Addendums to MPL Budget Presentation

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Methodology for 2025 State Report – Closest in Population, Per Capita, and Closest in Allegheny County

Source	2025 pa public library data (2).xlsx — 2025 Public Library Data, report header row 11.
Reporting year	2025 only. No outsidesources.
Rowsper comparison	Monroeville plus 25 other libraries (26 total).
Eligibility	Positivereported servicepopulation and numeric operating expenditures. Excludeadministrativeunitsand PennsylvaniaStateTotalsaggregate.
Per capita	Total operating expenditures / 2020 Decennial service-area population for stateaid. Excel formulas on each sheet.
Staffing expenditures	Total Staff Expenditures (salaries, wages and employeebenefits), statecolumn 74.
Full-time staff	NOT REPORTED as an employeeheadcount in this stateworkbook. Column deliberately marked Not reported.
Part-time staff	NOT REPORTED as an employeeheadcount in this stateworkbook. Column deliberately marked Not reported.
MLS/MLIS staff	Statereports Masters of Library ScienceFull TimeEquivalent Staff(column 16), not employeeheadcount. Valuesshown as FTE.
Total staff FTE	Additional column from Total Full TimeEquivalent Staff (column 15), not full-time employeecount.
Collection size	Cataloged Itemsas of December 31, 2024 (column 17). Stateworkbook labelsthis asprior-year snapshot.
Collection expenditures	Collection Expenditures (column 75).
Circulation	Total Circulation (column 35), excluding separately reported interlibrary loan items supplied.
Population table	25 other reporting librarieswith smallest absolutedifferencefrom Monroevilleservicepopulation; tiesalphabetically.
Per capita table	25 other reporting librarieswith smallest absolutedifferencefrom Monroevilleoperating expenditures per capita; tiesalphabetically.
Alleghenytable	25 other Allegheny County librariesminimizing weighted mean absolutelog ratio vs Monroevilleacross population (50%), circulation (20%), visits (15%), total programs (7.5%), and program attendance(7.5%). Missing servicefieldsexcluded from weighted average; tie-break population then name.
Caveat	Similar reported figures do not necessarily imply identical branch structure, population demographics, programming models or municipal contributions.
Missing values	Blank sourcevaluesremain blank; no inferred values. Full-timeand part-timeheadcounts areexplicitly marked Not reported.

Closest Population | Monroeville + 25 libraries

25 closest 2025 reported service populations, statewide.

Library Name	Expenditures per capita	Total expenditures	Population	Staffing expenditures	Full-time staff	Part-time staff	MLS or MLIS staff (FTE)	Collection expenditures	Collection size	Circulation	Total staff (FTE)
COLUMBIA COUNTY TRAVELING LIBRARY AUTHORITY	$7.68	$228,060	29,688	$117,565	Not reported	Not reported	0.88	$23,328	44,625	74,766	2.90
BEDFORD COUNTY LIBRARY	$9.48	$290,911	30,700	$224,950	Not reported	Not reported	0.88	$23,711	32,818	49,856	4.26
MUHLENBERG COMMUNITY LIBRARY	$8.30	$249,244	30,026	$157,490	Not reported	Not reported	0.94	$39,586	38,039	77,558	4.44
CARNEGIE FREE LIBRARY	$6.41	$205,156	31,989	$131,402	Not reported	Not reported	1.00	$14,139	35,068	25,631	4.74
RIDLEY TOWNSHIP PUBLIC LIBRARY	$23.45	$728,077	31,053	$502,476	Not reported	Not reported	3.93	$89,773	50,636	180,653	6.48
AVON GROVE LIBRARY	$16.05	$531,897	33,145	$386,244	Not reported	Not reported	0.94	$59,409	42,521	132,010	7.69
J. LEWIS CROZER LIBRARY	$21.68	$706,781	32,605	$455,553	Not reported	Not reported	0.88	$62,896	36,340	23,210	8.05
ADAMSTOWN AREA LIBRARY	$13.54	$426,593	31,510	$271,779	Not reported	Not reported	1.13	$44,553	31,522	174,426	8.26
INDIANA FREE LIBRARY INC	$15.96	$514,529	32,243	$368,426	Not reported	Not reported	3.50	$44,798	71,086	51,559	8.93
SHIPPENSBURG PUBLIC LIBRARY	$25.85	$815,608	31,554	$515,447	Not reported	Not reported	1.88	$92,111	57,723	200,359	9.28
ELIZABETHTOWN PUBLIC LIBRARY	$26.23	$839,106	31,985	$492,670	Not reported	Not reported	1.63	$78,014	69,618	197,700	9.28
BUTLER AREA PUBLIC LIBRARY	$19.76	$607,143	30,732	$467,796	Not reported	Not reported	2.81	$48,211	85,787	174,855	9.90
VALLEY COMMUNITY LIBRARY	$18.87	$640,856	33,960	$469,873	Not reported	Not reported	1.75	$37,165	45,913	107,708	10.20
HOYT LIBRARY	$20.75	$660,344	31,831	$430,447	Not reported	Not reported	1.00	$77,680	100,103	76,790	10.20
COMMUNITY LIBRARY OF THE SHENANGO VALLEY	$17.69	$595,072	33,635	$409,029	Not reported	Not reported	2.00	$58,627	64,713	51,683	10.60
LITITZ PUBLIC LIBRARY	$25.03	$810,594	32,388	$543,854	Not reported	Not reported	2.75	$100,232	65,853	388,667	10.98
WESTERN POCONO COMMUNITY LIBRARY	$24.25	$782,427	32,267	$489,846	Not reported	Not reported	1.13	$46,790	69,187	84,339	11.01
UPPER MERION TOWNSHIP LIBRARY	$66.80	$2,245,225	33,613	$1,493,950	Not reported	Not reported	4.05	$245,500	124,820	266,728	11.68
PUBLIC LIBRARY FOR UNION COUNTY	$27.05	$819,011	30,283	$552,302	Not reported	Not reported	2.63	$80,243	89,385	185,808	11.88
ABINGTON COMMUNITY LIBRARY	$27.53	$854,286	31,027	$586,399	Not reported	Not reported	1.75	$81,038	49,206	233,987	12.25
MEMORIAL LIBRARY OF NAZARETH & VICINITY	$23.84	$705,380	29,584	$411,848	Not reported	Not reported	2.00	$78,792	65,370	142,171	13.16
MEMORIAL LIBRARY OF RADNOR TOWNSHIP	$48.06	$1,597,079	33,228	$1,122,927	Not reported	Not reported	1.88	$181,415	120,259	354,430	15.86
COOPER-SIEGEL COMMUNITY LIBRARY	$44.79	$1,318,418	29,438	$898,712	Not reported	Not reported	5.36	$137,391	61,225	362,180	16.30
MONROEVILLE PUBLIC LIBRARY	**$67.15**	**$2,131,342**	**31,741**	**$1,392,101**	**Not reported**	**Not reported**	**6.73**	**$239,473**	**89,998**	**367,577**	**17.23**
BETHEL PARK PUBLIC LIBRARY	$36.60	$1,228,839	33,577	$958,153	Not reported	Not reported	6.30	$144,232	82,912	341,775	18.20
MT. LEBANON PUBLIC LIBRARY	$80.96	$2,758,787	34,075	$1,806,758	Not reported	Not reported	11.60	$418,533	139,884	767,444	25.75

Allegheny Similarity | Monroeville + 25 libraries

25 Allegheny libraries closest by population and service metrics; weighted log differences: population 50%, circulation 20%, visits 15%, programs 7.5%, program attendance 7.5%.

Library Name	Expenditures per capita	Total expenditures	Population	Staffing expenditures	Full-time staff	Part-time staff	MLS or MLIS staff (FTE)	Collection expenditures	Collection size	Circulation	Total staff (FTE)
HAMPTON COMMUNITY LIBRARY	$19.41	$358,609	18,479	$183,550	Not reported	Not reported	1.30	$42,559	28,763	167,435	3.80
SCOTT TOWNSHIP PUBLIC LIBRARY	$15.17	$267,774	17,649	$190,074	Not reported	Not reported	1.58	$25,788	18,725	87,962	5.48
PLUM BOROUGH COMMUNITY LIBRARY	$13.25	$359,716	27,144	$253,236	Not reported	Not reported	2.43	$41,809	33,488	173,711	5.96
CARNEGIE LIBRARY OF HOMESTEAD	$36.74	$613,920	16,709	$338,817	Not reported	Not reported	1.00	$70,023	36,793	92,251	6.53
OAKMONT CARNEGIE LIBRARY	$63.87	$590,832	9,250	$304,775	Not reported	Not reported	2.40	$68,419	38,962	129,018	6.55
BALDWIN BOROUGH PUBLIC LIBRARY	$20.92	$449,894	21,510	$316,429	Not reported	Not reported	2.00	$47,538	18,082	77,689	6.56
MOON TOWNSHIP PUBLIC LIBRARY	$20.27	$552,247	27,240	$381,650	Not reported	Not reported	3.00	$76,480	56,392	297,604	6.75
SOUTH FAYETTE TOWNSHIP LIBRARY	$21.53	$395,211	18,358	$296,862	Not reported	Not reported	3.00	$37,510	21,745	135,932	6.80
WHITEHALL PUBLIC LIBRARY	$45.69	$688,302	15,064	$520,773	Not reported	Not reported	2.80	$88,100	49,784	162,857	7.20
BRENTWOOD LIBRARY	$44.12	$444,806	10,082	$317,541	Not reported	Not reported	2.14	$53,891	66,132	108,389	7.48
ROBINSON TOWNSHIP LIBRARY	$20.01	$484,412	24,204	$403,960	Not reported	Not reported	4.40	$40,148	33,295	171,313	7.53
SOUTH PARK TOWNSHIP LIBRARY	$49.68	$681,965	13,727	$502,645	Not reported	Not reported	2.00	$76,070	55,411	118,637	8.43
WESTERN ALLEGHENY COMMUNITY LIBRARY	$27.36	$656,931	24,014	$434,528	Not reported	Not reported	1.78	$79,536	34,569	217,289	8.53
COMMUNITY LIBRARY OF ALLEGHENY VALLEY	$27.14	$613,727	22,610	$390,309	Not reported	Not reported	2.00	$72,841	58,550	134,579	8.80
C C MELLOR MEMORIAL LIBRARY	$29.81	$620,383	20,811	$379,639	Not reported	Not reported	2.80	$63,091	37,829	251,457	10.30
NORTHERN TIER REGIONAL LIBRARY	$36.62	$975,272	26,633	$706,351	Not reported	Not reported	4.69	$113,787	73,632	319,392	12.09
CARNEGIE LIBRARY OF MCKEESPORT	$20.22	$1,040,754	51,459	$509,841	Not reported	Not reported	0.94	$116,753	80,620	93,510	13.12
UPPER ST. CLAIR TOWNSHIP LIBRARY	$54.28	$1,148,631	21,160	$905,476	Not reported	Not reported	6.13	$125,541	56,494	361,391	13.63
SHALER NORTH HILLS LIBRARY	$48.66	$1,368,859	28,132	$765,609	Not reported	Not reported	6.06	$156,506	121,616	477,254	16.10
PENN HILLS LIBRARY	$27.17	$1,115,652	41,059	$784,259	Not reported	Not reported	3.00	$135,529	97,799	300,902	16.13
COOPER-SIEGEL COMMUNITY LIBRARY	$44.79	$1,318,418	29,438	$898,712	Not reported	Not reported	5.36	$137,391	61,225	362,180	16.30
MONROEVILLE PUBLIC LIBRARY	**$67.15**	**$2,131,342**	**31,741**	**$1,392,101**	**Not reported**	**Not reported**	**6.73**	**$239,473**	**89,998**	**367,577**	**17.23**
BETHEL PARK PUBLIC LIBRARY	$36.60	$1,228,839	33,577	$958,153	Not reported	Not reported	6.30	$144,232	82,912	341,775	18.20
MT. LEBANON PUBLIC LIBRARY	$80.96	$2,758,787	34,075	$1,806,758	Not reported	Not reported	11.60	$418,533	139,884	767,444	25.75
SEWICKLEY PUBLIC LIBRARY	$115.95	$1,637,261	14,121	$1,103,589	Not reported	Not reported	10.25	$184,941	93,181	385,388	29.51
NORTHLAND PUBLIC LIBRARY AUTHORITY	$33.74	$3,036,692	90,007	$2,314,357	Not reported	Not reported	17.05	$375,733	182,798	1,337,723	43.18

Closest Per Capita | Monroeville + 25 libraries

25 closest 2025 operating expenditures per service-area resident, statewide.

Library Name	Expenditures per capita	Total expenditures	Population	Staffing expenditures	Full-time staff	Part-time staff	MLS or MLIS staff (FTE	Collection expenditures	Collection size	Circulation	Total staff (FTE)
TIDIOUTE LIBRARY ASSOCIATION, INC.	$78.81	$49,332	626	$30,966	Not reported	Not reported	0.00	$6,591	19,687	5,123	0.88
ULYSSES LIBRARY	$53.46	$66,402	1,242	$40,635	Not reported	Not reported	0.00	$5,258	17,237	4,774	0.98
SOUTH FORK PUBLIC LIBRARY	$72.21	$68,891	954	$30,646	Not reported	Not reported	0.00	$2,819	12,314	5,247	1.13
LILLY WASHINGTON PUBLIC LIBRARY	$60.80	$53,445	879	$29,569	Not reported	Not reported	0.00	$6,452	6,547	9,480	1.13
CARROLLTOWN PUBLIC LIBRARY	$54.20	$56,969	1,051	$32,447	Not reported	Not reported	0.00	$7,172	10,134	8,959	1.23
PORTAGE PUBLIC LIBRARY	$55.86	$137,356	2,459	$27,956	Not reported	Not reported	0.00	$7,439	13,815	14,402	1.63
RINGTOWN AREA LIBRARY	$54.92	$107,033	1,949	$65,239	Not reported	Not reported	0.00	$8,741	14,838	11,168	1.63
WYALUSING PUBLIC LIBRARY	$72.31	$129,282	1,788	$80,755	Not reported	Not reported	0.00	$8,947	10,733	24,701	2.63
ATGLEN PUBLIC LIBRARY	$56.22	$211,427	3,761	$113,914	Not reported	Not reported	0.00	$23,791	12,360	54,502	2.81
NARBERTH COMMUNITY LIBRARY	$68.00	$305,467	4,492	$201,456	Not reported	Not reported	1.60	$35,207	32,558	72,867	3.60
TINICUM MEMORIAL PUBLIC LIBRARY	$56.58	$225,375	3,983	$155,295	Not reported	Not reported	0.00	$23,938	22,679	20,387	3.94
SWARTHMORE PUBLIC LIBRARY	$56.04	$366,670	6,543	$265,265	Not reported	Not reported	0.88	$38,708	38,110	100,112	4.56
OAKMONT CARNEGIE LIBRARY	$63.87	$590,832	9,250	$304,775	Not reported	Not reported	2.40	$68,419	38,962	129,018	6.55
SINKING SPRING PUBLIC LIBRARY	$68.88	$295,214	4,286	$205,744	Not reported	Not reported	1.25	$43,194	26,681	68,025	7.58
LIGONIER VALLEY LIBRARY	$56.86	$687,597	12,092	$395,190	Not reported	Not reported	1.00	$80,619	119,875	74,586	8.44
UPPER MERION TOWNSHIP LIBRARY	$66.80	$2,245,225	33,613	$1,493,950	Not reported	Not reported	4.05	$245,500	124,820	266,728	11.68
UPPER ST. CLAIR TOWNSHIP LIBRARY	$54.28	$1,148,631	21,160	$905,476	Not reported	Not reported	6.13	$125,541	56,494	361,391	13.63
WILLIAM JEANES MEMORIAL LIBRARY	$58.99	$1,162,577	19,707	$809,571	Not reported	Not reported	4.05	$103,109	53,373	240,101	14.01
HORSHAM TOWNSHIP LIBRARY	$52.84	$1,403,568	26,564	$691,011	Not reported	Not reported	4.00	$134,573	81,764	305,363	15.30
MONROEVILLE PUBLIC LIBRARY	**$67.15**	**$2,131,342**	**31,741**	**$1,392,101**	**Not reported**	**Not reported**	**6.73**	**$239,473**	**89,998**	**367,577**	**17.23**
UPPER DUBLIN PUBLIC LIBRARY	$70.17	$1,871,001	26,665	$1,541,700	Not reported	Not reported	6.90	$196,595	123,235	441,917	18.80
CHELTENHAM TOWNSHIP LIBRARY SYSTEM	$58.46	$2,189,548	37,452	$1,576,508	Not reported	Not reported	8.44	$244,130	243,330	357,770	22.38
KENNETT LIBRARY	$55.53	$2,410,157	43,402	$1,495,331	Not reported	Not reported	0.88	$270,619	49,493	243,088	23.43
MT. LEBANON PUBLIC LIBRARY	$80.96	$2,758,787	34,075	$1,806,758	Not reported	Not reported	11.60	$418,533	139,884	767,444	25.75
TREDYFFRIN PUBLIC LIBRARY	$57.03	$2,142,051	37,563	$1,587,998	Not reported	Not reported	8.33	$225,910	108,059	368,725	30.68
FREE LIBRARY OF PHILADELPHIA	$80.53	$129,161,141	1,603,797	$98,547,041	Not reported	Not reported	261.55	$10,719,722	3,089,777	7,607,453	1099.06

Methodology for 2025 State Report Rankings

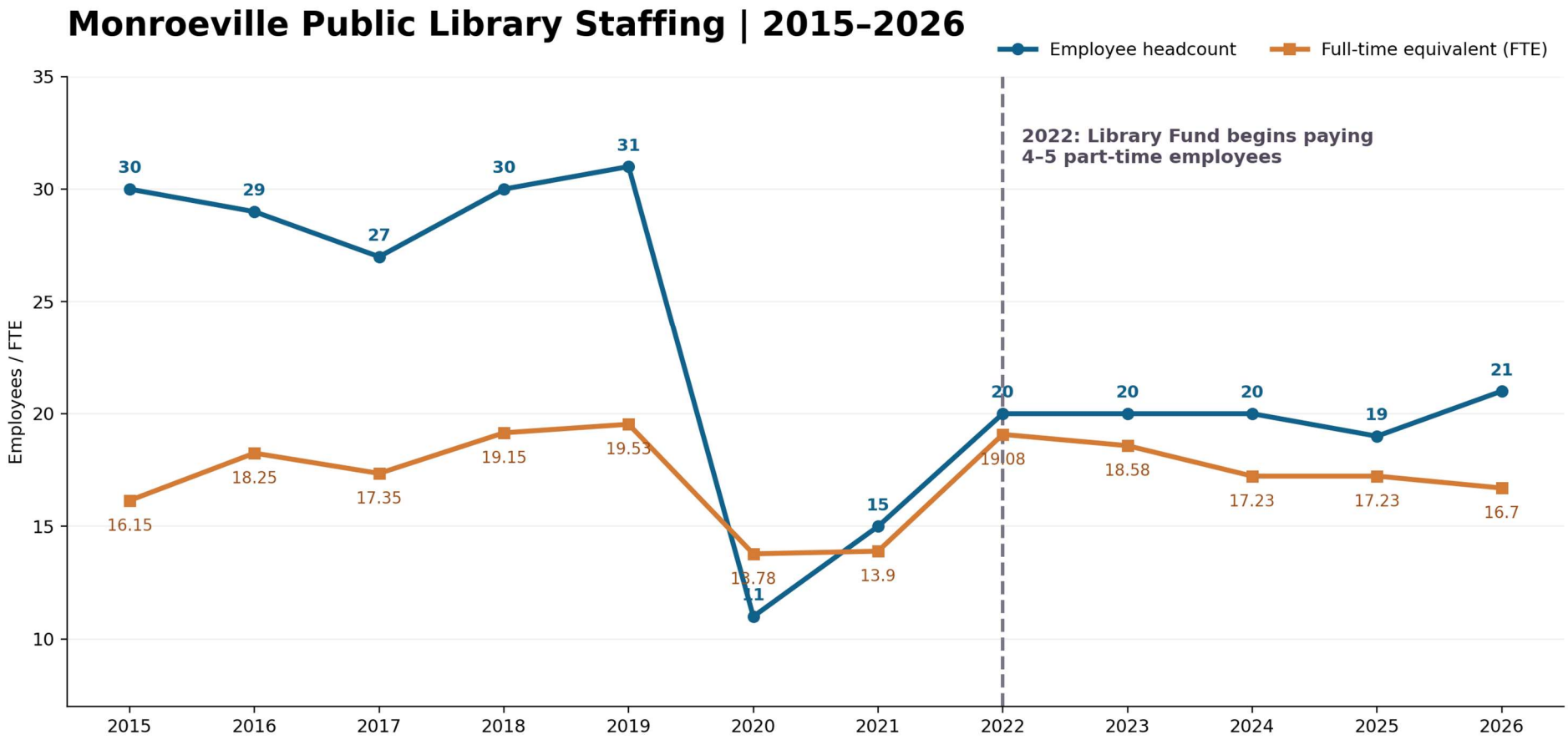
Coverage	One row per named library with positive reported population; excludes system administrative units, blank rows, and Pennsylvania State Totals.
Closest service peers	Monroeville plus 50 libraries with smallest root-mean-square log-ratio distance across population, annual library visits, total circulation, total programs, and total program attendance. Equal weight for five measures. The peer group has 51 libraries total.
Allegheny County	All named Allegheny County libraries with positive service population, including Monroeville.
Pennsylvania	All named Pennsylvania libraries with positive service population, including Monroeville.
Rank interpretation	Competition ranking: 1 + number of libraries reporting a strictly higher value. Equal values tie; #1 is highest, including for expenditure categories (not necessarily best).
Missing data	Blank or nonnumeric cells are excluded from that category ranking. Zero is a reported numeric value and is included.
Reporting categories	Includes every quantitative/numeric field in the state report; excludes names, county, district, and yes/no access questions.
Collection snapshot	Cataloged item collection values in the 2025 report are labeled as of December 31, 2024.
Ranking denominator	The Libraries reporting column is metric-specific and may vary when values are blank.
Service-peer membership	See the Peer Libraries sheet for the exact 26 libraries and similarity scores.
Combined view	The combined table preserves ranks and values exactly as recorded in the existing 50-peer rankings workbook; no rankings were recalculated.
Rank denominators	The denominator in each cell reflects libraries with numeric values for that category, and can vary by row.

MONROEVILLE PUBLIC LIBRARY | 2025 STATE REPORT RANKINGS

Ranks shown: all Pennsylvania libraries | Allegheny County | 50 closest service peers + Monroeville

Reporting category	All Pennsylvania libraries (436)	Allegheny County libraries (46)	Peer libraries (50 + MPL)	Monroeville reported value
Population Service Area	#88	#7	#32	31,741.
Registered Users as of December 31, 2025	#43	#4	#19	16,099.
Public Service Hours Per Week	#29	#5	#16	62.
Reference Questions Received Annually	#16	#4	#5	34,581.
Annual Number of Library Visits (People in the Door)	#23	#4	#12	174,193.
Total Full Time Equivalent Staff	#38	#6	#21	17.23
Cataloged Items as of December 31, 2024	#61	#7	#27	89,998.
Circulation of all physical materials	#26	#6	#15	282,572.
Circulation of Electronic Materials	#38	#11	#26	76,136.
Circulation of Other Physical Items (Library of Things)	#16	#4	#7	8,869.
Total Circulation	#28	#6	#17	367,577.
Number of Uses (Sessions) of Public Internet Computers per Year	#15	#4	#4	18,482.
Number of Sessions of Wireless Internet Connection per Year	#57	#12	#20	22,302.
Total Library Programs	#19	#4	#10	1,463.
Total Program Attendance	#13	#5	#6	34,737.
Number of self-directed/passive activities offered by the library	#22	#3	#7	236.
Number of patrons who took part in self-directed/passive activities	#6	#2	#3	19,249.
Public Library Subsidy Revenue	#69	#6	#25	134,891.
Total Operating Revenue from all sources	#29	#6	#14	2,211,678.
Total Staff Expenditures	#29	#4	#14	1,392,101.
Collection Expenditures	#27	#4	#13	239,473.
Total Operating Expenditures	#26	#4	#13	2,131,342.

Staffing Data:



Funding change in 2022: 4–5 part-time employees are paid by the Monroeville Public Library Fund, not the Municipality.

Staffing Bios:

Staff Bios – 2026 – Monroeville Public Library

Full-Time Municipal Staff:

Name	Position	Degrees	Job Description	Service to Monroeville	Total Service
Nicole Henline	Library Director	Master in Library and Information Science, Master in Education in Secondary English, BS in Business Administration, BA in English.	Sets the strategic direction and manages all aspects of the daily operations of the Library. This includes supervising all staff; overseeing operations and activities of the Library to ensure that the needs of the community are met through materials, programs, and services; writing grants and overseeing fundraising campaigns; coordinating with the county and state library associations; and coordinating with the library board and municipality on planning.	12	26
Pamela Bodziock	Assistant Director	Master in Library and Information Science, BA in English Literature and Writing.	Assists the Library Director in the management and operation of the library; training and supervising staff; communication, including coordinating projects, programs, and procedures between staff; developing library policies and procedures to recommend to the library director; fund development, including assisting with grant writing and fundraising campaigns; interacting with patrons and community groups; and assisting in the daily operation of the library, including front-facing public service at the Information Desk as a Reference Librarian. In the absence of the Library Director, acts as the Library's operational leader.	20	20
Barbara English	Head of Circulation; Assistant to the Director	BA in Communications.	Provides front-facing public service at the Information Desk as Head of Circulation, as well as assisting in the day-to-day operations of the library and circulation process; responsibilities include staff scheduling for public service desks, scheduling public use of meeting rooms, participation in county circulation committee, donor/fund development, and programming and outreach.	20	35

Tracy Happe	Head of Adult Services	Master in Library and Information Science, BS in Business Administration.	Directs day-to-day operations of the adult services/reference department. Curates and evaluates print collections for adult patrons. Provides high-level reference, readers' advisory, and technology assistance to patrons. Provides front-facing public service at the Information Desk as a Reference Librarian.	19	19
Hope Benson	Head of Children's Services and Outreach	Master in Library Science, BS in Special Education.	Oversees the operations of the Children's Room in the Library. Duties include, but are not limited to, collection development; programming development and implementation; maintaining a nurturing, educational, and inclusive environment for the community's families; and maintaining, implementing, and growing outreach partnerships and opportunities to better reach the community's children and families.	11	36
Cory Little	Head of Adult Programming	BA in History.	Organizes, oversees and implements educational, cultural, and entertainment programs aimed at an adult audience. Provides front-facing public service at the Information Desk as part of the reference team, working directly with the public to facilitate research, and to establish competence/comfort with technology. Responsible for portion of collection development.	9	18
Benjamin Kuster	Head of Teen Services	Master in Library and Information Science, BA in Screen Writing.	Oversees teen programming, collection development, and daily operations of the library's teen services. Responsibilities include planning and coordinating teen programs, supervising two AmeriCorps volunteers who support the teen after-school program, selecting and purchasing materials for the teen collection, and providing front-facing public service at the Information Desk as a Reference Librarian.	4	4
William Freker	Maker Lab Coordinator	Forbes Road Multimedia Graduate; CCAC Graphic Design.	Facilitates Maker Lab classes and open-hour sessions, manages the Library of Things, maintains library equipment such as the large-format printer and laminator, manages in-house graphic design and multimedia work, oversees Library fundraiser events, and performs other duties assigned by the Director. Also serves in the circulation team and provides front-facing public service at the Information Desk.	10	10
Grace Hansmann	Organizational & Communications Librarian	Master's in Library & Information science, BS in Library & Information Science.	Oversees the accounts payable and regularly interacts with patrons during daily operations, including providing materials, overseeing programing, and offering technological assistance.	6	10

Erin Cain	Adult Services Librarian & Communications	Master in Library and Information Science, BA in Secondary Education English and Creative Writing.	Provides front-facing public service as a Reference Librarian at the Information Desk, as well as working 1-on-1 and in small-group settings to provide technological and informational assistance to patrons. Oversees the library's social media presence. Organizes and hosts library programming, i.e. Gadget Class and the mini-golf fundraiser. Responsible for portion of collection development. Prepares displays to spread awareness of featured library materials for patron use, education, and enjoyment.	3	5
Allyson Wetherhold	Children's Librarian	BA in Political Science, French, and International Studies. *Master of Library and Information Science expected April 2027.*	Provides front-facing public service at the Children's Desk; assists patrons in identifying and locating age-appropriate materials; plans and leads children's programs and events; promotes learning, literacy, and creativity through storytimes, STEM activities, and other educational programming.	2	2
Catriona Kirk	Children's Librarian	Certificate in Accounting.	Plans and executes programs and events, including procuring materials, advertising, room set-up and tear-down, and post-program evaluation; plans and engages in outreaches to schools and community events; collection development for Children's A/V and "Library of Things" materials, plus packaging materials into kits and maintaining quality kits. Provides front-facing public service at the Children's Desk, assisting patrons with finding and/or recommending books as well as checking books in and out, and shelving returned materials while keeping the Children's Room well-presented and displays filled.	9	9
Tiffany Cannon	Circulation Assistant and Volunteer Coordinator		Provides front-facing public service at the Information Desk, including registering patrons for library cards, placing reserves on items, to helping with the copier, or the computer and faxing. Provides excellent customer services. Places orders for staff members. Coordinates Library volunteers, meeting with new volunteers, overseeing initial training, placing volunteers in departments, and scheduling volunteers for set days and times that benefit both the library and the volunteer.	32	37
Michele Hunter	Circulation Specialist		The Circulation Specialist oversees the daily circulation processes of the library. This includes, but is not limited to, working shifts at the Service Desk, which includes :customer service, checking patrons in and out,	11	11

			requesting items to be sent in, pulling holds/requests daily, shelving materials, answering phones, clearing holds that have expired, answering questions, and booking room reservations. Ordering supplies and materials for staff and the office. Overseeing and managing the copier donation money, keeping change box full of change and counted. Tracking and entering library donations, sending thank you letters, creating mailing lists. Ordering books for multiple book clubs and returning books from meetings after completion. Creating book blub kits for patrons to check out. Sorting delivery bins, checking in regular returned items and checking in and processing holds to put on hold shelf.		

Part-Time Municipal Staff:

Name	Position	Degrees	Job Description	Service to Monroeville	Total Service
Caerrigan Price	Circulation Assistant		Provides front-facing customer service to patrons in the form of checking items in and out, finding requested books, answering questions, and assisting with the various technologies and devices offered in the library. Processes incoming and outgoing holds and ensures that items being returned are in good condition and are put back onto the shelves correctly and in a timely manner, keeping items available to patrons.	.5	20
Samantha Dvora	Reference Assistant				

Part-Time Monroeville Public Library Fund Staff: (No cost to the municipality)

Name	Position	Degrees	Job Description	Service to Monroeville	Total Service
Alice Rathjen	Head of Public Relations	BA in Public Affairs.	Increases community awareness of library services and programs through collaboration and communication with community partners: COC, Monroeville Municipality, local agencies, media outlets, area organizations, local businesses; serving on committees; and attendance at programs and events. Oversees fundraising events and annual Fun Fest.	10	39
Linda Kelly	Library Assistant – Processing		Employee of the Monroeville Public Library since November of 2010. Began my employment in the circulation department. Approximately nine years ago moved to the processing department Prepares adult and teen materials to be put into circulation, including covering materials, creating and printing labels, inserting cataloging data records, and weeding. Prior to becoming a library employee, I owned a retail business in the Municipality of Monroeville from 1990 – 2003.	16	36
William Frase	Library Assistant – Circulation	BA in Political Science.	Helps with necessary tasks surrounding the daily functions of the Library to make the experience pleasant for patrons. Manages the daily incoming and outgoing books, assists patrons in locating books, circulation them at the front desk to allow patrons to obtain materials they need and want.	.5	4
Terrance Madarish	Library Assistant – Children's	BS in Secondary Education.	Provides front-facing customer service at the Children's Desk. Helps patrons find reading-level-appropriate books and provides recommendations. Oversees weekly children's programming. Assists in cataloging new books to be put in circulation.	3	5
Mindy Duch			Provides front-facing customer service at the Children's Desk. Helps patrons find reading-level-appropriate books and provides recommendations. Prepares children's materials to be put into circulation, including covering materials, creating and printing labels, inserting cataloging data records, and weeding.		

Others: (These positions are funded through grants or partnerships – they cost nothing to the fund or the municipality – and these people are employed by partners, not the municipality or the fund.

Name	Position	Employed By	Degrees	Job Description	Service to Monroeville	Total Service
Kate Valentine	AmeriCorps Volunteer	Keys AmeriCorps	BS in Wildlife Ecology and Conservation Sciences.	Helps run the teen after-school program, including planning and leading crafts, planning and leading activities, planning and leading games, and providing mentorship and guidance to teen patrons.	2 months	4
Delaia Garner	AmeriCorps Volunteer	Keys AmeriCorps	Child Development Associate (CDA) credential.	Serves as a KEYS AmeriCorps volunteer, supporting the after-school teen youth program by creating a safe, welcoming, and engaging environment for teens to learn, grow, build relationships, and reach their full potential. Holds a Child Development Associate (CDA) credential and have been working with children of all ages since the age of 25. Work experience has strengthened passion for youth development, education, mentorship, and community service. Strives to make a positive and lasting impact on every child and young person by encouraging confidence, creativity, leadership, and personal growth. Through service, is committed to empowering youth, supporting families, and helping build a stronger community.	2 months	
Evan Clark	Community Support Specialist	Allegheny County Library Association	BA in Public & Professional Writing, currently pursuing a master's in social work from the University of Pittsburgh.	The community support specialist is part of the Library Fellowship program at Pitt, in part ran by the Allegheny County Library Association. The community support specialist provides barrier-free, in-person assistance to people in their own neighborhoods. Assistance offered includes local resource information, support service referrals, help with job and housing searches, applications, and more. Evan is new to Monroeville but is a Pittsburgh native.	1 Month	

What Does the Monroeville Public Library Staff do? (Draft: More to come)

- Provide public service at three desks, 62 hour per week.
- Answer reference questions
- Assist patrons with technology – both by appointment and on the fly
- Sign patrons up for new cards
- Check materials in and out
- Help users find books and other materials that they need or want – whether they are located at Monroeville or elsewhere in the county or state
- Check in hundreds of materials from other libraries each day
- Pull hundreds of items to send to other libraries each day
- Vet and order materials for all departments
- Send materials to CLP for cataloging
- When returned, process materials returned from CLP to be shelf-ready
- Plan, create and maintain displays throughout the library
- Shelve materials as they are returned
- Troubleshoot card issues
- Assist patrons in placing holds on upcoming materials
- Plan programs
- Implement programs
- Deal with any behavioral problems or communication issues amongst library users
- Coordinate community partners to speak, lecture, and teach at programs outside of staff's immediate skillset
- Work with community partners to better serve the community
- Have a presence at community events
- Work with other municipal departments to better serve the community
- Notify appropriate departments or administration when needs or issues arise
- Provide a summer reading program to keep people of all ages reading all year long

- Meet with county and state committees to be of service and stay apprised of what is available to our community
- Attend continuing education events, including webinars, to improve service and discover new opportunities
- Keep the website updated
- Keep social media updated
- Provide programming for both the program guide and the Times Express
- Create flyers and social media posts for programs to advertise
- Accept book and fabric donation
- Organize book and fabric donations
- Keep the Book Nook (year-round-book-sale) organized
- Sell items from the Book Nook
- Plan and implement fundraising events and community events (Mini-Golf, Donor Appreciation Party, Tea Fundraiser, Book Sales, Funfest, Grinchmas, New Year's Eve Noon Ball Drop).
- Find and maintain donors
- Prepare and send out donation request at least 2x per year
- Prepare and send out donor relations items to keep in touch with donors
- Pay Bills through the Municipality and the Allegheny County Library Association
- Research and find appropriate Grants
- Write Grants
- Keep Track of Grant Spending
- Assist patrons with online job applications
- Assist patrons with computer use
- Assist patrons with copiers, printers, fax machine, and scanner
- Assist patrons with online applications for a wide variety of things – including state and federal resources
- Schedule room usage for community groups and local businesses
- Set up rooms for program
- Clean up after programs

- Advertise for programs
- Order books for book club kits
- Place orders through multiple vendors, including book vendors and Amazon
- Gather feedback from community members about services, programs, and materials – adjust accordingly
- Work with the Friends of the Library on fundraising, advocacy, and special projects
- Provide excellent customer service
- Maintain Maker Lab
- Provide Maker Lab Classes
- Visit classrooms throughout Gateway School District to provide outreach literacy and STEM programming
- Visit local parks, apartment complexes, etc. throughout summer to provide outreach literacy and combat the "summer slump"