

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

Milton Public Library

430 E High St.

Milton, WI

Wednesday Aug 8, 2018

5:30 pm

Please call the ALS office if you are unable to attend (868-2872)

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes
4. 2019 ALS Budget Request
5. Set next meeting date
6. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 8/2/2018

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

ALS/Milton PL

July 11, 2018

- 1) **Call to Order:** ALS Budget Committee Chair Rich Bostwick called the meeting to order at 5:30 p.m. Also present were Bill Wilson, Wes Davis, Jose Carrillo and Steven Platteter.
- 2) **Approval of Agenda:** Bill Wilson moved to approve the agenda, Rich Bostwick seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The June 13th 2018 minutes were moved approved by Bill Wilson with one correction. Rich Bostwick seconded and the motion carried unanimously.
- 4) **2019 Staff Wages:** Bill Wilson moved to recommend a 3% wage increase for all staff for 2019. Rich Bostwick seconded and the motion carried unanimously.
- 5) **2019 Rock County Funding:** Platteter discussed 2019 Rock County reimbursement funding to ALS member libraries and adjacent county libraries for serving Rock County township patrons.
- 6) **Set Next Meeting date:** August 8th, 5:30 at the Milton Public Library.

Jose Carrillo made the motion to adjourn and Rich Bostwick seconded. Motion carried unanimously. The meeting ended at 5:52 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

2019ALS Budget with fund balance

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 estimate	2019 Request
42200	State Aid	438,605	438,605	438,605	438,605	453,212	453,212	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	216,460	230,649	230,649	223,360	212,764	213,564	240,765
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.			85,000		20,000	12,605	20,000
46900	Refund of prior years expense							
47000	Transfers in							
	Total Revenue*	663,168	677,357	762,357	670,068	694,079	687,484	736,688
	Total Fund Balance		204,313	119,313	238,701	218,701	226,096	
	Trust Accounts were terminated in 2015, associated funds were moved to the general fund balance.							
Expense								
61100	Regular Wages	176,178	227,668	197,668	176,603	174,669	180,321	184,972
61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,500	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,795	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	12,082	12,116
61610	Heath Insurance	41,012	56,868	56,868	39,012	41,000	41,000	41,000
61620	Dental Insurance		2,160	2,160	1,556	1,513	1,513	1,513
61630	Life Insurance	140	135	135	126	180	130	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	145,000	183,893
62130	Audit Fees	1,100	1,200	1,200	1,200	1,200	1,200	1,200
62210	Telephone	1,370	2,000	2,000	1,334	2,000	1,300	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,000	10,000
62420	R&M-Machinery&Equip.	0	100	100	0	100	0	100
63100	Office Supplies&Expenses	995	1,500	1,500	1,407	1,500	1,500	1,500
63101	Postage	318	1,000	1,000	402	1,000	450	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	4,000	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,400	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,500	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	2,500	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	3,000	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	194,393	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	4,000	4,000
64306	Resource Library	100,000	100,000	85,000	85,000	40,000	40,000	40,000
64307	Participating Libraries	920,775	953,539	953,539	953,539	1,001,938	1,001,938	1,025,967
64309	Intersystem Agreement	73,101	76,402	76,402	76,402	65,771	65,771	72,691
64904	Sundry Expense	487	1,000	1,000	852	1,000	900	1,000
64918	Advertising	0	300	300	0	300	0	300
65101	Insurance on Building	4,500	4,500	4,500	4,441	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	19,000	12,500	12,500	2,803	6,500	2,000	3,000
	Total Expenses	1,582,638	1,708,798	1,793,798	1,666,937	1,763,288	1,755,193	1836846
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	685,984	736,688
					34,388			

ARROWHEAD LIBRARY SYSTEM
Board Meeting
Milton Public Library
430 E High St.
Milton, WI
Wednesday August 8, 2018
6:00 pm

Please call the ALS office if you are unable to attend (868-2872)

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Approval of Expenditures
5. Citizen Participation, Communication and Announcements
6. Unfinished Business
 - a. Shared System – SHARE Update
 - b. 2018/19 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
7. New Business
 - a. Koene Courier Bid (action)
 - b. Approval of the 2019 Resource Contract with Hedberg PL
8. Communications
9. Adjourn

The undersigned, as the designee of the presiding officer of the above governmental body, certify that I emailed a copy of this document to the Rock County Courthouse, Administration office for posting on the Rock County website@ www.co.rock.wi.us on 8/2/2018.

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BOARD MEETING

ALS/Milton Public Library

July 11, 2018

ALS Board President Rich Bostwick called the meeting to order at 6:00 p.m. Present were Bill Wilson, Wes Davis, Adam Dinnes, Maribeth, Jose Carrillo, Sarah Strunz, Bryan McCormick and Steven Platteter. John DeBacher, of the PLSR Steering Committee was also present.

The Agenda was moved approved by Wes Davis. Bill Wilson seconded and the motion carried unanimously.

The June 2018 minutes were moved approved by Bill Wilson. Maribeth Miller seconded and the motion carried unanimously.

Expenditures were approved on a motion by Maribeth Miller with Bill Wilson seconding. The motion carried unanimously.

Citizen participation, communication or announcements: Platteter passed out handouts for Lynda.com.

Unfinished Business

a. Shared System –SHARE Update: Platteter mentioned that he is expecting a quote from Koene Courier Service for delivery service between ALS and the VIP sorting hub in Elkhorn.

b. 2018/19 Budget: Platteter discussed 2019 Rock County reimbursement funding to ALS member libraries and adjacent county libraries for serving Rock County township patrons.

c. Public Library System Redesign Project: PLSR Steering Committee members Bryan McCormick (Director, Hedberg PL) and John DeBacher (Director, Department of Public Instruction's Library Development Team) discussed progress of the PLSR project with the ALS Board.

e. Librarians' Report:

New Business

a. Approval of 2019 Arrowhead LS Charter: Bill Wilson moved to approve the 2019 ALS Charter, Jose Carrillo seconded and the motion carried unanimously.

b. Approval of 2019 ALS Staff Wages: Bill Wilson moved to approve the ALS Budget Committee's recommendation of a 3% wage increase for all staff members. Adam Dinnes seconded and the motion carried unanimously.

c. Approval of 2019 Intersystem Agreement with Lakeshores Library System: Bill Wilson moved to approve the Intersystem Agreement with LLS, Maribeth Miller seconded and the motion carried unanimously.

d. 2018 Trustee Training Week – August 13-17: Platteter handed out brochures for the upcoming webinar event.

Communications:

Jose Carrillo moved to adjourn. Maribeth Miller seconded and the motion carried unanimously. The meeting ended at 7:29 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-17000	PREPAID BUDGET I	07/20/2018	WISNET		750.00
	Budge	YTD	YTD	Pendin	Closing
	0.00	4,479.00	0.00	750.00	(5,229.00)
STL-LIBRARY PROG TOTAL				750.00	

I have examined the preceding bills and encumbrances in the total amount \$750.00

Claims covering the items are proper and have been previously funded. These items are to be treated as

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County

B. Bills under \$10,000 to be

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department

Date:

Dept

Committee

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt			
51-5000-0000-62119	OTHER SERVICES	07/20/2018	WISNET		750.00		
		08/01/2018	MOVIE LICENSING USA		3,633.00		
		07/01/2018	TECHMAX BUSINESS SOLUTIONS LLC		90.00		
		Budge	YTD	YTD	Pendin	Closing	
	150,158.00	88,220.49	0.00	4,473.00	57,464.51		
51-5000-0000-62410	R & M-VEHICLES	06/12/2018	BURTNESS CHEVROLET INC		1,689.17		
		Budge	YTD	YTD	Pendin	Closing	
			9,000.00	2,052.97	0.00	1,689.17	5,257.86
		51-5000-0000-63100	OFC SUPP & EXP	07/19/2018	ARROWHEAD LIBRARY PETTY CASH		14.21
06/07/2018	AMAZON.COM				84.38		
07/05/2018	OFFICE DEPOT INC				24.29		
07/10/2018	JAX CUSTOM PRINTING INC				94.00		
	Budge	YTD	YTD	Pendin	Closing		
	1,500.00	598.25	0.00	216.88	684.87		
51-5000-0000-63101	POSTAGE	07/03/2018	ARROWHEAD LIBRARY PETTY CASH		17.29		
		Budge	YTD	YTD	Pendin	Closing	
			1,000.00	112.20	0.00	17.29	870.51
		51-5000-0000-63104	PRNT & DUPLICATI	07/01/2018	DIMAX OFFICE SOLUTIONS INC		178.00
Budge	YTD			YTD	Pendin	Closing	
	5,000.00			2,009.30	0.00	178.00	2,812.70
51-5000-0000-63108	PUBLIC INFO			07/11/2018	COMMUNITY BABY SHOWER		25.00
		07/10/2018	JAX CUSTOM PRINTING INC		20.00		
		Budge	YTD	YTD	Pendin	Closing	
			5,000.00	1,671.59	0.00	45.00	3,283.41
51-5000-0000-63300	TRAVEL	06/28/2018	SCHOMBER,JENI		13.28		
		Budge	YTD	YTD	Pendin	Closing	
			3,000.00	708.17	0.00	13.28	2,278.55
		51-5000-0000-64904	SUNDRY EXPENSE	07/17/2018	ARROWHEAD LIBRARY PETTY CASH		32.21
07/18/2018	PLATTETER,STEVE				39.18		

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
	Budge	YTD	YTD	Pendin	Closing
	1,000.00	87.97	0.00	71.39	840.64
51-5000-0000-65321	BLDG/OFC LEASE	09/01/2018	CITY OF MILTON		1,166.67
	Budge	YTD	YTD	Pendin	Closing
	14,000.00	9,333.36	0.00	1,166.67	3,499.97
ARROWHEAD LIBRARY PROG TOTAL				7,870.68	

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount \$7,870.68
Claims covering the items are proper and have been previously funded. These items are to be treated as
A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County
B. Bills under \$10,000 to be
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department

Date: _____ Dept _____
Committee _____

<u>Account Number</u>	<u>Account Name</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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REPORT COMPLETE!

For Job Numbers: 1768322

**Rock County - Production
Budget to Actual Figures**

Fiscal Year: 2018

As of: 07/31/2018

Budget: RV

Org Key Title
5150000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	STATE AID	453,212.00	453,212.00	0.00	0.00
44120	MISC. FEES	6,103.00	6,103.25	0.00	0.25
45504	INTERGOVT.CHGS-OTHER LIBRARIES	212,764.00	213,564.00	0.00	800.00
46000	CONTRIBUTIONS	2,000.00	0.00	0.00	(2,000.00)
46400	FUNDS FORWARDED FROM PRIOR YR	20,000.00	0.00	0.00	(20,000.00)
	Total Revenue	694,079.00	672,879.25	0.00	(\$21,199.75)
EXPENSE					
61100	REGULAR WAGES	174,669.00	89,196.75	0.00	85,472.25
61300	PER DIEMS	1,500.00	984.49	0.00	515.51
61400	FICA	13,363.00	6,876.53	0.00	6,486.47
61510	RETIREMENT-EMPLOYERS	11,703.00	5,304.39	0.00	6,398.61
61610	HEALTH INSURANCE	41,000.00	20,500.02	0.00	20,499.98
61620	DENTAL INSURANCE	1,513.00	907.83	0.00	605.17
61630	LIFE INSURANCE	180.00	64.31	0.00	115.69
62119	OTHER CONTRACTED SERVICES	150,158.00	88,220.49	0.00	61,937.51
62130	AUDIT FEES	1,200.00	1,200.00	0.00	0.00
62210	TELEPHONE	2,000.00	656.34	0.00	1,343.66
62410	REPAIR & MAINTENANCE-VEHICLES	9,000.00	2,052.97	0.00	6,947.03
62420	MACHINERY & EQUIP R & M	100.00	0.00	0.00	100.00
63100	OFFICE SUPPLIES & EXPENSES	1,500.00	598.25	0.00	901.75
63101	POSTAGE	1,000.00	112.20	0.00	887.80
63104	PRINTING & DUPLICATION	5,000.00	2,009.30	0.00	2,990.70
63108	PUBLIC INFORMATION	5,000.00	1,671.59	0.00	3,328.41
63200	PUBLICATIONS/SUBSCRIPTIONS/DUE	1,500.00	861.99	0.00	638.01
63300	TRAVEL	3,000.00	708.17	0.00	2,291.83
64200	TRAINING EXPENSE	4,000.00	1,428.00	0.00	2,572.00
64201	CONVENTION EXPENSE	4,000.00	732.55	0.00	3,267.45
64214	ILS COSTS	194,393.00	191,147.42	0.00	3,245.58
64303	EXTENSION MATERIALS	3,000.00	260.53	0.00	2,739.47
64306	RESOURCE LIBRARIES	40,000.00	40,000.00	0.00	0.00
64307	PARTICIPATING LIBRARIES	1,001,938.00	1,001,937.87	0.00	0.13
64309	INTERSYSTEM AGREEMENT	65,771.00	63,709.04	0.00	2,061.96
64904	SUNDRY EXPENSE	1,000.00	87.97	0.00	912.03
64918	MARKETING/PROMOTION	300.00	0.00	0.00	300.00
65101	INSURANCE ON BUILDINGS	5,000.00	2,723.00	0.00	2,277.00
65321	BUILDING/OFFICE LEASE	14,000.00	9,333.36	0.00	4,666.64
67199	MISC EQUIPMENT	6,500.00	57.09	0.00	6,442.91
	Total Expense	1,763,288.00	1,533,342.45	0.00	229,945.55
	County Share (Revenue - Expense)	(1,069,209.00)	(860,463.20)	0.00	(208,745.80)

**Rock County - Production
Budget to Actual Figures**

Fiscal Year: 2018

As of: 07/31/2018

Budget: RV

Org Key Title
515000000 ARROWHEAD LIBRARY

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	694,079.00	672,879.25	0.00	(21,199.75)
	Grand Total Expense	1,763,288.00	1,533,342.45	0.00	229,945.55
	Grand Totals County Share	(1,069,209.00)	(860,463.20)	0.00	(208,745.80)

2019ALS Budget with fund balance

Revenue		2016 Actual	2017 Request	2017	2017 Actual	2018 Request	2018 estimate	2019 Request
42200	State Aid	438,605	438,605	438,605	438,605	453,212	453,212	467,820
44120	Misc Fees	6,103	6,103	6,103	6,103	6,103	6,103	6,103
45504	Intergovt-Other libraries	216,460	230,649	230,649	223,360	212,764	213,564	240,765
46000	Contributions	2,000	2,000	2,000	2,000	2,000	2,000	2,000
46400	Funds Forwarded from prior Yr.			85,000		20,000	12,605	20,000
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	Total Fund Balance		204,313	119,313	238,701	218,701	226,096	
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61300	Per Diems	1,500	1,500	1,500	1,316	1,500	1,500	1,500
61400	FICA	13,326	17,417	17,417	13,580	13,363	13,795	14,149
61510	Retirement-Employers	11,294	15,482	15,482	10,613	11,703	12,082	12,116
61610	Heath Insurance	41,012	56,868	56,868	39,012	41,000	41,000	41,000
61620	Dental Insurance		2,160	2,160	1,556	1,513	1,513	1,513
61630	Life Insurance	140	135	135	126	180	130	180
62119	Other contracted services	52,159	54,035	99,035	85,180	150,158	145,000	183,893
62130	Audit Fees	1,100	1,200	1,200	1,200	1,200	1,200	1,200
62210	Telephone	1,370	2,000	2,000	1,334	2,000	1,300	2,000
62410	R&M-Vehicles	5,475	6,500	6,500	7,466	9,000	9,000	10,000
62420	R&M-Machinery&Equip.	0	100	100	0	100	0	100
63100	Office Supplies&Expenses	995	1,500	1,500	1,407	1,500	1,500	1,500
63101	Postage	318	1,000	1,000	402	1,000	450	1,000
63104	Printing & Duplication	3,166	5,000	5,000	3,859	5,000	4,000	5,000
63108	Public Information	3,647	4,000	4,000	2,466	5,000	5,000	5,000
63200	Publications/Subscriptions/Dues	1,220	1,500	1,500	1,341	1,500	1,400	1,500
63300	Travel	1,715	3,600	3,600	1,689	3,000	2,500	3,000
64200	Training Expense	1,941	4,000	4,000	1,864	4,000	2,500	4,000
64201	Convention Expense	1,709	4,000	4,000	2,116	4,000	3,000	4,000
64214	ILS Costs	129,510	133,892	218,892	173,845	194,393	194,393	193,265
64303	Extension Materials	3,000	3,000	3,000	2,925	3,000	4,000	4,000
64306	Resource Library	100,000	100,000	85,000	85,000	40,000	40,000	40,000
64307	Participating Libraries	920,775	953,539	953,539	953,539	1,001,938	1,001,938	1,025,967
64309	Intersystem Agreement	73,101	76,402	76,402	76,402	65,771	65,771	72,691
64904	Sundry Expense	487	1,000	1,000	852	1,000	900	1,000
64918	Advertising	0	300	300	0	300	0	300
65101	Insurance on Building	4,500	4,500	4,500	4,441	5,000	5,000	5,000
65321	Building/office Lease	14,000	14,000	14,000	14,000	14,000	14,000	14,000
67199	Misc. Equipment	19,000	12,500	12,500	2,803	6,500	2,000	3,000
	Total Expenses	1,582,638	1,708,798	1,793,798	1,666,937	1,763,288	1,755,193	1836846
	Expenses minus County funds	587,262	677,357	762,357	635,680	694,079	685,984	736,688
					34,388			

July 23, 2018

Steven Platteter
System Director
Arrowhead Library System

Dear Sir:

Thank you for the opportunity to bid on this contract. Having delivered interlibrary loan books for South Central Library System for many years before I opened my business, I am well familiar with library delivery.

As per our discussion, Koene Courier Service, LLC would be able to deliver the intersystem exchange route, run weekday mornings between Milton and Elkhorn, for \$80 per day. This would total \$20,000 per annum. We could arrange to bill on a monthly or even quarterly basis if you prefer. Koene Courier Service, LLC has the spare vehicles and staff where we could begin any date that is convenient for you.

Please find enclosed a copy of our Certificate of Liability Insurance. As you see, KCS has our commercial liability insurance, commercial auto insurance and workers' compensation insurance together under this umbrella policy. Our staff are all fully insured KCS employees, not independent contractors.

Please let me know if there is any further information I can provide. Thank you for considering our bid.

Sincerely,

David Koene, owner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Neckerman Insurance Services 6200 Mineral Point Road Madison WI 53705-4582		CONTACT NAME: Nicole Mani PHONE (A/C, No, Ext): (608)238-2686 E-MAIL ADDRESS: nmani@neckerman.com FAX (A/C, No): (608)238-7798	
INSURED Koene Courier Service LLC 119 Dempsey Road Madison WI 53714		INSURER(S) AFFORDING COVERAGE INSURER A : Auto-Owners Insurance Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 18988	

COVERAGES **CERTIFICATE NUMBER:** 17-18 Standard **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			61964562	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 19 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			4896456200	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 10,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	61066719	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Action Logistics LLC 16235 W Ryerson Rd New Berlin WI 53151	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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REFERENCE AND RESOURCE LIBRARY AGREEMENT – 2019
HEDBURG PUBLIC LIBRARY/ARROWHEAD LIBRARY SYSTEM

THIS AGREEMENT is by and between Arrowhead Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called “Arrowhead,” and the Hedberg Public Library, hereinafter called “HPL.”

WHEREAS, Arrowhead is organized under authority of Wisconsin State Statutes chapter 43 to provide for the improvement of public library services to the residents of Rock County, and annual adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that “each public library system shall have at least one system resource library,” and

WHEREAS, HPL is a member of Arrowhead and meets all the statutory requirements to serve as a resource library.

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. HPL will serve as the resource library for Arrowhead.

This agreement between Arrowhead and HPL is in accordance with provisions of Chapter 43.24(2)(b) of the Wisconsin Statutes for backup reference and interlibrary loan services from the system resource library, including development of and access to specialized collections.

Definitions:

Clearinghouse – agency responsible for receiving and referring author, title and subject interlibrary loan requests out of system, and for receiving requests from outside the system for referral to libraries within the system.

Interlibrary loan – a transaction in which library materials, or copies of materials, are made available by one library to another upon request for a specific item or general or specific information.

Reference services – responses to interlibrary loan subject requests received from ALS Member and affiliate libraries or received from libraries outside the system through the ALS clearinghouse. Responses may require a fill from the HPL collection or a referral to Sources within system, or outside the system through the ALS clearinghouse.

Collection Development – the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media. The materials purchased will help provide a diverse collection available for use through the ALS shared system.

WAN – Wide Area Network, a computer network that covers a large geographic area. The data network connecting the ALS member libraries is a WAN

Agreement:

Hedberg Public Library agrees to

- Provide reference services for ALS, its member and affiliate libraries, and to other libraries as requested through the ALS clearinghouse;
- Provide author/title interlibrary loan services on the same basis as other member libraries as outlined in the Member Agreement;
- Provide Rock County residents access to any specialized collections, including electronic collections such as Overdrive Advantage, on the same terms as City of Janesville residents and as outlined in the Member Agreement.
- Provide Arrowhead with statistics of reference services and author/title interlibrary loans provided to ALS member and affiliate libraries.
- Provide professional cataloging services, including contracting with SkyRiver, to ALS member and affiliate libraries.
- Provide support services in regard to the ALS WAN as needed.

In Return, Arrowhead Library System agrees to

- Pay the sum of \$40,000 in one payment by March 1, 2019.

Terms and conditions of compensation for such services are as follow:

a. Service to residents of Rock County with a library; reference services; collection development, reference collection development; cataloging services; WAN support

Total Amount: \$40,000.

Payments agreed upon in this compensation agreement are to be made by Arrowhead promptly upon billing by HPL

This agreement shall be in effect as of January 1, 2019, and shall remain in effect until December 31, 2019. This agreement may be amended at any time by mutual agreement of both parties.

Dated this

In the presence of:

Hedberg Public Library

By _____
Adam Dinnes, President
Hedberg public Library Board of Trustees

By _____
Bryan J. McCormick, Director
Hedberg Public Library

Arrowhead Library System

By _____
Richard Bostwick, President
Arrowhead Library System Board of Trustees

By _____
Steven Platteter, Director
Arrowhead Library System