Library Consolidation Report

September 27, 2013

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Background on Consolidation Efforts

Lower Saucon Township has had a contract with the Bethlehem Area Public Library for library services for its residents since 1968. The contract permits Township residents to enjoy the full range of services and programs available both on-line and at the library's Main and Southside Branches and through the bookmobile which has a schedule of regular stops at several locations in the Township.

In 2009, primarily due to the increasing costs for library services at the Bethlehem Area Public Library, the Township Council asked the Township Library Committee to explore other alternatives for library services for Township residents. The Library Committee reached out to the Southern Lehigh Library in Center Valley and the Hellertown Area Library to initiate discussions with these facilities concerning library services. The Southern Lehigh Library advised the Library Committee that due to state library regulations they were prohibited from joining with the Township for library services.

In August 2010, the Township Library Committee recommended to the Township Council that the Township Council consider establishing a Task Force with representatives from Hellertown Borough and the Hellertown Area Library to determine the feasibility of consolidating Hellertown Borough and Lower Saucon Township library services at the Hellertown Area Library.

The Saucon Valley Library Task Force began meeting on a monthly basis in January 2011 and continued meeting through August 2012. During the Task Force process public meetings were held to accept comments from residents and a survey was conducted which received over 250 responses.

In August 2012, the final Task Force Report: was presented to the Lower Saucon Township and Hellertown Borough Councils and to the Hellertown Area Library Board of Trustees. http://www.lowersaucontownship.org/pdf/taskforcereport.pdf

In April 2013, the Lower Saucon Township Council voted to direct the Township Manager to form a working committee with Hellertown Borough and the Hellertown Area Library to look into the findings contained in the Library Task Force Report and to come back to the Council later in the year with recommendations. The Township Manager, Township Finance Director Cathy Gorman, and Council Member Tom Maxfield met with the Borough Manager, Cathy Kichline; the Borough Finance Director, Tina Krasnansky, and Council Member Gail Nolf from Hellertown Borough, and with Robin Rotherham, the Director of the Hellertown Area Library and members of her Board of Trustees over the past several months to review the Task Force's finding and to explore the feasibility of a consolidated library.

Recommendation of Committee

The Library Consolidation Committee, meeting on September 19, 2013, voted to recommend to the voting bodies of Lower Saucon Township, Hellertown Borough, and the Hellertown Area Library Board of Trustees, that they adopt this proposal for consolidating library services at the Hellertown Area Library effective January 1, 2014.

Governance of Consolidated Library

1. **Board**

    - The Hellertown Area Library Association will act as the governing board for the consolidated library
    - The Board of Directors shall consist of nine (9) members representing the municipalities of Hellertown Borough and Lower Saucon Township.
    - Three (3) representatives will be appointed from the existing Hellertown Area Library Board; three (3) representatives from Hellertown Borough, and three (3) representatives from Lower Saucon Township.
    - The term for each Board Member shall run for 3 years.
    - Board members can serve no more than two (2) consecutive three (3) year terms.
    - The Library Director will be an ex-officio member of the Board.

2. **Duties and Responsibilities of the Board of Directors**

    a. To plan for, implement and manage all library services, programs and activities for Hellertown Borough and Lower Saucon Township.

    b. The Board shall have all the powers vested in such boards by law, and shall have the authority to determine all matters of policy for the consolidated library

    c. Appoint a Library Director who will report to the Board and who will be responsible for the day-to-day operation of the consolidated library in accordance with State Library Code and the Library Board's directives.

    d. The Board shall elect officers, and adopt by-laws, rules and regulations for their own guidance and for the governing of the consolidated library.

    e. The Board shall determine hours and places of library service, and all consolidated library policies in accordance with State law and library regulations.

    f. The Board shall govern the selection, emphasis, and distribution of library books, periodicals, and other library materials, the use of meeting rooms, and questions of service, policies, or expenditures within the limits of the annual appropriation by Hellertown Borough and Lower Saucon Township.

g.   The Board shall have the right to accept donations, bequests and endowments for the use and benefit of the library.

h.   The Board shall adopt personnel policies and a salary scale for all consolidated library employees.

i.   The Board shall maintain requisite insurance policies.

j.   The Board shall submit an annual budget request for the consolidated library by September 1st each year to Hellertown Borough and Lower Saucon Township.

Management and Staffing of Consolidated Library

1. **Director**

   a. The Board shall appoint as Director of the consolidated library a person duly qualified to act as such and will determine and set the compensation for this position.

   b. The Director shall be the executive and administrative agent of the consolidated library on behalf of the Board

   c. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of staff, for the care and maintenance of library property, for an adequate and proper selection of books, materials, and services in keeping with the stated policy of the Board, for the efficiency of library services to the residents of the Borough and Township, and for its financial operation within the limits of its budget appropriation.

2. **Reports**

   a. The Director shall prepare and submit to the Board at each regular meeting a report of matters concerning the library and of the activities of the library during the prior months and shall submit an annual report of the activities and work of the library for the calendar year.

3. **Budget**

   a. The Director shall prepare a proposed annual budget for the operation of the library for consideration by the Library Board. Upon approval by the Library Board, a budget shall be submitted to Hellertown Borough and Lower Saucon Township by September 1st each year.

4. **Staffing**

   a. The Hellertown Area Library is currently staffed with a full-time Director working 40 hours per week and two (2) part-timed staff members working a combined total of 32 hours per week which equal **1.75 FTE**.

   b. The State Library Code requires that the library have a qualified staff member, full-time or equivalent, for each 3,500 persons in the direct service area; provided that no library shall use fewer than one full-time staff member. With this consolidation, the library staffing would increase to **4.76 FTE** working a combined total of 180 hours.

Hellertown Public Library
Proposed Changes Consolidated Layout

Computer Area

Expanded Circulation Desk

Additional Shelving

Additional Reference Desk

Street Entrance

N
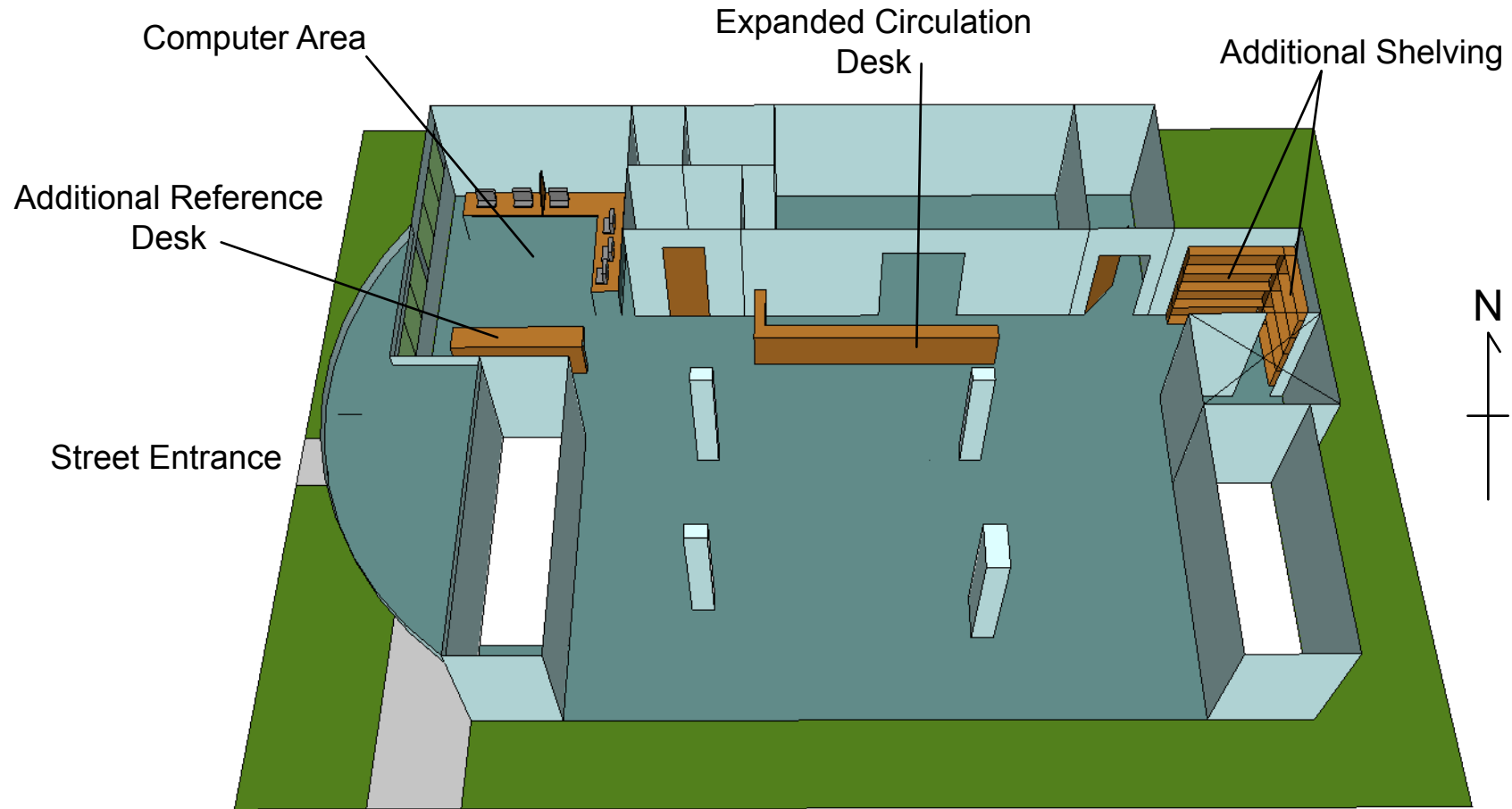
First (Main) Floor

Hellertown Public Library
Proposed Changes Consolidated Layout

Kitchen Area

Expanded Shelving

Additional Shelving

Computer Server Room

Meeting/Work Room

Enclosed Storage Shelves

Under-stair Storage Closet

Tutoring/Study Rooms

Additional Shelving

N
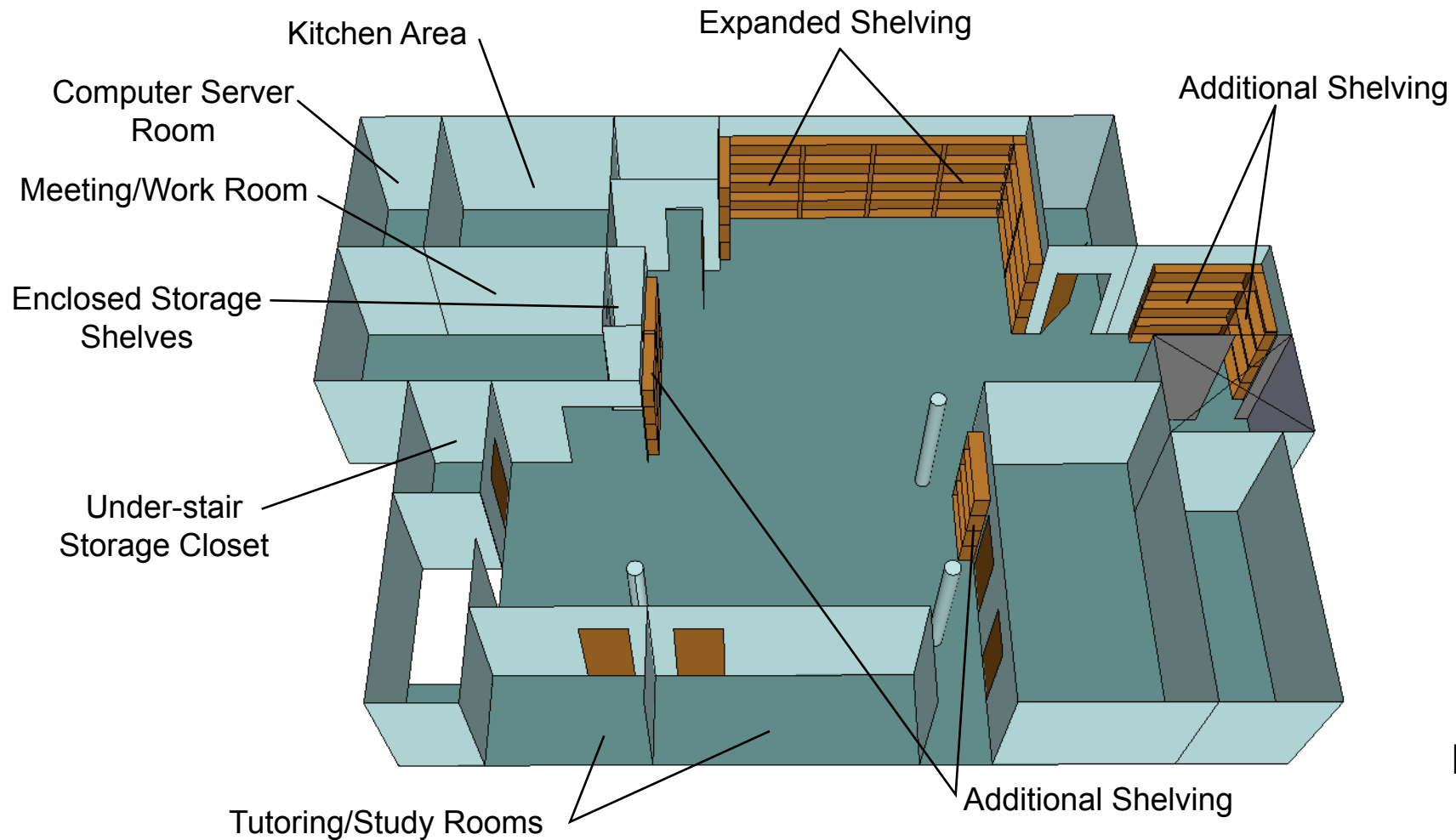
Basement Level

Hellertown Public Library
Proposed Changes Consolidated Layout

Additional Shelving?

Children's Reference Desk

Open to below

Large Storage Area
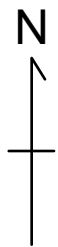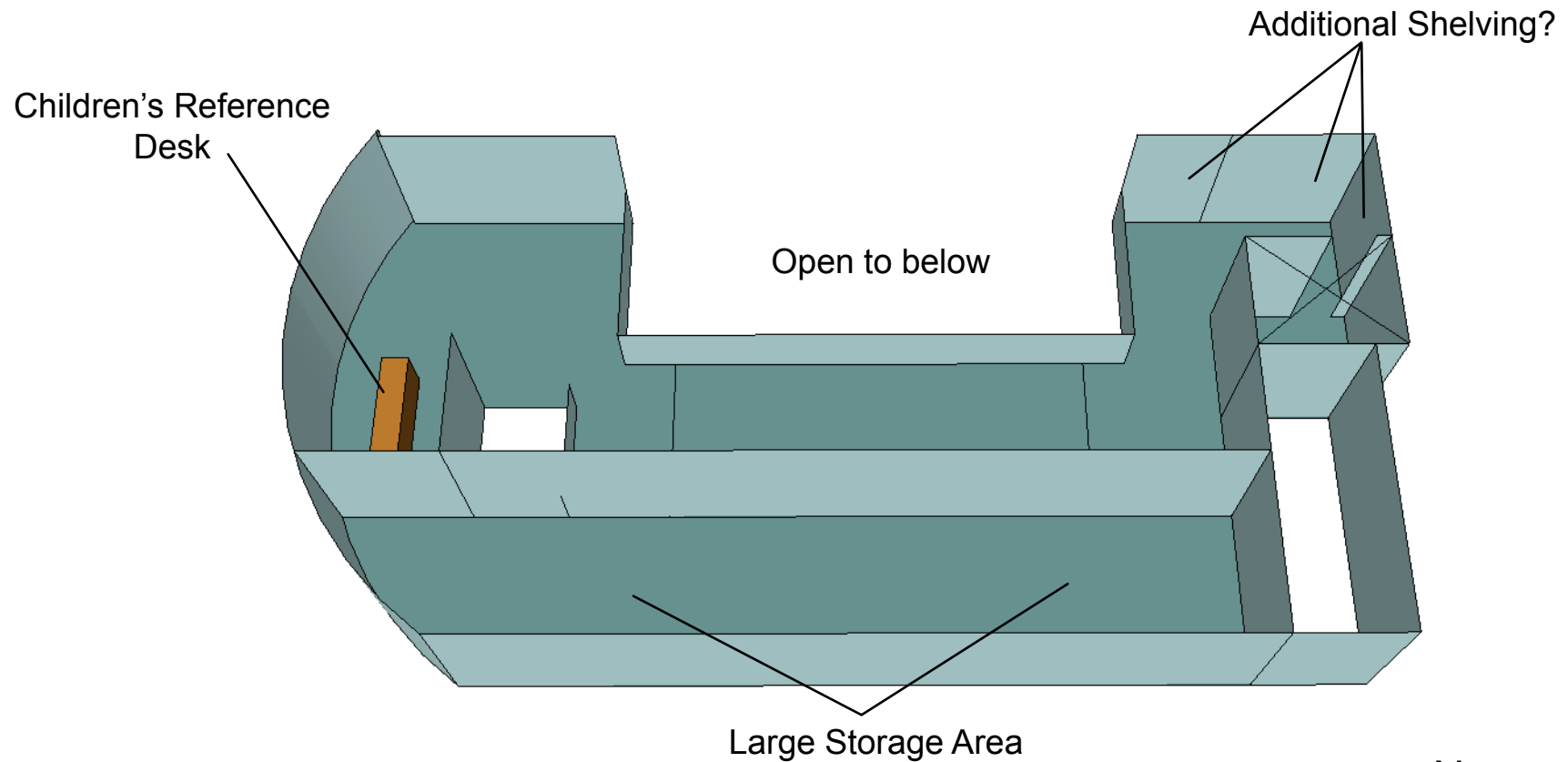
Second (Mezzanine) Floor

N

Consolidated Library Operating Budgets

Start-up Operating Budget - 2014 - 2015

The start-up and operating costs for the consolidated library in the first two years (2014 & 2015) would be:

- $113,947.02 would be spent on improvements to the mezzanine, children's and computer areas; and additional main level stacks and reading area. In addition, the parking area would be enlarged by 3,000 square feet which would increase the current parking spaces from 7 to 17.

- $50,000 would be spent on technology improvements to provide additional computers, databases, and e-resources.

- 2.11 FTE (Full-time equivalent) additional staffing would be hired.

- Lower Saucon Township would assume responsibility for paying for the initial $163,947.02 in capital improvements over the first two years of operation

- The projected costs to Lower Saucon Township would be:

   2014 – $171,132.69 (per capita cost - $15.88)
   2015 – $171,132.69 (per capita cost - $15.88)

- The projected cost to Hellertown Borough would be:

   2014 – $48,734.62 (per capita cost $8.28)
   2015 – $48,734.62 (per capita cost $8.28)

Ongoing Operating Budget – 2016

- The projected costs to Lower Saucon Township would be:

   2016 – $90,278.86 (per capita cost $8.38)

- The projected cost to Hellertown Borough would be:

   2016 – $49,346.64 (per capita cost $8.36)

Funding of Consolidated Library

1. **Funding Request**

   a. The Board shall prepare a budget and submit its annual funding request for the consolidated library to Hellertown Borough and Lower Saucon Township by September 1st of each year.

   b. In preparation for the request, and by no later than July 1st of each year, the Library Director shall meet with the Borough Manager and the Township Manager to explain the Library's financial requirements for the coming year, to determine the level of funding that may be available from the municipalities, and to discuss potential means and methods to adequately fund the consolidated library. Each municipality shall consider the budget request as part of its normal budget process.

   c. Subject to final approval by each governing body, it shall be the intent of Hellertown Borough and Lower Saucon Township to appropriate their proportionate share of the joint costs for the consolidated library at an amount equal to the budget request for the consolidated library provided such costs are reasonable, justifiable and in general conformance with the level of funding anticipated to be available pursuant to the process set forth in Section b. or as otherwise determined by the governing bodies.

   d. If one of the governing bodies does not fund its proportional share of the joint costs, the Library Director shall present to the Manager of that municipality a plan for how the consolidated library intends to modify or reduce services to meet the anticipated funding level.

2. **Municipal Appropriation**

   a. The proportional shares for Hellertown Borough and Lower Saucon Township will be based on the population of each municipality.

Resources/Services at Consolidated Library

Library Services
- Professionally selected adult, young adult and children's collections
- Current periodical titles and local and regional newspapers
- Reference services
- Library collection selected to integrate with SVSD common core
- Delivery service to Saucon Valley Manor
- Summer Reading Clubs for all ages
- Current DVD titles
- Current video game titles
- Book sale area
- Online computer catalog same as SVSD libraries
- Online and remote renewal and reserves
- Satellite library location at Seidersville Hall
- Explore the possibility of "drop off" service to remote areas of the township

Technology
- Access to wired and wireless internet connections
- Fully integrated website and library catalog
- Reliable broadband internet
- Black and white and color printing / copying
- Fax service
- In library laptop or tablet use
- In library and remote (from home) use of all databases
- Downloadable e-books and e-audio-books
- Secure "cloud" off site back up
- Secure "cloud" wireless connection
- Use of social media to connect with patrons

Programming (adults and children)
- Author visits
- One new adult program per month
- Weekly story times for toddlers and preschoolers
- Special story times (holiday etc.)
- One on one computer class for adults
- Exercise or fitness events / clubs
- Monthly family events
- Multiple book clubs (men's, banned books, paperback etc.)
- Connection with other area non-profits to share ideas and events
- Senior programming – cards, crafts etc.
- Use of facility by girl and boy scouts, MOMs clubs, youth groups
- Active teen advisory board

Appendices

a. Comparison of Resources/Services at BAPL and HAL

b. Start-up and Ongoing Budgets for Consolidated Library

c. Management and Staffing of Consolidated Library

d. Technology Assessment of Current and Consolidated Library

e. FAQs on Consolidated Library

Comparison of Resources/Services

Library Resource/Service	BAPL	HAL (Before Consolidation)	HAL (After Consolidation)
Size of Main Building	47,000 sq ft	6,340	6,784 option A
Parking Spaces	Street Parking	7	17
# of Branch Libraries	1	0	0
# of Bookmobiles	1	0	0
# of Professional Staff	FTE 10.57 (2012) FTE 10.34 (2013)	1	3
# Librarian Assistant Staff	FTE 8.61 (2012) FTE 7.19 (2013)	1	5
# Other Paid Staff	FTE 10.49 (2012) FTE 9.81 (2013)	1	1
# Volunteer Staff	FTE 37.24	23	23
Total Staff Including Volunteer Staff	66.91	3	9
Staff per 1,000 Population	1 FTE for every 1,868 people in service area	1.25	4.76
Hours Open Weekly	62 (2012) 53 (2013)	51	51
Population Served	124,957	5,898	16,670
Total Registrations	79,366	5,991	7,000
Library Visits	267,839	30,054	35,000
Library Visits Per Capita	2.14	5.09	4.76
Total Library Materials	196,382	32,587	35,000
# of Electronic Books	1,484	333	600
# of Print Materials	158,709	27,912	31,000
Print Materials Per Capita	1.27	4.73	1.85
Current Print Serial Subscriptions	254	58	75

Comparison of Resources/Services

Library Resource/Service	BAPL	HAL (Before Consolidation)	HAL (After Consolidation)
Audio Physical Materials	18,824	1,915	2,015
Video Physical Materials	15,781	2,245	2,800
# of Databases	41	6 pd. by HAL 17 with PA POWER Library	12 pd. by HAL 18 with PA POWER Library
Total Circulation	862,912	86,310	107,810
Total Circulation Per Capita	11	14.63	6.46
Circulation of Children's Materials	301,378	35,427	43,124
Circulation of Children's Materials As Percent of Total Circulation	35%	41%	40 %
Total Library Programs	797	109	200
Children's Program Attendance		6,340	6,784 option A
Reference Transactions	63,109	802	900
Interlibrary Loans Received	2,563	157	200
Interlibrary Loans Provided	4,310	0	52
# of Public Internet Terminals	41	9	15
Users of Public Internet Computers	91,187 plus 27,191 wireless internet connections	3,415 wired & 936 wireless = 4,315	3,756 wired & 1,029 wireless = 4,785

Library System Name:	County:	FSCS ID:
⬛ BETHLEHEM AREA PUBLIC LIBRARY	NORTHAMPTON	PA0291

Mailing Address:	Physical Address:	Phone:
11 WEST CHURCH ST BETHLEHEM, PA 18018	11 WEST CHURCH ST BETHLEHEM, PA 18018	(610) 867-3761

	Region:	FIPS Code:
	North East	42

Library Details

Show Less

Characteristics   Staff   Income & Expenditures   Collection & Services

Central Library:	1	Interlibrary Relationship:
Branches:	1	Not a member of a Federation or Cooperative
Bookmobiles:	1	Legal Basis:
Total Outlets:	3	Non-profit Association or Agency
Public Internet Computers:	39	Census Geography:
Legal Service Area Population:	127,583	Municipal Government (city, town, village) (most nearly)

Staff

Total Staff:	38.63
Total Librarians:	10.01
Librarians with ALA-accredited MLS:	6.73
Other Staff:	28.62

Income & Expenditures

	Amount	Amount per capita
Total Operating Income:	$3,359,614	$26.33
Income by Source		
Federal:	$0	$0.00
State:	$408,044	$3.20
Local:	$2,404,114	$18.84
Other:	$547,456	$4.29
Total Operating Expenditures:	$3,540,640	$27.75
Total Staff Expenditures:	$2,328,181	$18.25
Salaries & Wages:	$1,837,374	$14.40
Employee Benefits:	$490,807	$3.85
Total Collection Expenditures:	$531,685	$4.17
Print Material Expenditures:	$240,442	$1.88
Electronic Materials Expenditures:	$129,549	$1.02
Other Material Expenditures:	$161,694	$1.27
Other Operating Expenditures:	$680,774	$5.34
Capital Outlay		
Revenue:	$114,904	$0.90
Expenditures:	$0	$0.00

Collection & Services

	Number	Number per capita
Collection		
Books in Print:	177,400	1.39
Subscriptions:	233	0.00
Audio (Physical):	17,016	0.13
Video (Physical):	13,463	0.11
Services (per year)		
Library Visits:	266,743	2.09
Total Circulation:	694,500	5.44
Reference Transactions:	53,316	0.42

Interlibrary Loans Provided:	5,493	0.04
Interlibrary Loans Received:	5,004	0.04
Circulation of Children's Materials:	258,905	
Children's Program Attendance:	18,238	

Source: Public Libraries Survey, Fiscal Year 2011
Note: "N/A" means the data are not available or not applicable.

Library System Name:	County:	FSCS ID:
HELLERTOWN AREA LIBRARY	NORTHAMPTON	PA0486

Mailing Address:	Physical Address:	Phone:
409 CONSTITUTION AVE HELLERTOWN, PA 18055	409 CONSTITUTION AVE HELLERTOWN, PA 18055	(610) 838-8381

	Region:	FIPS Code:
	North East	42

Library Details   Show Less

Characteristics   Staff   Income & Expenditures   Collection & Services

Central Library:	1	**Interlibrary Relationship:**
Branches:	0	Not a member of a Federation or Cooperative
Bookmobiles:	0	**Legal Basis:**
Total Outlets:	1	Non-profit Association or Agency
Public Internet Computers:	6	**Census Geography:**
Legal Service Area Population:	5,898	Municipal Government (city, town, village) (most nearly)

Staff

Total Staff:	2.25
Total Librarians:	2.00
Librarians with ALA-accredited MLS:	0.00
Other Staff:	0.25

Income & Expenditures

	Amount	Amount per capita
Total Operating Income:	$182,410	$30.93
Income by Source		
Federal:	$2,500	$0.42
State:	$28,732	$4.87
Local:	$58,000	$9.83
Other:	$93,178	$15.80
Total Operating Expenditures:	$190,123	$32.24
Total Staff Expenditures:	$64,887	$11.00
Salaries & Wages:	$59,184	$10.03
Employee Benefits:	$5,703	$0.97
Total Collection Expenditures:	$35,375	$6.00
Print Material Expenditures:	$23,861	$4.05
Electronic Materials Expenditures:	$230	$0.04
Other Material Expenditures:	$11,284	$1.91
Other Operating Expenditures:	$89,861	$15.24
Capital Outlay		
Revenue:	$0	$0.00
Expenditures:	$0	$0.00

Collection & Services

	Number	Number per capita
Collection		
Books in Print:	27,821	4.72
Subscriptions:	49	0.01
Audio (Physical):	2,049	0.35
Video (Physical):	2,180	0.37
Services (per year)		
Library Visits:	30,054	5.10
Total Circulation:	86,310	14.63
Reference Transactions:	796	0.13

Interlibrary Loans Provided:	0	0.00
Interlibrary Loans Received:	275	0.05
Circulation of Children's Materials:	35,427	
Children's Program Attendance:	2,954	

Start-up Operating Budget 2014-2015

Revenue			Expenses		
Interest	$	1,190.00	Collection Expense	$	50,000.00
Contributions	$	8,500.00	Purchased Services		
Fines/Copier	$	13,150.00	Bank	$	50.00
Fund Raising	$	26,100.00	Computer Equip	$	3,000.00
State Income	$	29,160.00	Office Supplies	$	1,600.00
Gift/Grants	$	22,400.00	Advertising	$	200.00
Local Contributions			Technology Support	$	11,605.00
Hellertown	$	48,734.62	Building & Grounds	$	500.00
LST	$	89,159.18	Equip. Maintenance	$	2,900.00
LST Capital	$	81,973.51	Furniture/Equipment	$	100.00
LSCA	$	5,000.00	Licenses/Permits	$	100.00
Program Fees	$	100.00	Janitorial Supplies	$	435.00
Rental Receipts	$	200.00	Internet Services	$	2,800.00
Book Purchases	$	500.00	Petty Cash	$	100.00
Misc Income	$	700.00	Postage & Delivery	$	2,900.00
	$	326,867.31	Professional Cleaning	$	4,173.00
			Property/Equip Leasing	$	1,595.00
			Professional Services		
			Accounting	$	2,000.00
			Children's Programs	$	1,000.00
			Vol Book Purchase	$	500.00
			Utilities		
			Electric	$	4,280.00
			Garbage	$	96.30
			Gas	$	963.00
			Telephone	$	1,284.00
			Water	$	374.50
			Insurance		
			Property/Liability	$	4,173.00
			WC .9 per $100	$	1,605.00
			Payroll		
			4.76	$	126,560.00
			Capital Improvements	$	81,973.51
			Contingency/Capital Improvements	$	20,000.00
				$	326,867.31

Ongoing Operational Budget - 2016

Revenue			Expenses		
Interest	$	1,190.00	Collection Expense	$	50,000.00
Contributions	$	8,500.00	Purchased Services		
Fines/Copier	$	13,150.00	Bank	$	51.50
Fund Raising	$	26,100.00	Computer Equip	$	3,090.00
State Income	$	29,160.00	Office Supplies	$	1,648.00
Gift/Grants	$	22,400.00	Advertising	$	206.00
Local Contributions			Technology Support	$	11,953.00
Hellertown	$	49,346.64	Building & Grounds	$	515.00
LST	$	90,278.86	Equip. Maintenance	$	2,987.00
LST Capital	$	-	Furniture/Equipment	$	103.00
LSCA	$	5,000.00	Licenses/Permits	$	103.00
Program Fees	$	100.00	Janitorial Supplies	$	448.00
Rental Receipts	$	200.00	Internet Services	$	2,884.00
Book Purchases	$	500.00	Petty Cash	$	100.00
Misc Income	$	700.00	Postage & Delivery	$	2,987.00
	$	246,625.50	Professional Cleaning	$	1,643.00
			Property/Equip Leasing	$	1,595.00
			Professional Services		
			Accounting	$	2,120.00
			Children's Programs		
			Vol Book Purchase	$	515.00
			Utilities		
			Electric	$	4,408.00
			Garbage	$	100.00
			Gas	$	992.00
			Telephone	$	1,484.00
			Water	$	386.00
			Insurance		
			Property/Liability	$	4,298.00
			WC .9 per $100	$	1,653.00
			Payroll		
			4.76	$	130,356.00
			Capital Improvements	$	-
			Contingency/Capital Improvements	$	20,000.00
				$	246,625.50

Management and Staffing of Consolidated Library

4.76 FTE Hours Required

Current Staffing

Position	Hourly Rate	Weekly Hours	Total
Director	Salaried	40	42,600.00
Staff I	9.25	12	1,026.75
Staff II	9.00	20	9,3670.00
		1.75 FTE	52,986.75

Consolidated Staffing – Budget $91,566

Position	Hourly Rate	Weekly Hours	Total
Director	Salaried	40	42,600.00
Staff I	9.25	20	9,620.00
Staff II	9.00	40	18,720.00
Children's*	15.00	3.125 FTE	90,940.00
Staff III		10-20	
Staff IV		10-20	
Staff V		10-20	
		FTE 1.635	
	8.00	65	27,040.00
	9.00	65	30,420.00
Bookkeeper		3-5	

*Children's Librarian Comparison Chart

Library	Hold MLS	Hourly Rate
BAPL	Yes	32.00 (FT)
Mary Meuser	No	16.00
Nazareth	No	23.00(FT)
Southern Lehigh	Yes	15.00

Technology Assessment – HAL

<u>Databases</u>

<u>Current Databases</u>:

<u>A to Z the USA</u> – A to Z provides tons of information about every state, including: animals and plants, crime, education, energy, government and politics, food and recipes, photos, recreation, and much more.

<u>Cypress Resume</u> – Resumes made easy! Complete your resume in minutes and tailor it to showcase your strengths. Choose from over 20,000 statements.

<u>eSebco</u> – Interactive e-Books for kids on your computer at home or here at the library!

<u>Learning Express Library</u> – Offers online test preparation for a variety of tests and computer skills needed to get the right job today.

<u>OverDrive Valley Downloadable Library</u> – OverDrive is a global distributor of digital e-Books and e-audio books for libraries.

<u>Power Library</u> – Pennsylvania Online World of Electronic Resources. The Power Library contains various resources including: netLibrary, SIRS Discoverer, EBSCO Host, OmniFile Mega, and more.

<u>World Book Web</u> – World Book online offers: World Book Online Kids; World Book Online Info Finder; World Book Reference Center and World Book Discover.

<u>Consolidated (additional) Databases</u>:

<u>Cataloger's Desktop</u> – For Library staff use. *Cataloger's Desktop* provides fingertip access *electronically* to AACR2 and LC's most heavily used cataloging publications. With hypertext links, a single click moves you from one tool to the relevant section of others:

- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- Subject Cataloging Manuals
- MARC 21 Formats
- Latest editions of all MARC code lists

<u>Mango Languages</u> - Learn a new language using actual conversations, words and pronunciation. Choose from over 50 languages. Includes Mango mobile application for smart phones.

NoveList (EBSCO) – NoveList Complete is a package of products that helps libraries connect with readers. NoveList Complete includes:

- NoveList Plus (reading recommendations)
- NoveList K-8 Plus (reading recommendations for younger readers)
- NoveList Select (enrichment service for library catalogs)
- NextReads (eNewsletter service)
- LibraryAware (marketing and outreach service)

ProQuest Suite – This database includes:

Newsstand – An online gateway to more that 1,200 newspapers. Includes editions dating to 1980's and 1990's.

Research Library – features a highly-respected, diversified mix of general reference, scholarly journals, trade publications, magazines, and newspapers.

HeritageQuest – With coverage dating back to the late 1700s, HeritageQuest is a storehouse of American genealogy and historical information.

Additional Databases available through the SVSD. **Remote access available to all students.**

ABC – CLIO databases – American Government, American History, ABC – CLIO eBook collection, Issues, State Geography, World Geography, World History: Ancient and Modern, Daily Life Through History, World at War.

EBSCOHOST Research – Includes Master*FILE* Premier, MAS Ultra-School Edition, Newspaper Source, Funk and Wagnalls New World Encyclopedia, Middle Search Plus, Primary Source, and ERIC (Education Resource Information Center).

ProQuest Databases – Historical newspapers, Culture Grams (countries of the world).

Gale Cengage Learning – Student Resources, Opposing Viewpoints and Biography in Context, Virtual Reference Library.

Technology Assessment – HAL

Software

Current	Consolidated (additional)
Microsoft Windows XP or 7 latest	New workstations purchased with the operating systems
Microsoft Office Suite, 2003	Office Pro 2013
Follett Destiny Library Software	Back up and disaster recovery
Trend MICRO virus software	
McAffee Smart Filter	Adobe XI Pro (document creator)
EZ Proxy (authentication)	SIP 2 – Standard Internet Protocol (authentication)

Managed Services
(Includes support and licenses)

Current	Consolidated (additional)
HP Care Packs	HP Care Packs (support)
Managed Services contracts	Wireless support
Back Up and Disaster Recovery Solutions Contract	New BDR solution
Follett Destiny Support	
VM Ware license	
Trend Micro license and support	
McAfee license and support	
Web hosting	

Technology Assessment – HAL

Hardware

Current	Consolidated (additional)
Two (2) HP Servers	One (1) HP Server
One (1) back up and recovery	One (1) new firewall
Device	Two (2) new circ desk WS
One (1) Firewall	
Two (2) Routers	One (1) additional wireless
One (1) Circ Desk WS	access point
Two (2) Employee WS	Two (2) book scanners
One (1) laser printer	
Nine (9) Public Access WS	Five (5) HP ProBook
One (1) Public laser printer	One (1) laptop cart
Two (2)"Cloud" Wireless Access points	
	Five (5) Apple Tablet Devices
	One (1) Receipt Printer
	One HP Color Laserjet Printer (Patron)
One (1) b&w copier (leased, 2014)	HD Projector and Screen
One (1) 32" flat screen tv	32" Flat screen tv (teen)
One (1) DVD Player	
	Wii game console
	Upgrades broadband internet connection
	Security camera's on each floor

**Professional service to move servers to another location, install new servers, install workstations, firewall and upgrade software.

FAQs on Consolidated Library

1. **How many more new customers are anticipated to use the HAL (Hellertown Area Library) facility?**

   We anticipate that new library registrations will increase by approximately 1,000 with the consolidation. Remember that one-half of the people already using the HAL are residents of Lower Saucon Township.

2. **How will they be accommodated at the HAL facility?**

   The consolidation plan calls for the hiring of more staff and an increase in technology to accommodate the additional patrons coming to the library. Also, there are planned improvements to the mezzanine, children's and computer areas, and increased space in the main level stacks and reading area.

3. **Where will they park?**

   The current parking area has spaces for 7 vehicles. The consolidated plan calls for an additional 3,000 sq. feet being added to the north side of the library which will increase the off-street spaces available to 17. Adjacent on-street parking is available for patrons on Constitution Avenue in front of the library. Overflow parking for events can utilize the grass field next to the library which is owned by the Borough.

4. **What if the library does not have a book that they want?**

   The library staff can assist with an inter-library loan.

5. **Can Township residents still visit the BAPL (Bethlehem Area Public Library) and take out books if they want?**

   Yes, under the ACCESS PA program, Township residents holding a HAL card will still be able to visit the BAPL and check out books.

6. **Will Township residents need to get a new library card?**

   Township residents who currently have a HAL card will be able to add an ACCESS PA Pennsylvania sticker to their card. If residents do not have a HAL card, they will have to get one to use the BAPL.

7. **Where can I return my books:**

   Books and other library materials borrowed at the HAL or the BAPL may be returned to either location

8. **Will I be able to access the Lehigh Valley Library System?**

Township residents will be able to view the catalogs from the three libraries in the system and place reserves and holds on any item. Items can be picked up at the BAPL.

9. **Will the BAPL databases be available for my use?**

Township residents will be able to go to the BAPL and use databases available there but will not be able to access them remotely from home. Every effort is being made to purchase useful informational databases for township residents available through HAL.

10. **How will the township be represented on the HAL Board of Trustees?**

The township will gain three seats on the Board immediately by expanding the current board to nine (9) members. Eventually, the board will consist of four members from the borough and five members from the township with membership switching every year.

11. **Will HAL and BAPL work together as district libraries to promote / provide services or programs?**

All libraries in the Bethlehem District (BAPL, HAL, Nazareth and Northampton) continue to work together through the District Advisory Council to share programming ideas, explore grant funding and provide exemplary library service to this part of Northampton County.