# NORTHLAND PUBLIC LIBRARY AUTHORITY
# BOARD MEETING – Held in person and virtually, using Microsoft Teams
# February 24, 2026, 7:00pm
# MINUTES

**An executive session was held on February 3 at 5:00 p.m. to discuss a personnel matter.**

I. **Call to Order & Roll Call:** The meeting was called to order by Mike Smith at 7:00 PM. Present: Irene Caliendo, Alan Cech, Dana Getz, Noelle Ivankevich, Sarah Poweska, Mike Smith, and Varshini Sentilkumar. Excused: Casey Sample. Also present: Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Gilda Arroyo, Nathan Babich, Tony Dills, Amanda DeKnight, and Adam DeKnight.

II. **Comments from the Public:** None.

III. **President's Report - Michael Smith:** Thanked the board members and staff for their patience and efforts throughout the search for the new Executive Director.

IV. **New Business:**
   a. **Appointment of NPL Executive Director (VOTE):** Motion to appoint Amanda DeKnight the Executive Director of Northland Public Library, effective March 23, 2026, at starting salary of $120,000, duly made by Irene Caliendo and unanimously carried.
   b. **Update PLGIT account access and permissions (VOTE) - Bob Lukitsch and Kelley Moten:** Motion to approve Bob Lukitsch as interim PLGIT account administrator, duly made by Sarah Poweska and unanimously carried.

V. **Communications:**
   a. **Library Marketing & Communications – Nicholas Yon:** Have reached out to community partners about Northland's involvement in Community Days and other community events. MarCom, IT, and Maintenance collaborated to install an old TV screen for content sharing on the upper level. Continuing to support the Foundation's needs for the upcoming Garden Gala. Met with the sign vendor to improve wayfinding in Children and Teen Services department. Interest in printed newsletters continues to increase. Looking for ways to reduce costs.
   b. **Departmental Updates – Kelley Moten:** Moten recapped that the Construction Related Staff Recognition funds were spent on lunch when library was closed to move into the new spaces, New Northland branded drink cups for all staff, and new staff lounge furniture. Moten gave a year end statistics presentation.
   c. **Foundation – Alexis McKinley, Robert Tate:** McKinley gave a 2025 Year in Review presentation highlighting events, corporate giving, individual giving, the gift tree, and Love Your Library. Noted the extra funding given to

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support the New Northland project including a $250,000 pledge, as well as funding of the new entrance sign and new interior furniture.

d. **Junior Board Member Report – Varshini Senthilkumar:** Senthilkumar, as a Book Nook volunteer, discussed the increased interest in the Book Nook now that it is on the lower level.

**VI. Board Education:** None.

**VII. Unfinished Business: State Report – Kelley:** Amy Steele completed most of the State Report before her retirement. Moten and Lukitsch finished it.

**VIII. Legal Matters:** Working on renewing the Articles of Incorporation for the library. Due for renewal by 2027.

**IX. Consent Agenda (VOTE):**

a. **Minutes from Board Meeting on January 27, 2026**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Irene Caliendo and carried, 6 votes in favor and 1 abstention (Poweska).

**X. Committee and Other Reports:**

i. **Building & Grounds Committee:** Discussed furniture options for the lower-level space near circulation as well as stair railing remediation. Moving forward on a landscaping plan created by subcommittee. Drawings have been finalized for the upstairs restroom. Some sections of the parking lot will need to be repaved. Some lower level parking lot lights will have to be repaired. Northland has retained a new snowplow vendor.

ii. **Governance Committee:** Caliendo reviewed the committee's achievements since its inception a few years ago. Setting new priorities for 2026 including reissuing the board survey and hosting another legislative breakfast.

**XI. Board Comments:** Cech thanked Caliendo, Getz, and Rita Martin for their work organizing the retirement dinner for Amy Steele.

**XII. Comments from the Public:** None.

**XIII. Adjournment:** Motion to adjourn duly made by Irene Caliendo and unanimously carried. The meeting adjourned at 8:17 PM.

**An executive session was held immediately after tonight's meeting at 8:17 p.m. to discuss a personnel matter.**

**Respectfully submitted,**

**Dana Getz**
**Secretary**

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Treasurer's Report Executive Summary
For the Period ending February 28, 2026

Fiscal Year 2026 has begun and so far the trend in spending is positive. Revenue through February came over Budget, while expenses overall came in about 10% under Budget. Cash on the books as of the end of February totaled just over $3.1 million, about $300,000 less than the amount at the same point in 2025 (due to the cost of the construction project). 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. Once the Audit is completed and the transfer made to the Capital Savings Account, Staff will likely bring a recommendation to the Board to re-start the practice of using CDs to increase interest income.

The Statement of Financial Position reflects Northland's continued strong cash position which includes a two-month operating reserve totaling $499,784 (based on 2024 total spending, which will be revised after the audit to reflect 2025 expenses), along with a Capital Improvement Fund that held $1,450,199 at the end of February. This is about $200,000 less than last month, with over $500,000 either still owed to the contractors or needing to be transferred to the operating account to cover prior payments, so Staff will need to be mindful of the need to secure additional Grant funding for other projects to keep the 5-year Capital Improvement Plan on track. The Accounts Receivable balance decreased to $3,944 (due to payment received from the Foundation for the Q4 2025 invoice), while Other Current Assets remained at $256 (due to purchases made on behalf of the Foundation which will be billed on the March invoice). Fixed Assets currently total $5,895,558. Total Assets currently amount to $9,022,555, about $2,650,000 more than one year ago.

Accounts Payable increased slightly to $22,521, reflecting 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 decreased slightly to $29,680, which is about $1,500 more than 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 increased to $391,914 due to booking the payable for the remainder owed to the New Northland contractors.

The Statement of Activities (with Budget analysis) shows a good start to the year on the revenue side at 104% of Budget, totaling $988,907 against a Budget of $948,016 (YTD).

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On the Expense side, payroll was under budget by about 11%, while other payroll expenditures (dominated by health insurance) came in about 4% under budget. Collection expenditures were well below Budget, which is typical to start the year, while Programing came in 39% over Budget (due to the purchase of annual subscriptions that are used throughout the year). Other Library Operations accounts came in 55% under Budget while Processing Costs were almost 74% under Budget to start the year. Administration expenditures are currently about 50% below Budget, while Marketing & Communications expenditures were about 30% under Budget. Computer Expense is approximately 15% under Budget. Building and Equipment Expense is running about 60% 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 $2,500 over, (due to one-time spending on the commemorative mugs for Board Members and Staff, as well as the deposit on Amy Steele's retirement dinner). Miscellaneous Expense came in about 13% above Budget. Despite those overages, overall spending was about 10% below 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. Overall, the Library's cash position increased by about $435,000 YTD.

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# Northland Public Library Authority

## Statement of Financial Position

As of February 28, 2026

| | TOTAL |
|---|---|
| ASSETS | |
| Current Assets | |
| Bank Accounts | **$3,122,797.54** |
| Accounts Receivable | **$3,944.25** |
| Other Current Assets | **$254.78** |
| **Total Current Assets** | **$3,126,996.57** |
| Fixed Assets | |
| 1300 Property & Equipment | 9,268,446.96 |
| 1905 Accumulated Depreciation | -3,372,888.92 |
| **Total Fixed Assets** | **$5,895,558.04** |
| **TOTAL ASSETS** | **$9,022,554.61** |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | **$22,520.57** |
| Credit Cards | **$29,680.39** |
| Other Current Liabilities | **$391,914.76** |
| **Total Current Liabilities** | **$444,115.72** |
| Long-Term Liabilities | |
| 2905 Loans Payable | 0.00 |
| **Total Long-Term Liabilities** | **$0.00** |
| **Total Liabilities** | **$444,115.72** |
| Equity | |
| 3005 Accumulated Surplus | 5,650,592.89 |
| 3099 Opening Balance Equity | 2,425,425.82 |
| Net Revenue | 502,420.18 |
| **Total Equity** | **$8,578,438.89** |
| **TOTAL LIABILITIES AND EQUITY** | **$9,022,554.61** |

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# Northland Public Library Authority

## Budget vs. Actuals

January - February, 2026

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 4000 Municipal Support | | | | |
| 4005 Mcpl Support - Bradford Woods | 6,976.25 | 6,976.25 | 0.00 | 100.00 % |
| 4010 Mcpl Support - Franklin Park | 101,301.25 | 101,301.25 | 0.00 | 100.00 % |
| 4015 Mcpl Support - Marshall | 63,008.55 | 59,841.25 | 3,167.30 | 105.29 % |
| 4020 Mcpl Support - McCandless | 179,265.75 | 179,265.72 | 0.03 | 100.00 % |
| 4025 Mcpl Support - Ross | 148,521.25 | 148,521.25 | 0.00 | 100.00 % |
| **Total 4000 Municipal Support** | **499,073.05** | **495,905.72** | **3,167.33** | **100.64 %** |
| 4100 Other Government Support | | | | |
| 4105 State Support | 346,408.20 | 323,444.00 | 22,964.20 | 107.10 % |
| 4110 County Support | 84,883.10 | 92,666.00 | -7,782.90 | 91.60 % |
| 4115 Table Gaming Revenue | 13,781.00 | 0.00 | 13,781.00 | |
| **Total 4100 Other Government Support** | **445,072.30** | **416,110.00** | **28,962.30** | **106.96 %** |
| 4200 Grants & Donations | | | | |
| 4205 Foundation Grants | | 0.00 | 0.00 | |
| 4210 Other Grants & Donations | 30.09 | 5,000.00 | -4,969.91 | 0.60 % |
| **Total 4200 Grants & Donations** | **30.09** | **5,000.00** | **-4,969.91** | **0.60 %** |
| 4300 Library Operating Revenues | **10,698.55** | **7,418.00** | **3,280.55** | **144.22 %** |
| 4405 Semi-Annual Book Sales | | 0.00 | 0.00 | |
| 4500 Store Sales | **6,386.76** | **9,749.84** | **-3,363.08** | **65.51 %** |
| 4705 Misc. Income | 5,210.01 | 500.00 | 4,710.01 | 1,042.00 % |
| 5000 Interest Income - Operating | 7,307.31 | 9,166.66 | -1,859.35 | 79.72 % |
| 5001 Interest Income - Capital | 15,128.03 | 4,166.66 | 10,961.37 | 363.07 % |
| Uncategorized Income | 1.00 | | 1.00 | |
| **Total Revenue** | **$988,907.10** | **$948,016.88** | **$40,890.22** | **104.31 %** |
| GROSS PROFIT | **$988,907.10** | **$948,016.88** | **$40,890.22** | **104.31 %** |
| Expenditures | | | | |
| 6000 Payroll Expense | **310,230.91** | **347,320.52** | **-37,089.61** | **89.32 %** |
| 6100 Other Employment Expense | **67,447.31** | **69,897.00** | **-2,449.69** | **96.50 %** |
| 6201-0000 Collection Purchases - Print | **32,793.58** | **39,893.78** | **-7,100.20** | **82.20 %** |
| 6202-0001 Collection Purchases - Electronic | **1,444.92** | **14,560.66** | **-13,115.74** | **9.92 %** |
| 6203-0001 Collection Purchases - Other | **10,466.02** | **11,274.98** | **-808.96** | **92.83 %** |
| 6204-6405 Processing Costs | 674.80 | 2,583.34 | -1,908.54 | 26.12 % |
| 6300 Programming & Events | **4,403.81** | **2,500.00** | **1,903.81** | **176.15 %** |
| 6400 Other Library Operations | **1,002.17** | **1,650.02** | **-647.85** | **60.74 %** |
| 6500 Administrative Expenditures | **6,420.16** | **12,808.32** | **-6,388.16** | **50.12 %** |
| 6600 Marketing & Comm. | **700.14** | **1,000.00** | **-299.86** | **70.01 %** |
| 6700 Computer Expense | **7,533.63** | **8,866.66** | **-1,333.03** | **84.97 %** |
| 6800 Building & Equipment | **38,071.01** | **23,916.66** | **14,154.35** | **159.18 %** |
| 6900 Travel, Training & Apprec. | **3,783.79** | **1,166.66** | **2,617.13** | **324.33 %** |
| 8000 Miscellaneous Expenses | **1,514.67** | **1,333.32** | **181.35** | **113.60 %** |
| 9000 Depreciation | | 0.00 | 0.00 | |

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# Northland Public Library Authority

## Budget vs. Actuals

January - February, 2026

| | TOTAL | | | |
|---|---|---|---|---|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| **Total Expenditures** | **$486,486.92** | **$538,771.92** | **$ -52,285.00** | **90.30 %** |
| NET OPERATING REVENUE | **$502,420.18** | **$409,244.96** | **$93,175.22** | **122.77 %** |
| NET REVENUE | **$502,420.18** | **$409,244.96** | **$93,175.22** | **122.77 %** |

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# Northland Public Library Authority

## Statement of Cash Flows

January - February, 2026

| | TOTAL |
|---|---|
| OPERATING ACTIVITIES | |
| Net Revenue | 502,420.18 |
| Adjustments to reconcile Net Revenue to Net Cash provided by operations: | |
| 1105 Accounts Receivable | 65,165.58 |
| 1298 Employee Orders | 0.78 |
| 1605 Purchases Made on Behalf of Other Entities | -225.00 |
| 2000 Accounts Payable (A/P) | -72.25 |
| 2005 Accounts Payable (A/P):Accounts Payable - Vendors | -1,212.94 |
| 2105 PLGIT BMO Debit Card | -13,087.30 |
| 2011 Capital Asset Payable | -119,480.45 |
| 2205 Receipts Collected for Other Entities | 455.25 |
| 2210 PA Sales Tax Payable | -720.46 |
| 2405 Payroll Tax Payable | 0.00 |
| 2605 Payroll Liabilities:FSA | 634.14 |
| 2610 Payroll Liabilities:Life Insurance | 0.46 |
| 2620 Payroll Liabilities:Dental | -101.77 |
| 2625 Payroll Liabilities:UPMC Vision | -15.78 |
| 2626 Payroll Liabilities:TakeCommand | 1,343.58 |
| 2630 Payroll Liabilities:SIMPLE IRA | 216.97 |
| 2635 Payroll Liabilities:Child Support | -85.38 |
| 2710 Security Deposit | 1,000.00 |
| PA Sales Tax Payable:PA Sales Tax Payable | 662.45 |
| **Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:** | **-65,522.12** |
| **Net cash provided by operating activities** | **$436,898.06** |
| INVESTING ACTIVITIES | |
| 1325 Property & Equipment:Works in Progress | -2,236.50 |
| **Net cash provided by investing activities** | **$ -2,236.50** |
| NET CASH INCREASE FOR PERIOD | **$434,661.56** |
| Cash at beginning of period | 2,688,135.98 |
| CASH AT END OF PERIOD | **$3,122,797.54** |

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NORTHLAND PUBLIC LIBRARY
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# Interim Executive Director's Report – March 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 | **Challenge:** Two shelvers have left their employment, leaving us short-staffed until we can fill those positions. |
| Facility and Space | **Accomplishment:** The cabinets have been installed in the new conference room upstairs! This will help us immensely with storing program supplies. We are waiting on a plumber to come at the end of the month to hook up the sink. We received 2 new couches for the Children's area thanks to a grant, and they are a great addition to the Picture Book section. Most importantly, they can be wiped down! There were remaining funds from the Claus Family donation, which allowed the purchase of 4 chairs to replace the rockers that were used at the computer stations. Little fingers and toes are very thankful for these stationary chairs! |
| Services | **Accomplishment:** Our Puzzle Swap program continues to be super popular. We had 48 people drop off puzzles, then line up and wrap around the lobby upstairs to come in and select new-to-them puzzles. We're trying to move to a swap every other month when possible. The Flying Strings (a youth musical group combining traditional Chinese instruments and Western music) concert had about 120 people attend, with approximately 70 of those sitting to watch the whole time. The group performed beautifully and multiple people mentioned to staff how much they enjoyed it. We hope to host another concert next year for Lunar New Year and incorporate an interactive display or something else to teach about Lunar New Year traditions. *Right Tree, Right Now* – this program was joined by lots of McCandless residents to learn about expanded green spaces in the North Hills. It was presented by a long-time patron's son, who has been coming to Northland since he was born! The presenter, Arch Autenreith, is an ISA Board Certified Master Arborist and McCandless Resident. Cabin Fever has wrapped up for 2026! We ended with 218 Participants, 1,386 Books Read, and 23 Staff Participants! Here are some fun stats --<br><br>**Top 3 Categories**<br>1. Family Saga (102)<br>2. One Word Title (94)<br>3. On the Run (92)<br><br>**Most read books:**<br>1. *Atmosphere* by Taylor Jenkins Reid<br>2. *Everything is Tuberculosis* by John Green<br>3. *Don't Let Him In* by Lisa Jewell<br><br>**All participants logged at least one book!**<br>The CATs department is currently hosting around 50 in-house programs each month and completed approximately 30 outreach visits last month. Our staff are working incredibly hard to promote the library and literacy in our community, and it shows. Jeanne Bondi hosted "Small Fry Fun – Zoo for two editions" for children 12-35 months. Children received a visit from a snake, a turtle, and a chinchilla. Jeanne had her first ever program in which |

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| | |
|---|---|
| | every single patron who registered attended and arrived on time! Kim Englert worked with Kati Coleman on February 28th to provide crafts during the Flying Strings program.<br>**Active/Ongoing:** Jeanne Bondi has another hunt for the children to enjoy! This month, they are searching for mischievous leprechauns and receive a gold coin once they capture one and bring it to the desk.<br>**Challenge:** CATs' staff struggle with registration vs. non-registration programs; they will continue to test using both to see what is best for patrons. |
| Collection | **Active/Ongoing:** The CATs department is continuing to develop and formalize their collection development practices to establish greater consistency and ensure that their procedures are clearly documented. These efforts will benefit our patrons by making it easier to locate materials through clearer organization and more consistent collection practices. Kim Englert is currently working on shifting and reorganizing the ever-growing Picture Book section in order to create additional space for this expanding collection. Abby Dougherty is expanding the World Language collection with the addition of chapter books, helping to broaden the range of materials available for multilingual families and young readers. |
| Promoting the Library | **Accomplishment:** Adult Services, CATs, and MarCom have been working together to create video content for the library's social media pages! These are designed to be wholesome and hopefully give patrons a chuckle. It also helps promote a positive image of the library. You can see our videos on the Northland Library's Facebook or Instagram page. We are filming and creating these videos all on our own 😉. IT and Maintenance placed an LED / TV Screen on the upper level in the elevator area; a content player is being used to manage the screen content. National Library Week (April 19 – 25) Proclamations have been sent to all municipal partners. Garden Gala communications have been realized and published. Northland communicated the hiring of Amanda DeKnight as the new Executive Director with a press release. It was featured on the Library's social media and in the Tribune Review.<br>**Active/Ongoing:** County Shared Service – Hoopla changes are coming on May 1 – communications from Carnegie Library of Pittsburgh are to be coming week of March 16 (this date has already been pushed back once). CATs interior signage project – MarCom along with CATs met with Signs By Tomorrow about a grant supported sign project throughout the CATs department. Main entrance building sign project – proposed solution and idea from sign company + Foundation partnership. MarCom is working with staff from Adult Services and CATs on creating social media Reel content. MarCom has begun work on Summer Reading communications, graphics, etc. Community Service opportunities have been communicated to staff and include all municipal partner Community Days (those that have a "community day"). Upcoming events include Baierl YMCA Healthy Kids Day (Saturday, April 18). |
| Board Member Activities | **Accomplishment:** Alan Cech came in to visit the CATS staff and was able to meet almost all the staff on February 19th. It was great to have a board member in for a visit and we hope everyone feels welcome to join us anytime to learn more about the CATS department! Alan is scheduled to meet with the Technical Services staff on 3/19. |

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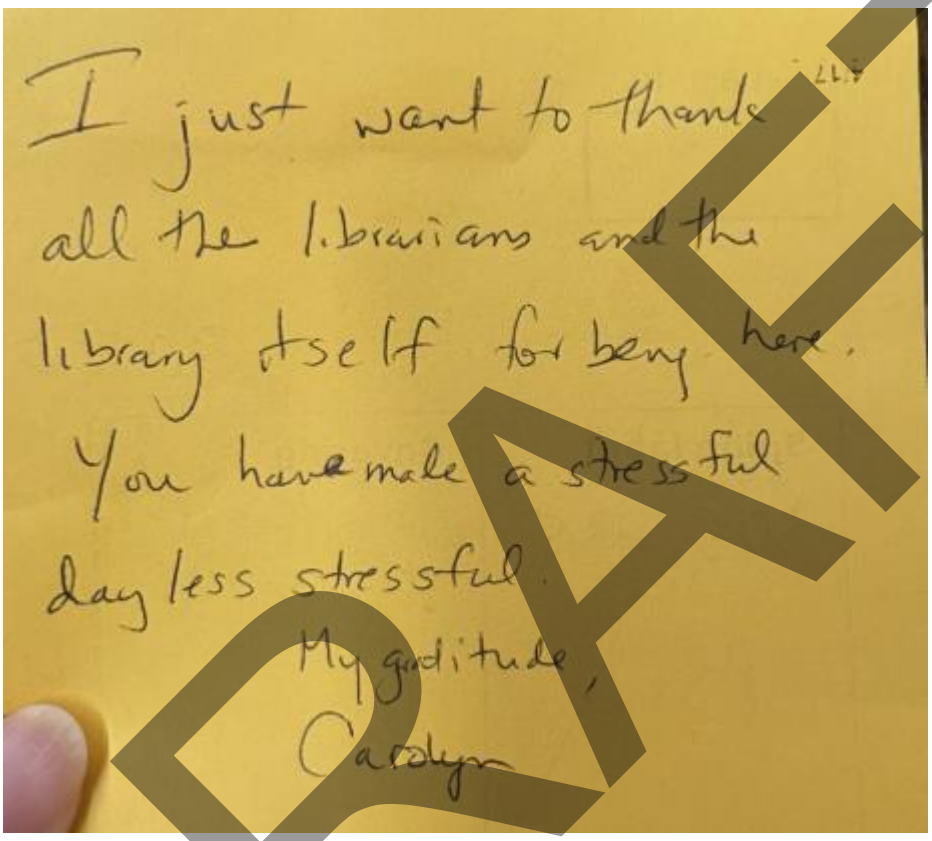
**Incident Reports – February 2026**
Accident: 0
Disturbance: 2
Internet: 0

**Year-To-Date - 2026**
Accident: 1
Disturbance: 2
Internet: 0

Vandalism: 0
Medical Emergency: 0
Other: 1
Police notified: 0

Vandalism: 0
Medical Emergency: 0
Other: 1
Police notified: 0

**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.**




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