



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, August 19, 2019 at 4:30 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) July minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [2.](#) Statistics thru July

BUDGET SUMMARY

- [3.](#) Current budget status

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) 2019 August bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [7.](#) Elevator repair
- [8.](#) 2020 Budget Proposal

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Monday, September 23, 2019, at 4:30 p.m.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

Minutes of the Waupun Public Library Board Meeting July 22, 2019

In the absence of Waskow, Board President, the monthly meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:37 p.m. on Monday, July 22, 2019. Also present were Schultz, Westphal, Sullivan, Hintze, Garcia, Jaeger, and Rohrer.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 17, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of June 2019 was 70,860 items.
2. Library visits through the end of June 2019 was 36,302 people.
3. Rural circulation through the end of June 2019 was 19,444 items, which is up 2.7% YTD.

ARTICLE IV: Current budget was discussed and is on target for the year.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the bills. Motion carried 6-0 on roll call.

ARTICLE VI: Committee Reports.

- a. Budget Committee: A tentative budget for 2020 with two options was presented. No action was taken at this time.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- July 25, 6:00 pm: Gemstone Wrapping
- July 26, 4:00-7:00 pm: SRP Carnival Finale
- August 7, 6:00 pm: Jodi Schmidt, Living Donation
- August 8, 4:00-8:00 pm: Lego/Game Night
- August 12, 10:00 am - 6:00 pm: Friends of Waupun Library Book Sale
- August 14, 1:00-3:00 pm; 5:00-7:00 pm: Tech Days
- August 15, 1:00 pm & 6:00 pm, Movie: Avengers: End Game
- August 16, 10:00 am: Waupun Public Library Book Club
- August 21, 6:00 pm: Guided Meditation

b. Attendance for the three June performances of the Summer Reading Programs was 559 people.

c. A donation of \$1,000 was received from the Waupun Lions Club for the purchase of additional large print books.

d. Interesting finds

While looking through old, unmarked storage boxes, one of our interns ran across several ledger sheets dated 1863. These sheets were from the Regimental Quartermaster of the 106th New York Infantry Regiment, documenting provisions to this Civil War regiment from January 1863 to July 1863. A question is: Why is our library in possession of these items? Once we are finished with our investigation, they will be sent to the New York State Military Museum and Veterans Research Center. We would really like to know how they ended up in Waupun.

Other finds include a glass plate image of the first mayor of Waupun (John Ackerman), a letter from the office of Andrew Carnegie approving additional funds to build the Carnegie Library in Waupun, and a check receipt ledger covering the years 1904 –1908. All of these were brought to the meeting for all to see.

e. Bret is now on the Educational Resources Committee of the Waupun Aging Coalition for the next two years. Meetings are held once a month.

f. DPW has moved the new display cases to the second floor. A collection from the Waupun Historical Society has already been placed in the cases.

g. For the sake of safety, outlet covers have been installed on exposed outlets in the Conference Room and youth area of the library.

h. Jeff Daane, DPW Director, has been reviewing LED lighting changes for the library as part of the plan to convert city buildings to LEDs. Changes will range from motion sensor lights in some areas to complete light fixture replacement in others.

ARTICLE VII. No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Sullivan, supported by Hintze, to adjourn at 5:00 p.m. Motion carried.

Next tentative meeting: August 19, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jul. 19	Jul. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	497	528	3,897	3,942	-1.1%
Juvenile Fiction	4,901	3,149	20,115	17,818	12.9%
Juvenile Periodical	73	53	216	184	17.4%
Juvenile Audiocassette	0	0	0	2	-100.0%
Juvenile MP3 audio	5	9	25	26	-3.8%
Juvenile DVD	805	676	5,055	4,739	6.7%
Juvenile CD	120	790	610	1,363	-55.2%
Juvenile Video	0	0	0	1	-100.0%
Total Juvenile	6,401	5,205	29,918	28,075	6.6%
Adult Nonfiction	763	717	4,735	4,692	0.9%
Adult Fiction	2,253	2,131	13,571	12,924	5.0%
Adult Periodical	133	160	901	1,038	-13.2%
Adult Audiocassette	0	2	2	6	-66.7%
Adult MP3 audio	16	18	78	148	-47.3%
Adult DVD	2,841	2,764	18,281	19,934	-8.3%
Adult CD	629	491	3,497	4,225	-17.2%
Videocassettes	1	2	3	4	-25.0%
Pamphlets/Vertical File	6	0	6	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	8	-75.0%
Total Adult	6,642	6,285	41,076	42,979	-4.4%
State Report Circulation	13,043	11,490	70,994	71,054	-0.1%
Downloads (OverDrive)	795	522	4,768	3,980	19.8%
ILL-Items Sent	1,739	2,149	11,819	13,868	-14.8%
ILL Item Received	86	75	451	502	-10.2%
TOTAL CIRCULATION	15,663	14,236	88,032	89,404	-1.5%
<i>To Columbia Co. Rural</i>	86	3	312	149	109.4%
<i>To Dodge Co. Rural</i>	1,025	1,006	5,910	5,989	-1.3%
<i>To FDL Co. Rural</i>	2,525	2,328	16,045	15,313	4.8%
<i>To Green Lake Co. Rural</i>	531	232	1,344	1,050	28.0%
Rural circ subtotals			23,611	22,501	4.9%
USE					
In-library Count (visits)	7,392	7,294	43,694	43,853	-0.4%
Library Programs	565	1,138	3,255	3,420	-4.8%
Meeting Room Use	382	327	2,428	2,652	-8.4%
Computer Use	1,047	1,053	5,124	6,078	-15.7%
Wireless Use	599	544	3,561	3,689	-3.5%
Reference Questions	416	264	3,051	2,106	44.9%
Monthly website hits	2,611	3,667	19,655	24,414	-19.5%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	7/31/2019 Current Month	7/31/2019 YTD Actual	7/31/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	387,694	-	153,306	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	166,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	730	3,746	-	254	94%		
210-48-4811-0-00	INTEREST REVENUE	7,000	791	3,869	-	3,131	55%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,157	-	643	64%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	25	2,535	-	3,501	42%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		1,174,441	1,546	950,683	-	223,757	81%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	28,613	186,206	180,504	187,025	50%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	41,502	44,311	29,708	58%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	414	330	361	53%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,404	10,437	10,370	8,779	54%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	2,100	14,626	14,101	13,927	51%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	-	2,709	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	776	776	724	52%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	2,457	15,196	5,491	4,204	78%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	979	2,066	2,996	1,834	53%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,864	17,161	17,545	15,839	52%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	110	1,029	924	371	74%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	220	490	879	1,510	25%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	-	3,181	415	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	58	1,446	3,090	2,354	38%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	61	1,743	936	2,757	39%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	1,058	23,477	-	8,523	73%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	5,138	32,086	-	29,306	52%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	3,892	16,347	-	2,653	86%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	930	6,746	-	2,254	75%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	2,159	9,018	-	4,982	64%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,086	-	2,914	71%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	70	2,598	-	6,402	29%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	178	1,647	21,654	853	66%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	3,687	-	(3,687)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	15,656	-	(15,656)			
Total Expenditures		725,836	58,389	414,620	304,322	311,216	57%		
		448,605	(56,843)	536,063	(304,322)	(87,458)			

Waupun Public Library - August 2019 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-332	Utilities	1174	Alliant Energy	61.14
		210-60-5511-339	Books	4000	Baker & Taylor	3,422.84
		210-60-5511-336	Repairs/maintenance	7064	Cardiac Science Corp.	55.20
		210-60-5511-339	Books	7090	Cavendish Square	195.54
		210-60-5511-330	Office supplies	11070	Demco	1,245.27
		210-60-5511-340	Audiovisual	12875	Findaway World LLC	999.00
		210-60-5511-339	Books	14102	Gale	888.96
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	73.66
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	26.68
		210-60-5511-344	Programming	12700	Martens Ace Hardware	65.90
		210-60-5511-339	Books	19050	MicroMarketing	587.42
		210-60-5511-345	Miscellaneous	21500	Petty Cash	65.33
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	228.17
		210-60-5511-333	Postage	22099	Postmaster	165.00
		210-60-5511-344	Programming	22402	Quill Corporation	163.47
		210-60-5511-343	Furnishings/replacement	22402	Quill Corporation	849.99
		210-60-5511-339	Books	24810	Taste of Home Books	27.08
		210-60-5511-330	Office supplies	25143	Total Business Products	41.57
		210-60-5511-339	Books	25484	Unique Management Services	8.95
		210-60-5511-337	Travel/training/conference	29301	Wisconsin Library Association	325.00
					Total:	\$ 9,511.12
7/22/2019	Manual check # 1244		Board/Staff Dinner		Tony's Pizza	166.25
8/6/2019	Manual check # 1245		Book leveling service/misc		Wells Fargo	65.34
City manual check		210-60-5511-331	Telecommunications		Spectrum	161.29
City manual check		210-60-5511-332	May utilities		Waupun Utilities	3,194.52

Authorized signature: _____

August 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of July was 88,032 items.
Library visits through the end of July was 43,694 people.

B. Future programs

August 14 – Device Day/Night, 1-3 p.m. and 5-7 p.m.

August 15 – Movie, Avengers: End Game at 1 p.m. and 6 p.m.

August 21 – Guided Meditation, 6 p.m.

September 11 – Device Day/Night, 1-3 p.m. and 5-7 p.m.

September 12 – Lego and Game Night, 4-8 p.m.

September 26 – Fall Flower Arranging, 6 p.m.

Weekly storytime starts Wednesday, September 11.

C. Summer Reading Program

The 2019 Summer Reading Program has ended, and it was another successful program. This year 345 kids signed up for the program and read for 2,046 hours. Additionally, 1,021 people attended the performer programs.

D. Monarch Library System booth at Dodge County Fair

Pam, Heather and Wayne will be staffing the Monarch Library System booth at the Dodge County Fair from 6:00-10:00 pm on Saturday, August 17. During the Fair, the booth will be staffed by rotating personnel from the Monarch Library System and Dodge County libraries to promote programs and services of Dodge County libraries and the Monarch Library System. This is our first year doing this, so we will see how it goes!

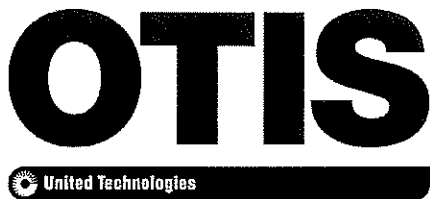
E. Elevator repair

At the time of this writing, the library's elevator is out of order. During a recent inspection, a problem was found with the hydraulic packing that could not be resolved without a complete replacement.

F. Wisconsin Library Association conference

The annual WLA conference will be held October 9 – 11 at the Kalahari Convention Center in Wisconsin Dells. If interested in attending, please contact Bret. The complete schedule is on the Wisconsin Library Association website.

Any questions, please contact Bret or Pam at 324-7925, or bret@monarchlibraries.org and pam@monarchlibraries.org.



DATE: 08/12/2019

TO:
City Of Waupun
201 East Main Street
Waupun, WI 539632019

FROM:
Otis Elevator Company
9000 N Deerbrook Trail, #100
Milwaukee, WI 53223

EQUIPMENT LOCATION:
Waupun Public Library
123 South Forest
Waupun, WI 53963

Richard Mui
Phone: (262) 240-3404
Fax: (860) 660-9658

PROPOSAL NUMBER: KRM190810055220

MACHINE NUMBER(S) : F52548

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

HYDRAULIC PACKING REPLACEMENT (2 STAGE)

The hydraulic packing will be removed and replaced with new packing of the proper type installed to reduce unnecessary creepage of the car away from the landing.

Please note that this is a 2 stage piston.

-Disclaimer: If after replacing the packing, and the elevator is still vibrating. We would need to change the inner packing also (Which is discontinued, and needs to be custom made.) . The elevator will need to be hung up and the inner packing removed and send out to be manufacture. (Could take 3 weeks or longer to get it return back to OTIS). If this was to occur, OTIS will send you an new proposal to change the inner packing replacement.

All material provided shall be manufactured and installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

All work will be performed during regular working days and hours of the Elevator Trade.

PRICE: \$ 5,498.00
Five thousand four hundred ninety-eight dollars

This price is based on a one hundred percent (100 %) downpayment in the amount of \$ 5,498.00.

This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.

Submitted by: Richard Mui
 Title: -
 E-mail: richard.mui@otis.com

Accepted in Duplicate

CUSTOMER

Approved by Authorized Representative

Date: 8-12-19
 Signed: Jeff Dagne
 Print Name: Jeff Dagne
 Title: Director of Public Works
 E-mail: Jeff@cityofwaupun.org
 Name of Company: City of Waupun

Otis Elevator Company

Approved by Authorized Representative

Date: _____
 Signed: _____
 Print Name: Richard Jandora
 Title: General Manager

☐ Principal, Owner or Authorized Representative of Principal or Owner

☐ Agent: _____
 (Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
 2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
 3. Payments shall be made as follows: A down payment of one hundred percent (100 %) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
 4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
 5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
 6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
 7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
 8. Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God.
 9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
- THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE 9 ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
 11. To the fullest extent permitted by law, you agree to hold us harmless, and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
 12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code. Notwithstanding any other provisions hereof, if any part delivered hereunder incorporates software, the transaction is not a sale of such software; rather, you are hereby granted merely a license to use such software solely for operating the equipment for which such part was ordered. By accepting delivery of such part, you agree not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms.
 13. In furtherance of OSHA's directive contained in 29 C.F.R § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.
 14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.

Waupun Public Library

REVENUES		2019	2020	+/-
210-41-4111-0-00	General Property Taxes	\$ 541,000	\$ 536,164	-0.9%
210-41-4367-0-00	County appropriations	166,000	194,000	16.9%
210-41-4671-0-00	Fees (fines)	4,000	4,000	0.0%
210-41-4811-0-00	Interest revenue	7,000	7,000	0.0%
210-41-4816-0-00	Dividend revenue	1,800	1,800	0.0%
210-41-4861-0-00	Grants and donations	6,036	6,036	0.0%
		-		
TOTAL REVENUES		725,836	749,000	3.2%
EXPENSES				
210-60-5511-1-10	Salaries/wages	373,231	386,345	3.5%
210-60-5511-1-11	Overtime	-	-	
210-60-5511-2-20	Health insurance	71,210	76,195	7.0%
210-60-5511-2-21	Life insurance	775	791	2.1%
210-60-5511-2-22	Retirement	19,216	19,600	2.0%
210-60-5511-2-23	Social Security/Medicare	28,552	29,555	3.5%
210-60-5511-2-24	Sick leave payout	2,709	2,764	2.0%
210-60-5511-2-29	Income continuation	1,500	1,500	0.0%
210-60-5511-3-30	Office supplies	19,400	21,000	8.2%
210-60-5511-3-31	Telecommunications	3,900	3,900	0.0%
210-60-5511-3-32	Utilities	33,000	33,000	0.0%
210-60-5511-3-33	Postage	1,400	1,600	14.3%
210-60-5511-3-34	Membership fees	2,000	2,500	25.0%
210-60-5511-3-35	Publications/promotions	3,750	7,000	86.7%
210-60-5511-3-36	Repairs/maintenance	3,800	4,500	18.4%
210-60-5511-3-37	Travel/Training/Conference	4,500	4,500	0.0%
210-60-5511-3-38	Automation/technology upgrades	32,000	32,000	0.0%
210-60-5511-3-39	Books	61,393	59,250	-3.5%
210-60-5511-3-40	Audiovisual	19,000	20,000	5.3%
210-60-5511-3-41	Periodicals	9,000	9,000	0.0%
210-60-5511-3-42	Databases	14,000	14,000	0.0%
210-60-5511-3-43	Furnishings/replacement	10,000	10,000	0.0%
210-60-5511-3-44	Programming	9,000	7,500	-16.7%
210-60-5511-3-45	Miscellaneous	2,500	2,500	0.0%
TOTAL EXPENSES		725,836	749,000	3.2%