



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

January 10, 2023

Dear RAD Executive Director and Board Members,

The staff and Authority Board of Northland Public Library would like to express our thanks and gratitude for your continued support of libraries throughout Allegheny County. Your investment in the public library consortium provides access to necessary resources, programs and literacy initiatives for all residents, free of charge, in a safe, welcoming environment. Sustainable funding provides equitable access to library services for all residents; children, teens, adults and everywhere in between. We are also deeply grateful for RAD's significant \$3 million additional investment for 2023 and for prioritizing the community impact of libraries county wide. Wow! Thank you! As you so eloquently note in your "Allocations Committee Report," library workers fully grasp the hopes and needs of the communities we serve. And further, are dedicated to providing the necessary resources and materials to meet these needs and shine a light on the hope our staff experience every day.

This past year our staff worked diligently to foster innovative programs and develop new services to meet the needs of county residents. Over 917,000 physical items were circulated by Northland in 2022, the highest among all county libraries, and we reached over 7,200 children through engaging programming from story times to STEAM based programs to exploration initiatives. Your funding helped Northland develop curated services like Book Bundles, Family Movie and Book packs, Contactless Printing, Grab and Go Crafts and to expand our World Languages and Readables (high interest books for adults at different reading levels) collections. In 2022, Northland has shipped over 154,000 items to libraries throughout Allegheny County at the request of residents. Additionally, Allegheny County residents from outside of our funding municipalities checked out over 229,000 items while visiting Northland. These county patrons represented 93 additional municipalities that Northland is directly serving as a proud member of the Allegheny County Library Association. Additionally, participating in the Fund Development Shared Service has been particularly valuable for us during a time of staff transition. Thank you for making all of this possible!

Northland's staff and board leadership are thoughtfully considering your additional investment. We will keep you informed of our plans to use this funding to address critical library needs that impact our ability to serve the needs of county residents.

As our staff work to evaluate and develop programs, resources and our collection of materials to meet the needs and interests of library patrons, RAD funding continues to play a key role in Northland meeting our mission to enable, encourage and empower lifelong learning and discovery in a safe, welcoming space for all.

Like RAD, Libraries are for everyone and we are deeply grateful for your sustaining and record support in 2023!

Sincerely,

Amy M. Steele
Executive Director

Tom Kosmala
Northland Public Library Authority Board President

SUPPORTING MUNICIPALITIES

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

Northland Public Library Authority
New Entrance Project

Update January 20, 2023

This update is all good news as additional funding has been secured (as well as the potential for other funding that is not yet secured) in the amount of at least \$600,000 as follows:

GEDTF Grant (secured)	\$150,000
ARPA Grant (through Lindsey Williams – secured)	\$250,000
One-time Additional Investment in Libraries RAD Funding (secured)	\$200,000*
NPLF Grant (not yet secured)	?

*The additional RAD funding is not yet earmarked for the Project but has been recommended for this purpose by the NPLA Finance Committee out of a total amount of \$227,054.44 with the remainder allocated to fund various Staff priorities.

In addition, there is currently \$1,542,039 held in Northland's Capital Project Savings Account, with a potential additional (approximately) \$219,000 in 2022 (funded) Depreciation that will become available after acceptance of the NPLA 2022 Audit Report, as well as potential Grant Funding through the Keystone Grants Program (\$750,000 request currently under consideration) and Local Share Account – Statewide (\$1,000,000 request currently under consideration)

In light of this current funding situation, Staff requests that the Authority Board approve in principle going forward with the full Project, rather than limiting it to the patio replacement only, with the understanding that fund raising efforts will continue, resulting in a worst-case funding scenario requiring use of less than \$1 million of the Library's own (Capital Savings) money against a projected \$1.56 million total Project Cost. This will enable some preliminary planning efforts, but no actual Project expenditures will be made until the Keystone Grant request is resolved (March 2022).

Northland Public Library
Authority and Foundation
Audit Contract Request for Proposal Summary

The current contract for audit services with Mark C. Turnley, CPA concluded with the Fiscal Year 2021 Audit Report. Staff solicited proposals from five firms, and received proposals from two:

Mark C. Turnley, CPA
293 Pinney Street
Rochester, PA 15074

McCall Scanlon & Tice, LLC
5500 Corporate Drive
Suite 240
Pittsburgh, PA 15237

Staff did receive a phone call from one of the non-submitting firms saying they were exiting the government audit business, and another seeking information as to whether the Library would seriously consider their proposal, which would come in somewhere around \$15,000 (for the Library alone). Staff also spoke with Rich Tice of McCall Scanlon & Tice, who was willing to submit a proposal below their expected costs, as a courtesy to a fellow McCandless business.

Both the submitting firms possess experience auditing Libraries, and list a number of government entities as clients. Their pricing proposals are as follows:

		2022	2023	2024	2025	2026
McCall Scanlon & Tice LLC						
	Library	8,000	8,500	9,000		
	Foundation	6,000	6,500	7,000		
	Total	14,000	15,000	16,000		
Mark C. Turnley, CPA						
	Library	5,000	5,000	5,000	5,000	5,000
	Foundation	4,200	4,200	4,200	4,200	4,200
	Total	9,200	9,200	9,200	9,200	9,200

Staff is confident that either of the firms on the list could handle the work - Mark C. Turnley has performed the eight most recent Authority and Foundation audits. It is anticipated that the Authority Board will make a decision at the January Meeting next Tuesday.

LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease") is made as of this 4th day of October, 2022, between the NORTHLAND PUBLIC LIBRARY AUTHORITY a Pennsylvania Municipal Authority with its principal address at 300 Cumberland Road, Pittsburgh, Pennsylvania 15237 ("Landlord"), and the NORTHLAND PUBLIC LIBRARY FOUNDATION, a Pennsylvania corporation with its principal address at 300 Cumberland Road, Pittsburgh, Pennsylvania 15237 ("Tenant").

1. **PREMISES.** Landlord hereby leases to Tenant, and Tenant hereby takes and hires from Landlord, a single office space within the building located at the property known as 300 Cumberland Road, Pittsburgh, Pennsylvania 15237 (the "Building"), as assigned to it by the Landlord (the "Premises"). Landlord and Tenant acknowledge that Tenant will be sharing space with Landlord and other possible tenants within the Building and that the Premises may be changed by the Landlord at any time within its sole discretion.

2. **TERM.** The ~~initial~~ term (the "~~Initial~~ Term") of this Lease shall be ~~twenty one~~ (20) years, commencing September 1, 2022 (the "Commencement Date").

3. **GROSS LEASE.** The parties intend this to be a gross lease. The term "gross lease" shall mean that, unless expressly stated to the contrary herein, Landlord shall be solely responsible for the payment of all costs and expenses relating to the Premises, including all real estate taxes and assessments, insurance, utilities, maintenance costs.

4. **RENT.** During the Term of this Lease Tenant shall pay Landlord rent ("Rent") at the rate of One Dollar (\$1.00) per ~~year~~month. All Rent owed by Tenant during the Term of this Lease shall be due in advance, on or before the first day of each ~~lease year, on the anniversary of the Commencement Date~~month.

5. **USE OF PREMISES.** Tenant covenants that it shall use and occupy the Premises for the operation of a ~~Foundation~~Foundation, which is a Supporting Organization under the Internal Revenue Code, engaged in raising monies for the Northland Public Library Authority ~~and along with~~ such other services, activities, or ancillary uses reasonably associated therewith.

6. **MAINTENANCE, REPAIRS, AND REPLACEMENTS.**

(a) Landlord shall, at its sole cost and expense, promptly make all repairs and replacements necessary or reasonably required to keep the Building and Premises in good repairs, except to the extent that the same are required or arise due to the negligence or willful misconduct of Tenant, or Tenant's servants, agent's, employees, licensees, invitees, or the failure of Tenant to maintain the Premises as required in subsection (b) below.

(b) Tenant shall, at its sole cost and expense, preserve, protect, and maintain the Premises in substantially the same condition as of the date this Lease commences, ordinary wear and tear excepted.

7. **ENTRY AND INSPECTION.** Landlord shall have the right to enter the Premises at reasonable times and upon reasonable prior notice for the purposes of inspection and making such repairs to the Premises or other portions of the Building as Landlord is required to make hereunder.

8. ALTERATIONS AND ADDITIONS. No alteration, addition or improvement to the Premises shall be made or permitted by Tenant. Tenant shall promptly repair, at its sole cost and expense, any and all damage to the Premises caused by, or in connection with, its removal of any articles of personal property, equipment and machinery, or trade fixtures.

9. ASSIGNMENT AND SUBLETTING. Tenant shall not, either directly or indirectly, sublet the Premises or any part thereof, or otherwise assign this Lease, without the prior written consent of Landlord.

10. SURRENDER OF PREMISES. At the end of the Term, or any extension thereof, Tenant shall surrender the Premises to Landlord in broom-clean condition and in substantially the same order and repair as on the date hereof, except for ordinary wear and tear and damages that Tenant is not obligated to repair hereunder.

11. HOLDING OVER. If Tenant fails to surrender possession of the Premises upon the expiration of the Term of this Lease or the sooner termination thereof, Tenant shall be considered a tenant-at-will.

12. EARLY TERMINATION. Either party may terminate this Lease at any time by providing the other with notice of termination of not less than Thirty (30) days ~~seventy-two (72) hours~~ (the "Notice Period").

13. SUBORDINATION AND ATTORNMENT. Tenant accepts this Lease subject and subordinate in all respects to all mortgages, liens and other encumbrances which may now or hereafter be placed on or affect the Premises or any part thereof. Such subordination shall be self-operative, and no further instrument of subordination shall be required by any mortgagee.

14. EVENT OF DEFAULT. The occurrence of any of the following shall constitute a material default and breach of this Lease by Tenant (an "Event of Default"):

- (a) The failure by the Tenant to vacate the Premises at the end of the Term;
- (b) The Tenant's failure to pay when due any installment of Rent, and such failure shall continue for a period of ten (10) days; or
- (c) The Tenant's failure to observe or perform any of the other covenants, conditions or provisions of this Lease to be observed or performed by the Tenant, other than the payment of Rent, which failure shall continue for a period of fifteen (15) days following written notice thereof from the Landlord to the Tenant, or for such other period as may be specifically provided for in this Lease.

15. REMEDIES. If, during the Term or any other period of Tenant's possession of the Premises, any Event of Default should occur, without prejudice to Landlord's other rights hereunder and in addition to all other rights and remedies which Landlord may have under applicable law, the Landlord, at its option, may terminate this Lease immediately by delivery of written notice to Tenant setting forth the effective date of termination of this Lease. In such event, the Tenant shall have no right to avoid such termination by payment of any sum due or by the performance of any condition, term or covenant broken.

16. MISCELLANEOUS. This Lease: (a) may be amended only by a writing signed by each of the parties; (b) may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument; (c) contains the entire agreement of the parties with respect to the transactions contemplated hereby and supersedes all prior written and oral agreements,

and all contemporaneous oral agreements, relating to such transactions; and (d) shall be governed by, and construed and enforced in accordance with, the laws of the Commonwealth of Pennsylvania, without giving effect to any conflict of laws rules. The waiver by a party of any breach or violation of any provision of this Lease shall not operate, or be construed, as a waiver of any subsequent breach or violation hereof. Each individual executing this Lease on behalf of a party represents and warrants that he is duly authorized to execute and deliver this lease on behalf of such party and that this Lease is binding upon such party in accordance with its terms. In no event shall either party be liable to the other for indirect or consequential damages pursuant to this Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first above written.

LANDLORD:

Witness:

NORTHLAND PUBLIC LIBRARY AUTHORITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

TENANT:

Witness:

NORTHLAND PUBLIC LIBRARY FOUNDATION

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

2023 Temporary Policy & Procedure: COVID-19 Medical Leave

Each Northland Public Library Staff member, hourly and salaried, will be awarded an additional 5 pro-rated days of medical leave if the staff member tests positive for or is diagnosed with COVID-19 during 2023. Staff must provide proof of diagnosis to be eligible. Proof may be in the form of a copy of PCR test results, a picture of your Rapid test results (Please do not bring in your actual test kit) or a written diagnosis from a healthcare professional. This proof must be provided to either Amy Steele or Kelley Moten. Supervisors will then be notified to approve this leave (not to exceed 5 pro-rated days during the 2023 calendar year). Staff should enter this time in ADP on their timecards and select "Other" in the Pay Code drop-down menu. You must then add a Note for that time entry that says COVID. Managers and Supervisors will track this medical leave over 2023. Unused hours from this temporary policy may not be carried over.

Per Amy Steele, January 12, 2023

Northland Public Library

Privacy and Confidentiality Policy

Introduction

“Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age, background, or views.”* Northland Public Library (“Northland”) has a strong commitment to protect the privacy of patrons who use our services.

To provide services, Northland collects and maintains personally identifiable information about patrons. The personal information Northland collects includes:

- Name
- Address
- Email address
- Phone number
- Driver’s license number or alternative state identification number
- I.D. of parent or guardian for minors 17 and under
- Names of approved individuals designated to pick up reserves
- Library card number (used for materials request and access to the library account)
- Materials on reserve or currently checked out to the patron
- Date of birth (used for library card application and program registration)
- School grade (used for Summer Reading Program registration only)
- Name of school (used for Summer Reading Program registration only).

Patron Accounts

In providing services, Northland protects the privacy of patrons. Northland adheres to the following policies:

- Northland staff members do not share collected information with other staff members or outside parties except for the provision of library services and possible uses related to the recovery of materials, fines and fees, or to verify patrons’ permission to use certain databases.
- Northland specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature in accordance with Pennsylvania law (24 PA Cons. Stat. Sec.4428.) The library record of a child has the same confidentiality protection under Northland’s policy. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the Executive Director, except pursuant to such process, order, warrant, or subpoena as may be

*<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconcerning> (Accessed January 29, 2019)

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Draft revision 1/23/2023

Northland Public Library

Privacy and Confidentiality Policy

authorized under the authority of, and pursuant to state, federal, or local law relating to civil, criminal, or administrative procedures or legislative investigatory power.

- Upon receipt of such process, order, warrant, or subpoena, the Executive Director will consult Northland's legal counsel to determine if such process, order, warrant, or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, order, warrant, or subpoena is not in proper form or if good cause has not been shown, Northland will object to the issuance of any information thereunder.
- Northland staff members will only provide information about specific titles of checked out material, holds requested, and/or fines and fees to the account holder. The information may not be provided to anyone else without a legal court order, warrant, or subpoena, or a privacy waiver on file.
- The record of a child has the same confidentiality protection. If material is not overdue, staff may provide only the number of items checked out to parents or legal guardians. Staff may give parents or legal guardians specific title information when material is overdue or when fines or fees are due. Parents or legal guardians may access their family members' account(s) through the public catalog, either at Northland or remotely. The parent or legal guardian has the responsibility to maintain the needed information (card number and PIN) that permits access to the account for their minor children. Adults are free to share their access information as they see fit.
- Hold proxies permit pickup of hold items by the designated proxy. Proxies do not have permission to access any other account information not related to holds available for pickup.
- If a patron is in possession of another patron's library card, that patron may use that card to pick up the cardholder's holds and to check out other materials, **only**. That patron may not make changes to the account (i.e., PIN number, email address, etc.), and that patron will not be furnished with any information about the account (i.e., fines owed, other items checked out, etc.).
- Someone other than the account holder may pay an overdue fine if the late item being returned is in their hand, or they know the exact amount of the fine (s) or fee (s) owed.
- Privacy waivers are available for information to be shared on a library account to a specific person receiving permission from the owner of said library account. The owner of the account must turn the Privacy Waiver in to a Northland Customer Service Representative **in person**. Waivers are kept on file in the office of the Circulation Department Manager. Revocation of the privacy waiver must also be in writing and delivered in person.
- Library accounts expire every two years unless they are updated in person by the account holder with appropriate I.D. and proof of address. Accounts expired for 3+ years with no items checked out and fines less than \$50 are deleted from the database on an annual basis. The list of deleted patron records is saved for one year, then deleted.

Use of Library Services

- Northland does not provide, even at the request of an individual, documentation to agencies or institutions to show that a specific individual visited the library.

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Northland Public Library

Privacy and Confidentiality Policy

- Library staff are not permitted to disclose to anyone other than fellow staff whether a particular person is currently, or has ever been, at Northland without a court order, warrant, or subpoena.
- Information collected about patron use of Northland's public computers will not be provided to any individual or agency without a legal court order, warrant, or subpoena. Any information collected concerning that use is destroyed once needed statistics are obtained.
- Information collected about individuals registering for library sponsored programs will not be provided to any individual or agency without a legal court order, warrant, or subpoena. Any information collected concerning program registration will be destroyed once needed statistics are obtained.
- Northland will not disclose a child's personal information -full name, address, photograph, etc. ("information that would facilitate or enable the physical or online locating and contacting of a specific individual")- without written approval from a parent or legal guardian. In accordance with the Children's Online Privacy Protection Act (COPPA), we will only display a child's first name, age, and their comments on social media.
- Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" ([ALA Code of Ethics](#)), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

Use of Names or Photographic Images

- To protect the privacy of patrons and staff, Northland does not generally permit photos to be taken in its facilities, and does not use the names or images of patrons. When names or images are used for publicity or other library-related uses, Northland obtains patron permission or allows patrons to "opt out" of the image. See [Film & Photography Policy](#).
- Northland employs the use of security cameras for the sole purpose of ensuring the safety and security of staff, library visitors and library property. Only a limited number of staff members have access to camera footage. The security camera recordings are purged approximately every thirty days.

Data Security

- Northland is a member of the eiNetwork. The eiNetwork provides the following services:
 - maintains the Integrated Library System (ILS) and the online catalog;
 - helps maintain all Library PCs and printers;
 - provides filtered Internet access for patrons and secure internet access for staff including wireless access;
 - provides assistive technology;
 - provides email for staff.
- Per the eiNetwork's Privacy Policies:

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Draft revision 1/23/2023

Northland Public Library

Privacy and Confidentiality Policy

- Patron records that have been expired for 3+ years, owe less than \$50, and that have no items checked out are deleted annually by the eiNetwork.
- All public computers are wiped clean of patron use as soon as the patron ends their session.
- The ILS automatically erases a user's borrowing record once material is returned and all fines have been paid.
- The eiNetwork does not retain data relating to catalog or database searches.
- The eiNetwork may provide information to certain collection agencies or in judicial proceedings for the purpose of collecting fines or recovering the cost of items not returned to the library.
- Northland and the eiNetwork have put in place physical, electronic and managerial procedures to safeguard and secure the information it collects online to prevent unauthorized access, to maintain data accuracy and to ensure the correct use of information. Northland recognizes that no system is immune from unlawful intrusion through hacking, which violates both federal and state laws, nonetheless, it utilizes both managerial and technological security procedures intended to protect confidential data.
- Vendors either do not have access to patron information, have policies to protect confidential information, or have signed an agreement stating they will protect that information (i.e., certain databases).
- Northland uses email addresses to respond to the emails we receive, to confirm program registrations and to send notices to patrons who have given us their email addresses for that purpose. Names and addresses are not shared with outside parties.
- Northland also uses email addresses to alert patrons about new library services and programs. Patrons may unsubscribe from this list by clicking the “unsubscribe” link at the bottom of the email.
- A patron’s email and physical address will only be shared with the Northland Public Library Foundation if that patron grants permission to do so.
- Patrons who wish to be removed from the library donor mailing lists may contact the Northland Public Library Foundation.
- Any personal information requested through Northland’s website for the purpose of registering for library programs is sent directly to an internal database accessible only by library staff or sent directly to a pertinent staff member’s email account. Information collected by Northland is not shared with any other agency or organization. Every January, information that is more than a year old is deleted.
- Northland may obtain data regarding users at the time they use a library card to gain access to an electronic database or use computers within the library. Northland’s software is programmed to purge personally identifying information automatically after a short period of time, usually about 24 hours.

Northland Public Library

No Solicitation Private and Commercial Business Policy

The Northland Public Library prohibits any person(s) from ~~soliciting~~ conducting private or commercial business anywhere in the Library with the exception of the designated meeting room spaces.

Northland Public Library ("Northland") prohibits all business solicitation on Library property, except for authorized use of designated meeting room space.

~~Private and commercial business includes but is not~~ Prohibited activities include but are not limited to:

- ~~Internet business~~ Recruiting customers or clients on Library property;
- Presenting to clients for paid services;
- ~~Any other private/commercial business that involves payment between parties for services rendered.~~ Conducting business meetings in public spaces.

Northland cannot subsidize a ~~private individual or~~ commercial enterprise. Any private ~~individual~~ or commercial enterprise may rent meeting space under the guidelines of Northland's [Meeting Room Policy](#).

The Library makes an exception for tutors since tutors forward Northland's mission to enable, encourage and empower lifelong learning and discovery. Tutors must, however, adhere to the ~~Tutors are exempt when in compliance with the~~ [Tutor Policy](#).

Northland Public Library

Unattended Minors Policy

While every **reasonable** effort is made to ensure a safe and comfortable environment for everyone, Northland Public Library (“Northland”) does not provide supervision for unattended minors. Children requiring supervision may not be unattended or left in the care of others who are unable or unwilling to provide adequate care.

Guidelines

- Children under the age of 5 must be within arm’s reach of their parent/caregiver.
- No one under the age of 10 may be left unattended in the library without a parent/caregiver (at least 16-years-old) present ~~in the building~~ **on the same floor**.
- Because many children and teens view Northland as a safe and informative place, sometimes they visit the library while they are truant from school. In many cases it is difficult to determine if children are truant, are home-schooled, attend private schools that are off for the day, or may be at the library for other reasons. Northland does not report children truant, except in instances where staff are concerned about repetitive truancy, in which case staff shall follow Mandated Reporter guidelines.
- Northland staff will attempt to notify the parent/caregiver if:
 - The child is frightened or anxious while alone at the library;
 - The child’s health or safety may be in danger;
 - The child’s behavior disturbs other users of the library.
- Northland staff will contact ChildLine for those children whose basic needs for food, rest, parental supervision or attention are **evidently** not being fulfilled. Library staff are recognized as Mandated Reporters under Pennsylvania State Code § 42.42.
- Northland staff will notify the Town of McCandless Police if the library is closing, ~~at the scheduled time or for any other reason, when in an emergency situation,~~ and a parent or guardian of a child cannot be located in the building or by phone.
 - If a child indicates they are waiting to be picked up, staff will wait until 30 minutes after closing. If the parent or guardian has not arrived, staff will call the Town of McCandless Police. Two library staff members will remain with the child until the police arrive.
 - Staff may not drive children home.

NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft
Teams
December 6, 2022, 7:30pm
MINUTES

An Executive Session was held at 6:00 prior to the Committee and Authority Board meetings to discuss a personnel matter.

The Policy & Planning Committee met immediately prior to the Authority Board meeting to discuss several policy revisions.

- I. Call to Order & Roll Call:** The meeting was called to order by Mr. Kosmala at 7:34 PM. Present: Irene Caliendo, Heidi Coltin, Dan DeMarco, Dana Getz, Tom Kosmala, Karrie Lukin, and Casey Sample. Excused: Ananya Shah. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Sherry Murray, Gilda Arroyo, Alan Shuckrow, Rita Martin, Robert Tate, and Ruth Sanko.
- II. Comments from the Public:** None
- III. President's Report – Tom Kosmala:** Mr. Kosmala expressed his thanks to the Board and the library staff as he leaves his position. He noted how special this Board's congeniality and teamwork is. He also encouraged the Board to contribute to the newsletter information that Ms. Steele requested.
- IV. New Business:**
 - i. Salary Schedule – VOTE – Sherry Murray:** Ms. Murray reviewed the needed adjustments to the salary structure in order to put the salary schedule/increases in line with other comparable libraries. She "attempted to adjust salaries in a fair way based on market analysis." The Board agreed that these changes are necessary for Northland to retain and attract good staff. Motion to approve the revised salary schedule, duly made by Mr. DeMarco and unanimously carried.
 - ii. Salary increases for 2023 – VOTE – Sherry Murray:** Ms. Steele reminded the Board that if there is zero staff turnover in 2023, these adjustments could slightly exceed the budget, but she does not expect that to happen. Motion to approve salary increases for 2023, duly made by Mr. DeMarco, seconded by Ms. Getz, and unanimously carried.
 - iii. Executive Director Compensation – VOTE – Tom Kosmala:** Ms. Murray noted how important it was to bring this compensation into appropriate alignment with the market analysis she had completed. Motion to approve a 3% increase as well as the position adjustment for the Executive Director Compensation up to \$109,408.30 for 2023, duly made by Ms. Sample and unanimously carried.

iv. NPL Foundation

1. Revised & Restated Articles of Incorporation – VOTE – Rita Martin with Tom Kosmala, & Amy Steele:

2. Revised & Restated Bylaws – VOTE - Rita Martin with Tom Kosmala, & Amy Steele:

Mr. Tate and Ms. Martin expressed thanks to Mr. Kosmala, Mr. Shuckrow and his team, and fellow Foundation Board members Jennefer Bartholomew and Alice Beckett-Rumberger for their efforts. They stated their confidence in the new Board appointment schedule as well as the other clarifications made in the updated Articles and MOU. Motion to approve the Revised & Restated Articles of Incorporation as well as the Revised & Restated Bylaws of the Foundation, duly made by Ms. Caliendo and unanimously carried.

v. Retirement Plan Ad-Hoc committee appointments – VOTE – Bob Lukitsch: Motion to approve the Retirement Plan Ad-Hoc committee, duly made by Mr. DeMarco and unanimously carried.

V. Communications:

a. Library Marketing & Communications – Nicholas Yon: Mr. Yon thanked Mr. Kosmala for his work with the marketing department and his advocacy. He discussed the efforts his department had put towards education and signage about the RFID technology change. Mr. Yon was excited to announce the return of art shows in the library. They will continue to develop relationships with schools, organizations, etc. to add more.

b. Departmental Updates – Kelley Moten: Ms. Moten highlighted the amazing popularity of the Children and Teen Services Department's programming. Recently, the department spoke with 7 preschools and 14 elementary schools (413 students). In the last month, 800 people attended their Preschool Storytimes. In honor of Election Day, the department asked students to vote for their favorite woodland animal—fox won! Over 300 children identify items in the "I Spy" tank every month.

c. Foundation – Rita Martin, Amy Steele: The "Love Your Library" campaign was a success. Now sending out end-of-the-year donation requests. The Foundation Board has begun work on the Garden Gala (April 22, 2023), including reaching out for corporate sponsorships. The interview process for the Director of Development/Foundation Director has begun. Ms. Steele thanked the current staff for their help while this position has been open. Ms. Steele noted that the library received the official letter from Passavant Hospital approving the grant for 2 new AED's. Ms. Steele thanked Tony Dills for helping with the application process.

d. Other:

i. RAD – Budget update – Amy Steele: The RAD budget increase of 4% for 2023 was approved as well as the new formula. This leaves Northland with a \$55,000 reduction in RAD funding. RAD announced that they will be dividing a 3-million-dollar one-time investment among suburban libraries in Allegheny County. This is unprecedented and will be a one-time only contribution. They have not yet released the final numbers for each library. It will be left to

each library's discretion how they will use the funds to improve library services and resources.

- ii. **Franklin Park – NPLA 2023 Budget approved:** Franklin Park was the last municipality to approve the library budget. The 2023 budget is now officially approved.

VI. Old Business:

- a. **Pandemic – Update – Amy Steele:** Northland will have to realign the current staff quarantine policies in light of recent recommendations by the CDC.

VII. Legal Matters: Mr. Shuckrow and Ms. Martin thanked Mr. Kosmala for bringing his calm leadership to the MOU committee discussions.

VIII. Consent Agenda:

- a. Minutes
- b. Treasurer's Report
- c. Executive Director's Report
- d. Committee and Other Reports
 - i. Policy & Planning Committee: meeting summary: The Policy & Planning Committee reviewed and revised the Private and Commercial Business Policy, the Privacy Policy, and the Unattended Minors policy.

Motion to accept the consent agenda, duly made by Mr. DeMarco and unanimously carried.

IX. Board Comments: Ms. Steele noted Mr. Kosmala's many accomplishments during his tenure. She presented him with a certificate of recognition as well as cards from the Board and the staff. She thanked him for his personal attention and care for the staff and the work of the library. The Board noted how much he will be missed.

X. Adjournment: Motion to adjourn duly made by Mr. DeMarco and unanimously carried. The meeting adjourned at 8:33 PM.

Respectfully submitted,

**Dana Getz
Secretary**

Treasurer's Report Executive Summary
For the Period ending December 31, 2022

Staff managed to work within the confines of the 2022 Budget structure by making the necessary moves to keep the Library on sound financial footing. We experienced fewer (significant) variances than expected in both revenue and expense line items through year-end, although this is mostly due to the State revenue coming in above budget (on the revenue side) and strict cost control discipline on the expense side. A supporting document to the Budget was created for Staff and Board use that reflects anticipated revenue and expenditure totals for 2022, and the actuals also compare favorably to these "targets." Cash on the books as of the end of December totaled just under \$2,600,000, about \$300,000 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 \$1,542,039 at the end of December, much of which will be needed for the patio replacement/new entrance project currently scheduled for construction beginning in 2023. Accounts Receivable totaled \$43,329, due to generation of the NPLF Q4 invoice. Other Current Assets remain modest, coming in at less than \$10. Fixed Assets declined to \$1,952,786, due to the booking of the estimated 2022 depreciation expense (\$219,089).

Accounts Payable increased to \$22,550, due to a slight increase 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 \$44,241, over \$20,000 more than the level at this time last year (due to the purchase of the new book drops and AED Devices supported by Grant funding). New vendors added last month included Homeless Training (Continuing Education Course), City of Asylum Books (CATS Collection Materials), USI Laminate (Art Supplies), American AED (new AED devices courtesy of UPMC Passavant Foundation) and the Library Store (new book drops courtesy of the Jack Buncher Foundation). Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing protocol (\$1,070.92 rebate received November 14, 2022). Other Current Liabilities increased slightly to approximately \$85,973 - 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 some improvement after the pandemic related reductions, as the Library's internally generated funding remained fairly strong at 82% of budget for fines, rent (primarily), prints, etc. and just over 101% of budget for the Book Nook. Grant Revenue came in above budget as well, primarily due to PEMA (State Emergency Funding) and the aforementioned Passavant Foundation grant. Overall, revenues through December came in 7% above budget,

thanks primarily to slightly higher than expected Local (municipal RAD funding) and State funding streams.

On the Expense side, payroll came in below budget (by about 6.5%), and other payroll expenditures were about 13% below budget at year-end, as a result of Northland's switch to a semi-reimbursable healthcare coverage plan. Collection expenditures remained about 10% under budget, and Programing came in about 8.5% under budget. Other Library Operations came in below budget (4%) as higher than anticipated Bookmobile payments were offset by lower store merchandise spending, as well as reduced reimbursements for Book Drop mileage. Administration spending came in above budget (primarily due to the consulting costs for assistance in the NPLF operations). Marketing & Communications also held steady at lower levels (48% under Budget). Computer Expense came in approximately 28% below budget (entirely due to reduced equipment and software expenditures), while Building Expense also remains below budget (14%). Travel & Training remained well below budget, while Miscellaneous Expenses (mostly bank fees) were over budget (290%) due to increased bank fees, a few one-off expenditures that were covered by (other) donations, and an increase in the cost of the Library's 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 exactly 99% of budget (including estimated and budgeted depreciation expense).

Some of the reduced expenditures was accomplished through staffing reductions throughout the year. A significant portion of this savings will be re-invested in our staff in order to keep up with current local market compensation rates. Saving for and anticipating these necessary and planned for salary increases, combined with higher than expected interest earnings, has resulted in higher than expected year-end net revenue.

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 \$301,265 through December, to just over \$2.5 million (an increase of 14% since the beginning of the year).

Northland Public Library Authority

Statement of Financial Position

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$2,506,966.13
Accounts Receivable	\$43,328.80
Other Current Assets	\$9.74
Total Current Assets	\$2,550,304.67
Fixed Assets	
1300 Property & Equipment	5,749,728.54
1905 Accumulated Depreciation	-3,796,942.35
Total Fixed Assets	\$1,952,786.19
TOTAL ASSETS	\$4,503,090.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$22,550.58
Credit Cards	\$44,241.26
Other Current Liabilities	\$85,973.33
Total Current Liabilities	\$152,765.17
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$152,765.17
Equity	
3005 Accumulated Surplus	1,884,510.02
3099 Opening Balance Equity	2,425,425.82
Net Revenue	40,389.85
Total Equity	\$4,350,325.69
TOTAL LIABILITIES AND EQUITY	\$4,503,090.86

Northland Public Library Authority

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	25,960.00	25,960.00	0.00	100.00 %
4010 Mcpl Support - Franklin Park	344,861.00	344,861.00	0.00	100.00 %
4015 Mcpl Support - Marshall	214,743.35	211,629.00	3,114.35	101.47 %
4020 Mcpl Support - McCandless	648,463.31	641,905.00	6,558.31	101.02 %
4025 Mcpl Support - Ross	512,687.00	512,687.00	0.00	100.00 %
Total 4000 Municipal Support	1,746,714.66	1,737,042.00	9,672.66	100.56 %
4100 Other Government Support				
4105 State Support	273,138.00	136,594.00	136,544.00	199.96 %
4110 County Support	570,761.32	543,582.00	27,179.32	105.00 %
4115 Table Gaming Revenue	62,487.94	30,316.00	32,171.94	206.12 %
Total 4100 Other Government Support	906,387.26	710,492.00	195,895.26	127.57 %
4200 Grants & Donations				
4205 Foundation Grants	178,082.34	172,500.00	5,582.34	103.24 %
4210 Other Donations	22,539.43	17,000.00	5,539.43	132.58 %
Total 4200 Grants & Donations	200,621.77	189,500.00	11,121.77	105.87 %
4300 Library Operating Revenues	58,060.18	70,800.00	-12,739.82	82.01 %
4405 Semi-Annual Book Sales	16,998.32	14,000.00	2,998.32	121.42 %
4500 Store Sales	42,897.00	42,400.00	497.00	101.17 %
4705 Misc. Income	1,499.36	2,601.00	-1,101.64	57.65 %
Total Revenue	\$2,973,178.55	\$2,766,835.00	\$206,343.55	107.46 %
GROSS PROFIT	\$2,973,178.55	\$2,766,835.00	\$206,343.55	107.46 %
Expenditures				
6000 Payroll Expense	1,762,491.77	1,885,990.00	-123,498.23	93.45 %
6100 Other Employment Expense	317,922.47	367,278.24	-49,355.77	86.56 %
6200 Collection Purchases	326,781.85	366,415.72	-39,633.87	89.18 %
6300 Programming & Events	16,478.20	18,000.00	-1,521.80	91.55 %
6400 Other Library Operations	41,227.97	42,860.04	-1,632.07	96.19 %
6500 Administrative Expenditures	80,523.58	63,859.92	16,663.66	126.09 %
6600 Marketing & Comm.	4,168.14	7,999.92	-3,831.78	52.10 %
6700 Computer Expense	68,457.16	95,136.00	-26,678.84	71.96 %
6800 Building & Equipment	119,415.91	139,300.08	-19,884.17	85.73 %
6900 Travel, Training & Apprec.	5,207.54	13,190.04	-7,982.50	39.48 %
8000 Miscellaneous Expenses	12,464.52	4,300.04	8,164.48	289.87 %
9000 Depreciation	219,089.35		219,089.35	
Total Expenditures	\$2,974,228.46	\$3,004,330.00	\$ -30,101.54	99.00 %
NET OPERATING REVENUE	\$ -1,049.91	\$ -237,495.00	\$236,445.09	0.44 %
Other Revenue				
5000 Interest Income	41,439.76	6,000.00	35,439.76	690.66 %
Total Other Revenue	\$41,439.76	\$6,000.00	\$35,439.76	690.66 %

Northland Public Library Authority

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

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER REVENUE	\$41,439.76	\$6,000.00	\$35,439.76	690.66 %
NET REVENUE	\$40,389.85	\$ -231,495.00	\$271,884.85	-17.45 %

Northland Public Library Authority

Statement of Cash Flows

January - December 2022

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	40,389.85
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	174.64
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
1905 Accumulated Depreciation	219,089.35
2000 Accounts Payable (A/P)	-406.75
2005 Accounts Payable (A/P):Accounts Payable - Vendors	-61.63
2105 PLGIT BMO Debit Card	20,983.54
2205 Receipts Collected for Other Entities	-62.99
2210 PA Sales Tax Payable	-5,000.94
2405 Payroll Tax Payable	950.88
2605 Payroll Liabilities:FSA	2,035.99
2610 Payroll Liabilities:Life Insurance	-265.87
2620 Payroll Liabilities:Dental	-10.38
2625 Payroll Liabilities:UPMC	417.84
2630 Payroll Liabilities:SIMPLE IRA	144.72
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	4,549.14
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	260,875.63
Net cash provided by operating activities	\$301,265.48
NET CASH INCREASE FOR PERIOD	\$301,265.48
Cash at beginning of period	2,205,505.01
CASH AT END OF PERIOD	\$2,506,770.49

Executive Director's Report – January 2023

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: Alexis McKinley has started as our new Director of Development/Foundation Director. The following staff promotions were made at the beginning of the year: Ellen DiMartini to Office Manager/HR Generalist, Jeanne Bondi to Librarian II, Maria Faller, Luann Tacznosky and Karen Vandewater to Shelver II congratulations to all for your outstanding work at Northland!</p> <p>Challenge: We have been coping with as much as 10% of the staff out with COVID at one time.</p>
Funding	<p>Accomplishment: RAD has approved a one-time additional funding investment for Allegheny County libraries. Northland will receive a portion of that funding.</p>
Facility/Space	<p>Accomplishment: Our old and outdated staff copiers have been replaced with “new to us” updated copiers. Northland maintenance staff have re-carpeted the “Book drop room.”</p> <p>Challenge: The door to the Learning Garden continues to leak on days when there’s a hard rain.</p> <p>Impact: One shelf end-panel has been permanently damaged due to the Learning Garden door leak.</p>
Services	<p>Accomplishment: We had 24 patrons attend the December virtual program - The Beatles: From Liverpool to Abbey Road. While we don’t have a large number of virtual programs anymore we do still enjoy offering some to reach patrons who are not able to travel to the library for a variety of reasons. Once Upon a Crime (True Crime) is one of our new Book Clubs starting in January 2023. We’ve already received significant interest from patrons. Children’s staff are visiting many of the 50+ kindergarten sections in our service area as part of the Allegheny County Library Association (ACLA) Picture Book Choice program. After reading five splendid 2022-published picture books over the course of the school year, children get a taste of “civic engagement” by voting for their favorite book.</p> <p>Active/Ongoing: We are preparing for tax season with a dedicated webpage of Tax information, a dedicated computer for printing needed tax forms. We thank Rep. Mercuri’s office for supplying us with state tax forms! We are hopeful to receive federal forms soon. “Cabin Fever” Adult Winter Reading Challenge has begun as has the Children & Teen Winter Reading Program “All the Feels.” Our all ages Winter Bookmark contest is open for submissions.</p> <p>Challenge: We wish we had the staffing to visit ALL of the kindergarten sections in our 11 elementary schools as part of the Picture Book Choice program. The two sessions of Toddler Time in December had more patrons on the waiting list than in the program proper. We need to keep the classes small to give toddlers a quality experience, but this makes for disappointment for the parents on the waiting list.</p> <p>Impact: The kindergarten Picture Book Choice visits are a great way to promote Northland to new families, partner with the schools, and give children both a literacy enrichment boost, and an introduction to the power of voting.</p>
Collection	<p>Accomplishment: 1,730 new items were added to Northland’s collection during December! Jeanne Bondi added a whole bunch of new VOX books to our Children’s World Languages collection.</p> <p>Collection Spotlight: Graphic Novels! Some people don’t consider graphic novels “true” books, but they have amazing benefits – they build vocabulary, develop visual literacy, aid comprehension, engage reluctant readers, and are fast-paced! Percentage of the collection currently checked out – 15.3%. Our collection went out this year – 1,888 times! Our collection went out last year – 2,081 times! Total lifetime circulation – 13,133 check outs!</p>

Promoting the Library	<p>Accomplishment: Northland has been re-certified by the Pennsylvania Library Association as a PA Forward Gold Star Library! The Certificate of Achievement recognizes Northland for “dedication to providing quality programming to your community...” We have maintained this designation since 2018. Northland featured an Art Show on our Upper Level in December (5 – 19) - “Drawn to Home Project.” We continue to represent Northland at the Pittsburgh North Regional Chamber of Commerce “Nonprofits North” group (meets monthly). Northland staff represented the Library at the following community events – McCandless Winterfest – December 3. We promoted the Franklin Park Community Scholarship application on social media (with future posts scheduled).</p> <p>Active/Ongoing: Northland has an active Art Show on our upper level that will be up through March 2023 (North Hills Art Center). Upcoming community outreach events include: January 28 – International LEGO Day at Ross Park Mall (Partnership with Steel City LUG)</p>
Board Member Activities	<p>Accomplishment: Irene Caliendo, Dana Getz and Tom Kosmala participated in the Director of Development/Foundation Director hiring interviews. Dana Getz attended the NPL Foundation Board meeting on January 19.</p>

Incident Reports – December 2022

Behavior Policy: 1

Code Adam: 0

Injury/accident/bio-hazard: 1

Property Damage/Vandalism/Theft: 0

COVID-19 Incidents: 0

Police notified: 0

Year-To-Date - 2022

Behavior Policy: 15

Code Adam: 0

Injury/accident/bio-hazard: 6

Property Damage/Vandalism/Theft: 2

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.](#)



Two new library return bins were installed at the Baierl YMCA and the Marshall Township Municipal Building. They replace bins that were in very poor condition and were purchased using Love Your Library matching funds from the Jack Buncher Foundation!

