Library Board Meeting
Thursday, August 27 at 7 AM
Library Meeting Room
105 Perimeter Rd.
Mount Horeb, WI 53572

Open:

Guest and Public Comments:

Approval of Minutes: July 23, 2026

Treasurer's Report:

- Approval of library bills
- Endowment Fund update

Director's Report

- July statistics
- Strategic Plan tracking/updates
- Village Administration Finance & Personnel Presentation
- Standardized of Village Departments

Agenda Items

- Consider update to Code of Conduct Policy
- Consider Slipstream / WPPI proposal for AI-enabled HVAC control field study
- Consider Personnel Requests (2027 – 2031)
- Consider Annual Evaluations for 2026

Future Agenda Items

Adjourn

Director's Report
08.27.26

July statistics (highlights):
I was able to grab total circ for SCLS libraries and compile it in a spreadsheet. Please find attached. We can compare how we are doing with other SCLS libraries. This is not yet available via SCLS because I think they are trying to automate the report process and haven't been able to do so yet.

- **Total checkouts = 14,770** In July of 2025, we checked out 15,551 items. We are still trailing for the year by about 4.5%. Most libraries are down in circulation since the migration.
- **Libby checkouts = 3,889.** In July 2025, we checked out 3,629 titles.
- **July door count/foot traffic = 12,697** Last year we had 12,611 visits in July.
- **Library cards issued** = The July report is not yet available via SCLS. Last year we registered 55 new patrons in July.
- **Computer sessions = 530.** In July of 2025, we also had 530 computer sessions.

Strategic plan tracking/updates:

Goal 1 initiatives (Staffing/Library Administration):

- We've welcomed our fall practicum student from UW-SLIS, Cayla Funnel. You will see her shadowing staff throughout the fall. I have an orientation document that staff members are updating (per their work areas) and we are going to use this as our syllabus moving forward so we can easily work with practicum students should they continue to choose our location for study.
- Andrew and I are working on scheduling for 2027. We try to plan the Saturday rotation and holiday weekends well in advance. Once we get that framework set up, we will work with the Leadership Team to choose next year's staff inservice dates.

Goal 2 initiatives (Customer Service):

- Staff received positive feedback for helping patrons with printing from mobile devices.
- Patrons were also very appreciative of the excellent programming provided throughout the summer reading program, which wrapped up August 7th. A total of 729 children registered to participate this year. We've only broke 700 a few times in recent years so we are very happy with this number!

Goal 3 initiatives (Outreach and Public Awareness):

- Hannah attended the Parent Drop Off night at the schools the week of August 10th. She took library card applications and had some good conversations with participants. We are always looking for ways to incorporate outreach into our work!
- I am working with South Central Library Directors for a library card drive in September. Each library will run their own library card drive in September and we will meet afterward to discuss what worked well/what didn't work. This will be an ongoing conversation to raise awareness about libraries and increase membership across all SCLS libraries.

Goal 4 initiatives (Collections):

- The Endowment Disbursement will go toward enhancing digital audio players for adults and children / and Wonderbooks for children. (Wonderbooks are when the audio player comes attached to the book so kids can read and listen at the same time. Wonderbooks are very popular for reluctant readers, ESL readers, and they often come in Large Print to help with skill-building.)

- We are getting ready to roll out a "Platinum Library Cardholder" circulation drive in September. Hannah created the design for new and lovely metal (platinum) library cards. I placed the order last week. Patrons will earn a card when they've reached 1000 checkouts. We have created a tracking document that is very similar to the 1000 books before Kindergarten program that the Children's Department runs. Platinum participants will have opportunities to earn prizes as they reach milestones along the way. Once patrons have attained a Platinum library card, it will come with added perks in partnership with the Friends of the Library. For example, moving forward, platinum cardholders can show their platinum card at the extended book sales for one free item. This "Platinum Library Cardholder" initiative is funded by the Friends of the Library.

Goal 5 initiatives (Facility):

- Work on the Emergency exits (Meeting Room and Children's Room) was completed on Monday, August 17th. Everything is looking and working great!
- Our Public Works director reached out to our roofer from last year to fix the dormer leak. That work is still pending.

Village Administration Finance & Personnel Presentation: I just wanted to share with you the presentation Village Administration made to the Finance and Personnel Committee Meeting in early August. This presentation outlines a path forward to help with the budget shortfall and goes over the special charges proposal. Please find attached.

Standardization of Village Departments: One of our Village Administrators goals is to have more standardization across departments. To that end, we will modify our Agendas to follow the Village Board meeting example. Moving forward I will follow the Village Agenda template for future library board meetings. Another standardization is to have all Village staff using a similar email signature across departments (with each Department logo), and each department will utilize similar letterheads moving forward (using the logo specific to each Department).

Agenda Items

- **Consider update to Code of Conduct Policy:** This update stems from a number of patrons leaving pets unattended on library property. Staff propose the following verbiage (in italics) which is also highlighted in the attached policy for your review:
  Unattended pets on library property is strictly prohibited. This includes and is not limited to:
    - *Pets left in vehicles;*
    - *Pets tied to the building, flag pole, benches, or any piece of library property;*
    - *Any pet left alone for any reason on library property;*

  When staff become aware of unattended pets, the patron will be asked to return and remain with their pet while on library property (e.g. use the library drive up window). Any violation of this policy may result in a permanent ban issued by the Library Director.
- **Consider Slipstream / WPPI proposal for AI-enabled HVAC control field study:** Slipstream provided the Village of Mount Horeb with the recent energy audit/plan. They contacted me to see if the library would participate in a field study program in which an AI-enabled HVAC controller would be added to our HVAC system/software. The purpose of the AI-enabled controller would be to study our current program, provide tweaks to the system if possible, and provide data for a report at the end which would tell us how we can conserve energy. This work would be covered by a grant from WPPI and would include the cost of installation and one year's subscription to the software/technology. It is my understanding that the AI-enabled

controller would have the ability to update settings and determine efficiencies or lack thereof. Staff would have the ability to ask the AI-enabled HVAC controller questions for troubleshooting HVAC facility management. Staff would be encouraged not to change any building settings and let the AI-controller manage the building's set points.

The Pros:

- Perhaps we could troubleshoot HVAC issues without needing to call in our HVAC provider as often, which could be a cost savings.
- Perhaps the AI-enabled controller would identify and help implement changes to the software which would result in energy and cost savings.
- Perhaps staff could learn form the AI-enabled controller more about HVAC facility management.

The Cons

- There could be potential risks involved when AI begins to interact with production systems.
- If something in our HVAC system broke due to the AI-enabled controller, we would be responsible for the cost of paying our provider to fix it.
- We would be responsible for any cost for any possible damage (in other building components) incurred by the AI-enabled controller if something malfunctioned.
- In reviewing the attached proposal/agreement:
    - I have some concerns about privacy as information would be collected and published as part of the study.
    - If the AI-enabled controller wanted to implement energy savings (such as keeping the building temperature higher), this might cause some issues with our public building as we do often get complaints that it is too hot in the main Reading Room area in front of the big window. (This is also a common complaint during elections.) Some of the language in the proposal makes it seem as though staff and the service provider should follow the recommendations put in place by the AI-enabled controller. Because we are such a large public facility and utilized by so many people, we may not be an ideal test case for this study. Perhaps another public Village building would be a better test case.
- **Consider Personnel Requests (2027 – 2031):** Village Administration would like staffing goals from each department for the next five years. The Leadership Team and I agree that we will need at least one additional fulltime position in the next year (and/or) by the time the new apartment complex opens next to us. Notwithstanding 90 new apartments next door, we still have some low staffing levels in our scheduling that one more fulltime position would help us bolster. Duties needed in the new position are more coverage/support of the public desk and more program support (adults and children). We are tentatively thinking through the position description and how it would look. In summary, the library needs one additional fulltime librarian in the near future and a second fulltime librarian position in five years' time (e.g. two fulltime positions total).
- **Consider Annual Evaluations for 2026:** Village Administration has determined to review and possibly modify the evaluation process for 2027. Thus, evaluations for other Village departments will not take place in 2026. However, this year the overall goal for the village is to work together to become a more professional, cohesive unit. Hence, the work done to standardize letterheads, email signatures, and other communication tools moving forward. If the Library Board would like to follow suit, we can do so and let our staff know the plan.

Future Agenda Items

Adjourn

LIB	JAN	% CHANGE from Jan 2025	FEB	% CHANGE from Feb 2025	MAR	% CHANGE from Mar 2025	APRIL	% CHANGE from Apr 2025	MAY	% CHANGE from May 2025	JUNE	% CHANGE from June 2025	JULY	% CHANGE from July 2025	2026 Total	YTD % Change
ACL	3887	4.24%	3952	8.39%	4321	9.84%	3408	-6.66%	2719	-22.65%	3232	-6.99%	3532	-10.10%	25,051	-3.20%
ALM	424	-4.93%	380	6.44%	446	18.93%	268	-22.99%	304	-14.61%	252	-4.18%	301	-14.25%	2,375	-4.85%
AMH	1266	88.11%	1210	30.53%	1406	32.27%	1036	8.94%	1091	18.07%	2050	46.64%	1961	38.88%	10,020	36.36%
ARP	823	-38.44%	856	-27.02%	910	-30.37%	885	-39.67%	798	-33.00%	1282	-9.78%	1313	-13.62%	6,867	-27.07%
BAR	14240	1.63%	13198	-1.49%	13900	-6.32%	12083	-13.32%	11224	-13.79%	13147	-9.87%	13160	-16.91%	90,952	-8.71%
BER	1763	-5.67%	1526	-7.74%	2175	21.04%	1787	-4.85%	1603	-8.19%	2037	-1.83%	1925	-11.74%	12,816	-2.91%
BLV	4389	-2.92%	3823	-5.21%	4513	-5.98%	3242	-31.75%	3100	-14.79%	4430	-15.00%	4302	-20.96%	27,799	-14.19%
BRD	3276	3.93%	2700	-9.46%	2886	-16.06%	2342	-26.56%	2194	-25.70%	2880	-17.34%	3257	-4.79%	19,535	-13.63%
CBR	3060	-10.05%	2689	-15.97%	3369	0.33%	2615	-17.82%	2951	-10.25%	3278	-3.08%	3460	-9.07%	21,422	-9.29%
CIA	968	23.16%	1039	7.00%	878	11.42%	907	-7.54%	1011	22.10%	1006	10.79%	903	7.24%	6,712	9.96%
COL	4549	-8.16%	4846	-1.56%	4436	-14.25%	3749	-34.37%	4310	-7.55%	5176	-9.48%	4794	-19.98%	31,860	-14.20%
CSP	6304	15.48%	5245	8.48%	5759	2.25%	5407	-2.52%	5151	1.46%	6514	10.00%	7412	12.59%	41,792	7.01%
DCL	7059	-32.16%	8059	14.25%	9315	-12.81%	7056	-22.80%	8088	-4.99%	9736	-5.10%	7550	-27.24%	56,863	-14.40%
DEE	2544	-2.45%	2116	-1.03%	2511	0.92%	1939	-38.33%	1887	-27.31%	2448	-23.90%	2676	-4.56%	16,121	-15.13%
DFT	16610	0.50%	14816	-5.46%	16827	-6.06%	14873	-5.05%	13643	-7.82%	17456	-16.63%	18475	-11.21%	112,700	-7.87%
FCH	24839	-4.42%	21855	-3.80%	24975	-3.80%	20680	-12.75%	21048	-10.88%	24310	-4.19%	25722	-7.34%	163,429	-6.68%
HAW	12317	-3.86%	10367	-6.07%	11290	-1.34%	10181	-8.25%	10452	-1.62%	10569	-6.64%	11114	-4.27%	76,290	-4.57%
HPB	21796	-1.77%	18469	-4.12%	21734	-2.92%	18343	-10.25%	19296	-8.21%	21264	-3.95%	22152	-2.17%	143,054	-4.68%
LAK	16567	-3.07%	14864	-2.40%	15974	-7.97%	14249	-10.36%	14001	-8.17%	14991	-0.83%	16191	-1.14%	106,837	-4.88%
LAV	531	-27.76%	526	-21.73%	566	-25.33%	488	-20.65%	277	-39.91%	478	-14.95%	481	-27.56%	3,347	-25.07%
LDI	4655	-6.88%	4424	-1.45%	4607	-14.72%	4082	-17.95%	4504	-6.98%	5754	-12.02%	6040	3.80%	34,066	-8.09%
MAD	29626	-3.00%	26743	-2.56%	30674	-6.33%	24729	-13.87%	25490	-12.30%	23688	-15.58%	23496	-22.31%	184,446	-10.82%
MAR	2729	1.53%	2347	3.99%	2634	-9.14%	2165	-19.70%	2301	-8.36%	2472	-29.23%	2437	-19.68%	17,085	-12.73%
MAZ	1503	-13.42%	1420	-12.72%	1381	-20.40%	1150	-33.33%	1335	-13.98%	1482	-25.83%	1728	-14.16%	9,999	-19.27%
MCF	12951	-7.37%	12451	-2.11%	14452	0.59%	11911	-9.15%	11731	-5.27%	14150	-0.85%	14975	-0.27%	92,621	-3.37%
MCM	16857	-11.89%	16506	-3.15%	18581	-8.50%	14657	-21.70%	13882	-23.00%	18072	-10.41%	18046	-14.94%	116,601	-13.38%
MEA	11267	1.90%	9780	3.49%	10689	4.50%	9592	-7.45%	9811	-0.04%	10473	0.19%	10627	-0.66%	72,239	0.24%
MFD	16341	-11.76%	15956	-6.72%	16925	-11.79%	14279	-21.62%	14090	-17.38%	17545	-9.72%	18462	-1.76%	113,598	-11.47%
MID	38644	-8.71%	34581	-6.55%	38988	-6.59%	33650	-12.54%	33152	-11.48%	39488	-8.63%	40115	-12.77%	258,618	-9.64%
MNT	1215	-1.30%	923	-14.30%	987	-19.03%	696	-45.50%	1013	-7.23%	1032	-17.90%	1023	-5.37%	6,889	-16.33%
MOO	16128	5.44%	14710	5.38%	16624	5.08%	13632	-4.14%	13333	-8.98%	17168	-4.31%	17133	-6.87%	108,728	-1.41%

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MRO	10075	-5.98%	8856	2.79%	9896	-1.97%	8588	-10.20%	7620	-21.97%	8942	-13.60%	8831	-19.84%	62,808	-10.43%
MRS	1244	51.15%	1334	18.79%	1179	30.85%	1159	-18.15%	1359	4.14%	832	-15.53%	846	-34.62%	7,953	1.35%
MSB	8127	-1.41%	6875	-10.96%	7830	-7.85%	6486	-17.47%	7338	-6.01%	7299	-11.45%	7937	-3.55%	51,892	-8.32%
MTH	14159	-0.44%	13181	-0.31%	14778	1.37%	12065	-11.15%	12113	-9.13%	14073	-6.97%	14770	-5.02%	95,139	-4.49%
NEK	2203	9.55%	2164	21.98%	2413	30.15%	1913	5.11%	1734	2.36%	2268	-4.06%	2515	5.10%	15,210	9.35%
NGL	3468	-2.31%	3270	7.67%	3743	14.89%	2810	-17.50%	1548	-49.26%	5132	44.69%	4662	24.92%	24,633	4.46%
NOF	848	15.06%	811	-6.24%	803	3.21%	838	13.40%	935	46.09%	1277	48.14%	1085	19.89%	6,597	19.38%
ORE	20136	4.42%	18202	-3.99%	20874	0.38%	17504	-8.09%	16819	-2.14%	20722	-5.34%	21687	-11.13%	135,944	-3.97%
PAR	1723	32.95%	1657	6.08%	1702	4.48%	1509	-11.03%	1448	-15.07%	1498	-0.40%	1600	-18.12%	11,137	-1.84%
PDS	6913	2.60%	6372	-6.27%	7211	0.98%	5790	-8.70%	5986	-8.18%	7559	-2.79%	8000	1.52%	47,831	-2.77%
PIN	42621	-2.52%	37459	-2.36%	43431	-0.65%	35084	-11.85%	35746	-10.34%	38047	-9.84%	41795	-6.60%	274,183	-6.24%
PLA	1354	-10.92%	1307	-13.96%	1423	-4.82%	1141	-12.16%	1055	-6.31%	1462	-4.51%	1417	-23.32%	9,159	-11.40%
PLO	4782	-2.79%	4308	-0.97%	4863	7.37%	3924	-25.89%	4349	-7.92%	4686	-10.02%	5011	-17.97%	31,923	-9.14%
POR	7986	-8.44%	7588	-10.48%	8047	-9.52%	7105	-18.56%	6732	-19.46%	9217	-6.07%	8742	-10.56%	55,417	-11.70%
POY	3597	5.45%	3145	6.94%	3281	-3.67%	3003	-14.57%	2952	5.20%	3393	5.14%	3535	1.20%	22,906	0.47%
RAN	1208	5.96%	1536	32.64%	1365	31.12%	1071	6.36%	1137	1.97%	1411	-8.97%	1446	8.56%	9,174	9.96%
RDL							0		0							
REE	9731	-8.92%	9210	-11.07%	10003	-5.23%	8840	-13.60%	8197	-12.93%	9666	-9.33%	10780	-1.25%	66,427	-8.78%
RIO	1175	-22.03%	936	-20.61%	1113	-7.48%	1105	-20.96%	1065	-14.94%	1490	-2.42%	1534	19.01%	8,418	-10.02%
RKS	835	38.25%	778	14.92%	825	13.48%	427	-44.83%	530	1.53%	427	-39.60%	458	-4.98%	4,280	-4.74%
ROM	1362	-3.06%	1137	-2.90%	1450	14.72%	1296	-8.92%	1473	7.36%	1896	-7.20%	1890	-13.26%	10,504	-3.25%
ROS	1117	2.48%	975	0.10%	1067	-8.02%	945	-0.63%	708	-26.56%	814	-22.77%	884	-17.61%	6,510	-10.40%
SCA	57	-56.15%	90	15.38%	69	-44.35%	203	141.67%	210	218.18%	134	226.83%	140	141.38%	903	55.42%
SCL							0		0							-100.00%
SEQ	48442	-2.54%	41507	-3.61%	47144	-4.70%	40932	-9.73%	41048	-8.73%	44636	-5.18%	47187	-7.40%	310,896	-5.95%
SGR	4667	24.49%	4190	-0.10%	4736	4.57%	3960	-4.44%	3920	-9.53%	4809	-1.48%	5211	0.68%	31,493	1.57%
SKC	6758	-1.86%	5963	-8.06%	7104	-1.47%	6213	-15.10%	5406	-18.47%	7053	-7.91%	7228	-12.20%	45,725	-9.32%
SMB	6405	-17.43%	5847	-13.51%	6910	-7.22%	5714	-20.31%	5510	-15.68%	5829	-10.35%	6351	-7.37%	42,566	-13.18%
STO	14844	-2.43%	12700	-5.05%	14566	-7.52%	12269	-13.43%	12838	-1.71%	14645	0.18%	14330	-11.40%	96,192	-6.03%
STP	21423	-4.90%	19408	-5.00%	22927	-2.51%	18419	-16.77%	18448	-13.40%	21615	-12.29%	21739	-9.67%	143,979	-9.23%
SUN	33533	-22.47%	38680	-6.43%	43687	-5.96%	34969	-15.49%	34650	-16.85%	48964	54.44%	53810	-0.77%	288,293	-3.91%

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VER	47842	-2.98%	43611	-1.47%	50643	-2.85%	41796	-11.60%	41616	-11.09%	52548	-9.40%	53875	-11.75%	331,931	-7.50%
WAU	24111	-2.89%	21822	-4.52%	24237	-5.15%	21157	-10.54%	19812	-10.68%	26037	-2.85%	26370	-4.00%	163,546	-5.65%
WID	4629	-13.40%	4499	1.01%	5115	0.75%	4651	-9.11%	4353	-8.32%	5453	2.23%	5206	-6.38%	33,906	-4.85%
WYO	175	-30.83%	150	-16.20%	121	-42.38%	125	-46.81%	143	-26.67%	149	-46.59%	118	-71.77%	981	-44.54%
ZZZ	338	46.96%	253	-2.69%	258	-21.10%	238	-16.78%	89	-46.39%	80	-48.39%	134	-39.09%	1,390	-15.45%
UNDEF																
DCLS	8303	-26.05%	9393	14.87%	10494	-9.41%	8215	-22.18%	9447	-3.78%					45,852	-38.27%
MADIS	197168	-2.93%	171911	-3.60%	195676	-3.74%	165310	-11.45%	168692	-8.79%					898,757	-33.42%
PCPL	27746	-4.26%	25071	-3.98%	29303	-0.94%	23556	-17.99%	23809	-12.93%					129,485	-36.37%
SCLS	395	9.42%	343	1.18%	327	-27.49%	441	19.19%	299	26.16%					1,805	-19.28%
LINKca	657016	-4.74%	602198	-3.28%	679547	-3.81%	569330	-13.21%	564677	-10.90%					3,072,768	-35.58%

VILLAGE OF
MOUNT HOREB
WISCONSIN

Alternative Funding Sources for FY 27

Finance & Personnel Committee

Date: August, 5th, 2026

Tonight's Agenda

VILLAGE OF MOUNT HOREB

- Financial Management Planning
- Budget Challenges
- General Fund - Undesignated Fund Results & Trends
- Types of Funds
  - General Fund
  - Special Revenues
  - Debt Service
  - Capital Projects Fund
  - Enterprise Funds
- The Challenge we Must Address
- Special Charges
- Special Charges 2026 Rough Estimates

Financial Managment Planning

The operating budget is based on strategic management principles, which allows the Village and Baird to utilize data-driven decision making to help us accomplish our goal of providing efficient and effective community based services.

Benefits of Financial Planning

Conduct five-year financial planning models through the FMP process. Preserve capacity to respond to future needs and meet quality of life needs. Invest in and plan for the future. Ability to prioritize public safety, parks and recreation, infrastructure, and employee retention.

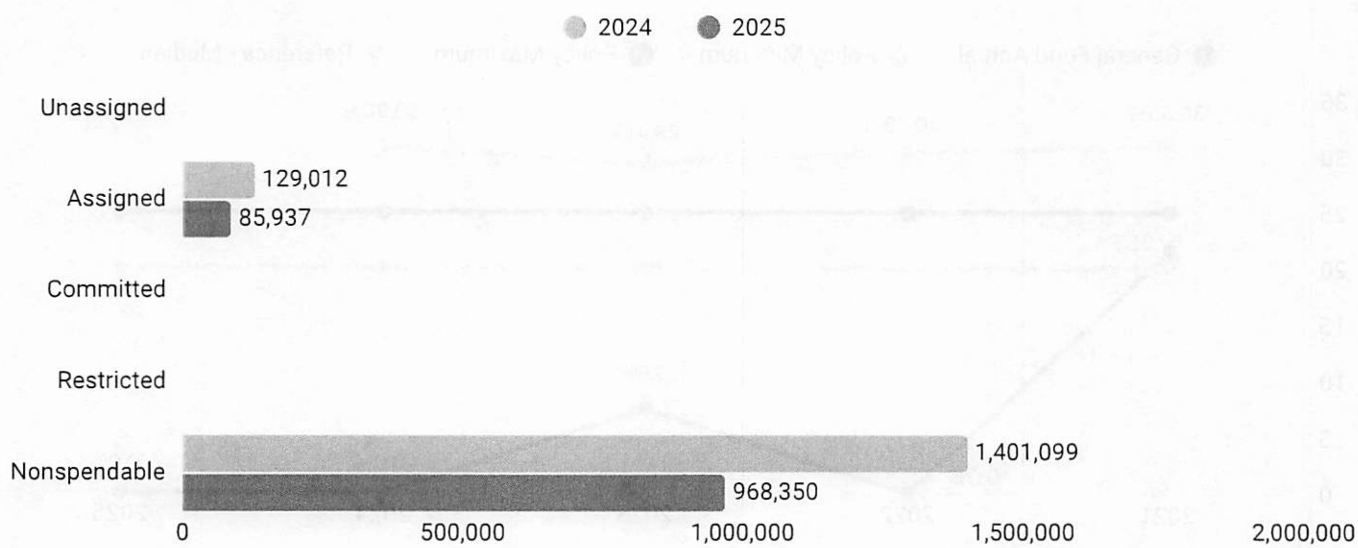
Major Financial Indicators

- Debt
- Average Annual Growth
- Undesignated Fund Balances

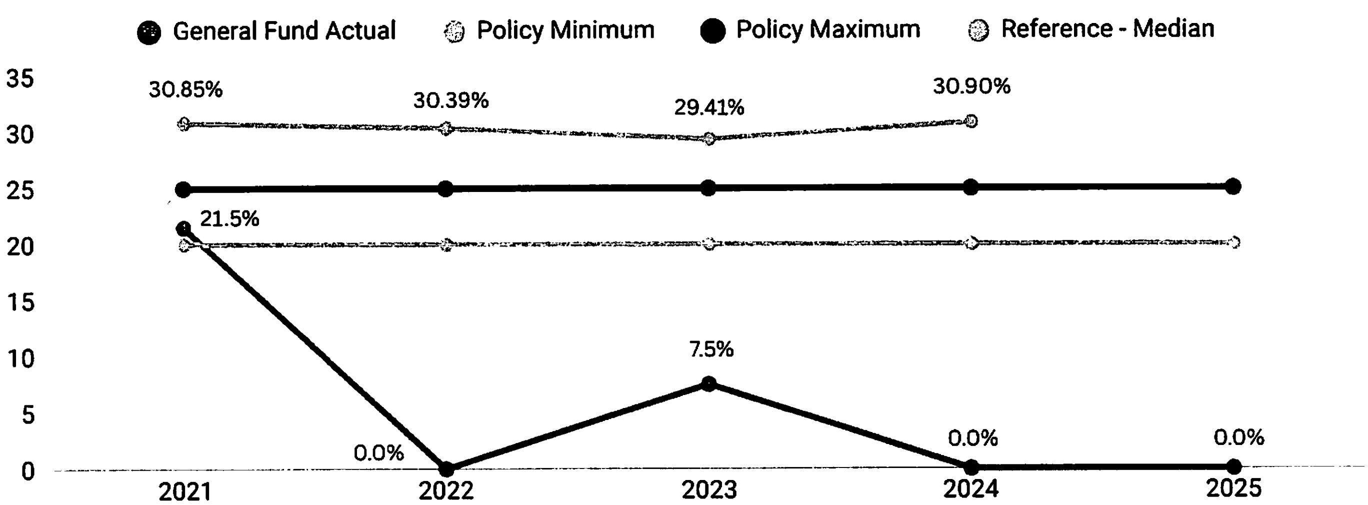
Budget Challenges

- Levy Limits
- Health Insurance Costs
- Resident's Financial Capacity
- Infrastructure Costs
- Inflationary Pressures
- Fleet / Equipment Costs

General Fund - Fund Balance Results



General Fund - Fund Balance Trends



Types of Funds

The Village records its financial transactions in individual funds. A fund is a grouping of related accounts used to maintain control over resources designated for specific activities or objectives.

Types of Funds

- General Fund
- Special Revenue Funds
- Debt Service Fund
- Capital Projects Fund
- Enterprise Funds

General Fund - *Fund #100*

VILLAGE OF MOUNT HOREB

The General Fund is the primary operating fund of the Village; it accounts for the revenues and expenditures necessary to carry out basic governmental activities.

The general fund tax levy is constricted through levy limits. The prior year's actual levy may be increased by a percentage equal to net new construction in the preceding year (or zero, if none).

Fund Sections

- General Government
- Public Safety
- Public Works
- Health & Human Services
- Culture & Recreation
- Conservation & Development

Special Revenue Funds - *Fund #200's*

All of the Village's Special Revenue Funds are non-major funds, and are designated for specific purposed. The Village of Mount Horeb has the following special revenue funds:

- Park Development Fund - *Fund #200*
- Terrace Tree Fund - *Fund #201*
- Future Streets Fund - *Fund #202*
- Swimming Pool Fund - *Fund #215*
- Cable Programming Fund - *Fund #225*
- Southwest Dane Outreach Fund - *Fund #230*
- Southwest Dane Outreach Special Projects Fund - *Fund #231*
- Library Fund - *Fund #240*
- Library Special Projects Fund - *Fund #241*
- Employee Retirement Insurance Fund - *Fund #250*
- Revolving Loan Fund - *Fund #280*
- Tourism Promotion Fund - *Fund #260*

Debt Service Fund - *Fund #300*

VILLAGE OF MOUNT HOREB

The Debt Service Fund is a major fund used to account for the accumulation of resources for and the payment of, general obligation long-term debt principal, interest, and related costs not abated by the proprietary fund operations.

The Village has currently reached 40% of our debt limit.

Capital Projects Fund - *Fund #400*

The Capital Projects fund is a major fund for acquiring, constructing, and rehabilitating village-owned assets funded by the all the funds, general obligation debt, and grants/donations.

Tax Incremental Financing Districts

The Village has three (3) active Tax Incremental Financing Districts currently classified as capital project funds. TIF #5 and #6 has not reached the end of the expenditure period as defined by state statute.

Enterprise Funds - *Fund #900's*

Enterprise funds account for operations like those of a private business. User fees are established and revised to ensure that revenues are adequate to meet all necessary expenses.

Electric - *Fund #910:* The Electric Utility is responsible for meeting federal and state electric management requirements. The Electric Utility is regulated by the Public Service Commission (PSC).

Water - *Fund #920:* The Water Utility is responsible for meeting federal and state water management requirements. The Water Utility is regulated by the Public Service Commission (PSC).

Wastewater - *Fund #930:* The Sewer Utility is responsible for meeting federal and state sewer management requirements and operating the wastewater treatment plant.

The Challenge We Must Address

The 2026 budget was balanced using one-time resources.

The Issue:

- The 2026 budget was balanced using one-time resources.
- Approximately $700,000 must be addressed in the next budget cycle for 2026 budget.
- Does not include any 2027 increases to the budget.

The Goal:

Replace one-time funding with sustainable, recurring funding.

Step 1: Stop using general fund cash to pay for capital projects (saves $300,000).
Step 2: Remove any capital projects out of general fund budget.
Step 3: Review all sections for potential budget cuts / find inefficiencies.
Step 4: Review for correct budgets allocations for Salaries and Benefits/TIF usage.
Step 5: Review current Waste Management Special Charge numbers to ensure 100% coverage.
Step 6: Implement Special Charges for Urban Forestry, Snow & Ice Removal, Fire Protection

Special Charges

The Village may "impose a special charge against real property for current services rendered by allocating all or part of the cost of the service to the property served." Wis. Stat. § 66.0627(2).

Service includes: snow and ice removal, weed elimination, street sprinkling, oil and tarring, repair of sidewalks or curb and gutter, garbage and refuse disposal, recycling, storm water management, tree care...

Pro: The Village has the ability to alter the fee based on how the financials look. A good year, the village could do 50% levy supported and 50% fee supported. A bad year could be 100% fee and 0% levy supported.

Con: Doesn't actually cut anything out of the budget. Residents are still paying, just in a different way.

Neutral: Must cut levy by 2013 expenditure amount. (Not Forestry).

Special Charges Continued

Village has the authority to impose a special charge, any "fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed." Wis. Stat. § 66.0628(2).

The phrase "reasonable relationship" is defined as "the cost charged by a political subdivision for a service provided to a person may not exceed the ... reasonable direct costs that are associated with any activity undertaken ... that is related to the fee." Wis. Stat. § 66.0628(1)(b).

To satisfy this requirement, the Village would need to design a special charge structure that ensures the amount of revenue collected does not exceed the Village's costs of maintaining [insert fee purpose]. In other words, the fee cannot generate general purpose revenue, but may only be used to reimburse the Village's actual and documentable costs.

Special Charges *(Rough Estimates)*

VILLAGE OF MOUNT HOREB

Urban Forestry *(fee based on acreage)*
2026 Budget = $107,172 2013 Budget = N/A Levy Impact = $107,172
0.10 acres = $2.97 0.20 acres = $5.94 0.30 acres = $8.91 0.40 acres = $11.88

Snow/Ice Removal *(fee based on acreage)*
2026 Budget = $171,853 2013 Budget = $57,965 Levy Impact = $113,888
0.10 acres = $4.73 0.20 acres = $9.47 0.30 acres = $14.20 0.40 acres = $18.94

Fire Protection Special Charge *(fee based on sf)*
2026 Budget = $697,908 2013 Budget = $326,223 Levy Impact = $371,685
2,500 sf = $173.46 3,000 sf = $208.15 3,500 sf = $242.84 4,000 sf = $277.53

Total Positive Levy Impact = $592,745

MOUNT HOREB
PUBLIC LIBRARY

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

Code of Conduct Policy

Created August 2004
Approved by the Library Board on September 29, 2004
Revised by the Library Board May 23, 2024

I. Introduction
II. Charge of the Library Staff
III. Code of Conduct Guidelines for Library Patrons
IV. Guidelines for Handling Code of Conduct Violations
V. Theft of Library Materials

I. Introduction

A. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1), the Mount Horeb Public Library Board of Trustees may enact regulations that serve to ensure the safety of all Library staff and patrons, protect the usefulness of the materials collection, and maintain order in the Library.

B. The Board of Trustees and Library staff are committed to providing an atmosphere where people of all ages may read, browse, do research, study, or participate in leisure activities such as book discussion groups, playing computer or board games, and engaging in other Library sponsored activities. This policy does not prohibit quiet conversation between patrons and/or staff members or conversations required to carry on Library programs or business. It is designed to preserve a reasonably quiet and safe atmosphere where Library patrons may use Library services and materials with limited disturbance.

C. Inappropriate behavior includes, but is not limited to, any activity that disturbs others, interferes with Library operations, or damages the building or its furnishings.

D. This policy has been established for all patrons. If a patron is not responsive to the needs of other Library users or disregards the policies protecting patrons, staff, or Library property, the patron will be asked to leave the Library.

E. For the purposes of this policy:

> **Ban** means that the individual "banned" may not enter the Mount Horeb Public Library while the "ban" is in effect, except for the sole purpose of voting if the library is the banned party's polling place. If the banned individual enters the Mount Horeb Public Library, staff will be advised to call the police and the individual may be arrested for trespassing.
>
> **Suspension** means that an individual may lose privileges to some or all aspects of Library service (Internet, checkout of materials, etc.) for a certain period of time.

II. Charge of the Library Staff

105 Perimeter Road
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The staff is obligated to enforce the Code of Conduct guidelines. In the event of a violation of the code of conduct, the patron will be asked to discontinue any violations or leave the Library for the rest of the day. This decision is left to the discretion of the Library Director and their designee.

III. Code of Conduct Guidelines for Library Patrons

To guarantee full access to Library services, Library patrons will be responsible for following the guidelines below: The behavior rules listed in this document shall apply to all patrons on Library property as well as attending outreach events provided by the Library.

A. Behavior that is disruptive to Library patrons or staff will not be permitted. This includes, but is not limited to, excessive noise, harassment, drunkenness, running, or horseplay.
B. Patrons may not engage in disruptive conversations or use personal electronic equipment at a volume that is disturbing to other library users.
C. Patrons may not engage in any sexual contact, language, activities or conduct.
D. The Mount Horeb Public Library prohibits, on Library premises, all firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statue sec 939.22(10).
E. Be considerate of other Library patrons and Library staff:
   - Keep noise to a minimum.
   - Patrons shall not utter profane, obscene, or offensive language
   - Patrons are not welcome behind service counters, in staff work areas, or the staff break-room unless authorized and supervised by the Library staff.
F. Smoking and/or the use of e-cigarettes are prohibited in the Library and within 20 feet of the building. (The foyer is considered the inside of the building.)
G. Food may be eaten in the library as long as it is kept away from library materials and equipment.
H. Patrons may bring a beverage into the Library in a securely covered beverage container; however, they may not take any beverages near the computers.
I. For your health and safety patrons are expected to be fully clothed, including footwear.
J. The perception of scents and fragrances is very subjective. Library staff members are not responsible for monitoring scents and fragrances, particularly with the public.
K. Service animals are welcome; however, all other pets are prohibited from the Library unless part of a Library sponsored program. Emotional support or companion animals are not allowed inside the library.
L. Unattended pets on library property is strictly prohibited. This includes and is not limited to:
   a. Pets left in vehicles;
   b. Pets tied to the building, flag pole, benches, or any piece of library property;
   c. Any pet left alone for any reason on library property;

   When staff become aware of unattended pets, the patron will be asked to return and remain with their pet while on library property (e.g. use the library drive up window). Any violation of this policy may result in a permanent ban issued by the Library Director.
M. Patrons may not take photographs or videos of Library users without their permission.
N. Hiding, theft of, or mutilating, defacing, underlining, highlighting, removing pages or portions, or otherwise damaging Library materials is prohibited.
O. Vandalizing or defacing the Library building, furniture, or equipment is prohibited.
P. Bikes are not allowed anywhere in the building.

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Q. Patrons are responsible for their personal items while in the Library. The Library is not responsible for lost/stolen items.

R. Sleeping in the Library for an extended period of time (more than 15 minutes) is not encouraged. Patrons sleeping in the Library may be awakened by Library staff if there is concern for the patron's health or well-being, or if the patron's sleep is disturbing others.

S. Only persons on Library business will be allowed to solicit for the sale of goods and services in the Library. Salespersons may meet with authorized Library personnel only. Exceptions may be made for Library sponsored activities and organizations affiliated with the Library.

T. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify Library use or satisfaction with Library services.

U. Respect the guidelines for computer usage. Please refer to our Computer, Electronic Device, and Internet Use Policy for more information.

V. Parents (guardians or designated caregivers) should remain within sight and sound of children ages 7 and under. For more information, please review the Library's Children in the Library Policy for more information.

IV. Guidelines for Handling Code of Conduct Violations

A. In the event of a violation of the Code of Conduct, the patron will be asked to discontinue any violations or leave the Library for the rest of the day. This decision is left to the discretion of Library Director and his/her designees.

B. Patrons whose behavior is illegal face immediate removal from the Library. Library staff will use their discretion in dealing with the patron, which includes the possibility of notifying the Mount Horeb Police.

C. In the event of continued violations of the Code of Conduct, the offending patron will be banned from the Library for up to 3 months or more.

- Bans will be determined by the Library Director.
- In severe cases, the Library Director may issue a permanent ban of a patron.

D. **In the event that a patron is banned for up to three months or more**, the patron shall be advised in writing of the ban and the reason(s) for such action. The offending person shall also be informed that the ban may be appealed at the next regularly scheduled Library Board meeting.

E. **In the event that a patron is permanently banned**, the patron shall be advised in writing of the ban and the reason(s) for such action. The offending person shall also be informed that after 1 year, the patron may petition and appeal to the Library Board to reinstate their privileges.

F. If a banned patron enters the Mount Horeb Public Library before the return date listed in the letter, staff will be advised to call the police and the individual may be arrested for trespassing.

G. The Library Director or member of the Leadership Team, acting on behalf of the Board of Trustees, may suspend the Library privileges of any individual who willfully violates Library regulations when the severity or continued reoccurrence warrants such action. [Wisconsin State Statutes 43.52 (2).] The Library Director or member of the Leadership Team will inform the Library Board of any such action taken.

H. Parents, legal guardian, or caregivers of children under the age of 18 will receive a letter notifying them of

the conduct violation and length of suspension of service or removal from the Library property if suspension of Library service exceeds 24 hours.

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I. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.

V. Theft of Library Materials

A. According to section 943.61 (3) of the Wisconsin State Statutes, the concealment of Library material beyond the circulation desk is evidence of intent to deprive the Library of possession of the material. (Materials may not be taken into the foyer unless they are checked out.) The discovery of Library material which has not been checked out in accordance with established Library procedures and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or belongings of another is theft.

B. According to section 943.61 (4) of the Wisconsin State Statutes, an employee of the Library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor.

C. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation of the accused person.

focus on energy

AI-ENABLED HVAC SYSTEMS FIELD STUDY
PARTICIPATION APPLICATION TERMS AND CONDITIONS

PROJECT DESCRIPTION & ELIGIBILITY

The FOCUS ON ENERGY® ("Focus") AI-Enabled HVAC Systems Field Study (hereinafter referred to as the "Study") will provide Wisconsin-specific field validation for AI-enabled HVAC Supervisory Control Platforms ("AI Platform"). Participants' eligibility for this offer is subject to the Terms and Conditions of this Participation Application ("Application") and approval by the Program Researcher, Slipstream, Inc., acting on behalf of Focus ("Researcher"). Upon approval, Researcher will coordinate the installation of monitoring equipment (by Researcher) by _______ [insert estimated installation date] and removal of monitoring equipment 12 months after installation or sooner. The AI Platform will be installed in the participating buildings; the monitoring equipment and the AI Platform are collectively known as "Equipment."

PARTICIPANT ELIGIBILITY REQUIREMENTS

- Participant must own the building where the AI Platform is being installed.
- The building site must receive electricity from a participating Focus on Energy utility.

INCENTIVES

Focus will pay 100% of the costs associated with AI-enabled HVAC Supervisory Control Platform hardware installation, software setup, and first year software subscription (if applicable). Incentives for implementing AI-enabled HVAC Supervisory Control Platform will be paid directly by Focus to the AI Platform provider, after verification by the Researcher through photos of the AI Platform hardware installations and sample screenshots of the AI Platform software user interface.

The customer has the option to pay any AI-enabled HVAC Supervisory Control Platform subscription costs (if any) incurred after the Study period.

RESEARCH TEAM

Program Researcher – Slipstream Inc., serving as site coordinator and research lead

Contact Information:

Joe Zhou
431 Catalyst Way
Madison, WI 53719
Xiaohui.Zhou@focusonenergy.com
608-210-7155

Installer – the entity responsible for installation, commissioning, and setup of the AI Platform, which may include the AI Platform provider local offices or its trained or certified contractor

EQUIPMENT INSTALLATION

- Participant agrees to allow Installer to install, commission, and set up the AI Platform at the Participant's building.
- Participant agrees to allow Researcher to install monitoring equipment at Participant's building to measure and verify the performance of the AI-enabled HVAC Supervisory Control Platform. The Participant will not incur costs for the installation of the monitoring equipment. The Participant will be given the opportunity to review and approve the placement of any monitoring equipment prior to installation. Participant agrees Researcher may "disable" and "enable" the AI Platform once every two weeks during the study period for research purposes.
- Participant acknowledges and agrees the monitoring equipment and FOCUS ON ENERGY® branding, trademarks, works of authorship, and other intellectual property are the sole property of Focus and nothing in this Application Terms and Conditions shall be deemed to convey title or any ownership interest to Participant at any time in the present or future.
- The Installer shall oversee and approve the installation, commissioning, and setup of the AI Platform. Any unused construction materials will be removed from the site after installation. Work areas shall be left clean, swept, and any furnishings or Participant items returned to their original locations.
- Participant agrees to allow photographs and videos to be taken during the installation of the AI Platform and monitoring equipment and for the pictures and/or videos to be anonymously published in written and online materials.

EQUIPMENT MONITORING

- After the monitoring equipment is installed, Researcher and authorized subcontractors may monitor and log Participant's HVAC system energy and operations data for up to 12 months after AI Platform installation, or longer as may be necessary and agreed by the parties.
- Participant acknowledges that the AI Platform may monitor, adjust, and optimize HVAC system operation, including potential automated or remote adjustment of system settings, depending on system configuration.
- Participant acknowledges that the AI Platform provider, Installer, and/or authorized third parties may access building systems, equipment data, and operational information as necessary to install, configure, and operate the AI Platform and associated systems.
- If deemed necessary by Focus on Energy and the Researcher, research may be terminated and monitoring equipment removed before the end of the 12-month monitoring period. If so required, reasonable notice would be provided to Participant.
- Participant agrees Researcher may service the monitoring equipment and/or install additional monitoring systems, as needed, during the Study.
- During the monitoring period, or at any other time during this Study, Researcher will collect Participant information related to the Study by conducting interviews with Participant. Participant may be asked to provide general building and HVAC system information, as well as feedback on the user acceptance of the AI Platform, impact to occupant comfort, and potential improvement in building operations and maintenance (O&M). Feedback will be collected twice over the course

of the Study.

- Participant agrees to contact the Researcher immediately if the AI Platform ceases to function as expected and to contact AI Platform provider directly for any technical support or service needs.
- Participant shall not modify or alter the monitoring equipment in any way. If the monitoring equipment is tampered with or damaged in any way, contact the Researcher point of contact as provided on page 2 of this Application.
- Participant agrees to have the AI Platform running on their building automation system (BAS) and not to alter any of the overrides or make changes to the system while the research is taking place. If events or circumstances alter the parameters of the AI Platform, contact the Researcher as identified on page 2 of this Application.

DISCLAIMERS, REPRESENTATIONS, AND WARRANTIES

Neither Focus on Energy or Researcher (collectively for this section referred to as "Focus") endorse any particular Installer, manufacturer, product, system, or design offered through this Study. Focus is not responsible for any tax liability imposed on the Participant as a result of the receipt of product and/or services.

FOCUS MAKES NO REPRESENTATION OR WARRANTY, AND ASSUMES NO LIABILITY WITH RESPECT TO THE QUALITY, SAFETY, PERFORMANCE, OR OTHER ASPECT OF ANY DESIGN, CONSULTING, PRODUCT, SYSTEM, EQUIPMENT, OR APPLIANCE INSTALLED OR RECEIVED AND EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, AND LIABILITY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Focus does not guarantee installation and operation of the Equipment will result in reduced energy usage or in cost savings. Focus is not responsible for the proper disposal/recycling of any waste generated as a result of this project. FOCUS IS NOT LIABLE FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE OPERATION OR MALFUNCTION OF THE PRODUCTS, EQUIPMENT, OR APPLIANCES, OR THE INSTALLATION THEREOF.

THIRD-PARTY AGREEMENTS

Participation in this Study does not modify, replace, or supersede any existing agreements between the Participant and any third party, including but not limited to installers, manufacturers, subcontractors, or AI Platform providers.

All such agreements remain in full force and effect, and the Participant is solely responsible for complying with their terms.

INDEPENDENT CONTRACTORS

All installers, manufacturers, subcontractors, and other service providers participating in connection with this Study are independent entities and are not agents, employees, or representatives of Focus or Researcher. Neither Focus nor Researcher shall be responsible for the acts or omissions of such third parties.

NO ONGOING SERVICE OBLIGATION

The Participant acknowledges that Focus and Researcher are not service providers and do not assume responsibility for ongoing system performance, maintenance, or servicing beyond the scope of the Study. Any such services must be obtained through the applicable installer, manufacturer, AI Platform provider, or other third-party provider.

INDEMNIFICATION

Participant shall protect, indemnify, defend, and hold harmless Focus on Energy and Researcher (collectively for this section referred to as "Focus"), their respective affiliates, subsidiaries, parent companies, officers, directors, agents, and employees, against any and all losses, damages, expenses, fees, costs and liability arising from or in any way connected with any program, design, consulting, product, system, equipment, or appliance. This indemnification obligation shall include, but not be limited to: (a) Participant's breach of any obligations under these Terms and Conditions; (b) personal injury, death, or tangible property damage; or (c) Participant's negligence, willful misconduct, or violation of any applicable law, regulation, rule, court order or breach of any obligation to a third party. The Participant agrees that its indemnification obligations under this Section shall survive any expiration or termination of the Application Terms and Conditions and shall not be limited by any enumeration herein of required insurance coverage. This limitation shall apply regardless of the cause of action or legal theory pled or asserted. The State of Wisconsin, the Program Administrator, SEERA, and the Focus on Energy program shall have no indemnification obligations under the Agreement.

INSURANCE

Participant agrees to maintain a standard form insurance policy during the period of the Study and shall provide Researcher with proof of such insurance policy promptly upon request.

CONFIDENTIALITY & DATA PROTECTION

Participant data will be handled in accordance with the Focus on Energy Privacy Policy, available at https://focusonenergy.com/privacy-policy.

Participant acknowledges that data collected during the Study may be used to support research, analysis, and program evaluation activities. Such data may be aggregated or anonymized for reporting or program development and will not be used to identify the Participant without consent. The Study is not intended to collect personally identifiable information (PII), except as necessary to administer participation.

NOTICE REQUIREMENT

Any written notice, demand or request required or authorized in connection with this Study shall be deemed properly given if delivered in person, sent electronically via email, and/or transported by a nationally recognized overnight courier or first-class mail, postage prepaid to the addresses specified above, or to other addresses specified in writing by the Researcher. An originally executed version of this Application, if delivered electronically by one party to the other party as evidence of signature shall be deemed an original.

MODIFICATION OF TERMS

- Focus, in its sole discretion, may change any of the terms and/or conditions of this Study upon 30 days' written notice to the Participant.
- Focus may terminate participation in the Study by providing Participant with fourteen (14) days' written notice to the Participant.

- In the event Participant chooses to cease participating in the Study before it concludes, Focus may seek reimbursement from the Participant for all costs incurred in connection with its discretionary removal of its monitoring equipment.
- ***Change in Ownership of Building***. In the event the Participant intends to or does transfer ownership of the Building during the term of the Study, Participant must provide Researcher with thirty (30) days' written notice of such change, or as soon as is practicable. Participant must also notify the new building owner of the Study. Upon receipt of such notice from Participant, Focus may agree to terminate this Application's Terms and Conditions immediately. In the event of a transfer of this Application's Terms and Conditions to a new building owner, Focus will amend this document to replace the names of the former Participant with the new Participant's name(s), which must be executed by the new Participant.

FOLLOWING THE STUDY'S CONCLUSION

Upon the Study's conclusion, Researcher will remove all monitoring equipment. Any monitoring equipment not removed within one hundred twenty (120) days after the Study's conclusion shall become the property of Participant. Owner will be given options to continue AI services directly with the AI-enabled control platform provider or request that the AI services be removed.

POST-STUDY EQUIPMENT RESPONSIBILITY

Upon conclusion of the Study, Focus, Researcher, and any associated contractors shall have no obligation to maintain, repair, replace, or provide technical support for the Equipment remaining at the Participant's property.

The Participant agrees that any future issues, maintenance needs, or performance concerns related to the Equipment must be directed to the applicable Installer, AI Platform provider, manufacturer, or service provider.

VERIFICATION

The Participant may be contacted by an independent evaluator to verify installation and operation of the AI Platform through an onsite inspection, or the Participant may be asked to complete a survey about their experience with the Study.

SEVERABILITY

In the event any provision of this Application's Terms and Conditions is determined to be void or unenforceable, such determination shall not affect the remainder of this Application's Terms and Conditions, which shall continue to be in force.

GOVERNING LAW/VENUE

This Application shall be governed, construed and enforced under the internal laws of the State of Wisconsin, without regard to any law of conflicts that may direct the application of the laws of another jurisdiction. The exclusive venue for any dispute or controversy arising under this Agreement shall be the Dane County, Wisconsin Circuit Court or the Federal District Court for the Western District of Wisconsin.

CERTIFICATION

I certify the following:

- I am the owner or authorized agent for the property.
- This property receives electricity service from a Focus on Energy participating utility.
- I will not receive any compensation for my participation in the Study.
- I understand the AI Platform installed is experimental in nature, that Researcher-provided materials may not perform as intended, and is subject to Focus's Limitation of Liability.
- I will designate a single local point of contact to collaborate with the Research team on AI Platform and monitoring equipment installations, respond to interview requests, and provide 12 months of utility data pre-installation either directly to the research team or by completing a Utility Customer Authorization Release Form.

I have given my permission to allow access to the property to complete the work, in accordance with the following provisions:

- Installer will install and set up a new AI-enabled HVAC Supervisory Control Platform.
- The research team will install energy monitoring equipment to gather data on the AI Platform for up to 12 months following the AI Platform installation. The research team will also collect 24 months' of whole-building energy data/bill from the building owner.
- I agree to allow Researcher access to be able to inspect, install, monitor, or service the monitoring equipment.
- I agree to allow post-installation inspections, subject to reasonable advance notice.
- I agree to provide the existing building HVAC and building control information needed for the research team to plan for M&V device installation and data collection and analysis.
- I agree to complete one pre-install interview or survey and one post-installation interview or survey conducted by the research team as part of this study.

Participant Name: ______________________________

Participant Signature: ______________________________

Date: ______________________________

Site Address: ______________________________

Focus on Energy :

Focus on Energy Signature: ______________________________

Date: ______________________________

Focus on Energy Address: ______________________________

PROJECT INFORMATION

focus on energy
Partnering with Wisconsin utilities

section 1

ACCOUNT AND CUSTOMER INFORMATION

Tax Identification Number (Check one) ❑ FEIN or ❑ SSN*

*If you use a Social Security Number (SSN) as your Tax Identification Number, **do not provide it below**. You will be contacted by the Program via email to provide a copy of your W-9 using a secure online portal, if it is not already on file. **You must list an email address in Section 3.**

FEIN

TAX CLASSIFICATION OF CUSTOMER

(Check one. Required for all businesses, including non-profits.)

❑ Sole Proprietorship ❑ Individual ❑ Single-Member LLC
❑ C Corporation ❑ S Corporation ❑ Partnership
❑ LLC - C Corp ❑ LLC - S Corp ❑ LLC - Partnership

OWNER NAME (REQUIRED IF SSN IS USED AS TAX IDENTIFICATION NUMBER)

COMPANY NAME

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9)

CITY STATE ZIP

WHO DID YOU WORK WITH FROM FOCUS ON ENERGY? (CONTACT NAME)

section 2

JOB SITE INFORMATION

(Refer to your utility bills for account numbers below.)

JOB SITE BUSINESS NAME

ELECTRIC UTILITY AT JOB SITE ELECTRIC ACCOUNT #

GAS UTILITY AT JOB SITE GAS ACCOUNT #

❑ JOB SITE ADDRESS IS SAME AS LEGAL ADDRESS
❑ JOB SITE ADDRESS IS DIFFERENT (COMPLETE BELOW)

JOB SITE ADDRESS

CITY STATE ZIP

section 3

CUSTOMER CONTACT INFORMATION

JOB SITE CUSTOMER CONTACT NAME

PRIMARY PHONE # EMAIL ADDRESS

❑ I opt in to receive program updates via text message.
Preferred method of contact: ❑ Call ❑ Email ❑ Text

If Focus on Energy has a question about this application, we should contact: ❑ Customer ❑ Trade Ally ❑ Other________________

section 4

TRADE ALLY INFORMATION

TRADE ALLY CONTACT NAME

PRIMARY PHONE # EMAIL ADDRESS

TRADE ALLY COMPANY NAME

ADDRESS

CITY STATE ZIP

section 5

BUSINESS PAYMENT INFORMATION

Payee is responsible for any associated tax consequences.

Make incentive check payable to:
❑ Customer ❑ Trade Ally ❑ Rebate Administrator ❑ Other Payee
If you checked Other Payee, you must indicate the payee's relationship to the utility account holder below:
❑ Tenant ❑ Building Owner ❑ Other (specify) ________________

For All Payees this Section MUST be Filled Out
Mail check to: ❑ Customer Legal Address ❑ Job Site Address
❑ Trade Ally Address ❑ Alternate Address

COMPANY NAME

ADDRESS

CITY STATE ZIP

ATTENTION TO (OPTIONAL)

For Trade Ally, Rebate Administrator, and Other Payees

Trade Allies must be registered with the Program and have a current W-9 on file to receive payment.

Tax Identification Number (Check one) ❑ FEIN or ❑ SSN*

*If you use a Social Security Number (SSN) as your Tax Identification Number, do not provide it below. You will be contacted by the Program via email to provide a copy of your W-9 using a secure online portal, if it is not already on file. You must list an email address below.

FEIN

Tax Classification of Payee

(Check one. Required for all businesses, including nonprofits.)

❑ Sole Proprietorship ❑ S Corporation ❑ Partnership
❑ C Corporation ❑ LLC - S Corp ❑ LLC - Partnership
❑ LLC - C Corp ❑ Single-Member LLC
❑ Other ________________

Payee Contact Information

NAME

EMAIL ADDRESS

AI-ENABLED HVAC CONTROLS FIELD STUDY

SEEKING DEMONSTRATION SITES

FOCUS ON ENERGY® and WPPI are co-funding a field study on AI-Enabled HVAC Controls, which aims to evaluate energy savings, cost-effectiveness, and operation and maintenance improvement by Trane AI Control solutions.

Key Features

- **AI Control:** autonomously optimizes your HVAC system's energy consumption
- **Virtual AI Engineer:** essential companion for your facility management team

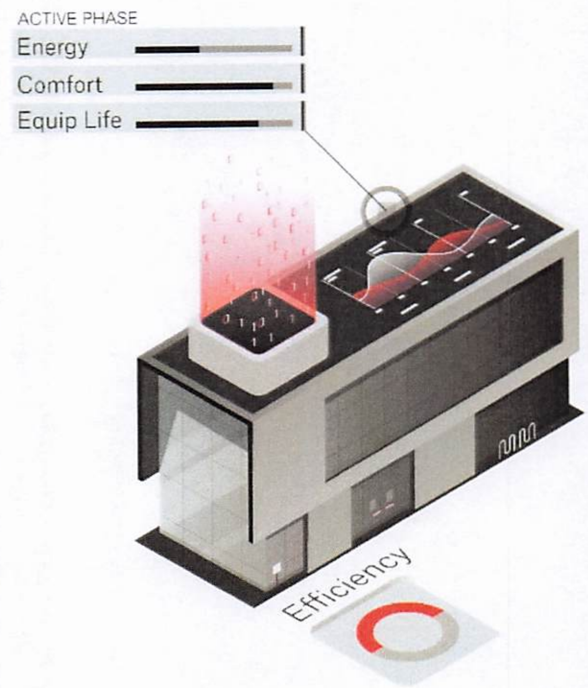
Benefits of Participating

- Covers 100% of implementation costs
- Significant HVAC energy savings (10–25%)
- Reduced O&M costs
- No existing hardware or software changes with Tracer Synchrony & SC+
- Fast time-to-value (within weeks)

Ideal Demonstration Site

- Medium- to large-size commercial building
- The building cannot be primarily made up by operating rooms, clean rooms, or pressure dependent spaces
- With or without an existing building automation system (BAS)

BRAINBOX AI



Want to participate?

If you are interested in becoming a demonstration site, or have questions, please contact Slipstream:

Xiaohui Zhou
608.210.7155 | xiaohui.zhou@focusonenergy.com

Tianyao Zhang
608.210.7158 | tianyao.zhang@focusonenergy.com

PARTNER

TRANE

SPONSORS

focus on energy
Partnering with Wisconsin utilities

WPPI ENERGY

This project is supported by a grant from Focus on Energy as well as a grant from WPPI through the Demonstration of Energy & Efficiency Developments (DEED) grant by the American Public Power Association (APPA).

VILLAGE OF MOUNT HOREB
BALANCE SHEET
JUNE 30, 2026

LIBRARY OPERATING FUND

	ASSETS			
240-113145-000	CASH IN BANK-MCB CKG		412,473.14	
240-113245-000	CASH IN BANK-MCB INVEST (TECH)		20,217.35	
240-118250-000	CASH ON HAND		181.00	
240-121000-000	TAXES RECEIVABLE-CURRENT		134,209.00	
	TOTAL ASSETS			567,080.49
	LIABILITIES AND EQUITY			
	LIABILITIES			
240-211000-000	VOUCHERS PAYABLE		3,900.00	
240-211100-000	AP (DUE TO POOL)		7,058.00	
240-217000-000	ACCRUED COMP WAGES		1,442.89	
240-217500-000	ACCRUED YE WAGES		19,237.32	
240-261000-000	DEFERRED TAX ROLL REVENUES		134,209.00	
	TOTAL LIABILITIES			165,847.21
	FUND EQUITY			
240-341125-000	ASSIGNED-TECHNOLOGY PROJECT		30,000.00	
240-342100-000	LIBRARY FUND BALANCE		121,855.97	
	REVENUE OVER EXPENDITURES - YTD	249,377.31		
	BALANCE - CURRENT DATE		249,377.31	
	TOTAL FUND EQUITY			401,233.28
	TOTAL LIABILITIES AND EQUITY			567,080.49

VILLAGE OF MOUNT HOREB
BALANCE SHEET
JUNE 30, 2026

LIBRARY SPECIAL PROJECTS

	ASSETS			
241-113145-000	CASH IN BANK-MCB CKG		8,845.04	
241-115100-000	ENDOWMENT FUND		293,327.92	
241-115200-000	LIBRARY BLDG EXPANSION ACCT		46,091.50	
	TOTAL ASSETS			348,264.46
	LIABILITIES AND EQUITY			
	FUND EQUITY			
241-341100-000	ASSIGNED-ENDOWMENT FUND		273,498.69	
241-342100-000	LIBRARY SPECIAL PROJ FUND BAL		36,606.78	
	REVENUE OVER EXPENDITURES - YTD	38,158.99		
	BALANCE - CURRENT DATE		38,158.99	
	TOTAL FUND EQUITY			348,264.46
	TOTAL LIABILITIES AND EQUITY			348,264.46

VILLAGE OF MOUNT HOREB
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2026

LIBRARY OPERATING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	FEDERAL AND STATE AID					
240-437200-000	DANE COUNTY LIBRARY AID	.00	258,841.00	258,841.00	.00	100.0
240-437210-000	OTHER COUNTY LIBRARY AID	.00	33,948.89	33,949.00	.11	100.0
	TOTAL FEDERAL AND STATE AID	.00	292,789.89	292,790.00	.11	100.0
	PUBLIC CHARGES					
240-467110-000	FINES - LOST/DAMAGED MATERIALS	131.00	1,372.15	2,000.00	627.85	68.6
240-467190-000	MEETING ROOM FEES	.00	60.00	150.00	90.00	40.0
240-467200-000	COPY CHARGES (TAXABLE)	369.34	2,934.14	5,000.00	2,065.86	58.7
240-469100-000	MISCELLANEOUS INCOME	.00	475.46	2,600.00	2,124.54	18.3
240-469200-000	OTHER REV - CHILDREN PROGRAMS	.00	2,500.00	.00	(2,500.00)	.0
	TOTAL PUBLIC CHARGES	500.34	7,341.75	9,750.00	2,408.25	75.3
	INTEREST AND DONATIONS					
240-481100-000	INVESTMENT INTEREST	12.45	461.95	.00	(461.95)	.0
240-485000-000	CONTRIBUTIONS-OTHER	757.87	1,028.47	1,000.00	(28.47)	102.9
	TOTAL INTEREST AND DONATIONS	770.32	1,490.42	1,000.00	(490.42)	149.0
	TRANSFERS AND LONG TERM DEBT					
240-492100-000	TRANSFER-GENERAL FUND (TAX)	.00	401,149.00	535,358.00	134,209.00	74.9
	TOTAL TRANSFERS AND LONG TERM	.00	401,149.00	535,358.00	134,209.00	74.9
	TOTAL FUND REVENUE	1,270.66	702,771.06	838,898.00	136,126.94	83.8

LIBRARY OPERATING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY OPER					
240-551100-111	LIBRARY REGULAR WAGES	36,454.54	227,932.08	466,162.00	238,229.92	48.9
240-551100-112	LIBRARY REGULAR WAGES-BLDG MA	123.86	1,143.41	4,590.00	3,446.59	24.9
240-551100-122	LIBRARY OVERTIME	.00	.00	750.00	750.00	.0
240-551100-131	LIBRARY HEALTH	6,264.75	37,279.73	74,531.00	37,251.27	50.0
240-551100-132	LIBRARY DENTAL	370.52	2,220.09	4,716.00	2,495.91	47.1
240-551100-133	LIBRARY LIFE	62.14	372.65	746.00	373.35	50.0
240-551100-135	LIBRARY RETIREMENT	1,938.61	12,606.53	24,242.00	11,635.47	52.0
240-551100-136	LIBRARY FICA	2,874.65	18,362.42	35,392.00	17,029.58	51.9
240-551100-220	LIBRARY UTILITIES	2,717.34	17,217.74	36,150.00	18,932.26	47.6
240-551100-240	LIBRARY REPAIRS & MAINT. CONTR	3,010.00	20,695.79	38,928.00	18,232.21	53.2
240-551100-245	LIBRARY OFFICE MACHINE CONTRAC	222.22	865.32	2,400.00	1,534.68	36.1
240-551100-290	LIBRARY MISCELLANEOUS CONTRAC	.00	49,499.85	50,417.00	917.15	98.2
240-551100-310	LIBRARY OFFICE SUPPLIES	701.98	4,106.16	10,100.00	5,993.84	40.7
240-551100-315	LIBRARY POSTAGE	.00	4.96	100.00	95.04	5.0
240-551100-320	LIBRARY FEES & DUES	.00	(16.96)	1,313.00	1,329.96	(1.3)
240-551100-328	LIBRARY PRINTING & PUBLICATION	154.99	778.27	2,800.00	2,021.73	27.8
240-551100-335	LIBRARY TRAINING & MILEAGE	.00	409.63	3,000.00	2,590.37	13.7
240-551100-340	LIBRARY OPERATING SUPPLIES	55.00	768.56	2,060.00	1,291.44	37.3
240-551100-390	LIBRARY MISCELLANEOUS EXPENDIT	19.00	611.59	1,665.00	1,053.41	36.7
240-551100-420	LIBRARY TEEN PROGRAMMING	260.30	260.30	541.00	280.70	48.1
240-551100-421	LIBRARY ENRICHMENT PROGRAMS	69.00	1,773.41	2,514.00	740.59	70.5
240-551100-422	CHILDREN'S PROGRAMMING	11.76	1,432.17	1,902.00	469.83	75.3
240-551100-423	LIBRARY SUMMER LIBRARY PROGRA	2,173.66	3,122.82	2,402.00	(720.82)	130.0
240-551100-424	LIBRARY REFERENCE MATERIALS	.00	.00	600.00	600.00	.0
240-551100-425	LIBRARY ADULT MATERIALS	2,544.66	13,845.42	30,450.00	16,604.58	45.5
240-551100-426	LIBRARY BOOKS/PERIODICALS	.00	2,936.21	4,211.00	1,274.79	69.7
240-551100-427	LIBRARY AUDIO	561.89	1,312.69	2,300.00	987.31	57.1
240-551100-428	LIBRARY VIDEO	326.87	4,898.64	8,000.00	3,101.36	61.2
240-551100-429	LIBRARY CHILDRENS MATERIALS	945.13	2,188.05	8,700.00	6,511.95	25.2
240-551100-430	LIBRARY TEEN MATERIALS	80.75	360.99	3,362.00	3,001.01	10.7
240-551100-431	LIBRARY INTERMEDIATE MATERIALS	346.53	2,015.20	8,078.00	6,062.80	25.0
240-551100-432	LIBRARY SOFTWARE/TECH.	608.00	1,727.90	3,297.00	1,569.10	52.4
240-551100-433	LIBRARY DIGITAL MATERIALS	.00	.00	7,156.00	7,156.00	.0
240-551100-434	LIBRARY OTHER MATERIALS	9.65	494.63	1,100.00	605.37	45.0
240-551100-810	LIBRARY EQUIPMENT	.00	22,167.50	8,015.00	(14,152.50)	276.6
	TOTAL LIBRARY OPER	62,907.80	453,393.75	852,690.00	399,296.25	53.2
	LIBRARY REPL/REFUND					
240-551110-499	LIBRARY REFUND LOST MA	.00	.00	500.00	500.00	.0
	TOTAL LIBRARY REPL/REFUND	.00	.00	500.00	500.00	.0
	TOTAL FUND EXPENDITURES	62,907.80	453,393.75	853,190.00	399,796.25	53.1
	NET REVENUE OVER EXPENDITURES	(61,637.14)	249,377.31	(14,292.00)	(263,669.31)	1744.9

VILLAGE OF MOUNT HOREB
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2026

LIBRARY SPECIAL PROJECTS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	INTEREST AND DONATIONS					
241-481100-000	INVESTMENT INTEREST	1,302.00	2,330.31	1,800.00	(530.31)	129.5
241-481200-000	MARKET ADJUSTMENT-INVESTMENT	20,164.28	17,055.11	.00	(17,055.11)	.0
241-485100-000	LOUISE KINDLUND BEQUEST	.00	5,000.00	5,000.00	.00	100.0
241-485200-000	GRANTS-OTHER	.00	4,469.00	.00	(4,469.00)	.0
241-485400-000	CONTRIBUTIONS-BLDG EXPANSION	.00	15,407.48	.00	(15,407.48)	.0
241-485500-000	CONTRIBUTIONS-ENDOWMENT FUND	.00	100.00	.00	(100.00)	.0
	TOTAL INTEREST AND DONATIONS	21,466.28	44,361.90	6,800.00	(37,561.90)	652.4
	TOTAL FUND REVENUE	21,466.28	44,361.90	6,800.00	(37,561.90)	652.4

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2026

LIBRARY SPECIAL PROJECTS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LIBRARY SPEC PROJ					
241-551110-419	LIB SP PROJ LOUISE KINDLUND EX	.00	5,000.00	5,000.00	.00	100.0
241-551110-490	LIB SP PROJ GRANT/CONTRIBUTION	.00	500.00	.00	(500.00)	.0
241-551110-550	LIB SP PROJ ENDOWMENT INVESTM	353.08	702.91	900.00	197.09	78.1
	TOTAL LIBRARY SPEC PROJ	353.08	6,202.91	5,900.00	(302.91)	105.1
	TOTAL FUND EXPENDITURES	353.08	6,202.91	5,900.00	(302.91)	105.1
	NET REVENUE OVER EXPENDITURES	21,113.20	38,158.99	900.00	(37,258.99)	4239.9