District Negotiated Agreement

Services and Responsibilities

Affiliate Libraries

List all the services available to affiliate libraries in the district service area:

- 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 library responsibilities include:

- Comply with standards for public library services set by OCL.
- Submit all state required reports, applications, plans, and other documents in a timely manner. This includes deadlines given to libraries from OCL, DLCs, and Federated System Administrations.
- Comply with district services procedures outlined by the DLCs.
- Participate in the District Advisory Council discussions, district library director meetings, and other meetings provided by the district. This includes participating in district strategic planning processes and review activities.
- Promote the use of district services to the library's service area population.
- 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.

District Center Duties

DLC responsibilities include:

- The DLC provides leadership, coordination and consultation to local libraries as described in 24 Pa. C.S. §9338 (c) (2).
- The DLC will provide Interlibrary Loan Services in accordance with the GAC Interlibrary Loan Guidelines.

- The DLC will comply with standards for public library services and district aid set by OCL.
- 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.
- All District expenses and revenue, including those incurred by District Library Center employees, will be accounted for separately in the DLC's accounting system for the FY 2027-2028 DNA.
- 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 for the FY 2027-2028 DNA.
- The DLC will provide monthly reports of District financial activity to the Member Libraries.
- The DLC will share the approved DLC report from the previous fiscal year with member libraries.
- All District expenses and revenue, 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 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 Aid Budget

2026-27 District Negotiated Agreement for: Allentown					
District Negotiated Agreement Fiscal Year: 2026-2027					
			26-27 Budgeted	**% District Aid Budgeted**	***District Funds Expended in 2024-25***
Administrative Fee	**0**			0.00%	**0**
Salaries/Wages/Benefits	Salary/Wages	Benefits			
District Administrator	$0.00	$0.00	$0.00	0.00%	$0.00
District Consultant	$56,000.00	$27,369.20	$83,369.20	23.19%	$82,635.00
ILL Staff	$16,594.18	$9,361.55	$25,955.73	7.22%	$23,662.00
IT Staff	$0.00	$0.00	$0.00	0.00%	$3,600.00
Collection Support Staff	$0.00	$0.00	$0.00	0.00%	$0.00
Public Relations Staff	$0.00	$0.00	$0.00	0.00%	$0.00
Reference Staff	$0.00	$0.00	$0.00	0.00%	$0.00
Youth Services Staff	$1,573.00	$775.77	$2,348.77	0.65%	$2,294.00
Delivery Staff	$28,224.00	$6,899.36	$35,123.36	9.77%	$27,696.00
Human Resource Staff	$0.00	$0.00	$0.00	0.00%	$0.00
Administration Staff	$0.00	$0.00	$0.00	0.00%	$0.00
Total Salary/Wages/Benefits	$102,391.18	$44,405.88	$146,797.05	40.83%	**$139,887.00**
District Development					

Travel	$200.00	0.06%	$0.00
Technology Support/Training	$0.00	0.00%	$0.00
Continuing Ed./Prof. Development	$1,000.00	0.28%	$132.00
Marketing/PR	$15,090.00	4.20%	$11,670.00
Dues & Memberships for District Consultants	$0.00	0.00%	$0.00
Programming/Outreach Services	$0.00	0.00%	$0.00
Office Expense for District Development	$0.00	0.00%	$0.00
Print and Electronic Materials	$64,553.00	17.95%	$75,571.00
Collection Processing Costs	$0.00	0.00%	$0.00
Electronic Resources/Databases/Online Services	$70,087.00	19.49%	$58,643.00
Resource Sharing Management Software and Fees	$12,457.00	3.46%	$5,639.00
Delivery by Commercial Vendors (UPS, IDS, FedEx, Etc.)	$27,282.00	7.59%	$22,744.00
Delivery by Library Vehicles	$21,848.00	6.08%	$21,344.00
Shipping Supplies	$250.00	0.07%	$112.00
Other development expense	$0.00	0.00%	$0.00
Total Services	$212,767.00	59.17%	$195,855.00
Estimated 2026-2027 District Aid	$359,564.00		$335,742.00
Total Budgeted 2026-2027 District Aid	$359,564.05		$335,742.00
Difference	-$0.05		$0.00

District Budget 2026-2027 Narrative

Salaries/Wages/Benefits

Separate from the DLC's overall staffing requirements, District Funds can fairly be used to compensate the DLC for the amount of time individual employees spend directly on District services. The state provides the Staff Detail Sheet template.

From 'Guidelines for Negotiating Agreements for District Library Center Services': "Each DLC sets the salaries and benefits for personnel employed by the DLC who provide district services. The pay schedule and individual staff responsibilities of district library center personnel are not to be included in district negotiations.

- APL Benefits:
    - Medical: A 10% increase to medical is projected for the 2026-2027 fiscal year. Library cost: $1,166/month for individual - $26/month employee contribution = $1,140
    - Dental and Vision: 100% paid for by employee
    - Pension: state mandates employer contribution rate of 33.59% of employee's gross salary for FY 2026-2027, but currently reimburses the library for 50% of costs
    - Employer FICA Social Security tax rate for 2026 = 6.2% of employee's salary
    - Employer FICA Medicare tax rate for 2026 = 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 18 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.

<u>District Development</u>

<u>Travel</u>

- $200 has been added to account for travel for the District Administrator and Consultant.

<u>Continuing Ed./Prof. Development</u>

- $1,000 allocated to Continuing Ed/Prof Development, which could include expenses for outside presenters at District wide CE events for employees and trustees

<u>Marketing/PR</u>

- $15,098 allocated for District-wide PR and marketing initiatives.
    - $7,542 estimated for LCLC material costs and includes 35.65% allocated to Allentown Public Library based on % of population.
    - $7,556 is estimated 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

<u>Print and Electronic Materials</u>

- $500 is included for purchase of materials for professional collection for use by all District libraries

- $4,200 allocated for purchase of museum pass subscriptions for all libraries for America on Wheels ($75), Lehigh Valley Heritage ($50), and Reading Public Museum ($225) for $350 per library
- Overdrive e-magazines: $17,500
- Overdrive e-books: $12,000
- Overdrive MARC records: $375
- Overdrive Collection:$24,650 - Amount increased from previous year to accommodate increases in item costs
- Swank Movie Licensing $5,328 - Includes an estimated 5% increase.

Electronic Resources/Databases/Online Services

- Ancestry (Proquest): $26,158 - Includes an estimated 5% increase.
- Brainfuse: $15,500
- Morning Call (Newsbank): $10,354 - Includes an estimated 3% increase.
- New York Times Digital: $8,195 - Increase in cost in contract.
- Wall Street Journal Digital: $4,000
- Hotspot Subscription: $5,880 - $120 per year x 49 units

Resource Sharing Sharing Management Software and Fees

- Aspen: $4,748
    - $3,500 for LCLC catalog
    - $1,248 Allocated to Allentown based off of % population served
- Quipu Renew: $2,035
    - $1,500 for LCLC libraries
    - $535 Allocated to Allentown based off % of population served
- OCLC: $1,774
- Access Pennsylvania Fee: $3,900 -$325 per library.

Delivery by Commercial Vendors

- Interlibrary Delivery Service: $27,182.00
    - Estimated $24,865 for membership fee for mailing 2501-2999 packages per year. Factoring in a 5% increase
    - $2,317 Affiliate Member Fee, for 11 affiliates. Factoring in a 5% increase.
- USPS and other Postage
    - $100 for extra USPS and other postage

Delivery with Library Vehicles

- District Delivery Van: $21,847.87 for mileage costs for daily District deliveries 615 miles per week x 52 x 2026 Federal Rate of $0.725 per mile) minus (102.5 miles per day x $0.725x 18 scheduled holiday closings). This number is for budgeting purposes only. Records of actual mileage must be kept by DLC.

Shipping Supplies: $250