

Allentown District Negotiated Agreement

The District Advisory Council (DAC)/District Executive Committee (DEC) recommends this District Negotiated Agreement (DNA) for consideration by the member libraries. The process for the DNA is not complete until the following three steps have been finalized:

- Approval/Ratification by a simple majority of the voting libraries within the district.
- Application for District Aid by the DLC.
- Approval and review of the agreement by the Office of Commonwealth Libraries (OCL).

Upon completion of all three steps, the agreement will be in effect for all public libraries and outlets in the district for the term of the agreement.

For resources and ideas please see: [District Negotiated Agreements \(DNA\) - State Aid Resources for Pennsylvania Public Libraries - LibGuides at State Library of Pennsylvania.](#)

This agreement is in effect from 07/01/2025 to 06/30/2026. This agreement is predicated upon receipt of district aid in the amount of \$ 335,742.

Services and Responsibilities:

Affiliate Libraries: 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 OCL.

Affiliate Library Responsibilities:

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Affiliate Library Services:

Materials from Commonwealth Libraries (Summer Reading Club materials, posters, flyers, PA One Book materials, etc.) to be delivered at the District's expense Consultation by the District Center on matters of library policy by request Admission, by request, to continuing education opportunities provided by the District Residents of unserved areas are eligible to purchase a library membership from, and for use at, the District Center Library.

Member Libraries: Member libraries are those public libraries that qualify for and participate in the State Aid Program administered by OCL.

Member library's responsibilities to receive district services include:

- Comply with state standards for public library services set by the [Statute](#), [Regulations](#), and [GAC Guidelines](#).
- Submit all state required reports, applications, plans, and other documents by the provided deadlines.
 - This includes deadlines given to libraries from OCL, DLCs, and Federated System Administrations.
- Participate in district wide meetings and projects.
- Promote the use of district services to the library's service area population.
- Promote interlibrary loan as an option for patrons and cooperate with member libraries regarding ILL.
- Inform the district of all applications for LSTA and Keystone grants.
- Inform the district and OCL of library director changes as soon as they occur.
- Inform the district of library board member changes as soon as they occur.

In addition to the following:

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District Library Centers (DLC): DLCs are designated by the State Librarian and approved by the Governor's Advisory Council (GAC). DLCs have certain responsibilities to fulfill as outlined in the Statute, Regulations, and GAC guidelines, and as negotiated by the district library members.

DLC responsibilities include:

- Comply with state standards for district and public library services set by the Statute, Regulations, and GAC Guidelines.
- Provide at least one qualified district consultant librarian to advise member libraries, coordinate district-wide projects, and work in collaboration with the Office of Commonwealth Libraries.
- Provide Interlibrary Loan Services in accordance with the GAC Interlibrary Loan Guidelines.
- Provide leadership, coordination, and consultation in regard to training for new library directors.
- Provide leadership, coordination, and consultation in regard to professional development training for staff and trustees.
- Follows best practices with regards to communication and transparency with their member libraries.
- The DLC Board of Trustees is oriented each year on their duties and responsibilities with regards to district funding and the appropriate use thereof.
 - This includes clarifying that the negotiation of use of district funds lies with the DAC/DEC.

In addition to the following:

All District expenses, including those incurred by District Library Center employees, will be accounted for separately in the DLC's accounting system. DLC employees who provide District services will record such time separately from their normal duties, and the DLC will make those records available to Member Libraries upon request. The DLC will provide monthly reports of District financial activity to the Member Libraries. The DLC will provide Member Libraries with a correct report of prior year District expenditures prior to the time such report is required to be submitted to the Office of Commonwealth Libraries. The DLC will continue to make its collection available and accessible to patrons of all Member Libraries both through the Access PA program, resource sharing, and through the staff of Member Libraries. The DLC will maintain a current professional collection that will be available to all Member Libraries. The DLC will coordinate books-by-mail delivery service to patrons within the District who are blind or visually impaired, or who are unable to read or unable to use standard printed material due to physical limitations. The DLC will provide daily Monday-Saturday intra-library delivery service to each Member Library location, serve as a hub for Multi-District Lehigh Valley and Pocono resource sharing, and facilitate delivery of items returned to any Member Library to their home library. The DLC will provide reference staff at all Member Libraries with remote access to the subscription databases currently under contract at the DLC, which are accessible on the DLC's website. This access is to be used by staff only for in-house purposes and not for unsupervised or in-home use by Member Library patrons. The DLC Department Heads will be readily available for consultation and continuing education in their respective areas of responsibility. The DLC Children's Department will plan and facilitate quarterly meetings of Member Libraries' children and youth services staff. The DLC will work with other local libraries, Districts, and OCL to provide continuing education opportunities for Member Libraries, including staff and trustees. Member Libraries will have the opportunity to suggest topics for continuing education, and efforts will be made to provide presentations on a wide range of topics. DLC programs (with the exception of the children's summer reading program) will be available to all residents of the District. This includes storytimes, book groups, and adult seasonal reading programs. The DLC will negotiate and support discounted pricing for products and services agreed upon by the Member Libraries. The DLC will maintain a District webpage (www.allentownpl.org/district) with information for Member Libraries, including links to applicable forms, laws, etc.

District Budget Narrative:

Specific services and/or resources that will be provided/purchased by the DLC include:

District Development: Travel: a nominal amount has been added to account for travel to state mandated meetings for District Administrator and Consultant. Technology Support/Training: a maximum of \$3,600 has been set aside to compensate a designated staff member (currently Natalie Arnold) for management of consortium databases and technical assistance above and beyond their normal work hours for 10 hrs. of billed work per month. Continuing Ed./Prof. Development: \$1,000 allocated to Continuing Ed/Prof Development, which could include expenses for outside presenters at District wide CE events for employees and trustees Marketing/PR: \$15,099 allocated for District-wide PR and marketing initiatives, \$7,348 for material costs, and an estimated \$7,751 for email marketing program subscriptions, that reach the maximum number of residents possible, in accordance with decisions by a majority of the District Executive Committee District Resources: Included in 'Collection Development': \$500 for purchase of materials for professional collection for use by all District libraries \$3600 allocated for purchase of museum pass subscriptions for all libraries @ \$300/library Included in 'Electronic Resources/Databases/Online Services': Ancestry (Proquest): \$24,938 Overdrive e-magazines: \$17,500 Overdrive e-books: \$12,000 Overdrive MARC records: \$375 Overdrive collection: \$19,302 Brainfuse: \$15,500 Morning Call (Newsbank): \$10,058 Swank Movie Licensing: \$5,467 Total: \$105,204 A 5% increase has been factored in for Ancestry and Swank Movie Licensing. A 3% increase has been factored in for Newsbank. Included in 'Electronic Databases, Platforms, and Online Services': \$6,600 for hotspot subscriptions (\$120/yr. x 55 total units) Interlibrary Loan costs: IDS: \$27,037 IDS Member Fee for mailing 3001-3500 packages per year and \$2.317 Affiliate Member Fee, These factor in a 5% increase. Delivery Within District/Other Delivery Methods: \$21,525 for mileage costs for daily District deliveries (615 miles per week X 52 weeks X January 2025 federal rate of 70 cents per mile) minus 12 scheduled holidays (\$71.75/day = \$861) This number is for budgeting purposes only. Records of actual mileage must be kept by DLC \$100 for extra USPS and other postage Shipping Supplies: \$250 OCLC: \$1,774.28 for annual WorldShare ILL subscription, allowing District to borrow through OCLC Access Pennsylvania Fees: \$3,900 for annual AccessPA fees for all District libraries @ \$325 each

Description of how these services and resources aid in the development of member libraries and equitable services for district residence:

The provision of delivery and interlibrary loan services facilitates the sharing of resources among member libraries, ensuring that each library has access to a broader range of materials than they could provide individually. This helps in the development of member libraries by enriching their collections and meeting the diverse needs of their patrons. Additionally, by pooling resources for services like databases, museum passes, and hotspots, member libraries can offer their communities access to valuable resources that might otherwise be financially out of reach. This contributes to the equitable provision of services for district residents by ensuring that all members of the community, regardless of their individual library's budget constraints, have access to a wide array of educational and recreational resources. Overall, these services and resources promote collaboration among libraries and help bridge the gap in access to information and cultural experiences for residents across the district.

Contingency Plan:

Modifications to the DNA not specifically outlined in the contingency plan section will be renegotiated by the DAC/DEC and sent for approval to the member libraries within the district. Finalized/approved modifications will be submitted to OCL but do not require OCL approval. 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 will be agreed upon and endorsed as part of the District Negotiated Agreement. Agreement to the Allentown District Negotiated Agreement includes an agreement to this contingency plan.

Contingency Plan Narrative:

If there is a change in approved budget expenses:

Additional e-material purchases, or other materials, subscriptions or services agreed upon by a majority of the District Executive Committee, and potential increased costs that cannot be calculated at the time of the budget adoption, such as DLC employee wage and benefit rates and federal mileage reimbursement rate.

Failure to Perform Statement:

In the event a member library representative believes the DLC 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 DLC, working in consultation with the Statewide Services Advisor, shall have the right to limit or suspend district services.

Provisions for the DNA are found in the following documents:

- [§9301 Education Code \(24 PA.C.S.\) – Public Library Code, Act of Nov. 1, 2012, P.L. 0, No. 210 §9338 \(c\)\(2\)](#)
- [Pennsylvania Library Code Title 22 Education \(regulations\) §141.22\(c\)](#)
- [Guidelines for Negotiating Agreements for District Library Center Services, as adopted by the Governor's Advisory Council, January 10, 2017.](#)

District Aid Budget:

Category	Current FY	% of Aid	Prev. FY	Narrative
Admin Fee	\$0	0.0%	\$0	
Salaries/Wages/Benefits	\$143,170	42.6%	\$137,207	APL Benefits: Medical: Library cost: \$904.70/month for individual - \$26/month employee contribution = \$878.70; Dental and Vision: 100% paid for by employee; Pension: state mandates employer contribution rate of 34% of employee's gross salary for FY 2025-2026, but currently reimburses the library for 50% of costs; Employer FICA Social Security tax rate for 2025 = 6.2% of employee's salary; Employer FICA Medicare tax rate for 2025 = 1.45% of the employee's salary; Philip Holderith and Nancy Horwath are scheduled for regular hours providing ILL service for all libraries. Youth Services Department Head has been allotted a nominal percentage of her total hours. Quarterly District Youth Services meetings are to be part of the Department Head's responsibilities per the Negotiated Agreement. Delivery drivers: total driver hours have been budgeted at a maximum of 36 hrs. per week, which includes sorting time, for 6 days per week. Deductions have been made for 12 APL holidays. The Salaries/Wages/Benefits section is budgeted based on 100% attendance of ILL and delivery employees. A proper accounting for all District employee expenses must be verified through payroll reports.
Travel	\$200	0.1%	\$200	The provision of delivery and interlibrary loan services facilitates the sharing of resources among member libraries, ensuring that each library has access to a broader range of materials than they could provide individually. This helps in the development of member libraries by enriching their collections and meeting the diverse needs of their patrons. Additionally, by pooling resources for services like databases, museum passes, and hotspots, member libraries can offer their communities access to valuable resources that might otherwise be financially out of reach. This contributes to the equitable provision of services for district residents by ensuring that all members of the community, regardless of their individual library's budget constraints, have access to a wide array of educational and recreational resources. Overall, these services and resources promote collaboration among libraries and help bridge the gap in access to information and cultural experiences for residents across the district.
Tech Support & Training	\$3,600	1.1%	\$3,600	
CE & Prof. Development	\$1,000	0.3%	\$1,000	
Marketing & PR	\$15,099	4.5%	\$15,099	
Dues & Memberships for Consult Staff	\$0	0.0%	\$0	
Programming & Outreach Services	\$0	0.0%	\$0	
Office Expenses for District Services	\$0	0.0%	\$0	
Print & e-Materials	\$4,100	1.2%	\$4,100	District Development: Travel: a nominal amount has been added to account for travel to state mandated meetings for District Administrator and Consultant. Technology Support/Training: a maximum of \$3,600 has been set aside to compensate a designated staff member (currently Natalie Arnold) for management of consortium databases and technical assistance above and beyond their normal work hours for 10 hrs. of billed work per month. Continuing Ed./Prof. Development: \$1,000 allocated to Continuing Ed./Prof. Development, which could include expenses for outside presenters at District-wide CE events for employees and trustees. Marketing/PR: \$15,099 allocated for District-wide PR and marketing initiatives, \$7,348 for material costs, and an estimated \$7,751 for email marketing program subscriptions, that reach the maximum number of residents possible, in accordance with decisions by a majority of the District Executive Committee. District Resources/Included in 'Collection Development': \$500 for purchase of materials for professional collection for use by all District libraries. \$3600 allocated for purchase of museum pass subscriptions for all libraries @ \$300/library/Included in 'Electronic Resources/Databases/Online Services': Ancestry (Proquest): \$24,938/Overdrive e-magazines: \$17,500/Overdrive e-books: \$12,000/Overdrive MARC records: \$375/Overdrive collection: \$19,302/Brainfuse: \$15,500/Morning Call (Newsbank): \$10,058/Swank Movie Licensing: \$5,467/Total: \$105,204A 5% increase has been factored in for Ancestry and Swank Movie Licensing. A 3% increase has been factored in for Newsbank. Included in 'Electronic Databases, Platforms, and Online Services': \$6,600 for hotspot subscriptions (\$120/yr. x 55 total units)/Interlibrary Loan costs: IDS: \$27,037 IDS Member Fee for mailing 3001-3500 packages per year and \$2,317 Affiliate Member Fee, These factor in a 5% increase. Delivery Within District/Other Delivery Methods: \$21,525 for mileage costs for daily District deliveries (615 miles per week X 52 weeks X January 2025 federal rate of 70 cents per mile) minus 12 scheduled holidays (\$71,751/day = \$861) This number is for budgeting purposes only. Records of actual mileage must be kept by DLC. \$100 for extra USPS and other postage Shipping Supplies: \$250OCLC: \$1,774.28 for annual WorldShare ILL subscription, allowing District to borrow through OCLC Access Pennsylvania Fees: \$3,900 for annual AccessPA fees for all District libraries @ \$325 each
Collection Processing	\$0	0.0%	\$0	
E-Databases, Platforms, & Online Services	\$111,770	33.3%	\$109,697	
Resource Sharing Mgmt. Software & Fees	\$5,674	1.7%	\$5,640	
Delivery by Commercial Vendors	\$29,354	8.7%	\$38,346	
Delivery by Library Vehicles	\$21,525	6.4%	\$20,603	
Shipping Supplies	\$250	0.1%	\$250	
Total District Expenses	\$335,742		\$335,742	Proposed Allocation 335,742