

**AGREEMENT FOR
THE PROVISION OF DISTRICT LIBRARY SERVICES
WITHIN THE New Castle DISTRICT**

July 1, 2021 – June 30, 2022

PARTIES TO THE AGREEMENT

This agreement was negotiated by the District Advisory Council , which met on 5/6/21

The members of the District Advisory Council include:

District Center Representatives

Amy Geisinger - District Consultant Librarian, District Center
Sandra Collins - District Administrator, District Center

Library System Representatives (if applicable)

Member Library Representatives

(Public libraries that qualify for and participate in the State Aid Program administered by the Office of Commonwealth Libraries)

Andrea Kiehl-McKibbon - Library Director, Ford City Public Library - Armstrong County
Dalton Good - Library Director, Worthington West Franklin Community Library - Armstrong County

Maggie Boylan - Library Director, Zelenople Area Public Library - Butler County
Michelle Lesniak - Library Director, South Butler Community Library - Butler County

Kari McKenna - Library Director, FD Campbell Memorial Library - Lawrence County

Amy Gallagher - Library Director, Grove City Community Library - Mercer County
Robin Pundzak - Library Director, Community Library of the Shenango Valley - Mercer County

Affiliate Library Representatives (if applicable)

Office of Commonwealth Libraries District Liaison

Diana Megdad

APPROVAL PROCESS

The District Advisory Council recommends this agreement for consideration by the member libraries. The agreement must be approved by the District Library Center and a majority of the member libraries. Upon ratification by the majority of the member libraries and subsequent approval by the Office of Commonwealth Libraries, the agreement will be in effect for all public libraries in the District for the term of the agreement.

Signatories to this agreement are the representatives of the District Library Center and the member libraries, with written approval of Office of Commonwealth Libraries.

CONDITIONS

This agreement is in effect from July 1, 2021, through June 30, 2022.

This agreement is predicated upon receipt of District Library Center aid in the amount of \$ 376,735.52 .

Modifications to the agreement may take place in the event of changes in state aid, unanticipated budget balances, or emergency needs and shall require all parties to agree to an amended service plan.

District funds are to be used to provide services, as described in this agreement, to the public libraries in the District, and all residents of the District.

A contingency plan for surplus funds remaining at the end of the fiscal year will be agreed upon and endorsed as part of the District Negotiated Agreement.

A District Library Center administrative fee of \$18,836.78 is included in the proposed budget, not exceeding 5% of the appropriated funds, as provided by Governor's Advisory Council (GAC) Guidelines, 2017.

ADDITIONAL CONSIDERATIONS

Member libraries are those public libraries that qualify for and participate in the State Aid Program administered by the Office of Commonwealth Libraries. Member Libraries receive all District services.

Affiliate libraries are those public libraries located within the geographic boundaries of the District which do not qualify for or participate in the State Aid Program administered by the Office of Commonwealth Libraries.

Affiliate libraries receive the following services:

[List specific services to be provided to affiliate libraries. Enter N/A if there aren't any affiliate libraries.]

Affiliate libraries receive the following services:

- District Consultant
- District IT Consultant
- Delivery Service
- Access to District Databases and e-Resources
- Reference support
- Youth Services support
- Technology Support
- Continuing Education Support
- Programming Support

AFFILIATE MEMBER LIBRARY RESPONSIBILITIES

1. Participate in one District Library Center meeting per year.
2. Participate in half of all County Librarian meetings per year.
3. Promote the use of District Services.
4. Maintain open communications with the district consultant and with other librarians in the District.
5. Respond to district requests in a timely manner.

MEMBER LIBRARY RESPONSIBILITIES

- 1. Comply with standards for public library services set by the Office of Commonwealth Libraries. Libraries unable to comply with the standards shall submit a resolution and completed waiver request from the library board to the Deputy Secretary and to the District Library Center Administrator, detailing areas of non-compliance and outlining remedial efforts to correct the non-compliance issue(s). If a library does not meet standards and fails to make a good faith effort to meet standards, then the District Library Center reserves the right to limit District services offered to that library.
- 2. File all annual reports, and other documents required by the Office of Commonwealth Libraries or the District Library Center in a timely manner.
- 3. Comply with procedures that may be required to receive District services.
- 4. Participate in the District Advisory Council, District Librarian meetings, and any other meetings provided or required by the District. Participate in District planning and review efforts as required.
- 5. Promote the use of District services to their customers.
- 6. Inform District Consultant of all applications for LSTA and Keystone grants.

List additional responsibilities:

- 7. Allow support staff to participate in district continuing education programs.
- 8. Keep the District Consultant informed of library hours, staff, and board members changes, as well as major library issues.
- 9. Maintain open communications with the district consultant and with other librarians in the District.
- 10. Respond to district requests in a timely manner.

TERMS OF THE AGREEMENT

- 1. The District Library Center provides a District Consultant Librarian to advise member libraries; to act as a liaison between member libraries, the District Library Center, and the Office of Commonwealth Libraries; and coordinate District-wide projects.
- 2. The District Library Center will fund Interlibrary Loan Service providing service through the OCLC Interlibrary Loan Subsystem and Access Pennsylvania.
- 3. The District Library Center will provide training for new library directors.
- 4. The District Library Center will offer professional development training for staff and trustees.

List additional terms:

- 5. The District Library Center will provide online databases and other e-resources as recommend by the District Advisory Council.
- 6. The District Library Center will provide the OverDrive platform to member libraries with supplemental funds voluntarily contributed by member/affiliate libraries to enhance the OverDrive collection.
- 7. The District Library Center will provide twice a week van delivery service to member libraries.
- 8. The District Library Center will coordinate district-wide projects including, but not limited to programs initiated by the Office of Commonwealth Libraries, continuing education workshops, and trustee trainings.
- 9. The District Library Center will provide basic IT support through a District IT Consultant.
- 10. The District Library Center will provide support for technology, programming, and continuing education to each member/affiliate library as needed.

**CONTINGENCY PLAN OF THE DISTRICT NEGOTIATED SERVICES AGREEMENT FOR
THE LIBRARIES IN THE New Castle DISTRICT**

July 1, 2021 – June 30, 2022

In the event that there is a change in approved budget expenses, either as a result of vacant staff positions, cost adjustments for subscriptions and other services or a miscalculation of actual costs, the unexpended funds budgeted for those items will be used to fund the following:

- OverDrive e-Resources

Agreement to the 2021-22 District Negotiated Agreement includes an agreement to this contingency plan. If proven necessary to implement, this plan will go into effect without a need to re-negotiate the budget submitted with the original agreement.

FAILURE TO PERFORM

In the event a member library or libraries feel the District Library Center is failing to perform in accordance with the terms of this agreement, the procedure, as outlined in the **Guidelines for Negotiating Agreements for District Library Center Services**, as adopted by the Governor’s Advisory Council, January 10, 2017, shall be followed.

In the event that a member library fails to comply with the responsibilities listed above, the District Library Center, working in consultation with the Office of Commonwealth Libraries liaison, shall have the right to limit or suspend District services.

Provisions for the District Negotiated Agreement are found in §9301 Education Code (24 PA.C.S.) – Public Library Code, Act of Nov. 1, 2012, P.L. 0, No. 210 §9338 (c)(2) and §141.22(c) and “*Guidelines for Negotiating Agreements for District Library Center Services*”, as adopted by the Governor’s Advisory Council, January 10, 2017.