

**Library Board Meeting**  
**Thursday July 24, 2025**  
**7 AM**  
**Library Meeting Room**  
**105 Perimeter Rd.**  
**Mount Horeb, WI 53572**

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**Open:**

**Guest and Public Comments:**

**Approval of Minutes:** June 26, 2025

**Treasurer's Report:**

- Approval of library bills
- Endowment Fund update

**Director's Report**

- June Statistics
- Strategic Plan tracking/updates

**Presentation of 2026 Preliminary Library Budget**

**Agenda Items**

- Review and discuss any edits to the donation chart
- Consider additional security camera for shade shelter
- Consider Endowment Distribution for 2025
- Consider *Future Building Expansion Account*:
  - Consider entity for fund establishment – review rates from various institutions
- Consider holiday closure dates for 2026

**Future Agenda Items**

- 2026 Library Budget
- Consider designating additional monies to the Tech Fund

**Adjourn**

**Director's Report**  
**07.24.25**

**June statistics (highlights):**

- **Total checkouts = 15,127.** In June of 2024, we checked out 15,580 items. \*As of May 2025, we were trailing 2024 total circ by 3.61%. As June ends, we continue to trail 2024 circ numbers by approximately 3.48%. (We are closing the gap! Let's encourage our friends and neighbors to "check stuff out" this summer!)
- **Libby checkouts = 3,325.** In June of 2024, we saw 2,742 Libby checkouts.
- **June door count/foot traffic = 12,007.** Last year we had 11,485 visits in June.
- **Library cards issued = 82!** We added 66 cards in June of 2024.
- **Computer sessions = 486!** In June of 2024, we had 369 computer login sessions.

**Strategic plan tracking/updates:**

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

- We have hired Grace Osterholz as our limited term clerk. She started in the clerk position with us Thursday, July 10<sup>th</sup>. Grace has been a shelver for us many years and the summer library assistant for the past two years. We determined not to hire for the LTE Librarian position as our staffing needs have changed.

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

- Melissa placed signs all around the building to point to the restrooms to help with accessibility and improved signage in general.
- Hannah has been implementing the "kid librarian" program for a few months now, in which a child can fill out an application. Once selected, they will come in and create a book display. The display is in the children's area directly in across from the children's desk.

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

- As her schedule allows, Hannah attends the Rec Dept.'s Kids Camps for outreach storytime. We have had quite a reach with the programs in house this summer. For example, we had almost 200 people attend the magic show!

**Goal 4 initiatives (Collections):**

- We received our first order from Libraria – an alternate library book supplier based in Illinois. It took approximately 29 days to get the items, but hopefully that will improve as we continue to work with them.

**Goal 5 initiatives (Facility):**

- The Library Board continues to work on setting up the future building expansion account.
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**Presentation of 2026 Preliminary Library Budget:** I will bring a PowerPoint presentation to go through with the Library Board (like last year).

**Agenda Items**

**Review and discuss any edits to the donation chart:** I put together this donation chart as a tool for myself and for staff when I am not here. Perhaps, the library board may use it too. Please let me know if you see anything to be edited or changes that need to be made.

**Consider additional security camera for shade shelter:** The total cost to add a camera to the building and network for security is \$2,719.51. I can make room to do it this year if the library board agrees that this is a necessary addition. I have a couple questions for the library board: 1) Is the cost worth the risk of not having one. 2) Given that security footage is also under library privacy laws, is it necessary and should we be getting another camera.

**Endowment Distribution 2025:**

- **Software:** After a two-week trial at the beginning of July, staff are comfortable with recommending that a portion of the Endowment Fund disbursement go to purchase LibraryAware – a marketing tool that will allow us to send out e-newsletters and marketing for our new materials. The software provides book covers, DVD and Audiobook covers and allows you to drop the clickable cover into an e-newsletter. Subscribers can sign up for collection updates, click on the item cover in the email and it will link them to the catalog to place the item on hold. Staff can also use the software for program e-mails. There is no limit to the number of subscribers or limit to the number of emails you can send. (Our current e-newsletter tool limits the amount of subscribers and we can only send 1 email per month or we are charged more.) The total cost for one year is approximately \$862.
- **Programming:** Hannah found a lead on a traveling Planetarium. This is above and beyond the traditional cost of programming that we can offer as the total cost is \$1,795. We intend to book them for one day and offer multiple sessions for adults and children to bring science and astronomy to our library! The planetarium can seat up to 90 people at a time. It will take up the entire space of our Reading Room and we will also have to move one bookshelf to make it happen, but we think it worth it.

Total ask for 2025 distribution (rounded): \$2,660

**Consider Future Building Expansion Account:**

- **Consider entity for fund establishment:** Please see attached spreadsheet with interest rates for CDs and Savings accounts for our discussion.

**Consider holiday closure dates for 2026:** Usually we look at these later in the year, but I am working on the schedule now so it would be beneficial to approve them early to help with scheduling.

- Thursday, January 1<sup>st</sup> – New Year’s Day
- Monday, January 19<sup>th</sup> – Martin Luther King Jr. Day
- Monday, May 25<sup>th</sup> – Memorial Day
- Saturday, July 4<sup>th</sup> – Independence Day
- Monday, September 7<sup>th</sup> – Labor Day
- Thursday – Friday, November 26 – 27<sup>th</sup> – Thanksgiving and the day after Thanksgiving
- Thursday, December 24<sup>th</sup> – Saturday, December 26<sup>th</sup> – Christmas Eve, Christmas Day, and the Saturday immediately following Christmas Day.

**Future Agenda Items**

- **2026 Library Budget**
- **Consider designating additional monies to the Tech Fund**

**Adjourn**

## LINK LIBRARY STATISTICS SUMMARY

JUNE 2025

INTERAGENCY LOANS ADJUSTED  
FOR SCID AND INTERNAL MPL

## CHECKOUT SUMMARY INFORMATION

## HOLDS SUMMARY INFORMATION

	SCIDS BORROWED	TOTAL LOANED	TOTAL BORROWED	CHECKOUT SUMMARY INFORMATION					HOLDS SUMMARY INFORMATION					
				CKOS THIS MONTH	YEAR TO DATE CKO	PREVIOUS YEAR TO DATE CKO	PERCENT CHANGE IN YTD CKO	PERCENT CKO FROM OWN COLL THIS MO	HOLDS PLACED THIS MO	PERCENT OF LINK HOLDS	HOLDS FILLED THIS MO	YTD HOLDS PLACED	LAST YTD HOLDS PLACED	PERCENT CHANGE IN YTD HOLDS
ACL	2	2121	1132	3475	21950	22397	-2.00%	67.42%	799	0.36%	730	7028	6184	13.65%
AMH	5	388	244	1398	5936	0	#DIV/0!	82.55%	271	0.12%	212	1498	0	#DIV/0!
ARP	2	862	552	1421	7896	6760	16.80%	61.15%	271	0.12%	314	2299	2233	2.96%
BAR	37	3566	4606	14586	83790	90054	-6.96%	68.42%	4423	1.97%	3661	28764	30355	-5.24%
BER	1	1047	765	2075	11019	10804	1.99%	63.13%	700	0.31%	547	4450	3900	14.10%
BLV	11	1410	1358	5212	26954	28846	-6.56%	73.94%	1286	0.57%	1090	8069	8397	-3.91%
BRD	5	1547	1348	3484	19198	20116	-4.56%	61.31%	1123	0.50%	975	7514	8003	-6.11%
CBR	19	2212	1421	3382	19812	21024	-5.76%	57.98%	1235	0.55%	1015	7578	8236	-7.99%
CIA	5	510	602	908	5262	5703	-7.73%	33.70%	311	0.14%	316	2377	2651	-10.34%
COL	23	1357	2119	5718	31141	29364	6.05%	62.94%	1896	0.85%	1663	11307	11733	-3.63%
CSP	14	2454	2159	5922	32472	31129	4.31%	63.54%	2101	0.94%	1632	11940	11470	4.10%
DEE	18	1644	1820	3217	16191	14287	13.33%	43.43%	1388	0.62%	1267	7304	6298	15.97%
DFT	49	5118	5128	20937	101514	101056	0.45%	75.51%	5339	2.38%	4438	29078	30682	-5.23%
FCH	52	7448	7510	25372	147359	147982	-0.42%	70.40%	8273	3.69%	6564	51660	48122	7.35%
LAV	1	480	314	562	3803	3741	1.66%	44.13%	281	0.13%	241	1594	1545	3.17%
LDI	19	2321	2408	6540	31247	32357	-3.43%	63.18%	2327	1.04%	1982	13501	12855	5.03%
MAR	8	937	1145	3493	16544	16767	-1.33%	67.22%	1176	0.53%	1011	5609	5594	0.27%
MAZ	11	865	1259	1998	10373	9638	7.63%	36.99%	1036	0.46%	966	5614	5700	-1.51%
MCF	34	5483	4106	14271	80833	83530	-3.23%	71.23%	4146	1.85%	3433	28008	30961	-9.54%
MCM	36	4592	5697	20173	113404	120506	-5.89%	71.76%	5606	2.50%	4594	34437	36005	-4.35%
MFD	29	6740	3316	19435	109518	115244	-4.97%	82.94%	3565	1.59%	3018	23834	22022	8.23%
MID	108	7176	13646	43216	240214	248366	-3.28%	68.42%	14976	6.69%	11321	86951	89932	-3.31%
MNT	2	957	447	1257	7153	7507	-4.72%	64.44%	351	0.16%	340	2465	2496	-1.24%
MOO	52	5843	6296	17941	91886	86570	6.14%	64.91%	5645	2.52%	4810	32775	31517	3.99%
MRO	21	3576	3521	10350	59107	47275	25.03%	65.98%	3307	1.48%	2662	20278	18821	7.74%
MTH	37	5392	4363	15127	84057	87089	-3.48%	71.16%	4473	2.00%	3516	26648	28795	-7.46%
NEK	4	1260	654	2364	11517	11982	-3.88%	72.34%	718	0.32%	596	3764	3376	11.49%
NGL	11	1570	1676	3547	19849	20794	-4.54%	52.75%	1342	0.60%	1274	9237	9383	-1.56%
NOF	1	1049	196	862	4621	4831	-4.35%	77.26%	224	0.10%	156	1067	1518	-29.71%
ORE	38	6487	5789	21891	117160	126359	-7.28%	73.56%	6082	2.72%	4982	37866	38338	-1.23%
PAR	3	855	492	1504	9392	8399	11.82%	67.29%	446	0.20%	355	2946	3070	-4.04%
PDS	15	2839	2153	7776	41314	42135	-1.95%	72.31%	2073	0.93%	1665	11874	12331	-3.71%
PLA	13	1317	551	1531	8490	9408	-9.76%	64.01%	549	0.25%	484	3561	3733	-4.61%
POR	28	2688	2734	9813	52988	53292	-0.57%	72.14%	2697	1.20%	2226	16804	15994	5.06%
POY	3	992	1365	3227	19306	20387	-5.30%	57.70%	1302	0.58%	1148	8117	8632	-5.97%
RAN	3	1593	361	1550	7011	7661	-8.48%	76.71%	390	0.17%	296	2131	1888	12.87%
REE	23	4210	3103	10661	61902	66896	-7.47%	70.89%	3497	1.56%	2712	20221	21275	-4.95%

RIO	2	546	397	1527	8066	8403	-4.01%	74.00%	399	0.18%	378	2032	1963	3.52%
RKS	1	359	368	707	4011	3166	26.69%	47.95%	318	0.14%	277	1294	733	76.53%
ROM	5	1208	572	2043	8678	9203	-5.70%	72.00%	544	0.24%	468	2852	2764	3.18%
SCA	0	35	41	41	523	636	-17.64%	0.00%	30	0.01%	24	332	412	-19.42%
SCL	0	0	0	0	7	8	-12.50%	#NUM!	0	0.00%	0	0	1	-100.00%
SGR	20	1358	1874	4881	25830	29464	-12.33%	61.61%	1665	0.74%	1445	10824	11346	-4.60%
SKC	22	1810	2506	7659	42190	39770	6.08%	67.28%	2416	1.08%	2097	15018	13132	14.36%
STO	51	7701	5095	14618	86191	84970	1.44%	65.15%	5164	2.31%	4364	32428	31904	1.64%
SUN	46	7401	5967	31704	245799	273769	-10.22%	81.18%	7704	3.44%	4092	74963	79780	-6.04%
VER	93	10253	12893	58000	297784	292484	1.81%	77.77%	14095	6.29%	11357	82307	81016	1.37%
WALU	65	5992	6814	26800	145866	139219	4.77%	74.57%	7320	3.27%	5967	44545	44711	-0.37%
WID	13	1301	1957	5334	30075	29595	1.62%	63.31%	1770	0.79%	1513	11330	11179	1.35%
WYO	0	489	102	279	1351	1317	2.58%	63.44%	109	0.05%	82	510	428	19.16%
ZZZ	2	0	155	155	1424	1181	20.58%	0.00%	67	0.03%	61	703	629	11.76%
NPOCO	1063	139359	135097	469944	2629978	2673440	-1.63%	71.25%	137226	61.27%	110337	859306	864043	-0.55%
DCL	24	1947	2204	10259	56054	51798	8.22%	78.52%	1975	0.88%	1612	10443	9761	6.99%
MRS	2	414	213	985	6553	5213	25.70%	78.38%	120	0.05%	107	1575	1630	-3.37%
L DCLS	26	2361	2417	11244	62607	57011	9.82%	78.50%	2095	0.94%	1719	12018	11391	5.50%
STP	39	6040	5664	24645	134551	135790	-0.91%	77.02%	6577	2.94%	5323	38722	40680	-4.81%
ALM	1	218	116	263	2145	2528	-15.15%	55.89%	169	0.08%	105	954	1291	-26.10%
PLO	7	1048	1625	5208	29024	29194	-0.58%	68.80%	1921	0.86%	1570	11505	12607	-8.74%
ROS	3	391	361	1054	6193	7236	-14.41%	65.75%	410	0.18%	325	2697	2781	-3.02%
L POCO	50	7697	7766	31170	171913	174748	-1.62%	75.09%	9077	4.05%	7323	53878	57359	-6.07%
IONMPL	1139	149417	145280	512358	2864498	2905199	-1.40%	71.64%	148398	66.26%	119379	925202	932793	-0.81%
MAD	173	12830	4497	28061	176570	173859	1.56%	83.97%	8870	3.96%	6741	56744	57434	-2.94%
HPB	77	4062	5253	22138	127438	120304	5.93%	76.27%	9164	4.09%	7458	53724	51281	4.76%
HAW	27	1790	2943	11321	68334	69822	-2.13%	74.00%	5090	2.27%	4130	32414	33740	-3.93%
LAK	54	2252	3600	15116	95937	97087	-1.18%	76.18%	6835	3.05%	5505	41772	41730	0.10%
MEA	51	1937	2861	10453	61368	63466	-3.31%	72.63%	4677	2.09%	3979	28302	28302	-9.00%
MSB	31	958	2180	8243	48370	47559	1.71%	73.55%	4085	1.82%	3062	24345	25193	-3.37%
PIN	166	3920	8856	42198	247669	234745	5.51%	79.01%	16445	7.34%	13097	96338	93076	3.50%
SEQ	114	4673	8927	47073	279620	279559	0.02%	81.04%	17894	7.99%	13776	106156	106426	-0.25%
SMB	21	1915	1310	6502	42172	40767	3.45%	79.85%	2501	1.12%	1944	16005	16285	-1.72%

'AL MPL	714	34437	40427	191105	1147478	1127168	1.80%	78.85%	75561	33.74%	59692	454800	456265	-0.32%
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
AL LINK	1853	183854	185707	703463	4011976	4032367	-0.51%	73.60%	223959	100.00%	179071	1380002	1389058	-0.65%

“Mount Horeb Public Library”	“Mount Horeb Public Library – Building Fund”	“Mount Horeb Public Library Endowment Fund”	“Friends of the Mount Horeb Public Library”
Managed by the Library Board, Library Director, and Staff	Managed by the Library Board and Library Director	Managed by the Library Board	Managed by the Friends of the Library
Library operating budget - prepared by the Library Director with staff input; approved on an annual basis by the Library Board, Finance & Personnel Committee, and Village Board.	A separate account set aside for donations specifically toward the library’s future expansion project.	The Endowment Fund is a separate fund that exists to support the library via innovative projects above and beyond operating costs. Initial endowment funds stem from donations in 2003 which are left in investments – funding to the library is provided via interest earnings.	A 501c3 organization; The Friends host several fundraisers, accept donations, and manage finances each year to support an annual library “wishlist” prepared by the Library Director with staff input and approved by the FOL Board.
Must be spent during the current fiscal year	Funds will be held indefinitely until the project can happen or be released back to support the library	Donations are tax deductible	Donations are tax deductible
Covers annual expenses	Contributions go toward a planned expansion for a programming space, larger community Meeting Room, and children’s department.	Contributions support innovative technology and programs such as the Afterschool Minecraft Club, Libby Advantage for Mount Horeb patrons, and the Meeting Room presentation equipment	Contributions support collections, programs, technology, and other needs that may arise above and beyond the operating budget



## Mount Horeb - Library camera add

Quote # 005782 Version 2

Prepared for:

**Mount Horeb Public Library**

Jessica Gretzinger

Jessica.Gretzinger@mounthorebwi.info

Prepared by:

**ATS - Madison**

Burt Boldebeck

bboldebeck@atswi.com

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### Corporate Office

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[www.ATSWI.com](http://www.ATSWI.com)



Wednesday, July 02, 2025

Mount Horeb Public Library  
Jessica Gretzinger  
105 Perimeter Road  
Mount Horeb, WI 53572  
Jessica.Gretzinger@mounthorebwi.info

Dear Jessica,

Thank you for the opportunity to present you with quote "Mount Horeb - Library camera add 005782." We would love to take a moment to give you a brief history of our company.

## History

Associated Technical Services Inc., specializes in protecting commercial and residential customers with the latest products and technologies in the security, alarm, and video system industry. We also are highly skilled in providing commercial sound solutions such as Licensed Background Music, PA systems for venues large and small, as well as Drive-thru-Intercom Systems.

### And we do it better than anyone else!

In June 2016, Alarm Systems Inc. of Quincy, Illinois acquired ATS. This union brings even more expertise and capabilities to our customers. Alarm Systems Inc. has been recognized as a Platinum Certified Integrator which is Honeywell's highest level of certification. Platinum certification acknowledges an integrator's dedication to investing in training and certification of Honeywell products and services for its sales staff, engineers and technicians. It is a distinction reserved for security integrators that demonstrate the highest level of expertise and commitment in Honeywell's enterprise level systems and products.

In June 2020, Alarm Systems Inc. of Quincy, Illinois acquired a Healthcare Systems provider in Troy, Michigan. With their expertise in Nurse Call, Mobile Communications, Wander Management, and Real Time Location services it solidifies our one called solution for any of our customers' needs.

### Why do customers choose Associated Technical Services Inc.?

**The Best People:** Alarm Systems Inc. brings along a UL certified central station and answering service for your home and business requirements. From our Management team, technical staff and sales people, all ATS employees are experienced, knowledgeable and have received extensive training. Their knowledge of products and best practices is unsurpassed and their dedication to customer service is exceptional.

**The Best Technology:** From a wireless residential security system, a fully integrated Honeywell Pro-Watch® security system, background music for an office, to a state-of-the-art sound system for a stadium, school, or church, we provide smart, effective solutions for any need, to suit any budget.

**The Best Products:** ATS uses the best names in our industry, such as Honeywell, 3M, and DMX, to name a few. Quality products from these exceptional companies assure you of reliability and performance.

**The Best Service:** We don't just install systems. We service, monitor, and maintain them, so you can be confident that your property and people are secure. At ATS, we consider your system "our" system and take a personal and professional interest in its success.

**Whatever your security need, Associated Technical Services Inc. is your solution.**  
We combine superior products, creative thinking and advanced technology to ensure your complete satisfaction.



## Scope of Work

### ATS to Provide:

1. Labor to install components.
2. Install the camera on the N/W corner looking towards tent shelter, adjust aim, zoom, focus and program into the existing EV NVR

### Customer to Provide:

1. Uninterrupted Access to Workspace

## Video Equipment and Labor

Product Description	Quantity
2MP Fully Featured Bullet IP Camera, 2.9-11mm Lens, White	1
Conduit Back Box for P14 and Q19 Cameras, White	1
Professional License for exacqVision IP Camera, Includes 1-Year of Software Updates	1
1-Year Professional Software Updates for 1 IP Camera	1
Equipment including, J-hooks, Beam Clamps, Cable, Cable Pathway, Connectors, etc.	1

Subtotal: **\$2,719.51**



## Mount Horeb - Library camera add

Prepared by:  
**ATS - Madison**  
Burt Boldebuck  
608-807-8030  
bboldebuck@atswi.com

Prepared for:  
**Mount Horeb Public Library**  
105 Perimeter Road  
Mount Horeb, WI 53572  
Jessica Gretzinger  
(608) 437-5021  
Jessica.Gretzinger@mounthorebwi.info

Quote Information:  
**Quote #: 005782**  
Version: 2  
Delivery Date: 07/02/2025  
Expiration Date: 07/31/2025

### Quote Summary

Description	Amount
Video Equipment and Labor	\$2,719.51

Total: **\$2,719.51**

Prices shown in this proposal are based on current manufacturer pricing and market conditions at the time of quote. All taxes, shipping, handling, and applicable fees are additional and may apply.

We reserve the right to adjust pricing if costs increase due to factors beyond our control, including but not limited to:

- New or modified government tariffs or import duties
- Manufacturer pricing changes
- Product discontinuations or substitutions

In the event of such changes, the final invoice will reflect any necessary adjustments. We will notify you promptly should these changes occur. All quotes are valid for 15 days from the Delivery Date, regardless if stated elsewhere. We also reserve the right to cancel orders due to pricing or other clerical errors.

### ATS - Madison

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

Name: Burt Boldebuck

Title: Senior Account Manager

Date: 07/02/2025

### Mount Horeb Public Library

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

Name: Jessica Gretzinger

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



## Quote Disclaimer

Prices are estimated with information available at the time of the estimate.

Any substantive changes will result in a change order for time and materials needed. Estimates are prepared for non-prevailing wage labor unless noted. Additional charges will apply if prevailing wage is required but not included in the estimate. It is the responsibility of the customer to include this requirement prior to accepting the estimate and the beginning of work.

Customer acknowledges by signing this estimate, that there may be changes needed if the original scope is exceeded or changed. All work to be performed during normal business hours 7am-5pm Mon-Fri, anything outside of those hours will be considered overtime and billed accordingly. Any changes to the proposal due to the work of other contractors or requests by Building or Electrical Inspectors will be done on a time and material basis and are not included in this estimate.

Changes made by customer, information unknown or omitted at the time of the estimate, or requirements by a local authority are the responsibility of the customer. Any such changes will be billed accordingly. By acknowledging this estimate you, the Customer, agree to pay associated charges for any additional change orders.

## Terms & Conditions

**SALES TAX:** Sales taxes are included with the pricing of the proposal / contract unless otherwise indicated.

**SHIPPING & HANDLING:** All Shipping & Handling Charges are included in this proposal / contract if detail or not. No additional Shipping & Handling Charges will be billed beyond the price of this agreement unless on in advance by the customer.

**MODIFICATIONS:** Sales proposal / contract modifications are possible pending technical evaluation, and could lead to an increase / decrease in the total proposal / contract price. Any additional equipment or services required by any Authority Having Jurisdiction (AHJ), property leasing agent or manager, owner's representative, or other interested authorized 3<sup>rd</sup> party are not covered by the scope of this proposal and will require a change order or revised proposal / contract in order to be included in the project. Labor for installation of any additional equipment or services will be included in the change order or revised proposal / contract.

**PLACING AN ORDER:** Associated Technical Services, Inc. requires a signed proposal / contract to be submitted before any work orders can be scheduled. This must include a Social Security or Federal Tax ID Number. Once signed by customer, the sales proposal also serves as the binding project contract. Purchase Orders are not required but strongly recommended. Change Orders will be provided by Associated Technical Services, Inc. and will require a signature by the customer before they will be included in the project.

**BILLING TERMS:** Standard – Installations less than \$1,500.00 requires 100% Deposit at the time of the initial order. All Installations greater than \$1,500.00 requires a deposit of 50% at the time of the initial order with the balance due at the time of completion. Any other Billing Terms must be agreed on in writing by Associated Technical Services, Inc. at the time of the initial order or these Standard Billing Terms will apply.

**WARRANTY:** All equipment is warranted by the manufacturer(s). We guarantee all installation work to be free of defects for a period of one year from installation date. This warranty does not apply to components which have been subject to abuse, misuse, negligence, accidents, acts of GOD, act of war or to which any modifications, alterations, or repairs have been made or attempted by anyone other than Associated Technical Services, Inc. employees. Warranty is void if other equipment and / or components are installed or modifications are made to the system not provided by Associated Technical Services, Inc. Programming changes required after 60 days of commissioning of the system will be billable at the current billable rate. Non-warranty repairs requested by the Purchaser will be subject to Associated Technical Services, Inc. then current rate.

**COMMISSIONING OF AN INSTALLATION:** Any installation is considered to be complete when customer signs-off on installation or work order. Commissioning of any system requiring inspections from Local, State, or Federal officials, must be scheduled with Associated Technical Services, Inc. at least two (2) days prior to the inspection date and time. This should be scheduled with Associated Technical Services, Inc. Project or Operations Manager assigned to your project. System and Equipment training should also be scheduled with your Associated Technical Services, Inc. Project or Operations Manager. Factory training at the manufacturer is not included unless priced as a line item in the quotation / contract.

**SERVICE & FINANCE CHARGES:** 5% service / financing charge per month will be added to all amounts not paid by the 10<sup>th</sup> day of each progress billing cycle. A 5% service / financing charge per month will be added to all amounts not paid 15 days following final invoice date (final invoice date is that date which the final invoice is presented to customer). Accounts over 30 days past due may be turned over for collections. Service charges, legal fees, and / or court costs will be added to the balances placed for collections. Nonpayment of this quotation / contract voids the warranty. Nonpayment or service agreement voids warranty and voids certifications with any applicable local, state, federal jurisdictions, and / or applicable insurance policies (i.e. Factory Mutual).

**ALARM MONITORING SERVICES:** Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Associated Technical Services, Inc. standard alarm monitoring services agreement.

**CUSTOMER RESPONSIBILITIES:** Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling materials, light, water, heat, heat tracing, electrical services, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall properly notify Company of any malfunction in the Covered System(s) which comes to the Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising there from.

Customer may further be required to:

- Supply required schematics and drawings unless they are to be supplied by Associated Technical Services, Inc. in accordance with this Agreement;
- Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Associated Technical Services, Inc. as soon as possible under the circumstances.
- Provide Company access to any system(s) to be serviced,
- Comply with all laws, codes, and regulations pertaining to the equipment and / or services provided under this agreement.

**PAYMENT TERMS:** Standard – Installations less than \$1,500.00 requires a 100% Deposit at the time of the initial order. All Installations greater than \$1,500.00 require a deposit of 50% at the time of initial order, with balance due at completion of the installation. Any other Billing Terms must be agreed on in writing by Associated Technical Services, Inc. at the time of the initial order or these Standard Billing Terms will apply.

**WORK SCHEDULE:** This proposal is based on using standard labor rate schedule during normal business hours of 8 AM to 5PM Monday through Friday, exclusive of Holidays.

**PRICES:** Prices are based on the device counts and project listed in the proposal. Any adjustments to device quantity or scope will be noted on an approved and signed change order.



**PROPOSAL PRICES:**The proposal prices are good 30 days from the proposal date unless noted by an ATS representative.

**WORK STOPPAGES:**Delays caused by the customer, an Act of God, customer work stoppage or any situation beyond the control of ATS will result in a negotiated redeployment and /or remobilization fee. The standard remobilization fee is \$1500.00 per ATS Technician, per day.

**STANDARD INSTALLATION:**This proposal is based on all areas being available and clear for installation of the proposed equipment and/or wiring. This proposal is based on a standard installation. Any unforeseen building construction issues or extraordinary installation requirements may incur additional charges. These charges or changes will be noted on an approved change order.

**EXTRAORDINARY INSTALLATION:**Extraordinary installation requirements may include, but are not limited to: concrete filled door frames, not noted on the proposal, asbestos or other environmental "Hot Zones" not noted or brought to the attention of ATS, unusual work hours outside of normal business hours. Local safety requirements or additional safety training required by the customer that was not brought to the attention of ATS personnel or included in the ATS proposal from the project outset. All conduits, conduit boxes, A/C power connections, core drilling and concrete penetrations, unless noted on the proposal, are to be supplied by the customer or the Electrical Contractor on the project and are not included in the prices submitted by ATS. If noted on the proposal that electrical work, as noted, is to be supplied by ATS, this work will be subcontracted to a Licensed Electrician and included in the proposal. Fire wall penetrations and all permits are the responsibility of the Electrical or General Contractor.

**ALARM MONITORING:**if alarm monitoring, of any type, is part of the attached proposal. A standard alarm monitoring contract is required to be executed, prior to work commencement.

Bank	Type of Account	Interest Rate	Time	Minimum to open	Deposits	MH	Other Requirements
Lake Ridge Bank	High Yield Savings Account	9,999.99 and up = 3.19%	ongoing	\$10,000	Yes	Yes	Must have an average of \$10,000 per month in order to earn the interest.
	CD Special	3.55% with APY = 3.6%	22 months	\$10,000	No	Yes	The highest CD special they have is a 22 month with interest rate of 3.55% so your APY is 3.6%; You can only add more funds when it matures; increase principal balance at maturity.
Mound City Bank	CD Special	3.79% APY	7 month	\$5,000	No	Yes	To keep them going when they mature, we would need to make sure we have a checking account with them. (Which we do have already.)
		3.79% APY	15	\$5,000	No	Yes	Same as above
		3.89% APY	25	\$10,000	No	Yes	Same as above

	High Yield Savings Account: Standard Money Market High Yeild Performance Plus Savings Account	Tiered from .15% APY to .3% APY .35% APY	ongoing ongoing		Yes Yes	Yes Yes	Must have a checking account to do this one; must always have \$2,500 or you have a maintenance fee. Below \$10,000 .15% APY; If it's \$10,000 - \$20,000 .2% APY; Anything over \$20,000 is .3% APY
<b>Summit Credit Union</b>	Certificate Plus Savings Account	1.25% APY .10% APY	12; 18; 24 ongoing	\$250 \$1	Yes Yes	Yes Yes	
	CD Special	4.05 % APY for 7 month; 4.20 % APY on 13 months	7 month or 13 month	\$5,000	No	Yes	highest yielding products ; If we open an ultimate checking account you can get a .10% bump on the CDs.
	Money Market Plus	.12% APY more funds you add, your APY goes up	ongoing		Yes	Yes	years ago they had 4% or 4.5% rates
<b>Famer's Bank</b>	CD Special	3.75% APY	9 month 18	\$25,000	No	Yes	You can add funds at renewal
	CD Special	3.50% APY	month	\$25,000	No	Yes	You can add funds at renewal
	Premier Savings Account	1.50% APY to 3.75% APY	ongoing	\$1,000 up to \$100,000; minimum to open is \$1,000	Yes	Yes	must be greater than \$100,000 to gain more interest

	<p>tiered savings account based on balance</p> <p>Gold money market checking account</p>	<p>1.50 % APY to 4.00% APY</p>	<p>ongoing</p>	<p>\$10,000 to \$100,000 (minimum to open is \$10,000)</p>	<p>Yes</p>	<p>Yes</p>	<p>After \$100,000, gold money market is eligible to gain higher interest rates that the premier savings account.</p>
<p>Old National</p>	<p>CD option</p> <p>Savings Account option</p>	<p>4.1 % APY</p> <p>.03 % APY</p>	<p>5 month</p> <p>ongoing</p>	<p>\$500</p> <p>\$50</p>	<p>No</p> <p>Yes</p>	<p>Yes</p>	<p>Add more funds at renewal and if we can renew every 5 months, this might be the best option for us. Add incoming donations to this account until the CD matures and we can transfer it. ** Must keep at least \$500 in savings as a balance to avoid fees.</p>
<p>** Would need all signers to sign signature card; proof of business license, etc.</p>							

VILLAGE OF MOUNT HOREB  
 BALANCE SHEET  
 MAY 31, 2025

LIBRARY OPERATING FUND

ASSETS

240-113145-000	CASH IN BANK-MCB CKG	481,101.62	
240-113245-000	CASH IN BANK-MCB INVEST (TECH)	26,151.56	
240-118250-000	CASH ON HAND	181.00	
240-121000-000	TAXES RECEIVABLE-CURRENT	137,333.00	
	TOTAL ASSETS		<u>644,767.18</u>

LIABILITIES AND EQUITY

LIABILITIES

240-211000-000	VOUCHERS PAYABLE	3,900.00	
240-211100-000	AP (DUE TO POOL)	2,769.36	
240-217000-000	ACCRUED COMP WAGES	1,153.09	
240-217500-000	ACCRUED YE WAGES	17,715.25	
240-261000-000	DEFERRED TAX ROLL REVENUES	137,333.00	
	TOTAL LIABILITIES		162,870.70

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>314,260.99</u>	
	BALANCE - CURRENT DATE	<u>314,260.99</u>	
	TOTAL FUND EQUITY		<u>481,896.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>644,767.18</u>

VILLAGE OF MOUNT HOREB  
BALANCE SHEET  
MAY 31, 2025

LIBRARY SPECIAL PROJECTS

ASSETS

241-113145-000	CASH IN BANK-MCB CKG	13,086.79	
241-115100-000	ENDOWMENT FUND	<u>246,613.68</u>	
	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	<u>( 502.84)</u>	
	BALANCE - CURRENT DATE	<u>( 502.84)</u>	
	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 5 MONTHS ENDING MAY 31, 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	390.13	970.62	2,000.00	1,029.38	48.5
240-467190-000 MEETING ROOM FEES	.00	125.00	150.00	25.00	83.3
240-467200-000 COPY CHARGES (TAXABLE)	373.99	2,419.36	5,000.00	2,580.64	48.4
240-469100-000 MISCELLANEOUS INCOME	585.87	544.26	2,600.00	2,055.74	20.9
240-469200-000 OTHER REV - CHILDREN PROGRAMS	500.00	500.00	.00	( 500.00)	.0
<b>TOTAL PUBLIC CHARGES</b>	<b>1,849.99</b>	<b>4,559.24</b>	<b>9,750.00</b>	<b>5,190.76</b>	<b>46.8</b>
<u>INTEREST AND DONATIONS</u>					
240-481100-000 INVESTMENT INTEREST	83.14	842.00	.00	( 842.00)	.0
240-485000-000 CONTRIBUTIONS-OTHER	3.30	1,438.05	1,000.00	( 438.05)	143.8
<b>TOTAL INTEREST AND DONATIONS</b>	<b>86.44</b>	<b>2,280.05</b>	<b>1,000.00</b>	<b>( 1,280.05)</b>	<b>228.0</b>
<u>TRANSFERS AND LONG TERM DEBT</u>					
240-492100-000 TRANSFER-GENERAL FUND (TAX)	.00	392,724.00	530,057.00	137,333.00	74.1
<b>TOTAL TRANSFERS AND LONG TERM</b>	<b>.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>1,936.43</b>	<b>675,066.64</b>	<b>816,300.00</b>	<b>141,233.36</b>	<b>82.7</b>

VILLAGE OF MOUNT HOREB  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2025

LIBRARY OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPER</u>					
240-551100-111 LIBRARY REGULAR WAGES	51,732.91	189,769.55	452,610.00	262,840.45	41.9
240-551100-112 LIBRARY REGULAR WAGES-BLDG MA	297.60	1,338.26	4,590.00	3,251.74	29.2
240-551100-122 LIBRARY OVERTIME	.00	.00	750.00	750.00	.0
240-551100-131 LIBRARY HEALTH	8,920.92	29,635.66	62,643.00	33,007.34	47.3
240-551100-132 LIBRARY DENTAL	542.02	1,812.98	3,792.00	1,979.02	47.8
240-551100-133 LIBRARY LIFE	77.30	299.26	385.00	85.74	77.7
240-551100-135 LIBRARY RETIREMENT	2,767.94	10,162.71	24,165.00	14,002.29	42.1
240-551100-136 LIBRARY FICA	4,017.19	14,744.62	37,938.00	23,193.38	38.9
240-551100-220 LIBRARY UTILITIES	723.00	13,130.02	35,097.00	21,966.98	37.4
240-551100-240 LIBRARY REPAIRS & MAINT. CONTR	2,080.00	13,580.23	37,794.00	24,213.77	35.9
240-551100-245 LIBRARY OFFICE MACHINE CONTRAC	159.05	712.92	2,100.00	1,387.08	34.0
240-551100-290 LIBRARY MISCELLANEOUS CONTRAC	.00	48,353.90	49,099.00	745.10	98.5
240-551100-310 LIBRARY OFFICE SUPPLIES	856.04	4,379.24	10,100.00	5,720.76	43.4
240-551100-315 LIBRARY POSTAGE	9.51	44.58	100.00	55.42	44.6
240-551100-320 LIBRARY FEES & DUES	.00	.00	1,376.00	1,376.00	.0
240-551100-328 LIBRARY PRINTING & PUBLICATION	80.78	448.28	2,800.00	2,351.72	16.0
240-551100-335 LIBRARY TRAINING & MILEAGE	44.08	1,034.54	3,500.00	2,465.46	29.6
240-551100-340 LIBRARY OPERATING SUPPLIES	208.53	1,308.57	2,000.00	691.43	65.4
240-551100-390 LIBRARY MISCELLANEOUS EXPENDIT	22.99	83.60	1,665.00	1,581.40	5.0
240-551100-420 LIBRARY TEEN PROGRAMMING	14.17	122.39	530.00	407.61	23.1
240-551100-421 LIBRARY ENRICHMENT PROGRAMS	102.28	1,884.14	2,465.00	580.86	76.4
240-551100-422 CHILDREN'S PROGRAMMING	.00	863.00	1,865.00	1,002.00	46.3
240-551100-423 LIBRARY SUMMER LIBRARY PROGRA	1,980.70	2,296.67	2,355.00	58.33	97.5
240-551100-424 LIBRARY REFERENCE MATERIALS	.00	.00	600.00	600.00	.0
240-551100-425 LIBRARY ADULT MATERIALS	2,741.98	9,824.10	30,450.00	20,625.90	32.3
240-551100-426 LIBRARY BOOKS/PERIODICALS	.00	3,677.74	4,211.00	533.26	87.3
240-551100-427 LIBRARY AUDIO	643.85	1,523.62	4,250.00	2,726.38	35.9
240-551100-428 LIBRARY VIDEO	766.17	3,278.67	8,357.00	5,078.33	39.2
240-551100-429 LIBRARY CHILDRENS MATERIALS	1,114.92	2,522.98	8,700.00	6,177.02	29.0
240-551100-430 LIBRARY TEEN MATERIALS	105.71	716.28	3,362.00	2,645.72	21.3
240-551100-431 LIBRARY INTERMEDIATE MATERIALS	275.40	1,367.00	8,078.00	6,711.00	16.9
240-551100-432 LIBRARY SOFTWARE/TECH.	503.01	1,127.35	3,402.00	2,274.65	33.1
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>80,788.05</b>	<b>360,649.22</b>	<b>826,614.00</b>	<b>465,964.78</b>	<b>43.6</b>
<u>LIBRARY REPL/REFUND</u>					
240-551110-499 LIBRARY REFUND LOST MA	.00	156.43	500.00	343.57	31.3
<b>TOTAL LIBRARY REPL/REFUND</b>	<b>.00</b>	<b>156.43</b>	<b>500.00</b>	<b>343.57</b>	<b>31.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>80,788.05</b>	<b>360,805.65</b>	<b>827,114.00</b>	<b>466,308.35</b>	<b>43.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 78,851.62)</b>	<b>314,260.99</b>	<b>( 10,814.00)</b>	<b>( 325,074.99)</b>	<b>2906.1</b>

VILLAGE OF MOUNT HOREB  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 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
<b>TOTAL INTEREST AND DONATIONS</b>	<b>.00</b>	<b>7,225.81</b>	<b>6,800.00</b>	<b>( 425.81)</b>	<b>106.3</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>7,225.81</b>	<b>6,800.00</b>	<b>( 425.81)</b>	<b>106.3</b>

VILLAGE OF MOUNT HOREB  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 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	.00	250.00	.00	( 250.00)	.0
241-551110-550 LIB SP PROJ ENDOWMENT INVESTM	.00	312.54	900.00	587.46	34.7
TOTAL LIBRARY SPEC PROJ	.00	7,728.65	5,900.00	( 1,828.65)	131.0
TOTAL FUND EXPENDITURES	.00	7,728.65	5,900.00	( 1,828.65)	131.0
NET REVENUE OVER EXPENDITURES	.00	( 502.84)	900.00	1,402.84	( 55.9)