

BOARD ACADEMY



This publication shares information of interest to public library boards. Links to the resources and full content can be found in the e-newsletter version.

2024 RECAP & LOOKING AHEAD TO 2025

2024 RECAP

This year, we covered major topics like:

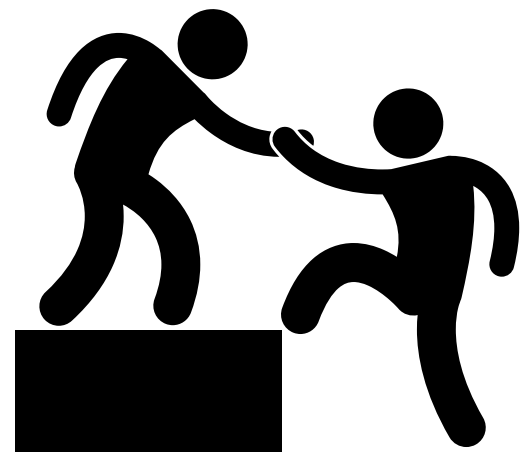
- We noticed trends toward accountability, future spending, and mandate reviews in the House and Senate committee budget discussions, particularly during the PA Department of Education Appropriation hearings.
- The Office of Commonwealth Libraries, along with the Governor's Advisory Council and Pennsylvania Library Association, have been working on drafts to update Regulations. This is something that we'll continue to talk about in 2025 and beyond.
- Different types of Annual Reports (not just the State report), budget planning considerations, and tips on advocating for more funding for your libraries.

WHAT'S IN STORE FOR BOARD ACADEMY IN 2025?

Libraries have experienced so many changes just within the last few years. As district consultants, we want to provide our organizations with information and materials that help to fill any gaps and support foundational stability.

We have over 70 libraries in the region, all at varying levels of knowledge and service, yet many actually share similar challenges. The questions we receive in our roles vary widely such as bylaws, policies, roles and responsibilities, human resource/staffing, and so much more. In 2025, we're incorporating some of these essential topics into Board Academy publications and posting them to snoelibraries.org for easier access.

Stay tuned to future editions of Board Academy, and forward this email to your fellow library board members to have them sign up on the SNOE Libraries website at <https://snoelibraries.org/board-academy/>



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WHAT'S GOING ON IN THE ECOSYSTEM?

FEDERAL LEVEL: SALARY THRESHOLD INCREASE PLAN STRUCK DOWN

A federal judge has [struck down](#) the scheduled Jan. 1 salary threshold increase for exempt employees; they also struck down the July 1 increase. This means that for exempt employees, you now must meet the duties test and make a minimum salary of \$35,568 (the threshold set in 2019). It is possible for the Labor Department to appeal the ruling, but the timing and incoming administration make that seem unlikely.

For some expert analysis, I'll refer you to [AskaManager's Alison Green](#). (See attachment)

PROPOSED LEGISLATION

As a reminder, any legislation that is still open (not completed through General Assembly and signed off by the Governor) "dies" at the close of session. Any topics which legislators wish to continue their efforts, they will have to restart the process after the 2025 session opens. Over at [SNOE Libraries Legislation Page](#), we highlight any open legislation that may affect our libraries.

LIBRARY REGULATIONS UPDATE

From Susan Banks, Deputy Secretary, Commissioner for Libraries and State Librarian:

Work continues on the process to produce new Regulations in Pa Code Title 22, Part IX. We refined the draft language for the regulations based on all the feedback from the field and prepared the RAF and Preamble. After the package of those pieces is reviewed by Policy, Legal, Legislative Affairs and the executive level of PDE, we will work on changes suggested by our colleagues and be ready to submit the package to the Independent Regulatory Review Commission, the Governor's office and House and Senate Education Committees after the new committees are seated (probably Jan-Feb 2025).

Consultant Commentary: We do not know what will happen--if or when change will take effect. Projections are looking at latter half of 2026 to early 2027. The Office of Commonwealth Libraries is adamant about making changes. Use the time now to figure out your library's plan of action if/when these new Regulations take effect and take the opportunity to add steps incrementally so the change isn't so steep.

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TIMELY TOPICS

CHECKLISTS

Over at the SNOE Libraries Resource Library, you can find lots of great tools. As you prepare for 2025, here are a couple that might be of interest (also attached at the end):

- [Accounts & Profiles to Update Regularly](#): A general list of library-related accounts or public profiles to make sure are up-to-date with the latest information
- [Reminders to Set](#): A general timeframe of tasks for library, non-profit, and business operations. Some of these are subject to change based on the agency facilitating it, like the Office of Commonwealth Libraries or the Department of State, so it's important to watch for updates on the latest information.

FUNDRAISING IN 2025

As your libraries finalize budgets for 2025, keep in mind that you have access to Fundraising Academy.

What is Fundraising Academy?

Fundraising Academy is a portal to a curated collection of: On-demand webinars, editable templates, downloadable resources, sample documents, board training video modules (15 super short videos that total about 1.5 hours), monthly office hour opportunities with Chad, discounted rates on Coaching Calls and Document Reviews, and more!

Who is Chad Barger?

Chad Barger helps nonprofit professionals fundraise more efficiently and effectively. He is a top-rated speaker, master trainer and coach. Chad holds a variety of credentials including his ACFRE (Advanced Certified Fund Raising Executive) and Certified Fund Raising Executive (CFRE). He is also an Advanced Certified Nonprofit Professional (ACNP) and a CNP (Certified Nonprofit Professional). Chad has spent his entire career as a fundraiser. He has worked in large shops and small in a variety of sectors (including higher education, social services and the arts). The campaigns that he has worked on have raised in excess of \$155 million dollars for the charities that he's had the honor of serving.

How can your library take advantage of the opportunities?

This opportunity is only made available to the member libraries of the Seneca, New Castle, Oil Creek, and Erie & Crawford Districts.

Visit <https://productivefundraising.com/academy/the-snoe-libraries-fundraising-academy/>.

Password: LibrariesRock

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SPOTLIGHT ON LEARNING

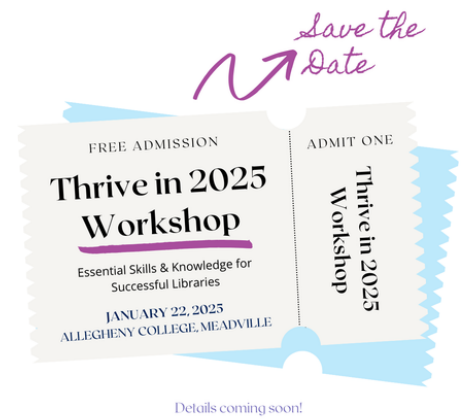
THRIVE IN 2025 WORKSHOP: ESSENTIAL SKILLS & KNOWLEDGE FOR SUCCESSFUL LIBRARIES

When: Wednesday, January 22, 2024
Where: Allegheny College (Meadville, PA)

In the coming days, watch for a supplementary email detailing the SNOE Region's Thrive in 2025 Workshop and registration information, ideal for library board members and executive directors. We'll be talking about board responsibilities, human resources (HR) topics, and more!

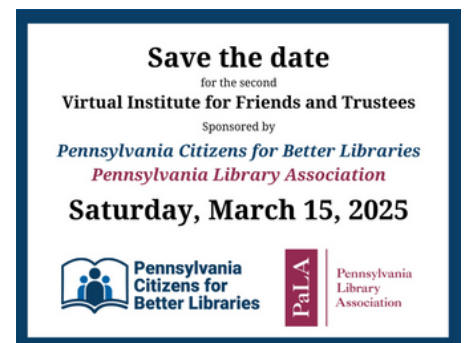
After a delayed announcement on grant awardees, the Oil Creek District was awarded an LSTA grant to work in conjunction with the Seneca, New Castle, and Northwest (Erie & Crawford) Districts to facilitate a regional workshop. While we had hoped to provide the training this fall, delayed funding pushed our timeline to January, ahead of the annual state report, district negotiated agreements, and finalization of libraries' summer programming plans.

We hope you'll reserve this date on your calendar and to see you there!



VIRTUAL INSTITUTE FOR FRIENDS AND TRUSTEES 2025

Pennsylvania Citizens for Better Libraries, a non-profit organization that supports library friends groups, and the Pennsylvania Library Association will host their annual training for friends and library board members. More information coming soon.



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SNOE REGION

We've been hearing from board members that they would like to learn more about their role on the board, within the library, and library-related information from across the State. So, we're coming to you with a new publication: Board Academy. This will be distributed by e-mail about 4 times a year, with special editions to cover major breaking news. There will also be a PDF version available to print for distribution to other members of your board. While SNOE had previously put energy into the SNOEBall Advocacy e-newsletters, those resources will be converted to a webpage soon for on-demand access.

The SNOE Region is a cooperative initiative of the Seneca, New Castle, Oil Creek, and Erie & Crawford Library Districts to help develop and strengthen the libraries in Northwestern Pennsylvania.

This information is provided to the best of our knowledge as of the date provided. Information is subject to change without notice. While authoritative, it is not guaranteed for accuracy or legalities. If there are questions, please reach out to your district consultant, who may encourage your library to ask a local solicitor/lawyer for further guidance.

If you have any questions about this publication or previous editions' content, feel free to reach out to all of the SNOE Region's District Consultants at consultant@snoelibraries.org. If you have questions on any topics related to board governance, duties, advocacy, or libraries, please feel free to reach out to your library's District Consultant:

Leslie LaBarte, Seneca Library District: districtconsultant@senecadistrictlibraries.org

District Support, New Castle Library District: districtsupport@ncdlc.org

Erin Joyce, Oil Creek Library District: consultant@oilcreek.org

Jessica Church, Erie & Crawford Library District: districtconsultant@eriecountypa.gov

a federal judge has blocked the new overtime rule

by Alison Green on November 18, 2024

<https://www.askamanager.org/2024/11/a-federal-judge-has-blocked-the-new-overtime-rule.html>

A federal judge in Texas has blocked a new rule that would have expanded access to overtime pay to millions more salaried workers.

And not only that — the court also struck down the increase that already took effect on July 1 of this year.

The background: In the U.S., all workers are classified as exempt or non-exempt. Non-exempt workers must be paid overtime (time and a half) for any hours over 40 they work in a single week. Exempt workers are exempt from overtime requirements. To be exempt, you must earn a certain dollar amount or higher and perform relatively high-level work as your primary duties. (There are some exceptions to this, including teachers, doctors, and lawyers, who are always exempt.)

On July 1, the salary level that makes you exempt from overtime pay increased to \$43,888 — meaning that anyone making under that was due overtime pay (unless they were one of the exceptions named above). The threshold was set to increase again on January 1, to \$58,656.

On Friday, a U.S. District judge ruled that the Labor Department exceeded its authority with the new rule.

So now, the previous threshold of \$35,568 — which was set in 2019 — is set to go back into effect.

It's not yet clear if the Labor Department will appeal the decision. If they do, it's possible that an appeals court could quickly reverse this ruling ... but if the appeal is still pending when the new administration takes over on January 20, they're unlikely to continue that appeal. (Something similar happened in 2016, when a court halted a similar rule just days before the hike was supposed to take effect, and then permanently blocked it a few months later.)

Notably, the judge this time cited the U.S. Supreme Court's decision earlier this year to throw out the Chevron doctrine, which for decades had required courts to defer to "permissible" agency interpretations of the statutes they administer, "even when a reviewing court reads the statute differently."

So, two questions that a lot of employers now face:

- If they raised your salary to meet the July 1 threshold of \$43,888, are they going to leave it at the higher level or lower it back? Most probably won't lower salaries because of the morale hit it would cause, but some might.

If they were planning to raise salaries to meet the January 1 bump to \$58,656, will they reverse course or stick with those plans? If they had planned a bump but hadn't announced it, they'll probably quietly cancel it. If they had already announced they planned to bump salaries then, they'll face employee pressure to stick with that.



Accounts & Profiles to Update Regularly

FAQ & Resource Sheet

Questions? E-mail the district consultants at consultant@snoelibraries.org.

What are some accounts or profiles which my library should keep updated on a regular basis?

Google & Social Media: Hours & Contact Information

If someone searches for your library, does the correct information come up? Hours, address, name, etc.? Are Google photos or social media posts recent? Are inactive social media accounts deactivated (not deleted, so you reserve your handle)?

Your Library's Website

Maintain the library's hours and contact information as needed. Ensure all links are accurate/live and that any resources listed are still available.

Integrated Library System (ILS)

Check your ILS to update hours, website and resource links, contact info, etc.

GuideStar | [Website](#)

GuideStar, now a subsidiary of Candid., is a place where donors, grant facilitators, and the general public can look up information on a 501c3 nonprofit.

Library Status Form: POWER Library | [Website](#)

Update the library's hours and services whenever there is a change. If the library needs to be closed three or more regularly operating days, notify your district consultant, system administrators, and complete the [Temporary Closure](#) form.

SHAREit Profile

Maintain contact information and library profile. If the library will temporarily suspend ILL services, use the holiday feature to suspend requests.

Northwest PA United Way 211 | pa211nw.org

This service provides assistance in finding shelter, food, and services in the community. [Start as a Service Provider](#)

Local Community Websites

Check sources such as your Chamber listing, Community Foundations, or any other local networks to make sure information is accurate and up-to-date.

Voicemail messages & email signatures

Update as needed to ensure current information is relayed.



Reminders to Set

Checklist

Questions? E-mail the district consultants at consultant@snoelibraries.org

There are often administrative tasks which need to be completed periodically and can fall through the cracks during times of transition. This checklist is to help you use your organizational method to set reminders for doing them.

Not all of these will apply to every library (they may be taken care of by a parent organization or outsourced).

Business Requirements

- Payroll - following the schedule set by organization
 - Quarterly tax reports (Federal, State, State Unemployment)
 - Annual: W-2s/1099s, Social Security statements (due Jan. 31)
 - W-4: annually reviewed for all employees
 - Local Service Tax Exemption forms: annually as applicable
- Sales Tax remittance: varies by organization; frequently 2x/year (Jul. & Jan)
- Sales Tax license (to collect sales tax) - renews every five years
- Worker's Compensation audit (annually)
- Update employment posters (Provided free by state & federal Depts of Labor)
- Update signatories on all bank accounts (annually or sooner if needed)
- Update & review all account passwords

Nonprofit Requirements

- Form 990 - annually
- Annual Report (Department of State) - due by July 1
- SAM Number (UEI) - annually
- Sales Tax Exemption - renews every five years
- Reports to Municipalities - at least annually; may be quarterly or monthly
 - Reports to supporting municipalities are required for State aid
- Annual Report to the Public/Donors
- Conflict of Interest forms - update annually
- Real Estate Tax Exemption (varies by county)
- Small Games of Chance license (either limited or annual)

Last Updated on 09/22/2023 | This information is provided to the best of our knowledge as of the date provided. Information is subject to change without notice. While authoritative, it is not guaranteed for accuracy or legalities. If there are questions, please reach out to your district consultant, who may encourage your library to ask a local solicitor/lawyer for further guidance.

State Aid Requirements

- PA Vendor Number: Verify annually (In federated systems, only done by HQ.)
- Annual Report (Office of Commonwealth Libraries) - February Agreement to
- participate in the District (Negotiated Agreement) - annually State
- Application for Library Subsidy Aid (SALSA) - August/September Plans for
- Use of State Aid- November Audit or Financial Review - annually, submitted
- with SALSA
 - Audits are due every three years for libraries receiving under \$50,000 in State aid; other years a financial review is sufficient
 - Audits are due every year for those receiving over \$50,000 in State aid.
 - Audits must be conducted by a Certified Public Accountant and may be required by other funding agencies on differing timelines.
- Federated Systems
 - System Agreements - renewed at least every five years
 - System Formulas - reviewed by System board at least every 3-5 years