NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
June 23, 2026, 7:00pm
MINUTES

DRAFT

I. Call to Order & Roll Call: The meeting was called to order by Sarah Poweska at 7:01 PM. Present: Irene Caliendo, Alan Cech, Dana Getz, Noelle Ivankevich, Sarah Poweska, and Casey Sample. Excused: Mike Smith and Varshini Sentilkumar. Also present: Amanda DeKnight, Bob Lukitsch, Kelley Moten, Donna Rau, Alexis McKinley, Courtney Bonnet, Annemarie Lamperski, Gilda Arroyo, Nathan Babich, Victoria Barnosky, and Robert Tate.

II. Comments from the Public: None.

III. President's Report: Sarah Poweska: Poweska congratulated DeKnight on the completion of her first 90 days as Executive Director. Irene Caliendo will be rolling off the Board at the end of the month. Poweska thanked Caliendo for her years of service to the Board.

IV. Executive Director's Report: Amanda DeKnight: The Garden Club landscaping grant has been spent. DeKnight and Lukitsch have been working on the budget and are also exploring grants. No updates on the bathroom construction, although permits have been signed. Working with our solicitors to tie up loose ends with Sargent Electric and R3A. Highlighted some of the new collection items and the popularity of our summer programming.

V. New Business:

a. **Recommendation to invest in CDs: Bob Lukitsch (VOTE):** The Board approved authorizing staff to diversify savings using CDs in September 2023. This practice was temporarily suspended during the renovation project. The board and staff agreed to resume the practice.

b. **Request to finalize the retaining wall: Amanda DeKnight (VOTE):** McCandless code requires the slope of the dirt near the retaining walls to be more gradual in order to prevent dirt runoff. Northland received a memorial donation that may cover most of the expense. Motion to authorize administration to move forward with redoing the retaining wall with the option of adding additional stone at a cost not to exceed $13,000, duly made by Irene Caliendo, seconded by Noelle Ivankevich, and unanimously carried.

VI. Communications:

a. **Library Marketing & Communications – Donna Rau:** Instagram reels continue to be popular; a recent reel went viral garnering over 1.3 million views. MarCom has spent considerable time responding to comments, filming, and editing. Finalizing Children and Teen Service Department's new signage and the new exterior sign. Working on upcoming Foundation events. 2027 internal room reservations will go out to the public in late July. Northland will be at upcoming community events including Franklin Park's

Community Day on June 27 and Ross Township's Independence Day Parade and Community Day both on June 28. Have received significant negative feedback from patrons regarding the recent changes to Hoopla access. Continuing to direct feedback to CLP for this shared county resource.

b. **Departmental Updates – Kelley Moten:** Adult Services' Bookshelf Bingo has 338 patrons and 18 staff members registered with 950 books read so far. Bookshelf Bingo requires a significant amount of staff time and thought. Moten highlighted a recent patron comment that expressed gratitude for the continued help he receives in the computer center from the Adult Services staff.

c. **Foundation – Alexis McKinley, Robert Tate:** Looking ahead to September and Love Your Library month, the Children's Gala: A Rainforest Adventure, and Murder at the Speakeasy: A Northland Mystery Fundraiser. Continuing to promote the Amazon Wishlist. Looking into grant opportunities. Creating a procedure for addressing donations generated from obituaries.

d. **Junior Board Member Report – Varshini Senthilkumar:** None.

VII. Board Education:

a. **Review of Library Mission, Vision, and Values—Amanda DeKnight:** DeKnight reviewed where we are in the strategic planning process. Data has been gathered and we can see some trends. DeKnight gave a presentation on Mission/Vision statements and Core Values. The board suggested some potential updates to the Mission and Vision statements which will discussed at the upcoming Policy and Planning committee meeting.

VIII. Unfinished Business:

a. **Approval of the Donation Policy (VOTE):** Motion to approve the Donation Policy, duly made by Alan Cech, seconded by Irene Caliendo, and unanimously carried.

b. **Discussion and possible vote on insurance—Bob Lukitch:** Lukitsch, Cech, and DeKnight met with our current insurance broker. Recommend to continuing working with him. Cech was impressed by his knowledge.

IX. Legal Matters:

a. **Articles of Incorporation—Gilda Arroyo:** Draft resolutions for each supporting municipality regarding an amendment to the Articles of Incorporation to extend the library's corporate existence have been circulated to the Board and will be sent to the respective solicitors. Still addressing some ongoing issues with Sargent Electric and R3A.

X. Consent Agenda (VOTE):

a. **Minutes**
   i. **May 26, 2026 Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Irene Caliendo, seconded by Casey Sample, and unanimously carried.

XI. Committee and Other Reports:

DRAFT

a. **Governance Committee Update—Casey Sample:** Discussed conducting an Executive Director 90 day review and on-boarding for the new board member starting in July. Will be sharing a Board Survey in August in order to create goals for the committee in the next year. Considering a board advocacy toolkit. Decided to table the legislative breakfast until 2027 after we have completed our strategic plan.

XII. Board Comments: Caliendo expressed what a privilege it was to serve on the Board.

XIII. Comments from the Public: None.

XIV. Adjournment: Motion to adjourn duly made by Irene Caliendo, seconded by Noelle Ivankevich, and unanimously carried. The meeting adjourned at 8:44 PM.

Respectfully submitted,

Dana Getz
Secretary

DRAFT

Treasurer's Report Executive Summary
For the Period ending June 30, 2026

At the halfway point in Fiscal Year 2026, the trends on income and expenses continue to improve. Revenue came in about 1% over Budget, while Expenses through June came in about 2% under Budget, despite a number of unbudgeted (some grant supported) purchases. Cash on the books as of the end of June totaled just over $2.5 million, about $235,000 less than the same point in 2025. Staff maintains the routine practice of paying close attention to the FNB account balance to make sure any time the balance exceeds the $250,000 FDIC guaranteed amount is minimized. The PLGIT account, while not guaranteed, is invested in very safe short-term government issued debt instruments and remains the repository of the bulk of Northland's cash holdings. Now that the Board has approved re-starting the practice of using CDs to increase interest income, almost half of the cash on the books is now in CDs (but the investments occurred in early July so that is not reflected in this report).

The Statement of Financial Position reflects Northland's continued strong cash position which includes a two-month operating reserve totaling $515,647 (based on 2025 total spending), along with a Capital Improvement Fund that held $ $1,182,811 at the end of June. This is about $80,000 less than the prior month (due to the transferring out of money to cover the Sargent Electric holdback and parking lot paving invoice). Staff will continue to seek additional Grant funding for other projects in order to keep the 5-year Capital Improvement Plan on track. The Accounts Receivable balance ballooned to over $77,000 (due to issuance of the Foundations Q2 invoice), while Other Current Assets also increased a bit, to $142.28 (representing two employee book orders that had not been paid by the end of the month). Fixed Assets currently total $5,975,055. Total Assets currently amount to $8,609,956, about $800,000 more than one year ago.

Accounts Payable increased to $20,980 (all Ingram and Midwest bills that were paid in early July - balance is $0 at this writing). This is the result of increased shipments 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 Credit Card balance increased to $27,876, but remains below the level at this point last year. Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing method, which is becoming more difficult due to so many vendors adopting the practice of charging a "convenience fee" for credit card payments. Other Current Liabilities decreased to $89,658 due to the clearing out of funds collected for other entities and normal variations in the payroll liabilities.

The Statement of Activities (with Budget analysis) shows a current revenue level just over 100% of Budget, totaling $1,933,459.01 against a Budget of $1,918,504.96 (YTD).

DRAFT

On the Expense side, payroll remained under budget by about 11%, while other payroll expenditures (dominated by health insurance) came in about 10% under budget. Collection expenditures remain well above Budget, due to payment of Northland's share of the County e-resources expense ($77,267), while Programing increased to 49% over Budget (due to the heavy summer program schedule). Other Library Operations accounts dropped to 46% above Budget (working off the payment in full for the year's Bookmobile expense) while Processing Costs are about 45% under Budget so far this year. Administration expenditures dropped to 23% above Budget (working off the final payment to Bradbury Miller which was unbudgeted), while Marketing & Communications expenditures were about 39% under Budget. Computer Expense increased to approximately 7% over Budget while Building and Equipment Expense is still running about 70% above Budget due to a combination of one-time events (the heavy snow, HVAC system problems, parking lot light outages), higher trending costs than anticipated for Maintenance Supplies, as well as some (unbudgeted) grant funded furniture purchases. Travel & Training is currently about $3,500 over Budget, (due to unbudgeted one-time spending on the commemorative mugs for Board Members and Staff, as well as the cost of Amy Steele's retirement dinner). Miscellaneous Expense came in about 12% under Budget. Despite the large (unbudgeted) expenditures, overall spending remains slightly under Budget (for now).

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. Overall, the Library's cash position decreased by about $130,000 YTD, which is pretty typical in the final month of each quarter due to the timing of the (quarterly) Municipal support payments.

DRAFT

Northland Public Library Authority

Statement of Financial Position

As of June 30, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$2,557,754.18**
Accounts Receivable	**$77,004.76**
Other Current Assets	**$142.28**
Total Current Assets	**$2,634,901.22**
Fixed Assets	
1300 Property & Equipment	9,268,696.03
1905 Accumulated Depreciation	-3,293,641.18
Total Fixed Assets	**$5,975,054.85**
TOTAL ASSETS	**$8,609,956.07**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$20,980.15**
Credit Cards	**$27,876.44**
Other Current Liabilities	**$89,658.09**
Total Current Liabilities	**$138,514.68**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$138,514.68**
Equity	
3005 Accumulated Surplus	5,701,085.03
3099 Opening Balance Equity	2,425,425.82
Net Revenue	344,930.54
Total Equity	**$8,471,441.39**
TOTAL LIABILITIES AND EQUITY	**$8,609,956.07**

DRAFT

Northland Public Library Authority

Budget vs. Actuals

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	13,952.50	13,952.50	0.00	100.00 %
4010 Mcpl Support - Franklin Park	204,890.02	202,602.50	2,287.52	101.13 %
4015 Mcpl Support - Marshall	122,849.80	119,682.50	3,167.30	102.65 %
4020 Mcpl Support - McCandless	358,531.50	358,531.48	0.02	100.00 %
4025 Mcpl Support - Ross	297,042.50	297,042.50	0.00	100.00 %
Total 4000 Municipal Support	**997,266.32**	**991,811.48**	**5,454.84**	**100.55 %**
4100 Other Government Support				
4105 State Support	346,408.20	323,444.00	22,964.20	107.10 %
4110 County Support	254,649.30	277,998.00	-23,348.70	91.60 %
4115 Table Gaming Revenue	26,032.00	31,000.00	-4,968.00	83.97 %
Total 4100 Other Government Support	**627,089.50**	**632,442.00**	**-5,352.50**	**99.15 %**
4200 Grants & Donations				
4205 Foundation Grants	175,625.74	175,000.00	625.74	100.36 %
4210 Other Grants & Donations	8,676.95	15,000.00	-6,323.05	57.85 %
Total 4200 Grants & Donations	**184,302.69**	**190,000.00**	**-5,697.31**	**97.00 %**
4300 Library Operating Revenues	**26,623.36**	**22,252.00**	**4,371.36**	**119.64 %**
4405 Semi-Annual Book Sales	12,721.50	11,250.00	1,471.50	113.08 %
4500 Store Sales	**22,708.71**	**29,249.52**	**-6,540.81**	**77.64 %**
4705 Misc. Income	8,034.30	1,500.00	6,534.30	535.62 %
5000 Interest Income - Operating	23,788.21	27,499.98	-3,711.77	86.50 %
5001 Interest Income - Capital	30,924.42	12,499.98	18,424.44	247.40 %
Total Revenue	**$1,933,459.01**	**$1,918,504.96**	**$14,954.05**	**100.78 %**
GROSS PROFIT	**$1,933,459.01**	**$1,918,504.96**	**$14,954.05**	**100.78 %**
Expenditures				
6000 Payroll Expense	**925,696.27**	**1,041,961.56**	**-116,265.29**	**88.84 %**
6100 Other Employment Expense	**188,908.55**	**209,691.00**	**-20,782.45**	**90.09 %**
6201-0000 Collection Purchases - Print	**125,238.15**	**119,681.34**	**5,556.81**	**104.64 %**
6202-0001 Collection Purchases - Electronic	**81,543.40**	**43,681.98**	**37,861.42**	**186.68 %**
6203-0001 Collection Purchases - Other	**34,870.27**	**33,824.94**	**1,045.33**	**103.09 %**
6204-6405 Processing Costs	4,260.89	7,750.02	-3,489.13	54.98 %
6300 Programming & Events	**11,148.77**	**7,500.00**	**3,648.77**	**148.65 %**
6400 Other Library Operations	**7,215.50**	**4,950.06**	**2,265.44**	**145.77 %**
6500 Administrative Expenditures	**47,154.98**	**38,424.96**	**8,730.02**	**122.72 %**
6600 Marketing & Comm.	**1,809.40**	**3,000.00**	**-1,190.60**	**60.31 %**
6700 Computer Expense	**28,569.32**	**26,599.98**	**1,969.34**	**107.40 %**
6800 Building & Equipment	**121,562.27**	**71,749.98**	**49,812.29**	**169.42 %**
6900 Travel, Training & Apprec.	**7,011.18**	**3,499.98**	**3,511.20**	**200.32 %**
8000 Miscellaneous Expenses	**3,539.52**	**3,999.96**	**-460.44**	**88.49 %**
9000 Depreciation		0.00	0.00	
Total Expenditures	**$1,588,528.47**	**$1,616,315.76**	**$ -27,787.29**	**98.28 %**

DRAFT

Northland Public Library Authority

Budget vs. Actuals

January - June, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING REVENUE	**$344,930.54**	**$302,189.20**	**$42,741.34**	**114.14 %**
NET REVENUE	**$344,930.54**	**$302,189.20**	**$42,741.34**	**114.14 %**

DRAFT

Northland Public Library Authority

Statement of Cash Flows

January - June, 2026

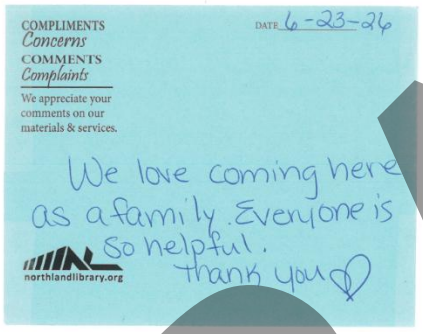
	TOTAL
OPERATING ACTIVITIES	
Net Revenue	344,930.54
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	-11,839.18
1110 Revenue Receivable NPLF	3,944.25
1298 Employee Orders	-142.28
1605 Purchases Made on Behalf of Other Entities	30.56
2000 Accounts Payable (A/P)	0.00
2005 Accounts Payable (A/P):Accounts Payable - Vendors	1,875.35
2010 Accounts Payable (A/P):Accounts Payable - Other	-3.88
2105 PLGIT BMO Debit Card	-14,891.25
2011 Capital Asset Payable	-451,681.02
2205 Receipts Collected for Other Entities	145.64
2210 PA Sales Tax Payable	-3,084.86
2405 Payroll Tax Payable	0.00
2605 Payroll Liabilities:FSA	644.95
2610 Payroll Liabilities:Life Insurance	1.38
2620 Payroll Liabilities:Dental	-54.17
2625 Payroll Liabilities:UPMC Vision	23.62
2626 Payroll Liabilities:TakeCommand	462.21
2630 Payroll Liabilities:SIMPLE IRA	-4,844.54
2635 Payroll Liabilities:Child Support	0.00
2710 Security Deposit	1,000.00
PA Sales Tax Payable:PA Sales Tax Payable	3,040.92
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-475,372.30**
Net cash provided by operating activities	**$ -130,441.76**
NET CASH INCREASE FOR PERIOD	**$ -130,441.76**
Cash at beginning of period	2,688,195.94
CASH AT END OF PERIOD	**$2,557,754.18**

DRAFT

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

Executive Director's Report – July 2026

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	**Accomplishment:** Circulation has filled all of its open Shelver positions and training has begun. While one Shelver is on a medical leave of absence, Circ was able rehire a previous Shelver on a temporary basis to cover the hours during our busy Summer Reading season. Parker Ackerman was promoted from CSR to CSRII to fill that open position. We received a kind complement about our staff:  **Active/Ongoing:** Internal interviews are currently taking place to fill the Circ Supervisor position vacated by Alea Christ when she was promoted to Circ Department Manager. When that position is filled, there will likely be one CSR position to fill.
Funding	**Accomplishment:** Adult Services had their first Memory Cafe on July 14. We received an ACLA Grant to create kits to use with the program and had breakfast pastries from Panera. We had 4 family members show up with their loved ones, at different stages of dementia, but all were still able to participate in Bingo and a word game! We will host our next one on Sept 8, and we had some great feedback from attendees on what they want to do while at the Memory Cafe! Additionally, they had 18 at our second "Where Yinz From?" genealogy program, run by Trish Buben, a member of the North Hills Genealogists. We had a great group, and we hope to continue a series with Trish on different genealogy resources. The amazing Foundation board agreed to increase the stipend to the library by 1% in 2027. This will be a huge help to the budget and it is greatly appreciated! **Active/Ongoing:** Love Your Library month is right around the corner which means that the Foundation and MarCom are hard at work. The Foundation will be sending out appeals at the end of August. They are also hosting the annual Murder Mystery for adults on September 4 & 5 and the Children's Gala on September 19. Murder at the Speakeasy tickets are available to purchase beginning August 1 & Children's Gala tickets are currently available.

DRAFT

Facility and Space	**Active/Ongoing:** The contract to add a course to the retaining wall has been signed. The expected start date for the project is sometimes in September. We are still waiting to hear a start date for the upper-level restroom. Bob received word that the part for our HVAC system should be ready soon. **Challenge:** The landscaping purchased through the Garden Club grant contractually needed to be purchased by early June. However, our landscaper completing the retaining wall is not available until September. Because of this gap, the plants were planted in their pots so that they can be pulled back out of the ground when the wall construction begins. Despite our maintenance crew's best efforts, the plants may not make it. **Impact:** We will likely need to buy plants again in the fall or next year.
Services	**Accomplishment:** Adult Services Summer Reading! Bookshelf Bingo is continuing to proceed well with 396 patron registrations. All together they have read 2,198 books in the program. We've been having to refill our display daily with books from the categories. The gumball machine has easily gone through 200+ users, and we've had to buy extras! In CATS, everyone is doing an amazing job dealing with the massive number of patrons coming in every day. We saw over 1100 patrons at programs in June and this is with some programs not working as well as we thought! We also had a record breaking 918 entries for our monthly I Spy; this number is included in the 31 passive programs completed by 5432 kids and teens in June. **Active/Ongoing:** CATS programming and sign-ups for Summer Reading will continue through the end of July. Kids are starting to turn in gameboards and collect dragon cards! Feedback has been wonderful from families, they are enjoying the weekly games, Gameboards, monthly displays, and book lists (thank you to Abby Dougherty!) and in general, the amount and quality of programs. **Challenge:** There are people everywhere, all the time in CATS! It is wonderful but challenging having nonstop traffic, noise and programs. We have had several issues with volunteers not showing up for assigned shifts and this pulls more staff off other duties. The issue of having programs that require registration and then having patrons not show continues. It would be very beneficial if one of our part-time librarians could be full-time. Balancing the increase in activities, foot traffic and vacation time is a challenge for sure. **Impact:** People love the library and as of July 7th CATS had 1560 sign-ups!
Collection	**Accomplishment:** Adult Services pulled out another fiction genre for patrons to browse – horror! We've been asked about this collection as it's a very popular genre at the moment. It also was the only genre that worked size-wise in the free space we had available. In total, the collection has about 718 books, which we stickered, batch changed in our library system, and physically moved into the new space.

DRAFT

	 The CATS department is on track and has spent about 50% of our collection budget so far this year. We cannot keep books on the shelves; patrons are really digging into summer reading. **Active/Ongoing:** Some of CATS ordering is on hold for the summer as it is just too busy, but Tech Services is doing an amazing job of processing the mass amount of books ordered right before summer! **Challenge:** CATS has found that 6 automatic renewals are difficult as people don't return things in a timely manner and we have even less on the shelves. Many materials are billed because people lose them after being out so long and/or they are returned in poor condition. **Impact:** Everyone is reading and it's great, but we are placing a lot of holds in CATS.
Promoting the Library	**Accomplishment:** Summer Reading (both CATS and AS) are bringing people into the library for sure! People love social media videos, and they do seem to bring people in for new items that are featured! MarCom welcomed Rachel Handel, the new Director of Communications at RAD for an in depth tour of Northland + a meeting to discuss RAD – Northland – ACLA Library partnership opportunities (RAD Pass). MarCom welcomed Abby Lucostic, Director of Parks and Recreation, and Caroline Ridge, intern, from the Town of McCandless for a tour + meeting regarding continued partnership. CATs interior sign project is complete and the new signs look great! Commonplace Coffee road entrance signs have been installed. Northland promoted the Town of McCandless "Remarkable Tree Challenge" contest on social media. Shoutout to the Town of McCandless for featuring Northland on a recent social reel! 2027 Internal Room Reservations documents have been completed and shared with staff. Northland participated in, and featured all on social media, the Franklin Park Community Day (June 27), Ross Township Independence Day Parade (June 28) and Ross Township Community Day (June 28). **Active/Ongoing:** Adult Services staff are continuing to find fun and creative ways to engage with the public via social media by creating fun videos and other posts. We recently created a timely one on the current cyclosporiasis outbreak.

DRAFT

	Work is ongoing for the Murder Mystery and Children's Gala fundraising events – webpages for each have been updated, save the dates have been designed and printed and sponsorship packets have been designed and printed. Work continues on our new website – framework, content mitigation (it's a lot!) – preview under development (do not share this link!). 2025 Annual Report "final draft" is complete; final edits are happening. Work continues on the new exterior building entrance sign as the vendor is working on structural and material tests. Upcoming community events include Marshall Community Day (August 22) and McCandless Community Day (September 12). **Challenge:** There is a definite need for a dedicated person to film and edit. Everyone here is not super savvy in social media editing and creation, but we are working hard to keep going! **Impact:** If there was someone who could film and edit, I think we would really increase our social media presence.
Board Member Activities	The whole board celebrated the retirement of long-time board member Irene Caliendo and welcomed new board member Victoria Barnosky after the June 23rd board meeting. The July 9th Finance Committee meeting was attended by Chairperson Casey Sample, and board member Alan Cech. The July 14th Policy & Planning Committee meeting was attended by Chairperson Dana Getz, and board members Sarah Poweska, Noelle Ivankevich, and Victoria Barnosky. Dana Getz attended a meeting with Commonplace Coffee and Northland leadership on July 15th.

Incident Reports – June 2026
Accident: 1
Disturbance: 1
Internet: 0
Vandalism: 0
Medical Emergency: 0
Other: 1
Police notified: 0

Year-To-Date - 2026
Accident: 4
Disturbance: 5
Internet: 0
Vandalism: 1
Medical Emergency: 0
Other: 3
Police notified: 1

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.

DRAFT