

Memo

Outagamie Waupaca Library System

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Date: May 10, 2018
To: OWLS Library Directors
From: Bradley Shipps
Subject: Automation Services Agreement

The current OWLS Automation Services Agreement will expire at the end of December. This is not the same document as the OWLS Membership Agreements that were distributed in April.

The only change to the agreement is to the dates in Article V, paragraph 5.

There are two unsigned copies of the standard agreement included in this mailing. Please have your library board approve the agreement. The board president should then sign both copies. When that's complete, please return both copies to me. The OWLS board president will then sign both copies and I'll return a signed copy to you for your files.

If possible, please return the signed agreements to me by July 31.

Let me know if you need a pdf copy of the agreement for your board packets. If you or your board have any questions about the agreement, please let me know. I'd be happy to meet with you or your board to discuss the agreement in more detail.

Thanks!