



To: MLS Public Library Directors

From: Kate Boyle, Resource Sharing Manager
Gretel Stock-Kupperman, Director of Member Services

Re: Reciprocal Borrowing Fee-based Service Contract

Date: October 29, 2009

As part of the new MLS Plan of Service, MLS Reciprocal Borrowing will become a fee-based service as of January 1, 2010. All public libraries are being asked to indicate their choice of service options for the future 18 months by checking all applicable lines. Please reply by Dec. 18, 2009.

All services are available at a cost of \$250.00 per annum. Libraries will be billed for the initial six months of service in December 2009 at \$125.00 per option. Billing for FY 2011 (July 2010 – June 2011) will be performed in June 2010. Please contact Kate Boyle (boylek@mls.lib.il.us or 630-734-5160) with any questions or if you need further clarification.

Your library can choose any or all options for service.

In order to move to a standard process when providing services to members for a charge, several documents are enclosed with this memo, including an Intergovernmental Agreement and resolution/ordinance template. Due to the small amounts of money in this agreement, we are not requiring that the Intergovernmental Agreement be brought before your board. To sign up for this service, you must either complete the Agreement and pass the resolution or ordinance, or you must provide proof that you have the authority to spend the dollar amount indicated on the agreement.

Application Instructions

1. All libraries must fill out the information in the appropriate Intergovernmental Agreement (Public Library or Public Library District) and Exhibit 1 - Pricing Schedule and Agreement for Reciprocal Borrowing Service.
2. If you have the authority to spend the amount indicated on Exhibit 1 and do not wish to bring the agreement before your board, you may return the Intergovernmental Agreement and Exhibit 1 without board signature. **A copy of your passed bylaws that indicate your spending authority must accompany this paperwork to be considered valid without board signature.**
3. If you do not have the authority to spend the amount indicated on Exhibit 1, please return the Intergovernmental Agreement with board signatures, Exhibit 1, and the passed Resolution or Ordinance.

As noted above, all agreements are due to MLS by December 18, 2009. Should you need board signature and your board meeting conflict with this deadline, please contact Kate Boyle to make special arrangements.

Please note that MLS will require signed Intergovernmental Agreements for services in the future, and may not be able to offer the option of providing paid services without member board approval. For questions regarding Intergovernmental Agreements and MLS, contact Gretel Stock-Kupperman (stockg@mls.lib.il.us or 630-734-5139).