



City of Fort Atkinson
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, AUGUST 11, 2025 – 9:30 AM
FCCU COMMUNITY ROOM (MAIN FLOOR OF LIBRARY)**

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSPp5S0loa1lJdz09>

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

Dial by Location

+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least three (3) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Trust Update**
 - a. Bruce Waller from Edward Jones will present about the Library's trust
- 4. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the June 9 regular meeting
- 5. Financial Report**
 - a. Discussion relating to the August financial report of the library (Lippert)
- 6. Approval of Bills**
 - a. Review and possible action relating to the library's bills (Lippert)
- 7. Reports**
 - a. Director's Report
 - b. Friends of the Library Liaison Report

8. Unfinished Business

- a. Review progress relating to the Beautification Council's library bike rack replacement project (Lippert)

9. New Business

- a. Review and possible action relating to a beneficiary account at Edward Jones (Lippert)
- b. Review and possible action relating to the Library Assistant II: Cataloging position description (Lippert)
- c. Review and possible action relating to the Hoopla platform (Lippert)
- d. Review and possible action relating to the emergency replacement of the library's rooftop condenser (Lippert)
- e. Review and possible action relating to a preventive maintenance agreement with Ahern (Lippert)
- f. Review and possible action relating to the 2025 CIP furniture replacement project (Lippert)

10. Miscellaneous

11. Adjournment

Library Board Meeting Dates

- *Monday, January 13, 2025 at 9:30 a.m.*
- *Monday, February 10, 2025 at 9:30 a.m.*
- *Monday, March 10, 2025 at 9:30 a.m.*
- *Monday, April 14, 2025 at 9:30 a.m.*
- *Monday, May 12, 2025 at 9:30 a.m.*
- *Monday, June 9, 2025 at 9:30 a.m.*
- *Monday, August 11, 2025 at 9:30 a.m.*
- *Monday, September 8, 2025 at 9:30 a.m.*
- *Monday, October 13, 2025 at 9:30 a.m.*
- *Monday, November 10, 2025 at 9:30 a.m.*
- *Monday, December 8, 2025 at 9:30 a.m.*

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

PORTFOLIO ANALYSIS

PREPARED FOR

August 5, 2025

Dwight Foster Public Library

Page 1 of 8

Saving for Library operational finance

Special Purchase Portfolio Objective: **Balanced Toward Growth**

Account(s) Included

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE DESCRIPTION
536-25929	CITY OF FORT ATKINSON	Select-Corporation Income Focus
536-25940	CITY OF FORT ATKINSON	Advisory-Corporation All Equity Focus

Account(s) Not Included

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE DESCRIPTION
536-62474	EDWARD JONES TRUST CO AS CUST FBO DOROTHY ARLENE OTTING IRA C/O CITY OF FORT ATKINSON	Select Transitional- Traditional IRA Preservation Of Principal

Only assets that are included in the above goal will be incorporated in this report. This may include the accounts(s) listed above, assets held by a vendor outside of Edward Jones, and/or assets you indicated you hold outside of Edward Jones.

The office of:

Bruce C Waller AAMS®
Financial Advisor
(920) 563-9393



Important Disclosures

Prepared for: Dwight Foster Public Library

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Diversification by Investment Category

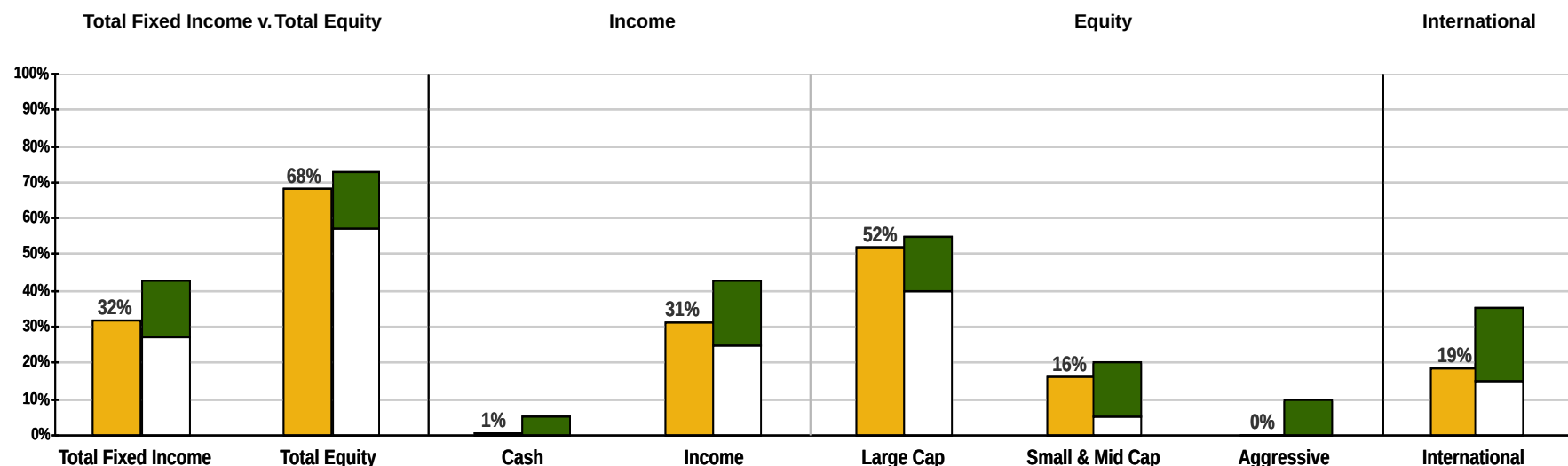
Portfolio Objective: **Balanced Toward Growth**

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Bruce C Waller
Financial Advisor

Prepared for: **Dwight Foster Public Library**
Saving for Library operational finance

August 5, 2025



Investment Category	Value	Actual	Suggested Range	Recommended Target
Fixed Income				
Cash	\$5,467	0.58%	0-5%	Middle
Income	\$293,706	31.15%	25-43%	Low
Total Fixed Income	\$299,172	31.73%	27-43%	Low
Equity				
Large Cap	\$490,037	51.98%	40-55%	Middle
Small & Mid Cap	\$153,602	16.29%	5-20%	High
Aggressive	\$0	0.00%	0-10%	Middle
Total Equity	\$643,638	68.27%	57-73%	High
Portfolio Total	\$942,811			
International	\$175,534	18.62%	15-35%	Low
Aggressive Income (included in Income)	\$0	0.00%	0-10%	Low

The Suggested Range reflects the Edward Jones Investment Policy Committee's recommended weightings for each investment category based on your Portfolio Objective. To take advantage of timely market opportunities and risks, we also recommend specific Targets within those Suggested Ranges.

Diversification by Investment Category

Portfolio Objective: Balanced Toward Growth

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Bruce C Waller
Financial AdvisorPrepared for: Dwight Foster Public Library
Saving for Library operational finance

August 5, 2025

What Do I Own?		What Is It Worth Today?			How Is It Diversified?								
Held By	Investment Name	Current Quantity	Current Price	Current Value	Fixed Income	Equity	Cash	Income	Large Cap	Small & Mid Cap	Aggressive	International	Aggressive Income
Fixed Income													
Acct. 536-25929 Dwight Foster Pub Library – Select Acct													
J	BLACKROCK LOW DURATION BOND A	18372	9.160	168,289	168,289			168,289					
J	BR TOTAL RETURN A	12604	9.950	125,416	125,416			125,416					
Acct. 536-25940 Dwight Foster Pub Library – Advisory													
J	JPM U.S. GOVT MNY MKT CAPITAL	5465	1.000	5,466	5,466		5,466						
J	MONEY MARKET INVESTMENT SHARES	0	1.000	1	1		1						
Equity													
Acct. 536-25940 Dwight Foster Pub Library – Advisory													
J	ISH COR MSCI ETF	1255	82.820	103,939		103,939			103,939			103,939	100%
J	ISH CORE S&P SC	350	110.820	38,787		38,787				38,787			
J	ISH MSCI GRW ETF	177	108.320	19,173		19,173			19,173			19,173	100%
J	ISH MSCI VLU ETF	307	64.130	19,688		19,688			19,688			19,688	100%
J	ISH RS M GRW ETF	234	140.580	32,896		32,896				32,896			
J	ISH RS MD-C ETF	197	93.460	18,412		18,412				18,412			
J	ISH RS MD-CP ETF	229	134.380	30,773		30,773				30,773			
J	ISH S&P500 GRWTH	173	113.050	19,558		19,558			19,558				
J	ISHARES MSC EAFE	445	73.560	32,734		32,734				32,734		32,734	100%
J	SPDR S&P 500 ETF	1672	73.890	123,544		123,544			123,544				
J	VNG GROWTH INDEX	46	449.690	20,686		20,686			20,686				
J	VNG LARGE CAP	301	290.060	87,308		87,308			87,308				
J	VNG S&P 500	99	577.350	57,158		57,158			57,158				
J	VNG VALUE INDEX	220	177.200	38,984		38,984			38,984				
Portfolio Total				\$942,811	\$299,172	\$643,638	\$5,467	\$293,706	\$490,037	\$153,602	\$0	\$175,534	19%
													\$0

Diversification by Investment Category

Portfolio Objective: Balanced Toward Growth

Bruce C Waller
Financial Advisor

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August 5, 2025

What Do I Own?		What Is It Worth Today?			How Is It Diversified?								
Held By	Investment Name	Current Quantity	Current Price	Current Value	Fixed Income	Equity	Cash	Income	Large Cap	Small & Mid Cap	Aggressive	International	Aggressive Income
					32%	68%	1%	31%	52%	16%	0%	19%	0%

Putting Your Performance into Perspective

Reviewing your investment performance over time is an important step to determine if you're on track toward achieving your financial goals.

To put your performance into perspective, this report can help you answer the following questions:

1. How am I doing overall?

Answering this question is crucial to staying on track, but it can be complex. Your personal rate of return, an industry-defined calculation, measures the performance of your account(s) by considering several factors, including the timing and amount of any additions or withdrawals you've made, dividends and interest paid, costs incurred and taxes withheld.

When it comes to comparing your personal rate of return, we believe that the benchmark most meaningful to you should be the rate of return needed to achieve your goal. To determine that rate of return, your financial advisor accounts for your specific goal, your comfort with risk and how long you have to invest.

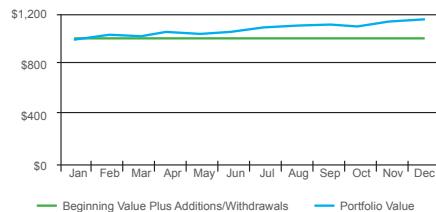
How Your Personal Rate of Return Is Calculated

Within one year, John and Jane both invest \$1,000 and achieve a \$100 gain, each ending the year with \$1,100.

John

January:..... Invested \$1,000

Rate of Return..... 10%



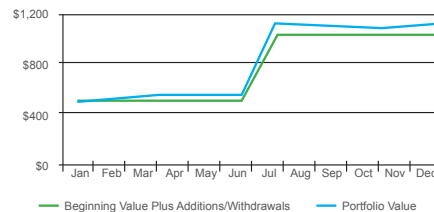
Because there were no additional investments or withdrawals, his personal rate of return is identical to the dollar-change percentage, 10%.

Jane

January:..... Invested \$500

July: Invested other \$500

Rate of Return..... 13.4%



Her rate of return is higher because half of her deposit was not invested until July, which means her investments had to perform better to achieve that same \$100 growth.

2. How is a specific investment doing?

When evaluating the specific investments you own, there are multiple factors to consider. Since this report is simply a snapshot in time, we believe you should think about not just an investment's current value but also:

- The outlook for the investment, including the Edward Jones Research Opinion
- The investment's return over time
- Your cost basis, which can help you better understand your possible capital gain or loss if you sell the investment
- The purpose of the investment in your portfolio (current income, growth potential, etc.)

At Edward Jones, we began tracking performance for clients on Jan. 1, 2009. This information is based on the performance of your investments since they have been held in the current account, but no earlier than Jan. 1, 2009. This also includes investments you owned during this period but have since sold. Certain events, including a transfer of an investment between accounts, a share class conversion or a change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated. Returns of fewer than 12 months are not annualized.

We're providing this information to help you stay informed and in turn on track to meet your long-term financial goals. If you have any questions, talk with your financial advisor.

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Putting Your Performance into Perspective

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Cost basis is the amount of your investment for tax purposes and is used to calculate a gain or loss incurred on the sale or other disposition of a security. Cost basis is not a measure of performance. The cost basis date generally reflects the initial trade date of the oldest shares you currently hold in your account. If the cost basis date for a mutual fund is 5/28/2010, you likely purchased the first lot of that mutual fund on or before 5/28/2010; however, that is the date Edward Jones began tracking mutual fund cost basis for reporting purposes. If the security was transferred to Edward Jones, the cost basis date reflects the information we were provided by the firm where the security was formerly held (e.g., if the cost basis date is 1/1/1901). The cost basis dates and amounts in this report should not be relied upon for tax preparation purposes. Please refer to your official tax documents for more information about reporting cost basis to the IRS. You should consult your attorney or qualified tax advisor regarding your situation.

Commissions and fees are included in your personal rate of return calculation. The rate of return information is provided by a third-party vendor and Edward Jones does not guarantee the accuracy of the return calculation. Performance information represents past performance and does not guarantee future results. The value of your account(s) is subject to market fluctuations such that, when your investments are withdrawn, they may be worth more or less than the stated value in this report.

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- Bloomberg Aggregate Bond Index¹ – Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.
- Bloomberg Municipal Bond Index¹ – This market-cap-weighted index includes investment-grade, tax-exempt bonds and is classified into four main sectors: General Obligation, Revenue, Insured, and Pre-refunded. Bonds with floating rates (including derivative and residual interest securities) are excluded.
- Russell 2000 Index² – Following the Russell 1000 measurement of the 1,000 largest U.S. companies, this index measures the performance of the next 2,000 largest U.S. companies based on total market capitalization, representing approximately 8% of the invested U.S. equity market.
- S&P 500 Index³ – A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float-adjusted, capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.
- MSCI EAFE⁴ – A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada). Source: MSCI. MSCI makes no express or implied warranties or representations and shall have no liability whatsoever with the respect to any MSCI data contained herein. The MSCI data may not be further redistributed or used to create indices or financial products. This report is not approved by MSCI.

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Performance Summary

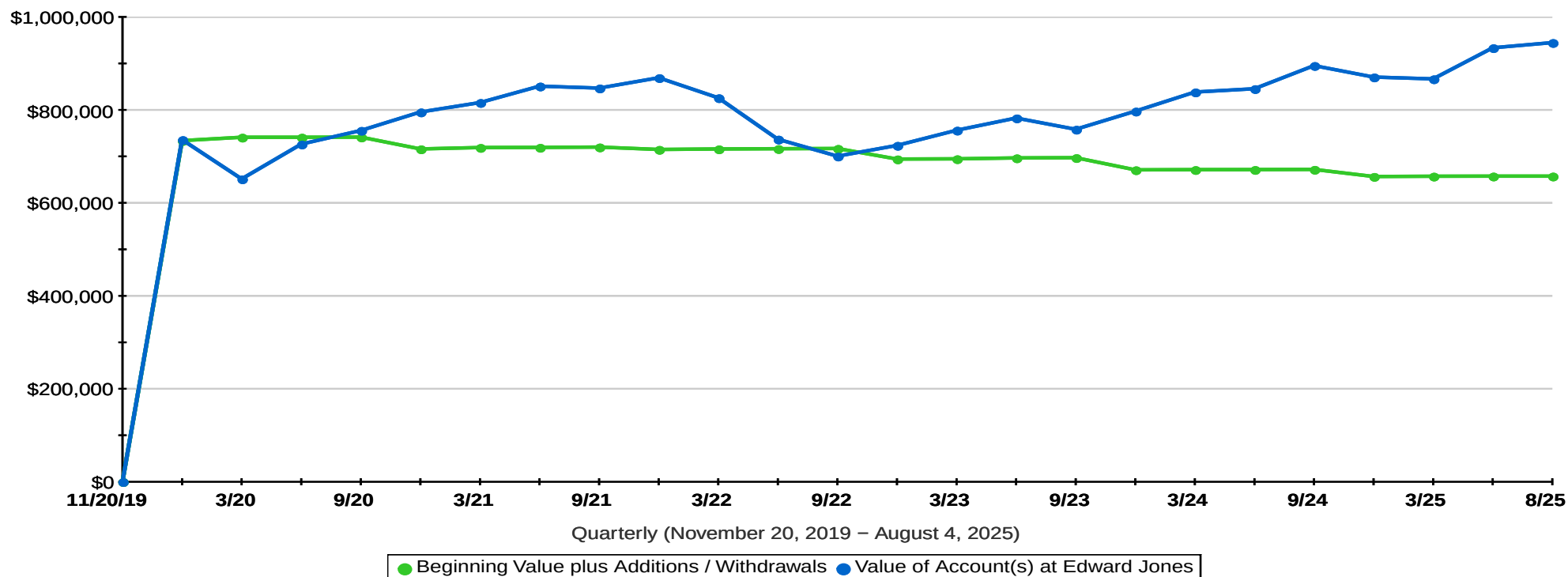
Portfolio Objective: Balanced Toward Growth

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Bruce C Waller
Financial AdvisorPrepared for: Dwight Foster Public Library
Saving for Library operational finance

August 5, 2025

This summary details the value of your account(s) at Edward Jones. It excludes information about assets held by a vendor outside of Edward Jones.



Value of Account(s) at Edward Jones	2022	2023	2024	2025	Since 20–Nov–2019
Beginning Value	\$869,158.69	\$723,535.93	\$797,199.43	\$870,627.51	\$0.00
Amount Added / Withdrawn	(\$20,568.16)	(\$23,277.00)	(\$14,316.09)	\$780.00	\$657,469.84
Return in \$	(\$125,054.61)	\$96,940.50	\$87,744.17	\$73,333.45	\$287,271.12
Ending Value	\$723,535.93	\$797,199.43	\$870,627.51	\$944,740.96	\$944,740.96
					Annualized Return
Your Personal Rate of Return as of Aug 4, 2025	–14.41%	13.39%	11.01%	8.42%	6.21%

Please refer to "Putting Your Performance into Perspective" for Important Information.

Library Board Minutes

Monday, June 9, 2025

Call meeting to order

Julie called to order at 9:33

Roll call and introductions

Present: Laura Becker, Lori Compas, Sarah Dorfman, Rebecca Houseman, Kyle Jacobson, Davin Lescohier, Julie Olver, Sara Podoll, Duane Scott, Sara Scullin, Minetta Lippert

Absent: Leslie LaMuro, Rob Abbott

Approval of Minutes

Correct Jaelynn's last name to Wagner

Duane moved to approve as amended; seconded by Sara Podoll

Unanimous approval

Financial Report

No discussion

Approval of Bills

Correct "snow" shoveling

Davin moved to approve as amended; Kyle seconded

Unanimous approval

Public Input

Nothing to share

Reports

a. Director's Report

Highlights: Alexandra Meyer hired as Summer Reading Program Assistant. The library is now fully staffed.

Biblioteka repaired timing issue with automated book drop

Summer reading program has begun and includes reading challenges and events for all ages.

Nickolas Butler will be here in late July for two events

Gary (regular patron) hopes to save \$50K this year by checking out library materials instead of buying them

The library has been reimbursed for the cost of staff conference attendance with IMLS funds.

Minetta attended crisis intervention training to learn how to respond when a patron is having a mental health crisis

b. Friends of the Library Liaison Report

Julie reported that a board member is interested in library funding advocacy; she advised him to investigate letter-writing campaigns and other activities that can be done in accordance with the group's 501(c)3 status.

The Friends are also considering a brat fundraiser.

No unfinished business

New business

- **Officer elections**

President - Sara Podoll nominated Julie Olver, Davin seconded

VP - Julie nominated Sara Podoll, Davin seconded

Secretary - Lori nominated Leslie LaMuro, Sarah Dorfman seconded

Davin moved to approve slate. Lori seconded. Unanimous approval

- **Committee assignments**

Swapped Julie for Diana and added the following:

Policy - Sarah Dorfman and Sara Podoll

Planning - Laura Becker

Personnel - No new members

Finance - Kyle Jacobson, Sara Scullin

Building and Grounds - Duane

Davin moved to approve, Sarah D seconded. Unanimous approval

- **Strategic Plan Updates**

Minetta shared highlights:

Minetta met with all part-time staff in early 2025

Half-day in-service training in March

Staff attended various conferences

New owls and laptops

Staff-led presentations for community groups

New email circulation notices

- **Proposal for bike rack replacement**

The board provided direction for the Beautification Committee:

- Needs to be obvious that it's a bike rack
- Consider capacity (No fewer than 7. Would be great to maintain current capacity for 12 bikes)
- Needs to be intuitive for kids to use
- Needs to visually integrate / align with existing bench so it looks intentional
- Future: Provide an air pump and toolset? City recently approved one for the Depot

Given that the Board won't convene in July and the project needs to be completed in August,

Duane moved to authorize Minetta to move forward with our recommendations.

Kyle seconded. Unanimous approval.

Trustee Training: Minetta would like to continue to review and update policy book.

Next meeting Aug 11

Davin moved to adjourn; Kyle seconded

Meeting adjourned at 10:35



August 2025
Financial Report

Expense Fund Accounts	Description	City Budget	Spent	\$ left in budget	Expected costs	Expected revenue	Projected left in budget
15-55-5511-0100	Salaries - Regular (FT)		\$360,000.00	\$201,862.50	\$158,137.50		\$158,137.50
15-55-5511-0200	Salaries - Part Time		\$130,000.00	\$74,132.96	\$55,867.04		\$55,867.04
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$11,960.91	\$11,039.09		\$11,039.09
15-55-5511-2500	Benefits		\$204,000.00	\$106,205.54	\$97,794.46		\$97,794.46
	Total Salaries and Benefits		\$717,000.00	\$394,161.91	\$322,838.09		
15-55-5511-0600	Supplies		\$20,000.00	\$14,323.51	\$5,676.49	\$4,905.00	\$10,581.49
15-55-5511-0700	Postage (Acct 38806)		\$800.00	\$963.14	-\$163.14		-\$163.14
15-55-5511-0800	Insurance		\$6,500.00	\$0.00	\$6,500.00		\$6,500.00
15-55-5511-0900	Telephone		\$400.00	\$432.85	-\$32.85		-\$32.85
15-55-5511-1000	Electricity and Water		\$39,000.00	\$19,377.81	\$19,622.19		\$19,622.19
15-55-5511-1100	Natural Gas		\$14,000.00	\$4,742.15	\$9,257.85		\$9,257.85
15-55-5511-1200	Maint. & Repair		\$26,000.00	\$19,611.14	\$6,388.86		\$6,388.86
15-55-5511-1300	Books		\$66,700.00	\$34,691.31	\$32,008.69		\$32,008.69
15-55-5511-1400	Other		\$800.00	\$461.32	\$338.68		\$338.68
15-55-5511-1500	Periodicals		\$4,800.00	\$1,651.19	\$3,148.81		\$3,148.81
15-55-5511-1600	A.V.		\$26,000.00	\$12,836.21	\$13,163.79		\$13,163.79
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$5,310.03	-\$1,560.03	\$2,525.00	\$964.97
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,392.45	\$607.55		\$607.55
15-55-5511-1900	Information Sources/Services		\$54,000.00	\$48,964.16	\$5,035.84		\$5,035.84
15-55-5511-2000	Programming		\$8,000.00	\$6,722.50	\$1,277.50		\$1,277.50
	Total Operations/Services		\$272,750.00	\$171,479.77	\$101,270.23		
	Total Operating Budget		\$989,750.00	\$565,641.68	\$424,108.32		
15-60-0065-1100	CIP Furniture Replacement		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-60-0065-1105	CIP Server replacement		\$14,000.00	\$0.00	\$14,000.00		\$14,000.00
15-60-0065-1103	CIP Computers		\$5,000.00	\$2,423.32	\$2,576.68		\$2,576.68
15-60-0065-1104	CIP Carpet/Flooring		\$4,000.00	\$0.00	\$4,000.00		\$4,000.00
	Grand Totals:		\$1,019,750.00	\$568,065.00	\$451,685.00		

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$19,344.73	\$19,344.56
15-44-0044-6120	Jeff. Co. Aid	\$298,147.00	\$298,147.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$3,622.86
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$798.03
15-47-0047-1100	Donations (City)	\$8,000.00	\$24,282.68
15-44-0044-6135	Trust Contributions	\$30,000.00	\$0.00
15-41-0041-1100	General Property Taxes	\$624,000.00	\$624,000.00
15-48-0048-1200	Insurance Recoveries	\$0.00	\$0.00
15-49-0049-9999	Fund Balance Applied	\$32,058.27	\$0.00
		\$1,019,750.00	\$970,195.13
	Donations (Edward Jones)	\$0.00	\$750.00

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (12/31/2024)
\$73,618.97	\$935,165.41	\$81,695.00

Signatures of Approval:

Library Director	Board of Trustees

Invoice Number	Description	Total Cost	GL Account and Title
AMAZON CAPITAL SERVICES			
13CW-1K1X-XQ4H	LEARN TO COUNT PUZZLE	-10.91	15-55-5511-0600 LIBRARY-Supplies
1CRJ-39MQ-9XL4	3 CMYK WAVELENGTH: THE PARTY GAME SHOW IN A BOX	31.49	15-55-5511-1400 LIBRARY-Other
1CRJ-39MQ-9XL4	MATTEL GAMES PHASE 10 CARD GAME FOR FAMILIES, ADULTS & KIDS, CHALLENGING & EXCITING RUMMY-STYLE PLAY WITH STORAGE TIN (AMAZON EXCLUSIVE)	10.99	15-55-5511-1400 LIBRARY-Other
1CRJ-39MQ-9XL4	MATTEL GAMES UNO FAMILY CARD GAME, WITH 112 CARDS IN A STURDY STORAGE TIN, TRAVEL-FRIENDLY, MAKES A GREAT TOY FOR 7 YEAR OLDS AND UP	10.99	15-55-5511-1400 LIBRARY-Other
1GGG-66FT-RPGQ	1 PATIKIL 4 INCH H BAND SILICONE RUBBER BANDS, 10 PCS STRONG ELASTIC SILICONE BANDS RUBBER WRAPPING BANDS FOR BOOKS CAMERASART COOKING WRAPPING EXERCISE BAG WRAPS, MULTICOLORED	8.49	15-55-5511-0600 LIBRARY-Supplies
1GHN-K44H-16DR	1 HAMIYELL PACK OF 6 COLORFUL SPRING SPIRAL WRIST COIL KEY CHAIN, WRISTBAND KEY RING	5.99	15-55-5511-0600 LIBRARY-Supplies
1HQ1-RTGK-NKML	FRUIT SNACKS, PENCILS, CROCHET KIT, PAINT SET, KITS	208.29	15-55-5511-1700 LIBRARY-Summer Reading Progra
1HXP-Q91J-JQYF	COLOR PAPER, CARDSTOCK	23.78	15-55-5511-0600 LIBRARY-Supplies
1KMR-W1Y6-HQR	1 AMOR DE COLORES	24.16	15-55-5511-2000 LIBRARY-Programming
1NGK-YWYH-9G4Y	2 PACK CLEAR TOTE BAG, STADIUM APPROVED SECURITY CLEAR BAG 12"X12"X6", STURDY PVC CONSTRUCTION ZIPPERED TOP, PERFECT FOR WORK, SCHOOL, SPORTS GAMES AND CONCERTS	25.98	15-55-5511-0600 LIBRARY-Supplies
1NLM-F9XG-LFK3	3 PADDINGTON IN PERU - DVD + DIGITAL	19.96	15-55-5511-1600 LIBRARY-A.V.
1NLM-F9XG-LFK3	THE UNBREAKABLE BOY [DVD] ASIN:AMAZON.COM SERVICES, INC	18.99	15-55-5511-1600 LIBRARY-A.V.
1NLM-F9XG-LFK3	SONIC THE HEDGEHOG 3 [DVD]	17.50	15-55-5511-1600 LIBRARY-A.V.
1NPX-T7JM-XPk9	PUZZLE, BOARD GAMES, MEMORY GAMES	175.65	15-55-5511-0600 LIBRARY-Supplies
1TVG-F496-4MWD	1 LEGO JURASSIC WORLD COLLECTION [DVD]	14.99	15-55-5511-1600 LIBRARY-A.V.
1VDT-CFGR-HXNH	1 A FORTY YEAR KISS: A NOVEL (THORNDIKE PRESS		

Invoice Number	Description	Total Cost	GL Account and Title
	LARGE PRINT TOP SHELF) ASIN: 1420521497SOLD BY: AMAZON.COM SERVICES, INCORDER #113-0849310- 4913822	36.99	15-55-5511-2000 LIBRARY-Programming
1VM7-7NPG-1PHM	1SHARPIE PERMANENT MARKERS BULK SET FINE TIP MARKERS SET FORPLASTIC METAL WOOD AND MORE BLACK 36 COUNT	17.97	15-55-5511-0600 LIBRARY-Supplies
1W6T-NR XR-NTM6	RAVENSBURGER MY HAVEN ARTIST'S SHED 1000 PIECE JIGSAW PUZZLE RELAXING PUZZLE IMAGERY EVERY PIECE UNIQUE WITH SOFTCLICKTECHNOLOGY DURABLE BLUEBOARD MADE ECO-FRIENDLY MATERIALS	24.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1XDG-KJ74-FTF4	ICONIKAL NO. 10 RIGHT WINDOW SECURITY ENVELOPE, WHITE, 24LB,500- COUNT	-17.17	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		649.12	
AT & T			
6/17/2025 12:00:00	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
6/17/2025 12:00:00	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
BRIDGES LIBRARY SYSTEM			
CINV2025-00549	ZOOM ENTERPRISE LICENSE	260.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total BRIDGES LIBRARY SYSTEM:		260.00	
BRODART CO			
Brodart May 2025	AUDIOBOOKS	431.59	15-55-5511-1600 LIBRARY-A.V.
Brodart May 2025	BOOKS	2,029.43	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		2,461.02	
CENTER POINT LARGE PRINT			
2171579	10 LARGE PRINT BOOKS	245.70	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		245.70	
CENTURYLINK			
740261230	STATE PROGRAM/LONG DISTANCE SERVICE #6	2.50	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		2.50	
CHARTER COMMUNICATIONS			
170837201052125	#4 LIBRARY	190.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv

Invoice Number	Description	Total Cost	GL Account and Title
Total CHARTER COMMUNICATIONS:		190.56	
DEMCO INC			
7656888	ENGRAVED MAGNETIC NAME BADGE	22.34	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		22.34	
DWIGHT FOSTER PUBLIC LIBRARY			
May 2025 Petty Cas	LANGHOLF AND PICK N SAVE: GIFT CARDS FOR SRP PRIZES	190.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
May 2025 Petty Cas	USPS: PACKAGES FOR ILL	47.41	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		237.41	
FESTIVAL FOODS			
5-31-25 LIBRARY	REFRESHMENTS FOR MEMORY CAFE PROGRAM ON 5/9/2025	22.24	15-55-5511-2000 LIBRARY-Programming
Total FESTIVAL FOODS:		22.24	
FORT HEALTHCARE HOSPITAL			
IVC010962	AED PURCHASE	2,409.00	15-55-5511-0600 LIBRARY-Supplies
Total FORT HEALTHCARE HOSPITAL:		2,409.00	
G.F.C. LEASING			
I01028290	#7 FOR 2025 12/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999100431602	1 LARGE PRINT BOOK	22.09	15-55-5511-1300 LIBRARY-Books
999100431604	1 LARGE PRINT BOOK	24.04	15-55-5511-1300 LIBRARY-Books
999100434850	3 LARGE PRINT BOOKS	77.32	15-55-5511-1300 LIBRARY-Books
999100461531	1 LARGE PRINT BOOK	21.44	15-55-5511-1300 LIBRARY-Books
999100461533	1 LARGE PRINT BOOK	24.04	15-55-5511-1300 LIBRARY-Books
999100481789	3 LARGE PRINT BOOKS	76.02	15-55-5511-1300 LIBRARY-Books
999100500240	5 LARGE PRINT BOOKS	124.10	15-55-5511-1300 LIBRARY-Books
999100512829	1 LARGE PRINT BOOK	23.39	15-55-5511-1300 LIBRARY-Books
999100536934	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999100538046	3 LARGE PRINT BOOKS	71.47	15-55-5511-1300 LIBRARY-Books
999100572898	2 LARGE PRINT BOOKS	46.13	15-55-5511-1300 LIBRARY-Books
999100577822	2 LARGE PRINT BOOKS	33.13	15-55-5511-1300 LIBRARY-Books
999300000560	5 LARGE PRINT BOOKS	120.20	15-55-5511-1300 LIBRARY-Books
9999100514901	3 LARGE PRINT BOOKS	72.12	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		765.08	
HOOPLA OR MIDWEST TAPE LLC			
507258211	DIGITAL AUDIOBOOKS, BINGEPASSES, COMICS, EBOOKS, MOVIES, MUSIC,		

Invoice Number	Description	Total Cost	GL Account and Title
	DIGITAL TELEVISION	916.24	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		916.24	
IGNATEK LLC			
22285	MONTHLY BILLING FOR TECH SERVICES	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
JIM'S JANITORIAL SERVICE LLC			
15515	05-19-25 TO 05-23-25	425.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15515	05-12-25 TO 05-16-25	425.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15539	GENERAL CLEANING 5/26/25-6/6/25	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15544	GENERAL CLEANING 6/9/2025-6/20/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		2,550.00	
JP MORGAN CHASE BANK-WIRE			
4505	REALLY GOOD STUFF-PICTURE BOOK BINS	199.99	15-55-5511-0600 LIBRARY-Supplies
4505	COSTUME SPECILIST-CURIOUS GEORGE COSTUME	270.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
4505	PLANET CHAOS-4 BOARD GAMES	163.48	15-55-5511-1400 LIBRARY-Other
4528	PLANET CHAOS-SQUISHMALLOWS, GAMES	114.98	15-55-5511-1400 LIBRARY-Other
Total JP MORGAN CHASE BANK-WIRE:		748.45	
KAPCO			
1499228	2 ROLLS OF EASY JACKET, 1 PACKAGE OF POLYESTER CORNERS	122.88	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		122.88	
MIDWEST TAPE			
507230739	2 CDS, 1 BLU-RAY, 1 DVD	68.36	15-55-5511-1600 LIBRARY-A.V.
507246033	3 DVDSS, AND 1 CD	77.96	15-55-5511-1600 LIBRARY-A.V.
507284970	2 CDS, 1 AUDIOBOOK, 1 DVD	86.76	15-55-5511-1600 LIBRARY-A.V.
507314786	3 DVDS	86.22	15-55-5511-1600 LIBRARY-A.V.
507361140	1 BLU-RAY	23.24	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		342.54	
PACKERLAND RENT-A-MAT INC			
3221380	MONTHLY MAT SERVICE	45.74	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		45.74	
ROCKET INDUSTRIAL INC			
530090	BATH TISSUE, MULTI-FOLD		

Invoice Number	Description	Total Cost	GL Account and Title
	PAPER TOWELS, CAN LINERS	270.19	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		270.19	
WATER DEPARTMENT			
6/30/2025 12:00:00	WATER	545.50	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		545.50	
WE ENERGIES			
6-24-25	#5 ELECTRIC	3,278.83	15-55-5511-1000 LIBRARY-Electricity and Water
6-24-25	#5 GAS	311.12	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		3,589.95	
WI DEPT OF ADMINISTRATION			
505-0000102348	TEACH SERVIES 01/01/2025-06/30/2025	600.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WI DEPT OF ADMINISTRATION:		600.00	
Grand Totals:		18,367.42	

Invoice Number	Description	Total Cost	GL Account and Title
ABENDROTH WATER CONDITIONING			
805441	SALT REPAIR WATER SOFTENER	503.25	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total ABENDROTH WATER CONDITIONING:		503.25	
AMAZON CAPITAL SERVICES			
137W-W4YN-YXP3	BOOKS	36.67	15-55-5511-1300 LIBRARY-Books
14RF-F1PK-XCJJ	JUV BOOKS	103.65	15-55-5511-1300 LIBRARY-Books
16GF-F46Q-YVCT	1 LA GUITARRISTA, THE ROCK STAR: BILINGUAL ENGLISH- SPANISHASIN: 0063254174SOLD BY: AMAZON.COM SERVICES, INCORDER #114-2237164- 9493033	15.00	15-55-5511-2000 LIBRARY-Programming
17JX-DJ1J-FQGG	DVDS	51.22	15-55-5511-1600 LIBRARY-A.V.
19KK-HJ11-F6CP	1EXPO DRY ERASE MARKERS CHISEL TIP BLACK LOW- ODOR PERFECT FORWHITEBOARDS NON- POROUS SURFACES & HOME OFFICES (PACK OF 1 36COUNT TOTAL)	22.49	15-55-5511-0600 LIBRARY-Supplies
1M6X-LL19-QCPD	1 XSTAMPER 22112 REFILL INK FOR XSTAMPER STAMPS, 10ML-BOTTLE, BLACK	10.52	15-55-5511-0600 LIBRARY-Supplies
1NMM-KCD9-XWF4	BOOKS	72.71	15-55-5511-1300 LIBRARY-Books
1QPV-NDCH-1H41	1GLIMPSES: A COMEDY WRITER'S TAKE ON LIFE, LOVE, AND ALL THATSPIRITUAL STUFF	19.47	15-55-5511-1300 LIBRARY-Books
1RJN-YMHC-XCW7	1AVERY PRINTABLE SHIPPING LABELS, SURE FEED TECHNOLOGY, 2" X 4",WHITE, 500 BLANK MAILING LABELS (8363)SOLD BY: AMAZON.COM SERVICES, INCORDER #113- 7506092-8219424	21.83	15-55-5511-0600 LIBRARY-Supplies
1Y7X-PCKQ-W4NC	1BADGER BASKET DOLL TRAVEL CASE WITH BED, BLANKET, PILLOW, MESHSTORAGE & PEEK-A- BOO WINDOW - FITS GIRL DOLLS - PORTABLE LUGGAGECARRIER WITH STRAPS FOR PRETEND PLAY & ACCESSORIES - HOT PINK	32.99	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		386.55	
AT & T			
6/28/2025 12:00:00	SERVICE	104.95	15-55-5511-0900 LIBRARY-Telephone
6/28/2025 12:00:00	SERVICE	104.94	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		209.89	

Invoice Number	Description	Total Cost	GL Account and Title
BRODART CO			
June 2025	BOOKS	4,175.66	15-55-5511-1300 LIBRARY-Books
June 2025	AUDIOBOOKS	553.59	15-55-5511-1600 LIBRARY-A.V.
Total BRODART CO:		4,729.25	
CENTER POINT LARGE PRINT			
2181862	16 LARGE PRINT BOOKS	402.12	15-55-5511-1300 LIBRARY-Books
2183646	1 LARGE PRINT BOOK	25.17	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		427.29	
CENTURYLINK			
744252820	STATE PROGRAM/LONG DISTANCE SERVICE #7	3.96	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		3.96	
CHARTER COMMUNICATIONS			
170837201062125	SPECTRUM SERVICES FOR 6/27/20225-7/26/2025	190.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
170837201072125	#8 LIBRARY	190.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		381.12	
CIVIC SYSTEMS LLC			
7637	Semi - Annual Software Support Fees	210.55	15-55-5511-0600 LIBRARY-Supplies
Total CIVIC SYSTEMS LLC:		210.55	
DEMCO INC			
7665020	4 PACKAGES BOOKMARKS, 2 ROLLS FILMOLUX SOFT LAMINATE	92.34	15-55-5511-0600 LIBRARY-Supplies
7667495	6 ROLLS OF ADDRESS LABELS, 2 BOXES LABEL PROTECTORS	129.48	15-55-5511-0600 LIBRARY-Supplies
7673701	4 ROLLS CUSTOM ADDRESS LABELS	129.44	15-55-5511-0600 LIBRARY-Supplies
7673970	3 ROLLS FILMOLUX LAMINATE	107.61	15-55-5511-0600 LIBRARY-Supplies
7675062	6 ROLLS ROUND IMPRINTED LABELS	258.11	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		716.98	
DWIGHT FOSTER PUBLIC LIBRARY			
June 2025 Petty Ca	USPS: 2 ROLLS OF STAMPS AND 7 PACKAGES	178.22	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		178.22	
ENVISIONWARE INC			
77390	ANNUAL MAINTENANCE AND SOFTWARE LICENSE		

Invoice Number	Description	Total Cost	GL Account and Title
	RENEWAL FOR LPT:ONE, RFID DESKPADS, AND X11 SELF CHECKOUT	1,609.57	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total ENVISIONWARE INC:		1,609.57	
GALE/CENGAGE LEARNING			
999100602640	LARGE PRINT BOOKS	100.71	15-55-5511-1300 LIBRARY-Books
999100612604	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999100613586	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999100635541	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999100645833	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999100658804	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999100682245	1 LARGE PRINT BOOK	22.39	15-55-5511-1300 LIBRARY-Books
999100689438	3 LARGE PRINT BOOKS	87.97	15-55-5511-1300 LIBRARY-Books
999100694097	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999100699902	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		409.35	
HOOPLA OR MIDWEST TAPE LLC			
507398304	DIGITAL AUDIOBOOKS, EBOOKS, COMCS, MOVIES AND MUSIC	920.03	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		920.03	
IGNATEK LLC			
22508	MONTHLY BILLING FOR TECH SERVICES	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
JIM'S JANITORIAL SERVICE LLC			
15570	GENERAL CLEANING 6/23/2025-7/4/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15575	GENERAL CLEANING 7/7/2025-7/18/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,700.00	
JP MORGAN CHASE BANK-WIRE			
4553	BAYSCAN-THERMAL RECEIPT PRINTER	290.14	15-55-5511-0600 LIBRARY-Supplies
4553	AMERIBASS-ALA MEMBERSHIP	125.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total JP MORGAN CHASE BANK-WIRE:		415.14	
KLECKERS HEATING AND AIR CONDITIONING			
i26287	AIR CONDITIONER REPAIRS	968.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total KLECKERS HEATING AND AIR CONDITIONING:		968.75	

Invoice Number	Description	Total Cost	GL Account and Title
KONE			
1158961295	ELEVATOR MAINTENANCE DUE TO BUILDING POWER FAILURE	919.97	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total KONE:		919.97	
MIDWEST ALARM SERVICE			
509108	REPLACED SMOKE DETECTOR IN SERVER ROOM	676.68	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MIDWEST ALARM SERVICE:		676.68	
MIDWEST TAPE			
507382908	3 DVDS, 1 CD	120.71	15-55-5511-1600 LIBRARY-A.V.
507405246	1 CD AND 1 DVD	44.83	15-55-5511-1600 LIBRARY-A.V.
507452669	1 AUDIOBOOK, 1 DVD	63.23	15-55-5511-1600 LIBRARY-A.V.
507486872	1 DVD AND 1 AUDIOBOOK	63.23	15-55-5511-1600 LIBRARY-A.V.
507486874	2 DVDS	53.98	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		345.98	
MUNICIPAL PROPERTY INSURANCE COMPANY			
48-10560-0725	Prop Ins - Library	7,028.74	15-55-5511-0800 LIBRARY-Insurance
Total MUNICIPAL PROPERTY INSURANCE COMPANY:		7,028.74	
PACKERLAND RENT-A-MAT INC			
3229038	MONTHLY MAT SERVICE	45.74	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		45.74	
PAPA BRUNKS BAKERY			
07152025	DONUTS AND SUPPLIES FOR DONUTS WITH PAPA EVENT	146.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total PAPA BRUNKS BAKERY:		146.00	
PENWORTHY COMPANY			
0609202-IN	8 JUV BOOKS	155.68	15-55-5511-1300 LIBRARY-Books
Total PENWORTHY COMPANY:		155.68	
REVERE ELECTRIC			
S5359028.001	B50ST CANDELA LAMPS	250.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total REVERE ELECTRIC:		250.00	
ROCKET INDUSTRIAL INC			
535321	BATH TISSUE, MULTI-FOLD PAPER TOWELS, CAN LINERS, SPARKLING RESTROOM DISINFECTANT	271.47	15-55-5511-0600 LIBRARY-Supplies

Invoice Number	Description	Total Cost	GL Account and Title
Total ROCKET INDUSTRIAL INC:		271.47	
WE ENERGIES			
7-22-25	#6 ELECTRIC	3,998.48	15-55-5511-1000 LIBRARY-Electricity and Water
7-22-25	#6 GAS	566.32	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		4,564.80	
WILS			
503400	COOPERATIVE PURCHASING ANNUAL SUBSCRIPTION FEE	199.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WILS:		199.00	
Grand Totals:		29,201.12	

Library Director's Report August 2025

*Trustee Training Week 2025 will take place August 18-21.

*Bridges' Trustee appreciation event will be on Tuesday, September 30 from 6-8 p.m. at the Johnson Creek Community Center.

Staff

- The City is working with MGT on a classification and compensation study for full-time City employee positions. Full-time library staff completed job analysis questionnaires and some employees met with MGT staff for interviews.
- Shelby Schoenherr has decided to leave working at the library so she will have more flexibility to help care for family. Her last day at the library will be September 1. Shelby has worked at the library in a full-time role for the past 11 years and even longer than that in part-time roles. I appreciate the time and talents Shelby has dedicated to the library over the years.
- Karuna Rabe's last day at the library was August 7. Karuna is a recent Fort Atkinson High School graduate and will attend Saint Thomas University.
- Desk Assistant Terri Lannan will leave the library after August so she can focus on her new full-time position with Jefferson County.
- I conducted eight interviews for the part-time page and desk assistant positions during the week of July 28.
- I received 23 applications for the full-time Library Assistant II position specializing in cataloging. I conducted six interviews during the week of August 4.
- The library was closed to the public on Friday, August 8 for staff training and staff work time. The morning training included a demonstration of the new Vega Discover catalog and an overview of Impact 2-1-1.

Maintenance of Facility and Equipment

- Thank you to Fort Atkinson Parks and Recreation seasonal staff for weeding around the library.
- On Friday, June 6, AT&T replaced the library's phone line. The previous phone line was damaged by water from a recent storm. The library's phones were down for several hours. Library staff notified the public over social media and notified other City departments. The library experienced further issues with our phone lines on July 1 and July 31, but AT&T fixed these problems too.
- The library started experiencing issues with the library's rooftop air conditioning unit on June 26. Thank you to City Manager Houseman and Neighborhood and Building Services Director Draeger for their guidance on the situation and possible solutions.
- The library experienced a brief power outage on July 1 which affected the elevator. Kone responded and restarted the elevator.

- The compressor in the book drop's automatic sorting machine started experiencing issues on July 10. Don and Nic from DPW cleaned the compressor and now the machine is working again. Thank you to Don and Nic!
- Abendroth by Total Water Culligan repaired the library's water softener on Thursday, July 10.
- Midwest Alarm replaced a smoke detector in the server room on Tuesday, July 15.
- On July 21, Fort Glass & Mirror fixed the interior set of doors in the front entryway. These doors swell in the summer months, making it harder to open and close them. Fort Glass adjusted the position of the hinge against the frame so now the doors open smoothly.
- Ignatek is working with Envisionware to update the print drivers for LPT:One on the public computers.
- The library will need to upgrade our analog phone lines. I am working on gathering information about options and costs.
- DPW staff fixed the painting on the 5-minute parking spot in front of the library. Thank you to DPW!
- We passed our elevator inspection and our permit to operate is renewed.
- MR Plumber fixed a leaking toilet post in the main floor men's restroom on Monday, August 4.
- Ignatek replaced the library's server during the week of August 4. This was a 2025 CIP project approved by the Board in May.

Programs and Services

- The 2025 Summer Reading Program ended on Thursday, July 31. Preliminary numbers show more than 1,100 participants in the reading challenges!
- Our library is participating in Bridges Library System's Journey of Dragons. The journey encourages library patrons to visit 22 participating libraries in Jefferson and Waukesha Counties to gather stamps, passwords, an optional storyline, and chances to win prizes.
- Our library migrated from PC Reservation to CloudNine Reservation in June. The new cloud-based program works similarly but offers a more streamlined look and the ability to apply changes immediately across computers.
- Dwight Foster Public Library launched the public "Reserve a Room" feature on our website calendar on Thursday, July 31. Library patrons may now reserve their own meeting room spaces if they wish. We are excited to offer this new service to the public!
- Geo Rutherford, author of *Spooky Lakes*, led a program at the library on Thursday, July 17. Following the library program, Geo posted a video on social media in which she recounted how a young audience member excitedly shared that he had named the family guinea pig "Geo Rutherford" after his favorite author.
- Author Nickolas Butler visited DFPL on Tuesday, July 22 to participate in a book discussion about his newest book *Forty Year Kiss* and then to sit down for a question-and-answer session with his friend and poet Nick Gulig.



- Daphne and Maren are working on revamping the library's 1000 Books Before Kindergarten program and adding challenges for other age groups called "500 Books Before Middle School," "100 Books Before High School," and "50 Books Before Graduation." Pizza Villa reached out to generously donate free 10" personal pizzas to program finishers.

Collections, Displays, and Marketing

- The Dwight Foster Public Library participated in the "Speak Up for Libraries" state postcard campaign from June 2-July 25 to highlight the vital role libraries play in Wisconsin. Patrons were invited to fill out postcards to share why our library matters to them.
- We now have a circulating puzzle collection! Thank you to Deb, Molley, Tim, and many other staff members who worked hard to process, catalog, and organize this new collection.
- Adult Services Librarian Deb has been working hard on cleaning up the adult reference collection. Many former reference materials have been moved into the circulating collection in recognition of the changing need for access to reference information. The collections now look more inviting, fresh, and usable.





Budget/Donations

- 2026 budget documents were due to the City on August 8. I will meet with City Manager Houseman and Treasurer Ebbert on August 26 to talk about the 2026 budget and CIP.
- I will schedule a meeting with the Board's finance committee before the September Library Board meeting.
- Thank you to the FAHS Class of 1964 for donating ten board games to the library's youth department collection.



Bridges/APL/Jefferson County Library Service

- The Jefferson County Library Board met on Tuesday, July 29 at the Johnson Creek Public Library. The biggest agenda item was approving the 2026 Jefferson County budget request.

Other

- I had the opportunity to present at the Senior Center on Wednesday, July 16. My presentation focused on what the library is like today and what the library can do for community members.

Dwight Foster Public Library
Monthly Statistical Report

June 2025

Library collection:	May 2025	June 2025	June 2024
Items in collection	95,499	95,874	86,223
Number of item records created	425	389	
Number of items deleted	1,174	505	929

Circulation by material type:	May 2025	June 2025	June 2024
Selected book circulation:			

Book	3,747	4,218	3,786
Browsing (Lucky Day Book)	32	42	23
Children's book	5,634	7,178	6,161
New book (nonfiction)	274	312	294
New fiction	394	479	484

Selected AV circulation:			
Blu-Ray	79	83	85
Browsing AV (Lucky Day AV)	27	19	65
CD	185	190	118
CD book	164	204	219
Children's Blu-Ray	12	11	15
Children's CD	11	11	1
Children's CDBook	33	39	35
Children's digital audiobook (+/YA Playaway)	88	89	113
Children's DVD	363	417	476
DVD	1,366	1,467	1,708
Nonfiction DVD	79	73	53
Playaway	58	56	68

Selected other circulation:			
Book club kits	5	6	2
Children's magazine	15	27	36
Library of things	185	271	308
Magazine	151	170	179
Total physical item circulation:	13,082	15,535	14,441

Digital circulation:	May 2025	June 2025	June 2024
Hoopla	395	391	534
Overdrive ebooks and digital audiobooks	2,904	2,808	2,599
Overdrive magazines	312	369	204
Total digital item circulation:	3,611	3,568	3,337

Circulation by patron statistical class:	May 2025	June 2025	June 2024
City of Fort Atkinson circulation:	8,077	8,748	8,147
Jefferson County "City" circulation:	678	1,612	942
Jefferson County Rural circulation:	3,416	3,963	4,661
Total:	12,906	15,351	14,441

Cardholders:	May 2025	June 2025	June 2024
YTD new patron registrations	313	413	504
Total number of cardholders	8,427	8,499	8,043

Patrons in the building:	May 2025	June 2025	June 2024
Total number of patrons	6,056	7,008	6,908
Largest day/number	May 28/397	June 23/390	June 27/441
Smallest day/number	May 17/118	June 28/184	June 29/127

Public computers and wifi use:	May 2025	June 2025	June 2024
Number of users of public internet computers	631	677	774
Hours of public internet computer use	517	487	549
Number of unique wireless clients	1,076	1,033	958
Average daily wireless visits	94	95	91
Wifi Total Data Transferred	1.84 TB	2.00 TB	1.40 TB

Patron questions at desks:	May 2025	June 2025	June 2024
Reference interactions	177	136	179
General/Directional	145	178	184
Technical Assistance	274	321	336
Circulation	69	46	144
Conflict/Resolution	0	1	0

Other:	May 2025	June 2025	June 2024
Books mended	71	95	68
AV mended	114	105	0
Copy machines	9,565	10,533	8,665
Outgoing faxes	76	80	87
Incoming faxes	3	7	8

Resource sharing:	May 2025	June 2025	June 2024
Outgoing ILL	87	99	121
Incoming ILL	20	27	20
DFPL items shipped to other libraries	2,048	2,299	1,860
Holds received at DFPL	2,267	2,411	2,014

Programs and attendance:	May 2025	June 2025	June 2024
Young child (0-5) programs/attendance	12 prog/283 att	12 prog/259 att	13 prog/311 att
Child (6-11) programs/attendance	26 prog/942 att	10 prog/597 att	5 prog/446 att
Young adult (12-18) programs/attendance	14 prog/362 att	7 prog/524 att	3 prog/35 att
Adult (19+) programs/attendance	3 prog/41 att	3 prog/28 att	9 prog/95 att
General interest (all ages) programs/attendance	0 prog/0 att	1 prog/7 att	2 prog/8 att
Total programs/attendance:	55 prog/1591 prog	33 prog/1415 att	32 prog/895 att

Dwight Foster Public Library
Monthly Statistical Report

July 2025

Library collection:	June 2025	July 2025	July 2024
Items in collection	95,874	96,487	85,730
Number of item records created	389	592	
Number of items deleted	505	321	993

Circulation by material type:	June 2025	July 2025	July 2024
Selected book circulation:			
Book	4,218	4,433	4,141
Browsing (Lucky Day Book)	42	37	26
Children's book	7,178	6,982	6,569
New book (nonfiction)	312	345	330
New fiction	479	477	585

Selected AV circulation:			
Blu-Ray	83	73	102
Browsing AV (Lucky Day AV)	19	28	67
CD	190	169	134
CD book	204	204	234
Children's Blu-Ray	11	20	9
Children's CD	11	3	8
Children's CDBook	39	59	37
Children's digital audiobook (+/YA Playaway)	89	66	104
Children's DVD	417	479	500
DVD	1,467	1,566	1,671
Nonfiction DVD	73	49	61
Playaway	56	79	50

Selected other circulation:			
Book club kits	6	7	5
Children's magazine	27	25	53
Library of things	271	288	360
Magazine	170	165	142
Total physical item circulation:	15,535	15,742	15,404

Digital circulation:	June 2025	July 2025	July 2024
Hoopla	391	400	525
Overdrive ebooks and digital audiobooks	2,808	2,841	2,564
Overdrive magazines	369	346	235
Total digital item circulation:	3,568	3,587	3,324

Circulation by patron statistical class:	June 2025	July 2025	July 2024
City of Fort Atkinson circulation:	8,748	8,390	8,803
Jefferson County "City" circulation:	1,612	1,623	1,010
Jefferson County Rural circulation:	3,963	4,210	4,724
Total:	15,351	15,485	15,404

Cardholders:	June 2025	July 2025	July 2024
YTD new patron registrations	413	490	574
Total number of cardholders	8,499	8,507	7,985

Patrons in the building:	June 2025	July 2025	July 2024
Total number of patrons	7,008	7,566	7,354
Largest day/number	June 23/390	July 1/397	July 2/507
Smallest day/number	June 28/184	July 5/125	July 27/148

Public computers and wifi use:	June 2025	July 2025	July 2024
Number of users of public internet computers	677	723	935
Hours of public internet computer use	487	619	663
Number of unique wireless clients	1,033	972	1,079
Average daily wireless visits	95	84	101
Wifi Total Data Transferred	2.00 TB	1.92 TB	2.14 TB

Patron questions at desks:	June 2025	July 2025	July 2024
Reference interactions	136	114	176
General/Directional	178	166	182
Technical Assistance	321	262	407
Circulation	46	50	112
Conflict/Resolution	1	3	1

Other:	June 2025	July 2025	July 2024
Books mended	95	119	59
AV mended	105	125	277
Copy machines	10,533	9,431	9,549
Outgoing faxes	80	70	100
Incoming faxes	7	9	9

Resource sharing:	June 2025	July 2025	July 2024
Outgoing ILL	99	103	134
Incoming ILL	27	25	24
DFPL items shipped to other libraries	2,299	2,030	2,158
Holds received at DFPL	2,411	2,409	2,183

Programs and attendance:	June 2025	July 2025	July 2024
Young child (0-5) programs/attendance	12 prog/259 att	13 prog/262 att	14 prog/327 att
Child (6-11) programs/attendance	10 prog/597 att	4 prog/326 att	3 prog/195 att
Young adult (12-18) programs/attendance	7 prog/524 att	3 prog/44 att	1 prog/22 att
Adult (19+) programs/attendance	3 prog/28 att	7 prog/114 att	9 prog/67 att
General interest (all ages) programs/attendance	1 prog/7 att	1 prog/7 att	2 prog/19 att
Total programs/attendance:	33 prog/1415 att	28 prog/753 att	29 prog/630 att

Position Description

Position: Library Assistant II: Cataloging

Department: Library

Reports to: Library Director

FLSA Category: Nonexempt

Employment Classification: Full Time

Pay Type/Grade: Hourly/Pay Grade 5

Purpose of the Position

The purpose of this position is to manage Dwight Foster Public Library's cataloging and material processing. The cataloger creates and updates bibliographic and item records in the library's electronic catalog to ensure users can locate materials. This position also performs a variety of library-specific tasks such as circulation, customer service, reference, collection development, programming, outreach, and other library duties as assigned. The work is performed under the supervision of the Library Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Catalogs, classifies, and processes library materials, including books, serials, audiovisual materials, and other items. Most cataloging tasks are copy cataloging.
- Follows library and system standards and protocols when cataloging and classifying materials.
- Collaborates with library and system staff to add new types of materials and collections to the catalog to facilitate their identification, access, and use.
- Performs circulation tasks, including checking materials in and out, collecting fines and fees, registering patrons, renewing library cards, and placing holds.
- Performs assigned collection development, collection management, and collection promotion tasks in consultation with the Library Director.
- Provides reference, reader's advisory, customer service, and technical assistance within the library and through online communication channels.
- Conducts outreach and plans programs in coordination with other library staff.
- Monitors patrons' behavior in the library. Appropriately addresses behavior that is in violation of library policies or the law.
- Participates in Bridges Library System's regular cataloging meetings.
- Supervises and trains support staff as needed.
- Acts as the designated staff person in charge at times.
- Works regular evenings and weekends.
- Performs other work as assigned by the Library Director.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent is required. Bachelor's degree is preferred.
- Prior library experience is strongly preferred.
- Knowledge of cataloging and material processing is desirable.
- Applicants with Spanish language proficiency are preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to effectively communicate ideas and information in both written and verbal form to library staff, library patrons, and community members.
- Ability to persuade, convince, and train others, including the ability to act in a lead worker capacity.
- Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to deal with conflict in a calm and consistent manner. Ability to courteously and firmly enforce library policies.
- Ability to utilize a variety of advisory data and information such as library use reports, inventory lists, library publications, operating manuals, procedures, guidelines, and correspondence.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, decimals. Ability to interpret and produce basic descriptive statistical reports.
- Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Computer and Technical Ability

- Ability to operate a variety of office and library equipment such as a computer, telephone, fax machine, calculator, printer, scanner, microfilm reader, audio-visual equipment, photocopier, and other library technology.
- Proficiency in the use of the components of the library's automated system.
- Proficiency in the use of Microsoft Word processing and Excel spreadsheets.
- Proficiency in the use of Windows operating system.
- Proficiency in the use of the Internet and online databases, sufficient to assist patrons and as a reference information resource.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to set priorities to meet deadlines and to establish systematic methods to achieve goals.
- Ability to develop long-range plans to solve complex problems or take advantage of opportunities.
- Ability to work within a confidential environment.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, bending, twisting, crouching, lifting, carrying, pushing, pulling, and repetitive motion.
- Ability to lift and carry 30 pounds or less. Ability to push and pull objects weighing 60-80 pounds on wheels.
- Ability to talk and hear, both in person and over the phone.
- Clarity of far vision at 20 feet or more as well as clarity of near vision at 20 inches or less.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skills and training, such as typing or shelving materials.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, repetitive computer keyboard use, repetitive material handling, regular change, high levels of activity, and/or dust may cause discomfort and pose a limited risk of injury.

Updated: July 2025


Library Director


City Manager

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date: August 11, 2025

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: Hoopla

Background

At the June and July 2025 Alliance of Public Librarians (APL) meetings, library directors throughout the Bridges Library System agreed to end access to Hoopla in the fall of 2025. While it is each individual library's decision whether or not to end Hoopla service in 2025, Bridges Library System would like to see member libraries act as a unified front.

The Dwight Foster Public Library currently offers access to digital content through Wisconsin's Digital Library (generally accessed through, and frequently referred to as, Libby—the library app by OverDrive) and Hoopla.

All Bridges libraries began offering Hoopla in April 2020 in the middle of the COVID lockdown. The timing was convenient as public library buildings were closed at the time. Originally, Bridges paid for Hoopla with the understanding that individual libraries would take over more of the share of costs over time.

In December 2024, the Dwight Foster Public Library Board of Trustees approved reducing patrons' monthly borrows limit from 4 to 2 beginning on January 1, 2025 due to rising costs.

Discussion

Hoopla and OverDrive have very different funding models. For OverDrive, libraries across the state pay the Wisconsin Public Library Consortium (WPLC) to purchase licenses (each with different lending terms) on OverDrive for Wisconsin's Digital Library. Individual systems or libraries are able to purchase additional licenses for digital materials through the Advantage program. WPLC and systems/libraries control how much money they want to put into Wisconsin's Digital Library. As demand increases for content in Wisconsin's Digital Library, waiting periods generally increase. Hoopla, on the other hand, uses a pay per use model. In Hoopla, libraries determine how many borrows patrons are allowed each month and libraries are charged the costs for each of the borrows. Hoopla directly markets to patrons and encourages patrons to use all of their borrows each month, but patrons do not see the associated costs.

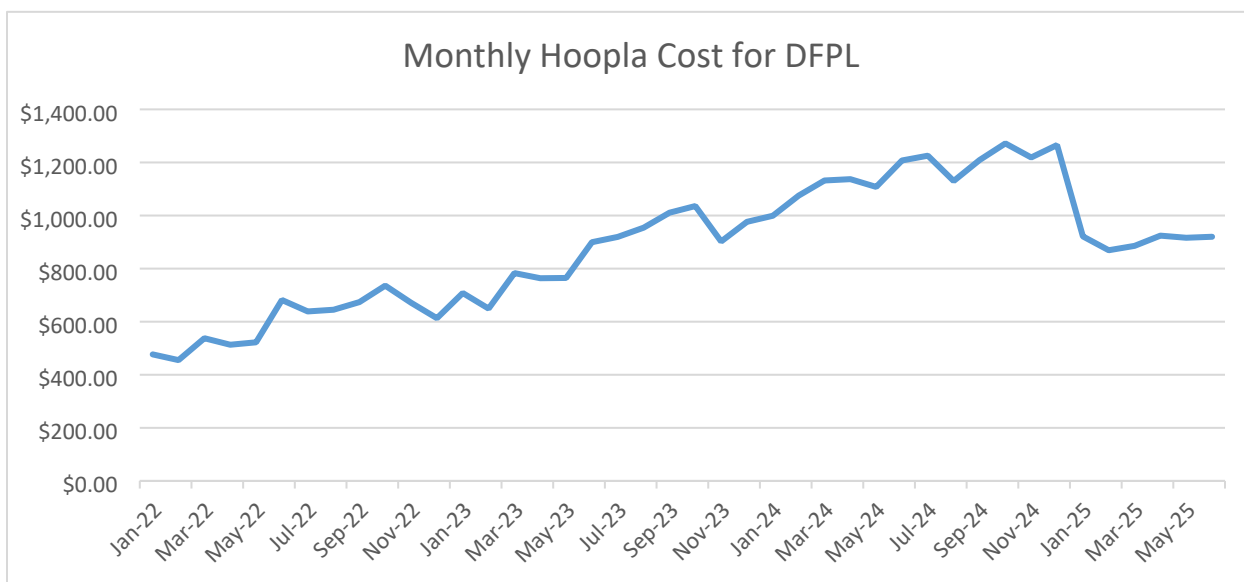
The calculated cost per circulation is much higher for each Hoopla checkout compared to each OverDrive checkout. System Director Brittany Larson looked at data from all libraries in the

Bridges Library System and calculated the average cost per circulation for OverDrive and Hoopla in 2024.

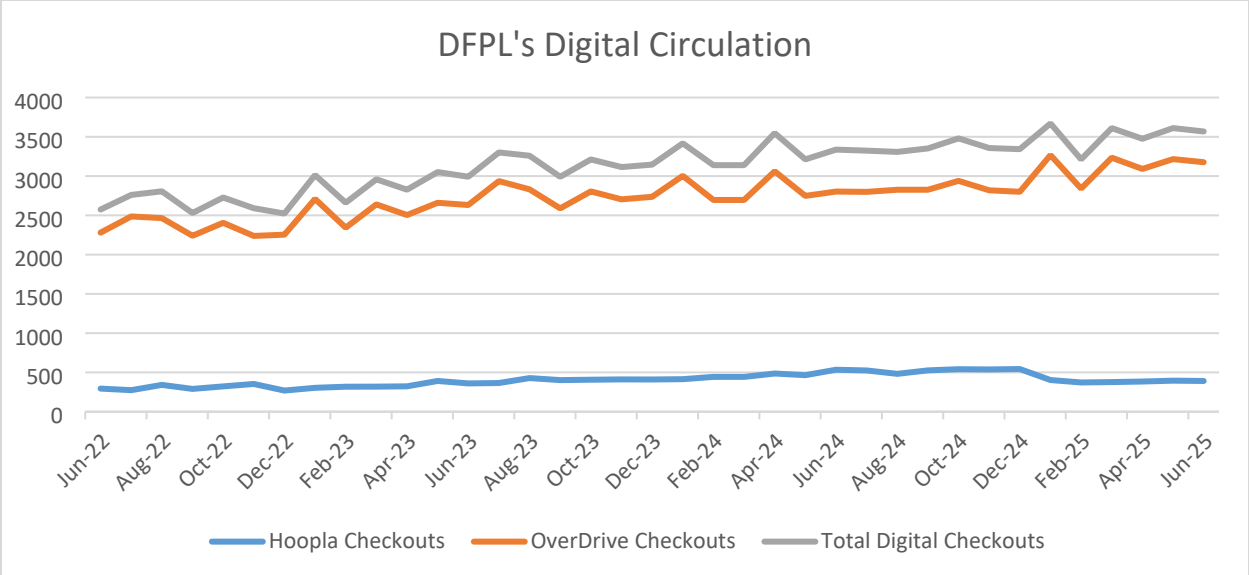
	OverDrive	Hoopla
2024 system-wide average cost per circulation	\$0.33	\$2.39

The average cost of each Hoopla borrow is also much more expensive than the average cost of each physical checkout. In 2024, the Dwight Foster Public Library spent \$83,052 on physical collection materials—\$66,689 on print items and serials, \$15,823 on audiovisual items, and \$540 on Library of Things items. Dwight Foster Public Library’s total physical circulation in 2024 was 162,941. Dividing the amount the library spent on physical items in 2024 by the year’s physical circulation shows that the library spent \$0.51 per physical circulation in 2024.

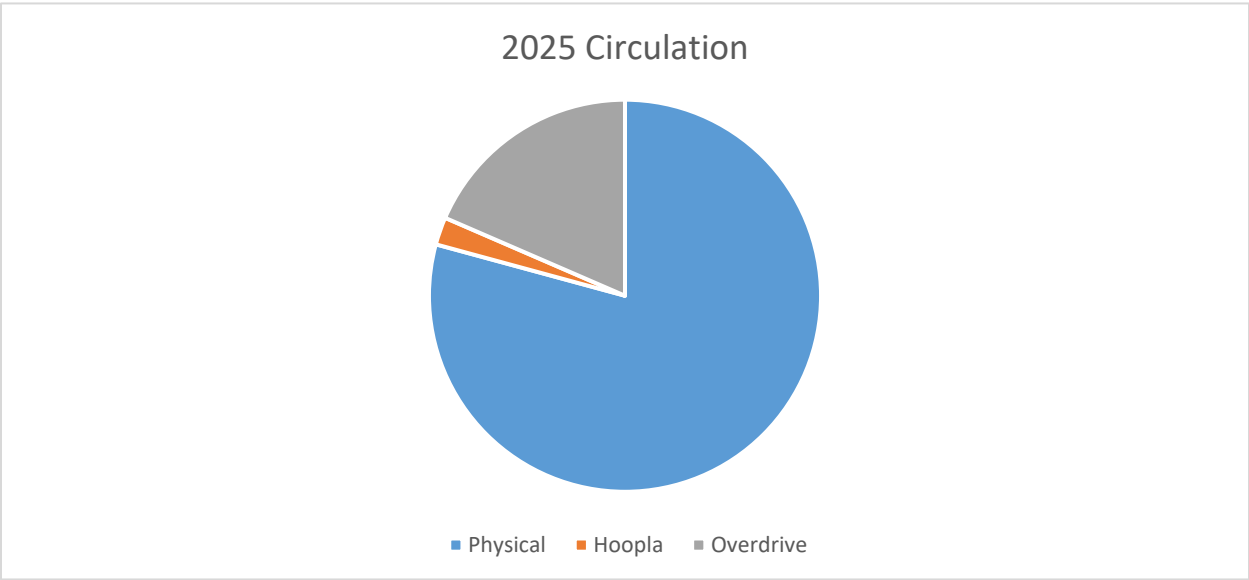
Dwight Foster Public Library’s patrons’ Hoopla usage has steadily grown. Monthly Hoopla costs for our library grew steadily until the beginning of 2025, when the Dwight Foster Public Library reduced the monthly borrows limit from 4 to 2. However, the library’s monthly cost for Hoopla is beginning to rise again in 2025.



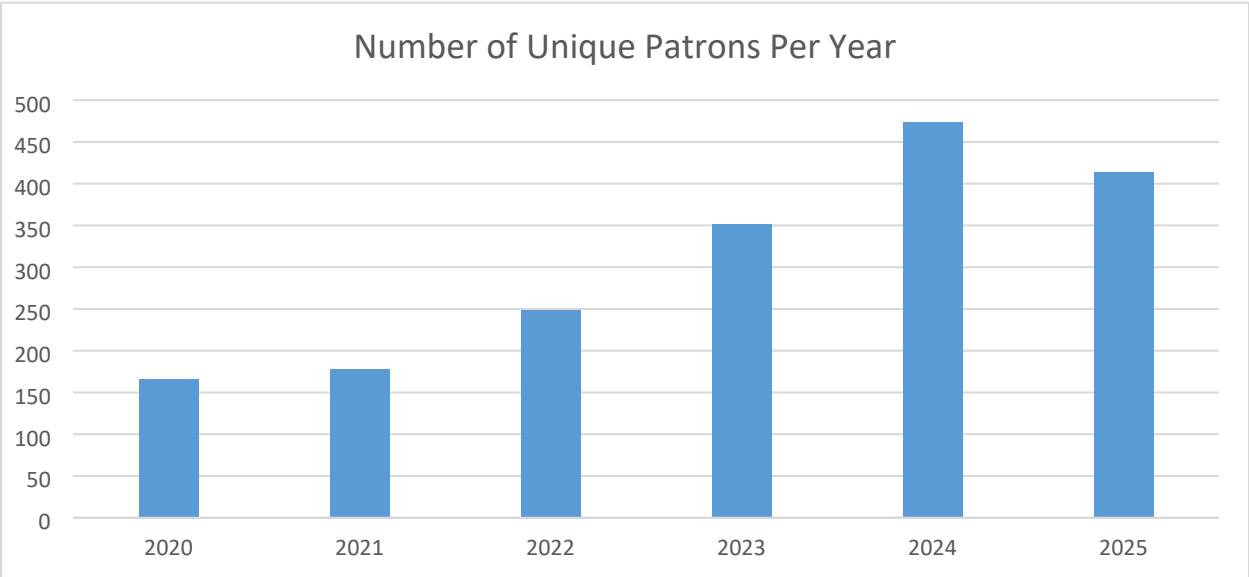
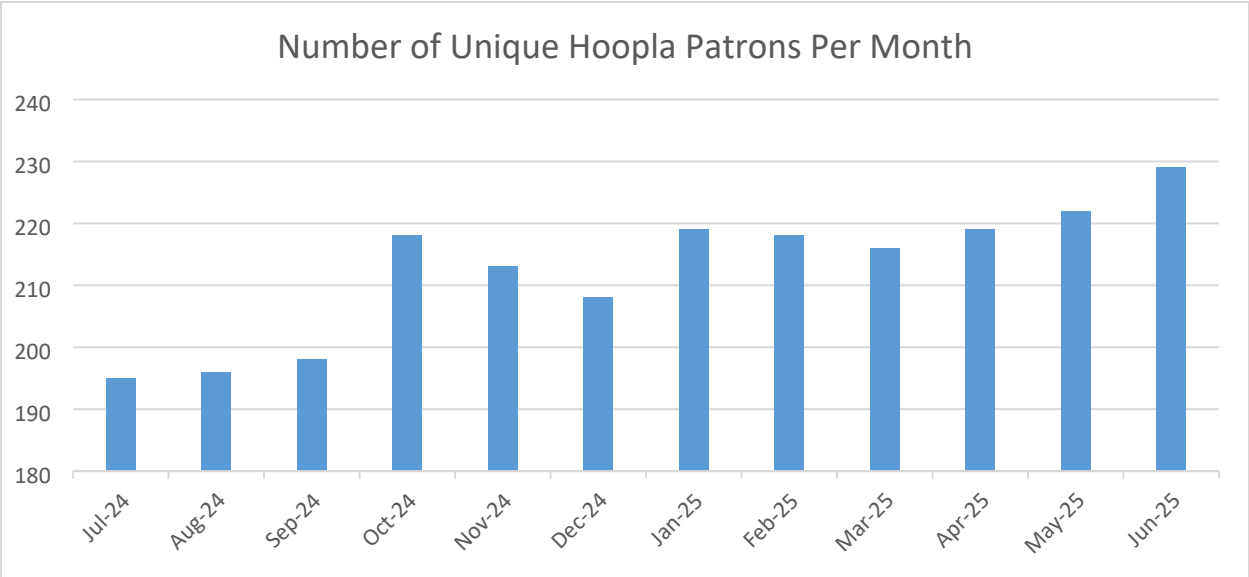
Though all digital circulation has continued to grow for the Dwight Foster Public Library, Hoopla circulation consistently comprises a small percentage of overall digital circulation. In 2024, Hoopla circulations made up 14.61% of Dwight Foster Public Library’s digital circulation. In 2025, Hoopla circulations made up 10.9% of digital circulation.



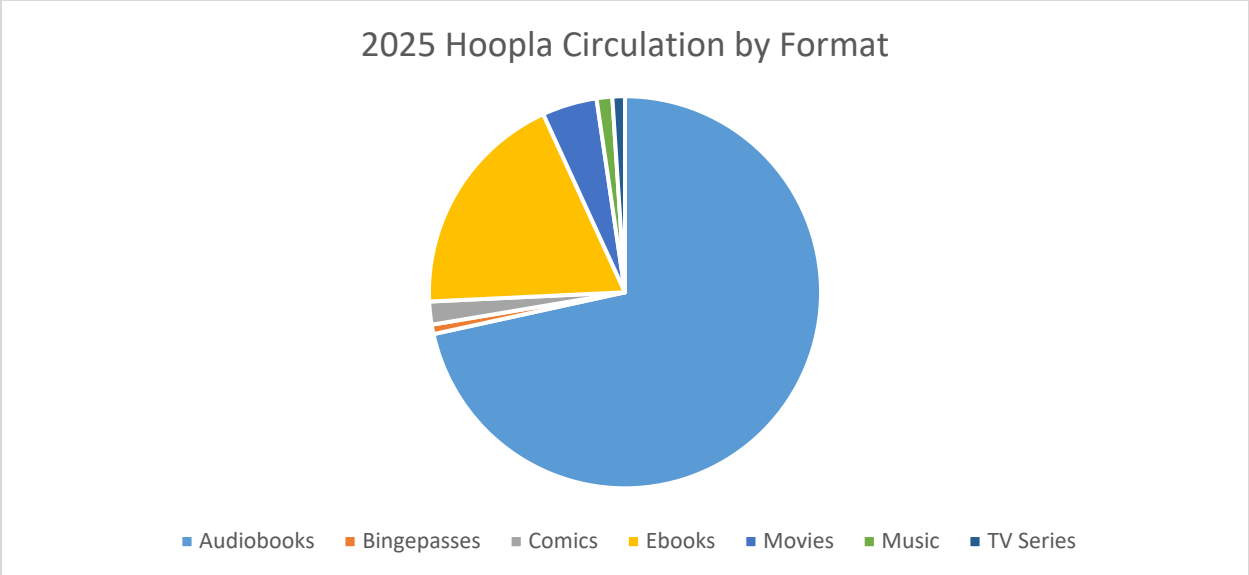
Moreover, Hoopla circulation makes up a small portion of the library’s total circulation. From January to June of 2025, 79% of circulation was from physical materials, 18% of circulation was from OverDrive, and 2% was from Hoopla.



Historically, Hoopla’s circulation has been carried out by about 200 unique Hoopla patrons each month. Interestingly, the number of unique patrons each month has continued to grow even after the library reduced the monthly borrows limit in January.



Data shows that the majority of Hoopla borrows are spent on ebooks and digital audiobooks. Hoopla provides access to ebooks, digital audiobooks, movies, television series, music, comics, and bingepasses; OverDrive, on the other hand, only includes ebooks, digital audiobooks, and magazines. Digital audiobooks and ebooks still made up 90% of Hoopla checkouts in the first half of 2025, though.



Finally, the money that Bridges Library System and member libraries are directing to OverDrive is slowly but steadily making a difference in OverDrive wait times. Mellanie Mercier, Bridges Library System’s Automation Coordinator and Assistant Director, reported that in July 2025 the average wait time for Waukesha Public Library decreased from 59.7 to 58.7 days while the statewide wait time increased from 77.6 to 78.96 days. (Mellanie can only gather library-specific details for Waukesha, but she assumes that other libraries in the system would have similar numbers.) Mellanie has been monitoring hold wait time data since January 2025. In January, Bridges’ average wait time was 62 days while the state average wait time was 73.4 days. On December 1, 2024, there were 77,198 holds in OverDrive across Bridges—38,540 for digital audiobooks and 38,658 for ebooks. There are currently 80,709 holds for Bridges patrons—41,546 for digital audiobooks and 39,163 for ebooks.

Financial Analysis

Library staff are building the 2026 budget with the assumption that the library will not be paying for Hoopla in 2026. If the library does not cancel Hoopla in the fall of 2025, library staff will probably need to budget at least \$11,000 for Hoopla in 2026 (and this estimate assumes that the library would still limit borrows to 2 borrows per patron per month). The library would not have the option to cancel Hoopla again until December 2026 because the contract automatically renews for 12 month terms.

In 2025, the Dwight Foster Public Library paid \$7,773 for the econtent buying pool and OverDrive Advantage. In 2026, the Dwight Foster Public Library will pay \$9,566 for OverDrive Advantage. These costs are not optional for member libraries. Eliminating Hoopla from the 2026 budget will help the library cover the increased fees for OverDrive Advantage.

Additionally, it would be wise for all Bridges libraries to cancel Hoopla at the same time to avoid TNR changes. Residents in Jefferson and Waukesha County libaried-municipalities are required to be registered in their home municipality. However, residents who live in non-

librarianship municipalities can change their “registered at” municipality. Econtent access is generally controlled by library accounts’ “registered at” field. There is a concern that if one Bridges library keeps Hoopla while other libraries drop Hoopla, that TNR patrons would change their registration so they could keep the service. This could result in even higher econtent costs for the remaining library.

Recommendation

Library staff recommends cancelling Dwight Foster Public Library’s Hoopla service at the end of the current term on December 11, 2025.

Library staff understands that cancelling Hoopla will negatively affect some of our patrons. However, library staff believes the change is necessary in order to control our digital content spending and to reallocate those funds to other needed areas.

If the Library Board approves cancelling Hoopla, library staff will provide written notice of non-renewal to Hoopla on August 12, 2025, which would provide more than the 60 days of prior notice required in Dwight Foster Public Library’s “Hoopla Digital Media Agreement” signed on December 11, 2023. Other Bridges libraries will notify Hoopla on August 12 as well.

Date: August 11, 2025

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: Emergency Replacement of the Rooftop Condenser

Background

The library needs to either repair or replace the rooftop air conditioner condenser. This is an emergency purchase that was not expected or planned for.

On June 26, library staff noticed that the air conditioning for the south half of the building was not working. Two technicians from Klecker's came on June 27 and found that the center condenser fan motor bracket had broken on the rooftop condenser, causing the fan motor and blade to fall into and severely damage the condenser coil. The library's current rooftop condenser is a 60-ton Trane unit that was installed in 2010.



Klecker's technicians got stages one and two of the rooftop unit working on June 27 but reported that the rest of the unit needed serious repairs. By Monday, June 30, the temporary repair had failed. Temperatures inside the library continued to rise. City staff recommended companies to contact for second opinions and also explored other solutions such as renting air conditioners.

While visiting on July 3 to provide a quote for repairs or replacement, technicians from Ahern repaired one stage of the rooftop unit. Thankfully, this fix has maintained more comfortable temperatures inside the library, though these repairs are only intended to be temporary.

Discussion

Library staff began gathering quotes to either repair or replace the rooftop condenser. After conversations with HVAC professionals and City staff, library staff believe that it would be wise to replace the rooftop condenser rather than pursue repairs. ASHRAE—the American Society of Heating, Refrigerating, and Air-Conditioning Engineers—estimates the life cycle for these units to be 20 years, though this also depends on use and preventive maintenance. Additionally, replacing the rooftop condenser with another unit that uses R410a refrigerant now will be more cost effective than replacing the entire system to handle R454b refrigerant in the next few years. Either repairing or replacing the unit will involve a crane and closing down Merchants Avenue for a few hours.

Library staff contacted the following companies for estimates: Klecker's Heating and Air Conditioning, Total Mechanical, Ahern, IKM Building Solutions, Kettle Moraine Heating & Air Conditioning, Lake Country Heating & Cooling, and Harker Heating & Cooling. Klecker's only provided a quote for repairing the unit and recommended that staff reach out to bigger HVAC companies if we choose to replace the unit. Lake Country Heating & Cooling and Kettle Moraine Heating & Air Conditioning ultimately decided to not submit proposals.

Total Mechanical

Cost estimate: \$85,000

Lead time: 9 weeks

Warranty: 1-year parts and labor warranty on the whole unit and 5-year warranty on the compressor parts only; option for a 2-year full warranty for an additional cost of about \$7,500

Notes: Randy Bardeleben from Total Mechanical noted that the original quote is valid for only 20 days due to the unpredictability of the market. Total Mechanical will re-evaluate the cost when the project is awarded. Randy recommended adding a 3% contingency to cover unknown price increases.

Ahern

Cost estimate: \$95,000

Lead time: 7-8 weeks

Warranty: 1-year parts and labor warranty for the whole unit, 5-year compressor replacement warranty, and 1-year refrigerant warranty.

IKM Building Solutions

Cost estimate: \$89,642

Lead time:

Rooftop Condenser

Warranty: 1-year parts and labor warranty; option for and extended 2-year warranty for an additional 5%

Harker Heating & Cooling

Cost estimate: \$104,676

Lead time: 7-9 weeks plus shipping to Harker

Warranty: 1-year parts and labor warranty; manufacturer's warranty on unit

Financial Analysis

Library staff did not expect the damage to the rooftop condenser and therefore did not budget for the expense. However, it is essential to maintain an air conditioned environment inside the library for the sake of staff and patrons and to best preserve library materials. Additionally, the Dwight Foster Public Library is listed as a cooling shelter with Jefferson County's Emergency Management office.

City staff consider this purchase an "emergency purchase" as outlined in the City's Financial Stability Guide Book and therefore typical purchasing guidelines do not apply. Regardless of the exemption from typical policies, library staff contacted seven HVAC companies for quotes in recognition of the high cost of either repairing or replacing the rooftop condenser. (Note that ultimately only four HVAC companies provided replacement proposals.)

Library staff recommend paying for the rooftop unit replacement with funds from the library's trust held at Edward Jones.

Recommendation

Library staff recommends working with Total Mechanical to replace the library's rooftop condenser for the cost of up to \$87,550 (\$85,000 initial estimated cost plus \$2,550 as a 3% contingency reflecting the uncertainty of the market) and paying for this replacement with funds from the library's trust at Edward Jones.

Attachments

1. Total Mechanical Dwight Foster Library Ft Atkinson 60T condenser-Total
2. Ahern Q.7.8.25(552262)Condenser Replacement
3. IKM Fort Atkinson Library Condenser Replacement 7.10.25
4. Harker Fort Atkinson Library AC Replacement Proposal

July 7, 2025

Proposal #25-4098

Minetta Lippert
Dwight Foster Public Library

RE: Dwight Foster Public Library 60 Ton Condenser Replacement
HVAC

We propose to furnish and install the following.

- Demo existing 60-ton condenser
- Provide and install (1) 60-ton condenser
- Disconnect and reconnect refrigeration piping
- Disconnect and reconnect electrical
- Provide refrigeration
- Crane & rigging included
- Reconnect existing controls (No control changes included)
- Lead time about 9 weeks

For the Sum of: \$ 85,000.00

The following are specifically **excluded** from our proposal:

- Overtime or premium time charges
- Temporary heating, ventilation, or cooling including filter changing during construction
- Dumpsters
- Liquidated damages
- Painting or touch-up paint, including painting of ductwork and piping
- Cutting or patching of any type. Repair or restoration by others
- Roof work of any type. Including cutting, coring or patching
- Concrete work of any type, including equipment pads
- Payment, performance or bid bond

We have based our proposal on the best commodity pricing & availability at the current time; however, due to the volatility with products across the nation our proposal is only valid for up to 20 days from the date of this proposal. Tariffs, trade restrictions, tax changes, and/or supply chain disruptions may change material costs and lead times at any time. We reserve the right to pass through additional costs and/or schedule impacts and will provide documentation for client review prior to implementation.

We appreciate the opportunity to work with you on this and all future projects. Should you have any questions, or require additional information, please do not hesitate to contact me directly at (262) 522-8683, or email me at rbardeleben@total-mechanical.com

July 7, 2025
Dwight Foster Public Library 60- ton Condenser
Proposal #25-4098
Page 2 of 3

Respectfully Submitted,
TOTAL Mechanical, Inc. - Janesville Office



Randy Bardeleben
Estimator

July 7, 2025

Dwight Foster Public Library 60- ton Condenser

Proposal #25-4098

Page 3 of 3

TERMS AND CONDITIONS OF SALE

LIEN NOTICE · AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, TOTAL MECHANICAL, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS IN ADDITION TO TOTAL MECHANICAL, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, TOTAL MECHANICAL, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

WARRANTY · TOTAL MECHANICAL, INC. warrants and guarantees to the OWNER (meaning the buyer as shown on the front of this document) that all materials and equipment, and the work to be performed hereunder, will be of good quality, free from faults and defects, but such warranty shall extend only for a period of one year from the date of substantial completion. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, PERFORMANCE OR OTHERWISE. TOTAL MECHANICAL, INC.'S liability under the warranty is strictly and exclusively limited to the repair or replacement at the job site of such work (including materials and equipment) as is found to be defective within such one-year period, and with respect to which the OWNER has given TOTAL MECHANICAL, INC. prompt written notice within such one-year period. No allowance will be made for repairs or alterations unless made with TOTAL MECHANICAL, INC.'S prior written consent or approval. IN NO EVENT SHALL TOTAL MECHANICAL, INC. BE LIABLE FOR CLAIMS FOR ANY OTHER DAMAGES BASED UPON BREACH OF EXPRESS OR IMPLIED WARRANTY OR NEGLIGENCE, EITHER DIRECT OR IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL. This paragraph states TOTAL MECHANICAL, INC.'S entire liability with respect to warranties, guarantees or representations, express or implied.

DAMAGES · TOTAL MECHANICAL, INC. IS NOT RESPONSIBLE FOR SPECIAL INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING LOST PROFITS, DOWNTIME, GOODWILL, DAMAGE TO OR REPLACEMENT OF EQUIPMENT AND PROPERTY, AND ANY COSTS FOR RECOVERING, REFURBISHING, REPRODUCTION OR ANY OTHER REHABILITATION OF A CONDITION, CIRCUMSTANCE OR PRODUCT.

EXTRAS · Any extra work requested by the OWNER, and performed by TOTAL MECHANICAL, INC., shall be performed on a time and material basis (unless otherwise agreed in writing) including such overhead and profit as may then be standard for work of a similar nature, and all such extra work shall be subject to all of the terms and conditions hereof.

DELAYS · Any scheduled completion date is approximate and subject to delays caused by fire, strike or other labor disturbance. Acts of God, shortages of materials or failure of suppliers or subcontractors to satisfactorily meet scheduled deliveries or any other factor beyond TOTAL MECHANICAL, INC.'S control, none of which factors or events shall give rise to any liability on the part of TOTAL MECHANICAL, INC., but shall extend the completion date for a period equivalent to the time lost by reason of all such factors or events.

PAYMENT TERMS · Unless otherwise agreed in writing, no retention shall apply to any of the work, and payment for all work (including materials and equipment) shall be made by no later than the tenth day of each month for work performed during the preceding month. On time and material work, the number of hours, rate per hour, total of material will be stated on the invoice unless otherwise stated herein. On firm bid contracts, no detail will be required other than a draw against the contract amount, unless otherwise state within.

CONTRACT TERMS · The terms and conditions stated herein shall constitute the complete and exclusive statement of the terms here for, and shall supersede all prior oral and written statements of any kind whatsoever made by the parties of their representatives concern the terms hereof. No statement (except for extra work) or writing subsequent to the date hereof which purports to modify or all of terms and conditions hereof shall be binding unless consented to in writing signed by the party against which enforcement hereof is sought.

INTEREST AND COLLECTION COST · It is agreed that, in the event the OWNER fails to pay the amounts due under the terms of this Agreement when due, interest may be charged by TOTAL MECHANICAL, INC. at a rate of 1.5% per month, for a maximum of 18% per year. OWNER further agrees to pay all costs and expenses incurred by TOTAL MECHANICAL, INC. in collecting or attempting to collect amounts due hereunder, including reasonable attorney's fees.

INDEMNIFICATION · To the fullest extent permitted by law, the OWNER shall defend, indemnify and hold harmless Total Mechanical, Inc., OWNER, general contractor, and their respective officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with OWNER'S performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including their loss of use resulting there from, that is caused in whole or in part by any act or omission of the OWNER, any subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of OWNER or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The OWNER further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

If the above proposal, subject to the terms and conditions is acceptable, **please sign and return.** Total Mechanical will proceed with the work.



3821 Anderson Road

DeForest, WI 53532

main 608.216.0283

jfahern.com

July 07, 2025

Work Location: Fort Atkinson Library
209 Mechants Ave.
Fort Atkinson, WI 535388

Minetta Lippert
Fort Atkinson Library
209 Mechants Ave.
Fort Atkinson WI 535388

Phone: (920)563-7790

Email: minetta@fortlibrary.org

Quote #: 552262 / 1

MECHANICAL SYSTEM WORK ORDER SERVICE PROPOSAL

Dear Minetta,

We are pleased to submit our proposal for HVAC System services at the above-referenced facility based upon our conversation and / or job site visit.

We will perform the quoted and proposed services per your written approval. If this proposal meets your needs, please sign and send the completed proposal back to rpence@jfahern.com or fax a signed copy to .

The pricing is based on work performed during the normal working hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. This proposal does not include applicable sales tax and is valid for a period of thirty (30) days. The attached General Terms and Conditions shall be made part of this quotation. Once returned to us, we will call to set up an appointment.

Thank you for this opportunity to quote. If you have any questions or require further details, please feel free to call me directly.

Sincerely,

Ryan Pence
Sales, Service Mechanical

Email: rpence@jfahern.com

Enclosure



3821 Anderson Road
DeForest, WI 53532
main 608.216.0283

jfahern.com

HVAC Service Agreement for Fort Atkinson Library

Minetta Lippert
Fort Atkinson Library
209 Mechants Ave.
Fort Atkinson WI 535388

Phone: (920)563-7790

Email: minetta@fortlibrary.org

Quote #: 552262/1

MECHANICAL SYSTEM SERVICES

Scope of Work/Clarifications:

Included:

- Remove old condensing unit from roof and discard
- Install new condensing unit on roof
- Install refrigerant and verify no leaks
- Perform start up of unit and verify proper operation
- All work performed is during regular buisness hours 7AM-3PM

Excluded:

- Electrical
- Overtime labor
- Worked performed after buinssess hours

Tariff Price Escalation

The price set forth in this document has been calculated and determined without any contingency for tariff impacts. Because of uncertainty regarding the implementation, timing and impacts of tariffs, no valid means exist by which the likely effects of tariffs currently can be reasonably assessed. This document is submitted assuming that any tariff impacts upon the proposed price will entitle Ahern to a commensurate equitable adjustment to the price to account for any such increased costs. Such impacts shall include, but not be limited to, costs and delays caused by events beyond Ahern's control that arise from or relate to government-imposed measures, government prohibitions, port or customs delays, or other industrial disturbances, shortages of goods, and other like events resulting from tariffs. If this document contains materials subject to tariffs imposed after the quotation or proposal date, the price shall be adjusted to reflect the actual increase in costs directly attributable to such tariff, duty, or surcharge. Ahern shall provide reasonable documentation evidencing the increased costs.



3821 Anderson Road
DeForest, WI 53532
main 608.216.0283
jfahern.com

Service Location: Fort Atkinson Library
209 Mechants Ave.
Fort Atkinson, WI 535388

1	Date Requested:	Fixed Price	\$95,000.00	Initial if Accepted
Description :	Fort Atkinson Library Condenser Replacement			
Item Notes:				
Equipment System ID System Loc				

Total for All Services:				\$95,000.00
Contract Representative		Customer Authorized Representative Signature		
Name:	Ryan Pence	Print Name:	Minetta Lippert	
Title:	Sales, Service Mechanical	Signature:		
Date:	07/07/2025	Date:		
		PO #:		

Signed acknowledgement of this agreement confirms acceptance of all the above scope of work and clarifications as well as all the attached Notes and Clarifications and General Terms and Conditions. Any PO reference is for convenience only and such PO does not form a part of these General Terms and Conditions.

1. ENTIRE CONTRACT The parties intend these general terms and conditions together with any scope of work, proposal or quotation attached hereto (collectively the "Contract") to be the final, complete, and exclusive expression of their Contract and the terms and conditions thereof. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an officer of Seller. Any terms or conditions of Purchaser's order different, inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and, Purchaser's order shall be governed only by the Contract. A definite and seasonable expression of acceptance or a written confirmation which is sent to Seller within the time specified in the Purchaser's order operates as an acceptance of the terms specified herein. Every agreement or other undertaking by Seller is expressly conditioned on Purchaser's assent to the terms contained herein. Seller assumes no liability except as expressly provided herein. Additional proposals or scope of work provided by Seller to Purchaser shall be covered by this Contract unless and until Seller and Purchaser execute a new contract in writing expressly superseding this Contract. This Contract and its referenced documents represent the entire and integrated contract between the parties and supersedes all prior negotiations, representations, agreements, or contracts, either written or oral and may not be modified by course of dealing, course of performance or usage of trade, but only modified in writing signed by an authorized representative of each party. This Contract shall extend to and be binding upon the parties and their respective successors and permitted assigns.

2. PROPOSALS AND CONTRACT Seller's proposal or quotation are not subject to cancellation, suspension, or reduction in amount except with Seller's written consent and upon terms which reimburse Seller for work performed, plus reasonable overhead and profit.

3. PRICES In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type or occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Purchaser's existing facilities, prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in Seller's engineering records. In the event the layout of Purchaser's facilities has been altered or is altered by Purchaser prior to completion of this Contract, Purchaser shall advise Seller of any such alterations and prices and delivery and completion dates quoted herein shall be modified by Seller as may be required because of such alterations. Unless prices are stated by Seller in this or other documents forming a part of this Contract, the prices applicable to the extra work performed shall be Seller's prices in effect at that time.

4. PAYMENT All payments shall be due and payable within thirty (30) days from date of payment application or invoice. A service charge will be charged and added to all payments past due and owed by the Purchaser under this Contract, and at a rate of 18% per annum or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Purchaser shall pay any reasonable attorney's fees incurred in the collection of past due accounts. If the Purchaser fails to pay all or any portion of the amount due, the Seller may, at its option, terminate the Contract, in which event Seller will be obligated to perform no additional work until paid in full.

5. DELAYS Seller shall not be liable for any damage or penalty for delays in work due to acts of God, acts or omissions of the Purchaser, acts of civil or military authorities, government regulations or priorities, quarantines, pandemics, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors, failure or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility, or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing in the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay and this Contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the Contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

6. EXCAVATION When the Seller does the excavating, if water, quick-sand, rock, or other unforeseen obstructions are encountered or shoring

is required, Purchaser shall pay for as extra to the Contract price any additional work involved at Seller's prices for such work then in effect.

7. SITE FACILITIES Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Where wet pipe system is installed, Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

8. STRUCTURE AND SITE CONDITIONS While employees of Seller will exercise reasonable care, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, writing, fixtures or other equipment or condition of water pressure. All shoring or protection of foundations, walls, or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Purchaser shall have all things in readiness for installation, including, but not limited to, materials lay-down areas or suitable working base, and facilities for erection at the time the materials are delivered. In the event the Purchaser shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection, the Purchaser shall reimburse Seller for any and all expenses caused by such failure. Failure to make areas available to Seller during performance in accord with schedules which are the basis of Seller's proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this Contract.

9. CODE COMPLIANCE Seller does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Purchaser acknowledges that the Authority Having Jurisdiction may establish additional requirements for compliance with local codes.

10. REPORTS When inspection and/or test services are selected such inspection and/or test services shall be completed on Seller's then current inspection form which shall be provided to Purchaser, and, where applicable, Seller may submit a copy thereof to the local Authority Having Jurisdiction. The inspection form and recommendations by Seller are only advisory in nature and are intended to assist Purchaser in reducing the risk of loss to property by indicating obvious defects or impairments noted on the system and equipment inspected and/or tested. Final responsibility for the condition and operation of the system, equipment and components lies with Purchaser. The Purchaser shall promptly notify Seller of any malfunction in the system which comes to Purchaser's attention. If upon inspection Seller determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Seller shall be relieved from any and all liability arising therefrom. **UNLESS OTHERWISE SPECIFIED IN THIS CONTRACT, ANY INSPECTION (AND IF SPECIFIED TESTING) PROVIDED UNDER THIS CONTRACT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY SELLER TO PURCHASER. SELLER SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE SELLER IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS CONTRACT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS.**

11. ALARM MONITORING SERVICES Any reference to alarm monitoring services in this Contract is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Seller's standard alarm monitoring services agreement which will be provided under separate agreement upon purchase.

12. EXCLUSIVE LIMITED WARRANTY Seller warrants that any new equipment provided by Seller under this Contract will be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or, if installed by Seller, for one (1) year from installation. This warranty does not extend to normal wear and tear, any equipment that others have repaired, abused, altered, misused or that has not been properly and reasonably maintained. All parts as recorded on the face of the work order or invoice are warranted for a period of thirty (30) days, or longer, if the manufacturer's specific warranty provides additional time. If a part installed by Seller fails within thirty (30) days of

installation, Seller shall furnish a replacement part free of charge. Parts furnished with a manufacturer's specific warranty shall be furnished in accordance with the specific warranty. Seller will charge for labor to repair or replace parts unless the labor is necessary to correct a repair previously made by Seller within thirty (30) days of the date of the original repair. Refrigerant leak repairs are warranted for a period of thirty (30) days. If within thirty (30) days of the original repair a leak redevelops, Seller shall furnish at no cost to Purchaser the necessary refrigerant and labor for the repair. Any other loss of refrigerant will be billed at Seller's normal selling price. EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY IMPLIED OR EXPRESS WARRANTIES OF MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AS TO ANY SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT WHICH ARE FURNISHED BY SELLER. No premise not contained herein, or affirmation of fact made by an employee, agent or representative of Seller shall constitute a warranty by Seller or give rise to any liability or obligation. Any repairs, adjustments or connections performed by Purchaser, or any third party shall void all warranties.

Seller's liability to Purchaser for personal injury, death or property damage to the extent arising from performance under these terms and conditions shall be limited to an amount not to exceed one (1) year's Contract price. Purchaser shall indemnify, defend, and hold Seller harmless from any and all third-party claims for personal injury, death, or property damage, arising from Purchaser's failure to maintain systems and equipment or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall Seller be liable for any special, indirect, incidental, consequential, liquidated, penal, or any economic loss damages of any kind, including but not limited to loss of use of the Purchaser's property, lost profit or lost production, whether claimed by the Purchaser or by any third party; irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise. The foregoing limitation of warranty and liability shall supersede any and all other warranty and liability terms previously given or hereafter given unless amendment is made by an officer of Seller in writing.

13. MODIFICATIONS AND SUBSTITUTIONS Seller reserves the right to modify material of Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this Contract provided that the modifications or substitutions will not materially affect the performance of the material or lessen in any way the utility of the material to the Purchaser.

14. SEVERABILITY If any provision of this Contract is held by any court or other competent authority to be void or unenforceable in whole or in part, this Contract will continue to be valid as to the other remaining and unaffected provisions.

15. WAIVER. Seller's waiver or acceptance of any breach by Purchaser, or Seller's failure to insist, in any one or more instances, upon the strict performance of any provision of the Contract, or to exercise any right herein, shall not be construed as a waiver or relinquishment by Seller of such provision or right in any other instance.

16. ASSIGNMENT Any assignment of this Contract by Purchaser without the written consent of Seller shall be null and void. Seller may assign to its subsidiaries and affiliates at any time.

17. CHANGES, ALTERATIONS, ADDITIONS Changes, alterations and additions to the plans, specifications, or construction schedule for this Contract shall be invalid unless approved in writing by Seller. For any such changes approved by Seller in this manner, which will increase or decrease the cost and expense of work to Seller, there shall be a corresponding increase or decrease in the Contract price herein provided. The value of additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional

work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

18. LEGAL NOTICE For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

19. INSURANCE Purchaser shall name Seller as an additional insured on Purchaser's general liability and auto liability policies, which shall be provided on a primary, non-contributory basis. Purchaser shall carry property and casualty coverage and/or builders risk coverage with sufficient limits to cover any potential loss or damage. A waiver of subrogation is required for all policies required herein. Purchaser agrees that with respect to any losses covered by this Contract Purchaser hereby waives and releases Purchaser, its officers, directors, employees, and agents, from any and all claims and liability or responsibility with respect to such losses, including losses arising out of the inability to conduct business. Purchaser agrees that its insurers shall have no right of subrogation against Seller and its insurers on account of this release.

20. TERMS AND CONDITIONS/TECHNICAL SPECIFICATIONS Terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

21. CLAIMS AND CHOICE OF LAW Within five days of the occurrence of any event or matter giving rise to a dispute(s), either party has the right to provide the other Party with a written Notice of Dispute. Within fifteen days of receipt of the Notice of Dispute, the Parties shall commence direct negotiations with management officers authorized to enter into a binding resolution or settlement of the dispute. Should direct negotiations fail to resolve the dispute(s) within fifteen days of the commencement of negotiations, all disputes, claims and matters in controversy relating to or arising from the Order, shall be resolved by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, unless Seller provides written notice to Purchaser that it has elected in its sole discretion, that all such disputes, claims, and matters in controversy shall be decided by litigation. The Parties further agree that the sole and exclusive location and forum for such arbitration or litigation shall be the Fond du Lac County, Wisconsin Circuit Court. If this venue is deemed unenforceable by a court of competent jurisdiction, the parties agree that the alternative venue shall be the Federal District Court for the Eastern District of Wisconsin, Green Bay Division. EACH PARTY HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS ORDER OR THE TRANSACTIONS CONTEMPLATED HEREBY (WHETHER BASED ON CONTRACT, TORT OR ANY OTHER THEORY). EACH PARTY (A) AGREES THAT, IN THE EVENT OF LITIGATION, IT SHALL SEEK TO ENFORCE, AND SHALL ABIDE BY, THE FOREGOING WAIVER AND (B) ACKNOWLEDGES THAT IT HAS BEEN INDUCED TO ENTER INTO THIS ORDER BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND AGREEMENTS IN THIS SECTION. The parties agree that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claims arise, whichever is shorter, whether known or unknown when the claims arise or whether based on tort, contract, or any other legal theory. The laws of Wisconsin shall govern the validity, enforceability, and interpretation of this Contract.

22. OVERTIME Unless otherwise specified by Seller, all installation work will be performed during regular working hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium of the same. If overtime labor is required on an emergency basis, Purchaser agrees to reimburse Seller for same.

23. INCIDENTAL LOSSES All loss or damage from any cause to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about the premises of the Purchaser shall be borne and paid for by the Purchaser, except in the event that such loss or damage results from the sole negligence of Seller.

24. INDEMNIFICATION To the fullest extent permitted by law, PURCHASER SHALL INDEMNIFY, DEFEND, AND HOLD SELLER AND SELLER'S AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL ACTUAL OR ALLEGED

CLAIMS, FINES, PENALTIES, LIENS, CAUSES OF ACTION, SUITS, DEMANDS, DAMAGES, LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, THAT ARISE FROM, RELATE TO, OR OTHERWISE ARE CONNECTED WITH, IN WHOLE OR IN PART, EITHER PARTY'S PERFORMANCE OF THIS CONTRACT, INCLUDING THE ACTS OR OMISSIONS OF EITHER PARTY'S SUPPLIERS, SUBCONTRACTORS, EMPLOYEES, AGENTS AND/OR REPRESENTATIVES, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Seller reserves the right to select counsel to represent it in any such action.

25. DEFAULT In case of any default by Purchaser, Seller may declare the Contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed) or may enter Purchaser's premises and remove all or any portion of materials provided by Seller. All such remedies of Seller are cumulative and not exclusive. Seller shall also have the right to terminate the Contract due to Purchaser's default, effective at the time notice of termination is received by Purchaser. Default by Purchaser shall consist of failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said services, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, lien or seized by process of law and such attachment or lien shall not be vacated or seizure terminated with ten (10) days after its occurrence.

26. SPECIAL CONDITIONS In the event new equipment is carried into existing equipment, the Seller will only test in high pressure the new work involved and any high-pressure test required on the old work will be an extra to the Contract price. Purchaser assumes full responsibility for the condition of existing equipment and for water or other damage resulting directly or indirectly from such condition or other application of test or flushing pressures. In the event existing equipment is being repaired, Seller does not assume any responsibility for testing old and new piping, and any testing will be an extra cost to the Contract price, which will include costs of labor and materials required to make the system tight at high pressure. Purchaser assumes full responsibility for the condition of existing equipment, and for water or other damage resulting directly or indirectly from such condition or the application of test or flushing pressures. In the event a sprinkler system is converted from a wet system to a dry system, the Seller is not responsible for the costs to repair the existing wet pipe system to make it tight at the required air pressure. Nor is the Seller responsible for the cost of material necessary to re-arrange the lines to insure proper drainage thereof. Any labor or material necessary to make the system tight under air pressure or to change the drainage on lines will be an extra cost to the Contract price. Seller acknowledges that Seller is responsible for ensuring that water-based sprinkler piping is adequately heated to prevent freezing and that all drum drips are required to be maintained and drained by Purchaser.

27. HAZARDOUS CONDITIONS Purchaser represents to the best of Purchaser's knowledge that no hazardous conditions such as risk of infectious disease, MIC, need for air monitoring, respiratory protection, or other medical risk, asbestos, asbestos containing material or other potentially toxic or otherwise hazardous material are contained in or on the surface of the floors, walls, ceiling, insulation or other structural components of the area of any building where work is required to be performed under this Contract. If hazardous conditions are encountered by Seller during the course of Seller's work, Seller shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Purchaser as certified in writing by an independent testing agency, and Purchaser shall pay disruption and re-mobilization expenses as determined by the Seller. All hazardous materials shall at all times remain the responsibility and property of Purchaser. Seller shall not be responsible for the testing, removal, or disposal of such hazardous materials.

28. WASTE MANAGEMENT If the work calls for the disposal of hazardous and/or non-hazardous waste materials ("Waste"), then Purchaser

shall: (a) be responsible for providing to Seller all necessary forms, waste profile sheets, laboratory analyses, samples, and other information pertaining to the types of Waste to be disposed and shall ensure that all Waste-related information furnished to Seller is accurate and complete; (b) secure, at its expense, all approvals, permits and other authorizations necessary to enable Seller to perform such Waste disposal services, except for those permits and licenses required to be obtained by Seller in connection with its own business; and (c) without limiting the foregoing, comply with all applicable laws and regulations in connection with such classification and disposal of Waste. Purchaser shall execute all manifests for the transportation, storage and disposal of any Waste removed from the project site. At no time will Seller take title to any Waste located on or removed from the project site, and such Waste shall be transported and disposed of as directed by Purchaser and in conformity with all applicable laws and regulations. Nothing in this Contract shall be construed or interpreted as requiring Seller to assume the status of, and Purchaser acknowledges that Seller does not act in the capacity nor assume responsibilities of, Purchaser or others as a 'generator,' 'operator,' 'transporter' or 'arranger' in the treatment, storage, disposal or transportation of any hazardous substance or waste as those terms are understood within the meaning of RCRA, CERCLA, or any other similar federal, state or local law, regulation or ordinance. Purchaser acknowledges that Seller has played no part in and assumes no responsibility for generation or creation of any Waste that may be the subject matter of this Contract. Consistent with Purchaser's obligations under the INDEMNIFICATION provision at Section 24 of this Contract, Purchaser shall defend, indemnify and hold Seller harmless from and against any and all demands, claims, liabilities (including strict liabilities), losses, costs, expenses (including attorneys' fees), fines, penalties, forfeitures, liens, and damages (collectively, "Losses") that result from the transport, storage and/or disposal of Waste generated on and/or removed from the project site, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Purchaser shall be responsible for purchasing and maintaining its own liability insurance from financially sound insurance companies, including but not limited to environmental liability and pollution coverage.

29. OSHA COMPLIANCE Purchaser shall indemnify, defend, and hold Seller harmless from and against any and all claims, demands, and damages arising in whole or in part from the enforcement of OSHA (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller.

30. LIEN LAWS (WISCONSIN ONLY) AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIAL, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

31. NO THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries of this Contract and nothing in this Contract, express or implied, is intended to confer on any person other than the parties hereto (and their respective successors, heirs and permitted assigns), any rights, remedies, obligations or liabilities.

LAST UPDATE: 3/20/24



Milwaukee:
11217 West Becher Street
West Allis, WI 53227-1032
Phone: 414.476.5790
Fax: 414.476.0916

Madison:
4701 Tradewinds Parkway
Madison, WI 53718-6917
Phone: 608.222.9196
Fax: 608.222.3339

Green Bay:
2247 Fox Heights Lane, Suite A
Green Bay, WI 54304
Phone: 920.278.4550

www.ikmbuildingsolutions.com

July 10, 2025

Ms. Minetta Lippert
Dwight Foster Public Library
209 Merchants Ave
Fort Atkinson, WI 53538
minetta@fortlibrary.org

Re: Condenser Replacement

Dear Ms. Minetta:

We are pleased to provide our proposal for the above-referenced project. We include the following:

Condenser Replacement:

- Isolate the condenser from the system
- Removal and disposal of the existing Trane condenser
- Installation of a new Trane condenser
- Installation of new R410A refrigerant for the new condenser
- Flush existing line sets to clean out old refrigerant
- Miscellaneous materials and labor for the installation
- Crane for removal and installation of the condenser included
- Place equipment into operation

Our price for this work is **\$89,642.00**

This condenser is an exact match for the existing one and in stock at this time. If this R410A condenser goes out of stock you will be forced to go with R454B which will increase the price and lead time.

Not included in the above proposal:

- Applicable state and local sales tax
- Any tasks not mentioned above

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are between 7:00 a.m. and 4:00 p.m., Monday through Friday.

This proposal is conditioned on IKM Building Solutions confirming the price, delivery time, and availability of goods with IKM Building Solutions subcontractors, vendors, and suppliers at the time when IKM Building Solutions and customer are ready to enter a final contract for the proposed work. IKM Building Solutions reserves the right to (i) adjust the proposal price and schedule in the final contract if needed due to such confirmation, and (ii) condition the final contract on, and include in it, any reservations, and/or limitations that IKM Building Solutions must accept from its subcontractors, vendors, and suppliers to obtain any goods.

To the extent this quotation/proposal includes materials, products, and/or equipment that are manufactured, produced, assembled in, or otherwise originate from, a country other than the United States, the price set forth herein for such items is guaranteed for a period of 15 days from the date of this quotation/proposal. After such time, IKM Building Solutions, Inc. reserves the right to increase the price set forth herein for such items when the parties enter a contract for the work or when IKM Building Solutions, Inc. actually orders such items, whichever the later, to reflect the then-current price of such items, as such pricing may be affected by market conditions including, but not limited to, tariffs, quotas, and/or duties. The parties agree that the pricing for such items in this quotation/proposal is guaranteed only for such time, and customer assumes the risk of any such price increases for such items after such time. If customer fails to sign this quotation/proposal within 15 days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Brian Baker

Brian Baker
Inside Sales Representative
IKM Building Solutions, Inc.
Direct: (608) 977-4070
BBaker@IKMBuildingSolutions.com

BB/lc

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)



Heating & Cooling, Inc.

87 W. Beltline Hwy. • Madison, WI 53713
(608) 255-6902 • Fax (608) 255-2001

August 1, 2025

Fort Atkinson Library
Contact: Minetta Lippert
Library Director
209 Merchants Ave.
Fort Atkinson, WI 53538
Phone: 920-563-7790
Email: minetta@fortlibrary.org

Project Description: Replace (1) Trane 60 Ton A/C Unit.
Project Address: 209 Merchants Ave. – Fort Atkinson, WI

Install new split a/c unit:

- Remove & properly dispose of existing equipment & refrigerant.
- Install (1) new Trane RAUJC60EB 60 Ton 200V 3-Phase Air Cooled Condensing Unit R410a Freon.
 - Non-fused disconnect.
 - Spring Isolators.
 - Standard Ambient Control.
- Install onto existing roof rails.
- Reconnect dual circuit refrigeration piping to new unit.
- Reconnect Line/Low voltage.
- Remove and reconnect existing Ivu controls for a/c unit and test.
- Startup and verify proper operation of the units.
- Installation labor & Trane factory startup.
- Crane rental, street closure permit & city permits.
- One-year parts and labor warranty
- Manufacturer's warranty

Total Investment - \$ 104,676.00

Note: Current lead time on unit – 7-9 Week plus shipping to Harker.

Terms & Conditions:

- Credit Card payments will be charged additional 3.5% transaction fee on top of pricing above.
- This price does **NOT** include:
 - Roofing.
- Work to be performed during normal business hours of Monday-Friday 7:30am to 4:00pm
- The pricing provided is valid for 30 Days.
- Terms are net 30 days.
 - After which finance charges will be applied.
- If payment is not received, Harker reserves the right to suspend all warranties.
- According to the state of Wisconsin statutes, chapter 779.01 we retain the right to file a lien if payment is not received as noted above.
- This price reflects the Harker cash or check discount & maintenance agreement discounts.

Authorization Signature

Date



Heating & Cooling, Inc.

87 W. Beltline Hwy. • Madison, WI 53713
(608) 255-6902 • Fax (608) 255-2001

Sincerely,

Jason Rowland

Jason Rowland

Project Manager

jasonr@harkerheating.com

C# 608-590-6142

Date: August 11, 2025

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: HVAC Preventive Maintenance

Background

As companies provided quotes for the library's rooftop condenser repairs or replacement, City staff asked about the library's current HVAC preventive maintenance. In the past year, Klecker's Heating and A/C provided preventive maintenance on cooling equipment in June and July 2024 and the library's part-time maintenance employee sporadically checked on mechanical equipment.

Discussion

The library's most recent expansion and renovation project was completed in 2011, which means that most of the library's equipment is now 14 or 15 years old. As the library's mechanical equipment continues to age, we are experiencing more equipment failures, repairs, and expenses.

Entering into a planned maintenance agreement for the library's HVAC equipment would ensure that HVAC professionals are inspecting and attending to major equipment regularly. This agreement might help the library better plan for necessary equipment upgrades in the future. Additionally, this planned maintenance agreement would open up access to a professional, knowledgeable, and responsive HVAC company when repairs are needed.

We have a responsibility to care for our aging building while also being wise, efficient, and prepared with funding.

Financial Analysis

Ahern's planned maintenance agreement would cost the following:

2025-2026: \$5,400

2026-2027: \$5,508

2027-2028: \$5,618

Library staff would pay for the planned maintenance agreement in 2025 from the library's operational budget and account for the increased maintenance costs in the 2026 and future budgets.

If the library wanted to end the planned maintenance agreement with Ahern in the future, the agreement states: “Either party may terminate this Agreement for any reason by providing (30) thirty days prior written notice of termination upon payment of outstanding balances for work performed.”

Library staff had previously gathered an HVAC Maintenance Agreement from Harker Heating & Cooling in 2024, but the annual cost of \$8,460 seemed cost prohibitive at the time.

Recommendation

Library staff recommends entering into an HVAC Planned Maintenance Agreement with Ahern.

Attachments

1. Ahern Fort Atkinson Library PMA_Rev1 (1)
2. Harker DWIGHT FOSTER PUBLIC LIBRARY PREVENTATIVE MAINTENANCE PROGRAM



PROPOSAL

Dwight Foster Public Library HVAC PMA MAJOR

Prepared for Minetta Lippert
July 8, 2025

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3821 Anderson Road
DeForest, WI 53532
main 608.216.0283
jfafern.com

July 8, 2025

Minetta Lippert
Dwight Foster Public Library
209 Merchants Ave.
Fort Atkinson, WI, 53538
Phone: 920-563-7790
Email: minetta@fortlibrary.org

RE: HVAC Planned Maintenance Agreement # 552474

Dear Minetta:

J. F. Ahern Co. ("Ahern") is pleased to present its proposal for the necessary preventive maintenance for the heating, air conditioning, and ventilation equipment at the following location:

Dwight Foster Public Library – 209 Merchants Ave. Fort Atkinson, WI 53538

This proposal incorporates the following components:

- ☒ Scope of Work, Equipment and Schedule Covered Under This Agreement
- ☒ Material Covered Under This Agreement
- ☒ Notes and Clarifications
- ☒ Ahern's General Terms & Conditions
- ☒ Sample Tasking

MAJOR SERVICE

- ☐ The total price for **2025-2026** is:
Dollars\$5,400.00
- ☐ The total price for **2026-2027** is:
Dollars\$5,508.00
- ☐ The total price for **2027-2028** is:
Dollars\$5,618.00

This Agreement shall begin **September 1, 2025** for a period of up to three (3) years ending on **October 31, 2028**. A renewal of this Agreement will be sent thirty (30) days in advance of end date.

The above described work will be billed **annually** in advance

This proposal, including the scope of work and general terms and conditions attached hereto constitutes the contract between the parties until and unless it is replaced by a subsequent document executed by both parties.

SCOPE OF WORK

Dwight Foster Public Library

HVAC PMA



The price set forth in this document has been calculated and determined without any contingency for tariff impacts. Because of uncertainty regarding the implementation, timing and impacts of tariffs, no valid means exist by which the likely effects of tariffs currently can be reasonably assessed. This document is submitted assuming that any tariff impacts upon the proposed price will entitle Ahern to a commensurate equitable adjustment to the price to account for any such increased costs. Such impacts shall include, but not be limited to, costs and delays caused by events beyond Ahern's control that arise from or relate to government-imposed measures, government prohibitions, port or customs delays, or other industrial disturbances, shortages of goods, and other like events resulting from tariffs. If this document contains materials subject to tariffs imposed after the quotation or proposal date, the price shall be adjusted to reflect the actual increase in costs directly attributable to such tariff, duty, or surcharge. Ahern shall provide reasonable documentation evidencing the increased costs.

If these terms are found to be acceptable, please indicate by signing this Agreement and returning it to our office at rpence@jfahern.com.

Sincerely,

Ryan Pence

Ryan Pence
Mechanical Service Sales Representative

Phone: 608-852-9034

Email: rpence@jfahern.com

Customer Authorized Representative Signature & Date

Printed Name & Title

This proposal including the notes and clarifications as well as the general terms and conditions attached hereto constitutes the contract between the parties until and unless it is replaced by a separate document executed by the parties.

99%

Last year, 99% of client survey responders reported they would **work with us again.**

SCOPE OF WORK

Dwight Foster Public Library

HVAC PMA



MAJOR SERVICE

Ahern will provide services so that the customer's listed equipment receives a minimum of one comprehensive annual inspection each year. The major inspection is an in-depth diagnostic review of the equipment being tested. The purpose for this inspection is to identify potential failure points, ensure maximum energy efficiencies, help to prolong equipment life and improve environmental comfort and / or minimize production down time. Annual inspection tasks include, but are not limited to, those on the attached schedule(s). Deficiencies found during these inspections will be documented and presented to the customer.

Condenser Coil Cleaning: Ahern will provide **a one time a year condenser chemical coil cleaning**. This will involve washing and rinsing coils to remove air borne debris. Ahern will provide condenser coil cleaner.

Filter Changing: Ahern will provide **two times a year filter changing**. This will involve removing and replacing filters. Ahern will provide filters.

Belt Replacement: Ahern will provide **a one time a year belt replacement**. This will involve removing and replacing any belt on equipment listed in the Agreement. Ahern will provide belts.

SCOPE OF WORK, EQUIPMENT & SCHEDULE COVERED UNDER THIS AGREEMENT

Fort Atkinson Library				Service Delivery Schedule			
209 Merchants Ave. Fort Atkinson, WI 53538				MJ -Major PM C -Clean Condensor Coil FW -Filter Wash	F -Filter Change FN -Functional PM B -Belt Change		
Qty	Unit #	Equipment Description	Location	Spring	Summer	Fall	Winter
1	AHU1	Trane Air handler	Upstairs airhandler room	MJ,F		FN,F	
1	COND1	Trane condenser	Roof	MJ,C			
1	FAN1	Exhaust fan	Roof	FN,B			
1	FAN2	Exhaust fan	Roof	FN,B			
1	FAN3	Exhaust fan	Roof	FN,B			
1	FAN4	Exhaust fan	Roof	FN,B			
1	FAN5	Exhaust fan	North section of roof	FN,B			
1	Boiler 1	HW boiler	Boiler room lower level			MJ	
1	Boiler 2	HW boiler	Boiler room lower level			MJ	
1	D.Split 1	Ductless split Daikin	Network/server room	MJ,C,FW			
1	Heater1	HW unit heater	AHU1 room			FN	
1	AHU2	Air handling unit	N. end of building utility room	MJ,F		FN,F	
1	COND2	Trane Condenser	Ground, NE corner bulding	MJ,C			

SCOPE OF WORK

Dwight Foster Public Library

HVAC PMA



General Items

- Inspect unit casing, secure unit panels and inspect roof curb flashing
- Check for Emergency Stickers, add if necessary
- Make sure power to unit is turned on and is operational
- Visual Inspection with Checks:(if applicable)
- Inspect filters: Replace if applicable
- Inspect & Lubricate outside and return air dampers
- Clean Up Area

Blower & Blower Motors

- Inspect & Lubricate motor and fan bearings
- Inspect belts for excessive wear / proper tension
- Inspect pulley/sheaves for alignment and wear
- Inspect fan blades / blower wheels for vibration, cracks, alignment, rotation & excessive noise
- Inspect motor contactors
- Inspect & tighten electrical connections, contactors & relays
- Measure & Record Blower Motor Volts
- Measure & Record Blower Motor Amps

Cooling Items

- Check for refrigerant and oil leaks
- Check for gas leaks at the unit
- Check operating controls
- Check safety controls at High pressure, low pressure & oil pressure
- Inspect evaporator coil, recommend cleaning, if required
- Check condensate pan & P-trap(s) for proper drainage
- Inspect contactors/tighten electrical connections
- Check operation of crankcase heater(s)
- Check pump down cycle
- Check hot gas bypass valve
- Check sight glass for proper system charge
- Check condenser fan motor bearings & blades, lube if necessary
- Check condenser fan brackets for fatigue or cracks
- Check condenser coil
- Check low ambient control/enthalpy control
- Check economizer operation
- Check operation of unloaders
- Measure & Record Discharge Pressure
- Calculate & Record Sub-Cooling
- Measure & Record Suction Pressure
- Calculate & Record Superheat

Heating Items

- Check gas train & components for gas leaks
- Check ignition system (spark igniter / Hot surface igniter)
- Clean pilot orifice
- Inspect electrode and flame rod
- Inspect burners & collector box
- Check fan & limit control switch
- Check venter motor
- Check combustion air damper and linkage
- Check operation of gas valve
- Check operation of flame safe guard relay
- Check operating controls
- Check economizer operation
- Check burner sequence of operation & verify smooth light off

All tasks for each unit will be recorded.

Deficiencies and recommendations to be reported to Dwight Foster Public Library.

SCOPE OF WORK

Dwight Foster Public Library

HVAC PMA



NOTES AND CLARIFICATIONS

1. The customer will provide reasonable access to all areas and equipment, and will allow Ahern to stop and start equipment as may be necessary to fulfill the terms of the agreement.
2. All preventive maintenance tasks and non-emergency repair or replacement will be performed during normal working hours, 7:00 AM to 3:30 PM, Monday through Friday.
3. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated applicable to the price, sale or delivery or any products, services or work furnished hereunder or their use by Ahern on behalf of the customer, whether such as shall be local, state, or federal in nature. **This includes but is not limited to the recovery, recycling, reclamation, handling and disposal of all refrigerants, and the additional cost incurred for refrigerant tax and/or increased costs due to shortages.**
4. Payment for this Agreement will be made in advance of the period during which the service is provided and is due within thirty (30) days of receipt of invoice.
5. Although the testing and measurements are to be proactive to avoid potential failures, the equipment can experience post inspection failures due to uncontrolled conditions such as extreme weather, age of equipment and general mechanical failure.
6. Ahern reserves the right to modify the planned maintenance schedules due to factors beyond our control which include, but are not limited to weather, special customer scheduling requirements, equipment access, etc.
7. Ahern will not provide manlift since it is not needed.
8. Either party may terminate this Agreement for any reason by providing (30) thirty days prior written notice of termination upon payment of outstanding balances for work performed.
9. This proposal does not include sales tax and is valid for a period of 30 days.
10. When a repair is identified by the Ahern technician, customer facility personnel will then take responsibility or authorize Ahern to perform the repair. Repairs shall be handled separately from the maintenance inspection.
11. Material Price Increases: The price and schedule set forth in this proposal for the Scope of Work of Ahern ("Contract Price and Schedule") has been calculated and determined without any contingency for material price escalation impacts. Accordingly, while Ahern shall diligently work toward mitigating any effects of material price increases on its ability to perform its obligations under this proposal, this proposal is submitted under the assumption that any material price escalation impacts upon the Contract Price and Schedule will entitle Ahern to a commensurate equitable adjustment to the Contract Price and Schedule to account for any such increased costs or delays resulting therefrom. Such impacts shall include, but not be limited to, costs and delays caused by events beyond Ahern's control that arise from or are connected with government-imposed measures, government prohibitions, quarantines, national, regional or local emergency declarations, labor stoppages, slowdowns or shortages, or other industrial disturbances, shortages of goods, unreliable supplier lead times, lack of adequate power or transportation facilities, and other like events. This provision includes the following terms regarding impacts on materials unit costs used by Ahern in establishing the current Contract Price. The Contract Price shall be adjusted for escalation of the cost of such materials to be purchased by Ahern based on this adjustment will only apply to price changes in excess of five percent (5%).
12. If this proposal contains materials built with steel or aluminum, due to the volatility of prices from suppliers, this proposal is valid for ten (10) days from date of issue listed on the cover page of the proposal. If you accept this proposal after this time period Ahern will adjust the proposal to ensure that it contains the most recent steel or aluminum pricing due to significant market fluctuations. The proposal will not be valid until such adjustment is agreed upon by the parties. In no event shall any proposal be valid for more than thirty (30) days from the date of issue listed on the cover page of the proposal unless explicitly consented to by Ahern in writing.

"Ahern provided expertise, flexibility, and initiative through the construction and commissioning of the project. Ahern's scope expanded through the project because of their ability to provide solutions and respond quickly to needed changes."

Matt Johnson

Project Manager | Saint-Gobain Medical Filtration

WHY AHERN?

WHY AHERN?



EXPERIENCE & KNOWLEDGE

- Over 85% of Ahern's employees hold professional certifications.
- Ahern employs 15 licensed PEs, 3 LEED APs, 5 EITs, and over 120 NICET certified professionals.

ACCURATE BUDGETING & COSTS

- Ahern has preserved more than \$4.5M savings for customers on over \$135M of design/assist projects performed.
- Ahern's project costs have been within 2.6% of the original estimates for the last 5 years.



OUTSTANDING PERFORMANCE

- 96% of Ahern's clients were satisfied/very satisfied by our schedule compliance and responsiveness in 2024.
- In 2024, Ahern's Lost-Time Incident Rate (LTIR) was 87% below the industry average.



VAST RESOURCES

- Ahern is the largest employer of skilled mechanical tradesmen in Wisconsin with a companywide workforce of over 1,700 employees.
- Over the past five years, Ahern has invested over \$5 million in equipment innovations for our in-house shops.



29,600

Last year, we conducted
life safety inspections to
over 29,600 facilities.

TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS OF SALE

1. ENTIRE CONTRACT The parties intend these general terms and conditions together with any scope of work, proposal or quotation attached hereto (collectively the "Contract") to be the final, complete, and exclusive expression of their Contract and the terms and conditions thereof. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an officer of Seller. Any terms or conditions of Purchaser's order different, inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and, Purchaser's order shall be governed only by the Contract. A definite and seasonable expression of acceptance or a written confirmation which is sent to Seller within the time specified in the Purchaser's order operates as an acceptance of the terms specified herein. Every agreement or other undertaking by Seller is expressly conditioned on Purchaser's assent to the terms contained herein. Seller assumes no liability except as expressly provided herein. Additional proposals or scope of work provided by Seller to Purchaser shall be covered by this Contract unless and until Seller and Purchaser execute a new contract in writing expressly superseding this Contract. This Contract and its referenced documents represent the entire and integrated contract between the parties and supersedes all prior negotiations, representations, agreements, or contracts, either written or oral and may not be modified by course of dealing, course of performance or usage of trade, but only modified in writing signed by an authorized representative of each party. This Contract shall extend to and be binding upon the parties and their respective successors and permitted assigns.

2. PROPOSALS AND CONTRACT Seller's proposal or quotation are not subject to cancellation, suspension, or reduction in amount except with Seller's written consent and upon terms which reimburse Seller for work performed, plus reasonable overhead and profit.

3. PRICES In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type or occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Purchaser's existing facilities, prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in Seller's engineering records. In the event the layout of Purchaser's facilities has been altered or is altered by Purchaser prior to completion of this Contract, Purchaser shall advise Seller of any such alterations and prices and delivery and completion dates quoted herein shall be modified by Seller as may be required because of such alterations. Unless prices are stated by Seller in this or other documents forming a part of this Contract, the prices applicable to the extra work performed shall be Seller's prices in effect at that time.

4. PAYMENT All payments shall be due and payable within thirty (30) days from date of payment application or invoice. A service charge will be charged and added to all payments past due and owed by the Purchaser under this Contract, and at a rate of 18% per annum or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Purchaser shall pay any reasonable attorney's fees incurred in the collection of past due accounts. If the Purchaser fails to pay all or any portion of the amount due, the Seller may, at its option, terminate the Contract, in which event Seller will be obligated to perform no additional work until paid in full.

5. DELAYS Seller shall not be liable for any damage or penalty for delays in work due to acts of God, acts or omissions of the Purchaser, acts of civil or military authorities, government regulations or priorities, quarantines, pandemics, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors, failure or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility, or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing in the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay and this Contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the Contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

6. EXCAVATION When the Seller does the excavating, if water, quick-sand, rock, or other unforeseen obstructions are encountered or shoring

is required, Purchaser shall pay for as extra to the Contract price any additional work involved at Seller's prices for such work then in effect.

7. SITE FACILITIES Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Where wet pipe system is installed, Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

8. STRUCTURE AND SITE CONDITIONS While employees of Seller will exercise reasonable care, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, writing, fixtures or other equipment or condition of water pressure. All shoring or protection of foundations, walls, or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Purchaser shall have all things in readiness for installation, including, but not limited to, materials lay-down areas or suitable working base, and facilities for erection at the time the materials are delivered. In the event the Purchaser shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection, the Purchaser shall reimburse Seller for any and all expenses caused by such failure. Failure to make areas available to Seller during performance in accord with schedules which are the basis of Seller's proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this Contract.

9. CODE COMPLIANCE Seller does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Purchaser acknowledges that the Authority Having Jurisdiction may establish additional requirements for compliance with local codes.

10. REPORTS When inspection and/or test services are selected such inspection and/or test services shall be completed on Seller's then current inspection form which shall be provided to Purchaser, and, where applicable, Seller may submit a copy thereof to the local Authority Having Jurisdiction. The inspection form and recommendations by Seller are only advisory in nature and are intended to assist Purchaser in reducing the risk of loss to property by indicating obvious defects or impairments noted on the system and equipment inspected and/or tested. Final responsibility for the condition and operation of the system, equipment and components lies with Purchaser. The Purchaser shall promptly notify Seller of any malfunction in the system which comes to Purchaser's attention. If upon inspection Seller determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Seller shall be relieved from any and all liability arising therefrom. **UNLESS OTHERWISE SPECIFIED IN THIS CONTRACT, ANY INSPECTION (AND IF SPECIFIED TESTING) PROVIDED UNDER THIS CONTRACT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY SELLER TO PURCHASER. SELLER SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE SELLER IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS CONTRACT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS.**

11. ALARM MONITORING SERVICES Any reference to alarm monitoring services in this Contract is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Seller's standard alarm monitoring services agreement which will be provided under separate agreement upon purchase.

12. EXCLUSIVE LIMITED WARRANTY Seller warrants that any new equipment provided by Seller under this Contract will be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or, if installed by Seller, for one (1) year from installation. This warranty does not extend to normal wear and tear, any equipment that others have repaired, abused, altered, misused or that has not been properly and reasonably maintained. All parts as recorded on the face of

the work order or invoice are warranted for a period of thirty (30) days, or longer, if the manufacturer's specific warranty provides additional time. If a part installed by Seller fails within thirty (30) days of installation, Seller shall furnish a replacement part free of charge. Parts furnished with a manufacturer's specific warranty shall be furnished in accordance with the specific warranty. Seller will charge for labor to repair or replace parts unless the labor is necessary to correct a repair previously made by Seller within thirty (30) days of the date of the original repair. Refrigerant leak repairs are warranted for a period of thirty (30) days. If within thirty (30) days of the original repair a leak redevelops, Seller shall furnish at no cost to Purchaser the necessary refrigerant and labor for the repair. Any other loss of refrigerant will be billed at Seller's normal selling price. EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY IMPLIED OR EXPRESS WARRANTIES OF MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AS TO ANY SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT WHICH ARE FURNISHED BY SELLER. No premise not contained herein, or affirmation of fact made by an employee, agent or representative of Seller shall constitute a warranty by Seller or give rise to any liability or obligation. Any repairs, adjustments or connections performed by Purchaser, or any third party shall void all warranties.

Seller's liability to Purchaser for personal injury, death or property damage to the extent arising from performance under these terms and conditions shall be limited to an amount not to exceed one (1) year's Contract price. Purchaser shall indemnify, defend, and hold Seller harmless from any and all third-party claims for personal injury, death, or property damage, arising from Purchaser's failure to maintain systems and equipment or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall Seller be liable for any special, indirect, incidental, consequential, liquidated, penal, or any economic loss damages of any kind, including but not limited to loss of use of the Purchaser's property, lost profit or lost production, whether claimed by the Purchaser or by any third party; irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise. The foregoing limitation of warranty and liability shall supersede any and all other warranty and liability terms previously given or hereafter given unless amendment is made by an officer of Seller in writing.

13. MODIFICATIONS AND SUBSTITUTIONS Seller reserves the right to modify material of Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this Contract provided that the modifications or substitutions will not materially affect the performance of the material or lessen in any way the utility of the material to the Purchaser.

14. SEVERABILITY If any provision of this Contract is held by any court or other competent authority to be void or unenforceable in whole or in part, this Contract will continue to be valid as to the other remaining and unaffected provisions.

15. WAIVER. Seller's waiver or acceptance of any breach by Purchaser, or Seller's failure to insist, in any one or more instances, upon the strict performance of any provision of the Contract, or to exercise any right herein, shall not be construed as a waiver or relinquishment by Seller of such provision or right in any other instance.

16. ASSIGNMENT Any assignment of this Contract by Purchaser without the written consent of Seller shall be null and void. Seller may assign to its subsidiaries and affiliates at any time.

17. CHANGES, ALTERATIONS, ADDITIONS Changes, alterations and additions to the plans, specifications, or construction schedule for this Contract shall be invalid unless approved in writing by Seller. For any such changes approved by Seller in this manner, which will increase or decrease the cost and expense of work to Seller, there shall be a corresponding increase or

decrease in the Contract price herein provided. The value of additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

18. LEGAL NOTICE For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

19. INSURANCE Purchaser shall name Seller as an additional insured on Purchaser's general liability and auto liability policies, which shall be provided on a primary, non-contributory basis. Purchaser shall carry property and casualty coverage and/or builders risk coverage with sufficient limits to cover any potential loss or damage. A waiver of subrogation is required for all policies required herein. Purchaser agrees that with respect to any losses covered by this Contract Purchaser hereby waives and releases Purchaser, its officers, directors, employees, and agents, from any and all claims and liability or responsibility with respect to such losses, including losses arising out of the inability to conduct business. Purchaser agrees that its insurers shall have no right of subrogation against Seller and its insurers on account of this release.

20. TERMS AND CONDITIONS/TECHNICAL SPECIFICATIONS Terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

21. CLAIMS AND CHOICE OF LAW Within five days of the occurrence of any event or matter giving rise to a dispute(s), either party has the right to provide the other Party with a written Notice of Dispute. Within fifteen days of receipt of the Notice of Dispute, the Parties shall commence direct negotiations with management officers authorized to enter into a binding resolution or settlement of the dispute. Should direct negotiations fail to resolve the dispute(s) within fifteen days of the commencement of negotiations, all disputes, claims and matters in controversy relating to or arising from the Order, shall be resolved by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, unless Seller provides written notice to Purchaser that it has elected in its sole discretion, that all such disputes, claims, and matters in controversy shall be decided by litigation. The Parties further agree that the sole and exclusive location and forum for such arbitration or litigation shall be the Fond du Lac County, Wisconsin Circuit Court. If this venue is deemed unenforceable by a court of competent jurisdiction, the parties agree that the alternative venue shall be the Federal District Court for the Eastern District of Wisconsin, Green Bay Division. EACH PARTY HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS ORDER OR THE TRANSACTIONS CONTEMPLATED HEREBY (WHETHER BASED ON CONTRACT, TORT OR ANY OTHER THEORY). EACH PARTY (A) AGREES THAT, IN THE EVENT OF LITIGATION, IT SHALL SEEK TO ENFORCE, AND SHALL ABIDE BY, THE FOREGOING WAIVER AND (B) ACKNOWLEDGES THAT IT HAS BEEN INDUCED TO ENTER INTO THIS ORDER BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND AGREEMENTS IN THIS SECTION. The parties agree that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claims arise, whichever is shorter, whether known or unknown when the claims arise or whether based on tort, contract, or any other legal theory. The laws of Wisconsin shall govern the validity, enforceability, and interpretation of this Contract.

22. OVERTIME Unless otherwise specified by Seller, all installation work will be performed during regular working hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium of the same. If overtime labor is required on an emergency basis, Purchaser agrees to reimburse Seller for same.

23. INCIDENTAL LOSSES All loss or damage from any cause to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about the premises of the Purchaser shall be borne and paid for by the Purchaser, except in the event that such loss or damage results from the sole negligence of Seller.

24. INDEMNIFICATION To the fullest extent permitted by law, PURCHASER SHALL INDEMNIFY, DEFEND, AND HOLD SELLER AND SELLER'S

AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL ACTUAL OR ALLEGED CLAIMS, FINES, PENALTIES, LIENS, CAUSES OF ACTION, SUITS, DEMANDS, DAMAGES, LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, THAT ARISE FROM, RELATE TO, OR OTHERWISE ARE CONNECTED WITH, IN WHOLE OR IN PART, EITHER PARTY'S PERFORMANCE OF THIS CONTRACT, INCLUDING THE ACTS OR OMISSIONS OF EITHER PARTY'S SUPPLIERS, SUBCONTRACTORS, EMPLOYEES, AGENTS AND/OR REPRESENTATIVES, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Seller reserves the right to select counsel to represent it in any such action.

25. DEFAULT In case of any default by Purchaser, Seller may declare the Contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed) or may enter Purchaser's premises and remove all or any portion of materials provided by Seller. All such remedies of Seller are cumulative and not exclusive. Seller shall also have the right to terminate the Contract due to Purchaser's default, effective at the time notice of termination is received by Purchaser. Default by Purchaser shall consist of failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said services, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, lien or seized by process of law and such attachment or lien shall not be vacated or seizure terminated with ten (10) days after its occurrence.

26. SPECIAL CONDITIONS In the event new equipment is carried into existing equipment, the Seller will only test in high pressure the new work involved and any high-pressure test required on the old work will be an extra to the Contract price. Purchaser assumes full responsibility for the condition of existing equipment and for water or other damage resulting directly or indirectly from such condition or other application of test or flushing pressures. In the event existing equipment is being repaired, Seller does not assume any responsibility for testing old and new piping, and any testing will be an extra cost to the Contract price, which will include costs of labor and materials required to make the system tight at high pressure. Purchaser assumes full responsibility for the condition of existing equipment, and for water or other damage resulting directly or indirectly from such condition or the application of test or flushing pressures. In the event a sprinkler system is converted from a wet system to a dry system, the Seller is not responsible for the costs to repair the existing wet pipe system to make it tight at the required air pressure. Nor is the Seller responsible for the cost of material necessary to re-arrange the lines to insure proper drainage thereof. Any labor or material necessary to make the system tight under air pressure or to change the drainage on lines will be an extra cost to the Contract price. Seller acknowledges that Seller is responsible for ensuring that water-based sprinkler piping is adequately heated to prevent freezing and that all drum drips are required to be maintained and drained by Purchaser.

27. HAZARDOUS CONDITIONS Purchaser represents to the best of Purchaser's knowledge that no hazardous conditions such as risk of infectious disease, MIC, need for air monitoring, respiratory protection, or other medical risk, asbestos, asbestos containing material or other potentially toxic or otherwise hazardous material are contained in or on the surface of the floors, walls, ceiling, insulation or other structural components of the area of any building where work is required to be performed under this Contract. If hazardous conditions are encountered by Seller during the course of Seller's work, Seller shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Purchaser as certified in writing by an independent testing agency, and Purchaser shall pay disruption and re-mobilization expenses as determined by the Seller. All hazardous materials shall at all times remain the responsibility and property of

Purchaser. Seller shall not be responsible for the testing, removal, or disposal of such hazardous materials.

28. WASTE MANAGEMENT If the work calls for the disposal of hazardous and/or non-hazardous waste materials ("Waste"), then Purchaser shall: (a) be responsible for providing to Seller all necessary forms, waste profile sheets, laboratory analyses, samples, and other information pertaining to the types of Waste to be disposed and shall ensure that all Waste-related information furnished to Seller is accurate and complete; (b) secure, at its expense, all approvals, permits and other authorizations necessary to enable Seller to perform such Waste disposal services, except for those permits and licenses required to be obtained by Seller in connection with its own business; and (c) without limiting the foregoing, comply with all applicable laws and regulations in connection with such classification and disposal of Waste. Purchaser shall execute all manifests for the transportation, storage and disposal of any Waste removed from the project site. At no time will Seller take title to any Waste located on or removed from the project site, and such Waste shall be transported and disposed of as directed by Purchaser and in conformity with all applicable laws and regulations. Nothing in this Contract shall be construed or interpreted as requiring Seller to assume the status of, and Purchaser acknowledges that Seller does not act in the capacity nor assume responsibilities of, Purchaser or others as a 'generator,' 'operator,' 'transporter' or 'arranger' in the treatment, storage, disposal or transportation of any hazardous substance or waste as those terms are understood within the meaning of RCRA, CERCLA, or any other similar federal, state or local law, regulation or ordinance. Purchaser acknowledges that Seller has played no part in and assumes no responsibility for generation or creation of any Waste that may be the subject matter of this Contract. Consistent with Purchaser's obligations under the INDEMNIFICATION provision at Section 24 of this Contract, Purchaser shall defend, indemnify and hold Seller harmless from and against any and all demands, claims, liabilities (including strict liabilities), losses, costs, expenses (including attorneys' fees), fines, penalties, forfeitures, liens, and damages (collectively, "Losses") that result from the transport, storage and/or disposal of Waste generated on and/or removed from the project site, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Purchaser shall be responsible for purchasing and maintaining its own liability insurance from financially sound insurance companies, including but not limited to environmental liability and pollution coverage.

29. OSHA COMPLIANCE Purchaser shall indemnify, defend, and hold Seller harmless from and against any and all claims, demands, and damages arising in whole or in part from the enforcement of OSHA (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller.

30. LIEN LAWS (WISCONSIN ONLY) AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIAL, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

31. NO THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries of this Contract and nothing in this Contract, express or implied, is intended to confer on any person other than the parties hereto (and their respective successors, heirs and permitted assigns), any rights, remedies, obligations or liabilities.

LAST UPDATE: 3/20/24



HVAC Maintenance Agreement



Prepared for
DWIGHT FOSTER PUBLIC LIBRARY
209 MERCHANTS AVE
FORT ATKINSON, WI 53538

HARKER Heating & Cooling, Inc. 87 Nob Hill Rd. Madison, WI 53713
Office 608-255-6902 – Fax 255-2001



DWIGHT FOSTER PUBLIC LIBRARY

209 MERCHANTS AVE

FORT ATKINSON, WI 53538

GoldStar COMMERCIAL HVAC Preventive Maintenance Program (PM)-2 Visit

Visit #1 – Fall (HEATING) Maintenance Schedule (3- BOILER, 4-PUMPS, 1 EX TANK, 1-WATER SOCK)

- Cycle unit from main control or thermostat
- Visually inspect boiler and nearby piping for signs of water leakage
- Verify operation prior to starting tune up
- Remove burners for inspection (when possible)
- Brush clean to remove rust and other debris
- Clean and Inspect igniter and flame proving device (when possible)
- Reinstall burners
- Cycle heat and observe burner for flame quality
- Perform Combustion Analysis in flue confirming with in limits
- Inspect condensate drainage components & piping
- Calculate approximate required boiler operating pressure
- Check expansion tank pressure
- Drain water from system to test system fill components and their operation
- Measure gas pressure and adjust to manufacturers specifications
- Visually inspect venting system
- Return unit to normal operating conditions



Visit #1 – FALL (COOLING) Maintenance Schedule (1 DUCTLESS SPLIT)

- Cycle Cooling from main thermostat
- Verify indoor blower operation
- Check air filter
- Remove and clean evaporator coil drain adaptor (when possible)
- Inspect condensate drain lines
- Verify outdoor unit is operating prior to shutting down for service
- Visually inspect condensing unit
- Wash condenser coil with a biodegradable cleaner to remove dirt and debris
- Rinse coil with clear water until clean
- Visually inspect contactor condition and for signs of wear such as pitting or arching
- Measure capacitor output to verify it is within manufacturers intended rating
- Inspect line voltage whip for safety issues then check wire connections
- Verify disconnect is properly fused if applicable
- Inspect low voltage wiring for signs of damage from rodents and weather deterioration
- Check Refrigerant operating pressures
- Perform analysis on refrigeration effect by checking superheat and subcooling
- Measure amp draw on compressor and condenser fan motor
- Return unit to normal operating conditions
- Note any performance issues or system discrepancies to be addressed

Visit #1 – FALL Maintenance Schedule (4 EX FANS)

- Turn off unit
- Check all fasteners for tightness
- Lubricate motor & blower bearings, check condition.
- Inspect motor mounts.
- Check belts Size: if necessary
- Check Sheave Alignment & belt tension
- Check amp draw on blower motor:
- Check electrical Connections: Motor connections, Contactors, Relays, disconnects, fuse terminal.
- Check for wear.
- Turn on and cycle unit



Visit #1 – FALL Maintenance Schedule (2- LARGE CHILLER, 2-LARGE AHU)

- Cycle Cooling from main thermostat or control system
- Verify operation before beginning Tune-up
- Check and change air filters (1"-2" 2x a Year)
- Assess blower motor and blower wheel condition
- Grease blower bearings 2xs a year
- Inspect belt and check for signs of wear, replacement every 6 to 12 months
- Visually inspect condition of EVAP coil for damage
- Inspect external drain lines
- Clear cooling condensate trap
- Wash evaporator coil with citrus scented cleaner to remove build-up (Once a year)
- Wash Condenser coils (Once a year)
- Visually inspect overall condition of contactors and for signs of wear
- Measure capacitor output to verify it is within manufacturers intended rating
- Perform analysis on refrigeration effect by checking superheat and subcooling
- Measure amp draw on Cooling components and blower motor
- Cycle cooling ON/OFF to verify operation prior to departure
- Test Economizer operation for free cooling
- Verify Economizer minimum position is acceptable
- Check all actuators
- Return unit to normal operating conditions



Visit #2 – Spring (COOLING) Maintenance Schedule (1 DUCTLESS SPLIT)

- Cycle Cooling from main thermostat
- Verify indoor blower operation
- Check air filter
- Remove and clean evaporator coil drain adaptor (when possible)
- Inspect condensate drain lines
- Verify outdoor unit is operating prior to shutting down for service
- Visually inspect condensing unit
- Wash condenser coil with a biodegradable cleaner to remove dirt and debris
- Rinse coil with clear water until clean
- Visually inspect contactor condition and for signs of wear such as pitting or arching
- Measure capacitor output to verify it is within manufacturers intended rating
- Inspect line voltage whip for safety issues then check wire connections
- Verify disconnect is properly fused if applicable
- Inspect low voltage wiring for signs of damage from rodents and weather deterioration
- Check Refrigerant operating pressures
- Perform analysis on refrigeration effect by checking superheat and subcooling
- Measure amp draw on compressor and condenser fan motor
- Return unit to normal operating conditions
- Note any performance issues or system discrepancies to be addressed

Visit #2 – Spring Maintenance Schedule (4 EX FANS)

- Turn off unit
- Check all fasteners for tightness
- Lubricate motor & blower bearings, check condition.
- Inspect motor mounts.
- Check belts Size: if necessary
- Check Sheave Alignment & belt tension
- Check amp draw on blower motor:
- Check electrical Connections: Motor connections, Contactors, Relays, disconnects, fuse terminal.
- Check for wear.
- Turn on and cycle unit



Visit #2 – Spring (COOLING) Maintenance Schedule (2- LARGE CHILLER, 2-LARGE AHU)

- Cycle Cooling from main thermostat or control system
- Verify operation before beginning Tune-up
- Check and change air filters (1"-2" 2x a Year)
- Assess blower motor and blower wheel condition
- Grease blower bearings 2xs a year
- Inspect belt and check for signs of wear, replacement every 6 to 12 months
- Visually inspect condition of EVAP coil for damage
- Inspect external drain lines
- Clear cooling condensate trap
- Wash evaporator coil with citrus scented cleaner to remove build-up (Once a year)
- Wash Condenser coils (Once a year)
- Visually inspect overall condition of contactors and for signs of wear
- Measure capacitor output to verify it is within manufacturers intended rating
- Perform analysis on refrigeration effect by checking superheat and subcooling
- Measure amp draw on Cooling components and blower motor
- Cycle cooling ON/OFF to verify operation prior to departure
- Test Economizer operation for free cooling
- Verify Economizer minimum position is acceptable
- Check all actuators
- Return unit to normal operating conditions



The GoldStar Maintenance Program has many benefits for you:

- Easy online scheduling through a single point of contact
- Maintenance visits will be performed prior to the beginning of the Heating & Cooling Seasons
- All Repairs will be quoted for ownership approval
- Heating Maintenance includes Carbon Monoxide Safety Check
- Reduced equipment breakdowns
- 24/7 Emergency Service
- Extend equipment life
- Maximize equipment efficiency
- **20% Discount** OFF all T&M Basis Service & Repairs
- **5% OFF** any Equipment Replacements & Duct Cleaning Services

Your Monthly Maintenance Investment - \$705

(Total Annual Investment - \$8,460)

**pricing as per Justin Rivest - Director of Commercial Maintenance*

Terms & Conditions -

- Your discounted **2024 billing rate will be \$144/hr regular hours, \$188/hr after hours**
- Labor rates will increase by \$4 per year on January 1st of each year
- All T&M Basis service repairs performed at Maintenance Agreement sites will receive a 20% Discount
- Labor rates will increase by \$4 per year on January 1st of each year
- Monthly billings will have NET 30-day payment terms
- Maintenance work performed during normal business hours **M-F 7am to 4pm**
- Our regular service billing rate for 2024 is \$180/hr, Overtime billing rate is \$235/hr
- If a lift is needed for inspections add \$475 per day, \$750 per week
- Monthly billings will have NET 30-day payment terms
- Cancellation requires 30-day notice prior to scheduled maintenance visit
- Agreement cancellation invoices will be credited or billed based on work already performed

Authorized Signature

Date

Heating. Cooling. You.

Providing comfort to our clients with quality products and services that exceed expectations,

Date: August 11, 2025

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: 2025 CIP Teen Room Furniture Replacement

Background:

The City of Fort Atkinson's 2025 Capital Improvement Plan budgeted \$7,000 to replace furniture in the library. The Dwight Foster Public Library Board of Trustees and Fort Atkinson City Council approved the 2025 Capital Improvement Plan. The Library Board agreed to reimburse library CIP costs with funds from the library's trust held with Edward Jones.

Library staff identified the teen room as the area most in need of furniture updates. Current teen room furniture is significantly stained but still sees lots of usage.



Discussion

Library staff requested furniture replacement quotes from CJ & Associates from New Berlin and BSI from Waukesha. Library staff also initiated conversations with Library Furniture International and Demco, but library staff did not ultimately seek proposals from these companies. (Note that DFPL received a proposal from Demco in 2020 that included teen room furniture.) Youth Services Librarian Daphne Sieren previously worked with CJ & Associates for a furniture project at the Greenfield Public Library.

Option 1: CJ & Associates

Cost Estimate: \$11,241.54

Notes: CJ & Associate's estimate includes reupholstery work on the library's four booth benches and three lounge chairs plus six new stools. CJ & Associates would transport the booths and chairs to and from the upholsterer. Further, CJ & Associates recommended moving the four

Furniture Replacement

booth benches against the wall in a different layout. Library staff are very excited about the new layout idea and have kept the furniture in the new configuration. The proposed layout offers good sight lines for staff to monitor the room while also increasing the number of seats in the room without making the room feel crowded.

Option 2: BSI

Cost Estimate: \$14,370.60

Notes: BSI's estimate includes two booth benches, four square tables, four plastic side chairs, and four rocker lounge chairs. Library staff and BSI came up with the idea of moving the booth benches against the walls and using chairs on the opposite side in order to provide better sight lines in the room and bring down costs.

Financial Analysis

Library staff originally underestimated the cost of furniture and flooring replacement as they created the 2025 CIP. The library's 2025 Capital Improvement Plan budgeted \$7,000 to replace furniture in the library and \$4,000 to replace flooring. Now that they have more information about the costs of replacing furniture and flooring, library staff recommend combining those planned totals in order to dedicate \$11,000 to furniture replacement in 2025. Library staff no longer wish to replacing flooring in 2025.

CJ & Associates' proposal is \$241.54 higher than \$11,000. However, other planned 2025 CIP projects have come in under budget.

2025 CIP Projects	Budget	Actual or Projected Cost
Computer Replacement	\$5,000	\$2,423
Server Replacement	\$14,000	\$10,635
Furniture/Flooring Replacement	\$11,000	\$11,242
Total =	\$30,000	\$24,300

Recommendation

Library staff recommends approving the teen room furniture replacement project through CJ & Associates for \$11,241.54 and reimbursing the City with funds from the library's trust.

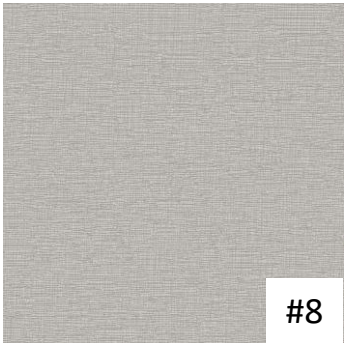
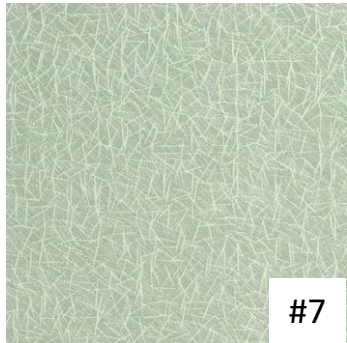
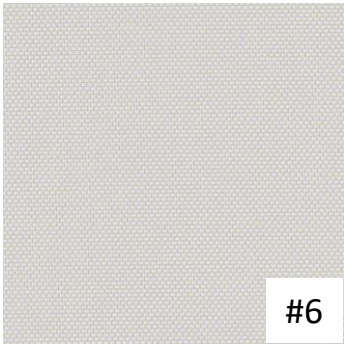
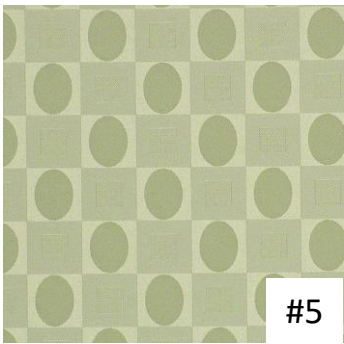
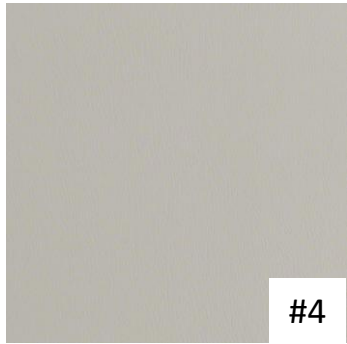
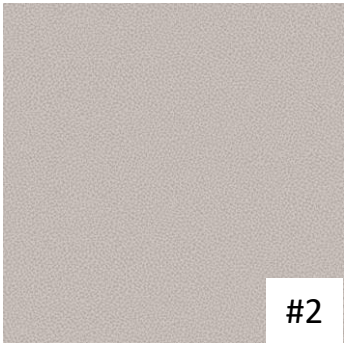
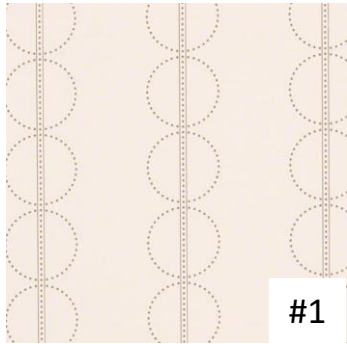
Attachments

1. CJ&Associates 25408_Teen Space Presentation
2. CJ&Associates 25408_Teen Space Proposal_073125
3. BSI 133633_Teen Area Concept_070825
4. BSI 133633_Teen Area Proposal_070125

Bench Seating



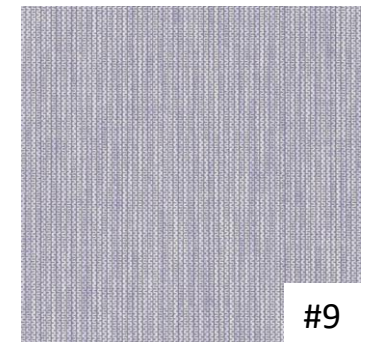
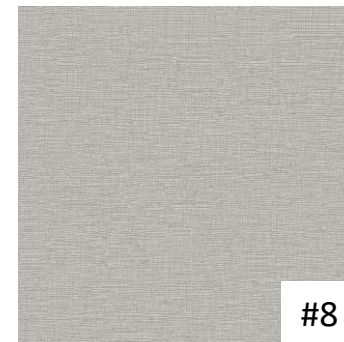
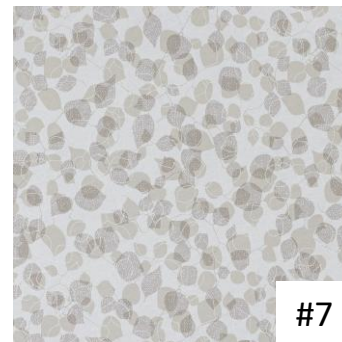
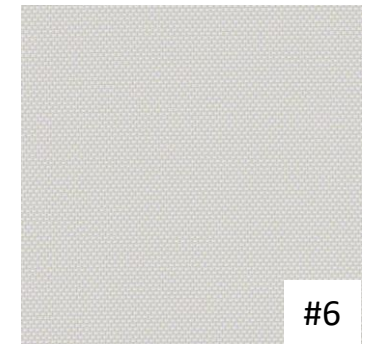
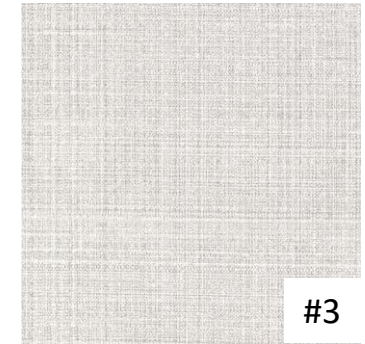
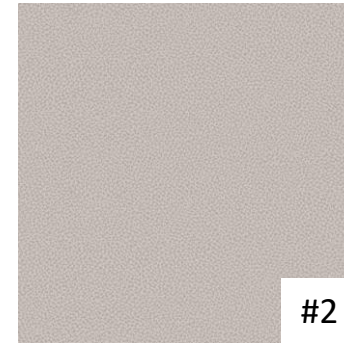
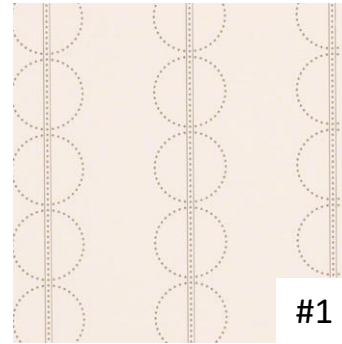
Thoughts: Using a neutral pattern on back and using a solid vinyl on the seat of the bench seating



Lounge Seating



Thoughts: Using a neutral solid on Back and Arms of chair and using a simple pattern design for the removeable seat



Stool Seating



OPTION #1
Teknion - Collaborative Ottomans

Quantity	6
Details	Vinyl Fabric TBD on Casters
Options	Size: 18" Dia. Or 24" Dia.
Pricing	\$520.80 / per stool (Priced at a Grade 3)

The Collaborative Ottoman provides casual seating for lounge environments or workstation applications. Exhibiting a playful and fun design, the ottoman can be upholstered in classic monotone or dual-upholstered with a different finish on the seat surface.

Stool Seating



OPTION #2

Global - Rambler

Quantity	6
Details	Vinyl Fabric TBD on Casters
Options	Size: 22" , 26", or 39"
Pricing	\$490.09 / per stool (Priced at a Grade 3)



Rambler™ is a playful series of ottomans designed for collaborative and community spaces in workplace, education and select healthcare environments. Rambler creates lively, relaxed layouts with a variety of shapes and sizes in two seat heights.

Rambler offers several geometric shapes in different sizes that come together easily to provide a mix of casual and lively configurations. Tops and sides can be specified separately in your choice of fabric, vinyl or leather. Optional moisture barrier supports advanced cleaning protocols.

Pricing

**click on images below for more details on the product.*

CJ Labor Cost		\$1,455.00
Reupholstery of Benches	<i>\$346.50/Bench</i>	\$1,386.00
Reupholstery of Chairs	<i>\$308.00/Chair</i>	\$924.00
Vinyl Cost		\$4,536.00
Stool Option 1 (Qty 6)		\$3,246.80
Stool Option 2 (Qty 6)		\$2,940.54
<u>Overall Cost w/ Option 1 Stools</u>		<u>\$11,547.80</u>
<u>Overall Cost w/ Option 2 Stools</u>		<u>\$11,241.54</u>



Proposal for:

Dwight Foster Public Library
209 Merchants Ave.
Fort Atkinson WI 53538

Project Location:

Dwight Foster Public Library
209 Merchants Ave.
Fort Atkinson WI 53538

25408 Dwight Foster Public Library - Teen Space

CJ & Associates, Inc. is pleased to present this proposal for the above referenced project. Our proposal is offered with and governed by the enclosed terms.

Good Afternoon,
Megan and I are pleased to provide the following proposal that shows the reupholstery work as well as the new, mobile stool/ottomans for use in the Teen Space. Our proposal covers all product and labor services necessary to have the existing furniture items recovered as well as options for a couple of different stool/ottomans that can be incorporated into the design.
Thank you for this opportunity to be of service. Should any questions arise, please feel free to reach out at your convenience.

We're looking forward to enhancing this space for you and the Teens who use it :-).

Mfg.	Qty.	Product	Sell	Ext Sell
Labor Charges				
CJA	1	CJ Labor to include: day 1 drive to pick up 2 couches and 1 chair to drop at JT. day 2 pick up @ JT and swap at site for 2 couches and 2 chairs, then take to JT. day 3 pick up @ JT and deliver to site	\$1,455.00	\$1,455.00

Subtotal: \$1,455.00

Subtotal: Labor Charges \$1,455.00

	Mfg.	Qty.	Product	Sell	Ext Sell
Reupholstery Labor					
	JTU	4	Reupholster Existing Benches	\$346.50	\$1,386.00
	JTU	3	Reupholster Existing Lounge Chairs	\$308.00	\$924.00
Subtotal:					\$2,310.00
Subtotal: Reupholstery Labor					\$2,310.00
Stools Option 1					
	TSC	6	NCORSLS	\$520.80	\$3,124.80
			Collaborative Ottoman - Round (Single Upholstery), Small 18"Dia., Lounge 18-1/2"h, Single Upholstery		
			Ottoman Base Uph Finishes	~F03	Fabric Grade 3
			Seating Fabric Grade 3	~14	Fine Grain
			Fine Grain, Seating Fabric	F414	Matcha Leaves
			Casters/Glides	~	Casters (Hard)
Subtotal:					\$3,124.80
Subtotal: Stools Option 1					\$3,124.80
Stools Option 2					
	GUS	6	RA2222SQ	\$490.09	\$2,940.54
			RAMBLER, 22"d x 22"w x 17.50"h, Square Ottoman, GLOBAL SEATING USA		
			Top Textile {10 10}	~03	Grade 03
			Grade 03 Textile {GR}	?	----- UNSELECTED -----
			Graded In Grade 03 Textile {FR}	GPM3	1-Graded In Grade 03 Fabrics
			Side Textile {10 01}	~03	Grade 03
			Grade 03 Textile {GR}	?	----- UNSELECTED -----
			Graded In Grade 03 Textile - {FR}	GPM3	2-Graded In Grade 03 Fabrics
			Base Type {49}	CST	B-Casters with 17.5" Seat Height
			Caster Type {60}	C112	C-2.5" Black Caster for Carpeted Surfaces
			Moisture Barrier {70}	NB	M-No Moisture Barrier

Subtotal:	\$2,940.54
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Subtotal: Stools Option 2	\$2,940.54
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Vinyl Cost

56		\$77.00	\$4,312.00
COM Yardage - Vinyl TBD (Budget Subject to Change Based on Vinyl Slection)			

Subtotal:	\$4,312.00
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Subtotal: Vinyl Cost	\$4,312.00
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COM Freight	\$224.00
Estimated Teknion Surcharge	\$122.00

This Proposal is valid for 30 days.

Delivery and installation is included in this proposal except as noted, and will take place during normal business hours unless described otherwise. Freight is estimated and is subject to change.

Any applicable tariff-related charges will be added at the time of invoicing.

Payment Terms

1. Payment terms are 50% deposit due with order, net 30 days after project completion. Hold back/retainage allowed up to value of any open punchlist items.
2. A monthly service charge of 1.5% (18% per annum) will be charged on all past due account balances.
3. Credit card purchases are subject to a 5% processing fee.
4. All applicable taxes will be added at time of invoicing. Buyer will not be considered tax exempt without providing CJ & Associates, Inc. (CJA) with the appropriate resale or tax exempt certificates.
5. Upon request, the buyer agrees to submit CJA any credit information requested in order to properly approve this order.
6. Warehousing for product is complimentary for 30 days beyond the agreed to scheduled installation date. After that, a monthly rate of \$0.75 per square foot will be charged.
7. Unless otherwise stated in the sale proposal, buyer will be charged for common carrier freight charges and manufacturer surcharges.

Please sign & date for order approval.

Company Name	Customer Name	Date
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We look forward to working with you on this project.
Please let me know if you have any questions or if I can be of further assistance.

Sincerely,
CJ & Associates, Inc.



Roberta Montague
Director of New Business Development



CJ & Associates, Inc.
16915 W. Victor Road
New Berlin, WI 53151

Standard Terms and Condition of Sale

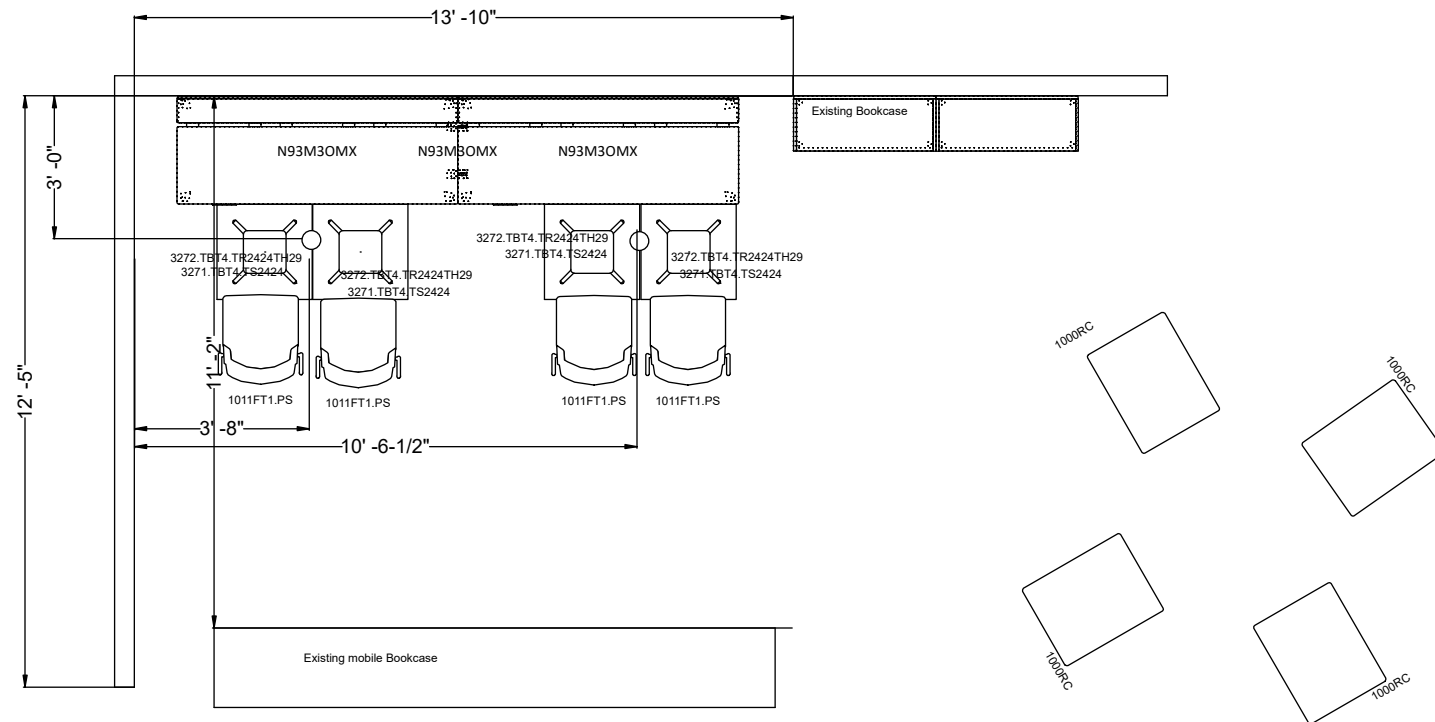
1. The proposal & drawing set must be approved, signed and dated by the client before order placement.
Any changes will be handled via an approved change order.
2. All proposed work will require the prior approval of the property owner, if applicable.
3. Installation is based on having the area free and clear, having adequate staging area and unimpeded access to the buildings elevator and dock.
4. Moving of existing furniture or electronics is not included, unless otherwise noted.
5. Project schedules will be based on manufacturer standard lead times for materials.
6. On direct shipments, not including installation, the Customer will receive and install. It will be the Customer's responsibility to inspect the merchandise and file freight claims. CJA cannot be held liable for cost of repairs and/or replacement of damaged goods.
7. This order may not be cancelled, unless agreed to in writing by management of CJA.
8. Terms inconsistent with those stated herein, which appear on purchaser's formal order, will not be binding to CJA.
9. This proposal is covered by CJ & Associates, Inc. Furniture Warranty.

Dwight Foster Public Library

07/08/25

Teen Area

133633



- A 2- 3 seat fringe benches w/ Cleanout and power in 1 location (budget gr. 6)
- B 4- 24"x24" sq. tables
- C 4- plastic side chairs
- D 4- rocker lounge chairs (budget gr. 6)

7/8/2025 7:35:18 AM

p:\Dwight Foster Public Library\133633_Teen Department Furniture\Drawings\A1\133633-A-RP-01.cmdrw

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133633- DFPL- Teen Area- 7-10-25

7/10/2025

BSI Account Representative:
Kate Venturini
kventurini@buildingservice.com
262-705-5638



Building Service, Inc.
Waukesha | Madison | Appleton
www.buildingservice.com
262.955.6400

Line #

tag: teen area

					<u>EACH</u>	<u>TOTAL</u>
1	1000RC	Soft Sway Rocking Chair - Large	QTY	4	\$1,050.85	\$4,203.40
		SOFT SWAY ROC Size				
		1 Large				
		Standard Uphols Upholstery Type				
		Woven Fabric Woven Fabric				
		Grade 6 Grade 6				
		V0109194205 Chromatic Spring				

					<u>EACH</u>	<u>TOTAL</u>
2	N93GB2	FRINGE,GANGING CONNECTOR BRACKET,SET OF 2	QTY	1	\$44.55	\$44.55
		CDA #30010113				



					<u>EACH</u>	<u>TOTAL</u>
3	N93M3OMX	FRINGE,MID BACK,3 SEAT,CLEAN-OUT,ARMLESS,CONTRAST	QTY	2	\$2,924.10	\$5,848.20
		BACK UPHOLSTERY GRADE 6 GRADE 6				

Line #

BACK UPHOLSTERY PATTERN COLOR	...	Skipped Option
LUMBAR UPHOLSTERY GRADE	6	GRADE 6
LUMBAR UPHOLSTERY PATTERN COLOR	...	Skipped Option
EXTREME BACK UPH GRADE	6	GRADE 6
EXTREME BACK UPH PATTERN COLOR	...	Skipped Option
SEAT UPHOLSTERY GRADE	6	GRADE 6
SEAT UPHOLSTERY PATTERN COLOR	...	Skipped Option
FRONT SEAT GROMMET	G23SR	POWER GROMMET,SILVER,RIGHT
LEG MATERIAL/FINISH	501	METAL LEG,PLATINUM METALLIC
GLIDE	STD	STANDARD GLIDE
		CDA #30010113

					<u>EACH</u>	<u>TOTAL</u>
4	1011FT1.PS	Lumin, Four-Leg Chair, Plastic Seat & Back, Armless	QTY	4	\$166.00	\$664.00
	Frame Information	FC2		Silver Frame		
	Caster/Glide Option Selection	GL1		Standard Multi-Surface Glide		
	Tablet Option Selection	~		No Tablet Upgrade		
	Plastic Shell Color Selection	SC24		Apple		
	3 Fire Std Option for Plastic Selection	~		No Selection		
	Packaging Options	~		Std Packaging		

					<u>EACH</u>	<u>TOTAL</u>
5	3271.TBT4.TS2424	Parallon Tabletop, X-Base, 24" Square	QTY	4	\$229.50	\$918.00
	Laminate Grade Selection	GR2		Grade 2 Laminate		
	Grade 2 Laminate Finishes	TL14		Uptown Walnut		
	Edge Profile	TE5		Flat Edge		

Line #

						<u>EACH</u>	<u>TOTAL</u>
6	3272.TBT4.TR2424TH 29	Parallon Base, X-Base, For 24" Round Tabletop, 29" Height	QTY	4		\$196.00	\$784.00
	Base Finish Selection	BF03 Black					
	Foot Style Option	LS18 Fixed / Glides					

Subtotal: \$12,462.15

XX- FREIGHT

						<u>EACH</u>	<u>TOTAL</u>
7	TARIFF-MFG	Tariff from Manufacturer	QTY	1		\$458.45	\$458.45
		SOI					
		KIMBALL					

						<u>EACH</u>	<u>TOTAL</u>
8	FREIGHT	Mfg.Freight	QTY	1		\$0.00	\$0.00
		MOORECO- current freight promo until 12/31/25					

Subtotal: \$458.45

XX-INSTALL

						<u>EACH</u>	<u>TOTAL</u>
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Line #					
9	INSTALLATION	Installation Services	QTY	1	\$1,450.00 \$1,450.00
				Subtotal:	\$1,450.00
				Grand Total:	\$14,370.60