

Waunakee Public Library

Library Board Meeting

Monday, July 24, 2017

5:30 PM

Village Center

- I. **Call to order-** Jean called the meeting to order at 5:30 PM
- II. **Roll call and introduction of guests and visitors-** Present: Annie Ballweg, Jean Elvekrog, Mike Ricker, Cindy Turner, Erick Plumb, Director

Absent: Kristan Collins, Gary Herzberg, Geoff Vine

Guests: none
- III. **Additions to agenda-** none
- IV. **Approval of consent agenda-** Mike moved, Annie seconded, Passed with adjustments.
June 2017 Bills. Building Project 426-551400-215, Minuteman is \$398.
Tutor.com- Usage will be evaluated prior to renewal of subscription.
OPN Contract was signed and a digital copy will be provided at the August Board meeting.
- V. **Public comment-** none
- VI. **Library Director's Report** – Erick reported the Capital Campaign has reached \$818,805.00 in pledges/contributions to date. Courtney Cosgriff has been hired as new Adult Services and Outreach Manager. The new office construction is complete. The full Director's Report was included in the packet.
- VII. **New business**
 - a. Discuss and approve draft 2017-18 Library Budget
 - i. The Board discussed possible personnel increases in 2018/19, increases in adult programming, and a steady scheduled PC upgrade in preparation for the new library. Due to increased usage by patrons outside of the Village of Waunakee, the county funding increases to \$160,000 from \$135,000 in 2017.
Jean moved to accept the preliminary budget draft, Cindy seconded. Passed.
- VIII. **Adjournment and move to Village Board Meeting** – The Board joined the Waunakee Village Board for presentation by OPN. Annie moved to adjourn at 5:53 PM, seconded by Mike. Passed.

Next Library Board Meeting: Friday, August 11, 2017 at 7:45 AM at WPL Programming Room.

Respectfully submitted, Cynthia S. Turner, Trustee and Secretary

July 2017 Bills

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	\$110.99
100-551400-311 – Postage		
	Post Office	\$61.18
100-551400-320 - Dues		
	Rotary (Plumb)	\$169.00
	Gitzlaff - ALA	\$260.00
	Total	\$429.00
100-551400-330-Library Travel/Training		
	Total	\$0.00
100-551400-340 – Programs		
	Apple	\$10.54
	Ace	\$19.99
	Pizza Hut	\$22.71
	Total	\$53.24
100-551400-341 – Equipment		
	Piggly Wiggly	
	Office Depot	
	Demco	
	Total	\$0.00
100-551400-380 – Adult Books		
	Amazon	\$368.20
	Baker & Taylor	\$3,439.85
	Total	\$3,808.05
100-551400-381 – Juvenile Books		
	Amazon	\$75.81
	Baker & Taylor	\$1,460.57
	Total	\$1,536.38
100-551400-384 - Digital Materials & Computer Software		
	Findaway (Launchpads)	
	Verizon -Hotspots	\$80.02
	Amazon	
	Total	\$80.02
100-551400-385 – Kit Supplies		
	Amazon	\$108.53
	Walmart	

	Total	\$108.53
100-551400-386 – Audio Materials		
	Penguin	\$103.50
	Amazon	
	Recorded Books	\$79.99
	Midwest tape	\$113.92
	Total	\$297.41
100-551400-387 – Videos		
	Amazon	\$211.85
	Midwest	\$97.95
	Total	\$309.80
100-551401-390 - Other		
	Semler reimbursement (office supplies and SRP)	\$265.57
	Ace	\$10.11
	Demco	\$500.55
	Office Max	\$692.75
	Total	\$1,468.98
100-551401-210 - Building Services		
	TDS Automatic Door	\$976.25
	Total	\$976.25
100-551401-390 - Building Other		
	Vine CCM (new office construction)	
470-551400-210 - Library Outside Services		
	McDonald Schaefer	\$7,800.00
	Milio's Capital Cmpg Meeting	\$198.34
	Total	\$7,998.34
470-551400-215 - BLD Architect		
	OPN	\$29,000.00
220-46740011- Special revenue Fund		
	Grand Total	\$46,238.17

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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 7 MONTHS ENDING JULY 31, 2016

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-43740020	\$0.00	\$133,557.00	\$120,000.00	(\$13,557.00)	111.30%
100-43740091	\$0.00	\$680.00	\$0.00	(\$680.00)	100.00%
100-48540070	\$0.00	\$3,276.62	\$0.00	(\$3,276.62)	100.00%
TOTAL	\$0.00	\$137,513.62	\$120,000.00	(\$17,513.62)	114.59%
TOTAL FUND REVENUES					
	\$0.00	\$137,513.62	\$120,000.00	(\$17,513.62)	114.59%
LIBRARY FULL TIME	\$13,541.05	\$100,588.66	\$171,647.00	\$71,058.34	58.60%
LIBRARY PART TIME	\$20,432.14	\$152,393.46	\$264,586.00	\$112,192.54	57.60%
LIBRARY FICA	\$2,591.04	\$19,291.59	\$33,373.00	\$14,081.41	57.81%
LIBRARY RETIREMENT	\$1,803.64	\$13,902.86	\$24,193.00	\$10,290.14	57.47%
LIBRARY HEALTH	\$9,424.75	\$68,785.94	\$102,118.00	\$33,332.06	67.36%
LIBRARY LIFE	\$48.11	\$403.57	\$508.00	\$104.43	79.44%
LIBRARY DENTAL	\$568.64	\$4,629.12	\$8,059.00	\$3,429.88	57.44%
LIBRARY SECURITY SYSTEMS	\$0.00	\$317.50	\$325.00	\$7.50	97.69%
LIBRARY AUTOMATION LEVY	\$0.00	\$43,609.34	\$44,000.00	\$390.66	99.11%
LIBRARY COMMUNICATIONS	\$543.75	\$2,798.70	\$6,384.00	\$3,585.30	43.84%
LIBRARY LEASED ITEMS	\$0.00	\$1,916.09	\$4,488.00	\$2,571.91	42.69%
LIBRARY MAINTENANCE CONTRACTS	\$0.00	\$1,284.58	\$2,835.00	\$1,550.42	45.31%
LIBRARY POSTAGE	\$85.33	\$582.43	\$1,100.00	\$517.57	52.95%
LIBRARY PUBS/SUBS/DUES	\$0.00	\$177.00	\$1,950.00	\$1,773.00	9.08%
LIBRARY TRAVEL/TRAINING	\$29.00	\$3,150.56	\$5,320.00	\$2,169.44	59.22%
LIBRARY PROGRAMS	\$127.92	\$6,313.68	\$6,800.00	\$486.32	92.85%
LIBRARY EQUIPMENT	\$0.00	\$360.00	\$2,795.00	\$2,435.00	12.88%
LIBRARY ADULT BOOKS	\$2,249.68	\$11,558.15	\$36,300.00	\$24,741.85	31.84%
LIBRARY JUVENILE BOOKS	\$1,849.13	\$11,048.54	\$18,000.00	\$6,951.46	61.38%
LIBRARY SERIAL SUBSCRIPTIONS	\$0.00	\$11,802.07	\$14,110.00	\$2,307.93	83.64%
LIBRARY COMPUTER SOFTWARE	\$0.00	\$1,617.00	\$8,000.00	\$6,383.00	20.21%

GENERAL FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY KIT SUPPLIES	\$0.00	\$1,163.72	\$3,000.00	\$1,836.28	38.79%
LIBRARY AUDIO MATERIALS	\$400.02	\$3,698.16	\$10,500.00	\$6,801.84	35.22%
LIBRARY VIDEOS	\$441.81	\$3,706.02	\$8,500.00	\$4,793.98	43.60%
LIBRARY OTHER	\$1,164.72	\$7,763.78	\$9,400.00	\$1,636.22	82.59%
LIBRARY PERSONNEL	\$0.00	\$140.40	\$0.00	(\$140.40)	100.00%
LIBRARY PUBLIC RELATIONS	\$186.95	\$225.95	\$3,475.00	\$3,249.05	6.50%
LIBRARY BLDG FULL TIME	\$36.33	\$673.55	\$0.00	(\$673.55)	100.00%
LIBRARY BLDG OVERTIME	\$0.00	\$82.36	\$0.00	(\$82.36)	100.00%
LIBRARY BLDG FICA	\$2.49	\$55.25	\$0.00	(\$55.25)	100.00%
LIBRARY BLDG RETIREMENT	\$2.39	\$49.86	\$0.00	(\$49.86)	100.00%
LIBRARY BLDG HEALTH	\$27.45	\$177.69	\$0.00	(\$177.69)	100.00%
LIBRARY BLDG LIFE	\$0.09	\$1.32	\$0.00	(\$1.32)	100.00%
LIBRARY BLDG DENTAL	\$0.00	\$29.80	\$0.00	(\$29.80)	100.00%
LIBRARY BLDG SERVICES	\$1,376.00	\$12,434.56	\$21,900.00	\$9,465.44	56.78%
LIBRARY BLDG UTILITIES	\$1,212.02	\$6,544.13	\$12,000.00	\$5,455.87	54.53%
LIBRARY BLDG GAS HEAT	\$43.99	\$1,034.39	\$2,460.00	\$1,425.61	42.05%
LIBRARY BLDG REPAIRS/MAINT	\$16.96	\$705.02	\$1,688.00	\$982.98	41.77%
LIBRARY BLDG OTHER	\$0.00	\$54.76	\$350.00	\$295.24	15.65%
TOTAL	\$58,205.40	\$495,071.56	\$830,164.00	\$335,092.44	59.64%

TOTAL FUND EXPENDITURES

\$58,205.40	\$495,071.56	\$830,164.00	\$335,092.44	59.64%
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NET REVENUES OVER EXPENDITURES

(\$58,205.40)	(\$357,557.94)	(\$710,164.00)	(\$352,606.06)	50.35%
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VILLAGE OF WAUNAKEE
REVENUES AND EXPENDITURES COMPARED TO BUDGET
FOR 7 MONTHS ENDING JULY 31, 2017

LIBRARY SPECIAL REVENUE FUND

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$0.00	\$6,516.40	\$14,700.00	\$8,183.60	44.33%
220-46740014	\$0.00	\$1,174.59	\$1,300.00	\$125.41	90.35%
220-48140001	\$0.00	\$115.00	\$225.00	\$110.00	51.11%
220-48540070	\$0.00	\$884.66	\$0.00	(\$884.66)	100.00%
TOTAL	\$0.00	\$8,690.65	\$16,225.00	\$7,534.35	53.56%
TOTAL FUND REVENUES					
	\$0.00	\$8,690.65	\$16,225.00	\$7,534.35	53.56%
NET REVENUES OVER EXPENDITURES					
	\$0.00	\$8,690.65	\$16,225.00	\$7,534.35	53.56%

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1030243: Waunakee Library Forever Fund

6/1/2017 To 6/30/2017

Balance

Beginning Balance 252,840.99

Contributions/Gifts

Contributions* 0.00

**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

0.00

Portfolio Gains (Losses)

Investment Results, Net Of Fees 1,128.35

1,128.35

Grants/Distributions

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (210.70)

(210.70)

Ending Balance

\$253,758.64

Cash Available for Grants as of 6/30/2017

\$6,234.00

Director's Report
Erick Plumb
August 2017

- Our Capital Campaign continues to roll along. As of August 2, we've raised \$818,000, or more than half-way to our \$1.5 million goal. We've added a couple of names to our Cabinet and enthusiasm remains high for the project.
- I presented the schematic design at Rotary on July 27 to a packed room of 70 people and to 14 neighbors of the Alloy site on August 1. Both groups received the plans well. It is very important that the neighbors feel well-informed and that we are responsive to their questions and concerns, and I believe the initial meeting served those purposes well. The public meeting to present the design to the community is August 10 at 6 PM in the PAC at the High School.
- Initial pricing was reviewed on August 3 with OPN. The price was within range of our projected budget. We will turn to the value engineering phase of seeing ways to cut down on some costs without sacrificing the integrity of the overall design.
- Courtney Cosgriff begins her duties as Adult Services Manager on August 7. We're excited to have her start.

Youth Services Report

July in the Children's Department finished strong with the final Terrific Tuesday programs and the slow descent into the last week of storytimes and the summer reading program. We offered more teen programs than usual and had a great response and interest from the participating teens. The new Teen Advisory Council has given teens a voice in the library and they've been wonderful in helping us prepare for next month's Chalk Walk with the Village Center. The highlight of the month was walking in the Waunafest Parade. Thanks to a sponsorship from the Friends, we had a wagon-full of candy, bookmarks and stickers to hand out to the kids. We received many rounds of applause and cheers from onlookers as they spotted our "We would have had a better float, but we're saving money for a NEW LIBRARY" sign.

Meetings and Appearances this month

- McDonald Schaefer capital campaign planning meetings, July 17 and July 26.
- Schematic Design meeting with OPN, July 17 and August 3.
- Library management team with Brittany and Emily, July 18.
- Friends of the Library, July 20.
- Rotary, July 20.
- Village Finance Committee, July 24.
- Village Board, July 24.
- Todd Schmidt and Adam Bentley, July 25.
- Rotary presentation, July 27.
- Waunakee Neighborhood Connection, July 28.

- WaunaFest, July 30.
- Capital Campaign cabinet meeting, July 31.
- New Library Neighbors meeting, August 1.
- Chris Zellner, August 3.
- Rotary presentation, August 3.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: 6/19/2017

ITEM: NEW BUSINESS

PRESENTER: Adam Bentley, Assistant Village Administrator/HR Manager

TITLE: Discuss and Take Action on Cleaning Services

PREVIOUS ACTION: The Village has utilized Service Master for cleaning Village facilities since 2008. The buildings served have been Waunakee Utilities, Village Hall, the Library, and the Waunakee Police Department. Numerous agreements between each facility were made in 2008 and then were concentrated into one agreement in 2009. The annual cost of services provided have been approximately \$45,000 annually, split between the four facilities. In April 2017, Service Master terminated its agreement with Waunakee Utilities compelling the Utility to find an alternative service from which two vendors were reviewed.

Coverall started at the Waunakee Utilities in June 2017. Village administration has been reviewing pricing and service delivery options with Coverall as a possible alternative service provider.

ISSUE SUMMARY: Village administration reviewed two cleaning service providers exploring the possibility of attaining alternative cleaning services. Coverall satisfied both the service needs of each Village facility and was able to perform for a reduced price. Coverall is able to meet all service requirements and do so with a total cost annually at \$38,304.

BUDGET IMPACT: Village staff expects a \$6,000-\$7,000 savings annually, based on the provided quotes and service agreements.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: None

STAFF RECOMMENDATION: Staff recommends approval

RECOMMENDED MOTION: approve Village staff enter into a cleaning contract with Coverall for the Waunakee Police Department and Waunakee Village Hall

Village Board Agenda Item Report

ATTACHMENT(S): Board Agenda Summary Sheet.doc, WaunakeePolice.pdf, WaunakeeVillage.pdf, SKM_22717032412270.pdf

FOR MORE INFORMATION CONTACT: Adam Bentley, Assistant Village Administrator/HR Manager
608-850-2182



COVERALL SERVICE AGREEMENT - WISCONSIN

The Undersigned ("CUSTOMER") hereby accepts the proposal of Coverall North America, Inc. d/b/a Coverall Health-Based Cleaning System® ("COVERALL"), and the parties agree that COVERALL's franchisees and/or subcontractors will supply Health-Based Cleaning System® Services for CUSTOMER's premises located at:

•Customer: Wauwaukee Village Library
 •Street Address: 710 South St.
 •City, State, Zip: Wauwaukee, WI 53597

Upon the following terms:

1. Service Charge:

\$ 1375 per month, plus taxes, if applicable; to include 0 time(s) per week service. Initial X

Service Days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The Health-Based Cleaning System® Services are to be performed in the evening, unless otherwise agreed to by the parties.

- CUSTOMER acknowledges that COVERALL will delegate all Health-Based Cleaning System Services to be performed hereunder to a COVERALL franchisee and/or subcontractor and COVERALL may assign this Service Agreement in its entirety to a COVERALL franchisee and/or subcontractor.
- Included in the Service Charge will be service, cleaning supplies, and any equipment which will be furnished by the COVERALL franchisee. The Service Charge does not include liners, paper supplies, and toiletries, which can be provided at CUSTOMER's expense, at competitive prices. The Service Charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by CUSTOMER. CUSTOMER agrees to reimburse COVERALL the amount of any such taxes if paid by COVERALL on CUSTOMER's behalf.
- All Health-Based Cleaning System Services specified in the "Coverall Service Plan" attached to this Service Agreement as Exhibit A will be provided to CUSTOMER in a satisfactory manner. CUSTOMER acknowledges that only those Services and/or Additional Services specifically identified in the Coverall Service Plan will be provided under this Service Agreement.
- All COVERALL franchisees have successfully completed COVERALL's comprehensive training program and are required to carry insurance and a janitorial bond. COVERALL shall maintain general liability insurance to the standards noted below, throughout the term of this Agreement. Coverages are subject to the following limits:

Commercial General Liability \$1,000,000 per occurrence
 \$2,000,000 in aggregate
 Worker's Compensation – State of Wisconsin minimum coverage limits

COVERALL shall file certificates of insurance and shall provide at least ten (10) days' prior notice of cancellation to CUSTOMER. CUSTOMER shall be named as an additional insured with respect to the Commercial General Liability policy. If Coverall assigns the Service Agreement to a franchisee or subcontractor under paragraph 2, the franchisee or subcontractor shall maintain insurance consistent with this Section 5, and CUSTOMER shall be named as an additional insured with respect to the Commercial General Liability policy.

6. Additional services, not included in COVERALL's Service Charge, to be performed upon request, priced per occurrence, at CUSTOMER'S expense, include:

Additional Services	Charge	Area	Square Footage
a.	\$		
b.	\$		
c.	\$		
d.	\$		
e.	\$		

Additional services accepted by: _____
Signature

7. (a) The term of this Service Agreement is for one (1) year. This one-year period shall begin on the date services are scheduled to begin. This Service Agreement shall **automatically extend for additional one (1) year periods at the current service charge, unless:**
- at least thirty (30) days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.

Automatic Extension Agreed to by: CUSTOMER Initials _____ COVERALL Initials 

(b) Termination/Notice: If a party to this Service Agreement fails to perform its obligations (the "non-performing party"), the party claiming non-performance shall send the non-performing party written notice, specifying the manner of non-performance. This notice will provide that the non-performing party shall have fifteen (15) calendar days from receipt of the notice to cure or correct the item(s) of non-performance (the "Cure Period"). If these item(s) are not corrected or cured within the Cure Period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.

If the CUSTOMER'S notice under this ¶7(b) concerns service issues, the CUSTOMER shall permit the COVERALL franchisee or subcontractor access to the premises during the Cure Period to cure the service issue; and shall also accompany a COVERALL representative on an inspection of the premises during the fifteen (15) day cure period. Failure to comply will entitle COVERALL to collect the full amount due through the Term of this Service Agreement.

(c) Notwithstanding the above, either party may terminate this Agreement without cause by giving thirty (30) calendar days prior written notice to the other party.

- The Service Charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the Service Charge, as agreed to by the parties, will be made. The Service Charge contained in this Agreement includes all permits, insurance, labor and equipment expenses necessary to perform the work in accordance with the set forth specifications. The Service Charge does not include sales or use taxes or any other taxes from which CUSTOMER is exempt.
- CUSTOMER agrees that it will not employ or contract with any COVERALL employee, franchisee, or any of the franchisee's employees during the term of this Service Agreement or for one hundred and eighty (180) days after termination of this Service Agreement, without COVERALL'S written consent.
- COVERALL will bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this Service Agreement within 30 days of billing date. Late payments will incur service and finance charges.
- Services shall be performed as stated in the Coverall Service Plan attached to this Service Agreement with the exception of the following six (6) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No Service Charge credits will be issued for these holidays. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by manager/owner.
- If "Additional Special Services" are included in the Coverall Service Plan attached to this Service Agreement, and if CUSTOMER cancels any periodic Special Services described therein for which a prorated monthly charge is included in CUSTOMER'S total monthly Service Charge, any amount owing by CUSTOMER for Special Services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
- The undersigned warrant and represent that they have full authority to enter into this Service Agreement, and that it will be binding upon the parties and their respective successors and assigns. Specifically, CUSTOMER acknowledges that this Service Agreement may be assigned in its entirety to a COVERALL franchisee or subcontractor. Notwithstanding the preceding sentences, COVERALL shall continue to be bound by Section 19 of this Service Agreement even if the Service Agreement is assigned to a franchisee or subcontractor.
- This Service Agreement and attached exhibits constitute the complete agreement of the parties concerning the provision of cleaning services to the CUSTOMER, and supersedes all other prior or contemporaneous agreements between the parties, whether written or oral, on the same subject. No waiver or modification of this Service Agreement shall be valid unless in writing and executed by COVERALL and CUSTOMER. Additionally, in no event shall the terms and conditions of any purchase order or other form subsequently submitted by CUSTOMER to COVERALL become a part of this Service Agreement, and COVERALL shall not be bound by any such terms and conditions.
- COVERALL'S franchisees and/or subcontractors shall continuously maintain adequate protection of the work site to preclude damage to CUSTOMER'S property or harm to persons using CUSTOMER'S facilities. COVERALL'S franchisees and/or



subcontractors shall take all necessary precaution for safety of their employees on the job and shall comply with all applicable provisions of federal, state and local laws and building codes to prevent accidents or injury to persons on about or adjacent to premises where work is being performed. CUSTOMER acknowledges that COVERALL'S franchisee and/or subcontractors are performing commercial cleaning services and they are not providing safety or security services to CUSTOMER'S premises.

16. COVERALL and COVERALL'S franchisees and/or subcontractors shall comply with all federal, state and local labor laws.
17. Except as CUSTOMER specifies in writing, COVERALL and its agents, employees, subcontractors, franchisees shall have no authority, expressed or implied, to act on behalf of CUSTOMER in any capacity or to bind CUSTOMER to any obligations whatsoever.
18. **Background Screening.** COVERALL'S franchisees and/or subcontractors, at their expense, shall provide CUSTOMER with evidence that each of their employees performing services for CUSTOMER under this Agreement has undergone a criminal background check. Background information on franchisees/subcontractors and their employees must be supplied to CUSTOMER 7 days prior to start of work at CUSTOMER facilities.
19. **Indemnification.** Except to the extent such claims or matter giving rise to the claims is a result of CUSTOMER'S recklessness or willful misconduct or that of CUSTOMER'S officers, employees or contractors other than COVERALL, COVERALL shall indemnify, save harmless and defend CUSTOMER and its respective officers, agents and employees from and against any and all liability, suits, actions, claims, demands, losses, costs, damages and expenses of every kind and description, including attorney costs and fees, for claims of any kind, including liability and expenses in connection with the loss of life, personal injury or damage to property, or any of them brought because of any injuries or damages received or sustained by any persons or property on account of or arising out of the services performed under this Agreement or COVERALL'S actions arising under this Agreement, occasioned wholly or in part by any act or omission on COVERALL'S part or on the part of its agents, contractors, subcontractors, invitees, employees, or franchisees, at any time.
20. **Consumables.** COVERALL'S franchisees and/or subcontractors shall supply consumable products such as paper towels, waste basket liners, paper towels, tissues, deodorants, toilet seat covers, waste bags, toilet paper, hand soap, ensuring that adequate supplies are available at all times. CUSTOMER shall reimburse COVERALL for only those items used to meet the needs of CUSTOMER. Reimbursement shall result from the submittal of a specific written and itemized accounting for the items provided to CUSTOMER during the prior month. The reimbursement request shall reflect the respective price paid by COVERALL, supported by a paid invoice from the supplier. There shall be no mark-ups by COVERALL.
21. **Supervision.** COVERALL'S franchisees and/or subcontracts shall assign a supervisor(s) for all of their employees, agents, and subcontractors, if any, whose name and cell phone number shall be provided to CUSTOMER. The supervisor's contact information shall be provided to CUSTOMER in case CUSTOMER needs to communicate with the supervisor. The supervisor is required to speak, read and understand English. The supervisor shall be available to direct the work of their employees, agents, and subcontractors of COVERALL. The work of their employees shall be subject to inspection on not less than a weekly basis. The conduct of the inspection shall be documented, demonstrating conformance with CUSTOMER'S specifications and be available for review by CUSTOMER.
22. **Appearance/Identification.** A fully qualified work force shall be maintained by COVERALL'S franchisees and/or subcontractors throughout the term of this Agreement, with a sufficient number of workers to perform all specified services during the days of the week and within the hours specified by this Agreement. COVERALL'S franchisees and/or subcontractors employees shall be thoroughly instructed by the supervisor(s) as to required duties and methods of performance. All franchisees and/or subcontractors employees, agents, or subcontractors shall present a neat appearance and wear a uniform consisting of not less than a shirt that identifies them as being associated with COVERALL. No shorts, skirts, open toed shoes shall be permitted; long pants shall be worn at all times. In addition, COVERALL shall provide each franchisee and/or subcontractor and their employee with a photo identification card, clearly indicating the name of the person to be worn on their person in clear view.
23. **Code of Conduct.** COVERALL'S franchisees and/or subcontractors shall provide regular training and supervision for its employees, including, but not limited, to hazardous substances, specific building cleaning requirements, and proper building security and lockup procedures. Any articles of apparent value found by COVERALL'S franchisees and/or subcontractors and their employees in any areas of the building or site shall be turned over to CUSTOMER. COVERALL'S franchisees and/or subcontractors and their employees while performing work shall not:
 - (1) Be discourteous to employees or members of the general public;
 - (2) Engage in a manner that constitutes sexual harassment;
 - (3) Be accompanied in their work area on CUSTOMER property by acquaintances, family members, assistants, or any other person, unless such person is an on-duty authorized COVERALL franchisee and/or subcontractor or their employee;
 - (4) Remove any CUSTOMER property or personal property, equipment, monies, form, or any other materials from the facilities subject to maintenance;

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- (5) Engage in horseplay or loud boisterous behavior;
 - (6) Be under the influence of alcohol or illicit drugs;
 - (7) Gamble;
 - (8) Smoke within any CUSTOMER building;
 - (9) Open any desk, file cabinet, or closets other than those used for the storage of cleaning equipment and supplies;
 - (10) Remove any articles from desks;
 - (11) Consume food or beverages, except in areas designated as break or lunchrooms;
 - (12) Use CUSTOMER telephones, except in case of emergencies;
 - (13) Divulge any confidential information that may be viewed in the course of performance of custodial responsibilities;
 - (14) Disturb materials (papers, books, personal effects) on desktops and shelves; or
 - (15) Use office equipment (including computers and copiers).
24. **Employee Removal.** CUSTOMER reserves the right to reject any employee of COVERALL'S franchisees and/or subcontractors for any reason. It shall be COVERALL'S franchisees and/or subcontractors responsibility to replace such rejected employee, agent, or subcontractor in a manner that will not affect the execution of COVERALL'S franchisees and/or subcontractors responsibilities. COVERALL'S franchisees and/or subcontractor shall in no way interpret such removal as a requirement for dismissal or disciplinary action for the employee.
25. **Building Security.** COVERALL'S franchisees and/or subcontractors and authorized employees are responsible for correct operation of security systems. Failure to lock facilities or to operate alarm systems correctly may result in termination of the contract. COVERALL'S franchisees and/or subcontractors and their employees and agents will not be permitted to be in CUSTOMER facilities outside of stated permitted working hours, unless prior arrangements have been made with the building official. COVERALL'S franchisees and/or subcontractors shall notify CUSTOMER within 24 hours if keys are lost. CUSTOMER acknowledges that COVERALL'S franchisee and/or subcontractors are performing commercial cleaning services, and they are not providing safety or security services to CUSTOMER'S premises.
26. **Property Damage.** Except to the extent such damage claims or matter giving rise to the claims is a result of CUSTOMER'S negligence or willful misconduct or that of their officers, employees or contractors other than COVERALL, COVERALL'S franchisees and/or subcontractors shall be responsible for any damages to CUSTOMER facilities or contents during the performance of the Services. In the event that there is damage, COVERALL'S franchisee and/or subcontractor supervisor shall contact CUSTOMER. Except to the extent such damage claims or matter giving rise to the claims is a result of CUSTOMER'S negligence or willful misconduct or that of their officers, employees or contractors other than COVERALL, any such damage shall be repaired by COVERALL'S franchisees and/or subcontractors at its expense and to the reasonable satisfaction of CUSTOMER.
27. **Waivers.** No waiver of any provision of this Agreement shall be deemed or constitute a waiver of any other provision, nor shall it be deemed or constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement signed by CUSTOMER and COVERALL. Nor shall the waiver of any default under this Agreement be deemed a waiver of any subsequent default or defaults. CUSTOMER'S failure to exercise any right under this Agreement shall not constitute the approval of any wrongful act by COVERALL.
28. **Independent Contractor.** All work performed by COVERALL'S franchisees and/or subcontractors shall be completed in a competent manner according to the standard practices of the industry. All persons engaged in the performance of the Services shall be considered employees of a COVERALL franchisee and/or subcontractor. COVERALL franchisees and/or subcontractors shall be an independent contractor in the performance of services for CUSTOMER. COVERALL and its agents, employees, subcontractors, franchisees and any other person performing work on COVERALL'S behalf under this Agreement or acting on COVERALL'S behalf are not employees of CUSTOMER.

SIGNATURES APPEAR ON THE FOLLOWING PAGE.

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CUSTOMER:

X _____
Signature and Date

X _____
Print Name and Title

X _____
Email Address

COVERALL HEALTH-BASED CLEANING SYSTEM®

S. D. Rae, 6/22/17
Sales Consultant (Signature and Date)

Sharon Rae, Executive Sales
Print Name and Title

X _____
Service Start Date

Please email or fax signed contract to:

Village of Waunakee
 Zero Based Budgeting - Summary
 2018 Budget

<u>Library</u>		<u>2018 Budget</u>	<u>2017 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ 483,901	\$ 483,901	\$ -
	Fringes	183,070	183,070	-
	Other	<u>202,237</u>	<u>196,670</u>	<u>5,567</u>
	Subtotal	869,208	863,641	5,567
Revenues				
	COUNTY LIBRARY AID 100-43740020	\$ 160,046	\$ 120,000	
		-	-	
		<u>-</u>	<u>-</u>	
	Subtotal	160,046	120,000	
	Net cost of service	709,162	743,641	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 709,162</u>	<u>\$ 743,641</u>	

<u>Library Building</u>		<u>2018 Budget</u>	<u>2017 Budget</u>	<u>Variance</u>
Expenditures				
	Wages	\$ -	\$ -	\$ -
	Fringes	-	-	-
	Other	<u>38,398</u>	<u>38,398</u>	<u>-</u>
	Subtotal	\$ 38,398	38,398	-
Revenues				
		\$ -	\$ -	
		<u>-</u>	<u>-</u>	
	Subtotal	\$ -	\$ -	
	Net cost of service	38,398	38,398	
	Share of general revenues	<u>-</u>	<u>-</u>	
	Tax Levy needs	<u>\$ 38,398</u>	<u>\$ 38,398</u>	
		\$ 160,046	\$ 120,000	

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<u>Library Fund</u>		<u>2018</u>	<u>2017</u>
		<u>Budget</u>	<u>Budget</u>
Expenditures			
	Wages	\$ -	\$ -
	Fringes	-	-
	Other	-	-
	Subtotal	\$ -	\$ -
Revenues			
	PUBLIC CHARGES 220-46740011	\$ 14,700	\$ 14,700
	BOOK SALES	-	-
	PHOTOCOPIES 220-46740014	1,300	1,300
	INTEREST INCOME 220-48140001	225	225
	Subtotal	\$ 16,225	\$ 16,225
	Net cost of service	(16,225)	(16,225)
	Share of general revenues	-	-
	Tax Levy needs	<u>\$ (16,225)</u>	<u>\$ (16,225)</u>

Village of Waunakee
Zero Based Budgeting - Line Items
2018 Budget

Account Number	Account Name	2018	2017	Difference
100-551400-210	LIBRARY OUTSIDE SERVICES	3,595	3,595	-
100-551400-217	LIBRARY SECURITY SYSTEMS	325	325	-
100-551400-219	LIBRARY AUTOMATION LEVY	45,527	44,500	1,027
100-551400-225	LIBRARY COMMUNICATIONS	6,384	6,384	-
100-551400-290	LIBRARY LEASED ITEMS	4,596	4,488	108
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	2,400	2,835	(435)
100-551400-311	LIBRARY POSTAGE	1,250	1,100	150
100-551400-320	LIBRARY PUBS/SUBS/DUES	2,225	1,950	275
100-551400-330	LIBRARY TRAVEL/TRAINING	5,320	5,320	-
100-551400-340	LIBRARY PROGRAMS	10,600	8,200	2,400
100-551400-341	LIBRARY EQUIPMENT	4,000	2,795	1,205
100-551400-350	LIBRARY REPAIRS/MAINT	-	-	-
100-551400-380	LIBRARY ADULT BOOKS	36,300	36,300	-
100-551400-381	LIBRARY JUVENILE BOOKS	18,750	18,000	750
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	13,750	14,529	(779)
100-551400-384	LIBRARY DIGITAL EQUIPMENT	10,340	9,474	866
100-551400-385	LIBRARY KIT SUPPLIES	3,000	3,000	-
100-551400-386	LIBRARY AUDIO MATERIALS	10,500	10,500	-
100-551400-387	LIBRARY VIDEOS	8,500	8,500	-
100-551400-390	LIBRARY OTHER	11,400	11,400	-
100-551400-391	LIBRARY PERSONNEL	-	-	-
100-551400-392	LIBRARY PUBLIC RELATIONS	3,475	3,475	-
		<u>202,237</u>	<u>196,670</u>	<u>5,567</u>

Account Number	Account Name	Item	Vendor	Quantity	Unit Price	Amount	Description
100-551400-210	LIBRARY OUTSIDE SERVICES	1	Graphic Design		\$	2,875	
		2	Social Media Enhancements				
		3	PAYPATH	240	3.00	720	Timekeeping fees (20 employees x 12 months)
		5					
					\$	<u>3,595</u>	
100-551400-217	LIBRARY SECURITY SYSTEMS	1	Pyramid Telephone (Fire Alarm Line)		\$	325	
		2					
					\$	<u>325</u>	
100-551400-219	LIBRARY AUTOMATION LEVY	1	South Central Library System		\$	45,527	
		2					
					\$	<u>45,527</u>	
							<u>44,500</u>
							<u>1,027</u>

LIBRARY COMMUNICATIONS

100-551400-225	1 TDS Telecom	12	532.00	\$	6,384	
	2			\$	6,384	6,384

LIBRARY LEASED ITEMS

100-551400-290	1 GFC Leasing	12	320.00	\$	3,840	Copier lease
	2 Gordon Flesch	12	63.00		756	Meter click
	3			\$	4,596	
					4,488	108

LIBRARY MAINTENANCE CONTRACTS

100-551400-292	1 Bibliotheca (Self check Maint.)			\$	2,400	
	3			\$	2,400	2,835
						(435)

LIBRARY POSTAGE

100-551400-311	1 Post office			\$	1,250	
	2			\$	1,250	1,100
						150

LIBRARY PUBS/SUBS/DUES

100-551400-320	1 ALA Memberships				600	
	2 WLA Membership-Plumb				575	
	3 WLA Membership-Gitzlaff				225	
	4 WLA Membership Board				300	
	5 WLA Membership - Cosgriff				225	New FT employee
	6 WLA Membership - Staff				300	
				\$	2,225	1,950
						275

LIBRARY TRAVEL/TRAINING

100-551400-330	1 Amer. Library Association (Conference Registration)				460	
	2 Meals ALA				500	
	3 Lodging ALA				1,800	
	4 WI Library Association Reg. (6)				1,050	
	5 WI Library Conf. Lodging				1,035	
	6 Misc. system workshops				125	
	7 Meals WLA				350	
	8			\$	5,320	5,320

LIBRARY PROGRAMS

100-551400-340	1 Children's Programs			\$	7,500	Additional funds to service greater # of programs
	2 Adult Programs				2,500	Additional funds to service greater # of programs
	3 Programming materials				600	
	4					
	5			\$	10,600	8,200
						2,400

LIBRARY EQUIPMENT

100-551400-341	1 South Central Library System			\$	4,000	PC replacement
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2	Amazon		
3	Demco		
4			
		\$ 4,000	2,795
			1,205

LIBRARY REPAIRS/MAINT

100-551400-350

1			
2			
3			
4			
		\$	

LIBRARY ADULT BOOKS

100-551400-380

1	Baker & Taylor	\$33,300	
2	Amazon		
3	Alpine Books		
4	Quality Books		
5	Lucky Day Collection	3,000	
6			
		\$ 36,300	36,300

LIBRARY JUVENILE BOOKS

100-551400-381

1	Baker & Taylor	18,000	
2	Lucky Day Collection	750	
3	Gareth Stevens Publishing		
4	Weston Woods		
5			
		\$ 18,750	18,000
			750

LIBRARY SERIAL SUBSCRIPTIONS

100-551400-383

1	Rivistas Magazine Subscription Service	5,900	
2	Book Pages	290	
3	Wall Street Journal	300	
4	Tutor.com	7,200	
5	Hometown News	60	
6			
		\$ 13,750	14,529
			(779)

LIBRARY DIGITAL EQUIPMENT

100-551400-384

1	South Central Library System	2,400	
2	WI Library Services	1,600	
3	Amazon		
4	SCLS digital resources line	5,380	Overdrive (e-books)
5	Verizon	960	Hot Spot subscriptions
		\$ 10,340	9,474
			866

LIBRARY KIT SUPPLIES

100-551400-385

1	South Central Library System	3,000	
2	Weston Woods		
3	Baker & Taylor		
4	Findaway World		

5

\$ 3,000

3,000



LIBRARY AUDIO MATERIALS

100-551400-386

1	Books on Tape	10,500
2	Recorded Books	
3	Findaway World	
4	Midwest Tapes	
5	Listening Library	
6		
		<u>\$ 10,500</u>
		10,500

LIBRARY VIDEOS

100-551400-387

1	Baker & Taylor Entertainment	8,500
2	Midwest Tapes	
3	Amazon	
4		
		<u>\$ 8,500</u>
		8,500

LIBRARY OTHER

100-551400-390

1	South Central Library System	1,000
2	Demco	4,000
3	Office Depot	4,000
4	Piggly Wiggly	
5	Tuition Reimbursement	2,000 Requested by Emily Harkins and Elizabeth Claus
6	Azuradisc	
7	Upstart	325
8	Janway	
9	Flexplan	12 6.25 75
10		
		<u>\$ 11,400</u>
		11,400

LIBRARY PERSONNEL

100-551400-391

1		\$ -
2		
3		
4		
		<u>\$ -</u>
		-

LIBRARY PUBLIC RELATIONS

100-551400-392

1	Printing & Design	1,000
2	Annual report brochure	200
3	Signage	950
4	Facebook, newspaper and football advertising	1,325
5		
6		
		<u>\$ 3,475</u>
		3,475
		<u>\$ 202,237</u>
		196,670 5,567

Village of Waunakee
 Zero Based Budgeting - Line items
 2018 Budget

Account Number	Account Name	2018	2017	Difference
100-551401-210	LIBRARY BLDG SERVICES	21,900	21,900	-
100-551401-220	LIBRARY BLDG UTILITIES	12,000	12,000	-
100-551401-221	LIBRARY BLDG GAS HEAT	2,460	2,460	-
100-551401-341	LIBRARY BLDG EQUIPMENT	-	-	-
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1,688	1,688	-
100-551401-390	LIBRARY BLDG OTHER	350	350	-
	TOTAL	38,398	38,398	-

Item	Vendor	Quantity	Unit Price	Amount	Description
1	Coverall	12	1,500.00	\$ 18,000	Janitorial
2	Otis elevator			1,100	Elevator maintenance
3	RG Heating			1,300	Other service
4	Mike's Lawn Care			1,500	
5					
6					
				\$ 21,900	21,900

100-551401-220	LIBRARY BLDG UTILITIES	12	1,000.00	\$ 12,000	
				\$ 12,000	12,000

100-551401-221	LIBRARY BLDG GAS HEAT	12	205.00	\$ 2,460	
				\$ 2,460	2,460

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100-551401-350	LIBRARY BLDG REPAIRS/MAINT	1 Various vendors	\$ 1,688	Light bulbs, etc.
		2	<u>\$ 1,688</u>	1,688
100-551401-390	LIBRARY BLDG OTHER	1 Various vendors	\$ 350	Other
		2	<u>\$ 350</u>	350
	TOTAL		<u>\$ 38,398</u>	38,398