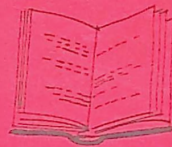


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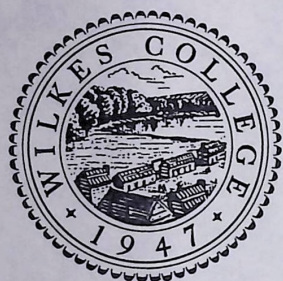
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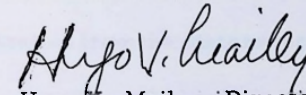
INTRODUCTION

This survey was begun at the request of the Borough of Edwardsville and the School District for the express purpose of obtaining information relating to the establishment of a community library in Edwardsville.

The request resulted from the availability of a sizeable building, the former Peoples' National Bank, for utilization as a public library. Of paramount importance was the cost to the community, hence several alternatives were explored in providing library service to the people of Edwardsville. The first would make the library an independent community organization; the second would provide for affiliation with the established Osterhout Library or Hoyt Library; and the third would establish a joint library with Kingston.

The Institute sincerely appreciated the cooperation of Mr. Alphonse Hozempa, Supervising Principal of Edwardsville School District; Mrs. Cecilia Walker, librarian at Hoyt Library in Kingston; and Miss Elizabeth Hesser, librarian at Osterhout Library in Wilkes-Barre.

A special word of appreciation must be given to Mr. Joseph H. Myers, Advisory Services Supervisor of the Pennsylvania State Library, and Mr. Andrew D. Armitage, Library Development Assistant, both of whom read the draft and made constructive comments on the study.



Hugo V. Mailey, Director
Institute of Municipal Government
Wilkes College

I. LIBRARIES

The importance of a local library cannot be overestimated. Its vast resources of knowledge for students, businessmen, retired folk, and intellectually curious citizens can contribute immeasurably to the growth of the community. No community is complete without one. To deny a library to citizens, especially young citizens, is to limit the opportunities of the citizen and the community in the years ahead.

The Commonwealth of Pennsylvania has begun an intensive effort to improve state, county, and local libraries. For example, the State Library is now in the process of increasing the number of volumes in its collection, expanding the interlibrary loan services to local areas, and coordinating an extension program with regional libraries throughout the state. Now that the state has taken the initiative to develop the libraries of Pennsylvania, the local communities must cooperate in this venture and exert a positive effort.

As an intermediate step between State and local libraries, regional library centers will be developed to coordinate state library facilities with local library demands. These district centers will be repositories for many books not available at the local level. They will also promote and coordinate all library service in their particular area. Their value as resource and reference centers is inestimable. They are a most essential link in library administration from the State to local government.

II. MINIMUM FOR LOCAL LIBRARIES

Each small library should have at least 6,000 volumes of currently useful materials in the collection. Reference resources of the local library should include at least the 20 titles on the "List of Minimum Reference Sources for Small Pennsylvania Libraries." The additions to the collection in a small library should be at a rate of 500 volumes per year and, where possible, at the rate of one-tenth volume per capita annually.

Reference materials should be available whenever the library is open, by a library assistant with in-service training. Additional and inter-library loan service should be available from the district library center.

Staffing the local library should be on the basis of one full time person for every 3,500 persons served, and no local library should be open less than 20 hours per week including evening hours. The library should be administered by a trained, preferably salaried, staff. Edwardsville, with a population of 5,700, should have two librarians, the accepted standard being one librarian per 3,500.

The Pennsylvania State Survey estimates that the very smallest library needs a budget of at least \$4,000 yearly for a community of 2,500 people or less, in which 1/2 mill times market value plus the maximum state aid (both basic and equalization) would total \$4,000 or less. Such an amount would not be applicable to a borough as large as

Edwardsville. If a community does not have the financial resources to provide this sum, the money that is available should be used to contract with the district library for bookmobile service. At a cost of \$15 per service hour, a small community could contract for bi-weekly visits of one hour each for \$400 a year. That many of the local libraries in Luzerne County are deficient can easily be observed by examining Appendix A.

However, included as Appendix B is a yearly estimate of library expenses for a 30 hour work week. This budget would cover a community of 5,000 inhabitants. The total annual budget amounts to \$11,540, but this figure can be lowered by reducing salary, maintenance, and travel expenses. Librarian and book expenses should not be decreased unless absolutely necessary, especially while building the collection. A budget in this amount would cost \$1.99 per capita for the residents of Edwardsville Borough.

III. ESTABLISHMENT OF A LOCAL LIBRARY

There is one limitation in the Library Code on the establishment of a public library. This restriction is that no library is to be constructed where a free library already exists. This restriction was designed to prevent the weakening of existing libraries by using public funds to establish competing libraries in the same locality. Since no other free library privately controlled exists in Edwardsville, this prohibition will have no effect.

There have been three methods by which a local library may be established in Pennsylvania:

First, municipal authorities (county, city, borough, township) are authorized to establish libraries and to support them by tax and for appropriation. This can be accomplished by the simple expedient of enacting an ordinance.

Second, libraries can also be established by a referendum. The referendum may be proposed by the governmental body, or if 3% of the voters petition for a referendum it must be held. The authorizing of action by local officials either by ordinance or referendum with a provision requiring action on the part of the electorate seems a sound base for initiating a library.

Third, a Board in a school district could formerly have established and maintained a library (23P. S. 2301). This section is now repealed and school districts are defined as municipalities. Such a

library is automatically under the supervision of the school directors, but by resolution the board may bring such a library under the management of a separate board of library trustees, whose decisions are subject to the approval of the school directors. Past experience throughout the State leads to the conclusion that school libraries and public libraries do not merge successfully. Their goals of service are too disparate and affect the book collection, personnel, physical location, and hours of service.

Since the enactment of the Library Code, which includes school districts as municipal authorities, methods one and two apply to school board operated libraries.

The Pennsylvania Library Code also includes liberal provisions for joint action among governmental units. Two or more municipalities may unite in establishing or maintaining a free library under the terms of the agreement entered into by the municipalities (53 P. S. 3512). Also any municipality may contract with the administration of any existing library for the free use of such a library by the residents of that municipality whether the library is located in the same municipality or in another municipality.

IV. FINANCIAL RESOURCES FOR LOCAL LIBRARIES

In general, there are three possible financial sources for library service in Pennsylvania: private gifts and contributions from individuals and organizations, appropriations from local governments, and appropriations from state government.

First, private funds for libraries come in various forms and from various sources. One is the large endowment left by an individual or family, with earning of the endowment used for current expenses. It should be noted that those libraries receiving this kind of support find it rather difficult to try to operate within the fixed income from the endowment. In some municipalities the United Fund or Community Chest is a source of library funds. This is not a source in any Wyoming Valley community. A few libraries conduct their own drives, but returns fluctuate so much each year that most libraries relying on this source find it as difficult to operate as those dependent upon a single gift or an endowment.

Some libraries have continuing memberships, with faithful supporters each year, but this source usually provides no more than a small fraction of the money needed. It may be possible to explore the ideas of "memorial" gifts, usually made to the book funds of the library in memory of a relative or friend.

Private funds should be sought to aid libraries, and persons of means should be encouraged to give to a service that is for the education

of the whole community, but libraries today cannot place major dependence on this source.

The Act also provides that the residents of the municipality may raise, by popular subscription, a sum equal to or exceeding the gross amount of a three mill tax on all taxable property in the municipality providing not more than two percentum of the said sum shall be subscribed by one individual or organization.

If a local library is established with public contribution, the municipal officers shall immediately place the subscribed sum under the control of appointed library directors and then proceed to levy and collect a tax at an annual rate of not less than one and one-half mills nor more than three mills on all taxable property.

Second, the trend in library service, which began in Boston 125 years ago, is to place the main burden of support on local tax funds. Pennsylvania's law dates back to 1887. In New York, Midwestern, and Pacific coast states, substantial tax support has been commonplace for over 30 years. Primary dependence for support of library service must fall upon government sources. Two levels of government share responsibility, the local units and the State. The legal base goes back to the educational provisions of the State constitution, since public libraries are established under state law. Local government funds have been the mainstay of public service. It should be noted that of the 9 public libraries

in Luzerne County, 6 do receive funds from school districts and 7 receive funds from local government.

Prior to the enactment of the Library Code, school districts could contribute up to 1 mill on the assessed valuation of property (23 P. S. 2305 and 2307 of the Pennsylvania School Code), and the local governmental council could contribute under P. L. 1143 of 1917 up to 2 mills of the assessed valuation of taxable property.

Under the new Library Code, a municipality can make appropriations to a library from either current revenue or out of monies raised by the levy of special taxes, specifically for a public library, whether the library has been established by deed, gift, or any other provision. The appropriations for maintenance shall not annually exceed a sum equivalent to 3 mills on the dollar on all taxable property of the municipality. Therefore, Section 401 of the Library Code specifically repeals both the sections of the Public School Code which authorizes the 1 mill tax levy and P. L. 1143 of 1917 which authorizes boroughs to levy the 2 mill tax.

If the county levies a special tax for the support of a public library, an additional tax is not to be levied upon those residents of a municipality which already appropriates funds or levies a tax for the support of a library within the municipality. In that case, the municipal tax would supercede the county tax.

While all income from the special 3 mill levy must be used for the support and maintenance of the local library, this limit is not intended to preclude other appropriations for library purposes which the municipality or school district may desire to make.

The municipality's officers may submit to the voters at any general or municipal election the question of establishing or maintaining a library and must submit such question, if petitioned for by three percent of the number voting at the last preceding general or municipal election. At such election, the question of establishing an annual tax not to exceed three mills on the dollar on all taxable property shall be submitted.

The rate of tax so voted shall be an annual tax rate until another vote is taken to change the rate. For example, if the voters of a borough approved a two mill tax levy for library support, the council could subsequently levy an additional mill without submitting the question to and getting the approval of the voters.

Third, state aid is available to local libraries through Act 188 of the 1961 Legislature, otherwise known as the Library Code. The purpose of the State aid is to raise the level of library service in Pennsylvania. The two types of state financial assistance are: (A) Basic Aid and (B) State Equalization Aid.

(A) BASIC AID. To be eligible for state aid, local libraries must meet two requirements: They must submit plans for the use of state funds and make a specified financial effort.

It is important to understand that the state grant is not a free gift. Local communities are expected to assume the major responsibility for financing their own local libraries, and the state money is merely in the nature of an incentive for the improvement of local libraries. Therefore, in order to be eligible for the state grant, minimum financial effort of expenditures must be incurred by the local library. This amount is below the minimum level recognized as adequate to carry on an efficient local library program, and far short of the national standard. It is merely intended as a beginning.

It is estimated that the average community library will receive initially in State Aid approximately 25% of its expenditures. This percentage will slowly decrease through the years to perhaps 10% since local library expenditures must be increased under the Library Code while the State subsidy remains almost constant.

The plans are subject to approval by the State Librarian on the basis of regulations promulgated by the Advisory Council on Library Development. Libraries will have five years to achieve the standards, with extensions granted if necessary.

The technical effort requirements are: an initial qualifying local financial effort for libraries; mandated schedule of increased local support for 5 or 10 years; a desired standard of library expenditures; maximum state aid for achieving the standards or goal, and a reduced amount for failing, and no state subsidy if a minimum effort is not met.

The basis for determining the financial effort is the library expenditures from locally raised funds. The locality must make a minimum financial effort to support library service in order to qualify for state aid. If this amount equals or exceeds the equivalent of either \$1 per capita in the library's service area or 25¢ per \$1,000 of property market value, whichever is less, the state aid will be 25¢ (maximum) for each person living in the area served but may be less, subject to specific appropriations.

As a matter of record, a 7 1/2¢ standard is presently used for fiscal year 1962-63 by the State in making appropriations since the State Library budget was limited in the first year of operation.

In succeeding years local library support must be increased according to a rigid mandated schedule if the local library is to continue to qualify for maximum state aid:

1st	succeeding year - 20%
2nd	succeeding year - 40%
3rd	succeeding year - 60%
4th	succeeding year - 80%
5th	succeeding year - 100%

By the end of the sixth year, and thereafter, local library support must amount to either \$2 per capita or 50¢ per \$1,000 of market value, whichever is less, which is double the original minimum. State Aid may not exceed a maximum of 25¢ per capita.

Financial effort is measured by the total annual expenditure of the local library, no matter the source of the income. All cash receipts

of a local library, whether derived from a local library tax or appropriation from Municipal Authorities, which are expended for annual public library operating costs are allowable as local financial effort.

The following points must be borne in mind:

(a) Tax funds from the local taxing authorities are included. That proportion of county library appropriation which derives from county funds shall be included but exclude that proportion deriving from State funds.

(b) All gifts of money and the monetary value of gifts of books, supplies, or other operating materials if these were specifically purchased for the library.

(c) The value of voluntary labor contributed to the library will not be allowable as part of the local financial effort.

(d) Any income which derives from endowments or investments except that income invested to increase the endowment or investment.

(e) Income from rental of meeting rooms or facilities may also be counted as part of the financial effort. Rental fees for books may count only if the library makes available to its patrons an equivalent or larger quantity of free materials of a parallel nature.

(f) Annual non-resident fees from non-tax payers may be counted as part of the financial effort.

(g) Library expenditures for rent paid to a landlord, where the building is owned by one of the members of the board of directors as a

private individual, but not where the rent is paid to the Library's board of directors as a corporate body.

(h) Free utilities, supplies, and/or janitorial services from either municipal or any other source may be counted if the service can be converted to a monetary value.

(i) The amount of capital expenditures included within the local financial effort may not exceed 10% of the library's total of the library's total operating expenditures. Such expenditures include construction, equipment, furnishings, mortgage payments, and reconstruction costs.

(j) Funds expended for repayment of cash loans made to the local library in anticipation of income may not be included as part of the local financial effort. Failure to achieve the required local effort results in a reduced state payment. If the failure is below the minimum financial effort of \$1 per capita or 25¢ per \$1,000 market value, then state aid is eliminated entirely.

(B) EQUALIZATION AID. To further help less financially able communities, the Library Code also provides for equalization aid-extra state money for libraries with low property values in relation to their population service areas. As many as half of the 400 public libraries in the State might be eligible for this kind of assistance.

Where a library qualifies for state aid with a financial effort of less than \$1.25 per capita residing in the service area, additional state aid shall be given such library. This amount shall be the difference between \$1.25 and the per capita value of 1/2 mill times market value of taxable property.

V. ADMINISTRATION OF LIBRARIES

The officers of a local library established after June, 1961, under the provision of the Library Code shall be exclusively administered by a Board of Library Directors composed of not less than 5 nor more than 7 members appointed by the municipal officials, who shall also fill any vacancies which may occur. Where the municipality maintains or aids in the maintenance of a local library established by deed, gift, or a testamentary provision, it shall be sufficient if the municipal officers appoint the majority of the members of the Board of Library Directors. However, if the local public library has been created under Section 401-406 of the Library Code, (appropriation of the 3 mill library tax levy), then the municipal officers shall appoint the complete Board of Library Directors.

The first directors shall be appointed so that one-third are appointed for one year, one-third for two years, and one-third for three years. All appointments to expired terms shall be for three years, and all members shall serve until their successors have been appointed. No member of the board shall receive any salary for his services.

The board of library directors shall organize upon appointment and elect a president, secretary, and treasurer from its membership and such other officers and agents as the board may deem necessary. The treasurer shall give bond to the municipality with satisfactory surety in such amount as the board may determine.

It will be the duty of the Board of Directors of the library to make a report, annually, to municipal officers (council and school district); and the expenditures of the treasurer shall be audited as are other municipal expenditures. A copy of such report shall go to the State Library.

The Board of Directors shall make such reasonable rules and regulations as are necessary for the library. The Board shall accept property, donations, or gifts by deed or bequest. It may purchase, lease, or rent land or buildings to use for a local library, and make such alterations as may be necessary. A municipality may by resolution or ordinance purchase or appropriate private property for library use. If 5% of the voters petition the municipal authorities to submit the question of executing a bonded indebtedness for purchasing grounds and/or erecting buildings for library purposes, the officers must submit the question to the voters.

Libraries shall be exempt from all county, borough, school and poor taxes (including head taxes) even if some part of the building yields rentals, providing that the receipts are used for library purposes.

VI. APPRAISAL FOR EDWARDSVILLE

The general citizenry, municipal officers, and the school board directors in Edwardsville can consider several possibilities in providing general public library service. In any of the alternatives, such factors as local financial effort, state aid and equalization aid, and costs of establishment and operation must be weighted objectively. The three alternate methods providing such a service are:

- (1) To operate an independent Edwardsville library with its own Board of Library Directors, located either in the former bank building or in one of the vacant stores on Main Street;
- (2) Borough appointed Board of Library Directors contracting for library service;
- (3) To operate on a joint basis with a contractual arrangement for library service with either Hoyt or Osterhout Library.

1. INDEPENDENT LIBRARY

The important factors to be considered in the establishment of a local, independent library are: (1) local financial effort; (2) library site; and (3) state assistance.

FINANCIAL EFFORT. In the following table, an estimate is presented of the local financial effort required to qualify for state aid which must be made by the citizenry of Edwardsville.

1962- 1963

A. Population	5,711
B. Market Value of Taxable Property	\$10,964,700.00
C. First Year Initial Financial Effort	
1/4 mill	\$2,742.17
or	
\$1 per capita	\$5,711.00
D. Annual Increases in Financial Effort over Five Year Period	
1st year	\$2,742.17
1st succeeding year	3,290.60
2nd succeeding year	3,839.04
3rd succeeding year	4,387.47
4th succeeding year	4,935.91
5th succeeding year	5,482.35
E. Financial Effort	
1/2 mill	\$ 5,482.35
or	
\$2 per capita	\$11,422.00

LIBRARY SITE. The State Library Report states that a local library should be available to all residents within 15 or 20 minutes by driving or by public transportation. The two possibilities for the location of an independent public library in Edwardsville are a vacated bank building at Main and Hillside Streets, the main intersection in Edwardsville, and possibly a vacant store along Main Street in the vicinity of the former bank building.

a. Utilization of Bank Building

The former bank building has been made available for occupancy due to the fact that the quarters of the Peoples' National Bank of Edwardsville have been moved to the Narrows Shopping Center on Wyoming Avenue in Edwardsville. The approximate purchase price of the former bank building is upwards of \$25,000.

A number of internal renovations will be necessary to convert it into an operational library. The stone building was constructed in 1907 and measures 90' x 30'. It is complete with air conditioning and a coal-fired hot water system. It is estimated that the building has been heated for approximately \$480 per year. No estimate has been made regarding the cost of utilities in the past. There is ample storage space and shelf space in the basement.

The bulk of the renovations will be required on the first floor of the vacated bank building. Marble shelving and counters must be removed. Sufficient overhead lighting must be installed since the two ceiling chandeliers will not be adequate for reading purposes. Several radiators on the West Wall need to be relocated to provide for a better arrangement of shelving. For lower heating costs, the 22 foot ceiling should be lowered by installing a false ceiling, and a sprinkler system should be added for maximum safety. Adequate shelving along the wall would run more than \$375. The complete cost of these renovations is likely to mean an expenditure of over \$2,000. This does not include other furniture such as tables, chairs, card catalogue cases, lending desk, work desks, book trucks, magazine racks, dictionary stand, atlas cases, etc.

Presented below is an estimated annual expenditure of an independent Edwardsville library based on the utilization of the former Peoples' National Bank Building. Shown is a minimum operating budget of \$4,000 and one of \$11,340.

ITEMS OF EXPENDITURES	1st YEAR	
	\$4,000 Budget (Plan IA)	\$11,340 Budget (Plan IB)
Renovations	\$2,000	\$2,000
Debt Service	2,500	2,500
Operational	<u>4,000</u>	<u>11,340</u>
	\$8,500	\$15,840

It should be noted that the renovation expense is only a first year expense and will not appear in budgets of the succeeding years. It should be borne in mind also that state aid will continue only if local financial effort increases by the formula discussed earlier, which in essence is a compelling factor to increase subsequent library budgets. Therefore, while it might be possible to establish a library on a \$4,000 operational budget, this amount must be increased in order to receive state aid.

An independent library serving 5,711 people should aim at a minimum book collection of 15,000 volumes and a staff of 2 people, each working 20 or 30 hours weekly, assisted for a few hours weekly by student assistants. This would require about 3,000 square feet of space.

b. Utilization of Vacant Store

The second possibility is the use of a vacant store in the general area of the vacated bank building. It is estimated that a vacant store along Main Street in Edwardsville will rent for \$40 to \$75 a month depending upon the size and the location of the building. Minor renovations and shelving, lighting, and other miscellaneous expenditures would probably run the initial outlay to over \$1,000. The cost of rental of a store front will be substantially lower than the costs of debt service retirement because of the purchase of a vacant store. A minimum operating budget of \$4,000 and one of \$11,340 are used.

ITEMS OF EXPENDITURE	1st YEAR	
	\$4,000 Budget (Plan IIA)	\$11,340 Budget (Plan IIB)
Renovations	\$1,000	\$ 1,000
Annual Rent	900	900
Operational	<u>4,000</u>	<u>11,340</u>
	\$5,900	\$13,240

STATE ASSISTANCE. The Governor's Budget for the 1962-63 fiscal year does not contain the maximum rate of State Assistance provided by the Code, at the rate of 25¢ per capita. Because this was only the beginning year of State Library Assistance, an estimated \$475,275 was provided for all local libraries in the state, for an average payment of only 7 1/2¢ per capita.

a. Basic Aid

In the table which follows, Basic Aid is presented to give some indication of State Library Funds which will be available to Edwardsville as a potential source of revenue:

BASIC AID

Population	5,711	
25¢ per capita	\$1,427.72	(library code)
7 1/2¢ per capita	\$ 428.33	(1962-1963)

b. Equalization Aid

The equalization aid will be paid if the equivalent of 1/2 mill amounted to less than \$1.25 per capita. In this case, the State would make up the difference so that presumably all areas in the State would have a minimum basic expenditure of \$1.25 per capita.

In the table which follows, Equalization Aid which might be available to Edwardsville is presented:

EQUALIZATION AID

1/2 mill x market value	\$5,482.35
Population	5,711
Min. Local Effort after 5 yrs. (per capita)	\$.96
State Equalization - \$1.25 per capita	\$ 1.25
Equalization Rate	\$.29
Equalization Aid	\$1,656.19

The potential state assistance available to Edwardsville from the two sources of state funds is set forth in the table below. The current rate of 7 1/2¢ per capita is used for the Basic aid.

TOTAL STATE ASSISTANCE
1962-1963

Basic Aid	\$ 428.33	\$ 428.33
Equalization Aid	1,770.41	1,656.19
	<hr/>	<hr/>
TOTAL	\$2,198.74	\$2,084.52

The Basic aid could go to 25¢ per person within a year or two, in which case the total state assistance in the fiscal year 1963-64 would become \$3,083.94.

SUMMARY-INDEPENDENT LIBRARY

It seems clear that the operation of an independent Edwardsville Library operated by a community Board of Library Directors, whether in the former bank building or in a vacant store along Main Street, would be a rather expensive facility for the Edwardsville taxpayer.

The following presentation is a summary of estimated expenditures, total state assistance, together with the amount that must be locally contributed under the various plans should Edwardsville consider an independent library.

	Plan IA	Plan IB	Plan IIA	Plan IIB
Estimated Expenditure	\$8,500.00	\$15,840.00	\$5,900.00	\$13,240.00
Total State Assistance	<u>2,084.52</u>	<u>2,084.52</u>	<u>2,084.52</u>	<u>2,084.52</u>
Local Contribution	\$6,415.48	\$13,755.48	\$3,815.48	\$11,155.48

Since the minimum financial effort that Edwardsville must raise in order to secure State Assistance is \$2,742.17, and since the local contribution that must be raised to operate an independent Library under any of the four plans previously discussed is above the minimum financial effort of \$2,742.17, it is quite apparent that the Edwardsville taxpayer will have to contribute more than the minimum financial effort under all four plans.

It should be restated that only plans IB and IIB will really provide adequate library service for the Edwardsville public. In order to raise the needed revenue to operate an independent Public Library in Edwardsville under these two plans, at least \$2 per capita, or a one mill tax rate on the market value of taxable property will be necessary.

2. CONTRACT SERVICE

Library Service can be provided for the Edwardsville citizenry by the established Board of Library Directors contracting for library service with either the Osterhout Library of Wilkes-Barre or the Hoyt Library of Kingston. While there are a number of alternatives of providing service through the Osterhout Library on a contractual basis, there is only one alternative of providing library service through the Hoyt Library. The same three factors considered in the establishment of a local, independent library will have to be considered in contracting for library service. There factors again are: (1) Local financial effort; (2) Library site; (3) State assistance.

A. OSTERHOUT LIBRARY

FINANCIAL EFFORT. If Edwardsville desires to provide library service from local funds only, without accepting any state funds, the requirement of local financial effort does not apply. If Edwardsville is desirous of seeking state funds, a local financial effort will have to be made. Presuming Edwardsville considers seeking State Aid, the first year's financial effort would be the lower figure mentioned earlier, or \$2,742.17, and the financial effort at the end of five years would be the lower figure, also mentioned earlier, or \$5,482.35.

LIBRARY SITE. Four possible plans can be considered by Edwardsville if the Board of Directors of a proposed Edwardsville Public Library contracts with the Osterhout Library; utilization of the former bank

building, utilization of a vacant store, utilization of Osterhout facilities in Wilkes-Barre, and utilization of Osterhout facilities in Wilkes-Barre combined with one afternoon a week service in Edwardsville.

a. Utilization of Former Bank Building

If the Board of Directors of the contemplated Edwardsville Public Library contracts with the Osterhout Library to create a branch library in the former bank building, the conversion and renovation costs to the building will run about the same amount (or \$2,000) as if an independent community library were established. And if the Board of Directors purchases the former bank building, the debt service charges will remain the same as mentioned earlier (or approximately \$2,500).

Representatives of the Osterhout Library have estimated that the annual operating expenditures for an Osterhout Library Branch in Edwardsville would run about \$6,500. (See Appendix C)

The estimated first year expenditures of an Osterhout Branch in Edwardsville in the former bank building are presented below:

Plan III A

Renovations	\$ 2,000
Debt Service	2,500
Library Contract	<u>6,500</u>
TOTAL	\$11,000

b. Utilization of a Vacant Store

If a vacant store along Main Street is used as an Osterhout Library Branch in Edwardsville, it is estimated that the expenditure would be only slightly less than if the former bank building were used.

The estimated first year expenditures of an Osterhout Branch in Edwardsville in a vacant store front are presented below:

Plan IIIB

Renovations	\$1,000
Annual Rent	900
Library Contract	<u>6,500</u>
TOTAL	\$8,400

c. Utilization of Osterhout Facilities in Wilkes-Barre

If the proposed library service for Edwardsville were to be provided by Osterhout, with the residents of Edwardsville going to the main Osterhout Library in Wilkes-Barre, the cost of rental and maintenance of a library site would be completely eliminated. The only cost for library service would then involve the library contract.

An approximate estimate of this contract, based on 75¢ per capita, would be \$4,283.25.

The estimated first year expenditures of utilization of Osterhout services at the main library in Wilkes-Barre are presented below:

Plan III C

Library Contract	\$4,283.25
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d. Osterhout Facilities and Local Service

An optional possibility which the Osterhout Library might offer could be library service in Wilkes-Barre combined with one day a week service in Edwardsville. This plan would require that the Edwardsville public regularly use the Osterhout facilities in Wilkes-Barre and that a public room in Edwardsville, to be manned by an Osterhout Library staff member, be open one afternoon a week for the convenience of Edwardsville residents. Library service in Edwardsville would increase from the initial service of one day a week with each 20% increase or as agreed payments and local financial effort increases.

The expense of renting a vacant store front for one day a week should not be more than \$125 a year.

The estimated first year expenditures for making the Osterhout facilities available to Edwardsville residents and including one day a week service in a vacant store front are presented below.

PLAN III D

Library Contract	\$4,283.25
Rent	<u>125.00</u>
TOTAL	\$4,408.25

STATE ASSISTANCE. The two forms of State Assistance--- Basic Aid and Equalization Aid--have been discussed under a previous section dealing with the Independent Library for Edwardsville. The same two forms of assistance are available to a contemplated Board of Library

Directors for Edwardsville, whether Edwardsville established its own Independent Library or contracts with the Osterhout Library in Wilkes-Barre.

Based on the 1962-1963 State Library Budget, Edwardsville could receive \$428.33 in Basic Aid. Since Edwardsville expenditures after 5 years would amount to less than \$1.25 per capita, Edwardsville would be entitled to Equalization Aid. As mentioned in a previous section, this aid would amount to \$1,656.19.

The total State Assistance for library service in Edwardsville would therefore amount to \$2,084.52, based on the 1962 tax equalization tables.

SUMMARY - OSTERHOUT LIBRARY

Presented below is a summary of the four possible plans if the Edwardsville Board of Library Directors should desire to contract with the Osterhout Library. The summary is the presentation of the estimated expenditures, total state assistance, and the amount that must be locally contributed by the Edwardsville taxpayers.

	Plan III A	Plan III B	Plan III C	Plan III D
Est. Expenditures	\$11,000.00	\$8,400.00	\$4,283.25	\$4,408.25
Total State Aid	<u>2,084.52</u>	<u>2,084.52</u>	<u>2,084.52</u>	<u>2,084.52</u>
Local Contribution	\$ 8,915.48	\$6,315.48	\$2,198.73	\$2,323.73

It should be remembered that the minimum financial effort that Edwardsville must raise in order to seek State Assistance is \$2,742.17.

The local contribution that must be raised under plan IIIA and IIIB is above the minimum financial effort; therefore, the Edwardsville taxpayer will have to contribute more than the minimum financial effort. However, the amount that must be contributed locally under plans IIIC and IIID is less than the minimum financial effort which must be raised in Edwardsville. If the Edwardsville Library Board seeks and receives State Aid, it will be required to expend the full amount of state aid and the local funds.

While contracting for library services with the Osterhout under plan IIIC may have merit because of reasonably low expenditures, the main Osterhout Library on South Franklin Street in Wilkes-Barre is too far away from Edwardsville to provide adequate and convenient service.

B. HOYT LIBRARY

Library service might also be provided for Edwardsville on a contractual basis with the Hoyt Library in Kingston, which is within 25 minutes walking distance of every Edwardsville resident. The same factors of (1) Financial effort; (2) Library site; and (3) State assistance are considered in the section that follows.

FINANCIAL EFFORT. The previous sections under Independent Library and under Contract Library Service with Osterhout dealing with financial effort would apply if Edwardsville decides to contract with Hoyt Library for library service. The first year's minimum financial effort is \$2,742.17, increased at the end of five years to \$5,482.35.

LIBRARY SITE. Since the representatives of the Hoyt Library expressed no interest in establishing a separate library branch of the Hoyt Library in the former National Bank Building or in any vacant store on Main Street in Edwardsville, primarily because of the immense financial expense involved, only 2 alternative plans are considered. Therefore, the public of Edwardsville could use; (a) the complete Hoyt facilities in Kingston; or (b) Hoyt facilities combined with one day library service in Edwardsville. Both of these arrangements would completely eliminate the purchase or annual full-time rental and maintenance of a library center building in Edwardsville.

a. Hoyt Facilities in Kingston

According to the representative of the Hoyt Library, library service could be provided to the Edwardsville public on a contractual basis for the beginning year cost of \$2,800. This amount is set forth below as a separate plan.

Plan IV A

Library Contract	\$2,800.00
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b. Hoyt Facilities and Local Service

The optional possibility in contracting with the Hoyt Library of Kingston would be for the Edwardsville residents to use the complete facilities of the Hoyt Library in Kingston as stated above. Additional library service to those Edwardsville people unable to reach the Hoyt

Library would be provided one day a week by a staff member of the Hoyt in a vacant store. This limited service beginning with one afternoon a week would be increased with each increase in local financial effort and renewals of contract. Such a limited service could probably be provided for less than \$125 a year. This is set forth below as a modification of the previous plan:

Plan IV B	
Library Contract	\$2,800
Rent	<u>125</u>
TOTAL	\$2,925

STATE ASSISTANCE. The two forms of state assistance--Basic Aid and Equalization Aid--have been discussed under a previous section. The same two forms of assistance are available to a contemplated Board of Library Directors for Edwardsville, if Edwardsville contracts with the Hoyt in Kingston.

Based on the 1962-1963 State Library Budget, Edwardsville could receive \$428.33 in Basic Aid. Since the Edwardsville library expenditure after 5 years would amount to less than \$1.25 per capita, Edwardsville would be entitled to Equalization Aid. As mentioned in a previous section, this aid would amount to \$1,656.19.

The total State assistance for library service in Edwardsville would therefore amount to \$2,084.52.

ESTIMATE OF ACTUAL COST. A clear picture of the estimated expenditure, total State assistance, and the local contribution by Edwardsville taxpayers will indicate that these two alternate plans are the least expensive for Edwardsville.

	Plan IVA	Plan IVB
Estimated Expenditures	\$2,800.00	\$2,925.00
State Assistance	<u>2,084.52</u>	<u>2,084.52</u>
Local Contribution	\$ 715.48	\$ 840.48

To determine what it will actually cost Edwardsville, it will be necessary to review the Hoyt Library requirements for State Assistance, assuming that the Hoyt Library applies for state assistance. If the Hoyt Library continues to service only the Kingston citizens, it will not have to increase its expenditures to remain permanently eligible for State Assistance. But if it adds Edwardsville to its service area, it becomes obligated to increase its expenditure of local money, until it equals or exceeds a total of 1/2 mill for the total population of both boroughs. This amount will be \$34,373.90, divided into \$5,482.35 for Edwardsville (1/2 mill) and \$28,891.55 for Kingston (1/2 mill). This would mean that over a five year period the total expenditures would have to increase \$4,825.00, with a minimum rate of \$965.00 annually.

The increase for the larger Kingston-Edwardsville service area must be spread over a five year period as prescribed by the Library Code. It was suggested by the representative of the Extension Division

of the State Library that during the first year for which the Hoyt Library sought aid on behalf of Edwardsville, the Hoyt Library might be willing to accept a payment of \$601.26. In addition, the Hoyt Library would receive State Assistance of \$2,084.52. The schedule of increases for Edwardsville are presented in the table below:

	Edwardsville Local <u>Contribution</u>	State <u>Assistance</u>	<u>Total</u>
1st year	\$ 601.26	\$2,084.52	\$2,685.78
2nd year	1,452.00	2,084.52	3,536.52
3rd year	2,302.00	2,084.52	4,386.52
4th year	3,152.00	2,084.52	5,236.52
5th year	4,002.00	2,084.52	6,086.52
6th year	4,852.00	2,084.52	6,936.52

This schedule of increases would mean that the library service for Edwardsville would not cost the 1/2 mill multiplied by market value until the third year. In the sixth year, the final amount of \$4,852.00 would be approximately \$630 less than the 1/2 mill requirement of \$5,482.45. It is the general optimistic opinion that by the sixth year, the State assistance for Edwardsville would be approximately \$3,000 yearly.

The sum of \$4,852.00 in local money combined with the State assistance of \$2,084.52 would compensate the Hoyt Library for an amount of \$6,936.52. If the State assistance increases to approximately \$3,000 annually, the Hoyt Library can then expect approximately \$7,800 for Edwardsville in combined local money and State assistance.

SUMMARY - HOYT LIBRARY

It is apparent that the local contribution under Plans IVA and IVB is less than the minimum financial effort that the Edwardsville local library will be required to expend to receive state assistance. When such local contribution is less than the minimum financial effort, the full amount of state assistance and local funds must be expended. If it is to be an expenditure of approximately \$7,800 for Edwardsville in combining local money and state assistance, best results for library service can be achieved by contracting for use of the Hoyt Library facilities.

Unless the branch service under Plan IVB is to give service at least 20 hours weekly, afternoons and evening, it will be an inadequate investment and questionable economics in that it may tie up several thousand currently useful books for only several hours a week. The same books might receive fuller circulation by Edwardsville people if they used the Hoyt facilities in Kingston.

3. JOINT OPERATION

More and more municipalities are turning increasingly to inter-jurisdiction agreements to solve problems they cannot cope with alone. Such cooperation is often less expensive and more efficient. At the same time municipalities are finding that they need not give up their political independence or community identity.

As was mentioned earlier, it is possible for two municipalities to unite in establishing and maintaining a free public library and under

joint action. Edwardsville and Kingston could enter into a joint agreement for the operation of a single library.

Since the Hoyt Library in Kingston is a well established library which has been in operation since 1928, receiving funds from both the Kingston Borough Council and the Kingston School District, it is not likely that the Board of Directors of the Hoyt Library would consider the creation of a joint board. Ordinarily the creation of a joint board composed of members from two or more communities is more practical if none of the participating communities has library facilities. Then the participating communities will be making an equal contribution toward the establishment of such a joint board. Any form of joint action in this instance would be construed by Kingston citizens as diminishing independence in the operation of their own library. Therefore, no exploration was even made of the possibility of this type of joint action in providing for library facilities for the citizenry of Edwardsville.

VII. RECOMMENDATIONS

1. Since Edwardsville presently offers no public library facilities, the municipal authorities should make provision for such a service to the people of Edwardsville.
2. Such a library service can be authorized by either the school board, borough council, or both jointly by the appointment of a board of library directors.
3. To be adequately financed, the library service should be financed under the provisions of the Library Code, which permits up to a special 3-mill levy on taxable property and provides for state financial assistance.
4. Of the three alternative plans of providing library service for Edwardsville - Independent, affiliation with an established library, and joint library service - the second, or affiliation, is the more feasible plan.
5. The affiliation with the Hoyt Library in Kingston under Plan IVA is the least expensive and the most convenient for the Edwardsville public, in that it makes accessible a large, well-equipped book and magazine collection as well as an experienced staff.
6. The use of the former bank building in Edwardsville, either as a library site for an independent agency or as a branch of the Hoyt and Osterhout Libraries, would not be practical or economical over the years.

THE RECOMMENDATIONS

1. The Board of Trustees is requested to advise the Board of Trustees that the Board of Trustees should make provision for such a fund as the people of Evansville.

2. Such a library service can be authorized by either the school board or the Board of Trustees by the appointment of a board of trustees.

3. In the alternative, however, the library service should be provided by the Board of Trustees under the Library Code, which provides for a special fund for the purchase of books and periodicals for the library.

4. In the alternative, a plan of providing library service to the community - independent of the Board of Trustees - and joint library service - the Board of Trustees is requested to advise the Board of Trustees.

5. The affiliation with the Board of Trustees is requested under the Board of Trustees and the Board of Trustees for the Board of Trustees. It is requested that the Board of Trustees be authorized to make a special fund, which will be used for the purchase of books and periodicals as well as an expansion fund.

6. The Board of Trustees is requested to advise the Board of Trustees that the Board of Trustees should make provision for such a fund as the people of Evansville.

7. The Board of Trustees is requested to advise the Board of Trustees that the Board of Trustees should make provision for such a fund as the people of Evansville.

THE SUMMARY OF THE

Item	1950 Budget	1951 Budget	1952 Budget	1953 Budget	1954 Budget
Item 1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Item 2	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Item 3	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Item 4	800.00	800.00	800.00	800.00	800.00
Item 5	11,340.00	11,340.00	11,340.00	11,340.00	11,340.00
Item 6	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 7	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 8	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 9	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 10	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 11	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 12	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 13	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 14	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 15	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 16	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 17	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 18	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 19	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 20	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 21	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 22	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 23	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 24	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 25	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 26	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 27	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 28	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 29	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 30	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 31	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 32	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 33	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 34	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 35	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 36	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 37	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 38	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 39	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 40	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 41	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 42	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 43	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 44	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 45	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 46	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 47	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 48	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 49	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 50	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 51	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 52	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 53	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 54	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 55	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 56	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 57	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 58	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 59	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 60	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 61	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 62	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 63	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 64	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 65	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 66	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 67	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 68	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 69	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 70	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 71	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 72	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 73	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 74	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 75	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 76	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 77	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 78	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 79	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 80	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 81	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 82	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 83	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 84	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 85	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 86	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 87	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 88	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 89	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 90	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 91	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 92	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 93	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 94	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 95	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 96	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 97	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 98	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 99	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Item 100	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00

SUMMARY OF

ITEMS OF EXPENDITURES	(Plan IA) \$4000 Budget	(Plan IB) \$11,340 Budget	(Plan IIA) \$4000 Budget	(Plan IIB) \$11,340 Budget
Renovations	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
Debt Service	2,500.00	2,500.00	-----	-----
Operational	4,000.00	11,340.00	4,000.00	11,340.00
Rent	-----	-----	900.00	900.00
Contract	-----	-----	-----	-----
TOTAL	\$8,500.00	\$15,840.00	\$5,900.00	\$13,240.00
Revenue- Total State Aid	\$2,084.52	\$2,084.52	\$2,084.52	\$2,084.52
Local Contribution	6,415.48	13,755.48	3,815.48	11,155.48
Minimum Local Effort	\$2,742.17	\$2,742.17	\$2,742.17	\$2,742.17

EXPENDITURES AND INCOME

	Plan III A	Plan III B	Plan III C	Plan III D	Plan IV A	Plan IV B
	\$2,000.00	\$1,000.00	-----	-----	-----	-----
	2,500.00	-----	-----	-----	-----	-----
	-----	-----	-----	-----	-----	-----
	-----	900.00	-----	\$ 125.00	-----	\$ 125.00
	<u>6,500.00</u>	<u>6,500.00</u>	<u>\$4,283.25</u>	<u>\$4,283.25</u>	<u>\$2,800.00</u>	<u>\$ 2,800.00</u>
	\$11,000.00	8,400.00	\$4,283.25	\$4,408.25	\$2,800.00	\$ 2,925.00
	\$2,084.52	\$2,084.52	\$2,084.52	\$2,084.52	\$2,084.52	\$2,084.52
	8,915.48	6,315.48	2,198.73	2,323.73	715.48	840.48
	\$2,742.17	\$2,742.17	\$2,742.17	\$2,742.17	\$2,742.17	\$2,742.17

APPENDIX A

ANNUAL BUDGETS FOR LUZERNE COUNTY LIBRARIES

1961

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Popu- lation	Total Expend.	Per Cap. Expend.	Total Income	School District Share	Local Gov't Share	Total Tax Funds
Library							
Bk. Mountain	19,906	\$ 14,834	\$.74	\$ 20,992	\$ 1,300	\$ - 0 -	\$ 1,300
	Includes Dallas B., Dallas T., Kingston T., Franklin T., Lake T., Lehman T., Jackson T., Ross T.						
Hoyt	20,261	29,553	1.46	29,515	3,500	23,000	26,500
Mill	37,868	21,750	.57	20,649	- 0 -	- 0 -	- 0 -
	Includes Nanticoke, Hanover T., Newport T., Nuangola B., Hunlock T.						
Pittston	12,407	NO REPORT					
Plymouth	10,401	1,920	.18	2,623	500	1,200	1,700
West Pittston	6,998	2,517	.36	3,048	- 0 -	500	500
Wyoming	7,293	NO REPORT					
Hazleton	32,239	32,788	1.02	31,751	28,150	1,750	29,900
Wilkes Barre	63,551	136,919	2.15	132,839	20,413	10,000	30,413

SOURCE: Annual Statistical Reports of Libraries filed with the Pennsylvania State Library

APPENDIX B

Estimate of Library Budget for Community of 5,000 based on a 30 hour week:

Librarian	\$ 4,000		
Pension provision at 6% of salary	240		
Clerical Assistant (1/2 time)	1,200		
500 volumes purchased, plus 10 periodicals	1,600		
Encyclopedias and reference books	250		
Binding	250		
Quarters & Maintenance (at \$250 per month)	3,000		
Supplies	600		
Travel	100		
Insurance	<u>100</u>		
	TOTAL	\$ 11,340	(\$1.99 per capita)

SOURCE:

Library Service in Pennsylvania
Volume II - Supplement
Pennsylvania Library Association
Adjustment for 30-hour week

APPENDIX C

OSTERHOUT LIBRARY BRANCH IN EDWARDSVILLE

Estimated Expenditures

Librarian, wages and benefits	\$3,375
Assistants	646
Janitorial (2 hrs daily)	590
Utilities	219
Library Supplies (books, binding, etc.)	1,420
Miscellaneous (furniture, insurance)	250
TOTAL	<u>\$6,500</u>

APPENDIX D

MINIMUM REFERENCE SOURCES FOR SMALL
PENNSYLVANIA LIBRARIES

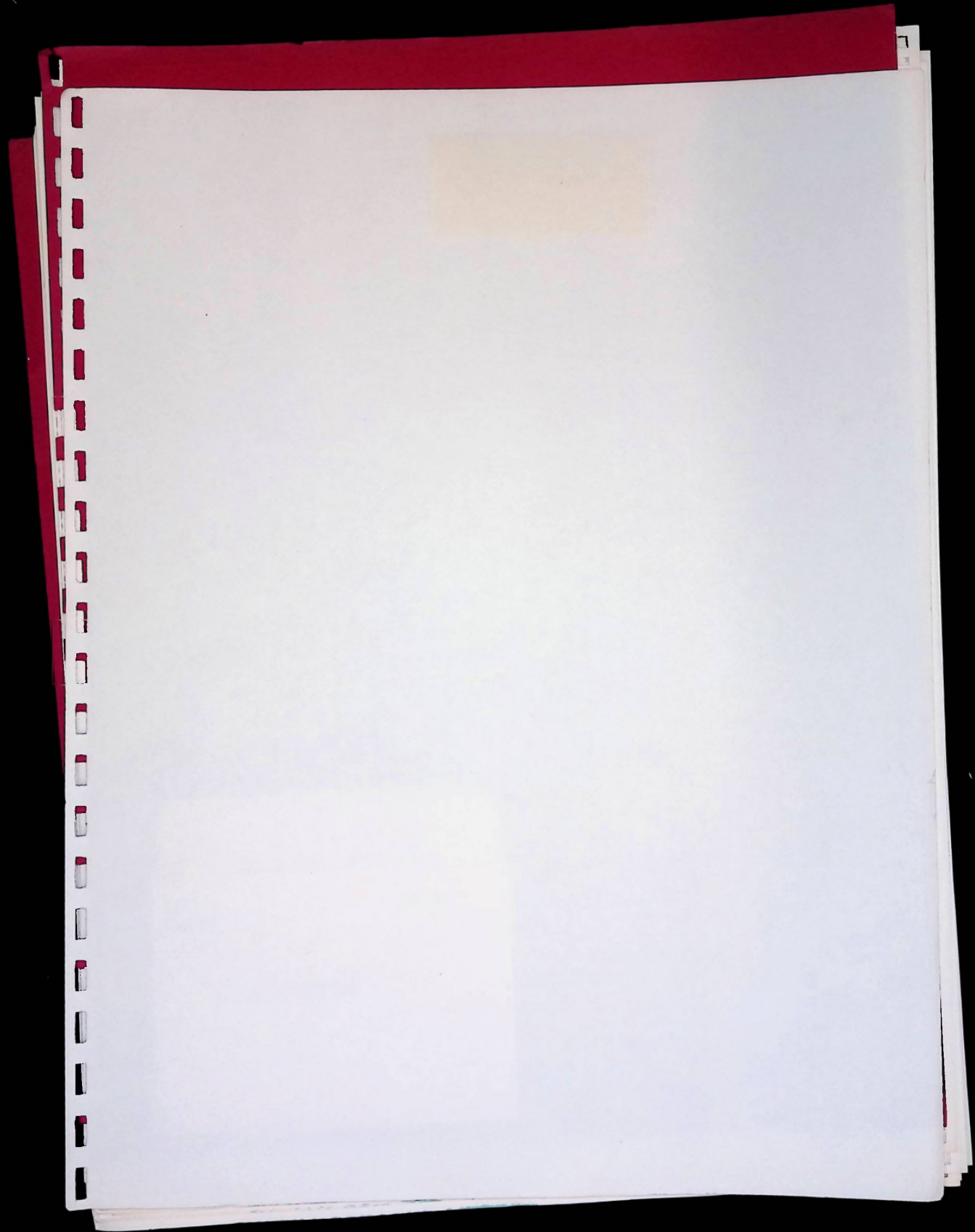
STATE LIBRARY

Department of Public Instruction
Commonwealth of Pennsylvania

1. Juvenile Encyclopedias
 - a. Britannica Junior, Latest edition
 - b. Compton's Pictured Encyclopedias. Latest edition
 - c. World Book. Field Enterprises. Latest edition
2. Adult Encyclopedias
 - a. Americana. Latest edition
 - b. Colliers Encyclopedia. 1961
 - c. Encyclopedia Britannica. Latest edition
3. Statesman's Yearbook. Latest edition. St. Martin's
4. Statistical Abstract of the U. S. Latest edition.
Supt. of Documents
5. Almanacs
 - a. Information Please. Latest edition. McGraw-Hill (paper)
 - b. World Almanac. Latest edition. N. Y. World Telegram (paper)
 - c. Bulletin Almanac. Latest edition. Phila. Evening Bulletin (paper)
Recommended for libraries in the Phila. Area for its
coverage of local information, will not take the place of
either a or b
6. U. S. Postal Guide
Directory of Post Offices. Supt. of Documents. Latest edition.
7. Robert, Henry. Robert's Rules of Order. Scott Forsman 1956
8. Douglas, G. W. American Book of Days. 2nd ed. Wilson, 1948
9. Etiquette Books
 - a. Post, Emily. Etiquette. 10th edition. Funk, 1960
 - b. Vanderbilt, Amy. Complete Book of Etiquette. Rev. edition
Doubleday, 1958.

10. Unabridged English Dictionaries
 - a. Funk and Wagnalls. New Standard Dictionary of the English Language. Funk 1952
 - b. Webster's new 20th Century Dictionary 2nd edition, World 1958
3rd edition, Merriam 1961
11. Roget's International Thesaurus. Rev. edition Crowell, 1959
12. Standard Handbooks for Secretaries
 - a. Hutchinson, L. D. Standard Handbook for Secretaries
7th edition McGraw-Hill, 1956
 - b. Taintor, Sarah. Secretary's Handbook
8th edition MacMillan, 1958
13. Benet, William. Reader's Encyclopedia Crowell, 1955
14. Books of Quotation
 - a. Bartlett, John. Familiar Quotations
13th edition rev. Little, 1955
 - b. Stevenson, B. E. Home Book of Quotations, Classical and
Modern. 9th edition Dodd, 1959
15. World Atlas
 - a. Hammond. C. S. Ambassador World Atlas 2nd edition 1961
 - b. Goode, John P. Goode's World Atlas Rand McNalley 1960
16. Who's Who in America. Latest edition. Marquis
17. One Volume Encyclopedias
 - a. Columbia Encyclopedia. Latest ed. Columbia University Press
 - b. Lincoln Library of Essential Information. 2 Vol. Frontier Press, 1959
18. Scientific References
 - a. Van Nostrand's Scientific Encyclopedia 3rd ed. Van Nostrand, 1958
 - b. The Book of Popular Science. 10 vol. Grolier 1960
 - c. The Harper Encyclopedia of Science. 4 vols Harper 1962
 - d. McGraw-Hill Encyclopedia of Science and Technology. 14 vols.
McGraw-Hill, 1960
19. Pennsylvania, Guide to the Keystone State. Oxford, 1940
20. Booklist and Subscription Books Bulletin. A. L. A. Annually
21. Children's Catalog and supplements. 10th., 1961 Wilson

22. Standard Catalog for Public Libraries and supplements 4th ed. Wilson, 1958
23. Fiction Catalog and Supplements. 7th ed. 1960 Wilson
24. Pennsylvania Industrial Directory. Supplements
Free to Pennsylvania Libraries
Write to: Bureau of Statistics
Department of Internal Affairs
Harrisburg, Pennsylvania
25. Pennsylvania Manual. Pennsylvania Property and Supplies. Latest edition.
Free.



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ARCHIVES

WILKES COLLEGE LIBRARY