Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update February 21, 2025

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

Update January 24, 2025

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

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have been erected on both levels. Interior demolition work has begun and is progressing on time and the spiral staircase has been removed. Work continues on the Café vendor RFP. We were awarded an ARPA Capital Projects Fund Multi-Purpose Facilities Program Grant for $650,000 for the New Northland project. We were awarded a Rotary District Grant for nearly $10,000 for the Universal Changing Table for the upper level ADA accessible restroom.

Update September 20, 2024

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

Update August 22, 2024

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

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

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over furniture options and to discuss the café, with no recommendations at this time. The café is the only challenging issue at this time and a subcommittee continues to meet with potential vendor partners and the designers to come up with a viable design for the café.

Update April 19, 2024

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

Update March 22, 2024

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

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the R3A designers offered, it is okay to ask for new or different options so as to provide the designers more direction in moving to the next iteration. Examples discussed were the lighting and color palette. A brief discussion regarding the (draft) Budget (sources and uses) ensued, which was followed with an update on the discussions regarding the installation of the accessible restroom upstairs, with a mention of the effect of lighting, fixture and finishes choices on the needs of the patrons who require the accessibility features ours will have.

Update, December 18, 2023

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

Update December 1, 2023

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

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were chosen to highlight the various aspects of the new entrance and lobby area, as well as potential ways to utilize the interior space freed up by the removal of the staircase and centralization of the Customer Service area.

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

Update August 18, 2023

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

Update June 22, 2023

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

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.*

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

Update January 20, 2023

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

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

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

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

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

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

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$750,000. This is the maximum grant under each funding Program and the expectation is that it is unlikely that NPLA will receive the maximum from both, but it is hoped that this project will secure funding amounts in excess of what was received in the 2019 awards for the HVAC/Roof Project ($708,973 in total), which will insure that Northland has the wherewithal to complete this important Capital Improvement.

Update September 24, 2021

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

Update August 20, 2021

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

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.

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

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

Avon Design Group
9800B McKnight Rd
Pittsburgh, PA 15237

elagin architecture
20 Brilliant Ave, Pittsburgh
PA 15215

GBBN Architects
5411 Penn Ave
Pittsburgh, PA 15206

RSSC Architecture
5500 Brooktree Rd # 300
Wexford, PA 15090

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

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Northland ADA Restroom with universal changing table and height adjustable sink.

This new restroom will be located on the upper level of the library in the space currently occupied by the Book Nook.

We will be working with Keystone Purchasing Network (KPN) vendor Clark Contracting. Clark is the same company that built the Learning Garden for us in 2019.

Clark has requested that we use R3A for the design portion of this design-build project. Clark has experience working with R3A in the past and R3A is already familiar with our building and had previously done a preliminary design for the restroom.

R3A has submitted a proposal for the design and project work for $29,892.04. **Staff is recommending that we accept this proposal and asking for board approval of this R3A proposal** which includes a timeline of 8 weeks for design work, much of which has already been completed, and 12 weeks for construction.

As you know the restroom design features a universal changing table for which we have received a $10,000 grant from the North Boroughs Rotary. Christina Abernethy one of our restroom design consultants has helped us negotiate discounts for the changing table and an adjustable height sink that she recommends. Using these discounts we are able to purchase both for $13,887. This allows us to include the height adjustable sink for not much more than the cost of a standard sink plus countertop etc. **Staff is asking for approval to purchase this equipment now to assure the discounted pricing.** One of our foundation board members has kindly offered to store the equipment until it can be installed.

We will not receive a construction quote from Clark Contracting until we finalize the design plan, but **staff is requesting that the board approve a not to exceed budget for the restroom, including the items mentioned above, of $150,000** as was presented at the January Authority Board meeting. If the proposal from Clark Contracting keeps the total restroom cost withing this limit, staff will move forward with the Clark agreement pending solicitor review. If the proposal exceeds that amount, staff will return to the board for approval of their recommendation on how to proceed.

Attached are the R3A restroom design proposal, current design drawings and changing table and sink quotes.

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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 , 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 2 - Non Prevailing Wage Nc ***0.9476***

Job Order Firm Fixed Price: $29,892.04

Owner Purchase Order:

Approvals

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

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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 _____

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

Date: January 08, 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:	$29,892.04

Construction Administration	**$7,433.92**
Construction Documents	**$22,458.12**
Proposal Total	**$29,892.04**

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: %

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

Date: January 08, 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:	$29,892.04

	Sect.	Item	Mod.	UOM	Description							Line Total
Labor	Equip.	Material	(Excludes)									
Construction Administration												
1	01 22 20	00 0050		HR	Senior Architect							$568.56
				Installation		Quantity 3.00	x	Unit Price 200.00	x	Factor 0.9476	=	Total 568.56
2	01 22 20	00 0051		HR	Architect							$852.84
				Installation		Quantity 6.00	x	Unit Price 150.00	x	Factor 0.9476	=	Total 852.84
3	01 22 20	00 0052		HR	Interior Designer							$3,070.22
				Installation		Quantity 32.00	x	Unit Price 101.25	x	Factor 0.9476	=	Total 3,070.22
4	01 22 20	00 0054		HR	Senior Engineer							$2,942.30
				Installation		Quantity 18.00	x	Unit Price 172.50	x	Factor 0.9476	=	Total 2,942.30
Subtotal for Construction Administration												**$7,433.92**
Construction Documents												
5	01 22 20	00 0050		HR	Senior Architect							$1,705.68
				Installation		Quantity 9.00	x	Unit Price 200.00	x	Factor 0.9476	=	Total 1,705.68
6	01 22 20	00 0051		HR	Architect							$3,979.92
				Installation		Quantity 28.00	x	Unit Price 150.00	x	Factor 0.9476	=	Total 3,979.92
7	01 22 20	00 0052		HR	Interior Designer							$7,291.78
				Installation		Quantity 76.00	x	Unit Price 101.25	x	Factor 0.9476	=	Total 7,291.78
8	01 22 20	00 0054		HR	Senior Engineer							$9,480.74
				Installation		Quantity 58.00	x	Unit Price 172.50	x	Factor 0.9476	=	Total 9,480.74
Subtotal for Construction Documents												**$22,458.12**

Proposal Total **$29,892.04**

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: %

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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:

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- 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:

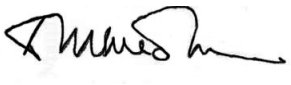
1. It is assumed that the project is being completed under the Keystone Purchasing Network.
2. Assuming Design-build delivery with KPN Contractors. No early bid packages are included.
3. Modifications to project size, scope or budget may require an additional fee to be mutually negotiated with KPN and 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

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NORTHLAND PUBLIC LIBRARY
UPPER FLOOR ADA RESTROOM RENOVATION

300 CUMBERLAND RD
PITTSBURGH, PA 15237

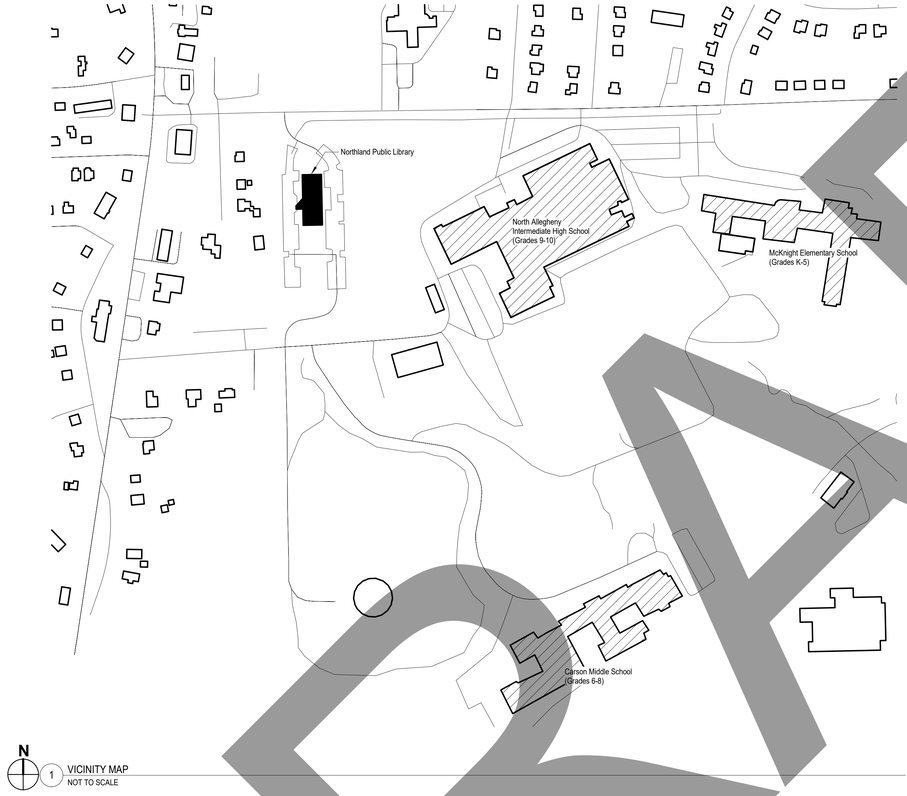
1/31/2025

SCHEMATIC DESIGN DRAWINGS

OWNER: NORTHLAND PUBLIC LIBRARY
300 CUMBERLAND RD
PITTSBURGH, PA 15237
PHONE: 412-366-8100
CONTACT: AMY STEELE, DIRECTOR
steelea@northlandlibrary.org

ARCHITECT: R3A ARCHITECTURE
48 S 14TH ST
PITTSBURGH, PA 15203
PHONE: 412-431-2480
FAX: 412-431-2670
CONTACT: PAT RUSSELL; ALEX SMITH; BARBARA PSCHIRER

MEP ENGINEER: TOWER ENGINEERING
115 EVERGREEN HEIGHTS DR., SUITE 400
PITTSBURGH, PA, 15229
PHONE: 412-931-8888
FAX: 412-939-2525
CONTACT: JIM MARTIN
jmartin@Tower-Engineering.com



1 VICINITY MAP
NOT TO SCALE

SHEET LIST

GENERAL
G-001 COVER SHEET

ARCHITECTURAL
A-001 ABBREVIATIONS, SYMBOLS AND STANDARD MOUNTING HEIGHTS
AD101 UPPER FLOOR DEMO PLAN/REFLECTED CEILING DEMO PLAN
A-101 UPPER FLOOR PLAN REFLECTED CEILING PLAN AND INTERIOR ELEVATIONS
AF001 FINISH SCHEDULES, NOTES AND DETAILS

DRAFT

R3A ARCHITECTURE
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CONSULTANT:

NORTHLAND
PUBLIC LIBRARY

UPPER FLOOR
ADA RESTROOM
RENOVATION

300 CUMBERLAND RD
PITTSBURGH, PA
15237

1/31/2025

ISSUED: SCHEMATIC DESIGN DRAWINGS
REVISIONS

COVER SHEET

R3A PROJECT # 24105

G-001

*: Inch; Ditto (which means same as above)
#: Number. or Pound

AB: Anchor Bolt; Asbestos Board
ABV: Above
AC: Acoustical Panel Ceiling System
ACC: Access
ACF: Architectural Concrete Finish
ACFL: Access Floor
ACI: American Concrete Institute
ACPL: Acoustical Plaster
ACR: Acrylic
ACST: Acoustic
ACT: Acoustical Tile Ceiling
AD: Area Drain
ADA: Americans with Disabilities Act
ADAAG: Americans with Disabilities Act Architectural Guidelines
ADDL: Additional
ADH: Adhesive
ADJ: Adjacent
AFF: Above Finished Floor
AGGR: Aggregate
AIA: American Institute of Architects
AIEE: American Institute of Electrical Engineers
AISC: American Institute of Steel Construction
AL: Aluminum
ALT: Alternate
AP: Access Panel
APPROX: Approximate
APT: Apartment
ARCH: Architectural
ARS: Asbestos Roof Shingles
AS: Acoustic Sealant
ASB: Asbestos
ASC: Above Suspended Ceiling
ASCE: American Society of Civil Engineers
ASME: American Society of Mechanical Engineers
ASPH: Asphalt
ASSOC: Association
ASTM: American Society for Testing and Materials
AT: Asphalt Tile
ATTEN: Attenuation
ATM: Automatic Teller Machine
AUTO: Automatic
AVG: Average
AW: Acid Waste
AWG: American Wire Gauge
AWM: Automatic Washing Machine
AWS: American Welding Society

B TO B: Back to Back
BBD: Bulletin Board
BAL: Balance
BEL: Below
BETW: Between
BEV: Bevel
BF: Board Foot
BKHD: Bulkhead
BIT: Bituminous
BKR: Breaker
BL: Building Line
BLDG: Building
BLKG: Blocking
BLT: Borrowed Lite
BM: Beam
BMT: Butyl Mastic Tape Sealant
BN: Bullnose
BP: Base Plate
BPL: Bearing Plate
BRG: Bearing
BRK: Brick
BRKR: Breaker
BRKT: Bracket

BRS: Butyl Rubber Sealant
BRZ: Bronze
BSMT: Basement
BT: Bathtub
BTU: British Thermal Units
BTUH: British Thermal Units per Hour
BTM: Bottom
BUR: Built-up Roof
BUZ: Buzzer
BVL: Bevelled

C: Degrees Celsius
C/C: Center to Center
CAB: Cabinet
CAIS: Caisson
CAP: Capacity
CARP: Carpenter
CB: Catch Basin
CCTV: Closed Circuit TV
CEM: Cement
CF: Cubic Feet
CFCI: Contractor Furnish Contractor Install
CFOI: Contractor Furnish Owner Install
CFL: Counterflashing
CFM: Cubic Feet per Minute
CFS: Cubic Feet per Second
CG: Corner Guard
CH: Coat Hook
CHB: Chalk Board
CHAM: Chamfer
CHAN: Channel

CIP: Cast-in-Place
CIR: Circular
CJ: Control Joint
CL: Centerline
CLG: Ceiling
CLKG: Caulking

CLL: Contract Limit Line
CLO: Closet
CLR: Clear
CMT: Ceramic Mosaic Tile
CMU: Concrete Masonry Unit
CND: Conduit
COAX: Coaxial
CO: Cased Opening
COL: Column
COMB: Combination
COMP: Compressed
CONC: Concrete
CONSTR: Construction
CONT: Continuous
CORR: Corridor
CPL: Cement Plaster
CPP: Cement Plaster Painted
CPR: Copper
CPT: Carpet
CS: Cast Stone
CSG: Casing
CSK: Countersink
CSMT: Casement
CT: Ceramic Tile
CU: Cubic
CF: Cubic Feet
CY: Cubic Yard
CW: Clockwise
CYL: Cylinder

DA: Double Acting
DB: Decibel
DBL: Double
DEG: Degree
DEGC: Degree Celcius
DEGF: Degree Farenheit

DEMO: Demolition

DEPT: Department
DET: Detail
DF: Drinking Fountain
DH: Double Hung
DIAG: Diagonal

DIFF: Diffuser
DIM: Dimension
DIV: Division
DL: Dead Load
DMT: Demountable
DN: Down
DR: Drain
DT: Drain Tile
DTL: Detail
DVTL: Dovetail
DW: Distilled Water
DWG: Drawing
DS: Downspout

EA: Each
EB: Expansion Bolt
EC: Electrical Contractor
EF: Each Face
EIFS: Exterior Insulation and Finish System
EJ: Expansion Joint
EL: Elevation
ELEC: Electrical

EM: Emergency

ENAM: Enamel
ENCL: Enclosure
ENG: Engineer
ENT: Entrance
EPDM: Ethylene Propylene Diene Monomer
EQ: Equal
EQUIP: Equipment
ESC: Escalator
EST: Estimate
EWC: Electric Water Cooler
EWH: Electric Water Heater

EXIST: Existing
EXP: Expansion

F: Degrees Fahrenheit, Fuse
FA: Fire Alarm
FAB: Fabricate
FACP: Fire Alarm Control Panel
FB: Floor Box
FD: Floor drain
FDN: Foundation
FE: Fire Extinguisher
FEC: Fire Extinguisher Cabinet
FF: Finished Floor
FF&E: Fixtures, Furnishings & Equipment
FGL: Fiberglass
FGR: Fiberglass reinforced
FHC: Fire Hose Cabinet
FHR: Fire Hose Rack
FHS: Fire Hose Station
FIN: Finished
FIXT: Fixture
FL: Floor Line
FLASH: Flashing
FLEX: Flexible
FLR: Floor
FLUOR: Fluorescent
FM: Fire Main
FO: Finished Opening
FOC: Face of Concrete
FOF: Face of Finish
FOS: Face of Studs

FP: Fireproof

FT: Feet
FTG: Footing
FURN: Furnish
FURR: Furring
FUT: Future

GA: Gauge
GALV: Galvanized
GC: General Contractor
GCMU: Glazed Concrete Masonry Unit
GFCI: Ground Fault Circuit Interrupter
GFI: Ground Fault Interrupter
GFRC: Glass Fiber Reinforced Concrete
GL BLK: Glass Block
GND: Ground
GOVT: Government
GP: Galvanized Pipe
GPH: Gallons Per Hour
GPL: Gypsum Lath
GPM: Gallons Per Minute
GR: Grade, Grille, Granite
GRAN: Granular, Granite
GRND: Ground
GVL: Gravel
GWB: Gypsum Wall Board
GYP: Gypsum

HB: Hose Bib
HC: HVAC Contractor
HDWR: Hardware
HH: Handhole
HID: High Intensity Discharge
HL: Hydrant Line
HM: Hollow Metal
HORIZ: Horizontal
HPS: High Pressure Sodium, High Pressure Steam
HR: Hour
HS: Heat Strengthened
HVAC: Heating, Ventilating & Air Conditioning
HWD: Hardwood
HWY: Highway
HYD: Hydraulic

ID: Inside Diameter
IE: Invert Elevation
IMH: Inlet Manhole
IN: Inch
INCIN: Incinerator
INCL: Incline, Include
INFO: Information
INSUL: Insulation
INV: Invert
IP: Iron Pipe

JAN: Janitor
JB: Junction Box
JC: Janitor's Closet
JT: Joint

KIT: Kitchen
KO: Knockout
KP: Kickplate
KW: Kilowatt
KWH: Kilowatt Hour

LAB: Laboratory, Labor
LAD: Ladder
LAM: Laminate, Laminated
LAT: Lateral
LAV: Lavatory
LB: Pound (weight), Lag Bolt
LCD: Liquid Crystal Diode

LD: Leader Drain
LH: Left Hand
LIB: Library
LKR: Locker
LL: Live Load
LMS: Limestone
LM: Linear Metal Ceiling
LPS: Low Pressure Sodium, Low Pressure Steam
LR: Living Room
LS: Limestone, Loud Speaker

MAINT: Maintenance
MARB: Marble
MAS: Masonry
MAT: Material
MAX: Maximum
MECH: Mechanical
MET: Metal
MEZZ: Mezzanine
MFR: Manufacture, Manufacturer
MH: Manhole
MIN: Minimum
MISC: Miscellaneous
MO: Masonry Opening
MP: Metal Acoustal Panel
MTD: Mounted

NAT: Natural
NEC: National Electrical Code
NIC: Not In Contract
NO: Number, Normally Open
NOM: Nominal
NRC: Noise Reduction Coefficient
NTS: Not To Scale

OBS: Obscure
OC: On Center
OD: Outside Diameter
OFF: Office
OH: Overhead
OHD: Overhead Door
OP: Opaque
OPP: Opposite
OPP H: Opposite Hand
OR: Outside Radius
OZ: Ounce

P, LAM: Plastic Laminate
PA: Public Address
PAR: Parallel
PB: Pull Box, Push Button, Panic Bar
PC: Plumbing Contractor
PCF: Pounds per cubic foot
PD: Pump Discharge, Plaza Drain
PE: Professional Engineer
PED: Pedestal, Pedestrian
PERF: Perforate, Performance
PERIM: Perimeter
PERP: Perpendicular
PJF: Preformed Joint Filler
PKG: Parking
PKWY: Parkway
PL: Plate, Plan, Property Line, Plastic Laminate, Plastic
PLAS: Plaster, Plastic
PLF: Pounds Per Lineal Foot
PLWD: Plywood
PNL: Panel
POL: Polish, Polished
POR: Porcelain
PR: Pair
PREFAB: Prefabricated
PRESS: Pressure
PRFMD: Preformed
PRI: primary

PRMLD: Premolded
PROT: Protection, Protective
PRSTR: Prestressed
PRTN: Partition
PSF: Pounds per square foot
PSI: Pounds per square inch
PT: Paint, Point,
PTC: Post-Tensioned Concrete
PTD: Painted,
PVC: Polyvinyl Chloride
PVF: Polyvinylidene Finish
PVMT: Pavement
PVT: Private
PW: Pass Window
PWR: Power

QUAL: Quality
QT: Quarry Tile, Quart
QTR: Quarter
QTY: Quantity

RA: Return Air, Registered Architect
RAD: Radius, Radiator
RB: Rubber, Rubber Base, Resilient Base
RCP: Reflected Ceiling Plan, Reinforced Concrete Pipe
RD: Roof Drain, Round, Receptacle Distribution Panel
REBAR: Reinforcing Bar
REF: Refer, Reference, Refrigerator
REFR: Refrigerate, Refrigerator
REG: Register, Regular
REINF: Reinforcement, or Reinforce
REQD: Required
REV: Revise, Revision
RH: Right Hand, Reheat, Relative Humidity
RHR: Right Hand Reverse, Reheater
RM: Room
RO: Rough Opening
ROW: Right of Way
RPM: Revolutions Per Minute
RR: Railroad
RWC: Rain Water Conductor
RWL: Rain Water Leader

S: South, Sealant, Supply, Sink
S4S: Surfaced 4 Sides
S&M: Surfaced & Matched
S&S: Stained & Sealed
S&V: Stain & Varnish
SAN: Sanitary
SB: Setting Basin, Splash Block
SC: Solid Core, Short Circuit, Self Closing, Sill Cock
SCHED: Schedule
SCR: Screen
SCUP: Scupper
SCWD: Solid Core Wood
SE: Structural Engineer
SED: Sewage Ejector Discharge
SF: Square Foot
SFGL: Safety Glass
SGG: Structural Glazing Gasket
SGS: Silicone Glazing Sealant
SHWR: Shower
SIM: Similar
SLOT: Slotted
SP: Soil Pipe, Standpipe, Soundproof, Single Pole
SPC: Spacer
SPEC: Specification, Specifications
SPECS: Specifications
SPK: Speaker
SPL: Special
SST: Stainless Steel

SSGS: Silicone Structural Glazing Sealant
ST: Straight, Storm Water
STC: Sound Transmission Class
STD: Standard
STIFF: Stiffener
STK: Stack
STL: Steel
STM: Steam
STOR: Storage
STRUCT: Structural
SUPP: Supplementary, Supplement
SUSP: Suspended, Suspend
SY: Square Yard
SYS: System

T&G: Tongue & Groove
TAN: Tangent
TEL: Telephone
TEL CL: Telephone Closet
TEMP: Temporary, Tempered, Temperature
THK: Thick, Thickness
THRM: Thermal
THRMST: Thermostat
TKBD: Tackboard
TLT: Toilet
TRAV: Travertine
TRD: Tread
TS: Time Switch
TV: Television
TW: Top of Wall, Thin Wall (conduit), Tempered Water
TYP: Typical

UC: Undercut
UH: Unit Heater
UL: Underwriters' Laboratories
UNEXC: Unexcavated
UNO: Unless Noted Otherwise
UP: Unpainted

VAT: Vinyl Asbestos Tile
VB: Vapor Barrier, Valve Box, Vinyl Base, Vacuum Breaker
VCT: Vinyl Composition Tile
VERT: Vertical
VEST: Vestibule
VIF: Verify in the Field
VP: Vapor Proof, Vent Pipe
VR: Vapor Retarder, Vacuum Return, Vertical Riser
VRM: Vermiculite
VS: Vent Stack
VWC: Vinyl Wall Covering

W: With
W/O: Without
WB: Wood Base
WC: Watercloset
WD: Wood
WDSS: Wood, Stained & Sealed
WDW: Window
WH: Water Heater, Wall Hung, Wall Hydrant
WP: Waterproof, Working Point, Working Pressure, Weatherproof
WPR: Waterproofing
WR: Water Resistant, Water Repellant, Water Receptacle
WWF: Welded Wire Fabric

XH: Extra Heavy
X STR: Extra Strong

YD: Yard
YR: Year

REFERENCE NOTE SYMBOL INDICATOR
00.00
NOTE NUMBER
REFER TO REFERENCED NOTES.

EXISTING DOOR
NEW DOOR
NOTE: REFER TO DOOR INDICATOR AND DOOR SCHEDULE FOR MORE INFORMATION

DOOR INDICATOR
ROOM NUMBER
DOOR NUMBER
100-1
NOTE: REFER TO DOOR SCHEDULE FOR ADDITIONAL INFORMATION.

ROOM NAME INDICATOR
LOBBY
100
ROOM NAME
ROOM FINISH TYPE. SEE SCHEDULE OF FINISHES FOR DESCRIPTION
ROOM NUMBER

DETAIL INDICATOR
INDICATES DIRECTION OF DETAIL VIEW
A101
DETAIL NUMBER
SHEET NUMBER

TOILET ACCESSORY INDICATOR
V
INDICATES ITEM SCHEDULED AND SPECIFIED IN PROJECT MANUAL

CONTROL POINT SYMBOL INDICATOR
CP-#
CONTROL POINT NUMBER

DETAIL OR ENLARGED PLAN INDICATOR
AREA OF DETAIL OR ENLARGED PLAN
A101
DETAIL OR ENLARGED PLAN NUMBER
SHEET NUMBER

INTERIOR ELEVATION INDICATOR
ELEVATION NUMBER
10 A-501 2
SHEET NUMBER
ELEVATION NUMBER

EXTERIOR ELEVATION INDICATOR
INDICATES SURFACE ELEVATED
A101
ELEVATION NUMBER
SHEET NUMBER

BUILDING SECTION INDICATOR
INDICATES DIRECTION OF WALL SECTION VIEW
A-501 1 A-501
SECTION NUMBER
SHEET NUMBER

WALL SECTION INDICATOR
INDICATES DIRECTION OF WALL SECTION VIEW
A-501 1
SECTION NUMBER
SHEET NUMBER

GRADE ELEVATION INDICATOR
0'-0"
FINISHED FLOOR ELEVATION

CEILING ELEVATION INDICATOR
0'-0" GWB
FINISHED ELEVATION
FINISHED MATERIAL

SIGNAGE INDICATOR
A
SIGNAGE INDICATOR
NOTE: REFER TO SPECIFICATION FOR ADDITIONAL INFORMATION

FINISH MATERIAL INDICATOR
CPT 1
FINISH MATERIAL DESCRIPTION
FINISH MATERIAL NUMBER
FINISH MATERIAL EXTENTS LEADER
NOTE: REFER TO FINISH SCHEDULE FOR ADDITIONAL INFO.

COLUMN LINE INDICATOR
A
1
COLUMN LINE NUMBER

GRADE ELEVATION INDICATOR
0'-0"
EXISTING ELEVATION
0'-0"
NEW FINISHED ELEVATION

EXISTING WALL TO REMAIN
EXISTING WALL TO BE REMOVED
NEW WALL
NOTE: REFER TO WALL TYPE INDICATOR FOR SPECIFIC WALL TYPE

WALL TYPE INDICATOR
ABC
WALL TYPE. REFER TO WALL TYPE LEGEND FOR ADDITIONAL INFORMATION.

WINDOW INDICATOR
A
WINDOW NUMBER
NOTE: REFER TO WINDOW SCHEDULE FOR ADDITIONAL INFORMATION.

FLOOR AREA LEGEND

FIRST	? S.F.
SECOND	? S.F.
TOTAL	? S.F.

FIRE EQUIPMENT LEGEND

F	FIRE ALARM (MANUAL PULL TYPE)
FEC	FIRE EXTINGUISHER CABINET
FE	FIRE EXTINGUISHER (LARGE)
FE	FIRE EXTINGUISHER (SMALL)
	SPRINKLER HEAD
	ILLUMINATED EXIT SIGN
EX	EXISTING ILLUMINATED EXIT SIGN
F/L	FAN/LIGHT CEILING FIXTURE
S	SMOKE DETECTOR
H	HEAT DETECTOR
E V	EMERGENCY BATTERY UNIT
RH	REMOTE HEAD
	LIGHT FIXTURE (CEILING MOUNTED)
	LIGHT FIXTURE (CEILING MOUNTED)
	LIGHT FIXTURE (WALL MOUNTED)
$	LIGHT SWITCH

NOTES:
1. EMERGENCY BATTERY UNIT TO HAVE 2 LAMPS, DIRECTION AS INDICATED.
2. REWORK ELECTRICAL WIRING AS REQUIRED, TYP.

ABBREVIATIONS

SYMBOL LEGEND

STANDARD MOUNTING HEIGHTS-GENERAL NOTES

1. THE REFERENCED HEIGHTS, DETAILS AND NOTES ON THIS SHEET ARE "TYPICAL," AND ARE ITEMS LISTED SPECIFICALLY SHOWN ELSEWHERE IN THIS SET OF CONSTRUCTION DOCUMENTS. THESE DETAILS ARE NOT NECESSARILY SPECIFICALLY REFERENCED CONDITIONS AND ARE FOR GENERAL INFORMATION.
2. THESE DIAGRAMS ILLUSTRATES THE SPECIFIC REQUIREMENTS OF ACCESSIBILITY STANDARDS, TITLE 24 & ADA REQUIREMENTS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.
3. MOUNTING HEIGHTS SHOWN ARE FROM ABOVE FINISH FLOOR. TO THE HIGHEST OPERABLE PART WHICH IS ESSENTIAL TO BASIC OPERATION OF THE DEVICE SHOWN. (CRITICAL FOR ADA COMPLIANCE)
4. CLEAR AREA DIMENSIONS SHOWN ARE FACE OF FINISH TO FACE OF FINISH. (CRITICAL FOR ADA COMPLIANCE)
5. PROVIDE MILLDEW RESISTANT SEALANT AROUND RECESSED RESTROOM EQUIPMENT
6. PROVIDE 16 GA. BACKING OR WOOD BLOCKING AT LAVATORY TOPS, GRAB BARS, TOILET/ BATH AND LAUNDRY ACCESSORIES. SECURE PROVIDED BLOCKING TO AT LEAST 3 STUDS BUT NOT LESS THAN INDICATED WIDTH. PROVIDE BLOCKING WHETHER LAVATORY TOPS, GRAB BARS OR ACCESSORIES, ARE PROVIDED OR INSTALLED BY CONTRACTOR, OWNER OR THIRD PARTY.
7. TOILET PAPER DISPENSERS INSTALLED AT 7" MIN. TO 9" MAX IN FRONT OF WATER CLOSET
8. BOTTOM OF MIRROR TO BE INSTALLED 38" ABOVE FLOOR OR MINIMUM OF 40" TO BOTTOM OF VIEWING SURFACE
9. CONTROLS AND OPERATING MECHANISMS TO BE OPERABLE WITH ONE HAND AND NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST. 5 LBF (22.2 N) FORCE REQUIRED TO ACTIVATE. CONTROLS, FAUCETS LEVER-OPERATED, PUSH-TYPE AND ELECTRONICALLY CONTROLLED MECHANISMS. SELF-CLOSING VALVES TO REMAIN OPEN FOR AT LEAST 10 SECONDS
10. DIMENSIONS SHOWN ARE TO CENTERLINE OF CONTROLS OR THE ACTION REQUIRED TO OPERATE THE INDICATED ITEM. DIMENSIONS TO CONTROLS ARE TO TOP OF BUTTON, LEVER, OR KNOB.VERTICAL DIMENSIONS ARE THE TOP OF GRAB BARS AND HORIZONTAL ARE TO THE CENTER LINE.
11. UNLESS OTHERWISE NOTED, TOILET ACCESSORIES ARE HORIZONTALLY DIMENSIONED TO CENTERLINE OF FIXTURE. WHERE TOILET IS INDICATED TO BE "WALL HUNG OR FLOOR MTD" REFER TO PLUMBING DRAWINGS FOR EXACT FIXTURE.

STANDARD MOUNTING HEIGHTS
1/4" = 1'-0"

CANE RANGE
CANE RANGE

TOILETS, GRAB BARS, & DISPENSERS
FLUSH CONTROL

URINALS & PRIVACY SCREENS

TYP. STALL PARTITION
INT ELEV A
INT ELEV B

LAVATORIES

TRANSFER SHOWER W/ SEAT
SEAT WALL
CONTROL SHORT WALL

ROLL-IN/TRANSFER SHOWER W/ SEAT
BACK
SIDE WALL
BACK WALL
SEAT WALL

TUB W/ SHOWER HEAD AND CURTAIN ROD

WHEELCHAIR REACH RANGES

TOILET PAPER DISPENSERS
SHOWER SEAT

ELECTIC WATER COOLERS

MIRRORS & MEDICINE CABINETS

PAPER TOWL/TRASH RECEPTACLES
ELECTRIC HAND DRYER
PAPER TOWEL DISPENSER
WASTE RECEPTICAL
TOWEL BARS
WALL MOUNTED SOAP DISPENSERS
SOAP DISH
COAT/ROBE HOOKS
CHANGING STATION
SEAT COVER DISPENSER
SANITARY NAPKIN DISPOSAL
SANITARY NAPKIN DISPENSER
FIRE EXTINGUISHER CABINET

CLEARANCES

MISCELLANEOUS DEVICES
PUBLIC TELEPHONE
MOP BASIN & HOLDER

SIGN MOUNTING

ELEVATOR

WINDOW OPERATORS
WALL MNTD TV
MARKER BOARD
BULLETIN BOARD
TACK BOARD
TV MONITOR WALL MOUNT
CARD READER OR AUTOMATIC DOOR OPENER
RECESSED FOUNTAINS

R3A ARCHITECTURE
48 SOUTH 14TH STREET
PITTSBURGH, PA 15203
PHONE: 412-431-2480
WWW.R3A.COM

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CONSULTANT:

NORTHLAND PUBLIC LIBRARY

UPPER FLOOR ADA RESTROOM RENOVATION

300 CUMBERLAND RD
PITTSBURGH, PA
15237

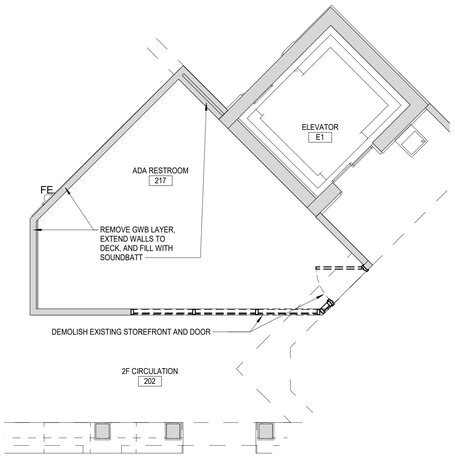
1/31/2025

ISSUED: SCHEMATIC DESIGN DRAWINGS
REVISIONS

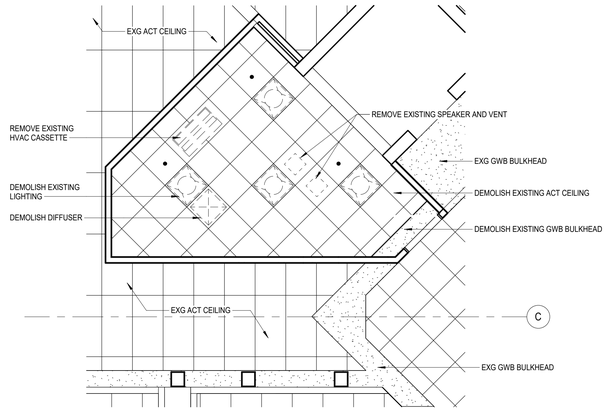
ABBREVIATIONS, SYMBOLS AND STANDARD MOUNTING HEIGHTS

R3A PROJECT # 24105

A-001



1 ENLARGED FLOOR PLAN - UPPER FLOOR RESTROOM
1/4" = 1'-0"



2 ENLARGED REFLECTED CEILING PLAN
1/4" = 1'-0"

GENERAL DEMOLITION NOTES

1. CONDUCT WORK UNDER THE ASSUMPTION THAT SURFACE COATINGS CONTAIN LEAD. ALL DISTURBANCE ACTIVITIES SHALL . AREAS BEYOND WORK AREA ARE NOT CONTAMINATED. REFER TO PROJECT MANUAL FOR ANY ADDITIONAL REQUIREMENTS.
2. OWNER HAS THE RIGHT OF FIRST OF REFUSAL FOR ALL SALVAGEABLE MATERIALS.
3. REMOVE FLOOR FINISHES AND ADHESIVES. SUBFLOOR TO BE SHOT BLASTED GROUND, SCARIFIED, AND/OR ETCHED AS REQUIRED TO REMOVE ADHESIVES AND TO ACHIEVE SUITABLE SURFACE ACCEPTABLE TO GUARANTEE FLOOR FINISH WARRANTY. PROVIDE MINIMUM OF 1/2" SELF LEVELING COMPOUND AT TILE OR SHEET GOOD PREPARE FOR NEW FLOOR FINISH.
4. REMOVE EXPOSED PIPING OR FIXTURES THAT ARE NOT IN OPERATION OR PROPOSED TO BE ABANDONED THAT WILL INTERFERE W/ NEW WORK OR BE EXPOSED AFTER NEW WORK IS COMPLETED.
5. CAP AND RENDER SAFE ALL ELECTRICAL WIRING FROM EXISTING TO BE DEMOLISHED ELECTRICAL OUTLETS AND EQUIPMENT. SEE E-SERIES DWGS.
6. REQUIRED TEMPORARY PARTITIONS ARE TO BE CONSTRUCTED FROM FLOOR TO CEILING TO ENSURE ACCESS AND DUST CONTROL. TEMPORARY PARTITIONS AND BARRIERS ARE TO MEET APPLICABLE CODES AND ORDINANCES.
7. VERTICAL PENETRATIONS TO BE PATCHED AS SPECIFIED PER SECTION 078413. REFER TO SECTION 017329 CUTTING AND PATCHING.
8. THE BUILDING WILL BE OCCUPIED DURING DEMOLITION AND CONSTRUCTION. CONTRACTORS TO COORDINATE ANY REQUIRED UTILITY SHUT DOWNS WITH THE OWNER. CONTRACTORS TO PROVIDE TEMPORARY BARRICADES, PER APPROVAL OF BUILDING OWNER, TO PROTECT THE USERS AND EXISTING MATERIALS TO REMAIN. MEANS OF EGRESS ARE REQUIRED TO BE MAINTAINED THROUGHOUT DEMOLITION AND CONSTRUCTION.

RCP LEGEND

- RECESSED CAN DOWNLIGHT
- 2' X 2' AIR RETURN. REFER TO M DRAWINGS
- SPRINKLER HEAD

DRAFT

ADD A KEY PLAN IN THIS CORNER

R3A ARCHITECTURE
48 SOUTH 14TH STREET
PITTSBURGH, PA 15203
PHONE: 412-431-2480
WWW.R3A.COM

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15237

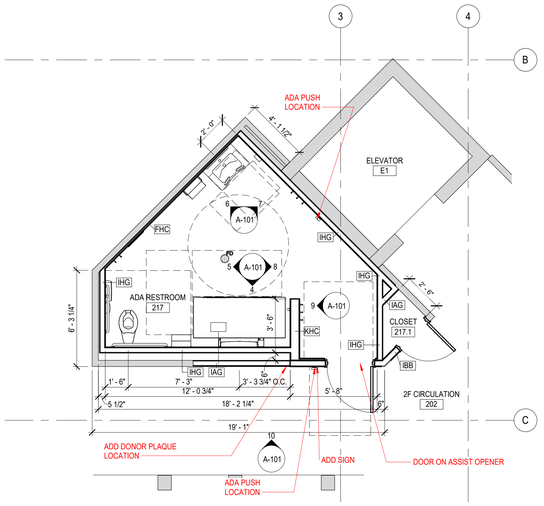
1/31/2025

ISSUED: SCHEMATIC DESIGN DRAWINGS
REVISIONS

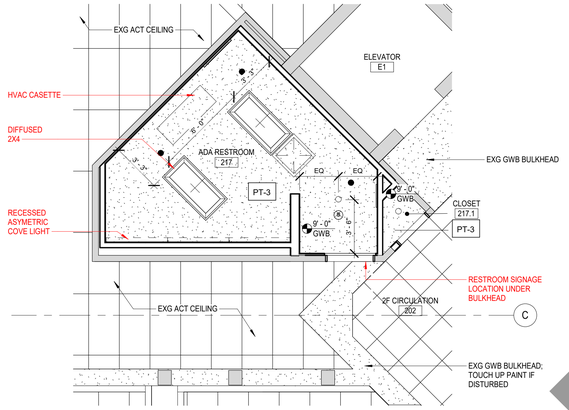
UPPER FLOOR DEMO PLAN REFLECTED CEILING DEMO PLAN

R3A PROJECT # 24105

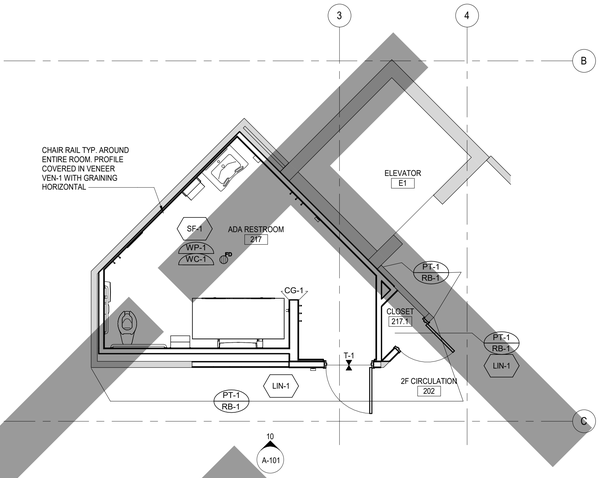
AD101



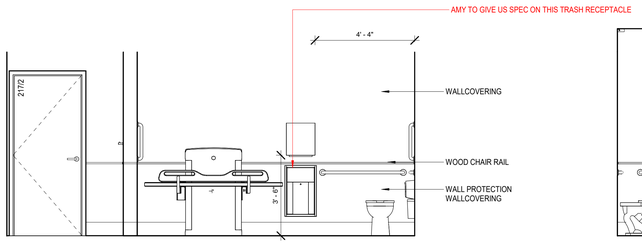
1 ENLARGED FLOOR PLAN - UPPER FLOOR RESTROOM
1/4" = 1'-0"



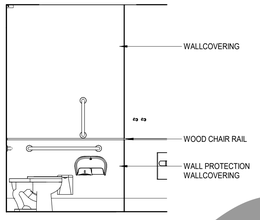
2 ENLARGED REFLECTED CEILING PLAN
1/4" = 1'-0"



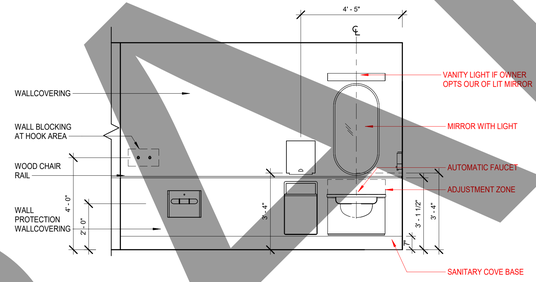
3 ENLARGED FLOOR PLAN - UPPER FLOOR RESTROOM FINISH MATERIALS
1/4" = 1'-0"



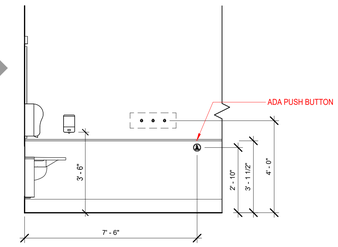
4 INTERIOR ELEVATION
3/8" = 1'-0"



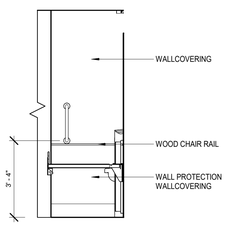
5 INTERIOR ELEVATION
3/8" = 1'-0"



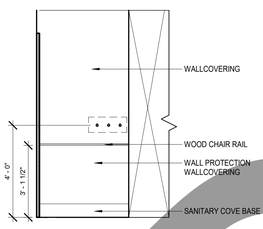
6 INTERIOR ELEVATION
3/8" = 1'-0"



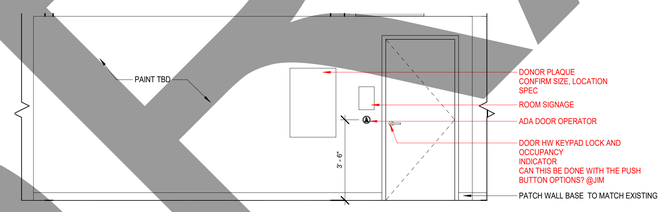
7 INTERIOR ELEVATION
3/8" = 1'-0"



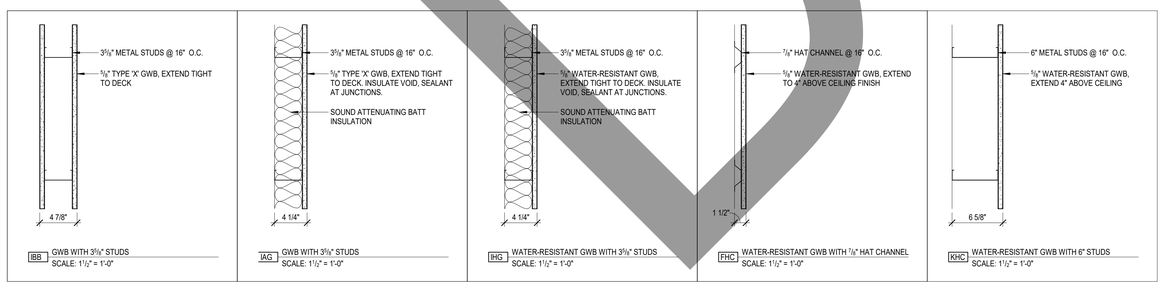
8 INTERIOR ELEVATION
3/8" = 1'-0"



9 INTERIOR ELEVATION
3/8" = 1'-0"



10 INTERIOR ELEVATION
3/8" = 1'-0"



WALL TYPES
1 1/2" = 1'-0"

GENERAL SIGNAGE NOTES

1. GRADE 2 BRAILLE DOTS 1/10 INCH ON CENTERS IN EACH CELL WITH 2/10 INCH SPACE BETWEEN CELLS. DOTS RAISED A MINIMUM OF 1/40 INCH ABOVE THE BACKGROUND.
2. LITERARY BRAILLE STANDARDS: DOT DIAMETER -0.059"; INTER-DOT SPACING- 0.090"; HORIZONTAL SEPARATION BETWEEN CELLS - 0.241"; VERTICAL SEPARATION BETWEEN CELLS - 0.395"
3. BRAILLE AS SHOWN IS ONLY GRAPHIC REPRESENTATION. PROVIDE BRAILLE CHARACTERS TO CORRESPOND TO TEXT.
4. LETTERS AND NUMBERS ON SIGNS HAVE A WIDTH-TO-HEIGHT RATION BETWEEN 3:5 AND 1:1 AND A STROKE WIDTH-TO- HEIGHT RATIO BETWEEN 1:5 AND 1:10
5. LETTERS AND NUMERALS RAISED 1/32", UPPER CASE, SANS SERIF TYPE AND SHALL BE ACCOMPANIED WITH GRADE II BRAILLE. RAISED CHARACTERS SHALL BE AT LEAST 5/8" HIGH, BUT NO HIGHER THAN 2". CONFORM TO ANSI A117.1
6. PERMANENT SIGNAGE INSTALLED ON WALL ADJACENT TO THE LATCH SIDE OF THE DOOR. SIGNS MOUNTED TO GLASS TO RECIEVE BACKING PANEL.MOUNTING LOCATION MUST ALLOW A PERSON TO APPROACH WITHOUT ENCOUNTERING PROTRUDING OBJECTS OR STANDING WITHIN THE SWING PATH OF THE DOOR.
7. CHARACTERS CONTRAST WITH THEIR BACKGROUND (LIGHT CHARACTERS ON A DARK BACKGROUND, OR DARK CHARACTERS ON A LIGHT BACKGROUND)
8. CHARACTERS AND BACKGROUND OF SIGNS IS EGGSHELL, MATTE, OR OTHER NON-GLARE FINISH.

GENERAL SPRINKLER DESIGN BUILD NOTES

1. PER NFPA 13 THIS PROJECT BUILD-OUT IS LIGHT HAZARD, UNOBSTRUCTED NONCOMBUSTIBLE CONSTRUCTION. THE LOCATION OF THE SPRINKLER HEADS APPROXIMATED OR NOTED ON THE REFLECTED CEILING PLAN. THE DIAGRAM BELOW INDICATES THE MAXIMUM SPRINKLER PROTECTION AREA OF 225 SQ FT FOR THE ABOVE CLASSIFICATION. IT IS THE RESPONSIBILITY OF THE DESIGN BUILD SPRINKLER CONTRACTOR TO GAIN ALL REQUIRED APPROVALS FOR THE INSTALLATION. INSTALL AND PASS INSPECTION FOR THE WORK REQUIRED BY APPLICABLE CODES.
2. ARCHITECT TO PROVIDE THE SUCESSFUL DESIGN BUILD SPRINKLER CONTRACTOR WITH AN AutoCAD REFLECTED CEILING PLAN FOR EACH AREA OF CONSTRUCTION.
3. PROVIDE SRPINKLER HEADS WITHIN CONCEALED SPACES, INCLUDING CLOSET SPACES.

GENERAL FINISH NOTES

1. PROVIDE PRIME COAT ON G.W.B. REGARDLESS OF FINAL FINISH
2. PROVIDE FLOOR TRANSITION STRIPS BETWEEN DISSIMILAR FLOOR FINISH MATERIALS EXCEPT AT DOORS THAT HAVE SILL PLATES OR THRESHOLDS. PROVED A SMOOTH TRANSITION, TRIP HAZARD IS A REASON FOR REJECTION OF WORK
3. COMPLETELY REMOVE EXISTING FLOOR FINISHES AND ADHESIVES. EXISTING SUBFLOOR TO BE GROUND, SCARIFIED, ETCHED BEAD, SHOT OR SAND BLASTING AS NECESSARYTO REMOVE OLD FINISHES AND ADHESIVES AND TO ACHIEVE SUITABLE SURFACE TO RECEIVE SPECIFIED FINISH. PLAN TO PROVIDE MINIMUM OF 1/2" SELF LEVELING COMPOUND AT SHEET GOOD FINISHED FLOOR.
4. PATCH AND PREPARE WALLS AS REQUIRED TO COMPLETE WORK AND PROVIDE ONE COAT PRIMER AND TWO COATS OF PAINT TO EXPOSED WALL AND CEILING SURFACES FROM CORNER TO CORNER (UNLESS OTHERWISE INDICATED). PROVIDE WALL BASE THROUGHOUT SPACE WILTH PATCHED WALL (UNLESS OTHERWISE INDICATED)

GENERAL CONSTRUCTION NOTES

1. CONTRACTOR TO VERIFY DIMENSIONS, QUANTITIES AND CONDITIONS IN FIELD AT JOB SITE AND NOTIFY ARCHITECT & ENGINEER OF DISCREPENCIES BETWEEN DRAWINGS AND FIELD CONDITIONS PRIOR TO BEFORE COMMENCING WORK.
2. INTERIOR DIMENSION ARE FROM FACE OF FINISH MATERIAL TO FACE OF FINISH MATERIAL, UNLESS NOTED OTHERWISE. DIMENSIONS CONNECT COLUMN LINES, FACE OF FINISH MATERIAL. REFER TO WALL TYPES FOR THICKNESS OF WALLS.
3. ACCESS PANEL REQUIRED FOR MEP & FP SCOPE OF WORK MAY NOT BE INDICATED ON PLANS. COORDINATE AND PROVIDE CEILING ACCESS PANEL (AP) TYPES AND LOCATIONS REQUIRED WITH THE CEILING LAYOUT , CEILING TYPES AND MEP & FIRE PROTECTION DRAWINGS AND SPECIFICATIONS.
4. PROVIDE HOUSEKEEPING PADS FOR MECHANICAL & ELECTRICAL EQUIPMENT. PADS ARE TO PROVIDED BY [GENERAL CONTRACTOR] [THE TRADE SUPPLYING THE EQUIPMENT], SEE MECHANICAL AND ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. WORK TO BE COORDINATED THROUGH THE GENERAL TRADES CONTRACTOR. PADS 4" MIN. 4" THICK W/ W.W.F., UNLESS NOTED OTHERWISE).
5. PROVIDE FLOOR TRANSITIONS AT DISSIMILAR FLOOR MATERIALS EXCEPT AT DOORS THAT HAVE THRESHOLDS. REFER TO 1/A-101 FOR TRANSITION DETAILS

SCHEDULE OF TOILET ACCESSORIES

A	42" STAINLESS STEEL GRAB BAR; CFCI
B	36" STAINLESS STEEL GRAB BAR; CFCI
C	24" STAINLESS STEEL GRAB BAR; CFCI
D	18" STAINLESS STEEL GRAB BAR; CFCI
E	SURFACE MOUNTED TOILET PAPER DISPENSER; OFCI
F	SURFACE MOUNTED SANITARY NAPKIN DISPOSAL; CFCI
G	RECESSED TOILET SEAT COVER DISPENSER; CFCI
H	SURFACE MOUNTED AUTOMATIC PAPER TOWEL DISPENSER, OFCI
I	SEMI RECESSED TRASH RECEPTACLE (SINK AREA); CFCI
J	SEMI RECESSED TRASH RECEPTACLE (TABLE AREA); CFCI
K	WALL MOUNTED AUTOMATIC SOAP DISPENSER; OFCI
L	ROBE HOOK (OWNER FURNISHED- GC. TO PROVIDE BLOCKING)
M	
N	
O	

NOTES:
1. REFER TO SHEET A-001 FOR TYPICAL MOUNTING HEIGHTS
2. ITEMS TO BE PROVIDED AND INSTALLED BY G.C. UNLESS OTHERWISE NOTED.

RCP LEGEND

	RECESSED CAN DOWNLIGHT
	2' X 2' AIR RETURN. REFER TO M DRAWINGS
	SPRINKLER HEAD

T-1	FLOORING TRANSITION STRIP
	CHANGE IN FLOORING FINISH COLOR AT THIS LOCATION
	FLOOR FINISH TAG
WP-1 / RB-1	WALL FINISH TAG / WALL BASE FINISH TAG
WP-1	CEILING FINISH TAG
	SURFACE FINISH TAG
	INDICATES DIRECTION OF FLOORING INSTALLATION
	STARTING POINT
	CORNER GUARD
	CRASH GUARD
	NIB GUARD
	FINISH EXTENT

FLOORING FINISH SCHEDULE

MARK	DESCRIPTION	MANUFACTURER	STYLE	COLOR/FINISH	SIZE	REMARKS	CONTACT	LBC RED LIST FREE	LBC RED LIST COMPLIANT
EXG									
LIN-1	LINOLEUM SHEET FLOORING	FORBO	MARMOLEUM MARBLED	ROSATO 3120/312035	≤ 33 m x 200 cm			-	Y
SF-1	RUBBER SHEET FLOORING	GERFLOR USA	MIPOLAM AFFINITY	SMOKED OPAL 4424	6.5 FT ROLL	SANITARY COVE BASE WITH GERFLOR CLEAN CORNERS SYSTEM, HEAT WELDED SEAMS TO MATCH PRODUCT	ALYCIA HOFFMAN	-	Y

PAINTING AND WALL FINISH SCHEDULE

FINISH MARK	DESCRIPTION	MANUFACTURER	STYLE	COLOR/FINISH	DIMENSION	REMARKS	CONTACT	LBC RED LIST FREE	LBC RED LIST COMPLIANT
PT-1	FIELD PAINT	SHERWIN WILLIAMS	TBD	/EGGSHELL	-	CONFIRM NEW COLOR OR MATCH EXISTING			
PT-2	PAINT - DOOR FRAME	SHERWIN WILLIAMS	TBD	/SEMIGLOSS	-				
PT-3	PAINT- CEILING	SHERWIN WILLIAMS	TBD	/FLAT	-				
WC-1	WALLCOVERING	CARNEGIE	XOREL - TBD				SUSAN WONSOCK, 412-877-7022	X	
WP-1	WALL PROTECTION WALLCOVERING	CARNEGIE	ARMOR				SUSAN WONSOCK, 412-877-7022	X	

WALL BASE FINISH SCHEDULE

MARK	DESCRIPTION	MANUFACTURER	STYLE	COLOR/FINISH	SIZE	REMARKS	CONTACT	LBC RED LIST FREE	LBC RED LIST COMPLIANT
RB-1	RESILIENT WALL BASE	TARKETT	COVE BASE	TBD	4"	CONFIRM NEW COLOR OR MATCH EXISTING IN THIS LOCATION			

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CONSULTANT:

NORTHLAND PUBLIC LIBRARY

UPPER FLOOR ADA RESTROOM RENOVATION

300 CUMBERLAND RD
PITTSBURGH, PA
15237

1/31/2025

ISSUED: SCHEMATIC DESIGN DRAWINGS
REVISIONS

UPPER FLOOR PLAN REFLECTED CEILING PLAN AND INTERIOR ELEVATIONS

R3A PROJECT # 24105

A-101

DRAFT

Inside Sales Lead

info@max-ability.com

Quotation

ADDRESS
Northland Public Library
Amy Steele
300 Cumberland Road
Pittsburgh, PA 15237

SHIP TO
Northland Public Library
Amy Steele
300 Cumberland Road
Pittsburgh, PA 15237

QUOTATION # 4509
DATE 8/5/2024
EXPIRATION DATE 12/31/2025
EST. PURCHASE DATE 6/20/2025

PROJECT SITE	P.O. NUMBER	APPROXIMATE DELIVERY	TERMS
Norhtland Public Library	NEED PO	3-5 weeks from order date	Net 30 days

ITEM	DESCRIPTION	QTY	RATE	DISCOUNT %	AMOUNT
R8595572000	Pressalit VersaMax Electric Fold (CT4100) Changing Table	1	9,100.00	20	7,280.00
R8487378	Pressalit Blue Mattress for VersaMax (CT4000/4100)	1	535.00	20	428.00
R8489	Pressalit Wall Control (mountable) for VersaMax Electric (CT4100)	1	510.00	20	408.00
V8608	Pressalit: Coach Screw Kit (6) Plywood Blocking	1	20.00	20	16.00
HEIGHT_ADJ-E	Height Adjustable- East-FREIGHT	1	580.00	20	464.00

Inside Sales Lead

www.max-ability.com

SUBTOTAL	**8,596.00**
TAX	0.00
TOTAL $ INCL. TAX	**8,596.00**
TOTAL DISCOUNT AMOUNT	2,149.00

Accepted By

Accepted Date

DRAFT

See max-ability.com for product details and payment options.
Thanks for your business!

MAX-Ability, Inc
30 Westgate Parkway # 301
Asheville, NC 28806
+1 8005771555
info@max-ability.com

Quotation

ADDRESS
Northland Public Library
Amy Steele
300 Cumberland Road
Pittsburgh, PA 15237

SHIP TO
Northland Public Library
Amy Steele
300 Cumberland Road
Pittsburgh, PA 15237

QUOTATION # 5177
DATE 2/18/2025
EXPIRATION DATE 12/31/2025
EST. PURCHASE DATE 1/1/0001

PROJECT SITE	P.O. NUMBER	APPROXIMATE DELIVERY	TERMS
Northland Public Library	NEEDPO OR SIGNED QUOTE	2-4 WEEKS FROM ORDER DATE	Net 30 days

ITEM	DESCRIPTION	QTY	RATE	DISCOUNT %	AMOUNT
R4828000	Pressalit Matrix Sink: Electric Bracket	1	2,950.00	20	2,360.00
R2122000	Pressalit Sinks for Matrix Package	1	1,550.00	20	1,240.00
RT632	* Pressalit Touchfree faucet with temperature control ,ASME A112.18.1-2018/CSA B125.1-18	1	984.00	20	787.20
LA1319	Pressalit Drain fitting, ring, chain and plug, R2120,21, 22, 23	1	68.00	20	54.40
T4679	Pressalit Sinks US Plumbing Kit Adapter, 10mm for RT622/ RT631/ RT642	1	66.00	20	52.80
V8605	Pressalit: Anchors (4 pcs) - Sinks	1	15.00	20	12.00
SINK PACKAGE- E	Sink- Package- East-FREIGHT (Tax for NC applies)	1	425.00	0	425.00
	SPECIAL OFFER- DISCOUNT WITH QUOTE # 4509				

MAX-Ability, Inc
+1 8005771555
www.max-ability.com

SUBTOTAL	**4,931.40**
TAX	0.00
TOTAL $ INCL. TAX	**4,931.40**
TOTAL DISCOUNT AMOUNT	1,126.60

Accepted By

Accepted Date

DRAFT

See max-ability.com for product details and payment options.
Thanks for your business!

Northland Public Library
Business Integrity Policy

Northland Public Library ("NPL") staff will strive to maintain the highest standards of honesty and integrity when doing business with outside entities.

NPL staff agree to:

1. Abide by all federal, state, and local laws and regulations, including laws relating to labor and employment and Northland's Equal Opportunity Policy. (link to be inserted once that public facing policy is approved)

2. Ensure any entities contracted by NPL abide by all federal, state, and local laws and regulations, including laws relating to labor and employment and Northland's Equal Opportunity Policy. (link to be inserted once that public facing policy is approved).

3. Not accept, agree to give, offer, confer, agree to confer, or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order, statement of policy, management directive, or bulletin applicable to the awarding of grants. NPL prohibits its employees and Board members from engaging in any activity, practice or act which conflicts with or appears to conflict with the interests of the Library, its patrons, or the community. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the organization's business dealings. A conflict can also arise when an employee takes actions or has interests that make it difficult for them to perform their work objectively or properly.

4. Disclose the nature and extent of a conflict of interest to the NPL Executive Director and not participate in the deliberations of the NPL concerning the Project or Project areas. Seek the express consent of the Commonwealth to proceed where there is an identified financial interest.

5. Abide by safeguards to prohibit staff from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. Comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. § 13A01 et seq).

7. Comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S.§ 3260a) if a grant is awarded pursuant to a Non-Solicitation Award Process.

8. Comply with the provisions of the Hatch Act, P.L. 85-554 (5 U.S.C 1501 et seq.) which limits the political activity of employees.

9. Disclose any financial interests they may have in a subgrantee, contractor, subcontractor, or supplier providing services, labor, or material.

DRAFT

Commented [KM1]: I don't think it's necessary to refer to a policy, here, especially since the actual policy doesn't include board members (section 7.4 in the Handbook). We should also move numbers 6-15 up under "NPL staff agree to."

Commented [AS2]: Not all actions would involve this specific grant language. Can we satisfy this, but make it more general so it would apply to other matters? Is this directed to Staff or Board members? This section is titled "NPL Staff Agree to" and staff don't vote on these issues, but might participate in deliberations or make a recommendation. Should there be a section for "NPL Authority Board members agree to" We could include the statement above #7 , include #7 and #8 (reworded for board members.)

Commented [GMA3R2]: If staff participate in deliberations we can reword Par. 7 but take out seek the express consent of the Commonwealth (for deliberations only). We could add a separate section just for voting Board members that includes everything, even tho Board members have their own fiduciary duties. Par. 8 could be in both.

Commented [AS4]: Would we have to inform staff of every contractor/subcontractor etc. that we do business with?

Commented [GMA5]: You can post the name of every contractor or sub on any staff facing bulletin board, etc., and provide an avenue for staff to disclose any financial interest.

Commented [AS6R5]: Again would this apply just to staff or also board members? Is this just for construction or would it apply to every entity we sign a services contract with? That list would be difficult to keep current and nearly impossible to set an expectation that staff would monitor it.

Commented [GMA7R5]: We could shift this to the Board members only section. I don't think employees count as 'executive officers, officers and directors, or owners of more than 5%.'

Northland Public Library
Business Integrity Policy

10. Not knowingly hire individuals lacking employment authorization nor do business with entities who employ or contract individuals lacking employment authorization. NPL requires all employees to provide the requisite documents necessary to comply with the Department of Homeland Security's US Citizenship Immigration Services' Employment Eligibility Verification Form I-9.

11. Notify appropriate authorities if they become aware that an outside entity with whom NPL is doing business is violating any federal or state laws or violating any aspect of their agreement with NPL consistent with the Commonwealth reporting requirements.

12. Abide by the Municipal Authorities Act.

NPL Executive Director and Appropriate Director Level Staff further agree to:

1. Ensure any entities contracted by NPL have all necessary certifications, licenses, insurance, and permits.

2. Ensure that its performance and the performance of its subcontractors minimizes pollution and strictly complies with all applicable environmental laws and regulations.

3. Ensure that NPL does not knowingly contract with any entities that lack a non-discrimination/sexual harassment policy.

NPL Authority Board Members agree to:

1. Abide by the terms listed above for staff as well as the following specific terms for board members:

2. Complete and comply with the Commonwealth of Pennsylvania's State Ethics Commission's Statement of Financial Interests.

3. Disclose the nature and extent of a conflict of interest to the NPL Authority Board and not vote on any action of the Northland Public Library Authority (NPLA) concerning any Project or Project areas, nor participate in the deliberations of the NPLA concerning any Project or Project areas. Seek the express consent of the Commonwealth to proceed where there is an identified financial interest.

4. Abide by safeguards to prohibit authority board members from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

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Commented [GMA8]: This language might be less-charged.

Commented [AS9]: Do we have the ability to actually do this? Probably yes for a construction project - but not likely for every entity we sign a contract with.

Commented [GMA10]: Good point. Consider: Request that any entities contracted by NPL share their non-discrimination/sexual harassment policy.

Commented [AS11R10]: This is what I was trying to avoid - an onerous practice that we can't meet. Can we use similar language to #13? Or can we use the existing wording and just proactively distribute this policy to everyone we sign a contract with as a means of informing them of this requirement? (We sign a lot of contracts with various vendors and service providers. Requiring their policies would be overwhelming.)

Commented [GMA12R10]: I think you are looking for: Not knowingly contract with entities that lack a non-discrimination/sexual harassment policy.
You can try that. The reason I suggested request the contracted entities share their non-discrimination policies is that you ask for it and, to the extent the entities contracted by NPL have it, they would share it. But if requesting it in and of itself is onerous, then you can use the 'not knowingly' language above -which I think would still require asking whether they have one or not -which I understand might be less onerous than actually requesting it.
Unless, what you're asking is to eliminate any reference to this paragraph altogether.

Commented [KM13]: Could we put these three under the heading, "NPL Executive Director agrees to," and make the wording change suggested by Gilda for #5?

Commented [AS14]: Not all actions would involve this specific grant language. Can we satisfy this, but make it more general so it would apply to other matters? Is this directed to Staff or Board members? This section is titled "NPL Staff Agree to" and staff don't vote on these issues, but might participate in deliberations or make a recommendation. Should there be a section for "NPL Authority Board members agree to" We could include the statement above #7 , include #7 and #8 (reworded for board members.)

Commented [GMA15R14]: If staff participate in deliberations we can reword Par. 7 but take out seek the express consent of the Commonwealth (for deliberations only). We could add a separate section just for voting Board members that includes everything, even tho Board members have their own fiduciary duties. Par. 8 could be in both.

Northland Public Library
Equal Opportunity Policy

Northland Public Library ("NPL") values diversity as a cornerstone to our success as an organization. We are committed to creating and maintaining an environment that fully utilizes the unique capabilities of each employee and where everyone is treated with dignity and respect. It is the established policy of NPL to comply with both the letter and the spirit of all federal, state and local statutes affecting the employer-employee relationship and to extend equal employment and advancement opportunities to all qualified individuals, regardless of their race, color, age (40 and over), sexual orientation, pregnancy, gender identity or expression, family responsibilities, disability, genetic profile, religion, national origin, ethnic background, military service or citizenship and protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process).

This policy covers all NPL employees, contract and temporary personnel, vendors, suppliers and library patrons and applies to all employment situations and conditions of employment, including, but not limited to hiring, compensation, job postings and advertisements, promotions, transfers, layoffs and terminations, assignments, education and training, testing, benefits and welfare plans, retirements plans, leaves of absence, working conditions and facilities.

All personnel are reminded that each employee is at all times to be treated courteously by fellow employees, so that they are free from harassment or interference based on factors such as those mentioned above.

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Drafted 2/19/2025 kam

Northland Public Library Authority

Auditor Recommendation

On January 29, 2025, Northland Staff received an emailed notice from long-time audit vendor Mark Turnley, CPA, which said (in part) his firm had "decided not to continue our arrangement to provide audit and tax services for the Northland Public Library Authority and the Northland Public Library Foundation for calendar year 2024." This was totally unexpected in that our last engagement with Mark still had several years remaining under our (non-binding) agreement.

We know of one other Library that also received this notice from Mark, so it seems it was a downsizing of the practice, rather than any reason we had given him to end our relationship. This was poor timing in that our fiscal year had recently concluded and our State requirement that audit be completed by June 1 left little time to find another auditing firm that would commit to such an abbreviated schedule.

Staff immediately reached out to the three other firms contacted in 2023 when we last renewed with Mark's firm, and two updated their proposals and their terms are listed below. We reached out to Mark Turnley's recommended vendor who declined to submit a proposal due to Northland being a municipal authority. Based on the cost and assurance that they can meet our audit schedule, Staff recommends engaging McCall, Scanlon & Tice to perform the 2024 through 2026 Audits for the Authority (The Foundation Board will consider these proposals at their March Meeting).

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Holsinger (Wexford)

	Year Ended December 31,		
	2024	2025	2026
Northland Public Library Foundation:			
Audit (Includes preparation assistance with full disclosure US GAAP financial	$ 14,500	$ 15,008 *	$ 15,533 *
Less: 15% Non-profit Discount	(2,175)	(2,251)	(2,330)
Subtotal- Audit Pricing	12,325	12,756	13,203
Tax (Federal Form 990 & State BCO-10)	1,500	1,500	1,550
Total Pricing	**$ 13,825**	**$ 14,256**	**$ 14,753**

	Year Ended December 31,		
Northland Public Library Authority:	2024	2025	2026
Audit (Includes preparation assistance with full disclosure US GAAP and GASB financial statements)	$ 22,500	$ 23,288 *	$ 24,103 *
Less: 15% Non-profit Discount	(3,375)	(3,493)	(3,615)
	19,125	19,794	20,487
	$ 19,125	**$ 19,794**	**$ 20,487**

McCall, Scanlon & Tice (McCandless)

ESTIMATED FEES

Our audit fees including, out-of-pocket expenses, are as follows:

	Authority	Foundation
December 31, 2024	$12,000	$10,000
December 31, 2025	$12,500	$10,500
December 31, 2026	$13,000	$11,000

We do not bill for routine calls throughout the year and, in fact, encourage them. The cost of any such calls is included in the above fee estimates.

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RULES AND REGULATIONS
REGARDING PUBLIC COMMENTS
AT PUBLIC MEETINGS
OF THE
NORTHLAND PUBLIC LIBRARY AUTHORITY

1. The meeting chairperson shall call the meeting to order after it has been determined that the Authority Board members constitute a quorum.

~~2.~~ Those in attendance must remain seated during the meeting, unless they are leaving the room or are recognized and addressing the board.

2.

3. The Authority Board will take registered public comments on agenda items only at the beginning of public meetings.

~~3.~~ The Authority Board will take registered public comments on non-agenda items only at the end of public meetings.

4.

~~1.~~ In order to be heard in the public comment period, members of the public must sign in before the meeting begins. Members of the public attending virtually, must register to make public comments at the time they register for virtual attendance. It is strongly encouraged that any materials that speakers wish to distribute be submitted to the Northland Public Library Office Manager at least five (5) days prior to the meeting, and such materials must then be submitted to the Secretary or designated employee representative at the time of sign-in.

5.

Groups are required to designate a spokesperson to represent them before the Authority Board. The designated spokesperson may speak for a maximum of 10 minutes.

6.

Only ~~R~~residents/taxpayers of the five (5) municipalities represented by the ~~Library~~ Authority Board and staff members of the Library will be given a chance to speak ~~first~~ during any public comment period.

7.

~~2.~~ All public comments shall be presented at some central speaking area established by the Authority Board and at the time established by the Authority Board. No one shall approach the speaking area without first being recognized by the chairperson. No public comment shall be shouted or uttered from the audience.

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No person shall speak while business is being conducted or while others are speaking.

8.

~~4.~~9. Each speaker will be asked to clearly state their name and address. Only one speaker may speak at a time. Speakers will have five (5) minutes maximum speaking limit.

~~5.~~10. In the interest of efficiently conducting meetings in a professional and orderly manner, the Authority Board politely requests during all meetings that pagers, cell phones, and other electronic devices be silenced. Library meetings are not an appropriate forum for campaigning or political speeches. No solicitation is allowed.

~~6.~~11. Smoking, eating, and drinking of alcoholic beverages is strictly prohibited.

~~7.~~12. Good manners shall at all times prevail. Comments shall be presented with respect and courtesy to the Authority Board and the public. Opposing views shall be presented in a civil, dignified manner.

~~8.~~13. Speakers are hereby notified that meetings may be recorded. Recordings are retained/destroyed in accordance with Library policy and procedures.

~~9.~~14. Anyone who attends public meetings of the Northland Public Library Authority Board is expected to adhere to the Northland Public Library Behavior Policy.

~~10.~~15. Members of the public not conducting themselves within the guidelines of these rules and regulations may be asked to log-off or to leave the meeting ~~by the Authority Board~~. Repeat or serious offenses may result in being banned from future meetings and/or banned from the Library.

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NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
January 28, 2025, 7:00pm
MINUTES

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I. Call to Order & Roll Call: The meeting was called to order by Irene Caliendo at 7:06 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Sarah Poweska, Casey Sample, Mike Smith, and Kylie Seyler. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Gilda Arroyo, Nick Giorgetti, Tony Dills, and Megan Friedlund.

II. Comments from the Public: None.

III. President's Report: Irene Caliendo: Thanked not only the Board, but also the Staff, for all their hard work in 2024.

IV. New Business:

a. Reorganization

i. Officers - to be run by Solicitor Gilda Arroyo: Arroyo took over the Chair. In accordance with Robert's Rules of Order, the following officers were nominated and elected.

1. **President (VOTE):** A nomination was made by Irene Caliendo to elect Dana Getz as President. There were no other nominations. Motion to close the nominations for President of the Northland Public Library Authority Board, duly made by Tom Kosmala. Motion to elect, unanimously carried. Dana Getz accepted.
2. **Vice President (VOTE):** A nomination was made by Dana Getz to elect Mike Smith as Vice President. There were no other nominations. Motion to close the nominations for Vice President of the Northland Public Library Authority Board, duly made by Tom Kosmala. Motion to elect, unanimously carried. Mike Smith accepted.
3. **Secretary (VOTE):** A nomination was made by Irene Caliendo to elect Sarah Poweska as Secretary. There were no other nominations. Motion to close the nominations for Secretary of the Northland Public Library Authority Board, duly made by Mike Smith. Motion to elect, unanimously carried. Sarah Poweska accepted.
4. **Treasurer (VOTE):** A nomination was made by Tom Kosmala to elect Karrie Lukin as Treasurer. There were no other nominations. Motion to close the nominations for Treasurer of the Northland Public Library Authority Board, duly made by Dana Getz. Motion to elect, unanimously carried. Karrie Lukin accepted.

ii. Committees

1. **Building & Grounds – Already approved continuing all members and chair for 2025 due to ongoing construction project during Dec. 3, 2024 meeting.** Chair: Tom Kosmala.
2. **Finance**
    a. **Board members:** Tom Kosmala
    b. **Continuing staff members: Bob Lukitsch, Amy Steele, New Staff member Susan Claus (CATS Department Manager), Municipal Representative - TBD**
    c. **Chair:** Karrie Lukin
3. **Governance**
    a. **Board members:** Irene Caliendo, Mike Smith
    b. **Continuing staff members: Amy Steele, Andrea Georgic. New Staff member Jayme Kostandinu, (Circulation Department Manager)**
    c. **Chair:** Casey Sample
4. **Personnel**
    a. **Board Members:** Sarah Poweska and Casey Sample
    b. **Continuing staff members: Alexis McKinley, Ellen DiMartini, Rebecca Munoz, Annemarie Lamperski, Amy Steele. Also includes Sherry Murray, Deputy Solicitor for HR.**
    c. **Chair:** Irene Caliendo
5. **Policy & Planning:**
    a. **Board Members:** Sarah Poweska, Karrie Lukin
    b. **Continuing members of the public: Jack Murtagh. Continuing Staff members: Kelley Moten, Adrianne Krings, Amy Steele.**
    c. **Chair:** Michael Smith
6. **ACLA Representative for General Membership meetings on Thursday March 27, Tuesday, June 24 (conflict with NPLA Board meeting) and Wednesday, October 29:**
    a. **Representative:** Casey Sample
    b. **Alternate:** As Needed

(VOTE) To approve slate for all committees plus ACLA representative: Getz took over the Chair. The 2025 Committee participants are listed above. Motion to approve the Committee and the ACLA Representative appointments, duly made by Mike Smith and unanimously carried.

b. **Borrowing Policies (VOTE) – Kelley Moten:** Motion to approve the changes to the Borrowing Policy, duly made by Irene Caliendo and unanimously carried.
c. **Computer and Internet Use Policy (VOTE) – Kelley Moten:** Motion to approve the Computer and Internet Use Policy changes, duly made by Mike Smith and unanimously carried.
d. **Tutor Policy (VOTE) – Kelley Moten:** Motion to approve the changes to the Tutor Room policy, duly made by Karrie Lukin and unanimously carried.

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V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Upper Level has the new cement floor. Tile flooring upstairs and downstairs is almost all removed. New flooring should be installed upstairs by the end of February. Slight delay in framing the new addition. Arroyo and the Board recognized Steele and Lukitsch for their dedication and hours worked towards the construction project.

a. **Budget update – Amy Steele/Bob Lukitsch:** Design work issues are resulting in some change orders, including a structural change with additional steel needed.
b. **Café RFP update – Dana Getz, Amy Steele:** Received seven proposals for the Café space! Proposals from local vendors included Convive Coffee, Urban Trail Coffee Co., Common Place Coffee, Rockin' Cat Organic Coffee & Tea, Coffee Au Lait, Ruckus Café, and one national vendor, Legacy Hospitality and Entertainment Group. The Café subcommittee is reviewing the RFPs. Plan is to have the selection and lease prepared by March meeting.
c. **Restroom update – Amy Steele:** Steele, along with staff and community members whose families may use the accessible restroom, met with architects. Design changes to the layout of the restroom were made based on their feedback. Considering sensory friendly lighting and materials, will depend on the costs and practicality.

VI. **Communications:**

a. **Library Marketing & Communications – Nicholas Yon:** In conjunction with the Northland's Morale Committee, the FUNdation, MarCom is featuring Northland Staff "Stars of the Week" on social media. Been receiving positive responses and lots of engagement on social media. Allegheny County Library App is being re-vamped to make it more inclusive and engaging. Will be able to customize design elements and allow for customizable alerts, like weather closure announcements.
b. **Departmental Updates – Kelley Moten:** Moten shared a presentation created by the Circulation Supervisors for their last Shelver Meeting. Northland surpassed one million physical items circulated in 2024. Shelvers pulled 92,941 items on the Paging list in 2024, an average of 255 items per day. Shelver staff cleaned up 39,498 items around the library in 2024!
c. **Foundation – Alexis McKinley:** Foundation Board, now comprised of 10 members, reorganized their officers at their January meeting. Gifts for Book Lovers was a great fundraiser and brought in many new donors. Year-End Appeal profited $54,000! Sold 272 pavers for the New Northland Fundraiser. Next up is the Garden Gala "Down the Rabbit Hole" fundraiser on April 26 which will be *Alice in Wonderland* themed. Will have a Strolling Magician, photo booth, and music from Tom Kosmala. The Board thanked McKinley for all her work increasing fundraising for the library.
d. **Junior Board Member Report – Kylie:** None.
e. **Municipal:** Town of McCandless asked to post a Department of Environmental Protection (DEP) to our Community Board indefinitely. Fire Marshall directed patrons to Northland during the extremely cold weather days. Steele thanked the Town of McCandless for including Northland in their salt and snow plowing route for a single day when Northland needed

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help due to our snowplow contractor running out of salt. Ross Township has a new Commissioner in Ward 6, John Kettering. The Town of McCandless has a new Code Enforcement Officer, Zachary Paris.

VII. Board Education:

a. **Board requirements for committee reports at meetings – Irene Caliendo:** Caliendo gave a refresher on Board Committees Chairperson responsibilities and expectations. The Board Workshop date is slated to be March 1or March 22. Working to find an appropriate location.

VIII. Unfinished Business: None.

IX. Legal Matters: None.

X. Consent Agenda: (VOTE)

a. **Minutes**
    i. **December 3, 2024 Board Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report**

Motion to approve the consent agenda, duly made by Irene Caliendo and unanimously carried.

XI. Committee and Other Reports:

i. **Policy & Planning Committee:** Committee reviewed policies approved above. Latest grant requires Northland to have a Business Integrity Policy, which is in development and will be presented at the next meeting.

ii. **Building & Grounds Committee:** See above for project updates. New Inspector recommended investments to our fire suppression system. The inspection report recommends waiting until construction is finished before implementing most upgrades in order to determine what is actually needed. Report will be reviewed with the McCandless Fire Marshall.

XII. Board Comments: Current Board Portal platform will be migrated to a SharePoint site, which is free under our licensing with Microsoft. Smith volunteered to preview the new site to provide feedback.

XIII. Adjournment: Motion to adjourn duly made by Sarah Poweska and unanimously carried. The meeting adjourned at 8:54 PM.

Respectfully submitted,

Casey Sample
Board Member

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

Fiscal Year 2025 is now underway with a somewhat subdued beginning. Budgeted Revenue for January came in under budget (due solely to timing of Municipal support payments), while expenses overall came in 14% under budget. Cash on the books as of the end of December totaled over $3.3 million, about $400,000 less than the amount at the same point in 2024 (due to construction related payments). Staff continues the routine practice of paying close attention to the FNB account balance to make sure any time the balance exceeds the $250,000 FDIC guaranteed amount is minimized. The PLGIT account, while not guaranteed, is invested in very safe short-term government issued debt instruments and remains the repository of the bulk of Northland's cash holdings. The PLGIT General and Capital accounts are now devoid of CDs, as recent short-term CD rates have been below the PLGIT Prime account rate. Due to the steady stream of six figure billings for the New Northland Project, CDs will not be added back into the mix until all the billings are paid and all the grant funding is received.

The Statement of Financial Position reflects Northland's current strong cash position which includes a two-month operating reserve totaling $493,799 (based on 2024 total spending), along with a Capital Improvement Fund that held $1,184,411 at the end of January – about $700,000 less than last January 31, due to construction project payments. That downward trend will continue as the New Northland Project progresses, so Staff will need to continue efforts to secure additional Grant funding for other projects to keep the 5-year Capital Improvement Plan on track. Accounts Receivable decreased to $340 (deposits in transit), while Other Current Assets still shows a $0 balance. Fixed Assets currently total $ 2,977,763, - increasing as payments associated with the New Northland Project are processed. Total Assets are currently $ 6,320,653, almost $700,000 more than one year ago.

Accounts Payable increased to $15,401 reflecting larger purchases from Ingram and Midwest Tape (Northland's primary collection vendors), which are paid in the subsequent month from a statement, due to the sheer volume of invoices these purchases generate. The PLGIT Budget Card balance increased to $14,629, which is about $5,000 less than the level at this point last year. Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing method, which is becoming more difficult due to so many vendors adopting the practice of charging a "convenience fee" for credit card payments. Other Current Liabilities decreased to approximately $55,267 due to the donations collected on behalf of NPLF as of January 31.

The Statement of Activities (with Budget analysis) shows adequate performance on the revenue side – revenue from rent, fees and payments for lost materials is well below budget reflecting a slow start to the new year, and interest income is continuing its stellar performance (132% of

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budget), other areas remain below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in about 20% below Budget, totaling $ 687,852 against a Budget of $864,654. However, if the delayed Municipal support payments had been received in January, revenue would have been right on budget.

On the Expense side, payroll was 10% below budget, while other payroll expenditures were about 5% under Budget. Collection expenditures came in almost 44% under Budget, while Programing came in 12% over Budget. Other Library Operations begins the year 13% under budget, as did Administration spending (50%). Marketing & Communications expenditures were $0, while Computer Expense came in approximately 25% below Budget. Building Expense begins the year below Budget (by 30%). Travel & Training came in well above Budget, while Miscellaneous Expense is currently about 17% below budget. Overall spending was about 15% below Budget.

The Statement of Cash Flows is provided to illustrate how the various balance sheet transactions, in effect, reconcile the Statement of Activities to the Statement of Financial Position. Thanks to above budget funding levels, coupled with below budget expenditures, and despite about $125,000 paid out towards the New Northland project, the Library's cash position increased by $358,000 in January.

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Northland Public Library Authority

Statement of Financial Position

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$3,342,550.58**
Accounts Receivable	**$340.01**
Other Current Assets	**$0.00**
Total Current Assets	**$3,342,890.59**
Fixed Assets	
1300 Property & Equipment	6,444,103.58
1905 Accumulated Depreciation	-3,466,341.00
Total Fixed Assets	**$2,977,762.58**
TOTAL ASSETS	**$6,320,653.17**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$15,401.27**
Credit Cards	**$14,629.36**
Other Current Liabilities	**$55,117.85**
Total Current Liabilities	**$85,148.48**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$85,148.48**
Equity	
3005 Accumulated Surplus	3,341,210.81
3099 Opening Balance Equity	2,425,425.82
Net Revenue	468,868.06
Total Equity	**$6,235,504.69**
TOTAL LIABILITIES AND EQUITY	**$6,320,653.17**

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Northland Public Library Authority

Budget vs. Actuals Report

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods		6,219.50	-6,219.50	
4010 Mcpl Support - Franklin Park	94,468.25	94,468.25	0.00	100.00 %
4015 Mcpl Support - Marshall	56,946.75	56,946.75	0.00	100.00 %
4020 Mcpl Support - McCandless		173,038.00	-173,038.00	
4025 Mcpl Support - Ross	142,423.00	142,423.00	0.00	100.00 %
Total 4000 Municipal Support	**293,838.00**	**473,095.50**	**-179,257.50**	**62.11 %**
4100 Other Government Support				
4105 State Support	323,443.70	320,215.00	3,228.70	101.01 %
4110 County Support	41,640.00	46,043.17	-4,403.17	90.44 %
4115 Table Gaming Revenue	12,663.00	5,416.67	7,246.33	233.78 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**377,746.70**	**371,674.84**	**6,071.86**	**101.63 %**
4200 Grants & Donations				
4205 Foundation Grants		0.00	0.00	
4210 Other Grants & Donations	72.59	2,500.00	-2,427.41	2.90 %
Total 4200 Grants & Donations	**72.59**	**2,500.00**	**-2,427.41**	**2.90 %**
4300 Library Operating Revenues	**1,483.39**	**3,375.00**	**-1,891.61**	**43.95 %**
4405 Semi-Annual Book Sales		0.00	0.00	
4500 Store Sales	**3,381.01**	**5,258.33**	**-1,877.32**	**64.30 %**
4705 Misc. Income	77.71	416.67	-338.96	18.65 %
5000 Interest Income	10,967.03	8,333.33	2,633.70	131.60 %
Uncategorized Income	286.39		286.39	
Total Revenue	**$687,852.82**	**$864,653.67**	**$ -176,800.85**	**79.55 %**
GROSS PROFIT	**$687,852.82**	**$864,653.67**	**$ -176,800.85**	**79.55 %**
Expenditures				
6000 Payroll Expense	**150,937.71**	**167,481.24**	**-16,543.53**	**90.12 %**
6100 Other Employment Expense	**32,071.48**	**33,710.84**	**-1,639.36**	**95.14 %**
6200 Collection Purchases	**17,342.69**	**31,153.30**	**-13,810.61**	**55.67 %**
6300 Programming & Events	**1,034.98**	**916.67**	**118.31**	**112.91 %**
6400 Other Library Operations	**1,860.42**	**2,150.00**	**-289.58**	**86.53 %**
6500 Administrative Expenditures	**3,108.92**	**6,195.84**	**-3,086.92**	**50.18 %**
6600 Marketing & Comm.		**295.26**	**-295.26**	
6700 Computer Expense	**3,147.54**	**4,166.67**	**-1,019.13**	**75.54 %**
6800 Building & Equipment	**7,648.19**	**10,958.33**	**-3,310.14**	**69.79 %**
6900 Travel, Training & Apprec.	**1,140.51**	**550.00**	**590.51**	**207.37 %**
8000 Miscellaneous Expenses	**692.32**	**833.33**	**-141.01**	**83.08 %**
9000 Depreciation		0.00	0.00	
Total Expenditures	**$218,984.76**	**$258,411.48**	**$ -39,426.72**	**84.74 %**
NET OPERATING REVENUE	**$468,868.06**	**$606,242.19**	**$ -137,374.13**	**77.34 %**
NET REVENUE	**$468,868.06**	**$606,242.19**	**$ -137,374.13**	**77.34 %**

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Northland Public Library Authority

Statement of Cash Flows

January 2025

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	468,868.06
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	5,188.82
2000 Accounts Payable (A/P)	-37.29
2005 Accounts Payable (A/P):Accounts Payable - Vendors	5,489.63
2105 PLGIT BMO Debit Card	-7,068.64
2205 Receipts Collected for Other Entities	14,670.31
2210 PA Sales Tax Payable	-281.61
2405 Payroll Tax Payable	0.00
2605 Payroll Liabilities:FSA	493.84
2610 Payroll Liabilities:Life Insurance	0.23
2620 Payroll Liabilities:Dental	-36.18
2625 Payroll Liabilities:UPMC	15.72
2626 Payroll Liabilities:TakeCommand	-296.35
2630 Payroll Liabilities:SIMPLE IRA	-3,814.01
2635 Payroll Liabilities:Child Support	0.00
PA Sales Tax Payable:PA Sales Tax Payable	244.82
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**14,569.29**
Net cash provided by operating activities	**$483,437.35**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-125,155.16
Net cash provided by investing activities	**$ -125,155.16**
NET CASH INCREASE FOR PERIOD	**$358,282.19**
Cash at beginning of period	2,984,268.39
CASH AT END OF PERIOD	**$3,342,550.58**

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

Executive Director's Report – February 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:** 100% of staff in the following departments have successfully completed their KultureCity training: Shelvers, and Technical Services. Kati Coleman presented a virtual presentation as part of the PA Library Assoc.'s Frontline, Online! This online series is focused on talks and trainings for front line library employees interacting with the public. Her presentation is called "Respect your Elders: Training for Sensitivity with Older Patrons." She showed examples of aging such as hearing/eyesight loss, and talked about ways that staff can better interact with these patrons. Approximately 87 staff across PA tuned in for her presentation! **Active/Ongoing:** Northland staff are participating in KultureCity Sensory Inclusive and Accessibility training. We are completing the remaining steps to become Sensory Inclusive Certified by KultureCity. **Impact:** NPL staff have reached the KultureCity training threshold required to become certified by KultureCity. Families and individuals with sensory processing needs will feel more comfortable and welcome at Northland. Staff will know how to help provide a better library experience.
Funding	**Active/Ongoing:** Garden Gala 2025: Down the Rabbit Hole tickets are now on sale! **Challenge:** Following restructuring, we (and other libraries) are seeking a new firm to perform our annual audits. All proposals received are significantly higher than our previous costs. **Impact:** Unexpected higher audit costs will negatively impact our operating budget.
Facility and Space	**Accomplishment:** Northland's maintenance staff are meeting the challenge to repair the wind damaged awning. **Active/Ongoing:** The New Northland Construction continues. Steel has been erected for the building addition. A new floor exists on the upper level in place of the spiral staircase. Plumbing and electrical work are progressing and some new walls are taking shape on the lower level. As temporary walls are shifted and removed, patrons (especially our younger patrons) are enjoying getting a glimpse of the construction work. We received proposals from seven vendors to run our new café! The review/evaluation process has begun. The design phase for the ADA Accessible restroom with a universal changing table has begun. Adult Services staff are excited to get new flooring upstairs soon. Patrons have made comments appreciating how open it is now with the center section (former staircase) gone. It also improves visibility greatly for librarian staff as well. **Challenge:** Our temporary entrance "awning" was blown over and damaged during recent strong winds. Our snow removal contractor has again been unable to obtain enough salt to tend to our parking lot. Winter weather prevented our maintenance staff from getting to the library to salt sidewalks on a recent weekend. **Impact:** We were unable to open one of our temporary entrances until rescheduled staff were able to come in and treat the sidewalks.

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Services	**Accomplishment:** Due to high demand (and the need to keep class sizes small) we have added a Thursday toddler program, in addition to two on Wednesdays. CATS Library Associate, Kim Englert helped a local Brownie Scout troop find resources about Australia for their part in Girl Scout Thinking Day. Librarian, Jeanne Bondi re-invigorated our Kindergarten Readiness program with four levels of packets to give to preschoolers during the lead-up to their first day of kindergarten. The packets will build on letter, number, shapes, color recognition, and classroom citizenship. This self-directed program will debut this summer. Virtual adult programs continue to get good registration numbers as well as attendance, showing that there is a continued need for this type of program. The program *Edith & Kurt Leuchter: a Holocaust Story of Love and Resilience* had great attendance with 25 of the 26 registered attend. Edith and Kurt's daughter, Deborah, was the speaker and discussed her parents' life and experience as Holocaust survivors. Her parents are still alive (ages 96 and 97!) and joined at the end via Zoom. It was a great conversation with good audience participation. **Active/Ongoing:** Raeann MacNeil, Teen Librarian, started a wildly popular once a month Pokemon Club.
Collection	**Active/Ongoing:** Children and Teen Services staff are revamping how the non-fiction collection is maintained. Formerly, one person did all the collection development. Going forward, every CATS staffer will have a chunk of the collection to weed and suggest purchases for.
Promoting the Library	**Accomplishment:** 2024 Tax Information webpage is live. The county wide app update is scheduled to be released the week of February 24. Nicholas attended the monthly Nonprofits North meeting in February. Journalist Hilary Daninhirsch interviewed CATS about our children's summer reading program for inclusion in the April edition of the North Hills Magazine. CATS staff started our Puffling Pals pen-pal program by having Northland kids make bookmarks to send to their peers at the Library in Heimaey, Iceland. **Active/Ongoing:** <u>County wide app update</u> - MarCom worked in a tight window to customize Northland's version of the app (custom colors, layout, connections, icons, links, etc.) once we had admin credentials; App flyers are printed; a staff FAQ document has been shared with staff in anticipation of the app's release; we're waiting for social media content as of this report. All things Garden Gala communications / branding is live and ongoing. Café Space partner announcement is being worked on with the (hopefully) approved vendor to be released on March 3 via social media and a collaborative press release. Work continues on 2025 Summer Reading program. MarCom continues to highlight construction updates on the library's social media channels. **Challenge:** County wide app – training to admin access to release of the app was a very tight timeframe. Customizing the app took a lot of work in a tight window. Promotion materials at the time of this report still have not been officially sent from CLP for a release one week away (luckily NPL got an early version of the flyer and Staff FAQs). **Impact:** With a very tight schedule MarCom had to adjust schedules and timelines. No advance social content and promotion led to a delay in affectively communicating the updated app to patrons. Since this is a county wide app we need to be consistent with the messaging county wide.
Board Member Activities	**Accomplishment:** The NPL Authority board has elected the following officers for 2025: President: Dana Getz from McCandless, Vice President: Michael Smith from Marshall, Secretary: Sarah Poweska from Ross and Treasurer: Karrie Lukin from Franklin Park.

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

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

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.



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

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