

**Library Board Meeting  
Thursday June 26, 2025  
7 AM  
Library Meeting Room  
105 Perimeter Rd.  
Mount Horeb, WI 53572**

---

**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** May 22, 2025

**Treasurer's Report:**

- Approval of library bills
- Endowment Fund update

**Director's Report**

- May Statistics
- Strategic Plan tracking/updates
- Endowment distribution 2025
- Initial 2026 budget updates
- 150<sup>th</sup> Library Anniversary

**Agenda Items**

- Consider Officer Elections
  - Current officers:
    - President: Paula Craft
    - Vice President: Linda Bullette
    - Secretary: Sarah Miller
    - Treasurer: Patrick Maguire
- Consider 2025 – 2029 Capital Improvement Requests
- Consider Outdoor Shade Structure Policy
- Consider self-checkout quote
- Consider *Future Building Expansion Account*:
  - Consider entity for fund establishment
  - Open a new savings-type account (CD or other interest-bearing account), naming it something specific and clear to address the purpose of the funds.
- Discuss and consider library preparation needed for new development next to library
- Consider Closing Friday, August 15<sup>th</sup> for Staff Inservice Day

**Future Agenda Items**

- 2026 Library Budget
- Consider Endowment Disbursement for 2025

**Adjourn**

## Director's Report

06.26.25

### May statistics (highlights):

- **Total checkouts = 13,330.** In May of 2024, we checked out 12,741 items. \* Good news in that our circulation was up in May so we've cut our circ deficit from trailing 2024 numbers by 5.39% to trailing by 3.61%. If we can continue to have strong checkout months for the remainder of the year, we can finish strong!
- **Libby checkouts = 3,518.** In May of 2024, we checked out 2,755 out items. \* Our patrons can get items faster in Libby due to our MTH Libby Advantage Account. In May, for example, 234 checkouts were specifically MTH Advantage items.
- **May door count/foot traffic = 9,250.** Last year we had 8,117 visits in May.
- **Library cards issued = 41.** We added 34 cards in May of 2024.
- **Computer sessions = 391.** In May of 2024, we had 294 computer login sessions.

### Strategic plan tracking/updates:

#### Goal 1 initiatives (Staffing/Library Administration):

- We are continuing to make our way through the search and screen process and hope to have a decision by the end of this week.

#### Goal 2 initiatives (Customer Service):

- Megan Hufton, our Spring Inservice Speaker, joined our clerk meeting to provide training for staff on the use of visual communication boards. We now have the boards out at the circulation desk for staff and patron use.

#### Goal 3 initiatives (Outreach and Public Awareness):

- On June 4<sup>th</sup>, I presented at "Good Morning, Mount Horeb." Rather than present on the annual report, I used the opportunity to encourage library card memberships and library card use. I managed to register two new patrons after my presentation! (Which is two more than I've previously been able to do at outreach events!) I also included my presentation in the Mount Horeb Mail as a library column the following week.
- I was unable to attend the FOL brat sale on Saturday, June 7<sup>th</sup> due to stepping in to cover for a staff emergency. My husband donated two Brewers tickets as an incentive to get anyone attending the Brat Sale to sign up for a membership. So, I extended the incentive for an additional week for anyone signing up for a membership at the library. We ended up getting 12 entries in the drawing. This is something we will try again for the Brat Sale next year.
- Hannah and I also plan to attend the PFLAG 10-year anniversary celebration as an outreach event and to sign up new library card members on Wednesday, June 25<sup>th</sup>.

#### Goal 4 initiatives (Collections):

- We've had some issues with our library book distributor, Baker & Taylor. Many of the titles ordered have not come in; many titles are on "back order," and there is little communication from them regarding these issues. We reached out to the other major library book distributor, Ingram. They put us on a delay in doing business with them since so many libraries have tried to sign on with them and furthermore seem to also struggle with the same delays that Baker & Taylor are struggling with. We most recently reached out to a smaller book distributor located in Illinois. Fingers crossed that they will be able to step up and fill the need for us.

**Goal 5 initiatives (Facility):**

- We have received more information about an estate donation from the Maxwell Rosenbaum estate that is pending. This may be another donation that would be a good fit for our future building expansion project. As I learn more, I will keep you posted.

**Endowment Distribution 2025:**

- **Software:** We are asking the Library Board to delay this decision until possibly our July or August meeting. We have learned of a new marketing software that we'd like to trial before suggesting the Endowment fund it. We are interested in this product because it is designed to market library collections to patrons, which may prove valuable to our circulation numbers if our patrons use it. (Sun Prairie and Stoughton already use it within Dane County.) The software has access to clickable book cover images that staff can share via e-newsletters. The link takes the patron directly to LinkCat (or our new system next year) to order the item. Another nice feature of the software is we could use it in lieu of Constant Contact to send our program emails and updates.
- **Programming:** Another initiative we are exploring for the 2025 Endowment distribution is a large-scale Science program for children and adults. More information coming soon!

**Initial 2026 Budget Updates:** I am waiting for the final SCLS fees to come in. They will be shared at the July meeting so I plan to bring a rough-draft of the 2026 budget to the July Library Board Meeting. As previously mentioned, the main concern for 2026 is health insurance costs will increase 11% and the employer (library) is responsible for 88% of the cost. This is the second year in a row that they've increased by about 11%. With these high costs it is very difficult to make budget with less than a 4% increase from the Village to our overall budget.

**150<sup>th</sup> Library Anniversary:** In 2026, we will exist 150 years as a library in Mount Horeb. I want to get this on the Board's radar. It could be a great year to encourage donations to the future building expansion project.

**Agenda Items**

**Consider Officer Elections:**

Current Officers:

Paula Craft, President

Linda Bullette, Vice President

Sarah Miller, Secretary

Patrick Maguire, Treasurer

**Consider 2025 – 2029 Capital Improvement Requests:** The compiled requests come from the NCI Roberts Building maintenance plan except for the replacement of the restroom stall dividers in the women's room in 2027. I added them to the list because these dividers were not replaced in the bathroom upgrade project in 2020 and will be 25 years old in 2027. (We did replace the men's room partition in 2020.) I've shared these recommendations with the Public Works Director for his feedback and recommendations.

**Consider Outdoor Shade Structure Policy:** The intent for the outdoor shade structure was to have an outdoor programming space primarily for library use. The space can be used by individual patrons on a drop-in basis when not in use by the library. The space does not provide protection from any outdoor elements except the sun. We don't have the staff time to manage a reservation system for the outdoor shade structure, monitor events, or clean-up for outside events. We are also unable to promise an indoor back up location in the event of inclement weather as our indoor meeting room is in high

demand and often already reserved. Outside there is no electrical hook up, no wifi, no garbages, and no crew to clean up after usage. For these reasons, the Leadership Team and I created the attached policy for the Library Board's consideration.

**Consider self-checkout quote:** We received notice that our self-checkouts have reached the end-of-life status and will no longer be supported as of fall of 2026. If we sign with Envisionware to upgrade to their latest version of self-checkouts, they will give us a discount. I've heard good things about the latest version of their machines. I have asked that we upgrade after the SCLSL migration to a new system so we don't waste time (and frustrate our patrons) trying to get the new machines to work with our current system. They have agreed. I'm looking for the Library Board's approval to spend funds from our Tech designated fund to replace all three self-checkouts next year after the ILS migration.

**Consider Future Building Expansion Account:**

- **Consider entity for fund establishment:** The Village is looking for Library Board direction on where to set up the account. For ease of use for staff, it is much easier to designate, deposit and move funds that are already connected to the Village accounts (e.g. same bank). The process for depositing into our Endowment fund a bit convoluted and I'd like to avoid that situation moving forward.
- **Consider naming of the new savings-type account (CD or other interest-bearing account) to be clear and address the purpose of the funds:** I think the Village is just looking for a name here.

**Discuss and consider library preparation needed for new development next to library:** Some concerns over the shortage of parking for the library have arisen. One suggestion might be to make the library parking lot not a municipal parking lot, but a "library only" parking lot. The Village Administrator thinks this is feasible if this is a step the Library Board would like to take. We can also use this time to discuss other concerns.

**Consider Closing Friday, August 15<sup>th</sup> for Staff Inservice Day:** This will be our second and final inservice day for the year. We are scheduled to have a refresher with the Fire Department on the use of fire extinguishers. I've also arranged a tour of the new MARC center for staff.

**Future Agenda Items**

- **2026 Library Budget**
- **Consider Endowment Disbursement for 2025**

**Adjourn**

**.INK LIBRARY STATISTICS SUMMAR**

**MAY 2025**

**INTERAGENCY LOANS ADJUSTED  
FOR SCID AND INTERNAL MPL**

**CHECKOUT SUMMARY INFORMATION**

**HOLDS SUMMARY INFORMATION**

|     | SCIDS<br>BORROWED | TOTAL<br>LOANED | TOTAL<br>BORROWED | PERCENT               |                     |                                 |                                 |                                 | HOLDS<br>PLACED<br>THIS MO | PERCENT<br>OF LINK<br>HOLDS | HOLDS<br>FILLED<br>THIS MO | YTD<br>HOLDS<br>PLACED | LAST YTD<br>HOLDS<br>PLACED | PERCENT<br>CHANGE IN<br>YTD HOLDS |
|-----|-------------------|-----------------|-------------------|-----------------------|---------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------|-----------------------------|----------------------------|------------------------|-----------------------------|-----------------------------------|
|     |                   |                 |                   | CKOS<br>THIS<br>MONTH | YEAR TO<br>DATE CKO | PREVIOUS<br>YEAR TO<br>DATE CKO | PERCENT<br>CHANGE IN<br>YTD CKO | CKO FROM<br>OWN COLL<br>THIS MO |                            |                             |                            |                        |                             |                                   |
| ACL | 7                 | 1992            | 1393              | 3515                  | 18475               | 18984                           | -2.68%                          | 60.37%                          | 1205                       | 0.56%                       | 1077                       | 6229                   | 5092                        | 22.33%                            |
| AMH | 1                 | 369             | 223               | 924                   | 4538                | 0                               | #DIV/0!                         | 75.87%                          | 204                        | 0.09%                       | 185                        | 1227                   | 0                           | #DIV/0!                           |
| ARP | 7                 | 752             | 502               | 1191                  | 6475                | 5396                            | 20.00%                          | 57.85%                          | 272                        | 0.13%                       | 278                        | 2028                   | 1925                        | 5.35%                             |
| BAR | 51                | 3817            | 4985              | 13020                 | 69204               | 74547                           | -7.17%                          | 61.71%                          | 4604                       | 2.13%                       | 4062                       | 24341                  | 25377                       | -4.08%                            |
| BER | 5                 | 1046            | 899               | 1746                  | 8944                | 8946                            | -0.02%                          | 48.51%                          | 746                        | 0.34%                       | 732                        | 3750                   | 3352                        | 11.87%                            |
| BLV | 15                | 1465            | 1203              | 3638                  | 21742               | 23289                           | -6.64%                          | 66.93%                          | 1288                       | 0.59%                       | 932                        | 6783                   | 7138                        | -4.97%                            |
| BRD | 8                 | 1568            | 1449              | 2953                  | 15714               | 16501                           | -4.77%                          | 50.93%                          | 1191                       | 0.55%                       | 1090                       | 6391                   | 6678                        | -4.30%                            |
| CBR | 10                | 2344            | 1327              | 3288                  | 16430               | 17897                           | -8.20%                          | 59.64%                          | 1175                       | 0.54%                       | 995                        | 6343                   | 7052                        | -10.05%                           |
| CIA | 2                 | 531             | 524               | 828                   | 4354                | 4328                            | 0.60%                           | 36.71%                          | 268                        | 0.12%                       | 310                        | 2066                   | 2243                        | -7.89%                            |
| COL | 9                 | 1378            | 2001              | 4662                  | 25423               | 23896                           | 6.39%                           | 57.08%                          | 1694                       | 0.78%                       | 1484                       | 9411                   | 9920                        | -5.13%                            |
| CSP | 22                | 2546            | 2171              | 5077                  | 26550               | 25241                           | 5.19%                           | 57.24%                          | 1613                       | 0.74%                       | 1405                       | 9839                   | 9381                        | 4.88%                             |
| DEE | 11                | 1657            | 1440              | 2596                  | 12974               | 11913                           | 8.91%                           | 44.53%                          | 1187                       | 0.55%                       | 968                        | 5916                   | 5222                        | 13.29%                            |
| DFT | 52                | 5213            | 4381              | 14800                 | 80577               | 82036                           | -1.78%                          | 70.40%                          | 4412                       | 2.04%                       | 3674                       | 23739                  | 25297                       | -6.16%                            |
| FCH | 54                | 7756            | 7897              | 23618                 | 121987              | 122537                          | -0.45%                          | 66.56%                          | 8392                       | 3.87%                       | 6671                       | 43387                  | 40146                       | 8.07%                             |
| LAV | 1                 | 541             | 274               | 461                   | 3241                | 3113                            | 4.11%                           | 40.56%                          | 196                        | 0.09%                       | 197                        | 1313                   | 1269                        | 3.47%                             |
| LDI | 18                | 2348            | 2476              | 4842                  | 24707               | 26060                           | -5.19%                          | 48.86%                          | 2144                       | 0.99%                       | 1951                       | 11174                  | 10785                       | 3.61%                             |
| MAR | 14                | 1019            | 859               | 2511                  | 13051               | 13913                           | -6.20%                          | 65.79%                          | 778                        | 0.36%                       | 679                        | 4433                   | 4556                        | -2.70%                            |
| MAZ | 7                 | 943             | 1056              | 1552                  | 8375                | 7771                            | 7.77%                           | 31.96%                          | 867                        | 0.40%                       | 789                        | 4578                   | 4765                        | -3.92%                            |
| MCF | 39                | 5933            | 4182              | 12383                 | 66562               | 68294                           | -2.54%                          | 66.23%                          | 4225                       | 1.95%                       | 3555                       | 23862                  | 25648                       | -6.96%                            |
| MCM | 39                | 4685            | 5709              | 18029                 | 93231               | 98940                           | -5.77%                          | 68.33%                          | 5150                       | 2.38%                       | 4416                       | 28831                  | 30050                       | -4.06%                            |
| MFD | 17                | 6573            | 3213              | 17054                 | 90083               | 95584                           | -5.76%                          | 81.16%                          | 3493                       | 1.61%                       | 2821                       | 20269                  | 18591                       | 9.03%                             |
| MID | 109               | 7620            | 13498             | 37453                 | 196998              | 202981                          | -2.95%                          | 63.96%                          | 13287                      | 6.13%                       | 11089                      | 71975                  | 74474                       | -3.36%                            |
| MNT | 4                 | 1025            | 445               | 1092                  | 5896                | 6240                            | -5.51%                          | 59.25%                          | 394                        | 0.18%                       | 363                        | 2114                   | 2039                        | 3.68%                             |
| MOO | 28                | 5913            | 5762              | 14649                 | 73945               | 71175                           | 3.89%                           | 60.67%                          | 5080                       | 2.34%                       | 4452                       | 27130                  | 26318                       | 3.09%                             |
| MRO | 16                | 3538            | 3756              | 9766                  | 48757               | 40178                           | 21.35%                          | 61.54%                          | 2939                       | 1.36%                       | 2657                       | 16971                  | 16506                       | 2.82%                             |
| MTH | 40                | 5273            | 4287              | 13330                 | 68930               | 71509                           | -3.61%                          | 67.84%                          | 4278                       | 1.97%                       | 3420                       | 22175                  | 24041                       | -7.76%                            |
| NEK | 3                 | 1236            | 582               | 1694                  | 9153                | 9769                            | -6.31%                          | 65.64%                          | 579                        | 0.27%                       | 492                        | 3046                   | 2913                        | 4.57%                             |
| NGL | 7                 | 1631            | 1617              | 3051                  | 16302               | 17114                           | -4.74%                          | 47.00%                          | 1263                       | 0.58%                       | 1241                       | 7895                   | 7571                        | 4.28%                             |
| NOF | 1                 | 1204            | 172               | 640                   | 3759                | 3983                            | -5.62%                          | 73.13%                          | 123                        | 0.06%                       | 117                        | 843                    | 1207                        | -30.16%                           |
| ORE | 39                | 6402            | 5242              | 17186                 | 95269               | 104688                          | -9.00%                          | 69.50%                          | 5858                       | 2.70%                       | 4546                       | 31784                  | 32394                       | -1.88%                            |
| PAR | 2                 | 859             | 563               | 1705                  | 7888                | 7035                            | 12.13%                          | 66.98%                          | 398                        | 0.18%                       | 360                        | 2500                   | 2638                        | -5.23%                            |
| PDS | 13                | 2796            | 2054              | 6519                  | 33538               | 34647                           | -3.20%                          | 68.49%                          | 1737                       | 0.80%                       | 1520                       | 9801                   | 10438                       | -6.10%                            |
| PLA | 10                | 1223            | 515               | 1126                  | 6959                | 7527                            | -7.55%                          | 54.26%                          | 511                        | 0.24%                       | 406                        | 3012                   | 3115                        | -3.31%                            |
| POR | 23                | 2581            | 3115              | 8359                  | 43175               | 43491                           | -0.73%                          | 62.73%                          | 2700                       | 1.25%                       | 2416                       | 14107                  | 13423                       | 5.10%                             |
| POY | 17                | 1009            | 1339              | 2806                  | 16079               | 17372                           | -7.44%                          | 52.28%                          | 1052                       | 0.49%                       | 903                        | 6815                   | 7486                        | -8.96%                            |
| RAN | 2                 | 1560            | 325               | 1115                  | 5461                | 6047                            | -9.69%                          | 70.85%                          | 344                        | 0.16%                       | 270                        | 1741                   | 1514                        | 14.99%                            |
| REE | 33                | 4308            | 3035              | 9414                  | 51241               | 55158                           | -7.10%                          | 67.76%                          | 2818                       | 1.30%                       | 2513                       | 16724                  | 17582                       | -4.88%                            |



|        |      |        |        |        |         |         |        |        |        |         |        |         |         |        |
|--------|------|--------|--------|--------|---------|---------|--------|--------|--------|---------|--------|---------|---------|--------|
| IL MPL | 664  | 35093  | 40378  | 184956 | 956373  | 938018  | 1.96%  | 78.17% | 73140  | 33.76%  | 59129  | 379239  | 382949  | -0.97% |
| L LINK | 1873 | 188086 | 189960 | 633721 | 3308513 | 3312688 | -0.13% | 70.02% | 216648 | 100.00% | 180446 | 1156043 | 1161503 | -0.47% |

Village of Mount Horeb  
Capital Equipment Request

**Department:** LIBRARY

**Item/Equipment Requested:**

**EXTERIOR:**

\$2,000 soffit/fascia (joint sealers/caulking)

**INTERIOR:**

\$1,000 interior painting

**Justification:** NCI Roberts Building Maintenance plan.

**Cost:** \$3,000

**Year Requested:** 2026

**Funding Source(s):**

| Funding Source  | Amount |
|---|--------|
| <input type="checkbox"/> Debt service (borrow)            |        |
| <input type="checkbox"/> State or federal grants          |        |
| <input type="checkbox"/> Special assessments              |        |
| <input type="checkbox"/> Donations                        |        |
| <input type="checkbox"/> Transfers in from another fund   |        |
| <input type="checkbox"/> Reserves (depreciation or other) |        |
| <input type="checkbox"/> Other (explain below)            |        |

Funding source explanation if necessary:

Village of Mount Horeb  
Capital Equipment Request

**Department:** LIBRARY

**Item/Equipment Requested:**

**EXTERIOR:**

\$1,000 concrete sidewalks and curbs

**INTERIOR:**

\$15,000 stainless steel toilet partitions

\$1,000 interior painting

**Justification:** NCI Roberts Building Maintenance plan; Toilet partitions have not been replaced in the women's public restroom since the building opened in 2002.

**Cost:** \$17,000

**Year Requested:** 2027

**Funding Source(s):**

| Funding Source  | Amount |
|---|--------|
| <input type="checkbox"/> Debt service (borrow)            |        |
| <input type="checkbox"/> State or federal grants          |        |
| <input type="checkbox"/> Special assessments              |        |
| <input type="checkbox"/> Donations                        |        |
| <input type="checkbox"/> Transfers in from another fund   |        |
| <input type="checkbox"/> Reserves (depreciation or other) |        |
| <input type="checkbox"/> Other (explain below)            |        |

**Funding source explanation if necessary:**

Village of Mount Horeb  
Capital Equipment Request

**Department:** LIBRARY

**Item/Equipment Requested:**

EXTERIOR:

\$2,000 concrete sidewalks and curbs

INTERIOR:

\$1,000 interior painting

**Justification:** NCI Roberts Building Maintenance plan.

**Cost:** \$3,000

**Year Requested:** 2028

**Funding Source(s):**

| Funding Source  | Amount |
|---|--------|
| <input type="checkbox"/> Debt service (borrow)            |        |
| <input type="checkbox"/> State or federal grants          |        |
| <input type="checkbox"/> Special assessments              |        |
| <input type="checkbox"/> Donations                        |        |
| <input type="checkbox"/> Transfers in from another fund   |        |
| <input type="checkbox"/> Reserves (depreciation or other) |        |
| <input type="checkbox"/> Other (explain below)            |        |

Funding source explanation if necessary:

**Village of Mount Horeb**  
**Capital Equipment Request**

**Department:** LIBRARY

**Item/Equipment Requested:**

**EXTERIOR:**

\$1,000 concrete sidewalks and curbs

**INTERIOR:**

\$100 adjust/replace locksets

\$25,000 acoustical ceilings

\$1,000 interior painting

\$100 fire extinguishers

\$200 maintain valves and faucets

**Justification:** NCI Roberts Building Maintenance plan.

**Cost:** \$27,400

**Year Requested:** 2029

**Funding Source(s):**

| Funding Source  | Amount |
|---|--------|
| <input type="checkbox"/> Debt service (borrow)            |        |
| <input type="checkbox"/> State or federal grants          |        |
| <input type="checkbox"/> Special assessments              |        |
| <input type="checkbox"/> Donations                        |        |
| <input type="checkbox"/> Transfers in from another fund   |        |
| <input type="checkbox"/> Reserves (depreciation or other) |        |
| <input type="checkbox"/> Other (explain below)            |        |

Funding source explanation if necessary:

Village of Mount Horeb  
Capital Equipment Request

**Department:** LIBRARY

**Item/Equipment Requested:**

**EXTERIOR:**

\$20,000 concrete sidewalks and curbs

\$10,000 Asphalt paving

\$5,000 panic devices

**INTERIOR:**

\$10,000 interior painting

**Justification:** NCI Roberts Building Maintenance plan.

**Cost:** \$45,000

**Year Requested:** 2030

**Funding Source(s):**

| Funding Source  | Amount |
|---|--------|
| <input type="checkbox"/> Debt service (borrow)            |        |
| <input type="checkbox"/> State or federal grants          |        |
| <input type="checkbox"/> Special assessments              |        |
| <input type="checkbox"/> Donations                        |        |
| <input type="checkbox"/> Transfers in from another fund   |        |
| <input type="checkbox"/> Reserves (depreciation or other) |        |
| <input type="checkbox"/> Other (explain below)            |        |

**Funding source explanation if necessary:**



105 Perimeter Road  
Mt. Horeb, WI 53572  
www.mhpl.org  
(608) 437-5021

## **OUTDOOR SHADE STRUCTURE USE POLICY**

**Adopted by Library Board [DATE]**

### **I. Purpose**

The Mount Horeb Public Library outdoor shade structure is intended primarily for use by the library for its own programs and purposes.

### **II. Scope**

The outdoor shade structure at 105 Perimeter Road includes a shade structure (not designed to withstand rain and/or water elements) over a concrete pad, two picnic tables and benches. One picnic table is handicap accessible. The shade structure also includes a handicap accessible sidewalk from the parking lot to the shelter.

### **III. Guidelines**

1. The Library will be given first priority for the space's use and there are no restrictions for Library use.
2. The outdoor shade structure is available for use by patrons when not scheduled for library purposes.
3. The outdoor shade structure is not reservable. If the outdoor space is not currently in use, patrons may use it on a drop-in basis. All users must vacate the space for any library-scheduled use. The space is primarily intended for library patrons' individual use while they are visiting the library. It is not intended for use as a group meeting space.
4. Open flames (including grills) are not permissible.
5. There are no garbage receptacles. Patrons must carry out all waste.
6. Library staff are unable to monitor the outdoor space.
7. The outdoor shade shelter is only available for patron use from sun-up to sun-down.
8. No electricity hookup is available.
9. Aside from the library picnic tables already located in the outdoor shade structure, no tables, chairs, or other furniture will be provided for public use.
10. In case of dangerous weather, users are advised to seek a safe shelter. The library building is only available during open hours. (There is no basement in the library.)

### **IV. Disclaimers**

- A. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

Approved by Library Board [DATE]

Adopted: [DATE]

# ENVISIONWARE®

Enriching Public Library Service Inside and Out  
EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022  
Toll Free 800.216.8370 International+1 678.382.6500

## Quotation

US-94841

6/17/2025

**Bill To**

24504 Mount Horeb Public Library  
105 Perimeter Rd.  
Mount Horeb WI 53572-2013  
United States

**TOTAL**

**\$17,488.50**

Quote Expires: 7/17/2025

| Federal EIN | Currency  | Terms                        | Sales Rep        |
|-------------|-----------|------------------------------|------------------|
| 58-2424595  | US Dollar | * T B D : To B e Determined* | Terranova, Chris |

| Quotation Title               | Memo |
|-------------------------------|------|
| SSC  X25  Remote Installation |      |

| Qty | Item / Description  | Ship To                | Unit Price | Amount     |
|-----|---|------------------------|------------|------------|
| 2   | <b>SSC-X25-CP-BK</b><br>X25 Countertop - Portrait Display Black Unit<br>--Display: 21.5-inch capacitive touch screen<br>--Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2)<br>--Processor: Intel N5095 Quad-core, 8G DDR3L RAM<br>--Drive: 128G mSATA Solid State Drive<br>--Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection<br>--RFID Pad: ProLine™ RFID Reader and Antenna<br>--Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer<br>--Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi<br>--Includes credit card terminal mount   | 1 0 5<br>Perimeter Rd. | \$4,995.00 | \$9,990.00 |
| 1   | <b>SSC-X25-K-BK</b><br>EnvisionWare Self Service X25 Kiosk<br>-X25 Countertop - Portrait Display Black Unit<br>--Display: 21.5-inch capacitive touch screen<br>--Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2)<br>--Processor: Intel N5095 Quad-core, 8G DDR3L RAM<br>--Drive: 128G mSATA Solid State Drive<br>--Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection<br>--RFID Pad: ProLine™ RFID Reader and Antenna<br>--Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer<br>--Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi<br>-Standard Kiosk Pedestal<br>--Includes credit card terminal mount<br><br>+ Optional hardware SSC-X25-SC and SSC-X25-VT | 1 0 5<br>Perimeter Rd. | \$6,325.00 | \$6,325.00 |

**SUBTOTAL Hardware** \$16,315.00  
SUBTOTAL for Hardware



| Qty | Item / Description  | Ship To | Unit Price | Amount       |
|-----|---|---------|------------|--------------|
|     | <b>Discount: *EnvisionWare Hardware</b><br><i>DISCOUNT for EnvisionWare Hardware</i>  |         | -10%       | (\$1,631.50) |
|     | <b>SUBTOTAL Hardware</b><br><i>SUBTOTAL for Hardware</i>  |         |            | \$14,683.50  |
| 1   | <b>PS-FR-U Flat Rate Project</b><br><i>ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES</i>   |         | \$1,350.00 | \$1,350.00   |
|     | <p><i>EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.</i></p> <p><b>** This quote is based on a flat rate of \$1350 dollars, inclusive of up to 6 hours of Professional Services. Any services requested beyond 6 hours will require a Change Order. **</b></p> |         |            |              |

**Subtotal** \$16,033.50

Freight charges are estimated; actual charges will be billed.

**Discount**

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:  
**EMAIL :** [orders@envisionware.com](mailto:orders@envisionware.com) | **FAX :** +1 678.382.6501

**Freight** \$1,455.00

**Tax** \$0.00

**PST-CA**

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total \$17,488.50**



VILLAGE OF MOUNT HOREB  
 BALANCE SHEET  
 APRIL 30, 2025

LIBRARY OPERATING FUND

ASSETS

|                |                                |            |                   |
|----------------|--------------------------------|------------|-------------------|
| 240-113145-000 | CASH IN BANK-MCB CKG           | 541,935.22 |                   |
| 240-113245-000 | CASH IN BANK-MCB INVEST (TECH) | 26,068.42  |                   |
| 240-118250-000 | CASH ON HAND                   | 181.00     |                   |
| 240-121000-000 | TAXES RECEIVABLE-CURRENT       | 137,333.00 |                   |
|                | TOTAL ASSETS                   |            | <u>705,517.64</u> |

LIABILITIES AND EQUITY

LIABILITIES

|                |                            |            |                   |
|----------------|----------------------------|------------|-------------------|
| 240-211000-000 | VOUCHERS PAYABLE           | 3,900.00   |                   |
| 240-211100-000 | AP (DUE TO POOL)           | 2,463.00   |                   |
| 240-217000-000 | ACCRUED COMP WAGES         | 1,073.54   |                   |
| 240-261000-000 | DEFERRED TAX ROLL REVENUES | 137,333.00 |                   |
|                | TOTAL LIABILITIES          |            | <u>144,769.54</u> |

FUND EQUITY

|                |                                 |                   |                   |
|----------------|---------------------------------|-------------------|-------------------|
| 240-341125-000 | ASSIGNED-TECHNOLOGY PROJECT     | 30,000.00         |                   |
| 240-342100-000 | LIBRARY FUND BALANCE            | 137,635.49        |                   |
|                | REVENUE OVER EXPENDITURES - YTD | <u>393,112.61</u> |                   |
|                | BALANCE - CURRENT DATE          |                   | <u>393,112.61</u> |
|                | TOTAL FUND EQUITY               |                   | <u>560,748.10</u> |
|                | TOTAL LIABILITIES AND EQUITY    |                   | <u>705,517.64</u> |

VILLAGE OF MOUNT HOREB  
BALANCE SHEET  
APRIL 30, 2025

LIBRARY SPECIAL PROJECTS

ASSETS

|                |                      |            |                   |
|----------------|----------------------|------------|-------------------|
| 241-113145-000 | CASH IN BANK-MCB CKG | 13,086.79  |                   |
| 241-115100-000 | ENDOWMENT FUND       | 246,613.68 |                   |
|                | TOTAL ASSETS         |            | <u>259,700.47</u> |

LIABILITIES AND EQUITY

FUND EQUITY

|                |                                 |            |                   |
|----------------|---------------------------------|------------|-------------------|
| 241-341100-000 | ASSIGNED-ENDOWMENT FUND         | 245,866.52 |                   |
| 241-342100-000 | LIBRARY SPECIAL PROJ FUND BAL   | 14,336.79  |                   |
|                | REVENUE OVER EXPENDITURES - YTD | ( 502.84)  |                   |
|                | BALANCE - CURRENT DATE          | ( 502.84)  |                   |
|                | TOTAL FUND EQUITY               |            | <u>259,700.47</u> |
|                | TOTAL LIABILITIES AND EQUITY    |            | <u>259,700.47</u> |

VILLAGE OF MOUNT HOREB  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2025

LIBRARY OPERATING FUND

|   | PERIOD ACTUAL    | YTD ACTUAL        | BUDGET            | UNEARNED           | PCNT         |
|---|------------------|-------------------|-------------------|--------------------|--------------|
| <u>FEDERAL AND STATE AID</u>                  |                  |                   |                   |                    |              |
| 240-437200-000 DANE COUNTY LIBRARY AID        | .00              | 245,789.00        | 245,789.00        | .00                | 100.0        |
| 240-437210-000 OTHER COUNTY LIBRARY AID       | .00              | 29,714.35         | 29,704.00         | ( 10.35)           | 100.0        |
| <b>TOTAL FEDERAL AND STATE AID</b>            | <b>.00</b>       | <b>275,503.35</b> | <b>275,493.00</b> | <b>( 10.35)</b>    | <b>100.0</b> |
| <u>PUBLIC CHARGES</u>                         |                  |                   |                   |                    |              |
| 240-467110-000 FINES - LOST/DAMAGED MATERIALS | 110.00           | 580.49            | 2,000.00          | 1,419.51           | 29.0         |
| 240-467190-000 MEETING ROOM FEES              | 60.00            | 125.00            | 150.00            | 25.00              | 83.3         |
| 240-467200-000 COPY CHARGES (TAXABLE)         | 659.43           | 2,045.37          | 5,000.00          | 2,954.63           | 40.9         |
| 240-469100-000 MISCELLANEOUS INCOME           | .00              | ( 41.61)          | 2,600.00          | 2,641.61           | ( 1.6)       |
| <b>TOTAL PUBLIC CHARGES</b>                   | <b>829.43</b>    | <b>2,709.25</b>   | <b>9,750.00</b>   | <b>7,040.75</b>    | <b>27.8</b>  |
| <u>INTEREST AND DONATIONS</u>                 |                  |                   |                   |                    |              |
| 240-481100-000 INVESTMENT INTEREST            | 155.99           | 758.86            | .00               | ( 758.86)          | .0           |
| 240-485000-000 CONTRIBUTIONS-OTHER            | 73.15            | 1,434.75          | 1,000.00          | ( 434.75)          | 143.5        |
| <b>TOTAL INTEREST AND DONATIONS</b>           | <b>229.14</b>    | <b>2,193.61</b>   | <b>1,000.00</b>   | <b>( 1,193.61)</b> | <b>219.4</b> |
| <u>TRANSFERS AND LONG TERM DEBT</u>           |                  |                   |                   |                    |              |
| 240-492100-000 TRANSFER-GENERAL FUND (TAX)    | 12,536.00        | 392,724.00        | 530,057.00        | 137,333.00         | 74.1         |
| <b>TOTAL TRANSFERS AND LONG TERM</b>          | <b>12,536.00</b> | <b>392,724.00</b> | <b>530,057.00</b> | <b>137,333.00</b>  | <b>74.1</b>  |
| <b>TOTAL FUND REVENUE</b>                     | <b>13,594.57</b> | <b>673,130.21</b> | <b>816,300.00</b> | <b>143,169.79</b>  | <b>82.5</b>  |

VILLAGE OF MOUNT HOREB  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2025

LIBRARY OPERATING FUND

|   | PERIOD ACTUAL       | YTD ACTUAL        | BUDGET              | UNEXPENDED           | PCNT          |
|---|---------------------|-------------------|---------------------|----------------------|---------------|
| <u>LIBRARY OPER</u>                           |                     |                   |                     |                      |               |
| 240-551100-111 LIBRARY REGULAR WAGES          | 34,660.83           | 138,036.64        | 452,610.00          | 314,573.36           | 30.5          |
| 240-551100-112 LIBRARY REGULAR WAGES-BLDG MA  | 757.79              | 1,040.66          | 4,590.00            | 3,549.34             | 22.7          |
| 240-551100-122 LIBRARY OVERTIME               | .00                 | .00               | 750.00              | 750.00               | .0            |
| 240-551100-131 LIBRARY HEALTH                 | 6,177.69            | 20,714.74         | 62,643.00           | 41,928.26            | 33.1          |
| 240-551100-132 LIBRARY DENTAL                 | 374.12              | 1,270.96          | 3,792.00            | 2,521.04             | 33.5          |
| 240-551100-133 LIBRARY LIFE                   | 61.12               | 221.96            | 385.00              | 163.04               | 57.7          |
| 240-551100-135 LIBRARY RETIREMENT             | 1,886.11            | 7,394.77          | 24,165.00           | 16,770.23            | 30.6          |
| 240-551100-136 LIBRARY FICA                   | 2,726.90            | 10,727.43         | 37,938.00           | 27,210.57            | 28.3          |
| 240-551100-220 LIBRARY UTILITIES              | 2,537.73            | 12,407.02         | 35,097.00           | 22,689.98            | 35.4          |
| 240-551100-240 LIBRARY REPAIRS & MAINT. CONTR | 2,820.00            | 11,500.23         | 37,794.00           | 26,293.77            | 30.4          |
| 240-551100-245 LIBRARY OFFICE MACHINE CONTRAC | 167.55              | 553.87            | 2,100.00            | 1,546.13             | 26.4          |
| 240-551100-280 LIBRARY MISCELLANEOUS CONTRAC  | .00                 | 48,353.90         | 49,099.00           | 745.10               | 98.5          |
| 240-551100-310 LIBRARY OFFICE SUPPLIES        | 672.51              | 3,523.20          | 10,100.00           | 6,576.80             | 34.9          |
| 240-551100-315 LIBRARY POSTAGE                | 14.48               | 35.07             | 100.00              | 64.93                | 35.1          |
| 240-551100-320 LIBRARY FEES & DUES            | .00                 | .00               | 1,376.00            | 1,376.00             | .0            |
| 240-551100-328 LIBRARY PRINTING & PUBLICATION | 37.50               | 367.50            | 2,800.00            | 2,432.50             | 13.1          |
| 240-551100-335 LIBRARY TRAINING & MILEAGE     | 353.08              | 990.46            | 3,500.00            | 2,509.54             | 28.3          |
| 240-551100-340 LIBRARY OPERATING SUPPLIES     | 570.97              | 1,100.04          | 2,000.00            | 899.96               | 55.0          |
| 240-551100-390 LIBRARY MISCELLANEOUS EXPENDIT | 10.38               | 60.61             | 1,665.00            | 1,604.39             | 3.6           |
| 240-551100-420 LIBRARY TEEN PROGRAMMING       | .00                 | 108.22            | 530.00              | 421.78               | 20.4          |
| 240-551100-421 LIBRARY ENRICHMENT PROGRAMS    | 404.22              | 1,781.86          | 2,465.00            | 683.14               | 72.3          |
| 240-551100-422 CHILDREN'S PROGRAMMING         | 506.64              | 863.00            | 1,865.00            | 1,002.00             | 46.3          |
| 240-551100-423 LIBRARY SUMMER LIBRARY PROGRA  | .00                 | 315.97            | 2,355.00            | 2,039.03             | 13.4          |
| 240-551100-424 LIBRARY REFERENCE MATERIALS    | .00                 | .00               | 600.00              | 600.00               | .0            |
| 240-551100-425 LIBRARY ADULT MATERIALS        | 400.92              | 7,082.12          | 30,450.00           | 23,367.88            | 23.3          |
| 240-551100-426 LIBRARY BOOKS/PERIODICALS      | .00                 | 3,677.74          | 4,211.00            | 533.26               | 87.3          |
| 240-551100-427 LIBRARY AUDIO                  | 95.98               | 879.77            | 4,250.00            | 3,370.23             | 20.7          |
| 240-551100-428 LIBRARY VIDEO                  | 1,162.55            | 2,512.50          | 8,357.00            | 5,844.50             | 30.1          |
| 240-551100-429 LIBRARY CHILDRENS MATERIALS    | 144.45              | 1,408.06          | 8,700.00            | 7,291.94             | 16.2          |
| 240-551100-430 LIBRARY TEEN MATERIALS         | 70.70               | 610.57            | 3,362.00            | 2,751.43             | 18.2          |
| 240-551100-431 LIBRARY INTERMEDIATE MATERIALS | .00                 | 1,091.60          | 8,078.00            | 6,986.40             | 13.5          |
| 240-551100-432 LIBRARY SOFTWARE/TECH.         | 276.34              | 624.34            | 3,402.00            | 2,777.66             | 18.4          |
| 240-551100-433 LIBRARY DIGITAL MATERIALS      | .00                 | .00               | 7,103.00            | 7,103.00             | .0            |
| 240-551100-434 LIBRARY OTHER MATERIALS        | .00                 | 606.36            | 1,100.00            | 493.64               | 55.1          |
| 240-551100-810 LIBRARY EQUIPMENT              | .00                 | .00               | 7,282.00            | 7,282.00             | .0            |
| <b>TOTAL LIBRARY OPER</b>                     | <b>56,890.56</b>    | <b>279,861.17</b> | <b>826,614.00</b>   | <b>546,752.83</b>    | <b>33.9</b>   |
| <u>LIBRARY REPL/REFUND</u>                    |                     |                   |                     |                      |               |
| 240-551110-499 LIBRARY REFUND LOST MA         | 20.00               | 156.43            | 500.00              | 343.57               | 31.3          |
| <b>TOTAL LIBRARY REPL/REFUND</b>              | <b>20.00</b>        | <b>156.43</b>     | <b>500.00</b>       | <b>343.57</b>        | <b>31.3</b>   |
| <b>TOTAL FUND EXPENDITURES</b>                | <b>56,910.56</b>    | <b>280,017.60</b> | <b>827,114.00</b>   | <b>547,096.40</b>    | <b>33.9</b>   |
| <b>NET REVENUE OVER EXPENDITURES</b>          | <b>( 43,315.99)</b> | <b>393,112.61</b> | <b>( 10,814.00)</b> | <b>( 403,926.61)</b> | <b>3635.2</b> |

VILLAGE OF MOUNT HOREB  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2025

LIBRARY SPECIAL PROJECTS

|   | PERIOD ACTUAL | YTD ACTUAL  | BUDGET   | UNEXPENDED  | PCNT  |
|---|---------------|-------------|----------|-------------|-------|
| <u>INTEREST AND DONATIONS</u>               |               |             |          |             |       |
| 241-481100-000 INVESTMENT INTEREST          | .00           | 1,110.36    | 1,800.00 | 689.64      | 61.7  |
| 241-481200-000 MARKET ADJUSTMENT-INVESTMENT | .00           | ( 1,600.66) | .00      | 1,600.66    | .0    |
| 241-485100-000 LOUISE KINDLUND BEQUEST      | .00           | 7,166.11    | 5,000.00 | ( 2,166.11) | 143.3 |
| 241-485500-000 CONTRIBUTIONS-ENDOWMENT FUND | .00           | 550.00      | .00      | ( 550.00)   | .0    |
| TOTAL INTEREST AND DONATIONS                | .00           | 7,225.81    | 6,800.00 | ( 425.81)   | 106.3 |
| TOTAL FUND REVENUE                          | .00           | 7,225.81    | 6,800.00 | ( 425.81)   | 106.3 |

VILLAGE OF MOUNT HOREB  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2025

LIBRARY SPECIAL PROJECTS

|   | PERIOD ACTUAL    | YTD ACTUAL       | BUDGET          | UNEXPENDED         | PCNT           |
|---|------------------|------------------|-----------------|--------------------|----------------|
| <u>LIBRARY SPEC PROJ</u>                      |                  |                  |                 |                    |                |
| 241-551110-419 LIB SP PROJ LOUISE KINDLUND EX | .00              | 7,166.11         | 5,000.00        | ( 2,166.11)        | 143.3          |
| 241-551110-490 LIB SP PROJ GRANT/CONTRIBUTION | 250.00           | 250.00           | .00             | ( 250.00)          | .0             |
| 241-551110-550 LIB SP PROJ ENDOWMENT INVESTM  | .00              | 312.54           | 900.00          | 587.46             | 34.7           |
| <b>TOTAL LIBRARY SPEC PROJ</b>                | <b>250.00</b>    | <b>7,728.65</b>  | <b>5,900.00</b> | <b>( 1,828.65)</b> | <b>131.0</b>   |
| <b>TOTAL FUND EXPENDITURES</b>                | <b>250.00</b>    | <b>7,728.65</b>  | <b>5,900.00</b> | <b>( 1,828.65)</b> | <b>131.0</b>   |
| <b>NET REVENUE OVER EXPENDITURES</b>          | <b>( 250.00)</b> | <b>( 502.84)</b> | <b>900.00</b>   | <b>1,402.84</b>    | <b>( 55.9)</b> |