

## SAUCON VALLEY LIBRARY TASK FORCE MEETING

Date: Thursday, July 12, 2012  
Time: 6:00 PM  
Location: Lower Saucon Township

Present: Lower Saucon Township: Jack Cahalan, Cathy Gorman, Allan Johnson, Mike Karabin, Kim LaBrake, Tom Maxfield,  
Hellertown Borough: Tina Krasnansky, Joe Pampanin, Gail Nolf (arrived at 6:12)  
Hellertown Area Library: Alison Finkbeiner, Jessica Goedtel, Robin Rotherham, Rev. Lamar Handwerk,  
Absent: Cathy Kichline, Lynn Koehler, 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 the May 10<sup>th</sup> Meeting

Kim said the first item on the agenda is the approval of the minutes from the June 14<sup>th</sup> meeting. Mike K. approved the June 14<sup>th</sup> minutes. Second by Alison. All in favor.

Kim said next item are the committee reports. Jack said this is the mock up of the final report. I only made three copies, but can distribute to everyone. This is what the report is basically is going to look like. The only thing that it is missing is the Executive Summary. Lynn sent in some information that she promised on other options and that's on the table and we can discuss that. Kim said and we will go through and discuss that. Jack asked David if he was going to put together something on ACCESS PA program? David said he sent it to Lynn. Jack said okay he put something in there about the ACCESS PA program which we can change and add that to it. He said at the back of the report the appendix is there and there are three items there. He said the Hellertown Library Financial Plan & Timeline Report from 2010 is there, there are the comments that people submitted with the survey, and the third one is the ACCESS PA program. So those are all the component parts for the report and we will have to do some formatting. Jack said he is trying to use as much of the data that you put together for the interim report with the charts and get that into a format that looks uniform through the report. Jack said he took all of the info that the committees provided about the process that you followed and then what your findings were from each of the committees so I think that's pretty well done. If you have anything else that you would like to submit, do that between now and August 9<sup>th</sup>. Kim said August 9<sup>th</sup>? Jack said the plan will be to bring back the report in the final form which you can vote on at the next meeting in August. Kim said obviously we are still formatting and there are only a couple of copies here, how large is it if it's in one PDF. Jack said I will try to do that and send it out to everybody. Kim said then we can comment on the PDF's because I know our section we still have to proof. Jack said yes I think Cathy and Leslie will work on that; we'll definitely get that one out to you so you can look at before you see it again on August 9<sup>th</sup>. Kim said then all comments need to be back to you. The meeting is on August 9<sup>th</sup> so can we say a week before that if you have to make any changes and sort of put it together then we can go through each item and make the official vote. Is that how we are going to do it then? So, by August 2<sup>nd</sup>, if you have any edits or additional information that's included. Kim asked how complete was the report? Jack said that it's pretty complete based on all the committee reports. Jack said it's not all, written exactly the same way. Jack said I think you wanted to talk about the process you follow and then what the findings are. He said some might have more than the others, obviously the Building committee has a lot; the Financial committee has a lot. Kim said so there shouldn't be any surprises if

twelve pages come in. Jack said I think everything you gave out at the interim meeting can be used for the final report. Jessica said the only things I see are wording issues like under Technology, “consolidated library will require”, do we really want to require something like that. Kim said okay so that’s what we need to go through and look at, and not only yours, but obviously each committee do theirs, but read through all the other committee reports to be familiar with it so when it comes up for discussion it’s not just that committee saying yeah that’s what we said. Jack said the overview part I think is pretty well finished. The history of library services at the Township have been reviewed by Lynn, David looked at it, and the history of library services at the BAPL, Lynn sent me some information today so the one that’s in there is slightly revised. Kim said that’s item 7. Jack said the history of the HAL, Robin looked at that and thought that it looked okay. It’s basically information that was on record in the newspapers. Those parts of it are basically finished and the big piece is the Executive Summary. I thought we could kind of talk our way toward that by looking at the list of the combined findings and have a brainstorm session about what conclusions you have come up with from that list of findings. Kim said okay so we can go through it the same way, obviously, instead of committee reports, we’ll just do the findings for each.

## 2. Committee Reports

### a. Demographics/Statistics

Ali said the only thing that is wrong, is on page three, number four. I’m going to reword it. It says “in compared to other participating municipalities Lower Saucon Township residents account for the highest percentage of checkout at the BAPL”. Ali said number four, I had compared to the other entities, and it’s not participating municipalities. By entities I meant compared to the main branch, the Southside branch and the Bookmobile account for the highest percentage of checkout at the Bookmobile. Kim said we have to reword that. Ali said I just wanted to clarify that, everything else is so cut and dry. Kim said it’s all numbers up front and I had gone through and was checking numbers against my summary sheet for the square footages and stuff. Jack said I think what we need to do, is to narrow it down to a couple. Jessica said, he said like two or three preferably. Jack said the main findings that we could agree that’s a conclusion. For example, could you say that based on your committees’ findings, that a half the patrons at the HAL are LST residents? Jessica said I think that’s correct. Ali said it says 50% of LST residents hold a BAPL card also have HAL library card. Kim said so you’re looking at a cleaner couple of points. Jack said it needs to be included based on that data. Jessica said I would put down the percentage of HAL library checkouts that are Lower Saucon residents. Ali said they make up 35% of our cardholders. Jessica said maybe checkouts would be better, so LST residents make up 35%. Kim said is that total Hellertown checkouts. Jessica said Hellertown checkouts. Kim said and this should just say HAL? Jessica said yes. Jessica said can we do a combined sentence like, this many of Township residents have a library card with BAPL and this many also have a HAL card. Jack said yes. She said is the combined sentence saying this many residents, or number of residents which we have LST residents, have a BAPL card and 50% also have a HAL card. Kim said ok do it that way? Jessica said we can play with the numbers any way you want that but that is the gist of the comment. Kim said do we want to expand this just a little. Ali said the total cardholders of BAPL were 75,741. Kim said so out of the 75,741 and that’s cards at BAPL; 4,181 LST residents have the card; 50% also hold a HAL. Allan said half of the LST residents that have a BAPL library card use the HAL. Jessica said that’s why I wanted to phrase it that way. Kim said that makes sense. Gail said number two, 5½ % of Bethlehem’s cardholders are represented by Lower Saucon residents. Jack said the one I thought was significant here is the amount of checked out materials made by LST residents compared to what is checked out at the BAPL. Kim said do you want to combine that into a finding? Everyone said yes. Jessica said number three is just the best way to say it. Kim said LST residents account for 4% of the total check outs of BAPL. Kim said I’ll say it again, “LST residents account for 4% of the checkouts at BAPL, LST residents account for 35% of the total checkouts at HAL”, so its number three basically. Robin said yes it’s the numbers at checkout, so maybe put that at number one, this goes to number three. Kim said what are the actual numbers that go here. Ali said at BAPL 30,682 materials were checked out by LST residents that’s all for number three. Robin said I would say that is just the main branch though right? Kim said no that’s all of them combined I thought. Ali said no that was just the main branch. Tina said 1,328 at the satellite branch. Alison said you might just want to add it. Allan said its 34,464 total. Jack said if you phrase it the way Allan said it could you conclude that the checkouts are almost equal. Jessica said fairly close. Kim said should we add in

there that this is for 2011? Jessica and Ali said yes. Jessica said that might be a good footnote that any statistics are from 2011 unless otherwise noted. Kim said so basically saying the LST checkouts for 2011 were approximately equal between HAL and BAPL. Tom said if this is for someone from the public to read and come up with conclusions, maybe as a final one, we should say something to the effect that currently LST pays no money to the HAL. Jack said that's a good point. Ali said should that come up in Finance or ours. Tom said I'm just thinking we have all these things showing usage but we don't pay for any of it. For me that is a very important part, that should be an important part to LST residents. Jessica said the only thing I was thinking that would also be conclusion is Bookmobile. LST residents really utilize the Bookmobile as the data shows. I think that is really important and is somewhere in our report. Kim said it's in the report. We show it in the circulation data not as a combined. I guess out of the 30,000 only 2,454 were Bookmobile checkouts. Cathy said we do note it in the Finance end. Kim said number four is going to say, we are getting all these services for free. Jack said don't worry about the order these are in, it's a brainstorming session. Kim said HAL receives no funds from LST for these services. Jessica said can you pad that at the end by saying all Lower Saucon patrons do we have a figure on that, Lower Saucon donations? Jack said for library services provided the Township.

Mike K said the one thing that crosses my mind is the total amount of people that live in Hellertown and LST to show the percentage of people that actually hold cards. Jessica said I don't know about Hellertown maybe LST. He said because if we were looking to combine the libraries it would be a total number of populous of both communities to show the percentage of people that actually hold cards. Robin said in the Hellertown Borough it is probably closer to 60% that have a card. I guess if you take that 60% and LST 40% yes. Kim said I see where you are going with it but I don't know how much that data would affect anything. Mike K said only because it's got a conclusion and if I was looking at it I would like to know the percentages of it. Jack said we could do that; we'll get it from the report. Tom said if we were to move ahead with the recommendation to go with HAL that number from Lower Saucon's standpoint would change. Mike K said you know as comparing it to Hellertown what percentage of the population of Hellertown has a library card. Kim said that's just taking your number three and adding a sentence above it that says currently x percentage of Hellertown has a library card for HAL. Jessica said start that sentence off like LST has this with in brackets as compared to Hellertown's 60%. Allan said of course that number applies to the size of the building that will be needed; I mean the size of the number of people using the building now. Kim said that will be in the building section for the total. There's a paragraph sort of explaining the library patrons and size of building. Jack said you're not saying that there's only 50% of Township residents going to the library because it's only that small, we're not saying that. Everyone said no. Mike K. said I don't picture it that way, but good question. Kim said I think it's just more a general understanding for somebody who reads the demographics to understand that out of the 10,000 residents in LST, 40% have a BAPL card of which then 35% to make that connection to step down so you understand the size of the issue. Allan said about half the ones that have BAPL cards also have HAL cards. Robin said yes, right. Allan said one of the conclusions that I came up with is that the largest number of LST users of the HAL are from the eastern side of LST. Jessica said which area is that? Allan said eastern side the other side of Hellertown. Ali said the 18055 zip code. Ali said they did it by zip code, Allan, but I don't know if that shows what you are talking about. Jessica said because there are some shared zip codes when we came up with those numbers we went through and made sure which addresses were in LST and which ones weren't. Kim said its number five on the statistics. Allan said you can see that twice as many people live in the eastern side of the Township because that is where the zip code is 18055 is the eastern side of the Township. Gail said Steel City is Lower Saucon. Allan said it's on the eastern side of the Township. Gail said they have a 18015 zip code. Allan said you didn't put that in the statistics, how many people came from that area. Robin said I don't think we have a patron from Steel City to tell you the truth. Kim said they did find them, that's why they calculated it out. Jack said I think if you are talking about the number of Township residents who use the HAL, I think that's the critical conclusion. Jack said where they come from in the township I don't think changes the number. Allan said I think it's important because those are the people that live close to the HAL and therefore use it. The ones that live on the other side of the township live far away from the HAL and don't use it. Jack said you are saying distance from the library has something to do with where they go. Allan said yes. Jessica said I would agree with Allan, but the only issue I have is we would have to plug every address into

Google maps. Jack said can we reasonably conclude with what he is saying. Ali and Jessica said not without going through every address. Kim said what it comes down to is it's not like the library is at one end. If you look at Lower Saucon and Hellertown together, it is not at one end of the township, it is basically the center of everybody. Jack said the Township Library Committee, and that is what Allan is talking about, has always felt that that was something that was happening, but it was anecdotal, we don't have any statistics. Jessica said I wouldn't be surprised if he's right, I just said the problem is proving it. Allan said the zip code statistics more or less are showing that. Jessica said what we are saying is that the zip codes can migrate into different areas on the other side and cannot geographically prove that. Gail said the east side is 18015, which is Applebutter Road and then you have Wassergass way out to Williams Township is 18055, so to be able to prove it. Allan said I consider everything on the western side of Hellertown to be western LST and everything on the Easton Road side of Hellertown is eastern LST. Tom said for me the problem is these are mail zones and they are by streets and not by geographic. Allan said generally it works out that way maybe not precisely. Jessica said what we are dealing with is, the task is, to get specific information and we can't actually say they are coming from this one side more. We can say it looks like it from the zip code, but the reality is we can't show that unless we look at every address, and say this is here and you don't know what is going to pop out of that. Kim said there is 18055 on both east and west is what I'm hearing. Allan said where is 18015 on the eastern side? Jessica said Steel City. Mike K. said what concerns me is that 18055, number of people participating in Hellertown is within a very small circumference of where their library is. A lot more people may live in 18055 and use Bethlehem but what area around Hellertown which is all 18055 are the people that are using it. Allan said according to their statistics, twice as many people from 18055 are using the library then people from 18015. Jessica said I don't know if that would be something I would put in the conclusions because geographically it makes more sense for people to go to that library. Allan said I think it is an important conclusion and because that is something Council will look at. Council will say why do the people that we have use the HAL and how many are likely to be happy and unhappy using it. Kim said it's the same they have now in reverse because of BAPL being here, how many residents on the lower part or southern or southeastern end of LST in that issue already. Jessica said the only way we can truly prove that is to go through every address and put it on Google maps and I am not comfortable doing that. Allan said there are areas in 18055 that are closer to HAL. Allan said if the people from Steel City that use the library are in 18055 then that adds more people that use the library that live on the eastern side of the township. Kim said that confused me. Jessica said he said the number seems to show that there so many people in 18055 that go to the library. Jack said why don't we put it down but say we can't prove it but we believe that. Ali said I think its fine just in the findings, I don't think we need to put it into the conclusions. Jessica said I don't think we can make a firm conclusion based on those findings.

Gail said look I don't care either way how you guys decide, whether to come the Hellertown or not, but objectively speaking I am confused by the discussion. If I was reading it I would be misled by the statements because they are not verifiable data wise and I personally don't feel comfortable with that in the conclusions. Mike K. said honestly speaking neither Council is going to sit there and make a judgment on our conclusions I am sure they are going to go through the detail summaries of each. Jack said this is to summarize the important points and that will go in the Executive Summary. Kim said and all these conclusions should be in each committee's report. Kim said we are not taking things out we are highlighting the three or four most important for each committee. Gail said regarding the conversation about our pool, that's what we are doing, having two or three conclusions per category. Kim said exactly. Jack said we are boiling it down to the three or four points so we can put that into the summary at the beginning of the report; did you see the mock up of the report? Kim said if you go to the table of contents, you will see how it is all broken down. Jack said we are going to put into PDF and send it out to every one after this meeting.

b. Technology

Allan said it just kind of summarizes everything. It comes down to one sentence that says, "The consolidated library will require additional computing hardware and software and additional audio and video services to serve the increased number of library users." Kim said that's awesome. Ali said on the Technology committee findings, I just want to make sure that because right now the HAL does have word processing database spreadsheet and wireless access. Jack said Robin

corrected that and you may have the old previous version. Jessica said because the wireless access, look at the word consolidated library, both Bethlehem and Hellertown, I think, every library in the area has wireless access, and I don't want people to read that and assume that somebody doesn't have that wireless access. Gail said can I add one word to serve the needs of increased number of library users. I am trying to imply there would be some additional types. Jack said the one thing I want to mention, and it's not under Technology, but it was significant and brought up in our discussions, Robin brought it up, is that the Hellertown library already meets the State's standards for resources for material for the consolidated population, is that correct? Robin said yes, I did the math. Jack said the consolidated population, Cathy and Tina, is it 17K? Cathy said 16,670. Kim said for the purposes of technology, the only other thing would be additional staffing. Jack said I was going to mention staffing next, this will say that regarding library resources that you already meet the State standards. Kim said are we going to add anything to this? Kim said, "HAL already meets the State requirements for required materials to serve the consolidated population". Allan said would that statement negate the first statement under Technology committee findings? Jack said one is technology and we listed examples of what will be needed, the other is materials and periodicals. Tom said I thought we were trying to achieve a level of services that are already provided by BAPL. Allan said I want to suggest changing some of the wording here. The first thing, under Technology committee findings, "the consolidated library will require the addition of the following hardware, new server computers additional desktop computers and printers"; in other words, terminals is the old language, you don't use terminals anymore. Jack said okay. Allan said when you say new servers, people who are computer illiterate might say what does that mean, so say new server computer in the findings. Kim said okay, staffing then. Jack said a consolidated library would be required to hire an additional 2.11 Full Time Equivalent to meet State standard. Kim said that's not under Technology. Jack said I know I'm just throwing that in there it is not in under any committee. Jack said do you want that in under Finance. Cathy said I think under finance, because you are so specific to a certain thing where Finance encompasses everything. Kim said a consolidated library would require hiring 2.11 full time employees. Mike K. said put an F in front of that number three. Kim said anything else on technology? I like how Allan put it all in one sentence.

c. Building

Gail said can I take number five and ask you why that's included in there when the grass lot is available? It says off street parking is limited. Jessica said you could change it to on street parking. Mike K. said then again, that grass lot would be forever? Jessica said if you changed it to paved. Mike K. said can it be used for anything else? Kim said I have no plans to use it for anything else. Joe said I think that has to do with if a merger at the current site would occur, I think there would be additional ADA parking. Kim said yes, the amount of parking and additional handicapped parking would be required which would take the paved lot. Joe said the space exists on the other side like you are saying but we were looking at it from a paved perspective. Kim said should we add the word paved? Jessica said I think adding the word paved would be the right way to explain that, "off street paved parking is limited although there is nonpaved overflow parking in the field next door and on street parking". Mike K. said I just want to understand one thing, and I'm not going anywhere with it, that piece of ground or grassy area which we could use for parking, Hellertown owns. Gail said right. Mike K. said not for long term issues I only have concern with that because it's not to say someday something could be on that piece of property or cannot be. Kim said correct. The reason why I listed it this way was, if say it wasn't the library, anybody comes in there and they want to put an addition on, or whatever, I was looking at the facts. Based on zoning you need x number of spaces paved, and there is limited paved parking now, that is the only reason. We did put the caveat in there that on page 3 under plan options that the Borough has indicated that the proposed expansions are acceptable and then we can add that parking thing to that and do it that way. We are showing and stating the numbers, under parking on page three, are what's required no matter who or what you are. That would need to be decided somehow, that if that parking is approved by Council, to be used whether its paved, unpaved, grass, whatever. Then that means that parking area, that piece we need, can no longer be built on. Tom said like a 25 year lease. Kim said exactly it has to be something substantial then just park there. Jessica said do you want parking as a conclusion just because there are so many options with that? Mike K. said just stick with the required parking numbers. Kim said from our point of view we had to make assumptions on

information given to us from everybody else so for us the conclusion is that expansion options at the HAL are feasible, that's it cut and dry. HAL can be expanded is the easiest one.

Joe said I have three down here myself. Physical features exist or could be expanded to meet State standards, plus most, if not all, of the Task Force study assessed new resource needs. Jessica said would it be out of line to say to that a conclusion that nothing could happen until deemed necessary. At this point the status quo could stay the same so put this as a conclusion that the current building might be able to satisfy the needs of the community. Kim said there might not be a change in cardholders where they go. Tom said are you talking about because of the parking? Kim said no, I'm talking about the whole situation in general. Currently the HAL is able to meet the needs of LST residents that currently go there. We attack it by my last sentence was "the building committee we can conclude that providing a base plan concept to the facilities does not require an all in commitment for the future joint potential that it can be expanded as the needs arise". Robin said if you are going to meet the needs of Technology committee you are going to be having study carrels with charging docs and there is not room for that. She said that's my point, it has to be give and take. Kim said how do we put that though, we don't want to have everybody think you have to do something. Joe said that's why I was trying to say that physical features exist or could be expanded. Kim said that doesn't meet the needs of the current population, though this doesn't comply with the population there are in service. Joe said I'm saying our conclusions would be for a merged updated library. Jessica said what we're trying to say is that the building currently services Hellertown residents plus 20% of Lower Saucon residents without a major issue. Kim said leave it this way because it's existing and it's serviced. Joe said in our findings we are saying that maybe HAL currently isn't completely adequate for a merger, but it does meet State standards, which are minimum which nobody would be happy with. Number two would be proposed or concurrent site centrally located. Kim said currently the HAL is centrally located within the proposed service area. Joe said even without expanding the existing building, some upgrades are necessary for ADA. Kim said the library is accessible all the way through now. Joe said what about computer desk heights. Kim said that's furniture, not building. Joe said that's what I meant. Tina said wasn't there an issue with the bathroom or is that grandfathered? Kim said that is grandfathered, and they are not doing any work. Joe said isn't grandfathered until the building is touched? Robin said yes, until they start to do work. Kim said, and it's a percent of change, so the renovation work, say if you put the computer carrels and things in the basement and create a meeting space or put the children's room down there, is no structural changes and it's a small percentage of the overall, so it's an existing building it would be a number two. If you get to a number three, then you have to do it all. Gail said I think we have to have a three. Kim said I would think we have to because that is dealing with the existing building and is out of our whether we merge, not merge there are issues to do as the library themselves. Joe said at the end of all our summaries, put see section whatever for the full report.

d. Finance

Cathy said we thought of two others. One would be that with the merger we would still be in compliance with State regulations as to the \$5.00 per capita requirement for State aid. Robin said it's almost impossible not to get to that. Gail said what I am noticing, and tell me if I'm wrong or not, is that the cost to Hellertown will not increase and the cost to LST will decrease? Tom said the cost to have the increase to Hellertown would be paid probably a good portion by LST. Jack said Gail if you look in the report, when it's finished, and you look at the different options, yes that could be true for, how many options did you give? Cathy said 5 options. Jack said is that true, what she said for all five. Cathy said yes for five in the first two years. Kim said qualifying being the first two years. Jack said if you wanted to say that, I would say, in only two of them that would be true. Kim said why don't we just qualify it in the first two years all options have no increase for Hellertown and a decrease for Lower Saucon. Tina said instead of qualifying, can you say, I hate to say significant, other than the usual \$1000.00 we ask for every year and never get. Kim said but merger isn't consistent on all of them. Cathy said then let's not do it. Kim said we are trying to think how to word it. Tom said the only thing that would compromise these options, at least on the financial side, are assuming that it would be funded without any grants. Cathy said correct. Tina said how about wording it this way "neither the Hellertown library nor the Hellertown Council will approve any plan that would have a significant increase in Hellertown resident taxes". Kim said no,

that is not a conclusion. Robin said you really can't say that. Tina said we say it's feasible with limitations I don't know if you want to talk about the limitations or not the Bookmobile is one of the limitations. Jack said that's good. Robin said I think that is a really important one. Allan said I have a question for the Finance committee. Can LST fulfill the proposed financial commitment to a merged library if the landfill does not expand? Did you consider that? Jack said the way to answer that is, is if the Township is going to continue to provide library services for its residents they are going to have to come up with the funding one way or the other. Jack said they are not using landfill money for library services. Tom said it would be more of a financial burden on us to maintain what we are doing. Kim said the merger is financially feasible with limitations i.e. the loss of the Bookmobile although there are other book delivery options. Tom said how about we say also the Township could consider the options to participate at different financial levels. Kim said that's true, I guess, in the Finance committee there is something that says it's not an all out or all in option. Tina said Jack were you thinking about doing an extra conclusion packet dealing with things such as ACCESS, the fact that there are other options available. Jack said I didn't think we wanted to get into saying or recommending how this would be funded. Tina said I am not necessarily recommending, but for Lower Saucon to make any form of a decision, they should know there are other options to them. Jack said those five different funding options are in there. Jack said where they come up with the money, like Allan was saying, is their decision to make. Kim said general overall statement about funding and funding options is that it's not an all or nothing deal between the two municipalities. Jack said it also includes the HAL Board of Trustees. Kim said you could say "funding options are subject to negotiations among LST, HB and the HAL Board of Trustees". Allan said at the beginning of the sentence put merged libraries. Jack said we are using the word merger too much, can we use "consolidated". Allan said consolidated library funding options because I am going to bring up the subject of sharing later and that's a whole different bunch of negotiations. Kim said "consolidated library funding options are subject to negotiations among LST, HB, and HAL Board of Trustees". Gail said you have mergers financially feasible yes, but I am not sure that the semantics of the word limitations really applies but more modifications with some service modifications. Kim said "merger is financially feasible with some service modifications (i.e. the loss of the Bookmobile) although there are other book delivery options."

Kim said we have more that are just general ones that we want to make sure everybody has statements. Tina said is there any way to send it in MS Word that way we could all see who is writing. Kim said everybody can make their markups on the PDF. Tina said how do you make a markup on a PDF? Kim said go to tools, then comments, and there are little sticky notes. You can point to the sentence, and it's much easier than word, and that way the base stays the same and he can take everybody's comments and review them. If not print out the PDF, write your comments on it, scan it in and we can get them to him.

Allan said so far all our conclusions and things have been focused on the idea of the library merging, so where do we include in the final report other recommendations or things to think about? Jack said that's in this section right here. It is under seven "other options for library services". Jack said the sheet that Lynn sent in, if we all want to look at that, it's called "To the Task Force". Jack said that's what she sent in for the other options for library services and we need to look at that to see if you agree. Tina said she has asterisk at contract issues still unresolved? I believe that you guys did sign off on a contract this year, correct. Jack said I don't think that is relevant. Kim said it's not relevant. Kim said why don't we do this because we've all just seen this because it came right before the meeting why don't we just go through each sentence and or paragraph the way she has it and say yea or nay. Gail said what are we looking to do is pull conclusions out of this? Tina said yes. Allan said alternatives to be considered. She said so this is alternatives to the Task Force's recommendation? Jack said this is a report that Lynn and Allan as members of the Township Library Committee wanted to have in the final report that speaks to other options other than consolidating with HAL. Gail said can I just ask you some questions? Would you seriously consider joining Allentown or Easton as an alternative to the BAPL? Allan said I don't know what you mean by that? Allan said I didn't write this, Lynn wrote this. Kim said he hasn't read it yet, so let's go through each sentence and paragraph and agree in or out. Kim reads, "The process of the Task Force mission is to determine the feasibility of LST joining with the Hellertown Library has been going on for quite a while". Jack said I can actually jump down and go to where it says "the

Library committee focused on the HAL because of the proximity". Jack said the information above that is Lynn historically recounting what the Township Library Committee did in its efforts to explore other alternatives. Kim said that makes more sense. Jack said that is why we contacted those other libraries. The Township Council asked us to explore that. If you go to the report and you look at the overview, it's redundant as that information is mentioned in there. Ali said mentioned in the history of library services? Kim said no it's in the overview of the Task Force. Jack said if you look at the overview of the Saucon Valley Library Task Force, it covers some of this stuff in the section that says "in 2009 primarily due to the increasing cost the Township Council", I won't read it all, but it covers the context of what Lynn is talking about here. Then it gets down to we focused on the HAL because of the proximity and I think that is also covered in here where it says "we met with representatives with the HAL", so she is repeating stuff that is already in the overview. Jessica said maybe she hasn't seen that yet? Jack said I handed that out and it was in the interim report. Kim said from the point where she said "here are additional options/considerations to have on the table and on the horizon" the first one says splitting funding between the two libraries which I don't think, I am not comfortable telling anybody to do one thing or the other with the money. Jack said at the last meeting I said that is something that is not this task force's responsibility that is a Council decision. Tina said I would like them to know as long as it's somewhere in the report. I wouldn't put that as an additional finding, like you said, but as long as it's somewhere in the report because, what I am noticing is, number one, she mentioned you could split. Jack said we could write it up that that information was presented at one of the meetings, and I think it was by the State library representative; we could put it in that way, not as a recommendation or anything. Tina said I don't know that she recommends it but more a consideration. Allan said we are preparing this report to give to Council, that's why we are doing it so we can have other recommendations in the report besides merging with HAL. Jack said we don't have recommendations. Kim said we have no recommendations we have conclusions with findings and it's their job to take that and process it into their recommendations for their Township. Jack said I think the Township Library Committee probably will be called on by the Township Council to explore some of these. Kim said this is definitely something the committee would say using our conclusions and findings. Kim said the next one is becoming a library system, what does that mean? Tina said that's something Lynn has talked about a few times she is talking about a county system? Robin said no this is over and above. Joe said no she is talking about consolidating Bethlehem, Hellertown, and Nazareth. Tom said she did the county as a separate one. Kim said I'm not even sure how we would approach that in this report. Allan said we felt these things would be included in the report but if anybody feels that they shouldn't be included in the report as recommendations, and then we can make these recommendations to the Council after they get the report. Jack said as Allan suggested they can be in the report but they don't have to be recommendations they could just say they are other options. Kim said they are not recommendations; chapter seven is set out for other considerations. Allan said then you can put it in as a consideration. Everyone agreed. Allan said one consideration would be splitting funding between HAL and BAPL. The other consideration would be becoming a library system. Robin said that seems more like a Township decision than a Library decision. Allan said the Township could encourage it. Jack asked, Robin do you mean that a decision between the HAL and BAPL libraries? Robin said yes and Nazareth and Northampton too. Jack said that would not be initiated by a Township or Municipality? Robin said I don't think so. Jack said so we can put that in there that it is a Library decision. Kim said we can say "encourage the local library discussion about exploring a library system". Jessica said can we combine those paragraphs and "encourage discussion on either becoming a library system or county library system. Tom said how does either of those options deal with the study we were tasked to do? Tina said I see where she's going with it, as something that could potentially happen down the road. Jack said let me explain where it's coming from. When the Township Library committee met before the Task Force was formed they made a recommendation to the Township Council to form a Task Force and in it had several items. One of the things, in addition to looking at the feasibility of consolidating library services at the HAL, and, I think Lynn pushed for it in the Library committee and Allan also supported it, was to explore other alternatives like some of these. This group focused on the potential consolidation, and Allan and Lynn are saying we should also include information, and some of these are very long term, about other alternatives. Tina said but in the answer to Tom's question, it's more that if one of those were to happen it would kind of make this whole thing irrelevant? Tom said to a point but what generated LST interest in the whole process was money, so

how does this change what money LST puts into the library system. Tina said that would be a huge discussion if that would ever happen. Jack said if you task a group to look into that they would have to come back to you with a timeline and other information and it would be a another year and half process. Robin said it would be more than a year and a half. Kim said even if you are just dealing with a library system you've got 5-6 libraries. Robin said 4 we are a little district, the Commonwealth is looking at more regionalizing library service not making it smaller. Jack said I think, to summarize it, we can write this up so that it is listed as other options and just have that information in the report for Councils to look at. Tom said when they are presented as options, it makes it seem like they are answers to some of the perceived problems or issues and they are not. We could choose as a Township to go and be a part of HAL and get the okay from everybody. These things could still happen years from now, so I don't see that they are real options for us to explore at this time. They are options for the libraries to explore sometime in the future, but that's not our issue. Joe said I would call it other models. Tom said yes. Allan said are you talking about, I mean the splitting the payments is definitely appropriate. Tom said number one yes. Allan said the second thing, the building of the different library system, is that what you are talking about? Tom said I'm talking about that one and the third one too. Tom said Lynn goes on and makes recommendations and I can't tell which one she is in favor of. Kim said we can say encourage the local libraries to explore a library system. Gail said we can't convince someone to do that and I don't know that we are telling them to do that. Jack said if the committee doesn't want this in the report, majority rules. Gail said I'm not telling you to do that. Kim said could that word be support the discussion. Gail said I'm not telling you to do that either, I don't feel that was part of our task. Kim said part of the issue we are having, and I specifically have, is because we are not part of the original library committee, we don't know where all this is coming from, so they at that level know how this is all tied together, but as a Task Force mission, we have not relooked at this stuff to understand how it fits. Tom said were we to say that two and three are considerations for the future, there is something out there on the horizon. I can see that as an addendum, but I don't see it having the same weight as number one. Number one is very relevant to what we are talking about and I can see two and three being mentioned somewhere in the report. Kim said it is not under additional considerations. Jack said maybe put it in the appendix as additional information. Gail said as a future mention. Tina said what I am concerned about 2-3 is there are so many other people involved and we don't have any control over it. Allan said we can suggest it and let council decide if it's ridiculous. Kim said because these are considerations, and they are coming based off of information the library committee has discussed, Gail is right in saying she does not want either LST or HAL or BAPL or Hellertown Council to think that we are suggesting that, because we are not, that came out of a whole other meeting that we were not involved in. Tom said they are very much not directly as a result of us talking in this Task Force. Kim said all in favor for the x say I. All in favor. Allan said so the name of the committee is Saucon Valley Library Task Force then these other things don't apply. Jack said do we keep the other options and put in number one, is that what would be in that section? Then scratch 2-3. Kim said the only thing, the other additional considerations which actually are backed up by the public meeting, was the question about exploring funding options splits. Jessica said if that's the only additional conclusion we can think of, then I would put that under Finance. I don't want to have just one additional conclusion unless somebody else has something else to put in. Jack said good point. Jessica said I can't think of anything else. Kim said take chapter 7 away. Allan said I think it's a bigger question then just Finance; it's a whole other discussion and investigation. Tina said of what? Allan said sharing so I think it should go in as additional considerations. Kim said yes, the splitting funding because it was discussed in the meeting, and by not only Lynn saying it, the state representative said it. Allan said it should go here as an additional consideration and not part of the Finance committees job because it is a whole different ball game. Kim said can this, without chapter 7, be put in as part of the Executive Summary? Jack said it could go there but it has to come out of some section in the report and I think that's a good idea what Jessica said to put it, if you only have one option, put it in the finance section. Joe said another consideration is keeping the status quo. Everyone said that is good. Tom said I can see how we forgot that though because our task was not to explore status quo. Jessica said it would belong with something like this so I would put that there. Jack said with having one and two, two being status quo, we have two options for another section for other options. Kim said I wouldn't put getting rid of library services as another option, I don't get the impression LST has interest in that at all. Joe said that really is not an option. Jessica said that's at least an option

theoretically. Joe said if all of the other things we looked at were completely unfeasible, we would put that in the report, but no library, that is something that would never be. Kim said “Lower Saucon library services could remain unchanged”. Tom said we have to keep in mind too, that since we put a little pressure on BAPL there’s the per capita. Rates have not changed and I have a feeling that if we make a recommendation, and Council accepts it, that status quo won’t be status quo. The rates will start to climb again, so residents somehow need to know that that library services traditionally have been going up over the last couple of years. Jack said we are not getting into that, that is not something this group wants to get involved in. Tina said I want to point out the chart in the report showing the increases over the years and the percentage of increase so that is addressed. We can’t say that because we don’t know what they are going to do, they could drop it, you never know. Kim said I am going to reread this, we added a little bit to it, “LST library services could remain unchanged to be reviewed in future annual budgets. Jack said Allan what do you think? They will stay in as other options and we have these two. Allan said that’s okay. Jessica said those are the two additional options that we’ve had serious discussion about. Allan said I don’t think the second option is an option, but if they want it in there ok with me. Jack said everybody is in favor of that? Everyone says yes.

3. Open Public Discussion

Kim said public comments? Allan said what are we supposed to do between now and the next meeting? Kim said can we just hear some public comments first because David and Cassandra are here. Jack said I will send this mock report out in PDF version to all of you. If you don’t get it or it gets kicked back because it’s too big for your computer I can mail out a copy. Tina said please make sure you include the instructions how to add the sticky notes. Allan said are you going to add all the things we talked about today? Jack said I am going to pull something together into a draft Executive Summary. Kim said all these go into the Executive Summary. Jack said that’s the page that is blank right now. Allan said and the additional conclusions are they going to go in the Executive Summary or at the end? Jack said they are going in chapter 7 - Other Options. Kim said everyone will get it in some form, mark it up and get it back to Jack. Jack said I will send out a draft of the Executive Summary with it within a week or so. Kim said definitely do your own committee, your spelling and all that stuff, and make sure it is right and read everybody else’s. She said next meeting is August 9<sup>th</sup> at 6 o’clock again. Jack said the August 9<sup>th</sup> meeting will review the final report and vote on it. Kim said get all your comments to Jack by the 2<sup>nd</sup> so if there are any major snafus’ he will see it upfront and can get it to us before that meeting

4. The meeting adjourned at 7:40 p.m.

5. Next Meeting Date – August 9, 2012 – 6:00 P.M.