

Intergovernmental Agreement (IGA)
July 1, 2020-June 30, 2021

Intergovernmental Agreement between the City of Rainier (hereinafter referred to as “City”) and the Rainier School District #13 (hereinafter referred to as “District”) providing the contracted service to manage the City of Rainier’s Library.

The Purpose of this agreement is to contract the general management and daily operation of the City Library. The District will follow all Federal, State, and City regulations, policies, procedures, while providing the following services:

- The library will operate 32 hours a week during the academic school year, including Saturday hours of operation, providing management of the library with District employees and community volunteers. All volunteers will have a required background check through the District’s system, with additional approval by the Library Board. Summer hours will be determined by June 14, 2020 and the library will be open at least 25 hours a week during the summer months.
- Library supplies and equipment needed to run the library will be requisitioned by the District staff through the regular City Library Fund budget as per City purchasing procedures.
- The District will actively seek out community partners and various state and federal grants to bring in additional revenue for the operation of the library. Any additional revenue or donations received will be run through the City’s policies and procedures.
- Citizens of the Rainier School District community that do not live in the City limits will be able to purchase a rural library pass for \$15.00 per year, per family. A private donation fund will be established to waive the cost of this fee if the citizen cannot afford the rural library pass fee. When visiting the City Library on special field trips, students of the District will be allowed to access the library’s resources free of charge, and the District will assume responsibility for any lost or stolen items as a result of these visits.
- The District will transport and conduct various City Library field trips throughout the school year in order for the students of the District to utilize the resources of the City Library. All transportation expenses for these special field trips will be covered by the District.
- The District will conduct various summer programs throughout the summer to provide all students in the community access to the library during the summer months. These programs will be provided at no additional costs to individual participants.

- The District will meet with the City Manager and the Library Board for three evaluations of the services provided. These evaluation meetings will be in June and October of 2020, and March of 2021. The District administration will also update the Rainier School Board on a regular basis about the contracted services that are being provided to the City Library. The District will provide the City with a data collection that will consist of but not limited to: Patron Count/ Circulation Count, Web Count, and Copy Count. The District will work to follow all state library requirements, including updating the Library Plan and other requirements outlined by the Library Board operating under the governance of the City Council and the City Manager. Additional services or tracking information will be provided as needed, after a written request by either party.
- If any unforeseeable circumstances arise, either party (the City or the District) can seek a release from IGA once they provide the other party 90 days prior written notice.
- Both the City and District can meet and extend the IGA for an additional time period as desired.
- The District will strive to provide the citizens of the entire Rainier community with a welcoming, safe, and service-orientated library experience.
- Any special training or required library certifications for the District employees working under this IGA will be covered by the City, but prior written approval by the City Manager is required.

Terms: the District will provide the personnel service under this IGA for \$52,000 services rendered from July 1, 2020 to June 30, 2021.

The District will provide an invoice to the City in order to receive payment.

City Manager, City of Rainier

Date

Board Chair, Rainier School District #13

Date