2026 Northland Public Library Authority Board & Committee Meetings

Authority Board – 4th Tuesday of the month (except for the November and December Meetings which are combined and will occur on the 2nd Tuesday of December)

Board Committees:

Building & Grounds – 2nd Tuesday (February, May, August, November)*
Finance – 2nd Thursday (June, July, September)
Governance – 2nd Thursday (February, May, November)
Personnel – 2nd Tuesday (March, October)
Policy & Planning – 2nd Tuesday (April, July); 1st Tuesday (December)

January

Tuesday, January 27, 7:00 p.m. - Authority Board Meeting

February

Tuesday, February 10, 7:00 p.m. - Building & Grounds – 2nd Tuesday

Thursday, February 12, 7:00 p.m. - Governance Committee Meeting – 2nd Thursday

Tuesday, February 24, 7:00 p.m. - Authority Board Meeting

March

Tuesday, March 10, 7:00 p.m. - Personnel Committee Meeting – 2nd Tuesday

Tuesday, March 24, 7:00 p.m. - Authority Board Meeting

April

Tuesday, April 14, 7:00 p.m. - Policy & Planning Committee Meeting – 2nd Tuesday

Tuesday, April 28, 7:00 p.m. - Authority Board Meeting

May

Tuesday, May 12, 7:00 p.m. - Building & Grounds – 2nd Tuesday

Thursday, May 14, 7:00 p.m. - Governance Committee Meeting – 2nd Thursday

Tuesday, May 26, 7:00 p.m. - Authority Board Meeting

June

Thursday, June 11, 7:00 p.m. - Finance Committee Meeting (audit review and budget kickoff) – 2nd Thursday

Tuesday, June 23, 7:00 p.m. - Authority Board Meeting

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July

Thursday, July 9, 7:00 p.m. - Finance Committee Meeting (budget) – 2nd Thursday

Tuesday, July 14, 7:00 p.m. - Policy & Planning Committee Meeting – 2nd Tuesday

Tuesday, July 28, 7:00 p.m. - Authority Board Meeting

August

Tuesday, August 11, 7:00 p.m. - Building & Grounds – 2nd Tuesday

Tuesday, August 25, 7:00 p.m. - Authority Board Meeting

September

Thursday, September 10, 7:00 p.m. - Finance Committee Meeting (final budget meeting) – 2nd Thursday

Tuesday, September 22, 7:00 p.m. - Authority Board Meeting

October

Tuesday, October 13, 7:00 p.m. - Personnel Committee Meeting (Raise schedule) – 2nd Tuesday

Tuesday, October 27, 7:00 p.m. - Authority Board Meeting

November

Tuesday, November 10, 7:00 p.m. - Building & Grounds – 2nd Tuesday

Thursday, November 12, 7:00 p.m. - Governance Committee Meeting (Board evaluation) – 2nd Thursday

December

Tuesday, December 1, 7:00 p.m. - Policy & Planning Committee Meeting (prep for New Year policy changes) – 1st Tuesday

Tuesday, December 8, 7:00 p.m. - Authority Board Meeting (Combined Nov/Dec Meeting) – 2nd Tuesday

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Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update June 20, 2025

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

Update May 23, 2025

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

Update April 18, 2025

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

Update March 21, 2025

Now that the structure is complete and floors poured, the walls are starting to go up and the staircase is installed, albeit with no finishes yet. Electric and plumbing rough ins are in process. The HVAC work is largely completed, as is the roofing.

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Staff is currently working on obtaining pricing for furniture. Unfortunately, along the way, some problems have cropped up. The exterior stairways failed inspection and will have to be redone to lessen the steepness and increase the depth of the treads. Our Solicitor is currently working on determining who is responsible for the cost of redoing them – but we are fairly certain it won't be Northland. There is also a problem with pressure in the sprinkler system, which will require installation of a pump (with back-up power supply). That one is unfortunately our responsibility as the water pressure from the street is inadequate, and the size of our facility (even before the new addition) is too large for the system to work with the pressure level that exists in the building currently.

Update February 21, 2025

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

Update January 24, 2025

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

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

Update September 20, 2024

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

Update August 22, 2024

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

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

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

Update April 19, 2024

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

Update March 22, 2024

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

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

Update, December 18, 2023

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

Update December 1, 2023

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

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initiatives and solicited reactions to a number of design photos broken into four categories: Exteriors (entrance), Stairways, Customer Service Desks and Meeting/Collaboration spaces. Respondents were asked how they use the Library, what might make it more attractive from a work process or usage perspective, and were also asked to rate and react to photos that were chosen to highlight the various aspects of the new entrance and lobby area, as well as potential ways to utilize the interior space freed up by the removal of the staircase and centralization of the Customer Service area.

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

Update August 18, 2023

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

Update June 22, 2023

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

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)	*?*

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

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

Update January 20, 2023

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

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

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

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

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

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

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

Update September 24, 2021

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

Update August 20, 2021

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

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

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

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

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

Avon Design Group
9800B McKnight Rd
Pittsburgh, PA 15237

elagin architecture
20 Brilliant Ave, Pittsburgh
PA 15215

GBBN Architects
5411 Penn Ave
Pittsburgh, PA 15206

RSSC Architecture
5500 Brooktree Rd # 300
Wexford, PA 15090

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

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NORTHLAND PUBLIC LIBRARY AUTHORITY
BOARD MEETING – Held in person and virtually, using Microsoft Teams
May 27, 2025, 7:00pm
MINUTES

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I. **Call to Order & Roll Call:** The meeting was called to order by Dana Getz at 7:10 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, Rita Martin, Jason Singer, Nicole Stauffer, and Richard Tice.

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

III. **President's Report: Dana Getz:** The Garden Gala was wonderful and feedback from the public has been very positive. The recent support from the Foundation has been unprecedented and immensely appreciated.

IV. **New Business:**
   a. **2024 Audit – (VOTE) Nicole Stauffer:** Tice and Stauffer presented an overview of the Audit. There were no difficulties dealing with management. Motion to accept the 2024 Audit with the suggested edit to the Cash and Deposits section under Notes to Financial Statements, "in an absence of the Authority having its own investment policy, we are required and do follow the requirements of the Municipality Authorities Act", duly made by Irene Caliendo and unanimously carried.
   b. **RAD Formula – (VOTE) Amy Steele:** Motion to recommend Northland vote to approve the revised RAD formula as presented by the RAD Formula Task Force at the June ACLA General Membership Meeting, duly made by Casey Sample and unanimously carried.
   c. **Northland Sign – update Alexis McKinley/Nicholas Yon:** Warren Associates is working on the permitting with McCandless for the signs. Received a quote from an electrician for lighting to accompany the new sign.

V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** New lighting fixtures are being installed, painting is continuing, and temporary walls are coming down. Teen Collection has moved upstairs while the new carpeting is being installed.
   a. **Sprinkler System update:** Still determining if expanding the sprinkler room is necessary. Continues to be a complicated situation with many moving parts. The pump has not been ordered yet.
   b. **Furniture update:** Have ordered furniture for the café space, intermediate landing area, teen room, and some furniture for the new space upstairs. Some existing furniture will be reupholstered for the new space upstairs. Still some outstanding design work to be completed for the restroom project, but hoping to have an estimate available by next month. Adult changing table and height adjustable sink have arrived.
   c. **Schedule update:** A tentative opening date for the new space is in July.

VI. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Annual Report is complete! Paper and electronic copies are available. Have been promoting our annual Northland NerdCon and have started promoting September's Murder Mystery Fundraiser. Have been publicizing the Garden Gate entrance closing on June 2. Northland will be participating in many community events in June, including the Ross Pride Event, the Franklin Park Community Day, and the Ross Independence Day Parade.
b. **Departmental Updates – Kelley Moten:** Summer Reading is nearly here. Based on patron feedback, the children and teen summer reading programs have moved back to paper forms. A new all ages summer program is being launched that includes trading cards. Bookshelf Bingo is back for Adult Summer Reading and can be tracked with paper cards or electronically. Strategic plan survey has been sent to internal audiences and board members.
c. **Foundation – Alexis McKinley, Rita Martin:** Garden Gala came together well, even without access to the stairs. Almost $50,000 was raised. Attendance and numbers were down a little from last year, but to be expected because of construction. NPLF Board members, Alice Beckett-Rumberger and Sara Hammel, represented Northland at the Ya JagOff's Strawberry Jell-O Pretzel Salad Stand-Off at The Block Northway on Saturday, May 10. Started planning for September – Children's Gala, Murder Mystery Fundraiser, and Love Your Library month events.
d. **Junior Board Member Report – Kylie Seyler:** Seyler met with Teen Librarian, Raeann, to figure out way to get the library into North Allegheny Senior High School (NASH).
e. **Other:** None.

VII. Board Education:

a. **None – Any requests?:** Initial areas of interest have been covered. If anyone has other topics of interest, contact Steele or the Governance Committee.

VIII. Unfinished Business: None.

IX. Legal Matters: None.

X. Consent Agenda (VOTE):

a. **Minutes**
    i. **April 22, 2025 Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report:** Lukin inquired about out-of-county PA residents' use of the eLibrary.

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

XI. Committee and Other Reports:

i. **Governance Committee:** Discussed new board member recruitment and new ways to make connections in the municipalities to find

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potential future board members. There is a new board member orientation check list and timetable in progress.

ii. **Building & Grounds Committee:** See above.

XII. Board Comments: None.

XIII. Comments from the Public: None.

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

Respectfully submitted,

Sarah Poweska
Secretary

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

Fiscal Year 2025 is heading toward its midpoint and still shows good performance for the year. Revenue through May came in well over Budget (thanks to the construction grants received from the State and NPLF), while expenses overall came in about 7% under Budget. Cash on the books as of the end of May totaled just under $3.5 million, about $375,000 less than the amount at the same point in 2024 (due to continued construction related payments coupled with the routine delays in receiving grant reimbursements). Staff maintains the routine practice of paying close attention to the FNB account balance to make sure any time the balance exceeds the $250,000 FDIC guaranteed amount is minimized. The PLGIT account, while not guaranteed, is invested in very safe short-term government issued debt instruments and remains the repository of the bulk of Northland's cash holdings. The PLGIT General and Capital accounts are now devoid of CDs, as recent short-term CD rates have been below the PLGIT Prime account rate. Due to the steady stream of six figure billings for the New Northland Project, CDs will not be added back into the mix until all the billings are paid and all the grant funding is received.

The Statement of Financial Position reflects Northland's continued strong cash position which includes a two-month operating reserve totaling $499,784 (based on 2024 total spending), along with a Capital Improvement Fund that held $1,210,410 at the end of May. This is actually up from last month (due to Grant Payments) but the downward trend in Capital Savings will continue as the New Northland Project progresses, so Staff will need to be mindful of the need to secure additional Grant funding for other projects to keep the 5-year Capital Improvement Plan on track. Accounts Receivable decreased due to payment of the Foundation's Q1 Operating Grant, while Other Current Assets remained at zero. Fixed Assets currently total $4,425,482. Total Assets are currently $7,902,521, about $2,000,000 more than one year ago.

Accounts Payable decreased to $18,460 reflecting slightly less in 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 Credit Card balance increased to $52,940, which is about $32,000 more than the level at this point last year (due to construction related purchases). Staff continues to focus effort on finding ways to increase use of this revenue generating purchasing method, which is becoming more difficult due to so many vendors adopting the practice of charging a "convenience fee" for credit card payments. Other Current Liabilities increased to approximately $240,000 due to an audit adjustment recognizing the contractor retainage earned as of December 31, 2024.

The Statement of Activities (with Budget analysis) shows good performance on the revenue side – although revenue from rent, fees and payments for lost materials is below budget, interest income so far continues to offset that. Other areas also remain below budget, such as

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miscellaneous income and store sales. Overall, revenues for the year came in almost 73% above Budget, totaling $2,933,589 against a Budget of $1,699,872.

On the Expense side, payroll was 12% below budget, as was other payroll expenditures (dominated by health insurance. Collection expenditures came in over Budget (due to a large annual payment for e-resources), while Programing came in almost 40% over Budget (mostly due to summer reading program expenses). Other Library Operations accounts are running way over budget (due to pre-payment of Bookmobile services for the full year) while Processing Costs are about 58% under budget. Administration expenditures are currently only about 92% of Budget, while Marketing & Communications expenditures are currently about 57% under Budget. Computer Expense is approximately 20% over Budget (due to the timing of some computer contract expenses as well as the purchase of materials to outfit the new areas with computer, phone, media and PA system connections). Building Expense is running about 12% above Budget (larger than anticipated expenditures for snow plowing over the winter). Travel & Training is currently about 5% under Budget, while Miscellaneous Expense is currently about 15% below Budget. Overall spending was about 17% below Budget.

The Statement of Cash Flows is provided to illustrate how the various balance sheet transactions, in effect, reconcile the Statement of Activities to the Statement of Financial Position. Despite over $1,000,000 paid out towards the New Northland project, the Library's cash position actually increased by over $400,000 through May.

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Northland Public Library Authority

Statement of Financial Position

As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$3,477,331.51**
Accounts Receivable	**$ -292.12**
Other Current Assets	**$0.00**
Total Current Assets	**$3,477,039.39**
Fixed Assets	
1300 Property & Equipment	7,291,267.04
1905 Accumulated Depreciation	-3,128,460.87
Total Fixed Assets	**$4,162,806.17**
TOTAL ASSETS	**$7,639,845.56**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$18,459.87**
Credit Cards	**$52,939.95**
Other Current Liabilities	**$240,162.55**
Total Current Liabilities	**$311,562.37**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$311,562.37**
Equity	
3005 Accumulated Surplus	3,178,602.97
3099 Opening Balance Equity	2,425,425.82
Net Revenue	1,724,254.40
Total Equity	**$7,328,283.19**
TOTAL LIABILITIES AND EQUITY	**$7,639,845.56**

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Northland Public Library Authority

Budget vs. Actuals Report

January - May, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	12,439.50	12,439.50	0.00	100.00 %
4010 Mcpl Support - Franklin Park	188,936.50	188,936.50	0.00	100.00 %
4015 Mcpl Support - Marshall	113,893.50	113,893.50	0.00	100.00 %
4020 Mcpl Support - McCandless	346,077.50	346,077.50	0.00	100.00 %
4025 Mcpl Support - Ross	284,846.00	284,846.00	0.00	100.00 %
Total 4000 Municipal Support	**946,193.00**	**946,193.00**	**0.00**	**100.00 %**
4100 Other Government Support				
4105 State Support	323,443.70	320,215.00	3,228.70	101.01 %
4110 County Support	208,200.00	230,215.85	-22,015.85	90.44 %
4115 Table Gaming Revenue	39,507.00	27,083.35	12,423.65	145.87 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**571,150.70**	**577,514.20**	**-6,363.50**	**98.90 %**
4200 Grants & Donations				
4205 Foundation Grants	315,839.88	66,250.00	249,589.88	476.74 %
4210 Other Grants & Donations	10,351.33	12,500.00	-2,148.67	82.81 %
Total 4200 Grants & Donations	**326,191.21**	**78,750.00**	**247,441.21**	**414.21 %**
4250 Capital Grants				
4252 Capital Grants - State	985,000.00		985,000.00	
4255 Capital Grants - Other	5,000.00		5,000.00	
Total 4250 Capital Grants	**990,000.00**		**990,000.00**	
4300 Library Operating Revenues	**10,264.10**	**16,873.35**	**-6,609.25**	**60.83 %**
4405 Semi-Annual Book Sales	10,964.26	10,500.00	464.26	104.42 %
4500 Store Sales	**17,089.28**	**26,291.65**	**-9,202.37**	**65.00 %**
4705 Misc. Income	1,182.29	2,083.35	-901.06	56.75 %
5000 Interest Income - Operating	55,104.37	41,666.65	13,437.72	132.25 %
5001 Interest Income - Capital	4,430.07		4,430.07	
Uncategorized Income	1,020.09		1,020.09	
Total Revenue	**$2,933,589.37**	**$1,699,872.20**	**$1,233,717.17**	**172.58 %**
GROSS PROFIT	**$2,933,589.37**	**$1,699,872.20**	**$1,233,717.17**	**172.58 %**
Expenditures				
6000 Payroll Expense	**736,004.76**	**837,406.20**	**-101,401.44**	**87.89 %**
6100 Other Employment Expense	**148,282.30**	**168,554.20**	**-20,271.90**	**87.97 %**
6201-0000 Collection Purchases - Print	**84,277.46**	**94,392.40**	**-10,114.94**	**89.28 %**
6202-0001 Collection Purchases - Electronic	**69,754.65**	**33,249.15**	**36,505.50**	**209.79 %**
6203-0001 Collection Purchases - Other	**24,241.95**	**28,124.95**	**-3,883.00**	**86.19 %**
6204-6405 Processing Costs	2,928.05	6,875.00	-3,946.95	42.59 %
6300 Programming & Events	**6,401.97**	**4,583.35**	**1,818.62**	**139.68 %**
6400 Other Library Operations	**15,532.06**	**9,425.00**	**6,107.06**	**164.80 %**
6500 Administrative Expenditures	**28,691.88**	**30,979.20**	**-2,287.32**	**92.62 %**
6600 Marketing & Comm.	**636.88**	**1,476.30**	**-839.42**	**43.14 %**

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Northland Public Library Authority

Budget vs. Actuals Report

January - May, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6700 Computer Expense	**24,901.99**	**20,833.35**	**4,068.64**	**119.53 %**
6800 Building & Equipment	**61,551.67**	**54,791.65**	**6,760.02**	**112.34 %**
6900 Travel, Training & Apprec.	**2,607.82**	**2,750.00**	**-142.18**	**94.83 %**
8000 Miscellaneous Expenses	**3,521.53**	**4,166.65**	**-645.12**	**84.52 %**
9000 Depreciation		0.00	0.00	
Total Expenditures	**$1,209,334.97**	**$1,297,607.40**	**$ -88,272.43**	**93.20 %**
NET OPERATING REVENUE	**$1,724,254.40**	**$402,264.80**	**$1,321,989.60**	**428.64 %**
NET REVENUE	**$1,724,254.40**	**$402,264.80**	**$1,321,989.60**	**428.64 %**

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Northland Public Library Authority

Statement of Cash Flows

January - May, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	1,724,254.40
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	5,820.95
1220 Prepaid Expenses:Prepaid - Other	898.12
1298 Employee Orders	0.00
2000 Accounts Payable (A/P)	-525.23
2005 Accounts Payable (A/P):Accounts Payable - Vendors	5,523.22
2105 PLGIT BMO Debit Card	31,241.95
2011 Capital Asset Payable	-262,675.59
2205 Receipts Collected for Other Entities	7,737.66
2210 PA Sales Tax Payable	-1,463.45
2305 Accrued Payroll	-21,428.86
2405 Payroll Tax Payable	0.00
2605 Payroll Liabilities:FSA	411.55
2610 Payroll Liabilities:Life Insurance	-1,498.67
2620 Payroll Liabilities:Dental	-36.18
2625 Payroll Liabilities:UPMC	-1,455.50
2626 Payroll Liabilities:TakeCommand	-1,427.60
2630 Payroll Liabilities:SIMPLE IRA	-3,911.42
2635 Payroll Liabilities:Child Support	-306.14
PA Sales Tax Payable:PA Sales Tax Payable	2,118.44
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-240,976.75**
Net cash provided by operating activities	**$1,483,277.65**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-1,062,901.02
Net cash provided by investing activities	**$ -1,062,901.02**
NET CASH INCREASE FOR PERIOD	**$420,376.63**
Cash at beginning of period	3,056,954.88
CASH AT END OF PERIOD	**$3,477,331.51**

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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 – June 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:** Our vacant Circulation Department Manager position had been filled by Lisa Akenhead. Excellent teen volunteer training has enabled volunteers to handle some of the Children and Teen summer reading registrations process. **Active/Ongoing:** We have begun the search to fill Lisa Akenhead's Collection Development Librarian II position. **Challenge:** Medical emergencies and bereavement leave along with planned vacations are leaving our Children and Teen Services (CATS) department short-handed with daily schedule changes. **Impact:** We will be short-handed in Adult Services until the Collection Development Librarian position is filled. Other departments are somewhat short-handed as they fill in in the CATS department.
Funding	**Accomplishment:** Adult Services Librarian, Kati Coleman had her virtual program "Simplify Your Shakespeare" selected for the PA Forward Virtual Program Collection, earning the library a $1,000 stipend! We have now received all our $750,000 Keystone grant funding. **Active/Ongoing:** The 2026 budget process has begun.
Facility and Space	**Accomplishment:** New carpeting has been installed in the Teen area. The temporary Learning Garden entrance has been closed so that the Learning Garden can be open for use throughout the summer. Most lighting fixtures have finally arrived. The sprinkler system has been installed in the new addition and all existing sprinkler heads have been replaced. **Active/Ongoing:** The exterior façade work is nearing completion. Interior ceilings are being installed. Much of the new millwork has arrived on site and is being installed. Painting of the new spaces continues. Lighting fixtures are being installed.
Services	**Accomplishment:** We had over 1,200 sign up for the children's Summer Reading Club in the first 2.5 weeks! 305 have signed up for the adult summer reading Bookshelf Bingo program! We had a successful fourth Nerdcon on 6/14! The day was made up of a variety of activities including an armor making workshop (which received a lot of positive feedback), cosplay contest, open board

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	gaming, and MarioKart tournament. We also had two food trucks, and 5 vendors composed of local artists and authors. We had approximately 172 attendees! Cosplay costume contest winners 
Collection	**Accomplishment:** Nearly 300 donated items are added to Northland's collection each month!! Most of the children's non-fiction and picture book collections have been weeded, making much needed room for new materials. 1,647 new items were added to the collection during May including 602 Children's items, 126 Teen items and 929 adult items.
Promoting the Library	**Accomplishment:** Northland staff hosted a table at the Ross Township Pride Day celebration on June 8. A Tribune Review reporter attended Adult Services' NerdCon event and an article is forthcoming. Northland shared information from OCL for their patron feedback survey on social media as well as a poster on the community bulletin board. Northland shared information from Bradford Woods regarding their search for a representative to serve on the Northland Authority Board. **Active/Ongoing:** Marcom has begun a market audit regarding rates for the new upper-level meeting room that we are promoting with a "business" centric approach given technology available and set-up of the room. Road entrance sign project, is underway – permitting with McCandless and then moving into fabrication and installation. Website redesign project has started! The framework for the website + initial content uploads are currently being built. We're planning for two celebrations for the opening of the New Northland project – a "ribbon cutting" ceremony for community partners, elected officials and additional funders and a general patron "open house" grand opening. Upcoming community outreach events include Franklin Park Community Day (June 28), Ross Township Independence Parade (June 29), McCandless Night Out (August 5), Marshall Township Community Day (August 23) and McCandless Community Day (September 13).
Board Member Activities	**Accomplishment:** Junior Board Member Kylie Seyler has graduated from North Allegheny High School.

Incident Reports – May 2025
Behavior Policy: 1
Code Adam: 0
Injury/accident/bio-hazard: 6
Property Damage/Vandalism/Theft: 1
Police notified: 1

Year-To-Date - 2025
Behavior Policy: 3
Code Adam: 1
Injury/accident/bio-hazard: 7
Property Damage/Vandalism/Theft: 1
Police notified: 2

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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.

Summer Bookmark Contest – entries accepted until June 28!

Children of all ages and adults may create an original design reflecting summertime reading then enter their artwork in Northland's Summer Bookmark Contest.



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