

ARROWHEAD LIBRARY SYSTEM

Budget Committee Meeting

In Person: [ALS/Milton Public Library](#) - 430 E High Street, Milton

Or

GoToMeeting Link: <https://global.gotomeeting.com/join/710683725>

or to join by phone, dial:

[+1 \(872\) 240-3311](#) Access Code: 710-683-725

October 12, 2022

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. 2022 ALS Budget
5. 2023 Prairie Lakes LS budget
6. Set next meeting date
7. Adjourn

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

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 10/6/2020

Anita Schultz – Arrowhead Library System

ARROWHEAD LIBRARY SYSTEM BUDGET COMMITTEE MEETING

Milton PL and GoToMeeting

July 13th, 2022

- 1) **Call to Order:** ALS Budget Committee Chair Annette Smith (via GoToMeeting) called the meeting to order at 5:30 p.m. Also present was Bill Wilson, Jose Carrillo (via GoToMeeting) and Steven Platteter.
- 2) **Approval of Agenda:** Annette Smith moved to approve the agenda; Bill Wilson seconded. The motion carried unanimously.
- 3) **Approval of Minutes:** The November 2021 minutes were moved approved by Bill Wilson. Annette Smith seconded, and the motion carried unanimously.
- 4) **2022 Staff Wages:** Bill Wilson moved to recommend to the ALS Board, for 2022, a three percent wage increase for all ALS staff members should a merger with Lakeshores Library System not occur in 2022. Annette Smith seconded, and the motion carried unanimously.
- 5) **Set Next Meeting date:** September 14th, 2022.

Jose Carrillo made the motion to adjourn, and Bill Wilson seconded. Motion carried unanimously. The meeting ended at 5:40 p.m.

Respectfully submitted,
Steven Platteter, Acting Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Program Category	Line/Fund	Notes	Amount Budgeted
Operating Expenses			
	61000 - Expenses from LLS State Aid		
	61100 - Regular Staff Wages		\$629,757
	61200 - Regular Staff Benefits		
CE	61201 - CE & Conference Expenses	Professional development funding for system staff to attend conferences, workshops, or other training.	\$7,000
IT	61202 - Cellular Phone Stipends	Monthly stipend of \$20 for staff members approved by system administration.	\$1,000
NA	61203 - Health Insurance (Health and Dental Insurance)	System contribution to monthly health insurance premiums through the Wisconsin Retirement System's benefit program for local government agencies.	\$206,613
NA	61204 - Life Insurance	Basic life insurance for system employees through the Wisconsin Retirement System's benefit program for local government agencies.	\$1,338
IT, PR, Admin, 3.3.2K	61205 - Mileage Reimbursement	Mileage reimbursement for approved employee mileage. Based on current IRS mileage rate.	\$8,000
NA	61206 - Retirement (6.8%)	System contribution to a hybrid defined benefit retirement fund through the Wisconsin Retirement System's benefit program for local government agencies.	\$40,735
NA	61207 - SocSec/Medicare FICA (7.65%)	Required Federal contribution to Social Security/Medicare	\$48,176
NA	61208 - Workers Comp	Workers compensation insurance paid by the system.	\$1,766
Admin	61210 - Phased Retirement Fund	2023 appropriation to fund one required retirement incentive payment on or about February 15th, 2023.	\$15,000
	Total 61200 - Regular Staff Benefits		\$329,628
	61300 - General Operating & Overhead		
Admin	61301 - Audit & Accounting (Audit & Accounting Services)	Funding for statutorily-required independent financial audit.	\$12,000
Admin	61302 - Bonding/Crime Insurance (Insurance - Bonding)	Funding for general bonding insurance policy.	\$507
Admin	61303 - Cleaning Service (Cleaning Service - Evergreen Drive)	Funding for Evergreen office cleaning person.	\$3,000
Admin	61304 - Liability & EPLI Insurance (Insurance - Liability)	Funding for general liability insurance policy.	\$1,300
Admin	61305 - Legal Fees	Funding for general legal/attorney fees.	\$2,000
Admin	61306 - Office Supplies	Funding for office "consumable" supplies, such as printer paper, printer ink, and writing utensils.	\$2,000
ILL	61307 - Postage	Funding for postage of certain interlibrary loan materials and office correspondence.	\$2,000
Admin	61308 - Office Printing & Reproduction	Funding for printer lease and related fees.	\$5,000
Admin	61309 - Rent (Rent - Evergreen Drive)	Funding for lease of Evergreen Drive premises.	\$22,032
Admin	Rent - Milton PL	Funding for lease of Milton PL premises.	\$14,000
Admin	61310 - Section 125 Administration	Funding for annual administration fee for participating in flex spending plan through the Wisconsin Retirement System's benefit program for local government agencies.	\$700
Admin	61311 - Telecommunications & Datalines	Funding for telephones and internet connections for both office locations.	\$6,925
IT	61312 - Utilities & Alarm Services (Utilities & Alarm Service - Evergreen Drive)	Funding for utilities such as water, electricity, and alarm service for Evergreen Drive premises.	\$6,925
Admin	Meeting Expenses	Funding for meeting expenses including courtesy beverages and light refreshments.	\$1,000
Admin	Auto Insurance	Funding for automotive insurance for delivery vans.	\$1,000
Admin	Insurance - Business Owners	Funding for general business insurance covering the premises leased at the Milton PL.	2,748
Admin	Insurance - Milton PL Building	Funding for general building insurance covering the premises leased at the Milton PL.	\$761
Admin	61313 - Misc. & Other Consulting Exp.	Funding for general consulting services required by the merger.	0
Admin	Board Management Platform		\$10,000
	Total 61300 - General Operating & Overhead		\$4,000
			\$95,473
	61400 - System Services		
CE	61401 - CE Workshops & Presenters (SEWI CE System Membership)	Funding for annual cost share of participation in the Southeastern Wisconsin Continuing Education consortium.	\$2,890
ILL	61402 - Lost ILL Materials	Funding for occasional replacement of lost or damaged interlibrary loan materials.	\$100
Public Info	61403 - PR & Marketing (General Program Fund - PR & Marketing)	Funding for system Marketing & Public Relations service programs.	\$12,000
YS	61405 - Storywagon (General Program Fund - Youth Services)	Funding for system Storywagon program, and other YS-related program activities.	\$35,000
IS	General Program Fund - Inclusive Services	Funding for library materials for nursing home and rock county jail	\$2,000
CE	61406 - Professional Magazine Subscriptions	Funding for system print subscription to ALA Booklist & Library/Journal publications.	\$500
YS	61407 - Summer Reading/Youth Program (Contract - Youth Services Consulting)	Funding for a contract YS consultant position until results of system strategic planning are known.	\$10,000
IS	Contract - Inclusive Services Consulting	Funding for a contract IS consultant, until results of system strategic planning are known.	\$10,000
Consulting	61408 - W/LS Membership (Member Library W/LS Memberships)	Funding for individual memberships to the W/LS purchasing co-op program for all member libraries.	\$4,400
NA	61409 - WPLC Magazine Collection		\$0
E-Resources	Movie Licensing USA Subscription	Funding for access by all member libraries to public performance rights for feature films.	\$7,300
E-Resources	Unleash Learning & Exploration User App and Community Site Services Subscription	is there a way to keep this in the library-funded pushthrough sub??	\$0
NA	Transparent Languages Subscription	Steve P - Prepay for 1-3 years for ALS members??	\$0
E-Resources	Ancestry.com Subscription	Budgeted high - need figures from Proquest -> Could we prepay this for 1-3 years??	\$1,869
E-Resources	WISCAT (WISCAT Member Library Licenses)	Funding for WISCAT licenses for all member libraries.	\$22,000
NA	WPLC Advantage Collection	Shifting to library-expenses	\$4,400
Delivery	Delivery Service Contract - RPL/Milton Link		\$0
Delivery	Fuel & Delivery Vehicle Maintenance		\$32,000
NA	New Delivery Vehicle Fund	Zero out and use reserve fund dollars.	\$20,000
Delivery	61411 - SCLS Delivery Service (Delivery Service Contract - SCLS)	LLS is \$13,671 - ALS is 12,782 -> Talk to Corey about consolidating to a single drop.	\$0
Delivery	61412 - LLS Delivery Service (Delivery Service Contract - Excel Express)	Updated for 2023 via M-Henn	\$26,353
Ref. Referral	61415 - Resource Library Contract (Resource Library Contracts)		\$114,288
IT	61416 - Broadband & Tech Access Programs (General Program Fund - Technology)	Main Fund for IT programs & activities not specifically funded elsewhere	\$47,000
E-Resources	61417 - System Hoopla Collection (System Funding for Member Hoopla Accounts)	Initially calibrated based on ALS per library spend. 8/15 dialled-back - SRO	\$22,000
IT	61418 - WISCNET Fees (WISCNET Converged WAN - Less SWLS Portion)		\$50,000
E-Resources	61419 - WPLC Membership (WPLC System Membership Fee)		\$10,030
NA	61420 - Director Conference Stipends (Conference Stipends for Directors)		\$13,200
E-Resources	61421 - System Carva Subscription	Zeroed this out b/c LSTA continuing education support going into 2023.	\$0
	Total 61400 - System Services		\$2,000
			\$449,330
	61500 - Capital Expenses		
Admin	61501 - New Furnishing & Equipment		\$1,000
IT	61502 - Hardware & Software		\$3,000
	Total 61500 - Capital Expenses		\$4,000
	Total 61000 - Expenses from LLS State Aid		\$1,508,188
	66000 - Expenses from Other Income		
x	66450 - Local IT Service - SWLS		
IT	66451 - SWLS IT Program Overhead (SWLS IT Program Expenses)	changed per Jim feedback	\$42,000
IT	66452 - SWLS Funds for Other (WiscNet) (WISCNET Converged WAN - SWLS Portion)	Jim	\$3,834
	Total - Local IT Service SWLS		\$45,834
	Allocation to Prairie Lakes Reserve Fund		\$0
	Allocation to Special Projects Fund		\$0
	Total 66000 - Other Expenses (Expenses from Other Income)		\$45,834
	Grand Total Operating Expenses		\$1,554,022

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October 12, 2022

6:00 pm

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. 2022/2023 Budget
 - c. Public Library System Redesign Project
 - d. Librarians' Report – Sarah Strunz
 - e. ALS Covid-19 Update
 - f. Merger exploration update
7. New Business
 - a. County votes on ALS/LLS merger and continued board interest discussion
 - b. Approval of the 2023 ALS Affiliate Contracts

8. Communications

9. Adjourn

There may be a quorum of the Joint Merger Exploration Committee present, but no business will be conducted on behalf of the Committee.

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 10/6/2022.

Anita Schultz – Arrowhead Library System

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September 14, 2022

5:30 pm

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

Attendees: Bill Wilson, Stephen Brace, Chris Cullen, Steven Platteter, Tovah Anderson, Eloise Eager (GoTo Meeting), Sarah Strunz (GoTo Meeting), Sherry Blakeley (GoTo Meeting)

1. Call to Order 6:00 PM
2. Approval of the Agenda – Moved Approved unanimously
3. Approval of Minutes
S. Blakeley moved minutes be approved with the following two corrections: Correct Spelling of Blakeley throughout, page two Merger Exploration Update add the word “of” – ahead of county resolution votes. Seconded by Bill Wilson. Approved Unanimously.
4. Approval of Expenditures
Motion by S. Brace, Seconded by C. Cullen, approved unanimously
5. Citizen Participation, Communication and Announcements
Communication will be discussed under item 8
6. Unfinished Business
 - a. Shared System – SHARE Update
Discussed how the new SHARE Anywhere app has been received.
 - b. 2022/2023 Budget
S. Ohs and S. Platteter are continuing to work on a Prairie Lakes Library System Budget.
 - c. Public Library System Redesign Project
 - d. Librarians’ Report – Sarah Strunz
Participating in American Library Association’s Library Card Sign-up month. Hedberg Public Library hosted an open house for teachers featuring pertinent resources.

e. ALS COVID-19 Update

f. Merger Exploration Update

Rock County Board has passed a resolution approving the merger resolution. Racine County has approved sending the merger resolution to the full County Board. Walworth County will begin committee discussion of the resolution with a presentation by S. Ohs and S. Platteter next week.

7. New Business

a. 2023 Prairie Lakes Library System Plan with program budget (discussion and possible action)

S. Platteter shared that the only addition to the plan since last month is a budget breakdown.

b. Prairie Lakes Library System Rock County Board representation (discussion and possible action)

Discussed the joint merger committee's recommendation of a 15-member board. Discussed who might be interested in serving on the PLLS Board.

c. 2023 Exemption from county library tax letters

S. Platteter detailed the county library tax levy exemption process.

8. Communications

Received a request to for information pertaining to state compliance for ALS and PLLS and any intellectual freedom/censorship compliance mandates.

9. Adjourned at 6:41 PM

Moved by C. Cullen, Seconded by S. Brace, passed unanimously

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
00-0000-0021-23990	DUE OTHER LIBR.	10/03/2022	BELOIT PUBLIC LIBRARY		1,993.50
		10/03/2022	CLINTON PUBLIC LIBRARY		171.00
		10/03/2022	EAGER FREE PUBLIC LIBRARY		237.50
		10/03/2022	EDGERTON PUBLIC LIBRARY		4.50
		10/03/2022	HEDBERG PUBLIC LIBRARY		8,046.00
		10/03/2022	MILTON PUBLIC LIBRARY		152.50
		10/03/2022	ORFORDVILLE PUBLIC LIBRARY		2.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	(10,607.86)	0.00	10,607.00	0.86
STL-LIBRARY PROG TOTAL				10,607.00	

I have examined the preceding bills and encumbrances in the total amount of **\$10,607.00**

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

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

B. Bills under \$10,000 to be paid.

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

Date:

Dept Head

Committee Chair

COMMITTEE APPROVAL REPORT

10/04/2022

Account Number	Account Name	Inv Date	Vendor Name	Inv/Enc Amt	
51-5000-0000-62119	Other Services	08/31/2022	KOENE COURIER SERVICE LLC	3,150.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	269,076.00	185,685.08	0.00	3,150.00	80,240.92
51-5000-0000-63101	Postage	09/07/2022	ARROWHEAD LIBRARY PETTY CASH	27.36	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	175.13	0.00	27.36	797.51
51-5000-0000-63200	Pubs/Subs/Dues	09/15/2022	LIBRARY JOURNAL	157.99	
		09/13/2022	ANDERSON, TOVAH	126.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,300.00	597.68	0.00	283.99	418.33
51-5000-0000-64201	Convention Exp	09/23/2022	PLATTETER, STEVE	375.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	762.48	0.00	375.00	2,862.52
51-5000-0000-64904	Sundry Expense	09/14/2022	ARROWHEAD LIBRARY PETTY CASH	58.21	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	63.16	0.00	58.21	878.63
51-5000-0000-65321	Building Lease	11/01/2022	CITY OF MILTON	1,166.67	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,000.00	11,666.70	0.00	1,166.67	1,166.63
Library System PROG TOTAL				5,061.23	

I have examined the preceding bills and encumbrances in the total amount of **\$5,061.23**

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

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

B. Bills under \$10,000 to be paid.

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

Date: _____ Dept Head _____

Committee Chair _____

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

For Job Numbers: 2393183

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2022

As of: 10/04/2022

Budget: RV

Org Key Title
5150000000 Library System

Object	Description	Budget	Actual	Encumbrance	Balance
REVENUE					
42200	State Aid	540,857.00	540,857.00	0.00	0.00
44120	Miscellaneous Fees	3,438.00	3,434.75	0.00	(3.25)
45504	Intergov-Other Libraries	284,448.00	284,448.18	0.00	0.18
46000	Contributions	2,000.00	2,000.00	0.00	0.00
46400	Fund Balance	40,000.00	0.00	0.00	(40,000.00)
Total Revenue		870,743.00	830,739.93	0.00	(\$40,003.07)
EXPENSE					
61100	Regular Wages	189,492.00	126,506.77	0.00	62,985.23
61300	Per Diems	1,800.00	900.00	0.00	900.00
61400	FICA	14,496.00	9,462.98	0.00	5,033.02
61510	Retirement	10,514.00	6,991.70	0.00	3,522.30
61610	Health Insurance Premium	47,560.00	47,560.00	0.00	0.00
61620	Dental Insurance	1,334.00	1,664.00	0.00	(330.00)
61630	Life Insurance	180.00	118.34	0.00	61.66
62119	Other Contracted Services	269,076.00	185,685.08	0.00	83,390.92
62130	Audit Fees	2,000.00	2,000.00	0.00	0.00
62210	Telephone	2,000.00	1,110.06	0.00	889.94
62410	Repair & Maintenance-Vehicles	10,000.00	6,076.74	0.00	3,923.26
62420	Machinery/Equip R & M	100.00	36.17	0.00	63.83
63100	Office Supplies & Misc Expense	1,500.00	491.03	0.00	1,008.97
63101	Postage	1,000.00	175.13	0.00	824.87
63104	Printing & Duplicating	6,000.00	2,542.58	0.00	3,457.42
63108	Public Information	5,000.00	1,396.70	0.00	3,603.30
63200	Publications/Subscriptions/Due	1,300.00	597.68	0.00	702.32
63300	Travel	3,000.00	208.56	0.00	2,791.44
64200	Training Expense	4,000.00	1,368.00	0.00	2,632.00
64201	Convention Expense	4,000.00	762.48	0.00	3,237.52
64214	ILS Costs	197,891.00	189,191.85	0.00	8,699.15
64303	Extension Materials	4,000.00	323.20	0.00	3,676.80
64306	Resource Libraries	40,000.00	40,000.00	0.00	0.00
64307	Participating Libraries	1,238,125.00	1,238,124.98	0.00	0.02
64309	Intersystem Agreement	81,828.00	81,827.94	0.00	0.06
64904	Sundry Expense	1,000.00	63.16	0.00	936.84
64918	Marketing & Promotion	300.00	0.00	0.00	300.00
65101	Insurance on Buildings	6,000.00	8,624.00	0.00	(2,624.00)
65321	Building Lease	14,000.00	11,666.70	0.00	2,333.30
67199	Miscellaneous Equipment	35,000.00	0.00	0.00	35,000.00
Total Expense		2,192,496.00	1,965,475.83	0.00	227,020.17
County Share (Revenue - Expense)		(1,321,753.00)	(1,134,735.90)	0.00	(187,017.10)
Grand Total Revenue		870,743.00	830,739.93	0.00	(40,003.07)

Rock County - Production

Budget to Actual Figures

Fiscal Year: 2022

As of: 10/04/2022

Budget: RV

Org Key Title
5150000000 Library System

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Expense	2,192,496.00	1,965,475.83	0.00	227,020.17
	Grand Totals County Share	(1,321,753.00)	(1,134,735.90)	0.00	(187,017.10)



Arrowhead Library System

Helping Public Libraries Serve the Citizens of Rock County

430 East High Street, Suite 200, Milton, WI 53563
Phone (608)868-2872

To: Arrowhead Library System Affiliate Members

From: Steve Platteter, platteter.steve@als.lib.wi.us

Date: 10/25/2022

Re: Affiliate Contracts for 2023

Attached is your contract for 2023, please sign and return it to the ALS office.

Invoicing for services will be done in January 2023.

Please note, the Arrowhead Library System is pursuing a merger with the Lakeshores Library System which will result with the formation of the new Prairie Lakes Library System in January 2023.

Invoicing for this contract will come from the Prairie Lakes Library System.

If you have any questions about the merger please call or contact us.

Thank You,

Steven Platteter
608 868-2872
platteter.steve@als.lib.wi.us

**Agreement Between the Arrowhead Library System
and Affiliate Libraries
January to December 2023**

The Arrowhead Library System (hereafter abbreviated as ALS) and _____,
which is governed by the _____, enter into this agreement for the **calendar year 2023**.

DEFINITIONS

For the purpose of this agreement:

1. **Arrowhead Library System Board** is the body established by the Rock County Board of Supervisors in accordance with Wisconsin Statutes section 43.19.
2. **Arrowhead Library System (ALS)** is the organization operating under the ALS Board in accordance with Wisconsin Statutes Sections 43.13 through 43.64.
3. **Affiliate library** is an academic library, public school library media center, private school library, state institution library, library of the Vocational, Technical and Adult Education system, or special library operated by a parent institution whose territory lies within Rock County, which accepts the responsibilities outlined in the Affiliate Library Agreement.

AGREEMENT

1. The ALS Board agrees that ALS shall:
 - a) Support and facilitate an efficient and effective interlibrary loan network which provides non-public libraries with direct access to resources at ALS participating libraries and access through the ALS Clearinghouse to the Wisconsin Interlibrary Loan Network.
 - b) Provide reference and referral services from ALS's resource library.
 - c) Reimburse libraries for interlibrary loan on a net lending basis.
 - d) Coordinate the ALS Interlibrary Loan Network.
 - e) Provide regular van delivery service within ALS and connection to the state's intersystem delivery network.
 - f) Provide regular communications through ALS's publication the *Monday Memo* and through publication of an annual *Directory of ALS Libraries*.
 - g) Coordinate the INFOPASS program.
 - h) Provide opportunities for affiliate library input into the ALS decision-making process.
 - i) Provide opportunities for affiliate libraries to attend ALS continuing education workshops.
 - j) Provide access to the ALS Professional Collection.

2. In return, the _____ agrees to:

- a) Enter and maintain the library's bibliographic records and holdings into statewide databases and other tools maintained by ALS for the purpose of resource sharing.
- b) Lend, without charge, and borrow non-proprietary materials according to the Wisconsin Interlibrary Loan Guidelines of the Division for Library Services and the ALS Area Interlibrary Loan Plan and written procedures.
- c) Participate in the ALS's INFOPASS program.
- d) Receive materials from patrons who have borrowed these materials from other ALS libraries and hold for pickup by ALS so that they can be returned to the library of origin.
- e) Use all reasonable efforts to retrieve materials borrowed by its clientele through interlibrary loan and INFOPASS, and to reimburse the loaning library if the materials are not returned or are damaged.
- f) Maintain and provide ALS with accurate records and statistics necessary to plan and evaluate ALS services.
- g) Comply with current ALS policies and procedures.
- h) Reimburse ALS for services provided according to the Addendum attached to this Agreement.

MODIFICATIONS

This agreement shall be subject to modifications as mutually agreed upon by ALS and the affiliate member library.

PAYMENT FOR SERVICES

Payment shall be made in the amount and according to the dates specified in the Addendum attached to this Agreement.

EFFECTIVE DATES AND RENEWAL

The services called for in this agreement and addendum shall be made available by ALS effective January 1, 2023 and shall continue in force until the end of the calendar year. Renewal or revision of this agreement for 2024 shall take place during November 2023.

Arrowhead Library System Board

President

Date

System Director

Date

Affiliate Library

Library Name: _____

Authorized
Executive Signature

Date

Library Director

Date

**ADDENDUM
AFFILIATE LIBRARY AGREEMENT
2023**

Library: _____

VAN DELIVERY SERVICE

Numbers of delivery stops per week: _____

Delivery should be suspended the following weeks: _____

Total number of delivery stops: _____

Cost for van delivery service during **2023**: \$ _____.__

ANNUAL BASE FEE:

Total cost for **2023**: \$ _____

GRAND TOTAL FOR 2023: \$ _____.__

PAYMENT SCHEDULE

Invoices will be issued: **January 3, 2023**