Northland Public Library

2025 Compensation Study

Prepared by Sherry Murray

The attached, proposed updates to NPL's salary ranges and job grades are the result of the triennial review that was agreed to in 2019 when the 2020 Salary Ranges and Job Grades were adopted. Less in-depth reviews are done annually and since the previous ranges were agreed-to, there have been a few minor annual adjustments to those ranges. These were the result of having to adjust a starting salary because of market conditions or because a position had been reclassified.

The compensation philosophy of NPL remains unchanged, which is to pay at or slightly above the median for our positions based on comparable positions in the local labor market. The challenge for performing this and any compensation review is to ensure that appropriate benchmarks are selected for each position. At NPL, as in all libraries, there are two broad categories of positions: library-specific positions (e.g. librarian, library assistant, circulation assistant etc.) that exist only in libraries and general business positions that exist in all organizations (e.g. Director of Finance, Maintenance, Office Manager etc.) and are not exclusive to libraries. Accordingly, it's important to select benchmarks that are comparable for each category of jobs.

However, the challenge of selecting appropriate comparables is further complicated by NPL's somewhat unique position among all libraries in Allegheny County. Except for the Carnegie Library of Pittsburgh, Northland is twice as large as any other comparable library in the county. NPL is larger in terms of budget, larger in terms of collection size, and in number of employees, circulation and population served.

Not every position at Northland is affected by its size. For example, the need for the position of shelver is based on circulation and since a person can only shelve a discrete number of books, when the circulation numbers increase you have to hire another shelver.

On the other hand, and of significant importance when selecting benchmark positions, the critical positions at Northland -the Executive Director, Directors of Finance, Library Services, Development, Marketing and Communications Library -and Department Managers - are significantly impacted by the size of the organization, both in terms of number of employees supervised and by the scope, depth and breadth of their accountabilities.

There are also a number of additional accountabilities that are unique to the Executive Director and other Director level positions as compared to our comparator group of libraries. As an example, none of the library directors from the comparator group is

DRAFT

accountable for the maintenance and repair of their building and grounds. A few have a maintenance person who does day-to-day repairs, but for all larger projects whether it's an upgrade or installation of the security cameras or replacing the HVAC system, the library director notifies the municipal manager and the municipality steps in, handles the bids if applicable, arranges to have the work performed and pays for the repair. The library directors do provide their municipalities with annual assessments of their anticipated maintenance needs and in some cases apply for grants to help pay for those repairs. But if those grants are insufficient to pay for the project, the municipality makes up the short fall. Obviously, this is a major accountability for NPL's Executive Director as well the Director of Finance and Support Services and adds substantially to the scope of their positions.

The benchmarks used for the current review include data from:

- 2025 Wage and Benefit Survey of Southwestern Pennsylvania Nonprofit Organizations, Bayer Center for Nonprofit Management
- Schlow Centre Region Library
- Mt. Lebanon Public Library
- Upper St. Clair Township Library
- Shaler North Hills Library
- Bethel Park Public Library
- Carnegie Library of Pittsburgh
- Monthly review of positions on Nonprofit Talent and Indeed

All of the benchmark data above, except for the Bayer survey, represents data that was collected in 2024. Therefore, it does not reflect any movement from any organization in the calendar year 2025. It's also important to note, however, that the previous benchmarking was done based on data from 2020-2021 which didn't yet reflect the market's response to the then shrinking labor market nor its response to the unusually high inflation rates of the early 20's. Accordingly, data reviewed from the previous three years reflects the resulting increases in salaries during that period, with most comparable salaries increasing by at least 10% over those from 2020-2021.

In addition, it's important to understand the applicability of each of the benchmark materials to the positions at NPL. The Bayer survey is extremely applicable and relevant for most of the non-library positions at NPL. It is a survey of all non-profit as opposed to for-profit organizations in Southwestern Pennsylvania, and analyzes and sorts the data by budget, number of employees and county making the data very reliable for our purposes. Unfortunately, the Bayer survey is not helpful for any of our library-specific positions since there is no data from participating libraries with our budget and number of employees in Allegheny County.

Because of the limitations of the Bayer survey, the next comparable larger libraries in Allegheny County were contacted individually to obtain their salary information. And

DRAFT

because the next largest library in Allegheny County is only half the size of NPL, we also contacted the Schlow Centre Region Library which serves the State College area. Not only is Schlow an excellent comparable for NPL because of their similar budget, collection, circulation, population and employee sizes, but the cost of living in the State College area is relatively comparable to Allegheny County. Schlow was used as a comparator in the initial compensation analysis and continues to be an excellent and relevant benchmark.

It is also noted that while salaries from Carnegie Library of Pittsburgh have been included, those salaries have not changed since 2023. The reason for this is that all of the positions from Librarian to Janitor are now in a bargaining unit represented by the USWA. Their impending labor negotiations later this year have also had a chilling effect on the senior positions inasmuch as the last thing they want to do is give management increases in advance of negotiations. In any event, the senior jobs at the main branch would not be comparable to ours, since that organization is so large and has so many branches.

We did not include an extensive analysis of the cost of benefits among the comparator libraries, since most of the larger libraries offered similar benefits. However, an earlier ACLA survey noted that 2/3 of the libraries who were affiliated with their municipalities had defined benefit pensions, which was somewhat surprising given the costs associated with that type of pension. Because of that data point, I called each of our comparator libraries to ask specifically about what types of pensions they provided. Schlow has a defined contribution pension and offers a 7.5% match to all employees who contribute 2.5%. Bethel Park matches 50% of their employees' contributions up to a cap of 10% of annual salary meaning that their maximum contribution is 5% of annual salary. Mt. Lebanon offers both a defined pension and retirement plan and the Director shared with me that she had a choice between the two and chose the retirement plan since it provided an annual contribution of 15%. The Director of Upper St Clair declined to share information on their pension/retirement plans, but their 2022 Adopted Budget for the Township lists both defined benefit and defined contribution plans as options. The Shaler Director shared that her position along with three others have been grandfathered into a defined benefit pension, although there is no retirement plan for the rest of the employees. CLP has a DC pension which matches employees' contributions up to 5% at a rate of 120%. In other words a 5% employe contribution would be matched by 6%.

DRAFT

Salary Midpoints and Job Grades
Northland Public Library 8.4.25

Job Grade

15 — 120,000 (57.69/hr) was 112,000 (53.85/hr)

Executive Director

- Schlow Lib. 126,459 (60.80)
- Mt Lebo Lib. 113,770 (54.70) 15% DC
- Bethel Lib. 98,338 (47.28)
- USC Lib. 111,500 (53.61) DB pension
- Shaler Libr. 74,000 (redlined since 2016) (35.58) DB pension

Duties of ED at NPL that other positions aren't accountable for include

- Building and Grounds
- NPL Foundation
- 5 Municipalities
- Size-related benefits e.g. FMLA

14 — 80,000 (38.46) was 72,000 (34.62)

Dir Fin & Support Svcs

- Bayer 92,638/83,393 (44.54/40.09)
- Mt Lebo Lib. 77,730 (37.37) Asst Director
- City of Assylum 90,000 (43.27)

Dir Library Svcs 80,000 (38.46)

- Mt Lebo Lib. 94,260 (45.32) includes info tech
- Bayer Dir Admin 89,582 (43.06)
- Schlow Lib. 84,592 mid/78,827 min (40.67/37.90)

FDN/Development Dir 70,000 (33.65)

- Bayer 91,641 size/88,000 geogr. – Alleg. Co. (44.06/42.31)
- Schlow Lib. 94,592 mid/78,827 min (45.48/37.90)
- Jewish Assn Aging 90,000 (43.27)
- Urban League 92,500 (44.47)

13 — 70,000 (33.65) was 62,000 (29.81)

Department Managers

- Schlow Lib. 94,592 mid/78,827 min (45.48/37.90)
- USC Lib. 67,000 (32.21)
- CLP Lib. Lg Branch 68,867 (33.11)
- Shaler Lib.-Adult 68,000 (32.69) DB
- Shaler Lib.- Youth 58,000 (27.88) DB
- Bethel Lib. 63,800 (30.67)

Continued, next page…

DRAFT

13 70,000 (33.65) was 62,000 (29.81) Continued

Dir Mktg & Comm 70,000 (33.65)

- Bayer 76,270 (36.67)
- Schlow Lib. 68,770 (33.06)
- USC Lib. 69,866 (33.59)
- Riverlife 75,000 (36.06)
- Jewish Fam/Com 77,000 (37.02)

12 Blank Grade 65,000 (31.25) was 57,000 (27.40)

11 61,000 (29.33) was 53,000 (25.48)

Librarian II

- Schlow Lib. 78,175 mid/65,146 min (37.58/31.32)
- Mt Lebo Lib. 66,736/ 64,230 (32.08/30.88)
- Pine-Richland HS 60, 957 (29.31)

10 57,000 (27.40) was 50,000 (24.04)

Office Mgr/HR generalist

- Bayer 57,241 (27.52)
- Mt Lebo Lib. 58,360 (28.06)
- Schlow Lib. 68,770 mid/57,309 min (33.06/27.55)
- Geico local office 61,500 (29.57)

Graphic Artist II 57,000 (27.40) was previously a grade 9

- Bayer 55,593 (26.73)
- CCAC 54,541 (26.22)
- Peterson Cartridge 60,000 (28.85)
- Mt Lebo Lib. 63,502 (30.53)

Maintenance Supervisor 57,000 (27.40) was previously a grade 9

- Bayer 57,500 (27.64)
- CCAC 60,082 (28.89)
- A&C Maintenance 56,500 (27.16)

IT Coordinator 57,000 (27.40) was previously a grade 9

- Bayer 59,740 (28.72)
- NPL employee left for CLP job which paid 30% more

9 52,500 (25.24) was 47,000 (22.60)

Librarian I/Library Assoc

- Bayer 50,000 (24.04)
- CLP Lib. 47,840 (23.00)* union position
- Bethel Lib. 46,550 (22.38)
- USC Lib. 55,800 (26.83)
- Shaler Lib. 52,000 (25.00)

Continued, next page…

DRAFT

9 52,500 (25.24) was 47,000 (22.60) Continued

Graphic Artist I 52,500 (25.24)

- Bayer 55,593 (26.73)
- Mt Lebo Lib. 57,800 (27.79)

8 48,000 (23.08) was 43,000 (20.67)

Senior Library Assistant

- [Comps not available]

7 43,500 (20.91) was 39,000 (18.75)

Library Assistant II

- Mt Lebo Lib. 48,270 (23.21)
- Schlow Lib. 56,835 mid/47,362 min (27.32/22.77)

Donor Relations Coord 43,500 (20.91) was previously a grade 6

- Bayer 45,619/42,260 (21.93/20.32)
- Schlow Lib. 51,834mid/47,362 min (24.92/22.77)
- Pgh Youth Symph 41,600 (20.00)
- Winchester Thurs. 51,000 (24.52)

Maintenance Assoc 43,500 (20.91) was previously a grade 6

- Bayer 43,826 (21.07)
- Mt Lebo Lib. 48,270 (23.21)
- Avg 10 jobs Indeed 45,760 (22.00)

Circulation Supv 43,500 (20.91)

- Bayer 39,534 (19.01)
- Shaler Lib. 39,200 (18.85)

6 41,000 (19.71) was 36,000 (17.31)

Library Assistant

- Schlow Lib. 51,662 mid/43,056 min (24.84/20.70)
- CLP Lib. 37,440 (18.00)* union position
- USC Lib. 40,200 (19.33)
- Mt Lebo Lib. 43,950 (21.13)

Meeting Room Coordinator 41,000 (19.71)

- Bayer 37,596 (18.08)

5 37,440 (18.00) was 33,000 (15.87) previously a grade 4

Maintenance Assistant/Cleaning Assistant [similar comps]

- CLP Lib. 40,872 (19.65)
- Bayer 36,421 (17.51)
- Mt Lebo Lib. 35,859 (17.24)
- Schlow Lib. 42,701 mid/35,584 min (20.53/17.11)

Store Manager 37,440 (18.00) was previously a grade 6

- Bayer 42,000 (20.19) – but with P/L

DRAFT

4 — 34,320 (16.50) was 32,032 (15.40)

Circ Rep II

- CLP Lib. 31,720 (15.25)* union position
- Mt Lebo Lib. 36,370 (17.49)
- CCAC 36,192 (17.40)

3 — 30,680 (14.75) currently 29,750 (14.30/hr)

Circ Rep I

- CLP Lib. 26,000 (12.50)*union position
- Shaler Lib. 24,960 (12.00)
- Mt Lebo Lib. 29,556 (14.21)
- Bethel Lib. 30,514 (14.67)
- Bayer 29,640 (14.25)
- Millvale Lib. 29,120 (14,00)

2 — 12.75 hr; currently 12.38 hr

Shelver II

- Bethel Lib. 11.50 hr currently vacant

1 — 11.50 hr; currently 11.00 hr

Shelver I

- Green Tree Lib. 10.50 hr
- Sewickley Lib. 12.50 hr with $.50 annual increases
- Shaler Lib. Volunteers

See next page for Comparable Library general statistics.

DRAFT

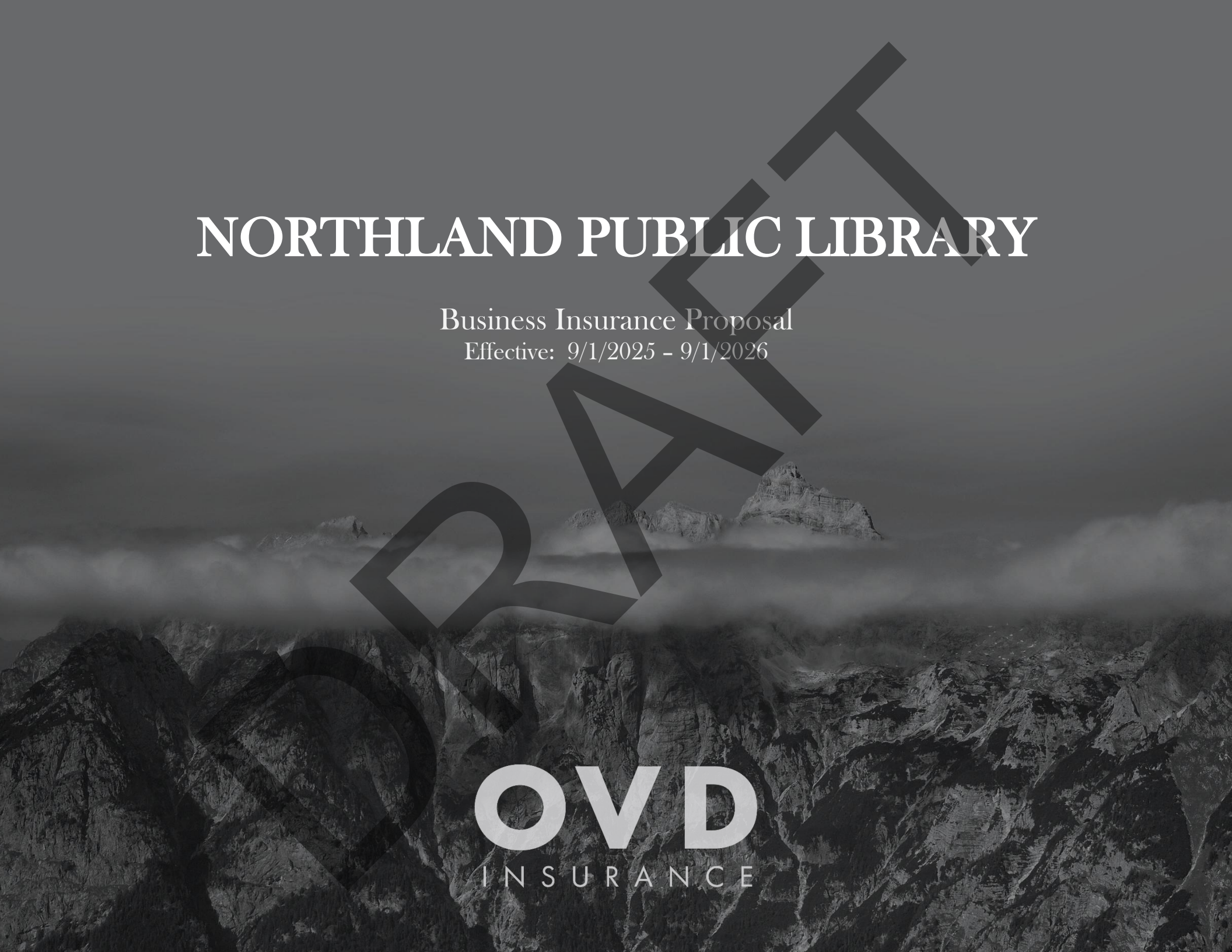
Statistics from Comparables using 2022 IMLS data

	Population	**Staff**	**Collection**	**Circulation**	**Budget**
Northland Public Library	90,007	74	197, 685	1.238mm	$3.07mm
Mt Lebanon Public Library	34,075	38	135,178	709,292	$2.411mm
Upper St Clair Township Library	21,160	28	56,644	296,580	$981,351
Bethel Park Public Library	33,577	28	90,915	314,048	$1.127mm
Schlow Centre Region Library	94,625	55	148,722	674,690	$2.864mm
Shaler North Hills Library	28,132	36	123,761	444,369	$1.190mm

DRAFT

	Salary Schedule for 2026 - Draft August 2025							
Grade	**Position**	**Jump between grades**	**Hours Per Pay Period**	**80%**	**90%**	**100%**	**110%**	**120%**
Grade 1	Shelver I		Hourly	$ 9.20	$ 10.35	$ 11.500	$ 12.65	$ 13.80
Grade 2	Shelver II	10.9%	Hourly	$ 10.20	$ 11.48	$ 12.750	$ 14.03	$ 15.30
Grade 3	Circulation Customer Service Rep. I	15.7%	Hourly	$ 11.80	$ 13.28	$ 14.750	$ 16.23	$ 17.70
	Clerk		70.0	$ 21,476.00	$ 24,160.50	$ 26,845.000	$ 29,529.50	$ 32,214.00
			52.5	$ 16,107.00	$ 18,120.38	$ 20,133.750	$ 22,147.13	$ 24,160.50
			40.0	$ 12,272.00	$ 13,806.00	$ 15,340.000	$ 16,874.00	$ 18,408.00
			35.0	$ 10,738.00	$ 12,080.25	$ 13,422.500	$ 14,764.75	$ 16,107.00
Grade 4	Circulation Customer Service Rep. II	11.9%	Hourly	$ 13.20	$ 14.85	$ 16.500	$ 18.15	$ 19.80
	~~Maintenance Assistant~~		70.0	$ 24,024.00	$ 27,027.00	$ 30,030.000	$ 33,033.00	$ 36,036.00
			52.5	$ 18,018.00	$ 20,270.25	$ 22,522.500	$ 24,774.75	$ 27,027.00
			40.0	$ 13,728.00	$ 15,444.00	$ 17,160.000	$ 18,876.00	$ 20,592.00
			35.0	$ 12,012.00	$ 13,513.50	$ 15,015.000	$ 16,516.50	$ 18,018.00
Grade 5	Store Manager	9.1%	Hourly	$ 14.40	$ 16.20	$ 18.000	$ 19.80	$ 21.60
	Maintenance Assistant		70.0	$ 26,208.00	$ 29,484.00	$ 32,760.000	$ 36,036.00	$ 39,312.00
	Cleaning Assistant		52.5	$ 19,656.00	$ 22,113.00	$ 24,570.000	$ 27,027.00	$ 29,484.00
			40.0	$ 14,976.00	$ 16,848.00	$ 18,720.000	$ 20,592.00	$ 22,464.00
			35.0	$ 13,104.00	$ 14,742.00	$ 16,380.000	$ 18,018.00	$ 19,656.00
Grade 6	Meeting Room Coordinator	9.5%	Hourly	$ 15.77	$ 17.74	$ 19.710	$ 21.68	$ 23.65
	Library Assistant, ~~Computer Center CSR 1~~		70.0	$ 28,697.76	$ 32,284.98	$ 35,872.200	$ 39,459.42	$ 43,046.64
	~~Donor Relations Coordinator~~		52.5	$ 21,523.32	$ 24,213.74	$ 26,904.150	$ 29,594.57	$ 32,284.98
	~~Store Manager~~		40.0	$ 16,398.72	$ 18,448.56	$ 20,498.400	$ 22,548.24	$ 24,598.08
	Volunteer Coordinator		35.0	$ 14,348.88	$ 16,142.49	$ 17,936.100	$ 19,729.71	$ 21,523.32
Grade 7	Circulation Supervisor	6.1%	Hourly	$ 16.73	$ 18.82	$ 20.910	$ 23.00	$ 25.09
	~~Computer Center Assistant II~~		70.0	$ 30,444.96	$ 34,250.58	$ 38,056.200	$ 41,861.82	$ 45,667.44
	Library Assistant II		52.5	$ 22,833.72	$ 25,687.94	$ 28,542.150	$ 31,396.37	$ 34,250.58
	Maintenance Associate		40.0	$ 17,397.12	$ 19,571.76	$ 21,746.400	$ 23,921.04	$ 26,095.68
	Donor Relations Coordinator		35.0	$ 15,222.48	$ 17,125.29	$ 19,028.100	$ 20,930.91	$ 22,833.72
Grade 8	Senior Library Assistant	10.3%	Hourly	$ 18.46	$ 20.76	$ 23.070	$ 25.38	$ 27.68
			70.0	$ 33,589.92	$ 37,788.66	$ 41,987.400	$ 46,186.14	$ 50,384.88
			52.5	$ 25,192.44	$ 28,341.50	$ 31,490.550	$ 34,639.61	$ 37,788.66
			40.0	$ 19,194.24	$ 21,593.52	$ 23,992.800	$ 26,392.08	$ 28,791.36
			35.0	$ 16,794.96	$ 18,894.33	$ 20,993.700	$ 23,093.07	$ 25,192.44
Grade 9	Librarian I, Library Associate	10.4%	Hourly	$ 20.38	$ 22.93	$ 25.480	$ 28.03	$ 30.58
	~~Computer Center Supervisor~~		70.0	$ 37,098.88	$ 41,736.24	$ 46,373.600	$ 51,010.96	$ 55,648.32
	~~IT Coordinator,~~ Graphic Artist I		52.5	$ 27,824.16	$ 31,302.18	$ 34,780.200	$ 38,258.22	$ 41,736.24
	~~Maintenance Supervisor~~		40.0	$ 21,199.36	$ 23,849.28	$ 26,499.200	$ 29,149.12	$ 31,799.04
			35.0	$ 18,549.44	$ 20,868.12	$ 23,186.800	$ 25,505.48	$ 27,824.16
Grade 10	Office Manager/HR Generalist	7.5%	Hourly	$ 21.92	$ 24.66	$ 27.400	$ 30.14	$ 32.88
	IT Coordinator		70.0	$ 39,894.40	$ 44,881.20	$ 49,868.000	$ 54,854.80	$ 59,841.60
	Maintenance Supervisor		52.5	$ 29,920.80	$ 33,660.90	$ 37,401.000	$ 41,141.10	$ 44,881.20
	Graphic Artist II		40.0	$ 22,796.80	$ 25,646.40	$ 28,496.000	$ 31,345.60	$ 34,195.20
Grade 11	Librarian II	7.0%	Hourly	$ 23.46	$ 26.39	$ 29.320	$ 32.25	$ 35.18
			70.0	$ 42,689.92	$ 48,026.16	$ 53,362.400	$ 58,698.64	$ 64,034.88
			52.5	$ 32,017.44	$ 36,019.62	$ 40,021.800	$ 44,023.98	$ 48,026.16
Grade 12	Blank	6.6%	Hourly	$ 25.00	$ 28.13	$ 31.250	$ 34.38	$ 37.50
			80.0	$ 52,000.00	$ 58,500.00	$ 65,000.000	$ 71,500.00	$ 78,000.00
			70.0	$ 45,500.00	$ 51,187.50	$ 56,875.000	$ 62,562.50	$ 68,250.00
Grade 13	Dir. Marketing & Communications	7.7%	Hourly	$ 26.92	$ 30.29	$ 33.654	$ 37.02	$ 40.38
	Department Manager		80.0	$ 56,000.26	$ 63,000.29	$ 70,000.320	$ 77,000.35	$ 84,000.38
			52.5	$ 36,750.17	$ 41,343.94	$ 45,937.710	$ 45,937.71	$ 55,125.25
Grade 14	Dir. Finance & Support Services	14.3%	Hourly	$ 30.77	$ 34.61	$ 38.460	$ 42.31	$ 46.15
	Director Library Services		80.0	$ 63,997.44	$ 71,997.12	$ 79,996.800	$ 87,996.48	$ 95,996.16
	Dir. Of Development/Foundation Dir.		52.5	$ 41,998.32	$ 47,248.11	$ 52,497.900	$ 57,747.69	$ 62,997.48
Grade 15	Executive Director	50.0%	Hourly	$ 46.15	$ 51.92	$ 57.690	$ 63.46	$ 69.23
			80.0	$ 95,996.16	$ 107,995.68	$ 119,995.200	$ 131,994.72	$ 143,994.24

DRAFT



NORTHLAND PUBLIC LIBRARY

Business Insurance Proposal
Effective: 9/1/2025 - 9/1/2026

DRAFT

OVD
INSURANCE

Service Team



OVD
101 Bradford Road
Suite 305
Wexford, PA 15090

Phone: (814)450-1896
Fax: (616) 454-7100

REPORT A CLAIM
claims@ovdinsurance.com

REQUEST A CERTIFICATE
certificates@ovdinsurance.com

CLAIMS SPECIALIST
Brian Tellers
(412)520-7614
btellers@ovdinsurance.com

ACCOUNT MANAGER
Melissa Wernicki
(412)520-7612
melissaw@ovdinsurance.com

ACCOUNT LEAD
Will Collins
(814)450-1869
willc@ovdinsurance.com

ACCOUNT ASSISTANT
Rena Meech
(616)200-3164
renam@ovdinsurance.com

DRAFT



OVD

Overview

INSURED CONTACT INFORMATION

Northland Public Library Mailing Address: 300 Cumberland Road Pittsburgh, PA 15237 Phone: (412) 366-8100	Primary Contact	Bob Lukitsch Northland Public Library (412) 366-8100

NAMED INSUREDS

Entities	Property	Inland Marine	General Liability	Auto	Crime	Umbrella	Work Comp	Professional /EPLI
Northland Public Library	X	X	X	X	X	X	X	X
Northland Public Library Authority	X	X	X	X	X	X	X	X
Northland Public Library Foundation	X	X	X	X	X	X	X	X

LOCATIONS

Location	Address	City	State	Zip	Description
1, 1	300 Cumberland Road	Pittsburgh	PA	15237	Library
2, 1	2565 Nicholson Rd	Sewickley	PA	15143	Kiosk
3, 1	1000 Ross Municipal Rd	Pittsburgh	PA	15237	Kiosk
4, 1	525 Pleasant Hill Rd	Wexford	PA	15090	Kiosk

DRAFT



Property

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Blanket Limits	
Total Blanket Building & BPP Limit	$10,015,086
Business Income & Extra Expense	Actual Loss Sustained – 24 Months
Blanket Earthquake – All Locations	$1,000,000 Sublimit
Blanket Flood – All Locations	$1,000,000 Sublimit

300 Cumberland Road, Location #1, Building #1	Amount	Coinsurance	Valuation	Cause of Loss	Deductible
Building	$8,494,630	N/A	RC/AV	Special	$1,000
Business Personal Property	$1,433,250	N/A	RC/AV	Special	$1,000

2565 Nicholson Rd, Location #2, Building #1	Amount	Coinsurance	Valuation	Cause of Loss	Deductible
Business Personal Property	$39,639	N/A	RC/AV	Special	$1,000

1000 Ross Municipal Rd, Location #3, Building #1	Amount	Coinsurance	Valuation	Cause of Loss	Deductible
Business Personal Property	$39,639	N/A	RC/AV	Special	$1,000

525 Pleasant Hill Rd, Location #4, Building #1	Amount	Coinsurance	Valuation	Cause of Loss	Deductible
Business Personal Property	$7,928	N/A	RC/AV	Special	$1,000

Blanket Building/BPP limit increased from $9,538,176

DRAFT

OVD

ElitePac Property Extension Endorsement	
Additional Cost	$25,000
Additional Property Covered:	
The cost of excavations, grading, backfilling, or filling	Included in Building Limit
Foundations of buildings, structures, machinery, or boilers	Included in Building Limit
Personal property while airborne or waterborne	Included in Building Limit
Underground pipes, flues, or drains	Included in Building Limit
Arson, Theft and Vandalism Rewards (not applicable in New York)	$25,000
Automated External Defibrillators	$10,000
Back Up of Sewer, Drain or Sump - Direct Damage	$100,000 (Current appears to be $10,000)
Brands and Labels	Included in BPP Limit
Building Owner - Tenant Move Back Expenses	$25,000
Business Income – Actual Loss Sustained ES&G - 24 Month Limitation CP 7663	Included in BPP Limit
Business Income/Extra Expense Related Additional Coverages:	
Auto Physical Damage Business Income	$25,000
Back Up of Sewer, Drain or Sump - Business Income	$100,000
Building Owner - Lessor's Leasehold Interest	$25,000
Contractual Penalty	$25,000
Denial of Service	$25,000
Dependent Properties	$100,000 (No current coverage indicated)
Emergency Vacating Expense	$25,000
Extended Period of Indemnity	180 days
Food Contamination Shutdown	$25,000
Increased Realty Tax Assessment	$25,000
Ingress or Egress	$50,000
Newly Acquired Locations - Business Income	$250,000
Pollutant Clean-up and Removal - Business Income	$25,000
Project R & D Documentation and Prototypes Business Income	Included in BI Limit
Transit Business Income	$25,000

DRAFT

Unnamed Premises - Business Income	$10,000
Utility Services - Time Element - Governmental	$25,000
Business Personal Property Seasonal Increase	10%
Canine Coverage	$100,000 Any One Policy Year
Change of Temperature and Humidity	Included
Claim Expenses	$50,000
Confiscated Property	$100,000 Any One Policy Year
Consequential Loss to Stock	Included in Valuation
Debris Removal - Additional Limit - Governmental	$50,000
Deductible (waiver of multiple property deductibles and disappearing deductible)	Included
Deferred Payments	$25,000
Fire Department Service Charge - Governmental	$25,000
Fire Extinguishing Equipment	Actual Loss Sustained
Fungus, Wet Rot, Dry Rot, Bacteria and Virus - Limited Coverage	$30,000
Grave Markers and Headstones	$25,000 Per Occurrence / $50,000 Any One Policy Year
Lock Replacement	$10,000
Marring and Scratching	Included
Members' and Guests' Property	$1,000 Per Person / $25,000 Per Occurrence
Newly Acquired or Constructed Property - Building Per Location	$2,000,000
Newly Acquired or Constructed Property - Business Personal Property Per Location	$1,000,000
Non-Owned Detached Trailers	$10,000
Ordinance or Law Coverage:	
Coverage A - Undamaged Parts of a Building	Included in Bldg Limit
Coverage B - Demolition Cost - Governmental	$500,000
Coverage C - Increased Cost of Construction - Governmental	$500,000
Coverage D - Tenants' Improvements and Betterments - Governmental	$25,000
Outdoor Property	$500,000 (Current is $50,000)
Outdoor Trees, Shrubs and Plants ($2,500 any one item)	$25,000 Per Occurrence / $100,000 Any One Policy Year

DRAFT

Personal Property at Unnamed Premises - Inside Coverage Territory	$100,000
Personal Property at Unnamed Premises - Outside Coverage Territory	$10,000
Personal Property of Others	Included in BPP Limit
Pollutant Clean-up and Removal - Governmental	$25,000
Premises Boundary Increased Distance	$1,500 feet
Preservation of Property	60 Days
Protective Safeguards Upgrade	$25,000
Replacement Cost Valuation for Personal Property of Others	Included
Roof Protection	$500 Any One Roof / $1,000 Any One Policy Year
Selling Price Valuation	Included
Specified Appurtenant Structures	$100,000 – Public Use / $1,000 – Contents
Spoilage (formerly Refrigerated Property)	$25,000
Tenant Building and Business Personal Property Coverage Required by Lease	$25,000
Tenant's Building Glass Liability	Included in BPP Limit
Tenant Lease Assessment	$5,000
Tenant Leasehold Improvements	$25,000
Theft Damage to Building	Included in BPP Limit
Theft Limitation Amendments:	
Furs	$5,000
Patterns, Dies, Molds and Forms	Included in BPP Limit
Precious Metals	$10,000
Underground Fiber Optic Cable	$10,000 Per Occurrence / $50,000 Any One Policy Year
Utility Service - Direct Damage - Governmental	$50,000
Voluntary Parting by Trick, Scheme or Device	Included

DRAFT



Inland Marine

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Policy Level Coverage	
Virus or Harmful Code	$50,000

Location Level Coverages	
Electronic Information Systems – Blanket	
Equipment – EDP Hardware	$425,774
Data - Software	$482,797
Extra Expense	$90,857
Valuable Papers (Books, Periodicals, Etc.)	
Aggregate Limit – Primary Library Location	$4,325,850
Away from Premises	$100,000
Deductible	$1,000

Inland Marine Extension Endorsement	
Accounts Receivable - Governmental	$250,000
Commandeered Property	Actual Loss Sustained
Communication Equipment – Governmental	$100,000
Electronic Information Systems (aka Computer Equipment and Electronic Data) - Governmental	$100,000
Fine Arts - Governmental	$25,000
Installation Property	$25,000

DRAFT

Mobile Equipment	$25,000
Personal Effects - Within the Coverage Territory - Governmental	$5,000 Per Person / $25,000 Per Occurrence
Personal Effects - Outside the Coverage Territory	$5,000 Per Person / $25,000 Per Occurrence
Property in Transit - Within the Coverage Territory	$50,000
Property in Transit - Outside the Coverage Territory	$10,000
Refrigerated Property - In Transit	$25,000
Salesperson's Samples - Within the Coverage Territory	$25,000
Salesperson's Samples - Outside the Coverage Territory	$10,000
Tools and Equipment	$10,000
Valuable Papers and Records - Governmental	$250,000

DRAFT



General Liability

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Basic Policy Information	
General Aggregate	$3,000,000
Products / Completed Ops Aggregate	$3,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence Limit	$1,000,000
Damage to Premises Rented to You Limit	$1,000,000
Medical Payments	$5,000

Employee Benefits Liability	
Aggregate Limit	$3,000,000
Each Employee Limit	$1,000,000
Deductible	$1,000

Abuse or Molestation	
Each Abuse or Molestation / Aggregate	$1,000,000 / $3,000,000
Deductible	$0

Classification	Class Code	Expiring Premium Basis	Location
Libraries	66309	Area - 30,500	1
Libraries	66309	Area - 50	2
Libraries	66309	Area - 50	3
Libraries	66309	Area - 50	4

DRAFT

OVD

Governmental General Liability Extension	
Additional Insured – Primary and Non-Contributory Provision	Included
Blanket Additional Insureds – As Required by Contract	Included
Broad Form Vendors Coverage	Included
Commandeered Mobile Equipment	Included
Commandeered Mobile Equipment – Owner as Additional Insured	Included
Damage To Premises Rented to You (Including Fire, Lightning or Explosion)	$1,000,000 (limit to be shown on Dec Page)
Electronic Data Liability	$100,000
Employee Definition Amended	Included
Employees As Insureds Modified	Included
Employer's Liability Exclusion Amended (N/A in NY)	Included
Fellow Employee Provision	Included
Functional Additional Insureds	Included
Incidental Broadcasting and Publishing	Included
Incidental Malpractice Exclusion modified	Included
Incidental Medical Malpractice	Included
Injunctive Relief Defense Expense (N/A in NY)	$50,000
Knowledge of Occurrence, Claim, Suit, or Loss	Included
Liberalization Clause	Included
Medical Liability	Included
Mental Anguish Amendment (N/A in NY)	Included
Newly Formed or Acquired Organizations	Included
Not-For-Profit Organization Members as Additional Insureds	Included
Property of Others in Your Care ($250 Deductible applies)	Included
Supplementary Payments Amended	Included
Bail Bonds	$5,000
Loss of Earnings	$1,000
Temporary Liquor Liability	Included
Unintentional Failure to Disclose Hazards	Included
Waiver of Transfer of Rights of Recovery (subrogation)	Included

DRAFT



Automobile

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Basic Policy Information	
Combined Single Limit	$1,000,000
Hired & Non-Owned Auto Liability	$1,000,000

Governmental Auto Extension	
Included – See Policy Form for Details	Included

DRAFT



Crime

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Policy Level Coverages	
Employee Theft	$150,000
Forgery or Alteration	$25,000
Deductible	$500

Location Level Coverages	
IP Theft of Money and Securities	$30,000
IP Robbery of Safe Burg of Other Property	$25,000
Outside the Premises	$30,000
Deductible	$500

Governmental Crime ElitePac Endorsement	
Inside the premises – Theft of money and Securities	$25,000
Inside The Premises – Robbery or Safe Burglary of Other Property	$25,000
Outside The Premises	$25,000

DRAFT



Umbrella

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Limits of Liability	
Each Occurrence	$1,000,000
Aggregate	$1,000,000

Deductibles	
Self-Insured Retention	$0

Schedule of Underlying Insurance	
General Liability	$1,000,000 Each Occurrence $3,000,000 General Aggregate $3,000,000 Products and Completed Ops $1,000,000 Personal & Ad Injury
Employee Benefits Liability	$1,000,000 Limit Each Employee $3,000,000 Aggregate Limit
Abuse or Molestation	$1,000,000 Limit Each Employee $3,000,000 Aggregate Limit
Automobile Liability	$1,000,000 Combined Single Limit
Public Officials Liability & EPLI	$1,000,000 Each Claim $1,000,000 Aggregate Limit
Employers Liability	$500,000 Each Accident $500,000 Disease Each Employee $500,000 Disease Policy Limit

DRAFT



Workers' Compensation

Insurance Company: Eastern Alliance Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Basic Policy Information		
Workers' Compensation Insurance Part 1		
Employers Liability Insurance Part 2		
Bodily Injury by Accident – each accident		$500,000
Bodily Injury by Disease – policy limit		$500,000
Bodily Injury by Disease – each employee		$500,000
Other States – Part 3		

Classification	Location	Class Code	Renewal Payroll
890 – Library	PA	890	$1,600,000.00

Forms & Endorsements	
Excluded Officers	N/A
Expiring Experience Modification	.903
Renewal Experience Modification	.848

DRAFT



Professional and Employment Practices Liability Insurance

Insurance Company: Selective Insurance Company
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Professional Liability (Public Officials Liability)	
Aggregate Limit	$1,000,000
Each Claim Limit	$1,000,000
Deductible	$5,000
Non-Monetary Defense	$50,000 (No coverage now with Utica)
Limited Civil Legal Expenses	$50,000 / $300,000
Retroactive Date	9/1/2019

Employment Practices Liability	
Aggregate Limit	$1,000,000
Each Claim Limit	$1,000,000
Deductible	$5,000
EP Non-Monetary Defense	$100,000 (No coverage now with Utica)
Third Party EPLI Coverage	Included – Full Policy Limits
Loss of Wages – Back Pay	$10,000 / $75,000
Retroactive Date	9/1/2019

DRAFT



Cyber Liability & Data Security

Insurance Company: Evolve Insurance
AM Best Rating: A+
Policy Period: 9/1/2025 to 9/1/2026

Cyber Liability	
Aggregate Limit – Policy	**$500,000**
Third Party Coverage:	
Network & Information Security Liability	$500,000
Regulatory Fines & Penalties	$500,000
Multimedia Content Liability	$500,000
PCI Fines & Penalties	$500,000
First Party Coverage:	$500,000
Breach Response Expenses	$500,000
Crisis Management & Public Relations	$500,000
Extortion & Ransomware	$500,000
Business Interruption	$500,000
Dependent Business Interruption	$500,000 (No current coverage)
Digital Asset Restoration	$500,000
Funds Transfer Fraud	$125,000 ($25,000 Deductible)
Telecommunications Fraud	$250,000 (No current coverage)
Computer Fraud	$250,000 (No current coverage)
Coverage Terms/Conditions:	
Retroactive Date	N/A – Full Prior Acts
Deductible	$2,500 (Current is $5,000)

Quote is based on gross revenue of $3,559,054

DRAFT



Premium Summary

Coverage	Carrier	Expiring Premium	Renewal Premium
Property	Selective Ins Co	$5,437	$6,516
Inland Marine	Selective Ins Co	$2,459	$2,480
Crime	Selective Ins Co	$1,432	$342
General Liability	Selective Ins Co	$2,473	$2,785
Abuse / Molestation	Selective Ins Co	$855	$935
Commercial Auto	Selective Ins Co	$624	$636
Umbrella	Selective Ins Co	$1,826	$2,044
Workers' Compensation	Eastern Alliance	$3,739	$2,577
Professional / EPLI	Selective Ins Co	$3,846	$3,846
Cyber Liability	Evolve	$2,600.60	$2,600.60
Terrorism	Selective Ins Co	Included Above	Included Above
Total Premium		**$25,291.60**	**$24,761.60**

DRAFT



Proposal Acceptance

Information contained in this proposal is intended to provide you with a brief overview of the coverages provided for reference purposes only. It is not intended to provide you with all policy exclusions, limitations, and conditions. The precise coverage afforded is subject to the terms, conditions, and exclusions of the policies issued. Specimen forms are available upon request.

Optional Coverages			
Option 1	Selective – Package (As Presented)	☐ Yes	☐ No
Option 2	Eastern Alliance – Workers Compensation (As Presented)	☐ Yes	☐ No
Option 3	Evolve – Cyber Liability (As Presented)	☐ Yes	☐ No

Higher liability limits may be available. Please let us know if you would like a quote for increased limits.

☐ I Accept This Proposal:

Name: _____ Title: _____

Signature: _____ Date: _____

DRAFT

CSR 24 PORTAL
LOGIN



Take advantage of on-demand access to your insurance information. We strive to be available whenever you need us. With our multichannel customer service, access to insurance information is available any time.

All Policies will be uploaded to the portal within 60 days after policy renewal.
All Endorsement will be uploaded to the portal within 60 days after requesting.

DRAFT

CAPABILITIES

24/7 access to your account

Eliminate manual, paper-driven processes by receiving policy documentation via your online portal

a Issue certificates of insurance on demand

FIND THE CSR24 PORTAL LOGIN:

Visit the Olivier-VanDyk Website (www.ovdinsurance.com)

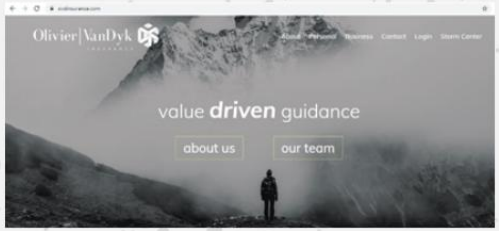
Click on Login, then CSR 24 Login

CSR 24 PORTAL

VIEW POLICIES



TO VIEW YOUR RENEWAL POLICIES:



- Visit the Olivier-VanDyk Website (www.ovdinsurance.com)



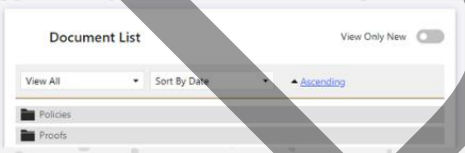
- Click on Login on the top right side of the home page, then scroll down and click CSR24 Login



- Type your login and password



- Click on the beige box that reads "Documents"



- Be sure to select "View All" from the drop down, then click on the folder that reads "Policies"

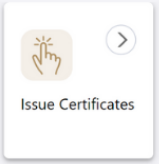
DRAFT

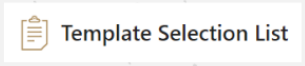
CSR 24 PORTAL
CERTIFICATES



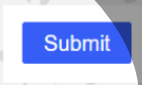
DRAFT

TO ISSUE TO A NEW CERTIFICATE HOLDER:









- Visit the Olivier-VanDyk Website (www.ovdinsurance.com)
- Click on Login on the top right side of the home page then scroll down and click CSR24 Login
- Type your login and password
- On the Home Screen, click on "Issue Certificates" Button
- From the Template Selection List, select the appropriate certificate template
- Select the holder (existing or new)
  Existing Holders: search your certificate holder list by name by typing in the holder name and clicking "find"
  New Holders: click on "add holder"
- Holder Information, complete: Full Name, Address, City, State/Province, Zip/Postal Code
- Skip down to Enter Recipient #1 Information. Must put something in the “Attention” box; enter a message if you’d like, but not required. Click on the ‘Email the Form’ box and enter the email address. There are 3 separate recipient areas. This means that you can either email it to 3 different people at the same time.
- If you would like to receive a copy of the issued certificate, Click send a One Time Confirmation Copy and enter the email address that you would like it sent to.
- After entering the recipient information, go to the bottom of the form and click Submit request.

You are now done!

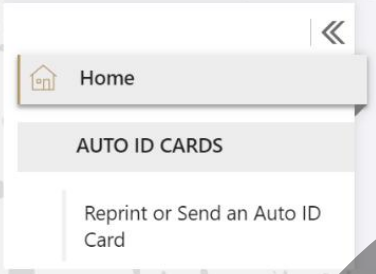
CSR 24 PORTAL

AUTO ID CARDS



TO ISSUE TO AN AUTO ID CARD:

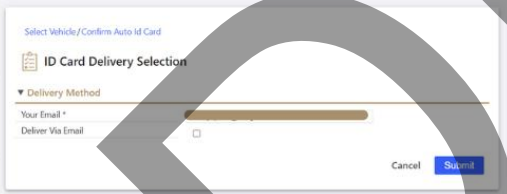
- Visit the Olivier-VanDyk Website (www.ovdinsurance.com)
- Click on Login on the top right side of the home page then scroll down and click CSR24 Login



- Type your login and password
- On the left side menu, Click "Auto ID Cards", then "Reprint or Send an Auto ID Card"



- Select the vehicle that needs the Auto ID Card
- Verify the information is correct and click "Continue"



- Check "Deliver Via Email"
- Type in email address you would like the PDF Auto ID Card to be sent to
- Click submit. Your Auto ID has been processed.

DRAFT

OVD MOBILE APP



Take advantage of on-demand access to your insurance information 24/7. We strive to be available whenever you need us. With our multichannel customer service, access to insurance information is available any time.

CAPABILITIES

- Instant Auto ID Cards
- Instant Certificates of Insurance
- Claim Reporting
- Policy Documents
- OVD Contact Information



DOWNLOAD OUR APP!

DRAFT



DRAFT

OVD
INSURANCE

RFCO#25 General Conditions

CLIENT: NORTHLAND PUBLIC LIBRARY
DATE: 6/24/2025
ATTENTION: AMY STEELE

JOB NAME: NORTHLAND PUBLIC LIBRARY RENOVATIONS
JOB NUMBER: 0824-0242

DESCRIPTION: RFCO#25 will be for the additional General conditions due to delays and project being extended from June 23rd -July 11th. The Breakout will be below.

Scissor Lift 1 Month		$650.00
Office Trailer 1 Month		$422.65
Porta John 1 Month		$308.16
PMF Trailer 1 Month		$80.00
Lull 1 Month		$3,049.00
Site Fencing 1 Month		$361.13
TAX:		$ -
O/P AND MARKUP (10%):		$ 487.09
MATERIAL AND EQUIPEMENT TOTAL:		**$5,358.03**

LABOR:	HOURS		RATE		SUBTOTAL
PROJECT MANAGER / OFFICE	1.00	$	125.00	$	125.00
Scott Lumsden Superintendant	120.00	$	85.00	$	10,200.00
Trucking/Carpentry	80.00	$	85.00	$	6,800.00
LABOR SUBTOTAL:				$	17,125.00
O/P AND MARKUP (10%):				$	-
LABOR TOTAL:				**$**	**17,125.00**

SUBCONTRACT:	SUB NAME	SUBTOTAL
		$0.00
SUBCONTRACT SUBTOTAL:		$ -
O/P AND MARKUP (10%):		$ -
SUBCONTRACT TOTAL:		**$ -**

DRAFT

TOTAL COST OF CHANGE ORDER: **$ 22,483.03**

BY: Louis Falcone j.R.

LOU FALCONE, PROJECT MANAGER

DATE: 6/24/2025

PREVIOUS REQUESTS FOR CHANGE ORDER

RFCO #01	Difference in Contract	$	48,000.00
RFCO #02	Lead Paint Removal	$	2,524.56
RFCO #03	Mod. 3 Drawings	$	4,386.80
RFCO #04	Paver Change	$	1,100.00
RFCO #05	Mod. 3 Site Work	$	20,054.64
RFCO #06	Decking Extension	$	12,072.63
RFCO #07	Delegated Design Mod.	$	4,435.86
RFCO #08	Paving Credit	$	(3,341.80)
RFCO #09	Bench Material Credit	$	(15,273.50)
RFCO #10	Teen Room Flooring	$	13,112.00
RFCO #11	Circ. Room Flooring	$	7,573.50
RFCO #12	Concrete Stair Mod.	$	54,332.86
RFCO #13	Changed Rail Glass	$	11,838.20
RFCO#14	Blind Pocket For ACT 3	$	3,877.50
RFCO#15	Demo/Prep Existing Ramping	$	3,341.80
RFCO#16	Furnish & Install Maple Base	$	2,361.98
RFCO#17	Column Paint Credit/Skyligh		($950.00)
RFCO#18	Sprinkler Room Work	$	11,328.02
RFCO#19	Meeting Room Sink	$	635.00
RFCO#20	W3 Glazing Wall Support	$	1,080.00
RFCO#21	General Conditions	$	22,483.03
RFCO#22	Book Nook Bulkhead	$	1,346.20
RFCO#23	Book Drop Pass-Thru	$	1,354.30
RFCO#24	Likar Credit		**($1,250.00)**
RFCO#25	General Conditions	$	22,483.03

Total RFCO Dollar Amount:	$	228,906.61
Total Approved RFCO Dollar Amount:	$	156,927.49
Original Total Contract Amount:	$	2,515,725.00
Updated Total Contract Amount Including Approved Change Orders:	**$**	**2,672,652.49**

DRAFT

RFCO#26 General Conditions

CLIENT: NORTHLAND PUBLIC LIBRARY
DATE: 7/14/2025
ATTENTION: AMY STEELE

JOB NAME: NORTHLAND PUBLIC LIBRARY RENOVATIONS
JOB NUMBER: 0824-0242

DESCRIPTION: RFCO#26 will be for the additional General conditions due to delays and project being extended from July 14 -August 1st. The Breakout will be below.

		$0.00
	Office Trailer 1 Month	$422.65
	Porta John 1 Month	$308.16
	PMF Trailer 1 Month	$80.00
	Lull 1 Month	$3,049.00
	Site Fencing 1 Month	$361.13
TAX:		$ -
O/P AND MARKUP (10%):		$ 422.09
MATERIAL AND EQUIPEMENT TOTAL:		**$4,643.03**

	LABOR:	HOURS		RATE		SUBTOTAL
	PROJECT MANAGER / OFFICE	1.00	$	125.00	$	125.00
Scott Lumsden	Superintendant	120.00	$	85.00	$	10,200.00
	Trucking/Carpentry	80.00	$	85.00	$	6,800.00
LABOR SUBTOTAL:					$	17,125.00
O/P AND MARKUP (10%):					$	-
LABOR TOTAL:					**$**	**17,125.00**

SUBCONTRACT:	SUB NAME	SUBTOTAL
		$0.00
SUBCONTRACT SUBTOTAL:		$ -
O/P AND MARKUP (10%):		$ -
SUBCONTRACT TOTAL:		**$ -**

DRAFT

TOTAL COST OF CHANGE ORDER: **$ 21,768.03**

BY:

LOU FALCONE, PROJECT MANAGER

DATE: 7/14/2025

PREVIOUS REQUESTS FOR CHANGE ORDER

RFCO #01	Difference in Contract	$	48,000.00
RFCO #02	Lead Paint Removal	$	2,524.56
RFCO #03	Mod. 3 Drawings	$	4,386.80
RFCO #04	Paver Change	$	1,100.00
RFCO #05	Mod. 3 Site Work	$	20,054.64
RFCO #06	Decking Extension	$	12,072.63
RFCO #07	Delegated Design Mod.	$	4,435.86
RFCO #08	Paving Credit	$	(3,341.80)
RFCO #09	Bench Material Credit	$	(15,273.50)
RFCO #10	Teen Room Flooring	$	13,112.00
RFCO #11	Circ. Room Flooring	$	7,573.50
RFCO #12	Concrete Stair Mod.	$	54,332.86
RFCO #13	Changed Rail Glass	$	11,838.20
RFCO#14	Blind Pocket For ACT 3	$	3,877.50
RFCO#15	Demo/Prep Existing Ramping	$	3,341.80
RFCO#16	Furnish & Install Maple Base	$	2,361.98
RFCO#17	Column Paint Credit/Skyligh		($950.00)
RFCO#18	Sprinkler Room Work	$	11,328.02
RFCO#19	Meeting Room Sink	$	635.00
RFCO#20	W3 Glazing Wall Support	$	1,080.00
RFCO#21	General Conditions	$	22,483.03
RFCO#22	Book Nook Bulkhead	$	1,346.20
RFCO#23	Book Drop Pass-Thru	$	1,354.30
RFCO#24	Likar Credit		**($1,250.00)**
RFCO#25	General Conditions	$	22,483.03
RFCO#26	General Conditions	$	21,768.03

Total RFCO Dollar Amount:	$	250,674.64
Total Approved RFCO Dollar Amount:	$	156,927.49
Original Total Contract Amount:	$	2,515,725.00
Updated Total Contract Amount Including Approved Change Orders:	**$**	**2,672,652.49**

DRAFT

GORDIAN®

Job Order

JOC Contract No.: 2021JOCC-21

[X] **New Job Order** [ ] **Modify an Existing Job Order**

Job Order Number: 136090.00

Job Order Title: Northland Public Library ADA Compliant Restroom Design

Contact:	Robert Lukitsch	Contractor Name:	Clark Contractors, Inc.
Phone:	4123668100	Contact:	Clifton Clark
		Phone:	(814) 623-9400

Work to be Performed

Work to be performed as per the Final Scope of Work and the Price Proposal dated 02/21/2025, and as per the terms and conditions of JOC Contract No 2021JOCC-21.

Brief Task Order Description:

Conversion of empty space into a closet and ADA compliant rest room.

Time of Performance Estimated Start Date:

Estimated Completetion Date:

Liquidated Damages Will apply: [ ] Will NOT apply: [X]

Validation Information

Option 3- Prevailing Wage Normal ***1.0776***

Job Order Firm Fixed Price: $30,605.19

Owner Purchase Order:

Approvals

Project Manager	Date	Contractor Representative	Date
Agency Representative	Date	Agency Representative	Date
Agency Representative	Date	Agency Representative	Date

DRAFT

Scope of Work

To: Robert Lukitsch
KPN - Northland Public Library Authority
No Address Input

4123668100

From: Clifton Clark
Clark Contractors, Inc.
145 Clark Building Road
Bedford, PA 15522
(814) 623-9400

Job Order No: 136090.00
Job Order Title: Northland Public Library ADA Compliant Restroom Design

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Subject to the terms and conditions of JOC Contract 2021JOCC-21.

Robert Lukitsch, Requestor _____ Date _____

Clifton Clark, President _____ Date _____

DRAFT

Contractor's Cost Proposal - Summary (L/E/M)

Date: August 25, 2025

Re:

IQC Master Contract #:	2021JOCC-21
JOC Work Order #:	136090.00
Owner PO #:	
Title:	Northland Public Library ADA Compliant Restroom Design
Contractor:	Clark Contractors, Inc.
Proposal Value:	$30,605.19

Construction Administration	**$7,898.81**
Construction Documents	**$22,706.38**
Proposal Total	**$30,605.19**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percentage of NPP on this Proposal: %

DRAFT

Contractor's Cost Proposal - Detail (L/E/M)

Date: August 25, 2025

Re:

IQC Master Contract #:	2021JOCC-21
JOC Work Order #:	136090.00
Owner PO #:	
Title:	Northland Public Library ADA Compliant Restroom Design
Contractor:	Clark Contractors, Inc.
Proposal Value:	$30,605.19

	Sect.	Item	Mod.	UOM	Description							Line Total
Labor	Equip.	Material	(Excludes)									
Construction Administration												
1	01 22 20	00 0050		HR	Senior Architect							$565.74
				Installation		Quantity 3.00	x	Unit Price 175.00	x	Factor 1.0776	=	Total 565.74
2	01 22 20	00 0051		HR	Architect							$889.02
				Installation		Quantity 6.00	x	Unit Price 137.50	x	Factor 1.0776	=	Total 889.02
3	01 22 20	00 0052		HR	Interior Designer							$3,146.59
				Installation		Quantity 32.00	x	Unit Price 91.25	x	Factor 1.0776	=	Total 3,146.59
4	01 22 20	00 0054		HR	Senior Engineer							$3,297.46
				Installation		Quantity 18.00	x	Unit Price 170.00	x	Factor 1.0776	=	Total 3,297.46
Subtotal for Construction Administration												**$7,898.81**
Construction Documents												
5	01 22 20	00 0050		HR	Senior Architect							$754.32
				Installation		Quantity 4.00	x	Unit Price 175.00	x	Factor 1.0776	=	Total 754.32
6	01 22 20	00 0051		HR	Architect							$4,148.76
				Installation		Quantity 28.00	x	Unit Price 137.50	x	Factor 1.0776	=	Total 4,148.76
7	01 22 20	00 0052		HR	Interior Designer							$7,178.16
				Installation		Quantity 73.00	x	Unit Price 91.25	x	Factor 1.0776	=	Total 7,178.16
8	01 22 20	00 0054		HR	Senior Engineer							$10,625.14
				Installation		Quantity 58.00	x	Unit Price 170.00	x	Factor 1.0776	=	Total 10,625.14
Subtotal for Construction Documents												**$22,706.38**

Proposal Total **$30,605.19**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percentage of NPP on this Proposal: %

DRAFT

December 20, 2024

Brent Fletcher
Clark Contractors, Inc.
Suite 7
145 Clark Building Road
Bedford, PA 15522

Re: Northland Public Library New ADA Restroom
R3A # 24105

Dear Mr. Fletcher,

On behalf of R3A and our consultants, we would like to thank you for the opportunity to provide our proposal for architectural and engineering services to design the new accessible restroom on the upper level of the Northland Public Library.

OUR UNDERSTANDING OF THE PROJECT

R3A was requested to provide architectural, mechanical, electrical, plumbing, fire protection services and fees for the associated scope of work to Clark Contractors Inc., which will be provided through the Keystone Purchasing Network (KPN) to the Northland Public Library. Ostensibly, this will be a design-build contract where R3A will be contracted directly with Clark Contractors, Inc.

Our understanding of the work scope is as follows:

- New ADA accessible restroom on the 2nd floor of the existing library in the location of the existing book nook.
- The layout and scope of the restroom is based on the Concept design and layout done by R3A as part of the new entry addition and renovation.
- The space will be designed to meet at current IBC codes, accessibility standards, and include an adult changing table and additional accessible design requests in conjunction with Changing Spaces Campaign.
- Restroom will include new plumbing fixtures, lighting, electrical, minimal mechanical/venting, minimal fire protection adjustments.
- The layout will require demolition of existing finishes, New interior finishes, restroom accessories and associated work

DESCRIPTION OF SERVICES

PHASE 1 Construction Documents

An outline of our scope of services for this phase follows:

- Meet with the Northland Library and their consultants about the adult changing tables and the specifics of the inclusive restroom design
- Select finishes based on the requirements of the project and present them to Northland for final selection
- Full CD drawings and specifications for the restroom project with a progress review meeting
- Building code and accessibility analysis
- Coordination meetings with Consultants
- Building permit submission

PHASE 2 Construction Administration

An outline of our scope of services for this phase follows:

DRAFT

- Answer RFIs and review pricing/GMP by Clark contractors
- Attendance at bi-weekly construction meetings, meeting reports
- Site visit
- Answer RFIs
- Review submittals
- Punchlist

CONSULTANTS

R3A's project team includes the following consultants:

- Mechanical Electrical, Plumbing, Fire Protection Engineering – Tower Engineering

SCHEDULE

We understand that the finish of construction for this project would like to be timed to coincide with the completion of the ongoing addition/renovation project at the end of May. As a result we are expediting our design timeline to try and meet this target. current air dome enclosed structure is past its expected life span and the schedule for its replacement is critical. Our tentative proposed schedule is as follows:

- Phase 1: Construction Documents– 8 weeks
- Phase 2: Construction Admin – 12 weeks

PROPOSED FEE

Our proposed fee itemized by discipline and phase is based upon the hours sent in the attached spread sheet.

ITEMS NOT INCLUDED OR PROVIDED BY OTHERS:

1. Additional consultants not specifically listed are also not included as part of our basic services scope.
2. Environmental Engineering services are not included.
3. CCTV survey services for the sewer or water lines is not included. If necessary, it shall be provided by the Owner or others.
4. Underground Utility Location services to locate and identify buried utility locations for water, sewer, electric and gas lines, storm sewers are not included. Also not included are cleaning of inlets and jet clean pipes. Vacuum excavation or other methods to identity depth, condition, or location of buried utilities is not included.
5. Construction quality control or quality assurance testing is not included. If determined at the end of DD/CD's this service can be provided as an additional service by a testing agency.
6. Design of cold form metal framing beyond setting delegated design performance criteria is not included and shall be provided by others.
7. Design of fire suppression systems, sprinkler or otherwise, beyond setting delegated design performance criteria is not included and shall be provided by others.
8. Cost estimating services are not included and shall be provided by others.

QUALIFICATIONS

Our proposed fee includes the scope defined above and the following qualifications and assumptions:

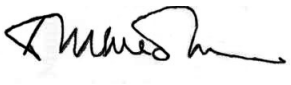
1. It is assumed that the project is being completed under the Keystone Purchasing Network.
2. Assuming Design-build delivery with KPN Contractors. No early bid packages are included.
3. Modifications to project size, scope or budget may require an additional fee to be mutually negotiated with KPN and the Northland Public Library.
4. Client/user meetings beyond the (2) listed in the CD phase, will be an additional service.
5. It is assumed that this project will not be pursuing LEED certification, but that the space design will keep sustainability in mind. Our services do not include any LEED documentation or LEED-related energy modeling or analysis.

DRAFT

We are looking forward to continuing to work with Clark Contractors and the Northland Public Library with this important community amenity enhancement to the Library.

Sincerely,

R3A Architecture



Deepak Wadhwani, AIA, NCARB, LEED-AP
Principal



Patrick Russell, AIA
Associate

DRAFT

R3A ARCHITECTURE, LLC
48 South 14th Street,
Pittsburgh, PA 15203
412.431.2480

Northland Library
ADA restroom

R3A #24105

ITEM	PHASE / ACTIVITY	R3A Senior Architect	R3A Interior Designer	R3A Architect	Tower Senior Engineer
1.0	**CDs**				
1.1	Meeting with Northland and consultants		4.00	4.00	4.00
1.2	CD Drawings	2.00	40.00	12.00	40.00
1.3	CD Specs		16.00	4.00	8.00
1.4	Finish selection		5.00		
1.5	Finish meeting		4.00		
1.6	CD coordination meeting	2.00	4.00	4.00	6.00
1.7	Permit submission			4.00	
1.8					
1.9					
1.10					
1.11	Total Tower				
	TOTAL CD HOURS	**4**	**73**	**28**	**58**
1.0	**Construction Administratiom**				
2.1	OAC	2.00	8.00		
2.2	RFI	1.00	4.00	4.00	8.00
2.3	Submittals		16.00		8.00
2.4	Punch		4.00	2.00	2.00
2.5					
2.6					
2.7					
2.8	Total Tower				
	TOTAL SD/DD HOURS	**3**	**32**	**6**	**18**
	TOTAL ESTIMATED ARCHITECTURAL HOURS ALL PHASES	**7**	**105**	**34**	**76**

DRAFT

Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update August 22, 2025

Other than delays in some lighting and trim elements, construction is substantially complete as of this time, and the "punch list" is being prepared. The (exterior) railings are currently being installed and the furniture is scheduled for installation in late August/early September. The work associated with the sprinkler system pump is still underway and is progressing nicely. One impediment to a timely occupancy of the new space is getting the gas line installed and Staff is working on efforts to expedite that part of the Project. There remain a few construction items that are complete, but under dispute. Mostly flooring related, the upstairs vinyl flooring (and transitions) are one area being examined for additional work, and the carpeting on the stairs and the mezzanine appears to have manufacturing defects making it appear different shades in places. Staff is working to resolve these issues, as well as examine what factors resulted in the project delays that produced requests for "general conditions" cost increases, essentially none of which can be attributed to Northland.

Update July 18, 2025

The temporary walls have been removed and final details and finishes are being installed this week. The exterior stairs have been framed and are expected to be poured next week. Pavers should be here by the end of next week and should begin being installed the following week. Exterior lighting is also going in and a Landscape Working Group has been established by the Building and Grounds Committee to begin planning for fall plantings. Inside, the final wall and flooring finishings are being installed. The large ceiling panels were painted and they look great! There is a small issue with the ceiling above the café and the Armstrong dealer representative will be in next week to see what can be done about that. Shelving is also in the process of going up throughout the new spaces. The sprinkler system pump project is finally getting off the ground – the pump should arrive sometime in the next two weeks and the gas line should start going in during that same timeframe. The fire rating work on the sprinkler closet is on-going, and a (low hours) used generator was ordered that will save Northland between ten and twenty thousand dollars. The electrical contract was signed and final configurations for that installation are currently being drawn up. It is expected that this work will be completed expeditiously so that it will not hold up the issuance of the occupancy permit for the new space.

Update June 20, 2025

Lots of smaller accomplishments are happening as we approach the finish line of this Project. Paint, millwork, ceiling tiles and flooring are all happening simultaneously at this juncture. Approval has been given to replace the exterior stairs and that work will begin as soon as weather permits. The exterior (cement) cladding has all been installed and the metal accent pieces are due to be installed soon. Almost all of the lighting fixtures have arrived, and the electricians are installing them as quickly as possible. The bulk of Staff time right now is focused on the sprinkler system pump installation and, due to a miscalculation by the electrical contractor and delays in getting the generator ordered, the cost estimate has exceeded the original $200,000 and likely will be in the neighborhood of $250,000 by the time it is finished. Staff continue to work on options and avenues to reduce the price of this project.

Update May 23, 2025

The interior space continues to take shape and, with the better weather, so has the exterior. Glazing has been installed and the concrete panels are currently being attached. We are still waiting for the approval from the Architects' insurance company to proceed with the replacement of the exterior stairways, but it is expected any day. Lighting fixture delays

DRAFT

continue and Staff is currently looking into the option of substituting more readily available (and less expensive) alternatives. The furniture PO has been issued and the Foundation Board has approved purchase of the furniture using the proceeds of their New Northland fundraising campaign, and donating it (in-kind) to the Authority. Staff is also working hard to keep down the cost of the sprinkler system pressure repair project but it seems the final cost will approach $200,000. Staff has already been told to expect questions about how this was missed in the project planning stage so it is important to note that this was the result of one of several (undisclosed) "delegated designs" (works like "design-build") that were included in over 1,000 pages of bid documents and not picked up by Staff prior to the public bid. Staff were made aware of this when it was mentioned post-award by one of the prime contractors. It wasn't until the plumbing contractor got into the design for his additional sprinkler capacity to serve the new structure that his designer realized that the pressure in the existing system was too low. Northland's solicitor has been aware of this issue since it was discovered and continues to evaluate options for financial relief for Northland related to this unforeseen condition.

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).

DRAFT

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 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

DRAFT

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.

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

DRAFT

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. 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

DRAFT

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

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

DRAFT

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.

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.*

DRAFT

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).

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

DRAFT

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).

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

DRAFT

20 Brilliant Ave, Pittsburgh
PA 15215

GBBN Architects
5411 Penn Ave
Pittsburgh, PA 15206

RSSC Architecture
5500 Brooktree Rd # 300
Wexford, PA 15090

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.

DRAFT

NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
July 22, 2025, 7:00pm
MINUTES

DRAFT

I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:11 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Mike Smith, and Kylie Seyler. Excused: Karrie Lukin, Sarah Poweska, and Casey Sample. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nick Giorgetti, Don Huber, and Donna Rau.

II. An Executive Session was held on July 2, 2025 to discuss a personnel matter.

III. Comments from the Public: None.

IV. President's Report: Dana Getz: Getz thanked Seyler for her contribution to the Authority Board as the Junior Board Member for the 2024-2025 School Year. Closing in on the end of renovation.

V. New Business:

a. **Draft 2026 Budget Review – Bob Lukitsch/Amy Steele:** Steele and Lukitsch presented the draft budget. The draft budget was reviewed by the Finance Committee at their July meeting. Expecting mostly flat funding from the State and RAD. Requesting a higher percentage increase for supporting municipals contributions compared to last year.

b. **Transfer to Capital Account – (VOTE) $702,531 Bob Lukitsch, Amy Steele:**
   i. **2023 Depreciation (not transferred in 2024, including interest) - $149,742**
   ii. **RAD 2023 One-time Grant to Libraries - $206,000**
   iii. **ERTC Receipts - $346,789**

   Motion to transfer $702,531 to the Capital Account, duly made by Irene Caliendo and unanimously carried.

c. **2026 Meeting Schedule Revised – (VOTE) Amy Steele:** Motion to change the 2026 Meeting Schedule as revised, changing dates for the Governance and Finance Committees, duly made by Irene Caliendo and unanimously carried.

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

a. **Schedule update**: Cement for new exterior steps has been poured. Limestone blocks for landscaping have arrived. Pavers should be shipped next week. Wood flooring and partial flooring continues to be installed on the lower level. Shelving has been installed in the Teen space and behind the Circulation Desk. Digital displays to be ordered. Used generator will be

delivered this week. Fire pump has not arrived yet but should arrive by the end of the month. Issue with wooden valance over Circulation Desk.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Rau provided the update on behalf of Nicholas Yon. The new Northland exterior sign and other wayfinding signs are in production. Should be installed by end of August. MarCom has been busy preparing all the publicity materials for the Children's Gala, Northland Mystery fundraisers, and Fall Booksale. Website redesign project continues. Northland will be at the Marshall Township Community Day and McCandless National Night Out in August.

b. **Departmental Updates – Kelley Moten:** The FUNdation Committee has sponsored a Star of the Week program this year celebrating three staff members on the first and third weeks of a month. Staff vacancy trickle effect mixed with student departures and various staff losses have had an effect on staff. Moten presented a mid-year statistic comparison. Numbers are slightly down in comparison to last year, but that's to be expected because of the construction. Preschool programs are above last year's mid-year numbers. Children's Summer Reading participation is up 188% compared to last year!

c. **Foundation – Don Huber:** Children's Gala is Saturday, September 20. Sold 90 tickets in the first 48 hours after the tickets went on sale. Planning ribbon cutting. Murder Sets Sail: A Northland Mystery Fundraiser tickets go on sale August 1.

d. **Junior Board Member Report – Kylie Seyler:** Seyler thanked the Board for the opportunity to serve on the Board this year as the Junior Board member. Getz, on behalf of the Board, presented Seyler with a certificate and Northland umbrella.

e. **Other –** None.

VIII. Board Education:

a. **Balance sheet:** Lukitsch went over a balance sheet discussing assets and liabilities and equity.

IX. Unfinished Business: None.

X. Legal Matters: None.

XI. Consent Agenda (VOTE):

a. **Minutes**
   i. **June 24, 2025 Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

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

XII. Committee and Other Reports:

i. **Finance Committee:** See above.

DRAFT

ii. **Policy & Planning Committee:** Primarily focused on Strategic Planning. Reviewed internal survey results.
iii. **Building & Grounds Committee:** See above. Dealing with some condensation issues.

XIII. Board Comments: Sarah Poweska is in Iceland and is planning to visit Bókasafn Vestmannaeyja, our Icelandic library pen pals.

XIV. Comments from the Public: None.

XV. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 9:03 PM.

Respectfully submitted,

Tom Kosmala
Board Member

DRAFT

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

Fiscal Year 2025 hit its midpoint and still shows very good performance for the year. Revenue through July came in well over Budget (thanks to the construction grants received from the State and NPLF), while expenses overall came in about 9% under Budget. Cash on the books as of the end of July totaled just over $2.8 million, about $1,000,000 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, all the grant funding is received and interest rates are favorable.

The Statement of Financial Position reflects Northland's continued strong cash position which includes a two-month operating reserve totaling $499,784 (based on 2024 total spending), along with a Capital Improvement Fund that held $1,604,417 at the end of July. This is about $700,000 more than last month due to receipt of some grant reimbursements, but almost $1 million is still owed 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 dropped to $0, due to payment of the Foundation's Q2 Operating Grant invoice, while Other Current Assets remained at zero. Fixed Assets currently total $5,099,928. Total Assets are currently $7,921,218, about $2,000,000 more than one year ago.

Accounts Payable decreased to $14,713 reflecting decreased shipments 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 Credit Card balance decreased to $24,658, which is about $5,600 more 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 $146,394 and remain above normal due to the (2024) holdback balance associated with the construction project.

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 (partially due to the extended construction schedule), interest income so far continues to offset that. Other

DRAFT

areas also remain below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in almost 94% above Budget, totaling $3,777,592 against a Budget of $2,381,904 (YTD).

On the Expense side, payroll remains about 12% below budget, as other payroll expenditures (dominated by health insurance) were 16% under budget. Collection expenditures came in right about on Budget, while Programing came in 37% over Budget (mostly due to summer reading program expenses). Other Library Operations accounts are running way over budget (due to pre-payment of Bookmobile services for the full year) while Processing Costs are about 63% under budget. Administration expenditures are currently about 101% of Budget, while Marketing & Communications expenditures are currently about 45% under Budget. Computer Expense is approximately 16% over Budget (due to the timing of some computer contract expenses as well as the purchase of materials to outfit the new areas with computer, phone, media and PA system connections). Building Expense is running about 8% above Budget (larger than anticipated expenditures for snow plowing over the winter). Travel & Training is currently about 9% under Budget, while Miscellaneous Expense is currently about 20% below Budget. Overall spending was about 9.25% 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 almost $2,000,000 paid out towards the New Northland project, the Library's cash position only decreased by about $236,000 through July.

DRAFT

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

Executive Director's Report – August 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	**Accomplishment:** Courtney Bonnet was promoted to Manager of the Children & Teen Services (CATS) Department. We have filled the vacant Adult Services Librarian and Circulation Customer Service Representative positions. **Active/Ongoing:** We have a vacant part-time CATS Librarian position. Challenge: Despite recent successful hiring, we continue to struggle with vacancies and an extended medical leave. Staff from other departments have helped to cover desk shifts and shelve materials. **Impact:** Staffing shortages continue to impact staff morale and service.
Funding	**Accomplishment:** We have received the final payment of the $650,000 CPF Multi-Purpose Community facilities Program Grant. **Active/Ongoing:** As part of Love Your Library month in September, tickets are on sale for "Murder Sets Sail," the Foundation's murder mystery event and the "Under the Sea Children's Gala" in September. Donations made in September will be partially matched up to $500 by the Jack Buncher Foundation.
Facility and Space	**Accomplishment:** Carpeting has been installed on the new stairs. Lower-level lobby flooring has been installed. Some signage has been installed. Permeable asphalt has been installed in the construction area. The new fire pump and associated plumbing work has been completed. **Active/Ongoing:** Electricians are beginning their work to install the fire pump control panel and associated generator. Final finishes, lighting and signage are being installed. **Impact:** Due to construction constraints on building parking, we had to postpone our End of Summer Celebration until November 3rd. ["Popsicles & Petting Zoo" recast as "Hot Chocolate and Petting Zoo"]
Services	**Accomplishment:** Our children's summer reading program had a good completion rate for summer reading, with nearly 700 gameboards being turned in. Several parents commented that their "non-readers" were so excited by the Reading Dragons program that they read every day in order to collect more cards. Our recent program from the Frick, Gilden not Golden, did very well for a virtual program. We had 45 register, and 36 attend! **Active/Ongoing:** Our Booked for Lunch book club has been getting a very high attendance in the past few months. In July we had 22, and in August we had 28! Our adult summer reading program, Bookshelf Bingo, will wrap up very soon. Currently we have 395 registered, with 3,479 bingo squares completed!
Collection	**Accomplishment:** Almost 700 new children and teen materials were added in July! **Active/Ongoing:** CATS staff have nearly finished weeding their nonfiction collection.
Promoting the Library	**Accomplishment:** Carrie Lane from ACLA asked Courtney Bonnet to appear on Pittsburgh Today Live to talk about library outreach to the schools. She did a wonderful job! Watch here! MarCom responded quickly to make graphics – posters and social media – regarding the library's closure

DRAFT

	on August 18 and 19 and worked to schedule social media and mark cancellations. Northland attended Town of McCandless Night Out Event (August 5). **Active/Ongoing:** Adult Services with MarCom's help is managing another "Name the Book Cart" contest with partnership from Commonplace Coffee. We've been working closely with Commonplace Coffee regarding signage around the building and property. Susan Claus has agreed to lend her amazing artistic talents for an art piece in the Café! Promotion for upcoming fundraising events continues – Children's Gala, Murder Mystery and Fall Book Sale both digitally and in print. "Love Your Library" month promotion has started – mailer, printables, digital assets. Road entrance sign project is in the final stages of fabrication with installation coming soon. Website redesign project continues. Planning for two celebrations for the opening of the New Northland project continues, including engaging Commonplace in the discussions – a "ribbon cutting" ceremony for community partners, elected officials and additional funders and a general patron "open house" grand opening. Upcoming community outreach events include Marshall Township Community Day (August 23), McCandless Community Day (September 13). We continue to promote Bradford Woods' search for a NPLA Board Member on social media.
Board Member Activities	**Accomplishment:** CATS staff report that "Tom Kosmala often stops by the department just to say hi, which makes us all very happy." Bradford Woods is seeking a representative to serve on the Board of the Northland Public Library Authority for the remainder of a 5-year term ending 12/31/27. Details are available here. Sarah Poweska visited Bókasafn Vestmannaeyja, our Icelandic library pen pals!

Incident Reports – July 2025
Behavior Policy: 2
Code Adam: 0
Injury/accident/bio-hazard: 1
Property Damage/Vandalism/Theft: 0
Police notified: 0

Year-To-Date - 2025
Behavior Policy: 6
Code Adam: 1
Injury/accident/bio-hazard: 10
Property Damage/Vandalism/Theft: 1
Police notified: 3

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.

DRAFT

Love Your Library Month is right around the corner. Check out ALL the ways to support Northland in September – https://bit.ly/northlandlyl



DRAFT