



# City Council Agenda Bill

# 20235

Bill Number

**Subject:** 2014 Interlocal Agreement Bellingham Public Library - Bellingham Technical College Library Establishment and Maintenance of the BTC Connection

**Summary Statement:** Interlocal Agreement to address the establishment and maintenance of a BPL holds pickup location at BTC.

**Previous Council Action:** n/a

**Fiscal Impact:** n/a

**Funding Source:**

**Attachments:** Interlocal Agreement

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Consent Agenda	09-Dec-2013	Vote to Approve	Pam Kiesner	0

**Council Committee:**

**Agenda Bill Contact:**

Pam Kiesner

**Committee Actions:**

Reviewed By	Initials	Date
Pam Kiesner	<i>PKL</i>	11/19/13

**Council Action:**

Legal	<i>JK</i>	11/21/13
Mayor	<i>PKL</i>	12-3-13

**INTERLOCAL AGREEMENT  
BELLINGHAM PUBLIC LIBRARY –  
BELLINGHAM TECHNICAL COLLEGE LIBRARY  
ESTABLISHMENT AND MAINTENANCE OF THE BTC CONNECTION**

This Interlocal Agreement is entered into by the **BELLINGHAM PUBLIC LIBRARY** ("BPL") and **BELLINGHAM TECHNICAL COLLEGE LIBRARY**, ("BTC") pursuant to RCW 39.34 to address the establishment and maintenance of a BPL holds pickup location at BTC ("BTC Connection").

- I. Purpose. BPL and BTC intend to increase access to public library materials for students, staff, and community members by providing a BPL holds pickup location at BTC called the BTC Connection.
- II. Term. This Interlocal Agreement will be in effect for the period of January 1, 2014, through December 31, 2014, both dates inclusive. This will be considered an annual agreement to be reviewed and agreed upon at the end of each calendar year for the following year.
- III. Responsibilities. BPL will be responsible for the installation and maintenance of a self-checkout workstation located at BTC. BPL will deliver public library holds to BTC on a weekly basis, and pick up any expired holds or returned public library items to bring back to BTC. BPL will provide signage and handouts regarding the BTC Connection. BPL will notify the public about any changes in service.

BTC will provide space within the Bellingham Technical College Library for the BTC Connection self-checkout workstation and will provide a holds cart or holds shelving. BTC will provide electricity and data connections to operate the self-checkout workstation. BTC will allow public library patrons to use the staff telephone to call BPL with any questions. BTC will collect public library materials from its various book returns and drop boxes and place them in crates for BPL staff to pick up.
- IV. Ownership. BPL will retain ownership of the self-checkout workstation, barcode scanner, and receipt printer, as well as any crates for transporting library materials and the library materials themselves. BTC will retain ownership of the telephone and holds cart or holds shelving.
- V. Reimbursement Generally. It is agreed that neither BPL nor BTC will seek reimbursement for services rendered under this agreement.

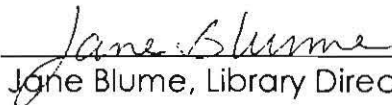
VI. Status of Employees. BPL or BTC employees providing services to the other Library remain employees of their respective Library for all purposes, including salary, benefits and worker's compensation.

VII. Termination. This Interlocal Agreement may be terminated by either party giving the other 60 days written notice of the intended termination.

VIII. Liaison. BPL's liaison for carrying out this Interlocal Agreement, and the person responsible for administering it will be its Library Director. BTC's liaison is its Library Director.

**EXECUTED**, this date, Oct. 11, 2013 for **BELLINGHAM TECHNICAL COLLEGE LIBRARY**

  
\_\_\_\_\_  
Dr. Patricia McKeown, President

  
\_\_\_\_\_  
Jane Blume, Library Director

**EXECUTED**, this date, Oct. 22, 2013, for the **BELLINGHAM PUBLIC LIBRARY:**

  
\_\_\_\_\_  
Faye Hill, Chair, Board of Trustees

  
\_\_\_\_\_  
Pamela Kiesner, Library Director

Approval as to Form:

\_\_\_\_\_  
Office of the City Attorney

\_\_\_\_\_  
Kelli Linville, Mayor

Attest: \_\_\_\_\_  
Brian Henshaw, Interim Finance Director

\_\_\_\_\_  
Date