

AGREEMENT FOR THE PROVISION OF  
DISTRICT LIBRARY SERVICES  
CAPITAL AREA LIBRARY DISTRICT – 2007/2008

Proposed 5/30/2007

In lieu of a District Advisory Council, the Capital Area Library District has developed a District Advisory Core Negotiation Team to create the agreement for the provision of district library services. The negotiation team and the district consultant present the needs of area libraries and together, they work out an agreement for the expenditure of district library center aid and the plan for district library center services for the year.

Signatories:

- DLC Administrator
- Dauphin County Library System Board President
- Cumberland County Library System Administrator
- Board president of the Cumberland County Library System
- Library Directors and Board Presidents of:
  - Bloomfield Public Library
  - Community Library of Western Perry County
  - Hershey Public Library
  - Marysville-Rye Public Library
  - Middletown Public Library
  - Newport Public Library

Conditions: This agreement is predicated upon receipt of DLC aid in the amount of \$529,437 an amount equal to 2006/07 funding. Any change in funding greater than plus or minus 10% shall require all parties to agree to an amended service plan. Actions outlined in this agreement will take place as time and resources allow.

Provisions: During the term of this agreement, the Capital Area District Library Center (Dauphin County Library System) will make its resources and services available without charge to all residents of the district who reside in areas that are legally defined service areas, and will provide supplementary library services to local libraries within the district. In-house use of library collections and reference assistance will be permitted to residents of unserved areas in the Capital Area Library District (portions of Perry County). Specifically, DCLS shall provide the following:

## Consulting

- Serve as a liaison to Commonwealth Libraries.
- Attend board meetings, when requested, to cover topics such as strategic planning, building expansion, state aid and state standards, and the role and responsibilities of board members.
- Attend committee and group meetings throughout the district as needed to provide leadership, coordination, and consultation to the district.
- Host district meetings as needed, but not less than 3 times/year.
- Maintain a current district e-mail address so that libraries can communicate with the group. Host and facilitate an email list for youth services staff.
- Provide access or referral to managers and supervisors of the Dauphin County Library System for consultation regarding issues such as personnel, finances, technology, collection development, etc.
- Create and maintain a professionally designed district website with useful information for all in the district to access.
- Provide a one-year membership for each member library to PANO, the Pennsylvania Association of Nonprofit Organizations, to begin shortly after the state budget for district centers is approved.

## Interlibrary Loan (ILL)

- Process ILL borrowing requests (except district loans) for district libraries through Access PA or OCLC ILL.
- Process all DCLS lending requests including loans through OCLC ILL from the DLC collection.
- Develop clear instructions and procedures for submitting requests to ILL or other district library collections.

## Delivery

- Keep a current IDS membership for sending and receiving. Items can be sent from East Shore Area Library to any IDS library at no direct cost to member libraries.
- Provide a core delivery service of one to three days per week (depending on volume) to each library named in this district agreement.
- Continue to offer additional delivery, beyond the core service, on a fee for service basis to CCLS according to the provisions of the Delivery Agreement.

## Reference and Library Collections

- Expend district library center aid according to the DCLS Collection Development Policy to meet district center standards.
- Maintain a collection of materials specifically to meet the needs of library professionals, support staff, and trustees as they work towards development of enhanced library services.
- Provide funds for a joint district purchase of downloadable audio books from Netlibrary/Recorded Books to include children's and young adult titles, Pimsleur language-learning items, and the adult core collections.
- Meet district center standards of 64 operating hours per week at the district center for reference services, East Shore Area Library.
- Provide funds and offer support for a joint purchase of Morningstar Library Edition.
- Provide funds and offer support for a joint purchase of HeritageQuest.
- Make a coordinated one-time purchase of \$26,765 for the purchase of miscellaneous technology, equipment, and software. Libraries will suggest what their library needs and a process will be determined to take advantage of group purchases wherever possible. Each location will be able to expend up to \$1,111 of district funds on technology equipment.

## Print Shop

- Offer printing of ready-to-print documents at cost to all libraries in the district. DCLS will aim for a greater than 90% on time project completion rate for all requests submitted according to print shop guidelines. Cost effectiveness and ability for DCLS Print Shop services to the district to continue will be re-evaluated yearly.
- Complete printing and design at cost for jobs for Capital Area Library District projects including materials for workshops, bookmarks, posters, or other materials for distribution to all district libraries.

## Continuing Education

- Offer a minimum of eight continuing education workshops for the development of board members and library staff at all levels.
- Maintain records of library staff attendance at District-sponsored workshops.
- Participate in and provide a multidistrict workshop opportunity, assuming funding from Commonwealth Libraries.
- Assist with in-service day planning and other local staff training as requested.

Service eligibility standards for local libraries

1. Local libraries shall comply with standards for public library service set by Commonwealth Libraries, including qualification for State Aid.
2. Local libraries shall file annual reports, Access Pennsylvania claim forms, and other documents required by Commonwealth Libraries or by the District Center, in a timely manner (consistent with Commonwealth Libraries requirements).
3. Local libraries shall agree to comply with district interlibrary loan, delivery, and other policies and procedures affecting district services.
4. Local libraries shall actively support and participate in District meetings and continuing education programs. Specifically, each library is required to send a representative to at least two district meetings during the twelve-month period covered by this agreement. District meetings shall include, but not be limited to, workshops, interest groups meetings, and district project committees.
5. Local libraries shall participate in the Statewide Library Card Program (Access Pennsylvania).

Evaluation

At quarterly district meetings and through regular communication with the consultant at local meetings, staff can provide feedback on the services and agreement.

Failure to Perform

In the event a district library (or libraries) believes the DLC is failing to perform in accordance with the terms of this Agreement, a complaint shall first be registered with the District Consultant, who shall attempt to resolve the issue in concert with the DLC Administrator. Should the DLC be unable or unwilling to resolve the issue to the satisfaction of the district library, a Commonwealth Libraries liaison will meet with the complainant, the DLC Administrator, and if deemed necessary, the District Advisory Council. Failure to resolve the issue at this step shall result in the involvement of the Commissioner of Libraries, with appeal to the Governor's Advisory Council on Library Development. It is clearly understood that among the consequences of DLC nonperformance are withholding of DLC aid not yet reimbursed, return of DLC aid previously received, and possible loss of DLC designation.

In the event a district library fails to comply with the responsibilities listed above, the DLC, working in consultation with the Commonwealth Libraries liaison, shall have the right to limit or suspend district services to the extent permitted by law.

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Library Director

Date

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Board President

Date



**Draft 07/08  
Budget for  
Negotiation**

<b>----- PERSONNEL EXPENSE -----</b>	
Salaries	\$196,885
Payroll Taxes	
Pennsylvania Unemployment Compensation	
Pension	
Health Insurance	
Life/Disability Insurance	
Worker's Compensation Insurance	
Travel Training	\$5,600
Myers Fund	
	\$16,000
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<b>Total PERSONNEL EXPENSE</b>	<b>\$218,485</b>
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<b>----- OPERATING -----</b>	
Library Materials	\$4,200
Electronic Resources	\$73,036
Periodicals	
Telephone	\$700
Postage	\$11,194
Office Supplies	\$2,500
Professional Fees	\$1,265
Membership Fees	\$11,000
OCLC	\$15,000
Program Speakers	\$6,000
Workshop Expense	\$3,000
Printing Expense	\$1,500
Advertising	\$1,000
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<b>Total OPERATING EXPENSES</b>	<b>\$130,395</b>
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<b>----- BUILDING, EQUIPMENT AND VEHICLES -----</b>	
Equipment/Furniture Purchases	\$31,775
Equipment Maintenance	\$0
Equipment Lease/Rental	\$0
Vehicle Operating	\$9,800
Vehicle Insurance	\$3,010
Vehicle Maintenance	\$5,500
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<b>Total BUILDING, EQUIPMENT AND VEHICLES</b>	<b>\$50,085</b>
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DLC Collection	\$104,000
Administrative Fee	\$26,472
<b>Total EXPENSES</b>	<b>\$529,437</b>

