

# **LIBRARY SUPPORT AGREEMENT**

## **Yavapai Library Network**

THIS AGREEMENT is made and entered into this \_\_\_\_\_, 2012, by and between Yavapai County Free Library District (hereinafter the "DISTRICT") and \_\_\_\_\_, (hereinafter the "MEMBER LIBRARY").

### **RECITALS**

**WHEREAS**, the DISTRICT was established in 1987 pursuant to ARS § 48-3901 for the purpose of supporting and facilitating the provision of library services within the boundaries of Yavapai County; and

**WHEREAS**, the DISTRICT is a political taxing subdivision of the State of Arizona and has all the powers, privileges and immunities granted generally to municipal corporations by the constitution and laws of this state; and

**WHEREAS**, the District has an agreement with the Department of Library, Archives and Public Records of the State of Arizona, hereinafter referred to as the "State Library," to provide library services within Yavapai County and the State of Arizona; and

**WHEREAS**, the District and various municipalities, boards and other entities recognize the need to cooperate in the provision of library services to the residents of the Yavapai County; and

**WHEREAS**, these same parties have historically formed a partnership known as the Yavapai Library Network (YLN) which was established in 1985 to better serve the needs of the residents for library services in Yavapai County through the use of technology having common standards; and

**WHEREAS**, these same parties acknowledge the value derived in the provision of services from economies of scale that are created by mutual cooperation and resource sharing bind themselves together with the DISTRICT to form a consortium of public, school, academic, and special Libraries (hereinafter the "NETWORK"); and

**WHEREAS**, the Parties have determined that it is in their mutual interest to enter into an agreement whereby the DISTRICT shall provide equipment, data services and support and related library services to the MEMBER LIBRARY subject to the terms and conditions set forth herein.

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**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- 1. Responsibilities of the District.** The DISTRICT hereby agrees to
  - a. Act as host and fiscal agent to ensure continued delivery of library services to the MEMBER LIBRARY and to facilitate the stability and operation of the NETWORK.
  - b. Assign, within budgetary and resources limitations, technical and management staff as deemed sufficient to meet the normal service requirements of the NETWORK and the MEMBER LIBRARY. Examples of such services include routine system maintenance, upgrades, backups and recovery.
  - c. Timely notify all MEMBER LIBRARIES of system changes and scheduled system outages.
  - d. Work cooperatively with vendors, MEMBER LIBRARIES and other involved parties to ensure compliance with industry standards and to ensure the success of on-going system operations.
  - e. Provide dedicated hardware and software resources to be housed in a secure environment and incorporating sufficient network bandwidth to allow MEMBER LIBRARIES to readily access the resources of the NETWORK.
  - f. Provide periodic operational status reports as required to fully inform MEMBER LIBRARIES of the nature, type and status of services being rendered by the DISTRICT.
  - g. Provide individual data, not covered under normal operation of the NETWORK, to any MEMBER LIBRARIES, subject to additional charges as set forth in Attachment A.
  - h. Provide for all operational costs of the NETWORK.
  - i. Gather statistics and other information as required for establishing fiscal-year based billing amounts payable by MEMBER LIBRARIES to ensure the continuity of the NETWORK. Statistics will be based on a complete calendar year.
  - j. Provide MEMBER LIBRARIES an estimated annual cost of operation assessment with anticipated benefits for the MEMBER LIBRARY no later than January 15 of each year during the initial term of this Agreement or renewals thereof.
  - k. Provide to each MEMBER LIBRARY, no later than March 15 of each year during the initial term of this agreement or renewals thereof an annualized invoice for services to be rendered to reflect allocation of costs as shown in the Formula for Shared Costs (Attachment A - Model for Annual Assessment).
  - l. Provide technical management services for NETWORK systems including maintenance and systems administration that support the operation of the ILS (Integrated Library System).
  - m. With the advice and recommendations of the NETWORK STEERING Committee apply enhancements to the ILS as deemed necessary.
  - n. Notify the MEMBER LIBRARIES of any decision by the DISTRICT to withdraw from oversight of and/or participation in the NETWORK no less than 1 year prior to the effective date of any such decision.
  - o. Except as expressly specified in this agreement, the DISTRICT shall save, hold harmless and indemnify the MEMBER LIBRARY and its officials, employees and agents against all expenses, liabilities and claims of every kind arising from any intentional or negligent act or omission by the DISTRICT or the DISTRICT's officials, employees and agents.

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- 2. Responsibilities of the MEMBER LIBRARY.** The MEMBER LIBRARY hereby agrees to
- a. Adhere to all duly established rules and guidelines governing the functioning of the NETWORK STEERING Committee.
  - b. Comply with Executive Order #99-4 (dated January 29, 1998) concerning non-discrimination in employment.
  - c. Protect the security and access to the catalog and further agrees to comply with the Yavapai Library Network protocols with regard to cataloging as outlined in the YLN Cataloging Manual; to requirements for conversion and authority control and to supplemental inclusion of foreign or locally constructed databases; and comply with industry cataloging standards and techniques in order to ensure compatibility with the standards and practices of the DISTRICT and the NETWORK.
  - d. To adhere to Intra-library loan document delivery procedures as outlined in the YLN Circulation Manual.
  - e. Maintain the privacy and confidentiality of Library users and comply with all privacy laws including those specifically applicable to students as covered under by Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) . Violations of user privacy may be subject to civil penalties and criminal prosecution.
  - f. Contribute bibliographic and holdings data into the ILS.
  - g. Provide access to its catalog of shared items that will be available for use by the MEMBER LIBRARIES.
  - h. Participate in the functions and activities of the NETWORK STEERING Committee which shall act as a general oversight and guidance body.
  - i. Allocate financial resources as determined to be necessary for the stability, growth and enhancement of the Network and its MEMBER LIBRARIES pursuant to the provisions of (Attachment A - Model for Annual Assessment)
  - j. Pay promptly any/all fees and charges as established herein no later than 30 days following receipt of an invoice for said fees or charges.
  - k. Work cooperatively with staff assigned by the DISTRICT, pursuant to this Agreement, and collaborate prior to the acquisition by the MEMBER LIBRARY of any/all hardware or software intended to interface with the NETWORK systems. This is to ensure proper functionality and compatibility for the MEMBER LIBRARY. The DISTRICT shall reserve the right to decline to connect any hardware and/or software determined by the DISTRICT, in its sole discretion, to be out of compliance with the functionality specifications or compatibility requirements of the NETWORK.
  - l. Designate an individual who can maintain computer problems resolution and who is responsible for consulting with the YLN support staff in regard to matters relating to the operation of the automated system. This person shall be referred to as the TECHNICAL CONTACT.
  - m. Purchase, operate and maintain at its sole expense its own circulation, cataloging, and public access stations as well as telecommunications equipment. All equipment that interfaces directly with the NETWORK services shall be evaluated by NETWORK staff to ensure compatibility.
  - n. Provide its own Internet connection with sufficient bandwidth to meet its own needs and any requirements as established by the DISTRICT or the NETWORK pursuant to this Agreement.

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- o.** Notify the DISTRICT of any decision by the MEMBER LIBRARY to withdraw from oversight of and/or participation in the NETWORK no less than 6 months prior to the effective date of any such decision.
- p.** Except as expressly specified in this agreement, the MEMBER LIBRARY shall save, hold harmless and indemnify the DISTRICT and the DISTRICT officials, employees and agents against all expenses, liabilities and claims of every kind arising from any intentional or negligent act or omission by the MEMBER LIBRARY or the MEMBER LIBRARY's officials, employees and agents.
- 3. Annual Assessment.** In consideration of the DISTRICT's provision of services pursuant to Section 1 of this Agreement, the MEMBER LIBRARY shall pay an annual assessment to the DISTRICT with the amount to be determined annually as set forth in (Attachment A - Model for Annual Assessment).
- 4. NETWORK STEERING Committee.** The MEMBER LIBRARY shall designate a representative to serve on the committee. The composition and function of the NETWORK STEERING Committee is described in greater detail in (Attachment C – Network Steering Committee).
- 5. Additional Responsibilities of certain MEMBER LIBRARY.** A MEMBER LIBRARY that is a Public Library associated with an incorporated municipality shall in addition to the assumptions of responsibilities as in section 2 hereby agree to the following additional conditions:

  - a.** Provide equal access to use the library facilities and services to all the residents of the County and provide core services free of charge to the same. These free core services shall include: borrowing privileges and computer use if available.
  - b.** The Public Library and the District shall cooperate in planning and implementing resource sharing activities acceptable to the District and the Public Library. Shared resources shall be free of cost to the residents except in the case of inter-library loans where the lender is outside of the NETWORK. In that case postage recovery costs for library materials sent to any and from any library may be passed on to the Library user limited to a total cost of \$6.00 per item or transaction.
  - c.** All library materials purchased with DISTRICT funds for the Public Library are the property of the Public Library.
  - d.** All DISTRICT funds, including contributions, that are declared for a specific purpose are to be used solely for that purpose. An annual written accounting shall be made to the DISTRICT by the MEMBER LIBRARY describing the manner and use of DISTRICT funds by the end of the fiscal year. Funds unused within the given fiscal year shall be forfeit to the DISTRICT.
- 6. Annual Contribution Eligibility for Certain Public Libraries.** A MEMBER LIBRARY that is a public Library associated with an incorporated municipality may be eligible to participate in the distribution of funds and services from the portion of jurisdiction's tax levy according to the formula as set forth in (Attachment B - Model for Annual Contribution to Public Libraries).
- 7. Term of Agreement.** The initial term of this Agreement shall commence on \_\_\_\_\_ 2012, and shall terminate on June 30, 2013. Thereafter, it shall be automatically renewed for successive one-year terms unless terminated or non-renewed as provided herein.

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**8. Termination/Non-Renewal**

- a. Early Termination.** This Agreement may be terminated at any time by mutual agreement of the parties.
- b. Termination for Breach.** In the event of a breach of any term or condition of this Agreement by any Party, the Party claiming breach shall provide written notice to the Breaching Party, said notice setting forth the factual basis for the determination that a breach has occurred. If the breach is not remedied within fifteen (15) days of the Breaching Party's receipt of notice, this Agreement shall terminate, at the option of the Party alleging breach.
- c. Non-Renewal.** Except as otherwise expressly provided herein, written Notice of Intent not to renew this Agreement shall be provided by the non-renewing Party to the other Party no later than thirty (30) days before June 30 of the fiscal year in which said notice is provided.
- d. Residual Obligations.** Unless otherwise expressly agreed by the Parties all obligations of the Parties, including payment of charges and fees, for the fiscal year during which termination or non-renewal is effective shall remain in full force and effect and binding on the respective Parties, except where covered under A.R.S. Section 38-511.

**9. Miscellaneous Provisions**

- a. Entire Agreement.** This Agreement contains the entire agreement between the parties and no modifications to the terms and conditions of the lease shall be binding upon the Parties unless evidenced by a written agreement approved and executed by the MEMBER LIBRARY and the DISTRICT.
- b. Severability.** The invalidity of any provision of this Agreement as determined by a Court of competent jurisdiction, shall in no way effect the validity of any other provision hereof, so long as the original intent of the parties is not defeated thereby.
- c. Applicable Law.** The terms and conditions of this agreement shall be construed and governed in accordance with the laws of the State of Arizona.
- d. Notices.** Notices to be sent pursuant to this Agreement shall be sent certified mail, postage prepaid to the following addresses:

**District:**

Yavapai County Free Library District  
1971 Commerce Center Circle, Suite D  
Prescott, AZ 86301

**Member Library:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

or to such other addresses as the parties may officially designate in writing.

- e. Assignment.** Neither Party shall assign or otherwise convey any right or obligation as set forth in this Agreement or any interest thereof without the express written consent of the other Party.
- f. Conflict of Interest.** This Agreement is subject to cancellation in accordance with ARS §38-511, the pertinent provisions of which are incorporated herein.

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- g. Governing Law.** Any disputes regarding this agreement shall be governed by and construed in accordance with the laws of the state of Arizona, excluding its choice of law provisions.

The parties shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government, bureau, or department applicable to the performance of the services described herein and agree to provide all cooperation reasonably necessary for such compliance.

- h. Scrutinized Business Operations.** Pursuant to A.R.S. §35-391.06 and 35-393.06, the Parties certify that they do not have a scrutinized business operation in Sudan or Iran. For the purposes of this paragraph the term “scrutinized business operation” shall have the meanings set forth in A.R.S. §35-391 or and 35-393, as applicable. If either Party determines that the other Party submitted a false certification, the Party may impose remedies as provided by law including cancellation or termination of this Agreement.

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**IN WITNESS WHEREOF**, the Parties have caused this instrument to be executed as of the date first above written.

**APPROVALS**

**County:** Yavapai County Free Library District

By \_\_\_\_\_  
Chairman, Board of Directors                      Date

ATTEST:

\_\_\_\_\_  
Clerk, Board of Supervisors                      Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy County Attorney                      Date

**Member Library:** \_\_\_\_\_

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk                      Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Counsel for Member Library                      Date

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**Attachment A**

**Model for Annual Assessment**

The annual assessment calculation is in five parts: **Annual Capital Assessment, Annual Project Assessment, Total Annual Assessment, Overall NETWORK Assessment Proportions, and Individual Library Assessment Ratios.** Each part is reflected in tables A-1 thru A-5. An example scenario is illustrated in tables A-6 thru A-9.

The first part is calculating the base amount that will be assessed to the MEMBER LIBRARIES that constitute the NETWORK for future technological needs. This value shall be hereafter the base annual assessment.

This amount is calculated based upon the anticipated financial needs of the NETWORK for some future technology pursuant to the annual technology plan as provided by the COUNTY as part of the annual assessment and benefit statement to be provided to the MEMBER LIBRARY each January 15.

This annual assessment shall in effect act as a sinking fund to ensure the stability and future viability of the NETWORK.

Therefore, the base annual contribution amount shall be based upon the following formula:

*Table A-1- Capital Assessment*

<b>Calculations for Capital Assessment</b>	<b>Formula</b>
Total estimated future costs (Capital expenses such as an ILS upgrade)	Amount
Number of years in the future between this year and the year of the anticipated expense	Years
Annual Capital Assessment Amount	Capital = Amount / Years

The NETWORK STEERING COMMITTEE may elect to implement special projects planned for the subsequent year(s) in the future or form a contract to implement a special service over several years through the DISTRICT. All estimated expenses associated with these projects, as approved by the NETWORK STEERING COMMITTEE, shall be assessed in the year the expense is incurred as part of the annual assessment. These costs shall be treated as planned and budgeted for the upcoming fiscal year with the understanding that the NETWORK shall reimburse the DISTRICT for all costs during that year as they are deemed above and beyond the operation of the NETWORK and shall be apportioned by adding these estimated and approved costs to the Annual Capital Assessment.

*Table A-2- Projects Annual Assessment*

<b>Calculations for Project Assessment</b>	<b>Formula</b>
Total estimated Project costs	Amount
Number of years in the future between this year and the year of the anticipated expense or the number of years the project is anticipated to continue	Years
Annual Project Assessment Amount	Project = Amount / Years

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The Total Annual Assessment is determined by combining Annual Capital Assessment and the Annual Project Assessment.

*Table A-3 Total Annual Assessment*

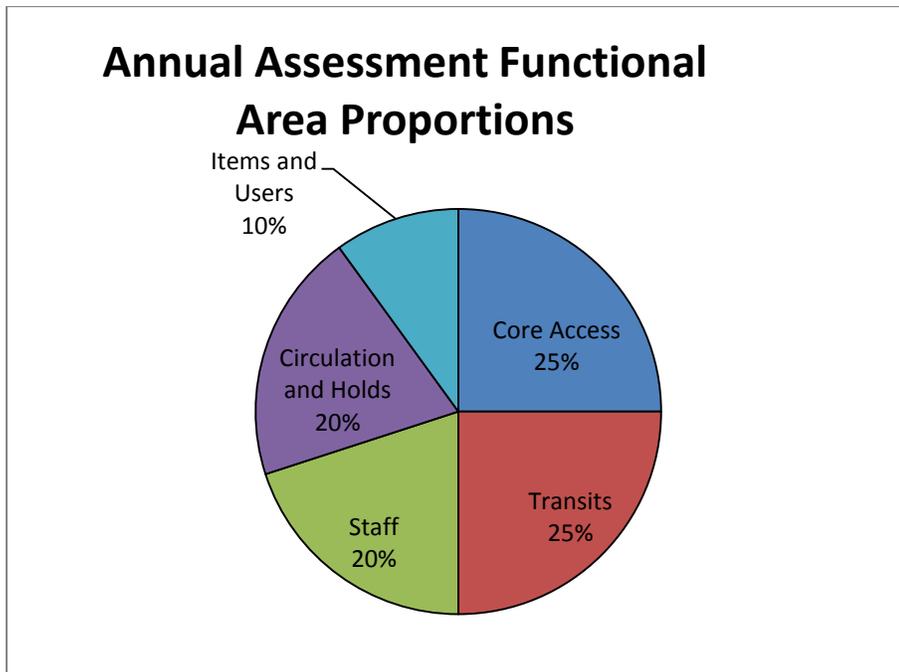
<b>Calculations for Total Annual Assessment</b>	<b>Formula</b>
Annual Capital Assessment	Base
Annual Project Assessment	Projects
Total Annual Assessment	Total Annual = Base + Projects

The Annual Assessment then is allocated to the individual MEMBER LIBRARIES according to a combination of proportions (weights) and ratios that reflect the size and activity of the MEMBER LIBRARY relative to the other members of the NETWORK. The purpose of this allocation method is to best possible allocating costs in an equitable manner based upon library performance and access.

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*Table A-4- FUNCTIONAL AREA PROPORTIONS*

<b>Calculations for Annual Assessment Amount</b>	<b>Proportions</b>																		
<b>Core Access</b> – basic access to the ILS (Integrated Library System)	25%																		
<b>Transits</b> (intra-library loans) between MEMBER LIBRARIES	25%																		
<p><b>Staff</b> - The number of staff includes: paid staff, volunteers, and students using the ILS (Integrated Library System) to perform staff functions such as check in, check out, user registration, etc. Staff not performing system functions such as custodians will not be considered in the equation. In this hypothetical example, volunteers, student workers, and employees of Library A combine to equal 2 FTE.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Position</u></th> <th style="text-align: center;"><u>Hours</u></th> <th style="text-align: center;"><u>FTE</u></th> </tr> </thead> <tbody> <tr> <td>Volunteers</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td>Student Helper</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0.25</td> </tr> <tr> <td>Part-time employee</td> <td style="text-align: center;">20</td> <td style="text-align: center;">0.50</td> </tr> <tr> <td>Full-time Employee</td> <td style="text-align: center;">40</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>80</b></td> <td style="text-align: center;"><b>2.0</b></td> </tr> </tbody> </table>	<u>Position</u>	<u>Hours</u>	<u>FTE</u>	Volunteers	10	0.25	Student Helper	10	0.25	Part-time employee	20	0.50	Full-time Employee	40	1.0	<b>Total</b>	<b>80</b>	<b>2.0</b>	20%
<u>Position</u>	<u>Hours</u>	<u>FTE</u>																	
Volunteers	10	0.25																	
Student Helper	10	0.25																	
Part-time employee	20	0.50																	
Full-time Employee	40	1.0																	
<b>Total</b>	<b>80</b>	<b>2.0</b>																	
<b>Circulation/Holds</b> – items checked out and renewed (circulated) items and filled holds (library user or staff requested reservations) placed on library items.	20%																		
<b>Collection/Users</b> - the number of items in the collection held and the number of active users of the MEMBER LIBRARY	10%																		
<b>Total of all proportions.</b>	<b>100%</b>																		



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Each MEMBER LIBRARY then is assessed based upon their **relative ratio** of each of these areas.

*Table A-5- INDIVIDUAL LIBRARY AREA SPECIFIC RATIOS*

<b>Calculations for Annual Assessment Amount</b>	<b>Ratio</b>
<b>Core Access</b>	CoreRatio = 1 / Total Number of Libraries
<b>Transits</b>	TransitsRatio = Member Transits / Total Transits
<b>Staff</b>	StaffRatio = Member Staff / Total Staff
<b>Circulation/Holds</b> – items checked out and renewed (circulated) items and filled holds (library user or staff requested reservations) placed on library items.	CircHoldRatio = (Member Circulation + Member Holds) / (Total Circulation + Total Holds)
<b>Collection/Users</b> - the number of items in the collection held and the number of active users of the MEMBER LIBRARY	CollectionUserRatio = (Member Collection + Member Users) / (Total Collection + Total Users)

The annual assessment amount that will be distributed among the MEMBER LIBRARIES shall be assessed based upon this formula yearly and MEMBER LIBRARIES notified pursuant to this Agreement, Section 1 and subsection k.

This formula is subject to change based upon the dynamic nature of emerging technologies and their impact on the libraries. For example the shifts from tangible to intangible assets, such as going from physical books to electronic books (eBooks).

This formula is also subject to change based upon requests for additional resources and services from recommendations of the Network Steering Committee. These additional resources and services may impact the need for additional funds in the current year and in the future.

Changes to this formula will be communicated during the annual renewal period through written notification from the DISTRICT to the MEMBER LIBRARY.

The annual assessment for each MEMBER LIBRARY would be decided according to the following formula:

$$\begin{aligned}
 & \text{INDIVIDUAL MEMBER LIBRARY ASSESSMENT} \\
 & = \text{Sum of the } ( (\text{TOTAL ANNUAL ASSESSMENT} \\
 & \times \text{FUNCTIONAL AREA PROPORTION}) \\
 & \times \text{INDIVIDUAL LIBRARY AREA SPECIFIC RATIO})
 \end{aligned}$$

Example: using the formula as given above with fictional values the result is as follows.

Step 1) Calculate the Annual Capital Assessment

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*Table A-6- Example Annual Capital Assessment*

ILS Upgrade in FY15-16	\$ 600,000
Number of years	4
Net annual assessment	\$ 150,000

Step 2) Calculate the Annual Project Assessment

*Table A-7- Example Approved Project with a Multi-Year Annual Project Assessment*

Ebook subscription until FY15-16	\$ 100,000
Number of years	4
Net annual assessment	\$ 25,000

Step 3) Calculate the Total Annual Assessment

*Table A-8- Example Total Annual Assessment*

Net Annual Assessment	\$ 150,000
Projects	\$25,000
Total annual assessment	\$ 175,000

Step 4) Calculate the individual library assessment.

*Table A-9- Example Library Assessment for their portion of the \$175,000*

<b>Example Library Assessment</b>						
Functional Area	Overall Proportion of Annual Assessment	Overall Annual Assessment	NETWORK Functional Area Totals	LIBRARY Functional Area Inputs	LIBRARY Ratio	LIBRARY Assessment
Core Access	25%	\$ 43,750.00	40	1	2.500%	\$ 1,093.75
Transits	25%	\$ 43,750.00	236,701	1707	0.721%	\$ 315.51
Staff	20%	\$ 35,000.00	144.185	10	6.936%	\$ 2,427.44
Circulation and Holds	20%	\$ 35,000.00	2,580,605	17235	0.668%	\$ 233.75
Items and Users	10%	\$ 17,500.00	1,306,893	46805	3.581%	\$ 626.74
<b>Total</b>	<b>100%</b>	<b>\$175,000.00</b>				<b>\$ 4,697.19</b>
<b>LIBRARY % of Total</b>						<b>2.684%</b>

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**Attachment B**

**Model for Annual Contribution to Public Libraries**

The Municipality for the given Public Library and the DISTRICT acknowledge that the services to be performed by the Public Library have a value to the residents of Yavapai County. The DISTRICT while under no obligation may provide a monetary contribution to the Public Library pursuant to A.R.S. 11-904. The amount of the contribution that the DISTRICT may provide to assist in the operation of the Public Library is as follows:

The annual contribution calculation is in two parts. The first part is calculating the amount that will be available to the Public Libraries. This amount is calculated as being the total taxes collected less the costs of operating the DISTRICT and the operation of the NETWORK.

Therefore, the general annual contribution total amount shall be based upon the following formula:

<b>Calculations for Funds Available</b>	
Total Tax Revenue Collected	Taxes
Operating Costs of the DISTRICT	District
Operating Costs of the NETWORK	Network
Total Funds Available	Taxes - (District + Network)

The formula for distribution shall be as presented in the following matrix that is applied to the funds available.

1. Five percent (5%) of the total funds available will be the base amount and apportioned to the Public Library based on the ratio of the number of Public Libraries associated with incorporated municipalities participating.
2. Five percent (5%) of the total funds available and apportioned based on the population of the incorporated municipality that is responsible for the Public Library divided by the total population of the County.
3. Fifty percent (50%) is based on total net assessed value of the property of the incorporated municipality that is responsible for the Public Library divided by the total net assessed value of the County.
4. Twenty percent (20%) is based on total amount of the circulation including renewals and intra-library loans received by the Public Library divided by the total number of the same for all of the libraries.
5. Ten percent (10%) of contribution is based on total number of active users of the Public Library divided by the total number of the same for all of the libraries.
6. Ten percent (10%) of contribution is based on total number of items held by the Public Library divided by the total number of the same for all of the libraries.

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The MEMBER LIBRARY may choose to have the DISTRICT withhold a portion of the contribution for special projects that will be funded by the DISTRICT through reimbursement. Monies not expended by the MEMBER LIBRARY at the end of the April shall be forfeit back to the DISTRICT. The DISTRICT shall withhold from the contribution the annual assessment as defined in Attachment – A.

The annual contribution shall be distributed one-half in November and the balance in May less any withholding. The DISTRICT will provide a statement with the estimated contribution amount to the MEMBER LIBRARY no later than February of each year.

This formula is subject to change based upon the changing natures of emerging technologies and their impact on the libraries, shifts in population and changes in local governance.

Changes to this formula will be communicated during the annual renewal period through written notification from the DISTRICT to the MEMBER LIBRARY.

Therefore the contribution matrix is as follows:

<b>Contribution Ratios</b>	<b>Weight</b>	<b>Member Library Ratio</b>	<b>Resultant</b>
Basic Amount of Contribution	5%	1 / Total Number of Public Libraries Participating	Weight * Ratio * Funds Available
Population	5%	Member Population / Total Population of County	Weight * Ratio * Funds Available
Assessed Value	50%	Member Total Assessed Value / Total Assessed Value of County	Weight * Ratio * Funds Available
Circulation + Intra-Library Loans	20%	Member Circulation/Total Circulation	Weight * Ratio * Funds Available
Active Number of users	10%	Member users / Total users	Weight * Ratio * Funds Available
Items In MEMBER LIBRARY Collection	10%	Member Items / Total Items	Weight * Ratio * Funds Available
<b>TOTAL</b>	<b>100%</b>		<b>Sum is the Member Annual Contribution</b>

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Example: using the formula as given above with fictional values the result is as follows.

<b>Calculations for Funds Available</b>	
Total Tax Revenue Collected	\$ 2,500,000
Operating Costs of the DISTRICT	\$ 1,000,000
Operating Costs of the NETWORK	\$ 300,000
<b>Total Funds Available</b>	<b>\$ 1,200,000</b>

<b>Number of Public Libraries: 5</b>	<b>Total</b>	<b>Member Library</b>
Population	211,000	36,250
Assessed value	\$ 200,000,000	\$ 25,000,000
Circulation	2,500,000	500,000
Users	150,000	25,000
Items	1,250,000	100,500

The resulting contribution for the Public Library would then be as follows:

<b>Contribution Ratios</b>	<b>Weight</b>	<b>Member Library Ratio*</b>	<b>Resultant</b>
Basic Amount of Contribution	5%	(1 / 5) = <b>20%</b>	\$ 12,000
Population	5%	(36,250 / 211,000) = <b>17%</b>	\$ 10,308
Assessed Value	50%	(25,000,000 / 200,000,000) = <b>13%</b>	\$ 75,000
Circulation = (loans + Inter-Library Loans)	20%	(500,000 / 2,500,000) = <b>20%</b>	\$ 48,000
Active Number of Users	10%	(25,000 / 150,000) = <b>17%</b>	\$ 20,000
Items In MEMBER LIBRARY Collection	10%	(100,500 / 1,250,000) = <b>8%</b>	\$ 9,648
<b>TOTAL</b>	<b>100%</b>		<b>\$ 174,956</b>

\* Percentages are rounded for simplicity in this example.

# LIBRARY SUPPORT AGREEMENT MEMBERSHIP IN THE YAVAPAI LIBRARY NETWORK

## Attachment C

### NETWORK STEERING COMMITTEE

The NETWORK STEERING Committee is a body that serves the needs of all the MEMBER LIBRARIES. It is composed of representatives of the Library District, Public Libraries, Public and Private Schools, Colleges and Universities. Each MEMBER LIBRARY (signatory on this agreement) has a single representative seat on the committee. This representative is selected by the MEMBER LIBRARY to represent their interests and needs for library services.

The MIS Library Network Manager and the County MIS Director are ex-officio officers of the board.

This body is advisory in nature and helps the Library District Director in establishing priorities and the direction of the NETWORK. All decisions of the Committee must be ratified by the Library District Director who has sole authority over spending.

