceeding in its corporate name.

(ii) In accord with the System-wide budgets and plans approved by the Members, to:

1. Acquire, own and utilize any real or personal property or any interests therein.
2. Sell, convey, mortgage, pledge, lease, exchange or otherwise dispose of all or any part of its property and assets or any interest therein, wherever situated.
3. Make To make contributions or donations.
4. Pay pensions and establish pension plans, pension trusts, incentive and deferred compensation plans and other plans or trusts for any or all of its present or former employees; and

(k) To exercise any other powers of the Association permitted by Pennsylvania law for non-profit corporations so long as the exercise of such powers is not in conflict with the foregoing limitations and consistent with the Association's status as an organization exempt from net income taxation under Section 501(c)(3) of the Internal Revenue Code.

(l) Unless specifically granted to the Board of Directors by the Articles of Incorporation or these Bylaws, the powers of the Association are reserved to the Members.

Section 3.2 Eligibility, Number and Term of Directors

(a) Eligibility. Persons eligible for election to the Board of Directors of the Association shall include all natural persons over the age of 18 years who are residents of Allegheny County. Such persons, at the time they are considered for nomination as candidates for the Board of Directors, may be Delegates of Members as described in the subsections of Section 2.1 of these Bylaws.

Except for persons elected appointed to the Board by the Librarians Advisory Council described in Article V of these Bylaws, a person may not be eligible to serve on the Board of Directors if the person is an employee of a Member Library.

If an otherwise eligible person is a trustee or member of the Board of Directors of a Member Library, the person must resign such position if elected to the Board of Directors of the Association.

(b) Numbers. Except as may be adjusted from time to time by the Members, the Board of Directors shall consist of at least seven (7) and not more than nine (9) voting members. If the number of Directors drops below seven (7) through resignations, deaths or other terminations, the Board may continue to function as a Board with full power and authority until the vacancies are filled.

(c) Election or Appointment of Directors.

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19, 2013

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

(i) By Members. Members of each of the five geographic library service Regions, as defined by the Board of Directors and approved by the Members, shall appoint~~select~~ a member of the Board of Directors for their Region.

(ii) By the Librarians' Advisory Council. One (1) member of the Board of Directors will be elected by a "Librarians' Advisory Council" described in Article V of these Bylaws.

(iii) Directors At-Large. There shall be three (3) members of the Board of Directors appointed at large as follows:

~~1. So long as it is required by applicable law, one (1) member of the Board of Directors may be appointed by any municipality that contributed fifteen percent (15%) or more of the Association's total income from all funding sources for the immediately preceding fiscal year (a "Funding Municipality"). Appointments shall be made by Funding Municipalities not later than November 15 of each year to become effective on January 1 following the appointment;~~

Formatted: Indent: Hanging: 0.01 ch, Left -0.01 ch, First line: -0.01 ch, No bullets or numbering

~~2. One (1) member of the Board of Directors may be appointed by the Allegheny Regional Asset District ("RAD"). Appointments shall be made by ARAD not later than November 15 of each year to become effective on January 1 following the appointment.~~

Formatted: Indent: Hanging: 0.01 ch, Left -0.01 ch, First line: -0.01 ch, No bullets or numbering

Formatted: Font color: Black

~~3. Two (2) One (1) members of the Board of Directors and any at-large seats not filled by a Funding Municipality or RAD may be filled by appointment recommended by the Board and voted on by the Members. Appointments shall be recommended by the Board and voted on by the Members not later than the November meeting of the Board each year to become effective on January 1 following the appointment;~~

Formatted: Indent: Hanging: 0.01 ch, Left -0.01 ch, First line: -0.01 ch, No bullets or numbering

Formatted: Font color: Black

(d) Terms. To maintain a rotation system such that approximately one-third of the Directors rotate off the Board each year, each Director shall be elected or appointed for a three-year term; provided however that the term of a Director appointed by the Board pursuant to Section 3.2(c) (iii) above may, in the discretion of the Board of Directors, be terminated in the event that a ~~Funding Municipality and/or~~ RAD appoints a Director and no other seat on the Board is vacant. Each Director shall serve as a member of the Board of Directors of the Association, absent resignation, death or removal, for the term for which he or she is elected or until his or her successor is duly elected and seated as a member of the Board. Each Director's term shall be limited to two consecutive full terms following which a person serving as a Director shall not be eligible for re-election or appointment without one (1) year's absence from the Board. Partial terms filled by a Director shall not limit his or her right to serve for two consecutive full terms immediately thereafter; provided however, that a partial term of more than two (2) years will be considered a full term. No Board member may serve more than eight (8) consecutive years without a break in service. The names of the person so elected shall be reported promptly to the Association.

Section 3.3 Vacancies. Vacancies occurring on the Board of Directors shall be filled through special elections in the Region from which the vacating Director was elected or by the appointing authority that appointed the vacating Director. Each Director so elected or appointed shall serve until the end of the term of the Director whose seat is being or has been vacated or until a successor to the replacement Director is duly elected or appointed and qualified.

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Section 3.4 Compensation. No compensation shall be paid to any Director for services as a Director.

Section 3.5 Meetings

(a) Number. The Board of Directors shall meet as often as the Board deems necessary, but not fewer than four (4) times annually, on dates, at times and at locations established by the Board ("Regular Meetings of the Board"). Special meetings of the Board ("Special Meetings of the Board") may be called by the President or upon the written request of the number of Directors constituting a quorum of the Directors then in office. If the Board decides to have an annual retreat; this is not considered a "Regular" or "Special Meeting"

(b) Schedule. Subject to and in compliance with the provisions of Section 3.7 of these Bylaws, the scheduled Regular meetings of the Board of Directors shall be established at the first Board meeting of each year. The schedule will specify the dates, times and locations of each meeting. The schedule will be distributed to all members of the Board of Directors, the Members and to other agencies deemed appropriate by the Board of Directors. Additionally, the Board may publicize the meeting schedule in any manner that would constitute public notice.

(c) Remote Attendance at Meetings. Regular and Special Meetings of the Board as well as regular committee meetings may be held by telephone conference or other communication equipment so long as all members of the Board attending such meetings can all hear each other at the same time. Any Director may request to participate in any meeting via remote attendance when access is available.

(d) Quorum. At all meetings of the Board of Directors, the presence of a majority of the Directors then in office and entitled to vote shall constitute a quorum. In addition to those Directors who are physically present at a meeting, absent Directors shall be deemed as present at such meeting if they are connected by telephone or other communication equipment, can hear all participants and can be heard by all participants.

A majority of the Directors present and entitled to vote, whether or not a quorum exists, may adjourn any meeting of the Board to another time and place. Timely notice of the new meeting, time and place of any such adjourned meeting shall be given to the Directors who were not present at the adjourned meeting.

(e) Open Meetings. Regular and Special Meetings of the Board of Directors shall be open to the public in accordance with ACLA's "Open Meeting/Open Records Policy", adopted by the Board or as otherwise required by law.

Section 3.6 Voting. The act of a majority of the Directors participating in and entitled to vote at a meeting at which a quorum is present shall be the act of the Board. When circumstances warrant voting outside the board meeting, voting can take place by email or a third party vendor system as long as Directors have 3 business days to review materials and their vote is recorded.

2013

Section 3.7 Notices

(a) Regular Meetings. Written notice of the date, time and place of each Regular Meeting of the Board of Directors shall be (i) ~~advertised in one or more daily newspapers of general circulation in Allegheny County following the first Regular Meeting in January of each year;~~ (ii) posted on the Association's webpage following the first Regular Meeting in January of each year; and (iii) sent to each Director in writing at least five (5) days in advance of the date of the Meeting.

(b) Special Meetings of the Board. Notices of Special Meetings of the Board shall (i) be posted on the Association's website; and (ii) whenever reasonably feasible, be sent in writing so as to be received by each Director at least five (5) days in advance of the date thereof and shall state the general nature of the business to be transacted.

(c) Attendance as Waiver. Attendance of a person at any meeting shall constitute a waiver of notice of the meeting except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not properly called or convened.

Section 3.8 Conflicts of Interest. All ACLA Directors, officers, and members of committees shall execute an acknowledgement of the Conflict of Interest Policy adopted by the Board of Directors.

Section 3.9 Standard of Care and Fiduciary Duty. Each Director has a fiduciary relationship to this Association and shall perform his or her duties as a Director, including his or her duties as a member of any committee of the Board or the Association, in good faith and in a manner he or she reasonably believes to be in the best interests of this Association.

A Director shall serve with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances.

Absent breach of fiduciary duty, lack of good faith or self-dealing, actions taken as a Director or any failure to take any action shall be presumed to be in the best interests of the Association.

In performing his or her duties, each Director shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:

(a) Officers or employees of the Association reasonably believed by the Director to be reliable and competent in the matters presented;

(b) Legal counsel, public accountants or other persons as to matters which the Director reasonably believes to be within the professional or expert competence of such persons; and

(c) Committees of the Board of this Association upon which he or she does not serve, as well as those upon which the Director does serve, as to matters within their designated authority, which committees the Director reasonably believes to merit confidence.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

A Director shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.

Section 3.10 Rules, Regulations and Policies. The Board of Directors may adopt rules, regulations and policies not inconsistent with these Bylaws for the administration and conduct of the affairs of the Association and may alter, amend or repeal any such rules, regulations and policies it adopts by majority vote of the Directors present and entitled to vote at a meeting of the Directors where a quorum is present.

Section 3.11 Resignations.

(a) Voluntary. Any Director may resign from the Board of Directors of the Association at any time. The resigning Director shall notify the President of the Board in writing of his or her decision to resign. If the Board President is resigning, this notice shall be given to the Secretary of the Board. The written notice shall state whether the resignation is effective immediately or upon a certain, specified date. The resignation shall be effective at the time it is stated in the nNotice and does not require action by the Board to be effective.

(b) Residency Change. A Director who moves his or her legal residency outside of Allegheny County may not continue to serve on the Board of Directors. He or she must notify the President or the Secretary in writing of the change in residency and tender his or her resignation. The resignation shall be effective at the end of the month that the change of residency occurred.

(c) Other Reasons. The Board of Directors or the Members may request that a Director resign rather than be removed by either Body, as permitted in Section 3.12 of these Bylaws.

Section 3.12 Removal.

(a) By the Board of Directors. A Director may be removed from the Board for cause by a twothirds (2/3) vote of the remainder of the Directors entitled to vote, provided that the Director is given the specific reason for removal and a reasonable opportunity to defend against the removal action. Cause shall mean any action or inaction, which, in the sole discretion of the Board, materially and adversely affects or may adversely affect the Association or its reputation. The Board shall review the participation of all Directors monthly and Directors who miss three (3) or more Regular or Special Meetings of the Board of Directors or two (2) General Membership Meetings in a calendar year may be subject to removal at the discretion of the Board. Telephonic participation or participation through other communication equipment counts may count toward attendance in accordance with the provisions in Article III Section 3.5 (c).

(b) By an Appointing Entity. A Director appointed by an entity as provided herein may be removed at any time by the appropriate action of the appointing entity, with or without cause, from the Board of Directors.

(c) By the Members. A Director elected from a Region, may be removed from the Board, with or without cause, by majority vote of all Members of that Region, provided, however, if a Director

2013

-elected from a Region is serving as President of the Board, that Director may be removed only by a two-thirds (2/3) vote of all Members of the Association.

ARTICLE IV

OFFICERS

Section 4.1 Enumeration, Eligibility and Election .

- (a) Enumeration. The Officers of the Association shall be the President, Vice-President, Secretary and Treasurer, along with any other Officers and assistant officers as may be elected by the Board of Directors from time to time.
- (b) Eligibility. Except for Assistant Secretaries and Assistant Treasurers, any person serving as an Officer of the Association must be a member of the Board of Directors.
- (c) Election.
- (i) The President, Vice-President, Secretary and Treasurer of the Association shall be elected at a Board meeting held not later than December 31st of each year. The new Officers' terms shall commence January 1.
- (ii) Each candidate for an Officer of the Board must receive a majority vote of the Directors to be elected as an Officer of the Association.

Section 4.2 Term of Office .

- (a) Each Officer shall serve for a term of one (1) year or until his or her successor is duly elected and qualified.
- (b) An Officer may be reelected to the office if at the time of the election such Officer is eligible to remain and will remain as a Director of the Association during the ensuing year.

Section 4.3 Vacancies . A vacancy of an office may be filled by the Board of Directors. The President may, however, temporarily fill vacancies in the office of Secretary, Treasurer, or Assistant Secretary and Assistant Treasurer for the period ending upon the date when such vacancy is filled by the Board.

Section 4.4 President . The President shall supervise the management and operation of the Association, subject to the budgets, policies, procedures and controls established by the Board of Directors and, where applicable, approved by the Members. The President may vote on all matters before the Board of Directors and, unless the Board provides otherwise, shall be a non-voting member of all committees established by the Board excepting only executive committees, if any, established by the Board.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

2013

Section 4.5 Vice President. The Vice President shall have all of the powers and perform all of the duties of the President during the President's absence or inability to act. The Vice President shall also have such other powers and perform such other duties as shall be prescribed from time to time by the Board of Directors or the President.

Section 4.6 Secretary. The Secretary shall be responsible for the appropriateness, completeness and safekeeping of all of the records of the Association. He or she shall prepare, or cause to be prepared, the Minutes of all meetings of the Board of Directors. The Secretary shall be responsible for the timely mailing or delivery of all notices of meetings of the Board of Directors, may shall affix the corporate seal (if any) on documents at the direction of the President and, generally, will perform all duties incident to the office of secretary of an association and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws, or which may be assigned from time to time by the Board of Directors.

Section 4.7 Treasurer.

(a) The Treasurer shall supervise the financial activities of the Association, subject to the budgets, policies, procedures and controls established by the Board of Directors and, where applicable, approved by the Members. Specifically, the Treasurer shall be responsible for: (1) full and accurate accounts of receipts and disbursements, (2) a system for the deposit of monies and other valuable properties of the Association in such depositories as shall be designated by the Board, and (3) reports on the financial condition of the Association to the Directors at each regular meeting of the Board, or whenever the Board requires such information. In addition, the Treasurer shall be the Chairperson of the Finance Committee of the Board.

(b) The Treasurer shall submit to the Board of Directors, at a regular meeting of the Board, a report containing the information required to be included by the Articles of Incorporation of this Association, these Bylaws and by applicable law, as it may be amended from time to time, or any successor laws applicable to Pennsylvania nonprofit corporations.

Section 4.8 Other Officers. Each other Officer elected by the Board or appointed by the President, shall have such responsibilities and perform such duties as may be prescribed by the Board from time to time. Each such Officer, if having the title of "Assistant" or "Vice" to one of the four named Officers, shall carry out the responsibilities and duties of the Officer which he or she assists in the event such Officer is unable to perform such responsibilities or duties; however, an Assistant Officer may not become a Director solely by virtue of being an Assistant Officer.

Section 4.9 Bonds. The Board may, in its discretion, secure surety bonding for the Treasurer and any other Officer in such amount and with a surety that are satisfactory to the Board.

ARTICLE V

LIBRARIANS' ADVISORY COUNCIL

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19,

2013

Section 5.1 Composition and Eligibility. The Librarians' Librarian's
Advisory Council ("LAC") shall be composed of Library Directors or their designees from each
Member.

Section 5.2 Purpose and Responsibilities. LAC shall provide the advice and
counsel of professional librarians to the Association on the operation of the System and the
development and improvement of public library services. Members of the LAC shall also aid the
Board in the preparation of plans, policies, and budgets; in securing funds for the System; and in
the choosing of a System Administrator.

Section 5.3 Election of LAC Representative to the Board of Directors . As often as
required, at the expiration of a term or upon a vacancy, the members of LAC shall elect a LAC
member to serve as a member of the Board of Directors of the Association. The timing of the
election of a person as a member of the Board of Directors shall be the same as that set forth in
Section 3.2 above.

ARTICLE VI

COMMITTEES

Section 6.1 Standing and Ad Hoc Committees . The Board of Directors may
designate such standing and ad hoc committees as it deems advisable for the administration and
conduct of the affairs of the Association. Subject to Section 6.4 of these Bylaws, each such
committee shall have and may exercise all of the powers and authority of the Board of Directors,
to the extent provided in the resolution authorizing such committee, if any. Each committee may
adopt its own rules of procedure that are not inconsistent with these Bylaws.

Section 6.2 Composition of Standing Committees . The Board Association shall
have the following standing committees, the members and chairs of which shall be appointed by
the President, subject to the approval of the Board of Directors.

Section 6.2.1 Audit and Finance Committees . The Finance Committee and the
Audit Committee are two separate committees. Although they share the same members, the Audit
Committee does include a non-board member to conduct a financial review.

(a) Composition and Terms. The Audit and Finance Committees shall consist of the Board
Treasurer serving as chair and at least two (2) members of the Board of Directors appointed by
the President, with the approval of the Board, at its first meeting of each year. Additional members
may be appointed from among the general public. The appointed members shall serve for one
year or until their successors are duly appointed. They shall be eligible for reappointment, as long
as they are Directors.

(b) Responsibilities. The Audit and Finance Committees shall The Audit Committee shall
monitor and examine as necessary the overall financial operation of the Association. It shall (1)
develop annual operating and capital budgets for consideration by the Board, (2) review at any
time and make recommendations to the Board of Directors with respect to the annual operating

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Underline

Formatted: No underline

Formatted: No underline

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

and capital budgets, (3) review and make recommendations to the Board with respect to proposed major financial transactions not provided for in the budgets, (4) recommend in writing to the Board from time to time investments and investment policies for the Association's funds, and (5) advise the Board of Directors with respect to all other, important financial matters. It shall also review (1) the system of internal controls, (2) all audit procedures, (3) maintenance, selection and compilation of all financial records that must be examined by the auditors of the Association, (4) the completed audit and management letters from such auditors and (5) the selection or retention of such auditors.

(c) Number of Meetings, Notice and Quorum. The ~~Audit and~~ Finance Committee shall meet at least three (3) times each year and at other times as requested by the Board of Directors. Public notice shall not be required for committee meetings. A quorum shall consist of a majority of the Committee members. The Audit Committee shall meet once a year with the auditor. e. we =

Section 6.2.2 Governance Committee.

(a) Composition and Terms. The Governance Committee shall consist of three Directors appointed by the President with the approval of the Board at its first meeting of each year. The appointed members shall serve for one year or until their successors are duly appointed.

(b) Responsibilities. The Governance Committee shall (1) ensure that the Board is properly constituted to meet its fiduciary responsibilities and obligations to the Members of the Association, (2) identify individuals qualified to serve as At-Large Directors and to fill At-Large vacancies of the Board, (3) identify and submit a slate of candidates for Officers of the Board by the October meeting of the Board for election at a Board meeting held not later than December 31, and (4) fulfill any other responsibilities by which the committee is charged by the Board.

Section 6.3 Ad Hoc Committees . The Board may create ad hoc committees in its discretion for various purposes. The members of such committees shall be appointed and discharged by the President.

Section 6.4 Limitation on Power of Committees . No committee shall have any power or authority as to the following:

- (i) Filling of vacancies on the Board of Directors, except with respect to responsibilities of the Governance Committee as set forth in Section 6.2. 32(b) above;
- (ii) Adoption, amendment or repeal of the Bylaws;
- (iii) Amendment or repeal of any resolution of the Board;
- (iv) Action on matters committed by the Bylaws or a resolution of the Board to another Committee of the Board; or

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

(v) Matters reserved by law, the Articles of Incorporation or these Bylaws to the Board of Directors or to the Members of the Association.

ARTICLE VII

PARLIAMENTARY PROCEDURE AUTHORITY

The rules contained in the then most current edition of The Standard Code of Parliamentary Procedure (original edition by Alice Sturgis) shall govern the Association in all cases to which they are applicable unless said rules are inconsistent with these Bylaws, in which case these Bylaws shall govern unless contrary to law.

ARTICLE VIII

PERSONAL LIABILITY OF DIRECTORS

Section 8.1 Directors' Personal Liability . A member of the Board of Directors of the Association shall not be personally liable for monetary damages for any action taken, or any failure to take any action, provided however that this provision shall not eliminate or limit the liability of a Director to the extent that such elimination or limitation of liability is expressly prohibited by Chapter 57, Subchapter B of the Pennsylvania Nonprofit Corporation Law of 1988, as amended ("NPCL"), or any successor statute in effect at the time of the alleged action or failure to take action by such Director.

Section 8.2 Preservation of Rights . Any repeal or modification of this Article by the Members of the Association shall not adversely affect any right or protection existing at the time of such repeal or modification to which any Director or former Director may be entitled under this Article. The rights conferred by this Article shall continue as to any person who has ceased to be a Director of the Association and shall inure to the benefit of the heirs, executors and administrators of such person.

ARTICLE IX

INDEMNIFICATION

Section 9.1 Mandatory Indemnification of Directors and Officers . The Association shall indemnify, to the fullest extent now or hereafter permitted by law, (including but not limited to the indemnification provided by Chapter 57, Subchapter D of the NPCL) each Director or Officer (including each former Director or Officer) of the Association who was or is made a party to or a witness in or is threatened to be made a party to or a witness in any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was an authorized representative of the Association, against all expenses (including attorneys' fees and disbursements), judgments, fines (including excise taxes and penalties) and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Section 9.2 Mandatory Advancement of Expenses to Directors and Officers . The Association shall pay expenses (including attorneys' fees and disbursements) incurred by a Director or Officer of the Association referred to in Section 9.1 hereof in defending or appearing as a witness in any civil or criminal action, suit or proceeding described in Section 9.1 hereof in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such Director or Officer to repay all amounts advanced if it shall ultimately be determined that he or she is not entitled to be indemnified by the Association as provided in Section 9.4 hereof.

Section 9.3 Permissive Indemnification and Advancement of Expenses . The Association may, as determined by the Board of Directors from time to time, indemnify to the fullest extent now or hereafter permitted by law, any person who was or is a party to or a witness in or is threatened to be made a party to or a witness in, or is otherwise involved in, any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was an authorized representative of the Association, both as to action in his or her official capacity and as to action in another capacity while holding such office or position, against all expenses (including attorneys' fees and disbursements), judgments, fines (including excise taxes and penalties), and amounts paid in settlement actually and reasonably incurred by him or her in conjunction with such action, suit or proceeding. The Association may, as determined by the Board of Directors from time to time, pay expenses incurred by any such person by reason of his or her participation in an action, suit or proceeding referred to in this Section 9.3 in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that he or she is not entitled to be indemnified by the Association as provided in Section 9.4 hereof.

Section 9.4 Scope of Indemnification . Indemnification under this article shall not be made by the Association in any case where a court determines that the alleged act or failure to act giving rise to the claim for indemnification is expressly prohibited by Chapter 57, Subchapter D of the NPCL or any successor statute as in effect at the time of such alleged action or failure to take action.

Section 9.5 Insurance . The Association shall purchase and maintain insurance on behalf of any person who is or was a Director or Officer of the Association, or is or was an authorized representative of the Association, against any liability asserted against or incurred by such person in any such capacity, or arising out of the status of such person as such, whether or not the Association would have the power to indemnify such person against such liability under the provisions of this Article.

Section 9.6 Funding to Meet Indemnification Obligations . The Board of Directors shall have the power to borrow money on behalf of the Association, including the power to pledge the assets of the Association, from time to time to discharge the Association's obligations with respect to indemnification, the advancement and reimbursement of expenses and the purchase and maintenance of insurance referred to in this Article. The Association may, in lieu of or in addition to the purchase and maintenance of insurance referred to in Section 9.5 hereof, establish and

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,
2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

maintain a fund of any nature or otherwise secure or insure in any manner its indemnification obligations, whether arising under or pursuant to this Article or otherwise.

Section 9.7 Miscellaneous. Each Director and Officer of the Association shall be deemed to act in such capacity in reliance upon such rights of indemnification and advancement of expenses as are provided in this Article. The rights of indemnification and advancement of expenses provided by this Article shall not be deemed exclusive of any other rights to which any person seeking indemnification or advancement of expenses may be entitled under any agreement, vote of disinterested directors, statute or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office or position, and shall continue as to a person who has ceased to be an authorized representative of the Association and shall inure to the benefit of the heirs, executors and administrators of such person. Indemnification and advancement of expenses under this Article shall be provided whether or not the indemnified liability arises or arose from any threatened, pending or completed action by or in the right of the Association. Any repeal or modification of this Article by the Board of Directors of the Association shall not adversely affect any right or protection existing at the time of such appeal or modification to which any person may be entitled under this Article.

Section 9.8 Definition of Authorized Representative. For the purposes of this Article, the term, "authorized representative" shall mean a director, officer, employee or agent of the Association or of any corporation controlled by the Association, or a trustee, custodian, administrator, committee-person or fiduciary of any employee benefit plan established and maintained by the Association or by any corporation controlled by the Association, or person serving another corporation, partnership, joint venture, trust or other enterprise in any of the foregoing capacities at the request of the Association. The term "authorized representative" shall not include money managers or investment advisors (or any employees thereof) hired by the Association.

ARTICLE X

RESTRICTIONS REGARDING THE OPERATIONS OF THE ASSOCIATION

Section 10.1 No Private or Political Beneficiaries. In keeping with the statement of purpose of the Association as set forth in its Articles of Incorporation, no part of the earnings or assets of the Association shall inure to the benefit of any private individual, and no substantial part of the activities of the Association or of any recipient of its funds shall be ~~to carry on propaganda or otherwise to attempt to influence legislation or~~ to aid any political campaign on behalf of any candidate for public office.

Section 10.2 No Violation of Purposes. The Board of Directors may not, under any circumstances, make any distribution or expenditure, engage in any activity, hold any assets, or enter into any transaction whatsoever the effect of which under, applicable federal laws then in force, will cause the Association to lose its status as an organization to which contributions are deductible in computing the net taxable income of the contributor for purposes of federal income taxation.

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

ARTICLE XI

ADMINISTRATIVE MATTERS

Section 11.1 Books and Records . This Association will keep correct and complete books and records of account and will also keep minutes of the proceedings of its Board of Directors. The Association will keep at its registered office the original or a copy of its Articles of Incorporation and Bylaws including all amendments to those documents to date, as certified by the Secretary of the Association.

Section 11.2 Tax Records . The Association shall maintain at its principal office a copy of its Application for Recognition Exemption from Income Taxation under Section 501(c)(3) of the Internal Revenue Code, and all tax returns filed with any taxing authority. Such documents shall be made available during regular business hours for inspection by any person requesting to see them. Copies may be made with reasonable charge to the requestor.

Section 11.3 Authorizations . All checks, notes, mortgages, evidences of indebtedness, drafts, acceptances and other orders for the payment of moneys of the Association, contracts and other documents, and assignments or endorsements thereof, shall be signed by such persons as the Board of Directors may designate from time to time.

ARTICLE XII

BYLAW AMENDMENTS

Section 12.1 Authority . These Bylaws may be amended only by the Members at any Regular Meeting of the Members or at a Special Meeting of the Members called for that purpose. A vote of two-thirds of the Members present and eligible to vote shall be required to adopt an amendment. The proposed amendment shall have been submitted in writing to the Members, and Members shall have received proper notice in accord with Section 12.2 of these Bylaws that the proposed amendment is to be considered for adoption at the meeting.

Section 12.2 Notice and Procedures .

(a) Notice. The Members shall be provided copies of proposed Bylaw changes at least thirty (30) days prior to any Regular or Special Meeting of the Members at which proposed changes to the Bylaws of the Association are to be considered or acted upon. A written notice to each Member shall state the time and place of the meeting and shall identify the specific sections of the Bylaws which are under consideration, the proposed changes thereto and the rationale for such changes.

(b) Procedures. All proposed Bylaw changes must first be reviewed by the Board of Directors. The Board of Directors may create an ad hoc Bylaws Committee to recommend to the Board of Directors changes to the By-laws of the Association.

AS AMENDED BY THE MEMBERSHIP
~~OCTOBER 27, 2022~~ JUNE 18, 2013
AND EFFECTIVE
~~OCTOBER 28, 2022~~ JUNE 19,

2013

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

The Board will vote to recommend or not to recommend that such amendments be adopted by the Members. However, if the Board determines not to recommend to the Members a particular change to the Bylaws of the Association to the Members, any Member may propose such a change directly to the Members, in accordance with the notice provisions of subsection (a) hereof. The proposed Bylaw change may then be considered by the Members.

Section 12.3 Effective Date of Amendments.

All amendments to the Bylaws shall become effective on the date specified by the Members.

ARTICLE XIII

DISSOLUTION

Commented [1]: No changes for Article XIII

Section 13.1 Dissolution Vote

(a) By the Members. The Association may be dissolved by the vote of two-thirds (2/3) of all Members.

(b) By the Board of Directors. The Board of Directors, following four consecutive, properly called, Regular Meetings of the Members at which a quorum was not present, may, by a vote of two-thirds (2/3) of the Members of the Board present, dissolve the Association.

Section 13.2 Assets. Subject to applicable law, in the event the Association is dissolved and liquidated, the Board of Directors, with the approval of the Members (which approval shall not be required if the dissolution is by the Board of Directors pursuant to Section 13.1(b) above), after making provision for payment of all of the liabilities of the Association, shall have the power to distribute the remaining corporate property and assets to the Members by formula and process approved by the Board of Directors and the Members (which approval shall not be required if the dissolution is by the Board of Directors pursuant to Section 13.1(b) above). In the alternative or in addition to distribution to Members, the Board may, in its discretion, distribute some or all of the such assets to the Association's funding sources that are exempt from net income taxation under Section 501(c)(3) of the Code. Such a distribution shall be in proportionate parts, based on a five-year average of the amount of funds received from such sources. No funds or assets may be distributed to individuals or to entities that are not tax-exempt as stated.

Approved on the 13th day of June 1995 by the Board of Directors. Approved on the 11th day of July 1995 by the Members. Approved as amended on the 15th day of July 1996 by the Board of Directors. Approved as amended on the 31st day of July 1996 by the Members. Approved as amended on the 28th day of April 1997 by the Board of Directors. Approved as amended on the 17th day of June 1997 by the Members. Approved as amended on the 25th day of August 1997 by the Board of Directors. Approved as amended on the 23rd day of September 1997 by the Members. Approved as amended on the 29th day of October 1998 by the Members. Approved as amended on the 30th day of October 2000 by the Members. Approved as amended on the 17th day of May 2004 by the Board of Directors. Approved as amended on the 25th day of May 2004

BYLAWS
ALLEGHENY COUNTY LIBRARY ASSOCIATION

AS AMENDED BY THE MEMBERSHIP
OCTOBER 27, 2022 JUNE 18, 2013
AND EFFECTIVE
OCTOBER 28, 2022 JUNE 19,

2013

by the Members. Approved as amended on the 18th day of June 2007 by the Board of Directors. Approved as amended on the 30th day of October 2007 by the Members. Approved as amended on the 28th day of October 2010 by the Members. Approved as amended on the 18th day of March 2013 by the Board of Directors. Approved as amended on the 18th day of June 2013 by the Members. Approved as amended on the 27th day of June 2018 by the Board of Directors and the Members.

_____, Christine McIntosh, Secretary

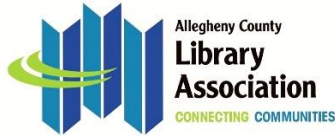
Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto



2023 ACLA BUDGET OVERVIEW

VISION

We envision a healthy, engaged, and thriving community supported by libraries that welcome, inspire and educate.

MISSION

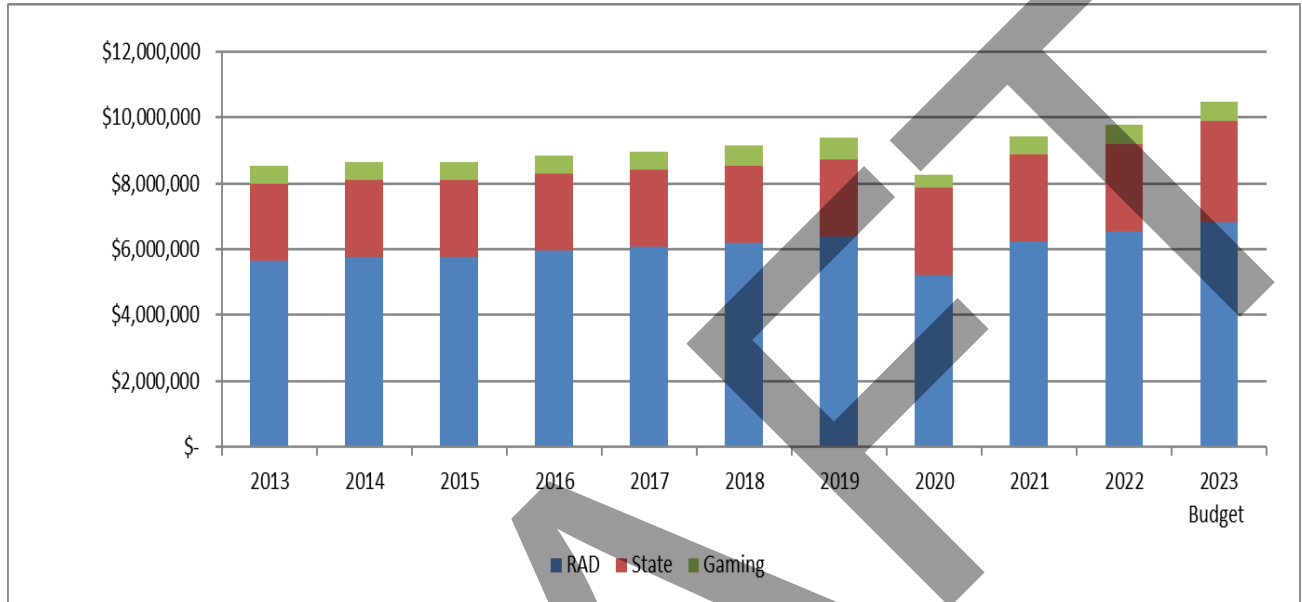
As a federated library system, ACLA provides and promotes the highest quality public library service possible for all residents of Allegheny County through collaboration, cooperation, and coordination.

2023 REVENUE ASSUMPTIONS (as of June 2022)

1. 17% increase in State funding. Based on State Budget.
2. 4% increase in RAD funding (for basic distribution formula, Mobile Services, Accounting and Administration). Based on current discussion with RAD
3. Level Table Gaming revenue. Based on 2022 Budget.

MEMBER LIBRARY DISTRIBUTIONS

Direct funding distributed to Member Libraries (exclusive of CLP)

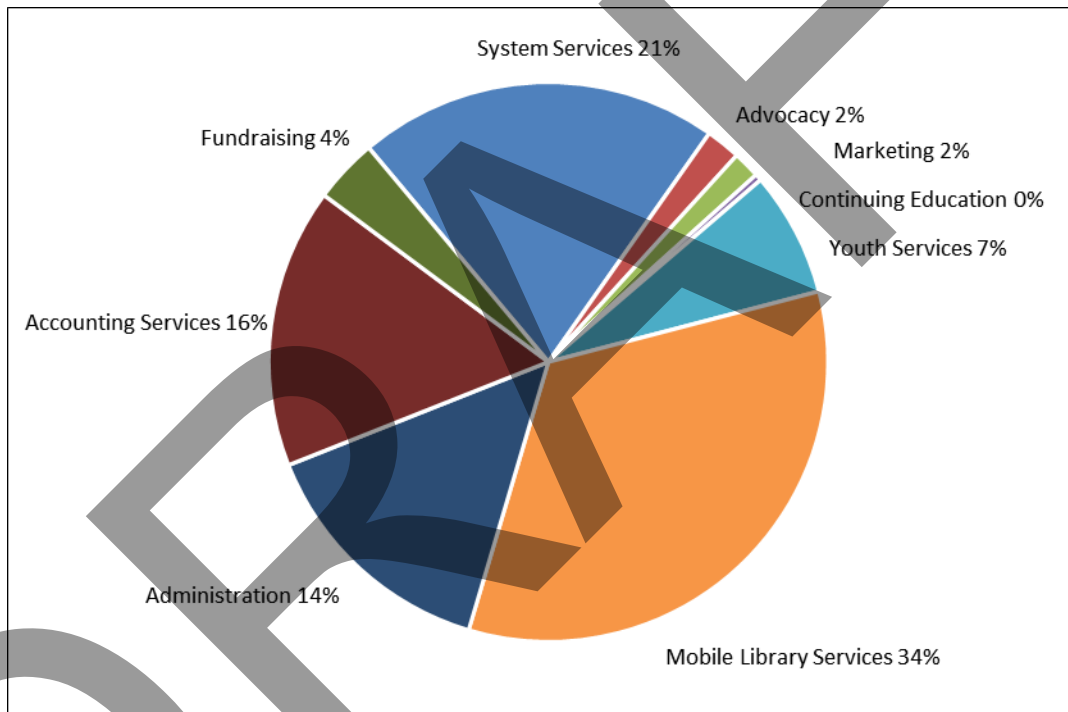


- State Aid is increasing for the second time since 2013.
- Additional funds that directly benefit Member Libraries in 2022 (not included above):
 - ✓ \$246,079 of grant funding awarded to ACLA and distributed to libraries.
 - ✓ \$3,225,552 from the ARAD to support eiNetwork.
 - ✓ \$235,755 from the ARAD to support shared eBooks.

ALLOCATION OF NON-DISTRIBUTED FUNDS

ACLA expenditures are tracked according to the following classes:

- *General System Services (funded by State Aid and grants): including Advocacy, Marketing, Continuing Education, and Fundraising*
- *Youth Services (funded primarily by State Aid and grants)*
- *Mobile Library Services (funded by ARAD, State, and usage fees)*
- *Administration (funded by ARAD and Table Gaming proceeds)*
- *Accounting Services (funded directly by participant fees, grants and ARAD)*



SYSTEM SERVICES

What services does ACLA provide to or on behalf of Member Libraries?

- **Advocacy:** *We actively promote the value of public library service to municipal, County and State officials and other stakeholders and provide tools and information for libraries to do the same locally.*
- **Marketing and Communications:** *We coordinate, facilitate and manage internal and external communications, marketing, and public relations to assist libraries in service delivery and to promote broad awareness of library service.*
- **Continuing Education and Professional Development:** *We design and coordinate professional development opportunities for library staff and boards.*
- **Capacity Building and Resource Development:** *We consult with libraries about governance, resource development, and library operations. We provide administrative support services to increase local library capacity and allow libraries to focus local resources on direct public service. We secure and distribute public and private funds that further the mission of the system and our Member Libraries.*
- **Youth Services Coordination:** *We build countywide partnerships in support of early education and curriculum enhancement. We deliver training for youth services personnel. We coordinate large-scale programs benefitting the public directly.*
- **Accounting Services:** *This is an opt-in program provided on a cost-recovery basis. Participating libraries receive day-to-day bookkeeping and accounting, monthly financial reports, assistance with budget preparation, forecasting, annual audit and leveraged cost savings. These services also support the distribution of ARAD, State and Grant funds to the libraries and the collection of eResource funds.*
 - based).

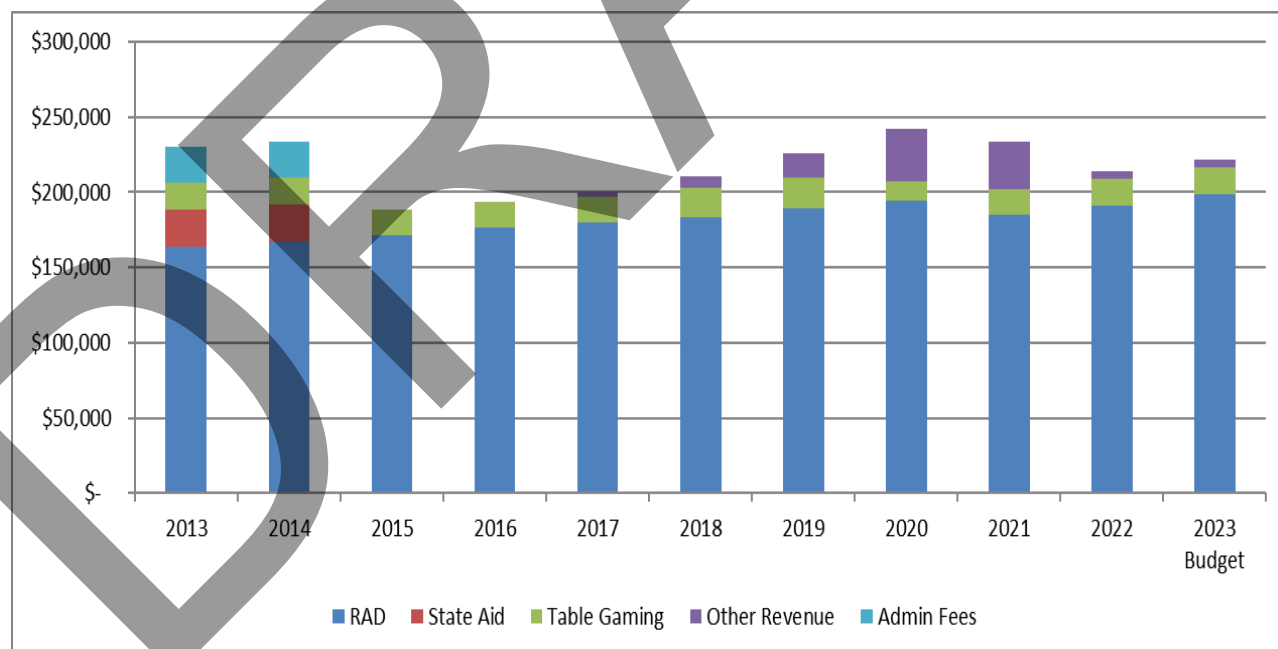
FUNDRAISING

What is the focus of grants in 2022 and 2023?

- *Love Your Library* campaign in partnership with CLP;
- Diversity and inclusion initiative;
- Kindergarten readiness support;
- Accessibility
- Social Workers in Libraries Program
- Continuing education training for library staff and Boards;
- Wage and benefit survey.

Direct funding to support Administration represents 1.7% of total ACLA budget or 15% of non-distributed funds.

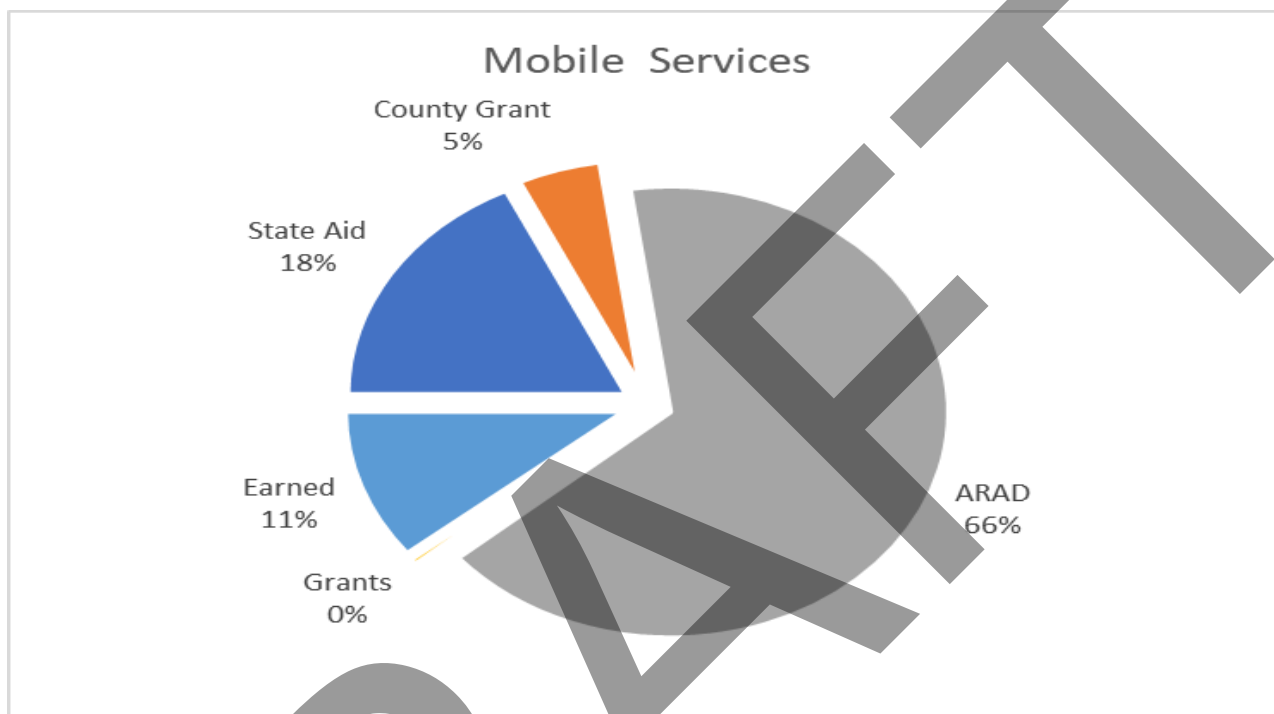
ADMINISTRATION



- ACLA no longer allocates any State Aid for Administration.

MOBILE SERVICES:

RAD is the primary funder of Mobile Services at 66% of total revenue.



What funds mobile services?

RAD funding supports targeted services to preschoolers and older adults. General service is operated under fee-based agreements with local governments, agencies, or libraries.

Why does ACLA provide Mobile Services and what audiences does it serve?

In 1996, Allegheny County requested that ACLA provide oversight of the countywide bookmobile program. That oversight evolved into direct management by 2003. As the County's agent in this regard, ACLA's three bookmobiles provide library service to populations that cannot get to libraries for any number of reasons: *because there is no local library, because there are socio-economic constraints, or because of physical barriers to travel.* The program has three routes: one focusing on Headstart and preschool sites, one customized for senior services, and a third route that provides general services to parts of the county that do not otherwise have easily accessible library service. (Stops on this last route are fee-for-service.) Combined, these three routes have more than 100 stops throughout the county and

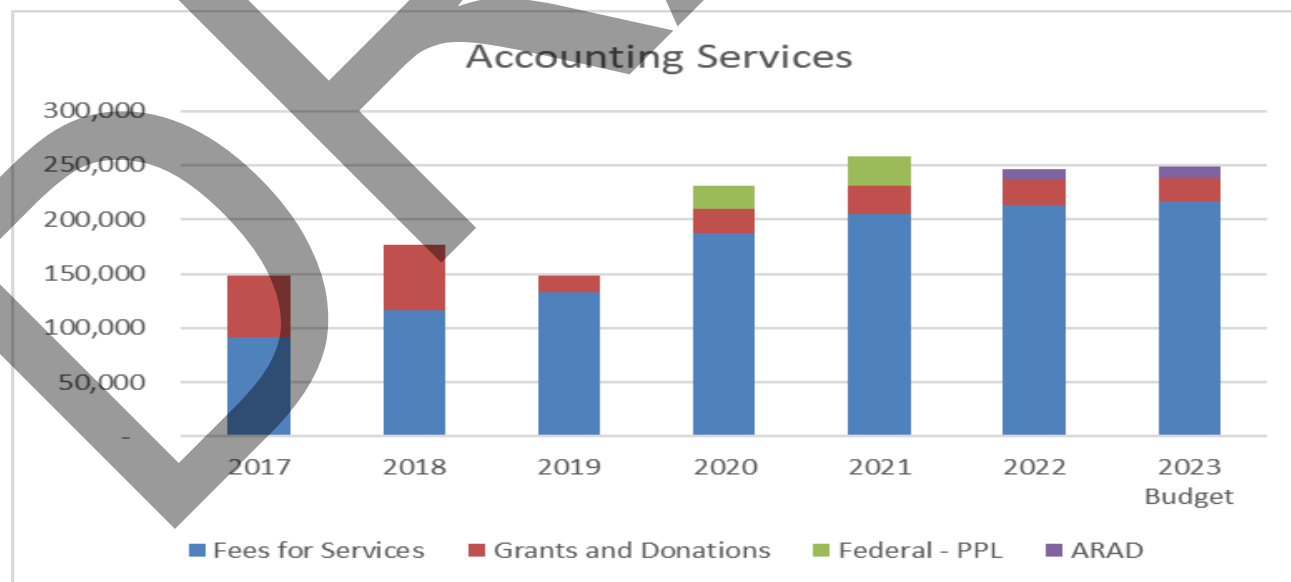
circulate more than 68,000 items annually. Of the **41** municipalities served by the preschool and senior routes, **38%** of the preschool and **15%** of the individual senior stops are in distressed communities.

Who delivers Mobile Services?

- **Chuck Arrigo, FT Operations Manager:** Oversees all operations including programs and services, personnel, and fleet management.
- **Gloria Lawler, FT Assistant Operations Manager:** Oversees collection development and older adult services.
- **Becky Sabol, FT Early Education Specialist:** Oversees preschool program.
- **Adam Lawler, FT Library Assistant:** Provides on-vehicle assistance and preparation of vehicles for various routes.
- **Lorraine Berner, PT Clerk:** Assists with managing requests for materials, stocking of vehicles, and shelving.
- *Several PT drivers*

ACCOUNTING SERVICES:

Accounting Services is funded through fees for services and foundation grants.



**Fees for Service include those billed to participating libraries as well as ACLA operations and required grant reporting.*

In 2014, ACLA HQ was approached about providing immediate assistance to a Member Library whose treasurer and bookkeeper had left the Board. The Library had been operating without current financial information for six months. As accounting services were one of the areas library directors had identified for opt-in support, ACLA created a working model based on others in the State. Since then fifteen more libraries have opted into the service. Accounting is provided on a cost recovery, fee-based system. Services include weekly accounts payable, cash management, monthly financials with forecasting, completion of financial sections of the annual State report, coordination of annual audit or financial review, and payroll and limited HR support. In 2018, ACLA received grant funding to upgrade from QuickBooks Online to Financial Edge Accounting System by Black Baud. This allows for more robust capability and direct access for participating libraries. Libraries interested in learning more about this service can contact the ACLA office for details.



Revenues:

	FY 2021Actual	FY 2022 Budget	FY 2022 April Forecast	FY 2023 Budget
Direct Contributions	14,804	5,000	6,046	7,100
Non Government Grants	698,066	371,000	375,917	369,750
Government Grants				
Federal	160,930	293,047	293,047	-
State	4,496,102	4,496,101	4,496,102	5,271,229
State Legislative Grant	-	150,000	150,000	-
State Grant	-	20,000	-	-
State County Aid	55,436	55,436	55,436	64,993
Table Gaming	575,155	600,000	703,450	600,000
County	35,000	35,000	35,000	42,500
ARAD	6,748,103	7,085,508	7,085,507	7,368,928
Local Government Funding	2,050	5,800	7,489	8,952
Total Government Grants	12,072,776	12,740,892	12,826,030	13,356,603
Earned Revenue	232,878	251,883	264,665	281,384
Interest Income	1,468	4,550	3,031	2,300
Other Income	214	-	190	400
Total Revenues	\$ 13,020,206	\$ 13,373,325	\$ 13,475,881	\$ 14,017,537

Expenses:

Distributions to Other Organizations

ARAD	6,240,861	6,552,904	6,552,904	6,815,020
State	4,126,359	4,126,359	4,126,359	4,837,743
Table Gaming	557,901	582,000	690,081	582,000
Service Grants to Libraries	426,188	200,000	200,000	200,000
Total Distributions	11,351,309	11,461,263	11,569,344	12,434,764

Personnel

Salaries	\$ 742,543	\$ 769,014	\$ 785,776	\$ 826,704
Fringe Benefits	179,639	200,791	184,136	211,263
Total Personnel	\$ 922,182	\$ 969,805	\$ 969,912	\$ 1,037,967

Operations

Office Operations	59,246	50,100	50,874	53,616
Contracted Services	172,611	129,850	123,728	133,850
Facility and Equipment	115,476	126,956	119,927	132,675
Travel and Meeting Expenses	4,596	11,900	10,830	12,500
Fundraising	4,904	3,500	2,705	5,000
Total Operations	\$ 356,833	\$ 322,306	\$ 308,064	\$ 337,641

Programs

Program Expense	235,676	274,000	300,471	174,150
Collection Expense	33,505	295,048	295,397	25,000
Total Programs	\$ 269,181	\$ 569,048	\$ 595,868	\$ 199,150

Total ACLA Direct Expenses

	\$ 1,548,197	\$ 1,861,159	\$ 1,873,843	\$ 1,574,758
--	---------------------	---------------------	---------------------	---------------------

Total Expenses

	\$ 12,899,505	\$ 13,322,422	\$ 13,443,187	\$ 14,009,521
--	----------------------	----------------------	----------------------	----------------------

Net Surplus/(Deficit)

	\$ 120,700	\$ 50,902	\$ 32,694	\$ 8,015
--	-------------------	------------------	------------------	-----------------

Depreciation

	\$ 43,550	\$ 43,550	\$ 32,986	\$ 32,986
--	------------------	------------------	------------------	------------------

Surplus/(Deficit)

	\$ 77,150	\$ 7,353	\$ (292)	\$ (24,971)
--	------------------	-----------------	-----------------	--------------------

Previous Year Grant Balances

	153,151	\$ 84,000	\$ 163,995	\$ 128,000
--	----------------	------------------	-------------------	-------------------

Surplus After Grant Balances

	\$ 230,301	\$ 91,353	\$ 163,703	\$ 103,029
--	-------------------	------------------	-------------------	-------------------



Allegheny County Library Association

Statement of Financial Activities by Program

FY 2023 Budget

	Administration	Fundraising	Mobile Library Services	System Services	Youth Services	Accounting Services	Member Library Svcs	TOTAL
Income								
Direct Contributions	2,000	-	1,000	3,000	-	1,100	-	7,100
Non Government Grants	20,000	-	1,000	88,000	30,750	30,000	200,000	369,750
Government Grants								
State	-	62,270.60	28,593.66	266,397.76	76,223.52	-	4,837,743.45	5,271,229.00
State Legislative Grant	-	-	-	-	-	-	-	-
State County Aid	-	-	64,993	-	-	-	-	64,993
Table Gaming	18,000	-	-	-	-	-	582,000	600,000
County	-	-	25,000	-	17,500	-	-	42,500
ARAD	198,183	-	345,174	-	-	10,551	6,815,020	7,368,928
Local Government Funding	-	-	8,952	-	-	-	-	8,952
Total Government Grants	216,183	62,271	472,713	266,398	93,724	10,551	12,234,764	13,356,603
Earned Revenue								
Earned Revenue	-	-	47,654	17,000	-	216,730	-	281,384
Interest Income	1,000	-	-	300	1,000	-	-	2,300
Other Income	-	-	-	-	-	400	-	400
Total Income	239,183	62,271	522,367	374,698	125,474	258,781	12,434,764	14,017,537
Expenses								
Grant to Other Organizations								
ARAD	-	-	-	-	-	-	6,815,020	6,815,020
State	-	-	-	-	-	-	4,837,743	4,837,743
Table Gaming	-	-	-	-	-	-	582,000	582,000
Grants to other organizations	-	-	-	-	-	-	200,000	200,000
Total Grants to Other Org,	-	-	-	-	-	-	12,434,764	12,434,764
Personnel Costs								
Salaries	128,540	47,985	280,177	178,090	59,204	132,707	-	826,704
Fringe Benefits	28,672	7,085	75,448	52,093	9,750	38,216	-	211,263
Total Personnel	157,212	55,071	355,625	230,183	68,954	170,923	-	1,037,967
Operations								
Office Operations	6,900	-	15,466	21,050	1,100	9,100	-	53,616
Contracted Services	39,950	-	10,900	24,200	-	58,800	-	133,850
Facility and Equipment	11,385	2,200	77,079	27,570	4,170	10,271	-	132,675
Travel	5,000	-	650	3,300	2,000	1,550	-	12,500
Total Operations	63,235	2,200	104,095	76,120	7,270	79,721	-	332,641
Program								
Program Expense	-	-	150	77,000	97,000	-	-	174,150
Fundraising	-	5,000	-	-	-	-	-	5,000
Collection Expense	-	-	25,000	-	-	-	-	25,000
Total Programs	-	5,000	25,150	77,000	97,000	-	-	204,150
Total ACLA Expenses	220,447	62,271	484,870	383,303	173,224	250,644	-	1,574,758
Total Expenses	220,447	62,271	484,870	383,303	173,224	250,644	12,434,764	14,009,521
Net Surplus/(Deficit)	18,736	-	37,497	(8,605)	(47,750)	8,137	-	8,015
Depreciation	-	-	32,986	-	-	-	-	32,986
Surplus/(Deficit)	18,736	-	4,511	(8,605)	(47,750)	8,137	-	(24,971)
Previous Year Restricted				75,000	53,000	-	-	128,000
Net Surplus after Restricted	18,736	-	4,511	66,395	5,250	8,137	-	103,029
Expense % of Total Expense	2%	0%	3%	3%	1%	2%	89%	



300 Cumberland Road • Pittsburgh, Pennsylvania 15237 • 412.366.8100 • FAX: 412.366.2064 • www.northlandlibrary.org

Superintendent of Schools and
Board of School Directors
North Allegheny School District
200 Hillvue Lane
Pittsburgh, PA 15237

Dear Superintendent Friez and North Allegheny Board of School Directors:

I am writing to express full support for all of our library colleagues at the North Allegheny School District and the vital role they play in shaping the lives of students of all ages. From early learning literacy and exploration to guidance with research papers, school library workers play a key role in the educational foundation of elementary, middle and high school students. School library support staff are at the frontlines of student engagement providing support for technology issues, material checkouts, cataloging and resource references, to name a few. They impact every learner in their schools, advancing initiatives that ignite students' passions for reading, inquiry, and lifelong learning. They are also invaluable partners to Librarians, teachers and administrators, enhancing resources for instruction and assessment, and providing professional development and technology support.

As the North Allegheny School Board considers the future of library secretaries throughout the district, I ask you to please consider the essential role these dedicated workers play in supporting the school librarians, the district's education goals and ultimately North Allegheny students' success.

The 2022-2029 North Allegheny strategic plan lists the first three Shared Values needed to exceed the expectations of those you serve as:

- All individuals can learn.
- Learning is a life-long process that occurs inside and outside of the classroom.
- Learning occurs best in a safe, nurturing, and respectful environment.

These values describe the essential learning that occurs in the district libraries because of all the school library workers. Please consider the impact the district's library secretaries make towards these values.

On behalf of Northland Public Library, we appreciate your responsiveness to feedback.

Amy M. Steele
Executive Director
Northland Public Library

SUPPORTING MUNICIPALITIES

Borough of Bradford Woods • Franklin Park Borough • Marshall Township • Town of McCandless • Ross Township

NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
September 27, 2022, 7:30pm
MINUTES

Announcement: A brief Executive Session will be held at the end of the meeting to discuss a personnel matter. The Board will reconvene to adjourn the meeting, with no other actions taking place.

- I. Call to Order & Roll Call:** The meeting was called to order by Mr. Kosmala at 7:30 PM. Present: Irene Caliendo, Heidi Coltin, Dan DeMarco, Dana Getz, Tom Kosmala, Karrie Lukin, Casey Sample, and Ananya Shah. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alan Shuckrow, Jason Singer, Robert Tate, Gilda Arroyo, and Kim Rhule.
- II. Comments from the Public:** None
- III. President's Report – Tom Kosmala:** Mr. Kosmala welcomed our new Junior Board Member Ananya Shah as well as attorney Gilda Arroyo. Mr. Kosmala noted the great success of the Z-roni fundraiser and Storybook-palooza. Mr. Kosmala thanked the Board Members for attending the “Breakfast, Books, and Beyond” event and continuing to encourage advocacy.
- IV. New Business:**
 - a. RAD Formula Revision – update Amy Steele:** Ms. Steele announced that the Librarians Advisory Council and ACLA Board both unanimously approved the RAD formula revision in order to show of solidarity across the libraries. This revision does result in over \$55,000 in RAD funding cuts for Northland. RAD has not yet approved it and there is no guarantee that they will. Library leadership plans on communicating with RAD the hardships caused by instantly requiring formula changes and the lack of communication from RAD.
 - i. ACLA Special General Membership meeting: September 28, 7:00 p.m. (virtual) VOTE: Giving NPLA representative instructions on how to vote on the RAD Formula:** Motion to instruct the NPLA representative to vote in favor of the revised RAD formula for 2023, duly made by Mr. DeMarco. Motion passed 5 yeas (Caliendo, DeMarco, Getz, Kosmala, Lukin), 2 nays (Coltin, Sample). A statement expressing the Board's frustration will be read aloud at the vote by our representative, Ms. Coltin.
 - b. 2023 Draft Budget – VOTE Bob Lukitsch:** Ms. Coltin and Ms. Caliendo had questions about a few line items. This budget is based on RAD providing a 4% increase to all libraries; more budget cuts will need to happen if RAD does not approve a 4% increase. Motion to approve the 2023 budget as presented by staff, duly made by Ms. Caliendo and unanimously carried.
 - c. Retirement Plan – VOTE Bob Lukitsch:** Motion to approve the execution of the attached IRS Form 5304-SIMPLE allowing each employee to choose the financial institution to receive their SIMPLE IRA deposits; the use of a 3% Matching Contribution as designated on the Form for Plan Year 2023 (included in the 2023 Budget); and reconstituting the Pension Review (ad hoc) Committee in early 2023 to

conduct a review of Northland's Retirement Plan, duly made by Mr. DeMarco and unanimously carried.

- d. **Keystone Grant – update Amy Steele:** The 50-year resolution has been signed by all municipalities. Staff is continuing to work on the grant as the deadline approaches.

V. Communications:

- a. **Library Marketing & Communications – Nicholas Yon:** Mr. Yon thanked the Board and staff for their involvement in the successful “Breakfast, Books, and Beyond” event. October is the biggest month for programming which can be seen in the packed newsletter. Northland continues its outreach at community events.
- b. **Departmental Updates – Kelley Moten:** The Book Sale was Northland's most successful with over 1,000 customers attending and a profit of almost \$10,000.
- c. **Foundation – Robert Tate, Amy Steele:** First Storybook-palooza raised just under \$4,000. The Zroni sale brought in over \$1,000, 50% more than the previous year. Moe's Taco Boxes are sold out. The Wish Trees are doing well.
- d. **Other: State – Libraries are required to provide voter registration information - Amy Steele:** Northland already does this, but will publicize this more.

VI. Old Business:

- a. **Pandemic Operations Update:** None.
- b. **Breakfast, Books & Beyond – Review Amy Steele:**
 - Ms. Steele thanked the Board for their unanimous participation. Had representatives there from almost all of our municipalities and representatives from the county and state levels. Several attendees gave positive feedback and shared their experiences with their colleagues. Thanks to the event, State Senator Lindsay Williams has tentatively earmarked a \$250,000 grant for our capital campaign!
- c. **Going Fine Free – Update Amy Steele & Kelley Moten:** Staff noted their concern that cutting this from our budget while still advocating in the community for funding might seem contradictory. As a result, this change will not move forward until sometime in 2023.

VII. Legal Matters: See: Ad Hoc Governance Committee.

VIII. Consent Agenda:

- a. Minutes
- b. Treasurer's Report
- c. Executive Director's Report
- d. Committee and Other Reports: Mr. DeMarco stated that the Consent Agenda should be separated from the Committee reports moving forward.
 - i. Ad Hoc Governance Committee: Bylaws review, meeting summary: Mr. Shuckrow noted that the revised bylaws and articles of incorporation should be completed by the next Board meeting. Ms. Sample explained that the committee had revised half of the bylaws and planned to revise the rest at their meeting next week.
 - ii. Joint NPLA/NPLF boards Governance Documents Review

Motion to accept the consent agenda, duly made by Mr. DeMarco and carried. Ms. Lukin abstained from the vote.

IX. Board Comments: Ms. Steele shared entries from the Children and Teen Services Department's "Why I Love My Library" interactive display.

X. Executive Session to discuss a personnel matter

XI. Adjournment: Motion to adjourn duly made by Mr. DeMarco and unanimously carried. The meeting adjourned at 9:11 PM.

Respectfully submitted,

Dana Getz
Secretary

Treasurer's Report Executive Summary
For the Period ending September 30, 2022

Staff continues work within the confines of the 2022 Budget structure by making the necessary moves to keep the Library on sound financial footing. We are experiencing fewer (significant) variances than expected in both revenue and expense line items as the year progresses, although this is mostly due to the State revenue coming in above budget (on the revenue side) and timing of expense realization (on the expenditure side). A supporting document to the Budget has been created for Staff and Board use that reflects anticipated revenue and expenditure totals for 2022, and the actuals compare favorably to these "targets." This document is being used to help ensure actual total expenditures fall within actual total revenues for 2022. Staff is making every effort to uncover additional revenues, while also imposing cost controls in almost every area. Cash on the books as of the end of September totaled just over \$2,500,000, almost \$250,000 more than the amount at the same point in 2021.

The Statement of Financial Position reflects this strong cash position, and includes a two-month operating reserve totaling \$485,143 and a Capital Improvement Fund that held \$1,527,487 at the end of September, much of which will be needed for the patio replacement/new entrance project currently scheduled for 2023. Accounts Receivable ballooned to \$45,252, due to the issuance of the NPLF Q3 invoice. Other Current Assets remain modest, coming in at a negative \$86.12 (due to a quirk caused by the timing of deposits from the "undeposited cash" holding account). Fixed Assets remained steady at \$2,171,876.

Accounts Payable decreased to \$14,511, due to a dip in the amount of purchases during the previous month from Ingram and Midwest Tape (Northland's primary collection vendors), which are paid in the subsequent month from a statement, due to the sheer volume of invoices these purchases generate. The PLGIT Budget Card balance increased to \$16,195, about \$4,500 less than the level at this time last year. New vendors added last month included In Costume Specialist (Storybook Palooza expense) and Kinema (Adult Programming supplies). Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing protocol. Other Current Liabilities fell slightly to approximately \$81,770 - this mostly consists of accrued vacation logged as of the end of 2021, which carries over from year to year, and is eventually expensed as part of the normal salary budget. The modest month-to-month changes result from changes in Receipts Collected for Other Entities (payments collected by Northland for other library's lost materials – "lost-pays") and Sales Tax Payable.

The Statement of Activities (with budget analysis) continues to show improvement after the pandemic related reductions, as the Library's internally generated funding remained fairly strong at 85% of budget for fines, rent (primarily), prints, etc. and just over 96% of budget for the Book Nook. Grant Revenue, however, is slightly below budget primarily due to less Other Donations (non-NPLF). Overall, revenues through September came in on budget, but are expected to finish the year above budget.

On the Expense side, payroll is running below budget (by about 6%), and other payroll expenditures remain about 15% below budget at month end, and continues to show improvement as a result of Northland's switch to a semi-reimbursable healthcare coverage plan. Collection expenditures remained about 17% under budget, and Programming came in about 11% under budget. Other Library Operations came in below budget (15%) as higher than anticipated Bookmobile payments were offset by lower processing costs and store merchandise spending, as well as reduced reimbursements for Book Drop mileage. Administration spending rose to about 107% above budget (primarily due to the consulting costs for assistance in the NPLF operations). Marketing & Communications also held steady at lower levels (70% under Budget). Computer Expense came in approximately 10% below budget, while Building Expense also remains below budget (36%). Travel & Training remains well below budget, while Miscellaneous Expense (mostly bank fees) were over budget (260%) due to increased bank fees and the increased cost of the Amazon Prime membership, which covers the shipping costs of hundreds of purchases over the course of the year. Staff managed to hold overall spending to just under 90% of budget.

The Statement of Cash Flows is provided to illustrate how the various balance sheet transactions, in effect, reconcile the Statement of Activities to the Statement of Financial Position. Of note is that, thanks to over budget Revenues and Expenditures coming in below budget, the Library's cash position increased by \$297,952 through September, to just over \$2.5 million (an increase of 7.4% since the beginning of the year).

While State Table Gaming funding seems to be recovering to pre-pandemic levels, and internally generated revenue has recovered somewhat, local funding in 2022 has been held to 2021 levels, leaving an over \$100,000 funding gap from originally Budgeted 2022 spending. Without the one-time revenue injection resulting from the forgiven PPP Loans that was available in 2021, additional cuts (mostly staffing) have been made in 2022 to hold expenditures within the projected revenues. This is resulting in service reductions.

Staff's responsible efforts to address Northland's financial challenges in 2021 should help to lessen the impact of difficult times ahead in 2022, especially the use of the 2022 Revenue and Expense Target document (mentioned above) to track performance. Through mid-September, with just over 75% of the year "in the books," revenues stand at 75.45% of the 2022 Revenue Target while expenditures stand at 69.26% of the 2022 Expense Target.

Northland Public Library Authority

Statement of Financial Position

As of September 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$2,503,748.17
Accounts Receivable	\$45,251.62
Other Current Assets	\$ -86.12
Total Current Assets	\$2,548,913.67
Fixed Assets	
1300 Property & Equipment	5,749,728.54
1905 Accumulated Depreciation	-3,577,853.00
Total Fixed Assets	\$2,171,875.54
TOTAL ASSETS	\$4,720,789.21
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$14,511.04
Credit Cards	\$16,194.58
Other Current Liabilities	\$81,770.19
Total Current Liabilities	\$112,475.81
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$112,475.81
Equity	
3005 Accumulated Surplus	1,884,510.02
3099 Opening Balance Equity	2,425,425.82
Net Revenue	298,377.56
Total Equity	\$4,608,313.40
TOTAL LIABILITIES AND EQUITY	\$4,720,789.21

Northland Public Library Authority

Budget vs. Actuals: FY 2022 Budget - FY22 P&L

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	19,470.00	19,470.00	0.00	100.00 %
4010 Mcpl Support - Franklin Park	258,645.75	258,645.75	0.00	100.00 %
4015 Mcpl Support - Marshall	161,836.10	158,721.75	3,114.35	101.96 %
4020 Mcpl Support - McCandless	487,987.06	481,428.75	6,558.31	101.36 %
4025 Mcpl Support - Ross	384,515.25	384,515.25	0.00	100.00 %
Total 4000 Municipal Support	1,312,454.16	1,302,781.50	9,672.66	100.74 %
4100 Other Government Support				
4105 State Support	273,138.00	136,594.00	136,544.00	199.96 %
4110 County Support	413,802.00	407,686.50	6,115.50	101.50 %
4115 Table Gaming Revenue	47,377.94	22,737.00	24,640.94	208.37 %
Total 4100 Other Government Support	734,317.94	567,017.50	167,300.44	129.51 %
4200 Grants & Donations				
4205 Foundation Grants	133,328.09	129,375.00	3,953.09	103.06 %
4210 Other Donations	2,874.80	12,750.00	-9,875.20	22.55 %
Total 4200 Grants & Donations	136,202.89	142,125.00	-5,922.11	95.83 %
4300 Library Operating Revenues	44,086.67	51,600.00	-7,513.33	85.44 %
4405 Semi-Annual Book Sales	16,978.82	14,000.00	2,978.82	121.28 %
4500 Store Sales	30,382.32	31,634.97	-1,252.65	96.04 %
4705 Misc. Income	417.63	1,950.03	-1,532.40	21.42 %
Total Revenue	\$2,274,840.43	\$2,111,109.00	\$163,731.43	107.76 %
GROSS PROFIT	\$2,274,840.43	\$2,111,109.00	\$163,731.43	107.76 %
Expenditures				
6000 Payroll Expense	1,299,703.29	1,383,907.52	-84,204.23	93.92 %
6100 Other Employment Expense	233,547.25	275,458.68	-41,911.43	84.78 %
6200 Collection Purchases	233,387.89	281,318.29	-47,930.40	82.96 %
6300 Programming & Events	12,018.05	13,500.00	-1,481.95	89.02 %
6400 Other Library Operations	27,426.75	32,145.03	-4,718.28	85.32 %
6500 Administrative Expenditures	51,616.93	47,894.94	3,721.99	107.77 %
6600 Marketing & Comm.	1,786.37	5,999.94	-4,213.57	29.77 %
6700 Computer Expense	57,764.95	63,852.00	-6,087.05	90.47 %
6800 Building & Equipment	66,965.86	104,475.06	-37,509.20	64.10 %
6900 Travel, Training & Apprec.	2,898.43	9,892.53	-6,994.10	29.30 %
8000 Miscellaneous Expenses	7,319.22	2,850.03	4,469.19	256.81 %
Total Expenditures	\$1,994,434.99	\$2,221,294.02	\$ -226,859.03	89.79 %
NET OPERATING REVENUE	\$280,405.44	\$ -110,185.02	\$390,590.46	-254.49 %
Other Revenue				
5000 Interest Income	17,972.12	4,500.00	13,472.12	399.38 %
Total Other Revenue	\$17,972.12	\$4,500.00	\$13,472.12	399.38 %
NET OTHER REVENUE	\$17,972.12	\$4,500.00	\$13,472.12	399.38 %

Northland Public Library Authority

Budget vs. Actuals: FY 2022 Budget - FY22 P&L

January - September, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$298,377.56	\$ -105,685.02	\$404,062.58	-282.33 %

Northland Public Library Authority

Statement of Cash Flows

January - September, 2022

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	298,377.56
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	-1,748.18
1220 Prepaid Expenses:Prepaid - Other	1,466.00
1297 Payroll Tax Refund Due	2,075.72
1298 Employee Orders	76.41
Payroll Refunds	15,885.96
2000 Accounts Payable (A/P)	-304.12
2005 Accounts Payable (A/P):Accounts Payable - Vendors	-8,203.80
2105 PLGIT BMO Debit Card	-7,063.14
2205 Receipts Collected for Other Entities	119.24
2210 PA Sales Tax Payable	-3,373.34
2405 Payroll Tax Payable	950.88
2605 Payroll Liabilities:FSA	775.79
2610 Payroll Liabilities:Life Insurance	-239.92
2620 Payroll Liabilities:Dental	-85.98
2625 Payroll Liabilities:UPMC	-267.01
2630 Payroll Liabilities:SIMPLE IRA	-2,954.39
2635 Payroll Liabilities:Child Support	0.00
2640 Payroll Liabilities:LST Tax	-786.00
2705 Deferred Revenues	-380.00
PA Sales Tax Payable:PA Sales Tax Payable	3,629.98
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-425.90
Net cash provided by operating activities	\$297,951.66
NET CASH INCREASE FOR PERIOD	\$297,951.66
Cash at beginning of period	2,205,505.01
CASH AT END OF PERIOD	\$2,503,456.67

Executive Director's Report – October 2022

Executing the [Northland Public Library Strategic Plan 2021-2024](#) as we work to “enable, empower and encourage lifelong learning and discovery in a safe, welcoming space for all.”

Focus	
Staffing	<p>Accomplishment: Our new Circulation Department Manager started on September 26.</p> <p>Challenge: Low salaries continue to impact our ability to attract and retain quality staff. We are having difficulty filling vacant shelver positions. At least 2 of the four vacancies will not be filled due to funding reductions. The computer center has yet another vacancy. We are down to only two staff covering 65 hours per week for that department. We are restructuring this new vacancy to reduce costs and increase flexibility. This eliminates another full-time position, but replaces it with two part-time positions.</p> <p>Impact: It is taking longer to get returned materials back on the shelves for patrons. Patrons will not have much assistance in the computer center on Thursday evenings and other times throughout the day.</p>
Funding	<p>Accomplishment: Thank you to everyone who donated to Northland during September!! This has been our most successful Love Your Library campaign ever and will provide even greater returns through the Jack Buncher Foundation prorated matching funds! Our September book sale raised just over \$10,000! This was our most successful sale in many, many years. Marshall, Bradford Woods and Ross have already approved the 2023 Library budget! Thank you for your on-going support.</p> <p>Active/Ongoing: The Foundation's year-end appeal begins in mid-November. Northland Public Library Foundation staff and volunteers are busy working on next year's Garden Gala event.</p>
Facility/Space	<p>Accomplishment: Staff are busy winterizing our grounds.</p>
Services	<p>Accomplishment: Terrifying Tales by the Fire moved to the Learning Garden this year to combat traffic noise, and had a great turnout with 42 people. We also hosted Lee Goldman Kikel on Oct 6 to talk about her father's story <i>Perseverance: One Holocaust Survivor's Journey from Poland to America</i>. Both programs received a lot of positive feedback from patrons. Patrons have been asking for more author programs, so Kati Coleman is planning to host a local author fair at Northland next year, tentatively on May 20. In partnership with the Kushkushkee Trail DAR chapter, 81 bell ringers participated in our Constitution Day celebration! We had 42 adults join us for Terrifying Tales by the Fire on October 14! October programming attendance is improved over September.</p> <p>Concern: We seem to be having issues with patrons registering for programs and then not showing up. During a county-wide Adult Services forum, other libraries mentioned they are experiencing the same issue.</p>
Collection	<p>Accomplishment: 1,570 new items were added to the library collection during September!</p> <p>Collection Spotlight – Since 2018, Northland has been home to a very popular board game collection. Here are a few interesting year-to-date statistics:</p> <ul style="list-style-type: none"> • The collection contains a total of 285 games. • Some individual games have been checked out between 10 – 14 times this year alone! • 227 of the 285 games have been checked out this year so far. • The total circulation of the collection in 2022 is 1,190. • 78% of the collection has been checked out, giving it a turnover rate of 4.2. This makes it one of the top circulating collections on the adult floor!
Promoting the Library	<p>Accomplishment: Northland was an exhibitor at the Historic Pittsburgh Fair held at the Carnegie Library of Pittsburgh in Oakland on Oct. 15. We spoke to over 100 people about our local history</p>

	<p>website and showcased other history materials from our collection. Marcom wrapped up Love Your Library Month and Book Sale promotions. Northland staff represented the Library at the following community events – Representative Kinkead and Senator Williams Senior Health Fair on September 27 and Rep Mercuri Community Health Fair on October 15.</p> <p>Active/Ongoing: 2023 Meeting Room Request information has been uploaded to our website and we are beginning to take reservations for meeting rooms. Northland wrote a letter of support for the North Allegheny School District Library Workers. The letter was sent to the Superintendent and School Board.</p> <p>Challenge: Marcom has met to begin discussions related to working with a decreased Marcom budget in 2023. A 2022 Election Guide has been uploaded to our website. A communication plan related to the elimination of RFID technology is being finalized. Printed collateral regarding 10G Internet has been placed around the Library. Upcoming community outreach events include: October 29 – Marshall Township Trunk Or Treat (Knob Hill Park).</p> <p>Impact: Budget cuts severely limit our ability to effectively promote, communicate and inform patrons and funders.</p>
Board Member Activities	<p>Accomplishment: Tom Kosmala attended the joint Governance Committee meeting with members of the Northland Public Library Foundation Board of Directors.</p>


Incident Reports – September 2022

Behavior Policy: 1
 Code Adam: 0
 Injury/accident/bio-hazard: 0
 Property Damage/Vandalism/Theft: 0
 COVID-19 Incidents: 0
 Police notified: 0

Year-To-Date - 2022

Behavior Policy: 10
 Code Adam: 0
 Injury/accident/bio-hazard: 5
 Property Damage/Vandalism/Theft: 0
 COVID-19 Incidents: 7
 Police notified: 2


Northland Staff and Board Members serving the consortium, our (NPL's) communities, and the profession by serving on various boards, committees and Task Forces. [Click here for details.](#)



Northland's new fiber network is 10 times faster, delivering next generation 10 Gigabit internet speeds throughout the building, including the Library's WiFi!

- 10x bandwidth increase over the previous 1 Gigabit internet speed
- Support for bandwidth-hungry technologies:
 - Δ 4K – 8K video
 - Δ Artificial Intelligence
 - Δ Virtual Reality
 - Δ The Internet of Things
 - Δ Remote and virtual work

At 10 Gigabytes per second bandwidth speed, patrons can access a world of resources, data and entertainment without interruption.

Questions? Call our Computer Center at 412-366-8100 ext 131. 

 NORTHLAND PUBLIC LIBRARY | www.northlandlibrary.org

SUPPORTING MUNICIPALITIES

Borough of Bradford Woods • Franklin Park Borough • Marshall Township • Town of McCandless • Ross Township