

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, May 18, 2020

Place: Door Co. Library – Sturgeon Bay Library, Jane Greene Room

Board Meeting Time: 5:00 P.M.

In light of WDHS 03-24-2020 'Safer-at-Home Order' and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely.

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e2cf4978f4ee92401c5445154c82d9e6d>

Password: May2020lib

To connect via phone:

Call 1-408-418-9388

Access Code: 963 149 215

Public access also available via

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e2cf4978f4ee92401c5445154c82d9e6d>

Password: May2020lib

Access Code: 963 149 215

OR CALL: 1-408-418-9388 for audio access only

AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of March 16, 2020.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – Programming during closure, May Happenings
 2. General – Statistics
 3. Status – Update, DPI documents
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
 - C. Archives Report – Update.

6. Technical Services Budget – 2021.
7. Non-Major CIP Budget - 2021.
8. Election of Officers.
9. Donations.
10. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
11. Approval of Prepaid Operating Expenses.
12. Approval of Operating Expenses.
13. Approval of Memorial Bills.
14. Meeting Per Diem Code.
15. Adjournment.

These minutes have not been approved by the oversight committee and are subject to approval or revision at the next regular committee meeting.

DOOR COUNTY LIBRARY BOARD MINUTES

March 16, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant also attended. Ken Pabich, County Administrator was present for part of the meeting. Kelly Avenson was absent.

Motion by Bowers second by Norton for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: There was no PUBLIC PARTICIPATION or CORRESPONDENCE.

Motion by Dickson, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of February 17, 2020. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that all programs and events have been cancelled until further notice due to COVID-19.
 - COVID-19 was discussed extensively. Below are some of the discussion points made by library board members, Kakuske and Pabich.
 - Kakuske is monitoring this situation and the trend is to close libraries. As of the meeting time, about 50% of libraries were closed in Wisconsin, with one system being closed.
 - No toys will be able to be checked out.
 - All branches have been provided sanitizer/virucide cleaner.
 - Gloves are being worn by all circulation staff.
 - Patrons are being asked to scan their own card and are also encouraged to use the self-checkouts.
 - Only 5 computers at Sturgeon Bay are being used to allow for social distancing.
 - Signage regarding all the changes is currently being worked on and will be ready by opening on March 18, 2020. A draft of a sign was provided to the board.
 - A staff listing is being worked on which will contain staff members personal phone numbers and personal emails to provide for continued communication in case of a complete shutdown.
 - There are no confirmed cases in Door County as of the meeting time.
 - Pabich informed the board of an Emergency County Board Meeting which will take place at 10 am on March 16th to either confirm or repeal action already taken by the County of Door.

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DOOR COUNTY LIBRARY BOARD MINUTES

- Pabich informed the board of the county’s plans to only include partial closure and cutting back of services at this time.
 - Pabich voiced that he believes it is too soon for a complete closure and we need to wait.
 - By library board consensus, and if more changes come about in regard to COVID-19, Kakuske was given approval to make decisions regarding closures of all the branches, except the Sturgeon Bay branch.
 - Regarding minors in the library, the following motion was made. Motion by Lundahl, second by Norton that all those 12 and under must be accompanied by an adult at the Door County libraries until the public schools in Door County are back in session. Motion carried.
 - Kakuske stated that on-line resources will be encouraged and a drive up system for patrons to pick up their books in the vestibule is being developed.
 - Kakuske stated that the computers could be closed at some point in the future.
 - Pabich left the meeting at the conclusion of the discussion on COVID-19.
- Kakuske advised the board of a new initiative with the Door County Maritime Museum and the Door County Library. The initiative provides for Culture Passes for library patrons to go for free to the Door County Maritime Museum, Death’s Door Maritime Museum and Cana Island Lighthouse. The Door County Library is receiving the passes for half price and they are being provided through a grant from the Door County Library Foundation. All branches will receive culture passes.
- Kakuske reported that two Pages will be leaving their positions. Mary Bosman is retiring from her Sturgeon Bay position and Linda Sanduski has resigned from her Sister Bay/Liberty Grove position.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead announced that their new exhibit began on February 29, 2020, and it is entitled, “Judi Ekholm – Wade in Water, Into the Field.” The exhibit will run through April 6, 2020.
 - Meissner-Gigstead informed the board that their Salon of High School Art is set to begin on 4/13/2020. She also stated that the show may need to be posted on-line and may not be able to be viewed by the public in person.
 - Meissner-Gigstead spoke of the success of their recent Second Thursday Program with Write On Door County. They are considering have it become a regular program.
- **ARCHIVES REPORT:**
 - Kakuske updated the board on a recent meeting of the Facilities and Parks Committee where the architect for the Door County Archives building provided final information. Alterations were requested and the project will be reviewed

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DOOR COUNTY LIBRARY BOARD MINUTES

- again.
- Kakuske informed the board that a mini-conference for all county historical organizations is planned for May 2020.
- Kakuske stated that the Oral History Kits have now been cataloged and provided to each branch of the Door County Library and they are ready to be checked out.

MATERIALS MANAGEMENT POLICY: Kakuske distributed and reviewed a draft of the Materials Management Policy which will replace the Collection Development Policy. She also mentioned that procedures will be completed in conjunction with the policy. Motion by Lundahl, second by Bacon to approve the Materials Management Policy as presented.

COUNTY ANNUAL REPORT – 2019: Kakuske reviewed the 2019 County Annual Report. Motion by Bowers, second by Jackson, to approve the 2019 County Library Annual Report as presented, with the amendment of removing “12/mo” at the top of page 2 of the report. Motion carried.

BEVERAGE REQUESTS: Meissner-Gigstead reviewed the Miller Art Museum’s beverage requests for 2020. Motion by Dickson, second by Bacon to grant permission of beverage requests for the Miller Art Museum functions on May 23, 2020, July 11, 2020, August 29, 2020 and November 20, 2020. Motion Carried.

POSITION REFILLS AND SUBSEQUENT VACANCIES: Kakuske reviewed the Position Refills for the Page positions at the Sturgeon Bay Library and at the Sister Bay/Liberty Grove Library. Motion by Dickson, second by Jackson to refill the Page positions and subsequent vacancies at the Sturgeon Bay Library and the Sister Bay/Liberty Grove Library. Motion carried.

Motion by Jackson second by Bowers to accept the MONETARY DONATIONS received in February 2020 for \$3,285.25. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on April 20, 2020.

Motion by Norton, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for March 2020 in the amount of \$817.89. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for March 2020 in the amount of \$21,697.76. Motion carried.

Motion by Bowers, second by Norton to APPROVE MEMORIAL BILLS for March 2020 in the amount of \$2,897.84 as presented. Motion carried.

Per Diem code for this meeting is 724.

Motion by Bowers, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:20 pm.

MAY 2020

DOOR COUNTY LIBRARY HAPPENINGS

Door County Libraries offer **free Wi-Fi**. Residents and visitors are eligible for a **free library card**.

Contact: Morgan, 920-746-7122

All Library Branches Are Closed

Until further notice

Free WiFi is Available

The WiFi signal reaches outside of each library branch building. It's free to all and available 24 hours a day, 7 days a week.

The Digital Library Is Open

Hoopla Digital, Overdrive/Libby, RB Digital, BadgerLink, TumbleBook Library, AutoMate, Consumer Health Complete, Learning Express Library, and Biblioboard are all available with a library card. Many services have unique offerings at this time including popular titles and more availability.

Newspapers.com & Ancestry Library Edition

The Door County Library Newspaper Archive is open at DoorCountyNewspapers.org, a searchable record of newspapers dating from 1862-1979.

Ancestry Library Edition is available online inside of InfoSoup.org. You will need your library card number and pin to login. <http://0-www.infosoup.info.www.infosoup.org/ancestry-library-edition>

Pickup Service

Most current information: <http://doorcountylibrary.org/pickup-service>

MONDAY, MAY 4

Sturgeon Bay Library

Pickup Service Begins. Call 920-743-6578 on Mondays and Wednesdays from 9am-5pm to place orders with pickup on scheduled times on Tuesdays and Thursdays. Returns can be made on Tuesdays 10am-4pm, Thursdays 12-6pm, and on Saturdays and Sundays anytime. For additional details visit DoorCountyLibrary.org.

TUESDAY, MAY 5**10:30 a.m. Sturgeon Bay Library Virtually**

<https://www.facebook.com/groups/VirtualLibraryStoryTime/>

Virtual Story Time. Come to our Facebook group to enjoy picture book stories read aloud by Miss Beth with titles for babies, toddlers, pre-schoolers.

10:30 a.m. Ephraim Library Virtually

Ephraim Winter Book Club - Virtual Book Discussion. Virtual Book Discussion via Zoom: "Alice Network" by Kate Quinn. Books are available on the digital apps Overdrive/Libby (e-book, e-audiobook) and on Hoopla (e-book, e-audiobook). Participants and listeners are welcome. Visit our website calendar for Zoom details.

1:00 p.m. Sturgeon Bay Library Virtually

Multi-Cultural Book Club - Virtual Book Discussion. Virtual Book Discussion via Zoom: "The Woman in the Room" by Marie Benedict. Books are available on the digital apps Overdrive/Libby (e-book). Participants and listeners are welcome. Visit our website calendar for Zoom details.

WEDNESDAY, MAY 6**7:00 p.m. Baileys Harbor Library Virtually**

<https://www.facebook.com/groups/BaileysHarborBookClub/>

Baileys Harbor Book Club - Virtual Book Discussion. Virtual Book Discussion via Zoom: "Becoming" by Michelle Obama. Books are available on the digital apps Overdrive/Libby (e-book). Participants and listeners are welcome. Visit our website calendar for Zoom details.

THURSDAY, MAY 7**2:00 p.m. Egg Harbor Library Virtually**

Virtual Hike with Door County Land Trust. Join the Door County Land Trust team and Dale Goodner for a virtual hike at the Sturgeon Bay Ship Canal Nature Preserve. Through photos, videos and stories you'll learn more about the Preserve, located within the city limits of Sturgeon Bay, that is as ecologically diverse as it is beautiful. From the water, sand dunes give way to a forested ridge swale landscape where towering white pines, hemlocks and red maples blanket ancient shore ridges. Join on Zoom or watch on the Door County Library Facebook Page. Visit our website calendar or the Facebook event for Zoom details. The presentation will also be shared on YouTube afterward.

FRIDAY, MAY 8**9:30 a.m. Sturgeon Bay Library Virtually**

Virtual Craft. Join us for an easy craft posted on our website calendar event and in our Facebook group: Virtual Story Time.

2:00 p.m. Door County Library Virtually

Social Distancing Book Club. Join us each Friday afternoon virtually from 2:00pm-3:00pm via Zoom. Discuss the books you're reading, ask for reading suggestions from our librarians, and join in community.

MONDAY, MAY 11**7:00 p.m. Fish Creek Library Virtually**

Bittersweet Bookies - Virtual Book Discussion. Virtual Book Discussion via Zoom: "Where the Crawdads Sing" by Delia Owens. Books are available on the digital apps Overdrive/Libby (e-book, e-audiobook). Participants and listeners are welcome. Visit our website calendar for Zoom details.

TUESDAY, MAY 12**10:30 a.m. Sturgeon Bay Library Virtually**

<https://www.facebook.com/groups/VirtualLibraryStoryTime/>

Virtual Story Time. Come to our Facebook group to enjoy picture book stories read aloud by Miss Beth with titles for babies, toddlers, pre-schoolers.

WEDNESDAY, MAY 13**2:00 p.m. Egg Harbor Library Virtually**

Dog Training Tips and Tricks with Hoopla Digital + Pet Meet and Greet. Need help with dog training? Consider getting help from the library's digital resources. The zoom virtual presentation will start out with a short film and an overview of what Hoopla Digital has to offer in this area. We will conclude with a Pet Meet and Greet and questions. Zoom meeting details will be available our website calendar event and Facebook event. The presentation will also be shared on YouTube afterward.

THURSDAY, MAY 14**2:00 p.m. Egg Harbor Library Virtually**

Getting to Know RB Digital for Magazines. Join Jeanine virtually on the Door County Library and Kress Pavilion's Facebook pages to learn how to get the most out of your RB Digital subscription and gain access to the World's largest library digital newsstand. The presentation will also be shared on YouTube afterward.

FRIDAY, MAY 15**9:30 a.m. Sturgeon Bay Library Virtually**

Virtual Craft. Join us for an easy craft posted on our website calendar event and in our Facebook group: Virtual Story Time.

2:00 p.m. Door County Library Virtually

Social Distancing Book Club. Join us each Friday afternoon virtually from 2:00pm-3:00pm via Zoom. Discuss the books you're reading, ask for reading suggestions from our librarians, and join in community.

MONDAY, MAY 18**2:00 p.m. Egg Harbor Library Virtually**

Egg Harbor Library Presents at the Movies: Reviews, Critics, Shows. Jess, Kress Building Manager and Jeanine, Interim Branch Manager, will discuss their favorite movies and TV shows seen on Hoopla during the quarantine. Join in the virtual zoom discussion and leave with many recommendations. Zoom meeting details will be available our website calendar event and in the Facebook event. The presentation will also be shared on YouTube afterward.

TUESDAY, MAY 19**10:30 a.m. Sturgeon Bay Library Virtually**

<https://www.facebook.com/groups/VirtualLibraryStoryTime/>

Virtual Story Time. Come to our Facebook group to enjoy picture book stories read aloud by Miss Beth with titles for babies, toddlers, pre-schoolers.

THURSDAY, MAY 21**1:00 p.m. Sturgeon Bay Library Virtually**

Virtual History Book Discussion with John Harris. Join us via Zoom to discuss "The Woman Who Smashed Codes: A True Story of Love, Spies, and the Unlikely Heroine Who Outwitted America's Enemies" by Jason Fagone which is the focus of this season's bi-annual history book discussion led by John Harris. A variety of books, audiobooks, ebooks, and e-audiobooks are available through InfoSoup.org and Hoopla Digital.

2:00 p.m. Egg Harbor Library Virtually

Mushrooms 101. Join Wildwood Gourmet Mushrooms for a farm tour virtually on the Door County Library and Kress Pavilion's Facebook pages to learn all about mushrooms. Visit our website or the Facebook event for Zoom meeting details. The presentation will also be shared on YouTube afterward.

FRIDAY, MAY 22**9:30 a.m. Sturgeon Bay Library Virtually**

Virtual Craft. Join us for an easy craft posted on our website calendar event and in our Facebook group: Virtual Story Time.

2:00 p.m. Door County Library Virtually

Social Distancing Book Club. Join us each Friday afternoon virtually from 2:00pm-3:00pm via Zoom. Discuss the books you're reading, ask for reading suggestions from our librarians, and join in community.

TUESDAY, MAY 26**10:30 a.m. Sturgeon Bay Library Virtually**

<https://www.facebook.com/groups/VirtualLibraryStoryTime/>

Virtual Story Time. Come to our Facebook group to enjoy picture book stories read aloud by Miss Beth with titles for babies, toddlers, pre-schoolers.

THURSDAY, MAY 28**10:30 a.m. Egg Harbor Library Virtually**

<https://www.facebook.com/groups/EggHarborBetweenThePages/>

Virtual Between the Pages Book Club. Virtual Book Discussion via Zoom: "The Lost Girls of Paris" by Pam Jenoff. Books are available on our free digital apps Overdrive/Libby (e-book) and Hoopla (e-audiobook). Participants and listeners are welcome. Visit our website calendar for Zoom details.

FRIDAY, MAY 29

9:30 a.m. Sturgeon Bay Library Virtually

Virtual Craft. Join us for an easy craft posted on our website calendar event and in our Facebook group: Virtual Story Time.

2:00 p.m. Door County Library Virtually

Social Distancing Book Club. Join us each Friday afternoon virtually from 2:00pm-3:00pm via Zoom. Discuss the books you're reading, ask for reading suggestions from our librarians, and join in community.

###

Submitted by Morgan Mann Door County Library - Sturgeon Bay 920-746-7122 5/4/20 @ 9:15 am

Current Allowable Library Service Levels: 1 & 2			
Per Current Safer At Home Emergency Order #28 - Effective 8:00 a.m. April 24 through 8:00 a.m. May 26, 2020			
DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.			
Badger Bounce Back Phase	Service Level	Summary of Services and Activities	Dependencies*
Safer at Home	Library Service Level 1 - Library buildings closed; no materials lending	<p>Library building is closed</p> <p>Working staff reduced to essential personnel only</p> <p>Libraries may only provide no-contact services, i.e. access to online resources and services</p>	<p>-No gathering of people allowed</p> <p>-Only essential personnel allowed in building to perform minimum basic operations</p>
	Library Service Level 2 - Library buildings closed; curbside pick up of materials allowed	<p>Loan of physical items. Allowable service options:</p> <ul style="list-style-type: none"> -None -Curbside pickup -Books by Mail <p>Return of library materials. Allowable service options:</p> <ul style="list-style-type: none"> -No returns allowed -Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling <p>Local delivery, as determined by each library system. Allowable service options could include but are not limited to:</p> <ul style="list-style-type: none"> -none -minimal service to return items to owning libraries -enhanced delivery including patron hold requests filled by other libraries on a shared ILS <p>Preparation for the next level of service</p>	<p>Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. Considerations for determining level of service include:</p> <ul style="list-style-type: none"> -Availability of Personal Protective Equipment for staff -Ability to maintain proper physical distancing -Ability for all staff to be trained to adhere to public health protocols -Ability for library to properly quarantine materials prior to handling and distribution
Phase One	Library Service Level 3	Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	<p>Allowances/Restrictions:</p> <ul style="list-style-type: none"> --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Two	Library Service Level 4	Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	<p>Allowances/Restrictions:</p> <ul style="list-style-type: none"> --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet
Phase Three	Library Service Level 5	Services may be fully restored with some exceptions; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	<p>Allowances/Restrictions:</p> <ul style="list-style-type: none"> --Fully open --No maximum of people for a gathering --Maintaining all personal health protocols EXCEPT physical distancing of 6 feet is no longer required

*Providing any level of service to the public or member libraries without abiding by current DHS public health protocols would be out of compliance with the Safer at Home Order.

2021 TS Capital Equipment & Software Requests

2021 TS Capital Equipment & Software Requests				
Requesting Dept.	Person Requesting	Description of Hardware, Software or Technical Service Needed	Additional Comments	Cost of Item (If known)
Library	Shauwn Rosendale	7 Staff PCs		3945
Library	Shauwn Rosendale	1 Laptop (Library Programming)		692
Library	Shauwn Rosendale	1 Laptop (Headquarters Use)		925
Library	Shauwn Rosendale	4 Monitors (3 Staff, 1 Public)		330
Library	Shauwn Rosendale	Adobe Creative Cloud Annual Subscription		380
Library	Shauwn Rosendale	Multifunction Color Printer (SIS)		430
Library	Shauwn Rosendale	Contigency Fund		3000
Library	Shauwn Rosendale	LogMeIn Rescue	Included in Technology Services Budget	
Department				\$ 9,702.00

Door County Non-CIP Capital Outlay 2021

Department:
Library

<i>Qty</i>	<i>Item</i>	<i>Description</i>	<i>Cost Per Item</i>	<i>Extended Amount</i>	<i>Priority Rank 1,2,3 etc.</i>	<i>Oversight Approved X</i>	<i>Comments</i>
1		Library Facia replacement - Sturgeon Bay Library	\$9,375.00	\$9,375.00	2		Replace rotted facia around permimeter. Estimate from Portside.
1		Tuck Pointing - Sturgeon Bay Library	\$9,690.00	\$9,690.00	1		Tuck point chimney and other areas of brick. Estimate from IEI
		Door Knobs - Sturgeon Bay Library	\$10,750.00	\$10,750.00	3		Replace current door knobs with ADA compliant handles

Total Capital Outlay \$5,000-\$50,000
29,815.00

Note: Due to these items being for the Sturgeon Bay branch of the Door Co. Library, the cost will be split between the County and the City of Sturgeon Bay. With the estimated total being \$29,815.00, the estimated cost for each entity is \$14,907.50, for all of the above projects.

See attached quotes and documentation.



PORTSIDE BUILDERS, INC.
810 South Lansing Avenue
Sturgeon Bay, WI 54235
 Phone: (920) 743-8235
 Fax: (920)-746-1099
 www.portsidebuilders.com

Construction Specifications

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Date: 04-21-2020

Customer Information: Name: DOOR COUNTY LIBRARY
 Address: 107 S. 4TH AV
 STURGEON BAY, WI 54235
 C/O MARK NIELSON

Telephone No's.: Work: 920-746-7123
 Email: mnielson@co.door.wi.us

Job Location: 107 S. 4TH AV
 STURGEON BAY, WI 54235

All specifications to follow include supplying the products, materials and the labor to produce, construct, and/or install in a good workmanship manner standard to the industry, unless otherwise specified

Contractor guarantees against all defects in workmanship and materials for a period of one (1) year following completion of the work as contracted

NOTE: Although Portside Builders Inc. will take efforts to protect Owners existing sidewalks, driveways and landscaping Portside Builders Inc. is not responsible for lawn repair or damage caused during construction.

Replace the visually damaged fascia's and face boards in the following areas as follows:

LOCATIONS OF DAMAGED FASCIA'S (behind the gutters) TO BE REPLACED

- 6' section at the east main front entry
- 3' corner (each way) at the southeast corner, upper fascia
- 3' corner (each way) at the southwest corner, upper fascia
- 4' section (each way) at the southwest corner, lower fascia & face boards
- 3' section (each way) at the west corner, upper fascia
- 4' section (1' one way and 3' the other) north side upper fascia

DEMO & FRAMING LABORS

- cut and remove the damaged upper 6" fascia as described above (behind the gutters) and replace with 1x6 white smooth "Palight" composite fascia fastened with the Cortex hidden fastening system

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DEMO & FRAMING LABORS, cont'd

- replace one 12" x 2' section of damaged soffit with 3/8" white smooth "Palight" composite material
- at the lower southwest section replace the damaged 1x12, wood drip cap and 1x10 fascia boards (4' each way with 1x white smooth "Palight" composite boards and composite wood drip cap. Fastened with Cortex hidden fastening system.
- NOTE: Composite drip cap to match existing wood drip cap as close as possible
- includes all proper adhesives for "Palight"
- includes latex caulking as needed

GUTTER WORK

- remove the existing gutters in way of the damaged areas where fascia is to be replaced, downspouts to remain as is
- store the gutters on-site along side the building
- reinstall the removed gutters after fascia's have been repaired
- includes new gutter corners and proper caulking

MISC ITEMS INCLUDED

- removal of all construction debris
- portable toilets
- coordination of on-site improvements

ITEMS NOT INCLUDED

- replacing any additional unseen rotted or damaged material which will be done on a time & material basis ONLY
- exterior painting of any kind
- roofing work of any kind which includes rubber roofing work
- electrical work which includes possible heat tape in the gutters
- landscaping work & lawn repair

NOTE: Although PortSide Builders Inc. will take efforts to match existing material PortSide Builders Inc. will not be responsible to match discontinued materials, products or specific dye lot colors

NOTE: Although PortSide Builders Inc. has taken efforts to identify and price any required HVAC, Plumbing, Electrical or other mechanical changes required PortSide Builders Inc. will not be responsible for any changes or repairs due to hidden or unforeseen conditions

We propose hereby to furnish material and labor, complete, in accordance with the above specifications, for the **firm price** sum of \$9,375.00

Payments as follows: 50% down payment with remainder on monthly progress payments as the work progresses.

Final payment shall be due upon substantial completion. Should there be some detail not completed at the time of the final draw, then, upon agreement, final payment shall be made except that amount necessary to complete the said detail, and monies shall be escrowed with a bank pending such completion.

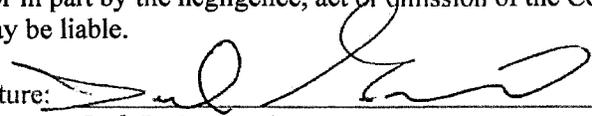
PAGE 3

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Allowance figures in the specifications indicate the allowance for that item(s). Should the owner purchase items for a particular allowance and be under what is allowed, a credit will be issued to the Owner on a change order. Conversely, should the owner spend more for a particular allowance, a charge will be assessed to the owner on a change order. All change order(s) will be billed on the next available draw. Any payment that remains due for more than 10 days after request for payment has been made shall accrue interest at a rate of 1% per month (12% annual) on the unpaid balance. Interest shall compound monthly until such time as the entire balance due, including interest, has been paid in full. Payment due within 10 days of invoice. Credit cards are not accepted.

All agreements contingent upon strikes, accidents or delays beyond our control. PortSide to provide general liability insurance and workmen's compensation insurance. All subcontractors to have certificates of insurance on file with general contractor showing workmen's compensation and liability coverage. All subcontractors work for and are the responsibility of the general contractor. Owner shall continue to maintain a homeowner's insurance policy on this existing property. Additionally, Owner shall increase their policy coverage to reflect the value of improvements by this remodeling/addition contract. Owner is to provide a Certificate of Insurance to contractor prior to start of construction.

Owner agrees to indemnify and hold harmless Contractor and its agents and employees, from and against all claims, damages, losses and expenses, including injury, illness or death, or for property damage, including loss of use, which are caused in whole or in part by the negligence, act or omission of the Owner, or anyone else for whose acts the Owner(s) may be liable.

Contractor agrees to indemnify and hold harmless Owner(s), from and against all claims, damages, losses and expenses, including injury, illness or death, or for property damage, including loss of use, which are caused in whole or in part by the negligence, act or omission of the Contractor or anyone else for whose acts the Contractor may be liable.

Authorized Signature: 
Jack P. Gigstead
PortSide Builders, Inc.

NOTE: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal

Owner shall have a homeowner's insurance policy on this existing property. Additionally, Owner shall increase their policy coverage to reflect the value of improvements by this contract. Owner agrees to notify their Insurance Carrier prior to start of construction. Owners Initials X

I have read and understand this contract. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: X

Signature: X

Signature: _____

Notice of Lien Rights

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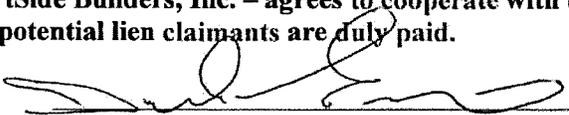
Date: 04-21-2020

To: Sturgeon Bay Library c/o Mark Nielson

Re: Repair damaged fascia boards as proposed.

As required by the Wisconsin Construction Lien Law, claimant – PortSide Builders, Inc. – hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, 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 undersigned claimant – PortSide Builders, Inc. – are those who contract directly with the owner or those who give the owner notice within 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 his mortgage lender, if any. Claimant – PortSide Builders, Inc. – agrees to cooperate with the owner and the owner’s lender, if any, to see that all potential lien claimants are duly paid.

by:



Jack P. Gigstead

Receipt of a copy of this Notice of Lien Rights is acknowledged this _____ day of _____, 2020.

Owner

Owner

Right to Cure

Under the “Right to Cure Law”, at the time of contracting to build or remodel a home the contractor must deliver to the homeowner a copy of the Department of Commerce brochure explaining the right to cure law and the following notice:

Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

Owner acknowledges that a copy of the brochure has been given to the owner prior to signing this agreement.

INITIALS: _____

Owner

INITIALS:  _____

Contractor Representative

More Highlights

Chronology of the step-by-step claim and response interaction between consumers and contractors/suppliers

Step One: Notice of Claim - At least 90 working days before commencing an action against a contractor or window or door supplier or manufacturer, a claimant must deliver a written notice of the alleged defect to the contractor.

Step Two: Contractor's Response - The contractor will have 15 working days (or 25 working days if it involves a defect involving a window or door supplier) to provide the claimant with a written: (1) offer to repair or remedy the defect; (2) offer to settle the claim with a monetary payment; (3) offer of a combination of (1) and (2); (4) statement that the contractor rejects the claim and the reasons for rejecting the claim; or (5) proposal to inspect the alleged defect or perform any necessary testing.

Step Three: Claimant's Response - If the contractor rejects the claim, the claimant may proceed to commence an action against the contractor. The claimant must serve written notice on the contractor within 15 working days if he or she either accepts any offer or rejects an offer. Note that if the claimant has a claim against a window or door supplier or manufacturer, the claimant should contact the supplier to ensure that the supplier received a notice of the claim from the contractor.

Step Four: Contractor's Supplemental Response - If the claimant rejects the offer, the contractor has five working days to provide a written supplemental offer or a notice that no additional offer will be made.

Step Five: Claimant's Response - If the contractor has provided the claimant written notice that no additional offer will be made, the claimant may commence a lawsuit or other action against the contractor. If the claimant has received a supplemental offer from the contractor, the claimant must respond within 15 working days.

- Claimants may accept settlement offers, accept them in part, or reject offers, doing so via detailed written notice.
- The law does not apply where there is no contract to construct, as in the case of purchasing an existing home.
- Remedies to claims may involve repairs, monetary payment, or a combination of repairs and payments.
- Contractors and suppliers have the right to inspect and, as appropriate, test alleged defects.
- Access must be provided in a timely fashion for inspections, tests, and repairs.
- Additional claims made or discovered after an original claim are treated as separate in terms of time and process.
- There is a different timetable and process for the claims and responses if a contractor seeks contribution from a supplier.
- Failure by the claimant, contractor, or supplier to follow the "Right to Cure Act" can result in delay or dismissal of legal or arbitration actions.

The Wisconsin Department of Commerce does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. Contact the Safety and Buildings Division at 608-266-3151, or TTY 608-264-8777.

Wisconsin's Framework for Successful Communications Between Consumers and Contractors

2005 Wisconsin Act 201, the "Right to Cure Law," says that



consumers at the time of contracting for construction or remodeling work for dwellings must be provided with this brochure describing requirements for making any future claims of construction defects.

The "Right to Cure Law" also provides timetables and steps to help solve disputes and misunderstandings between consumers and contractors related to residential construction and remodeling, before going to court or arbitration.

People who feel they have a claim concerning defective workmanship or materials need to provide written notice to contractors or suppliers before any legal action may be filed. The contractors and suppliers have the opportunity and the responsibility to respond to claims.



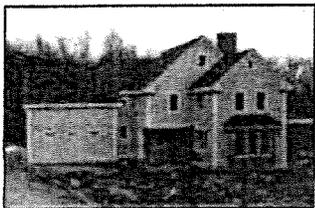
This brochure highlights some of the provisions of the "Right to Cure" Law, and is not a complete description of the law, and is not a substitute for legal representation.

The "Right to Cure Law" requires that before dwelling construction begins, consumers must be provided with this brochure prepared by the state Department of Commerce, and the following notice:

Notice Concerning Construction Defects

Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or installed a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept an offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

The Wisconsin Department of Commerce prepared this brochure, but does not investigate, arbitrate, or adjudicate consumer-contractor/supplier disputes. Those disputes are solved through the "Right to Cure Law" process, by the state's court system, and, for alterations and additions, the Home Improvement Practices Code, ATCP 110, of the state Department of Agriculture, Trade, and Consumer Protection.



The "Right to Cure Law" provides the steps and timetables to be followed in resolving any claims of dwelling construction defects by consumers against contractors or suppliers. Claims must be pursued through the "Right to Cure Law" process before arbitration or before legal action.

If no agreement has been reached concerning the alleged defect after the structured exchange of communications between a claimant and the contractor or supplier, according to the "Right to Cure Law" process, the claimant may file a legal action in court or go to arbitration.

Construction defects can involve workmanship, materials, or code requirements in new construction or remodeling, but not maintenance or repairs.

Consumers and contractors or suppliers are bound by warranty terms for products or services. A warranty can define a construction defect.

A dwelling is any premise or portion of a premise that is used as a home or place of residence. This also includes existing driveways, sidewalks, swimming pools, patios, porches, detached garages, etc.

Claims are a request or demand to remedy a construction defect caused by a contractor or supplier. Claims may be made by owners, tenants, or property associations.

Claimants have a number of responsibilities in making timely specific written claims to contractors and suppliers.



Contractors are persons who enter into written or verbal contracts to construct or remodel a dwelling. Suppliers are persons who manufacture or provide windows or doors for a dwelling.

The steps for claims and responses are defined in the "Right to Cure Law." Claims must include specific written description of alleged defects and evidence to substantiate the nature and cause of defects. Responses to claims and other written communications must also be specific to allegations and evidence.

Contractors or suppliers must respond to a written claim within a set number of working days either by offering to repair or remedy in some fashion, by requesting an opportunity to inspect, by involving a supplier, or by rejecting the claim.

2005 Wisconsin Act 201 may be found on the Department of Commerce Web site, as can a PDF copy of this brochure: http://commerce.wi.gov/SB/SB-Div_Publications.html. Contact legal counsel for more information on the "Right to Cure Law," and consumer and contractor rights and responsibilities.



INTEGRITY ♦ EXCELLENCE ♦ INNOVATION

April 27, 2020

Mr. Mark Nielson
Door County – Sturgeon Bay

Re: Door County Library – Fascia Repair and Masonry Tuck Pointing

Dear Mr. Nielson:

The following is our quote for the above-mentioned project based on our walkthrough of the facility last week. Scope of work is as follows:

Tuck Pointing Masonry

- Quoted as time and material not to exceed, 2 masons for 1 week
- Replace cracked and failing mortar joints on exterior brick, sills, and chimney
- Replace caulk that is failing at expansion joints
- Boom lift is included in the below cost and will be needed to complete this work

Total: \$9,690

Fascia Repair

- Quoted as time and material not to exceed, 2 carpenters for 1.5 weeks
- Existing fascia to remain in place so we do not need to completely remove and reinstall the gutters.
- We will bend new fascia material out of white coil stock to match current profile, capping the existing fascia board in place. Material will slide behind existing gutters.
- Boom lift is included in the below cost and will be needed to complete this work

Total: \$13,910

If you have any questions or concerns, please contact us and we would be happy to sit down and review them with you.

Very truly yours,

Brandon Martzke

Vice President

Jensen, Kay

From: Ben R Vandermoss <Ben.Vandermoss@lforceinc.com>
Sent: Friday, May 1, 2020 9:53 AM
To: Nielson, Mark
Cc: Carey J Mraz
Subject: Door Knob Replacement
Attachments: 350970QU - .pdf

Good Morning Mark

Attached is the quote we did 2 years ago.

I know we restructured our install so that will be going up..... in looking at the current cost and install I would anticipate the new cost being in the \$10,750 range.
 The old quote will give you an idea of what we were working on.

Please use a budgetary cost of \$10,750 for the work listed on the quote.

Once we all return we can revisit this more in depth and provide an updated quote accordingly.

Thanks

****Note: I am currently working from a remote location****
****For quickest response please call my cell: 920.327.9929****

Please note, I will be out of the office without access to email or voicemail from May 4th through May 8th. For assistance please contact Carey Mraz at 920.491.5979 or email at carey.mraz@lforceinc.com

Ben Vandermoss
Building Products Consultant

LaForce, Inc. | Electronic Security Systems

P: 1.800.236.8858 ext. 2944 • D:920.491.5944

bvandermoss@lforceinc.com • www.lforceinc.com

Follow us: [Blog](#) • [LinkedIn](#) • [Facebook](#) • [Twitter](#) • [YouTube](#)

From: "Nielson, Mark" <mnielson@co.door.wi.us>
 To: "Ben R Vandermoss" <Ben.Vandermoss@lforceinc.com>
 Date: 04/30/2020 06:18 AM
 Subject: RE: Door Knob Replacement

Good morning Ben,

If you have the information that you presented to Tim and can email to me that would be what I need for now. May 12th I'll be out of the office for a while.



Your door opening specialist for life safety and security

1060 W. Mason Street, Green Bay, WI 54303
 P.O. Box 10068, Green Bay, WI 54307
 Questions: (920) 497-7100
 (800) 236-8858
 (800) 672-6795 Auto Attendant

QUOTE

QUOTE NUMBER	350970QU
QUOTE DATE	4/3/2018
CUSTOMER REQUISITION	
MODE OF DELIVERY	Installation
CUSTOMER	17986
CONTACT	TIM CLARK

SOLD TO	DOOR COUNTY GOVERNMENT CENTER 421 NEBRASKA ST STURGEON BAY, WI 54235-0670 USA
----------------	--

SHIP TO	DOOR COUNTY LIBRARY 107 S 4TH AVE STURGEON BAY, WI 54235 USA
----------------	---

JOB * LIBRARY RE-KEY**

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
LIBRARY					
	1	HDW	AU4601LN MCP238 497 1 3/8" DR 612		
	1	HDW	AU4602LN MCP238 497 1 3/8" DR 612		
	1	HDW	S-AU4721LN LESS CYLINDER LESS LATCHBOLT 497 612		
	1	18691	11-085 612 2 3/8" BS DEADLATCH FOR A, AL & H SERIES		
	12	HDW	AU4608LN LC MCD238 497 612		
	4	HDW	AU4608LN LC MCD234 497 612		
	9	HDW	AU4607LN LC MCD238 497 612		
	4	HDW	AU4607LN LC MCD234 497 612		
	31	HDW	21-020 606 6-PIN CYLINDER - S123 KEYWAY		
	12	HDW	20-022 626 RIM CYLINDER - S123 KEYWAY		
	1	HDW	30-021 118 626 MORTISE CYLINDER WITH A/R CAM - S123 KEWYAY		
	7	HDW	B560P 12-288 2 3/4" BS 10-094 612 - S123 KEYWAY		
	1	HDW	21-020 626 6-PIN CYLINDER - S123 KEYWAY		
MILLER ART CENTER					
	1	HDW	AU4607LN LC MCD234 497 612		
	2	HDW	AU4607LN LC MCD238 497 612		
	2	HDW	AU4608LN LC MCD238 497 612		
	4	HDW	AU4608LN LC MCD234 497 612		
	1	HDW	AU4602LN MCP234 497 612		
	1	HDW	AU4605LN LC MCD234 LESS STRIKE 612		
	10	HDW	21-020 606 6-PIN CYLINDER - S123 KEYWAY		
	2	HDW	20-022 626 RIM CYLINDER - S123 KEYWAY		
INSTALLATION OF ALL MATERIAL					



Your door opening specialist for life safety and security

QUOTE

LINE	QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.					
Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.					
This quotation is subject to the Terms and Conditions found at http://laforceinc.com/about/terms-conditions/ , which are incorporated in full by this reference. The Terms and Conditions will be sent by mail to the Buyer upon request. LaForce, Inc. limits acceptance to the Terms and Conditions, and objects to any other additional or different terms in the Buyer's purchase order or acceptance.					
				SUBTOTAL	\$9,158.00
				SALES TAX	\$0.00
				TOTAL	\$9,158.00
DISCOUNT TERMS: 1% 15 DAYS				PAY TERMS: NET 30	

QUALIFICATIONS

- Quote is valid for 30 days from date of quotation unless otherwise stated herein.
- Past due accounts are subject to a service charge of 1.5% per month on the unpaid balance.
- This offer is conditioned upon approval of credit by LaForce on the purchaser.
- No sales, use or other taxes included unless otherwise stated herein in writing.
- See attached qualifications and terms for this project.

Thank you for this opportunity to quote your needs. Please sign and return this quote and attached qualifications or send a written purchase order, and we will proceed with your order. LaForce, Inc. is not able to accept verbal purchase authorizations at this time. We look forward to working with you. If you have any questions, or need further information, please give me a call.

Thank You,

BEN VANDERMOSS
 Email: BVandermoss@laforceinc.com
 Phone: (920)491-5944

CAREY MRAZ
 Email: CMraz@laforceinc.com
 Phone: (920)491-5979

<p>Authorized By: _____</p> <p>Company: _____</p> <p>Date: _____</p>

Donations.xlsx

2020	Donor	in the name of	Donation	Total
Mar-20	Donation to Baileys Harbor Library	In memory of Helen Singer	50.00	
	Donation to Sturgeon Bay Lib/Children's Materials		1,000.00	
	Donation to Fish Creek Library	In memory of Dorothy Sumnicht	50.00	
	Friends - January Children's Party		297.99	
	Donation to Forestville Library		629.86	
	DC Reads Donation		25.00	
	Materials - Forestville		70.80	
	NFLS - Continuing Ed.		285.00	
				2,408.65

Donations.xlsx

2020	Donor	in the name of	Donation	Total
Apr-20				
				0.00

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Department 36 - Library										
Batch Number 2020-00000179		Batch Date 04/01/2020			Entered by User Tina Kakuske					
Vendor 14816 - NFLS										
Sub-Department 36 Library										
2447	OWLsnet Membership Fee	Edit		04/01/2020	05/01/2020	04/01/2020			66,733.00	
							Sub-Department 36 Library Totals	Invoices	1	0
							Vendor 14816 - NFLS Totals	Invoices	1	\$66,733.00
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE										
Sub-Department 36 Library										
2040652	Pay Phone	Edit		04/01/2020	04/01/2020	04/01/2020			33.00	
							Sub-Department 36 Library Totals	Invoices	1	0
							Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE Totals	Invoices	1	\$33.00
Vendor 15069 - STAPLES ADVANTAGE										
Sub-Department 36 Library										
3442869270	Ink, paper, filing supplies	Edit		04/01/2020	04/19/2020	04/01/2020			91.74	
							Sub-Department 36 Library Totals	Invoices	1	0
							Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	\$91.74
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP										
Sub-Department 36 Library										
2921758611	Heating	Edit		04/01/2020	04/13/2020	04/01/2020			518.77	
							Sub-Department 36 Library Totals	Invoices	1	0
							Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals	Invoices	1	\$518.77
							Batch Number 2020-00000179 Totals	Invoices	4	\$67,376.51
							Department 36 - Library Totals	Invoices	4	\$67,376.51
36 Library										
							Grand Totals	Invoices	4	\$67,376.51

G/L Date Range 04/09/20 - 04/09/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000206		Batch Date 04/09/2020			Entered by User Tina Kakuske				
Vendor 11 - A 1 ELEVATOR SALES & SERVICE									
Sub-Department 36 Library									
15852	Elevator Service	Edit		04/09/2020	04/09/2020	04/09/2020			296.25
						Invoices	1		0
						Sub-Department 36 Library Totals			<u>296.25</u>
						Vendor 11 - A 1 ELEVATOR SALES & SERVICE Totals			<u>\$296.25</u>
Vendor 172 - PIGGLY WIGGLY									
Sub-Department 36 Library									
2020-00000131	Sister Bay Newspapers	Edit		04/09/2020	04/09/2020	04/09/2020			104.50
						Invoices	1		0
						Sub-Department 36 Library Totals			<u>104.50</u>
						Vendor 172 - PIGGLY WIGGLY Totals			<u>\$104.50</u>
						Batch Number 2020-00000206 Totals			<u>\$400.75</u>
						Department 36 - Library Totals			<u>\$400.75</u>
36 Library				Grand Totals		Invoices	2		<u><u>\$400.75</u></u>

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000215		Batch Date 04/15/2020			Entered by User Tina Kakuske				
Vendor 9776 - CARDMEMBER SERVICE									
Sub-Department 36 Library									
4579	April 2020 statement	Edit		04/15/2020	04/15/2020	04/15/2020			766.85
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 9776 - CARDMEMBER SERVICE Totals			Invoices	1		<u>\$766.85</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
Sub-Department 36 Library									
121490	TK-cell phone	Edit		04/15/2020	04/15/2020	04/15/2020			55.25
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals			Invoices	1		<u>\$55.25</u>
Vendor 7744 - EAGLE MECHANICAL INC									
Sub-Department 36 Library									
9906	RP valve, anode rod, backflow preventer, valve testing	Edit		04/15/2020	04/15/2020	04/15/2020			997.65
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 7744 - EAGLE MECHANICAL INC Totals			Invoices	1		<u>\$997.65</u>
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
98792165	March 2020 charges	Edit		04/15/2020	04/15/2020	04/15/2020			2,227.55
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 10103 - MIDWEST TAPE Totals			Invoices	1		<u>\$2,227.55</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3444091463	Latex gloves	Edit		04/15/2020	04/15/2020	04/15/2020			5.03
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$5.03</u>
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
2020-00000132	March 2020 utilities	Edit		04/15/2020	04/15/2020	04/15/2020			2,150.26
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 30820 - STURGEON BAY UTILITIES Totals			Invoices	1		<u>\$2,150.26</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
2020-00000133	contract imaging charges	Edit		04/15/2020	04/15/2020	04/15/2020			479.47
			Sub-Department 36 Library Totals			Invoices	1		0

Accounts Payable Invoice Report

G/L Date Range 04/15/20 - 04/15/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor	5999 - WISCONSIN DOCUMENT IMAGING	Totals		Invoices	1		\$479.47
			Batch Number 2020-00000215	Totals		Invoices	7		\$6,682.06
			Department 36 - Library	Totals		Invoices	7		\$6,682.06
36 Library									
				Grand Totals		Invoices	7		\$6,682.06

Accounts Payable Invoice Report

Invoice Date Range **04/22/20 - 04/22/20**
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000233		Batch Date 04/22/2020			Entered by User Tina Kakuske				
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE									
Sub-Department 36 Library									
2042252	Pay Phone	Paid by Check #673616		04/22/2020	04/22/2020	04/22/2020		04/27/2020	33.00
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE Totals						Invoices	1		<u>\$33.00</u>
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
2943096586	Heating	Paid by Check #673617		04/22/2020	04/22/2020	04/22/2020		04/27/2020	461.61
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals						Invoices	1		<u>\$461.61</u>
Batch Number 2020-00000233 Totals						Invoices	2		<u>\$494.61</u>
Department 36 - Library Totals						Invoices	2		<u>\$494.61</u>
36 Library				Grand Totals		Invoices	2		<u><u>\$494.61</u></u>

Accounts Payable Invoice Report Page 34

Invoice Date Range **05/01/20 - 05/01/20**

Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 15157 - AMAZON COM CREDIT									
AMZ-April stmnt	books, oper sup, memorial	Edit		05/01/2020	05/01/2020	05/01/2020			194.48
			Vendor 15157 - AMAZON COM CREDIT Totals			Invoices	1		<u>\$194.48</u>
Vendor 14164 - INGRAM LIBRARY SERVICES									
IngramApr2020	books & proc	Edit		05/01/2020	05/01/2020	05/01/2020			1,690.14
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices	1		<u>\$1,690.14</u>
Vendor 7349 - MAC FOUNDATION INC									
MAM-4-2020	MAM - April 2020	Edit		05/01/2020	05/01/2020	05/01/2020			977.83
			Vendor 7349 - MAC FOUNDATION INC Totals			Invoices	1		<u>\$977.83</u>
Vendor 11988 - PREFERRED GLOBAL EQUIPMENT									
0142689-IN	motors	Edit		05/01/2020	05/01/2020	05/01/2020			1,909.51
			Vendor 11988 - PREFERRED GLOBAL EQUIPMENT Totals			Invoices	1		<u>\$1,909.51</u>
			Grand Totals			Invoices	4		<u><u>\$4,771.96</u></u>

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-0000266		Batch Date 05/07/2020			Entered by User Kay Jensen				
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
361357 & 361760	grounds & bldg maintenance	Edit		05/07/2020	05/07/2020	05/07/2020			27.53
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals	Invoices	1	\$27.53
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
45411953 & 954	books and processing	Edit		05/07/2020	05/07/2020	05/07/2020			185.84
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 14164 - INGRAM LIBRARY SERVICES Totals	Invoices	1	\$185.84
Vendor 11942 - INNOVATIVE LED SOLUTIONS LLC									
Sub-Department 36 Library									
91416	LED lighting - STR	Edit		05/07/2020	05/07/2020	05/07/2020			2,371.60
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 11942 - INNOVATIVE LED SOLUTIONS LLC Totals	Invoices	1	\$2,371.60
Vendor 22236 - KRISTINE KAKUSKE									
Sub-Department 36 Library									
TK-reimb-Apr20	cleaning supplies	Edit		05/07/2020	05/07/2020	05/07/2020			7.18
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 22236 - KRISTINE KAKUSKE Totals	Invoices	1	\$7.18
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
98861834	Hoopla	Edit		05/07/2020	05/07/2020	05/07/2020			2,217.06
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 10103 - MIDWEST TAPE Totals	Invoices	1	\$2,217.06
Vendor 14816 - NFLS									
Sub-Department 36 Library									
2463	2020 WPLC Ebook share	Edit		05/07/2020	05/07/2020	05/07/2020			8,456.80
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 14816 - NFLS Totals	Invoices	1	\$8,456.80
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3445218708	spray bottles	Edit		05/07/2020	05/07/2020	05/07/2020			11.44
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	\$11.44

G/L Date Range 05/07/20 - 05/07/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
101941 & 101942	Printing & maint eq	Edit		05/07/2020	05/07/2020	05/07/2020			266.35
			Sub-Department 36 Library Totals			Invoices	1		0
		Vendor	5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		\$266.35
			Batch Number 2020-00000266 Totals			Invoices	8		\$13,543.80
			Department 36 - Library Totals			Invoices	8		\$13,543.80
36 Library _____									
			Grand Totals			Invoices	8		\$13,543.80

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-0000277		Batch Date 05/13/2020			Entered by User Kay Jensen				
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 36 Library									
AMZ-5-10-20stmnt	books and shipping	Edit		05/13/2020	05/13/2020	05/13/2020			67.73
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	15157 - AMAZON COM CREDIT Totals		Invoices	1		<u>\$67.73</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
Sub-Department 36 Library									
242346	cell phone - Library	Edit		05/13/2020	05/13/2020	05/13/2020			55.25
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	4818 - CELLCOM WISCONSIN RSA 10 Totals		Invoices	1		<u>\$55.25</u>
Vendor 7150 - DEMCO									
Sub-Department 36 Library									
6796451	operating sup & memorial	Edit		05/13/2020	05/13/2020	05/13/2020			78.55
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	7150 - DEMCO Totals		Invoices	1		<u>\$78.55</u>
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
IngramMay2020	Books and Library Materials	Edit		05/13/2020	05/13/2020	05/13/2020			4,366.88
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	14164 - INGRAM LIBRARY SERVICES Totals		Invoices	1		<u>\$4,366.88</u>
Vendor 22236 - KRISTINE KAKUSKE									
Sub-Department 36 Library									
KK-masks-4-2020	cloth masks for STR	Edit		05/13/2020	05/13/2020	05/13/2020			20.00
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	22236 - KRISTINE KAKUSKE Totals		Invoices	1		<u>\$20.00</u>
Vendor 7349 - MAC FOUNDATION INC									
Sub-Department 36 Library									
MAM-5-2020	MAM - May 2020	Edit		05/13/2020	05/13/2020	05/13/2020			977.83
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	7349 - MAC FOUNDATION INC Totals		Invoices	1		<u>\$977.83</u>
Vendor 36120 - WARNER-WEXEL WHOLESAL & POOL									
Sub-Department 36 Library									
203546	paper toweling	Edit		05/13/2020	05/13/2020	05/13/2020			23.68
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	36120 - WARNER-WEXEL WHOLESAL & POOL Totals		Invoices	1		<u>\$23.68</u>

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G/L Date Range 05/13/20 - 05/13/20

Report By Department - Batch - Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Batch Number	2020-0000277	Totals	Invoices	7		\$5,589.92
			Department	36 - Library	Totals	Invoices	7		\$5,589.92
36 Library									
				Grand Totals		Invoices	7		\$5,589.92