Borrowing Policies

Obtaining a Library Card

There are several ways to register for a Northland Library Card, either online or in person at Northland. *Online registration may require you to stop in to retrieve your actual library card.*

All residents of Allegheny County are eligible for a free library card. You may use your card at Northland or any Allegheny County public library.

To get your card, please present a valid form of photo identification and proof of your current address at the ~~customer service d~~Check Out Desk located in the lower level of the library, or the Customer Service Desk, currently located on the upper level. ~~Residents of other Pennsylvania counties may also receive a free card if their home library participates in Access PA. Others~~All Pennsylvania residents are eligible to receive a free library card. People who live outside of Pennsylvania are welcome to purchase a membership at the current rate. Children under 13 must have a parent or guardian sign their library card application. Teens ages 13-17 can register for a library card without a parent or guardian signature if they have photo ID and proof of address. A parental notification postcard will be sent to the home address.

By signing an application for a child or teen, the parent or guardian grants that minor permission to access all materials in the library, including the internet. The parent or guardian also accepts responsibility (including financial responsibility) for all materials checked out with the minor's card. Please remember that you are responsible for all library materials borrowed on your card.

New to Northland? Read our Welcome Brochure, which provides orientation information.

Borrowing Policy

Northland Public Library issues cards to individuals who desire to borrow our materials or access our services. The cards are issued in good faith and cardholders must accept and be bound by the accompanying rights and responsibilities. Northland reserves the right to suspend privileges if library policies outlined below are violated.

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Within Allegheny County: All materials of county-wide libraries are available to all cardholders. You may check out or return materials at any Allegheny County public library.

Outside of Allegheny County: Materials requested from libraries outside Allegheny County must be borrowed through the Inter-library Loan process. Items returned to libraries outside the county borders may take longer to be received by the owning library. It is recommended that you ask about the return policy for those libraries to ensure that you are not incorrectly charged overdue fines.

Loan periods

Most DVDs/Blu-Rays, take home science in a box and magazines may be borrowed for 7 days. All other library materials may be borrowed for 21 days

Renewing Library Cards

Some accounts expire every two years and must be renewed by verifying contact information– including address, the unique I.D. and preferences. Accounts for children under age 13 must be renewed by their parent/guardian. ***Note: The renewal process consists solely of an informational update in the library's lending system. You will not be issued a new library card.

Placing a Hold or Reserving an Item

You can place a hold 3 different ways:

- Use the online catalog to search for the item and click on *Place hold*.
- Speak with a reference librarian in person or by phone.
- Through the Allegheny Libraries app!

Overdue fines

Effective June 1, 2023, Northland Library ~~will~~ no longer charges overdue fines for items returned after their due date. Items borrowed from outside Allegheny County may be subject to overdue fines.

Damaged Items

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Patrons are responsible for the care of library materials in their possession. Items deemed damaged beyond repair will be billed to the patron's card as a replacement charge. Bills include a $5 processing fee to cover re-cataloging, processing, security and barcodes. The processing fee will be reduced to $3 if the replacement cost of the item is less than $10. Fees of more than $35.00 ~~will~~ may result in your card being blocked from use. Replacement items will not be accepted.

Lost Materials

Library items that are lost or remain unreturned after six weeks from the due date are billed to your account. Bills include a $5 processing fee to cover re-cataloging, processing, security, and barcodes. The processing fee will be reduced to $3 if the replacement cost of the item is less than $10. Fees of more than $35.00 ~~will~~ may result in your card being blocked from use. Replacement items will not be accepted.

Refund Policy

Refunds may be issued for lost item payments if the item is returned, in good condition, within 30 days of payment. Please ~~stop~~ take the item to~~at~~ the C~~c~~ustomer S~~s~~ervice or Check Out desk to initiate a refund. Refunds will be applied to any outstanding balance on your account. Refunds of $5 or less will be ~~given~~ issued in cash. ~~as Northland Bucks which can be used at Northland Library only. Should you locate the item, please bring it, along with your receipt, to our Customer Service Desk for a refund. All r~~Refunds over $5.00 will be mailed to the address listed on the library account.

Refunds for items owned by other libraries (not Northland materials) may be subject to different policies. You must contact the specific owning library for information on their refund policy.

Confidentiality

To protect your privacy and in accordance with the Pennsylvania statute and our privacy and confidentiality policy, we cannot discuss your library account with any individual. If you wish another individual to pick up your items on hold, please let us know and we will list them as a proxy on your library account. The individual(s) will not have access to view the items on your account and will not be able to check out anything other than your reserved

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items. If you need to discuss your account by phone, you will be asked to provide your card number and verify your address and/or other information.

Renewing Items

Most items may be renewed six times unless they have been reserved by another patron. Items which are not renewable include but are not limited to: “Lucky Day” books and DVDs, ukuleles, launchpads, hotspots, VR headsets, and adult bestseller videogames. Interlibrary loans (ILLs) may only be renewed one time.

Renewals now happen automatically for ***eligible*** items! Checked-out items will be automatically renewed 1-3 days before their due dates as long as there are no holds on them and as long as the items have not reached their renewal limits. Please note that not all items will be automatically renewed; patrons are responsible for keeping track of due dates. Patrons with an email address attached to their library accounts will receive the following courtesy notice 1-3 days before their items are due: “This is a friendly reminder to let you know that the following items are due soon. Some of your items may have been automatically renewed for you. Please log in to your account to check the new due dates for these items and to check the status of any items that were unable to be renewed. Login to your account at https://acl.bibliocommons.com/.”

These emails may include information about which items were or were not renewed and information about due dates. Patrons are responsible for returning their items by the due dates.

Patrons who do not have an email address attached to their library account and who have opted to receive telephone notifications will receive calls only when they have overdue items.

Patrons also have the ability to opt-in to text notifications. Visit this page for more information.

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Northland Public Library
Computer & Internet Use Policy

Introduction

To advance its mission to enable, empower and encourage lifelong learning and discovery in a safe, welcoming space for all, Northland Public Library offers the use of computers and access to the internet.

Computer & Internet Resources

Public computers are available on a first-come, first-served basis for any current Library card holder. Guest passes are available for out-of-county patrons or other special circumstances. Patrons must accept the terms of use when using any Library computer or internet resources.

The following resources are available for use:

1. Catalog Only Computers—no Library card necessary for use. Library catalog and restricted Internet access to web sites listed in the catalog and selected Library Internet reference databases.
2. Public Computers—must have a current Library card or a guest pass to use. Guest passes are issued to patrons who reside outside of Allegheny County or under special circumstances. These computers have a four-hour per day limit.
3. Express Printing Public Computer—has all of the capabilities of the public computers but is strictly for the purpose of printing documents. This computer has a 15-minute time limit to allow patrons to quickly print their papers and move on with their day.
4. Restoration Station-- has a Fujitsu scanner attached and specialized Vivid-Pix restoration software installed to allow patrons to scan, restore, and enhance their photos and documents. The Restoration Station has a 2-hour time limit.
5. Wi-Fi Hotspots—available to checkout with your library card on a first-come, first-served basis.
6. Virtual Reality (VR) Headsets--available to checkout with your library card on a first-come, first-served basis.
4. -
5.7. Wireless Internet Service (Wi-Fi)— available 24/7 in the library's parking lot or inside the Library during the Library's operating hours for people with compatible wireless devices. Patrons must accept the terms of use to access. Device owners are responsible for configuring equipment for wireless service. General information on configuring devices

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for wireless service is available from Library staff during the Library's operating hours. Staff are not permitted to configure wireless devices for service.

~~6.~~8. Computers in the Children and Teen Services Department are reserved for use by children under the age of 18. Exceptions are made for adults accompanied by a child or when all computers in the Computer Center are in use and others are waiting.

Patrons can speak with an Adult Services staff member for assistance at any computer located in or around Northland's Computer Center or have a time extension granted as long as there are other open computers.

Printing & Downloading

Printing costs $.15 per page for black and white and $.50 per page for color. Patrons may not save their data on the hard drives of the Library computers but may save data to their own storage devices or cloud accounts.

User Responsibilities

Northland Library expressly prohibits any use of Library resources, including computers, hotspots, VR headsets or its wireless services to conduct illegal activities or to access material that is obscene, contains or makes reference to explicit sexual materials as defined by PA law (18 PA. C.S. § 5903), contains child pornography or is harmful to minors. Patrons should not access sites that are inappropriate for viewing within a public setting. Patrons are responsible for complying with copyright laws and licensing agreements, for paying any fee-based service charges and for securing ~~wireless~~ all devices from physical or digital theft.

Internet Filtering

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. (U.S. Supreme Court decision: *United States v. American Library Association, Inc.*, 539 U.S. 194 (2003)). The Electronic Information Network (eiNetwork), the countywide consortium which provides Northland's Internet access, receives such funding, and, therefore, as a member, Northland complies with the requirements of CIPA.

Websites are filtered to prevent minors from viewing material that 1) is obscene, 2) contains child pornography or 3) is harmful to minors. The term "harmful to minors" is defined by the

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Northland Public Library
Computer & Internet Use Policy

Communications Act of 1934 (47 USC § 254 (h)(7)(G)) as meaning any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals;
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

As necessary for bona fide research or other lawful purposes, any adult (18-years or older, as defined by CIPA) may have filtering disabled on Library computers by a Library staff member. Computers located in the Children's and Teens' areas of the Library or those using the wireless internet service cannot be unfiltered.

Children's Use (Age 17 & Younger)

Northland Public Library complies with federal laws requiring internet access to be filtered for all minors age 17 and younger. Federal law also requires internet filtering even if a child is accompanied by a parent or guardian.

Filters are not foolproof. They can give people a false sense of security that they are protected from harmful material. In addition, filters can block access to sites that could be inoffensive or useful.

The Library requires that parents or guardians, just as with books, videos, and other formats, assume responsibility for monitoring their children's use of and access to information. A signature of a parent or legal guardian for a child's Library card indicates and pledges that parents or guardians take, and will continue to take, responsibility for monitoring that child's access to all Library materials and services, including the Internet.

Not all sources on the Internet provide accurate, age-appropriate, complete or current information. Northland Public Library cannot and does not make any promise, commitment or guarantee, either expressed or implied, with respect to the quality or content of the information available.

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Northland Public Library
Computer & Internet Use Policy

Internet users, especially children and their parents, need to be good information consumers, questioning, evaluating and judging the validity of the information. Users are cautioned that articles, ideas, points of view and images can be found on the Internet that may be controversial, troubling, disturbing, upsetting, divergent, false, misleading and/or inflammatory.

Disclaimers

Northland Public Library has no liability for direct, indirect or consequential loss or damages related to the use of information or services accessed through the Library's computer equipment or Wi-Fi service.

Northland Public Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, has no liability for damages related to the operation of, or failure of, the filtering technology or for its possible circumvention by users. Only parents and guardians can guide their children's use of the Library and its resources.

Penalties for Misuse

Any misuse of ~~computer~~ library equipment, attempts to harm data or networks, inappropriate sharing of account information or passwords, attempts to circumvent normal log in procedure, bypass internet filter or other irresponsible usage will result in the immediate suspension of user privileges and, where applicable, criminal prosecution. The user or parent/guardian of children age 17 and younger will be responsible for any misuse and/or monetary damages resulting from such acts.

Further, the ability to post, save ~~(including storage)~~ or link to copyrighted material is governed by United States copyright law. Northland Public Library reserves the right to delete or disable access to any post or link if, in its judgment, the post or link involves violation of copyright law. Repeat infringers of copyright law may lose computer or Library privileges.

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NORTHLAND PUBLIC LIBRARY
Tutor Policy

Introduction
To advance its mission to enable, empower and encourage lifelong learning and discovery in a safe, welcoming space for all, Northland Public Library (NPL) allows tutors, both volunteer and professional, to use certain spaces in the Library to conduct their sessions.

Guidelines
1. Tutors and students must be conscious of, and not be disruptive to other Library patrons.
2. The Computer Center, Silent Study Room (North end of Upper Level), both sides of the Fireplace Area, the Reference Tables, Local Interest Table and the Study Carrels may not be used for tutoring even if there are no other tables available.
3. Tutoring is welcome at the designated areas in the Children and Teen Services Department.
4. Conferences with parents must be quiet at all times and not held in the entry way or in front of any Reference Desks.
5. Voices (both tutor and student) must not disturb other Library users.
6. Tutors and students must bring their own supplies.
7. Library staff cannot relay messages and materials between students, tutors and parents.
8. Library staff may request that a tutor and student move to the Tutor Room (used by volunteer literacy tutors) on the Upper Level if the room is available.
9. School-aged students being tutored are the responsibility of the tutor and/or parent while on NPL property. No one under the age of 10 may be left unattended in the Library without a parent/caregiver (at least 16 years of age) present on the same floor.
10. Tutors may not publish or distribute advertisements or letters indicating the Library as their place of business or otherwise imply Library sponsorship or endorsement of their activities.

Tutor Room
- Volunteer tutors affiliated with non-profit organizations such as Literacy Pittsburgh or Volunteers in Tax Assistance (VITA) may reserve the private tutor room up to one month in advance.
- If the room has not been reserved, it is available on a first come, first served basis for up to two hours at a time.
- No more than three people may occupy the room at any one time.
- The room is available only during Library operating hours.
- Private or commercial business may not be conducted in the tutor room per the No Solicitation Policy.
- If a person who has reserved the tutor room fails to show up within 15 minutes of their reservation time, the room may be given to someone else.

Limitations
While we realize that the Library is a comfortable, neutral location in which to tutor students, the Library cannot guarantee that tutors will be able to find accommodations.

NPL does not want to inconvenience any of our users, but we must consider the needs of ALL who visit the building.

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Penalty for noncompliance

Those who fail to comply with the Northland Public Library Tutor Policy will be asked to leave the Library; repeat offenders may be barred from the Library for up to one year at the discretion of the Executive Director.

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Northland Public Library Authority
Buildings and Grounds Committee
New Northland Entrance/Staircase Project Updates

Update January 24, 2025

Steel was delivered and erected as the New Northland building project takes shape. The hole in the center of the building where the old stairway was located has also been filled in and the contractors are currently working to clear away all the old flooring to make way for the new flooring in the interior part of the Project. The contractor has indicated that the upstairs interior work is being accelerated and that this space will become available to us around the end of February (provided we can get a partial occupancy permit). As the Project reaches a more substantial completion some design issues have arisen which are eating away at the contingency funds, albeit at a fairly small rate so far for a project of this size and scope. The biggest issue was a mismeasurement which rendered the required gap between the original structure and the new addition larger that desired. R3A is still working with consultants to design a remedy and obtain pricing for the fix. The Café part of the Project is moving along nicely with 7 proposals received. The evaluation process is expected to result in a recommendation on the best proposal coming before the Board at the March meeting. The upper floor rest room is currently being conceptualized and a proposal has been received for the design work (also utilizing R3A).

Update November 27, 2024

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

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

Update September 20, 2024

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

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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 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

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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 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"

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

Update December 1, 2023

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

Update October 19, 2023

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

Update September 20, 2023

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

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

Update August 18, 2023

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

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and images that will inform their initial layout of the new space. It is expected that the next few weeks will see a flurry of activities that will be recapitulated in the September update.

Update June 22, 2023

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

Update May 18, 2023

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

Update April 19, 2023

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

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

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

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

Update January 20, 2023

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

GEDTF Grant (secured)	*$150,000*
ARPA Grant (through Lindsey Williams – secured)	*$250,000*
One-time Additional Investment in Libraries RAD Funding (secured)	*$200,000**

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NPLF Grant (not yet secured) *?*

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

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

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

Update March 18, 2022

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

Update December 3, 2021

The Keystone Grant application was completed and submitted on time.

Update October 21, 2021

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

Update September 24, 2021

Staff met with the Architects to review the feedback from the Authority Board. Revised drawings were also shared with the staff Leadership Team. Staff are in favor of the new space on the upper level being used for Silent Study and then using the 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

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option will have a slightly reduced cost. The Building & Grounds Committee is recommending Option D as the preferred concept for this project. Staff has begun preliminary preparation of the Keystone Grant application materials.

Update August 20, 2021

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

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

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

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

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

Now that almost a year has passed since the HVAC project construction phase was concluded, the Committee has turned their attention to the New Entrance Project. In furtherance of that goal, the Committee developed a Project Timeline (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:

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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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NPLA New Northland Project Worksheet

	Keystone Grant	GEDTF Grant	ARPA Grant	LSA Grant	NPLF Grant + Fundraising	Post Contract Award Grants	Internally Generated Funds	Totals
Funding Sources:	750,000	150,000	250,000	500,000	318,000	660,000	1,535,354	4,163,354
Uses:								-
Professional Services	225,325						-	225,325
General								-
demolition	20,000	75,000						95,000
permits	4,300							4,300
bonds							38,000	38,000
site prep	62,050							62,050
New construction	438,325	75,000	250,000	500,000	175,000	635,000	243,050	2,316,375
Change order total to date							31,716	31,716
Total General	524,675	150,000	250,000	500,000	175,000	635,000	281,050	2,515,725
Total Electrical							506,420	506,420
Total Plumbing							103,200	103,200
Total HVAC							230,500	230,500
Other								-
new equip/materials					80,000	15,000	10,000	105,000
remaining constr contingency							217,614	217,614
Café Fitout					55,000		79,570	134,570
Upstairs Handicapped Accessible Restroom					8,000	10,000	107,000	125,000
Landscaping						18,735		18,735
Remainder (To be Funded):	-	-	-	-	-	(18,735)	-	(18,735)

Capital Account Reconciliation

Current Capital Acct Balance	**1,914,582.00**
ERTC	**346,789.00**
RAD	**206,000.00**
2024 Depreciation Expense	**142,946.00**
Excess Revenue 2024	**200,000.00**
Total Funds Available	**2,927,385.75**
Needed for New Northland Project	**1,535,354**
Remainder for Future Capital Projects	**1,392,032**

Total Cost of Project		**4,163,354**
Funding Sources		
Keystone Grant	750,000	
GEDTF Grant	150,000	
ARPA Grant	250,000	
LSA Grant	500,000	
NPLF Grant + Fundraising	318,000	
Post Contract Grants	660,000	
Internally Generated Funds	1,535,354	
Total Committed Funding		**4,163,354**

NPLF Total	318,000
NPLF Grant	250,000
NPLF Pavers	53,000
NPLF Naming Rights	5,000
NPLF Other Donations	10,000

Post Contract Grants Total:	660,000
CPF	650,000
Rotary	10,000

Garden Club of Allegheny County - applied for	18,735

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NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
December 3, 2024, 7:00pm
MINUTES

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

II. Comments from the Public: None.

III. President's Report: Irene Caliendo: Prior to the meeting there was an executive session to discuss a personnel matter. There was an Officer's meeting on November 27. Caliendo reflected upon the library's successes this year and thanked everyone for their hard work. She encouraged everyone to keep momentum going and to support the Year End Appeal.

IV. New Business:

a. **Extend Building & Grounds Staff terms 1 year (VOTE) – Amy Steele:** Motion to extend the Building and Grounds Committee terms for one year for staff members Kati Coleman and Kim Englert, duly made by Tom Kosmala and unanimously carried.
b. **Foundation Board members – renewing terms (VOTE) – Alexis McKinley:** Motion to reappoint Alice Beckett-Rumberger and Robert Tate to another three-year term on the Northland Library Foundation Board, duly made by Karrie Lukin and unanimously carried.
c. **Naming Rights in Consideration Recommendation – Teen Bench (VOTE) – Alexis McKinley:** Sam and Laverne Dawson have donated $5,000 for the naming rights of the new bench in renovated teen space. Motion to approve the naming rights for the teen bench for $5,000 for 20 years, duly made by Mike Smith and unanimously carried.
d. **Executive Director Compensation for 2025 (VOTE) – Irene Caliendo:** Motion to approve a 4% salary increase for Amy Steele, Executive Director; this 4% change increases Ms. Steele's current salary of $114,878.40 to $119,473.54 effective in the first pay period of 2025, duly made by Tom Kosmala and unanimously carried. Sample and Caliendo thanked Steele for her outstanding work. Steele thanked the Board.
e. **Pre-Approved Vendor List – update (VOTE) – Bob Lukitsch:** Motion to accept the Pre-Approved Vendor List, duly made by Tom Kosmala and unanimously carried.
f. **Authority Board Evaluation Summary – Casey Sample:** Sample shared a presentation on the survey results. It will be used to guide the Governance Committee in goal setting and provide insight into information gaps and future planning. There will be education at board meetings on specific topics and the Committee will plan and organize a Board Retreat in 2025.

V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Concrete work is done, demolition is finished, and steel should start arriving next week. One cost increased, but there are potential savings costs available from using existing piping for storm water. We continue to navigate communication concerns between the architects and construction teams.

a. **Grants update – Amy Steele:** The second GEDTF extension was approved. Preparing to submit reimbursement for the ARPA Grant. CPF Grant is getting ready to send the contract. North Boroughs Rotary Club provided the library with a $10,000 grant for the adult changing table for the accessible bathroom to be built on the upper level. Christina Abernethy, the Pennsylvania Chapter Leader for the Changing Spaces Campaign, and Donna Rau joined Steele at the Rotary's recent meeting to thank the Club and comment on the importance of this donation.
b. **Café RFP update – Amy Steele:** The Request for proposal (RFP) was sent out in mid-November. Optional meetings and tours for interested vendors are on December 4 and December 18.

VI. **Communications:**

a. **Library Marketing & Communications – Nicholas Yon:** Designed the RFP. The Tribune Review did a story on the RFP. Have received lots of excited responses related to the cafe. Promoting Holiday Gifts for Book Lovers fundraiser. Continuing to update the public on construction updates and progress. Adult Services Facebook page was deactivated. Adult Services programs and news will continue to be promoted on the main Northland Facebook page. Adult winter reading, Cabin Fever, graphics and social media are ready to roll out. Attending upcoming McCandless Winterfest. Already working on 2025 long range programs and events.
b. **Departmental Updates – Kelley Moten:** Will have a college intern in January. She will be helping with the upcoming strategic plan and reaching out to the community, as well as working with adult and children's librarians. Strategic planning will begin in mid-January. Will be looking at short- and long-term risks facing libraries. Moten believes we can address global risks of "misinformation and disinformation" and "AI."
c. **Foundation – Alexis McKinley:** Thanked all those that attended the Shining Star Gala where three NPLF Board members were honored. Received many donations for Giving Tuesday today. The Year End Appeal mailer will be sent out soon and will include a save the date for the 2025 Garden Gala. Sponsorships for the Garden Gala are open. The Fundraising Committee conceived the idea for the Holiday Gifts for Book Lovers. "Blind Date with a Book" gift option has sold 110 so far! Also selling Bookshelf Blend coffee bags from Commonplace Coffee and literary themed candles from North Ave Candles. Continuing to sell engraved pavers through the end of the year. The Foundation Board increased staff gifts to $75 each in light of construction challenges. The Buncher Foundation is giving each library an additional $5,000 this year.
d. **Junior Board Member Report – Kylie Seyler:** None.
e. **RAD 2025 Budget – Amy Steele:** RAD passed their final budget with a 3.5% increase.

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VII. Board Education:

a. Job descriptions for members and officers – Irene Caliendo: Caliendo and the other current officers overviewed the duties of each NPLA Board Officer position. Caliendo encouraged board members to review the positions and responsibilities.

VIII. Unfinished Business: None.

IX. Legal Matters: Regarding board orientation, Shuckrow offered his time pro bono to present on governance at the retreat.

X. Consent Agenda:

a. Minutes
  i. October 22 Board Meeting: Include Rita Martin's first name in the list of Shining Star honorees.

b. Treasurer's Report

c. Executive Director's Report

Motion to approve the consent agenda, with the addition of Rita's Martin's first name, duly made by Mike Smith and unanimously carried.

d. Committee and Other Reports:
  i. Governance Committee: See above.
  ii. Building & Grounds Committee: See above.

XI. Board Comments: Steele notified the Board that Northland has received funding through the E-Rate: Universal Service Program for Schools and Libraries, but this program has now been ruled "unconstitutional" by the 5th circuit court and the case will be going to the Supreme Court. This is a concern for Northland as well as other libraries and schools. Steele encouraged board advocacy as this moves forward. Caliendo thanked the Board for responding to the 2025 NPLF Board meeting volunteer sign-ups request.

XII. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 8:40 PM.

Respectfully submitted,

Dana Getz
Vice President

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Treasurer's Report Executive Summary
For the Period ending December 31, 2024

Fiscal Year 2024 is now wrapped up with yet another successful budgetary performance. Budgeted Revenue for 2024 came in slightly (3%) over budget, while expenses overall came in 7% under budget. Cash on the books as of the end of December totaled just under $3 million, about $640,000 less than the amount at the same point in 2023 (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 $491,552 (based on 2024 total spending), along with a Capital Improvement Fund that held $1,179,981 at the end of December – about $600,000 less than October, 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 increased to $ 5,286 (due to the issuance of the NPLF Q4 invoice), while Other Current Assets shows a $0 balance. Fixed Assets currently total $ 2,862,394, - increasing as payments associated with the New Northland Project are processed. Total Assets are currently $ 5,851,949, roughly $300,000 more than one year ago.

Accounts Payable decreased to $9,948 reflecting fewer 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 decreased to $18,004, which is about $15,000 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 $44,194 due to a zeroing out of the donations collected on behalf of NPLF as of December 31 as part of the invoicing process.

The Statement of Activities (with Budget analysis) shows good performance on the revenue side – revenue from rent, fees and payments for lost materials is well above budget (110%), Semi-Annual Book Sale Revenue is 6% above Budget and interest income is continuing its stellar

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performance (212% of budget), other areas remain slightly below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in about 3% above Budget, totaling $ 3,306,267 against a Budget of $ 3,209,415.

On the Expense side, payroll ended up right on budget, while other payroll expenditures were about 7% over Budget. Collection expenditures came in about 3% below Budget, while Programing came in on Budget. Other Library Operations ended up under budget (9%), as did Administration spending (5%). Marketing & Communications expenditures were 31% under Budget, while Computer Expense came in approximately 30% below Budget. Building Expense finished the year below Budget (by 19%). Travel & Training came in 3% under Budget, while Miscellaneous Expense ended the year right about 20% below budget. Overall spending was about 7% 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 $1,000,000 paid out towards the New Northland project, the Library's cash position decreased by only $628,000 through December.

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Northland Public Library Authority

Statement of Financial Position

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash Accounts	2,984,268.39
1072 Bill.com Money Out Clearing	0.00
Total Bank Accounts	**$2,984,268.39**
Accounts Receivable	
1105 Accounts Receivable	5,286.11
Total Accounts Receivable	**$5,286.11**
Other Current Assets	**$0.00**
Total Current Assets	**$2,989,554.50**
Fixed Assets	
1300 Property & Equipment	6,328,735.41
1905 Accumulated Depreciation	-3,466,341.00
Total Fixed Assets	**$2,862,394.41**
TOTAL ASSETS	**$5,851,948.91**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	9,948.93
Total Accounts Payable	**$9,948.93**
Credit Cards	
2105 PLGIT BMO Debit Card	18,004.09
Total Credit Cards	**$18,004.09**
Other Current Liabilities	**$44,193.88**
Total Current Liabilities	**$72,146.90**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$72,146.90**
Equity	
3005 Accumulated Surplus	2,997,421.09
3099 Opening Balance Equity	2,425,425.82
Net Revenue	356,955.10
Total Equity	**$5,779,802.01**
TOTAL LIABILITIES AND EQUITY	**$5,851,948.91**

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Northland Public Library Authority

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	29,300.00	29,300.00	0.00	100.00 %
4010 Mcpl Support - Franklin Park	388,573.75	376,664.00	11,909.75	103.16 %
4015 Mcpl Support - Marshall	227,724.92	218,946.00	8,778.92	104.01 %
4020 Mcpl Support - McCandless	671,342.00	671,342.00	0.00	100.00 %
4025 Mcpl Support - Ross	545,406.00	545,406.00	0.00	100.00 %
Total 4000 Municipal Support	**1,862,346.67**	**1,841,658.00**	**20,688.67**	**101.12 %**
4100 Other Government Support				
4105 State Support	320,215.00	320,215.00	0.00	100.00 %
4110 County Support	536,425.26	531,267.00	5,158.26	100.97 %
4115 Table Gaming Revenue	65,263.14	70,000.00	-4,736.86	93.23 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**921,903.40**	**921,482.00**	**421.40**	**100.05 %**
4200 Grants & Donations				
4205 Foundation Grants	213,115.94	220,000.00	-6,884.06	96.87 %
4210 Other Grants & Donations	5,430.98	22,000.00	-16,569.02	24.69 %
Total 4200 Grants & Donations	**218,546.92**	**242,000.00**	**-23,453.08**	**90.31 %**
4300 Library Operating Revenues	**33,376.58**	**30,175.00**	**3,201.58**	**110.61 %**
4405 Semi-Annual Book Sales	21,198.06	20,000.00	1,198.06	105.99 %
4500 Store Sales	**50,686.59**	**57,600.20**	**-6,913.61**	**88.00 %**
4705 Misc. Income	**1,520.00**	**4,000.00**	**-2,480.00**	**38.00 %**
5000 Interest Income	196,438.16	92,499.96	103,938.20	212.37 %
Uncategorized Income	250.75		250.75	
Total Revenue	**$3,306,267.13**	**$3,209,415.16**	**$96,851.97**	**103.02 %**
GROSS PROFIT	**$3,306,267.13**	**$3,209,415.16**	**$96,851.97**	**103.02 %**
Expenditures				
6000 Payroll Expense	**1,897,872.40**	**1,913,018.84**	**-15,146.44**	**99.21 %**
6100 Other Employment Expense	**389,578.00**	**363,005.40**	**26,572.60**	**107.32 %**
6200 Collection Purchases	**348,427.47**	**359,638.92**	**-11,211.45**	**96.88 %**
6300 Programming & Events	**16,989.59**	**16,999.92**	**-10.33**	**99.94 %**
6400 Other Library Operations	**37,348.50**	**40,899.96**	**-3,551.46**	**91.32 %**
6500 Administrative Expenditures	**69,662.57**	**73,850.04**	**-4,187.47**	**94.33 %**
6600 Marketing & Comm.	**2,433.12**	**3,544.08**	**-1,110.96**	**68.65 %**
6700 Computer Expense	**45,673.05**	**65,000.04**	**-19,326.99**	**70.27 %**
6800 Building & Equipment	**125,815.96**	**155,149.92**	**-29,333.96**	**81.09 %**
6900 Travel, Training & Apprec.	**6,797.49**	**6,999.96**	**-202.47**	**97.11 %**
8000 Miscellaneous Expenses	**8,713.88**	**10,999.92**	**-2,286.04**	**79.22 %**
9000 Depreciation		160,309.00	-160,309.00	
Total Expenditures	**$2,949,312.03**	**$3,169,416.00**	**$ -220,103.97**	**93.06 %**
NET OPERATING REVENUE	**$356,955.10**	**$39,999.16**	**$316,955.94**	**892.41 %**
NET REVENUE	**$356,955.10**	**$39,999.16**	**$316,955.94**	**892.41 %**

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Northland Public Library Authority

Budget vs. Actuals

January - December 2024

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Northland Public Library Authority

Statement of Cash Flows

January - December 2024

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	356,955.10
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	37,497.41
1220 Prepaid Expenses:Prepaid - Other	861.75
1298 Employee Orders	0.00
2000 Accounts Payable (A/P)	-1,067.66
2005 Accounts Payable (A/P):Accounts Payable - Vendors	-8,374.74
2105 PLGIT BMO Debit Card	-15,460.48
2205 Receipts Collected for Other Entities	-0.78
2210 PA Sales Tax Payable	-5,036.08
2405 Payroll Tax Payable	9.60
2605 Payroll Liabilities:FSA	1,109.48
2610 Payroll Liabilities:Life Insurance	392.54
2620 Payroll Liabilities:Dental	90.39
2625 Payroll Liabilities:UPMC	90.14
2630 Payroll Liabilities:SIMPLE IRA	4,404.22
2635 Payroll Liabilities:Child Support	0.00
PA Sales Tax Payable:PA Sales Tax Payable	5,028.45
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**19,544.24**
Net cash provided by operating activities	**$376,499.34**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-1,004,406.87
Net cash provided by investing activities	**$ -1,004,406.87**
NET CASH INCREASE FOR PERIOD	**$ -627,907.53**
Cash at beginning of period	3,612,175.92
CASH AT END OF PERIOD	**$2,984,268.39**

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NORTHLAND PUBLIC LIBRARY
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Executive Director's Report – January 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:** We finally filled the second of two vacant Circulation Customer Service positions. During January, Sophia Kunkle, a student intern from Hollins University has been shadowing and assisting our librarians and doing preliminary work for our upcoming strategic planning process. All staff are participating in the Know Be 4 Cybersecurity Awareness training program through the eiNetwork. **Challenge:** The Children and Teen Services (CATS) Department needs more staffing. **Impact:** The CATS Department cannot accommodate all the requests they receive from the community for programs.
Funding	**Accomplishment:** 272 engraved pavers were purchased to help fund the New Northland construction project! The NPL Foundation sold more 150 "Blind Dates with a Book" as part of their holiday fundraisers. Wish Tree wishes have provided worms for Bubbles the Axolotl, fish food, lots of craft supplies (google eyes!), and books for mounting Story Stroll displays. **Active/Ongoing:** Garden Gala 2025: Down the Rabbit Hole tickets go on sale February 1! We continue to seek and apply for additional grant funding for the New Northland construction project. **Challenge:** After about a year of negotiations we finally have a new Microsoft Licensing agreement. Costs are up 138% county-wide over last year's agreement. This is better than the initial 200% increase projection. **Impact:** Escalating Microsoft costs will significantly impact our technology budget moving forward, leaving minimal funds for equipment and other necessary software.
Facility and Space	**Accomplishment:** Thank you to the Pittsburgh Foundation for donating "new to Northland" tables that will be used in our new meeting room! Newer barcode scanners allow staff to scan library cards from a patron's cell phone when they are using the Library App! **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. **Challenge:** Keeping lower level spaces warm during construction has been difficult during the severe cold weather. Our snowplowing contractor temporarily ran out of salt as have many others. Thank you to the Town of McCandless for coming to our rescue and salting our parking lot one evening!!

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	Impact: We had to run one of our entry air curtains constantly for a couple of days to keep the hallway heated. This will result in significantly higher electric costs.
Services	**Accomplishment:** CATS staff have begun their Literacy Enrichment visits to preschools and kindergartens for "spring" semester. A new Teen/Tween program is Pokemon Club. Tax season has begun, and we are already receiving many inquiries. We have received Pennsylvania forms courtesy of Representative Jeremy Shaffer's office and the Federal forms have just arrived.
Collection	**Accomplishment:** CATS Librarian Raeanne MacNeil reestablished our account at Barnes & Noble, which allows us to purchase material quickly when needed (As our wholesaler, Ingram, is having some challenges getting our orders to us in a timely fashion, with more books arriving damaged or otherwise unusable with missing pages, etc.) At the end of 2024, Collection Development Librarian Lisa Akenhead ran statistics on collection use during the year (as well as some lifetime stats). Some graphs created by Rebecca Munoz using these statistics to show some interesting overall performance and trends in the adult collections are included at the end of this report. **Impact:** For some things, the discount at Barnes & Noble is better than what we can get through Ingram.
Promoting the Library	**Accomplishment:** Kim Pierson is on the ACLA Picture Book Choice committee, Susan Claus is on the ACLA Nonfiction Picture Book Choice committee, and Courtney Bonnet is on the ACLA Children's Choice award committee. MarCom realized the completion of numerous Foundation endeavors in December – End of Year Campaign, Holiday Gift Guide and Engraved Paver Fundraiser. Northland Staff participated in the Town of McCandless Winterfest. Northland featured our annual "2024 Staff Picks" on social media, the website and via the Newsletter. Nicholas Yon attended the monthly Nonprofits North meeting. The January 2025 edition of Northland News features an updated look, especially the front page. **Active/Ongoing:** MarCom is promoting both the Winter Bookmark Contest and Cabin Fever Adult Winter Reading programs through various outlets. MarCom has partnered with the Northland FUNdation and the new Staff "Stars of the Week" program, highlighting those staff, that choose to be, on social media. Work has begun on 2025 Garden Gala branding – save the date graphics, website, bookmarks and posters. MarCom continues to highlight construction updates on the library's social media channels. Northland's 2024 Tax Information webpage is now live. Northland staff (including MarCom) are attending county wide training on the Library App and its upcoming update.
Board Member Activities	**Accomplishment:** We are so happy to welcome back all of our board members for 2025!! This hard-working group is determined to see the New Northland fully accomplished this year!

Incident Reports – November/December 2024
Behavior Policy: 0
Code Adam: 0
Injury/accident/bio-hazard: 0
Property Damage/Vandalism/Theft: 0
Police notified: 0

Year-To-Date - 2024
Behavior Policy: 14
Code Adam: 0
Injury/accident/bio-hazard: 6
Property Damage/Vandalism/Theft: 1
Police notified: 1

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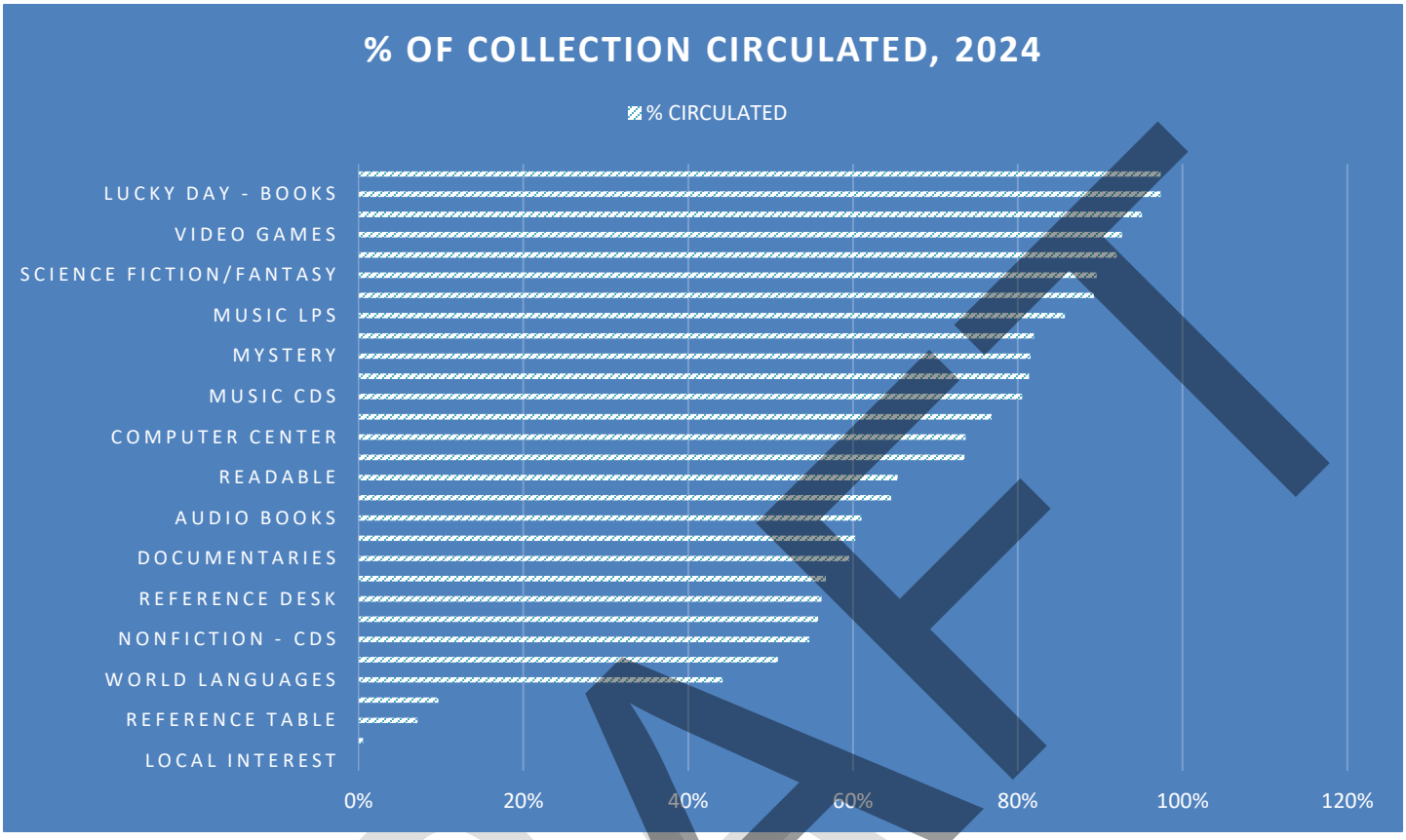
Northland Staff and Board Members serving the consortium, our (NPL's) communities, and the profession by serving on various boards, committees and Task Forces. Click here for details.

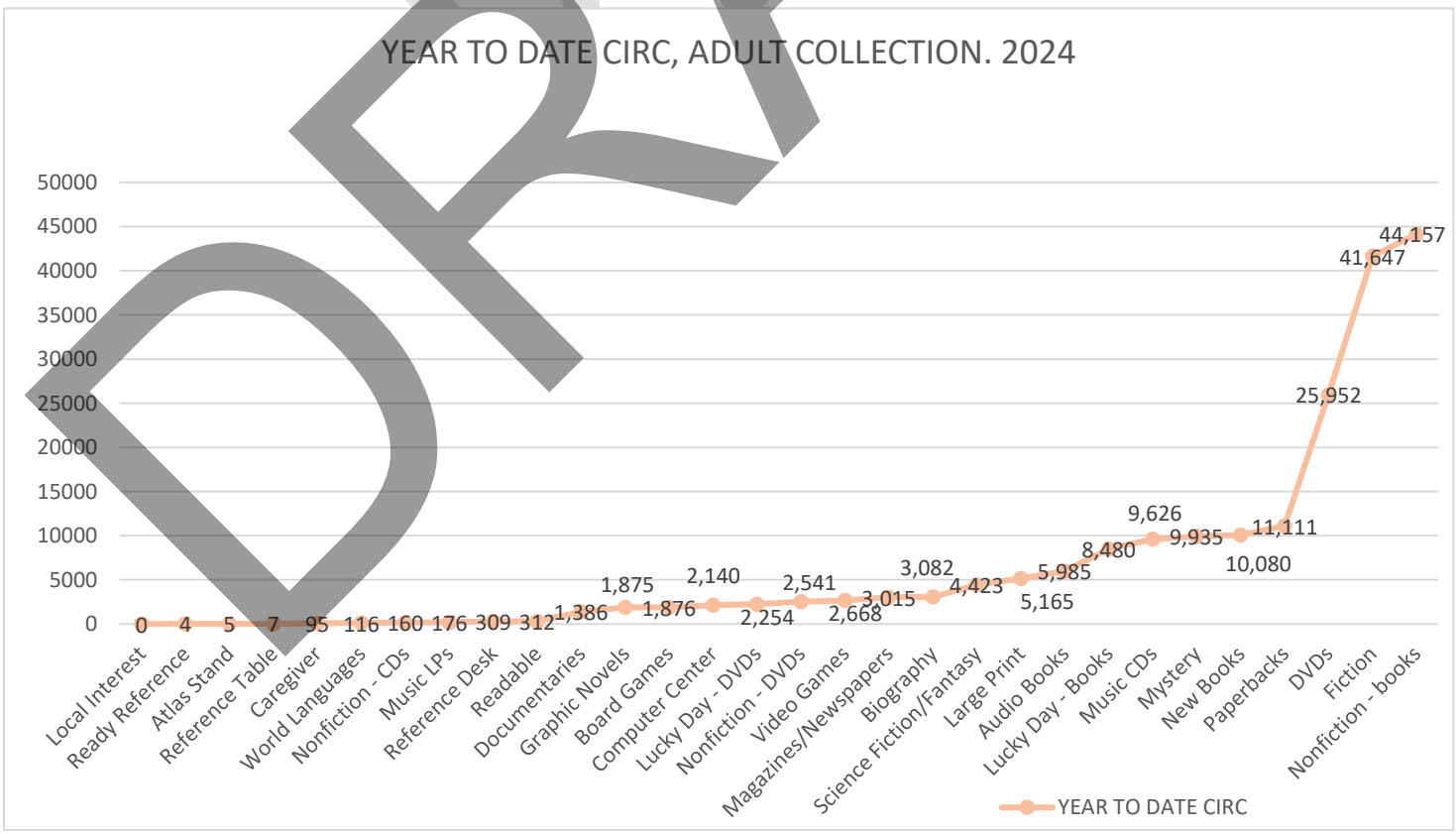


Cabin Fever 2025 – Northland's Adult Winter Reading Challenge (through February 28)
While the days are short and the nights are cold, stay cozy inside with a good book when you join Cabin Fever, our adult winter reading challenge - https://www.northlandlibrary.org/cabin-fever/

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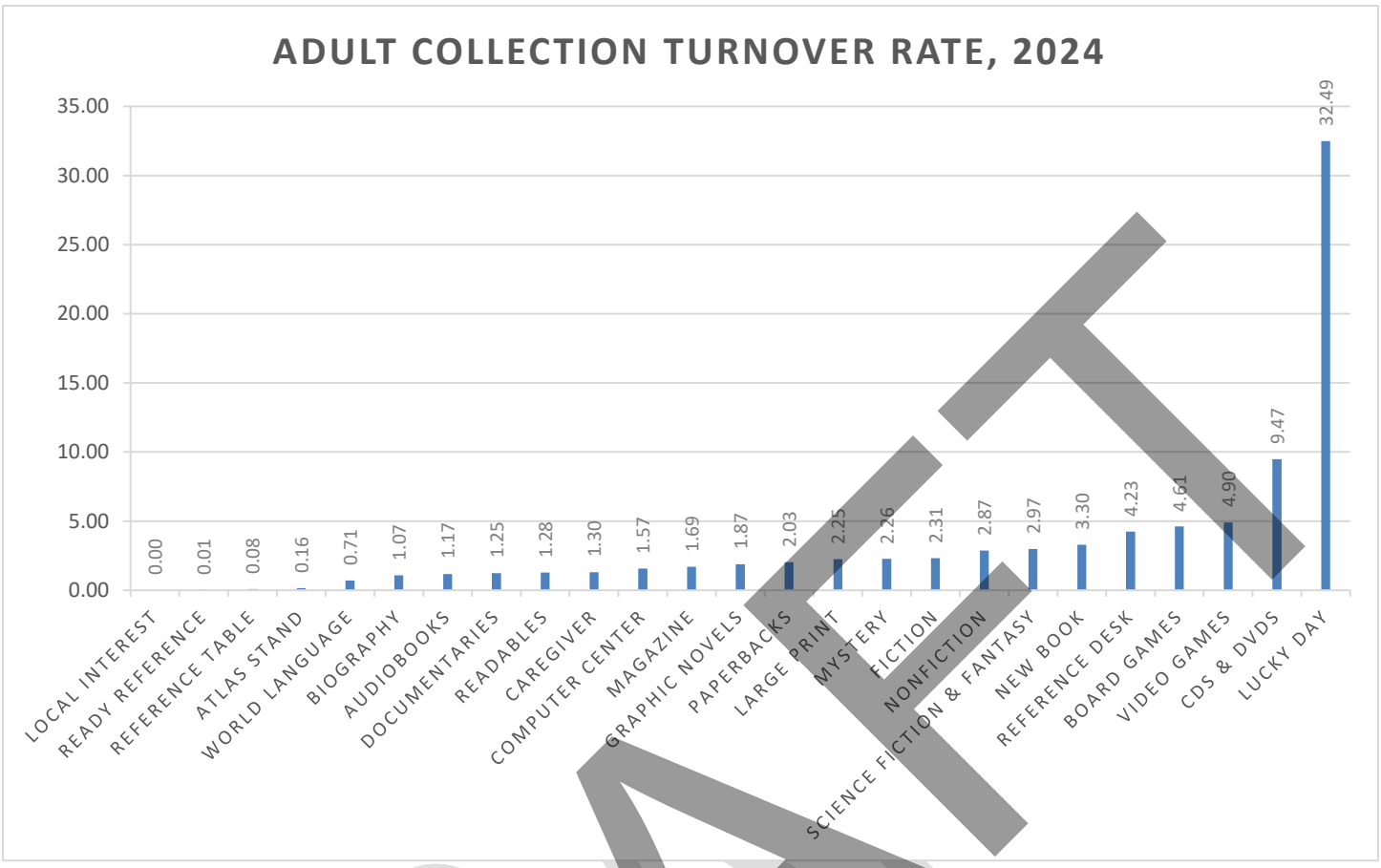
2024, Northland Adult Collection statistics showing some interesting overall performance and trends in the adult collections.

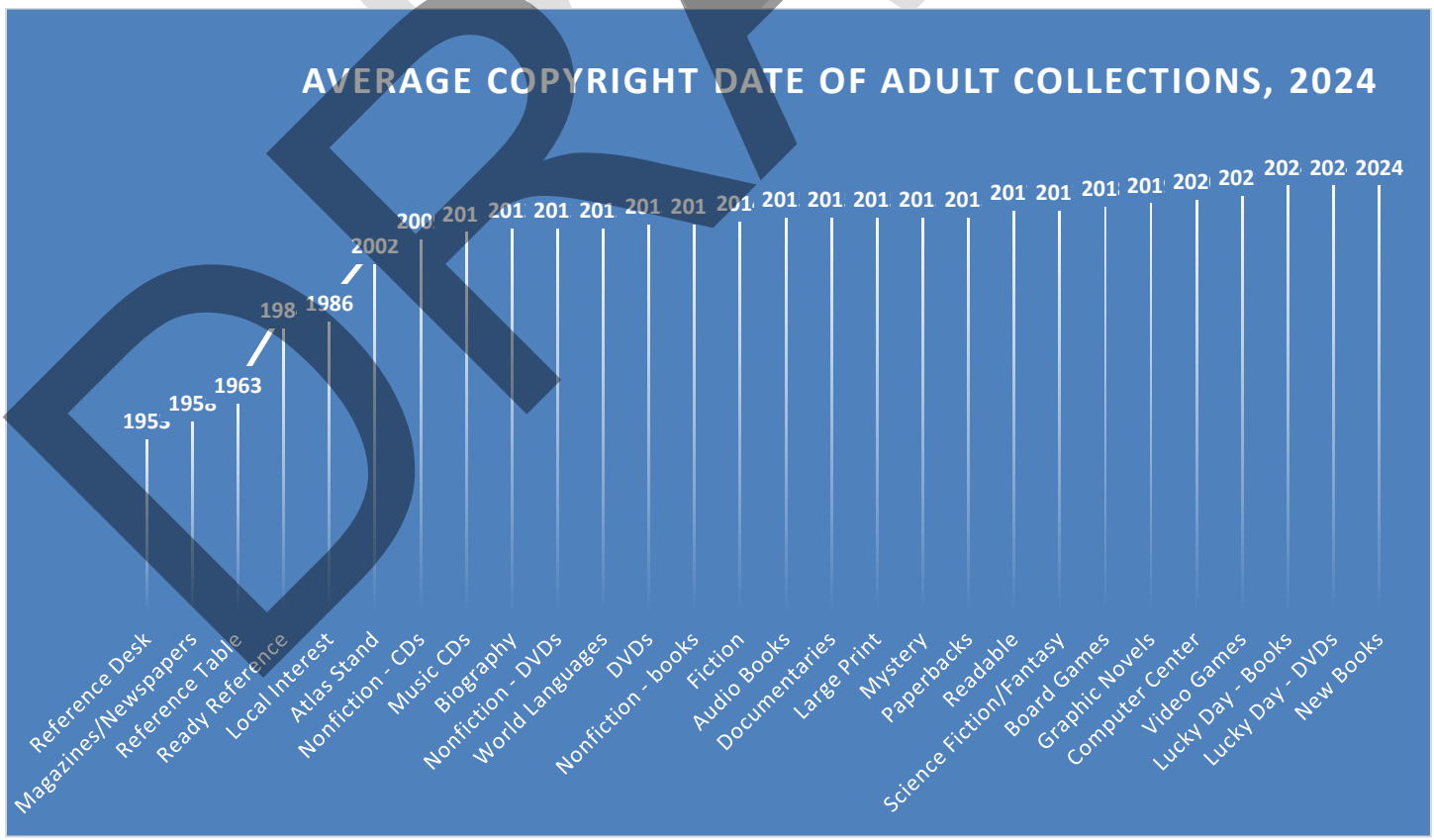




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ADULT COLLECTION TURNOVER RATE, 2024
35.00
30.00
25.00
20.00
15.00
10.00
5.00
0.00
0.00
0.01
0.08
0.16
0.71
1.07
1.17
1.25
1.28
1.30
1.57
1.69
1.87
2.03
2.25
2.26
2.31
2.87
2.97
3.30
4.23
4.61
4.90
9.47
32.49
LOCAL INTEREST
READY REFERENCE
REFERENCE TABLE
ATLAS STAND
WORLD LANGUAGE
BIOGRAPHY
AUDIOBOOKS
DOCUMENTARIES
READABLES
CAREGIVER
COMPUTER CENTER
MAGAZINE
GRAPHIC NOVELS
PAPERBACKS
LARGE PRINT
MYSTERY
FICTION
NONFICTION
SCIENCE FICTION & FANTASY
NEW BOOK
REFERENCE DESK
BOARD GAMES
VIDEO GAMES
CDS & DVDS
LUCKY DAY


AVERAGE COPYRIGHT DATE OF ADULT COLLECTIONS, 2024
1955
1958
1963
198
1986
2002
200
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2024
Reference Desk
Magazines/Newspapers
Reference Table
Ready Reference
Local Interest
Atlas Stand
Nonfiction - CDs
Music CDs
Biography
Nonfiction - DVDs
World Languages
DVDs
Nonfiction - books
Fiction
Audio Books
Documentaries
Large Print
Mystery
Paperbacks
Readable
Science Fiction/Fantasy
Board Games
Graphic Novels
Computer Center
Video Games
Lucky Day - Books
Lucky Day - DVDs
New Books

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