

**MONROE COUNTY LIBRARY SYSTEM
ROCHESTER PUBLIC LIBRARY
SERVICE AGREEMENT
January 1, 2020 - December 31, 20xx**

THIS AGREEMENT is made on the 29th day of January, 2020 between the **Rochester Public Library** (hereafter referred to as the “RPL”), chartered by the Board of Regents of the University of the State of New York, located in Rochester, New York, and the **Monroe County Library System** (hereafter referred to as the “MCLS”), a library system established by the County of Monroe and chartered by the Board of Regents of the University of the State of New York.

Whereas, the MCLS desires the RPL to provide services on its behalf to the public libraries located in Monroe County; and

Whereas, the RPL is designated as the official Central Library of the MCLS and recognizes its role in providing countywide library services;

Therefore, it is resolved that the RPL and the MCLS hereby agree as follows:

1. The RPL shall employ a Library Director to: jointly oversee the operations of the RPL and the MCLS at the Department Head Level (Bracket 36) of City of Rochester salary schedule; provide administrative services necessary to fulfill MCLS responsibilities to its member libraries; advise and consult with member libraries in matters of library management, programs, and services; serve as liaison with the New York State Department of Education’s Division of Library Development; keep member libraries informed of the laws, regulations and pending legislation related to libraries at all levels of government and; provide individual assistance and group training as appropriate and as specified in **the attached document of understanding.**

MCLS will reimburse RPL one-third (1/3) of the cost of the Library Director’s Office. Payment will be made at the end of each RPL fiscal year.

2. The RPL’s Central Library shall serve as the central resource library for the MCLS.

The MCLS will reimburse the RPL annually, for a not-to-exceed amount for the cost of interlibrary loan services as follows:

2020-21: \$64,000

2021-22: \$66,000

2022-23: \$68,000

and will redistribute annually to the RPL, the MCLS’ Central Library Development Aid and the Central Library Book Aid grants.

3. The RPL shall provide Library Automation Services as required to meet the terms of the agreement between MCLS and its member libraries.

The amount of such services to be reimbursed by the MCLS to the RPL shall be mutually determined on an annual basis.

4. The RPL shall, through its Extension Department and other service outlets, provide Outreach Services on behalf of MCLS, consistent with the requirements of Section 273(h) of State Education Law and any appropriate Commissioner's Regulations.

In return for these services, the MCLS will pay the RPL an amount annually equal to the Coordinated Outreach Grant the MCLS is entitled to receive under Section 273(h) of State Education Law.

5. The RPL shall provide regular delivery service between the Central Library and all MCLS member libraries and their branches. The minimum of such delivery shall not fall below four pickups and deliveries per week, except for holidays, emergencies and upon request by member library.

The MCLS will reimburse the RPL annually for 100% of the cost of providing such delivery service.

6. RPL shall provide database maintenance, management, and operations support in accordance with regulations of the Commissioner of Education of the State of New York and as necessary to meet standards established by member libraries and MCLS.

The MCLS and the RPL shall mutually determine the amount of reimbursement for database maintenance, management, and operations support on an annual basis.

7. A schedule of total annual reimbursement for all services to be provided under this agreement for the upcoming fiscal year beginning July 1, shall be adopted by the MCLS and RPL Boards of Trustees in February of each year.

Effective Date and Termination

This agreement shall cover the period January 1, 2020 through **December 31, 20XX**. It shall supersede the previous service and automation agreements between RPL and MCLS and shall complement the basic member library contract between MCLS and all its member libraries covering the same period. This agreement may be terminated by either party upon written notice to the other, no later than nine (9) months prior to the end of any calendar year.

President, RPL Board of Trustees

Date

President, MCLS Board of Trustees

Date