

City of Bethel Action Memorandum

Action memorandum No.	17-53		
Date action introduced:	8-2-2017	Introduced by:	Peter Williams, City Manager
Date action taken:	8-2-2017	X	Approved Denied
Confirmed by:	XM		

Action Title: Approval of the Library Agreement between the COB & UAF; an Library Budget Modification

Attachment(s): Library Agreements- FY-16; FY-17; FY-18
Budget Modification ;

Department/Individual:	Initials:	Remarks:
Finance/Purchasing Agent	<i>[Signature]</i>	Expense Neutral
City Manager/Administration	PMW	Recommend
Public Works/Director	N/A	

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
	Funds in City Budget.	
\$11,900	Funds not in City Budget.	10-60-662

Summary Statement : For FY-16 the agreement with UAF was for the City to contribute \$67,800 for 50hrs. of library services per week for twelve months.

For FY-17 the agreement between UAF was for the City to contribute \$ 50,700 for eight months of service. And 50 hrs. of service.

For FY-18 the library is budgeted for \$55,700. Administration is asking to fund UAF's library services at the same level as FY-16 in the amount of \$67,800. UAF's request was for the City to contribute \$91,186 for FY-18.

A budget modification of \$11,900 from general fund is needed to accomplish year around library services at 50hrs. a week for FY-18.

Fire Department (10-60)		FY14 Actuals	FY15 Actuals	FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY17 Budget Modification	FY18 Approved Budget	
PERSONNEL:								6.15
	Total Personnel	960,517	743,130	816,381	870,726	833,724	1,045,741	
MATERIALS, SUPPLIES, & SERVICES								
545	Training/Travel	6,925	8,362	9,997	10,750	10,750	10,750	
561	Supplies	25,379	21,257	29,535	22,500	22,500	22,500	
563	Wearing Apparel	5,136	6,216	4,771	8,266	8,266	8,266	
567	Fire Prevention Program	4,184	5,721	3,910	4,950	4,950	5,200	
600	Tires & Wheels	3,879	1,173	2,184	3,200	3,200	3,200	
601	Vehicle Maint. (parts & tools)	18,660	17,245	16,201	19,250	19,250	19,250	
602	Gasoline	14,165	11,435	11,833	12,000	12,000	12,000	
621	Electricity	13,737	11,884	12,318	12,355	12,355	12,355	
622	Telephone	6,086	4,679	3,610	6,000	6,000	6,000	
623	Heating Fuel	40,239	28,984	17,063	25,000	25,000	25,000	
626	Water/Sewer/Garbage	6,867	7,563	9,132	6,875	6,875	6,875	
627	Cell Phone						3,088	
647	Billing/Collection Service (\$2,600*12)	31,266	31,266	28,756	32,400		31,200	
660	Vehicle Maint Services	4,000	1,486	1,532	16,440	16,440	16,440	
661	Vehicle Maint/Repair (Int. Svc. Fund 57)*	6,050	8,157	6,943	10,125	2,922	10,125	
662	Property Maintenance	21,282	49,325	58,933	31,500	31,500	31,500	
669	Other Purchased Services	21,160	15,313	30,532	4,000	4,000	22,500	
683	Minor Equipment	9,109	4,186	11,426	5,800	5,800	5,800	
685	Equipment			8,844				
721	Insurance	21,379	23,765	25,453	16,290	16,290	16,290	
724	Dues/Subscriptions	1,766	1,406	2,205	2,965	2,965	2,965	
727	Advertising	307	1,521	696	1,250	1,250	1,500	
799	Miscellaneous Expense	538	532	410	1,000	1,000	1,000	
996	Administrative Overhead - IT						22,374	
	Total MS&S	262,114	261,472	296,283	252,916	213,313	296,178	
	Total Operating Expenditures	1,222,631	1,004,602	1,112,665	1,123,642	1,047,037	1,341,918	
CAPITAL EXPENDITURES (10-60-69X)								
	Tanker Lease						-	
	Ladder truck lease						75,000	
699	Xfer To Fleet Replacement Fund	-	-	40,000	25,000	25,000		
	Total Capex	-	-	40,000	25,000	25,000	75,000	
	Total Operating, Debt, Proj. & Capex	1,222,631	1,004,602	1,152,665	1,148,642	1,072,037	1,416,918	

Community Services (10-72)		FY 2014 Actuals	FY 2015 Actuals	FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY17 Revised Budget	FY18 Approved Budget
MATERIALS, SUPPLIES, & SERVICES		6.15					
620	Cash Subsidy To ONC Center	50,000	-	-	-	-	-
626	Senior Ctr - W/S/G ONC	33,367	3,230	1,767	-	-	-
657	Senior Ctr Bus-Vehicle Maint/Repair (Int. Svc. Fund 57)	3,562	3,256	1,192	-	-	-
744	Kusko 300 Race Sponsorship	-	-	-	1,000	-	-
745	Kusko Consortium Library Agreement	67,600	67,600	67,600	50,700	-	✓ 55,700
746	ONC Bus Senior Donation	-	-	4,220	4,220	-	-
747	Camai Donation	3,550	4,296	-	3,400	-	-
755	Bethel Search & Rescue	-	-	-	-	5,000	-
760	Community Action Grant	-	-	-	-	-	10,000
798	UAF 4-H Contribution	-	-	112,000	112,000	-	112,000
799	Misc. Donation	500	-	-	-	-	-
		158,579	78,382	186,779	171,320	5,000	177,700
	Total Operating Expenditures	158,579	78,382	186,779	171,320	5,000	177,700
PROJECT EXPENDITURES (10-72-77X)							
771	Cemetery Improvements	6,778	3,838	-	5,000	-	-
	Total Project Expenditures	6,778	3,838	-	5,000	-	-
CAPITAL EXPENDITURES (10-72-69X)							
	Total Capital Expenditures	-	-	-	-	-	-
	Total Operating & Project Expenditures	165,357	82,220	186,779	176,320	5,000	177,700



CITY OF BETHEL

P.O. Box 1388
Bethel, Alaska 99559
Office: (907) 543-2047
Fax: (907) 543-3817

CONSORTIUM LIBRARY AGREEMENT CITY OF BETHEL AND THE UNIVERSITY OF ALASKA FAIRBANKS KUSKOKWIM CAMPUS

An Agreement made by and between the University of Alaska, hereinafter referred to as "University," and the City of Bethel, a municipal corporation, hereinafter referred to as "City."

Whereas, the University acting by and through its local affiliate, Kuskokwim Campus, and the City have determined that it is in the public interest to share library collections and facility in the operation of a library in Bethel and;

Whereas, a cooperative effort of the University and the City in serving residents of Bethel is cost-effective and mutually advantageous;

The parties hereto do mutually agree as follows:

Article I

The University shall:

- A. Manage the library facility to accommodate and include:
 1. Public access to Kuskokwim Consortium Library and its collection;
 2. Public access to reference and inter-library loan services;
 3. Public access to library assistance in the form of a trained personnel;
 4. Provide a year-end report of grant expenses to the City of Bethel;
 5. Provide entire multipurpose room for annual Christmas party during December including set up and break down of equipment on December 12, 2015 at no cost to the City;
- B. Provide physical maintenance and utilities.
- C. Appoint, employ and compensate a full-time professional librarian during the College Academic Year who meets the appropriate standards of the American Library Association and whose duties shall include, but not be limited to, supervision of all operational services offered by the library, and responsibility for all acquisitions;
- D. Employ other personnel as deemed necessary;
- E. Maintain separate accounting of financial records;
- F. Catalog and shelve all materials as a single collection;
- G. Provide hours of service and acquisitions budget as negotiated annually by both parties;

- H. Provide public access to the library for a minimum of 50 hours of library service per week during the University academic year and a minimum of 30 hours of library service per week during the time public schools are not in session;
- I. Materials traditional to public libraries and the Kuskokwim Consortium library in quantity and quality sufficient to maintain the collection to meet the informational and recreational needs of the community;
- J. Provide library programs to meet the informational and recreational needs of the community as possible with existing library staff and Friends of the Library volunteers.
- K. Provide electronic lending library which allows users to borrow books on Kindle, Nook or other similar devices at no charge.

The City Shall:

- A. Pay Kuskokwim Campus for services as negotiated annually. Payment for these services will be made by the City of Bethel in two (2) equal payments of \$33,800.00. one prior to November 1, 2015 and the other prior to March 31, 2016;
- B. Provide snow removal for the Library parking lot;
- C. Provide a dumpster and garbage removal:

Article II.

It is further mutually agreed that:

- A. Equipment, furnishing, and literary holdings shall remain the property of the respective owner;
- B. Each party shall indemnify, protect and hold the other harmless from and against any and all claims, suits, causes of action and judgments arising in favor of any person or corporation, including but not limited to the employees, agents, representatives, and subcontractors of each party, or any third party, on account of any injury, death, or damage to property resulting from the actions, negligence, misfeasance, omissions or errors of said party, its employees, servants, agents, representatives, subcontractors or independent contractors during the term of this Agreement;
- C. This agreement is subject to renegotiation and amendment at any time upon mutual consent of the parties. This agreement may be terminated by either party upon the filing of written notice of such intent sixty days prior to July 1, 2015 with date of termination being July 1, 2016 or upon shorter notice by mutual consent of both parties;
- D. Each party shall participate in a joint University/City Library Advisory Board which will provide advice to the City and University relative to the operation of the consortium library;
- E. The library facility shall be known as the KUSKOKWIM CONSORTIUM LIBRARY.

Fiscal Year 2016

The following list reflects the library services to be provided by Kuskokwim Campus and their related costs to the City of Bethel during the period of July 1, 2015 through June 30, 2016;

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Mary C. Peter
for Mary C. Peter
Director
Kuskokwim Campus
University of Alaska Fairbanks

8-25-15
Date

Evon Peter
Evon Peter
Vice Chancellor for Rural, Community and Native Education
College of Rural and Community Development
University of Alaska Fairbanks

8/27/15
Date

R. Madnick
Rosemary Madnick
Executive Director
Grants and Contract Services
University of Alaska Fairbanks

Digitally signed by Rosemary Madnick
DN: cn=Rosemary Madnick, o=University of Alaska Fairbanks, ou=Office
of Grants and Contracts Administration, email=rmadnick@alaska.edu,
c=US
Date: 2015.08.31 15:41:24 -08'00'
Adobe Reader version: 11.0.12

Date

Greg Meyer
~~Greg Meyer~~ *AND W. CAPELA*
Interim City Manager
City of Bethel

08.31.15
Date



CITY OF BETHEL

P.O. Box 1388
Bethel, Alaska 99559
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 - 4. Provide a year-end report of grant expenses to the City of Bethel;
 - 5. Provide entire multipurpose room for annual Christmas party during December including set up and break down of equipment in December on a date to be mutually determined and at no cost to the City;
- B. Provide physical maintenance and utilities.
- C. Appoint, employ and compensate a full-time professional librarian during the College Academic Year who meets the appropriate standards of the American Library Association and whose duties shall include, but not be limited to, supervision of all operational services offered by the library, and responsibility for all acquisitions;

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The City Shall:

- A. Pay Kuskokwim Campus for services a total annual sum of \$50,700. Payment for these services will be made by the City of Bethel in two (2) equal payments of \$25,350.00, one prior to November 1, 2016 and the other prior to March 31, 2017;
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ARTICLE II

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- 4. The library will be closed for four (4) months this fiscal year to accommodate a previously scheduled remodeling project. As a result, this Agreement reflects a one-time reduction of ¼ funding from the previous fiscal year's Agreement.

for *Mary C. Peter*
 Mary C. Peter, or designee
 Director
 Kuskokwim Campus
 University of Alaska Fairbanks

12-21-16
 Date

Evon Peter
 Evon Peter
 Vice Chancellor for Rural, Community and Native Education
 College of Rural and Community Development
 University of Alaska Fairbanks

12/23/16
 Date



Digitally signed by Samantha Aleshire
Date: 2017.01.09 15:42:51 -0800

FOR: Rosemary Madnick
Executive Director
Office of Grants and Contracts Administration
University of Alaska Fairbanks

01.09.17

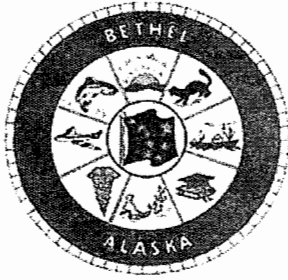
Date

Peter A. Williams

Peter A. Williams
Acting City Manager
City of Bethel

12/20/16

Date



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 Director
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 Vice Chancellor for Rural, Community and Native Education
 College of Rural and Community Development
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 Date

Rosemary Madnick
Executive Director
Office of Grants and Contracts Administration
University of Alaska Fairbanks

Date

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City Manager
City of Bethel

Date