

KITSAP REGIONAL LIBRARY POLICY HANDBOOK
FACILITY MAINTENANCE AND SUPPORT POLICY
(RESOLUTION 1990/2)

WHEREAS, the Kitsap Rural Library District is desirous of treating all rural library district sites in the same manner; and

WHEREAS, there are several library branches which are operating in buildings not owned by the Kitsap Rural Library District; and

WHEREAS, it is in the best interest of the Kitsap Rural Library District that it establish policies to ensure equal treatment amongst all library branches;

NOW THEREFORE BE IT RESOLVED by the Kitsap Rural Library District Board of Directors that the following policy be established for library sites which are not owned by the rural library district.

- I. The following categories of locally incurred expenses will not be provided for reimbursement by the rural library district.
 - A. Utilities including, but not limited to, water, gas, electricity, sewer and garbage.
 - B. Building maintenance and repair.
 - C. Assessments for road improvements, sewer, or any other purpose.
 - D. Locally contracted services, for example landscaping, maintenance, post office boxes.
 - E. Custodial services.
- II. The above policies may be waived for a grace period of not to exceed twenty-four (24) consecutive months for a newly established branch library. This waiver is for the purpose of the branch stabilizing and developing its own on-going sources of local support.
- III. The provisions of this resolution shall become effective as of January 1, 1991. All bills for services received during 1990 that extend past December 31, 1990, will be prorated and charged to the agency responsible for the local site or referred directly to a local site agency for payment.
- IV. The provisions of this resolution shall not be construed as abrogating Kitsap Rural Library District's right to establish contracts.¹

¹ *Adopted by the Kitsap Regional Library Board of Trustees on April 17, 1990.*