NORTHLAND PUBLIC LIBRARY PREAPPROVED VENDORS
Approval Requested by NPLA Board
1/27/2026
Preapproved Vendors for Purchases in Excess of $5,000

Vendor	Materials
ABC Fire Extinguisher Inc	Fire & Security Products/Services
ABDO	Books
ADP	Payroll Service
Allegheny County Library Assoc.	Bookmobile, down loadable books
Amazon	Books, CDs, videos
Ameritas	Dental Insurance
Amish Yard	Outdoor Furniture
Appleseed	Books
Babb, Inc.	FSA/HRA Administration
Blackstone Publishing	Electronic Media Collection Materials
Brodart	Library supplies
Carnegie Library of Pittsburgh	Collection/Services
Cintas	Janitorial Supplies
CleanNet USA	Cleaning Services
Combustion Service & Equipment	HVAC Maintenance & Repair
Constant Contact	Marketing Outreach
Demco	Library supplies, books, furniture
Direct Image	Copier supplies/maintenance
Eastern Alliance	Workers Comp Insurance
Electronic Information Network	Internet service/computer products/leases
Envisionware	RFID vendor
Findaway World	Play Aways
First Energy (formerly Penn Power)	Utilities
Helcim	Credit Card Processing
Hermann Landscape Maintenance	Snow Plowing
In Book Page	Adult Services Periodicals
Ingram	Books
Library Ideas LLC	CATS Collection Items
Logmein.com (formerly Jive Cloud Phone Service)	Telephone Syetem
Lowes	Maintenance Supplies
McCall, Scanlon & Tice	Audit Sevices
Mertz Plumbing	Plumbing services
Midwest Tape	Books
MTSA	Sanitary Sewer Utility
Otis Elevator	Maintenance contract for elevator
OVD Insurance	Insurance Broker (Cyber Policy)
PA Department of Revenue	Payroll taxes
PA Unemployment Compensation Fund	Unemployment Insurnance
Proquest	Electronic Collection Items

DRAFT

R3A	Archetect/Design Services
Ralph Scherer & Sons	Door & lock service & repair
Rick Hartman Plumbing	Plumbing services
Sam's Club	Book nook supplies
Scherer Electric	Electrical services
Scholastic	Books
Selective Insurance Compamy	Building & Liability Insurance
Showcases	Audio, video, DVD cases
Steel City Paper & Supply	Computer paper supplies
Strassburger, McKennam Gutnick and Geftsky	Legal Services
The Library Store	Library Supplies & Furnishings
UPMC	Health Insurance
US Treasury	Payroll taxes
Value Line	Investment information products
West View Water Authority	Water Utility
Wilson Group	Postage Meter & Printer/Copier Sales/Service
WT Cox	Magazine subscriptions

DRAFT

Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update January 23, 2026

At long last the Project is essentially completed (still need to do a few additional things inside and all the landscaping outside) and occupied. The Café and (relocated) Book Nook are doing well at this juncture and Patrons are loving the new space. The final cost will be determined as soon as all the credits are finalized but to date almost $4 million has been paid out and an estimated $400,000 remains to be paid on the construction billings in 2026.

Update December 5, 2025

Only a few punch list items remain to be done and, due to the early onset of winter weather, landscaping will be put off until spring. The only item preventing issuance of the occupancy permit is the fire pump system installation that was due to be finalized on Monday, December 8, but ran into a roadblock when the Cummins tech brought in by Merit Electric was unable to get the generator to run. He blamed the problem on aftermarket control panels that had been installed, which was extremely disappointing because Staff had already contracted with Cummins to send a tech on October 30 to go over the generator and let us know if there were any obvious problems we should be taking care in anticipation of the final commissioning. He did not mention these aftermarket parts (control boards), nor any other deficiencies to be taken care of in anticipation of the start-up. After the failed commissioning this morning, Staff reached out to MTSA and two of their best generator mechanics showed up and delivered good news and bad news – their opinion was that it was a really nice unit that was well worth what we paid for it, and also definitely worth fixing. However, they also said the wiring looked sloppy so the best thing to do is pay Cummins to make the needed repairs (likely in the thousands of dollars) as we should then have a very dependable unit that will give us many years of good service. If the timeline for that work is weeks instead of days, Staff has made arrangements to bring in a rental (by the end of next week) and have Merit splice it into their existing wiring so that we can get the occupancy permit while waiting for Cummins to repair our generator.

Update October 24, 2025

Most of the punch list items have been taken care of and a few new ones that cropped up have also been addressed. One minor issue was the exposed cement block along the front and side of the addition due to a discrepancy in the drawings that placed the lowest row of ground faced (decorative) block too high. Staff has agreed to mitigate this by clearing away the dirt, cleaning the cement block and the dying it an acceptable color to dress it up a bit, and to use some of the limestone blocks left over from the wall to expend the top row to the right of the main entrance so that the dirt will cover the cement block in that area. The only remaining major items are the multi-color Chilewich carpet that appears to have different shades in some areas and the upstairs Forbo flooring transitions to the carpet that are unacceptably high, obstructing carts and presenting a tripping hazard. The Chilewich manufacturer originally offered a 15% credit which Staff rejected and then asked for 100% to which manufacturer agreed. The flooring contractor has proposed adding some carpeting around the edge of the upstairs Forbo so that they can seal the edge of that and use no transition at all. We are waiting to see the carpet samples they are proposing to use and, if they prove to be a close enough match, Staff is inclined to accept this fix but will be requesting a generous credit for agreeing to not make them rip up the flooring and replace it with what the drawings specified. The landscaping working group has devised a plan that has been well received and Staff will be moving ahead on that before winter sets in. There is also the issue of the signage at the entrance and Staff is evaluating alternatives to placing it above the entrance, where the material used will not support it. The final steps in getting the sprinkler system pump operational continue to present delays and Staff is now looking into setting the generator up to run on propane in an effort to expedite obtaining the occupancy permit.

DRAFT

Update September 18, 2025

Currently Staff is working on Punch List items with the Contractors, and a sub-committee continues to work on landscaping, but the big job still ahead is getting the sprinkler pump installed and functional so that an occupancy permit can be obtained. There are various delays in getting this work across the finish line but Staff is working diligently to remove the remaining road blocks. Another issue that Staff is currently dealing with is that the transitions used upstairs are not the same as the ones downstairs (due to the radius at the entrance). The ones that were installed are unacceptable, due to the height of the transition causing problems for carts. Staff is working with the Architects and the relevant Contractors to resolve this situation. Currently it is hoped that all work and approvals will be accomplished by the end of October. Staff also executed the contract for the design work on the Upstairs Restroom project and that work is expected to commence before the end of the year.

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

DRAFT

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 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

DRAFT

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

Update January 24, 2025

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

DRAFT

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

Update August 22, 2024

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

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 a long 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

DRAFT

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

Update March 22, 2024

The Building and Grounds Committee meeting on March 18th began with a review of the schedule – with the design phase largely concluded, R3A will start developing the construction drawings that will be used to construct the bid documents. It is expected that the construction drawings and final budget estimate will be ready for NPLA Board approval in May, keeping the project on its relatively ambitious schedule. The Committee reviewed a new, more compact (and less costly) stair configuration, and expressed concern that the new stair design seemed too narrow – R3A committed to developing a stair plan that exceeds the width of the current circular stairs without negatively impacting the space in the entry way to the Café area. In addition to saving money, the new stair configuration provides more area on the mezzanin e 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

DRAFT

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

Update December 1, 2023

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

DRAFT

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

Update June 22, 2023

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

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:

DRAFT

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

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

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

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

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

DRAFT

current Silent Study space for the future Maker Space. A smaller footprint option (Option D) was requested and received from the Architects. The Building & Grounds Committee reviewed Option D and compared to the previous options. Option D still accomplishes the original goals, includes the preferred stairway location, traffic patterns and includes storage under the stairs as well. The additional glass on the exterior of Option D is also preferred. Because of the reduced footprint, this option will have a slightly reduced cost. The Building & Grounds Committee is recommending Option D as the preferred concept for this project. Staff has begun preliminary preparation of the Keystone Grant application materials.

Update August 20, 2021

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

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

DRAFT

(attachment 1) and a Request for Proposals (attachment 2) that was sent to five Architectural Firms, and after questions were raised by one potential respondent, a clarification document (attachment 3) was shared with the four firms that expressed interest:

Avon Design Group
9800B McKnight Rd
Pittsburgh, PA 15237

elagin architecture
20 Brilliant Ave, Pittsburgh
PA 15215

GBBN Architects
5411 Penn Ave
Pittsburgh, PA 15206

RSSC Architecture
5500 Brooktree Rd # 300
Wexford, PA 15090

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
December 9, 2025, 7:00pm
MINUTES

DRAFT

I. Call to Order & Roll Call: The meeting was called to order by Dana Getz at 7:03 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, Mike Smith, and Varshini Sentilkumar. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Nick Giorgetti, Rita Martin, and Alan Cech.

II. An Executive Session was held immediately prior to this meeting at 6:30 to discuss a personnel matter.

III. Comments from the Public: None.

IV. President's Report: Dana Getz: Getz remarked what a year this was. Although there were challenges and changes, Getz is looking forward to the new year. Getz thanked the staff and the Foundation. Getz appreciated the Board's flexibility and dedication over this year.

V. New Business:

a. **Executive Director Compensation for 2026 – Dana Getz:** Motion to set the Executive Director salary for 2026 at a 5% raise, at $125,427.12, duly made by Karrie Lukin and unanimously carried.

b. **Board Proposal for 2025 Operating Budget Payroll Funds – Dana Getz:**

   i. **Construction Related Bonuses:** Motion to award an $8,000 one-time bonus to the Executive Director, Amy Steele, in recognition of her extensive work for the renovation process, duly made by Irene Caliendo and unanimously carried.

      1. **Up to $22,000 total for select staff as determined by the Executive Director (VOTE):** Motion to allocate a $22,000 pool for bonuses as distributed by the Executive Director, duly made by Mike Smith and unanimously carried.

   ii. **Construction Related Staff Recognition: $5,000 + one pro-rated day of paid time off for each staff member (VOTE):** Motion to award each staff member paid time off to be used by the end of 2026, i.e. one pro-rated day off based on their typical work week, plus the $5,000 pool fund, duly made by Mike Smith and unanimously carried.

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

a. **Fire pump/generator update:** Generator is in the process of being tested and a final inspection is scheduled for the end of this week. This will allow the Certificate of Occupancy to be issued by the Town of McCandless.

b. **Opening the new space:** If the generator test and inspection is successful, the library would close for one day next week to move into the new spaces and open the New Northland to the public the following day. The Ribbon Cutting would tentatively be on January 8, and the Public Open House would be that weekend on January 10. Commonplace Coffee is ready to open and serve the public opening day.
c. **ADA Restroom update:** No update at this time.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Yon recognized Tom Kosmala and Karrie Lukin for their years of service and leadership over the past number of years. Press release for the New Northland opening has been drafted and will be sent as soon as the opening date is confirmed. Commonplace and Yon are collaborating on a separate press release for the soft opening and ribbon cutting. Staff "Best Of" lists are being compiled for social media. Senator Lindsay Williams was here last week to celebrate the increase in the PA Library subsidy funds and recognize the impact of libraries on the communities, along with Representative Arvind Venkat and a staff member from Representative Emily Kinkead's office. They also recognized ACLA's COO Kimberley Hrivnak, and recognized Steele's upcoming retirement. Bubbles the Axolotl will be featured in an upcoming news article in the Pittsburgh Post-Gazette.
b. **Departmental Updates – Kelley Moten:** Ingram Content Group, the largest supplier of books for Northland and other public libraries, is undergoing growing pains and is behind in fulfilling orders with the influx of new library clients due to the closure of Baker & Taylor. End of year book orders have been placed but may not be invoiced or received before year end. This is a widespread issue. Libraries across the state are now in danger of not meeting the state requirement for 12% of their budget being spent on collection materials. Staff have been making in person purchases at Barnes and Nobles and online purchases through Amazon to help ensure the spending requirement is met. ACLA has also provided directions if libraries are unable to make 12% due to this issue. The state will be changing this spending requirement to have the 12% be based off the previous year's actual spend budget for a library as opposed to the current year's spend budget.
c. **Foundation – Alexis McKinley, Robert Tate:** Rita Martin remarked that she will be leaving the Foundation board at the end of the year and expressed appreciation of the partnership between the Foundation and Authority boards. Year-end appeal mailers should hit mailboxes soon. The pickup for Holiday Gifts for Book Lovers will be on December 17. A Christmas Carol Showcase event will be on Sunday, December 14 from 10 AM to 12 PM. 45 patrons have registered. Will try to do an engraved paver preview night before the opening if possible. UPMC will again be sponsoring the Garden Gala. Other sponsorships opportunities are being solicited. The Foundation Board voted to purchase Giant Eagle gift cards for Northland Staff as a year-end gift.
d. **Junior Board Member Report:** Sentilkumar noted that students are very excited for the New Northland to open and use the new study spaces.
e. **Other:** None.

DRAFT

VIII. Unfinished Business:

- None

IX. Legal Matters:

- None

X. Consent Agenda:

a. Minutes

i. October, 28, 2025 Meeting

b. Treasurer's Report

c. Executive Director's Report

Motion to approve the consent agenda, duly made by Tom Kosmala and unanimously carried.

XI. Committee and Other Reports:

i. Policy and Planning Committee – Did not meet.

ii. Governance Committee: The committee finalized a New Board Member Training checklist, and it will be posted on the Board Portal. Articles of Incorporation need to be reviewed, and the goal is to have the review completed before Amy's retirement.

iii. Executive Search Ad Hoc Committee: Application period has closed. There is a robust applicant pool. Bradbury Miller Associates will be helping to rank and evaluate the candidates and begin the first round of interviews. Final interviews will be in February.

XII. Board Comments: Steele recognized Lukin and Kosmala for their years of service to the Authority Board. Steele remarked that Lukin was instrumental in developing the Employee Handbook. Lukin is interested in staying on the Policy and Planning committee. Steele remarked that Kosmala did outstanding job leading the Building and Grounds Committee through the expansion project. Both Lukin and Kosmala will be missed. KnitHope, Getz's nonprofit organization, collected over 500 handmade hats and scarves from Northland this year and was able to distribute 990 hats and scarves to those in need in our Pittsburgh community.

XIII. Comments from the Public: None.

XIV. Adjournment: Motion to adjourn duly made by Tom Koslama and unanimously carried. The meeting adjourned at 8:10 PM.

Respectfully submitted,

Sarah Poweska
Secretary

DRAFT

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

Fiscal Year 2025 has concluded and is still showing pretty good performance for the year. Revenue through December came in well over Budget (thanks to the construction grants received from the State and NPLF), while expenses overall came in about 1.33% under Budget (due to the decision to expense some construction project related costs). Cash on the books as of the end of December totaled just under $2.7 million, about $330,000 less than the amount at the same point in 2024 (due to continued construction related payments). 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. Due to ongoing construction related payments and the fact that PLGIT's current money market yield is roughly the same as current CD rates, Staff will monitor that situation and, if warranted, will bring a recommendation to the Board to re-start the practice of using CDs to increase interest income.

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, which will be revised after the audit to reflect 2025 expenses), along with a Capital Improvement Fund that held $1,687,426 at the end of December. This is slightly less than last month, but almost $500,000 is still owed to the contractors 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 balance rose to $65,165, due to issuance of the Foundation's Q4 Operating Grant invoice, while Other Current Assets dropped to only $30 (staff orders received and paid for before the invoice is due). Fixed Assets currently total $5,449,627. Total Assets currently total $8,202,959, about $2,100,000 more than one year ago.

Accounts Payable increased slightly to $23,119 reflecting increased 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 increased to $38,970.05, which is about $17,000 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 increased to approximately $153,644 due to increased payroll liabilities at year-end and a little over $100,000 in 2024 fiscal year end hold back balances on 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

DRAFT

to the extended construction schedule), interest income so far continues to offset that. Other areas also remain below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in almost 69% above Budget, totaling $5,569,692 against a Budget of $3,354,715 (YTD).

On the Expense side, payroll remains under budget by about 2.5%, while other payroll expenditures (dominated by health insurance) remained 11% under budget. Collection expenditures came in only about $500 under Budget, while Programing came in 15% over Budget. Other Library Operations accounts came in 7% under budget while Processing Costs are right at budget. Administration expenditures are currently about 4% above Budget (due to payment of the Bradbury Miller retainer, while Marketing & Communications expenditures were about 30% under Budget. Computer Expense is approximately 16.5% over Budget (due to the purchase of materials to outfit the new areas with computer, phone, media and PA system connections). Building Expense is running about 18% above Budget (larger than anticipated expenditures for snow plowing over the winter and some Project related costs). Travel & Training is currently about 13% over Budget (due to the reimbursed payment of the $1,000 Willa Neil scholarship award), while Miscellaneous Expense came in about 38% below Budget. Depreciation Expense is projected to be 8% over budget, due to the additional expenditures associated with the Sprinkler Pump Project). Overall spending was about 1.3% 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 $2,600,000 paid out towards the New Northland project, the Library's cash position decreased by only about $370,000 for Fiscal Year 2025.

DRAFT

Northland Public Library Authority

Statement of Financial Position

As of December 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$2,688,135.98**
Accounts Receivable	**$65,165.58**
Other Current Assets	**$30.56**
Total Current Assets	**$2,753,332.12**
Fixed Assets	
1300 Property & Equipment	8,800,003.77
1905 Accumulated Depreciation	-3,350,376.53
Total Fixed Assets	**$5,449,627.24**
TOTAL ASSETS	**$8,202,959.36**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$23,119.41**
Credit Cards	**$38,970.05**
Other Current Liabilities	**$153,644.10**
Total Current Liabilities	**$215,733.56**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$215,733.56**
Equity	
3005 Accumulated Surplus	3,178,602.97
3099 Opening Balance Equity	2,425,425.82
Net Revenue	2,383,197.01
Total Equity	**$7,987,225.80**
TOTAL LIABILITIES AND EQUITY	**$8,202,959.36**

DRAFT

Northland Public Library Authority

Budget vs. Actuals Report

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	24,879.00	24,879.00	0.00	100.00 %
4010 Mcpl Support - Franklin Park	377,873.00	377,873.00	0.00	100.00 %
4015 Mcpl Support - Marshall	227,787.00	227,787.00	0.00	100.00 %
4020 Mcpl Support - McCandless	692,155.00	692,155.00	0.00	100.00 %
4025 Mcpl Support - Ross	569,692.00	569,692.00	0.00	100.00 %
Total 4000 Municipal Support	**1,892,386.00**	**1,892,386.00**	**0.00**	**100.00 %**
4100 Other Government Support				
4105 State Support	323,443.70	320,215.00	3,228.70	101.01 %
4110 County Support	555,200.14	552,518.00	2,682.14	100.49 %
4115 Table Gaming Revenue	65,298.00	65,000.00	298.00	100.46 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**943,941.84**	**937,733.00**	**6,208.84**	**100.66 %**
4200 Grants & Donations				
4205 Foundation Grants	516,337.06	265,000.00	251,337.06	194.84 %
4210 Other Grants & Donations	41,083.55	30,000.00	11,083.55	136.95 %
Total 4200 Grants & Donations	**557,420.61**	**295,000.00**	**262,420.61**	**188.96 %**
4250 Capital Grants				
4252 Capital Grants - State	2,050,000.00		2,050,000.00	
4255 Capital Grants - Other	5,000.00		5,000.00	
Total 4250 Capital Grants	**2,055,000.00**		**2,055,000.00**	
4300 Library Operating Revenues	**27,889.80**	**40,496.00**	**-12,606.20**	**68.87 %**
4405 Semi-Annual Book Sales	22,862.05	21,000.00	1,862.05	108.87 %
4500 Store Sales	**43,402.30**	**63,100.00**	**-19,697.70**	**68.78 %**
4705 Misc. Income	**-3,447.23**	**5,000.00**	**-8,447.23**	**-68.94 %**
5000 Interest Income - Operating	64,619.25	100,000.00	-35,380.75	64.62 %
5001 Interest Income - Capital	55,616.91		55,616.91	
Total Revenue	**$5,659,691.53**	**$3,354,715.00**	**$2,304,976.53**	**168.71 %**
GROSS PROFIT	**$5,659,691.53**	**$3,354,715.00**	**$2,304,976.53**	**168.71 %**
Expenditures				
6000 Payroll Expense	**1,964,001.54**	**2,013,452.00**	**-49,450.46**	**97.54 %**
6100 Other Employment Expense	**361,424.68**	**404,530.00**	**-43,105.32**	**89.34 %**
6201-0000 Collection Purchases - Print	**228,198.35**	**226,542.00**	**1,656.35**	**100.73 %**
6202-0001 Collection Purchases - Electronic	**74,446.42**	**79,798.00**	**-5,351.58**	**93.29 %**
6203-0001 Collection Purchases - Other	**70,672.48**	**67,500.00**	**3,172.48**	**104.70 %**
6204-6405 Processing Costs	16,452.92	16,500.00	-47.08	99.71 %
6300 Programming & Events	**12,679.66**	**11,000.00**	**1,679.66**	**115.27 %**
6400 Other Library Operations	**19,017.88**	**20,400.00**	**-1,382.12**	**93.22 %**
6500 Administrative Expenditures	**77,820.10**	**74,350.04**	**3,470.06**	**104.67 %**
6600 Marketing & Comm.	**2,464.07**	**3,543.00**	**-1,078.93**	**69.55 %**
6700 Computer Expense	**58,260.06**	**50,000.00**	**8,260.06**	**116.52 %**

DRAFT

Northland Public Library Authority

Budget vs. Actuals Report

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6800 Building & Equipment	**155,483.24**	**131,500.00**	**23,983.24**	**118.24 %**
6900 Travel, Training & Apprec.	**7,494.49**	**6,600.00**	**894.49**	**113.55 %**
8000 Miscellaneous Expenses	**6,162.97**	**10,000.00**	**-3,837.03**	**61.63 %**
9000 Depreciation	221,915.66	205,000.00	16,915.66	108.25 %
Total Expenditures	**$3,276,494.52**	**$3,320,715.04**	**$ -44,220.52**	**98.67 %**
NET OPERATING REVENUE	**$2,383,197.01**	**$33,999.96**	**$2,349,197.05**	**7,009.41 %**
NET REVENUE	**$2,383,197.01**	**$33,999.96**	**$2,349,197.05**	**7,009.41 %**

DRAFT

Northland Public Library Authority

Statement of Cash Flows

January - December 2025

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	2,383,197.01
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	-59,636.75
1220 Prepaid Expenses:Prepaid - Other	898.12
1290 NPLF Reimbursables	-30.56
1298 Employee Orders	0.00
1605 Purchases Made on Behalf of Other Entities	0.00
1905 Accumulated Depreciation	221,915.66
2000 Accounts Payable (A/P)	-863.91
2005 Accounts Payable (A/P):Accounts Payable - Vendors	10,521.44
2105 PLGIT BMO Debit Card	17,272.05
2011 Capital Asset Payable	-262,675.59
2205 Receipts Collected for Other Entities	-64.66
2210 PA Sales Tax Payable	-4,969.05
2305 Accrued Payroll	-100,238.11
2405 Payroll Tax Payable	-108.41
2605 Payroll Liabilities:FSA	-341.64
2610 Payroll Liabilities:Life Insurance	-1,225.22
2620 Payroll Liabilities:Dental	196.29
2625 Payroll Liabilities:UPMC Vision	-1,429.34
2626 Payroll Liabilities:TakeCommand	-5,433.26
2630 Payroll Liabilities:SIMPLE IRA	979.75
2635 Payroll Liabilities:Child Support	-220.76
PA Sales Tax Payable:PA Sales Tax Payable	5,075.79
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-180,378.16**
Net cash provided by operating activities	**$2,202,818.85**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-2,571,637.75
Net cash provided by investing activities	**$ -2,571,637.75**
NET CASH INCREASE FOR PERIOD	**$ -368,818.90**
Cash at beginning of period	3,056,954.88
CASH AT END OF PERIOD	**$2,688,135.98**

DRAFT

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

Executive Director's Report – January 2026

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:** We have finally filled our vacant part-time Cleaning/Maintenance position! Alea Christ has been promoted to fill the vacant Circulation Supervisor position. Kristy Smith has been promoted to fill Alea Christ's vacant Customer Service Representative II position. Dana Nicodemus has been promoted to a vacant Customer Service Representative position. The Children & Teen Services (CATS) Department is fully staffed for the first time since September. **Active/Ongoing:** We still have one Circulation Customer Service position to fill. The Executive Director search continues through Bradbury Miller Associates. Three finalists have been selected. **Challenge:** Promoting internal staff is great but creates a cascade of vacant positions that is stressful for the department and hiring team. We have had a difficult transition for this year's healthcare plan with lingering paperwork issues.
Funding	**Accomplishment:** Northland earned $14,902 in matching funds from the county-wide Love Your Library campaign in September. The Northland Public Library Foundation raised nearly $54,000 during the Year-End Appeal. We have received another grant for Children's Programming from the William F. and Lynn D. Gauss Foundation. We have received a donation for new Board Book Shelving in honor of retired Children & Teen Services Department Manager Susan Claus. The Jack Buncher Foundation awarded each public library in the Allegheny County Library Association a $5,000 year end grant in addition to the Love Your Library matching funds they provided.
Facility and Space	**Accomplishment:** The NEW NORTHLAND officially opened on December 19! Visitors LOVE the new space, especially Commonplace Coffee and the new stairs! New Board Book shelving has been installed around the tree in the CATS department. Meeting rooms #1 & 2 have been painted. Several of the Adult Collections moved in preparation for the New Northland. Video Games and World Languages are now more visible near the central area upstairs. More space was created for our popular Large Print Collection by donating outdated reference materials to Urban Impact. **Active/Ongoing:** A few construction punchlist items are still being resolved. **Challenge:** Delays in getting the upper-level ADA restroom plans and drawings have delayed the start of that construction. **Impact:** We are definitely seeing more new and repeat visitors in the building since the New Northland opened.
Services	**Accomplishment:** Our Book Clubs love the new view in the Conference Room upstairs! **Active/Ongoing:** All meeting rooms, including the new Conference Room on the upper level are now available for rent when not in use for internal meetings and programs. CATS staff outreach to schools and daycares is in full swing. CATS is promoting Winter Reading and have brought back the "Dragon cards" for children to collect. This was a huge hit in the summer and Teen Librarian, Raeann MacNeill has made this possible for Winter Reading. The ever-popular Bookmark Contest

DRAFT

	is back and running through the month of January. This is for all ages 0-adult and is a great program that allows Children and Teen Services and Adult Services to work together.
Collection	**Accomplishment:** 2025 Collection use highlights: 70% of all Adult materials went out in 2025. Over 70,900 of our items went out at least once in 2025. We had 203,388 checkouts in 2025. Our most popular collections were Lucky Day, Hotspots, Video Games, Board Games and Science Fiction/Fantasy. Following are percentages for items that went out at least once last year: 97% of Lucky Day, 96% of Board Games, 95% of New Books, 94% of Graphic Novels, 89% of SFF and Video Games. **Active/Ongoing:** The CATS department will be adding 2 companion cats for patrons to check out. These are from Joy for All and will be a wonderful addition for families who are unable to have real-life pets. We hope to add dogs later in 2026. **Challenge:** The shutdown of Baker & Taylor caused an overload of new books delivered at the end of the year. CATS staff worked out a great discount with Barnes & Noble to make needed year-end purchases. Hoopla (downloadable materials) will likely be changed or even possibly eliminated in the future due to unsustainable costs. Hoopla is paid for by the Carnegie Library of Pittsburgh but our patrons benefit from it. Little Pim, a children's language learning database is being discontinued.
Promoting the Library	**Accomplishment:** A Press Release was sent to local media regarding the opening of the New Northland. Marcom finalized and executed (logistics, content, graphics, announcements, planning, etc.) the Ribbon Cutting Ceremony as well as an Open House for the New Northland. The New Northland opening was featured in the Tribune Review, The Uproar (NASH Student News), WPXI News, and the Pittsburgh Business Journal. The opening of Commonplace was featured in the Post Gazette. Ribbon Cutting Ceremony, specifically, was featured in the Tribune Review. Post Gazette featured an article on Bubbles, Northland's axolotl. Public Meeting Room documents have been re-published on our website for 2026. The new look for the 2026 Northland News is out and can be seen in the January issue. **Active/Ongoing:** Northland's marketing and communications team is working with our circulation staff to design new library cards. Our popular Tax Information webpage has been published and will be updated according to our form stock. **Challenge:** With the New Northland opening and more prominent areas for displays of the Northland News, we have already seen a great increase in the number of January 2026 issues we've printed – at the time of this report we've printed 450 newsletters. Previous average was about 250 – 300 per month. **Impact:** At this rate the budget that was given to MarCom for paper will quickly be exhausted. We will need to figure out solutions – print on a lower quality paper, find more budget room or decrease the number of prints and encourage patrons to access the newsletter via our website.
Board Member Activities	**Accomplishment:** Alan Cech was appointed to the Northland Public Library Authority Board by Franklin Park. NPLA Board members attended the New Northland Ribbon Cutting Event. New board members Noelle Ivankevich and Alan Cech have begun their orientation.

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

Year-To-Date - 2025
Behavior Policy: 10
Code Adam: 1
Injury/accident/bio-hazard: 15
Property Damage/Vandalism/Theft: 1
Police notified: 4

DRAFT

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.

Ribbon Cutting Ceremony on January 8



Open House Celebration on January 10



DRAFT