

# Dane County Contract Cover Sheet

*Res 444*  
*Significant*

<b>Dept./Division</b>	Clerk of Courts
<b>Vendor Name</b>	Wisconsin State Law Library
<b>Vendor MUNIS #</b>	8893
<b>Brief Contract Title/Description</b>	To provide law services in Dane County.
<b>Contract Term</b>	12/9/18 - 12/31/18
<b>Total Contract Amount</b>	\$ 115.040

<b>Contract #</b> <small>Admin will assign</small>	13558
<b>Addendum</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type of Contract</b>	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

<b>Purchasing Authority</b>	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

<b>MUNIS Req.</b>	Org Code	COC CRTSP	Obj Code	31958	Amount	\$ 99,220
<b>Req #</b>	295	Org Code	SHRFSEC	Obj Code	21292	Amount \$ 15820
<b>Year</b>	2019	Org Code		Obj Code		Amount \$

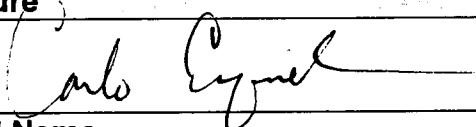
<b>Resolution</b>	<b>A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.</b>					
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.					
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					<b>Res #</b>
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					<b>Year</b>

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	12/4/18		
CA	Controller		12/7/18	
GC	Purchasing	12/11/18	12/11/18	
CA	Corporation Counsel	12/7/18	12/7/18	
A	Risk Management	12/10/18	12/10/18	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Kerry Widish	<b>Name</b>	Julie Tessmer
<b>Phone #</b>	266-4288	<b>Phone #</b>	261-2340
<b>Email</b>	kerry.widish@wicourts.gov	<b>Email</b>	julie.tessmer@wicourts.gov
<b>Address</b>	215 S. Hamilton Street, Room 1000 Madison WI 53709	<b>Address</b>	PO Box 7881 Madison WI 53707-7881

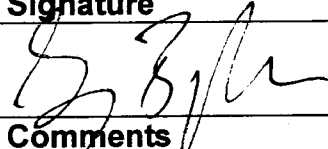
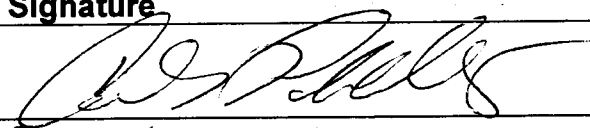
<b>Certification:</b> The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. <b>The modifications have been reviewed by:</b>
<input type="checkbox"/>	Non-standard contract.

### Contract Cover Sheet Signature

Department Approval of Contract		
<b>Dept. Head / Authorized Designee</b>	<b>Signature</b>	<b>Date</b>
		12-4-18
	<b>Printed Name</b>	
	CARLO ESQUEDA	

### Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	<b>Signature</b>	<b>Date</b>
		12/13/18
	<b>Comments</b>	
<b>Corporation Counsel</b>	<b>Signature</b>	<b>Date</b>
		12/7/18
	<b>Comments</b>	



KERRY K. WIDISH  
Chief Deputy Clerk of Court

**CARLO ESQUEDA**  
**DANE COUNTY CLERK OF CIRCUIT COURT/  
REGISTER IN PROBATE**

Dane County Courthouse, Room 1000  
215 South Hamilton Street, Madison, Wisconsin 53703-3285  
PH (608)266-4311 • FAX (608)267-8859 • TTY: Call WI Relay 711  
Website: countyofdane.com/court



JILL L. ANDERSON  
Court Manager

HOLLY J. KUHL  
Court Manager

LAURA NACHAZEL  
Court Manager

WAYNE E PFISTER, JR.  
Court Manager/  
Deputy Register in Probate

To: Joe Parisi, Dane County Executive

From: <sup>KW</sup> Kerry Widish, Chief Deputy Clerk of Circuit Court

Re: 2019 Contract for Law Library Services

Date: December 4, 2018

The Clerk of Courts office contracts with the Wisconsin State Law Library to provide services to pro se litigants, the general public, judges and inmates of the Dane County jail. The library also provides legal research materials. The contract amount is \$115,040. The funds are included in the 2019 Clerk of Courts and Sheriff's budget. If you have any questions, I can be reached at 266-4288. Thank you.

Attachment



**# of Pages Including Schedules:** 30  
**Expiration Date:** December 31, 2019  
**Authority:** Res. # , 18-19  
**Department:** Clerk of Courts & Sheriff's Office  
**Maximum Cost:**  
**Registered Agent:**  
**Registered Agent Address:**

**WITNESSETH:**

**WHEREAS** COUNTY, whose address is 215 S. Hamilton Street, Room 1000, Madison WI 53703, desires to purchase services from PROVIDER for the purpose of providing law library services by staffing and maintaining the Dane County Law Library (DCLL); and

**WHEREAS** PROVIDER, whose address is PO Box 7881, Madison, WI 53703, is able and willing to provide such services;

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

**A. TERM:**

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

**B. SERVICES:**

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

**C. ASSIGNMENT/TRANSFER:**

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

**D. TERMINATION:**

A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.

B. The following shall constitute grounds for immediate termination:

1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
3. failure of PROVIDER to comply with reporting requirements contained herein.
4. inability of PROVIDER to perform the work provided for herein.

C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

**E. PAYMENT:**

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

**F. REPORTS:**

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

**G. DELIVERY OF NOTICE:**

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

**H. INSURANCE:**

A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations,

Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's

Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.

D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

**I. NO WAIVER BY PAYMENT OR ACCEPTANCE:**

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

**J. NON-DISCRIMINATION:**

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

**K. CIVIL RIGHTS COMPLIANCE:**

A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the



previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.

- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

**L. COMPLIANCE WITH FAIR LABOR STANDARDS:**

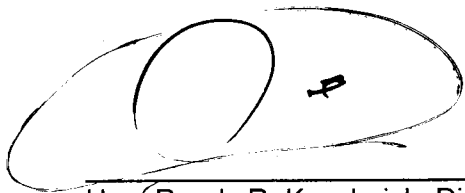
- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.015(11)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and

maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing.”

**M. MISCELLANEOUS:**

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

**IN WITNESS WHEREOF**, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.



**FOR PROVIDER:**

\_\_\_\_\_  
Hon. Randy R. Koschnick, Director of State Courts

11-30-18

\_\_\_\_\_  
Date Signed

\* \* \*

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi, Dane County Executive

\_\_\_\_\_  
Date Signed

**SCHEDULE A**  
**Scope of Services**

**Pursuant to Paragraph IIA of this AGREEMENT, the PROVIDER shall provide the following services:**

- A. Personnel.** PROVIDER shall employ the personnel necessary to operate the DCLL. Staffing shall consist of one Librarian and one library associate, plus supervision and assistance as needed by staff of the Wisconsin State Law Library ("the State Law Library").

Actual staffing provided shall be within the Director's discretion, based upon need, budget and any other factors the Director deems relevant. All personnel provided by PROVIDER shall be employees of the State of Wisconsin ("the State"), except for contracted services, such as for equipment repairs.

- B. Print Library.**

The resources necessary to:

- a. Display and maintain a "core print library" at the DCLL. The core print library will consist of at least those books and materials listed on Exhibit A, attached hereto and incorporated herein by reference, but may change from time to time, based upon the Director's reasonable discretion;
- b. Order, receive and catalog each judge's library to comply with the standard collection listed in Exhibit B, attached hereto and incorporated herein by reference.

- C. On-Line Services.**

The resources necessary to:

- a. Subscribe to and provide terminal access at the DCLL for a comprehensive legal research database, such as Westlaw or Fastcase, access to the internet and such other on-line services as the Director deems reasonable. COUNTY provides at least two computers available primarily for public use, and an additional two computers, designated primarily for staff use, but also available to assist patrons of the DCLL
- b. To provide reasonable computer training for judges, court commissioners and their respective staffs for work-related online research and information gathering
- c. To perform reasonable computer research requests from judges, court commissioners and staff attorneys, recognizing; however, that it is preferable to train the judges, court commissioners and staff attorneys to properly and efficiently conduct their own computer research.

- D. Catalog.** The resources necessary to maintain an on-line catalog of all of the books, magazines and other resource materials to conform to the system used by the State Law Library.

- E. **Supplements.** The resources necessary to supplement, update and keep current all of the print, software and on-line resources of the DCLL, as the Director deems reasonably appropriate.
- F. **Equipment.** The resources necessary to provide the computers referred to above and any required repairs and maintenance for such equipment.
- G. **Software.** The resources necessary to select and acquire such software and similar materials for the DCLL as the Director deems reasonable.
- H. **WAN Access.** Any funds necessary to pay applicable fees to allow wide area network access from the DCLL to the Wisconsin Supreme Court and all Wisconsin Appellate Courts for the two staff.
- I. **State Law Library Access.** Access from the DCLL to the State Law Library's on-line catalog, photocopy and fax service and Computer Legal Research Services.
- J. **Miscellaneous.** Such other equipment, resources and materials as the Director deems reasonably necessary or appropriate for the DCLL.
- K. **Services to the Sheriff's Office.** The staff of the DCLL will respond to requests for legal information from Dane County jail inmates. Procedures for handling these requests were developed and are incorporated in *the Dane County Sheriff's Office Security Services Manual* (see policy 614.3 "Prisoner Access to Legal Materials and Assistance"). Any revisions to procedures must be mutually agreeable to the Director and the Sheriff's Office and incorporated into the manual.

**The COUNTY shall provide the following services:**

- A. **Space.** Space in the Dane County Courthouse, 215 S. Hamilton Street, L1007, Madison, WI 53703 reasonably configured for use as the DCLL.
- B. **Furniture, Fixtures, and Other.** The furniture, fixtures, equipment, books and other personal property described on Exhibits A & B, together with the resources necessary to provide any required maintenance and repairs to same.
- C. **Utilities and Services.** Heat, lights, electricity, air conditioning, security, and janitorial services for the DCLL.
- D. **Telephone Lines.** Installed telephone lines routed to such locations within the DCLL as agreed upon by the parties.
- E. **Cables.** Such installed cables, wiring and connectors as are reasonably necessary for the DCLL, including those for its computers, fax and copy machines, WiFi, and the WAN networks.
- F. **Building and Structural Maintenance.** All decorating, maintenance and repairs to the building and space in which the DCLL is located, including all plumbing, lights, light fixtures, heating and air conditioning, wiring, and structural components thereof.
- G. **Telephone Service.** Telephone service, base and long distance, reasonably necessary for the DCLL.

- H. **Supplies.** Stationary, writing instruments, postage and such other supply items reasonably necessary for the DCLL.
- I. **Photocopier.** One photocopier including maintenance.
- J. **Internet.** Access to the County's network for any public computers in order to provide access to the Internet.

**PROVIDER and COUNTY agree to the following terms:**

**A. Access to DCLL:**

**Public Access.** The DCLL shall be open to the public from 8:30 A.M. until 4:30 P.M. Monday through Friday, except for those days designated as Public Holidays by the State or County.

**Private Access.** The parties shall cooperate in formulating reasonable rules and guidelines to allow access to the DCLL, when not open to the public, to all attorneys employed by Dane County or the City of Madison and their staffs, as well as all Dane County Judges and their staffs. The Director shall not staff the DCLL, however, except during the hours it is open to the public.

**B. Books and Records.**

The Director shall maintain such books and records regarding operation of the DCLL as are required by the State. Representatives of the County shall, upon reasonable notice, have access to such books and records for purposes of inspecting and/or copying same.

**C. Disposition of Property.**

The Director may, at any time during the term of this Agreement, designate any property in the DCLL as surplus, obsolete, or non-functional. Written notice of such designation shall be provided by the County and the County shall have ten days from receipt of such notice to remove the designated items from the DCLL. This procedure shall not apply to consumable or obsolete items, whether or not replaced.

**D. Non-Liability.**

The Director shall not be liable for the disappearance or removal of any books, resource materials or other personal property from the DCLL, except to the extent such removal has been authorized by the Director, or is the result of intentional conduct or gross negligence on the part of an employee of the State working at the DCLL. Neither party shall be liable for any inability to perform that is due to causes beyond the party's control. The Director shall have no liability for any services provided under this Agreement, so long as same are undertaken in good faith and upon reasonable effort under the circumstances.

**E. Independent Contractor.**

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between the County and the Director. In entering into this Agreement, and acting in compliance herewith, the Director is at all times acting and performing as an independent contractor.

**F. Notices.**

All notices, consents, requests, elections, or communications required to be given by either party to the other shall be validly given, made or served in writing and delivered personally or sent by certified mail to the parties at the following addresses:

**The Director:**

Hon. Randy R. Koschnick  
Director of State Courts  
16 E., State Capitol  
Madison WI 53702

And

**Julie Tessmer**

Wisconsin State Law Library  
120 Martin Luther King, Jr. Blvd.  
P.O. Box 7881  
Madison, WI 53703-7881

**To the County:**

**Carlo Esqueda**

Clerk of Circuit Court  
215 S. Hamilton Street, Room 1000  
Madison, WI 53703

**G. Title to Property.**

Title to all property provided by the County for the DCLL, including the property listed on Exhibits A & B, shall remain in the County. Any property acquired by the Director for the DCLL using funds or operating revenue provided under Schedule B shall also belong to the County.

**SCHEDULE B**  
**Pricing Structure and Payment**

**Compensation.** Upon invoice, the County shall pay the Director a total of \$99,220 as compensation for the services the Director is to provide during the term of this Agreement, as follows:

**\$50,000 on or before February 15, 2019; and**  
**\$49,220 on or before May 1, 2019**

**Reimbursement For Services To Jail Inmates.** The County, at its expense, will reimburse the Director for up to \$15,820 for costs incurred in providing legal information services to Dane County Jail inmates. In addition, the County will reimburse the Director for other costs including photocopies of legal materials at a rate consistent with the DCLL's public photocopy charges and purchasing new editions, supplements, and replacements for lost or damaged items in the Jail's circulating print collection. Any such reimbursement shall be separately accounted for and reported by March 31<sup>st</sup> of the following calendar year.

**Operating Revenue.** The Director may establish and charge a reasonable fee for copies, forms, faxes, searches, on-line access, printouts, and other services, provided all such revenue shall be separately accounted for by the Director. Such revenue may be used by the Director to pay sales and other applicable taxes, to staff the DCLL, to maintain, repair, lease, or purchase equipment, books, software or other materials for the DCLL, or for any other purpose the Director reasonably believes is necessary or desirable for the DCLL.



**SCHEDULE C**  
**Reports**

On or before March 31 of the next calendar year, the Director shall provide the County with a written accounting as to the collection and use of all such operating revenue. Any such revenue not expended, or accrued for expenditure, at the termination of this Agreement shall be paid to the County by the Director at the time the written accounting is provided.

## EXHIBIT A – CORE PRINT LIBRARY TITLES

### Title

101 law forms for personal use /  
1995 SJI National Symposium on the Implementation and Operation of Drug Courts :report of symposium proceedings, where have we been where are we going /  
1997 drug court survey report /  
2003 amendments to Uniform commercial code, Article 2--Sales :subject to revision by the Committee on Style of the National Conference of Commissioners on Uniform State Laws /  
The ABA Spanish legal phrasebook /  
ABA standards for criminal justice.  
ABA standards for criminal justice pleas of guilty  
Acts passed at the ... session of the Legislative Assembly of the Territory of Wisconsin  
Administrando su divorcio :un manual para mujeres agredidas /  
Administrative rules procedures manual :drafting format and style, promulgation procedure, rules review procedure  
Adult guardianship guide :a guide to plan, develop and sustain a comprehensive court guardianship and conservatorship program  
Advising older clients and their families /  
Aging & addiction :helping older adults overcome alcohol or medication dependence /  
AIDS and the law /  
Alcohol & drugs in the workplace :costs, controls, and controversies  
Alcohol and other drug problems :a public health and public safety priority /  
Alcohol beverages regulation in Wisconsin /  
ALI-ABA Course of Study on Defense of Drug Cases [Participants] Segal [and others]  
ALM experts  
ALR index :covering ALR 2d, ALR 3d, ALR 4th, ALR 5th, vols. 1-8, ALR Fed, vols. 1-110, L Ed 2d, vols. 1-110 ; also containing table of laws, rules and regulations, annotation history table  
American Bar Association standards for criminal justice /  
American constitutional law /  
The American Heritage dictionary of the English language  
American law reports.  
American law reports (ALR) digest of decisions and annotations :with related Total client-service library references : ALR 3d, ALR 4th, ALR 5th, ALR Fed  
American law yearbook :an annual source published by Gale Research as a supplement to West's encyclopedia of American law  
Americans with Disabilities Act /  
Anderson on Wisconsin insurance law /  
Anderson's manual for notaries public :a complete guide for notaries public and commissioners of deeds, with glossary, charts and index : qualifications, appointment, jurisdiction, term, powers, duties, fees, records, seal, liabilities, penalties, removal  
Annotated model code of judicial conduct /  
Annotated model rules of professional conduct /  
Annual report  
Annual survey of Wisconsin law  
Apartment management in Wisconsin :a self-help guide for property managers and owners /  
Appellate practice and procedure in Wisconsin /  
Applying drug court concepts in the juvenile and family court environments :a primer for judges /  
Arkansas' drug court :a description and evaluation of the 6th Judicial District S.T.E.P. (Supervised

Treatment and Education Program) Court : a diversion-treatment program for substance abusers /  
The art of justice :an eyewitness view of thirty infamous trials /  
Assessing the impact of Dade County's felony drug court :executive summary /  
Assessing the impact of Dade County's felony drug court :final report /  
The attorney's guide to the Seventh Circuit Court of Appeals /  
Autism, advocates, and law enforcement professionals :recognizing and reducing risk situations for people with autism spectrum disorders /  
Avoiding client grievances :professional responsibility and the lawyer  
Background on Wisconsin's prison and community corrections system /  
The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 :with analysis /  
Bankruptcy and the Supreme Court /  
Bankruptcy issues for state trial court judges /  
Behind closed doors :a resource manual to improve jury deliberations  
Beyond the bench  
Bieber's dictionary of legal citations :reference guide for attorneys, legal secretaries, paralegals and law students  
Biennial report of the Attorney General of the State of Wisconsin  
Black's law dictionary /  
Blind goddess :a reader on race and justice /  
The bluebook :a uniform system of citation  
BNA's directory of state and federal courts, judges, and clerks :a state-by-state and federal listing  
Booker litigation strategies manual :a reference for criminal defense attorneys /  
Brainstorm the truth about your brain on drugs /  
Bridging the distance :implementing videoconferencing in Wisconsin /  
Bridging the justice gap :Wisconsin's unmet legal needs : final report /  
Building a parenting agreement that works :child custody agreements step by step /  
Callaghan's official Wisconsin reports  
Callaghan's Wisconsin pleading and practice, with forms /  
Case citations to the principles of the law  
Case citations to the restatement of the law  
Cases argued and decided in the Supreme Court of the United States  
A Century of service :a centennial history of the National Conference of Commissioners on Uniform State Laws /  
The challenges of going to scale :lessons from other disciplines for problem-solving courts /  
Chapter 13 bankruptcy :keep your property & repay debts over time /  
Chapter 809 :Rules of the appellate procedure  
Child custody and physical placement in Wisconsin  
Child-custody jurisdiction :the UCCJEA & PKPA /  
Child safe :protecting our children from harmful drugs : a guide for parents and kids  
Child support law in Wisconsin  
Children's Code and Juvenile Justice Code  
Choose a legal structure for your business /  
A citizen's guide on using the Freedom of Information Act and the Privacy Act of 1974 to request government records :first report /  
City County Building as public safety building option : a preliminary plan for the year 2000 /  
City of Madison and County of Dane Municipal Court Task Force final report  
Civil consequences of conviction :the impact of criminal records under Wisconsin law /

Civil discovery /  
Civil justice and disputes processing :five years of research at the UW-Madison, 1977-1982 /  
Civil justice in Wisconsin :a fact book, with commentary /  
Civil procedure /  
Civil procedure forms /  
Civil process manual  
Civil rights litigation :representing plaintiffs today /  
The Civil War lawyers :constitutional questions, courtroom dramas, and the men behind them /  
Clinical guidelines for the use of buprenorphine in the treatment of opioid addiction /  
Code of ordinances, Dane County, Wisconsin /  
Code of pretrial conduct and code of trial conduct  
Collier pamphlet edition  
Communication skills /  
Como solicitar su propio divorcio /  
Complaint guide for the Wisconsin consumer  
The complete book of personal legal forms /  
The complete guide to mediation :the cutting-edge approach to family law practice /  
The complete Internet handbook for lawyers /  
Concise guide to treatment of alcoholism and addictions /  
Conclusions and recommendations Dane County Court House space needs study /  
Concordance of federal legislation /  
Condemnation law and practice in Wisconsin /  
Conflict resolution :guide to alternative dispute resolution procedures in Dane County  
Conozca sus derechos :una referencia para las víctimas de la violencia doméstica en el estado de Wisconsin  
Consolidating Dane County law enforcement agencies :an examination of potential cost savings /  
Constitutional law--individual rights :examples & explanations /  
Contract law in Wisconsin /  
Contracts /  
A Coordinated approach for managing the drug-involved offender :a seminar for Delaware judges, corrections and treatment professionals /  
The copyright handbook :what every writer needs to know /  
Court interpretation :model guides for policy and practice in the state courts /  
Court security guide /  
Court security :training guidelines and curricula /  
Courthouse security planning :goals, measures, and evaluation methodology  
Cracked :putting broken lives together again : a doctor's story /  
Creating quality pro bono legal advice clinics with courthouse self-help centers /  
Crimes and punishment :cases, materials, and readings in criminal law /  
Criminal justice system assessment :final report /  
Criminal law /  
Criminal law decisions : United States Supreme Court, Wisconsin Supreme Court ..  
Criminal law decisions :United States Supreme Court, Wisconsin Supreme Court, Wisconsin Court of Appeals  
The criminal law handbook :know your rights, survive the system /  
Criminal practice and procedure /  
Criminal procedure /

Critical issues for defense attorneys in drug court /  
Critical terms in criminal proceedings in Spanish and English =terminologías esenciales en el proceso criminal en español y inglés /  
Critical terms in criminal proceedings in Spanish and English =Terminologías esenciales en el proceso criminal en español y inglés /  
Cross-references in ... Wisconsin Statutes  
The Dane County Bar Association :150 years, 1858-2008  
Dane County Circuit Court rules  
Dane County city-county building space needs assessment & facility masterplan  
Dane County courthouse :collection of paintings by Schomer Lichtner and Ruth Grotenrath  
Dane County courthouse in the news  
Dane County courthouse post-occupancy evaluation of public spaces :Art Committee Report for Discussion /  
Dane County judges :1848 - present  
Dane County judicial long-range planning committee :phase I report  
Dane County Juvenile Court resource booklet /  
Dane County Sheriff's Office policies & procedures  
Death in Wisconsin :a legal practitioner's guide to postmortem administration /  
Defending a federal criminal case /  
Defense of criminal cases in Wisconsin :sentencing, postconviction, corrections /  
Defining drug courts :the key components /  
Delmar nurse's drug handbook  
Department of Administration City-County Building space planning  
Development and implementation of drug court systems /  
Development of the Miami-Dade County dependency drug court /  
Diagnostic and statistical manual of mental disorders :DSM-5 /  
Digest of Wisconsin unemployment compensation court cases, ... /  
Discretionary justice :looking inside a juvenile drug court /  
Divorce & money :how to make the best financial decisions during divorce /  
Divorce in Wisconsin :the legal process, your rights, and what to expect /  
Divorce law in Wisconsin: an overview  
Domestic abuse guidebook for Wisconsin guardians ad litem :addressing custody, placement, and safety issues /  
Dorland's illustrated medical dictionary  
Drug and alcohol abuse :a clinical guide to diagnosis and treatment /  
Drug case management and treatment intervention strategies in the state and local courts /  
Drug court activity :summary information  
Drug court case management :role, function, and utility /  
Drug Court review  
Drug courts :a new approach to treatment and rehabilitation /  
Drug courts :a research agenda /  
Drug courts :a revolution in criminal justice  
Drug courts :an effective strategy for communities facing methamphetamine /  
Drug courts :an overview of operational characteristics and implementation issues /  
Drug issues affecting state judicial systems :briefing papers /  
Drugs, alcohol, and families :training in judicial risk assessment : resource manual /  
Drugs, alcohol, and families :training in judicial risk assessment : trainers guide /

Drugs and the judicial response :a regional perspective /  
Drugs, courts and neighborhoods /  
DUI/drug courts :defining a national strategy /  
Eckhardt's workbook for Wisconsin estate planners /  
Effective justice strategies in Wisconsin :a report of findings and recommendations : a report to the  
Director of State Courts and the Wisconsin Supreme Court, Planning and Policy Advisory Committee,  
Effective Justice Strategies Subcommittee  
Effective sentencing of substance abusing offenders :an inter-state judges' seminar, February 7-8,  
1992, Wilmington, Delaware : executive summary /  
Effective treatment for drug-involved offenders :a review and synthesis for judges and other court  
personnel /  
Elder law  
Eminent domain practice in Wisconsin /  
The employer's legal handbook /  
Employment in Wisconsin :a guide to employment laws, regulations and practices /  
Encarta world English dictionary /  
Ending it :dispute resolution in America : descriptions, examples, cases, and questions /  
English-Spanish, Spanish-English medical dictionary =Diccionario medico, ingles-espanol, espanol-  
ingles /  
Ensuring sustainability for drug courts :an overview of funding strategies /  
Equal rights decision digest  
Erie County Family Treatment Court evaluation /  
The essential guide to the best (and worst) legal sites on the Web /  
Establishing juvenile drug courts :a judicial curriculum  
Ethical considerations for judges and attorneys in drug court /  
Ethical issues for new judges /  
Ethics and judges' evolving roles off the bench :serving on governmental commissions /  
Ethics and professional responsibility :a handbook for Wisconsin lawyers /  
Evaluating drug court programs :an overview of issues and alternative strategies /  
Evaluation of treatment-based drug courts in Florida's First Judicial District /  
Every landlord's guide to managing property :best practices, from move-in to move-out /  
Every landlord's legal guide /  
Every tenant's legal guide /  
Everybody's guide to small claims court /  
Evidence law /  
The executor's guide :settling a loved one's estate or trust /  
Fair debt collection /  
Families in need of critical assistance :legislation and policy aiding youth who engage in noncriminal  
misbehavior /  
Wisconsin family code :and related statutes and rules  
Family court resource booklet  
Family dependency treatment court :  
Family estate planning in Wisconsin /  
Family law casenotes and quotes /  
Family law in Wisconsin :a forms and procedures handbook /  
Federal civil judicial procedure and rules  
Federal civil practice in the Western District of Wisconsin /  
Federal confidentiality laws and how they affect drug court practitioners /

Federal criminal code and rules, as amended to ...  
Federal sentencing guidelines manual /  
Fiancee & marriage visas :a couple's guide to U.S. immigration /  
Filing a petition for review :a guide to seeking review in the Wisconsin Supreme Court /  
Final report  
Fine's Wisconsin evidence :a quick guide to courtroom evidence /  
FLAC manual  
The foreclosure survival guide :keep your house or walk away with money in your pocket /  
Foreclosures and Mortgage servicing :Including loan modifications /  
Forgiveness and mercy /  
Forgiveness is a choice :a step-by-step process for resolving anger and restoring hope /  
Form your own limited liability company /  
Framework for action :strategic plan for the Wisconsin court system /  
From the courtroom to the community :ethics and liability issues for the community prosecutor  
Fundamentals of legal research /  
Gaining momentum :a model curriculum for drug courts  
GAL practice guidelines /  
Gender and justice :why women in the judiciary really matter /  
Get a life :you don't need a million to retire well /  
Getting Uncle Sam to enforce your civil rights /  
Grandparents' rights :with forms /  
The green book :a book of county facts /  
The guardian ad litem handbook /  
Guardianship and protective placement for the elderly in Wisconsin /  
A guide for Wisconsin nonprofit organizations /  
Guide to appellate procedure for the self-represented /  
A guide to human trafficking for state courts /  
Guide to Midwest leading American attorneys & law /  
A guide to Wisconsin employment discrimination law /  
A guide to Wisconsin statutes of limitation and other time limits /  
Handbook for judges :an anthology of inspirational and educational readings /  
Handbook for parents in prison in Wisconsin /  
Handbook of alcoholism treatment approaches :effective alternatives /  
Handbook of local government law /  
Healing to wellness courts :a preliminary overview of tribal drug courts /  
Heroin :resource guide  
Hiring and firing in Wisconsin /  
Housing counselor training guide :Dane County /  
How to file for chapter 7 bankruptcy /  
How to find the law /  
How to protect personal information in court records  
How to win your personal injury claim /  
Immigration consequences of Wisconsin criminal offenses /  
The impact of race and ethnicity on charging and sentencing processes for drug offenders in three counties of Washington state :final report /  
Important information for patients :Suboxone  
Improving interpretation in Wisconsin's courts :a report on court-related interpreting and translation

with recommendations on statute and rule changes, budget items, interpreter training programs and certification tests, and judicial and professional education programs

Index digest to Opinions of the Attorney General of the State of Wisconsin, 1845 through 1972 /

Index digest to Opinions of the Attorney General of the State of Wisconsin, 1973 continuing /

Information on small claims action in Wisconsin

Intervention, how to help someone who doesn't want help :a step-by-step guide for families and friends of chemically dependent persons /

Intoxicated driver laws

Introduction to legal materials :a manual for non-law librarians in Wisconsin /

An introduction to the legal system of the United States /

IRA's, 401(k)s & other retirement plans :taking your money out /

The joy of settlement :the family lawyer's guide to effective negotiations and settlement strategies /

Judges and magistrates of the United States District Courts for the Eastern and Western Districts of Wisconsin /

Judging Jehovah's Witnesses :religious persecution and the dawn of the rights revolution /

Judicial administration; the American experience

A Judicial benchbook on drugs and families /

A judicial benchbook on drugs and families :a guide for social workers /

A judicial curriculum on juvenile DWI and alcohol & other drug use :saving lives and strengthening communities /

Judicial education on substance abuse :promoting and expanding judicial awareness and leadership : faculty guide /

Judicial needs assessment, 2006 :final report /

Judicial response to substance abuse :children, adolescents, and families : curriculum guides /

Jury trial innovations /

Justice and treatment innovation :the drug court movement : a working paper of the first National Drug Conference, December 1993 /

Juvenile and family drug court activity :summary information

Juvenile and family drug courts :an overview /

Juvenile and family drug courts :profile of program characteristics and implementation issues /

Juvenile justice :a Wisconsin blueprint for change /

Juvenile law :a collection of leading U.S. Supreme Court cases /

Keeping children safe & free from dangerous drug environments

Know your rights :a reference for victims of domestic violence in the state of Wisconsin

The law library reference shelf :annotated subject guide /

The law of damages in Wisconsin /

The law of local government operations /

The law of torts /

Laws of the State of Wisconsin

The lawsuit survival guide :a client's companion to litigation /

The Lawyer's desk guide to legal malpractice

Lawyers who shaped Dane County :a history of the practice of law in the Madison area /

Learn about the United States :quick civics lessons /

Legal guide for starting & running a small business /

The legal information buyer's guide and reference manual

The legal research dictionary :from advance sheets to pocket parts /

Legal research :how to find & understand the law /

Legal research in a nutshell /



Legal research in Wisconsin /  
The legal research manual :a game plan for legal research and analysis /  
The legal source ... Milwaukee  
Legal thesaurus /  
Living in shadows the innocent victims of meth /  
LLCs and LLPs :a Wisconsin handbook /  
Local drug court research :navigating performance measures and process evaluations /  
Long range space options for the City-County building /  
Long-term care :how to plan and pay for it /  
Look before you leap :a guide to the legal and financial implications of marriage and remarriage in Wisconsin /  
Looking at a decade of drug courts /  
Madison :an administrative history of Wisconsin's capital city, 1929-1979 /  
Madison general ordinances /  
Make your own living trust /  
Managing your divorce :a guide for battered women /  
Manual for complex litigation, fourth /  
Manual for developing a substance abuse screening protocol for the juvenile court and implementing the client substance index--short form (CSI-SF) /  
Manual for regional education on substance abuse issues to enable courts to make more use of community resources /  
The marijuana detection window :determining the length of time cannabinoids will remain detectable in urine following smoking : a critical review of relevant research and cannabinoid detection guidance for drug courts /  
Marijuana : what's a parent to believe? /  
The marital property classification handbook /  
Marital property law in Wisconsin /  
Marquette law review  
Mayor :chief municipal executive law /  
McCormick on evidence /  
Measuring treatment progress :an outcome study guidebook /  
Stedman's medical dictionary  
Meet the artists Schomer Lichtner, Ruth Grotenrath  
Meeting the challenge of pro se litigation :a report and guidebook for judges and court managers /  
Meeting the challenge of self-represented litigants in Wisconsin /  
Meth :the home-cooked menace /  
Methadone & you  
Methamphetamine labs :neighborhood resource guide  
Methods of practice /  
The military divorce handbook :a practical guide to representing military personnel and their families /  
A million little pieces /  
Miranda primer revised  
Misdemeanors and the miracle of mentoring :stories of volunteer court mentors and their motivation for being involved in the lives of young apprehended offenders, 1959-2003 /  
Model code of judicial conduct  
Modern constitutional law /  
Modern dictionary for the legal profession /

The modern rules of order /  
Mortgage and land contract foreclosures in Wisconsin /  
Moving on :pro se divorce  
Moving on pro se divorce - the final trial = Caminar adelante: un divorcio sin representacion legal - el juicio final  
Moving on your divorce trial - custody and placement = Caminar adelante: un divorcio sin representacion legal - el juicio final  
Moving on your divorce trial = Saliendo adelante : su juicio de divorcio  
Municipal attorney law :appointment, election, qualifications, tenure, powers, duties, liabilities, conflicts of interest, outside municipal counsel /  
Municipal court directory  
Music law :how to run your band's business /  
The NAMI Wisconsin family and consumer resource guide /  
Narcotics Anonymous  
National Conference on Substance Abuse and the Courts :proceedings and manual for action /  
National Drug Court Institute review  
Neighbor law :fences, trees, boundaries & noise /  
Newsletter  
Nolo's encyclopedia of everyday law :answers to your most frequently asked legal questions /  
Nolo's essential guide to divorce /  
Nolo's guide to social security disability :getting & keeping your benefits /  
Nolo's quick LLC /  
North western reporter.  
Notes on certain important sections of Restatement of restitution /  
Of course you're angry :a guide to dealing with the emotions of substance abuse /  
Open house :vertically expanded city-county building, April 20, 1985  
Opening ceremony, Dane County Public Safety Building, Tuesday, September 13, 1994  
Opinions of the Attorney General of the State of Wisconsin  
Organizing a Wisconsin business corporation :articles, bylaws, and other forms /  
Oxford atlas of the world /  
The Oxford companion to the Supreme Court of the United States /  
Painting the current picture :a national report card on drug courts and other problem solving court programs in the United States  
Paralegal ethics handbook /  
Paralegal practice and procedure :a practical guide for the legal assistant /  
Patent it yourself :your step-by-step guide to filing at the U.S. Patent Office /  
PDR for nonprescription drugs  
Peculiar institution :America's death penalty in an age of abolition /  
A personal representative's guide to informal estate administration in Wisconsin  
A personal representative's guide to informal probate in Wisconsin  
Physical evidence handbook /  
Physicians' desk reference :PDR  
The pill book /  
Pioneers in the law :the first 150 women  
Plan your estate /  
Planning for future mental and physical health care :Wisconsin advance directive and durable power of attorney for health care  
Pocket guide to legal writing /

Portraits of justice :the Wisconsin Supreme Court's first 150 years /  
Practice expectations for lawyers appearing in the federal court for the Western District of Wisconsin :an educational program /  
Practice guide for defending a federal criminal case ...my other book  
Practice in the federal court for the Western District of Wisconsin :changes and challenges : an educational program /  
Preliminary report long range plan for courts system, Dane County, Wisconsin  
Prince's dictionary of legal abbreviations :a reference guide for attorneys, legal secretaries, paralegals, and law students /  
Principles of the law of family dissolution :analysis and recommendations /  
Prisoners' self-help litigation manual /  
The probate process from start to finish /  
Prosser and Keeton on the law of torts /  
Protecting court :a practitioner's guide to court security /  
Protecting your personal privacy :a self-help guide for judges and their families /  
Psychiatric side effects of prescription and over-the-counter medications :recognition and management /  
Public sector labor relations in Wisconsin :a management perspective /  
Public trust & confidence in the justice system :the Wisconsin initiative action plan  
Q & A for noncustodial fathers /  
Quality improvement for drug courts :evidence-based practices /  
Quick guide for clinicians : based on tip 20  
Race to equity :a baseline report on the state of racial disparities in Dane County  
Racial and ethnic disparities in sentencing outcomes for drug offenders in Washington State FY 1996 to FY 1999 :final report /  
Reaching out or overreaching :judicial ethics and self-represented litigants /  
Ready reference guide  
Real estate transactions system /  
Recommendations by judges /  
Recommended collections for prison and other institution law libraries  
Recommended law books /  
Recreational immunity in Wisconsin /  
The redbook :a manual on legal style /  
Reentry drug courts :closing the gap /  
Reference manual on scientific evidence /  
A regional conference on effective treatment for drug-involved offenders :a training of trainers program for state judicial educators, judges, and other court personnel : proceedings  
Reinventing justice :the American drug court movement /  
A report and analysis of action plans throughout California :integrating services for self-represented litigants into the court system /  
Report of the Committee on Judicial Selection :increasing racial and ethnic diversity of judges in Wisconsin courts  
Report on the public's access to legal information and assistance in Wisconsin  
Report on vertical expansion of the City-County Building /  
Reports of cases argued and determined in the Supreme Court of the State of Wisconsin  
Reports of cases argued and determined in the Supreme Court of the Territory of Wisconsin,with tables of the cases and principal matters  
Represent yourself in court :how to prepare & try a winning case /

Representing justice :invention, controversy, and rights in city-states and democratic courtrooms /  
Resource guide for managing complex litigation  
Restatement in the courts :glossary of words and phrases defined in the restatement; history of the  
American Law Institute and the first Restatement of the law  
Restatement of the law of agency /  
Restatement of the law, second, agency 2d /  
Restatement of the law of contracts /  
Restatement of the law, second, contracts 2d /  
Restatement of the law of judgments /  
Restatement of the law, second, judgments 2d /  
Restatement of the law of property /  
Restatement of the law, second, property 2d, donative transfers  
Restatement of the law second, property 2d, landlord and tenant /  
Restatement of the law of restitution :quasi contracts and constructive trusts, as adopted and  
promulgated by the American Law Institute at Washington, D.C. May 8, 1936  
Restatement of the law of security /  
Restatement of the law, second, torts 2d /  
Restatement of the law, second, trusts 2d /  
Restatement of the law,permanent general index :covering agency, conflict of laws, contracts,  
judgments, property, restitution, security, torts, trusts  
Restatement of the law, property-mortgages /  
Restatement of the law, property :servitudes : as adopted and promulgated /  
Restatement of the law, property :wills and other donative transfers /  
Restatement of the law, suretyship & guaranty /  
Restatement of the law, the law governing lawyers /  
Restatement of the law, torts :apportionment of liability, as adopted and promulgated /  
Restatement of the law, torts--products liability /  
Restatement of the law.as adopted and promulgated /  
Restraining orders: getting started  
Restraining orders :improving victim safety and court effectiveness  
Restraining orders in Wisconsin  
Rights & reality II :an action guide to the rights of people with disabilities in Wisconsin  
The rights of public employees :the basic ACLU guide to the rights of public employees /  
The rights of the accused under the Sixth Amendment :trials, presentation of evidence, and  
confrontation /  
Robert's rules of order, newly revised /  
Roget's international thesaurus  
Safe schools legal resource manual  
SCCLL resource guide  
Section 1983 law and prisoner litigation /  
Security court study :Dane County city-county building, Madison, Wisconsin  
Security manual  
A self-evaluation manual and case management system for adult drug courts /  
Self-evaluation tool kit for juvenile drug courts /  
[Seminar]  
Sentence first, verdict afterwards :the crisis of mass torts /  
Sexual harassment in the workplace :law and practice /

Sexual orientation and the law /  
Sexual pharmacology :drugs that affect sexual functioning /  
Siguiendo adelante iniciando un divorcio por uno mismo  
Social media as evidence :cases, practice pointers, and techniques /  
Space and facilities masterplan for Dane County, Wisconsin :a long-range plan to guide county facility remodeling, purchase, and construction activities for administrative agencies, circuit court and court related agencies, and juvenile detention and related agencies /  
The standard code of parliamentary procedure /  
Standards of practice for lawyers representing victims of domestic violence, sexual assault and stalking in civil protection order cases  
State-by-state report on permanent public access to electronic government information /  
State criminal justice functions  
State documents bibliography :Wisconsin /  
The state of equal justice in Wisconsin :a report from the Wisconsin Access to Justice Commission  
State of the judiciary report :Dane County Circuit Court  
The State of Wisconsin blue book  
State of Wisconsin Circuit Court for Dane County roll of attorneys  
State of Wisconsin revised uniform deposit and bail schedule for conservation, environmental protection, boating, snowmobile and atv violations :adopted by Wisconsin Judicial Conference  
The State trial judge's book  
Statistical abstract of the United States /  
Straight talk from Claudia Black :what recovering parents should tell their kids about drugs and alcohol /  
Strategic plan - Dane County jury presentation project  
Strategies for courts to cope with the caseload pressures of drug cases :executive summary : a study of the American Bar Association, Criminal Justice Section /  
Substance abuse :enhancing the courts' ability to respond : final report to the State Justice Institute /  
Substantive criminal law /  
Taber's cyclopedic medical dictionary  
Taking drug courts to scale  
Tangible evidence :how to use exhibits at deposition and trial /  
Teen legal rights /  
Teens in the law :a parent's resource /  
Telephone conferencing in interstate child support cases :final report /  
Termination of parental rights and adoption :a practical handbook for judges, lawyers, and human services providers /  
Therapeutic jurisprudence and the drug treatment court movement :revolutionizing the criminal justice system's response to drug abuse and crime in America /  
Traffic law and practice in Wisconsin /  
Transgression, punishment, responsibility, forgiveness /  
Treatment-based drug courts, a guide /  
Trial error and misconduct /  
Trial handbook for Wisconsin lawyers /  
Trial manual 6 for the defense of criminal cases /  
Trusting nothing to providence :a history of Wisconsin's legal system /  
Understanding guardianships :a handbook for guardians  
Understanding sexual violence :the judge's role in stranger and nonstranger rape and sexual assault cases : a self directed video curriculum /

Understanding sexual violence the judge's role in stranger and nonstranger rape and sexual assault cases : a self directed DVD curriculum /

Understanding the Americans with Disabilities Act :an overview for lawyers /

Understanding the rulemaking process in Wisconsin /

Understanding Wisconsin's open meeting law /

United States code annotated

The United States government manual

United States Supreme Court reports

The University of Chicago manual of legal citation /

Unmarried parents' rights /

Unwelcome guests :a community prosecution approach to street level drug dealing and prostitution /

Urine drug concentration :the scientific rationale for eliminating the use of drug test levels in drug court proceedings /

USERRA :a guide to the Uniformed Services and Reemployment Rights Act

User's guide to the Bluebook /

The war on drugs :winning, losing or treading water /

Wearing the robe :the art and responsibilities of judging in today's courts /

Werner's manual for prison law libraries /

West's analysis of American law :with key number classifications

West's encyclopedia of American law

West's Federal practice digest 4th

West's federal reporter

West's federal supplement

West's north western reporter.

West's Spanish-English/English-Spanish law dictionary :translations of terms, phrases, and definitions of concepts of modern Spanish and English legal terminology /

West's Wisconsin key number digest :digest of Wisconsin legal authorities, State and Federal

West's Wisconsin statutes annotated.

What are my rights? :95 questions and answers about teens and the law /

What civil court judges want you to know /

What you should know about Wisconsin law :your legal rights and responsibilities /

What's a judge to do? :pregnant substance users and the role of the court : a judicial curriculum /

What's happening in court? :an activity book for children who are going to court in Wisconsin

When painkillers become dangerous :what everyone needs to know about OxyContin and other prescription drugs /

Why jury duty matters :a citizen's guide to constitutional action /

Winning your personal injury claim :with sample forms and worksheets /

Wisconsin administrative register

Wisconsin and the national meth crisis.

Wisconsin annotations /

Wisconsin attorney's desk reference

The Wisconsin bar bulletin

Wisconsin bill drafting manual

Wisconsin child support directory and resource book

Wisconsin civil litigation forms manual /

Wisconsin civil procedure before trial /

Wisconsin civil rules handbook

Wisconsin collection law /  
Wisconsin condominium law handbook /  
Wisconsin construction lien law handbook /  
The Wisconsin court interpreters handbook :a guide for judges, court commissioners, attorneys,  
interpreters and citizens  
Wisconsin court rules and procedure, federal  
Wisconsin court rules and procedure, local  
Wisconsin court rules and procedure, state  
Wisconsin court system  
Wisconsin crimes :elements, definitions, and penalties /  
Wisconsin criminal defense manual /  
Wisconsin defender :the Wisconsin Public Defender's journal of research and education  
Wisconsin discovery law and practice /  
Wisconsin drug endangered children program /  
Wisconsin elements of an action /  
Wisconsin employment law /  
Wisconsin estate tax handbook /  
Wisconsin ethics opinions  
Wisconsin evidence /  
The Wisconsin father's guide to divorce and custody /  
Wisconsin governmental claims and immunities handbook /  
Wisconsin guide to citation  
Wisconsin judges directory  
Wisconsin judicial benchbooks  
Wisconsin judicial profiles :the Wisconsin judicial directory  
The Wisconsin jury handbook  
Wisconsin jury instructions :children  
Wisconsin jury instructions, civil /  
Wisconsin jury instructions, criminal /  
Wisconsin juvenile court :a guide to the children's code, related statutes and caselaw /  
Wisconsin juvenile law handbook  
Wisconsin land use & planning law /  
Wisconsin law journal  
Wisconsin law of easements and restrictive covenants /  
Wisconsin law review  
Wisconsin lawyer.  
Wisconsin lawyers' guide to the news media  
The Wisconsin legal directory  
Wisconsin legal research /  
Wisconsin municipal court clerk procedures manual  
Wisconsin municipal judge manual  
Wisconsin Narcotic Treatment Program : patient reference handbook  
Wisconsin news reporter's legal handbook /  
Wisconsin open meetings law :a compliance guide  
Wisconsin personal privacy and confidentiality statutes in table format  
Wisconsin pleading and practice /  
Wisconsin practice materials :a selective, annotated bibliography /

Wisconsin probate system :forms and procedures handbook /  
The Wisconsin public records and open meetings handbook /  
Wisconsin public records law Wis. Stat. [sections] 19.31-19.39 :compliance outline  
Wisconsin real estate clauses :contingencies and other standard provisions /  
Wisconsin real estate clauses :contingencies and other standard provisions /  
Wisconsin real estate law /  
Wisconsin reports  
The Wisconsin rules of evidence :a courtroom handbook /  
Wisconsin safe-place law /  
The Wisconsin scorecard :how Wisconsin compares to other states /  
The Wisconsin senior guide /  
Wisconsin State Capitol :guide and history /  
Wisconsin statutes and annotations  
Wisconsin Supreme Court rules as adopted by the Supreme Court  
Wisconsin Supreme Court style and procedures manual  
Wisconsin trial practice /  
Wisconsin uniform dwelling code (UDC) commentary  
Wisconsin's child support lien docket handbook  
Wisconsin's historic courthouses /  
Wisconsin's legal history /  
Wisconsin's marital property law :an overview /  
Wisconsin's new probate code :a handbook for practitioners /  
Wisconsin's Treatment Alternative Program, August 1987-July 1990, TAP :bridging criminal justice and  
AODA treatment  
...with liberty and justice for all :commemorating the 200th anniversary of the United States  
Constitution and the rededication of the Dane County courthouse /\*b1755584\*KFW2478 .L48  
1987\*dcrf \*Stu Levitan, editor\*[Madison, Wis.] : Dane County Bicentennial Commission on the  
Constitution, [1987]\*  
Worker's compensation handbook /  
Workers' compensation law /  
Your consumer rights /  
Your rights in the workplace /

## EXHIBIT B



## Dane County Judge Chamber Collections

The DCLL Librarian manages a number of printed titles for all of the Dane County judges. Current information about titles maintained through the DCLL are logged in Sierra. Documents to help track updates and collection issues for the judges are logged on M:\DCLRC\\_Judges and Staff Attorneys\Judges Collection Management.

The following is a list of what books are maintained by the DCLL for the judges:

- Callaghan's Official Wisconsin Reports, second series
- Dane County Code (branch 5 only; check Sierra)
- Laws of the State of Wisconsin
- State of Wisconsin Blue Book
- Wisconsin Jury Instructions
  - Children's (thin black volume)
  - Civil (red)—3 Volumes
  - Criminal (blue)—4 volumes, 5 books (I, II, IIA, III, IV)
- Wisconsin Court Rules and Procedures
  - Local, State and Federal
- Wisconsin Guide to Citations (Not all judges have this volume anymore; check Sierra)
- Wisconsin Judicial Benchbooks
  - Vol. 1 + 1A: Criminal/Traffic
  - Vol. 2 + 2A: Civil
  - Vol. 3: Family
  - Vol. 4: Juvenile
  - Vol. 5: Probate/Gdshp/MH
- Wisconsin Legal Directory (11 of 17 Judges receive; check Sierra)
- Wisconsin Rules of Evidence
- Wisconsin Statutes and Annotations
  - 1 softbound and 1 hardbound set
- Wisconsin Supreme Court Rules as Adopted by the Supreme Court