Northland Public Library
Donation Policy

Overview and Purpose
Northland Public Library (NPL) welcomes donations, including gifts of money, books and other materials, artwork or property of any kind that support and further NPL's mission, vision and goals. It is understood that such gifts and bequests should not replace public support, but should enable NPL to provide and enhance services in ways not possible within the current operating budget. The purpose of this policy is to specify the types of donations NPL will accept and how NPL will handle these donations. Donations of any gifts not specified in this policy will be considered on an individual basis.

General Policies
Donations to NPL are generally accepted through the Northland Public Library Foundation (NPLF). The NPLF is recognized as the primary fundraising "arm" of NPL. Gifts for collections, services or enhancing facilities and grounds are accepted in honor or in memoriam of a person or event. Whenever possible, NPL will choose items that accommodate the donor's preferences. The name(s) of the donor(s) and those recognized by the gift may be listed if so desired. Naming opportunities within library facilities are available and will follow the Naming Rights Policy. These opportunities are coordinated through the NPLF.

NPL cannot and does not appraise books, artwork, or any other items. Donors who wish to determine the value of a donation must make all arrangements for and assume all costs of an appraisal prior to donation.

All gifts accepted by NPL become the property of NPL, which reserves the right to retain, use, sell or dispose of the items, as needed, and in a fashion determined by NPL. Potential donors should remember that libraries are used extensively and sustain losses through ordinary wear, mutilation and theft. Resources with obsolete and/or misleading information may be discarded with time. Therefore, NPL cannot guarantee that any gifts retained will remain permanently.

NPL maintains the right to decide when, where, and under what conditions donated materials may be used or displayed.

In some cases (e.g. photographs and other special materials), the donation must be accompanied by a statement from the donor regarding ownership of the item's copyright and its provenance.

NPL reserves the right to refuse any gifts the Library Authority Board and/or staff deem not in its best interests to accept.

Monetary Gifts (excluding grants)
Monetary gifts are welcome. All monetary gifts shall be deemed gifts to the NPLF except in special circumstances where the donor specifically indicates in writing that the donation is intended for NPL and not the NPLF. Donors wishing to contribute to a specific collection, facility, program, service, etc., are encouraged to work with NPL and NPLF staff to determine the best use for their donation.

Drafted 11/5/2025 kam/ams

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Northland Public Library
Donation Policy

The NPL Authority Board does not accept gifts of principal for investment, the income of which is to be used for NPL purposes. All such donations are handled by the NPLF in accordance with their donation and investment policies. Further, the restrictions placed on any monetary gift of $25,000 or more must be approved by the NPL Authority Board and/or the NPLF Board as appropriate. Gifts of less than $25,000 may be given with suggestions as to the use of such funds.

Art and Decorative Objects
NPL may accept gifts of art, including paintings and photographs, and decorative objects. For insurance purposes, some items may require an appraisal.

NPL determines the placement and display of such items, though NPL staff will consider the wishes of the donor regarding the item's location.

NPL will not accept art or decorative objects that cannot be properly cared for or secured by NPL within its normal operating procedures.

If expenses are involved with maintenance, display, security, etc., the donor may be expected to provide monetary support for these activities.

Furniture and Equipment
NPL generally does not accept furniture for public use, office furniture, or technology equipment (desktops, laptops, tablets or peripheral equipment).

Materials
NPL accepts materials in good condition, including but not limited to books, audio books and audio-visual materials.

NPL does not accept damaged, musty or moldy items, encyclopedias, textbooks, materials from other libraries, audio cassettes, vinyl records, VHS tapes, or books on the following subjects which are outdated or older than five years: technology, financial, legal, health care, medical or travel.

NPL staff evaluate materials for inclusion in NPL's collection according to NPL's Collection Development Policy.

Collections may be accepted and only with the understanding that the collection may not remain intact.

Materials not accepted for NPL's collection may be sold in the Book Nook or in NPL's semi-annual book sales, or they may be recycled or discarded.

Drafted 11/5/2025 kam/ams

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Northland Public Library
Donation Policy

Real Estate

NPL may accept gifts of real property that support or could be sold to support NPL's mission. Such offers will be handled by Library Administration in consultation with the NPL Authority Board and the NPLF Board to determine the gift's suitability and the terms of acceptance compatible with NPL's or the NPLF's policies, the donor's intent and any applicable laws.

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Drafted 11/5/2025 kam/ams

NORTHLAND PUBLIC LIBRARY
Tutor Policy

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Introduction

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To advance its mission to enable, empower and encourage lifelong learning and discovery in a safe, welcoming space for all, Northland Public Library (NPL) allows tutors, both volunteer and professional, to use certain spaces in the Library to conduct their sessions.

Guidelines

1. Tutors and students must be conscious of, and not be disruptive to other Library patrons.
2. Tables on the nonfiction side of the library, excluding the Study Carrels and Silent Study room, may be used for tutoring. All other sections/tables upstairs are designated for quiet or silent work, and may not be used by tutors even if there are no other tables available.
2. ~~The Computer Center, Silent Study Room (North end of Upper Level), both sides of the Fireplace Area, the Reference Tables, Local Interest Table and the Study Carrels may not be used for tutoring even if there are no other tables available.~~
3. Tutoring is welcome in the Children's Department, but to keep shared spaces accessible for programs and patrons, it may not take place at the craft table or in the Teen Room.
3. ~~Tutoring is welcome at the designated areas in the Children and Teen Services Department.~~
4. Conferences with parents must be quiet at all times and not held in the entry way or in front of any Reference Desks.
5. Voices (both tutor and student) must not disturb other Library users.
6. Tutors and students must bring their own supplies.
7. Library staff cannot relay messages and materials between students, tutors and parents.
8. ~~Library staff may request that a tutor and student move to the Tutor Room (used by volunteer literacy tutors) on the Upper Level if the room is available.~~
9.8. School-aged students being tutored are the responsibility of the tutor and/or parent while on NPL property. No one under the age of 10 may be left unattended in the Library without a parent/caregiver (at least 16 years of age) present on the same floor.
10.9. Tutors may not publish or distribute advertisements or letters indicating the Library as their place of business or otherwise imply Library sponsorship or endorsement of their activities.

Tutor Room

- Volunteer tutors affiliated with non-profit organizations such as Literacy Pittsburgh or Volunteers in Tax Assistance (VITA) may reserve the private tutor room up to one month in advance.
- If the room has not been reserved for nonprofit tutoring, patrons can make a reservation for the room up to a day in advance. It is available on a first come, first served basis for up to two hours at a time.
- ~~If the room has not been reserved, it is available on a first come, first served basis for up to two hours at a time.~~
- No more than three people may occupy the room at any one time.
- The room is available only during Library operating hours.

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- Private or commercial business may not be conducted in the tutor room per the No Solicitation Policy.
- If a person who has reserved the tutor room fails to show up within 15 minutes of their reservation time, the room may be yielded to someone else.

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Limitations

While we realize that the Library is a comfortable, neutral location in which to tutor students, the Library cannot guarantee that tutors will be able to find accommodations.

NPL does not want to inconvenience any of our users, but we must consider the needs of ALL who visit the building.

Penalty for noncompliance

Those who fail to comply with the Northland Public Library Tutor Policy will be asked to leave the Library; repeat offenders may be barred from the Library for up to one year at the discretion of the Executive Director.

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Borrowing Policies

Obtaining a Library Card

There are ~~several~~ two ways to register for a Northland Library Card~~:~~, ~~either~~ online or in person at Northland. *Online registration may require you to stop in to ~~retrieve your actual library~~receive a permanent card.*

All residents of ~~Allegheny County~~Pennsylvania are eligible for a free library card. You may use your card at Northland or any Allegheny County public library.

To get your card, please present a valid form of photo identification and proof of your current address at the ~~Check Out~~Circulation Desk located ~~in~~on the lower level of the library~~, or the Customer Service Desk, currently located on the upper level~~. ~~All Pennsylvania residents are eligible to receive a free library card.~~ People who live outside of Pennsylvania are welcome to purchase a membership at the current rate. Children under 13 must have a parent or guardian sign their library card application. Teens ages 13-17 can register for a library card without a parent or guardian signature if they have photo ID and proof of address. A parental notification postcard will be sent to the home address.

By signing an application for a child or teen, the parent or guardian grants that minor permission to access all materials in the library, including the internet. The parent or guardian also accepts responsibility (including financial responsibility) for all materials checked out with the minor's card. Please remember that you are responsible for all library materials borrowed on your card.

New to Northland? Read our Welcome Brochure, which provides orientation information.

Borrowing Policy

Northland Public Library issues cards to individuals who desire to borrow our materials or access our services. The cards are issued in good faith and cardholders must accept and be bound by the accompanying rights and

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responsibilities. Northland reserves the right to suspend privileges if library policies outlined below are violated.

Within Allegheny County: All materials of county-wide libraries are available to all cardholders. You may check out or return most materials at any Allegheny County public library.

Outside of Allegheny County: Materials requested from libraries outside Allegheny County must be borrowed through the Inter-library Loan process. Items returned to libraries outside the county borders may take longer to be received by the owning library. It is recommended that you ask about the return policy for those libraries to ensure that you are not incorrectly charged overdue fines.

Loan periods

Most DVDs/Blu-Rays, take home science in a box and magazines may be borrowed for 7 days. All other library materials may be borrowed for 21 days

Renewing Library Cards

Some accounts expire every two years and must be renewed by verifying contact information– including address, the unique I.D. and preferences. Accounts for children under age 13 must be renewed by their parent/guardian. ***Note: The renewal process consists solely of an informational update in the library's lending system. You will not be issued a new library card.

Placing a Hold or Reserving an Item

You can place a hold 3 different ways:

- Use the online catalog to search for the item and click on *Place hold*.
- Speak with a reference librarian in person or by phone.
- Through the Allegheny Libraries app!

Overdue fines

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~~Effective June 1, 2023,~~ Northland Library no longer charges overdue fines for items returned after their due date. Items borrowed from outside Allegheny County may be subject to overdue fines.

Damaged Items

Patrons are responsible for the care of library materials in their possession. Items deemed damaged beyond repair will be billed to the patron's card as a replacement charge. ~~Bills include a $5 processing fee to cover re-cataloging, processing, security and barcodes. The processing fee will be reduced to $3 if the replacement cost of the item is less than $10.~~ Fees of more than $35.00 may result in your card being blocked from use. Replacement items will not be accepted.

Lost Materials

Library items that are lost or remain unreturned after six weeks from the due date are billed to your account. ~~Bills include a $5 processing fee to cover re-cataloging, processing, security, and barcodes. The processing fee will be reduced to $3 if the replacement cost of the item is less than $10.~~ Fees of more than $35.00 may result in your card being blocked from use. Replacement items will not be accepted.

Refund Policy

Refunds may be issued for lost item payments if the item is returned, in good condition, within 30 days of payment. Please take the item to the ~~Customer Service or Check Out~~Circulation ~~d~~Desk to initiate a refund. Refunds will be applied to any outstanding balance on your account. Refunds of $5 or less will be issued in cash. Refunds over $5.00 will be mailed to the address listed on the library account.

Refunds for items owned by other libraries (not Northland materials) may be subject to different policies. You must contact the specific owning library for information on their refund policy.

Confidentiality

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To protect your privacy and in accordance with the Pennsylvania statute and our privacy and confidentiality policy, we cannot discuss your library account with any individual. If you wish another individual to pick up your items on hold, please let us know and we will list them as a proxy on your library account. The individual(s) will not have access to view the items on your account and will not be able to check out anything other than your reserved items. If you need to discuss your account by phone, you will be asked to provide your card number and verify your address and/or other information.

Renewing Items

Most items may be renewed six times unless they have been reserved by another patron. Items which are not renewable include but are not limited to: "Lucky Day" books and DVDs, ukuleles, launchpads, hotspots~~, VR headsets,~~ and adult bestseller videogames. Interlibrary loans (ILLs) may only be renewed one time.

Renewals now happen automatically for ***eligible*** items! Checked-out items will be automatically renewed 1-3 days before their due dates as long as there are no holds on them and as long as the items have not reached their renewal limits. Please note that not all items will be automatically renewed; patrons are responsible for keeping track of due dates. Patrons with an email address attached to their library accounts will receive the following courtesy notice 1-3 days before their items are due: "This is a friendly reminder to let you know that the following items are due soon. Some of your items may have been automatically renewed for you. Please log in to your account to check the new due dates for these items and to check the status of any items that were unable to be renewed. Login to your account at https://acl.bibliocommons.com/."

These emails may include information about which items were or were not renewed and information about due dates. Patrons are responsible for returning their items by the due dates.

Patrons who do not have an email address attached to their library account and who have opted to receive telephone notifications will receive calls only when they have overdue items.

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Patrons also have the ability to opt-in to text notifications. Visit this page for more information.

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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~~
- ~~Driver's license number 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

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

Approved 6/25/2019
Rev 1/24/2023
Rev 8/25/2023
Rev 1/23/2024
Rev 4/28/2026

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government, or to any individual not specifically authorized by the Executive Director, except pursuant to such process, order, warrant, or subpoena as may be 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. This 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 a replacement fee for a lost or damaged item only if they know the title of the item or the exact amount of the fees 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~~that have been inactive for 3+ years with no items checked out are deleted from the database on an annual basis. The list of deleted patron records is saved for one year, then deleted.

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Northland Public Library

Privacy and Confidentiality Policy

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.
- 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;

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  - 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:

  - 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.

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Northland Public Library

Privacy and Confidentiality Policy

- 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.

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Northland Public Library

Unattended Children and Vulnerable Adults Policy

Northland Public Library strives to provide a welcoming and safe environment for all visitors and welcomes the use of its facilities and services by children and adults of all ages. While the Library is especially concerned for the safety of children and vulnerable adults on Library property, the Library does not act in loco parentis (in place of parents), and Library staff are unable to provide parental-type oversight or guidance to children or vulnerable adults. Parents, legal guardians, teachers, custodians, or caregivers are responsible for monitoring the activities and managing the behavior of children and vulnerable adults during their library visits.

Children Under the Age of Twelve (12)

Children under the age of twelve (12) may not be left unattended in the Library and must be accompanied by a caregiver. The Library requires that the caregiver be the child's parent or legal guardian or an adult or adolescent age sixteen (16) or older who has been designated by the parent or guardian to care for the child. Caregivers accompanying children under the age of twelve (12) shall remain in the same general area of the Library as the child at all times and keep the child in their line of sight. These rules apply at all times unless the child is attending a designated library program where adult presence is not required, during which time adults accompanying children under twelve (12) years of age must remain in the Library and must promptly pick up their child as soon as the program is over.

Children Ages Twelve (12) and Up

Children ages twelve (12) and up are welcome to use the Library unattended as long as they follow Library rules and observe proper conduct. Any child who is at the Library without supervision must be able to contact a responsible person in case of emergency or for transportation needs.

Children with Special Needs and Vulnerable Adults

Children and vulnerable adults of any age with mental, physical, or emotional disabilities which affect decision-making skills or require supervision are welcome in the Library when accompanied by a parent, caregiver or responsible adult (18 years or older). To ensure a safe and supportive environment, caregivers are expected to be aware of their charges' location at all times while using the Library or attending Library events or programming.

If only one caregiver accompanies multiple individuals, they must be able to provide appropriate supervision and attention to those in their care. Caregivers must also ensure staff are able to locate them if needed. Patrons requiring any special accommodations are

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encouraged to communicate their needs to Kelley Moten, ADA Coordinator or to any Library staff member.

Disruptive Behavior in Children and Vulnerable Adults

If a child or vulnerable adult is being disruptive to other patrons or violating Library rules, Library staff will first issue a verbal warning to the child or vulnerable adult and/or their caregiver informing them that their behavior is not acceptable. Children or vulnerable adults who continue to engage in disruptive behavior may be asked to leave the Library and the parent/guardian/caregiver will be contacted, if necessary.

Children in the Library During School Hours

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.

Unaccompanied Minors at Closing

Parents/caregivers are responsible for being aware of Library hours and for picking up their child(ren) which must be done before the Library closes. If a child under the age of sixteen (16) is not picked up within 15 minutes of the Library's closing time, the Library staff reserve the right to contact the Town of McCandless Police Department for assistance. Under no circumstances will Library staff transport any child by any method including in a personal or library vehicle to their home or to any other location.

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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 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 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.

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Rev 1/24/2023
Approved 6/27/2017

Northland Public Library
Unattended Minors Policy

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

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Rev 1/24/2023
Approved 6/27/2017

NORTHLAND PUBLIC LIBRARY AUTHORITY

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

Tuesday, July 8, 2025, 7:00pm

MINUTES

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I. Call to Order: The meeting was called to order at 7:01 PM. In attendance: Dana Getz (remotely), Adrianne Krings (remotely), Karrie Lukin (remotely), Kelley Moten, Jack Murtagh (remotely), Sarah Poweska, Michael Smith, and Amy Steele

II. Comments from the Public: None

III. Donation Policy

The committee reviewed a draft of the Library's first donation policy. 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 made minor changes to its language. The committee decided that it should be taken up at the next board meeting for final approval.

IV. Strategic Planning: Survey and Next Steps

Kelley presented the internal survey results to the Committee. The sub-committee concentrating on external relations agreed to find time to meet over the next few weeks and develop a survey and strategy of reaching out to external stakeholders. The Committee agreed that more than one additional meeting would be needed over the next couple of months in order to adhere to the original schedule of finalizing the strategic plan by December.

V. Minutes April 8, 2025 Policy & Planning Committee Meeting – Kelley motioned to approve the minutes. Sarah seconded the motion. The motion passed unanimously.

VI. Adjournment: The meeting was adjourned at 8:28 PM. Kelley motioned to approve, and Sarah seconded. The motion passed unanimously.

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