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.
5. Reports –
   A. Director's Report – Library Operations.
      1. Events – Programming during closure, May Happenings
      2. General – Statistics
      3. Status – Update, DPI documents
      1. Announcements
      2. Events
      3. Handouts
   C. Archives Report – Update.
8. Election of Officers.
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.
15. Adjournment.
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.
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.
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

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

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**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.


**Pickup Service**

Most current information: [http://doorcountylibrary.org/pickup-service](http://doorcountylibrary.org/pickup-service)

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**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**

**1:00 p.m.  Sturgeon Bay Library Virtually**

**WEDNESDAY, MAY 6**

**7:00 p.m.  Baileys Harbor Library Virtually**
https://www.facebook.com/groups/BaileysHarborBookClub/

**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

TUESDAY, MAY 12

10:30 a.m.  Sturgeon Bay Library Virtually
[https://www.facebook.com/groups/VirtualLibraryStoryTime/](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/](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.

<table>
<thead>
<tr>
<th>Badger Bounce Phase</th>
<th>Service Level</th>
<th>Summary of Services and Activities</th>
<th>Dependencies*</th>
</tr>
</thead>
</table>
| **Safer at Home**   | Library Service Level 1 - Library buildings closed; no materials lending | Library building is closed  
Working staff reduced to essential personnel only  
Libraries may only provide no-contact services, i.e. access to online resources and services | - No gathering of people allowed  
- Only essential personnel allowed in building to perform minimum basic operations |
|                     | Loan of physical items. Allowable service options:  
- None  
- Curb side pickup  
- Books by Mail | 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:  
- 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 |
|                     | Return of library materials. Allowable service options:  
- No returns allowed  
- Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling |  
Local delivery, as determined by each library system. Allowable service options could include but are not limited to:  
- none  
- minimal service to return items to owning libraries  
- enhanced delivery including patron hold requests filled by other libraries on a shared ILS  
Preparation for the next level of service |

| **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. | Allowances/Restrictions:  
-- 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. | Allowances/Restrictions:  
-- 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. | Allowances/Restrictions:  
-- 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

<table>
<thead>
<tr>
<th>Requesting Dept.</th>
<th>Person Requesting</th>
<th>Description of Hardware, Software or Technical Service Needed</th>
<th>Additional Comments</th>
<th>Cost of Item (If known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>7 Staff PCs</td>
<td></td>
<td>3945</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>1 Laptop (Library Programming)</td>
<td></td>
<td>692</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>1 Laptop (Headquarters Use)</td>
<td></td>
<td>925</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>4 Monitors (3 Staff, 1 Public)</td>
<td></td>
<td>330</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>Adobe Creative Cloud Annual Subscription</td>
<td></td>
<td>380</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>Multifunction Color Printer (SIS)</td>
<td></td>
<td>430</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>Contigency Fund</td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>LogMeIn Rescue</td>
<td>Included in Technology Services Budget</td>
<td></td>
</tr>
</tbody>
</table>

| Department       | $ 9,702.00       |
# Door County Non-CIP Capital Outlay 2021

**Department:** Library

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

**Total Capital Outlay $5,000-$50,000**

**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.
Construction Specifications

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.doors.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
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, down-
  spouts 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.
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. Gigstad  
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

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:  
Signature:  
Signature:
Notice of Lien Rights

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.

X _____________________________
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: X Owner  INITIAlS: _____________________________
Contractor Representative
More Highlights

- 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 or 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.

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.

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.

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" 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.

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.
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 motor 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@laforceinc.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@laforceinc.com

Ben Vandermoss  
Building Products Consultant

LaForce, Inc. | Electronic Security Systems  
P: 1.800.236.8858 ext. 2944 • D:920.491.5944  
bvandermoss@laforceinc.com • www.laforceinc.com

Follow us: Blog • LinkedIn • Facebook • Twitter • YouTube

From: "Nielson, Mark" <mnielson@co_door.wi.us>  
To: "Ben R Vandermoss" <Ben.Vandermoss@laforceinc.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.
**QUOTE**

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

**SHIPS TO**

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

**SOLD TO**

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

### JOB *** LIBRARY RE-KEY

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**MILLER ART CENTER**

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**INSTALLATION OF ALL MATERIAL**
QUOTE

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<td>RECEIPT REQUIRED FOR REFUNDS OR EXCHANGES.</td>
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<td>Stock materials are subject to 45% restocking fee. Special order materials are not returnable. No returns after 90 days.</td>
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<tr>
<td>This quotation is subject to the Terms and Conditions found at <a href="http://laforceinc.com/about/terms-conditions/">http://laforceinc.com/about/terms-conditions/</a>, 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.</td>
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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
## Donations.xlsx

### March 2020

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## Donations.xlsx

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| 36 Library | Grand Totals | Invoices | 4 | $67,376.51 |

Run by Tina Kakuske on 04/02/2020 10:24:34 AM
### Accounts Payable Invoice Report

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

**Summary Listing**

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**Entered by User**: Tina Kakuske

**Printed by**: Tina Kakuske on 04/09/20 02:23:52 PM
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Run by Tina Kakukske on 04/15/2020 04:19:48 PM
## Accounts Payable Invoice Report

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

### Vendor Summary Listing

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**Department**: 36 - Library

| Grand Totals | Invoices | 7 | $6,682.06 |

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**36 Library**

Grand Totals

Invoices 2

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**Vendor 5999 - WISCONSIN DOCUMENT IMAGING**

**Sub-Department 36 Library**

**Total Invoices:**

- Sub-Department Totals: Invoices 1
- Vendor Totals: Invoices 1
- Batch Number 2020-00000266 Totals: Invoices 8
- Department 36 - Library Totals: Invoices 8

**Grand Totals:**

- Invoices: 8
- Total: $13,543.80

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Grand Totals

Invoices

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Received Date

Payment Date

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$5,589.92

$5,589.92