



**ST. FRANCIS
PUBLIC LIBRARY**

**St. Francis Library Board
Meeting Agenda
February 11, 2026
4:30 p.m.**

NOTICE

There will be a St. Francis Library Board meeting on **Thursday, February 11, 2026, at 4:30 pm in the Ladish Room at the St. Francis Public Library, 4230 S. Nicholson Ave.**

AGENDA

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Approval of Minutes from the Library Board meetings of January 22, 2025
5. Approval of January Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Reports:
 - a. President
 - b. School Representative
 - c. Friends
 - d. Director
9. Old Business:
 - a. Review of MSA Building Assessment (discussion) (MSA participating remotely)
 - b. Review and approval of Employee Policies and Work rules (discussion/action)
 - c. Outdoor sign replacement (discussion/action)
10. New Business:
 - a. State Annual Report (discussion/action)
 - b. Building Maintenance Committee (discussion/action)
11. Comments on prior, present, and potential agenda items by Board Members.
12. Adjourn

Note: The Library Board may discuss other matters as authorized by law. Some correspondence and unfinished/new business may or may not be acted upon or discussed.

NEXT REGULAR MEETING: March 11, 2026

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis Library at 481-7323. The meeting room is wheelchair accessible from the front entrance.

NOTE: There is a potential that a quorum of the Common Council may be present.

Posted on Monday, February 9, 2026

St. Francis Library Board Minutes

January 22, 2026

Present: Steve Wattawa, Richard Lentz, Charles Buechel, Kathy Frymark, Raymond Klug, and Kathy MacAvaney. **Absent:** Evelyn Schaal (excused). **Also Present:** Library Director Amy Krahn, City Attorney Paul Alexy, Lisa Liban, Rick Grubanowitch, City Administrator Mark Jonsrud, and Tom Kietpcynski

1. Call to Order

The meeting was called to order at 4:30 p.m.

2. Statement of Public Notice

The meeting was properly posted and noticed as required by law.

3. Approval of Minutes

Motion: Moved by Richard Lentz, seconded by Charles Buechel, to approve the November 12th and December 10th Library Board minutes. **Motion carried.**

4. Approval of Claims

Motion: Moved by Richard Lentz, seconded by Charles Buechel, to approve the December claims. **Motion carried.**

5. Public Comments

Rick Grubanowitch spoke regarding facility improvements.

6. Reports

- **President:** None.
- **School Representative:**
 - The "Battle of the Books" has begun at Deer Creek, including a new second level for 7th and 8th graders. Kathy will provide booklists to Jess.
 - Jess will be joined by Mary for one round of visits to Willow Glen classes before Mary takes over during Jess's maternity leave.
- **Friends of the Library:** Director Amy Krahn reported that Andrew is working on a date for a large book sale, which will feature a special table for high-value items.

- **Director's Report:** * Last year, the library exceeded 100,000 circulations for the first time since the pandemic.
 - The Director has spent significant time consulting with repairmen regarding building needs. The roofer will return in the spring; the current estimate for repairs across three areas is approximately \$1,800.
 - Programs scheduled for tomorrow are canceled due to inclement weather.

Motion: Moved by Kathy Frymark, seconded by Ray Klug, to receive all reports and place them on file. **Motion carried.**

7. Old Business

a. Social Media Archiving (Discussion/Action) Staff members have been instructed to turn off comments on posts. Because Facebook does not allow comments to be disabled in advance, this has hindered the staff's ability to post efficiently. It was noted that Instagram and Facebook accounts may need to be separated to facilitate the manual comment moderation required. City Administrator Mark Jonsrud provided input on the city policy manual.

Motion: Moved by Ray Klug, seconded by Kathy Frymark, to table the social media archive issue at this time. **Motion carried.**

8. New Business

a. Review and Approval of Employee Policies and Work Rules (Discussion/Action) The Board discussed the wording of these policies. Mark Jonsrud and Paul Alexy suggested several revisions. Updated drafts will be presented at the next meeting for final approval.

Motion: Moved by Kathy Frymark, seconded by Richard Lentz, to approve the issuance of credit cards to Library Director Amy Krahn, the Adult Services Librarian, the Youth Services Librarian, and the Custodian. **Motion carried.**

b. Outdoor Sign Replacement (Discussion/Action) The outdoor sign has been damaged beyond repair. Replacement is estimated to cost over \$25,000 and requires Common Council approval.

Motion: Moved by Kathy Frymark, seconded by Kathy MacAvaney, to direct Director Krahn to begin the RFP process and solicit bids for a replacement sign. **Motion carried.**

c. 2026 Giving Campaign Projects (Discussion/Action) The Board discussed two proposals: cubbies under the stairs and water bottle filling stations.

Motion: Moved by Kathy MacAvaney, seconded by Richard Lentz, to proceed with the water bottle filling stations as the project for the next giving campaign. **Motion carried.**

d. MSA Building Assessment (Discussion) Library Board Members were directed to review the MSA assessment in detail and submit any questions to Amy Krahn prior to the February meeting.

9. Board Member Comments

- Kathy Frymark thanked the City for diligent snow removal on library grounds and commended library employees for taking on additional snow removal duties.
- Kathy MacAvaney proposed that Board members take greater ownership of the Board's decision-making processes and organizational structure.

10. Adjournment

Motion: Moved by Kathy MacAvaney, seconded by Richard Lentz, to adjourn at 6:15 p.m.
Motion carried.

January 2026 Claims

25-5511-272	Contracted Maintenance	\$	2,738.38	
25-5511-276	New Equip/Repair	\$	-	
25-5511-302	Telephone	\$	285.30	
25-5511-352	Dues/Subscriptions	\$	80.00	SS Chamber of Commerce
25-5511-353	Office supplies	\$	1,055.58	
25-5511-366	Maintenance Supplies	\$	13.76	
25-5511-374	Adult Fiction	\$	240.11	
	Adult NonFiction	\$	14.40	
	Y Books	\$	167.25	
25-5511-375	Periodicals	\$	-	
25-5511-376	Adult Audiobook	\$	-	
	Adult CD	\$	-	
	Adult DVD	\$	-	
	Youth Audiobook	\$	-	
	Youth CD	\$	-	
	Youth DVD	\$	26.99	
	Youth Videogames	\$	-	
25-8811-385	Replacement Materials	\$	12.99	
25-5511-387	Technology	\$	-	
25-5511-401	Electric	\$	2,058.19	
25-5511-402	Gas	\$	665.69	
25-5511-403	Water	\$	205.99	
25-5511-404	Sewer	\$	288.46	
25-5511-601	Youth Programming	\$	353.46	
25-5511-605	Adult Programming	\$	24.99	
	TOTAL		\$8,231.54	

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = 255511101-255950000,"225511353","235511353"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
25-5511-153 LIBRARY: HEALTH INS							
3173	KRAHN, AMY	2025 DENTAL	DENTAL REIMBURSEMENT	12/18/2025	230.00	230.00	12/19/2025
3201	AURORA HEALTH CARE	CINV030044	LIBRARY	12/29/2025	57.54	57.54	01/06/2026
4744	NICE HEALTHCARE LLC	24412601PPR	LIBRARY	01/01/2026	936.00	936.00	01/16/2026
4746	DELTA DENTAL	2464253	LIBRARY	12/17/2025	117.81	117.81	12/19/2025
4746	DELTA DENTAL	2481662	LIBRARY	01/16/2026	117.81	117.81	01/16/2026
5034	ANTHEM BLUE CROSS AND BL	002110087A	LIBRARY	01/01/2026	3,261.32	3,261.32	01/08/2026
Total 25-5511-153 LIBRARY: HEALTH INS:					4,720.48	4,720.48	
25-5511-154 LIBRARY: LIFE INS							
741	MINNESOTA LIFE INSURANCE	FEBRUARY 20	LIBRARY	01/08/2026	69.12	69.12	01/08/2026
Total 25-5511-154 LIBRARY: LIFE INS:					69.12	69.12	
25-5511-272 LIBRARY: CONTRACTED MAINT SERV							
593	KUJAWA ENTERPRISES	551650	CONTRACTED SERVICES	12/10/2025	60.00	60.00	01/06/2026
593	KUJAWA ENTERPRISES	558190	CONTRACTED SERVICES	01/01/2026	60.00	60.00	01/16/2026
4438	JOHNSON CONTROLS SECURI	12/2025 STMT	LIBRARY	01/13/2026	101.96	101.96	01/16/2026
4438	JOHNSON CONTROLS SECURI	41984557	CONTRACTED SERVICES	12/13/2025	1,021.99	1,021.99	01/16/2026
4909	GREATAMERICA FINANCIAL SE	40965079	CONTRACTED SERVICES	01/05/2026	294.43	294.43	01/16/2026
5031	RAMOS MASTER CLEAN LLC	251216-02	CONTRACTED SERVICE	01/06/2026	1,200.00	1,200.00	01/08/2026
Total 25-5511-272 LIBRARY: CONTRACTED MAINT SERV:					2,738.38	2,738.38	
25-5511-302 LIBRARY: TELEPHONE							
2419	SPECTRUM	010972712212	TELEPHONE	01/06/2026	294.25	294.25	01/08/2026
Total 25-5511-302 LIBRARY: TELEPHONE:					294.25	294.25	
25-5511-352 LIBRARY: DUES/SUBS							
3454	SOUTH SHORE CHAMBER OF	3245	LIBRARY ANNUAL DUES	12/27/2025	80.00	80.00	01/16/2026
Total 25-5511-352 LIBRARY: DUES/SUBS:					80.00	80.00	
25-5511-353 LIBRARY: OFFICE SUPP							
263	DEMCO INC	7721395	LIBRARY SUPPLIES	11/04/2025	300.00	300.00	01/16/2026
864	QUILL CORPORATION	47180854	LIBRARY SUPPLIES	01/02/2026	247.38	247.38	01/16/2026
950	SCHWAAB INCORPORATED	4934177	STAMPS & INK	12/08/2025	45.95	45.95	01/06/2026
4800	FORWARD TS LTD	AR265149	LIBRARY: SUPPLIES	09/30/2025	14.00	14.00	01/16/2026
5038	CCI SOLUTIONS	30472393	MEDIASAVER ALBUM	01/08/2026	448.25	448.25	01/16/2026
Total 25-5511-353 LIBRARY: OFFICE SUPP:					1,055.58	1,055.58	
25-5511-366 LIBRARY: MAINT SUP							
1009	ST FRANCIS LIBRARY	121225	MAINTENANCE	12/12/2025	13.76	13.76	01/06/2026
Total 25-5511-366 LIBRARY: MAINT SUP:					13.76	13.76	
25-5511-374 LIBRARY: BOOKS/PUBLICATIONS							
5018	INGRAM LIBRARY SERVICES LL	92937753	Y BOOKS	12/18/2025	21.43	21.43	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	92937753	AD FIC	12/18/2025	8.24	8.24	01/16/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5018	INGRAM LIBRARY SERVICES LL	92946026	AD FIC	12/18/2025	19.19	19.19	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93126359	AD FIC	12/24/2025	7.49	7.49	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93126360	AD FIC	12/24/2025	52.99	52.99	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93152127	Y BOOKS	01/26/2026	8.99	8.99	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93450990	AD FIC	01/06/2026	16.48	16.48	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93450990	Y BOOKS	01/06/2026	10.99	10.99	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93561112	AD FIC	01/09/2026	49.83	49.83	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93561112	Y BOOKS	01/09/2026	10.44	10.44	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93575490	AD FIC	01/09/2026	24.95	24.95	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93627938	ANF	01/12/2026	14.40	14.40	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93627938	AD FIC	01/12/2026	60.94	60.94	01/16/2026
5018	INGRAM LIBRARY SERVICES LL	93627938	Y BOOKS	01/12/2026	115.40	115.40	01/16/2026
Total 25-5511-374 LIBRARY: BOOKS/PUBLICATIONS:					421.76	421.76	
25-5511-376 LIBRARY: AUDIO/VISUAL							
2355	MIDWEST TAPE	508149554	Y DVD	12/09/2025	26.99	26.99	01/06/2026
Total 25-5511-376 LIBRARY: AUDIO/VISUAL:					26.99	26.99	
25-5511-385 LIBRARY REPLACEMENT MATERIALS							
1009	ST FRANCIS LIBRARY	121725	REFUND	12/17/2025	12.99	12.99	01/16/2026
Total 25-5511-385 LIBRARY REPLACEMENT MATERIALS:					12.99	12.99	
25-5511-401 LIBRARY: ELECTRIC							
1163	WE ENERGIES	5752320714	LIBRARY ELECTRIC	12/23/2025	2,058.19	2,058.19	01/08/2026
Total 25-5511-401 LIBRARY: ELECTRIC:					2,058.19	2,058.19	
25-5511-402 LIBRARY: GAS							
1163	WE ENERGIES	5736902095	LIBRARY GAS	12/10/2025	665.69	665.69	12/19/2025
Total 25-5511-402 LIBRARY: GAS:					665.69	665.69	
25-5511-403 LIBRARY: WATER							
732	MILW WATER WORKS	374-2122.300	LIBRARY	01/06/2026	205.99	205.99	01/08/2026
Total 25-5511-403 LIBRARY: WATER:					205.99	205.99	
25-5511-404 LIBRARY: SEWER USER FEE							
1018	ST FRANCIS TREASURER	37412-34-3 1/2	4230 S NICHOLSON AVE	01/12/2026	288.46	288.46	01/16/2026
Total 25-5511-404 LIBRARY: SEWER USER FEE:					288.46	288.46	
25-5511-601 LIBRARY: CHILDRENS PROGRAMS							
263	DEMCO INC	7721395	YOUTH PROGRAMS	11/04/2025	353.46	353.46	01/16/2026
Total 25-5511-601 LIBRARY: CHILDRENS PROGRAMS:					353.46	353.46	
25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM							
3173	KRAHN, AMY	010826	REIMBURSEMENT	01/08/2026	24.99	24.99	01/16/2026
Total 25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM:					24.99	24.99	
Grand Totals:					13,030.09	13,030.09	

Total LIBRARY: Employee Hash: 9681 Employee Count: 15

LIBRARY Hours Units Types Summary

PC	Pay Code Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-01	REGULAR PAY	296.00	.00	Direct Deposit Net	12,249.85	D	Informational	.00
1-02	REGULAR PAY	309.75	.00	Net	.00		Info Tips Reported	.00
15-02	SICK TIME	16.00	.00				Fringe Benefit	.00
15-04	PERS TIME	19.50	.00					
Totals:		641.25	.00		12,249.85			.00

LIBRARY Pay Code Summary

PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount
1-01	REGULAR PAY	9,025.20	1-02	REGULAR PAY	6,948.11	15-02	SICK TIME	591.50	15-04	PERS TIME	600.34
38-01	HCFSA	65.00	39-05	HSA-ANTHEM	100.00	45-01	LIFE INSURAN	1.32	53-06	WRS GENERA	867.87
74-00	SOCIAL SECU	991.38	75-00	MEDICARE	231.85	76-00	FEDERAL WIT	1,013.80	77-00	STATE WITHH	634.08
86-00	DIRECT DEPO	12,249.85									
Totals:										.00	

LIBRARY GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
00-21400	.00	100.00	00-21401	.00	1,013.80
00-21402	.00	634.08	00-21403	.00	867.87
00-21405	.00	1,223.23	00-21407	.00	1.32
00-21408	.00	65.00	25-5511-101	16,207.04	.00
25-5511-108	5,948.11	.00	99-11101	.00	12,249.85
Totals:			16,155.15 16,155.15		

LIBRARY Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
00	.00	3,905.30	25	16,155.15	.00	99	.00	12,249.85
Totals:							16,155.15	16,155.15

Director's Report

February 2026

1. Staff Update: Staff enjoyed their appreciation brunch at County Clare in Milwaukee. Thank you to the Board for continuing to support this annual tradition.
2. Building Update:
 - a. We had a new thermostat installed in the area near the upstairs restrooms, but that thermostat died within a week. Total Mechanical came out again to investigate and determined that there was a short in the HVAC system that was causing issues with the thermostat. Everything is now operational.
 - b. Roofed Right came out on Monday and did the roof repairs.
3. Friends Update: Staff is working with the Friends on a Spring sale to help clear out some backstock. We are also looking at another Children's book sale this summer.
4. Annual Giving Campaign: We have set the goal at \$3000 for a single water bottle filling station. We're thinking of doing another trivia event and 50/50 raffle, and possibly some water themed fundraisers. Suggestions welcome.
5. Explorer Passes: Several locations are increasing their pricing for library passes. The Zoo has decided to increase by \$250 in 2027 and another \$250 in 2028. At that time, our memberships will cost \$1500 each. We may need to re-evaluate some of our offerings, start another push for sponsors, or commit to using undesignated donations to help pay for them.
6. LDAC Summary:
 - a. Discussion on what libraries are going in relation to law enforcement activities and access at the library. (We are addressing this at in-service.)
 - b. Discussion on some revisions to LDAC Bylaws, which will be voted on at the March meeting.
 - c. Advantage (Libby) Lucky Day collection update: There were some questions about how to promote the increase in spending for audiobooks and extra copies of titles, now that Hoopla is no longer offered at most libraries. It was suggested to NOT link the Lucky Day collection to the demise of Hoopla, since it cannot replace all the access that Hoopla provided. Instead, it will be promoted as a separate, but new, initiative.
 - d. Continued discussion on adding new electronic resources. Peterson's Test and Career Prep and UniversalClass will be demonstrated this month and the committee will make a recommendation to LDAC.
 - e. Our MCFLS tech support person is no longer with MCFLS. They are currently looking to fill two systems support positions. We do not have any projects currently underway that will be impacted.

Board Report

Adult Services

January 2026

Programming:

Recent

- On December 15th the library held another Beginner Tai Chi with Qigong and Yoga Stretch session.
- In honor of Jane Austen's 250th birthday, the library hosted an Austen-themed event with trivia, bingo, and tea on December 16th.

Upcoming

- Having skipped December for the holidays, the next meeting of the St. Francis Book Crawl will be Thursday January 15th, 2026 at Bert's Bar & Grill. The group will be discussing Several People Are Typing by Calvin Kasulke.
 - I have selected a few options for the group to vote on for February's book, but I am also going to hear them out on any suggestions they themselves make. Taking their recommendations reflects attention to the group's wants and will encourage repeat returns.
- On January 21st Dr. Diana Ahmad will give a presentation on lives and government-like structures of prairie dogs as noticed by Gold Rush pioneers of the west.

Book Club:

- 1/6 Meeting: The Noon Book Club discussed The Women by Kristin Hannah. Raised on idyllic Coronado Island and sheltered by her conservative parents, Frances "Frankie" McGrath has always prided herself on doing the right thing. But in 1965 the world is changing. When her brother ships out to serve in Vietnam, she impulsively joins the Army Nurse Corps and follows his path. As green and inexperienced as the men sent to Vietnam to fight, Frankie is overwhelmed by the chaos and destruction of war, as well as the unexpected trauma of coming home to a changed and politically divided America
- 2/3 Meeting: The next book to be read and discussed is From Here to the Great Unknown by Lisa Marie Presley. Born to an American myth and raised in the wilds of Graceland, Elvis's daughter, Lisa Marie Presley, tells her whole story for the first time in a memoir faithfully completed by her daughter, Riley Keough, after Lisa Marie's death.
 - A new list of selections for 2026 has been made.
 - February: From Here to the Great Unknown by Lisa Marie Presley
 - March: The Three Lives of Cate Kay by Kate Fagan
 - April: Long Island by Colm Toibin
 - May: Dream State by Eric Puchner
 - June: The Most Fun We Ever Had by Claire Lombardo

- July: All the Way to the River by Elizabeth Gilbert
- August: Great Big Beautiful Life by Emily Henry
- September: Anita de Monte Laughs Last by Xochitl Gonzalez
- October: The Last One at the Wedding by Jason Rekulak
- November: Some Bright Nowhere by Ann Packer
- December: Broken Country by Clare Leslie Hall
- Interest has been expressed in a pot luck during an upcoming meeting. Since doing this for the month of February would be too short notice, we are pushing it back to the March meeting. I will leave the food decisions entirely in the ladies' hands, asking only that they tell me what kind of items/equipment they will need (eating utensils, bowls/plates, power strips for crock pots, etc.).

Miscellaneous:

- My aim this year is to showcase a wider display of program types/presenters. I have joined the library programming Facebook group and have sent emails to local authors/performers to inquire about scheduling/pricing/etc.
 - We are hoping to schedule a Houdini-themed event in March since that is his birthday month. Inquiries have been sent to presenter William Peck vis-à-vis scheduling/pricing.

Library Board Report
Youth Department - February 2026

Programming

The Youth Department has had a great start to the new year with attendance at programs for all ages. Highlights for February are parachute playtime, a “death by chocolate taste test” for tweens, and two book clubs for our homeschool community.

Collection

With reciprocal borrowing money, I've purchased a new bookshelf for the teen area. This allows for more space to house our growing teen books and graphic novels.

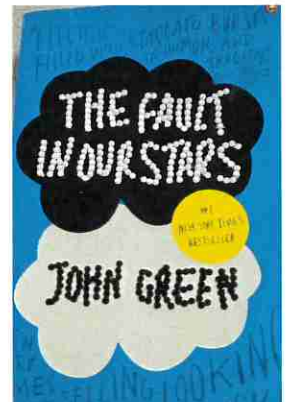
With the help of everyone in the youth department and shelvers, the youth nonfiction collection call number project is complete. This change to our call numbers allows for easier shelving and browsing by removing cutter numbers and replacing them with the first 4 digits of the author's last name.

Outreach

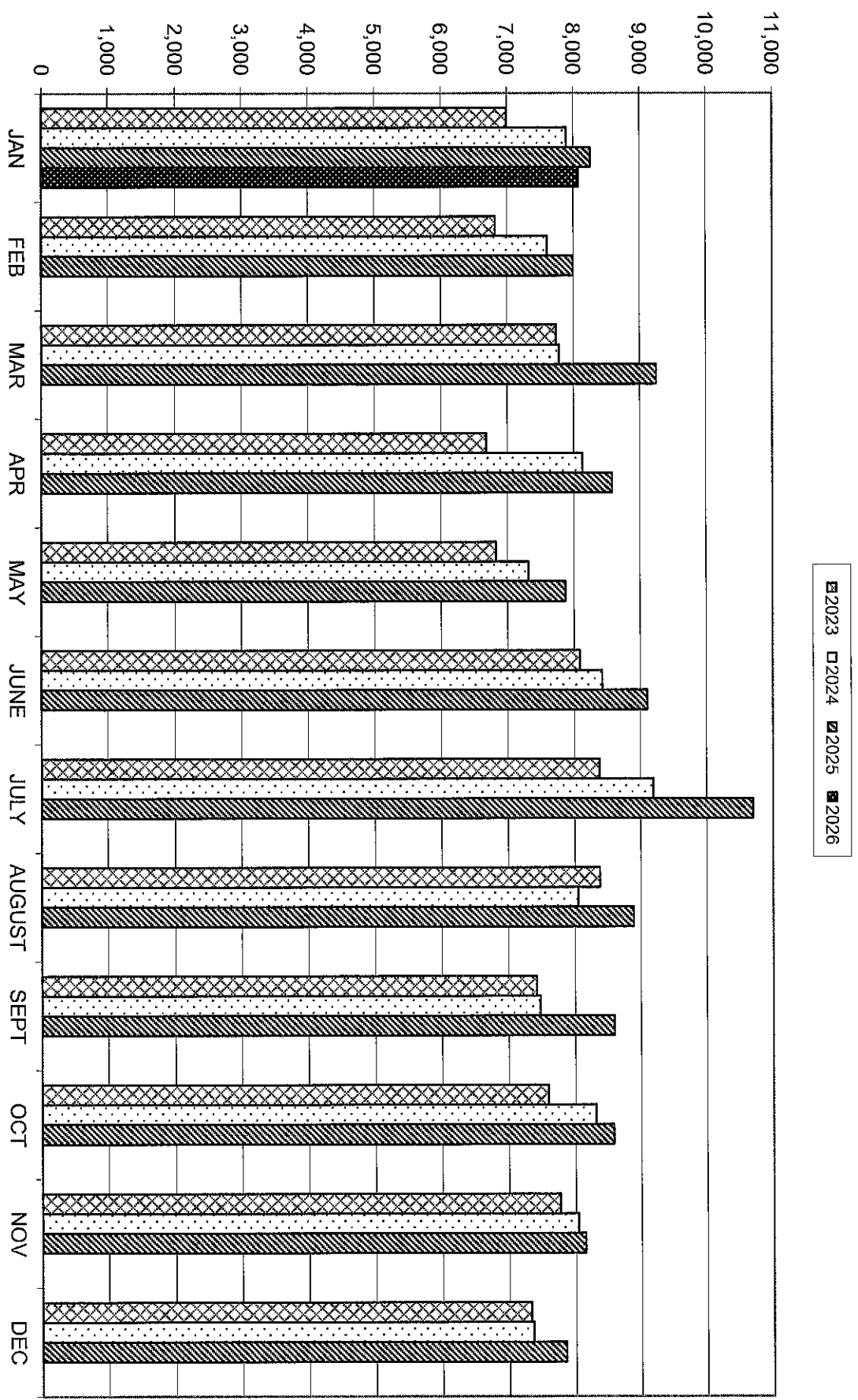
This month, Mary Evers and I will attend school outreach visits together. She will be taking over the Willow Glen school visits starting in March.

Sincerely,
Jessica Kettner, Head of Youth Services

Pictured below: Izzy's first reading appearance; Book Bedazzling for teens, Saturday Storytime, and Explorer Zone *Candy Heart Challenges*



Circulation Comparison





2026 PHYSICAL NEEDS ASSESSMENT

for

St. Francis Public Library

St. Francis, Wisconsin

January 9, 2026



2026 PHYSICAL NEEDS ASSESSMENT

for

St. Francis Public Library

St. Francis, Wisconsin

MSA Project #20515007

January 9, 2026

Prepared by:

MSA Professional Services, Inc.

247 W. Freshwater Way

Suite 200

Milwaukee, WI 53204

Justine Good, Designer II

jgood@msa-ps.com | (608) 355.8851



TABLE OF CONTENTS

	<u>Page</u>
TABLE OF CONTENTS	1
EXECUTIVE SUMMARY	2
FACILITY ASSESSMENT	
Site and Exterior Envelope Items	6
Interior Items	11
Plumbing/Electrical Items	14
APPENDICES	
Appendix A: HVAC/Fire Protection Systems Assessment	

EXECUTIVE SUMMARY

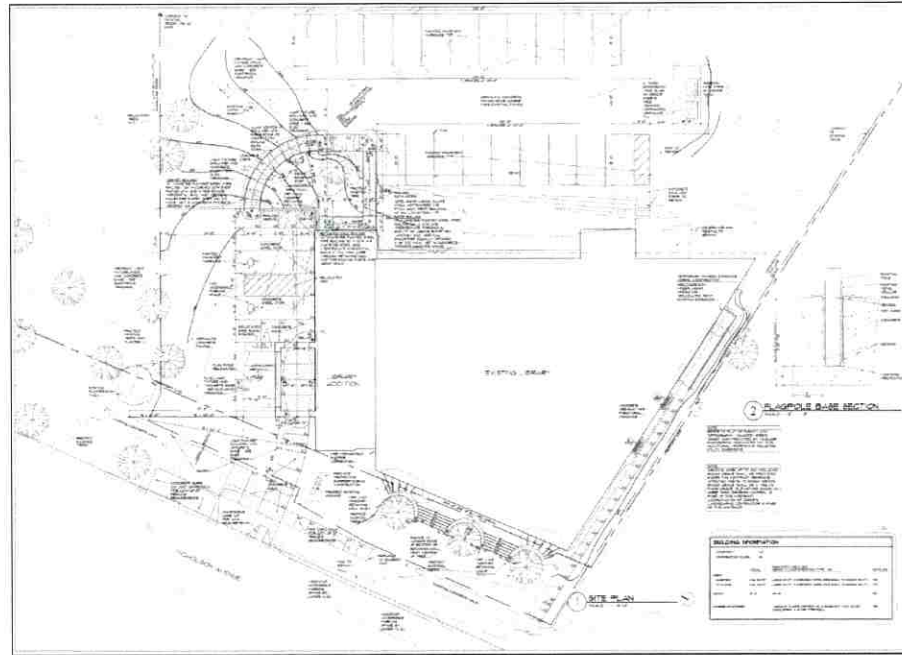
EXECUTIVE SUMMARY

MSA Professional Services, Inc. (MSA) performed a facility walk-through to visually review the existing St. Francis Public Library (Library) to assist in the development of a Capital Improvement Plan (CIP). This review identifies existing physical deficiencies, problems, and maintenance needs. This report does not include a functional needs assessment. Items perceived by the facility review and identified by the owner's representative are documented. The comments listed in this report are based on observed information as perceived in the plans and as reviewed during field visits. Reviews were conducted by an architectural design professional. The review focuses on the site and building items along with general elevator, electrical, plumbing, items as identified by the library staff. Comments are based on professional judgment.

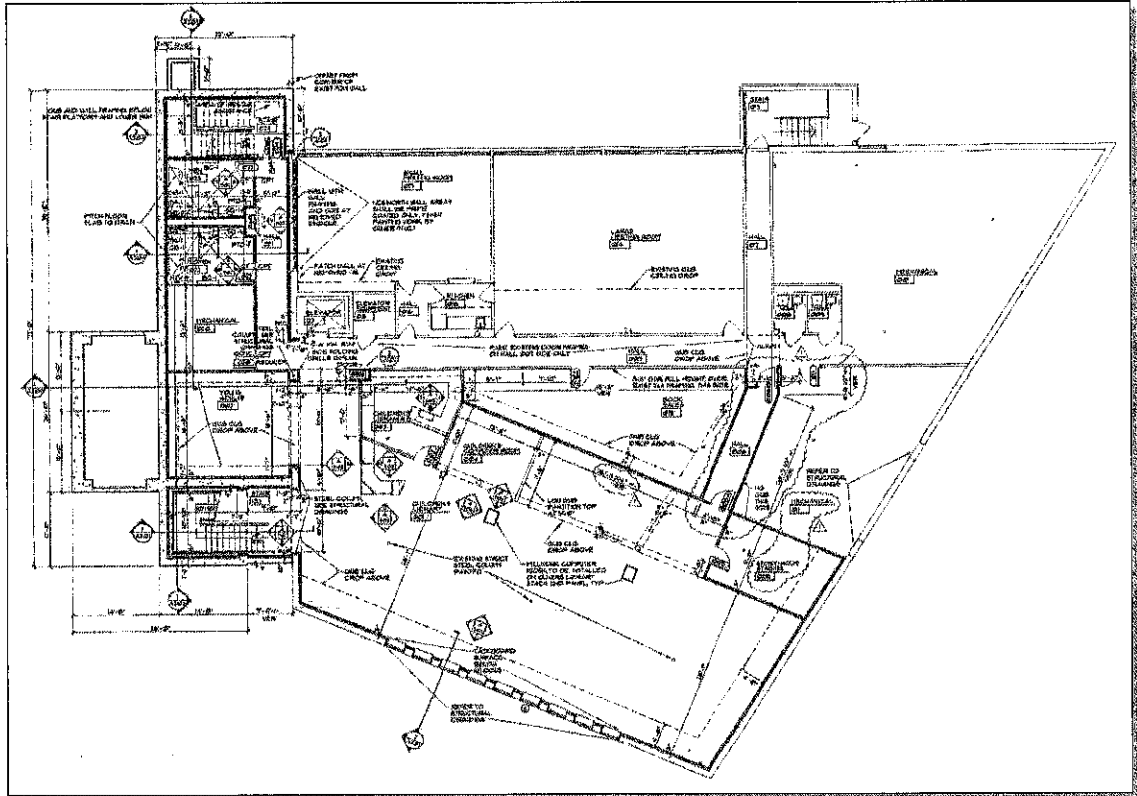
The facility located at 4230 South Nicholsen Avenue was constructed in 1986 and remodeled with a new entry addition in 2006. The site includes an asphalt driveway/parking lot, concrete sidewalks and stairs, limited greenspace, landscaping, freestanding sign, enclosure generator and AC units. The building is one story with a full basement and has approximately 11,300 square feet per floor for a grand total of 22,600 square feet. The upper level includes the primary Library spaces including adult's collections, staff areas, multi-occupant restrooms, and support spaces. The lower level includes programming spaces, children's and teens collections, multi-occupant restrooms, storage, and mechanical spaces. The wood framed building has a newer asphalt shingle and membrane roof, EIFS (exterior insulation finish system) and brick exterior walls with aluminum and wood windows.

The following images are taken from the original library construction documents and are for general reference.

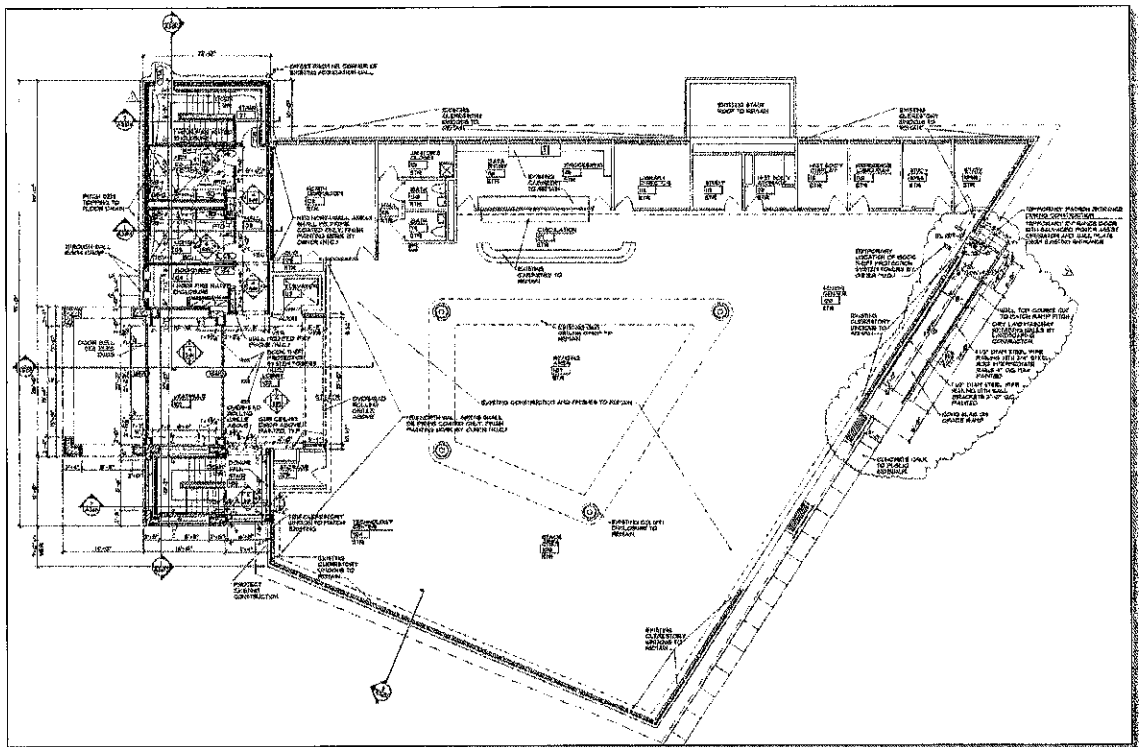
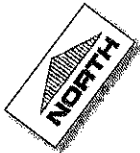
SITE PLAN



LOWER LEVEL FLOOR PLAN



UPPER LEVEL FLOOR PLAN



Hazardous materials such as asbestos, lead and fuel storage were not reviewed as part of this evaluation. Due to the age of the facilities, these types of materials may not exist, but review and identification of such materials should take place prior to any renovation work.

Overall, the facility is in good condition. There is work throughout the facility that is recommended to maintain the facility for continued and long-term use. Some items that are listed are discretionary, and therefore the Library will need to consider their priority. For reference, the estimated all-inclusive conservative approximate cost to replace the 22,600 square feet facility on a different site (including architectural/engineering fees, contractor costs, furniture, and bookshelves) is approximately \$14 million for 2027. Though not formally assessed, the size of facility is perceived to be marginally adequate. It is understood by Staff comments that the facility does not provide the enough space to meet the functional size recommendation of the Wisconsin Department of Public Instruction (standards). A formal Space Needs Assessment is recommended to establish facility space needs.

All associated costs and tentative corrective requirements are based on preliminary assumptions and are for general budgetary and comparison purposes only. Conservative corrective actions are assumed in an attempt to resolve existing deficiencies. For potential cost savings, the Library may elect to implement more limited corrective actions that may adequately address the deficiencies. Some items are discretionary and are included based on request by the Library. All priorities should be reviewed and updated annually for appropriateness.

All items, as listed in this review, will require further review and study during the implementation of any corrections, renovation, demolition, or alteration. This further review will require verification of the assumed cause of the problems and furthermore detailed parameters needed for correction. Costs do not include architectural/engineering fees to implement such work. If desired/needed, such services/costs can be provided as needed from MSA or another Architect/Engineer on a project-by-project basis.

The following is a summary of the associated costs identified.

COST SUMMARY FOR IDENTIFIED WORK				
Facility/Item	High	Medium	Low	Total Cost
St. Francis Public Library				
Site and Exterior Envelope Items	\$110,300	\$109,300	\$74,800	\$294,400
Interior Items	\$31,000	\$152,000	\$36,000	\$219,000
Plumbing/Electrical/Elevator	\$26,500	\$7,000	\$0	\$33,500
HVAC - Option #1				\$316,400
HVAC - Option #2				\$813,600
Grand Totals	\$167,800	\$268,300	\$95,800	\$863,300 - \$1,360,500

Notes:

1. The HVAC was not prioritized pending consideration by the Library in order to consider approach and priority.
2. This does not include any Fire Protection Costs as studied in 2024 HVAC and Fire Protection systems evaluation).
3. Long-term needs for the elevator are not included since they are far in the future. See the summary of the expected needs in Facility Assessment portion of this report.
4. Space and functional needs are not part of this report.

FACILITY ASSESSMENT

Site and Exterior Envelope Items			
Item #	Observed Deficiency	Cost	Priority
1	Metal-clad wood windows in original Library (excluding clerestory windows and aluminum units in the children's section): Several windows exhibit signs of water damage, condensation, and infiltration, along with multiple instances of broken glass. Recommend replacement.	\$60,000	High
2	Applied Wall texture finish on concrete foundation wall at westerly window well area and various location throughout: Chipped, cracking, and missing pieces. Patch and refinish localized EIFS.	\$3,000	Medium
3	The EIFS (exterior insulation finish system) has areas with cracks finish, chipped and missing coating with exposed foam. Recommend working with an EIFS with an expected cleaning, spot repair and recoating (EIFS compatible paint) all the exterior of the EIFS areas for a uniform appearance.	\$5,000	Medium
4	Retaining wall (at back parking lot) appears to be overgrowth. Cut back vegetation; inspect wall.	\$800	Low
5	Control joint cracked and failing at masonry and EIFS. Exterior sealant joints at brick, window, pipe penetrations, and door perimeters are aged and requires removal and replacement. This includes all transitions from EIFS and brick as well as various areas (such as at edge of metal flashing and window still flashing) that are missing sealant.	\$5,000	Medium
6	Landscaping retaining wall at South exit: replace failed/chipped blocks; address settlement.	\$1,800	Medium
7	Asphalt parking lots & drives: Crack filling, seal coating and striping are needed and should be performed approximately every 3-4 years.	\$18,000	Medium
8	Stormwater pond and inlet (at back parking lot) appears to be completely clogged with leaves, sediment, and overgrowth. Clear and clean pipe.	\$500	High
9	At southeast corner: Downspout is not connected to what appears to be a storm water pipe. Reconnect.	\$500	High
10	West window well area: Clear leaves. Recommended to rework to keep grate 3" below bottom of windows, to reduce future water leak potential.	\$1,800	High
11	East end: Interior workroom is experiencing water leaking. Recommended to add a gutter and downspout to prevent water from following fascia/soffit line back to the building. Further exploration may need to be done.	\$1,800	High
12	Lintels at entry canopy, exterior doors, windows, and louvers: Paint is chipped and peeling. Lintel is rusting. Prep and paint	\$5,000	Medium

Site and Exterior Envelope Items		
Item #	Observed Deficiency	Priority
13	Entry canopy: Wood soffit is dirty. It appears there is no finish on surface. Clean and apply exterior-grade finish.	Low
14	Handrails and guardrails (at both stairs): Paint is chipped throughout. Railings are rusted. At a handful of locations concrete is chipped at post connection or concrete is discolored due to rust. Recommend replacing.	High
15	Rounded Entry Stair: The stair treads are not the standard 12-inch width, resulting in irregular stepping and increasing the risk of tripping. Modify treads/replace stair.	Low
16	Knee wall in front of main entrance: Painted block has areas of peeling paint. Block has areas of long-term concern due to spalling that was likely caused by salt. Spalling shall be monitored. Spot tuck-point and repaint.	Medium
17	Knee wall cap is chipped. Tuck-point and repaint.	Low
18	South exit door: Does not appear to have been primed and painted. Clean, prep, and paint.	Low
19	Concrete sidewalks: All gaps/joints between concrete sidewalks and building foundation wall shall have backer rod inserted and self-leveling sealant applied.	Medium
20	Curb along back parking lot near trash is chipped and broken off.	Low
21	Landscaping retaining wall near main entry: Chipped and damaged in various locations. Replace damaged retaining wall blocks.	Medium
22	Exterior building letters: Faded and worn paint. Repaint.	Low
23	Chain link enclosure at generator: Top is caving in. Replace chain-link fence.	High
24	Gas meter and all exterior piping: Provide painting and/or prep and repaint.	Medium
25	AC units: Covered in pine needles. Clear. Overgrowth (trees) are growing in enclosure. Clean coils/area; trim trees.	Medium
26	Electrical meter: Conduit is rusted with overgrowth (tree) growing between the conduits. Cut back vegetation; prep/paint conduit.	High
27	Generator located below trees: Recommended to trim trees to prevent potential tree limbs from falling on top and damaging generator.	Medium
28	ADA parking signs are faded and needing replacement.	Medium

Site and Exterior Envelope Items			
Item #	Observed Deficiency	Cost	Priority
29	General cleaning throughout. EFIS soffit/fascia, masonry, edge metal, etc. are covered in cobwebs, dust, and dirt.	\$3,000	Low
30	Entry main stair tower: Exposed board insulation at landscaping areas. At same location concrete anchor is exposed.	\$1,500	Low
31	Entry main stair tower: Sheet metal appears to be oil canning and wavy. Monitor and/or replace sheet metal flashing.	\$3,500	Low
32	At new entry to existing building transition there are signs of water running over metal edge flashing, potentially creating some interior water damage. Further investigation is needed.	\$4,000	High
33	Outdoor event sign: Showing signs of wear. Recommend replacement.	\$20,000	Low
34	Splash blocks below downspouts were not located beneath to redirect water away from the building. Reposition.	\$0	High
35	Recommended window cleaning be done twice annually.	\$2,000	Low
36	Miscellaneous landscaping maintenance.	\$1,000	Low
37	Masonry brick: At various location brick is chipped and/or damaged. Tuckpoint/repair chipped/cracked areas.	\$6,000	Medium
38	Inserted soffit vents on East side are rusted and appear to have shifted from their original placement. These look to have been placed after the fact. Further investigation is needed to establish if they are required and/or contributing to interior leaking.	\$2,500	High
39	East southern stairwell bump out: Observed signs of water overflowing roof edge. Clean out gutters of debris.	\$500	High
40	Concrete stairs on east southern end: - Handrail is rusted away at the base and no longer connected to the concrete. - Concrete stairs are settling and pulling away from the concrete sidewalk leading to exit door. - Concrete at sidewalk is covered in dirt and sediment.	\$15,000	High

Site and Exterior Envelope Items			Cost	Priority
Item #	Observed Deficiency			
41	<p>Roof</p> <ul style="list-style-type: none"> - Asphalt shingles on new entry, north, and east side were replaced/constructed in 2007, making it 18 years old. There are active leaks on east side and at new entry stair tower, further investigation is needed to identify the cause of the leaks. Typically, a 30-35 year life can be expected. - Asphalt shingles on west and south were replaced in 2012, making it 13 years old. There are no active leaks, and it appears in reasonable condition. Typically, a 30-35 year life can be expected. - Membrane roof was replaced in 2012, thus making it 13 years old. Typically a 20-25 year life can be expected. 	replacement:	\$50,000	Medium
42	<p>South end concrete sidewalk:</p> <ul style="list-style-type: none"> - Concrete is chipped with gaps larger than 1/4". - Landscaping at west corner infringes on sidewalk. 		\$2,000	High
43	<p>South emergency exit: Automatic door controls is not required by code. Button currently conflicts with handrail extension. Recommended removing automatic door controls.</p>		\$5,000	Medium
44	<p>EFIS soffit vent is clogged; clear.</p>		\$500	Medium
45	<p>Landscaping stone: Reset shifted stone; cover exposed underlayment.</p>		\$1,500	Low
46	<p>Felt paper at base of wall (where brick meets concrete foundation): Trim back.</p>		\$500	Low
47	<p>Citizens Municipal Park sign: Sign is rusted and worn. Wood planter is rotted in various spots.</p>		\$4,000	Low
48	<p>HVAC ventilation area from basement: Leaves have collected below grate. Clear.</p>		\$500	Medium
49	<p>Bike rack: Chipped paint. Prep and paint</p>		\$500	Low
Total			\$294,400	

Interior Items			
Item #	Observed Deficiency/Need & Proposed Work	Cost	Priority
1	Main stairwell: Carpet is showing signs of wear/tear and is pulling away from treads creating possible tripping hazard. Recommended replace carpet or provide alternative floor finish.	\$8,000	High
2	Lower level main stair: Stroller Storage. The lower level main stair has a landing approximately 5'-3" above the floor, creating a potential head clearance hazard. It is recommended to relocate stroller storage or install a barrier to prevent individuals from walking fully underneath the stair.	\$500	High
3	Upper level: Carpet going into staff workstation is buckled and a potential tripping hazard. Carpet is stained throughout upper level adult's collections. Recommend replacement.	\$30,000	Medium
4	In the lower level hallway outside the multi-occupant restroom, several suspended ceiling tiles show water staining or damage from previous leaks and should be replaced. Additionally, the ceiling grid in these areas is failing and requires repair or replacement.	\$3,000	Medium
5	Upper level main stairwell: Water damage in suspended ceiling and gypsum board soffit. Further investigation is needed to locate source of leaking.	\$2,000	High
6	Throughout both levels, ceilings, walls, and columns exhibit rough, protruding patch repairs, worn paint, and areas of damaged or missing drywall. Cracks are visible at corners, wall-to-ceiling connections, and around door. Thorough patching, repair, and repainting are recommended across these surfaces. Interior painting: Recommend painting takes place on a regular basis and is needed in various areas. Annual painting allowance is one approach to addressing this need.	\$60,000	Medium
7	In the staff workroom, drywall shows signs of water damage and bubbling paint, likely caused by moisture intrusion. Potential contributing factors include soffit vent placement or oversized fascia allowing water to track back toward the building. Further investigation is recommended to confirm the source and determine corrective measures	\$3,000	High
8	Fire extinguishers: Top of fire extinguisher is mounted above 48 inches. Relocated for accessibility access.	\$500	High
9	Multi-occupant restrooms (main and lower levels): - Soap dispenser and paper towel dispenser are mounted above ADA reach range. - Sealant missing around countertop perimeter.	\$1,000	Medium

Interior Items			
Item #	Observed Deficiency/Need & Proposed Work	Cost	Priority
10	Interior doors: - Handles: A few doors have knob style handles. Recommend updating to level type to meet accessibility requirements. (50% of all doors) - HM Frames are chipped and scuffed. Recommend painting.	\$8,000	Medium
11	Northern emergency stairwell: - Area is dark. Recommend additional light fixtures. - Carpet is stained.	\$7,000	High
12	Plumbing fixtures (toilets, vanities, mop basin): Sealant is cracked and failing. Replace sealant along perimeter.	\$1,000	Medium
13	Wood baseboards on both upper and lower levels show scuff marks in multiple areas and are pulling away from the wall, creating gaps that collect dirt and debris. Reattachment and refinishing are recommended.	\$2,000	Low
14	Lower level hallway near mechanical leading to emergency exit: - Vinyl base is pulling away and loose. - Floor is scuffed up thru out.	\$2,000	Low
15	The existing front desk no longer meets the functional needs of the library. A smaller, more efficient desk in a new location is recommended to improve space utilization and workflow.	\$18,000	Low
16	Lower level main stair: Extra carpeting is being stored beneath the main stair well. Recommend relocation.	\$0	Medium
17	The lower level emergency exit door to the northern stairwell sticks and requires more than five pounds of force to operate, which does not meet accessibility standards. Additionally, the door lacks an alarm system.	\$3,000	High
18	Large program room: Acoustic panels are undersized and do not provide adequate sound control for library activities. Replacement with higher-performance panels is recommended to improve acoustics.	\$6,000	Low
19	HVAC louvers and vents are dusty and/or clogged. Recommend cleaning.	\$1,000	Medium

Interior Items			
Item #	Observed Deficiency/Need & Proposed Work	Cost	Priority
20	Kitchenette adjacent to the program rooms does not meet ADA accessibility requirements. It lacks an accessible sink, compliant work surfaces, and an ADA-accessible microwave location. A full reconfiguration of the space is recommended to achieve accessibility compliance.	\$15,000	Medium
21	Small program room: Carpet is stained and worn. Recommend replacement.	\$8,000	Low
22	Lower level children collection: Carpet is worn, and several edges are lifting creating a potential tripping hazard. Carpet replacement is recommended.	\$30,000	Medium
23	Lower level western windows in children's collection: Water damage and peeling paint is present at upper portion of windows. Further investigation is needed for leak source.	\$5,000	High
24	The emergency stairwell area of rescue assistance is being used for storage vs. being available for use.	\$0	High
25	Lower level Program Room's signage is not accessible. All permanent room signs must have raised characters, braille and be properly located.	\$2,000	Medium
26	Staff restroom vent is currently venting directly into attic space. Reconnect duct work.	\$2,000	High
27	Mechanical room with sprinkler system: Walls and floors are stained from prior equipment leaks.	\$1,000	Medium
	Total	\$219,000	

Plumbing/Electrical Items		Observed Deficiency/Need & Proposed Work	Cost	Priority
Item #				
1	Elevator maintenance: - Elevator was installed in 2006; making it about 19 years old. Elevators are generally considered to have 20-25 years before requiring modernization or other required updates to parts and mechanisms. A major maintenance upgrade is anticipated around 2032. Recommend annual allowance to address future major maintenance needs. - Continue ongoing maintenance work and allowance for inspections and testing. Cost not included in this report.		TBD	Low
2	In the lower level southern hallway near the mechanical room and emergency exit stairwell, several light fixtures are missing covers, leaving live wires exposed. Covers should be installed. Non-functioning lights in this hallway should be repaired to restore full illumination.		\$5,000	High
3	Lighting levels in the lower level children's collection are inadequate. Installing additional light fixtures is recommended to improve visibility and create a safer, more functional environment.		\$6,000	Medium
4	Junction boxes located on the ceiling in the Mechanical Room and Program Room are missing covers, exposing live wires.		\$500	High
5	Entry vestibule: Telephony-based emergency communication equipment wiring is exposed and unkept.		\$1,000	Medium
6	Entry vestibule: Conduit casing is pulling away from ceiling exposing wires.		\$500	High
7	Fire protection system: Annual review is anticipated. Verify with inspection regularity with local Fire Official and/or Building Code Official. Cost not included in this report.		\$0	Medium
8	Staff report recurring sewage backups in the lower level, requiring daily line checks and flushing as part of routine maintenance. A comprehensive investigation is recommended to identify the cause and implement corrective measures. Exact corrective measures and associated cost are yet to be determined.		\$20,000	High
9	Mechanical 1 Room: Floor drain for water discharge. Drainpipe projects above floor finish. Potential tripping hazard.		\$500	High
10	Electrical- exterior building lights and parking lot light fixtures appear to be LED.		\$0	N/A
11	Fire alarm - Annual review is anticipated. Verify inspection regularity with local Fire Official and/or Building Code Official.		\$0	N/A
Total			\$33,500	

APPENDIX A

HVAC/Fire Protection Systems Assessment

HVAC/Fire Protection Systems Assessment

St. Francis Public Library
St. Francis, Wisconsin
April 2024

Prepared by:

MSA Professional Services, Inc.
220 E. Buffalo St., Suite 201
Milwaukee, WI 53202
Phone: 608-242-6616
www.msa-ps.com

Project No. 20515000

© April 2024 MSA Professional Services, Inc.



PURPOSE

MSA was requested by the City of St. Francis to visit the Library to review the existing HVAC and Fire Protection systems and to evaluate contractor proposals for replacement/service options received for the purpose of providing feedback and recommendations.

Timothy Wendt, PE visited the St. Francis Public Library on March 11, 2024 and met with Amy Krahn, Library Director and Steve Altman, Building Custodian.

HVAC SYSTEMS

Existing Conditions

The Library HVAC system consists of the following:

- (5) high-efficiency condensing, gas-fired furnaces with matching direct-expansion (refrigerant) air-cooled condensing units.
 - The furnaces are located in a lower-level mechanical room on the East side of the main corridor and the condensing units are located outside at the south end of the building.
 - These systems were installed in October 2007. Industry (ASHRAE) expected useful life for this type of equipment is 15-20 years.
 - The condensing units include refrigerant R-22 which is no longer manufactured. This refrigerant is available commercially for service/repair, however, as time progresses, availability will reduce and subsequently costs will increase.
 - It has been reported that some of the equipment has required repair/service.
 - Each furnace system provides heating/cooling/ventilation to building zones (5 zones total – 1 furnace system per zone).
 - It was reported that there are temperature control issues in the southernmost room on the 1st floor, east of the building. This zone is served by (1) furnace system and is controlled by a thermostat on an interior wall. The reported temperature control issue is common for zoned systems where one or several rooms in the zone have different heating/cooling profiles than the rest of the spaces in the zone. In this particular case, the southernmost room has at least twice as many windows, with 2 exposures, compared to the rest of the spaces in the zone resulting in insufficient heating and cooling in this space.

- (1) gas-fired air handling unit with a matching direct-expansion (refrigerant) air-cooled condensing unit.
 - The air handling unit is located in the lower-level, storage room on the west side of the main corridor and the condensing unit is located outside at the south end of the building.
 - This system appears to have been installed in 2006/2007. Industry (ASHRAE) expected useful life for this type of equipment is 15-20 years.
 - The condensing unit includes refrigerant R-22 which is no longer manufactured. This refrigerant is available commercially for service/repair, however, as time progresses, availability will reduce and subsequently costs will increase.
 - This system provides heating/cooling/ventilation to the west side of the lower level. These areas were not finished with the original building construction.

- (1) gas-fired air handling unit with a matching direct-expansion (refrigerant) air-cooled condensing unit.
 - The air handling unit is located in the lower-level, North mechanical room and the condensing unit is located outside at the east side of the building.
 - This system appears to have been installed in 2006/2007. The cooling coil and condensing unit were replaced in 2017. Industry (ASHRAE) expected useful life for this type of equipment is 15-20 years. The cooling coil and condensing unit were replaced in 2017.
 - This system provides heating/cooling/ventilation to the main 1st Floor Open Area.

Analysis

The existing HVAC systems are common for this type of facility and use. They are economical and simple to operate and maintain. A downside to these types of systems is that the equipment is generally light commercial/residential grade resulting in shorter effective life cycles. Another challenge can be less than desirable temperature control (zone control) compared to more commercial systems that can provide more individual space control.

Key considerations when evaluating options for improvement/replacement of the HVAC systems include: (1) impact to current facility operations, (2) impact to operational costs (energy/maintenance), (3) effective improvement to current operational issues (temperature control), and certainly (4) project costs.

Options

Option 1 – Replace the HVAC systems “like for like”.

- This includes the (2) proposals received for replacing the (5) furnaces and associated condensing units.
- We recommend that the existing (2) gas-fired air handling units and the condensing unit not replaced in 2017 be included in this option (not currently included in the proposals received). The cooling coil, piping, and condensing unit installed in 2017 will be reused.
- Install supplemental heating/cooling in spaces where temperature control is a problem.
- This option is considered “repair” and does not require any updates to current code requirements.

This option can be executed with minimal impact on current operations and operating costs. Some improvement of temperature control can be achieved with the addition of supplemental heating/cooling, but the current zoning nature of the system will be unchanged. This option will result in the lowest project cost.

Option 2 – Install a central air handling system with zone control.

- (5) furnace systems and (2) air handling systems will be replaced with a single gas-fired air handling unit located on grade (outside of the building) on the east side of the building.
- New ductwork extended to existing ductwork in the lower-level mechanical/storage spaces.
- Install variable volume terminal boxes with electrical reheat coils for zone control.
- Existing zones will be maintained but can have better temperature control and more energy efficient operation.
- Enables the use of “free” cooling when outside air conditions are suitable. This is common, actually code-required, for commercial HVAC systems. The existing HVAC systems, and Option 1, do not include this capability.

This option will impact current operations more than Option 1 but can be minimized with effective planning. There should be a reduction in operating costs with fewer pieces of equipment to maintain, commercial grade equipment typically lasts longer, and the system is more energy efficient. The option is still a “zoned” system but will result in more controllability over Option 1. This option will result in a higher project cost, possibly 2-3 times the current budget associated with Option 1.

FIRE PROTECTION SYSTEMS

Existing Conditions

The library is currently protected by a wet-pipe fire protection sprinkler system. The system riser is located in the lower level, North mechanical room. The system was installed in 2007.

The sprinkler system piping protecting the unheated roof construction and exterior soffit spaces is filled with a 48% glycerin-based anti-freeze fluid suitable to -15 F. The system piping protecting the interior building spaces not exposed to freezing conditions is filled with water (without anti-freeze).

Analysis

This type of system, although effective, is not common due to the regular, and costly, testing and maintenance requirements that the Library staff has reportedly been experiencing. It is commonly used in applications where small areas are required to be protected. It is more common to provide a dry-type system where the piping protecting spaces that freeze is filled with air or nitrogen in lieu of anti-freeze fluid. It is suspected that the current system was installed over a dry system because of lower first cost. A dry system requires additional equipment such as a small compressor and dedicated piping. The existing system on the 1st floor is a “combination” system in that the piping protecting much of the 1st floor also service the unheated spaces which minimizes the amount of required system piping.

Key considerations when evaluating options for improvement/replacement of the fire protection sprinkler system include: (1) impact to current facility operations, (2) impact to operational costs (maintenance), and (3) project costs.

Options

Option 1 – Maintain existing system.

- This is a “do nothing” option. Current operational procedures including regular testing, etc. and budgeting shall continue.

Option 2 – Provide New Dry-Pipe Sprinkler System

- Replace the portion of the sprinkler system including piping, sprinklers, and equipment serving the unheated spaces (including the combination system piping noted above) with a new dry-pipe system. This appears to be most if not all of the 1st floor piping which is exposed and painted.

This option will have a significant impact on the current operations as the majority of the piping is exposed in the 1st Floor spaces. This piping would need to be replaced and repainted. The piping in the unheated spaces will also need to be replaced which will require opening up building construction for access to these areas and installation of new piping. This will require patching and repainting. A dry-pipe system will eliminate the need for regular testing and maintenance of the anti-freeze fluid. The costs associated with this option needs to be evaluated in more detail

than this report provides. We are not confident that the budget costs included in proposals received are sufficiently comprehensive.

CONCLUSION

Thank you for the opportunity to provide this analysis to the City of St. Francis. After the City reviews this report, we suggest scheduling an in-person or Teams meeting to discuss in more detail as well as the City's preference for moving forward. Feel free to contact me with any questions.

Timothy Wendt, PE
Principal Engineer – Mechanical
MSA Professional Services, Inc.
twendt@msa-ps.com
608-242-6616

LIBRARY EMPLOYEE POLICIES AND WORK RULES

INTRODUCTION

These policies and work rules apply to all Library employees. They have been approved and adopted by the Library Board, according to the authority granted by Wisconsin law.

The Library Board may make any revision, addition, and/or deletion to provisions in this manual at any time and without advance notice.

The St. Francis Public Library is authorized by under Wisconsin State Statute 43.52 and is part of City government. The Library Board has unique powers compared to other City departments. The Library Board establishes library policy, approves and controls all funding for library services, hires the Library Director, and establishes the duties and compensation for Library employees.

The administrative operation of the Library is under the authority of the Library Director, who reports to the Library Board. The staff is under the supervision of, and responsible to, the Library Director. The Director is responsible to the Library Board.

When City policies refer to the City Administrator, the Library Director would be the responsible party. When the City policies refer to the Common Council, the Library Board would be responsible. Staff should communicate first with the Library Director or Board, who will then refer the issue to the City Administrator (or his/her designees) or the Common Council as appropriate.

If a policy is not specifically addressed in this manual, the City policies prevail. At times, this manual will refer to sections in the City Employee Policy Manual.

HIRING AND MANAGEMENT OF PERSONNEL

The Library Board appoints the Library Director and such other assistants and employees as it deems necessary, in addition to prescribing their duties and compensation. When a vacancy for a budgeted position occurs, the Library Director will post the position in outlets deemed appropriate by the Director for that position. The Library Director will be responsible for selection and hiring of employees, as well as for the day-to-day administration of the personnel program. The Library Director, with the approval of the Library Board, may elect to amend or update its hiring and management rules and regulations as he/she deems necessary. A copy of the Library staff personnel files will be kept by the Library Director.

JOB DESCRIPTIONS

The Library Director shall create job descriptions for all positions within the Library which shall then be approved by the Library Board. These job descriptions define the responsibilities of as well as educational and other requirements associated with each position. The Library Director and Board will prepare and approve job descriptions when new positions are created and/or existing positions are significantly altered.

DRESS CODE

Employees must be neat and clean when at work, and their clothing must conform to the standards set by the Library Director. Comfortable, casual clothes—including jeans—are acceptable, provided they are

clean and in good condition. However, employees may not wear shorts, sweatpants, or t-shirts that depict advertising or offensive language.

ATTENDANCE

Regular attendance is expected of all employees. If an employee needs to change his/her work schedule, such individual must request a schedule change from his/her supervisor.

ABSENCES

If employees are ill and/or unable to work, they are expected to call their supervisor as soon as possible prior to their scheduled shift. Employees should not rely solely on email or text messages when reporting an absence, and they are not considered to have completed the "call-in" process unless they have spoken directly with their supervisor or have received a response via email or text message.

Any employee who accumulates three (3) absences without notification will be terminated. Employees who are absent for three (3) or more days, or who are suspected of falsifying an excused absence, may be asked to provide a physician's note or release for work upon their return.

WORK BREAKS

Employees working between four (4) and six and a half (6.5) hours per day may take a paid, 15-minute break, attempting to arrange such break so that public service is not impacted. Employees scheduled to work more than six and a half (6.5) hours must take one unpaid, 30-minute break, attempting to arrange such break so that public service desks are adequately covered. Employees may not work through their break to add break time to their scheduled hours.

Full-time employees working on Saturdays shall receive a paid break.

Employees who are under 18 must take an unpaid, 30-minute break if they work more than six (6) hours.

OVERTIME

Library employees are expected to manage their hours to avoid working over 40 hours in any given week and must receive prior authorization from the Library Director to work overtime. Employees who have worked overtime shall be compensated according to the provisions set forth in Section 3.1 of the City Manual. Custodians called in to assist with emergencies shall receive at least two (2) hours of pay at a rate of 1.5 times their regularly hourly wage.

COMPENSATORY TIME

Employees who have worked more than 40 hours within their established workweek may choose to take compensatory time in lieu of overtime wages. Compensatory time may be taken in accordance with the requirements set forth in Section 3.2, provided employees have received express approval from the Library Director. Compensatory time is intended to be used in periods of a few hours or a day at a time, and it must be used during the year in which it is earned, unless the Library Director permits otherwise.

VACATION

Employees shall receive paid vacation according to the provisions set forth in Section 4.9. Vacation requests shall be granted based on the needs of the Library. Generally, employees may take no more than

two (2) consecutive weeks of vacation at one time, and no more than two (2) Library employees may schedule their vacation or time off at one time.

PERSONAL DAYS

In addition to the holidays described in Section 4.10, full-time Library employees shall receive two (2) paid personal days per year. Part-time employees shall receive the equivalent of one week of paid leave in the form of personal time, based on their average scheduled hours per week. Substitute employees, student library assistants, and shelvers are not eligible for paid personal days.

UNPAID TIME OFF/LEAVES OF ABSENCE

After employees have used the entirety of their accumulated paid leave, unpaid leaves of absence may be granted to employees according to the provisions set forth in Sections 4.12 and 4.13. Employees may request up to two (2) weeks of unpaid time off, equivalent to their average weekly scheduled hours, by submitting a written request to the Library Director. Such requests should be submitted at least two (2) weeks in advance, except in case of emergency. The Library shall strive to accommodate reasonable requests.

Staff members who have used their paid time off as well as two weeks of unpaid time off must submit further requests for unpaid leave to the Library Board for approval. When such leave is requested as an extension of sick leave, employees should also submit a physician's note. In addition, the Library reserves the right to have the City Health Officer and/or his/her designee assess the employee to determine cause and to approve such individual's return to work. Leaves of absence for family and/or medical reasons must conform to applicable state and federal laws, as outlined more fully in Section 4.13.

The aforementioned limitations on unpaid time off shall not apply to shelvers, who are hired with the understanding that the Library will work around school and extracurricular activities.

SICK LEAVE

Full time employees earn 12 days of paid sick leave per year at a rate of 1 day per calendar month. Sick leave will not accumulate to more than 100 days. No paid sick leave will be accumulated in the first month of employment if employment begins after the 10th of the month. Regular paid sick leave is calculated at 100% of the employee's regular wage rate.

Accumulated sick leave above the 100 day maximum will be paid out to the employee at a rate of 50% of their regular wage. Excess leave payments will be made on an annual basis on a schedule determined by the City of St. Francis. Payment will be deposited to a deferred compensation plan of the employee's choosing.

HOLIDAYS

The Library recognizes the same holidays as outlined in Section 4.10 of the City manual, including one paid floating holiday for full-time staff.

If a holiday falls on a weekend or an employee's regularly scheduled (unpaid) day off, that day is considered to be the unpaid day off rather than the holiday and the holiday becomes an additional floating holiday. If the Library chooses not to close on a Monday or Friday before or after a holiday weekend,

eligible staff will receive an additional floating holiday. Floating holidays may not be accumulated year to year.

EMERGENCY CLOSURES

If the Library is closed due to weather, utility problems, or any other short-term emergency, employees shall be paid as follows:

- Full-time employees will receive their usual salary.
- Part-time employees will be paid for the hours worked.

USE OF LIBRARY EQUIPMENT

Library equipment should not leave the building without prior authorization from the Library Director. In addition, employees should not use Library equipment for personal purposes during their work time.

PERSONAL CELLPHONES

All Library employees must limit their personal cellphone use during work time. Employees may not use personal cellphones while working at public service desks; they may have a phone with them, but it should not be visible to patrons and must be silenced.

USE OF EMAIL

Library staff have been provided with access to email to facilitate library communications and enable staff to conduct library work in an efficient and professional manner. Some staff members have been provided with Milwaukee County Federated Library System (MCFLS) email accounts for this purpose. These accounts should not be used for personal purposes. Staff should comply with MCFLS policies and procedures for maintaining secure passwords and privacy.

All other City policies regarding use of email apply to Library employees.

USE OF INTERNET AND SOCIAL MEDIA

The internet is a valuable tool in providing Library services and developing staff skills and knowledge. Librarians are required to use the internet on daily basis to perform their duties. Therefore, employees are expected to use good judgment and exercise reasonable discretion in their use of the internet for Library-related purposes. In addition, although staff may use Library computers to access the internet for personal use, they may not do so during work time.

The Library uses a variety of social media platforms to advertise its resources, services, and programming, and build community relationships. The policies outlined below apply to the use of social media by Library staff, including material created by employees on sites hosted and created by the Library, as well as material created on other social media sites when acting as a Library employee. Employees' use of social media as representatives of the Library reflects not only on themselves, but on the Library. Consequently, employee behavior and language on social media sites must conform to the same standards of professionalism that the Library expects in all employment-related interactions and activities. In particular, the Library requires that employees:

- Are respectful, courteous, and professional, remembering that they are representing the Library as a whole when they speak as employees thereof.

- Ensure that the information provided to patrons is accurate.
- Are transparent, identifying themselves as Library employees when posting on social media outlets on its behalf and stating that any personal opinions posted do not necessarily reflect the opinions of the Library.
- Are useful, making social media engaging and interesting for patrons while ensuring that content created is helpful and related to the Library's mission.
- Are cautious of privacy and confidentiality issues, conducting themselves on social media as they would through in-person interactions with patrons.
- Refrain from sharing Library email, social media, computer, and/or network passwords.

The Library Director shall decide who is authorized to post and moderate content on the Library's official social media sites.

ONLINE SECURITY AND CONFIDENTIALITY OF PASSWORDS

The Library's network is separate from the City network. Employees are expected to engage in responsible and secure handling of the Library's computers, network, email, and passwords according to Library and MCFLS policies. Library staff are expected to create and maintain secure passwords and should not share passwords or login information with anyone other than authorized staff and MCFLS personnel. Staff should immediately report any instance in which they feel their email or passwords have been compromised.

CONFIDENTIALITY OF LIBRARY RECORDS AND LIBRARY USE

The Wisconsin Statutes mandate the confidentiality of patron records, including records relating to circulation, computer usage, and library usage. All employees are required to maintain the confidentiality of patron records. Staff may not access patron records or disclose patron information unless they have a legal, business-related reason for so doing. Staff must follow the steps outlined in the Library's Policy and Procedure Manual in the event that law enforcement requests patron records.

REMOTE WORK

The Library recognizes and values its employees and the hard work, dedication, teamwork, and professionalism they contribute. While public service is a key function of most staff positions, the Library recognizes that, in certain circumstances, remote work may be beneficial both to the Library and its employees. Accordingly, remote work is permissible when the following eligibility criteria are met:

- The employee has worked at the Library for at least six (6) months, is fully trained, and has demonstrated acceptable work performance.
- The employee can fulfill his/her job duties while working remotely.
- The employee's schedule allows for remote work without interference with the Library's commitment to providing public services.
- The employee has access to a secure internet connection in order to perform his/her job duties.
- The employee follows all security, ethics, privacy, confidentiality, and personnel policies while working remotely.

Full-time and part-time employees who satisfy the above criteria may request remote work options from the Library Director. In addition, employees may request use of Library equipment for remote work; to take Library equipment off Library premises, employees must obtain prior approval from the Library Director. Employees using personal equipment for remote work shall be responsible for the maintenance

and security thereof. When working remotely, employees must maintain the safety and security of all Library-affiliated equipment and online accounts.

Notwithstanding the grant of any remote work flexibility, however, the Library Director reserves the right to reduce or discontinue remote work for any employee based on such individual's online availability, performance, and compliance with Library policy.

Finally, the following guidelines shall govern remote work:

- The Library Director must approve a remote work plan for each employee who requests and is granted such option. Full-time employees may work remotely for up to 20% of their scheduled worktime, and part-time employees may work remotely for up to 10% of their scheduled worktime.
- Except in case of emergency, remote hours must be established in advance and noted on the employee desk schedule. However, remote work cannot interfere with staffing coverage. In the event of staffing shortages, an employee may be called in to work despite having been scheduled to work remotely.
- Employees must be available by phone and email while working remotely, and they must record separately any remote time worked as well as the nature of work performed.
- Employees may attend staff and other work-related meetings virtually, when appropriate.
- Employees may not work more than their regularly scheduled hours while working remotely, nor substitute remote work hours for sick time, absent prior approval from the Library Director.

ACCESS TO LIBRARY BUILDING

Employees who require access to Library outside of regular work hours or regular work duties must obtain prior permission from the Library Director.

REIMBURSEMENT FOR LIBRARY-RELATED EXPENSES

Employees may be reimbursed for Library-related expenses they incur. For an expense that is less than \$20, a receipt may be submitted and funds reimbursed through petty cash. For larger amounts, a receipt and written request for check reimbursement must be submitted to the Library Director. The reimbursement check will be issued by the City. If employees are authorized to use their own vehicle for transportation to Library-related events, they will be reimbursed at the Federal Standards per mile for mileage driven. Mileage reimbursement requests must be submitted to the Library Director.

CREDIT CARDS

The Library Board authorizes the persons holding the following positions to have a work credit card: Library Director, Head of Youth Services, Adult Librarian, Custodian. The cards are issued by the City and must be used in accordance with the City's Credit Card Policy as outlined in Section 8.2.

INSURANCE

Full-time Library employees are eligible for the health, dental, and long-term disability benefits set forth in Section 4.2, with the Library Board paying the premium portion typically paid by the City.

CONTINUING EDUCATION

The Library recognizes that well-trained and educated staff members are essential to the provision of quality library service. Accordingly, Library employees are encouraged to continue their education through workshops, college courses, and other training. Requests for continuing education time and/or reimbursement of continuing education expenses shall be submitted to Library Board for consideration.

The Library shall also pay the annual fee for membership within the Wisconsin Library Association for full-time librarians.

In addition, the Library encourages its employees to participate in and/or attend professional conferences. Preference shall be given to the Library Director and/or full-time employees, with part-time employees authorized to attend professional conferences as budgetary restrictions and certification requirements permit. Requests for additional funding may be submitted to the Library Board in special circumstances. For approved attendance at conferences that are further than 50 miles from Milwaukee, the Library will reimburse staff for reasonable expenses related to travel, lodging, and meals, provided it receives receipts for expenses incurred. Library staff should apply the tax-exempt form to lodging reservations.

COMMUNICATION AND COMPLAINT PROCESS

Communication is vital to job satisfaction and the efficient operation of the Library. The Library regularly checks in with employees through staff meetings, evaluations, and in-service training events; however, employees are encouraged to bring questions, concerns, or suggestions to their supervisor and/or the Library Director outside of such opportunities. In addition, Library employees may utilize the complaint and grievance procedures outlined in Sections 9.6 and 9.24.



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: STATE ANNUAL REPORT
DATE: 2/7/26
CC:

I am requesting that the Library Board approve having Steve Wattawa sign the State Annual Report when it is completed so that it can be submitted by the Feb. 27th deadline. It will then be brought to the next meeting for review. Data entered can be corrected at a later date, if needed.

I am also requesting that the Library Board select either “yes” or “no” for the statement on the report that says MCFLS provided adequate support and leadership to our library in the past year.



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: BUILDING COMMITTEE
DATE: 2/7/26
CC:

I am recommending that the Library Board form a Building Maintenance Committee to propose and oversee a schedule of projects to address the needs outlined in the Building Assessment. The Committee would report to and get approvals from the full Library Board at regularly scheduled meetings. I would recommend including interested members of the community.

It is clear that addressing these needs will take an extended period of time, measured in years rather than months. A separate committee would help with continuity, in the event of turnover in Board positions or other leadership roles.

Library bylaws indicate that the Board President can appoint members of ad hoc committees.