

SAUCON VALLEY LIBRARY TASK FORCE MEETING

Date: Thursday, March 8, 2012
Time: 5:00 PM
Location: Lower Saucon Township

Present: Lower Saucon Township: Jack Cahalan, Cathy Gorman, Allan Johnson, Tom Maxfield
Hellertown Borough: Tina Krasnansky, Joe Pampanin, Gail Nolf, Cathy Kichline
Hellertown Area Library: Jessica Goedtel, Allison Finkbeiner, Rev. Lamar Handwerk, Robin Rotherham

Lynn Koehler arrived at 5:06 PM. Mike Karabin arrived at 5:30 PM.

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 February 9, 2012 meeting – Motion by Jessica, second by Lamar for approval of the February 9, 2012 minutes. All in favor. Gail Nolf abstained. Jack said they will go on the website.
2. Committee Reports: Jack said we will run through the Committee reports. This is the meeting prior to the April meeting so this will be your chance to go over whatever your Committee is going to present in April at the interim meeting.
 - Building – Joe said he and Kim really didn't change too much. There were two items that were changed. The two changes were based on the technology wish list that was presented at the last meeting. There was a 2% increase in the soft cost line item on each of the three options for the building and Kim said she removed the library cost items for the summary sheet not pertaining to the building options, but essentially what were the three options we have all seen previously within 2% of where we were. That's what they will present in the interim report. They are basically ready to go.
 - Technology – Jack said he has the same material that he passed out last month. He and Gail want to make sure that there are not any other additions or corrections as this is what they will be present at the April meeting. Gail said this is something that wouldn't happen at all at once. There was a discussion on the databases. She thinks understandably we need a certain set of databases and when the time comes to implement those, if you want to choose, for example, the highest number are Pro Quest, World Book Web, Library Reference USA and Heritage Quest, and the others are possibilities. Jack said we can do it that way then. Ali said the library doesn't have any security system right now in terms of when you check out a book to keep people from stealing the books and DVD's. Robin said it would be called library security. You can get a radio frequency now if someone goes out with a book. Allan said you should add tablets and E-readers. Jessica said you should get rid of Ipads and just put smart phones and tablets. Everyone thought the rest of the list looked okay. Jack said it isn't the final list. Cathy K. said is the library secure server included in this? Jack said they didn't specify a new server in here, but they can list it. Gail said we have the network stations, but don't specifically note a secure server. Joe said they took the sheet and essentially, as a whole, increased it by 2% and that's where those items came for the changes for the building plan. If you are adding a server or the security part of it, he doesn't think it's going to go

from 2% to 4%. It would maybe go to 2.1%. Jack said are you comfortable with a server as we do have the work stations and peripherals. Tom said that sound domes are a good idea. Gail said that is an area where someone could go where it would provide quiet. Gail said under databases, listed there was World Book Web, ProQuest. Do you have any experience with them? Ali said ProQuest is newspapers. Heritage Quest is genealogy. World Book is obviously an encyclopedia. Reference USA is a like a business database with numbers, addresses. Jack said if you can think of anything else, send him or Gail an email and they will put it on the list.

Lynn asked what do we mean by satellite collection locations? Is it a kiosk for books. It's sort of like renting videos out like Red Box, but it's books. Cathy said she thinks it's more like IT and you can just download it. Lynn said the download option is very expensive. She can't imagine that would be affordable. Jack said the one they were thinking about was simpler. You order a book online and they put it in a lock box like at Seidersville Hall and you can pick it up after the library is closed. Lynn said just like at the Giant now, you can pick up videos at Red Box. Allan said it's like a vending machine, and you have a certain selection of movies in it. Lynn said movies or books. Allan said this one here, you ask for a particular book or movie and someone from the library would go to the lock box for you to pick up in a couple of days. Lynn said even a lock box outside of the library where you could go after hours. Jack said it would extend the library service. David said he has seen models where you could have something like a mailbox with a keypad, and pick things up. Jack said that's what he and Gail were thinking of. Tom thought the idea of picking up things after hours was a great idea. Gail said you could order them on line and then pick them up after you come home from work and access the system.

- Demographic/Statistics –

Jessica said they have their Power point ready. Ali said they will also have a copy of the 2011 Hellertown Library Annual Report and they are hoping to have the BAPL one too. Jack said that if everyone could get their power points in to him he would see that they were all formatted in a uniform fashion. Jack said on the page BAPL Lower Saucon Patrons the first bullet says 4,181 Lower Saucon cardholders at BAPL as of 2011. What does the diagram refer to, one of those bullets? Ali said it's a breakdown of the 6% of Lower Saucon patrons. The 6% at the bottom is broken up how many of the 6% are seniors, child use, and adults. Jack said the second bullet says 5.5%, did you round it off? Ali said Excel rounded it off, but she can change it. Jack said on the next page 2011 BAPL circulation, Lower Saucon, just to make it clear, he would use LST residents checked out 30,682 materials at the library. It will be LST cardholders. The third one will be LST residents checked out. Jessica said they will go through it and make the changes. The way they laid it out, it's not really comparing one library to the other, it just says here's this and here's that. Joe said he will check with Kim on the circulation numbers they have in their summary page of the Building Report. With the updated numbers, they may have to update their summary page. Jack said what does the 2%, 75%, mean? Jessica said that's the breakdown of the 14%. Two percent of that 14% was checkouts. Jack said he's not clear he sees that. Jessica said underneath that they can say up to 14%. Jack said maybe you can say resident checked out 2,454 materials, 14%. He'd also like to get a copy of the BAPL annual report.

- Finance – Cathy said there are revised budgets based on the Building Sub-Committees cost projections. They labeled each item as the options that were under the Building summary. There's an Option A, and they also did an Option A not to include debt service and that they were paying everyone out in one year. They did one for Option B and one for Option C. Obviously, Option B and C, since the cost projections are high, they had once again used debt service for potential of taking a loan out for the construction costs to make it feasible. She also included a contingency line item which she hadn't had in the previous budget. How they normally operate is to have a 10% contingency line item built into the operating budget. For the library if there are any overages in revenue, in any particular year, that there would be money for future capital expenses that could be saved for that purpose. These are annual budgets, so this would be the first year and then you would have to update it for the second year. Pretty much the hard cost of the debt and their

general operating costs are itemized in there. Based on what they are currently receiving and what their current expenses are included in the estimated expenses for the building projections for each model, they came up with the amounts that Hellertown and Lower Saucon would be needed to put it towards the library's operations. Past budgets, they always did a 1/3rd, 2/3rd percentage. Last time Mike E. asked to see it as a per capita cost. She broke that out. The Option A on the spreadsheet is pretty consistent with what Hellertown Library provided to Lower Saucon right from the beginning. It's a little different, but then again, Hellertown Library didn't have accurate construction cost projections or anything like that. They did estimates based on what they thought. It's pretty close to what they have. There is a list of what it would cost municipal obligation per person and then on the other side, per capita, what it would cost between the municipalities, which breaks down to what we were using before. She plans on using these as slides for their PowerPoint presentation. Robin asked where did you get the State aid figure as that's way more State income than they are getting now. How did that figure come about? She doesn't see that there's going to be an increase in State income. Cathy said she will have to look at it again as she doesn't know where it came from. Lynn asked how State aid was computed? Robin said she doesn't know how it's computed anymore. There is a formula. Lynn said is it per capita? Robin said it will not change if we build the consolidated library. Right now the State Aid would still go to Bethlehem. You would have to release the Township from their obligation and then their State Aid would become Hellertown's. Gail said the Township currently contributes how much to the BAPL? Cathy said \$186,000.00. Gail said Hellertown is at \$58,000.00. One of the things, as a Council person, is that she doesn't want to see their contribution change. Cathy said that is one of the reasons she thought when the building projections came in, she saw it was going to be the amount of money projected, and the Hellertown Library is spreading the cost over two years. She kept that in mind thinking it would be more feasible, if this were to occur, that they would go after a loan. Gail said looking at the summary sheet, she sees Option A, costs for Hellertown are \$42,000.00, the Option A no-loan cost is \$92,000.00. Cathy said that was if Option A capital and IT expenses were paid out that year. The only options Hellertown would look at would be Option A. That would be up to Lower Saucon Council and Hellertown Council, she didn't want to make that assumption here. Joe said his question last month, he thought the finances would be fixed, going by what Gail is saying, this looks like we got all the options and we have a total annualized cost and we are splitting it 1/3rd and 2/3rd. He thought what Gail and Mike were asking is that at least the building cost would be shouldered by Lower Saucon. That would have to be taking out that item separately and everything else would be split 1/3rd, 2/3rd. Cathy said she didn't hear that. Jack said they never discussed anything like that. Joe said from the beginning of this Task Force, what was the two-year transition? Jessica said the plan was that Lower Saucon would pay \$15 per capita to help with the expansion, and then after two years, it would go down to the per capita rate that Hellertown was paying. It's not that they have gone away from that plan, it's just the way it was broken down to keep it a little straight-forward. Lynn said remember you will be paying more per capita for the first two years. Joe said right. Cathy said that was the original proposal that Hellertown Library proposed to Lower Saucon. She can provide that in an email. Jessica said she's rather see a plan saying in case something happens, this is what you are going to be looking at. She doesn't want to sugar coat it. Allan said when you figured out the per cost per person, did you add the Lower Saucon population to the Hellertown population and then divide it into the municipal contribution? Cathy said she took the amount required under the operating budget, divided it by the total population and then she got the per person amount and multiplied it by per capita of each municipality. Jack said do you think they should have some information about the grant fund? Lynn said it's worth mentioning, but it's no guarantee. Cathy said they could mention it. Jack said maybe just as potential grant funding.

Jack said everyone can email their slide presentations in and he, Leslie and Diane can get them in order for the meeting the night of April 12th.

3. Library Survey Results – Gail said Tom Rieger told her to share that there were 270 surveys in the program and another 30 paper surveys that aren't inputted yet so there are roughly 305 surveys. She asked him when will we have meaningful data and Tom said he should be done next week. He said Jack is going to let him when he is supposed to close it, then he will run the report. Jack said Tom said he had 240 on line, Robin had turned over 52 paper surveys from the Hellertown Library; 1 from Hellertown Borough; 2 from

the Township; David brought 26 from the Bethlehem Library. Gail said Tom told her to tell Jack he got 270 in the program and another 30 paper. Jack said as soon as we get the final survey numbers he'll get them out to everyone and that will be part of the public meeting also. The question is when do you want to end it? He doesn't know how many more you are going to get until the end of the month. David said he gets 2 or 3 from the bookmobile on each of their runs. Jack said we need to give a cutoff date so Tom can get the manual copies inputted. Gail said can we say next Wednesday night, that's when the book mobile comes to Lower Saucon. Joe said the survey has been out there for awhile. Jack said he's happy with 300. Gail said she's happy with 300 also, and Tom has a commitment. Jack said we can always do more surveys later. Lynn said why don't we cut it off on the 15th. Gail said why don't we cut off the online one. Jack said we can do that. We have to work with Tom as far as that. Gail said why don't we cut the entire survey off tomorrow and that's it. Lynn said she didn't think the survey was publicized enough. She wasn't at the last meeting and was trying to ask questions over email and she felt she was getting resistance to letting people know about the survey and making sure it got out. It's almost a militant way of saying okay, the survey is done. Jack said that is incorrect. We discussed this at a meeting when you were not present, and at the meeting, we had a full discussion and everyone was agreement with what was going to be in the survey. We just wanted to ask questions and gather information. We publicized it as best as we could on the websites, Patch, Valley Voice, Facebook, etc.. He wasn't about to spend \$300.00 to \$400.00 of Township money to put an ad in the Morning Call. Lynn said we could have sent a press release or did a mailing or put it in the newsletter. Mike said the responses are somewhat limited, so we got the majority of the responses. Lynn said she thinks the Senior citizens got cut out. Jack said how are we going to reach them? Lynn said they are the ones that read the Morning Call and Express Times. She is going to abstain and you can close the survey when you want. Lynn said the Township website does not mention anything about a survey. Jack said yes it does, there was a notice under News and also down at the bottom of the Library Task Force page. Gail said we got 10% of residents. How many Lower Saucon residents belong to the Bethlehem Library? After figuring it out, Gail said you got 8% of your library population responding to the survey, and that's a good response.

Motion by Gail that we shut the entire survey off tomorrow, March 9, 2012. Joe seconded the motion. All in favor. Lynn abstained.

David said he did not contact the South side if they had any surveys. He can check and submit them as they will shut it down tomorrow.

4. Preparation for April 12th Interim Public Meeting – Jack said he has a notice that can be sent out to the Valley Voice and to the PATCH and it was also put on the website for the April 12th meeting saying there will be a public meeting at 7:00 pm at Lower Saucon Township and the public is invited. Lynn said you are paying for an ad in the Valley Voice? Jack said yes, it's a notice of a meeting and it has to be advertised. We have to do it if we have a quorum of Council members. Allan said why don't you say the public is encouraged to attend. Lynn said can we put it on Facebook? Jack said the Township is not on Facebook. Hellertown is on Facebook, so they can put it on. Robin said they can put it on Facebook also. Lynn said she can't believe the newspaper would charge for a press release. Cathy said there is a requirement by the State of what municipalities have to advertise and the cost they charge us. The State is trying to push through legislation to have it on line as it costs a municipality so much to advertise. Gail said a lot of people will see it on the PATCH. Jack said they will make the changes and get it out.
5. July 2012 Library Task Force Report – Each municipality will present it to their Councils and the Hellertown Library Board of Directors.
6. Assignments for Next Meeting- Work on your PowerPoint presentations.
7. Open Public Discussion - None
8. Next Meeting Date – April 12, 2012 – 7:00 pm at Lower Saucon Township.
9. Motion to Adjourn: Meeting adjourned at 5:40 pm.