

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

July 1, 2023 – June 30, 2024

PARTIES TO THE AGREEMENT

This agreement was negotiated by the _____, which met on _____

The members of the _____ include:

District Center Representatives

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)

Affiliate Library Representatives (if applicable)

(Public libraries that do not qualify for or participate in the State Aid Program administered by the Office of Commonwealth Libraries)

Office of Commonwealth Libraries District Liaison

APPROVAL PROCESS

The _____ 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.

CONDITIONS

This agreement is in effect from July 1, 2023, through June 30, 2024.

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

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 \$ _____ 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 your district has no affiliate libraries.)

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, District Library Center Administrator, and to the District Consultant 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.
7. Inform District Consultant of library director and library board member changes as soon as they occur.

List additional responsibilities:

DISTRICT LIBRARY CENTER RESPONSIBILITIES:

1. The District Library Center provides a District Consultant Librarian to advise member libraries, coordinate District-wide projects, and works in collaboration with the Office of Commonwealth Libraries.
2. The District Library Center will provide Interlibrary Loan Services in accordance to the [GAC Interlibrary Loan Guidelines](#).
3. The District Library Center will provide leadership, coordination, and consultation in regards to training for new library directors.
4. The District Library Center will provide leadership, coordination, and consultation in regards to professional development training for staff and trustees.

List additional responsibilities:

CONTINGENCY PLAN OF THE DISTRICT NEGOTIATED SERVICES AGREEMENT FOR THE LIBRARIES IN THE DISTRICT

July 1, 2023 – June 30, 2024

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:

Agreement to the 2023-24 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 representative believes 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.