

SAUCON VALLEY LIBRARY TASK FORCE MEETING

Date: Thursday, December 8, 2011
Time: 5:00 PM
Location: Lower Saucon Township

Present: Lower Saucon Township: Jack Cahalan, Kim LaBrake, Tom Maxfield, Mike Karabin, Cathy Gorman, Allan Johnson, Lynn Koehler
Hellertown Borough: Cathy Kichline, Tina Krasnansky
Hellertown Area Library: Jessica Goedtel, Allison Finkbeiner, Mike Evangelista, Rev. Lamar Handwerk

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 November 10, 2011 meeting – Kim said she has the minutes from the November 10th meeting. If they are okay, Jack will post them on the website tomorrow. Motion by Tom for approval of the November 10, 2011 minutes, second by Jessica. All in favor.

2. Committee Reports:

- Demographic/Statistics – Jessica said they have no new information. They are going to wait for the year to close out and get all new figures, circulation-wise, bookmobile-wise.
- Technology – Jack said they haven't had a chance to get together. They'll have a report in January.
- Building – Kim said we had one meeting about three weeks ago looking at all the information that's been provided by all the groups up until this point. What they decided to do was to try to get everything into a picture. Everything they are showing is just for discussion. Nobody is designing anything. It's just trying to get some sort of placeholders so the rest of the committees can then continue and ask questions and put in their input. She then went through several Power Point slides. She said this site plan was what was provided at the beginning and it's shows the building and what they ascertain as the official site of the building although there's a large, open plot. What they are basically showing is the zoning setback lines in the blue, and the existing parking lot. The red is basically the area that can be expanded if expansion were to happen. That's the only place it could go is on that side of the building. She showed the footprint of the building. She showed the basement plan. There's an area for bookshelf storage, a work room, mechanical room and elevator addition that was just completed. The upper level is the front door of the book drop, the children's area, the office, the toilet – public and private, a janitor's closet, and the elevator addition. When you go upstairs, there are stacks along the one wall. There's an open space and then a space which they call their teen club. The total for the building is just over 6,000 program square feet. This was handed out and revised with some alternates. She's going to show you the basement level which is about 2,200 square feet. The main floor level is 2,100 square feet and the mezzanine level is just over 900 square feet. Basically, including hallways and walls, they are looking at about 6,300 square feet of program space. That's not how big the building sits, but it's what is happening on each floor. At previous meetings, there was discussion on what people would like to see in the

library that would make it more appealing. There were things that were in the library that need to get bigger, so the committee came up with some additional recommendations. Basically lower levels and chair space, as there's no where to put chairs, a separate server closet, a larger children's area, computer space, small meeting, and up on this level, there's another small conference room, a quiet reading room, not out in the stacks, a café counter, CD's/DVD rental space and then accessible toilets that are more usable. Overall, looking at more expandable stack space. The proposed needs based on the committee's wants basically shows about a 2,400 square foot increase to add that extra space. The first option her committee talked about was if they had the library as is, how could it be renovated or refigured to take this space within, so on the basement level, they cut back the workroom and created a more enclosed children's area so it's not by the front door, for security. The main open space meeting was left intact, and then showed a separate computer area back where the book storage was. In the upper level, there are larger stacks and moving the reading area to the rear of the building. The only place you can gain space is in filling the mezzanine which could get about 370 square feet. At this point, they listed it as expanding the teen room, and some stack space. It does give you some more room. The next option is basically the same, although on the lower floor in order to create areas that people could have a meeting and not use up the whole downstairs basement, the idea was to create a closed meeting space and then behind that would be the children's space. Where they cut out the work room, it's still the same size, but they built in some stackable chair space and storage space in the lower level. In the upper level, they left additional stacks and the library desk in the same location and this turned into more DVD/Café/people space. They looked at popping a dormer out without foundations which occurs on this side on the upper floor to get the computer space. A dormer is where you pop the roof up, so you're under the roof, but you have full height. There's a little bit of space you can grab, but she thinks it was just over 400 square feet. That's another place they could gain some space. They are adding about 2,400 square feet, so adding the 370 square feet of the mezzanine, and then they added about 1,800 square feet. They would break through the wall and come into a larger reading area or broken down into smaller children's reading rooms, and a computer room. The lower area would be the large open space. We could have computers downstairs, a small meeting room, or a place to do quiet work. That gets us to what about the program amount was, 2,400 square feet. That's what they looked like as options, purely renovations, and based on the program, getting it all in one location. They were just sticking with what the committee decided on. It comes out to basically one square foot per person as is. She knows the Morning Call wrote an article about the Parkland Library and how they were going to serve their clients. They did give the size of the building they were looking at, and it was about one square foot per person. Option A with the interior renovation only, they are moving things around to make it more useful. Option B is just under a half a square foot per person. The information they were using was that Hellertown residents had almost 53% of the checkouts. PA ACCESS which you could get from anywhere was under 9%, and the HAL can document almost 40% of Bethlehem or Lower Saucon at this time. They were looking at numbers and figuring out sizes of things. What she does for her clients is break it up into a minor renovation cost, a major renovation cost, any addition costs, and then site work costs. You are looking at a square foot cost and city indexes costs. Using the city cost index, it came up to \$225 a square foot to build a library. They looked at minor renovations and that is moving a wall, nothing structural, that sort of thing. Something that can be done without major interruption. Renovations would include anything that include plumbing, structural walls, and moving large chunks of things. They included in this, just because if you increase the size of something, you run the risk of having to increase the size of parking. They know that parking is an issue although there is a lot of street parking, then it comes down to the Borough, how they want to look at that. Option A has basically 1,000 square feet and they are using \$25.00 a square foot for doing that. When they work out their numbers, they are looking at each piece as separate, and then add them up at the end. Major renovations at 370 square feet, that's the infill of the mezzanine. There were no additions in that. The site plan, they looked at parking, and that included paving, curbs if need be, which came out to \$21.00 per square yard. What it comes down to is an Option A with fees, furniture, equipment, computers, at about 18% or \$112,000.00 to just move things around and get it to be more functional. On Option B they are doing more work in the basement, about 990 square feet. They are using the infill for major renovations and they counted the bump out for the computer room on the second floor as an addition because the structure doesn't exist,

but it's at \$200 sf as they are not putting in any concrete. That number brings it down to \$233,800.00. The last option they are building is the meeting room and doing the infill in the mezzanine and it's 1,865 square feet and in this case because the addition is smaller, they added another \$25.00 a square foot. The parking would increase for the additional spaces they would need. That number would be \$765,000.00. That's sort of the different versions they looked at. Her question is are there other versions we want to look at? It's easy to move things around now, but at least this gives us an idea of size. She can only put a guesstimate in on sizes and costs.

Lynn said the HAL made a proposal to the Township and asked how does this compare to that proposal? Kim said she can tell you she remembers sitting here the first day when they did the presentation and her brain said the costs they used was underestimated. They all knew that. The original power point that was done prior to the very first meeting, a year before, they were looking at increase of 3,000 square feet at \$148.00 per square foot. They are at the max here showing actual addition of 1,900 plus major renovations. They are a bit smaller and that's because the program they had discussed.

Lynn asked what the total amount was that they were estimating? Kim said it would be \$148.00 x 3,000. This is broken up in pieces. The original power point said \$448,000.00. Lynn said the construction is \$224,000.00. Keep in mind that the numbers were guesses and made it look pretty. Mike E. said they used the numbers of costs from the elevator project, and they said at the time that those were the only numbers they had. They weren't made to look pretty. Those were the only numbers they had. Kim said that number included a lot of volunteer work and the biggest cost of that addition was the actual elevator. Mike said somewhere in between Option A and Option C would make sense. Kim said we are basically doubling the footprint on the first floor, but it's not doubling the actual program size.

Tom asked Mike if any of this, Options A or B, get close to what you planned for your own future additions or future expansion of any kind? Mike E. said Option A does very much, and they have slowly been doing renovations on the library. They've talked about moving some of the areas around, not so much going into the second floor. Kim said they walked around and asked themselves where could they grab space. Mike E. said that's an option they never considered. They slowly did some things themselves. They changed around the downstairs and make it accessible for community things. They use it a lot now. They have dance down there and the older 55 driving program. Ali said some of the key things she liked was the separate room for the computers as right now they are in everyone's way, and moving the children's room and enlarging it. She's going to speak for Robin, even though she's not here, but she knows Robin would like her own office.

Allan said one of the things that bothers him is right now you have one square foot per population, and if Lower Saucon goes in with you, you'll only have half a square foot. If you are crowded now, what will you do with more patrons? Kim said if you are really looking at it's one square foot per person based on the residents in Hellertown; it's one square foot, but the library right now is serving 38% of their patrons from Lower Saucon. Lower Saucon is already there. It's not perfect, but it's working. Kim said in reality, it's close to being half-way there, the way it's operating now. The option to gain the other half would be to go to the second floor. Then you would be approaching the one square foot per person. The extra half square foot would be the second floor as an addition and you'd be approaching the one square foot per person then, if that is really the key. Allan said you really don't have 100% usage of Hellertown people. Is there any way to estimate what your total number of people would be in Hellertown if Lower Saucon moved? Kim said that's the million dollar question. Someone said they can get a lump estimate. They can't break down specifically who the Lower Saucon residents are. They can tell who the Hellertown people are currently. Alan said there's a possibility that this space would not be enough? Mike E. said there's a possibility it may not change at all. Kim said when she broke out the square footage, she wanted to understand the numbers they were looking at was on the wish list of the committee members saying at a very minimum, we need to do this, and increase it by x percent. It could be if it did happen and depending on the people that are living in Lower Saucon in ten years, there could

be a surge that everyone would use the library. It's one of those things that's hard to tell. Someone said we have the possibility of the extra land in Hellertown. Kim said there is a piece of property there. From what they can tell with the drawings that the library had when they went through the permitting and zoning, there was a line shown, so whether it was in a deed somewhere that the architect picked it up, she's not sure. That's the same line they used. The Borough thought about having another building and some parking to go with it, next to the library.

- Finance – Cathy handed out a draft budget sheet and said at the last meeting, they discussed doing hypotheticals. This is kind of a mock budget assuming the square footage increase was 3,900. On the left hand side of the budget are the actual expenses that the HAL has that are building related, and based on the square footage, she estimated the rate of increase that those utilities would have. It would be an increase in the 45% range for these expenses. On the right hand side, she took what your actual budget was and took the new data and kind of backed in what the revenue would be. She also put in the required payroll amount by state requirements and the actual debt that would be incurred. She backed all this information into an actual annual operating budget. She figured out how much your expenses would be and then she could determine how much the local contributions would have to be to give you have a balanced budget. Based on that, your operating budget would be \$261,000.00 a year if we were to do that, or went with a maximum kind of plan. She can modify this to incorporate all three models and they can look at it and then have a clearer picture. Tom said if we plug in 1,950 square feet instead of 3,900, could we save that 45% increase? Cathy said yes. If you notice anything in there that would be modified, let her know. Lynn said this is based on not getting a Keystone grant? Cathy said this is based on what their budget is right now. We could apply for a grant too. This is not assuming any grants. It's normal case. Kim said if everyone can go through it that would be great and also show Robin these numbers.

3. Assignments for next meeting – Kim said the assignment for the next meeting is to look at all of the information that was presented tonight. She will send all the slides that she just went over. There was a library survey done in August 2008 by the Township and it has been resurrected just so we can look at it and review it. There was also some discussion about putting together a survey and possible questions. Ali and Jessica sent in some possible questions. If we read what the old survey had to say and add in the new other questions, then we can work on getting that survey together to get out to everyone. Lynn said at the last meeting, she suggested that we get a “to do” list on what's coming up sooner than two days before the meeting. Two days may not be enough time to work on it. Kim said for the Building Committee, they actually meet a week before the meeting and work on their “to do” list. Jack said he thought what we were doing was mostly committee work between meetings. Kim said we can look to get the minutes out early. Jack said he can get the minutes out within a week or two from the meeting. They are usually done and he just sends them out with the agenda. Tom said now that we are talking about hypothetical numbers and realizing it's hypothetical, and you take the info and share it with the rest of the HAL library board, he was interested in what level they would be interested in. If they want to review the options, are they interested not at all or on a certain level? We're talking about hypotheticals, but at the same time we may be jumping over the decision makers. Mike E. said we have a lot of volunteers, and we'd like to keep them apprised of what's going on. The Board is always willing to listen and want it to be successful. Tom said they will share this information with our board also.

4. Meeting Dates for 2012: Jack said he didn't put this on the agenda, but he gave you a draft of the meeting schedule for 2012. If it's okay, we can put that out. He stopped the meetings in July 2012, as that's when the Committee has to present its findings. We should consider a public meeting and do an advertisement to get people in. Lynn said if the public meetings start at 5 pm, it will probably limit working people, so 7 pm may work out better. Jack said that's a good idea. Lynn said that's possible why we don't get more people now since it's at 5 pm. Jack said we could think about having an interim public meeting and getting some feedback. He didn't put down any public meeting date at the end. It could be held on at our July 12th meeting. Lynn said we should have a well publicized public meeting before that, either in March or April. Jack said we would need a date for the final meeting when we would present the final recommendations. He also put down the dates when we should go to the Township and Borough Councils. You have to figure out how you want to handle that. We'll need people who can attend and answer questions. It doesn't have to be a long type of session, just presenting information and going over with what we came up with. Lynn

said she'd like April 12th to be the interim public meeting. Kim said it really depends when the survey gets out and the responses. It would be a 7 pm. At this point, we're looking at January 12th, February 19th, March 8th, and those will be Task Force meetings at 5 pm. Then April 12th meeting would be the public meeting at 7 pm, and then we've allowed ourselves May 10th, June 14th and July 12th for final meetings. Jack said we can have that meeting here and we can put things up on the screen. If we think it's going to be crowded, we can move the location. Kim said we need dates for the Council presentations. Hellertown Borough Council would be on July 16th, Lower Saucon would be July 18th and the HAL would meet on July 24th. Jack said we can look at this later on. Jack said we can approve the January to July meeting schedule and talk about the rest of the public meetings later on. Motion by Jessica, second by Mike E. for approval of the 2012 meeting schedule dates. All in favor.

5. Open Public Discussion

- Paul Pagoda said he's a resident of Lower Saucon Township and he's glad you made the public meeting at 7 pm as it was hard to make this meeting at 5 pm tonight. There's great interest in his neighborhood of Cherry Wood, as it's a mostly working neighborhood and 5 pm is tough. If you could give information out before the public meeting, that may be helpful. He'd like to know what this will mean in terms of the costs with the three options that were discussed and how that compares to what the Township currently pays to the Bethlehem Area Public Library. Someone said we will have a preliminary plan, a rough draft of what we have come up with and present it to the public, and get any missed comments. Kim said people want service, but at what cost, so having those numbers available will be very helpful and will help people make that decision. Paul said that with these hypotheticals they can see some light at the end of the tunnel. Lynn said that it might be helpful to have the facts and figures from both libraries including services and facilities also. Jack said what do you want to look at in terms of comparison of statistics? We don't want to just pick something out and say, for example, that "they have more books than Hellertown". That is something we have to discuss so we agree on what we want to compare. Paul said that things like the per capita costs, services and the facilities would be important to have. Also such things as the hours and eBooks.
- Liza Holzinger said she is a manager at the BAPL. She just wants to make a point that yes, Hellertown does have eBooks, it's a district wide service; however the BAPL offers a collection of E books to their cardholders. They do add much more. The advantages with the larger library, you do have more services. The figure is \$17.05 per capita. Cathy said that's from the 2010 census. Kim said we can show there's a 2012 budget figure now that it been voted on.
- A Lower Saucon resident said her concern was if you are calculating the transition costs that you are also looking at increasing the number of the collections s you are increasing the number of people who will be using the library. Cathy Gorman indicated that the numbers that she used showed a 45% increase. Kim said that anything that affects the hypothetical library, like fuel costs, books, etc. was increased proportionately.

6. Next Meeting Date – January 12, 2012 – 5:00 pm

7. Motion to Adjourn: Meeting adjourned at 6:16 pm.