NORTHLAND PUBLIC LIBRARY
300 Cumberland Road • Pittsburgh, Pennsylvania 15237 • 412.366.8100 • FAX: 412.366.2064 • www.northlandlibrary.org

Draft ~~11/12/24~~ ~~12/15/24~~2/4/2025- Governance Committee review

Northland Public Library Authority Board Member – Qualifications and Responsibilities

Northland Public Library (~~NPL~~Library) is ~~directly~~ supported directly by and serves the Borough of Bradford Woods, Franklin Park Borough, Marshall Township, Ross Township and the Town of McCandless, as well as all residents of Allegheny County and the ~~state~~ Commonwealth of Pennsylvania.

The Northland Public Library Authority (~~Northland~~Authority) operates the Library and its resources, services and activities ~~so as~~ to allow all individuals to participate equally in employment, volunteerism and purchasing and contracting opportunities. In addition, Northland strives to make its collection, services and programs responsive to the diverse needs of all of our residents.

Authority Board members should represent all members of our communities and work to understand and address the needs of all of our residents across the diverse fabric of our communities with respect to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, genetic predisposition, marital status, and all other characteristics that contribute to the uniqueness of each resident.

Municipality Considerations in Selection Process

Northland Public Library recognizes that our municipalities have the right and full authority to appoint their representatives to the Authority Board. During the selection process:

- We encourage our municipalities to select ~~a~~Authority ~~b~~Board members that represent the diversity of their communities and who will serve the library with a commitment to diversity, equity and inclusion.
- We encourage the municipalities to establish a transparent and open application and selection process that creates opportunities for new representatives.
- We request that municipalities make a good faith effort to appoint individuals who meet the stated qualifications; who bring a needed or new skill set to the Board; and who are aware of the responsibilities of an
- Authority Board member, as well as the estimated time commitment to fulfill these responsibilities.
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- We encourage the municipalities to confer with the Northland Public Library's Executive Director during the selection process.

Authority Board members should represent all members of our communities and work to understand and address the needs of all of our residents across the diverse fabric of our communities with respect to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, genetic predisposition, marital status, and all other characteristics that contribute to the uniqueness of each resident.

~~We encourage the municipalities to confer with the Northland Public Library's Executive Director during the selection process.~~

Mission: Northland Library enables, encourages and empowers lifelong learning and discovery in a safe welcoming space for all.

The Authority Board Member application process varies with each municipality. Contact the appropriate municipality for details.

SUPPORTING MUNICIPALITIES
Borough of Bradford Woods • Franklin Park Borough • Marshall Township • Town of McCandless • Ross Township

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Qualifications/ Requirements:

Each authority board member must meet the minimum qualifications as set forth in the Municipal Authorities Act which include:

~~1.~~ Mem~~em~~bers shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which they are appointed.

1.

~~2.~~ Members shall hold office until their successors have been appointed and may succeed themselves as allowed by the policy of the member's municipality.* The length of the term is five (5) years.

2.

3. Members are expected to attend all board and appropriate committee meetings. Unless excused by the authority board, a member of the authority board who fails to attend three consecutive meetings of the authority board may be removed by the appointing municipality up to 60 days after the date of the third meeting of the authority board which the member failed to attend. ~~??? is this language directly from Act? Can we rewrite this? In my mind, required attendance is the responsibility. The rest of this information seems to be misplaced.~~

~~1.~~

~~2. As library volunteers, all authority board members are required to obtain state and federal clearances. Please see our volunteer page of the library website for more information~~

~~3. Members shall abide by and advocate for the published by ALA. (Note: embed the link to Bill of Rights. The link on the Board portal in the Standards and Regulations section does not work.~~

~~6 The Member's primary allegiance in regard to decision making shall be to Northland Public Library above all other organizations, institutions and corporations. (NOTE: This is a place holder. I am sure legal council can suggest more appropriate language)~~

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~~Suggested~~ Other Qualifications/Requirements (which are~~,~~ subordinate to the Municipal Authorities Act):

1. As library volunteers, all authority board members are required to obtain state and federal clearances. Please see our volunteer page of the library website for more information.
2. Members shall abide by and advocate for the Library Bill of Rights published by the American Library Association (ALA).
3. When making decisions, the needs of the Library shall be the primary consideration of the Member above all other organizations, institutions and corporations. (Pending solicitor review.)

~~1.~~4. Must demonstrate a ~~C~~commitment to and support~~er~~ of the ~~NPL~~ Library and its mission; e.g. advocacy/support of ~~NPL~~Library activities and programs/support of N~~PL~~orthland Public Library Founda~~s~~tion (Foundation) etc.

~~2.~~5. Must have ~~A~~ability to participate effectively in ~~a~~Authority ~~b~~Board discussions and decision making, including listening to different points of view, demonstrating tolerance for dissent, respecting the opinions of others, and abiding by the will of the majority.

6. Must have ~~T~~time available for attending and preparing for monthly authority board meetings and appropriate committee meetings.
7. Should bring personal experience and expertise to Board discussions and decision making.

~~3.~~8. Members are expected to serve as a member or chair of ~~should be willing and able to be a participating member of~~ at least 1 of the 5 standing Board Committees for each year of the Member's term.~~-~~ Member may be asked to serve as an Authority Board officer during the member's term. (President, Vice President, Treasurer, Secretary.)

Responsibilities:

Every Northland Public Library Authority Board member should:

1. Know the mission/vision/goals of the ~~NPL~~ Library and the ~~Northland Public Library~~ Foundation ~~(NPLF)~~;
2. Participate in authority board orientation activities;
3. Be familiar with the policies, guidelines and norms of the ~~NPL~~ Library and ~~NPLF~~Foundation including the Memorandum of Understanding between the Library and the Foundation;
4. Be familiar with the NPL budget including funding sources and formulas;
5. Be familiar with the collection, programs and services of the ~~NPL~~ Library and how it serves the public;
6. Attend all authority board meetings, must notify the Authority Board Secretary/Executive Director in advance of absences;
7. Arrive at authority board and appropriate committee meetings on time and prepared;
8. Be familiar with and utilize Robert's Rules of Order, the Sunshine Act and the bylaws during meetings;
9. ~~Serve on at least one authority board committee and prepare for and attend appropriate committee meetings;~~

~~10.~~9. Attend programs and events of the ~~NPL~~ Library and ~~NPLF~~Foundation;

~~11.~~10. Demonstrate ~~W~~willingness to ~~financially~~ support ~~NPL~~the Library and the Foundation financially (through cash or in-kind donation) ~~NPL, including participation in fundraising events and~~

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~~campaigns, staff development, and conferences~~;

~~12.~~11. Support the fundraising work of the ~~NPLF~~Foundation including participation in fundraising events and campaigns;

~~13. Consider giving cash or in kind donations to the NPLF;~~

~~14.~~12. Support decisions made by the ~~NPL~~ Authority and ~~NPL~~ Foundation boards;~~.~~

~~15.~~13. Develop awareness of political issues (local, county, state & federal), current legislation and standards that may affect the library;

~~16.~~14. Advocate for the L~~l~~ibrary in the community and at the municipal, county, state and federal levels, and assist the Executive Director and Board President in keeping your municipality informed and/or in handling specific issues on an ad hoc basis;

~~17.~~15. Participate in planning for the future of the ~~l~~Library;~~.~~

~~18.~~16. Set library policy;

~~19.~~17. Hire and evaluate the library Executive ~~d~~Director;

~~20.~~18. Execute Authority Board succession plan as necessary;

~~21.~~19. Develop, with staff and the Finance Committee, and adopt an annual budget;

By May 1, annually, complete and submit to the Director of Finance and Support Services, the State Ethics Commission Statement of Financial Interests;

20.

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~~Responsibilities:~~

~~22.~~21. Actively participate in authority board discussions, speak out on ideas you do not favor, for silence can be interpreted as consent and ask appropriate questions;

~~23.~~22. Keep municipal government informed on the Library: events, services, challenges, budgeting process, awards etc.;

23. Keep the Library informed on the Municipality: events, potential community partners, challenges, budgeting process, changes in make-up of residents and residents' needs;

24. Complete ~~on an annual basis,~~ the Authority Board member evaluation to be used as a tool to assist the Board in setting priorities for member education and engagement.

Estimated Time Required:
11-12 monthly meetings, beginning at 7:~~3~~00pm, fourth Tuesday each month held~~.~~, ~~held in Meeting Room #2 of~~at the Library. ~~the Northland Public Library, or held virtually.~~
Monthly committee meetings as scheduled. ~~, usually held at 6:30pm, fourth Tuesday each month, held in Meeting Room #2 of the Northland Public Library or held virtually.~~ A committee meeting schedule is established and voted upon by the Board for the next calendar year. ~~–~~ Each committee meets approximately 2-5 times per calendar year.

Note: ~~*~~Teleconference and virtual capabilities are available through the library if a member is unable to attend in person. Prior notification of the Executive Director is requested. ~~(Irene's comment: This is where is seems appropriate to state the attendance policy that currently is located in Qualifications #3.).~~

Length of Commitment: Five year appointed term, with renewal reappointment designated by respective municipality. No limit to consecutive terms per the authority bylaws.*
Reports To: Authority Board President and appropriate Committee Chair(s), and reports to the appropriate municipal board and officials regarding authority board and library activities.

*Some municipalities have implemented their own term limits for their appointments.

Revised ~~March 23, 2021~~Feb. 2025

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Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update April 18, 2025

Currently there is much activity directed at the interior space. HVAC work will be finished in the coming week, the new flooring has been laid upstairs, and drywall is being installed and finished. Glazing (windows and doors) are on-site and currently being installed. The sprinkler (pressure) issue is being addressed and Staff is evaluating options to accomplish the identified fix (pump and back-up generator). The exterior stairways that failed inspection do not yet have a projected date for the re-pour while we wait for R3A's insurance company to process the claim. Lighting fixture delays are also affecting the projected finish date, which is now expected to be either late June or early July. Staff is currently working to finalize the furniture and landscaping plans and also working to finalize a contract for the new signage that will be purchased by NPLF and donated to the Authority. The Foundation sold 292 pavers which are now at the engravers. The Café lease has been finalized and signed by Commonplace Coffee.

Update March 21, 2025

Now that the structure is complete and floors poured, the walls are starting to go up and the staircase is installed, albeit with no finishes yet. Electric and plumbing rough ins are in process. The HVAC work is largely completed, as is the roofing. Staff is currently working on obtaining pricing for furniture. Unfortunately, along the way, some problems have cropped up. The exterior stairways failed inspection and will have to be redone to lessen the steepness and increase the depth of the treads. Our Solicitor is currently working on determining who is responsible for the cost of redoing them – but we are fairly certain it won't be Northland. There is also a problem with pressure in the sprinkler system, which will require installation of a pump (with back-up power supply). That one is unfortunately our responsibility as the water pressure from the street is inadequate, and the size of our facility (even before the new addition) is too large for the system to work with the pressure level that exists in the building currently.

Update February 21, 2025

The new structure is currently framed in and boarded up so the workers can keep working in the cold. Many of the inside walls are framed and the existing tile flooring has been removed. As soon as the (concrete) floors in the new structure are poured, the new flooring upstairs will be installed. One unfortunate discovery made while designing the additional sprinkler capacity is that there is insufficient pressure for the current system, let alone the additional runs for the new structure. This will not only require the addition of an in-line pump to increase the pressure, but also an emergency power source to make sure the sprinkler system remains functional in the event of a power outage. Another is the discovery that the reclaimed granite that was to be used in the exterior landscaping is not up to standards, so Staff is evaluating other options, both natural and man-made. The Café continues to move forward, with the identification of a preferred partner who will be announced soon. Design discussions for the upstairs restroom are currently taking place and a contract for that phase of the Project is expected to be executed in the near future (with Clark Contracting, a Keystone Purchasing Network vendor).

Update January 24, 2025

Steel was delivered and erected as the New Northland building project takes shape. The hole in the center of the building where the old stairway was located has also been filled in and the contractors are currently working to clear away all the old flooring to make way for the new flooring in the interior part of the Project. The contractor has indicated that the upstairs interior work is being accelerated and that this space will become available to us around the end of February (provided we can get a partial occupancy permit). As the Project reaches a more substantial completion some design issues have arisen which are eating away at the contingency funds, albeit at a fairly small rate so far for a project of this size and

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scope. The biggest issue was a mismeasurement which rendered the required gap between the original structure and the new addition larger that desired. R3A is still working with consultants to design a remedy and obtain pricing for the fix. The Café part of the Project is moving along nicely with 7 proposals received. The evaluation process is expected to result in a recommendation on the best proposal coming before the Board at the March meeting. The upper floor rest room is currently being conceptualized and a proposal has been received for the design work (also utilizing R3A).

Update November 27, 2024

Quite a bit of progress has been made since the last update. The interior and exterior areas are now fully demolished, except the exterior wall portions that will be removed in December once the shoring has been installed, and concrete is being poured as the New Northland entrance addition takes shape. New foundation walls are in place, as are the two sets of stairs and the handicap accessible ramp. The Café vendor RFP has been sent out and a number of potential partners have expressed interest. Additionally, work on signage and finishes is currently underway. We also have a tentative commitment from Clark Contracting (Keystone Purchasing Network construction company), the company that constructed the Learning Garden in 2019, to perform the work needed to turn the current Book Nook area into a storage closet and ADA accessible restroom. We hope to have a proposal from Clark to present to the Authority Board at the January meeting.

Update October 18, 2024
The New Northland Groundbreaking Event was held on September 26 with many community leaders and elected officials in attendance as well as many Authority and Foundation board members and members of the staff Leadership Team. Construction began on September 30 with FMS Construction mobilizing in the parking lot and moving all services out of the lower lobby and relocating those elsewhere, as well as creating two temporary entrances. Staff also converted the parking lot to accommodate the fenced off construction area with clearly marked new traffic patterns. Temporary walls have been erected on both levels. Interior demolition work has begun and is progressing on time and the spiral staircase has been removed. Work continues on the Café vendor RFP. We were awarded an ARPA Capital Projects Fund Multi-Purpose Facilities Program Grant for $650,000 for the New Northland project. We were awarded a Rotary District Grant for nearly $10,000 for the Universal Changing Table for the upper level ADA accessible restroom.

Update September 20, 2024

Contracts have been signed and work is scheduled to begin on September 30. As all of the demolition (interior and exterior) is scheduled to occur first, Staff has worked diligently to craft a plan to allow library work to continue around the interior barricades. The Circulation department is moving the Checkout Desk into Meeting Room 1 and will staff a Customer Service Desk upstairs in the Computer Center for the duration of the Project. Temporary first floor entrances are to be located in CATS (Children's area) and the Meeting Room Hallway. Temporary traffic and parking patterns are being implemented and will remain throughout the duration of the Project. Groundbreaking Ceremonies are scheduled for Thursday, September 26th, to be followed by the initial kickoff meeting with the Architects and the Contractors.

Update August 22, 2024

The bidding for the General Construction, Electrical and Plumbing contracts concluded and the winning bids were awarded by the Authority Board at their July Meeting. FMS Construction is the winner for the General Construction contract, Sargent Electric won the Electrical contract and Vrabel Plumbing won the Plumbing contract. CS&E has submitted a proposal for the Mechanical work that will be considered for approval at the Authority Board's August Meeting. Due to the elevated total overall cost of the Project, based on the winning bids and the CS&E Proposal, consideration of the alternate bids for the Café Fitout was deferred, as these bids are good for 90 days and this will give Staff an opportunity to explore alternative for funding this part of the Project. All Library Departments have begun the process of crafting a plan to continue operations during the construction process.

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Update July 19, 2024

The design and bid documents were completed and the project bid documents are currently available to bidders on the PennBid web site. There was a well attended (mandatory) pre-bid meeting yesterday so it is anticipated that we will receive bids for all three prime contracts. We have finalized choices for most of the exterior finishes. Work is beginning on the RFP for a coffee shop vendor. We have received confirmation that the extension for the Keystone Grant has been approved.

Update June 21, 2024

Final design decisions continue to be made as the construction drawings near finalization. The final estimate was received which saw the cost projection decline some based on changes made to the drawings along with fewer variables that needed to be accounted for in earlier estimates. Staff has been working closely with R3A to produce a set of bid documents that will be used to secure the contracts necessary to begin construction. These documents are on the June 25 Board Agenda for approval and it is expected that the bid process will launch by the end of June and conclude with contracts awarded in early August. One development to note is the offer by one of the Northland Public Library Foundation Board Members to donate at least some of the solid surface materials for the project. The Café portion of the Project is coming into closer focus and has been given an expanded footprint as a result of Staff meetings with prospective operating partners.

Update May 24, 2024

The project is really coming into focus at this juncture, with progress made regarding interior finishes, the design of the Circulation Desk, and exterior materials, lighting, signage, etc. The Building and Grounds Committee met on May 14 to go over furniture options and to discuss the café, with no recommendations at this time. The café is the only challenging issue at this time and a subcommittee continues to meet with potential vendor partners and the designers to come up with a viable design for the café.

Update April 19, 2024

The Building and Grounds Committee met on April 15 to review R3A's latest designs for the circulation desk, the façade and the new revised dimensions of the addition that were made necessary by the Committee's request for an increase in the width of the stairway. The Committee also discussed material choices for the floors and decided to recommend a more colorful approach to the flooring in the addition which will give the space a more cheerful ambiance. The Café Subcommittee continues to consider options for that feature, but there were no updates from the last Building and Grounds Committee Meeting on March 18.

Update March 22, 2024

The Building and Grounds Committee meeting on March 18th began with a review of the schedule – with the design phase largely concluded, R3A will start developing the construction drawings that will be used to construct the bid documents. It is expected that the construction drawings and final budget estimate will be ready for NPLA Board approval in May, keeping the project on its relatively ambitious schedule. The Committee reviewed a new, more compact (and less costly) stair configuration, and expressed concern that the new stair design seemed too narrow – R3A committed to developing a stair plan that exceeds the width of the current circular stairs without negatively impacting the space in the entry way to the Café area. In addition to saving money, the new stair configuration provides more area on the mezzanine seating level. The remainder of the session focused on reviewing interior finish materials and the new, more open façade design. The meeting concluded with a brief discussion of interior lighting designs and whether it made more sense to remove the bulkhead around the current stairs (and lose the mural) than to try and incorporate it into the new, more open lobby area.

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The suggestion was made to use high resolution photos to produce a collage-type wall hanging of the mural to be placed somewhere in the Library.

Update February 23, 2024

The Building and Grounds Committee met twice in February to continue work on the floorplan and façade, and both are basically finalized at this juncture. The Committee continues to explore fundraising opportunities, including naming rights for various features of the new lower level entrance. The cost estimate was received, and while higher than expected, is a very conservative number, and the Committee continues to work diligently to make sure the Project can be completed within the current level of realistic funding resources. The café has received a lot of attention, with various Committee Members doing research into the different models that can be used in developing this amenity. Much consideration has gone into whether Northland would build out the café space or allow a partner to handle that aspect of the Project. An informational packet describing the opportunity is being developed and a decision on the RFP process should be reached in the near future.

Update January 19, 2024

The Building and Grounds Committee met on January 15th without the R3A representatives in attendance. Without an estimate to review, the Committee focused on the current status of the New Entrance schematic design, particularly Staff's request that the most recent schematic design offered be dialed back to be closer in line with the original, more open and sunlit features of the previous iteration(s). The Committee also discussed the idea that, rather than simply accepting what the R3A designers offered, it is okay to ask for new or different options so as to provide the designers more direction in moving to the next iteration. Examples discussed were the lighting and color palette. A brief discussion regarding the (draft) Budget (sources and uses) ensued, which was followed with an update on the discussions regarding the installation of the accessible restroom upstairs, with a mention of the effect of lighting, fixture and finishes choices on the needs of the patrons who require the accessibility features ours will have.

Update, December 18, 2023

The Buildings and Grounds Committee met with the team from R3A to review some exterior and interior design drafts. There were two updated exterior views that addressed the concerns about too much sun glare, one of which used thick columns and the other which used additional facades to provide shade. There was also an interior view of a "light shelf" concept which deflects the sun's rays toward the ceiling rather than beaming down on the occupants. There were things to like about each, and it was suggested that the best approach may be to use various techniques on different areas to maximize view while protecting inhabitants from the hottest sunlight. The idea would be to use shaded glazing in the Meeting Room and the terrace seating, but use the narrower mullions and the light shelf in the café, while using an exterior shade material (perhaps featuring signage) to keep the sun from hitting the center area occupied by the staircase. Also reviewed were some interior design tweaks, such as using pocket doors and arched entrances to the Book Nook, along with minor changes to the Circ desk and work room. The Committee next reviewed some alternative lighting approaches, racetrack LEDs vs. pendulum, which also may best be combined to provide interesting interior ambiance. Lastly the Committee reviewed various building materials and interior color/material schemes. While these design parameters received positive feedback from the committee, there was no consensus to proceed with any of what was presented, and the Committee would like to see additional options before making the final recommendation on these various design elements to the Authority Board for approval.

Update December 1, 2023

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The Committee met November 20th with the Architects to refine the schematic design (see attached R3A November 20 Presentation), and at that meeting agreed on a final draft floorplan that will be used to develop a cost estimate, which is expected by the end of December (hopefully earlier). It is anticipated that the current schematic design will be presented for approval, along with a revised Project Budget, to the Authority Board at the Special Meeting to be held January 9th.

Update October 19, 2023

The Committee members reviewed the survey results with the Architects, which showed high interest in including a café space in the new design. Various Committee members began investigating café models, and found several options that will be explored before a final recommendation is made. At a more recent second meeting, the Committee reviewed a couple of preliminary structural design concepts. There were things to like about each and the Committee requested that R3A incorporate the best ideas from both into a third option. The Committee also reviewed floor and glazing options with the architect staff.

Update September 20, 2023

And we're off! The contract with R3A has been executed - they have already devised a pair of surveys, one for Staff and one for Patrons, and are currently collecting and analyzing the responses. The surveys covered service usage, potential new initiatives and solicited reactions to a number of design photos broken into four categories: Exteriors (entrance), Stairways, Customer Service Desks and Meeting/Collaboration spaces. Respondents were asked how they use the Library, what might make it more attractive from a work process or usage perspective, and were also asked to rate and react to photos that were chosen to highlight the various aspects of the new entrance and lobby area, as well as potential ways to utilize the interior space freed up by the removal of the staircase and centralization of the Customer Service area.

An ad hoc group of Staff and Board are scheduled to meet with them on Monday (the 25th) to go over the survey responses and begin formulating a coordinated design vision that will address the concepts derived from the Survey.

Update August 18, 2023

With the execution of the Keystone Grant contract, the project is approaching liftoff. We are in the process of executing the architect contract with R3A. Staff has received a draft Survey intended to solicit input on how the design of the New Entrance (and interior space) can better meet the needs of the Patrons and Staff. An initial meeting with representatives of the Architectural firm has also been held – to go over the draft survey and to allow the Firm to gather measurements and images that will inform their initial layout of the new space. It is expected that the next few weeks will see a flurry of activities that will be recapitulated in the September update.

Update June 22, 2023

One Grant Contract (Keystone) remains unexecuted but Staff did receive notification that it was signed (it is not yet available to download). The Architect contract for the design and project work has been reviewed by staff and our solicitor and is ready to be signed as soon as the final grant contract has been executed. The Architect submitted some information regarding planning exercises and the suggestion that a professional estimator be hired to keep the design affordable in the current volatile construction pricing environment. The Building & Grounds Committee met and identified the likely participants in the planning exercises (examining space usage, work flows and desired design features), and agreed to their suggestion regarding the Estimator (expected to cost about $10,000 in total). The Committee is in the process of setting up some potential dates for the first planning exercises in anticipation that the Keystone contract will soon become available.

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Update May 18, 2023

As of this writing, most of the Grant Contracts have been executed and we are waiting on the Architect to submit their contract for our review. The Building and Grounds Committee met on Monday May 15th and discussed the various constituencies that will need to be included in the design and planning process.

Update April 19, 2023

The good news has continued though February and into March and the total earmarked/secured to date totals $1,850,000 as follows:

GEDTF Grant (secured)	*$150,000*
ARPA Grant (through Lindsey Williams – secured)	*$250,000*
One-time Additional Investment in Libraries RAD Funding (secured)	*$200,000**
Keystone Grant (secured)	*$750,000*
Local Share Grant (secured)	*$500,000*
NPLF Fundraising (TBD)	*?*

**The additional RAD funding is not yet earmarked for the Project but has been recommended for this purpose by the NPLA Finance Committee out of a total amount of $227,054.44 with the remainder allocated to fund various Staff priorities.*

The Building and Grounds Committee has met with several Architectural firms, using the concept as designed by RSSC last year as a basis for discussions about how the Project can be taken to the next level, including an expanded look at how this Project can be made to fit (better) with the priorities identified in the Library's Strategic Plan, and is prepared to make a recommendation to the Authority Board to enter into a contract with the preferred Firm at the April 25th Meeting.

Update January 20, 2023

This update is all good news as additional funding has been secured (as well as the potential for other funding that is not yet secured) in the amount of at least $600,000 as follows:

GEDTF Grant (secured)	*$150,000*
ARPA Grant (through Lindsey Williams – secured)	*$250,000*
One-time Additional Investment in Libraries RAD Funding (secured)	*$200,000**
NPLF Grant (not yet secured)	*?*

**The additional RAD funding is not yet earmarked for the Project but has been recommended for this purpose by the NPLA Finance Committee out of a total amount of $227,054.44 with the remainder allocated to fund various Staff priorities.*

In addition, there is currently $1,542,039 held in Northland's Capital Project Savings Account, with a potential additional (approximately) $219,000 in 2022 (funded) Depreciation that will become available after acceptance of the NPLA 2022 Audit Report, as well as potential Grant Funding through the Keystone Grants Program ($750,000 request currently under consideration) and Local Share Account – Statewide ($1,000,000 request currently under consideration)

In light of this current funding situation, Staff requests that the Authority Board approve in principle going forward with the full Project, rather than limiting it to the patio replacement only, with the understanding that fund raising efforts will continue, resulting in a worst-case funding scenario requiring use of less than $1 million of the Library's own (Capital Savings) money against a projected $1.56 million total Project Cost. This will enable some preliminary planning efforts, but no actual Project expenditures will be made until the Keystone Grant request is resolved (March 2022).

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Update March 18, 2022

The latest update is a bit of a "good news bad news" situation. Northland was awarded $150,000 from our GEDTF grant request, which was an increase of $10,000 over the amount received from this funding program for the HVAC/New Roof project. However, the Library's Keystone Grant funding request was turned down. The net effect is that the project will not go forward in late 2022 as originally anticipated. Staff has submitted a $1 million grant request to the DCED, but the competition for this funding is expected to be much greater than for the Keystone Grant, due to the wider scope of eligible organizations. Postponing the start of the project, which is permitted under the terms of the GEDTF award, allows time to determine if DCED funding will be granted, and also permits a re-application to Keystone for the 2023 cycle. While slowing the project timeline isn't ideal, it is worth the extra time to try and secure sufficient funding to keep from having to scale back the Project.

Update December 3, 2021

The Keystone Grant application was completed and submitted on time.

Update October 21, 2021

After being granted permission to begin exploring grant opportunities at the September Meeting, Staff has completed and submitted an application for $500,000 in GEDTF funding, and is in the final stages of completing the Keystone ask for $750,000. This is the maximum grant under each funding Program and the expectation is that it is unlikely that NPLA will receive the maximum from both, but it is hoped that this project will secure funding amounts in excess of what was received in the 2019 awards for the HVAC/Roof Project ($708,973 in total), which will insure that Northland has the wherewithal to complete this important Capital Improvement.

Update September 24, 2021

Staff met with the Architects to review the feedback from the Authority Board. Revised drawings were also shared with the staff Leadership Team. Staff are in favor of the new space on the upper level being used for Silent Study and then using the current Silent Study space for the future Maker Space. A smaller footprint option (Option D) was requested and received from the Architects. The Building & Grounds Committee reviewed Option D and compared to the previous options. Option D still accomplishes the original goals, includes the preferred stairway location, traffic patterns and includes storage under the stairs as well. The additional glass on the exterior of Option D is also preferred. Because of the reduced footprint, this option will have a slightly reduced cost. The Building & Grounds Committee is recommending Option D as the preferred concept for this project. Staff has begun preliminary preparation of the Keystone Grant application materials.

Update August 20, 2021

Staff received the preliminary drawings and rendering from RSSC early enough that it allowed time for a couple of iterations of meetings with the Architects (Bruce Pollock and Jesse Katrencik) to share ideas for improving the design. The result of that process was a greatly improved concept that accomplishes essentially all of the goals of this project, while still maintaining the ability to add a second-floor addition that would tie into this new structure at the point where the southern side meets the existing building. One of the most exciting parts of this new design is how it opens up the front of the building (on both floors) in a way that is more welcoming for Patrons. It also incorporates a centralized Checkout/Customer Service desk on the first floor to improve Patron experience with Circulation Department services. Another design coup is incorporating the potential to give the inter-library loan operation direct access to the Circulation workroom, which would eliminate almost all of the current hallway storage of these bins, as well as quite a lot of transport of these items through the building to and from the current shipping and receiving staging area(s).

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Update July 23, 2021
Staff met with Bruce Pollock, the lead Architect on the project to make sure the work was on schedule, which he assured us was the case. He provided some general guidelines for the survey questionnaire; which staff used to create and post a public comment on-line survey. First draft drawings and renderings arrived July 22nd, and staff requested some changes, which are expected by close-of-business today. These materials will be reviewed by the Building and Grounds Committee on Tuesday before the Board Meeting, and then shared with the full Board as part of the Committee Report.

Update June 18, 2020
Based on the Board approval at the May meeting, RSSC Architecture was engaged to help guide the process of designing a new lower level entrance with enclosed stairway. To date, other than a very well received dialogue between lead architect Bruce Pollock and Library Staff during Staff Development Day activities held on May 21, the work has primarily focused on the RSSC side, as they prepare questionnaires designed to solicit ideas from Staff and Patrons, and enter current building configuration into their CAD design software. Also, Borough of Bradford Woods' Borough Council has agreed to act as the applicant on Northland's behalf for the Keystone Grant request to be submitted later this year.

Update May 25, 2021
Several years ago, it came to Staff's attention that there were fairly serious structural issues with the lower level Main Entrance patio. Erosion of the underlying base was causing the brick support structure to weaken, and the patio was slowly sliding away from the building. Back in late 2019, repairs were made to the patio with the understanding that they were stop-gap in nature and the entire patio would need to be slated for replacement in the near future.

In light of the fact that the entire patio would need to be razed and rebuilt, the Building and Grounds Committee began exploring alternatives that, while costing more than just replacing the patio, would also solve other building issues. Their decision was to explore replacing the patio with a new three story (entrance) addition which would provide better accessibility and contain new stairs. This would allow the unpopular circular staircase to be demolished and provide additional interior space to make the lower entrance more welcoming, and enhance Library operations.

Now that almost a year has passed since the HVAC project construction phase was concluded, the Committee has turned their attention to the New Entrance Project. In furtherance of that goal, the Committee developed a Project Timeline (attachment 1) and a Request for Proposals (attachment 2) that was sent to five Architectural Firms, and after questions were raised by one potential respondent, a clarification document (attachment 3) was shared with the four firms that expressed interest:

Avon Design Group
9800B McKnight Rd
Pittsburgh, PA 15237

elagin architecture
20 Brilliant Ave, Pittsburgh
PA 15215

GBBN Architects
5411 Penn Ave
Pittsburgh, PA 15206

RSSC Architecture
5500 Brooktree Rd # 300
Wexford, PA 15090

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In the end, the Committee received and considered these four proposals, that were rather diverse with respect to both price and content. The Committee considered a number of qualifying factors in addition to price, such as Library experience, sustainability credentials, the list of deliverables, completion timeline, among others. The deliberations were reflective of the strength of the Proposals, making for a very difficult decision. The first decision reached was to narrow the search to three candidates to interview. Following the interviews, we narrowed the search to two finalists: GBBN and RSSC. RSSC is the firm that originally designed the Library building, while GBBN is an international firm with a Pittsburgh presence and is well known for its work with Libraries around the world. The Committee then requested additional information from both firms which arrived promptly, and the Committee ultimately decided that RSSC had done the best job of addressing these additional concerns, so the (unanimous) decision of the Buildings and Grounds Committee is to recommend that the NPL Authority Board direct staff to work with the NPLA solicitor to review the RSSC proposal and enter into an agreement with RSSC to provide the outlined services, not to exceed $9,500.

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NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
March 25, 2025, 7:00pm
MINUTES

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I. **Call to Order & Roll Call**: The meeting was called to order by Dana Getz at 7:00 PM. Present: Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, and Mike Smith. Excused: Irene Caliendo and Kylie Seyler. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Nick Giorgetti, and Sara Hammel.

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

III. **President's Report: Dana Getz:** Thanked Moten, Steele, and the Governance Committee for an excellent Board Workshop. Getz also thanked the Town of McCandless for allowing the Board to use the Council room for the Workshop.

IV. **New Business:**

a. **GEDTF Grant Audit – (VOTE) Amy Steele:** Motion to approve the GEDTF Grant Audit, duly made by Mike Smith and unanimously carried.
b. **Authorization for staff to temporarily borrow from Operating Reserve Fund, if needed, to bridge cash flow for construction payments while waiting for grant reimbursements (VOTE) – Bob Lukitsch:** Motion to authorize staff to temporarily borrow from the Operating Reserve Fund, if needed, to bridge cash flow for construction payments while waiting for grant reimbursements, duly made by Tom Kosmala and unanimously carried.
c. **Strategic Planning – Kelley Moten:** Moten summarized the outcomes from the Board workshop and next steps for the strategic planning process.

V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Steele gave an update for the project. Exterior framing has been done and upstairs flooring is being installed, but there is an issue with exterior stairs. Lease with the café vendor is still in progress. Options for an unexpected, expensive sprinkler system issue are being reviewed.

VI. **Communications:**

a. **Library Marketing & Communications – Nicholas Yon:** An update for the Countywide Library App was released on February 26. Should provide a more user friendly and overall better experience for patrons. After the first week, approximately 1,000 new patrons downloaded the app and, of those, 30% were Northland patrons. National Library Week is April 6-12 and "Drawn to the Library" is this year's theme. All of our supporting municipalities have issued proclamations again this year. Yon, in partnership with the Foundation, began an exploration project for replacing exterior library signs around the property. The Foundation Board has approved funding up to $50,000 for the project.

b. **Departmental Updates – Kelley Moten:** The Children and Teen Department has begun a heavy weeding project which will allow room for new collections and room to expand popular collections. A pen-pal program between Bókasafn Vestmannaeyja, a library on the small, remote Icelandic island of Vestmannaeyjar, has started between Norbert, Northland's owl mascot, and Loki, Bokasafn Vestmannaeyja's puffin mascot. Children from both countries are also sharing letters and pictures with their new pen pals. The Children and Teen Department once again has chick eggs, and they should be hatching in about two weeks.
c. **Foundation – Sara Hammel:** Prep for the Garden Gala is gearing up. Sponsorship commitments are up compared to last year. VIP tickets are sold out; general admission tickets are still available. During Nation Library Week, there will be "Dine to Donate" fundraiser at Millie's (Wexford) on Thursday April 10 from 4-8 PM. Pre-orders are available for sundae kit and ice cream pint pickups. The Children's Gala will be on September 20 and the theme will be "Under the Sea."
d. **Junior Board Member Report – Kylie Seyler:** None.
e. **Other:** None.

VII. Board Education:

a. **Advocacy – Amy Steele:** Steele discussed potential Institute of Museum and Library Services (IMLS) funding concerns due to a recent White House announcement. IMLS funding is crucial for libraries. IMLS provides funds to the state which provides grants, services, and opportunities for libraries, including Northland. American Library Association (ALA) is encouraging everyone to share how important public libraries are for communities. E-rate funding is also being monitored, which directly affects Northland's ability to receive funds toward internet and digital equipment for the library. Pennsylvania Library Association (PaLA) 2025 funding request was shared with the Board. Legislative meetings with local officials have begun. Reach out and share your concerns about funding with local officials.

VIII. Unfinished Business: None

IX. Legal Matters: None

X. Consent Agenda (VOTE):

a. **Minutes**
    i. February 25, 2025 Board Meeting
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Mike Smith and unanimously carried.

XI. Committee and Other Reports:

i. **Personnel Committee – Did not meet**
ii. **Building & Grounds Committee:** See above.

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XII. Board Comments: Alan Shuckrow has been appointed to the Allegheny County Council's Accountability, Conduct, and Ethics (ACE) Commission. The Board agreed to schedule a Special NPLA Board meeting on Thursday April 10 at 7:30 PM to discuss the café lease and sprinkler system. Sample thanked Moten and Steele for the productive Board workshop.

XIII. Comments from the Public: None

XIV. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 8:23 PM.

Respectfully submitted,

Sarah Poweska
Secretary

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NORTHLAND PUBLIC LIBRARY AUTHORITY
SPECIAL BOARD MEETING – Held in person and virtually, using Microsoft Teams
April 10, 2025, 7:30pm
MINUTES

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I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:34 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, Mike Smith, and Kylie Seyler. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, and Gilda Arroyo.

II. Comments from the Public: None

III. President's Report: Dana Getz: None

IV. New Business:

a. Sprinkler System (VOTE) – Bob Lukitsch/Amy Steele: There is not enough water pressure in our existing sprinkler lines to accommodate sprinkler system needs in the new addition. This must be rectified before we can receive an occupancy permit for the new addition. A new inline pump will need to be installed which requires an emergency power supply and must be located in a fire-rated space. All sprinkler heads in the existing building must be replaced with upgraded "quick response type heads." Waiting on estimates for cost and timeline implementation. Caliendo inquired about funding for this project. Steele feels part or all of the costs could come out of the New Northland contingency funds; capital funds could be used to cover costs if needed. Motion to authorize staff to use ABC Fire Extinguishers, Inc. to replace all existing sprinkler heads that are not already "quick response heads" with quick response heads throughout the building, duly made by Tom Kosmala and unanimously carried. Motion to authorize staff to either use the RFCO process to direct Vrabel Plumbing to order and install an in-line pump on the main sprinkler line or to contract with a CoStars vendor to order and install an in-line pump decision to be based on cost and availability/time to completion estimates, duly made by Irene Caliendo and unanimously carried. Motion to authorize staff to engage Merit Electrical Group through the CoStars state approved procurement process to purchase and install a natural gas-powered generator adequate to operate the in-line sprinkler system pump, duly made by Mike Smith and unanimously carried. Motion to authorize staff to use RFCO process to direct FMS Construction Co. to design/build the sprinkler room to fire-rating standards and size required to house the in-line pump, duly made by Karrie Lukin and unanimously carried. Motion to authorize staff to execute an "Add Service" addendum to the R3A contract if additional design work is required to complete the work needed to obtain the necessary water pressure for the new sprinkler system, duly made by Sarah Poweska and unanimously carried.

V. New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:

a. **Café Vendor Lease (VOTE) – Amy Steele/Dana Getz/Gilda Arroyo:** An Executive session was called at 8:09 PM for questions and discussion with solicitor about the lease. The Executive session ended at 8:31 PM. Motion to accept the Commonplace Coffee lease as proposed and negotiated by the Northland team, duly made by Irene Caliendo and unanimously carried.

VI. Unfinished Business: None

VII. Legal Matters: None

VIII. Board Comments: None

IX. Comments from the Public: None

X. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 8:25 PM.

Respectfully submitted,

Sarah Poweska
Secretary

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Treasurer's Report Executive Summary
For the Period ending March 31, 2025

Fiscal Year 2025 Q1 is now in the books and shows a good start to the year. Revenue through March came in 36% over Budget (thanks to the construction grants received from the State and NPLF), while expenses overall came in about 15% under Budget. Cash on the books as of the end of March totaled over $2.8 million, about $1,100,000 less than the amount at the same point in 2024 (due to continued construction related payments coupled with the routine delays in receiving grant reimbursements). Staff maintains the routine practice of paying close attention to the FNB account balance to make sure any time the balance exceeds the $250,000 FDIC guaranteed amount is minimized. The PLGIT account, while not guaranteed, is invested in very safe short-term government issued debt instruments and remains the repository of the bulk of Northland's cash holdings. The PLGIT General and Capital accounts are now devoid of CDs, as recent short-term CD rates have been below the PLGIT Prime account rate. Due to the steady stream of six figure billings for the New Northland Project, CDs will not be added back into the mix until all the billings are paid and all the grant funding is received.

The Statement of Financial Position reflects Northland's continued strong cash position which includes a two-month operating reserve totaling $493,799 (based on 2024 total spending), along with a Capital Improvement Fund that held $765,745 at the end of March. The downward trend in Capital Savings will continue as the New Northland Project progresses, so Staff will need to be mindful of the need to secure additional Grant funding for other projects to keep the 5-year Capital Improvement Plan on track. Accounts Receivable increased to $50,546 (due to the Q1 NPLF grant invoice), while Other Current Assets also shows an $834 balance (a receivable associated with Employee Orders). Fixed Assets currently total $3,622,933. Total Assets are currently $6,490,389, about $600,000 more than one year ago.

Accounts Payable increased to $17,186 reflecting slightly larger purchases from Ingram and Midwest Tape (Northland's primary collection vendors), which are paid in the subsequent month from a statement, due to the sheer volume of invoices these purchases generate. The PLGIT Budget Card balance increased to $28,872, which is about $10,000 less than the level at this point last year. Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing method, which is becoming more difficult due to so many vendors adopting the practice of charging a "convenience fee" for credit card payments. Other Current Liabilities decreased to approximately $39,922 due to normal fluctuations in payroll liabilities.

The Statement of Activities (with Budget analysis) shows good performance on the revenue side – although revenue from rent, fees and payments for lost materials is below budget, reflecting a slow start to the new year, interest income is continuing its stellar performance. Other areas also

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remain below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in about 36% above Budget, totaling $1,461,775 against a Budget of $1,073,590.

On the Expense side, payroll was 14% below budget, while other payroll expenditures were about 9% under Budget. Collection expenditures came in approximately 20% under Budget, while Programing came in 10% under Budget. Other Library Operations accounts are running 40% under budget while Processing Costs are about 67% under budget. Administration expenditures are currently 89% of Budget, while Marketing & Communications expenditures are currently about 50% under Budget. Computer Expense remains approximately 16% below Budget. Building Expense is running about 12% above Budget (due to a large one-time expenditure for snow plowing over the winter). Travel & Training is currently about 14% under Budget, while Miscellaneous Expense is currently about 8% below Budget. Overall spending was about 15% below Budget.

The Statement of Cash Flows is provided to illustrate how the various balance sheet transactions, in effect, reconcile the Statement of Activities to the Statement of Financial Position. Despite about $913,000 paid out towards the New Northland project, the Library's cash position only decreased by $168,193 through March.

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Northland Public Library Authority

Statement of Financial Position

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$2,816,075.47**
Accounts Receivable	**$50,546.41**
Other Current Assets	**$834.34**
Total Current Assets	**$2,867,456.22**
Fixed Assets	
1300 Property & Equipment	7,232,219.76
1905 Accumulated Depreciation	-3,609,287.00
Total Fixed Assets	**$3,622,932.76**
TOTAL ASSETS	**$6,490,388.98**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$17,186.48**
Credit Cards	**$28,872.69**
Other Current Liabilities	**$39,922.42**
Total Current Liabilities	**$85,981.59**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$85,981.59**
Equity	
3005 Accumulated Surplus	3,176,686.18
3099 Opening Balance Equity	2,425,425.82
Net Revenue	802,295.39
Total Equity	**$6,404,407.39**
TOTAL LIABILITIES AND EQUITY	**$6,490,388.98**

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Northland Public Library Authority

Budget vs. Actuals Report

January - March, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	6,219.75	6,219.75	0.00	100.00 %
4010 Mcpl Support - Franklin Park	94,468.25	94,468.25	0.00	100.00 %
4015 Mcpl Support - Marshall	56,946.75	56,946.75	0.00	100.00 %
4020 Mcpl Support - McCandless	173,038.75	173,038.75	0.00	100.00 %
4025 Mcpl Support - Ross	142,423.00	142,423.00	0.00	100.00 %
Total 4000 Municipal Support	**473,096.50**	**473,096.50**	**0.00**	**100.00 %**
4100 Other Government Support				
4105 State Support	323,443.70	320,215.00	3,228.70	101.01 %
4110 County Support	124,920.00	138,129.51	-13,209.51	90.44 %
4115 Table Gaming Revenue	26,183.00	16,250.01	9,932.99	161.13 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**474,546.70**	**474,594.52**	**-47.82**	**99.99 %**
4200 Grants & Donations				
4205 Foundation Grants	315,839.88	66,250.00	249,589.88	476.74 %
4210 Other Grants & Donations	72.59	7,500.00	-7,427.41	0.97 %
Total 4200 Grants & Donations	**315,912.47**	**73,750.00**	**242,162.47**	**428.36 %**
4250 Capital Grants				
4252 Capital Grants - State	150,000.00		150,000.00	
Total 4250 Capital Grants	**150,000.00**		**150,000.00**	
4300 Library Operating Revenues	**5,934.56**	**10,124.01**	**-4,189.45**	**58.62 %**
4405 Semi-Annual Book Sales		0.00	0.00	
4500 Store Sales	**10,438.80**	**15,774.99**	**-5,336.19**	**66.17 %**
4705 Misc. Income	217.85	1,250.01	-1,032.16	17.43 %
5000 Interest Income - Operating	26,935.20	24,999.99	1,935.21	107.74 %
5001 Interest Income - Capital	4,430.07		4,430.07	
Uncategorized Income	263.10		263.10	
Total Revenue	**$1,461,775.25**	**$1,073,590.02**	**$388,185.23**	**136.16 %**
GROSS PROFIT	**$1,461,775.25**	**$1,073,590.02**	**$388,185.23**	**136.16 %**
Expenditures				
6000 Payroll Expense	**432,128.13**	**502,443.72**	**-70,315.59**	**86.01 %**
6100 Other Employment Expense	**91,990.69**	**101,132.52**	**-9,141.83**	**90.96 %**
6201-0000 Collection Purchases - Print	**46,734.65**	**56,635.44**	**-9,900.79**	**82.52 %**
6202-0001 Collection Purchases - Electronic	**1,467.20**	**19,949.49**	**-18,482.29**	**7.35 %**
6203-0001 Collection Purchases - Other	**12,208.34**	**16,874.97**	**-4,666.63**	**72.35 %**
6204-6405 Processing Costs	1,372.03	4,125.00	-2,752.97	33.26 %
6300 Programming & Events	**2,465.74**	**2,750.01**	**-284.27**	**89.66 %**
6400 Other Library Operations	**3,079.11**	**5,100.00**	**-2,020.89**	**60.37 %**
6500 Administrative Expenditures	**16,506.09**	**18,587.52**	**-2,081.43**	**88.80 %**
6600 Marketing & Comm.	**446.11**	**885.78**	**-439.67**	**50.36 %**
6700 Computer Expense	**10,454.69**	**12,500.01**	**-2,045.32**	**83.64 %**

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Northland Public Library Authority

Budget vs. Actuals Report

January - March, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6800 Building & Equipment	**36,910.75**	**32,874.99**	**4,035.76**	**112.28 %**
6900 Travel, Training & Apprec.	**1,417.03**	**1,650.00**	**-232.97**	**85.88 %**
8000 Miscellaneous Expenses	**2,299.30**	**2,499.99**	**-200.69**	**91.97 %**
9000 Depreciation		0.00	0.00	
Total Expenditures	**$659,479.86**	**$778,009.44**	**$ -118,529.58**	**84.77 %**
NET OPERATING REVENUE	**$802,295.39**	**$295,580.58**	**$506,714.81**	**271.43 %**
NET REVENUE	**$802,295.39**	**$295,580.58**	**$506,714.81**	**271.43 %**

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Northland Public Library Authority

Statement of Cash Flows

January - March, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	802,295.39
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	-45,017.58
1298 Employee Orders	-834.34
2000 Accounts Payable (A/P)	-322.35
2005 Accounts Payable (A/P):Accounts Payable - Vendors	7,559.90
2105 PLGIT BMO Debit Card	7,174.69
2205 Receipts Collected for Other Entities	96.34
2210 PA Sales Tax Payable	-805.33
2305 Accrued Payroll	-21,428.86
2405 Payroll Tax Payable	0.00
2605 Payroll Liabilities:FSA	543.26
2610 Payroll Liabilities:Life Insurance	-812.79
2620 Payroll Liabilities:Dental	-36.18
2625 Payroll Liabilities:UPMC	47.16
2626 Payroll Liabilities:TakeCommand	0.00
2630 Payroll Liabilities:SIMPLE IRA	-3,911.15
2635 Payroll Liabilities:Child Support	-306.14
PA Sales Tax Payable:PA Sales Tax Payable	836.40
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-57,216.97**
Net cash provided by operating activities	**$745,078.42**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-913,271.34
Net cash provided by investing activities	**$ -913,271.34**
NET CASH INCREASE FOR PERIOD	**$ -168,192.92**
Cash at beginning of period	2,984,268.39
CASH AT END OF PERIOD	**$2,816,075.47**

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NORTHLAND PUBLIC LIBRARY
300 Cumberland Road • Pittsburgh, Pennsylvania 15237 • 412.366.8100 • FAX: 412.366.2064 • www.northlandlibrary.org

Executive Director's Report – April 2025

Executing the Northland Public Library Strategic Plan 2021-2024 as we work to "enable, empower and encourage lifelong learning and discovery in a safe, welcoming space for all."

Focus	
Staffing	**Active/Ongoing:** A Circulation Customer Service Representative has resigned.
Funding	**Accomplishment:** We received our Garden Club of Allegheny County grant funding. A patron who said she valued the Library, and values the collection and programs that CATS provides, handed us a $100 bill for the Foundation. **Active/Ongoing:** A few Garden Gala 2025: Down the Rabbit Hole tickets are available. Challenge: We still don't know the extent of the significant unanticipated costs related to the construction project. **Impact:** We will likely delay some furniture purchases due to project cost increases.
Facility and Space	**Accomplishment:** Commonplace Coffee will operate the café at Northland! We are very excited to welcome them to the North Hills. **Active/Ongoing:** The New Northland Construction continues. The exterior walls are framed-in and the glass is being installed. The new flooring on the upper level is nearly done. Interior drywall work is progressing as is the café buildout. Electric and plumbing buildouts are nearing completion. Ken Dawe and Rich Conover have run nearly all the ethernet and speaker cables for the renovated and new space – saving the library significant costs! **Challenge:** Two significant construction issues have delayed the project completion by at least several weeks. **Impact:** Construction delays will cause us to close the Learning Garden temporary entrance in June so we can open the Learning Garden to accommodate the Summer Reading Club and the many young visitors it brings to Northland.
Services	**Accomplishment:** Staff will have visited 112 kindergarten classrooms with the Picture Book Choice program by the end of this week. Of the five books that were read to the classes, "100 Mighty Dragons All Named Broccoli" was far and away the favorite. Ten chicks hatched! Some have already gone back to the farm, and one little chick didn't thrive, but the fluffy chicks have been enchanting our young patrons with their antics and cheeping and peeping. We hosted a program on the Allegheny Arsenal Explosion (presenter Steve Cicero) on March 24. It had 71 people registered, 52 attended the night of, and 72 people watched the recording within the first week! It is now at 85 views overall! We hosted the program Historic Pittsburgh Ball Parks with local author Mark Fatla, and it was a huge success! We had 30 of 30 registered who showed up, plus a few extra who were friends of the author. We received lots of great comments. We hope to have him back after construction is done to talk about his second book on Pittsburgh's arenas and stadiums! Tax day is finally here! Thanks to Rep. Jeremy Shaffer's office, we handed out approximately 10,990 Pennsylvania tax forms. This is an approximation since we still have some forms on the table through April 17, as well as the PA-1000 Rent Rebate which isn't due until summertime. Since the PA Dept of Revenue will not distribute forms to

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	libraries anymore, we have to get them through elected official offices. They also limit orders to 500 copies of a single form, which means we have to ask for more forms periodically. We also went through approximately 6,164 federal tax forms.
Collection	**Accomplishment:** CATS staff met with Donna Palamara to select the best in newly published non-fiction for children. Donna represents most of the leading publishers, and makes sure that Northland gets the most bang for our book-buying-bucks. In addition to discounts, Donna is able to give us lots of free books. We finally updated all of our hotspots to the current 5G Inseegos model! We now have 21 total. **Active/Ongoing:** We are currently working on a major project to potentially add a romance section, something we've been asked about for years. The first step of this project was to weed the audiobook collection. These items actually have a lower turnover rate as more people move to use eAudiobooks instead. Adrianne Krings helped Tom Spencer with this, weeding approximately 1,426 items! After that, a mystery row was shifted over. We now have an empty row ready and are currently figuring out how many items would be in this collection (pulled from regular fiction), and measuring to make sure we would have ample shelf space. As noted, this is a big project that will take time to complete, but we are making good progress!
Promoting the Library	**Accomplishment:** Baby chick content was a large draw on social media as usual! Northland announced our partnership with Commonplace Coffee on April 16 via social media and on our website. The press release was also sent to local media. Northland was quoted in the Post Gazette in an article related to the proposed IMLS changes. Tribune Review had an article about Northland celebrating National Library Week. We celebrated National Library Week (April 6 – 12) with social media content, proclamations from all 5 of our municipalities, an interactive art project as well as information pieces and passive engagement activities. Our April 1, "April Fool's," social media post was our highest engagement social post in at least three years (how far back we pulled stats) – as of this report – 35,537 Views, 17,418 Reach, 403 Interactions. Northland shared information about the Town of McCandless "Parks Master Plan" survey. Courtney Bonnet represented Northland through her work with ACLA on the Children's Choice Awards. She was on the committee that selected the books for 3rd through 5th graders to read and vote on. The culminating event was held at Commonwealth Charter Academy, with more than 500 students from school districts across the county attending to hear from author Matthew Holm, and be entertained by Josh & Gab. Courtney was the "Celebrity Scooper" at the Foundation's Millie's Ice Cream fundraiser on April 10. Susan Claus took the "kamishibike" to Northmont Church to present a Japanese folktale to the Northmont Brotherhood of Retired Men, and keep them updated on construction updates and Northland goings-on. **Active/Ongoing:** Northland attended a web meeting as part of our inclusion in the county wide website redesign project (Phase 2). LibCal has updated their registration user experience on the event and program calendar. MarCom is finalizing the many layers of 2025 Summer Reading – "Level Up at Your Library" – including graphics, digital assets, printed assets, etc. Work is being finalized on the Adult Summer Reading – Bookshelf Bingo – program. Garden Gala communications continue. Final signage printing as well as program printing is finishing up. Program printing is being done by a printing partner using Northland's graphic layout. MarCom continues to highlight construction updates on the library's social media channels.

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Board Member Activities	**Accomplishment:** Foundation Board Member Alice Beckett-Rumberger donned the library mascot costume so that Norbert the Northland Owl could make an appearance at the Millie's Ice Cream fundraiser. All Authority Board members, including our Junior Board member participated in a Strategic Planning Workshop on Saturday, March 22.

Incident Reports – March 2025
Behavior Policy: 0
Code Adam: 1
Injury/accident/bio-hazard: 0
Property Damage/Vandalism/Theft: 0
Police notified: 1

Year-To-Date - 2025
Behavior Policy: 1
Code Adam: 1
Injury/accident/bio-hazard: 1
Property Damage/Vandalism/Theft: 0
Police notified: 1

Northland Staff and Board Members serving the consortium, our (NPL's) communities, and the profession by serving on various boards, committees and Task Forces. Click here for details.

Welcome Commonplace Coffee to Northland! Read the press release - https://www.northlandlibrary.org/commonplace-coffee-northland/



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