ST. FRANCIS
PUBLIC LIBRARY

St. Francis Library Board
Meeting Agenda
September 15, 2022
4:00 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Thursday, September 15, 2022 at 4:00 pm the St. Francis Public Library.**

AGENDA

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Approval of Minutes from the Library Board meeting of August 10, 2022. (discussion/action)
5. Approval of August Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Motion to Convene into Closed Session:
   The Board may convene into Closed Session pursuant with Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction
9. Reconvene into Open Session:
   Upon conclusion of the Closed Session item, the Board will reconvene into Open Session prior to acting on any matter that needs to be acted upon in Open Session.
10. Discussion and possible action from Closed Session.
11. Reports:
    a. Chairperson
    b. School Representative
    c. Friends
    d. Director
12. Unfinished Business
    a. Personnel Manual (discussion/action)
    b. 2023 Library Budget draft (discussion/action)
13. New Business
    a. ARPA funds (discussion/action)
    b. Nalox-ZONE Box (discussion/action)
    c. Sprinkler system recharge (discussion/action)
    d. Snow removal/landscape cleanup proposal (discussion/action)
14. Comments on prior, present, and potential agenda items by Board Members.
15. 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: Wednesday, October 19, 2022.

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, September 12, 2022.

ST. FRANCIS LIBRARY BOARD MINUTES
DATED AUGUST 10, 2022

Present: Richard Adamczewski, Alderman Feirer, Charles Buechel, Kathy Frymark ,Richard Lentz, Kathy MacAvaney and Jennifer Polinski

Also Present: Library Director Amy Krahn, City Administrator Johnsrud and Attorney Brian Waterman

The meeting was called to order at 4:00 p.m.

Statement of Public Notice:
The meeting has been properly posted and noticed as required by law.

Adjourn to Closed Session: Roll Call Vote Required:
Moved by Richard Adamczewski, seconded by Charles Buechel to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for considering personnel related issues, such as the employment, compensation and performance of personnel and the library employee handbook. The following voted "aye": Adamczewski, Alderman Feirer, Buechel, Frymark, Lentz, MacAvaney and Polinski. Motion carried.

Time: 4:02 p.m.

Reconvene to Open Session:
Moved by Alderman Feirer, seconded by Richard Lentz to reconvene into Open Session. Motion carried.

Time: 4:46 p.m.

Discussion and Possible Action from Closed Session:
None.

Approval of Minutes
Moved by Kathy MacAvaney seconded by Alderman Feirer to place on file the minutes of the St. Francis Library Board meeting held on July 13, 2022. Motion carried.

Approval of Claims:
Moved by Alderman Feirer, seconded by Richard Lentz to approve the July claims as presented. Motion carried.

Correspondence:
None

Public Comments:
None

Reports:

Chairman

- Introduction of new board member, Charles Buechel.

School Representative

- Jess Kettner has joined the Willow Glen Innovation Lab Committee as a community member. She is also interested in helping with some cooperative lessons in the lab.
- School will begin for the Saint Francis School District (SFSD) on September 6 this year to allow for more construction time without students in the buildings this summer.
- SFSD will no longer have early release on Wednesdays. We will have some Friday in-service days instead. This will likely affect library usage since several students have been coming to the library after school on Wednesdays.

Friends

- None.

Director

- See Director's Report as included in the Board packet.

Moved by Alderman Feirer, seconded by Charles Buechel to approve all reports as submitted. Motion carried.

Old Business:

- Personnel Manual
  - No action taken.
- Art Display Proposal
  - Moved by Kathy MacAvaney, seconded by Jennifer Polinski to approve the rotating art display at the library with the artist handling the installation of their work. Motion carried.
  - Moved by Kathy MacAvaney, seconded by Richard Adamczewski to approve $500 for the purchase and installation of a hanging rail system for the rotating art display. Motion carried.

New Business:

- Election of Officers- Secretary
  - Moved by Alderman Feirer, seconded by Charles Buechel to elected Jennifer Polinski as Secretary. Motion carried.
- Donation
  - No action taken.
- COVID protocols
  - Moved by Richard Lentz, seconded by Kathy MacAvaney to amend the motion to follow the health department recommendations for COVID protocols. Motion carried.

- 2023 Budget preparation- wages
    - No action taken. Move matter to old business.

Comments on Prior, Present and Potential Agenda Items by Board Members:

- None

Adjourn:
Moved by Richard Lentz, seconded by Alderman Feirer to adjourn the meeting. Motion carried.

Time: 5:36 p.m.

August 2022
Claims

22-5511-353	Library Donations Fund	$	553.72	garden, SRP
23-5511-353	Library Rec. Borrowing Fund	$	1,303.13	Signage, collection, Anniv.
25-5511-272	Contracted Maintenance Services	$	111.00	
25-5511-276	New Equip. Repair/Replace	$	1,118.00	drain clearing
25-5511-302	Telephone	$	322.94	
25-5511-351	Expense Allowance	$	62.34	
25-5511-352	Dues & Subscriptions	$	-	
25-5511-353	Office Supplies	$	445.32	
25-5511-356	Electronic Resources	$	-	
25-5511-360	Conferences & Seminars	$	-	
25-5511-361	Public Relations	$	92.75	
25-5511-363	Postage	$	49.82	
25-5511-366	Maintenance Supplies	$	1,081.98	
25-5511-374	**Books/Publications**			
	Adult Fiction	$	1,192.37	
	Adult Non-fiction	$	994.06	
	Youth Books	$	1,250.59	
25-5511-375	Periodicals/Subscriptions	$	11.21	
25-5511-376	**Audio-Visual**			
	Adult Audiobook	$	67.06	
	Adult CD	$	37.15	
	Adult DVD	$	540.65	
	Youth Audiobook	$	41.24	
	Youth CD	$	-	
	Youth DVD	$	46.48	
	Youth Videogames	$	-	
25-5511-377	Miscellaneous	$	149.78	
25-5511-380	MCFLS Charges	$	87.09	
25-5511-385	Replacement Materials	$	-	
25-5511-387	Technology	$	448.92	

August 2022
Claims

25-5511-601	Children's Programs	$	558.81	
25-5511-605	Educational Programming	$	513.59	
25-5511-401	Electric	$	2,185.09	
25-5511-402	Gas	$	-	
25-5511-403	Water	$	-	
25-5511-404	Sewer User	$	-	
	Total:	**$**	**13,265.09**	

Deposits for July 2022

			TOTALS
Library Donation Fund			
22-48501			**$74.81**
	Donations	$20.80	
	Special Event	$33.00	
	Program Donations	$21.01	
Library Reciprocal Borrowing Fund			
23-47390			**$0.00**
Library Fund			
25-42201	Overdue Fines		**$161.90**
25-42202	Replacement Materials		**$121.77**
	Lost Material	$115.77	
	Lost Card	$6.00	
25-42203	Computer Printing		**$107.60**
25-42204	Fax		**$80.25**
25-42240	Copy Fees		**$0.00**
25-42249	Miscellaneous		**$0.00**
25-42250	School Grant		**$0.00**
TOTAL			**$546.33**

Deposits for August 2022

Library Donation Fund			
22-48501			**$285.12**
	Donations	$262.12	
	Special Event	$0.00	
	Program Donations	$23.00	
Library Reciprocal Borrowing Fund			
23-47390			**$0.00**
Library Fund			
25-42201	Overdue Fines		**$326.32**
25-42202	Replacement Materials		**$99.03**
	Lost Material	$88.26	
	Lost Card	$10.77	
25-42203	Computer Printing		**$52.47**
25-42204	Fax		**$66.13**
25-42240	Copy Fees		**$260.00**
25-42249	Miscellaneous		**$0.00**
25-42250	School Grant		**$0.00**
TOTAL			**$1,089.07**

Dear Director Krahn, September 1, 2022

I want to thank you and the entire library staff. Your library provides unique early childhood programs that are not available anywhere in the entire Milwaukee area. My granddaughter loves Move and Groove and Story Time. Your summer programs were greatly appreciated.
Vera loved the Little Mermaid movie, complete with cardboard boxes to decorate, popsicles, popcorn and juice boxes. So much fun! The hidden rocks was a nice touch as well as the reading program and contest.
Miss Jess is an excellent presenter. She is always welcoming and always remembers the children's names. Thanks you again for your kind and helpful staff and wonderful programs.

Sincerely,
Nan Boyes and Vera.
nancyboyes24@gmail.com

Nan Boyes ☺

St. Francis Library,

Thankyou very much for the wonderful summer programming. Vera loves Move & Groove. The Little Mermaid Movie was a lot of fun. Everyone at your Library is very kind and friendly. Many thanks!

Nan Boyes ☺
+ Vera

Director's Report
September, 2022

1. Staff Update: None
2. Building Update:
    a. Adelman came in and cleaned the carpeting in the adult area of the library. A full cleaning had not been done since before Covid.
    b. Steve replaced lights on the exterior of the building.
3. Technology Update:
    a. There have been numerous issues with Sierra, our circulation database, due to outside attacks on the system. We experienced system slowness and interruptions. MCFLS has isolated the problem and created an automated block for the intrusions.
    b. Our Sierra systems will be moving to a cloud based system sometime in November. All Sierra services will be unavailable for a portion of the day. Depending on the impact on other services (computer access, printing), we may ask to close for a morning and have a staff meeting. Steve Heser is working to confirm a date and the impact on other systems.
    c. With the beginning of the school year, Jess has opened up a few more computers in the youth area.
    d. We will be ordering some replacement computers for staff and the youth services area in the next month or so. This is a budgeted expense.
4. Outreach Update:
    a. Versiti Blood Drive – On August 16th, Versiti used our programming room to host a blood drive.
    b. St. Francis Days – The Library once again participated in the St. Francis Days Parade. Mary Evers' husband, Nick, graciously drove us in his restored '70s International Harvester pickup truck.
5. Collection Update:
    a. Jess and I have purchased the materials and supplies needed to create the Memory Kits, which will be available for checkout. The kits are intended for caregivers to use with partners/family members who have early- to mid-stage dementia or Alzheimer's. We are starting with 5 kits and hope to expand if they circulate well. We hope to have them ready for circulation this month. This collection was funded through reciprocal borrowing.
    b. Baker & Taylor, our book distributor, was the victim of a ransomware attack. Their systems were down for several weeks. Because of this, we were unable to purchase books and DVDs. High demand items were purchased through Amazon or other sources until B&T was back up to speed.
    c. Lisa is working with Kathy and Jackie to weed and rearrange the media section. This will provide more needed space for DVDs and audiobooks.
6. Covid Update: Per the Health Department's recommendation, we will gradually be eliminating social distancing and limits on participants in programs. Masks are no longer

required, but still recommended. We will likely stop providing free masks to the public when the current supply is depleted, unless recommendations change.

7. Friends Update:
    a. The Friends have their annual meeting this month on September 28th.
    b. The Friends are providing funds for the replacement of the Little Free Library on the corner of Lipton and Howard. The Library is covering a small part of the cost, including the plaque that honors Helen Hachmeister.
    c. There is some discussion about having the Friends Bookstore be open any time the library open.
8. Professional Development:
    a. At the request of staff, I have resumed the training quizzes which keep the staff up to date on policies and procedures.
    b. Trustee Training Week – (see handout) I watched 4 of the 5 webinars provided during this program. I highly recommend "From Stories to Action" (budget), "Here to Stay: Recruiting and Retaining Dedicated Library Workers", and "Materials Challenges and Your Library". All of the webinars were recorded and are available for viewing. The parliamentary procedures webinar was helpful, but everything can be found in the handout.
    c. WLA – Depending on the slate of programs, I am planning to attend the WI Library Association conference during the first week of November.
9. September LDAC Meeting Summary: see attached.

WORK FROM HOME HOURS - 2022						
	Jessica Kettner	Lisa Liban	Kathy Stilin	WFH	Total hrs	
PP11 - WFH	0	4	0	4		
PP11 - total hours	40	40	49		129	
PP12 - WFH	0	4	0	4		
PP12 - total hours	40	40	66		146	
PP13 - WFH	0	3	0	3		
PP13 - total hours	40	40	46.5		126.5	
PP14 - WFH	8	0	0	8		
PP14 - total hours	40	40	56.5		136.5	
PP15 - WFH	3.5	6.5	0	10		
PP15 - total hours	40	40	40.5		120.5	
PP16 - WFH	2	4	0	6		
PP16 - total hours	40	40	48.5		128.5	
PP17 - WFH	0	5.5	0	5.5		
PP17 - total hours	40	40	61		141	
PP18 - WFH	0	0	0	0		
PP18 - total hours	40	40	55		135	
	4%	**8%**	**0%**			
			TOTALS	**40.5**	**1063**	**4%**

ST. FRANCIS
PUBLIC LIBRARY
"Bringing People, Information, and Ideas Together"

4230 S. Nicholson Ave.
St. Francis, WI 53235
(414) 481-7323
www.stfrancislibrary.org

To: MCFLS Board of Trustees
From: Amy Krahn, St. Francis Public Library
RE: Summary of LDAC Meeting, September 1, 2022
Location: Zoom Teleconference

Topics for action or discussion

Library Updates Related to COVID: None. Most library services have stabilized.

State and DPI Updates:

- State Aid Formula – Steve distributed information on the independent analysis of the funding formula. The results were not actionable and do not call for any change to the formula at this time, but instead direct the Library Services Team to areas where they need to collect additional data to address funding equity. It is anticipated that the earliest possible change that would impact budgets would be in 2025.
- SRLAAW Compensation Study Update – The group is creating a bid document in order to hire an independent consultant to assist with this project. They are hoping to hire someone by October. LDAC provided feedback on data that they would like to see included in the study.
- ARPA Technology grant – MCFLS provided an update to LDAC on remaining funding available to individual libraries and what types of projects would be eligible. Funds must be spent by year end.

Owning/Home Report and SQL Reports for Reciprocal Borrowing: Steve has been cleaning up some of the tables and hopes to bring more information to LDAC at the next meeting.

Technology

- Innovative Migration to Cloud Hosting – Jen and Steve talked about the steps they are taking to move our Sierra services to the cloud hosted system. The transition will happen in November and member libraries will not have access to Sierra services for part of that day. Steve is checking with TBS and MyPC to see if this will also affect computer access and/or printing. Most libraries plan to remain open and rely on off-line circulation to serve patrons.
- Gimlet Subscription – Gimlet is a reference/patron interaction data tracking software product that several libraries are currently using. Steve asked if LDAC would be

interested in MCFLS purchasing a subscription for member libraries. A few directors indicated that their libraries would probably not utilize it, but it was decided that the savings for a system subscription would still make it a worthwhile purchase.

- Multifactor Authentication (MFA) for MCFLS Email – Steve reminded directors that the goal was to transition all member libraries using mcfls.org email addresses to using MFA by the end of 2022. There was discussion about possible options to asking staff to use personal phones and Steve will investigate some of those. Directors are asked to work with Eric on making this transition.
- Collection HQ Update: MCFLS will purchase a 3-year subscription to this product. Making the multi-year commitment will result in savings for the system, as it avoids the annual increases. Steve also investigated the ESP product (a predictive purchasing aid) through Collection HQ. The cost to add this module is pretty high, so additional vetting is needed.

Informational

Worker Connection session: Steve provided an update on the virtual meeting about what offering these sessions in member libraries would entail. The meeting was recorded and a link is available from Steve. Some discussion about technology and space required to host.

Additional Business

Sierra Issues: Libraries have been experiences slowness and interruptions to Sierra services due to bot attacks on the system. Steve reported that they identified the issue and are working to automate the blocking of these attacks. Once we move to the cloud hosted system, this type of issue should not be an issue anymore.

Patron Point:

- MCFLS has begun sending out the welcome emails (a series of 3 emails) to patrons who sign up for new library cards. Deb Marett has provided members with samples of what those emails will look like.
- Newsletters – both Oak Creek and South Milwaukee have started using Patron Point for their library newsletters, transitioning from Constant Contact. If other libraries are interested, MCFLS staff are available to help them set this up.

Member Library Updates

MPL reported that they have hired Kyle Eckley to fill the Central Circulation Manager position.

MPL also reported that they are looking into offering the self-check service through the mobile CountyCat app. (Currently, North Shore, St. Francis, and Whitefish Bay libraries have this option available to their patrons.)

Next Meeting: LDAC will have an abbreviated meeting on September 29th at 11 am. Steve will present the MCFLS budget prior to taking it to the MCFLS Board.

Library Board Report
Youth Department - September 2022

Summer Reading Program 2022 Statistics
Total Registration in 2022 = 300
Total Registration in 2021 = 167
Total Registration in 2020 = 120

Ages Birth-5 who registered for SRP = 90
Ages Birth-5 who finished SRP = 80
Paper: 69 Online: 11
Completed activities = 91

Ages 6-11 who registered for SRP = 151
Ages 6-11 who finished SRP = 82
Paper: 63 Online: 19
Completed Activities = 164

Ages 12-18 who registered for SRP = 59
YA Ages 12-18 who finished SRP = 34
Paper: 29 Online: 5
YA completed Activities = 36

Fall Events
Weekly early literacy programs have resumed, along with the addition of Toddler Storytime, Tuesdays at 10 am. These programs will run through the end of November. Monthly programs for children and teens include: 1st-3rd Grade Book Club, Art Lab, Explorer Zone, Homeschool Book Club, Switch Gaming, and Take & Make kits.

In honor of National Library Card Sign-Up month, we're offering a special program in September called Design a Library Book Bag. Mary is running this program. We have canvas totes families can design to hold their future library checkouts.

500 Before 15 Program
We've launched a brand-new program called 500 Books Before 15! It is similar to our 1000 Books Before Kindergarten Program, but the goal is for kids ages 6-14 to read 500 books before they turn 15 years old. Mary spearheaded this, and the youth department is excited to offer another year-round literacy program for our community. We give participants the opportunity to do the program on Beanstack or with a paper reading log. Incentives are awarded along the way, including a drawstring bag with the Library's name and logo.

Sincerely,
Jessica Kettner
Youth Services Librarian

ST. FRANCIS
PUBLIC LIBRARY

Board Report
Adult Services
September 2022

The Noon Book Club met and discussed the book, "The Lincoln Highway," by Amor Towles. Everyone liked the book, but all agreed that it was not quite as good as his previous book, "The Gentleman in Moscow." Next month's selection is the non-fiction, highly regarded book "The Immortal Life of Henrietta Lacks."

The Summer Reading Program ended and all prizes were awarded. This year 176 patrons read or listened to 2013 books. Patrons seemed to really have fun with the contest this year, and were especially appreciative of the chance to try to win the prizes.

Upcoming adult programs in September are the food demonstration class "Fermented Vegetables," and the instructional class "The Art of Mime." I am offering the Take and Make craft kit, a "Potato Printed Tea Towel," at the middle of the month.

Thank you.

Sincerely,

Kathleen Stilin

Kathleen Stilin
Adult Services Librarian

NON-REPRESENTED LIBRARY EMPLOYEES

8.1 INTRODUCTION

This section of the policy manual applies to all Library employees. It has been approved and adopted by the Library Board, according to the authority granted by Wisconsin law.

The Library Board may make any revision, addition, deletion or change to provisions in the policy manual that impact only Library employees 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 section, the City policies prevail.

8.2 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 the appropriate outlets. 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.

8.3 JOB DESCRIPTIONS

With approval from the Library Board, the Library Director shall create job descriptions for all positions within the Library. 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.

8.4 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, aside from official Library t-shirts.

8.5 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.

8.6 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.

8.7 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.

8.8 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. 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.

8.9 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.

8.10 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. In addition, vacation time shall not accrue from year to year. Requests for an exception to the aforementioned must be submitted in writing to the Library Board.

8.11 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.

8.12 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 one week of unpaid time off, based on 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 one week 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.

While on unpaid leave, full-time employees may not earn credit toward vacation or sick leave. In addition, Employees on leaves of absence from the Library may not be employed full-time elsewhere.

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.

8.13 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 minimum 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.

8.14 HOLIDAYS

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.

8.15 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.

8.16 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.

8.17 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. If employees need to receive a phone call during work hours, they should use the Library's official phone.

8.18 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.

8.19 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, obtain feedback and facilitate dialog among patrons, 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.

As an essential goal of engaging in social media is to promote community conversation, Library staff may only remove content that it deems to be abusive, offensive, potentially libelous, or otherwise detrimental, to contain commercial content, or to pose a breach of privacy. The Library Director shall decide who is authorized to post and moderate content on the Library's official social media sites.

8.20 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.

8.21 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.

8.22 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.

8.23 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.

8.24 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.

8.25 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.

8.26 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 2.2 and 10.5.

GENERAL EMPLOYEE POLICES

98.1 DRUG-FREE WORKPLACE POLICY

The City recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Employees are expected to report to work free from the influence of substances, legal or illegal, that could inhibit their ability to perform their duties. It is City policy to prove and enforce a drug-free workplace for all its employees. The City requires its employees neither use nor be under the influence of alcohol or controlled substance(s) while working. The City requires and shall enforce a zero tolerance standard in the workplace.

The City of St. Francis supports a drug-free safe working environment for all employees. To accomplish this goal the City:

1) Prohibits the manufacture, distribution, dispensing, and possession of use of controlled substances by employees in City buildings or on City premises; in City-owned vehicles or any other City-

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: AMY KRAHN

SUBJECT: BUDGET DRAFT WORKSHEET

DATE: SEPTEMBER 12, 2022

CC:

Mark Johnsrud sent out the budget worksheet requests and attached are the figures that I plan to submit. There are some substantial changes included, so I wanted to make sure the Board was aware of those prior to submitting this first draft. I have mentioned a few of them previously to the Board when discussing the budget.

1) I have moved computer purchases out of the operating budget. They will go back to the capital budget, or more likely to the reciprocal borrowing budget, where they were prior to 2012.

2) I have increased the maintenance replacement/repair budget by $2000, which is probably still low, given the age of the building and systems.

3) I have increased our gas budget by $1000, as it appears our costs have risen.

4) This budget does not include an additional part-time adult librarian. It does include adding additional custodian hours.

5) Wages were calculated at a 2%/1% wage increase.

6) Benefit figures in red are just placeholders. The City calculates those numbers and is still waiting on health insurance info.

Computer purchases, programming, and our physical materials collection would continue to be supported through the reciprocal borrowing fund. We have reduced the number of computers available to the public over the years and our materials budget is below what it has been in previous years.

2023 Budget Worksheet

		2020 Budget	2021 Budget	2022 Budget	2023 Budget
1	FT Salaries	$ 165,120.00	$ 171,452.00	$ 176,739.00	$ 181,025.00
2	PT wages	$ 209,321.00	$ 206,253.00	$ 192,877.00	$ 227,064.00
3	WRS	$ 17,848.00	$ 18,441.00	$ 18,143.00	$ 18,143.00
4	Soc. Sec.	$ 27,617.00	$ 28,809.00	$ 28,362.00	$ 28,362.00
5	Health Ins.	$ 43,208.00	$ 41,899.00	$ 59,543.00	$ 59,543.00
6	Life Ins.	$ 933.00	$ 1,011.00	$ 938.00	$ 938.00
7	LTD Ins.	$ -			
8	**Subtotal**	**$ 464,047.00**	**$ 467,865.00**	**$ 476,602.00**	**$ 515,075.00**
9					
10	Contracted Maint.	$ 16,395.00	$ 12,330.00	$ 23,842.00	$ 18,339.00
11	New equip/repair	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 8,000.00
12	Telephone	$ 3,840.00	$ 3,840.00	$ 3,000.00	$ 2,520.00
13	Expense Allow.	$ 800.00	$ 750.00	$ 750.00	$ 750.00
14	Dues/subscriptions	$ 600.00	$ 465.00	$ 565.00	$ 600.00
15	Office supplies	$ 7,000.00	$ 6,500.00	$ 6,500.00	$ 6,500.00
16	Electronic resources	$ 6,826.00	$ 7,294.00	$ 6,129.00	$ 6,325.00
17	Conf/seminars	$ 750.00	$ 750.00	$ 750.00	$ 750.00
18	Public relations	$ 750.00	$ 750.00	$ 800.00	$ 1,000.00
19	Postage	$ 400.00	$ 400.00	$ 400.00	$ 400.00
20	Maint. Supplies	$ 3,500.00	$ 3,500.00	$ 4,000.00	$ 4,000.00
21	Print books	$ 35,000.00	$ 34,000.00	$ 34,000.00	$ 34,000.00
22	Print periodicals	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00
23	AV materials	$ 11,000.00	$ 10,500.00	$ 10,500.00	$ 10,500.00
24	Miscellaneous	$ 1,000.00	$ 750.00	$ 750.00	$ 750.00
25	MCFLS charges	$ 18,396.00	$ 19,749.00	$ 19,415.00	$ 19,021.00
26	Replacement mats.	$ 500.00	$ 500.00	$ 500.00	$ 500.00
27	Technology/hardw.	$ 19,675.00	$ 15,012.00	$ 19,017.00	$ 6,692.00
28	Electric	$ 21,000.00	$ 21,000.00	$ 21,000.00	$ 21,000.00
29	Gas	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 7,000.00
30	Water	$ 1,300.00	$ 1,300.00	$ 1,300.00	$ 1,300.00
31	Sewer	$ 870.00	$ 870.00	$ 930.00	$ 930.00
32	Youth programming	$ 2,500.00	$ 2,250.00	$ 2,250.00	$ 2,250.00
33	Adult/Ed. Prog.	$ 3,100.00	$ 2,750.00	$ 2,750.00	$ 2,750.00
34	**Subtotal**	**$ 170,702.00**	**$ 160,760.00**	**$ 174,648.00**	**$ 159,377.00**
35					
36	**TOTAL**	**$ 634,749.00**	**$ 628,625.00**	**$ 651,250.00**	**$ 667,052.00**
37					
38	Library Revenue		$ 18,200.00	$ 14,500.00	
39	Tax Levy		$ 573,021.00	$ 605,162.00	
40	potential RB transfer		$ 37,404.00	$ 31,588.00	
41	**TOTAL REVENUE**		**$ 628,625.00**	**$ 623,362.00**	

City of St. Francis

Combining Statement of Revenues, Expenditures and Changes
in Fund Balances - Nonmajor Governmental Funds
Year Ended December 31, 2021

	Special Revenue Funds			
	Recycling	Library	Library Donations	Library Reciprocal Borrowing
Revenues				
Taxes	$ -	$ 573,021	$ -	$ -
Intergovernmental	33,477	5,000	-	37,038
Public charges for services	190,995	8,980	-	-
Miscellaneous revenues	-	822	3,116	-
Total revenues	224,472	587,823	3,116	37,038
Expenditures				
Current:				
Public safety	-	-	-	-
Public works	223,940	-	-	-
Culture, recreation and education	-	567,007	2,831	21,460
Total expenditures	223,940	567,007	2,831	21,460
Excess (deficiency) of revenues over expenditures	532	20,816	285	15,578
Net change in fund balances	532	20,816	285	15,578
Fund Balances, Beginning	240,228	53,801	32,543	178,967
Fund Balances, Ending	$ 240,760	$ 74,617	$ 32,828	$ 194,545

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: AMY KRAHN

SUBJECT: ARPA FUNDS - MCFLS

DATE: SEPTEMBER 7, 2022

CC:

The library still has just over $200 in ARPA funds that we received through the library system. The funds must be spent by end of year.

After speaking with the other librarians, I would like to use the funds to purchase more soundproofing tiles and make the ESL room (or another study room) a virtual meeting room. People who need to do job interviews, take classes, or attend meetings online would be able to use the space with minimal disturbance to library patrons.

Dear St. Francis Public Library

The South Milwaukee/St. Francis Health Department is a member of the South Shore Overdose Fatality Review Team which was assembled in August of 2020. The goal of this team is to prevent overdose deaths in the South Shore communities of Cudahy, Oak Creek, South Milwaukee, and St. Francis. The team includes local Fire, Police, and Health departments, treatment partners, the Medical Examiner's Office, the Department of Corrections, and others. The team reviews fatal overdose deaths that have occurred in our communities to identify strategies and recommendations aimed at preventing overdoses, and we are currently seeking community organizations and businesses to help us in our efforts.

Despite progress in addressing the opioid epidemic over the past few years, Milwaukee County has seen nearly a 60 percent increase in overdose deaths from 2016 to 2020. The South Shore has not been immune to this increase. In 2021 alone, the South Shore communities of Cudahy, Oak Creek, South Milwaukee and St. Francis experienced nearly 400 overdoses, with more than 22 being fatal.

One of the ways to combat and prevent overdose deaths is through Naloxone distribution. Naloxone is a medication that has been used for more than four decades to treat and reverse suspected opioid overdoses. NARCAN is the most commonly dispensed form of naloxone and is dispensed in an easy-to-use nasal spray.

The South Shore Overdose Fatality Review Team is working to make NARCAN more available throughout our communities. In order to do so, we are looking to businesses like yours to aid in that effort through the installation of Nalox-ZONE boxes. A Nalox-ZONE box is a rescue kit that is used to prevent fatalities due to an opioid overdose and is free to access. Each box contains 2 doses of NARCAN nasal spray, a breathing barrier (for CPR, if needed), instructions on how to administer NARCAN nasal spray (in English and Spanish), and brochures that contain local recovery-focused resources. The boxes are attached to a wall and are maintained at no cost to the business. They are similar in size to an automated external defibrillator (AED) box, and are often installed right next to them.

More than 15 counties throughout Wisconsin have implemented these boxes at universities, restaurants, jails, libraries, and other businesses. We are reaching out to you in hopes that you would aid us in our efforts to make NARCAN more available to those who live, work, and visit our South Shore communities by installing a Nalox-ZONE box at your business. Installing a box would entail signing a memorandum of understanding with Wisconsin Voices for Recovery, who would supply these boxes at no cost. This organization also assists with the physical installation of the box. The boxes contain sensors that would alert the agency supplying NARCAN for your box when they are utilized, so they know when more is needed. Because of the sensor, WIFI is needed at box locations.

If you are interested in installing a box or if you have questions and would like to learn more about this initiative, please contact Kailyn Dorniak RN Public Health Nurse, 414-768-8055 ext. 7 or kdorniak@smwi.org

We hope that you will consider partnering with us on this initiative to address stigma surrounding substance misuse and to prevent overdose deaths by making NARCAN more available throughout the South Shore.

Sincerely,

Kailyn Dorniak RN

The South Milwaukee/ St. Francis Health Department

ST. FRANCIS
PUBLIC LIBRARY

TO: LIBRARY BOARD

FROM: AMY KRAHN

SUBJECT: SPRINKLER SYSTEM RECHARGE

DATE: SEPTEMBER 7, 2022

CC:

Attached is the quote from Cintas, along with several emails explaining the need to recharge the sprinkler system and replace the antifreeze solution.

As you can see, there is a chance that the State will change the code or, as they have in the past, the standards for the solution in our system.

As this is not a budgeted expense, I am bringing it to the Board for approval.

CINTAS
READY FOR THE WORKDAY®

N 56 W 13605 Silver Spring Drive
Menomonee Falls, WI 53051
Proposed by Jennifer Laplante
Phone: 844-239-5516 Fax: 844-852-3228
LaplanteJ@cintas.com

Quote # F368863

Delivered On:	8/25/2022
Customer #:	13762

Contact Information

Customer	ST FRANCIS LIBRARY	**Contact**	AMY
Address	4230 S NICHOLSON AVE	**Phone**	414-483-4424
City, State, Zip	ST FRANCIS, WI 53235	**Email**	amy.krahn@mcfls.org

Cintas Fire Protection is pleased to offer you a quotation to perform work at the above referenced location(s)

Price estimates will be billed in accordance with existing contract rates. This Proposal is Valid for 10 Days.

Fire Sprinkler System

Scope of Work

- The owner will be responsible for management of any access issues we may require.
- After testing it was determined that the antifreeze solution has become diluted and requires to be replaced.
- We will be draining the system along with the eight low points.
- We will be recharging the antifreeze system. We will be using GL48 a glycerin-based factory prepared solution. The cost for the antifreeze solution up to 85 gallons is included. Any required additional will be charged as an extra to the below noted price after it is determined how much is actually used.
- It is understood that the balance of the existing system is up to code and in proper working order. If any part of the existing system fails, the repairs will be made as an extra to the contract.
- All work will be in accordance with NFPA #13. No additional insurance requirements have been provided. All material and workmanship will be first quality in all respects in accordance with state and local codes.

NFPA 25: 4.1.5.1* The property owner or designated representative shall correct or repair deficiencies or impairments that are found during the inspection, test, and maintenance required by this standard.

Price excludes electrical work & plumbing unless otherwise stated. If additional time, material, permits, drawings, engineering fees, or outside services are needed to complete the scope of work, additional charges will apply. If work needs to be performed outside of our normal business hours (7:30am-3:30pm) labor will be calculated at time and a half. Price assumes free & clear accessibility to perform required maintenance. Patching of holes and/or painting necessary due to the work is not included. If items are accepted individually, additional charges may be added. Customer responsible to notify tenants. CPVC repairs require a 24 hr. cure time. Final invoice is subject to change based on materials pricing at the time of purchase from suppliers.

THE GOODS AND/OR SERVICES PROVIDED BY CINTAS HAVE BEEN OR WILL BE PROVIDED EXPLICITLY SUBJECT TO CINTAS'S FIRE PROTECTION SERVICES GENERAL TERMS AND CONDITIONS ("THE TERMS"), A COMPLETE COPY OF WHICH HAS BEEN PROVIDED TO YOU, AND ADDITIONAL COPIES OF WHICH ARE AVAILABLE FROM YOUR CINTAS REPRESENTATIVE OR ONLINE AT CINTAS.COM/FIRECONTRACT. CERTAIN EXCERPTS OF THE TERMS ARE ALSO PRINTED ON THE BACK OF THIS PAGE. BY SIGNING THIS DOCUMENT AND/OR ACCEPTING THE GOODS AND/OR SERVICE PROVIDED, YOU (1) ACKNOWLEDGE THAT YOU HAVE RECEIVED, READ AND UNDERSTAND THE TERMS IN THEIR ENTIRETY, (2) AGREE TO BE BOUND BY THE TERMS, AND (3) REPRESENT AND WARRANT THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT. ACCEPTANCE OF THIS PROPOSAL IS SUBJECT TO OUR TERMS AND CONDITIONS

Acceptance of this proposal is subject to our Terms and Conditions	Cintas.com/FireContract

Total Quote Price:	$ 7,377.33	without tax.

MANUAL SIGNATURE FIELD: **eSIGNATURE FIELD:**

NAME	Signature Block
SIGNATURE	
PO (#)	Purchase Order (if needed): Data Fields - Text Input
DATE	

Final invoice is subject to change based on materials pricing at the time of purchase from suppliers.

Payment Terms

A deposit equal to one-half of the Proposal Total is due and payable upon acceptance of Proposal by Purchaser. The balance (including any additional charges or authorized changes or add-ons) is due when Seller has completed Installation of the System, or upon receipt of an itemized invoice for Progress Payments. With approved credit, payment terms are Net 10 Days from date Seller has completed Installation of the System or upon receipt of an itemized invoice for Progress Payments. Progress Payments: Upon acceptance of this Proposal by Purchaser, Seller shall be entitled to receive payment for work completed (including material used and labor provided for additional work or authorized changes or add-ons) through the end of each calendar month, less any amounts previously paid. Any invoice not paid when due shall be subject to a late charge of one and one-half percent (1-1/2%) per month or portion thereof or, if lower, the highest rate allowable under applicable law. Price excludes tax unless specified.

Fire Protection Services General Terms and Conditions

The terms and conditions below are excerpts taken from Cintas Fire Protection Services General Terms and Conditions, a complete copy of which is available upon request from your Cintas representative or online at [Cintas.com/firecontract]

2. Subcontracting and Agency for Third-Party Contracting. Cintas may subcontract the services to be performed under this Agreement. Customeracknowledges and agrees that all provisions of this Agreement inure to the benefit of and are applicable to any subcontractors engaged by Cintasto provide any service to Customer ("Subcontractor") and that they bind Customer to each such Subcontractor(s) with the same force and effect asthey bind Customer to Cintas. (Accordingly, when used in this Agreement, the term "Cintas" includes any such Subcontractors, Cintas employees,and agents.) Customer acknowledges that Subcontractors are independent companies and have no affiliation with Cintas. Customer furtherunderstands and acknowledges that to the extent Customer's Systems utilize proprietary or specialized elements or technologies, it may benecessary to contract with certain third parties who possess the necessary proprietary or specialized certifications, technologies, or equipmentrequired to perform or complete the installation, repair, testing, inspection, or maintenance of these Systems requested by Customer ("SpecializedWork"). Such third parties may include (but are not limited to) Johnson Controls or Siemens. Customer understands that the terms of suchthird-party agreements may include terms different from those included in this Agreement with Cintas, including (but not limited to) terms relatingto defense, indemnification, limitation of liability, disclaimer of warranties, and insurance. Customer acknowledges and agrees that Cintas will notsubcontract such Specialized Work but instead enter into such third-party agreements on the Customer's behalf. Customer irrevocably appointsCintas as its agent for the limited purpose of entering into agreements on Customer's behalf (and not on behalf of Cintas) with such third partiesfor the performance of this Specialized Work on Customer's Systems and understands that Customer will thereby be bound by all terms containedin such third-party agreement. Customer irrevocably appoints Cintas as its agent to communicate with such third parties concerning all mattersrelated to this Agreement. Customer further acknowledges and agrees that Cintas shall be a third-party beneficiary of such third-party agreementand that Cintas will enjoy the same benefit of the terms of such third-party agreement as the third party; provided, however, that if this Agreementbetween Customer and Company provides Company greater protection, Customer agrees that Company will be entitled to the greater protectionprovided by this Agreement. Finally, Customer understands and agrees that this limited agency does not render Cintas a fiduciary with respect toCustomer, that Cintas offers no (and hereby expressly disclaims any) warranties or representations of any type with respect to such SpecializedWork, and that Cintas is not otherwise responsible for the quality or performance of any such Specialized Work.

11. Credit Checks, Payment Terms, Late Charges, Credit, and Progress Billing. Customer authorizes Cintas to obtain credit information to determine payment terms for this agreement. Payment terms may be changed at any time with or without prior notice and are those in effect at time of delivery or service call. Any invoice not paid when due shall be subject to a late charge of one and one-half percent (1-1/2%) per month or portion thereof of, if lower, the highest rate allowable under applicable law. Invoices shall be due within ten (10) days of invoice date unless otherwise stated. If, in Cintas's opinion, Customer's credit becomes unsatisfactory, Cintas may, in addition to all other rights and remedies under the Agreement and applicable law, suspend the delivery of goods or services pending receipt of cash or satisfactory security from Customer. Should Customer default in any payments due Cintas, Customer agrees to pay all reasonable costs of collection incurred by Cintas, including reasonable attorneys' fees. Title to all equipment or other goods sold by Cintas shall remain in Cintas's name until Customer has paid Cintas in full. Cintas shall retain a security interest in such equipment or other goods until such time. Based on the expected duration of any work, Cintas, in its sole and absolute discretion, may elect to bill Customer in monthly progress billings. In such cases, Customer agrees to make prompt monthly progress payments as per the terms of this Agreement, based on the monthly billing schedule provided to the Customer by Cintas.

16. CINTAS NOT AN INSURER; CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME. Customer acknowledges and agrees that neither Cintas nor its Subcontractors or assignees are insurers and that no insurance coverage is provided by this Agreement. CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS ASSUMES NO RESPONSIBILITY FOR, NOR SHALL IT HAVE ANY LIABILITY FOR, CLAIMS MADE AGAINST IT CLAIMING THAT IT IS AN INSURER OF CUSTOMER'S SYSTEMS OR ANY OTHER PROPERTY FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE FAILURE OF SUCH SYSTEMS TO OPERATE EFFECTIVELY OR AS DESIGNED. Customer acknowledges that during the term of the Agreement, it is the specific intent of the parties that the Customer will obtain and maintain insurance coverage with minimum coverage of two million dollars (U.S) per incident, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Agreement in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property, and Customer agrees to and warrants that it will obtain and maintain such insurance coverage at all times at no cost to Cintas. Customer shall name Cintas as an additional insured by endorsement on any such policy(ies). This endorsement shall be without limitation or restriction of any type, and Cintas shall be exempt from, and in no way liable for, any sums of money related to this policy(ies) and associated coverage of any type, including, but not limited to, premium payments, deductible, co-payments, or self-insured retention, all of which are the sole responsibility of Customer. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this insurance coverage only and that it will look exclusively to its insurer(s) to recover for any such injuries, losses, and damages. CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS CINTAS FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO CINTAS'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE BINDING ON ANY AND ALL SUBROGEES OR ASSIGNEES OF CUSTOMER'S RIGHTS. CINTAS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF CUSTOMER, ANY LOSSES, OR ANY DAMAGES THAT IS REQUIRED TO BE INSURED UNDER THIS AGREEMENT, IS INSURED, OR IS INSURABLE. CUSTOMER AGREES TO INDEMNIFY CINTAS AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT MAY ARISE THAT ARE RELATED TO THE AGREEMENT OR THE PROVISION OF THE SERVICES IN ANY WAY THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER

17. RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER. CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY, THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE FIRE SUPPRESSION, ALARM, OR OTHER SYSTEM(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO, WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action

18. **LIMITATION OF CINTAS'S LIABILITY; LIQUIDATED DAMAGES**. Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended. **IF CINTAS OR ITS REPRESENATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO $1,000 AS LIQUIDATED DAMAGES**. If Customer wishes to increase the limitation of liability, Customer may, as of right, enter into a supplemental agreement with Cintas to obtain a higher limit by paying an additional amount consistent with the increase in liability; such a payment, however, shall in no way be interpreted to find Cintas or its subcontractors or representatives to be insurers. **CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES**. Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but

22. Governing Law. To the greatest extent permitted by law, this Agreement shall be governed by the laws of the State of Ohio, and it explicitly excludes any reference or resort to choice of law rules that suggest or require that the laws of another jurisdiction be applied.

23. Disputes. Any dispute or matter arising in connection with or relating to this Agreement other than an action for collection of fees due Cintas hereunder shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable Ohio arbitration law. **CUSTOMER, ON BEHALF OF ITSELF AND ALL OF ITS INSURER(S), WAIVES TRIAL BY JURY IN ANY ACTION BETWEEN CUSTOMER AND/OR INSURER AND CINTAS, AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT TO CLASS REPRESENATIVE CLAIMS (WHETHER AS A CLASS MEMBER OR CLASS REPRESENTATIVE) AND ANY RIGHT TO HAVE SUCH DISPUTE CONSOLIDATED OR CONSIDERED IN CONJUNCTION WITH ANY OTHER CLAIM OR CONTROVERSY OR AS A PART OF ANY OTHER PROCEEDING**. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in Warren County, Ohio. Notice or service of process of any such dispute may be made by correspondence delivered via the United States Postal Service (certified mail or registered mail, return receipt requested) or by a national overnight courier service (such as Federal Express) directed to the opposing party's address identified in this Agreement. With respect to an action for fees due Cintas under this Agreement, the exclusive jurisdiction and forum for the resolution of any such dispute shall be a court of competent jurisdiction in the state where the Customer is located, and if Cintas prevails on any or all of its claim for fees, Cintas shall also be entitled to recover all attorneys' fees and costs it incurs in the prosecution of the claim or action.

Amy Krahn

From: Laplante, Jennifer <LaplanteJ@cintas.com>
Sent: Friday, August 26, 2022 1:49 PM
To: Amy Krahn
Subject: RE: [EXTERNAL] Cintas Fire Repair Proposal

HI Amy,

I reached out to the sub-contractor for more info, please see below:

Hello Jen,
First of all, when we recharged this system years ago we used GL48 which is a factory mixed solution.
We will be in the area pictured and the first floor NW storage closet. This recharging process will take most of the day.
As far as the September date that is referring to all system being converted over to a "listed" solution. At this time there are only two made that I know of. This is not a code requirement at this time, and we cannot get an answer out of the State as to if they are going to make it a code requirement or not. So, until it changes we are staying with the GL48 due to the fact that the new solution is more than double in price.
This system is being recharged because the present solution has lost its concentration and will freeze. If you have any further questions please feel free to contact me. Thank You!

Jennifer Laplante | Cintas Fire Protection
Phone: 844-239-5516
Fax: 844-852-3228
laplantej@cintas.com | cintas.com

CINTAS READY FOR THE WORKDAY

FORTUNE 500

From: Amy Krahn <Amy.Krahn@mcfls.org>
Sent: Friday, August 26, 2022 12:34 PM
To: Laplante, Jennifer <LaplanteJ@cintas.com>
Subject: Re: [EXTERNAL] Cintas Fire Repair Proposal

EXTERNAL USE CAUTION

So, I'm guessing this one is to make us in compliance with the new Sept. 30, 2022 deadline for replacing our solution with factory mixed solutions that meet the requirements?

Can you tell me what the time requirement for this will be and what kind of access they will need in the public areas of the library?

Amy

Amy Krahn

Amy Krahn

From: Olson, Robyn <OlsonR@cintas.com>
Sent: Tuesday, September 6, 2022 4:06 PM
To: Rosario, Kalina; Amy Krahn
Subject: RE: [EXTERNAL] St Francis Library-Back Flow Inspection Report-08-25-22 & St Francis Library-Sprinkler Inspection Report-08-24-22.pdf

Amy,

The code requires the antifreeze to test at -15 which is the threshold. A few under or above that usually won't be an issue, but yours tested at -7 so that will have to replaced and that should have been quoted for replacement and sent out for approval or rejection to someone at your company.

Thanks.

Robyn Olson
Customer Service Representative - Sprinkler Scheduling Cintas Fire Protection Loc F36/F39
Ph: 262-252-5565
Email: OlsonR@cintas.com

-----Original Message-----
From: Rosario, Kalina <RosarioK@cintas.com>
Sent: Tuesday, September 6, 2022 3:57 PM
To: Amy Krahn <Amy.Krahn@mcfls.org>
Cc: Olson, Robyn <OlsonR@cintas.com>
Subject: RE: [EXTERNAL] St Francis Library-Back Flow Inspection Report-08-25-22 & St Francis Library-Sprinkler Inspection Report-08-24-22.pdf

Hi Amy,

Thanks for reaching out to us. These are good questions for Robyn Olson, whom works with Sprinklers. I have included her on this message.

Thank you,

Kalina Rosario
Customer Service Representative
Cintas Fire Protection Loc F36/F39

Fax: 262-790-9236
Email: rosariok@cintas.com

-----Original Message-----
From: Amy Krahn <Amy.Krahn@mcfls.org>
Sent: Tuesday, September 6, 2022 3:50 PM

Estimate 10102

Good Neighbor GreenScapes
Cudahy, WI 53110
dperry32213@gmail.com
(414)550-9176

Date Sep 6, 2022

St. Francis Public Library
4230 S Nicholson Ave
Saint Francis, WI 53235

Item	Qty	Price USD	Line Total USD
Seasonal clean up To include cleaning up discussed areas, trimming shrubs, cutting down perennials, removing any leaves and weeds. Snow removal (per push/inch pricing) To include snow removal of all sidewalks, steps and entrances. Each trip will be charged according. i.e. first snow is 12 inches and removed for $200, if more snow were to accumulate same day, we would charge according to the additional snowfall. 1.5 -4 : $150 4.5 -7 : $175 7.5 -12 +: $200 Unlimited snow removal (payment up front) $1750	1	1200.00	1200.00

Sub Total	**1200.00**
Sales Tax	**0.00**
Total	**1200.00**