NORTHLAND PUBLIC LIBRARY AUTHORITY

REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY
GAMING ECONOMIC DEVELOPMENT TOURISM FUND ("GEDTF")
CONTRACT #2021-GEDTF-112

FOR THE PERIOD MAY 1, 2023 TO DECEMBER 10, 2024
&
INDEPENDENT AUDITORS' REPORT
&
INTERNAL CONTROL AND COMPLIANCE REPORT

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McCall Scanlon & Tice, LLC
Certified Public Accountants

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McCall Scanlon & Tice, LLC
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Northland Public Library Authority

Report on the Audit of the Financial Statement

Opinion

We have audited the accompanying statement of contract revenue, expenditures, and fund balance – budget to actual for the period May 1, 2023 to December 10, 2024 for the Redevelopment Authority of Allegheny County Gaming Economic Development Tourism Fund ("GEDTF") Contract #2021-GEDTF-112 (the "Contract") of the Northland Public Library Authority (the "Authority").

The accompanying financial statement was prepared for the purpose of complying with the Redevelopment Authority of Allegheny County GEDTF reporting requirements for the Contract as described in Note 1 and is not intended to be a complete presentation of all revenues and expenditures of the Authority.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the results of the Contract's operations for the period May 1, 2023 to December 10, 2024 in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statement section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Responsibilities of Management for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with U.S. GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud, or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2025, on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Pittsburgh, Pennsylvania
March 19, 2025

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NORTHLAND PUBLIC LIBRARY AUTHORITY

STATEMENT OF CONTRACT REVENUE, EXPENDITURES, AND FUND BALANCE - BUDGET TO ACTUAL
REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY
GAMING ECONOMIC DEVELOPMENT TOURISM FUND ("GEDTF")
FOR THE PERIOD MAY 1, 2023 TO DECEMBER 10, 2024

	ACTUAL	BUDGET	OVER (UNDER) BUDGET VARIANCE
CONTRACT REVENUE,			
Contract revenue	$ 150,000	$ 150,000	$ -
Total contract revenue	150,000	150,000	-
EXPENDITURES:			
Construction	75,000	75,000	-
Rehabilitation	75,000	75,000	-
Total expenditures	150,000	150,000	-
CHANGE IN FUND BALANCE	-	-	-
FUND BALANCE, MAY 1, 2023	-	-	
FUND BALANCE, DECEMBER 10, 2024	$ -	$ -	

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See Notes To Financial Statement

NORTHLAND PUBLIC LIBRARY AUTHORITY
REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY
GAMING ECONOMIC DEVELOPMENT TOURISM FUND ("GEDTF")

NOTES TO FINANCIAL STATEMENT

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

Northland Public Library Authority (the "Authority") operates as a nonprofit public library and is charted by the Commonwealth of Pennsylvania. The Authority is governed by a Board of Directors consisting of seven unpaid members, who are appointed to five-year terms by the elected officials of the five supporting municipalities in the North Hills of Pittsburgh.

The accompanying financial statement includes only the activity of the Authority's Redevelopment Authority of Allegheny County Gaming Economic Development Tourism Fund ("GEDTF") Contract #2021-GEDTF-112 (the "Contract"). No other activity has been presented in this financial statement.

BASIS OF ACCOUNTING

The financial statement of the Contract has been prepared in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP").

REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY GAMING ECONOMIC DEVELOPMENT TOURISM FUND ("GEDTF") CONTRACT REPORTING REQUIREMENTS

The financial statement has been prepared in accordance with the reporting requirements set forth by the Redevelopment Authority of Allegheny County GEDTF Contract.

SUBSEQUENT EVENTS

In preparing this financial statement, the Authority has evaluated events and transactions for potential recognition or disclosure through March 19, 2025, the date the financial statement was available to be issued. No events were required to be recognized or disclosed in this financial statement.

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2. CONTRACT DESCRIPTION

The Authority was awarded the Contract to rehabilitate the entrance and replace the old stairway and construct a new one to improve accessibility into the Authority. The original period of the Contract was May 1, 2023 to April 30, 2024. The Contract was amended and extended until October 31, 2024. The Contract was amended a second time and extended until April 30, 2025 unless terminated earlier. The Contract ended on December 10, 2024 as the reimbursement under the Contract was requested on that date.

The actual balances reported on the statement of contract revenue, expenditures, and fund balance – budget to actual were for the period May 1, 2023 to December 10, 2024. The budget reported on the statement of contract revenue, expenditures, and fund balance – budget to actual was for the entire contract period.

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McCall Scanlon & Tice, LLC
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Northland Public Library Authority:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement under the Redevelopment Authority of Allegheny County Gaming Economic Development Tourism Fund ("GEDTF") Grant Contract #2021-GEDTF-112 (the "Contract") of Northland Public Library Authority (the "Authority"), for the period May 1, 2023 to December 10, 2024, and the related notes to the financial statement, and have issued our report thereon dated March 19, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Authority's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Contract's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pittsburgh, Pennsylvania
March 19, 2025

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Northland Public Library Authority
New Northland Entrance/Staircase Project Updates

Update March 21, 2025

Now that the structure is complete and floors poured, the walls are starting to go up and the staircase is installed, albeit with no finishes yet. Electric and plumbing rough ins are in process. The HVAC work is largely completed, as is the roofing. Staff is currently working on obtaining pricing for furniture. Unfortunately, along the way, some problems have cropped up. The exterior stairways failed inspection and will have to be redone to lessen the steepness and increase the depth of the treads. Our Solicitor is currently working on determining who is responsible for the cost of redoing them – but we are fairly certain it won't be Northland. There is also a problem with pressure in the sprinkler system, which will require installation of a pump (with back-up power supply). That one is unfortunately our responsibility as the water pressure from the street is inadequate, and the size of our facility (even before the new addition) is too large for the system to work with the pressure level that exists in the building currently.

Update February 21, 2025

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

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

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have expressed interest. Additionally, work on signage and finishes is currently underway. We also have a tentative commitment from Clark Contracting (Keystone Purchasing Network construction company), the company that constructed the Learning Garden in 2019, to perform the work needed to turn the current Book Nook area into a storage closet and ADA accessible restroom. We hope to have a proposal from Clark to present to the Authority Board at the January meeting.

Update October 18, 2024

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

Update September 20, 2024

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

Update August 22, 2024

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

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to be accounted for in earlier estimates. Staff has been working closely with R3A to produce a set of bid documents that will be used to secure the contracts necessary to begin construction. These documents are on the June 25 Board Agenda for approval and it is expected that the bid process will launch by the end of June and conclude with contracts awarded in early August. One development to note is the offer by one of the Northland Public Library Foundation Board Members to donate at least some of the solid surface materials for the project. The Café portion of the Project is coming into closer focus and has been given an expanded footprint as a result of Staff meetings with prospective operating partners.

Update May 24, 2024

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

Update April 19, 2024

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

Update March 22, 2024

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

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gone into whether Northland would build out the café space or allow a partner to handle that aspect of the Project. An informational packet describing the opportunity is being developed and a decision on the RFP process should be reached in the near future.

Update January 19, 2024

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

Update, December 18, 2023

The Buildings and Grounds Committee met with the team from R3A to review some exterior and interior design drafts. There were two updated exterior views that addressed the concerns about too much sun glare, one of which used thick columns and the other which used additional facades to provide shade. There was also an interior view of a "light shelf" concept which deflects the sun's rays toward the ceiling rather than beaming down on the occupants. There were things to like about each, and it was suggested that the best approach may be to use various techniques on different areas to maximize view while protecting inhabitants from the hottest sunlight. The idea would be to use shaded glazing in the Meeting Room and the terrace seating, but use the narrower mullions and the light shelf in the café, while using an exterior shade material (perhaps featuring signage) to keep the sun from hitting the center area occupied by the staircase. Also 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

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R3A incorporate the best ideas from both into a third option. The Committee also reviewed floor and glazing options with the architect staff.

Update September 20, 2023

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

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

Update August 18, 2023

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

Update June 22, 2023

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*

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

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

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

Update January 20, 2023

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

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

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

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.

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Update December 3, 2021

The Keystone Grant application was completed and submitted on time.

Update October 21, 2021

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

Update September 24, 2021

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

Update August 20, 2021

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

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the RSSC side, as they prepare questionnaires designed to solicit ideas from Staff and Patrons, and enter current building configuration into their CAD design software. Also, Borough of Bradford Woods' Borough Council has agreed to act as the applicant on Northland's behalf for the Keystone Grant request to be submitted later this year.

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

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

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

Avon Design Group
9800B McKnight Rd
Pittsburgh, PA 15237

elagin architecture
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
February 25, 2025, 7:00pm
MINUTES

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I. **Call to Order & Roll Call:** The meeting was called to order by Dana Getz at 7:02 PM. Present: Irene Caliendo, Dana Getz, Tom Kosmala, Karrie Lukin, Casey Sample, Mike Smith, and Kylie Seyler. Excused: Sarah Poweska. Also present: Amy Steele, Bob Lukitsch, Kelley Moten, Nicholas Yon, Alexis McKinley, Gilda Arroyo, Nick Giorgetti, Jennefer Bartholomew, Alisa Paul, Lauren Young, and TJ Fairchild.

II. **Announcement of Executive Session:** An executive session was held immediately preceding this meeting at 6:30 p.m. to discuss lease of real estate and to receive legal advice.

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

IV. **President's Report: Dana Getz:** Good time to reflect on Northland's mission statement "Northland Public Library enables, empowers and encourages lifelong learning and discovery in a safe, welcoming space for all." All agenda items contribute to serving our mission.

V. **New Northland - Entrance/Staircase Project Update: Amy Steele/Bob Lukitsch:** Brought in a volunteer consultant, Bill Kirk, to help navigate and solve the sprinkler system issue.

- **a. Café Vendor Selection (VOTE) – Dana Getz, Amy Steele:** Motion to select Commonplace Coffee as the library's café vendor with definite terms to be released at a later date following the execution of a lease agreement between Northland Library and Commonplace, duly made by Irene Caliendo and unanimously carried. Caliendo remarked that this has been over a year in the making and was a well vetted and extensive process. Commonplace Coffee's CEO Alisa Paul, VP of Operations and Marketing Lauren Young, and Co-Founder TJ Fairchild thanked the Board for the opportunity. Fairchild remarked that Commonplace is honored and excited to work with an organization that's values and vision align closely with their own.
- **b. ADA Restroom –**
  - **i. R3A ADA Restroom Design Proposal (VOTE) – Amy Steele/Bob Lukitsch:** Motion to accept the R3A proposal for the design and project work for a total of $29,892.94, duly made by Karrie Lukin and unanimously carried.
  - **ii. Not to exceed budget approval (VOTE) – Amy Steele/Bob Lukitsch:** Motion to approve a budget not to exceed $150,000 for the ADA restroom including the universal changing table and the R3A cost and other items as needed, duly made by Irene Caliendo and unanimously carried.

iii. **Universal Changing Table + Height adjustable sink (VOTE) – Amy Steele:** Motion to approve the universal changing table purchase and the purchase of the height adjustable sink, duly made by Mike Smith and unanimously carried.

VI. New Business:

a. **Annual Northland statistics presentation – Kelley Moten:** Moton presented on 2024 Northland statistics. Northland circulated 56% more physical items than CLP Main in 2024. 38% of our service population has a current library card. Program attendance has increased over the last three years. Over 90% of Northland collections went out in 2024 including Board Games, Science Fiction/Fantasy books, and DVDs from the Adult collection and graphic novels, picture books, and Wonderbooks from the Children's collection. Approximately 140 reference questions were answered per day.

b. **Business Integrity Policy (VOTE) – Amy Steele:** Required due to recent grant. Motion to approve the Business Integrity Policy, duly made by Tom Kosmala and unanimously carried.

c. **Equal Opportunity Public Policy (VOTE) – Amy Steele:** Required due to recent grant. Motion to approve the Equal Opportunity Public Policy, duly made by Mike Smith and unanimously carried.

d. **Auditor (VOTE) – Bob Lukitsch:** Long Term auditor, Mark Turnley, decided not to continue the arrangement to provide audit and tax services to Northland. Motion to accept the proposal from McCall Scanlon & Tice to perform the 2024-2026 audits for the Authority, duly made by Irene Caliendo and unanimously carried.

e. **Appointment of John Schwend, Town of McCandless Manager as municipal representative to the NPLA Finance Committee for 2025:** Motion to appoint John Schwend, Town of McCandless Manager, as municipal representative to the NPLA Finance Committee for 2025, duly made by Mike and unanimously carried.

f. **Public Comment Rules and Regulations – Revision (VOTE) – Amy Steele:** Motion to adopt the revised Public Comment Rules and Regulations, duly made by Tom Kosmala and unanimously carried.

g. **NPL Foundation: Year in Review – Alexis McKinley:** McKinley gave a presentation about the NPL Foundation's fundraising activities for 2024. 2024 Garden Gala had a record profit of $51,000. Love Your Library campaign included the Murder Mystery fundraisers, the Children's Gala, and food fundraisers. New Northland Engraved Paver Fundraiser raised over $50,000. Additional appeals included the Dine to Donate at Millie's Wexford, Memorial & Honor Giving, Holiday Gifts for Book Lovers, and more. Awarded the first recipient of the Willa Neil Librarian Scholarship.

VII. Communications:

a. **Library Marketing & Communications – Nicholas Yon:** Tax Information page is live. Design template for the Children and Teen Services summer reading program is in production. The County Library App update will go live this week. Yon has been editing the customizable sections for Northland. The update will feature an enhanced user experience, improved catalog searches, and connect to our events calendar.

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b. **Departmental Updates – Kelley Moten:** None.
c. **Foundation – Alexis McKinley, Jennefer Bartholomew:** There are only 15 VIP tickets for the Garden Gala left! Working diligently on the Gala.
d. **Junior Board Member Report – Kylie Seyler:** Seyler discussed the disproportionate size of the North Allegheny Senior High School library to the size of the student body. There are times when the school library will be closed because of research classes. Seyler believes a Northland resource list for librarians and students could be beneficial.
e. **Other**
    i. **Cambria County Library – Amy Steele:** Cambria County Library is embarking on an addition and came to tour Northland. They sent Steele a thank you note.

VIII. Board Education:

a. **Document/File Disposition Policy – Kelley Moten:** Moten reviewed the Document/File Disposition Policy with the board.

IX. Unfinished Business: None.

X. Legal Matters: None.

XI. Consent Agenda (VOTE):

a. **Minutes**
    i. **January 28, 2025 Board Meeting**
b. **Treasurer's Report**
c. **Executive Director's Report:** Incident Report total updated.

Motion to approve the consent agenda with the correction to the Executive Director Report, duly made by Irene Caliendo and unanimously carried.

XII. Committee and Other Reports:

i. **Governance Committee:** Working on upcoming Board Workshop. NPLA Board Member Qualifications and Responsibilities revision was pushed to the March meeting.
ii. **Building & Grounds Committee:** See above.

XIII. Board Comments: Town of McCandless's policy for appointing Committee and Authority Board members is being revised. May need a special meeting to review and approve the lease for Commonplace Coffee.

XIV. Adjournment: Motion to adjourn duly made by Tom Kosmala and unanimously carried. The meeting adjourned at 9:08 PM.

Respectfully submitted,

Casey Sample
Board Member

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Treasurer's Report Executive Summary
For the Period ending February 28, 2025

Fiscal Year 2025 is now underway and off to a relatively good start. Budgeted Revenue through February came in almost 15% over Budget, while expenses overall came in about 18% under Budget. Cash on the books as of the end of February totaled over $3.4 million, about $700,000 less than the amount at the same point in 2024 (due to construction related payments). Staff continues the routine practice of paying close attention to the FNB account balance to make sure any time the balance exceeds the $250,000 FDIC guaranteed amount is minimized. The PLGIT account, while not guaranteed, is invested in very safe short-term government issued debt instruments and remains the repository of the bulk of Northland's cash holdings. The PLGIT General and Capital accounts are now devoid of CDs, as recent short-term CD rates have been below the PLGIT Prime account rate. Due to the steady stream of six figure billings for the New Northland Project, CDs will not be added back into the mix until all the billings are paid and all the grant funding is received.

The Statement of Financial Position reflects Northland's current strong cash position which includes a two-month operating reserve totaling $493,799 (based on 2024 total spending), along with a Capital Improvement Fund that held $1,338,472 at the end of February. The downward trend in Capital Savings will continue as the New Northland Project progresses, so Staff will need to continue efforts to secure additional Grant funding for other projects to keep the 5-year Capital Improvement Plan on track. Accounts Receivable decreased to $0, while Other Current Assets also shows a $0 balance. Fixed Assets currently total $ 2,920,316. Total Assets are currently $6,341,326, almost $400,000 more than one year ago.

Accounts Payable increased to $15,732 reflecting slightly larger purchases from Ingram and Midwest Tape (Northland's primary collection vendors), which are paid in the subsequent month from a statement, due to the sheer volume of invoices these purchases generate. The PLGIT Budget Card balance increased to $20,149, which is about $2,000 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 $54,490 due to normal fluctuations in payroll liabilities.

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, reflecting a slow start to the new year, interest income is continuing its stellar performance. Other areas also remain below budget, such as miscellaneous income and store sales. Overall, revenues for the year came in about 15% above Budget, totaling $1,074,363 against a Budget of $935,997.

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On the Expense side, payroll was 16% below budget, while other payroll expenditures were about 7% under Budget. Collection expenditures came in approximately 30% under Budget, while Programing came in 2% over Budget. Other Library Operations accounts are running 64% under budget while Processing Costs are about 75% under budget. Administration expenditures are currently 99% of Budget, while Marketing & Communications expenditures were under $100. Computer Expense remains approximately 25% below Budget. Building Expense is running about 7% below Budget. Travel & Training remains above Budget, while Miscellaneous Expense is currently about 22% below budget. Overall spending was about 18% 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 $211,000 paid out towards the New Northland project, the Library's cash position increased by $436,741 through February.

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Northland Public Library Authority

Statement of Financial Position

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$3,421,009.56**
Accounts Receivable	**$0.00**
Other Current Assets	**$0.00**
Total Current Assets	**$3,421,009.56**
Fixed Assets	
1300 Property & Equipment	6,529,603.58
1905 Accumulated Depreciation	-3,609,287.00
Total Fixed Assets	**$2,920,316.58**
TOTAL ASSETS	**$6,341,326.14**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$15,732.14**
Credit Cards	**$20,148.93**
Other Current Liabilities	**$54,489.69**
Total Current Liabilities	**$90,370.76**
Long-Term Liabilities	
2905 Loans Payable	0.00
Total Long-Term Liabilities	**$0.00**
Total Liabilities	**$90,370.76**
Equity	
3005 Accumulated Surplus	3,176,686.18
3099 Opening Balance Equity	2,425,425.82
Net Revenue	648,843.38
Total Equity	**$6,250,955.38**
TOTAL LIABILITIES AND EQUITY	**$6,341,326.14**

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Northland Public Library Authority

Budget vs. Actuals Report

January - February, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Municipal Support				
4005 Mcpl Support - Bradford Woods	6,219.75	6,219.75	0.00	100.00 %
4010 Mcpl Support - Franklin Park	94,468.25	94,468.25	0.00	100.00 %
4015 Mcpl Support - Marshall	56,946.75	56,946.75	0.00	100.00 %
4020 Mcpl Support - McCandless	173,038.75	173,038.75	0.00	100.00 %
4025 Mcpl Support - Ross	142,423.00	142,423.00	0.00	100.00 %
Total 4000 Municipal Support	**473,096.50**	**473,096.50**	**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	83,280.00	92,086.34	-8,806.34	90.44 %
4115 Table Gaming Revenue	12,663.00	10,833.34	1,829.66	116.89 %
4120 Federal Support		0.00	0.00	
Total 4100 Other Government Support	**419,386.70**	**423,134.68**	**-3,747.98**	**99.11 %**
4200 Grants & Donations				
4205 Foundation Grants		0.00	0.00	
4210 Other Grants & Donations	72.59	5,000.00	-4,927.41	1.45 %
Total 4200 Grants & Donations	**72.59**	**5,000.00**	**-4,927.41**	**1.45 %**
4250 Capital Grants				
4252 Capital Grants - State	150,000.00		150,000.00	
Total 4250 Capital Grants	**150,000.00**		**150,000.00**	
4300 Library Operating Revenues	**3,516.97**	**6,749.34**	**-3,232.37**	**52.11 %**
4405 Semi-Annual Book Sales		0.00	0.00	
4500 Store Sales	**6,884.35**	**10,516.66**	**-3,632.31**	**65.46 %**
4705 Misc. Income	80.28	833.34	-753.06	9.63 %
5000 Interest Income - Operating	16,895.72	16,666.66	229.06	101.37 %
5001 Interest Income - Capital	4,430.07		4,430.07	
Uncategorized Income	0.00		0.00	
Total Revenue	**$1,074,363.18**	**$935,997.18**	**$138,366.00**	**114.78 %**
GROSS PROFIT	**$1,074,363.18**	**$935,997.18**	**$138,366.00**	**114.78 %**
Expenditures				
6000 Payroll Expense	**280,074.04**	**334,962.48**	**-54,888.44**	**83.61 %**
6100 Other Employment Expense	**62,504.65**	**67,421.68**	**-4,917.03**	**92.71 %**
6201-0000 Collection Purchases - Print	**29,007.51**	**37,756.96**	**-8,749.45**	**76.83 %**
6202-0001 Collection Purchases - Electronic	**987.98**	**13,299.66**	**-12,311.68**	**7.43 %**
6203-0001 Collection Purchases - Other	**7,736.87**	**11,249.98**	**-3,513.11**	**68.77 %**
6300 Programming & Events	**1,873.62**	**1,833.34**	**40.28**	**102.20 %**
6400 Other Library Operations	**1,560.43**	**4,325.00**	**-2,764.57**	**36.08 %**
6499 Processing Costs	681.85	2,750.00	-2,068.15	24.79 %
6500 Administrative Expenditures	**12,225.24**	**12,391.68**	**-166.44**	**98.66 %**
6600 Marketing & Comm.	**96.10**	**590.52**	**-494.42**	**16.27 %**
6700 Computer Expense	**6,218.05**	**8,333.34**	**-2,115.29**	**74.62 %**

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Northland Public Library Authority

Budget vs. Actuals Report

January - February, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6800 Building & Equipment	**20,357.36**	**21,916.66**	**-1,559.30**	**92.89 %**
6900 Travel, Training & Apprec.	**1,263.49**	**1,100.00**	**163.49**	**114.86 %**
8000 Miscellaneous Expenses	**1,301.86**	**1,666.66**	**-364.80**	**78.11 %**
9000 Depreciation		0.00	0.00	
Total Expenditures	**$425,889.05**	**$519,597.96**	**$ -93,708.91**	**81.97 %**
NET OPERATING REVENUE	**$648,474.13**	**$416,399.22**	**$232,074.91**	**155.73 %**
NET REVENUE	**$648,474.13**	**$416,399.22**	**$232,074.91**	**155.73 %**

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Northland Public Library Authority

Statement of Cash Flows

January - February, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	648,474.13
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1105 Accounts Receivable	5,528.83
1298 Employee Orders	0.00
2000 Accounts Payable (A/P)	-201.11
2005 Accounts Payable (A/P):Accounts Payable - Vendors	5,984.32
2105 PLGIT BMO Debit Card	-1,549.07
2205 Receipts Collected for Other Entities	15,288.14
2210 PA Sales Tax Payable	-538.97
2305 Accrued Payroll	-21,428.86
2405 Payroll Tax Payable	0.00
2605 Payroll Liabilities:FSA	541.01
2610 Payroll Liabilities:Life Insurance	0.46
2620 Payroll Liabilities:Dental	-163.32
2625 Payroll Liabilities:UPMC	31.44
2626 Payroll Liabilities:TakeCommand	-1,199.40
2630 Payroll Liabilities:SIMPLE IRA	-3,882.68
2635 Payroll Liabilities:Child Support	0.00
PA Sales Tax Payable:PA Sales Tax Payable	511.41
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	**-1,077.80**
Net cash provided by operating activities	**$647,396.33**
INVESTING ACTIVITIES	
1325 Property & Equipment:Works in Progress	-210,655.16
Net cash provided by investing activities	**$ -210,655.16**
NET CASH INCREASE FOR PERIOD	**$436,741.17**
Cash at beginning of period	2,984,268.39
CASH AT END OF PERIOD	**$3,421,009.56**

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NORTHLAND PUBLIC LIBRARY
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Executive Director's Report – March 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:** 90% of staff have completed the latest round of cybersecurity training. **Active/Ongoing:** Kelley Moten is helping to cover Saturday shifts in the CATS department. One shelver has resigned.
Funding	**Accomplishment:** We have been awarded a $5,000 grant from the Garden Club of Allegheny County for landscaping associated with the New Northland project! **Active/Ongoing:** Garden Gala 2025: Down the Rabbit Hole tickets are still on sale. VIP tickets are sold out! **Challenge:** We are facing unanticipated costs (some significant) related to the construction project. **Impact:** We will likely delay some furniture purchases due to other project cost increases.
Facility and Space	**Accomplishment:** The new interior stairs have been installed! **Active/Ongoing:** The New Northland Construction continues. The new addition exterior walls have been framed and the new cement floors have all been poured. Steel has been erected for the building addition. **Challenge:** New walls are coming for the teen space, and Raeann is lamenting that she didn't get to keep the shelving that had wheels, as this is the second (or third?) time she has had to move the temporary shelving, which is just BARELY holding together. Rich Conover (IT Coordinator) is trying to figure out why room 108 (Children's Program Room) has become an internet dead-zone. The magnetic paint on the curved wall might be a contributing factor? This room used to be a great place for staff to do virtual meetings.
Services	**Accomplishment:** The Caregiver Cafe continues to grow, and we've received many positive comments for offering it to the community. We recently hosted the program *Chernobyl: Causes, Cover-up, and Consequences* that had 28 registrations and 24 in attendance. The presenter, Photographer Michael Haritan, also displayed his Chernobyl artwork on the upper level for roughly two weeks before the program, and we noticed many patrons examining the photos. Raeann MacNeil added a well-received monthly Animal Crossing program for teens. We started two new early literacy programs. Library Tots for toddlers, and Nature Friends for preschoolers. We keep our toddler and baby programs limited to a small number of kids, so there are always more people who want to register than we can accommodate. Adding a Thursday session was one way to expand our capacity. Nature Friends is a drop-in program for preschoolers, that concentrates on subjects of biology. (So far we've covered bugs and birds!) The Tuesday program came about from community feedback that a program for preschoolers that was NOT on Monday, Wednesday, or Friday would be greatly appreciated. **Active/Ongoing:** Abby Dougherty has begun adding very basic ASL signs to her Toddler Time program on Wednesdays.

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Collection	**Accomplishment:** We added 680 adult books, 547 children's books and 81 teen books to the collection in February. **Active/Ongoing:** The newest batch of Adopt-a-Row volunteers have been doing a great job, especially in Early Readers and Juvenile Graphic Novels (which are the areas that take the most beatings!) CATS staff have been diligently weeding their new areas of responsibility, pruning out materials that are out of date or haven't circulated in several years. The shelves look great!
Promoting the Library	**Accomplishment:** Rebecca Munoz served as a junior division judge for National History Day at the Heinz History Center on 3/15. It was a great opportunity to meet museum staff and connect to their employees who provide community programs. A co-judge on her panel was the Director of their Italian American Program, who we are already getting ready to contact about a potential program at Northland. We put up an interactive display for the first half of March featuring shamrocks that patrons could write on upstairs at the self-checkouts. We then displayed the shamrocks on the wall behind the machines. Patrons were directed by the prompt "I feel lucky because..." and then wrote whatever they wanted to share. The contributions ran the gamut from silly to serious, but at least seven different shamrocks referenced feeling lucky because they have access to Northland/ACLA. Some other examples include: "I feel lucky because I woke up today. All things are new again." "I feel lucky because my test results were 'negative.'" "I feel lucky because I just got engaged to the love of my life." "I feel lucky because we have Northland Library!" "I feel lucky because I am still alive at 85." "I feel lucky because I just checked out 20 cookbooks!" "I feel lucky because I have a house to live in." "I feel lucky because I have my mom." And probably from a small child - "I feel lucky because candy taste good." The county wide app update was "soft launched" on February 26 and fully launched and announced on February 28. Northland promoted the update on social media and through printed flyers. Nicholas attended the monthly Nonprofits North meeting in March. Northland was contacted by Rose Memorial Library in Stony Point, New York because of a social media post promoting our Winter Bookmark Contest. CATs Librarians were able to provide the library with resources and information on running our twice-a-year bookmark contest. 4-H just delivered this year's batch of eggs for us to hatch. This has been a tremendous draw and brings new families into the library. (Mostly from kids who go to the preschools for whom we do literacy enrichment visits.) **Active/Ongoing:** MarCom is working through the many layers of 2025 Summer Reading – "Level Up at Your Library" – including graphics, digital assets, printed assets, etc. It's always a robust undertaking! Work has begun on the Adult Summer Reading – Bookshelf Bingo – program. Garden Gala communications / branding is live and ongoing. National Library Week (theme = "Drawn to the Library") is scheduled for April 6 – 12 and Northland has reached out to municipal partners to get signed proclamations. As of this report we've received three of the five proclamations. Plans are being finalized for promotion during the week. Café Space partner announcement is finalized with approved press release, photos and adjacent language. Announcement will be scheduled once the agreements have been finalized. We anticipate this announcement to get lots of engagement with patrons and the community. MarCom continues to highlight construction updates on the library's social media channels. **Challenge:** A number of patrons have reached out to share their concerns and offer help regarding the recent White House Announcement on Institute of Museum and Library

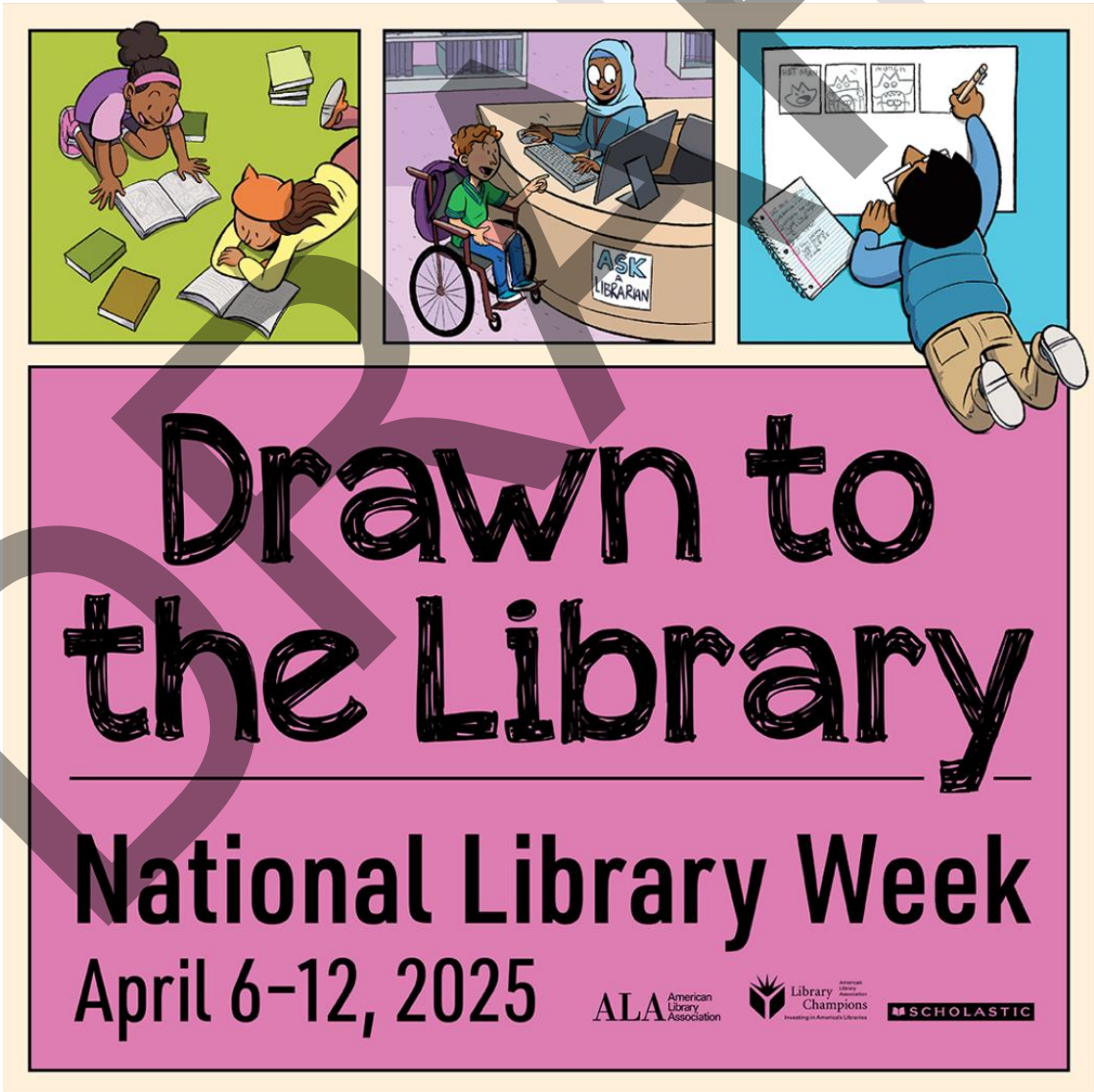
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	Services (IMLS). We are suggesting patrons visit the American Library Association's FAQ on this issue.
Board Member Activities	**Accomplishment:** Mike Smith attended the NPL Foundation Board meeting on March 20.

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

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

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



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