

**Saucon Valley Library Task Force
Report on the Feasibility of
Consolidating Library Services at the
Hellertown Area Library**

Lower Saucon Township – August 15, 2012

Borough of Hellertown – August 20, 2012

Hellertown Area Library – August 28, 2012

Table of Contents

- 1.** Executive Summary
- 2.** Overview of Task Force
- 3.** History of Township Library Services at Bethlehem Area Public Library
- 4.** History of Hellertown Area Library
- 5.** Committee Reports
 - a. Demographics/Statistics Committee
 - i. Findings
 - ii. Conclusions
 - iii. Charts
 - b. Building Committee
 - i. Findings
 - ii. Conclusions
 - iii. Charts
 - c. Technology Committee
 - i. Findings
 - ii. Conclusions
 - iii. Charts
 - d. Finance Committee
 - i. Findings
 - ii. Conclusions
 - iii. Charts
- 6.** Library Survey
 - a. Charts
- 7.** Other Options for Library Services
- 8.** Appendix
 - a. Financial Plan and Timeline for Library Service to Lower Saucon Township
 - b. Comments to Library Survey Questions
 - c. ACCESS PA Program

Executive Summary

Summary of Findings and Conclusions

1. The Task Force concludes that it is feasible, with the considerations addressed below, to consolidate library services for Lower Saucon Township residents at the Hellertown Area Library (HAL) for the following reasons:
 - a. A significant number of Lower Saucon Township residents already use the HAL:
 - i. 50% of the 4,181 Lower Saucon Township residents who hold a Bethlehem Area Public Library (BAPL) card also have a card from the HAL
 - ii. Lower Saucon Township residents already comprise 35% of the cardholders using the HAL
 - iii. Lower Saucon Township residents checked out 30,637 materials from the HAL in 2011 which represents 35% of the library's checkouts. Lower Saucon Township residents checked out 35,464 materials from the BAPL in 2011 which represents 4.4% of the library's checkouts.
 - iv. Lower Saucon Township residents, on average, comprise one-half of the participants in many children's programs at the HAL
 - b. The HAL does not receive any funding from Lower Saucon Township for the library services provided to its residents.*
2. The Task Force concludes that it is feasible to consolidate library services at the Hellertown Area Library (HAL) with the following considerations:
 - a. The physical features of the current HAL facility and parking can be expanded to meet state standards, plus most, if not all, of the resource needs identified by the Task Force.
 - b. The HAL facility is centrally located for the consolidated service area
 - c. The materials collection at the HAL already meets the state library standards for a consolidated Township and Borough population of 16,670
 - d. Three (3) build-out options are proposed in the study to expand the facility and increase parking capability
 - e. HAL staffing would need to be increased to meet state library staffing requirements
 - f. Additional technology outlined in the report would have to be acquired to serve the consolidated population

*See appendix for overview of ACCESS PA statewide card program and funding

3. The Task Force concludes that it is feasible to consolidate library services at the Hellertown Area Library (HAL) and that a consolidation with the recommended improvements would have the following impact on the financial support for library services from Lower Saucon Township and Hellertown Borough:
 - a. For example, if the Option A – No Debt 2 Year proposal is chosen, it would have the following impact:
 - i. \$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 529 square feet.
 - ii. \$50,000 would be spent on technology improvements to provide additional computers, databases, and e-resources.
 - iii. 2.11 FTE (Full-time equivalent) additional staffing would need to be hired.
 - iv. The projected cost in this scenario to Lower Saucon Township would be:
 1. Year 1 – \$127,528
 2. Year 2 – \$127,528
 3. Year 3 – \$74,542
 - v. The projected cost in this scenario to Hellertown Borough would be:
 4. Year 1 – \$69,826
 5. Year 2 – \$69,826
 6. Year 3 – \$40,814
 - b. Funding options would be subject to negotiations between the Township, Borough, and the HAL Board of Trustees
4. The Task Force concludes that it is feasible to consolidate library services at the Hellertown Area Library (HAL) and that this consolidation would have the following impacts or modifications on library services for Lower Saucon Township residents:
 - a. There would be less materials available at the HAL than currently exist at the BAPL, although materials could still be requested through the inter-library loan system.
 - b. Bookmobile services currently provided by the BAPL to Lower Saucon Township residents would be discontinued. Other book delivery options could be explored.
 - c. Lower Saucon Township residents would still be able to utilize the BAPL and borrow materials under the ACCESS PA program

Overview of Saucon Valley Library Task Force

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.

Since 1968 the Township Council has appointed residents to serve on a Township Library Committee which is charged with monitoring and evaluating the library services with the Bethlehem Area Public Library and making recommendations to the Township Council regarding library services. In addition, on an annual basis, the Council appoints a resident to serve as the Township representative to the Bethlehem Area Public Library. This representative attends the scheduled meetings of the Library's Board of Trustees and votes on the annual budget adopted by the library. Annually, this representative attends a Township Council meeting to report to the Council on the proposed library budget for the next fiscal year.

In 2009, primarily due to the increasing costs for library services at the Bethlehem Area Public Library, the Township Council asked the 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 would be prohibited from joining with the Township for library services.

The Library Committee did meet with representatives from the Hellertown Area Library Board to explore what options would be available and asked the Hellertown Library to submit a proposal outlining how library services could be provided to Township residents. In June 2010, the Hellertown Area Library submitted a report, "Financial Plan and Timeline for Library Service to Lower Saucon Township" and met with the Library Committee to review the specifics of the proposal.

In August 2010, the Library Committee recommended to the Township Council that the Township Council consider, in conjunction with Hellertown Borough and the Hellertown Area Library Board of Trustees, establishing a Task Force, with representatives appointed by these three (3) entities, to further study the Hellertown Area Library proposal and to determine the feasibility of consolidating Hellertown Borough and Lower Saucon Township library services at the Hellertown Area Library.

The Township Council took up this recommendation for consideration and on October 6, 2010 voted to participate in the Saucon Valley Library Consolidation feasibility Task Force to examine opportunities and provide recommendations regarding the consolidation of library services for Lower Saucon Township and Hellertown Borough. The resolution authorizing this action, Resolution #67-2010, specified that the Library Task Force would be comprised of representatives from the Township, Hellertown Borough and the Hellertown Area Library. The resolution further specified that the Task Force be given a charge that directed that the responsibility of the Task Force would be to consider and make recommendations to the Hellertown Borough and Lower Saucon Township Councils on the proposal to consolidate library services for Lower Saucon Township with Hellertown Borough at the Hellertown Area Library. In connection with the Task Force's responsibility, it is expected they should complete the following tasks:

1. To familiarize themselves with the state library code requirements.
2. Familiarize themselves with library needs of Hellertown and Lower Saucon Township residents.
3. Gather and analyze current and future demographic data on Hellertown Borough and Lower Saucon Township.
4. Evaluate the financial plan and timeline for library service to Lower Saucon Township prepared by the Hellertown Area Library Board of Trustees.
5. Evaluate the short-term and long-term financial impacts of a consolidated library system on the two municipal budgets.
6. Evaluate the immediate and long-term location, building space, staffing, and technology needs to a consolidated library.
7. Identify areas of analysis where professional independent consulting services would be necessary to supplement the Task Force's work.
8. Explore regional opportunities for library services for Lower Saucon Township and Hellertown Borough.
9. Serve as a conduit to elicit and receive public input on feasibility of consolidating library services.
10. Prepare a formal written report documenting the Task Force's findings no later than July 1, 2012, and make presentations of the report at Hellertown Borough and Lower Saucon Township Council meetings.

In 2010, the Lower Saucon Township and Hellertown Borough Councils, and the Hellertown Area Library Board of Trustees appointed representatives to serve on the Library Task Force. They are:

<u>Hellertown Borough</u>	<u>Hellertown Area Library</u>	<u>Lower Saucon Township</u>
Gail Nolf	Michael Evangelista	Lynn Koehler
Joseph Pampanin	Alison Finkbeiner	Mike Karabin
Cathy Kichline, Borough Manager*	Jessica Goedtel	Kim LaBrake
Tina Krasnansky, Borough Finance Dir.*	Reverend Lamar Handwerk	Tom Maxfield
	Robin Rotherham, Library Director*	Jack Cahalan, Township Manager*
		Cathy Gorman, Township Finance Dir.*

*ex-officio member

The Task Force began meeting on a monthly basis in January 2011. The minutes of the meetings have been posted on the Lower Saucon Township website at:

www.lowersaucontownship.org/svlibtaskforce.html

History of Township Library Services at Bethlehem Area Public Library

Lower Saucon Township established public library services for its residents by signing a contract with the Bethlehem Public Library in 1968. The contract with the Bethlehem Public Library permitted all Township residents to obtain a library card and borrowing privileges from the main library and Southside Branch.

The Township Council created a Library Committee in 1968 with members re-appointed each year and has annually appointed a representative to the Bethlehem Area Public Library. This representative is a member of the Library's Board of Trustees and casts a vote on behalf of the Township to adopt the library's annual operating budget. Each supporting community has one voting representative, except Bethlehem Township, who has two.

The current Bethlehem Public Library was constructed in 1967 on West Church Street in the City as part of the development of City Hall Plaza. After construction of the Church Street building, the Library invited the neighboring municipalities of Hanover Township, Bethlehem Township, Lower Saucon Township and the Boroughs of Freemansburg, Fountain Hill, and Hellertown to join the library system on a contractual basis. In 1985 there were discussions between the City of Bethlehem and the Bethlehem Area School District about turning over the library's budget to the school district similar to the arrangement in Allentown and Easton. This option, which was ultimately turned down, would have incorporated the library's operating costs into the school district's budget and school tax for all of the participating municipalities who were part of the Bethlehem Area School District. Lower Saucon, which was not part of the BASD, would have had to continue with an independent contract for library services.

The annual contribution for library services is based on a per capita figure that is approved each year by the Library Board and the Bethlehem City Council and is then used to calculate the required contribution of each of the participating municipalities based on the current populations. Each decade following the census adjustment of population, municipal contributions have increased between 10-20% which was the primary cause for several of the participating municipalities such as Bethlehem Township and the Boroughs of Freemansburg and Hellertown to drop out of the library system.

In 1972, the Bethlehem Public Library started the bookmobile service with a van that held up to 3,000 books. The service ran four days a week and made 28 stops in the City of Bethlehem, Hanover and Lower Saucon Township and in Freemansburg and Fountain Hill Boroughs. A new bookmobile vehicle was purchased in 2003.

In 1986, the library changed its name to the Bethlehem "Area" Public Library to more accurately reflect the communities that they served.

In 1992, following the creation of the Hellertown Area Library and the construction of the library facility on Constitution Avenue, the Lower Saucon Township Council discussed the possibility of leaving the Bethlehem Area Public Library to join the Hellertown Library.

Annual Payments to the Bethlehem Area Library

	<u>Payment</u>	<u>Census</u>	<u>Price per Capita</u>	<u>% increase</u>
1978	\$ 24,172.00	6246	\$ 3.87	16.56%
1979	\$ 26,171.00	6246	\$ 4.19	8.27%
1980	\$ 28,419.00	6246	\$ 4.55	8.59%
1981	\$ 30,918.00	6246	\$ 4.95	8.79%
1982	\$ 40,030.00	7372	\$ 5.43	29.47%
1983	\$ 47,107.00	7372	\$ 6.39	17.68%
1984	\$ 51,751.00	7372	\$ 7.02	9.86%
1985	\$ 51,751.00	7372	\$ 7.02	0.00%
1986	\$ 56,838.00	7372	\$ 7.71	9.83%
1987	\$ 57,740.00	7372	\$ 7.83	1.59%
1988	\$ 60,524.00	7372	\$ 8.21	4.82%
1989	\$ 65,095.00	7372	\$ 8.83	7.55%
1990	\$ 66,717.00	7372	\$ 9.05	2.49%
1991	\$ 73,425.00	8448	\$ 8.69	10.05%
1992	\$ 89,887.00	8448	\$ 10.64	22.42%
1993	\$ 93,942.00	8448	\$ 11.12	4.51%
1994	\$ 98,166.00	8448	\$ 11.62	4.50%
1995	\$ 103,066.00	8448	\$ 12.20	4.99%
1996	\$ 103,066.00	8448	\$ 12.20	0.00%
1997	\$ 108,219.00	8448	\$ 12.81	5.00%
1998	\$ 113,203.00	8448	\$ 13.40	4.61%
1999	\$ 115,838.00	8448	\$ 13.71	2.33%
2000	\$ 115,738.00	8448	\$ 13.70	-0.09%
2001	\$ 117,005.00	8448	\$ 13.85	1.09%
2002	\$ 135,905.00	9884	\$ 13.75	16.15%
2003	\$ 139,957.00	9884	\$ 14.16	2.98%
2004	\$ 144,109.00	9884	\$ 14.58	2.97%
2005	\$ 148,458.00	9884	\$ 15.02	3.02%
2006	\$ 152,214.00	9884	\$ 15.40	2.53%
2007	\$ 154,685.00	9884	\$ 15.65	1.62%
2008	\$ 160,714.00	9884	\$ 16.26	3.90%
2009	\$ 168,522.00	9884	\$ 17.05	4.86%
2010	\$ 168,522.00	9884	\$ 17.05	0.00%
2011	\$ 173,464.00	9884	\$ 17.55	2.93%
2012	\$ 183,467.00	10772	\$ 17.03	5.77%

History of Hellertown Area Library

In the early 1970s Hellertown voters defeated a referendum asking whether they wanted to contract with the Bethlehem Public Library for library services that the library started providing to contiguous municipalities for a per capita fee following the opening of the new library facility on East Church Street in the city.

In 1981 the Borough received federal grant funds which paid for library services at the Bethlehem Public Library for a two-year period. In 1982 when the funds were due to expire voters were asked in a referendum if they wanted to continue the membership in the library with Borough funding and they voted this initiative down.

In 1989 another voter referendum asking residents if they wanted to pay a library tax of up to 3 mills in addition to their regular real estate tax levy to join the Bethlehem Public Library was put to the voters and was defeated by a 2-1 margin.

Following this defeat, a group of volunteers began collecting books and holding fundraising events in order to establish a Hellertown Area Library. In August 1990 a library was opened in a rented store at 528 Main Street in Hellertown.

In 1990 the Hellertown Area Library Association secured a \$50,000 grant from the PA Department of Education for the construction of a library building and began discussions with the Hellertown Borough Council on a possible site for the library. A site between New York Avenue and the Community Pool is initially considered before the Borough property on Constitution Avenue is selected as the site for the new library.

In March 1992 the Borough Council agreed to a 99-year lease with the Library Association for the property on Constitution Avenue.

On August 4, 1992 over 250 citizens joined together to break ground at the 409 Constitution Avenue site for the construction of the new library.

In 1993 the Hellertown Area Library opened.

Demographics/Statistics Committee

INTRODUCTION:

The Demographics/Statistics Committee is comprised of three members: Alison Finkbeiner (Hellertown Area Library (HAL), Board Member), Jessica Goedel (HAL Board Member), and Lynn Koehler (Lower Saucon Township representative to the Bethlehem Area Public Library (BAPL), Board). The committee was charged with gathering information concerning the demographics of both the Borough of Hellertown and Lower Saucon Township (LST). Also, LST Council charged the committee with collecting various statistics from both the HAL and BAPL concerning the usage of both libraries by their residents.

PROCESS:

Demographic statistics were gathered through American Fact Finder (<http://factfinder2.census.gov>), which is provided by the US Census Bureau. Statistics found represent the 2010 Census.

Library statistics were gathered from the HAL and BAPL. Most statistics gathered represent the year 2011. Robin Rotherham, Library Director, provided HAL's statistics to the committee. BAPL's statistics were gathered from various representatives from the library: Diane Davis, Assistant Director; Matt Mackey; Erin Poore, Head of Information Services; David Dunlap, District Librarian. The committee gathered statistics based on what would be deemed useful in determining how both libraries are used by LST residents including: cardholder information, circulation of library materials, usage of BAPL Southside Branch, usage of BAPL Bookmobile, program attendance.

FINDINGS:

Demographic Statistics

The Borough of Hellertown saw a 4.95% increase in population; 5,606 residents in 2000 to 5,898 residents in 2010. LST saw a population increase of 8.24%; 9,884 residents in 2000 to 10,772 residents in 2010. Please see attached charts for further breakdown by age.

Library Usage Statistics (See charts for further breakdowns)

A. Cardholder Statistics

Hellertown Area Library

In order to have a HAL card, LST residents must first acquire a BAPL card.

There were 2,101 cardholders from LST in 2011. This makes up 35% of Hellertown Library's cardholders. 1,334 of LST cardholders are from the 18055 zip code and 767 are from the 18015 zip code. 20% of the population of LST has a library card at the HAL. Total cardholders at HAL were 5,908.

Bethlehem Area Library

There were 4,181 LST cardholders at BAPL as of 2011. LST residents make up 6% of BAPL cardholders. 39% of the population of LST has a library card at BAPL. Total cardholders at BAPL were 75,741.

B. Circulation Statistics/Library Usage

Hellertown Area Library

LST residents checked out 30,637 materials in 2011; making up 35% of the library's checkouts. Total checkouts at the HAL were 86,310.

Bethlehem Area Library

Main

LST residents checked out 30,682 materials out of the Main Library in 2011; making up 4% of the Main Library's circulation. Total checkouts at BAPL Main were 706,637.

South Side Branch

LST residents checked out 1,328 materials from the South Side branch. This constitutes 3% of checkouts at the branch. Total checkouts at the South Side branch were 48,784.

Bookmobile

The Bookmobile makes 7 stops in the township. These stops include: Lower Saucon Municipal Building, Society Hill at Clubhouse, Cross Lane near Pleasant – Cherrywood, Saucon Terrace – Sandbrook, Four Seasons, and Viola Lane. The Bookmobile operates on an A and B Week schedule. Most stops are either on the A week or B week and some stops fall on both weeks. Each week (A or B), the Bookmobile makes 4 stops in the township from the list above. The length of stops can be anywhere between one half hour to an hour and a half, depending on location.

LST residents checked out 2,454 materials from the Bookmobile in 2011; making up 14% of checkouts. Checkouts could not be broken down by stops in the township. Total Bookmobile checkouts were 14,555. Please see chart with further information on Bookmobile checkouts.

Homebound Delivery

Currently, no one from LST is utilizing this service.

C. Program Statistics/Miscellaneous

BAPL does offer a wide variety of programming, but unfortunately statistics for programming were not available. It's important to note that most programs at BAPL do require you to have a blue ACCESS sticker in order to attend.

HAL also offers programs and one does not need a blue ACCESS sticker in order to attend. For the 2011 statewide summer reading program, 45% of registrants were from LST.

Each year the HAL provides tours of the library to all 3rd grades from the Saucon Valley School District. A HAL staff member is co-coach of the Saucon Valley High School Reading Team. In addition to programs, the HAL offers meeting room space to organizations in the Saucon Valley area including: MOMS Club, Girl Scouts, and Saucon Valley Soccer Boosters.

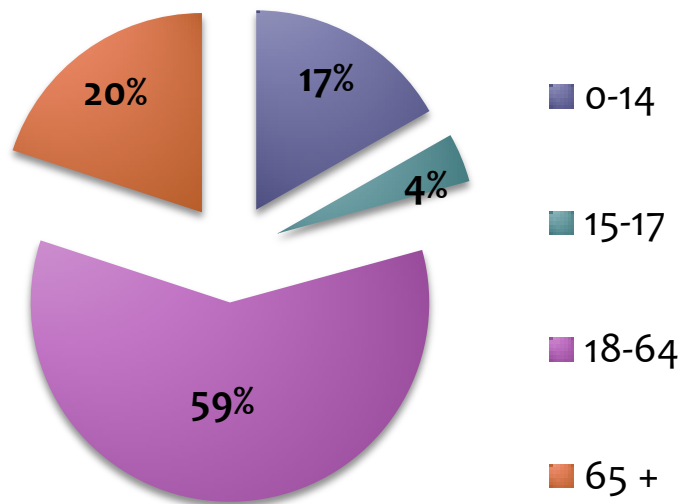
CONCLUSIONS:

Based on the information and statistics gathered, the following conclusions can be made:

- 50% of LST residents who hold a BAPL card also have a HAL card.
- 63% of LST residents who hold a HAL card are from the 18055 zip code; 37% are from the 18015 zip code.
- LST residents account for 4% of total checkouts at the BAPL. LST residents account for 35% of total checkouts at the HAL.
- Compared to all the branches of the BAPL (Main, South Side and Bookmobile), the Bookmobile accounts for the highest percentage of checkouts to LST residents (14%).

2010 Census – Borough of Hellertown

Population by Age



The Borough of Hellertown saw a 4.95% increase of population; 5,606 residents to 5,898

989 residents are ages 0-14

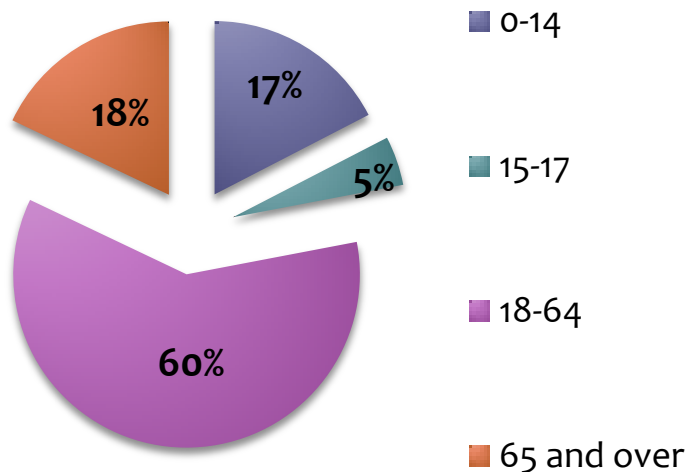
235 residents are ages 15-17

3,497 residents are ages 18-64

1,177 residents are ages 65 +

2010 Census – Lower Saucon Township

Population By Age



Lower Saucon Township saw an 8.24% increase in population; 9,884 residents to 10,772

1,876 residents are ages 0-14

494 residents are ages 15-19

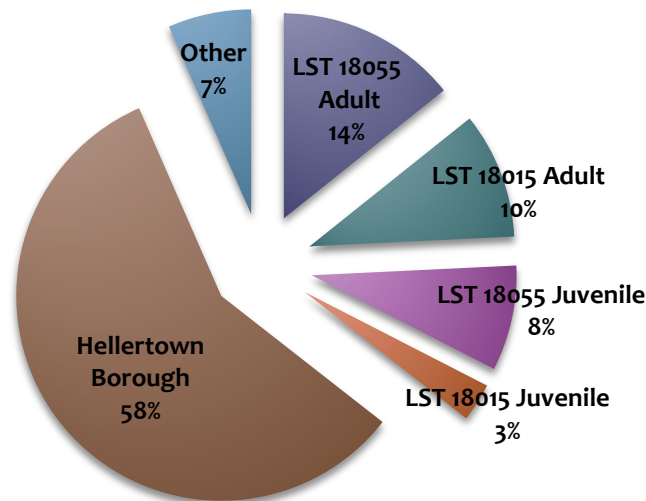
6,470 residents are ages 18-64

1,932 residents are ages 65 +

Hellertown Area Library

- LST residents make up 35% of Hellertown Library's cardholders.
- There are 2,101 cardholders from Lower Saucon Township.
- 20% of the population of LST have a library card at the HAL.

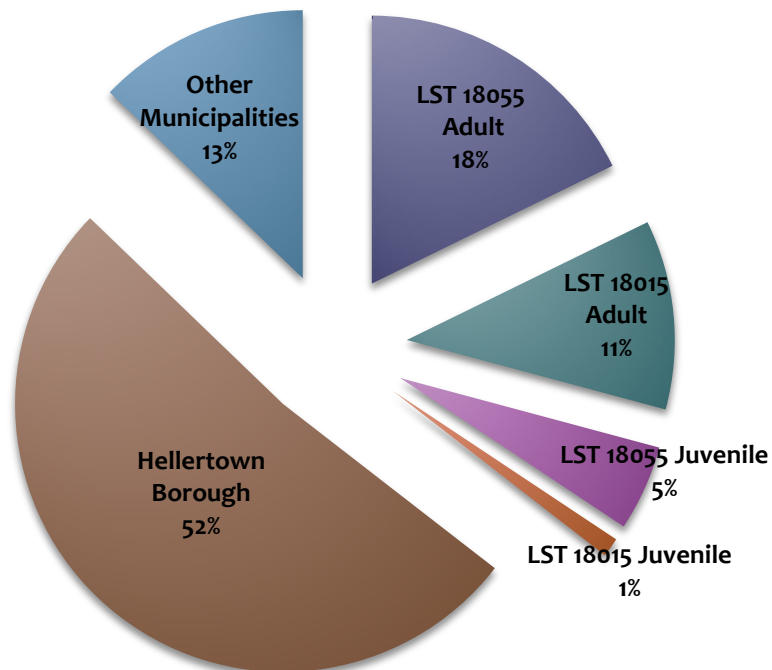
Hellertown Area Library Patrons



Hellertown Area Library

Lower Saucon Township residents checked out 30,637 materials in 2011; making up 35% of the Library's checkouts.

Hellertown Area Library Circulation



LST Residents are Active at the Hellertown Library

- **Six library volunteers are from LST**
- **48% of donations to library's annual Sweetheart Fund were from LST residents**

SUMMER READING & PROGRAMS

- **45% of 2011 summer reading registrations were from LST**
- **56% of 2011 summer reading opening program attendees were from LST**

REGULAR CLUB MEETINGS

- **MOMS Club**
- **Girl Scouts**
- **AARP Safe Driving School**
- **FIT Club**
- **Saucon Valley Soccer Boosters**
- **Book Club**
- **Parkers School of Dance**

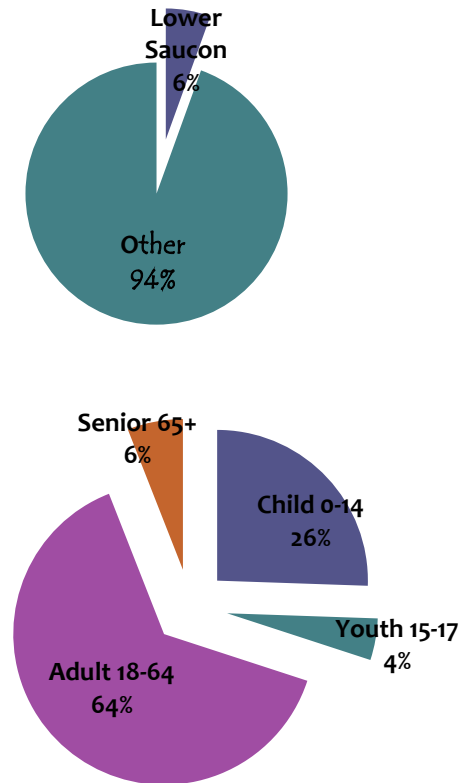
ANNUAL TOURS

- **Boy Scout Library Tours**
- **Red Door Preschool Tours**
- **3rd Grade Tours from Saucon Valley School District**

BAPL Lower Saucon Patrons

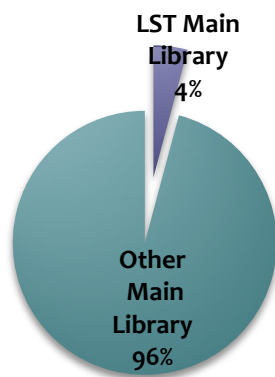
- There were 4,181 LST cardholders at BAPL as of 2011
- LST makes up 6% of BAPL cardholders
- 39% of the population of LST have a library card at BAPL
- LST residents must have a BAPL card to use HAL

LST Cardholders



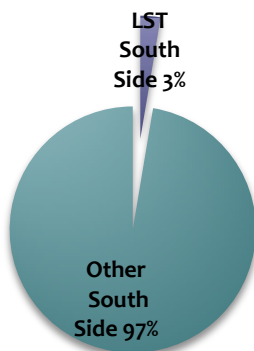
Bethlehem Area Library 2011 Circulation to Lower Saucon

Main Library



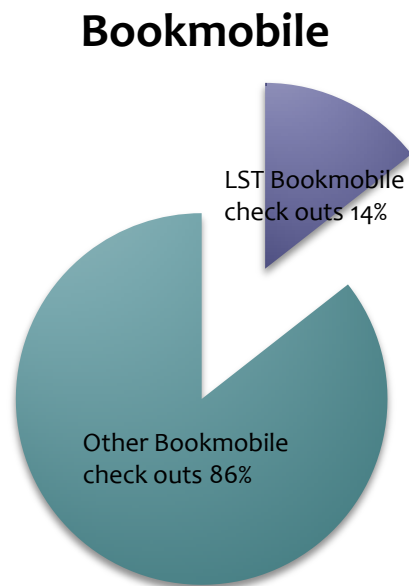
- LST residents checked out 30,682 materials out of the Main Library in 2011; making up 4% of the Main Library's circulation
- Cardholders between the ages of 18-64 made up 86% of the items circulated to LST residents in 2011

South Side Branch



- LST residents checked out 1,328 materials out of the South Side branch.

Bethlehem Area Library Circulation Continued



- LST residents checked out 2,454 materials from the Bookmobile in 2011.
- Out of those 2,454 checkouts:
 - 2% were to those ages 65 & over
 - 75% were to those ages 18-64
 - 23% were to those ages 0-14
 - 0.8% were to those ages 15-17

Technology Committee

Process

The Committee's process focused on gathering information on the technology currently being used at area public libraries. A questionnaire was prepared and sent out to public libraries in Lehigh and Northampton County and survey responses were received from three libraries which is attached in the Appendix. In addition, the committee members made site visits to the Bethlehem Area Public Library and the Hellertown Area Library to speak with staff, inspect their facilities, and obtain information on the technology that was being utilized to serve their patrons. The committee also did research into emerging library technologies such as digitization, library automation, mobile services, cloud computing and social networking.

Findings/Conclusions of Technology Committee

1. A consolidated library will require the addition of the following hardware to serve the increased population:
 - a. New server computers
 - b. Additional desktop computers and printers
 - c. Library security system
2. A consolidated library will require additions to the following software to serve the increased population:
 - a. Word processing, database, spreadsheet and presentation software that can be accessed and utilized by library patrons
 - b. Subscriptions to popular library databases
3. A consolidated library will require the addition of the following technology improvements to serve the increased population:
 - a. Addition of digital archives
 - b. Upgrade to fiber optic lines
4. A consolidated library will require additions to the library's collection to serve the increased population:
 - a. Additional e-books and e-audio books
5. A consolidated library could also acquire and install the following equipment to serve the increased population:
 - a. Study carrels with charging docks
 - b. Music listening stations
 - c. Multi-media studio
 - d. Video theatre
 - e. Nintendo/Play Station/Wii
 - f. Big Screen TV

Library Technology Survey Responses

	Hellertown Area Library	Bethlehem Area Public Library	Easton Area Public Library
Does the library have a technology plan?	Yes	Yes	Yes
Does the library have a dedicated Internet connection with adequate bandwidth?	No	Yes	Yes
Does the library have adequate public Internet workstations?	No	Yes	Yes
Does the library have a designated staff member with basic computer skills?	Yes	Yes	Yes
Does the library have an automated circulation system and public access catalog?	Yes	Yes	Yes
Does the library have a library website?	Yes	Yes	Yes
Does the library have adequate phone lines?	Yes	Yes	Yes
Does the library have a public access photocopier?	Yes	Yes	Yes
Does the library have a dedicated fax line?	Yes	Yes	Yes
Does the library have an acceptable use policy that addresses access by minors?	Yes, and a general acceptable use policy for everyone and a Wireless Internet Policy	Yes	Yes
Does the library have anti-virus protection installed on servers and workstations and checks regularly for virus updates?	Yes	Yes	Yes
Does the library monitor and protect its network with appropriate security measures such as firewalls and authentication processes?	Yes	Yes	Yes
Do workstations receive regular maintenance including removal of unauthorized software, cookies and temporary files?	Yes	Yes	Yes
Are operating systems and application software regularly kept up-to-date with critical updates and patches?	Yes	Yes	Yes
Are back-ups conducted on a regular basis?	Yes	Yes	Yes
Are back-up copies stored in fireproof location off site?	Yes	Yes	Yes
Is the Library network and server equipment housed in a non-public, secured area?	Yes	Yes	Yes
Does the library have wireless access for patrons who bring in their own wireless devices such as laptops, IPads, smart phones, IPods?	Yes	Yes	Yes
What filters are in place for library searches?	Trend micro scan & McAfee Smart filter	CIPA compliant using Marshall8e6 software	CA Technologies
How does the library access the internet (e.g. DSL, cable, etc?)	Currently DSL - changing to cable modem in 2 weeks	10 MB fiber Optic connection with PenTeleData	10 MB fiber optic connection
Does it have reliability and speed?	No, that's why we are changing	Yes	Yes
Are there user friendly research platforms?	Yes	Yes	Yes

Library Technology Survey Responses

Is training provided for the staff?	Yes	Yes	Yes
Is training provided for library users?	Yes	Yes	Yes
What databases are offered through the Internet that the patrons can access?	<p>PA Power Library, World Book WEB, A to Z USA, Gale Literature Criticism Online, Gale Virtual Reference Library and coming soon: Overdrive downloadable ebooks and audio books.</p>	<p>Power Library Databases, Proquest, <i>LearningExpress</i> <i>Library</i>, <i>ReferenceUSA</i>, <i>Mango Language</i>, <i>Gale Virtual</i> <i>Reference Library</i>, <i>TumbleBookLibrary</i>, <i>World Book Web</i>, <i>Gale Discovering</i> <i>Collection</i>, <i>HeritageQuest</i>, <i>Ferguson's Career</i> <i>Guidance Center</i>, <i>ABI / INFORM Trade</i> <i>and Industry</i></p>	<p>Power Library, subscription databases. Other databases through www.eastonpl.org</p>

Building Committee Mission

The mission of the building committee was to assess the current library site (land and building) to determine whether consolidated library services, both current and future, could be hosted and to provide a physical plan detailing the form. Only the current location of HAL was predetermined as a starting point for the building committee. It was left solely up to the committee itself to determine all other physical aspects of any proposed design including, but not limited to, reconfiguration of the existing site, modifications or additions necessary to create a feasible site plan.

Data provided by the demographics and technology committees served as the primary inputs for analysis of site requirements. Demographics data taken into account were both current and projected population growth in the service area taken from Page 16 of the Multi-Municipal Comprehensive Plan (www.lowersaucontownship.org/pdf/svmmcompplan.pdf) as well as current and historical library usage statistics. The technology committee provided data to augment this and consisted of findings detailing the areas where additional technology or resources would need to be acquired for consolidated library services. This combined data provided the basis for site design; in short, it informed the building committee of the number of patrons expected to use a consolidated library as well as what they would use it for.

With this data available the building committee could then proceed, with the guidance of architectural standards (where existing) and Federal and State requirements for public facilities and libraries specifically, to set the parameters for designing a feasible site plan. Additionally, information relating to zoning and land use at the site was obtained from the Borough of Hellertown necessary to ensure any proposed modifications or additions to the current site would be in compliance with local ordinances. In fact, the historical lot plan building lines were used and detailed in the parameters and conclusions sections of this report.

Since it became clear to the building committee early on that there could be a large variation in cost associated with various site plans, it was decided to detail three different, though complimentary, plans that would provide more than one option to the Task Force.

BUILDING COMMITTEE FINDINGS

The parameters the Building committee used to research, review and respond to the possible infrastructure impact of the Library merger between Lower Saucon and Hellertown were based on the following:

- Existing Site Conditions
- Existing Building Conditions
- The Task Force "Wish List" Of Library Services
- Proposed Expansion Solutions & Comparison Costs

The current Hellertown Area Library (HAL) facilities serve the population of Hellertown, Lower Saucon and nearby surrounding communities. The major issues for the facility currently are:

- Limited Off Street Paved Parking
- Computer Placement Throughout The Library
- Children's Area Located At The Main Entrance
- Lack Of Private Meeting Space
- Limited Book Stack Space
- Limited Seating/ Reading Areas
- Limited Technology Resources

These issues will intensify with the increase of patrons that come with a possible merger. The additional patrons also equates to the need to increase the library book collection size to meet the increase demand for library materials, thus requiring increased stack space.

SITE

The existing, relatively flat site would support a building expansion project with little obstacle, even though the current building sits within the required zoning setbacks, the lot would be considered "non-conforming" under the present zoning ordinance. Although street parking is available on Constitution Avenue, any expansion of the building would intensify the current lack of off street parking. Additional parking could be provided as shared parking on the adjacent unpaved property, already being used by the Borough of Hellertown as over flow parking for community events.

The largest of the 3 plan options would meet Conservation Zoning requirements for lot area, lot width, building coverage, impervious coverage and building height requirements. Additional site considerations if the building were to be expanded could require the need of Land Planning Consultant Services to determine environmental impacts, including storm water and erosion issues.

BUILDING

The facility has recently undergone an accessibility upgrade with the installation of an elevator to meet current code by providing access to all 3 levels of the Library. The existing building covers approximately 2,200 square feet on the site and includes 6,340 square feet of program space on 3 levels, which equates to 1.07 square feet per Hellertown Borough resident based on 2010 Census

data. If the merger took place the square foot per patron would decrease to .38 square feet per person. Although there are no specific building requirements for the minimum amount of space which should be allotted for an efficient Library, the committee reviewed a similar library expansion project for the proposed Parkland Community Library (See appendix for the Morning Call newspaper article dated 6.29.11) This Library Expansion project aims to serve 26,000 members in a proposed 30,000 sf proposed facility providing 1.15 square foot per person, very similar to the square foot space currently provided for Borough residents at HAL. The building committee noted this to be the benchmark by which to compare future proposed expansion options.

PROPOSED SERVICES

In an attempt to understand services that both Lower Saucon and Hellertown residents may require in a possible merger, the Task Force reviewed what services typical libraries provide for their patrons, locally and what any "future" library aspires to be. This information was discussed thoroughly and a "wish list" of services was compiled in order to assist the building committee in producing a Space Program to compare building size with the existing facility. These services are documented on the Program of Spaces as the Proposed Needs.

Using this proposed space program the committee set out to provide plan options which rearranged, renovated and/or expanded the current Hellertown Library facility in an attempt to meet possible future needs as compiled by the Task Force. All 3 proposed plan options are feasible and were conceived to allow each option to be undertaken or phased as the need for future services were required.

A brief description of each plan is as follows:

OPTION A (Phase 1) Renovate and rearrange layout to maximize space

- Renovate lower level for relocated children's area
- Create dedicated lower level computer area
- Infill second floor mezzanine to gain upper book stack space
- Utilize former children's area as new Reading Room
- Installation of additional main level book stacks

OPTION B (Phase 2) Renovate and construct a "dormer" addition to gain program space

- Expand children's lower level library space
- Create lower level private meeting room
- Construct a second level "dormer" addition for dedicated computer area
- Add DVD/Cafe area on main level

OPTION C (Phase 3) Construct addition, renovate and rearrange services to maximize space

- Create a dedicated secondary lower level small meeting room
- Dedicate upper level computer area to Teen Club usage

- Relocate library service desk to main entrance
- Expand main level book stacks to former library desk area
- Relocate children's area to addition
- Create open reading area in addition
- Create new open computer area in addition
- Accessible main level toilet rooms
- Dedicate a quiet reading area within main level stacks

Along with each phase plan option the committee assigned a construction cost to each plan. The costs were assigned based on a square foot cost based on the work undertaken in each phase. The following categories and square foot costs were designated and based on RS Means 2012 Cost Data:

- Minor Renovations - \$ 25.00 per square foot (Interior, non-structural work)
- Major Renovations - \$135.00 per square foot (Interior structural & MEP work)
- Additions - \$250.00 per square foot

The approximate comparison costs for each plan option is as follows:

- **OPTION A** (\$113,947.02)
- **OPTION B** (\$237,781.50)
- **OPTION C** (\$777,582.30)

Each of the options also requires parking expansion to provide the minimum required spaces for the building size and use. Using current zoning standards the existing building would require 16 parking spaces, but would be "grandfathered" if no expansions would be undertaken. Cost for parking expansions have not been determined and thus would need to be added to any future facility work after the specific plan is approved.

The plan options would require the following total parking spaces:

- **OPTION A** (17 parking spaces)
- **OPTION B** (18 parking spaces)
- **OPTION C** (23 parking spaces)

Hellertown Borough Council has indicated (unanimously through resolution) the proposed expansion options are acceptable for the existing site should a merger take place.

In conclusion, the building committee sought to provide a base line for the potential facility renovation and expansion for comparison purposes only. If a merger were to take place the specific needs of both communities would need to be reviewed with the designated building committee and the final plans specifically designed by a licensed architect to ensure compliance with all code requirements. The Building committee also sought to provide a phased plan concept to reiterate facility upgrades do not require an "all in" commitment by a future potential Joint Community Library Group.

SAUCON VALLEY LIBRARY TASK FORCE

03.08.12

OPINION OF PROBABLE CONSTRUCTION COST

Option A

MINOR RENOVATIONS

Renovation

Architectural

Basement 1,000 sf x \$25.00 /sf = \$25,000.00

CONSTRUCTION SUBTOTAL = \$25,000.00

Construction / Design Contingency @ 10% = \$2,500.00

ESTIMATED CONSTRUCTION COST = **\$27,500.00**

MAJOR RENOVATIONS

Renovation

Major Renovations

Infill Mezzanine 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00

Construction / Design Contingency @ 10% = \$4,995.00

ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

- gsf x \$250.00 /sf = \$0.00

CONSTRUCTION SUBTOTAL = \$0.00

Construction / Design Contingency @ 10% = \$0.00

ESTIMATED CONSTRUCTION COST = **\$0.00**

SITE WORK

Parking

529 sy x \$21.50 /sy = \$11,373.50

CONSTRUCTION SUBTOTAL = \$11,373.50

Construction / Design Contingency @ 10% = \$1,137.35

ESTIMATED CONSTRUCTION COST = **\$12,510.85**

ESTIMATED CONSTRUCTION SUBTOTAL **\$94,955.85**

SOFT COST @ 20% (Fees, Furniture, Equip., software, etc.) = **\$18,991.17**

ESTIMATED PROJECT COST = **\$113,947.02**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost 218
City Cost Index 102.90% \$225
Small Project 1.10% \$247.50

SAUCON VALLEY LIBRARY TASK FORCE

03.08.12

OPINION OF PROBABLE CONSTRUCTION COST

Option B

MINOR RENOVATIONS

Renovation

Architectural

Basement 1,190 sf x \$25.00 /sf = \$29,750.00

CONSTRUCTION SUBTOTAL = \$29,750.00

Construction / Design Contingency @ 10% = \$2,975.00

ESTIMATED CONSTRUCTION COST = **\$32,725.00**

MAJOR RENOVATIONS

Renovation

Major Renovations

Infill Mezzanine 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00

Construction / Design Contingency @ 10% = \$4,995.00

ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

Second floor Dormer

435 gsf x \$200.00 /sf = \$87,000.00

CONSTRUCTION SUBTOTAL = \$87,000.00

Construction / Design Contingency @ 10% = \$8,700.00

ESTIMATED CONSTRUCTION COST = **\$95,700.00**

SITE WORK

Parking

625 sy x \$21.50 /sy = \$13,437.50

CONSTRUCTION SUBTOTAL = \$13,437.50

Construction / Design Contingency @ 10% = \$1,343.75

ESTIMATED CONSTRUCTION COST = **\$14,781.25**

ESTIMATED CONSTRUCTION SUBTOTAL **\$198,151.25**

SOFT COST @ 20% (Fees, Furniture, Equip., software, etc.) = **\$39,630.25**

ESTIMATED PROJECT COST = **\$237,781.50**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost	218	
City Cost Index	102.90%	\$225
Small Project	1.10%	\$247.50

SAUCON VALLEY LIBRARY TASK FORCE

03.08.12

OPINION OF PROBABLE CONSTRUCTION COST

Option C

MINOR RENOVATIONS

Renovation

Architectural

Basement 1,400 sf x \$40.00 /sf = \$56,000.00

CONSTRUCTION SUBTOTAL = \$56,000.00

Construction / Design Contingency @ 10% = \$5,600.00

ESTIMATED CONSTRUCTION COST = **\$61,600.00**

MAJOR RENOVATIONS

Renovation

Major Renovations

Infill Mezzanine 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00

Construction / Design Contingency @ 10% = \$4,995.00

ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

North single story addition

1,865 gsf x \$250.00 /sf = \$466,250.00

CONSTRUCTION SUBTOTAL = \$466,250.00

Construction / Design Contingency @ 10% = \$46,625.00

ESTIMATED CONSTRUCTION COST = **\$512,875.00**

SITE WORK

Parking

785 sy x \$21.50 /sy = \$16,877.50

CONSTRUCTION SUBTOTAL = \$16,877.50

Construction / Design Contingency @ 10% = \$1,687.75

ESTIMATED CONSTRUCTION COST = **\$18,565.25**

ESTIMATED CONSTRUCTION SUBTOTAL **\$647,985.25**

SOFT COST @ 20% (Fees, Furniture, Equip., software, etc.) = \$129,597.05

ESTIMATED PROJECT COST = **\$777,582.30**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost 218
City Cost Index 102.90% \$225
Small Project 1.10% \$247.50

SAUCON VALLEY LIBRARY TASK FORCE

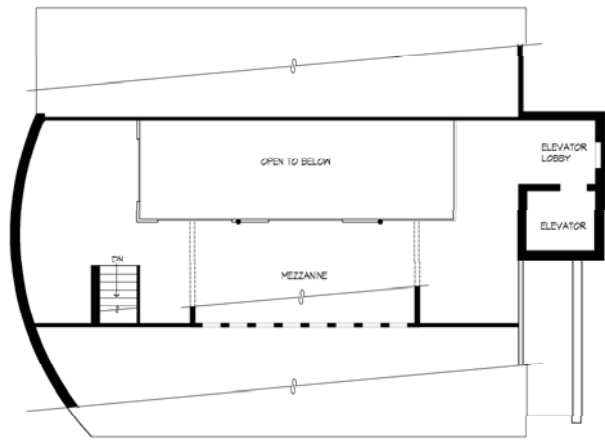
2011

HELLERTOWN AREA LIBRARY

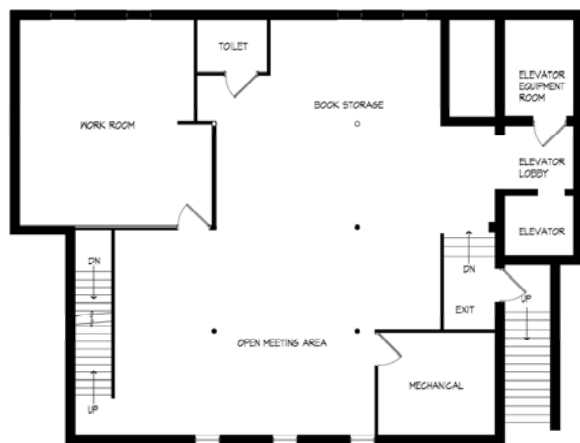


EXISTING SITE PLAN

EXISTING PLAN



EXISTING MEZZANINE FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"



EXISTING BASEMENT FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"



EXISTING FIRST FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"

PROGRAM

Hellertown Community Library Task Force Feasibility Study

Rev. 12.3.11

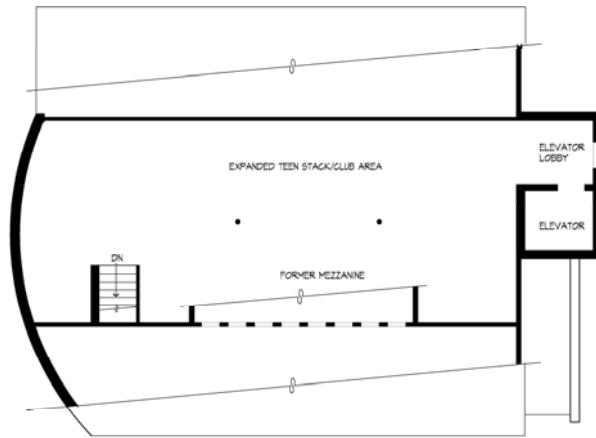


PROGRAM OF SPACES

SPACE DESCRIPTION	PROGRAM OF EX. NEEDS				PROPOSED NEEDS				A	B	C	REMARKS
	UNIT NSF	NO. OF UNITS	TOTAL N.S.F.		UNIT NSF	NO. OF UNITS	TOTAL N.S.F.		TOTAL N.S.F.	TOTAL N.S.F.	TOTAL N.S.F.	
Basement Level												
Meeting Room	1,245	1	1245		1,500	1	1500		1,510	545	1,400	
Workroom	465	1	465		300	1	300		200	200	200	
Public Toilet	40	1	40		40	1	40		40	40	40	
Elevator Lobby	60	1	60		60	1	60		60	60	60	
Elevator	40	1	40		40	1	40		40	40	40	
Elevator Equipment Room	70	1	70		70	1	70		70	70	70	
Mechanical Room	120	1	120		120	1	120		120	120	120	
Stair	160	1	160		160	1	160		160	160	160	
Chair Storage					100	1	100			110	110	
Server Closet					60	1	60					
Childrens Area										600		
Computers												
Small Meeting												
Corridors										255		
TOTAL				2,200				2,450	2,200	2,200	2,200	NSF
Main Level												
Entry	50	1	50		50	1	50		50	50	290	
Public Toilet	50	1	50		50	1	50		50	50	110	
Janitors Closet	24	1	24		24	1	24		24	24	24	
Childrens Room	200	1	200		400	1	400				340	
Library	1356	1	1356		2000	1	2000		1,356	1,356	1,356	
Library Office	240	1	240		240	1	240		240	240	240	
Staff Toilet	40	1	40		40	1	40		40	40	40	
Elevator Lobby	60	1	60		50	1	50		50	50	50	
Elevator	40	1	40		40	1	40		40	40	40	
Stair	90	1	90		90	1	90		90	90	90	
Computer Room					400	1	400				370	
Small Conference Room					200	1	200					
Reading Room					300	1	300		210		900	
CD/DVD Rental					60	1	60			210	60	
Café Counter					30	1	30				50	
Accessible Toilets					60	2	120					
TOTAL				2,150				4,094	2,150	2,150	3,960	NSF
Mezzanine Level												

Mezzanine Level										
Youth Stacks	800	1	800			800	1	800	800	800
Elevator Lobby	60	1	60			60	1	60	60	60
Elevator	40	1	40			40	1	40	40	40
Stair	33	1	33			33	1	33	33	33
Teen Club						240	1	240	370	370
Computer Room									400	
TOTAL				933					1,173	1,303
Total Program Space				5,283					7,717	5,653
TOTAL GSF				6,340					9,260	6,784
Site Needs										
Outdoor Reading/Learning Area						500	1	500		
Parking (16 spaces required)	300	16	4800			300	24	7200		
Parking (24 spaces required)									300	5,100
Parking (17 spaces required)									300	5,400
Parking (18 spaces required)									300	6,900
Parking (23 spaces required)										
TOTAL										
sf increase										
2,920 sf increase										
10x30										

OPTION A

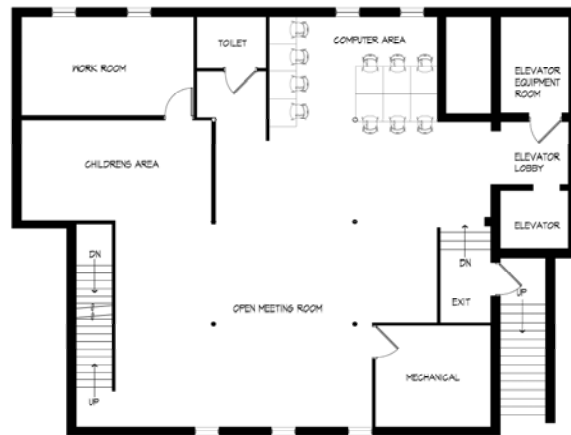


A SECOND FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"

MEZZANINE INFILL

LOWER LEVEL CHILDRENS AREA
& COMPUTER AREA

ADDITIONAL MAIN LEVEL STACKS
& READING AREA

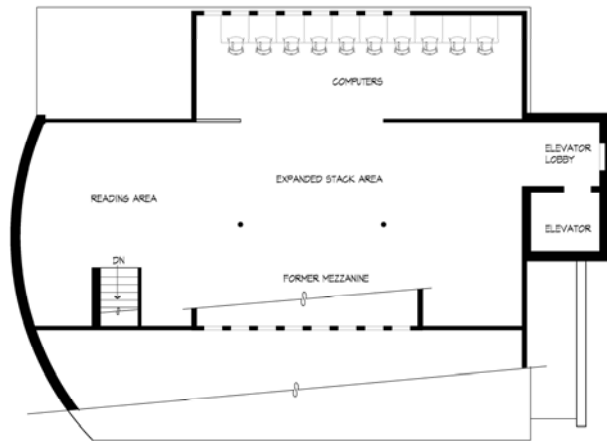


A BASEMENT FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"

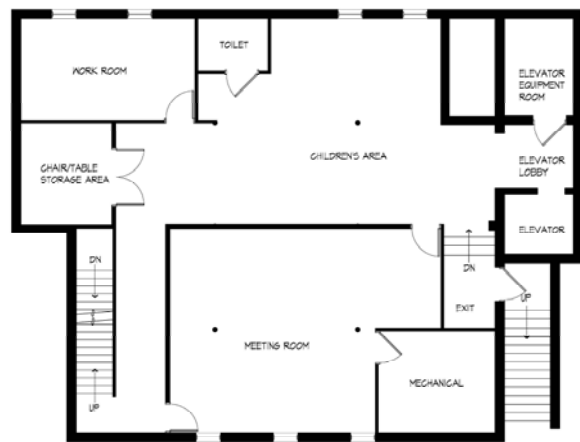


A FIRST FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"

OPTION B



B SECOND FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"



B BASEMENT FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"



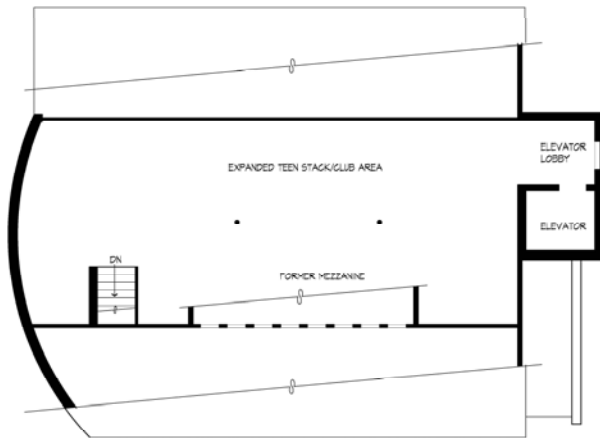
B FIRST FLOOR PLAN
A1 HELLETTOWN LIBRARY SCALE: 1/8" = 1'-0"

MEZZANINE INFILL
UPPER LEVEL COMPUTER AREA

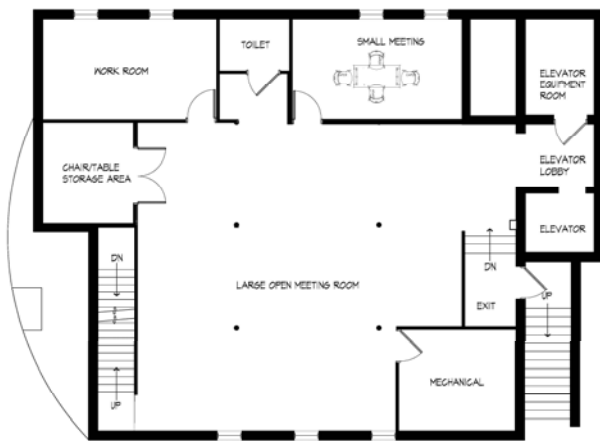
LOWER LEVEL CHILDRENS AREA
& PRIVATE MEETING ROOM

ADDITIONAL MAIN LEVEL STACKS

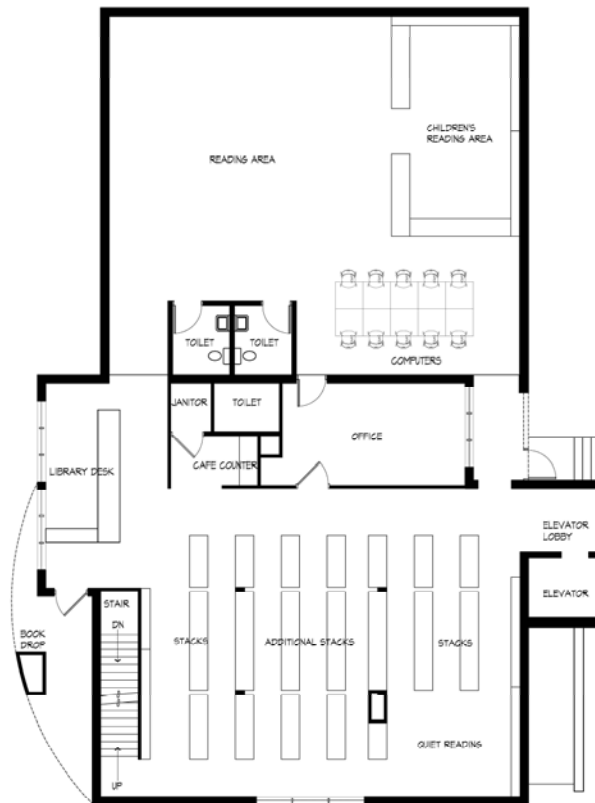
OPTION C



C SECOND FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"



C BASEMENT FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"



C FIRST FLOOR PLAN
A1 HELLERTOWN LIBRARY SCALE: 1/8" = 1'-0"

MEZZANINE INFILL

LOWER LEVEL MEETING

MAIN LEVEL ADDITION

READING AREA

COMPUTERS

SUMMARY

Square foot of Building /Resident	Square Feet	Residents	SF/Person	
Hellertown Library	6,230.00	5,898	1.06	
Hellertown/Lower Saucon	6,230.00	16,670	0.37	No change to Library Facility
Option A	6,230.00	16,670	0.37	Interior Renovation
Option B	6,665.00	16,670	0.40	Interior Renovation/2nd floor Addition
Option C	8,095.00	16,670	0.49	Interior Renovation/1st Floor Addition

Census Data	2000	\$ per capita	Yearly cost	2010		
Lower Saucon	9,884	\$17.55	\$173,464.20	10,772	\$17.55	\$189,048.60
Hellertown	5,606	\$10.35	\$58,022.10	5,898	\$9.83	\$58,000.00
				16,670		

Yearly Budget	2011
Hellertown Area Library	\$135,000.00
Bethlehem Public Library	\$2,937,176.00

Hellertown Circulation Data*	Circulation	
Bethlehem	35,555	38.37%
PA Access	8,223	8.87%
Hellertown	48,881	52.75%
	<u>92,659</u>	

OPINION OF PROBABLE COST - OPTION A

SAUCON VALLEY LIBRARY TASK FORCE

12.8.11

OPINION OF PROBABLE CONSTRUCTION COST Option A

MINOR RENOVATIONS

Renovation

Architectural
Basement 1,000 sf x \$25.00 /sf = \$25,000.00

CONSTRUCTION SUBTOTAL = \$25,000.00

Construction / Design Contingency @ 10% = \$2,500.00

ESTIMATED CONSTRUCTION COST = **\$27,500.00**

MAJOR RENOVATIONS

Renovation

Major Renovations
Infill Mezzani 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00

Construction / Design Contingency @ 10% = \$4,995.00

ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

- gsf x \$250.00 /sf = \$0.00

CONSTRUCTION SUBTOTAL = \$0.00

Construction / Design Contingency @ 10% = \$0.00

ESTIMATED CONSTRUCTION COST = **\$0.00**

SITE WORK

Parking
529 sy x \$21.50 /sy = \$11,373.50

CONSTRUCTION SUBTOTAL = \$11,373.50

Construction / Design Contingency @ 10% = \$1,137.35

ESTIMATED CONSTRUCTION COST = **\$12,510.85**

ESTIMATED CONSTRUCTION SUBTOTAL **\$94,955.85**

SOFT COST @ 18% (Fees, Furniture, Equip., etc.) = \$17,092.05

ESTIMATED PROJECT COST = **\$112,047.90**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost 218
City Cost Index 102.90% \$225



OPINION OF PROBABLE COST - OPTION B

SAUCON VALLEY LIBRARY TASK FORCE

12.8.11

OPINION OF PROBABLE CONSTRUCTION COST

Option B

MINOR RENOVATIONS

Renovation

Architectural

Basement 1,190 sf x \$25.00 /sf = \$29,750.00

CONSTRUCTION SUBTOTAL = \$29,750.00

Construction / Design Contingency @ 10 % = \$2,975.00

ESTIMATED CONSTRUCTION COST = **\$32,725.00**

MAJOR RENOVATIONS

Renovation

Major Renovations

Infill Mezzanine 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00

Construction / Design Contingency @ 10 % = \$4,995.00

ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

Second floor Dormer

435 gsf x \$200.00 /sf = \$87,000.00

CONSTRUCTION SUBTOTAL = \$87,000.00

Construction / Design Contingency @ 10 % = \$8,700.00

ESTIMATED CONSTRUCTION COST = **\$95,700.00**

SITE WORK

Parking

625 sy x \$21.50 /sy = \$13,437.50

CONSTRUCTION SUBTOTAL = \$13,437.50

Construction / Design Contingency @ 10 % = \$1,343.75

ESTIMATED CONSTRUCTION COST = **\$14,781.25**

ESTIMATED CONSTRUCTION SUBTOTAL **\$198,151.25**

SOFT COST @ 18 % (Fees, Furniture, Equip., etc.) = \$35,667.23

ESTIMATED PROJECT COST = **\$233,818.48**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost 218
City Cost Index 102.90% \$225



MKSD architects

OPINION OF PROBABLE COST - OPTION C

SAUCON VALLEY LIBRARY TASK FORCE

12.8.11

OPINION OF PROBABLE CONSTRUCTION COST

Option C

MINOR RENOVATIONS

Renovation

Architectural

Basement 1,400 sf x \$40.00 /sf = \$56,000.00

CONSTRUCTION SUBTOTAL = \$56,000.00
 Construction / Design Contingency @ 10% = \$5,600.00
ESTIMATED CONSTRUCTION COST = **\$61,600.00**

MAJOR RENOVATIONS

Renovation

Major Renovations

Infill Mezzanine 370 sf x \$135.00 /sf = \$49,950.00

CONSTRUCTION SUBTOTAL = \$49,950.00
 Construction / Design Contingency @ 10% = \$4,995.00
ESTIMATED CONSTRUCTION COST = **\$54,945.00**

ADDITION

Additions

North single story addition

1,865 gsf x \$250.00 /sf = \$466,250.00

CONSTRUCTION SUBTOTAL = \$466,250.00
 Construction / Design Contingency @ 10% = \$46,625.00
ESTIMATED CONSTRUCTION COST = **\$512,875.00**

SITE WORK

Parking

785 sy x \$21.50 /sy = \$16,877.50

CONSTRUCTION SUBTOTAL = \$16,877.50
 Construction / Design Contingency @ 10% = \$1,687.75
ESTIMATED CONSTRUCTION COST = **\$18,565.25**

ESTIMATED CONSTRUCTION SUBTOTAL **\$647,985.25**

SOFT COST @ 18% (Fees, Furniture, Equip., etc.) = \$116,637.35

ESTIMATED PROJECT COST = **\$764,622.60**

Estimate is based on 2012 RS Means Building Construction Cost Data

Sq. Ft Cost 218
 City Cost Index 102.90% \$225



MKSD architects

Finance Committee

Process

The Library Finance Subcommittee is one of four subcommittees within the Library Task Force. A Task Force that was created by Lower Saucon Township Council to determine the feasibility of contracting library services with Hellertown Area Public Library.

This subcommittee based its recommendation on the following data:

1. Demographic history provided by the Demographic Subcommittee and historical demographic data of usage of the Township's current library.
2. Several building options provided by the Building Subcommittee
3. Technological requirements provided by the Technological Subcommittee
4. State regulations and corresponding laws

The attached documents are budget examples based on the needs for each expansion model. Each expansion model has inherent expenses attributed to the size as well as collection and employment increases based on Pennsylvania State Law. Percentage increases were attributed to affected budgetary line items to ensure appropriate funding for each form of expansion.

Capital improvement expenses were incorporated in each budget model. The capital improvements include cost of construction presented by the Building Subcommittee and potential costs for the technological upgrades necessary to provide services to both communities.

Municipal funding was deduced by estimating the expenses required for annual operation and determining the fixed revenues normally received and the funding to balance the budget would be from the municipal contributions. The municipal contributions were determined by a per capita figure. Most library funding sources are determined by this method. All budgets presented are designed in this format. Ultimately it will be decided by both Lower Saucon Township and Hellertown Borough Councils and the Hellertown Area Library Board as to how the required funding will be paid.

In reviewing the demographic trends and the overall expansion options, the Finance Subcommittee has provided a very thorough and thoughtful recommendation contained in this document.

Findings

- Based on the Building, Demographic and Technology information provided this Subcommittee has determined that the transition *would be feasible with modifications*.

- Council must be aware that this transition would:
 1. Limit or delay reference resources
 2. Delay access to leisure reading material
 3. Gain more input in programming and services provided.
 4. Eliminate bookmobile service as we know it. Many other options are available such as volunteers, kiosks and neighborhood delivery systems
 5. Library location (close to Saucon Valley School District and Park)
- If the Councils and Library Board decide to recommend merger then the Finance Committee would recommend the following are adhered to :
 1. Option A for building improvements should be considered. The history of demographic data supports a small increase in population usage even with the increased population over the last 15 years. (Bethlehem Area Library Annual Reports).
 2. If a larger turn out is noticed; then annual funding requirements should include modest funding for future capital improvements and Option B construction should be reviewed.
 3. With a population of 10,772 of the 16,670 it is appropriate to assume that after the next two years of paying for capital improvements, Lower Saucon Township's annual contribution would be \$74,387.54. Hellertown Borough is contributing \$58,000.00 annually. Currently Lower Saucon is paying \$183,467.00 for library services. This will be approximately \$111,079.46 per year savings in year three of operation.
 4. Lower Saucon Township Council should be wary of any long term financial investment in the structure due to several items:
 - a. Council's opinion is subject to change and is able to do so.
 - b. Any agreement would need to be executed with all parties; Lower Saucon, Hellertown and the Hellertown Area Public Library. Noting that all improvements would benefit both communities. Decisions to invest long term capital infrastructure improvements would need to be reviewed since it is a building in Hellertown's jurisdiction and ownership of property is the Borough of Hellertown.
 - c. According to the current agreement with BAPL. If we discontinue service, we will not be eligible to get back into agreement with them for 5 years.

Option A - No Debt 1 year

Utility price increase based on additional

7% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 98,828.60
LST	\$ 180,498.77
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 372,167.37

IT	\$ 50,000.00
Renovations	\$ 113,947.02

Debt Service \$ 163,947.02

Expenses

Collection Expense	\$ 48,950.50
Purchased Services	
Bank	\$ 50.00
Computer Equip	\$ 3,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 4,173.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
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	\$ 1,605.00
Payroll	
4.76	\$ 91,566.05
Capital	\$ 163,947.02
Contingency	\$ 22,500.00
	\$ 372,167.37

Option A - No Debt 2 year

Utility price increase based on additional

7% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 69,825.62
LST	\$ 127,528.24
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 290,193.86

IT \$ 50,000.00

Renovations \$ 113,947.02

Debt Service \$ 163,947.02

Expenses

Collection Expense	\$ 48,950.50
Purchased Services	
Bank	\$ 50.00
Computer Equip	\$ 3,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 4,173.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
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	\$ 1,605.00
Payroll	
4.76	\$ 91,566.05
Capital	\$ 81,973.51
Contingency	\$ 22,500.00
	\$ 290,193.86

Option A - Debt

Utility price increase based on additional

7% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 46,699.79
LST	\$ 85,291.64
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 224,831.43

IT	\$ 50,000.00
Renovations	\$ 113,947.02

Debt Service \$ 163,947.02

Expenses

Collection Expense	\$ 45,599.17
Purchased Services	
Bank	\$ 50.00
Computer Equip	\$ 3,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 4,173.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
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	\$ 1,605.00
Payroll	
4.76	\$ 91,566.05
Renovations and IT Upgrades	\$ 19,962.41
Contingency	\$ 22,500.00
	\$ 224,831.43

Option B

Utility price increase based on additional

14% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 57,716.69
LST	\$ 105,412.70
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 255,969.39

IT/Furniture	\$ 75,000.00
Capital Improvements	\$ 237,781.50
Deb Service	\$ 312,781.50

Expenses

Collection Expense	\$ 56,782.58
Purchased Services	\$ -
Bank	\$ 50.00
Computer Equip	\$ 3,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 4,446.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
Children's Programs	\$ 1,000.00
Vol Book Purchase	\$ 500.00
Utilities	
Electric	\$ 4,560.00
Garbage	\$ 102.60
Gas	\$ 1,026.00
Telephone	\$ 1,368.00
Water	\$ 399.00
Insurance	
Property/Liability	\$ 4,446.00
WC	\$ 1,710.00
Payroll	
4.76	\$ 91,566.05
Debt Service	\$ 38,084.70
Contingency	\$ 23,223.46
	\$ 255,969.39

Option C

Utility price increase based on additional

41% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 90,060.06
LST	\$ 164,484.07
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 347,384.13

IT/Furniture	\$ 100,000.00
Capital Improvements	\$ 777,582.30

Debt Service \$ 877,582.30

Expenses

Collection Expense	\$ 65,867.58
Purchased Services	\$ -
Bank	\$ 50.00
Computer Equip	\$ 4,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 5,499.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
Children's Programs	\$ 1,000.00
Vol Book Purchase	\$ 500.00
Utilities	
Electric	\$ 5,640.00
Garbage	\$ 126.90
Gas	\$ 1,269.00
Telephone	\$ 1,692.00
Water	\$ 493.50
Insurance	
Property/Liability	\$ 5,499.00
WC	\$ 2,115.00
Payroll	
4.76	\$ 91,566.05
Debt Service	\$ 106,855.60
Contingency	\$ 31,505.50
	\$ 347,384.13

Option C- 15

Utility price increase based on additional

41% increase

Proposed Future Budget

Revenue

Interest	\$ 1,190.00
Contributions	\$ 8,500.00
Fines/Copier	\$ 13,150.00
Fund Raising	\$ 26,100.00
State Income	\$ 15,000.00
Gift/Grants	\$ 22,400.00
Local Contributions	
Hellertown	\$ 78,672.97
LST	\$ 143,686.88
LSCA	\$ 5,000.00
Program Fees	\$ 100.00
Rental Receipts	\$ 200.00
Book Purchases	\$ 500.00
Misc Income	\$ 700.00
	\$ 315,199.85

IT/Furniture	\$ 100,000.00
Capital Improvements	\$ 777,582.30
Debt Service	\$ 877,582.30

Expenses

Collection Expense	\$ 65,867.58
Purchased Services	\$ -
Bank	\$ 50.00
Computer Equip	\$ 4,000.00
Office Supplies	\$ 2,000.00
Advertising	\$ 200.00
Technology Support	\$ 9,700.00
Building & Grounds	\$ 500.00
Equip. Maintenance	\$ 2,900.00
Furniture/Equipment	\$ 100.00
Licenses/Permits	\$ 100.00
Janitorial Supplies	\$ 435.00
Internet Services	\$ 2,175.00
Petty Cash	\$ 100.00
Postage & Delivery	\$ 2,900.00
Professional Cleaning	\$ 5,499.00
Property/Equip Leasing	\$ 1,595.00
Professional Services	
Accounting	\$ 1,000.00
Children's Programs	\$ 1,000.00
Vol Book Purchase	\$ 500.00
Utilities	
Electric	\$ 5,640.00
Garbage	\$ 126.90
Gas	\$ 1,269.00
Telephone	\$ 1,692.00
Water	\$ 493.50
Insurance	
Property/Liability	\$ 5,499.00
WC	\$ 2,155.00
Payroll	
4.76	\$ 91,566.05
Debt Service (15 year)	\$ 77,557.17
Contingency	\$ 28,579.65
	\$ 315,199.85

<u>Price per capita</u>	Revenue Minus Standard Revenue Receipts	Per Capita		
		LST	Hellertown	TOTAL
		<u>10,772</u>	<u>5,898</u>	<u>16,670</u>
Opt A - 1 yr	\$ 279,327.37	\$ 180,498.77	\$ 98,828.60	\$ 16.76
Opt A - 2 yr	\$ 197,353.86	\$ 127,528.24	\$ 69,825.62	\$ 11.84
Opt A Debt	\$ 131,991.43	\$ 85,291.64	\$ 46,699.79	\$ 7.92
Opt B	\$ 163,129.39	\$ 105,412.70	\$ 57,716.69	\$ 9.79
Opt C	\$ 254,544.13	\$ 164,484.07	\$ 90,060.06	\$ 15.27
Opt C-15	\$ 222,359.85	\$ 143,686.88	\$ 78,672.97	\$ 13.34
Operating Budget				
Opt A - 3 Year	\$ 115,380.35	\$ 74,557.72	\$ 40,822.63	\$ 6.92
LST Paying for upgrades in Opt A	\$81,973.51	\$ 7.61	additional	\$ 14.53
		\$ 156,531.23		

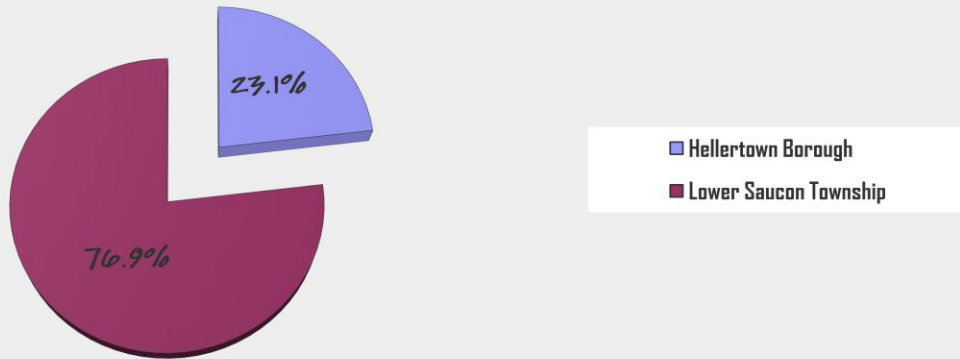
Saucon Valley Library Task Force

Summarized Survey
Results

4/1/2012

Question 1

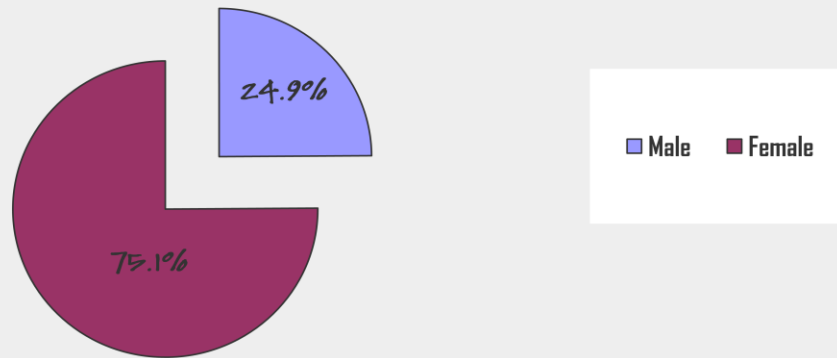
Where do you live?



Answer Options	Response Percent	Response Count
Hellertown Borough	23.1%	76
Lower Saucon Township	76.9%	253

Question 2

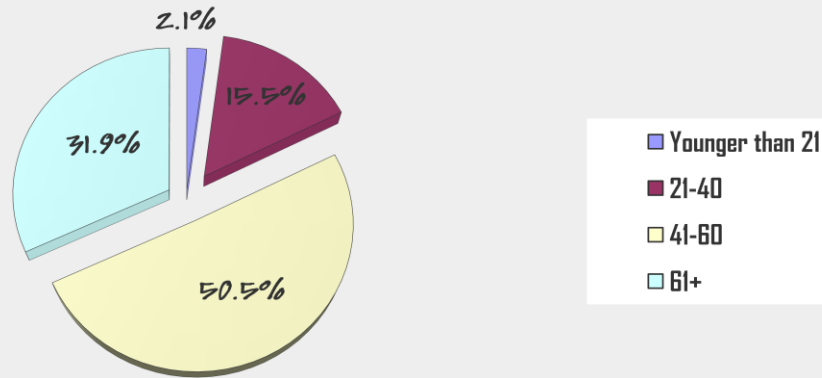
What is your gender?



What is your gender?		
Answer Options	Response Percent	Response Count
Male	24.9%	82
Female	75.1%	247

Question 3

What is your age?

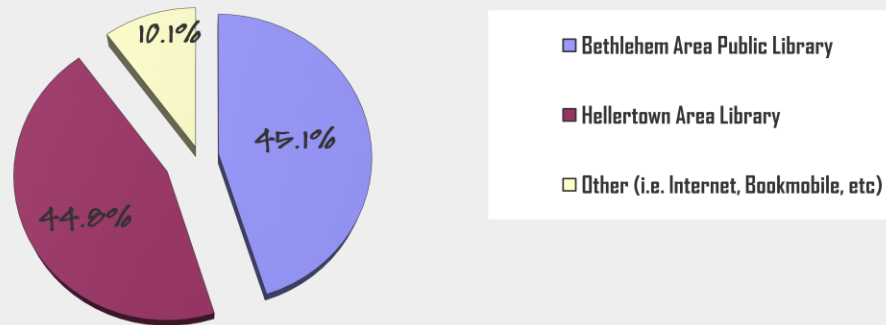


What is your age?

Answer Options	Response Percent	Response Count
Younger than 21	2.1%	7
21-40	15.5%	51
41-60	50.5%	166
61+	31.9%	105

Question 4

For library services, which library do you use?

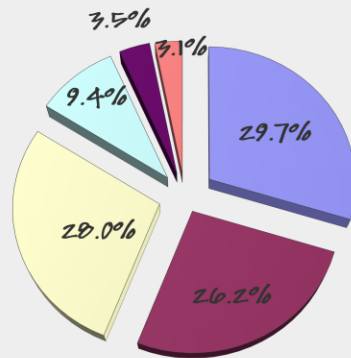


For library services, which library do you use?

Answer Options	Response Percent	Response Count
Bethlehem Area Public Library	45.1%	129
Hellertown Area Library	44.8%	128
Other (i.e. Internet, Bookmobile, etc)	10.1%	29
<i>answered question</i>		278
<i>skipped question</i>		43

Question 5

How often do you use the library?



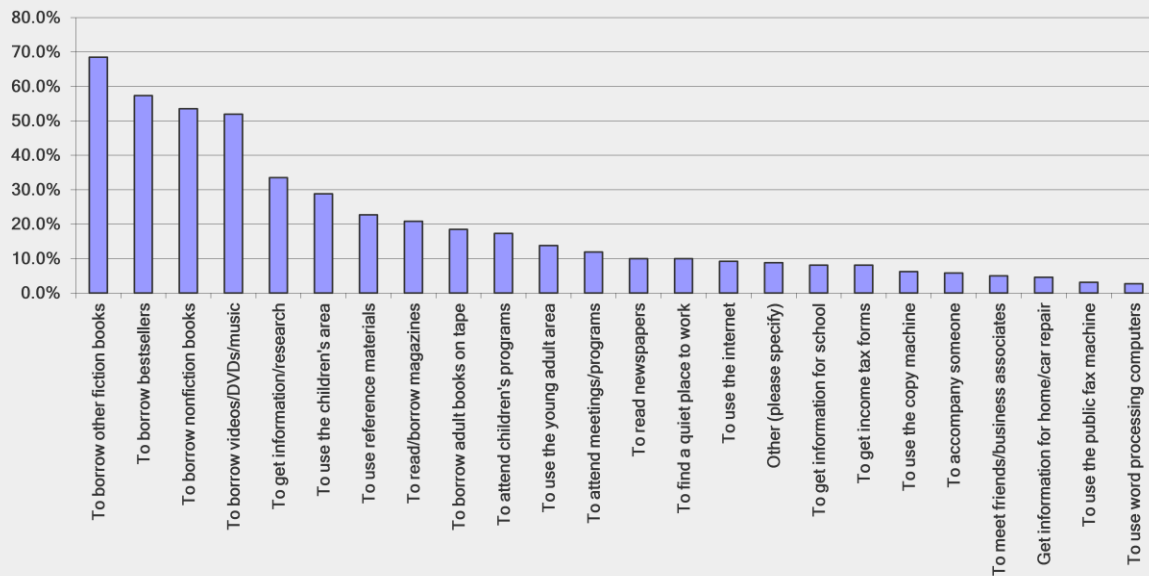
- At least once a week
- Once every two weeks
- Once a month
- Once every six months
- Once a year
- Never (Please explain why not)

How often do you use the library?

Answer Options	Response Percent	Response Count
At least once a week	29.7%	85
Once every two weeks	26.2%	75
Once a month	28.0%	80
Once every six months	9.4%	27
Once a year	3.5%	10
Never (Please explain why not)	3.1%	9

Question 6

What are your main reasons for using the library?

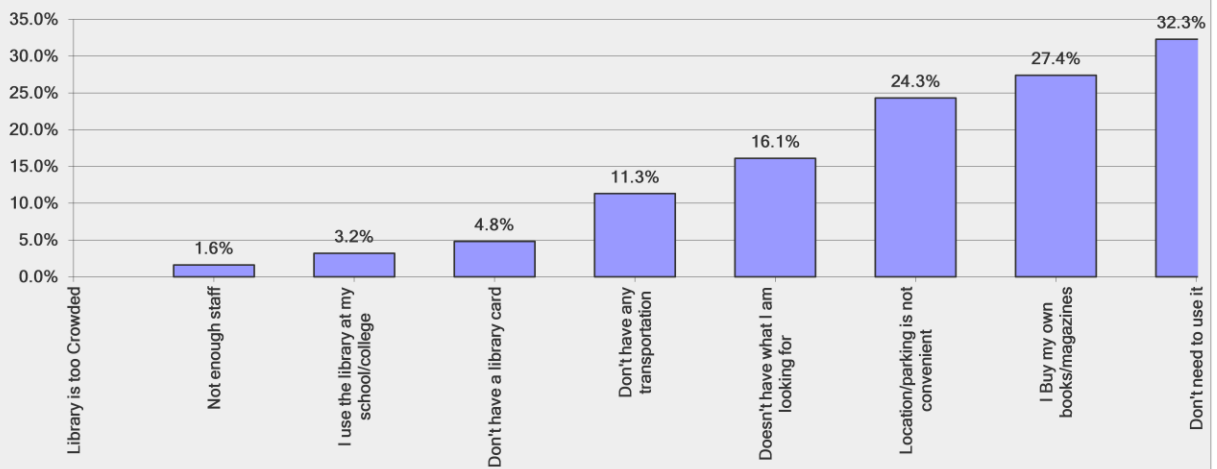


Question 7

If you don't use the library regularly, why not?

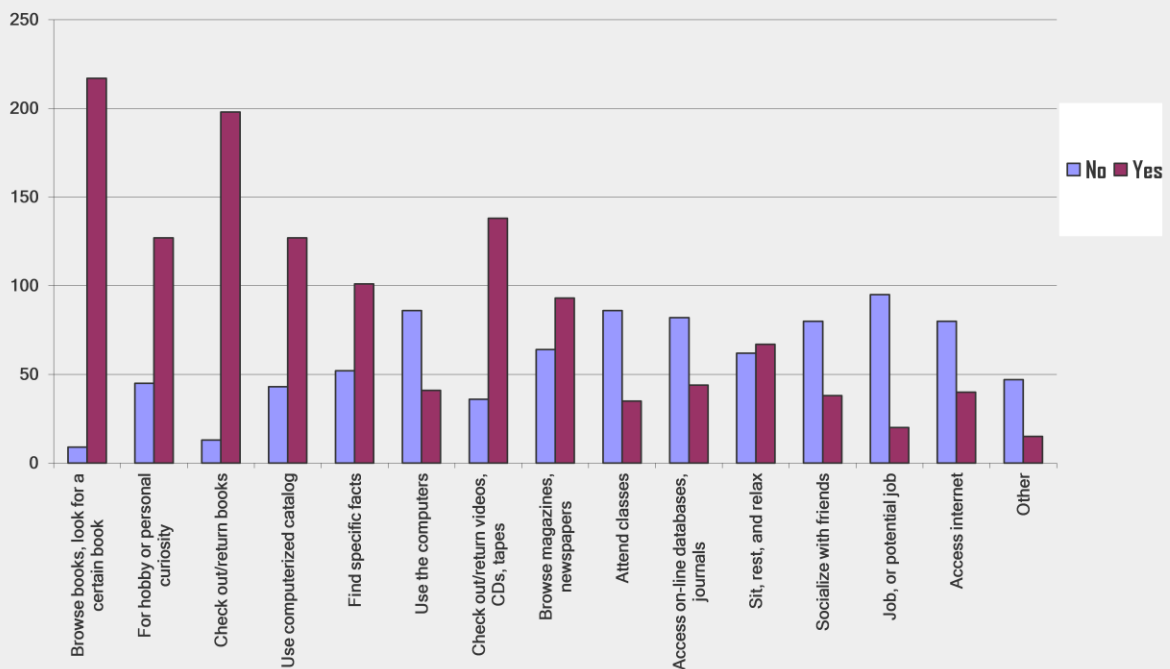
Answer Options	Response Percent	Response Count
Library is too Crowded	0.0%	0
Not enough staff	1.6%	1
I use the library at my school/college	3.2%	2
Don't have a library card	4.8%	3
Don't have any transportation	11.3%	7
Doesn't have what I am looking for	16.1%	10
Location/parking is not convenient	24.3%	15
I Buy my own books/magazines	27.4%	17
Don't need to use it	32.3%	20
Other (please specify)		17

If you don't use the library regularly, why not?



Question 8

How do you spend your time in the library?

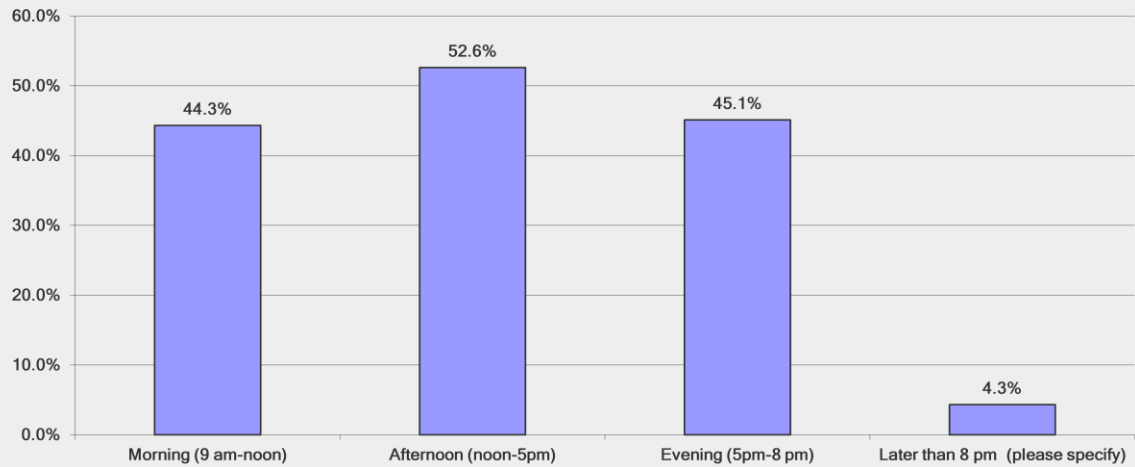


Question 9

What times do you prefer to use the library?

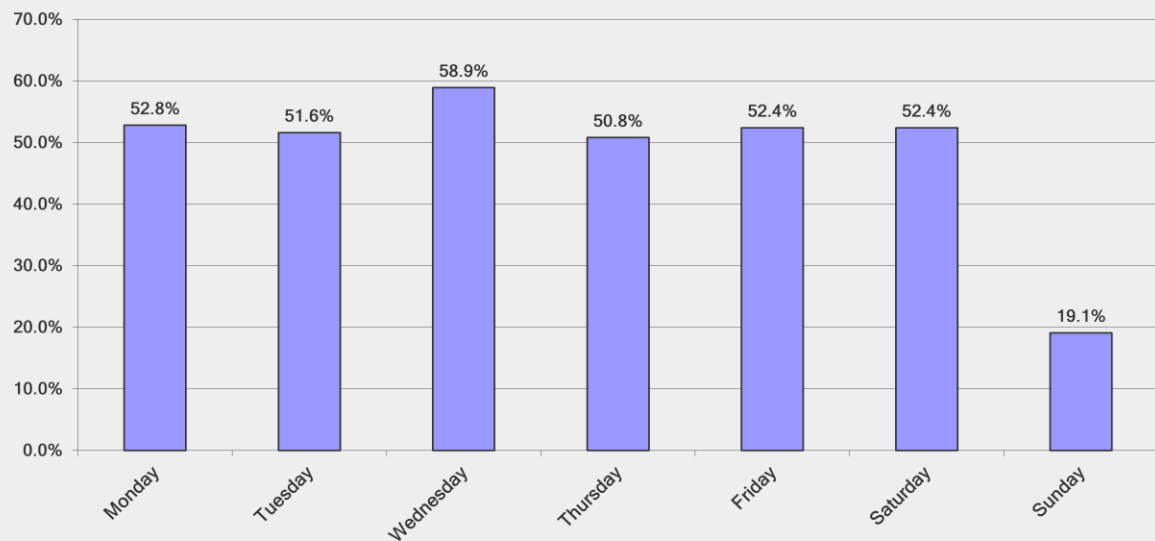
Answer Options	Response Percent	Response Count
Morning (9 am-noon)	44.3%	112
Afternoon (noon-5pm)	52.6%	133
Evening (5pm-8 pm)	45.1%	114
Later than 8 pm (please specify)	4.3%	11
please specify here		10

What times do you prefer to use the library?



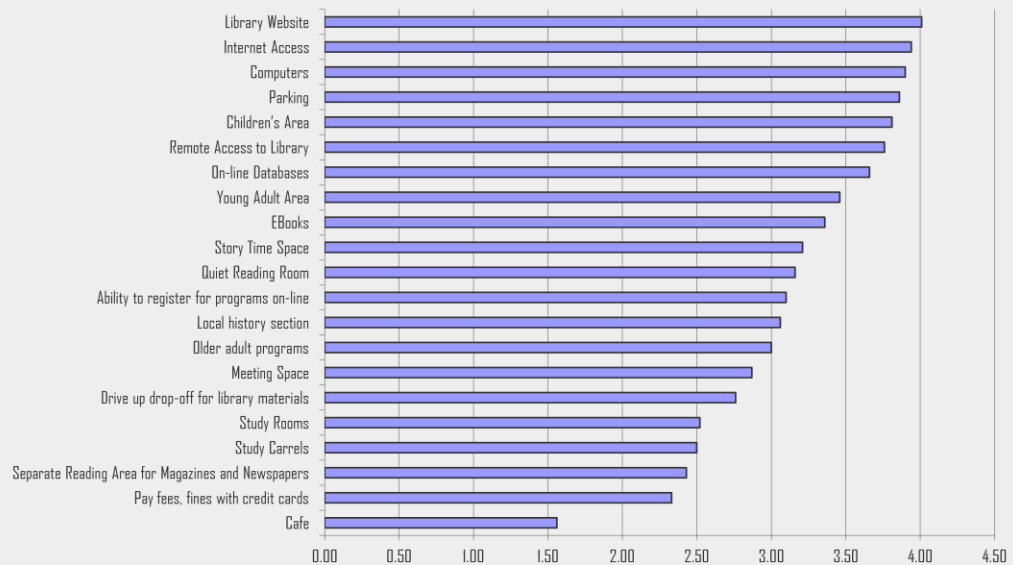
Question 10

What days do you prefer to use the library?



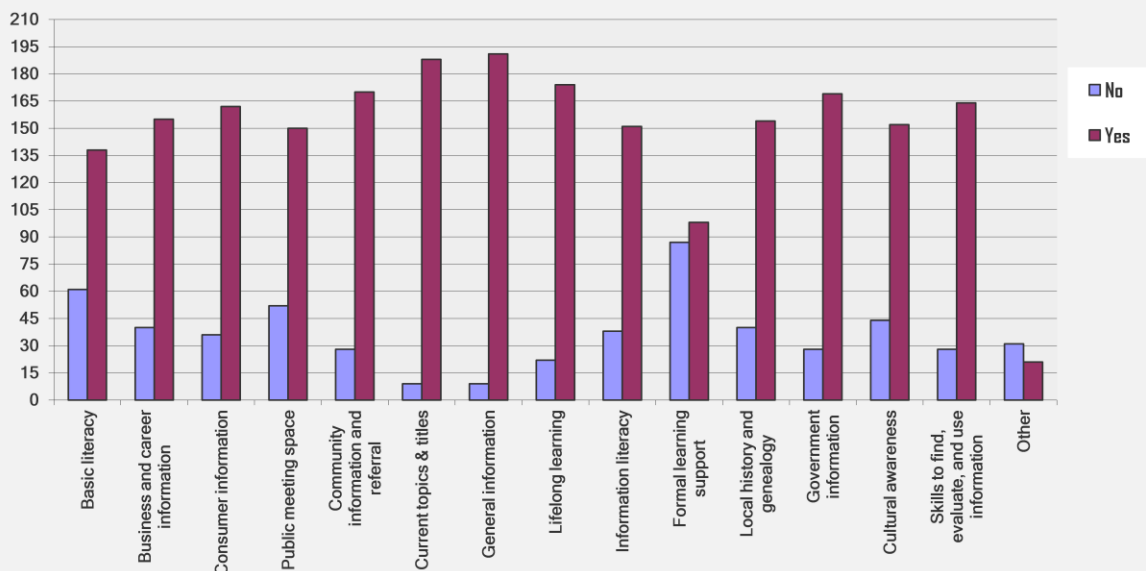
Question 11

Please rate the following in terms of importance for an ideal library
whether it is available or not at your current library



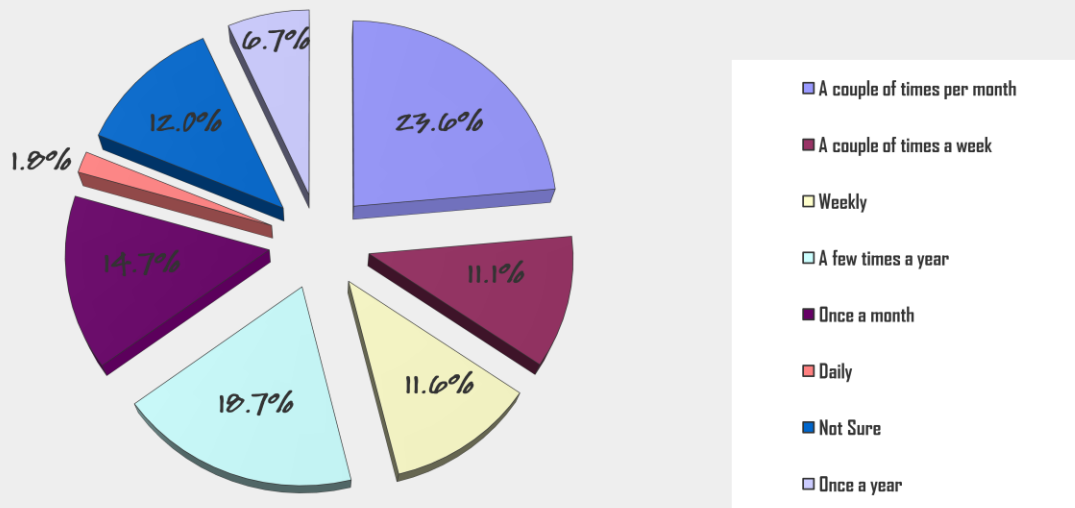
Question 12

Do you see a need for library service in any of the following areas?



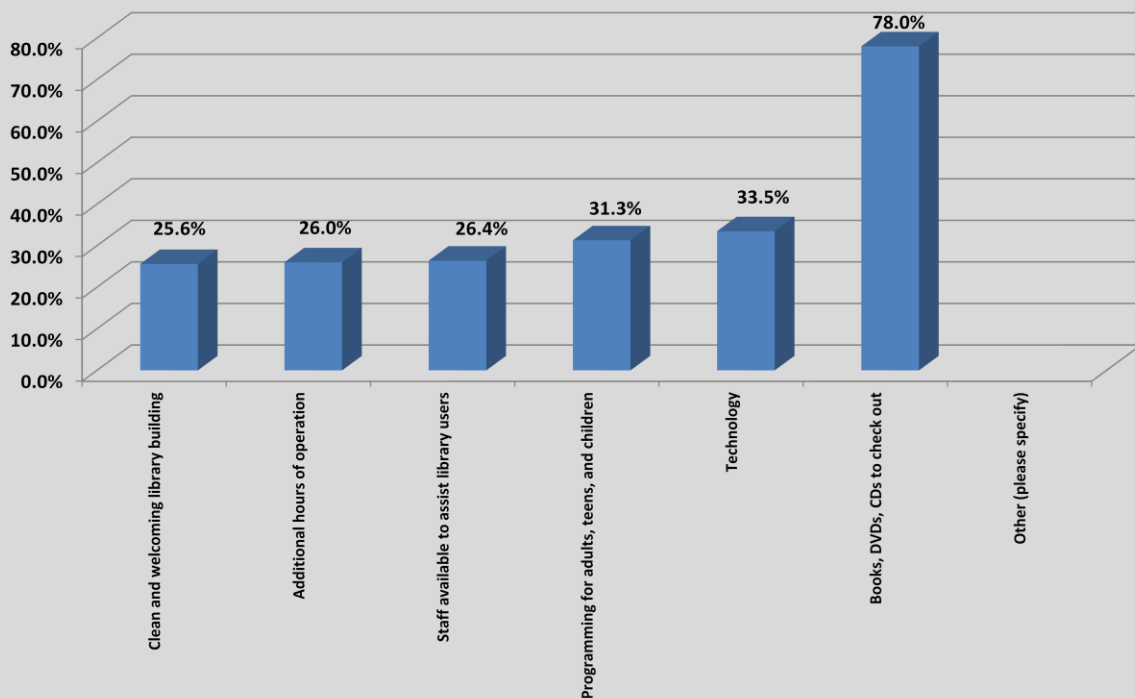
Question 13

On average, how often do you visit the library website?



Question 14

What do you want to improve at the library?
(check all that apply)



Other Options for Library Services

While the main focus of the Task Force was to determine the feasibility of consolidating library services for Township residents at the Hellertown Area Library, during its information gathering process it did identify the following alternative options for library services which may merit more exploration and scrutiny:

- Explore the option of split funding for library services. A representative from the State Office of the Commonwealth Library suggested the possibility, assuming that all parties agreed to it, that the Township consider funding both the Bethlehem Area Public Library and the Hellertown Area Library for library services for Township residents.
- Maintain the current arrangement that the Township has with the Bethlehem Area Public Library for library services subject to annual reviews at budget time.

APPENDIX

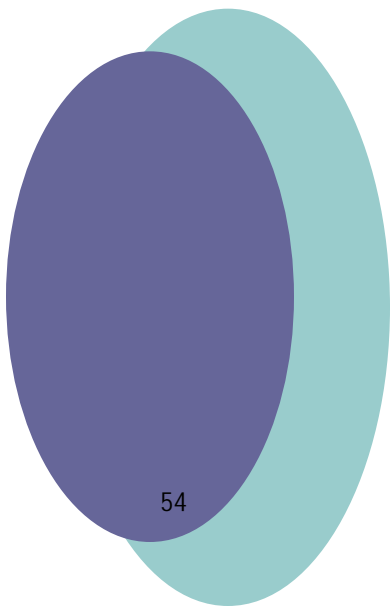
A



Financial Plan and Timeline for Library Service to Lower Saucon Township

Prepared by the Hellertown Area
Library Director and Board of
Trustees

2010



Proposed Lower Saucon Township Financial Funding to the Hellertown Area Library

- **Year One** - \$15.00 per capita contribution = \$147,000.

Township savings = \$20,000

- **Year Two** - \$15.00 per capita contribution = \$147,000.

Township savings = \$20,000

- **Year Three** - Match per capita contribution of Borough of Hellertown = \$104,000.

Township savings = \$65,000

*Based on current per cap of \$10.65

Use of Additional Funds

- **Year one**

Meet state personnel standard = \$20,000

Finance construction = \$112,000

Fixed costs = \$5,000

Increase fund balance = \$10,000

Total = \$147,000

- **Year two**

Meet state personnel standard = \$20,000

Finance construction = \$112,000

Fixed costs = \$5,000

Increase fund balance = \$10,000

Total = \$147,000

- **Year three**

Meet state personnel standard = \$50,000

Finance construction = 0

Fixed costs = \$30,000

Increase fund balance = \$20,000

Total = \$104,000

Use of Capital Funds

- Lower Saucon Township capital = \$224,000.
- Library pursues other matching grant funds/capital funds to build addition to library.
- Construction information
 - Cost per sq. ft. = \$148
 - Funds raised = \$448,000
 - Maximum sq. ft. = 3,027 (doubles 1st floor space)

Building / Staff Changes

- **Year One** – interim physical plant changes – paint, carpet, move children's services to lower level; move computer's to current children's area. Purchase needed PC's to service township needs. Limited programming increases until library is renovated. Apply for exemption to state staffing standard.
- **Year two** – Building addition design complete, construction may start. Matching grant funds secured. Limited increase in programming due to possible construction. Apply for exemption to state staffing standard.
- **Year Three** – construction nearly complete. Expand programming. Add staff to meet state standards. Tailor programs and services to meet the needs of the community.

***Lower Saucon Township +
Borough of Hellertown +
Hellertown Area Library =
Awesome library service!***

APPENDIX

B

COMMENTS TO LIBRARY TASK FORCE SURVEY QUESTIONS

How often do you use the library?

- Work hours prevent opportunity
- Lack of time
- Internet and ebooks
- I exclusively use the internet and ebooks.
- Do all research and book reading from online sources
- No parking, not convenient.
- I need to get in there! Too busy with work (and I don't have any kids yet). When I have kids I will take them there every day. I hear great things about it and I walk by it all the time with my dog.
- Generally buy used books, then donate them back
- Hellertown library has limited books and Bethlehem is too far and the "request" list is too long. I used to go to both libraries at least once a week but now I have given up and download on my Kindle

If you don't use the library regularly, why not?

- Busy now that boys are older
- Parking at Bethlehem Library is difficult at times
- If I had the time, I would use the Hellertown Library for convenience and would love to see it grow as a community library
- e-books
- Limited free time to avail myself of the services
- I use both the Hellertown Library and the Bookmobile. Your survey isn't relevant to the bookmobile
- I go to work early and get home late, so it's not open on hours I could go.
- I utilize the internet for research service
- Happy with library
- The Hellertown branch is 5 min from my house but I'm not a Hellertown resident so I have to go to Bethlehem
- I use the library when classes are not in session and I have more time to read.
- Unable to uncheck
- Use the website for online research
- Sometimes struggle to find what I am looking for
- HELLERTOWN IS MUCH TOO LIMITED. I'VE USED BETH LIBRARY FOR MY ENTIRE LIFETIME. THEY HAVE AN ENORMOUS SECTION OF EVERYTHING IMAGINABLE.
- Nook
- Read my Nook

How do you spend your time in the library?

- Volunteer
- Do homework with son downstairs
- Bookmobile Wed night in the Terrace
- I would use if for reference materials
- Staff have assisted me many times researching various questions, issues, areas
- Access internet when my home DSL is down
- Use the bookmobile for the above checked items
- E-books
- Children's story time
- Don't use it.
- Use copier
- Children's books
- Help my kids find books/videos
- Also attend programs at SoLeHi

- Do volunteer work like Medicare Part D Enrollment and Benefits CheckUp for Seniors
- Attend Children's programs
- In addition the online Bethlehem library site is a great asset
- See question 4
- Book Bag sale
- On Line resources
- Attend children's programs
- I WAS UNABLE TO FINISH THE PART; WOULD NOT LET ME CLICK ON WHAT I WANTED. THEY RARELY HAVE THE BOOKS I WANT. PLEASE KEEP US WITH BETHLEHEM'S LIBRARY
- Read picture books with my children

What times do you prefer to use the library?

- Bookmobile Wed night
- n/a
- Don't use it.
- By the time I get home from work, eat, and take care of the dog, it's about 7 or after, so maybe if it was open til 9?
- n/a
- Don't use
- Anytime
- Weekends too!
- Also depends where I am at the time
- At varied times

Do you see a need for library service in any of the following areas?

- Underlined public meeting space
- n/a
- n/a
- No answer
- ESL classes; GED classes
- Bookmobile!!! We do not want to lose the Bookmobile!! It is a wonderful service from the Bethlehem library.
- (What an ideal library this would be!)
- All libraries should have these basic service areas. HAL has the majority of this in place.
- Job Search computers, but MUCH faster than those in the Hellertown Library. So slow as to be useless.
- Access to best selling novels and previous titles by popular authors.
- INTER LIBRARY LOANS AND ABILITY TO SEE WHICH LIBRARY HAS WHICH ITEM
- Interface with Saucon Valley School District library
- Community programs like they have in the evenings at Bethlehem Public Library (e.g. basic photography, harp demonstration, creative writing, etc.)
- No opinion
- Bookmobile
- Computer literacy
- I WOULD HAVE ANSWERED ALL "YES" BUT COULDN'T CLICK ON THEM! IN FACT I'VE HAD TROUBLE CLICKING BEGINNING WITH #11.
- Library bookmobile

Where would you most like the consolidated library to focus its funding?

- Bookmobile
- Not done
- N/a
- Have a Bookmobile!!!

- The bookmobile is an important service for the customers who use it. Please do not discontinue this valuable service
- e-books
- eBOOKS, eBOOKS, eBOOKS
- NEVER visit library web site
- INTER LIBRARY LOAN PROGRAM
- Don't want a consolidated library!
- More computers to search databases
- Would love to have a used book "store" where you can always buy books/DVDs/etc like SoLeHi does
- PARKING!!
- Internet access; Bookmobile
- ???what consolidated library?
- HELLERTOWN AND LOWER SAUCON NEED A MUCH LARGER LIBRARY WHERE YOU CAN GET ALMOST ANYTHING. IT'S SO LIMITED IN HELLERTOWN THAT WE ARE DOING A DISSERVICE TO OUR CHILDREN WHO NEED AN EXPANDED LIBRARY SUCH AS BETHLEHEM. HOPE LOWER SAUCON MAINTAINS ITS RELATIONSHIP TO BETHLEHEM'S LIBRARY.
- All of these items are important and valid
- Lower Saucon should continue membership in the Bethlehem Library!!!!
- I don't want a consolidated library. I want to us MY library
- e-books for kindle
- DVD more selection newer releases

Thank you for participating in the Saucon Valley Library Task Force Survey. If you have any additional comments please feel free to comment below and the committee will review them accordingly.

- I am unable to drive the bookmobile is a lifesaver.
- I have been a long time patron of the Bethlehem Public Library I would very much prefer staying with this library because they have an excellent selection.
- Q12 - I'm not sure if several headings are really the responsibility of a public library. Obviously an illiterate person cannot appreciate the facility as well as a literate one but is your responsibility that of education or service? Are there enough resources to accomplish both?
- We like Bethlehem library and would like to continue using it, we enjoy attending great programs for children that they offer
- You should not have a separate facility you could never provide the citizens of Saucon valley all the services that the Bethlehem public library provides at a reasonable cost.
- I have a Bethlehem Area Library card, but do not use it as there is no parking over there. I have been to the Hellertown library and the parking is adequate as well as the materials in the library
- The parking situation at the Bethlehem Public Library is a huge turn off. I would love to see the focus on the Hellertown Library
- Bethlehem Parking horrible. Close on Sundays
- I never use the Bethlehem Library (LST Resident)
- Please put a pencil sharpener in the basement for children and parents to do homework
- I personally would prefer we remain a part of the BAPL system. Consolidating our resources would allow for maximum efficiency and programming.
- The Bookmobile service is just too valuable to lose, especially in Lower Saucon Township. There is not enough of a cost benefit to switch libraries - we should stay with the Bethlehem Library system.
- Stay with the Bethlehem Public Library.
- Task Force Committee is doing a great job investigating all the options.
- What an ideal library we would have if we could incorporate most of the items you have listed on the survey! Our household has always been happy with the Bethlehem library. When we had children living at home we used the library on a weekly basis. I do not see the Hellertown Library as being comparable, for many reasons.
- frustrating trying to get a checkmark in the yes no
- I really love the feeling the Hellertown Library. It such a homey feeling with a terrific staff that is pleasant and caring. It is so nice to go there.

- I see absolutely no purpose in creating or expanding a separate library service in the Saucon Valley when we have the superb resources of the Bethlehem Library available to us. This seems to be a redundant and ill-advised effort that will waste tax dollars. If township and borough residents feel a need for more of a library presence in Hellertown, then perhaps you should consider contracting with Bethlehem to run Hellertown as a branch. I, for one, would be EXTREMELY upset to lose my direct access to the Bethlehem Library, which I have been using for almost thirty years, because my tax dollars were being diverted to a redundant offering in Hellertown. Cooperation is the future, not competition.
- It's a wonderful library with a friendly and helpful staff! Keep up the good work!
- I truly hope the task force will honestly look at the differences between services. To really provide a tax savings in the long run will be difficult if the services remain at the current high level.
- I feel that the Hellertown Library is one of the best assets of this community. It is very top notch.
- The Hellertown Library, together with Southern Lehigh Library (Access), meet my needs fully. I have no need to visit the Bethlehem Library. Robin, Hellertown Library's head librarian has always been responsive and knowledgeable. I have much respect for her abilities in maintaining a progressive facility in somewhat restricted space.
- I am a life-long resident of Lower Saucon and feel Bethlehem Library is a wonderful resource. Hellertown Library just can't compete!
- It would be a mistake to discontinue resident access to the Bethlehem library for the simple reason that the resources could not be duplicated. However if some sort of relationship such as Southern Lehigh has with the BAPL, it might be feasible.
- Quality library service is an important part of a vibrant community with high quality of life.
- I really enjoy the number and variety of children services the Bethlehem Library offers, as well as the size of the children's and young adults collections. I would truly be disappointed if I no longer had access to those programs and collections, especially after having used them for years.
- Hellertown Public Library will not meet my needs. Smaller is not better.
- My son and I have been weekly/biweekly patrons of the Bethlehem Area Public Library and Bookmobile for the past nine years. We have greatly enjoyed and been enriched by its materials, programs, and staff members/volunteers. Libraries in general and the Bethlehem Library specifically are a treasure to us. Thank you for valuing community members' input as you determine the best library services for Saucon Valley.
- Hellertown is more convenient and all services I and visiting grandchildren need are there. Expansion if economically feasible is encouraged.
- Hellertown much more friendly and accessible and it does not nickel and dime you on checking out new materials.
- The Bethlehem Area Public Library is a very important service in my life; I do not want to see its availability taken away from Lower Saucon Township residents. Thank you.
- The Bethlehem Library has a superior collection in comparison with the Hellertown Library. It would be a shame not to be able to take advantage of such a great resource.
- I am totally happy with the selection and service at the Bethlehem Public Library.
- I am worried about losing access to the Bethlehem Public Library. I only recently signed up for the Lower Saucon emails which alerted me to this survey so I may have missed it, but I don't remember reading in the paper exactly how much it would cost LS residents to continue to use the Bethlehem Library as opposed to only having access to the Hellertown Library. I tried Hellertown once, and I can tell you I would rarely use it. Thank you for this opportunity for input into the process.
- It is crucial to maintain funding and access to the Bethlehem Area Public Library, whose resources exceed those offered by Hellertown Library.
- I am not in favor of ending the relationship with the Bethlehem Library! Perhaps the Bethlehem Library should purchase the Hellertown Library and run it as a branch. The Lower Saucon Police Force and Hellertown Police Force need to be consolidated to better service the community long before you even waste time and energy ending the relationship with the Bethlehem Library.
- The Bethlehem Library has many more resources than the Hellertown Library. I have never been satisfied with the Hellertown Library because it is too small and does not have the wide offerings that the Bethlehem Library has. Please do not stop Lower Saucon residents from using the Bethlehem Library.
- Parking at Bethlehem is limited and timed, but Hellertown space/parking lacks capacity for more patrons.
- Emphasis should be on reading material, the primary responsibility of a library. I use Hellertown Library for its convenience, but also use Bethlehem Library's bookmobile.
- If you would combine with Hellertown, then the library would need to be open more hours and hire an additional librarian. It would be advisable to have a librarian a MLS, that is familiar with research data bases.

- I do not use the library often but I feel the library should stay in Hellertown for the people that have no transportation. I always thought a local library was better than having to travel a distance. Thank you
- The Hellertown Area Library is a wonderful library that is more convenient to use and always stocked with current materials. Keep up the great work!
- A public library is important for disadvantaged and lower-income families, as well as young families with children. I am a significant financial supporter of the Room to Grow initiative at BAPL.
- I USE THE BETHLEHEM LIBRARY EXCLUSIVELY BECAUSE THE HELLERTOWN LIBRARY DIRECTED ME TO BETHLEHEM SO OFTEN IT SEEMED MORE REALISTIC TO GO DIRECTLY THERE. THE HELLERTOWN LIBRARY DID NOT HAVE INTER-LIBRARY LOAN OR RECIPROCATION SO THEY WERE NOT ABLE TO ACCOMADATE. ALSO MY SON WAS AN ADVANCED READER AND HTL HAD ABSOLUTELY NOTHING HE COULD READ. HE ASKED TO GO TO THE BETHLEHEM LIBRARY AS WELL. BETH LIB CAN RECIPROCATATE WITH ALLENTOWN. I ALSO OBTAINED BOOKS QUICKLY FROM EASTON AND OTHER LIBRARYS. THE CALIBER AND THE QUANTIES OF THE HTL WAS SO LOW I HAVE NOT BEEN BACK. WE ARE ALL VORACIOUS READERS AND LIBRARY SERVICES ARE VERY IMPORTANT. THE HTL WOULD NEED AN INTERLIBRARY RESOURCE AT THE VERY MINIMUM TO BE ON SIMILAR FOOTING TO AT OR BETH. THE LIBRARIANS WOULD NEED TO BE FACILE WITH THESE RESOURCES AS WELL. WHEN MY SON, NOW IN COLLEGE, WAS IN ELEMENTARY SCHOOL WE WENT. NEITHER ONE OF US EVER FOUND ANYTHING. IT WAS, AT THAT TIME, THE ABSOLUTE WORST LIBRARY I HAVE EVER BEEN IN AND I HAVE BEEN IN OVER FIFTY. I REALLY WANT TO BE ABLE TO USE BETHLEHEM LIB AND ITS RESOURCES.
- I think the Hellertown Library does a great deal with the money it is allocated, however I would not like to be cut off from the services of the Bethlehem Library, ie the Bookmobile. The parking in Bethlehem is discouraging for library users but the Bookmobile is a service that would be greatly missed.
- I feel strongly that Lower Saucon gets the best service from the Bethlehem Area Public Library and would not be well-served by Hellertown.
- I believe we should be supporting the Bethlehem Public Library. There is no need for our area to have our taxes increased to build a library. Libraries are struggling enough - let's support what's there. Let's not incur any additional debt to our Saucon Valley area during these difficult economic times. Saucon Valley residents are wealthy enough that if they can drive everywhere else, they can certainly drive to the Library - or utilize the Bookmobile.
- The Hellertown Library is a community asset that should be supported by both Saucon Valley Communities. It is more valuable and used more than most local people realize. Utilizing the Bethlehem Library is problematic for many residents, i.e. parking, access to programs, and library environment.
- Compared to the Bethlehem Public library, the Hellertown library is more limited in resources and often does not meet my needs.
- I like the convenience of the bookmobile and for getting books not available at the Hellertown library. The waiting time for new books is less at the Bethlehem library, I like the availability of the Hellertown library. My wife and I each read two or three books a week.
- This survey applies to both my husband (also age 65+) and me. We both use the library regularly and frequently, mostly SoLeHi and sometimes Bethlehem. It's very important to us that we be able to use these libraries. We have also gotten cards for Hellertown's library, but (1) it is too small, (2) it isn't open conveniently (ie Wed morning and afternoon), and (3) it doesn't have the used books for sale room in which we always browse and nearly always purchase something.
- The Bethlehem Area Public Library is an invaluable resource. I am not in favor of dropping our subscription to this library.
- Have a Bethlehem card, but don't use it as the parking is not convenient. I have gone to the Hellertown library, and the parking is convenient, and they had what I needed, staff is friendly. Everything else in the Lower Saucon area and Hellertown areas are being combined, why not the library.
- It is important that the residents of Lower Saucon Township have the best library service available. Today's libraries must invest in technology that permit members to access information on-line at any time of day or night.
- Please, as a Saucon Valley resident, I cannot imagine having to use the Hellertown library instead of the Bethlehem library. I have used the Hellertown library, and it just cannot compare. It would be a great loss to not be able to use the Bethlehem library the way I've been using it now.
- I like our affiliation with the Hellertown library as it is convenient, close, and welcoming.
- size and scope of collection is very important availability of programs for young children is top concern

- It's sickening that the Main Bethlehem Library has cut its hours due to budget, with all of the money poured into redevelopment of Bethlehem Steel for Sands and Steel Stacks. Library is more important to a community than entertainment and gambling revenue.
- The Bethlehem Library is a tremendous asset for Lower Saucon. It is a large, complete library with online resources. I cannot imagine Lower Saucon losing access to this important resource. It is the best thing that Lower Saucon as a township offers.
- Hellertown is nice, needs expansion for meeting room
- My family and I would use the library more frequently were it not in Bethlehem.
- I like to read magazines because there sometimes offer information that cannot be obtained on the internet. I am usually disappointed with the number of magazines available and the topics that are represented.
- Since it is possible to borrow from other libraries irrespective of the 'home' library, location, location, and location are #1 priority. Hence Hellertown wins hands down.
- I highly value the Bookmobile, which I believe provides an invaluable service to the community. I hope that it will continue.
- bookmobile and online resources are very important
- I will be very disappointed if the access to the Bethlehem Library is reduced. I use both libraries, but Hellertown does not come close to providing the books that Bethlehem has. No Comparison!
- Do not restrict public library access and don't limit public library access. It's not broken. Don't fix it.
- Please stay with the Bethlehem Library - it's the best library in the Valley and very important to me as a Lower Saucon homeowner and tax payer.
- I believe having both Bethlehem and Hellertown availability is important for our children both libraries have varied cultural and historical significance to entice our children to continue to broaden their educational AND social horizons in this world of technology
- I'm so glad we have a library in Hellertown. I wish it were bigger. Staff is very helpful.
- The Hellertown Area Library was one of the best things that ever happened to Hellertown. The Bethlehem Library in its attempt to keep Lower Saucon as part of its library is not presenting the Hellertown Library in a favorable light. If the Bethlehem Library wouldn't have been such a bully years ago there would not be a Hellertown Library today or there would have been a Bethlehem branch in town. I've been following the course of events with this library since 1990 and they have never received their fair share of credit from Bethlehem. I hope the people who are on this committee from Lower Saucon realize this and help to fund the Hellertown library because of the number of people from the township that use the facilities. Yes, Bethlehem does have more resources than Hellertown because of the number of years they have been around and because of its funding base. Give Hellertown the proper funding during these difficult economic times and Hellertown will out shine Bethlehem because the people who are involved care about it. So come on Lower Saucon, do the right thing and join with Hellertown.
Signed,
A passionate Hellertown Library supporter
- I love the Hellertown Library because it is more convenient. I love the Bethlehem Library, but not the parking options.
- IF WE CHANGE FROM BETHLEHEM TO HELLERTOWN, THIS IS A DISSERVICE TO OUR RESIDENTS. MANY TIMES I'VE GONE TO HELLERTOWN ONLY TO FIND OUT THEY DON'T HAVE WHAT I NEED. I'VE ALWAYS FOUND WHAT I NEED AT BETHLEHEM. THEIR STAFF IS SO KNOWLEDGEABLE ABOUT EVERYTHING. WE'RE WILLING TO PAY MORE TAXES TO FUND STAYING WITH BETHLEHEM. OUR KIDS ALWAYS USED BETHLEHEM FOR THEIR SCHOOL PROJECTS, ETC. IT'S WORTH THE MONEY TO GO WITH BETHLEHEM. ALSO, HELLERTOWN WON'T RETURN BOOKS TO BETHLEHEM. THAT REALLY ANNOYED ME TO FIND THAT OUT.
- Love the Bethlehem Area Public Library and the helpful staff there!
- Although my personal use of the library is limited, I feel that it is an important resource to which our community must have access. I am happy to have the fee as part of my taxes. Thank you to the Task Force for your efforts.
- I always enjoy going to the Hellertown Library, for it's size, it's a great place!
- This is a horrible idea. I have no desire to use the Hellertown library.

APPENDIX

C



ACCESS PENNSYLVANIA Statewide Library Card Program

Explanation of Program

Commonwealth Libraries, part of the Pennsylvania Department of Education, oversees the Public Library Code, coordination of library services, and public library funding. Commonwealth Libraries assigns legal service area to public libraries. Service areas designate the geographic area in which people live who are eligible for service at no charge from that library.

Commonwealth Libraries is a financial partner with local governments in providing library service to communities. As a first step to receiving State Aid dollars, a public library must show Commonwealth Libraries that its community is willing to make a commitment to stable financial support.

Until the **ACCESS PENNSYLVANIA** Statewide Library Card System began in the late 1980s, people could only use libraries located in their own communities. Through this program, the state subsidized a portion of each library's costs for lending materials to non-residents.

However, people can only get a library card with an **ACCESS PENNSYLVANIA** sticker on it if they live in a community that has established or maintains a public library. If they live in a community that supports a library, that library becomes their 'home' library. Only the person's home library can issue a library card with an **ACCESS PENNSYLVANIA** sticker. Library cards with **ACCESS PENNSYLVANIA** stickers cannot be issued to people that do not live in the library's service area.

Purpose of the Program

The direct borrowing program of **ACCESS PENNSYLVANIA** is a partnership between the Commonwealth of Pennsylvania and participating local libraries intending to expand access to the material of Pennsylvania's publicly supported libraries to all Pennsylvanians living in communities that support a home library. The purpose of the direct borrowing program is to increase the availability of library materials for Pennsylvania residents. It is not intended to replace any source of local support.

Funding for the Program

Governor Richard L. Thornburgh's initial budget for the **ACCESS PENNSYLVANIA** program was set at \$2 million, the figure recommended to his administration by the Pennsylvania Library Association, which would have allowed for compensation to libraries of \$2.50 per **ACCESS PENNSYLVANIA** transaction. Subsequent budget shortfalls and cutbacks in library-related funding over time whittled this figure down to \$.80 cents per transaction, and the reimbursement portion of the program was totally eliminated by fiscal year 2008-9.

Note on local relevance: Had the funding for **ACCESS PENNSYLVANIA** reimbursements continued, the Hellertown Area Library would have been entitled to compensation for every transaction from a Lower Saucon / BAPL patron. Similarly, BAPL would have been compensated for every transaction from a Hellertown resident.

APPENDIX

D

1 SF/PERSON

\$285/SF.

\$383/SF FT

- 20% FFE

- FEE (PRAT) 1%

LOCAL NEWS

Library needs room, money to grow

A capital campaign aims to help Parkland Community open a new home.

By Devon Lash
OF THE MORNING CALL

Debbie Jack is rich in ideas for the Parkland Community Library, but when it comes to space, she's flat broke.

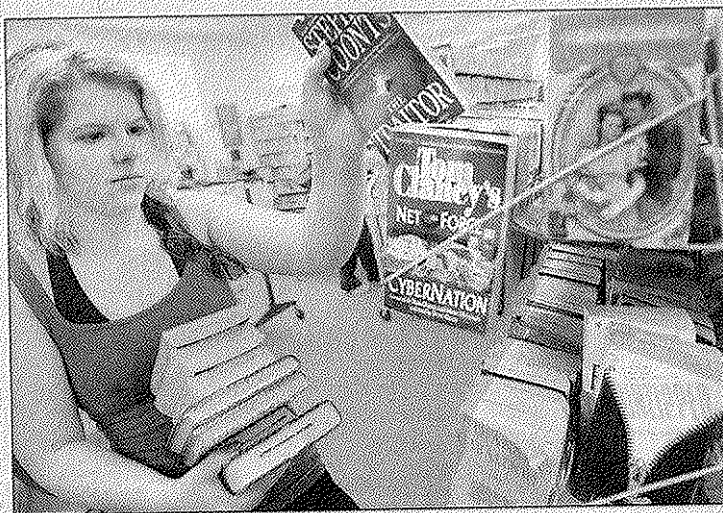
Stacks of books snake around the one-story, 5,000-square-foot building in South Whitehall Township, making it far too crowded for, say, a local history room, a teen reading area, a café or expanded materials collections, said Jack, the library's executive director.

"We'd love to offer so much more, but at this point, we're really not able to do it," she said.

All that could change next year, if the library raises the additional \$8 million it has budgeted for a new home in Upper Macungie Township — a library six times as large as the current one.

An early blueprint and renderings of the new space, at the corner of Ruppsville and Grange roads, shows an airy vestibule flanked by conference rooms and a café, where a circulation desk opens onto a common area with seating. The plan includes a local history room, computer lab and reading garden with spacious stacks for adult, children and teen collections. There's space for storytelling, crafts, tutoring and group projects.

"It's more than just books, it's a commu-



Courtney Marshall, 17, of Salisbury Township picks out books at the Parkland Community Library on Monday. The library is beginning a capital campaign with the goal of building a much larger facility in Upper Macungie.

MICHAEL KUBEL/
THE MORNING CALL

nity space," Jack said.

The library staff and board members announced plans to kick off the capital building campaign on Saturday at the future site of the building.

Of the \$11.5 million board members estimate they'll need for the project, they've saved \$3.5 million so far from annual operating surpluses and gifts, said Karl Siebert, vice president of the board of trustees.

"It's going to be a challenge," Siebert said. "We're trying a number of different ways, but the community is probably the biggest one."

To reach that goal, the library is pursuing grants, sponsorships, organizing outings and encouraging patrons to donate

"It's more than just books, it's a community space."

— Debbie Jack, library executive director

online on the library website, he said.

Nearly all other aspects of the work — the building and site design and permitting — are under way, but fundraising is the priority, he said.

Upper Macungie, which owns the 158-acre parcel that the 30,000-square-foot library will occupy, agreed in 2009 to lease the land to the library for \$1 a year.

It took the library's directors more than a decade to find an appropriate parcel after a

feasibility study showed there was not enough room to expand the existing building. There was nothing suitable in the central area of Walbert Avenue where the library is now, Siebert said.

The new site is only four miles from the existing building, across Route 309 and south on Chapman Road, and it's near the athletic fields at Grange Park.

It's a welcome relocation for Melissa Lawson and her kids.

The Fogelsville family seldom makes the trip to the South Whitehall library. A move closer to their home would help them visit more frequently.

"It's the best of both worlds for us," said Lawson, who loves bumping into friends from the school district while her daughter sits absorbed in the stacks and her son fishes through DVDs.

The move will make visits harder on Dave Torrey, who has been a member for nearly four decades.

"I wish the location was more central," Torrey said, pausing from reading a newspaper on Monday afternoon. "But this place is far too small to serve three townships."

The Parkland Community Library was founded in 1973 in a small building in Guthsville to serve 659 members. The demand for the library's services has increased dramatically since the Walbert Avenue facility opened in 1981. Membership is now 26,000 — about half of the residents of Parkland School District.

devon.lash@mcall.com
610-820-6613

East Penn budget carries 1.8 percent tax hike

APPENDIX

E

October 13, 2011

Notes on the Library Code and Pennsylvania Code Title 22

Prepared for the Saucon Valley Library Task Force

Office of Commonwealth Libraries, Bureau of Library Development

Jim Hollinger, Chief, Division of Library Improvement

§ 131.2. Purpose of State aid.

The purpose of financial assistance to local public libraries by the Commonwealth is to encourage and enable the improvement of public library service throughout this Commonwealth and thereby to fulfill those educational, informational and recreational needs of its residents served by public library agencies. Decisions related to the granting of aid to a given library will be influenced by this objective.

§ 131.46. Controversies over service areas.

The State Librarian is authorized to act as arbiter in defining the direct service area of a library in the event a municipality is claimed by more than one library as part of any library service area. In such arbitration, opportunity shall be afforded the municipal authorities of the municipality affected to express their wishes with respect to library service.

Issues with Standards

(ii) *Service.* Library service shall be as follows:

(A) The library shall maintain well-planned hours of service.

(B) The library shall establish a regular schedule of hours which permits all citizens of the community easy access to the materials and services of the library.

Beginning with fiscal year 1999-2000, and each fiscal year thereafter, to qualify for aid under section 303.5:

Population	Hours Per Week
Less than 7,000	35
More than 7,000	45

(C) The library shall receive a balanced collection of currently useful periodicals in accordance with the following minimums:

Population	Minimum Titles
Less than 10,000	30
10,000-24,999	50
25,000-49,999	75
50,000 and more	125

(C) The library shall be administered by a head librarian certified as follows, except that no library shall be deprived of State aid because of having a noncertified head librarian appointed prior to January 15, 1970:

Population	Required Certification of Head Librarian
0-9,999	Library Assistant
10,000-19,999	Provisional Librarian
20,000 and more	Professional Librarian

(D) The library shall 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.

- Hellertown PL currently has 2.65 FTE staff
- With Lower Saucon Twp, Hellertown will need 4.76 FTE.

To receive state aid under Section 303.2, the local library or library system must meet the following minimum standards:

- (1) Participate in the Access Pennsylvania Statewide Library Card Program.
- (2) Lend materials free of charge on a reciprocal basis to all types of libraries in this Commonwealth.
- (3) Provide interlibrary loans to residents of the library's direct service area free of charge.

APPENDIX

F

CHAPTER 141. PLANS FOR THE USE OF STATE AID

PURPOSE; REQUIREMENT FOR PLAN

Sec.

- 141.1. [Local libraries.](#)
- 141.2. [District library centers.](#)
- 141.3. [Regional library resource centers.](#)

PROCEDURE

- 141.11. [Submission of plan.](#)
- 141.12. [Prohibited expenditures of State funds.](#)
- 141.13. [Unexpended balances.](#)
- 141.14. [Amendments to plan.](#)
- 141.15. [General nature of plan.](#)

CRITERIA FOR APPROVAL

- 141.21. [Local libraries.](#)
- 141.22. [District library centers.](#)
- 141.23. [Regional library resource centers.](#)
- 141.24. [Library systems.](#)
- 141.25. [Basic standards for local libraries.](#)
- 141.26. [Basic standards for local library members of a library system.](#)
- 141.27. [Basic standards for branch libraries.](#)
- 141.28. [Basic standards for bookmobiles.](#)

Authority

The provisions of this Chapter 141 issued under sections 201(5), (7) and (15), 204(5), 303 and 304 of The Library Code (24 P. S. § § 4201(5), (7) and (15), 4204(5), 4303 and 4304), unless otherwise

noted.

Cross References

This chapter cited in 22 Pa. Code § 131.18 (relating to regional library resource centers); 22 Pa. Code § 131.19 (relating to ineligibility for State aid); and 22 Pa. Code § 131.33 (relating to plan for use of State aid).

PURPOSE; REQUIREMENT FOR PLAN

Source

The provisions of these § § 141.1—141.3 adopted December 14, 1962, unless otherwise noted.

§ 141.1. Local libraries.

(a) The purpose of financial assistance to local public libraries by the Commonwealth is to encourage and enable the improvement of public library service throughout this Commonwealth and thereby to fulfill those educational, informational, and recreational needs of its residents served by public library agencies. In order that State funds shall be applied to this end, section 304 of The Library Code (24 P. S. § 4304) requires that each library applying for State aid shall submit plans for use of the funds leading to the achievement of applicable standards after five years of participation in State aid.

(b) Plans for the use of State funds shall be related to the improvement of library service, and such improvement can only be measured in relation to applicable standards of service. Although section 303 of The Library Code (24 P. S. § 4303) does not fix minimum standards of library service, the State Librarian is authorized by section 201(5) of The Library Code (24 P. S. § 4201(5)) “to counsel local libraries on minimum standards for number and quality of library staff, resources of books and other materials, location of new libraries, hours and physical facilities.”

(c) Section 303 of The Library Code also states that “State-aid shall be paid when a library achieves the applicable standards determined by counseling with the State Librarian pursuant to the advice and recommendations of the Advisory Council on Library Development, or submits plans as set forth in Section 304 of this Act leading to the achievement of such standards . . . ,” and section 304 (24 P. S. § 4304) provides “libraries qualifying for aid shall have five years to achieve applicable standards. Further extensions of time may be permitted with the approval of the State Librarian acting under regulations made by the Advisory Council.”

§ 141.2. District library centers.

(a) The primary purpose of State aid to district library centers is to enable such libraries to exercise leadership in developing a coordinated system of library services among all the local libraries of a district which will bring maximum diversity, quality and use to all the residents of the district.

(b) Such State aid is intended to provide services and resources beyond those which a district library center offers as a local library and for which it is receiving State financial assistance. While the extent of district services and activities shall be related to the amounts of State funds available, each district library center receiving State aid shall offer reference services to all persons and local libraries, and interlibrary loan services through local libraries applying therefor and take steps toward meeting all of the criteria specified in § 141.22 (relating to district library centers).

§ 141.3. Regional library resource centers.

The purpose of State aid to regional library resource centers is to enable such libraries to build up major research collections in a planned and joint relationship and to make such specialized materials and services available to all the residents of this Commonwealth under rules and regulations promulgated by a board consisting of the head librarians of all regional library resource centers and under the chairmanship of the State Librarian.

PROCEDURE

Source

The provisions of these § § 141.11—141.15 adopted October 7, 1963, unless otherwise noted.

§ 141.11. Submission of plan.

(a) Plans for the use of State funds shall be submitted in accordance with instructions provided by the State Library.

(b) The plan shall cover the calendar year in which the library applies, or the calendar year immediately following, or the fiscal year (July 1 through June 30) which contains the date in which State aid is received.

§ 141.12. Prohibited expenditures of State funds.

State funds shall not be expended for any of the following purposes:

- (1) Payment of rent to any municipality or to the library board of directors.
- (2) Investment purposes, including stocks, bonds, long term notes, real estate for income or appreciation or any expense in connection with such real estate already owned, or for any other purchases for long term income or capital appreciation.
- (3) Any library expenditure prohibited under The Library Code (24 P. S. § § 4101—4503).

§ 141.13. Unexpended balances.

State aid is intended for expenditure during the year covered by the library's plan for its use, but if an unexpended balance does remain the library shall perform the following:

- (1) Indicate such unexpended balance of State funds within its financial report required under § 131.32 (relating to proof of eligibility).
- (2) Submit to the State Library for approval an amended plan for the use of these funds, or include such unexpended balance of State funds within its plan for the use of the next payment of State aid.

§ 141.14. Amendments to plan.

A library board of directors may submit amendments to its plan for the use of State funds for approval by the State Librarian at any time during the period covered by the plan. Approval of amendments to a library's plan shall be subject to the same considerations as those applied to the original plan.

§ 141.15. General nature of plan.

The plan for use of State funds need not be for special or extraordinary projects. It may represent a simple program to add State funds to local funds for the purpose of increasing expenditures for books, salaries, operating expenditures, or capital expenditures, and to join in the cooperative practices of the district library center system of the library's district. The State aid may be apportioned to any use which leads to the library's increased effectiveness or efficiency over and above the level reached the preceding year. The plan should include a statement of how the library board of directors expects the intended use of State funds to improve the quality of the services of the library.

CRITERIA FOR APPROVAL

Source

The provisions of these § § 141.21—141.23 adopted December 4, 1969, unless otherwise noted.

§ 141.21. Local libraries.

In approving and disapproving plans for the use of State funds by local libraries, decisions of the State Librarian will be determined by the following criteria:

- (1) *System participation.* Whether the plan includes participation in a cooperative system of existing and new libraries organized around a district library center. For any plan to be approved, the library shall meet the minimum standards of system participation.
- (2) *Achievement of standards of services.* Whether the plan leads toward the achievement of the

following applicable standards:

(i) *Structure and government of library service.* The structure and government of library service shall conform with the following:

(A) The library shall have a clear legal basis for establishment, organization, and financial support, in the case of a library established at public expense under The Library Code (24 P. S. §§ 4101—4503).

(B) Except where, pursuant to a home rule charter adopted pursuant to the Home Rule Charter and Optional Plans Law (53 P. S. §§ 1-101— 1-1309), a local library is governed by an agency other than a library board of directors, board members shall be appointed by the municipal officers of each municipality contributing to the support or aiding in the maintenance of a local library in accordance with section 411 of The Library Code (24 P. S. § 4411). A municipality is judged to contribute to the support or to aid in the maintenance of a local library when it appropriates to the library annually an amount of money which is equivalent to 15% or more of the yearly income of the library from all local municipal sources. In the case of a local library established prior to June 14, 1961, each municipality which contributes to the support or aids in the maintenance of the local library shall appoint a number of members to serve on the board of library directors as is mutually agreed upon by such municipalities, provided that no single municipality shall be required to appoint more than two board members, and provided, further, that the appointment of board positions agreed to by such municipalities shall be subject to the approval of the State Librarian.

(C) The library shall be an integral part of general local government.

(D) Each municipality which maintains a local library or which contributes to the support or aids in the maintenance of a local library within the meaning of clause (B) of this subparagraph shall pass an ordinance or resolution establishing or designating the library to be the agent of the municipality to provide library service in accordance with section 415 of The Library Code (24 P. S. § 4415). If the library was not established by the municipality, the library board shall pass a resolution accepting the designation.

(E) The public library shall report annually to the municipality.

(F) The library board shall commit the library, by resolution, to participation in the district library center cooperative program.

(G) The function of the library board and the librarian and staff shall be clearly differentiated in a written statement.

(ii) *Service.* Library service shall be as follows:

(A) The library shall maintain well-planned hours of service.

(B) The library shall establish a regular schedule of hours which permits all citizens of the community easy access to the materials and services of the library.

(C) The library shall be open for service weekly in accordance with the following minimums:

<i>Population</i>	<i>Hours Per Week</i>
Less than 25,000	35
25,000—49,999	50
50,000 and more	65

(D) The library shall complete and submit within the prescribed time limit the annual report form and other forms required by the Bureau of Library Development of the State Library.

(iii) *Library materials.* Library materials shall be governed by the following:

(A) The library shall have a written statement of policy covering the selection and maintenance of its collection of library materials.

(B) The library shall provide a well-balanced minimum collection of 1 1/2 currently useful catalogued and classified items per capita; provided that no library shall have a collection of fewer than 15,000 such items.

(C) The library shall receive a balanced collection of currently useful periodicals in accordance with the following minimums:

<i>Population</i>	<i>Minimum Titles</i>
Less than 10,000	30
10,000—24,999	50
25,000—49,999	75
50,000 and more	125

(iv) *Personnel.* The retaining of library personnel shall be in conformance with the following:

(A) The following definitions shall apply in this subparagraph:

(I) A staff member is a person regularly used in a year-round job, other than maintenance, which is customary and necessary for the provision of library service.

(II) Full time is at least 35 hours weekly. The time of several individuals who regularly work at least 5 hours weekly in year-round jobs excluding maintenance jobs may be added together and counted as being equivalent to full time or a fraction thereof.

(III) Qualified means that the staff member must have the training, skills and experience 74

necessary to perform the tasks or carry out the responsibilities of the job to which he is assigned and can give evidence of such qualifications. To be qualified, a head librarian must be certified as specified in clause (C).

(B) The library shall have a written personnel policy.

(C) The library shall be administered by a head librarian certified as follows, except that no library shall be deprived of State aid because of having a noncertified head librarian appointed prior to January 15, 1970:

<i>Population</i>	<i>Required Certification of Head Librarian</i>
0—9,999	Library Assistant
10,000—19,999	Provisional Librarian
20,000 and more	Professional Librarian

(D) The library shall 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. In the case of a library which fulfills this standard by use of only one full time staff member, that person must be certified as at least a library assistant in accordance with § 133.6 (relating to library assistant).

(3) *Extension of time.* Whether an extension of time is needed beyond five years in which to achieve applicable standards of library service. A library may request such extension of time from the State Librarian in accordance with the provisions of section 304 of The Library Code (24 P. S. § 4304). In approving or disapproving a library's request for an extension of time and continuation of State aid, the State Librarian shall consider the following factors:

(i) Possible enlargement of the service area of the library so as to increase its local financial effort and the amount of State aid for which it would be eligible.

(ii) Possible merger or cooperative agreement with a district library center, a county library, or a nearby local library or group of libraries with which it can share books and other materials, staff services or physical facilities.

(4) *Library services to the whole community.* Whether the library services are being developed for the community as a whole, rather than for any particular group or age level, the following shall apply:

(i) For a plan to be approved, any local library which provides direct service to schools in the form of bookmobile visits or deposits of classroom book collections shall be required to describe such service in its plans for use of State funds and indicate the percentage of its total expenditures which is devoted to such service to schools.

(ii) In the first year of application for State aid, a library may qualify when it expends more than 20% of its total operating expenditures on direct service to schools only when it submits a plan to reduce its expenditures for direct service to schools to an amount not exceeding 20% of its total operating expenditures within six years of participation in State aid.

(5) *Standards of library expenditures.* Whether the financial support is adequate to provide the applicable standards of service to its direct service area. Such support shall be measured by an amount equal to or exceeding the local financial effort of \$.0005 times market value, or \$2.00 per capita, whichever is less, in addition to all State aid to which the library is entitled. Since State aid is intended to supplement and not to substitute for local financial effort, no plan for the use of State funds shall be approved which projects the reduction of the local financial effort for normal, recurring, operating costs from a previous level unless evidence of substantial curtailment of financial ability of the community is accepted by the State Librarian. In the case of a library which has participated in the aid program for more than 5 years, no plan will be approved which projects operating expenditures of less than \$15,000 in State and local money.

(6) *Expansion of service area.* Whether the library should expand the service area to which it gives all its services free of charge. For any plan to be approved which includes projected expansion of direct service area, the plan of the library shall be accompanied by a copy of the agreement with the municipal authorities that the municipality or municipalities be included in the direct service area of such library. Any municipality which is added to a direct service area of a library shall be considered part of that area for a period of not less than 10 years, except when any of the following apply:

(i) Special approval is granted by the State Librarian for excluding such municipality or municipalities from such direct service area.

(ii) The municipal authorities of such municipality or municipalities resolve to withdraw from such direct service area.

(iii) The municipality or municipalities are included in another library service area through merger of two or more libraries or by contractual agreement.

(7) *Reduction of service area.* Whether the library should reduce the direct service area to which it gives all its services free of charge. For any plan to be approved which includes reduction of service area, the library's plan shall be accompanied by a copy of the library's notification to the municipal officers of the municipality or municipalities affected and to the county library board of directors if one exists within the same county. Plans for the use of State funds which include reduction of service area shall not be approved unless the library also plans to cease to give free library service to the residents of the municipality or municipalities affected.

(8) *Economical use of public funds.* Whether the public funds are used economically and efficiently.

(9) *State aid to supplement or stimulate local support.* Whether State aid is planned to supplement or stimulate local pride, responsibility, initiative and support, rather than to substitute for them.

Source

The provisions of this § 141.21 amended through May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800. Immediately preceding text appears at serial page (56585).

Cross References

This section cited in 22 Pa. Code § 141.25 (relating to basic standards for local libraries); 22 Pa. Code § 141.26 (relating to basic standards for local library members of a library system); and 22 Pa. Code § 141.28 (relating to basic standards for bookmobiles).

§ 141.22. District library centers.

(a) *General.* In approving or disapproving plans for the use of State funds for district library center service, decisions of the State Librarian shall be determined by whether or not the library meets or surpasses the minimum standards set forth in subsections (b)—(f) or whether or not the plan leads toward achievement of them.

(b) *Structure and government.* The structure and government of a district library center shall be as follows:

(1) A district library center is a library designated as such by the State Librarian and the Governor's Advisory Council on Library Development and which shall receive State aid for the purpose of making resources and services available without charge to all the residents and the taxpayers of its district as specified by section 211 of The Library Code (24 P. S. § 4211).

(2) The library must meet or exceed minimum standards as a local library or a library system and fully qualify for State aid for its direct service area.

(3) There shall be an advisory council to the district center to review the district budget and help develop the district plans, policies, services, and programs. It shall consist of a librarian and trustee from each library in the district, except that districts shall have the option to develop a plan of rotation of local library representation if membership is representative of the various sized local libraries in the district and the various parts of the district, and if local libraries designate their own representative in turn. In such cases, membership shall not be less than 9 members, one of whom must be from the district center board, and shall include at least 30% trustees and at least 30% librarians. It shall meet at least three times a year.

(4) The library shall file with the State Librarian for approval a 5 year plan for the development and provision of district services and resources. The library shall actively seek input on the plan from local librarians and trustees and provide the opportunity for them to participate in its development. Progress on the plan shall be evaluated annually and revisions made as needed. Copies of the plan and an annual review and necessary revisions shall be sent to the State library and local libraries in the district.

(5) The library shall submit appropriate written reports at least annually to the State Library, the

member libraries of the district, and the municipalities from which it receives its financial support.

(c) *Service.* Service shall conform with the following:

(1) The library shall maintain a regular schedule of service which permits all residents and libraries of the district access to the materials and services of the district library center during not less than 64 hours weekly.

(2) Interlibrary reference and information service shall be available for at least the number of hours specified in subsection (c)(1) under the supervision of a librarian with at least a provisional certificate. Equipment for photo-duplication and rapid communication to and from the district library center shall be available.

(3) Direct reference and information and community information and referral shall be available for at least the number of hours specified in subsection (c)(1) under the supervision of a librarian with at least a provisional certificate.

(4) Interlibrary loan service shall be provided to the libraries in the district in accordance with the most current edition of "Pennsylvania Interlibrary Loan Code." The service shall be supervised by a librarian with a professional certificate and the assistance of appropriate support staff. Provision shall be made for obtaining materials which are not available at the district library center from the regional resource libraries and other libraries. Status Reports shall be available upon request.

(5) The library shall be responsible for developing an interlibrary delivery system using public transportation, special vehicles, or other means if existing public delivery services will not result in delivery within 1 week.

(6) The consultant staff, as provided in subsection (e)(2)(ii), shall visit each local library periodically and shall be responsible for providing professional library knowledge to local librarians and others by means of counselling and continuing education on all aspects of library service including but not limited to the following:

- (i) Materials selection and collection development, including weeding.
- (ii) Service to special groups.
- (iii) Modern library service, administration, library governance, finance.
- (iv) Inservice training of local library personnel and trustees.
- (v) Implementation and promotion of cooperation among local libraries.
- (vi) Provision of public relations programs and materials.

(7) The library shall develop cooperatively with member libraries and disseminate widely to the public, information about district library center services and the need for library services in the

district.

(d) *Materials*. Materials shall conform with the following:

(1) The library shall have on file at the State Library a written statement of policy covering the selection and maintenance of its collection of library materials with emphasis on its role as a resource center for the district.

(2) The library shall provide a currently useful collection large enough to meet the demands based on district population size but in no case to be less than 75,000 cataloged items.

(3) The library shall maintain a currently useful noncirculating collection of reference materials.

(4) The library shall receive regularly a balanced collection of periodicals to meet the responsible demands based on district population size but in no case be less than 125 titles.

(5) The library shall have a minimum of 300 16MM film titles or equivalent audio-visual media in its collection or accessible within the district for circulation.

(6) No less than 12% of the total operating budget of the library shall be spent on materials. A minimum of at least 5.0% of the materials budget of the library shall be allocated for audiovisual materials.

(e) *Personnel*. Personnel policy shall be in accordance with the following:

(1) The library shall have a written personnel policy which includes job descriptions and classifications, a pay schedule, a retirement plan, fringe benefits, grievance procedures and a commitment to affirmative action.

(2) The library shall fulfill local library or system standards on the number of staff and provide full-time professional positions as set forth in this subsection, provided that the qualifications do not apply to employees appointed to the positions prior to December 13, 1977, the date of final adoption of this subsection:

(i) Library administrator. The library administrator shall be a librarian with a professional certificate with at least 5 years of public library experience, including a minimum of 2 years supervisory experience or its equivalent.

(ii) Consultant staff. Each consultant shall be a librarian with a professional certificate and have a minimum of 2 years public library experience or its equivalent. The library shall provide consultant services to local libraries, municipal officers, and interested groups in the district. The district library center shall employ not less than one full-time consultant librarian and such additional consultant staff that is necessary to carry out the library's plan for district library service. If fewer than five local libraries are in the district, the consultant librarian may be assigned not more than half-time to other professional duties related to district library center activities.

(iii) Responsibility for the following functions shall be assigned to or supervised by personnel with a professional librarian's certificate:

- (A) Collection management.
- (B) Information services.
- (C) Interlibrary loan service.
- (D) Children, young adult and adult services.
- (E) Technical service.

(iv) Responsibility for the following functions shall be assigned to personnel with training or experience in their fields:

- (A) Audiovisual materials and programs.
- (B) Public relations.

(f) *Facilities.* The library facilities shall be capable of housing the collection, staff and services as listed in the district plan for service and indicated by the standards.

Source

The provisions of this § 141.22 amended through August 31, 1984, effective September 1, 1984, 14 Pa.B. 3155. Immediately preceding text appears at serial pages (62253) and (62257).

Cross References

This section cited in 22 Pa. Code § 141.2 (relating to district library centers).

§ 141.23. Regional library resource centers.

In approving or disapproving plans for the use of State funds for regional library resource center service, decisions of the State Librarian shall be guided by whether the plan for the use of such State aid is in accord with the objectives agreed upon by the board of head librarians of regional library resource centers and such rules and regulations as such board may promulgate.

§ 141.24. Library systems.

(a) *General.* In approving or disapproving plans for the use of State funds by library systems, decisions of the State Librarian shall be determined by the criteria set forth in subsections (b)—(g).

(b) *Definitions.* The following definitions shall apply to library systems:

(1) The term library system shall apply to an organization of two or more independent libraries serving not less than a total of 25,000 people which have voluntarily agreed to participate and have delegated the policy making functions to a system board of directors.

(2) A library system may have units and agencies consisting of the following:

(i) *Headquarters or central library unit.* The principal resource unit and administrative center of the system.

(ii) *Nonheadquarters units:* Nonheadquarter units may include the following:

(A) *Federated or associated local libraries.* Local libraries which have agreed to participate in a county, township, or school district public library system from which some or most of its financial support is derived in the form of money, library materials, personnel or services.

(B) *Branch.* A unit with separate quarters, a permanent basic collection of books, a permanent staff and a regular schedule, administered from a central unit.

(C) *Reading station/center.* A unit with separate quarters and limited reader services, minimum basic collection supplemented by rotating collections, a permanent staff, and administered from a central unit.

(D) *Deposit station.* An outlet, usually housed in shared quarters, having no permanent collection or staff and administered by the central unit.

(E) *Bookmobile.* A vehicle especially designed to carry books and other library materials. It may serve not only as a traveling library branch but also as a guide for the location of future branches and reading stations. Bookmobiles serve populations of varying size and maintain regular schedules of community stops throughout the system.

(3) A municipality is judged to contribute to the support or aid in the maintenance of a library system when it appropriates to the library system annually an amount of money which is equivalent to 15% or more of the system's yearly income from all local municipal sources.

(4) Effective service area shall be construed to be the geographic area from which come 60% of the unit's registered borrowers and usage.

(5) Full time is at least 35 hours per week. The time of several individuals who regularly work at least 5 hours weekly in year-round jobs, excluding maintenance personnel, may be added together and counted as being equivalent to full time or a fraction thereof.

(6) A staff member is a person regularly used in a year-round position, other than maintenance, which is customary and necessary for the provision of library service.

(7) Qualified means that the staff member must have the training, skills, and experience necessary

to perform the tasks or carry out the responsibilities of the job to which he is assigned and can give evidence of such qualifications. To be qualified, the administrator of a system and the head librarian of each unit of the system must be certified as specified in subsection (f)(2).

(c) *Structure and government of library systems.* The structure and government of library systems shall conform with the following:

(1) The structure of the library system shall be determined by those units or agencies comprising the system so long as the system shall be established, organized, and financially supported in conformity with The Library Code (24 P. S. § § 4101—4503), which is the authority for establishing library service at public expense.

(2) System board members shall be appointed by the municipal officers of each municipality contributing to the support or aiding in the maintenance of a library system in accordance with section 411 of The Library Code (24 P. S. § 4411).

(i) In the case of a Library System established prior to June 14, 1961, each municipality which contributes to the support or aids in the maintenance of the system shall appoint a number of members to serve on the board of library directors of the system as is mutually agreed upon by such municipalities; provided that no single municipality shall be required to appoint more than two board members and provided, further, that the apportionment of board positions agreed to by such municipalities shall be subject to the approval of the State Librarian.

(ii) In the case of a library system which receives no contribution in support or aid in maintenance from a municipal government, the system board shall consist of not less than five nor more than nine members selected or appointed as the participating libraries may agree. The apportionment of members and the method of appointment or selection shall be subject to the approval of the State Librarian. The first members shall be appointed or selected as nearly as may be 1/3 for 1 year, 1/3 for 2 years and 1/3 for 3 years. All subsequent appointments or selections to fill the places of those whose terms have expired shall be for a term of three years. Vacancies shall be filled for the unexpired terms. In the event that a municipality subsequently begins to contribute to support of the system, the system board shall be reorganized to comply with the provisions of subparagraph (i).

(3) The system shall have written agreements of participation between the system board and each local library which is a member of the system, in which the obligations, services, and contributions of each party shall be stated.

(4) The system board shall have and shall file with its local agencies and the State Library of Pennsylvania a written plan for system-wide service and development. The plan shall be reviewed annually and amended as necessary and shall include in its overall objectives specifications for programming and services to increasingly meet the needs of the public. Each resident of the system service area must be provided with direct and convenient access to library services.

(5) The annual operating expenditures of the total system must be equivalent to the State aid for the total population in the total service area of the system and the amount of local effort necessary to qualify for that aid as provided in section 303(1) and (3) of The Library Code (24 P. S. § 4303(1))

and (3)), but, in no event, shall such operating expenditures be less than \$50,000.

(6) The library system shall be an agency of local governments.

(i) Each municipality which maintains a library system or which contributes to the support or aids in the maintenance of a library system within the meaning of subsection (b)(3), shall pass an ordinance or resolution establishing or designating the library system to be the agent of the municipality to provide library services to the residents and taxpayers thereof in accordance with section 415 of The Library Code (24 P. S. § 4415). If the library system was not established by the municipality, the system board shall pass a resolution accepting the designation.

(ii) The system board shall make written financial and statistical reports at least quarterly to its municipalities and other funding agencies and to the member units of the system.

(7) The system board shall commit the system, by resolution, to participation in the District Library Center Cooperative Program.

(8) The functions of the system board and of the system administrator shall be clearly differentiated in a written statement.

(9) The board shall develop criteria for membership in the system and adopt policies that will be applicable throughout the system.

(10) The system administrator and the heads of the participating units shall meet at least bi-monthly to consider system services and activities.

(d) *Services.* Library system services shall include the following:

(1) Each unit within the system shall provide free access including free lending and reference services to all residents of the system's total service area.

(2) The units within the system shall maintain well-planned hours of service which will permit all residents of the system's community convenient access to library materials and services.

(3) The library system shall be open for services weekly in accordance with the following minimums:

		<i>Hours</i>
<i>Description</i>	<i>Population</i>	<i>per week</i>
Headquarters unit	25,000—49,999	50
	50,000—and over	652
Nonheadquarters units	0—4,999	10
	5,000—9,999	20

10,000—24,999 25

25,000—and over 40

(4) The system shall develop an interlibrary loan service among the members of the system which will assure a status report or delivery of the item requested within three days after receipt of the request.

(e) *Library materials.* The library system shall conform with the following regarding library materials:

(1) The system shall have a written statement of policy governing selection and maintenance of library materials.

(2) The system as a whole shall provide a well-balanced collection of not less than one title per capita and not less than 1 1/2 currently useful items per capita using the population of the system as the basis for determining the total required; provided that no system shall be required to have more than 100,000 titles. The holdings of all units of the system shall be used to arrive at the actual holdings of the system in order to determine compliance with this minimum standard.

(3) The system shall develop rotating collections to supplement the basic collections of the units as required by the system plan.

(4) No unit in a system shall subscribe to fewer than ten periodical titles. The system headquarters unit shall subscribe to a balanced collection of currently useful periodicals in accordance with the following minimums:

<i>Population of the System</i>	<i>Minimum titles</i>
25,000—49,999	75
50,000—and over	125

(5) The system shall develop and maintain a catalog of acquisitions after the effective date of the standards.

(f) *Personnel.* The library system shall conform with the following regarding personnel:

(1) The system shall have a written personnel policy.

(2) The system shall be administered by a certified professional librarian with at least two years public library experience including some supervisory experience or its equivalent; provided, however, that no system shall be deprived of State aid because of having a noncertified administrator appointed prior to the effective date of this section. Each unit within the system shall have a head librarian qualified in accordance with its effective service area as follows:

(i) *Population up to 5,000.* System certified personnel with at least in-service training provided by the system.

(ii) *Population 5,000—14,999.* Certification at least as a Library Assistant by the State Library of Pennsylvania.

(iii) *Population 15,000—19,999.* Certification at least as a Provisional Librarian by the State Library of Pennsylvania.

(iv) *Population 20,000 and above.* Certification as a Professional Librarian by the State Library of Pennsylvania.

(3) The library system shall have one qualified staff member, full time or equivalent, excluding maintenance personnel, for each 4,500 persons in the total service area of the system. One-fifth of the staff shall be certified professional librarians. For systems with populations 100,000 and over, at least 22 staff members, full time or equivalent, excluding maintenance personnel, plus one for every 5,500 persons over 100,000 population, shall be required. In determining compliance with this standard, all staff members, exclusive of maintenance personnel, in all units of the system shall be considered as part of the final total staff.

(g) *Facilities.* Library system facilities shall conform with the following:

(1) After the effective date of this section, it shall be the responsibility of the system board to review and approve plans for construction, remodeling, or enlargement of units in the system to confirm that the units fulfill the needs of the area served.

(2) Each member unit shall have an outdoor sign stating it is a library.

(3) Each member unit shall have a telephone listing.

Source

The provisions of this § 141.24 amended through May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800. Immediately preceding text appears at serial page (56592).

Cross References

This section cited in 22 Pa. Code § 142.1 (relating to definitions).

§ 141.25. Basic standards for local libraries.

(a) A local library is any free public nonsectarian library—whether established and maintained by a municipality or by a private association, corporation, or group—which serves the informational, educational and recreational needs of all the residents of the area for which its governing body is responsible by providing free access including free lending and reference services to an organized and currently useful collection of printed items and other materials and to the services of a staff

trained to recognize and provide for these needs.

(b) The central library unit of a local library is the principal resource library or administrative center.

(c) For a plan to be approved for the use of basic aid provided by section 303(1) of The Library Code (24 P. S. § 4303(1)) and the equal distribution grant provided by section 303(7) of The Library Code (24 P. S. § 4303(7)), a local library shall fulfill the following requirements:

(1) The local library shall be governed as specified in § 141.21(2)(i)(B) (relating to local libraries).

(2) The local library shall qualify for aid for the city, borough, town, or township in which the central library unit is located.

(3) Any municipality for which a local library claims and qualifies for State aid must be claimed by that local library in each year for not less than 10 successive years, and the minimum required local financial effort for such a municipality will be taken into account each year when determining the library's eligibility for State aid except when any of the following apply:

(i) Special approval is granted by the State Librarian for excluding such municipality from such service area.

(ii) The municipal officers of such municipality resolve to withdraw from such service area.

(iii) The municipality is included in another library service area through merger of two or more libraries or by contractual agreement.

(4) Service shall be provided as follows:

(i) The local library must be open for service at least 20 hours per week during hours which are best suited to the needs of the residents of its service area.

(ii) Ready reference service must be available at all times the local library is open.

(iii) The staff of the local library shall be ready and willing to communicate with the district library center for reference assistance and interlibrary loans.

(iv) The local library shall have a telephone which is listed in the local directory.

(v) The local library shall have a sign which clearly identifies it, from the outside, as a public library.

(5) Library materials shall be provided as follows:

(i) The local library must have in its collection, available on its premises, not less than 6,000 items which are organized by subject and recorded in a manner which makes them easily accessible to the public. These items must be currently useful to the residents of the service area. Libraries with collections of less than 6,000 will not be denied State aid if they can demonstrate the usefulness and vitality of their collections by circulation per capita or collection turnover rate in excess of the average for other libraries of comparable size and service area.

(ii) The local library shall budget and expend annually for the purchase of library materials twice the amount of the equal distribution grant allotted to it. For example, if the equal distribution grant is \$900, then the expenditure for library materials in the year of the grant must be not less than \$1,800.

(iii) The collection shall be selected to serve the informational, educational, and recreational needs of all residents in its service area.

(iv) The local library shall have a collection of ready reference items of sufficient scope to meet the needs of the residents of its service area.

(v) The local library shall subscribe to and make available for use at least ten different periodicals which are indexed in the *Readers Guide to Periodical Literature* or other recognized periodical indexes.

(6) Personnel policies shall be as follows:

(i) The local library shall be in the charge of a person who has been trained to recognize and provide for the informational, educational, and recreational needs of the residents of the library's service area. The training may be provided by the district library center.

(ii) The person in charge shall work on the premises of the local library not less than 20 hours weekly during hours when the library is open for service to the public.

Source

The provisions of this § 141.25 adopted May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800.

Cross References

This section cited in 22 Pa. Code § 141.26 (relating to basic standards for local library members of a library system).

§ 141.26. Basic standards for local library members of a library system.

(a) A local library member of a library system is a local library, as defined in § 141.25(a) (relating to basic standards for local libraries) which has agreed to participate in a county, township or school district public library system from which some or most of its financial support is derived in the form of money, library materials, personnel or services.

(b) For a plan to be approved for the use of the equal distribution grant awarded to a library system on behalf of a member local library as authorized by section 303(7) of The Library Code (24 P. S. § 4303(7)), a local library member of a library system shall fulfill the following requirements:

(1) The local library member shall be governed as specified in § 141.21(2)(i)(B) (relating to local libraries).

(2) The library system shall qualify for basic aid as specified in section 303(1) of The Library Code (24 P. S. § 4303(1)).

(3) Service shall be provided as follows:

(i) The local library shall be open for service at least 20 hours per week during hours which are best suited to the needs of the residents of its service area.

(ii) Ready reference service shall be available at all times the local library is open.

(iii) The staff of the local library shall be ready and willing to communicate with the headquarters library or the district library center, whichever is most appropriate, for reference assistance and interlibrary loans.

(iv) The local library shall have a telephone which is listed in the local directory.

(v) The local library shall have a sign which clearly identifies it, from the outside, as a public library.

(4) Library materials shall be provided as follows:

(i) The local library shall have in its collection, available on its premises, not less than 6,000 items which are organized by subject and recorded in a manner which makes them easily accessible to the public. These items shall be currently useful to the residents of the service area. Libraries with collections of less than 6,000 will not be denied State aid if they can demonstrate the usefulness and vitality of their collections by circulation per capita or collection turnover rate in excess of the average for other libraries of comparable size and service area.

(ii) The local library shall budget and expend annually for the purchase of library materials twice the amount of the equal distribution grant allotted to it. For example, if the equal distribution grant is \$900, then the expenditure for library materials in the year of the grant must be not less than \$1,800.

(iii) The collection shall be selected to serve the informational, educational and recreational needs of all residents in its service area.

(iv) The local library shall have a collection of ready reference items of sufficient scope to meet the needs of the residents of its service area.

(v) The local library shall subscribe to and make available for use at least 10 different periodicals

which are indexed in the *Readers Guide to Periodical Literature* or other recognized periodical indexes.

(5) Personnel policies shall be as follows:

(i) The local library shall be in the charge of a person who has been trained to recognize and provide for the informational, educational and recreational needs of the residents of the library's service area. The training may be provided by the administrator of the library system or by the district library center.

(ii) The person in charge shall work on the premises of the local library not less than 20 hours weekly during hours when the library is open for service to the public.

Source

The provisions of this § 141.26 adopted May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800.

§ 141.27. Basic standards for branch libraries.

(a) A branch library is a unit with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule administered from a central library unit.

(b) The central library unit of a local library or library system is the principal resource library or administrative center.

(c) For a plan to be approved for the use of an equal distribution grant which is awarded to a local library or a library system for a branch library the following requirements shall be met:

(1) The local library or library system shall qualify for basic aid as specified in section 303(1) of The Library Code (24 P. S. 4303(1)).

(2) Service shall be provided as follows:

(i) The branch library shall be open for service at least 20 hours per week during those hours which are best suited to the needs of the residents of its service area.

(ii) Ready reference service shall be available at all times the branch is open.

(iii) The staff of the branch library shall be ready and willing to communicate with the headquarters library or district library center, whichever is most appropriate, for reference assistance and interlibrary loans.

(iv) The branch shall have a telephone which is listed in the local directory.

(v) The branch shall have a sign which clearly identifies it, from the outside, as a public library.

(3) Library materials shall be provided as follows:

(i) The branch library shall maintain a collection of not less than 4,000 items on its premises and shall annually offer a selection of not less than 6,000 different titles which are current and are demonstrably useful to the residents of its service area. The items shall be organized by subject and recorded in a manner which makes them easily accessible to the public.

(ii) The local library or the system shall budget and expend annually for the purchase of library materials for each qualifying branch library twice the amount of the equal distribution grant allotment for that branch. For example, if the equal distribution grant is \$900, then the expenditure for library materials for the branch in the year of the grant shall be not less than \$1,800.

(iii) The collection shall be selected to serve the informational, educational, and recreational needs of all residents in its service area.

(iv) The branch library shall have a collection of ready reference items of sufficient scope to meet the needs of the residents of its service area.

(v) The branch library shall subscribe to and make available for use at least 10 different periodicals which are indexed in the *Readers Guide to Periodical Literature* or other recognized periodical indices.

(4) Personnel policies shall be as follows:

(i) The branch library shall be in the charge of a person who has been trained to recognize and provide for the informational, educational and recreational needs of the residents of the library's service area. The training may be provided by the administrator of the local library or library system of which the branch library is a part or by the staff of the district library center.

(ii) The person in charge shall work on the premises of the branch library not less than 20 hours weekly during hours when the library is open for service to the public.

Source

The provisions of this § 141.27 adopted May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800.

Cross References

This section cited in 22 Pa. Code § 141.28 (relating to basic standards for bookmobiles).

§ 141.28. Basic standards for bookmobiles.

(a) A bookmobile is a vehicle especially designed and equipped to carry books and other library materials and to function as a mobile library. It maintains a regular schedule of community stops throughout the service area of the local library or library system which operates it.

(b) For a plan to be approved for the use of an equal distribution grant which is awarded to a local library or library system for a bookmobile, the following requirements shall be fulfilled:

(1) The local library or library system shall be governed as specified in § 141.21(2)(i)(B) (relating to local libraries).

(2) The local library or library system must qualify for basic *per capita* aid as specified in section 303(1) of The Library Code (24 P. S. 4303(1)).

(3) The central library unit as defined in § 141.27(b) (relating to basic standards for branch libraries) must qualify for an equal grant.

(4) Service shall be provided as follows:

(i) The bookmobile shall be at stops not less than 20 hours weekly at times and in locations which afford all residents good access to it and which best suit their needs.

(ii) The bookmobile shall be able to provide some ready reference service.

(iii) The staff of the bookmobile shall be ready and willing to communicate with the headquarters library for reference assistance and interlibrary loans.

(5) Library materials shall be provided as follows:

(i) The bookmobile shall have a shelf capacity of at least 2,000 items and shall offer a selection of not less than 6,000 different titles annually which have currency and are demonstrably useful to all residents of its service area.

(ii) Libraries with bookmobiles shall expend annually, for the purchase of materials for use on each qualifying bookmobile, twice the amount of the equal distribution grant for that bookmobile. For example, if the equal distribution grant is \$900, then the expenditure for library materials in the year of the grant must be not less than \$1,800.

(6) Personnel policies shall be as follows:

(i) The bookmobile must be in the charge of a person who has been trained to recognize and provide for the informational, educational, and recreational needs of the residents of its service area. The training may be provided by the local library or library system which operates the vehicle or by the district library center.

(ii) At all stops, the bookmobile shall be staffed by a person trained as specified in subparagraph (i), and the person in charge shall work on it during the majority of hours that the bookmobile is at stops.

The provisions of this § 141.28 adopted May 22, 1981, effective May 23, 1981, 11 Pa.B. 1800.

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