Willa Neil Librarian Scholarship

Established to encourage and support Northland Public Library ("NPL") employees to become professional librarians by obtaining a Master's Degree in Library and Information Science.

This scholarship will provide financial support to NPL employees who are actively enrolled in an ALA - accredited MLIS program.

Eligibility: all* applicants who meet the eligibility requirements will be awarded a scholarship

1. Active NPL employee in good standing;
2. Employed at least from the day the scholarship application becomes available through the day it is awarded;
3. Currently enrolled in an ALA-accredited MLIS program;
4. Have completed at least 6 credits of MLIS courses and have a current GPA of at least 3.0. Full-time Students: staff members who have not completed 6 credits by June 15, and who expect to complete the degree prior to the next scholarship award cycle may apply prior to eligibility, but the award will be held until the eligibility criteria are met; and
5. Each employee shall be eligible to receive the scholarship one time only.

Timeline

1. April 1: application emailed to all current staff members and posted on SharePoint.
2. May 15: deadline to submit application to either the Executive Director or the Director of Library Services.
3. May 15-June 30: applications reviewed by the Director of Library Services and/or the Executive Director.
4. May 15 – June 15: applicants given an opportunity to provide any missing information.
5. Fourth Tuesday in July: scholarship(s) awarded at NPLA Board Meeting.

Disbursement

1. Award(s) to be dispensed via check made out and mailed to their school's Bursar's office.
2. Funds must be used for the first qualifying fall, spring or summer semester following the award.
3. Funds not applied to a qualifying ALA-accredited MLIS program must be repaid by the recipient.
4. NPL expects that Scholarship awards will be excluded from recipients' taxable income as educational fringe benefits; however; any amounts that are required to be repaid will be reported as taxable income if not repaid.
5. Scholarship funds not disbursed in any year ~~will remain in the designated fund of the Northland Public Library Foundation and invested to provide for future recipients~~may be used to fund continuing education opportunities for one or more current ~~staff~~NPL employees in a total amount not to exceed $1,000.00. If no scholarship applications are received by May 15 in a given year, the Executive Director or the Director of Library Services shall invite NPL employees to submit a separate application for such continuing education funds, which may be awarded in their reasonable discretion.

*provided there are sufficient funds available.
Approved 1/23/2024

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Scholarship Amount

$1,000.00* will be awarded to each applicant who meets all eligibility requirements.

Publicity

Awards will be announced through staff communications and the names of the Scholarship Recipients will be maintained on the Willa Neil Librarian Scholarship page on the Northland Public Library website.

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Approved 1/23/2024

Northland Public Library Scholarship Application

Name_____

NPL start date_____ MLIS Program start date_____

MLIS program in which I am currently enrolled_____

Number of MLIS credits completed (include courses currently being taken)_____

GPA or anticipated GPA (actual GPA required by June 15 for fall award)_____

Anticipated MLIS graduation date _____ Full-time student ____ Part-time student ____

Please include proof of enrollment and current MLIS transcript (may be unofficial) with application. If you are currently taking classes, you may wait until classes are concluded to provide your transcript, but it must be received by June 15 for fall award. Exceptions to this deadline may be made for full-time students.

I attest that the information submitted is accurate and complete to the best of my knowledge (signature):

_____

I understand that if I receive a Northland Public Library Scholarship, I will receive a check made out to the Bursar's office of the school in which I am enrolled and I am responsible for advising NPL of where to deliver the check (signature):

_____

I understand that if I fail to meet the eligibility requirements at any time during the scholarship application and award process, I will not be awarded a Northland Public Library Scholarship and I further understand that any funds awarded but not used for a qualifying program must be repaid to the Willa Neil Librarian Scholarship Fund (signature):

_____

*provided there are sufficient funds available.
Approved 1/23/2024

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NORTHLAND PUBLIC LIBRARY AUTHORITY

Policy & Planning Committee MEETING – Held in person and virtually, using Microsoft Teams

Tuesday, April 14, 2026, 7:00pm

MINUTES

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I. Call to Order: The meeting was called to order at 7:02 PM. In attendance: Michael Smith (remotely), Dana Getz, Karrie Lukin, Kelley Moten, Jack Murtagh, Sarah Poweska, Raeann McNeil, Noelle Ivankevich, and Amanda DeKnight.

II. Comments from the Public: None

III. Donation Policy

The committee reviewed an updated draft of the Library's first donation policy. As originally discussed at the July 2025 meeting, the NPL Foundation already has a donation policy, but this version is specifically for the Library, as it is a requirement of certain institutional funders. The policy will also guide the Library in its discernment of and ability to accept in-kind donations. The committee discussed the policy and approved minor changes to its language. The committee decided that it should be taken up at the next board meeting for final approval.

IV. Tutor Policy

This policy was edited to address how the newly renovated spaces and the tutoring room are actually used. The new manager of the Children's Department also wanted more specifics that would match our procedures. Murtagh suggested an addition of "no tutoring on the first floor" beyond what was already listed in order to avoid issues with tutoring in the cafe. The committee decided that it should be taken up at the next board meeting for final approval.

V. Borrowing Policies

Moten explained that the manually processed surcharge for lost or damaged books had become onerous for staff. So, although staff believe

philosophically with the charge, they do not believe that it makes sense to continue it. The committee agreed to move this on to the board for approval.

VI. Privacy & Confidentiality Policy

Allegheny County decided for cyber security we will no longer record patron's ID numbers in Sierra. Library accounts will automatically renew after 3 years if the account has activity. These updates are reflected in the policy and the committee agreed to move it forward to the board for approval.

VII. Unattended Children & Vulnerable Adults Policy

The policy was updated to reflect the change from 10 to 12 for unsupervised children. This policy also added "vulnerable adults." Murtagh suggested a change for clarification in the last sentence. McNeil requested on behalf of the Children's Department Manager that we include language that if a child is unable to contact a responsible person within 15 minutes, staff may call the McCandless police department. The committee approved these changes and recommended moving the policy to the board for approval.

VII. Strategic Planning: Recap and Next Steps

This committee reviewed the status of our strategic plan that was halted in 2025 as we embarked upon our Executive Director search. DeKnight offered to bring our stakeholders survey to her upcoming meetings with the municipalities' town manager. Once she compiles those results, she and Moten will share all collected data with the committee. The committee plans to use this information to create the strategic plan at the July meeting.

VIII. Minutes July 8, 2025 Policy & Planning Committee Meeting – Moten motioned to approve the minutes. Poweska seconded the motion. DeKnight and Ivankevich abstained from the vote. The motion passed.

IX. Adjournment: The meeting was adjourned at 8:04 PM. Murtagh motioned to approve. The motion passed unanimously.

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