

SAUCON VALLEY LIBRARY TASK FORCE MEETING

Date: Thursday, February 9, 2012
Time: 5:00 PM
Location: Lower Saucon Township

Present: Lower Saucon Township: Jack Cahalan, Cathy Gorman, Allan Johnson arrived at 5:35 pm
Hellertown Borough: Tina Krasnansky, Joe Pampanin, Rev. Lamar Handwerk arrived at 5:07 pm
Hellertown Area Library: Jessica Goedtel, Allison Finkbeiner, Robin Rotherham, Mike Evangelista

Committees:

Demographic/Statistics:

Alison Finkbeiner
Lynn Koehler
Jessica Goedtel

Building:

Kim LaBrake
Joe Pampanin
Mike Evangelista

Technology:

Gail Nolf
Mike Karabin
Jack Cahalan

Finance:

Reverend Lamar Handwerk
Tom Maxfield
Cathy Gorman
Tina Krasnansky

1. Approval of Minutes from January 12, 2012 meeting – Jack said the minutes were sent out. If they are okay, they will be put on the Township website. Motion for approval of the January 12, 2012 minutes. All in favor.
2. Committee Reports:
 - Demographic/Statistics – The Committee said they had their interim meeting two weeks ago. Some of the statistics were revised. Lynn Koehler had mentioned some of the zip codes, so they adjusted everything. They had them broken down by zip codes, and some of the zip codes do share areas. They have updated statistics. They started their outline for the presentation in April. They are planning on having both library annual report at that meeting in April. Lynn would like both HAL and BAPL to speak on the statistics. Jack said we discussed this previously and we will hold that until the final report. We wouldn't do a side-by-side comparison of the two libraries. That's not what the job of this Task Force was. It's to gather information, but not to compare HAL to the BAPL. There are statistics available, but we don't need to use them in a comparison. We want to give the residents what we gathered and say it's interim. It's not the final report. We're not making any recommendations. He wouldn't know what the purpose of that would be. He will speak to Lynn about this. That's not what we want to get into. Alison said they did do some comparisons. Jack said are you comparing it or are you saying how many LST residents are going to both libraries? Alison said it's not really comparisons. You're showing both. It's not like look at this one and look at this one. There is a breakdown of the juvenile, the young adult, adult, fiction, those kind of check-outs; the age groups. They have those breakdowns for HAL and BAPL, so they want them to see the differences. Jack said if it's LST residents, then that's fine. He just doesn't want a comparison of library to library. Jessica said it's cut and dry.
 - Technology – Jack said what he did to prepare for the interim meeting was try to narrow down the list of technology needs which came from a lot of sources. Gail Nolf gave him some information; as well as Mike Karabin. They pulled some information in from surveys, from other libraries, and he put this together. If you see something on here we haven't discussed or even if he's missing anything, let him know. He added the data bases on the third page. He doesn't know which one we want to narrow it down to. It's a list from about three or four different libraries. The library space we discussed all of those types of items in there and added a couple of other ones like the Nintendo, the big screen. The equipment is pretty standard, copiers, fax machines. They don't

have any numbers and will have to still work on that to find out how many computers, etc. This is just a list of the technology items. He will be doing some more work and bring it back to next month's meeting so he can come to some agreement on what we're talking about and he can present that in April. The top data bases that have the highest number of searches are ProQuest, World Book, Library Reference and Heritage Collection. The data bases with the highest number of examples are World Book, and then Heritage Quest and ProQuest. Jack said if you have anything he needs to look into further, let him know. This is going to be the central format he's going to provide at the interim meeting and focus on this list.

- Building – Joe said he and Kim met with Robin and filled out the facility assessment work that was handed out at the last minute. It's an audit based on the physical structure, square foot, lineal feet of book space, collections of work stations, that type of thing. They didn't do bathrooms or things like that, just the collections. They had a few questions as to whether some of the recommendations in this worksheet were kind of high, it seemed to them. He needs to do some more research back to the studies that were done which this worksheet was based on. The studies were done in 1998 and 2001. He found the author and similar studies, but he couldn't find anything older than 2009. He'll do some more searches. He has to try and find some study that will answer the questions they had and try to correlate it with this worksheet.
- Finance – Cathy said they put together a preliminary PowerPoint for the April meeting. They included the options of building, and configurations that the Building Sub-committee had provided earlier. Option A has the current Hellertown budget that encompasses increases in collection expenses and payroll that would comply with state regulations. It also encompasses the building costs that the Building Committee had provided, and \$50,000 for IT expenses and furnishings, which would leave an operational budget of \$204,755.64. That is inclusive of a ten year for the \$162,000.00. In the second Option A, this was the least expensive option and people would want to see the outright cost, if they didn't have to do a loan. This would be for the first year so we would pay the \$162,000.00 in the initial year and budgets after that would be lower costs towards what Option A would be. On there, you'll see the revenue side. She tried to correlate the revenue on what Hellertown's budget is minus our Township contribution and she backed it in and did a third and two thirds ratio which is basically what the population demographics would be, 5,000 Hellertown residents and 10,000 people in LST. That's where she ended up coming up with the figures that would be required by both municipalities. The collection expenses and payroll expenses are based on state requirements for the amount of people and the operating budget. Someone asked if the 12% was including the increase in spending? Cathy said each budget she included about approximately 20% of collections. On Option A, it's a 7% increase in expenses which would be directly tied to modifications and whatever the building infrastructure improvements would be. Option B was the Building Sub-Committee's option of remodeling the building and the same premises put in. Certain line items were increased based on the construction and usable space and that was projected to be a 14% increase in expenses in this area. Option C was a 41% increase with construction. Both Option B and C include a ten year loan payment to get to your bottom figure. She doesn't think the money is going to cost in improvements, either municipality would be looking at that as a one year option to pay out. Option C is just a separate option if we did a fifteen year instead of a ten year loan. The expenses are related to whatever is tied into the percentage of budget, percentage of patronage that's required from the State and it's all modified within the budget and the increase in space. She back ended it into what would be required. How the Council's decide how it's divided up is up to them. She just tried to think of the per capita and how it would be split up. She can look at it and determine what the per capita costs would be.

3. Library Survey – Jack said after the last meeting, they had circulated suggestions and recommendations and gave the information to Tom Rieger from Hellertown Borough. Tom put it on SurveyMonkey for a test survey in the last week of January. We all had a chance to try it out. We caught one or two minor things that were fixed. The survey went wide in the beginning of the month. There are paper copies that were dropped off at the BAPL today and he gave Robin some copies for the HAL plus there are some at the township. There are press announcements on the PATCH and the Valley Voice. It's on the Borough and

Township website. There were emails sent out. He's happy to report that as of 2:30 pm today, there were 100 surveys. There were a couple of glitches, but it has to do with putting the check in the check box. You can't put it directly in the circle or square. You have to put it a little back outside. It maybe cookies or java script on your computer. In our office, some people can click on it and some are having problems. They also made paper copies available and will get a paper copy to someone if they are having a problem filling it out on the computer. He's only heard about two complaints about the problem. He's happy to see 100 people went on and filled it out. We should have some data from the survey to share at the meeting on April 12. The last survey, they got about 26% to 30%. He thinks we hit that number already and should be able to get some good information. He'll keep everyone updated as the numbers come in. By the next meeting, they may have a breakdown of the meeting and will have a report on that which they can put up on the screen at the April 12th meeting.

4. Review of Draft Agenda for April 12th Interim Public Meeting – Jack said this is a Thursday evening at 7 pm and here in this room. They would like to have the Task Force up front and they will put the projector on, and microphones. He has the outline for the meeting. We can do a welcome and then just run through the Committee reports which you will have on PowerPoint showing the data you collected to date. It's just findings and no conclusions or recommendations. We won't have anything to say one way or the other about it. We will have the survey results and spend some time with that and walking through the responses we are getting. Then we'll open it up for public responses and comments. Cathy and Tina did a preview which is the type of thing they are going to do. If you want to bring it back to the meeting next month, we'll all take a look at it. We can do that and have it ready in draft form and the April 12th meeting should not be too much of a problem. You'll then have that data for the final report in July. Once we see what we have for the April 12th report, then we can talk about pulling it altogether with recommendations and conclusions. We all have to vote on it and the majority has to say what we want to do. Mr. Dunlap said he's confused on the options. Do you have any (could not hear) if Lower Saucon should join Hellertown? Robin said they have 33,000 which is just shy of enough, by state standards. Mr. Dunlap said is it projected to have any increase? Robin said she would think so. Jack said what we are doing is putting in additional money for projected IT computers and data bases. We haven't come up with a figure saying we are going to buy x number of books. We really don't have a handle on how many computers we would put in this projected library. We need to pull that all together before we come up with a number. That's not going to be in the interim meeting. Mr. Dunlap from BAPL said what is the size of the (could not hear). Cathy said it's under Option B and the Building Committee said it was going to cost \$230,000.00. She added an additional \$25,000.00 for furniture and additional IT expenses. It would be \$309,000.00. Option C which was much more expensive as it was actually increasing the space and widening the building. It was going to be a construction cost of \$765,000.00 so they added an additional \$800,000.00 for IT and furniture, which would make the loan be about \$865,000.00. Joe said A would be completely interior arrangement and B would be some work on the building, but not a change in footprint, and C would be a change in footprint.
5. Next Meeting Date – March 8, 2012 – 5:00 pm at Lower Saucon Township.
6. Motion to Adjourn: Meeting adjourned at 5:40 pm.