

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, June 16, 2023 7:45 AM

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve May 19, 2023 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. New Business
 - A. Discuss and approve amendments to Appropriate Behavior Policy
 - B. Discuss Community Hall activity, staffing, and pricing
 - C. Discuss 2023-24 Library Goals
- VII. Adjourn

Next Library Board meeting: Friday, July 21, 2023 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

Waunakee Public Library

Library Board Meeting

Friday, May 19, 2023- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy Sheffield called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Erin Moran, Annie Ballweg, Kathy Grosskopf and Erick Plumb. Absent: Jean Elvekrog and Angie Rojas Agudelo
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Melissa made a motion to approve. Annie seconded. Passed.
- V. **Introduction and discussion of possible partnership with Waunakee Area Public Arts Commission** Mark Weller and Stephanie presented their vision for a partnership with WPL.
- VI. **Director's Report** The Summer Reading Program begins June 1. The theme this year is "Find Your Voice!" The network outage that was scheduled for May 27-30 will be later this summer due to SCLS not receiving the proper permits to move. Instead of being closed the entire day on May 30, the Library will be open to the public 9-1 and then close for staff training. Erick met with Dane County Library Directors where they discussed working together on shared policies for handling misinformation and personal attacks on library staff. Our county reimbursement funding will be going up in 2024. The used book sale that was held May 10-14 raised \$819.00. The Village Board passed a resolution to fly the Pride flag for the month of June. The Library will fly the flag as well to show the Library's commitment to making our building and services welcoming to LGBTQ+ community members and their families.
- VII. **New Business**
 - A. **Discuss and approve amendments to Materials Selection & Collection Development Policy** Cathy made a motion to approve the Policy with addition of the Mission Statement. Kathy seconded. Passed.
 - B. **Discuss and approve Agreement to Participate in SCLS Technology Services 2024** Melissa made a motion to approve participation. Erin seconded. Passed.
- VIII. **Adjourn:** Annie made a motion to adjourn at 8:50AM. Erin seconded. Passed.

Library Board Meeting: Friday, June 16, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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May 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
<u>100-551400-292 Maintenance contracts</u>	Gordon Flesch	304.33
		0.00
	Total	304.33
<u>100-551400-311 Postage</u>	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-320 Publications, subscriptions and dues</u>	Post Office	11.73
	Total	11.73
<u>100-551400-330 Travel and training</u>	WILS	0.00
	Barrons	367.20
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	367.20
<u>100-551400-340 Programs</u>	SCLS	0.00
	UW- Madison	100.00
	WLA	0.00
	Total	100.00
<u>100-551400-341 Equipment</u>	Pig	0.00
	Zoozort	800.00
	Amazon	692.93
	Dollar Tree	28.75
	Wauaukee Neighborhood Connection	500.00
	Dunkin	25.98
	Culvers	25.00
	Sticker Mule	315.50
	Dollar Tree	8.75
	Zoom	549.90
	Pizza Hut	48.95
	Noah Riemer Productions	650.00
	Five Below	119.60
	Mark Hayword	750.00
	Absolute Science	800.00
	Total	5,315.36

	Minuteman Press	0.00
	Amazon	229.44
	Nassco	0.00
	Lee Recreation	0.00
	SCLS	0.00
	Total	229.44
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	84.76
	Baker and Taylor	1,877.22
	UW-Whitewater	0.00
	Beyond the Page	0.00
	Total	1,961.98
<u>100-551400-381 Juvenile books</u>		
	Amazon	84.89
	Baker and Taylor	1,532.42
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,617.31
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Barrons	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Kanopy	71.25
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	CDW - Adobe	0.00
	Total	271.30
<u>100-551400-385 Kit supplies</u>		
	Amazon	269.75
	Minuteman Press	42.46
	Genesis Graphics	0.00
	Walmart	0.00
	Total	312.21
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	7.95
	Midwest Tape	98.56
	Amazon	0.00
	Findaway	299.96
	Total	406.47
<u>100-551400-387 Videos</u>		
	Amazon	739.00
	Midwest Tape	122.12
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	861.12
<u>100-551400-390 Other</u>		
	Amazon	230.67
	Office Depot	0.00
	SCLS	0.00
	Ace Hardware	0.00
	Dura Ready	307.61
	Demco	0.00
	Minuteman Press	163.07
	Walmart	33.60
	Total	734.95
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	377.00
	4imprint	1,160.17
	Amazon	157.33
<u>100-551401-210 Building serices</u>	Total	<u><u>1,694.50</u></u>
	CJ's Lawn and Snow	0.00
	SRB's Trees	0.00
	Ahern Co	0.00
	Butters-Fetting	0.00
	Graber Manufacturing	440.00
	Total	<u><u>440.00</u></u>
<u>100-551401-350 Repairs/Maintenance</u>		
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	127.83
	Ace Hardware	24.75
	Amazon	0.00
	Schilling Supply Company	0.00
	Canteen	370.90
	Walgreens	0.00
	Waunakee Rental	0.00
	Sloan Plumbing Parts	81.72
	Total	<u><u>605.20</u></u>
<u>220 fund</u>		
	UW-Whitewater	100.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u><u>100.00</u></u>
	Month Total	<u><u>15,333.10</u></u>

VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD		BUDGET		% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	34,711.70	169,007.92	459,227.00	290,219.08	36.80	165,335.34
100-551400-120	LIBRARY PART TIME	26,718.65	133,345.32	363,302.00	229,956.68	36.70	125,006.73
100-551400-130	LIBRARY FICA	4,456.56	21,751.42	62,926.00	41,174.58	34.57	22,947.17
100-551400-131	LIBRARY RETIREMENT	3,003.83	15,186.85	41,758.00	26,571.15	36.37	16,035.29
100-551400-132	LIBRARY HEALTH	12,011.84	79,084.38	164,505.00	85,420.62	48.07	67,899.20
100-551400-133	LIBRARY LIFE	63.45	368.32	706.00	337.68	52.17	311.82
100-551400-134	LIBRARY DENTAL	684.05	4,096.50	9,526.00	5,429.50	43.00	4,304.23
100-551400-210	LIBRARY OUTSIDE SERVICES	111.00	733.00	1,652.00	919.00	44.37	285.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	716.18	2,157.46	8,700.00	6,542.54	24.80	2,148.99
100-551400-290	LIBRARY LEASED ITEMS	599.21	2,861.61	8,196.00	5,334.39	34.91	2,542.64
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	2,960.65
100-551400-311	LIBRARY POSTAGE	132.94	424.58	1,000.00	575.42	42.46	389.36
100-551400-320	LIBRARY PUBS/SUBS/DUES	578.20	6,091.83	2,899.00	(3,192.83)	210.14	1,101.70
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	260.00	2,200.00	1,940.00	11.82	1,180.36
100-551400-340	LIBRARY PROGRAMS	4,013.29	8,448.74	25,000.00	16,551.26	33.79	5,928.95
100-551400-341	LIBRARY EQUIPMENT	.00	861.78	7,500.00	6,638.22	11.49	2,468.23
100-551400-380	LIBRARY ADULT BOOKS	4,802.10	12,010.46	44,000.00	31,989.54	27.30	17,745.58
100-551400-381	LIBRARY JUVENILE BOOKS	2,880.93	7,525.56	24,000.00	16,474.44	31.36	8,564.35
100-551400-382	LIBRARY MICROFILM	.00	.00	.00	.00	.00	15.16
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	83.20	158.19	8,150.00	7,991.81	1.94	389.01
100-551400-384	LIBRARY COMPUTER SOFTWARE	200.05	12,079.59	20,408.00	8,328.41	59.19	7,297.45
100-551400-385	LIBRARY KIT SUPPLIES	220.45	922.77	5,500.00	4,577.23	16.78	2,705.31
100-551400-386	LIBRARY AUDIO MATERIALS	559.26	2,514.85	8,500.00	5,985.15	29.59	2,902.39
100-551400-387	LIBRARY VIDEOS	568.47	2,928.72	8,000.00	5,071.28	36.61	3,150.64
100-551400-390	LIBRARY OTHER	1,081.98	5,358.37	18,125.00	12,766.63	29.56	5,138.44
100-551400-391	LIBRARY PERSONNEL	.00	144.00	.00	(144.00)	.00	56.00
100-551400-392	LIBRARY PUBLIC RELATIONS	126.92	581.08	3,500.00	2,918.92	16.60	1,220.05
TOTAL LIBRARY OPERATIONS		98,324.26	559,836.01	1,370,775.00	810,938.99	40.84	533,023.04

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD			BUDGET			% OF		
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	PRIOR YEAR			
<u>LIBRARY BUILDING</u>										
100-551401-110	LIBRARY BLDG FULL TIME	4,901.76	25,924.69	63,731.00	37,806.31	40.68	22,893.86			
100-551401-120	LIBRARY BLDG PART-TIME	1,761.99	8,250.55	24,691.00	16,440.45	33.42	8,869.55			
100-551401-121	LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15			
100-551401-130	LIBRARY BLDG FICA	493.14	2,547.68	6,763.00	4,215.32	37.67	2,600.69			
100-551401-131	LIBRARY BLDG RETIREMENT	333.32	1,762.88	4,334.00	2,571.12	40.68	1,614.81			
100-551401-132	LIBRARY BLDG HEALTH	1,607.32	9,216.39	19,666.00	10,449.61	46.86	9,276.07			
100-551401-133	LIBRARY BLDG LIFE	5.71	33.58	69.00	35.42	48.67	32.93			
100-551401-134	LIBRARY BLDG DENTAL	159.19	869.53	1,857.00	987.47	46.82	839.08			
100-551401-210	LIBRARY BLDG SERVICES	440.00	2,254.54	29,030.00	26,775.46	7.77	(550.00)			
100-551401-220	LIBRARY BLDG UTILITIES	1,928.96	7,625.96	24,000.00	16,374.04	31.77	6,749.66			
100-551401-221	LIBRARY BLDG GAS HEAT	.00	9,786.69	15,000.00	5,213.31	65.24	8,595.39			
100-551401-341	LIBRARY BLDG EQUIPMENT	.00	.00	1,446.00	1,446.00	.00	.00			
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,959.36	5,871.81	21,000.00	15,128.19	27.96	6,352.30			
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00			
TOTAL LIBRARY BUILDING		13,590.75	74,329.30	215,087.00	140,757.70	34.56	67,474.49			
<u>DEPOT</u>										
100-551410-350	DEPOT REPAIRS/MAINT	.00	.00	600.00	600.00	.00	.00			
TOTAL DEPOT		.00	.00	600.00	600.00	.00	.00			

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VILLAGE OF WAUNAKEE
BALANCE SHEET
MAY 31, 2023

LIBRARY SPECIAL REVENUE FUND

<u>ASSETS</u>			
220-11110	COMMINGLED CASH	102,506.33	
220-11801	CASH ON HAND	<u>1,054.86</u>	
	TOTAL ASSETS		<u>103,561.19</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
220-34300	FUND BALANCE	<u>88,169.38</u>	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	<u>15,391.81</u>	
	TOTAL FUND EQUITY		<u>103,561.19</u>
	TOTAL LIABILITIES AND EQUITY		<u>103,561.19</u>





1030243: Waunakee Library Forever Fund

4/1/2023 To 4/30/2023

Balance

Beginning Balance 299,579.95

Contributions/Gifts

Contributions* 50.00

**Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.*

Transfers In 0.00

50.00

Portfolio Gains (Losses)

Investment Results, Net Of Investment Expenses 1,433.41

1,433.41

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (249.37)

(249.37)

Ending Balance

\$300,813.99

Cash Available for Grants as of 4/30/2023

\$0.00

Library Activity Report
Library Director Erick Plumb
June 2023

Library Activity in May/June

- Our Summer Reading Program - with the theme of "Find Your Voice!" - kicked off officially on June 1. As usual, we have many incentives to spur summer reading for all ages, and a great slate of programming for Waunakee's youth. The Reading program runs until August 17.
- Also on June 1, we hosted 4K Night. Over 300 youngsters and their families gathered to meet area 4K providers, ranging from WCSD to private facilities. It was an amazing turnout and one we will be sure to repeat in future years.
- WPD's Asher Torbeck conducted an Active Shooter Training with Library Staff on May 30. It was the first time WPL had this training in several years. Sgt. Torbeck did a GREAT job, and his presentation has already spurred some rethinking and changes at the Library to better prepare in the event of a shooting.
- We are going ahead with new fencing along the alley. The fencing will be a hybrid fence that will include traditional wooden fence panels similar to the existing fence, with some alternating metal panels that will have vines grow on them to provide visual "breaks" to add a bit of greenery. The majority of new fencing will be to the east – towards the playground – but two panels will be added to the west as well. The project will be paid for with Village capital funds as approved in 2021.
- Brittany mentions the Book Bike in her report below, but the bike has made several appearances at community events already this spring after its rescue from long-term storage. Library staff have been at the Big Rig Gig, elementary Ice Cream Social, and will be at the concerts in the park series.
- Building Manager Jeff Curwick has attracted attention for his work amongst our peers in libraryland. He presented an online tutorial on "Basic Building Maintenance" for small- to mid-sized libraries statewide through DPI and the member library systems. Library directors are, admittedly, less than knowledgeable about building and maintenance issues beyond where on/off switches are and there is a lot of interest in saving money by doing many of these things themselves without the cost of a service call. Jeff was referred by SCLS to DPI for this opportunity thanks to his work facilitating the hosting of the many SCLS meetings and training sessions we've held in Community Hall.
- We held 25 (!) non-library events in Community Hall in May, a new record.
- Courtney Cosgriff returned from Maternity Leave on June 1. It's *really* nice to have her back. Amy Sampson did a marvelous job pinch-hitting during Courtney's absence.
- Patti Cameron bids us farewell on June 16 after a decade working at WPL. We'll miss her a great deal. We are advertising a new 20-hour position as a replacement.
- Our old friend and former colleague Elizabeth Clauss is moving on up in the library world: she will start as the director of the library in Cross Plains in July.
- We have hired Will Button as a weekend maintenance supervisor. He will start in July.

Youth Services Report by Brittany Gitzlaff

May is always an exciting and very busy month for us. While many of our regular school-year programs wrapped up, we were busy out and about beginning all of our Summer Reading Program outreach. We visited each of the 4K sites, and began visiting each of the elementary schools. Laura made an appearance at the Intermediate School as well. At each school we deliver the summer reading sheets to

the students, so they're able to start the program right away without any need to register at the library. We also hosted field trips with the students from St. John's, and allowed them to sign up for library cards if they were interested. This was the first time St. John's was able to visit the new library as a school, and we really enjoyed having them. The Book Bike made its debut appearance at the Ice Cream Social event for the elementary schools. It was a great trial run, and a simple way to start spreading the word that the bike will be out and about this summer. Plans continue to be made for the bike, and we're excited to get out there!

Community Engagement Report by Amy Sampson

This month I worked on preparing Summer Reading by updating sheets, finished soliciting prizes, contacting end of summer fest vendors, and preparing marketing. I also coordinated Book Bike planning with the YS team and ordered library swag for outreach visits. I booked an author visit for July, finalized June's Building Connections program, and helped coordinate free yoga on the patio for the summer. We are also fully funded to start English Classes on Wednesday evenings in September, I am working with WNC and Angie to figure out childcare logistics for parents taking the course.



APPROPRIATE BEHAVIOR POLICY

(Proposed revisions in italics)

I. Purpose of Policy

The purpose of this policy, adopted by the Waunakee Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

II. Definitions and Guidelines

- A. These behavior rules apply to the facility, grounds, and parking lots of the Waunakee Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may bar the patron from using the library for a further amount of time. Official written notice barring the patron from using the library will be sent to the last known address of the patron when possible.
- D. Patrons may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a patron attending the Library Board of Trustees meeting in which their appeal is being discussed.

III. Behavior Rules

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in any of the prohibited behaviors:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Uttering profane, obscene, or offensive language.

4. Engaging in sexual contact, activities, or conduct.
5. Being in a state of intoxication that causes a public disturbance.
6. Damaging or defacing public property.
7. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
8. Bringing firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) into the building, except for firearms carried by authorized law enforcement personnel. This policy shall be posted per Wisconsin state law at all building entrances.
9. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.
10. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or disturb.
11. Entering non-public areas of the library without permission.
12. Refusing to follow the reasonable directions of library staff.
13. Selling, soliciting, petitioning, distribution of materials for any purpose is prohibited. Citizens seeking nomination for public office may not solicit for signatures on library grounds but are allowed to collect signatures on public sidewalks along the surrounding streets.
14. Consuming food or drink that creates a nuisance because of odor or mess. Library staff are authorized to determine if a particular food or drink item is not appropriate for a particular location, such as near library equipment, shelving, or in an enclosed study room.
15. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed inside the library.
16. Leaving an animal tethered and unattended on the library premises.
17. *Hiding or concealing library books or other materials to prevent later use by an individual or group.*
18. Sleeping in the library for an extended period of time or that creates a disturbance.
19. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
20. Not wearing shoes or shirt within the library.
21. Remaining in the building following closing without permission of library staff.
22. Disturbing others because of offensive body odor or strongly scented personal products.
23. Bathing, shaving, and other personal grooming activities.

This policy replaces any previous policy regarding behavior in the library.

Adopted May 20, 2022

Revisions proposed June 16,
2023

	All Events	Library Hours Weekday	Library Hours Weekend	Off Hours Mon-Fri 6	Off Hours Fri 6-Sun
Number of Events	115	84	11	8	12
Income	\$ 7,350	\$ 3,100	\$ 1,875	\$ 50	\$ 2,325
Before Hours					
Before Hours Range		n/a	n/a	btwn 2.5 and 1 hrs before open	1 SAT 4 SUN, btwn 1 and 2 hrs before open
After Hours				1	7
After Hours Range		n/a	n/a	2 hours after close	1 FRI 5 SAT 1 SUN, btwn 1 and 6hrs after close

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2021-22 Rental Fee Table – Waunakee Public Library

	Monday to 5 PM Friday (4 Hour Time Limit)	5 PM Friday to Sunday (6 Hour Time Limit)
Community Hall > 50 people	\$125.00	\$350.00
Community Hall < 50 people	\$50.00	\$125.00
Board Room	\$25.00*	\$25.00* (available when library is open to the public)

**All fees waived for not-for-profit 501(c)(3) organizations that provide tax-exempt certificates to the Library.*

Additional Hours in Community Hall: \$50.00 per hour (Monday through 6 PM Friday)
\$100.00 per hour (Friday evening through Sunday)

Alcohol-service fee for events in Community Hall: \$50 for events with fewer than 50 attendees
or \$100.00 for events with 50 or more attendees

All fees waived for meetings involving library-related organizations and meetings of local, state, and federal governmental agencies.

Approved by the Library Board on August 20, 2021



Qual Line Fence Corporation
Waunakee, WI 53597

801 S. Division St.
(608) 849-4654 Fax 849-8605

PROPOSAL/CONTRACT

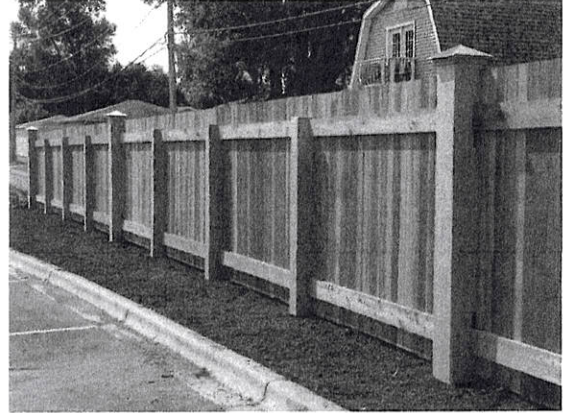
Date: 5/18/2023

Customer Information:

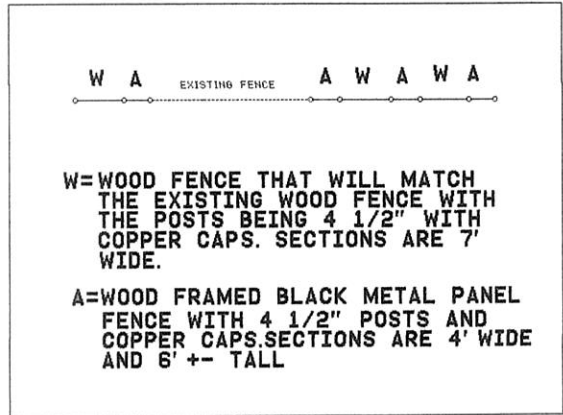
Waunakee Public Library
201 N Madison Street
Waunakee Wi 53597
Jean Elvekrog 852-6741

Job Information:

- 1/2" X 10'6" 20 WT. Pipe POST
- 4 x 4 4-Sided Cedar Post Cover
- 1/2" Copper Caps
- x 6 Backing Rail
- X 4" X 18' CEDAR STRINGER
- 7/8" x 3 7/8" Flat Top Clear Western Red Cedar Picket
- x 2 Diamondback Support
- x 2 Diamondback Trim
- x 4 Diamondback Trim
- x 6' Black Diamondback Panel
- Stainless Steel Self Drilling Screw
- ainless Steel Wood Screw





- NOTES -----
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QUAL LINE FENCE CORPORATION GUARANTEES Materials & Workmanship for a period of TWO (2) YEARS. From date of installation.
NOTICE: LOT LINE DESIGNATIONS, REQUIRED BUILDING PERMITS AND PRIVATE UNDERGROUND UTILITIES LOCATIONS ARE THE SOLE RESPONSIBILITY OF THE OWNER(S).
QUAL LINE FENCE CORPORATION will assume the responsibility for having underground public utilities located and marked. However, QUAL LINE FENCE CORPORATION assumes no responsibility for private unmarked utility lines or objects.
LIEN NOTICE: As required by the Wisconsin Construction Law, Builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned owner, are those who contract directly with the owner or those who give notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notice from those who furnish labor or materials for the construction, and should give a copy of such notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential claimants are duly paid. The owner also gives permission to Qual Line Fence to use photos of job site for advertisement purposes. This agreement represents the entire agreement between the parties hereto. Change orders must be in writing and signed or initialed by owner to be effective.
TERMS: NET 10 DAYS. A FINANCE CHARGE of 1 1/2% per month, which is an ANNUAL PERCENTAGE RATE of 18%, is charged on all past due accounts.

This Price is good for 10 Days

Contract Amount: **\$7,225.75**
(Including Applicable Tax)
Down Payment: **\$3,612.00**
Balance Due upon Completion: **\$3,613.75**

Approved & Accepted

Customer

Salesperson - Mark Schmitt
Date: 6/12/23
Date

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