

St. Francis Library Board
Meeting Agenda
April 15, 2026
4:30 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, April 15, 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 March 11, 2026.
5. Approval of March 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. Building Committee Update (discussion/action)
 - b. Outdoor Sign Repair/Replacement (discussion/action)
10. New Business:
 - a. Purchase request from Reciprocal Borrowing Fund (discussion/action)
 - b. Maintenance agreement for new youth printer (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: May 13, 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 Friday, April 10, 2026

ST. FRANCIS LIBRARY BOARD MINUTES
DATED March 11, 2026

Present: Steve Wattawa, Charles Buechel, Kathy Frymark, Richard Lentz, Kathy MacAvaney, Raymond Klug, and Evelyn Schaal

Also present: Library Director Amy Krahn, City Administrator Mark Jonsrud, City Attorney Paul Alexy, Rick Grubanowitch and Tom Kiepczynski

The meeting was called to order at 4:30 PM

Statement of Public Notice:

The meeting has been properly posted and noticed as required by law.

Approval of Minutes:

Moved by Charles Buechel, second by Raymond Klug, to approve February 2026 Library Board minutes. Motion carried.

Approval of Claims:

Moved by Richard Lentz, second by Kathy MacAvaney to approve February 2026 claims. Motion carried.

Correspondence:

- None

Public Comments:

- None

Reports:

- President:
 - None
- School Representative:
 - A new Superintendent, Dr. Ryan Krohn, has been hired.
- Friends:
 - None
- Director:
 - Guidelines for ICE interactions were discussed. While there were disagreements regarding legality, it was noted that these are guidelines, not formal policy.

Moved by Charles Buechel, seconded by Kathy Frymark, to receive all reports with the request that Amy Krahn work with Paul Alexy to amend the guidelines to ensure the Library is providing legally sound information to staff. Motion carried, with one opposed (Kathy MacAvaney).

Old Business:

- State Annual Report

Moved by Kathy MacAvaney, second by Raymond Klug, to confirm the report has been reviewed and placed on file. Motion carried.

- Outdoor sign replacement and RFP
 - Recommendation by Rick Grubanowitch to investigate insurance options.
 - Mark Jonsrud will work with the City to obtain specifications and quotes for repair versus replacement and report back at the April meeting.
- Review of MSA Building Assessment and funding options
 - Discussion held

New Business:

- Review of 2026-2029 Strategic Plan Draft

Moved by Charles Buechel, second by Raymond Klug to receive and place on file. Motion carried.

- Review of Explorer Pass Program: cost increases and potential funding options by donations.

Moved by Kathy MacAvaney, second Evelyn Schaal to approve the purchase of a second Betty Brin pass. Motion carried.

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

-A Common Council walkthrough of the library has been requested. Amy Krahn will coordinate scheduling.

Adjourn : Moved by Richard Lentz, second by Kathy Frymark to adjourn. Motion carried.
Time: 5:55PM

**March 2026
Claims**

25-5511-272	Contracted Maintenance	\$	2,728.68	
25-5511-276	New Equip/Repair	\$	1,800.00	roof repair
25-5511-302	Telephone	\$	364.58	
25-5511-351	Expense Allowance	\$	243.00	In-service lunch and supplies
25-5511-352	Dues/subscriptions	\$	30.00	
25-5511-353	Office Supplies	\$	334.05	
25-5511-360	Conferences/Seminars	\$	49.00	
25-5511-366	Maintenance Supplies	\$	812.79	
25-5511-374	Adult Fiction	\$	1,335.56	
	Adult NonFiction	\$	1,093.33	
	Y Books	\$	1,550.54	
25-5511-376	Adult Audiobook	\$	-	
	Adult CD	\$	-	
	Adult DVD	\$	277.08	
	Youth Audiobook	\$	-	
	Youth CD	\$	-	
	Youth DVD	\$	-	
	Youth Videogames	\$	578.43	
25-5511-377	Miscellaneous	\$	166.97	
25-8811-385	Replacement Materials	\$	7.99	
25-5511-387	Technology	\$	97.99	
25-5511-401	Electric	\$	1,897.10	
25-5511-402	Gas	\$	1,469.86	
25-5511-403	Water	\$	190.92	
25-5511-404	Sewer	\$	-	
25-5511-601	Youth Programming	\$	163.63	
25-5511-605	Adult Programming	\$	140.46	
	TOTAL		\$15,331.96	

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							
3201	AURORA HEALTH CARE	CINV036598	LIBRARY	02/25/2026	54.80	54.80	02/26/2026
4746	DELTA DENTAL	2498838	LIBRARY	02/16/2026	117.81	117.81	02/19/2026
5034	ANTHEM BLUE CROSS AND BL	002121812A	LIBRARY	02/23/2026	3,261.32	3,261.32	02/25/2026
Total 25-5511-153 LIBRARY: HEALTH INS:					3,433.93	3,433.93	
25-5511-154 LIBRARY: LIFE INS							
741	MINNESOTA LIFE INSURANCE	APRIL 2026	LIBRARY	03/05/2026	69.12	69.12	03/13/2026
741	MINNESOTA LIFE INSURANCE	MARCH 2026	LIBRARY	02/13/2026	69.12	69.12	02/19/2026
Total 25-5511-154 LIBRARY: LIFE INS:					138.24	138.24	
25-5511-272 LIBRARY: CONTRACTED MAINT SERV							
593	KUJAWA ENTERPRISES	582830	PLANT MAINTENANCE	03/01/2026	60.00	60.00	03/17/2026
1250	WOLTER HYDRAULIC & POWER	522649480	CONTRACTED SERVICES	02/17/2026	657.76	657.76	02/26/2026
4909	GREATAMERICA FINANCIAL SE	41458247	CONTRACTED SERVICES	03/05/2026	334.37	334.37	03/17/2026
4954	GRUNAU FIRE PROTECTION	1052-F432763	CONTRACTED SERVICES	02/13/2026	476.55	476.55	02/26/2026
5031	RAMOS MASTER CLEAN LLC	260216-04	CONTRACTED SERVICE	03/02/2026	1,200.00	1,200.00	03/05/2026
Total 25-5511-272 LIBRARY: CONTRACTED MAINT SERV:					2,728.68	2,728.68	
25-5511-276 LIBRARY: NEW EQUIPMENT REP							
4682	ROOFED RIGHT AMERICALLC	AR006882	ROOF REPAIR	02/23/2026	1,800.00	1,800.00	02/26/2026
Total 25-5511-276 LIBRARY: NEW EQUIPMENT REP:					1,800.00	1,800.00	
25-5511-302 LIBRARY: TELEPHONE							
2419	SPECTRUM	010972702212	TELEPHONE	02/21/2026	364.58	364.58	03/17/2026
Total 25-5511-302 LIBRARY: TELEPHONE:					364.58	364.58	
25-5511-351 LIBRARY: EXPENSE ALLOW							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	243.00	243.00	03/19/2026
Total 25-5511-351 LIBRARY: EXPENSE ALLOW:					243.00	243.00	
25-5511-352 LIBRARY: DUES/SUBS							
3706	ST FRANCIS CIVIC ASSOCIATIO	021326	LIBRARY - MEMBERSHIP	02/13/2026	30.00	30.00	03/17/2026
Total 25-5511-352 LIBRARY: DUES/SUBS:					30.00	30.00	
25-5511-353 LIBRARY: OFFICE SUPP							
160	COMPLETE OFFICE OF WISCO	79366	OFFICE SUPPLIES	02/19/2026	286.14	286.14	02/26/2026
160	COMPLETE OFFICE OF WISCO	79752	OFFICE SUPPLIES	02/19/2026	10.64	10.64	02/26/2026
864	QUILL CORPORATION	47706804	LIBRARY SUPPLIES	02/09/2026	23.27	23.27	02/26/2026
4800	FORWARD TS LTD	AR275521	LIBRARY: SUPPLIES	02/13/2026	14.00	14.00	02/26/2026
Total 25-5511-353 LIBRARY: OFFICE SUPP:					334.05	334.05	
25-5511-360 LIBRARY: CONF/SEMINARS							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	49.00	49.00	03/19/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 25-5511-360 LIBRARY: CONF/SEMINARS:					49.00	49.00	
25-5511-366 LIBRARY: MAINT SUP							
754	NASSCO INC	6652604	LIBRARY	01/14/2026	262.69	262.69	03/17/2026
754	NASSCO INC	6653491	LIBRARY	01/15/2026	169.03	169.03	03/17/2026
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	381.07	381.07	03/19/2026
Total 25-5511-366 LIBRARY: MAINT SUP:					812.79	812.79	
25-5511-374 LIBRARY: BOOKS/PUBLICATIONS							
941	SCHOLASTIC INC	81888477	Y BOOKS	02/23/2026	266.07	266.07	03/17/2026
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	94.05	94.05	03/19/2026
5018	INGRAM LIBRARY SERVICES LL	92392427	ANF	02/17/2026	90.98	90.98	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405492	Y BOOKS	02/11/2026	31.15	31.15	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405492	AD FIC	02/11/2026	16.50	16.50	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405492	ANF	02/11/2026	32.99	32.99	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405493	ANF	02/11/2026	17.05	17.05	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405493	Y BOOKS	02/11/2026	613.46	613.46	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94405494	AD FIC	02/11/2026	20.60	20.60	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94450884	AD FIC	02/12/2026	26.69	26.69	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94450884	Y BOOKS	02/12/2026	197.40	197.40	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94460101	ANF	02/12/2026	26.99	26.99	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94539233	AD FIC	02/17/2026	47.84	47.84	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94539233	ANF	02/17/2026	176.23	176.23	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94539233	Y BOOKS	02/17/2026	57.89	57.89	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94539234	AD FIC	02/17/2026	22.25	22.25	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94574699	AD FIC	02/18/2026	464.58	464.58	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94574699	Y BOOKS	02/18/2026	97.95	97.95	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94574699	ANF	02/18/2026	14.97	14.97	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94586500	AD FIC	02/18/2026	59.04	59.04	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94586501	ANF	02/18/2026	22.46	22.46	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94586501	Y BOOKS	02/18/2026	45.65	45.65	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94586501	AD FIC	02/18/2026	82.11	82.11	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94632863	ANF	02/20/2026	16.50	16.50	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94632863	AD FIC	02/20/2026	53.05	53.05	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94692788	ANF	02/23/2026	42.53	42.53	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94692788	AD FIC	02/23/2026	17.98	17.98	02/26/2026
5018	INGRAM LIBRARY SERVICES LL	94716813	Y BOOKS	02/24/2026	64.80	64.80	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94716813	AD FIC	02/24/2026	59.80	59.80	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94716813	ANF	02/24/2026	94.14	94.14	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94716814	AD FIC	02/24/2026	46.85	46.85	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94716814	ANF	02/24/2026	28.80	28.80	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94716814	Y BOOKS	02/24/2026	23.08	23.08	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782054	AD FIC	02/26/2026	113.81	113.81	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782054	ANF	02/26/2026	191.18	191.18	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782054	Y BOOKS	02/26/2026	27.47	27.47	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782055	AD FIC	02/26/2026	61.49	61.49	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782055	ANF	02/26/2026	59.38	59.38	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94782055	Y BOOKS	02/26/2026	48.78	48.78	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94818168	AD FIC	02/27/2026	18.95	18.95	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94909839	Y BOOKS	03/03/2026	5.24	5.24	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94963044	ANF	03/05/2026	65.98	65.98	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94963044	Y BOOKS	03/05/2026	68.30	68.30	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94963044	AD FIC	03/05/2026	117.94	117.94	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94963045	AD FIC	03/05/2026	19.50	19.50	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94976847	ANF	03/05/2026	93.50	93.50	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94996304.	AD FIC	03/06/2026	86.58	86.58	03/17/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5018	INGRAM LIBRARY SERVICES LL	94996304.	Y BOOKS	03/06/2026	21.76	21.76	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	94996304.	ANF	03/06/2026	79.58	79.58	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	95008844	Y BOOKS	03/06/2026	7.49-	7.49-	03/17/2026
5018	INGRAM LIBRARY SERVICES LL	95057897	Y BOOKS	03/09/2026	10.97-	10.97-	03/17/2026
Total 25-5511-374 LIBRARY: BOOKS/PUBLICATIONS:					3,979.43	3,979.43	
25-5511-376 LIBRARY: AUDIO/VISUAL							
2355	MIDWEST TAPE	508428637	AD DVD	02/10/2026	71.22	71.22	02/26/2026
2355	MIDWEST TAPE	508492808	AD DVD	02/24/2026	46.48	46.48	03/17/2026
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	737.81	737.81	03/19/2026
Total 25-5511-376 LIBRARY: AUDIO/VISUAL:					855.51	855.51	
25-5511-377 LIBRARY: LIBRARY MISCELLANEOUS							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	166.97	166.97	03/19/2026
Total 25-5511-377 LIBRARY: LIBRARY MISCELLANEOUS:					166.97	166.97	
25-5511-385 LIBRARY REPLACEMENT MATERIALS							
1009	ST FRANCIS LIBRARY	030326	REPLACEMENT	03/03/2026	7.99	7.99	03/17/2026
Total 25-5511-385 LIBRARY REPLACEMENT MATERIALS:					7.99	7.99	
25-5511-387 TECHNOLOGY							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	97.99	97.99	03/19/2026
Total 25-5511-387 TECHNOLOGY:					97.99	97.99	
25-5511-401 LIBRARY: ELECTRIC							
1163	WE ENERGIES	5828175211	LIBRARY ELECTRIC	02/23/2026	1,897.10	1,897.10	03/13/2026
Total 25-5511-401 LIBRARY: ELECTRIC:					1,897.10	1,897.10	
25-5511-402 LIBRARY: GAS							
1163	WE ENERGIES	5810510871	LIBRARY GAS	02/10/2026	1,469.86	1,469.86	02/19/2026
Total 25-5511-402 LIBRARY: GAS:					1,469.86	1,469.86	
25-5511-403 LIBRARY: WATER							
732	MILW WATER WORKS	374-2122.300	LIBRARY	02/06/2026	190.92	190.92	02/19/2026
Total 25-5511-403 LIBRARY: WATER:					190.92	190.92	
25-5511-601 LIBRARY: CHILDRENS PROGRAMS							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	163.63	163.63	03/19/2026
Total 25-5511-601 LIBRARY: CHILDRENS PROGRAMS:					163.63	163.63	
25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM							
3008	CORPORATE PAYMENT SYSTE	03-05-2026 ST	LIBRARY	03/05/2026	65.46	65.46	03/19/2026
3792	STOCKER, CATHERINE	02252026	EASY YOGA & TAI-CHI CLASSE	02/25/2026	75.00	75.00	03/17/2026
Total 25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM:					140.46	140.46	
Grand Totals:					18,904.13	18,904.13	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

Total LIBRARY: Employee Hash: 10109 Employee Count: 16

LIBRARY Hours Units Types Summary

PC	Pay Code Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-01	REGULAR PAY	231.00	.00	Direct Deposit Net	13,384.12-	D	Informational	.00
1-02	REGULAR PAY	381.50	.00	Net	.00		Info Tips Reported	.00
15-02	SICK TIME	77.00	.00				Fringe Benefit	.00
15-03	VACATION	8.00	.00					
15-04	PERS TIME	6.50	.00					
15-08	MGT TIME	4.00	.00					
Totals:		708.00	.00		13,384.12-			.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	7,125.88	1-02	REGULAR PAY	7,486.24	12-01	HEALTH INS P	920.00	15-02	SICK TIME	2,420.11
15-03	VACATION	212.64	15-04	PERS TIME	109.92	15-08	MGT TIME	151.93	38-01	HCFA	65.00-
39-05	HSA-ANTHEM	100.00-	40-01	HEALTH INSU	83.37-	40-02	HEALTH INSU	587.85-	41-01	DENTAL INSU	39.27-
41-02	DENTAL INSU	76.54-	53-08	WRS GENERA	899.25-	74-00	SOCIAL SECU	1,083.30-	75-00	MEDICARE	253.34-
76-00	FEDERAL WIT	1,164.91-	77-00	STATE WITHH	687.77-	86-00	DIRECT DEPO	13,384.12-	Totals:		
										.00	

LIBRARY GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
00-21400	.00	100.00-	00-21401	.00	1,164.91-
00-21402	.00	687.77-	00-21403	.00	899.25-
00-21405	.00	1,386.64-	00-21406	.00	789.03-
00-21408	.00	65.00-	25-5511-101	10,020.48	.00
25-5511-108	7,486.24	.00	25-5511-153	920.00	.00
99-11101	.00	13,384.12-	Totals:		
			18,426.72		16,426.72-

LIBRARY Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
00	.00	5,042.60-	25	18,426.72	.00	99	.00	13,384.12-
							Totals:	
							18,426.72	18,426.72-

Total LIBRARY: Employee Hash: 9881 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	231.00	.00	Direct Deposit Net	12,054.93-	D	Informational	.00
1-02	REGULAR PAY	308.85	.00	Net	.00		Info Tips Reported	.00
15-02	SICK TIME	85.00	.00				Fringe Benefit	.00
15-04	PERS TIME	5.00	.00					
Totals:		629.85	.00		12,054.93-			.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	7,156.94	1-02	REGULAR PAY	5,988.57	15-02	SICK TIME	2,647.30	15-04	PERS TIME	136.24
38-01	HCFSA	65.00-	39-05	HSA-ANTHEM	100.00-	45-01	LIFE INSURAN	1.32-	53-06	WRS GENERA	878.41-
74-00	SOCIAL SECU	977.36-	75-00	MEDICARE	228.58-	76-00	FEDERAL WIT	999.04-	77-00	STATE WITHH	624.41-
88-00	DIRECT DEPO	12,054.93-							Totals:		.00

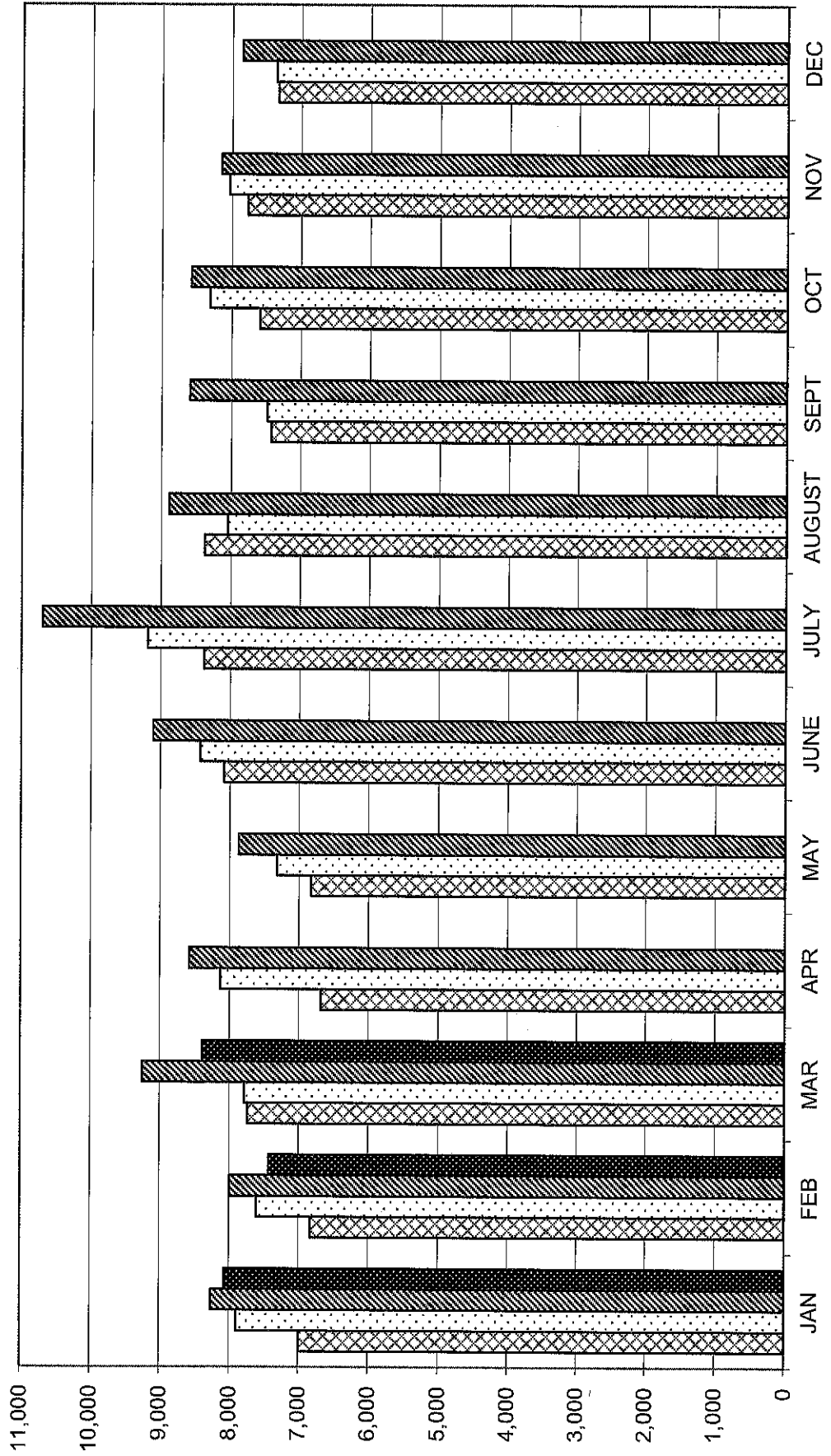
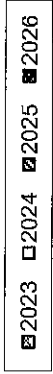
LIBRARY GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
00-21400	.00	100.00-	00-21401	.00	999.04-
00-21402	.00	624.41-	00-21403	.00	878.41-
00-21405	.00	1,206.94-	00-21407	.00	1.32-
00-21408	.00	65.00-	25-5511-101	9,940.48	.00
25-5611-109	5,988.57	.00	99-11101	.00	12,054.93-
Totals:			15,929.05 15,929.05-		

LIBRARY Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
00	.00	3,874.12-	25	15,929.05	.00	99	.00	12,054.93-
Totals:			15,929.05			15,929.05-		

Circulation Comparison



Director's Report

April 2026

1. Staff Update: Staff has done a great job filling in for Jess, prepping for Summer Reading, leading storytimes, and making sure the youth desk is covered.
2. Building Update:
 - a. Roof leak – was not a roof leak but a clogged drain. Dave from DPW managed to go up on the roof and clear the drain.
 - b. Parking signs – We replaced two of the parking signs in the upper parking lot.
 - c. Landscaping – Still waiting to hear about volunteers to help with this.
 - d. Banners for Sign – We purchased two vinyl banners to cover the outdoor sign so people would know we are still here and still open. We can probably repurpose them later.
3. Giving Campaign:
 - a. 50/50 Raffle – launching on May 1st, running for 6 weeks.
 - b. La Finca Fundraiser – Featured food and drink beverages will benefit the Library during the month of July.
 - c. Trivia Event – our last trivia event was very successful, so we are thinking of possibilities to repeat this.
4. In-Service Training: I reached out to Paul Alexy immediately following the March Board meeting and requested that he specify the items in the training that were inaccurate. At this writing, I have not received a response. I did communicate the concerns to staff.
5. Programs and Outreach:
 - a. We had a very successful puzzle challenge program in March. We are offering this program about once a quarter. We are hoping to add a family challenge as well.
 - b. We have another new therapy dog for our Sit, Stay, Read program. Yeti and owner Kalena Krueger will be starting this summer with SSR. We are also working on a therapy dog program for seniors.
 - c. Summer Reading will run from June 1st – August 1st this year, culminating with an end of summer program. We're planning on another BubbleFest in the green space across the street, with La Finca bringing a trailer for beverages.
 - d. Technology:
 - i. Our mobile printing was down for several weeks, but is finally working again.
 - ii. The youth department needs a new desktop printer. (see agenda item)
 - iii. Once the new MCFLS IT person has been onboarded, we will start replacing some staff and public computers.
6. Community Annual Report: This has been completed and distributed. (Thanks to Lisa for the excellent graphic design.) It is posted on our website and has been made available to the public in the library and at City Hall. It was also given to Council members.
7. Common Council Tour: I am proposing Tuesday, May 5th as the date for the Council visit to the Library. I can check with the Mayor on the timing.

8. LDAC Summary:

- a. Gladys Dalla was introduced as the new Library Technologies Administrator, working mainly in the MCFLS offices. Dillon Gouff will be starting soon as the Network Administrator. He will be the IT support person for member libraries.
- b. Staff from MPL presented their Resource Library annual report and cataloging audit, outlining the services provided by MPL as the system's resource library.
- c. We discussed a possible change in statewide delivery service provided by South Central Library System. They would like to drop from 5 days per week down to 4 days per week. This would have very little impact on our patrons. It would have no impact on our daily system delivery.
- d. Electronic Resources Workgroup recommended purchasing the Peterson's Test and Career Prep online database over the UniversalClass product. This will be paid for through MCFLS with the funds formerly used for Gale Courses.
- e. LSTA Funding: Steve provided an update on the LSTA funding provided to MCFLS for website accessibility improvements to meet new ADA requirements. We will need to do a full audit of our own website and make needed changes by April, 2027. There may be some of the LSTA funding available for member libraries to assist with this process.

9. Member library news:

- a. North Shore had their grand opening, and we were able to tour their new library when LDAC met there.
- b. South Milwaukee's referendum to increase funding for the library passed by a wide margin.
- c. Hales Corners currently has an Interim Director while they work to fill the position on a permanent basis. They will be getting a new upper level parking lot this summer.

Library Board Report

Youth Department – March 2026

March Programming

We had a very busy month without Miss Jess, but it was a lot of fun.



For our Toddler art program, kids and parents traced the child's body and then used various art supplies to create a unique self-portrait. It was great seeing the grownup/child interactions and it gave kids a chance to use different types of art supplies.



For our elementary aged visitors, we had a lot of art-based activities this month. In Explorer Zone we created unique bubble art prints inspired by the movie series Wicked. The kids had so much fun with this and I was asked to do it again because they enjoyed it that much. For Art Lab we discussed the artist Claude Monet and we used tape, paint, and our fingers to create our own version of the Impressionist painter's "Bridge Over a Pond of Water Lilies" painting.



Outreach

This was my first month of doing solo visits at Willow Glen. They went really well and it was heart warming to hear the kids tell me that “I remember you from at the Library!” On top of my scheduled monthly visits, I did do an extra visit to one of the K5 classrooms to help celebrate Read Across America Week, which was the week of March 2nd. This particular classroom invited both parents and other local groups/individuals to come in and share a story or two with the class. The kids were dressing up as characters from different books during the week, so I had to join in on the fun and dressed up as Muffin from the show Bluey and we read a Bluey book as well as another new picture book about dogs.

Miscellaneous

Our new play kitchen arrived and has been a bit hit with Library visitors.



Sincerely,

Mary Evers, Youth Librarian



**ST. FRANCIS
PUBLIC LIBRARY**

TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: OUTDOOR SIGN REPAIR COSTS
DATE: 4/9/26
CC:

Attached are three quotes obtained by Mark Johnsrud for the repair of the outdoor sign. I am assuming that the two lower quotes are for the temporary repair project.

My understanding from the last meeting was that we were considering a temporary repair but were also moving forward with replacing the current sign with an electronic message board. I contacted Bill Pinnow from MSA and asked that he put together the specs for a public bid. Bill indicated to me that Mark had asked him to hold off on doing anything for the outdoor sign.

I am requesting that the Board lay out a clear path for us to move forward with the project so that it can be completed in a timely manner and that everything go through the Library Director and/or the Library Board.

fastsigns.com/88

Payment Terms: Cash Customer

Created Date: 4/2/2026

DESCRIPTION: St. Francis Library - April 2026

Bill To: City of St Francis
3400 E Howard Ave
St Francis, WI 53235
US

Pickup At: FASTSIGNS of Milwaukee, WI - Glendale
5318 N Port Washington Rd
Milwaukee, WI 53217
US

Requested By: Mark Johnsrud
Email: Mark.johnsrud@stfranwi.org
Work Phone: (414) 316-4307
Tax ID: 057469

Salesperson: Paula Castro
Email: paula.castro@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	vutek - 3/16" thick Polycarb with 8518 laminated overlay - 72.375" x 48.25" - (qty 1) - SS	1	\$1,199.94	\$1,199.94
2	Hourly Design Rate -- Full Cost TBD	1	\$100.00	\$100.00
3	Installation Hourly Rate -- Full Cost TBD	1	\$125.00	\$125.00

This estimate is valid for 30 days.

Subtotal:	\$1,424.94
Taxes:	\$0.00
Grand Total:	\$1,424.94

Signature: _____ Date: _____



Signarama Milwaukee
 5061 W. State Street
 Milwaukee, WI 53208
 (414) 273-7446

5061 W State St, Milwaukee, WI 53208
 www.milwaukee-signs.com

ESTIMATE

EST-68171

Payment Terms: Deposit Required

Created Date: 4/7/2026

DESCRIPTION: Flat Face Poly Inserts with Message Board

Bill To: City of St Francis
 3400 E Howard Ave
 St. Francis, WI 53235
 US

Pickup At: Signarama of Milwaukee
 Signarama Milwaukee
 5061 W. State Street
 Milwaukee, WI 53208
 US

Requested By: Mark Johnsrud
 Email: Mark.Johnsrud@stfranwi.org

Salesperson: Steve Thode
 Email: steve@milwaukee-signs.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Poly Inserts with Print	2	\$702.49	\$1,404.98
1.1	.177 White Polycarbonate - Part Qty: 1 Width: 72.375" Height: 48.25"			
2	Message Board Hardware	1	\$846.28	\$846.28
2.1	Custom Fabricated Sign Part - Part Qty: 1			
3	Order Set Up/Artwork	1	\$100.00	\$100.00
3.1	Order Set Up - Artwork and Production File Set Up - Part Qty: 1			
4	Installation	1	\$520.00	\$520.00
4.1	1 Person Installation - - # of Hours: 4			

A 3% surcharge will be automatically applied to the transaction amount when using credit, debit, prepaid or virtual cards.

To avoid this surcharge, you can pay with a check, ACH, or cash.

Estimate is valid for 30 days. This estimate is based on information from the client about the project requirements. Changes by the client after estimate and proof approval may result in a change to the price of the produced signs.

Subtotal:	\$2,871.26
Taxes:	\$226.83
Grand Total:	\$3,098.09
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$3,191.03

This is for estimation purposes and is not a guarantee of cost for signs, service and/or installation beyond current information from the client about the project. Actual cost may change once the project details are finalized. Signarama Milwaukee is not responsible for correcting grammar or spelling mistakes on approved artwork or customer provided files. Final printed colors may vary from the electronic proof. If Pantone or other color matches are required, the customer must provide the color matching instructions prior to approval. Signarama Milwaukee is not responsible for permitting unless stated in a line item. 1 year warranty on material and workmanship. No material and workmanship warranty on temporary signs or signs installed by customer. No warranty on customer's own material, graphics, or design. Signarama Milwaukee is not responsible for vandalism or damage to products after pick up, delivery, or installation.

Signature: _____ **Date:** _____

2242 Mustang Way
Madison, WI 53718
Phone (608) 222-5353
Fax (608) 222-6363



La Crosse Sign Group

PROPOSAL

Proposal No. 132718

Date: 04/06/26

Proposal Submitted To:

City of St. Francis
Attn: Mark Johnsrud

SAINT FRANCIS, WI 53235

Phone: 414-316-4304

Fax:

Job Name and Address:

City of St. Francis

SAINT FRANCIS, WI 53235

La Crosse Sign Group to provide the following upon acceptance of this proposal: replace face & upgrade to LED

Monument Sign - Single Face Replacement (Option A)

Qty: 1

Desc: Replace single side of double faced internally illuminated monument sign with letter board. Replace missing vertical retainer piece

Overall Size: 75.5 x 48.5 inches

Overall Construction: polycarbonate 1.25 inch deep pan face with vinyl layover

Main Sign Face: White polycarbonate decorated with vinyl per artwork.

Main Sign Lighting: Upgrade lighting to LED

Installation: replace the missing sign face and retainer

Cost: \$ 5,910.00

Monument Sign - Double Face Replacement (Option B)

Qty: 2

Desc: Replace both sides of double faced internally illuminated monument sign with letter board. Replace missing vertical retainer piece

Overall Size: 75.5 x 48.5 inches

Overall Construction: polycarbonate 1.25 inch deep pan face with vinyl layover

Main Sign Face: White polycarbonate decorated with vinyl per artwork.

Main Sign Lighting: Upgrade lighting to LED

Installation: replace the missing sign face, replace existing sign face, replace missing retainer

Cost: \$ 8,385.00

Total: \$ Option Selected ____

Taxes: \$ On final billing

Permit Acquisition Fee: \$ 250.00

Permit Fee: At Cost

Customer Initials: _____

TERMS AND CONDITIONS

Proposal No. 132718

Date: 04/06/26

Payment & Pricing:

Payment Terms: With approved credit, 50% down payment on the contract price at the time this Contract is signed by the Customer. The balance of contract price due upon completion. If the final invoice is not paid in full within thirty (30) days from the date of the invoice, then interest shall accrue on the unpaid balance until paid in full at the monthly interest rate of 1.5%.

Credit Card Fees: All credit card payments will be subject to a 3% fee charged to the Customer by LSC. Check and Cash will have no additional surcharge.

Pricing: The contract price may be subject to adjustments after acceptance of final project specifications, performance and completion of the initial site survey, and acceptance of artwork. The contract price does not include: (i) applicable tax, permit or permit acquisition fees, all of which shall be paid by the Customer, (ii) labor and material costs for any new primary electrical runs if required, (iii) any additional service work or material beyond what is specified in the estimate/quotation. DUE TO THE VOLATILITY OF RAW MATERIALS, PRICING IS SUBJECT TO REVIEW IF NOT ACCEPTED WITHIN 10 DAYS. QUOTATIONS: Price quotations are not binding beyond 10 days unless mutually agreed. Clerical errors are subject to correction by LSC.

NOTICE OF LIEN RIGHTS: YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY DESCRIBED ON THE REVERSE SIDE HEREOF MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE LA CROSSE SIGN CO., INC., ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. LA CROSSE SIGN CO., INC. AGREES TO COOPERATE WITH THE CUSTOMER AND THE CUSTOMER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Taxes & Permits:

Taxes: Customer shall pay all taxes and other charges imposed by any governmental authority upon the production, sale, use or shipment of the products sold hereunder. Price quotations do not include taxes or other charges, unless specified.

Permits: Customer is responsible for all permit costs. Permits, permit acquisition fees and taxes will be added to the final invoice to be paid by Customer.

Warranty & Liability

Limited Warranty and Limitation of Liability: LSC warrants the products sold and labor provided are free from defects in material and workmanship, subject to reasonable commercial variations. All products are sold and labor provided with the understanding that the Customer has independently determined the suitability of the products for its purposes. Should any failure to conform to this warranty appear, and Customer gives LSC notice of the defect within two (2) years from the date of the final completion of LSC work hereunder at the project site, then LSC shall, upon proper notification hereunder and substantiation, repair or replace the product sold as determined by LSC. Any claims for which notice of defect was not given as required above, are deemed waived. **LSC EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, FOR THE LABOR, MATERIALS AND PRODUCTS, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ALL OF WHICH ARE EXPRESSLY EXCLUDED FROM THIS WARRANTY, AND LSC'S OBLIGATION SHALL NOT EXCEED ITS OBLIGATION SET FORTH IN THIS WARRANTY.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon orders, and will become an extra charge over and above the estimate. It is also agreed that if any unforeseen extra costs, such as other than ideal excavating conditions, are encountered, such extra costs will be added to this estimate on a time and material basis. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance to cover his own properties. Our workers are covered by Worker's Compensation and Public Liability insurance.

Completion: Unless otherwise mutually agreed, this Contract is accepted on the basis that time of completion is not of the essence.

Indemnification: LSC shall not be liable for any claims, suits, losses, expenses, attorney fees, injuries or damages sustained by Customer or any other person or entity at the project site unless such claims, injuries or damages are caused by the acts or negligence of LSC. Customer shall defend, indemnify and hold harmless LSC, along with all of their respective directors, officers, agents, employees, parents, affiliates, subsidiaries, partners, representatives, heirs, successors and assigns (collectively the "Indemnitees") from and against all actions, penalties, assessments, fines, actions by governmental authorities, suits, demands, liabilities, claims, damages, costs, losses and expenses, attorney's fees and costs, which arise out of, incurred in connection with, or are in any way work performed by LSC pursuant to this Contract unless such loss, damage or injury is caused by the negligence or intentional acts of LSC.

Customer Initials: _____

TERMS AND CONDITIONS

Proposal No. 132718

Date: 04/06/26

Changes in Work: If the Customer requests any modification or additions to the work set forth in this Contract, the contract price shall be adjusted accordingly. Except as otherwise stated herein, modifications or additions to the work shall be executed in writing, signed by the Customer and LSC, with the change in the contract price set forth in the written document. Any written documentation setting forth additions or changes in the work shall be incorporated and become a part of this Contract.

Responsibilities of the Parties: LSC shall notify the Customer of physical conditions at the project site that differs materially from those indicated in this Contract or unknown conditions differing materially from those originally encountered and generally recognized as inherent in work provided herein. Any expense incurred by LSC due to such conditions shall be paid by Customer as additional work. Customer is responsible for the removal and protection of any personal property and LSC is not responsible for damages to such property, unless such damage is caused by the intentional acts or negligence of LSC.

Delays: LSC shall not be responsible for delays for the following reasons: failure of issuance of all necessary permits, disbursement of funds held in escrow, acts of neglect or omissions of the Customer, additions or modifications to the original work by Customer, inability to obtain materials from suppliers, acts of God, weather conditions, failure of Customer to make payment, delays or changes caused by government agencies, acts of contractors, holidays, or other delays beyond the LSC's reasonable control.

Work Stoppage: LSC shall have the right to stop work if any payment is not made by Customer when due. This remedy is in addition to any other right or remedy available to the LSC at law or in equity. Customer's failure to pay the LSC constitutes a material breach of this Contract. Customer acknowledges that delays due to stopping and starting the work shall be treated as additional costs, which the Customer agrees to pay the LSC. LSC shall have the right to terminate this Contract in its entirety if Customer defaults or breaches any of the provisions set forth in this Contract.

Severability. The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions are omitted.

Governing Law: This Contract shall be governed under the laws of the State of Wisconsin. Any controversy or claim arising out of or relating to this Contract shall be settled in a court of competent jurisdiction in La Crosse County, Wisconsin.

General Provisions: These Terms and Conditions, along with any exhibits, estimates, quotations, written amendments or additions hereto constitutes the entire agreement between the parties (collectively referred to herein as the "Contract"). This Contract is binding upon the parties hereto, their heirs, successors, and assigns. Customer agrees to pay all expenses incurred by LSC for collection of the amounts owed by Customer hereunder and to enforce the terms of this Contract, including reasonable attorney's fees and costs.

ACCEPTANCE

LSC is hereby authorized to furnish all the materials, equipment, and labor required to complete the work described herein and in the attached exhibits or addenda, for which the undersigned agrees to pay contract price and other charges stated herein and be bound by the terms and conditions set forth herein and including the attached exhibits or addenda.

CUSTOMER

LSC

By: _____

La Crosse Sign Co., Inc.

Date: _____

By:

Title: Authorized Representative

Date: _____

Note: This proposal may be withdrawn by us if not accepted within 10 days.

WI. BUILDING CONTRACTOR REGISTRATION #1104371

**SITE PREPARATION,
EXPECTATIONS & EVALUATION**

Proposal No. 132718

Date: 04/06/26

Access: Please have the project site cleared for LSC's equipment. Depending on the size of project, LSC could take up an area for an entire day. Your project may require up to three trucks, cranes, and/or trailers on site.

Contact Information: Provide a contact who will be onsite on the day of install. This person should be able to make decisions during the install:

Name _____

Phone _____ Email _____

A/P Contact Information: Provide a contact to whom invoices should be sent to. This person will be responsible for payments per proposal terms.

Name _____

Phone _____ Email _____

Digital display: Fill out the attached account information and return. You will need to complete the training and programming of your display prior to install. If the account has not been created, no content will show on the display. It is our intent to have your display showing content before we leave the site.

Lawns and Landscape: LSC is not responsible for damage incurred to lawns and landscaped areas. LSC takes every precaution to protect lawns and landscaping. However, LSC may have to drive onto your lawn or work around landscaping to complete the project in a safe manner which could damage lawn and landscaped areas.

Electrical: LSC is not a licensed electrician. A licensed electrician will need to supply power to the sign location. Electrical costs are not included in this Contract unless expressly stated and Customer shall be responsible for paying said costs.

Name _____

Phone _____ Email _____

Sign Permit: The production of your sign will not begin until appropriate permits have been approved. All lead times and schedule of work begins after permits have been approved.

Daily Operations: Installation may interrupt business operations. LSC will always seek to accommodate your daily business operations. Be prepared for noise, interruptions and our technicians to be working in and around your building throughout the day.

Underground Utilities: It is La Crosse Sign's obligation to have public underground utilities marked and located prior to digging. Customer is liable for any and all costs or damages incurred as a result of lack of marking any private underground utilities (such as in ground sprinkler systems, etc.)

Underground Obstructions & Environmental: If while digging to install signage, we encounter a soil condition that is unusual or an obstruction that will require additional time or equipment, that will be billed to the Customer as time and material and shall be paid by Customer in addition to the contract price and other charges hereunder. Proposal assumes the use of standard equipment and that soil conditions are clear from bedrock or obstructions for the engineered depth required.

The entire La Crosse Sign Team will work together to make this process run as smoothly as possible with the least amount of inconvenience to you and your business.



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: FACE-OUT SHELVING INSERTS
DATE: APRIL 10, 2026
CC:

This item was included on the Reciprocal Borrowing request for this year, but pricing was not available at that time. Jay and I would like to move forward with this purchase for the adult print collection.

These are full shelf-length (32") acrylic shelf bookstands that can display books of any size on our adult fiction and nonfiction shelves. It would allow us to feature books that are no longer new but are still high interest or that we want to promote for some reason. Once books come off of the new shelves, they are much less discoverable. Displaying them face out, rather than spine out, makes them more visible and increases the likelihood they will circulate.

This is a much more cost-effective and flexible option than converting some of the metal shelving to face-out shelving.

Again, the funds would come from reciprocal borrowing.

The quote is for approximately \$2000, including shipping, assuming that the pricing has not changed since December.



Library Furniture International
 797 Glenn Ave
 Wheeling, IL 60090
 P. 847 564 9497
 E. info@libraryfurniture-intl.com

Issued By: Henry Fairbanks
 Email: henry@libraryfurniture.com
 Phone: 847-987-4265

Quote #: 6096
 Date issued: 12/19/2025

Bill-to: St. Francis Public Library
 4230 S. Nicholson Ave.
 St. Francis, WI 53235

Ship-to: St. Francis Public Library
 4230 S. Nicholson Ave.
 St. Francis, WI 53235

Contact: Amy Krahn
 Email: Amy.Krahn@mcfls.org
 Phone: 414-481-7323

Contact: Amy Krahn
 Email: Amy.Krahn@mcfls.org
 Phone: 414-481-7323

Contract: N/A
 Terms: 50% Deposit, Balance Due Upon Substantial Completion*

Item	Tag	Colors/Finishes	Quantity	Manufacturer	Part #	Description	Unit Net	Ext Net
Acrylic Display (2 Packs)	A-1	Clear Acrylic	10	3branch		<p>Large Face-Out Display 31-3/4" W x 6'D x 8'H Front shelf edge return stop Flame-polished edges & Rubber non-skid feet Total quantity is 20 pieces (10 2-packs)</p>	160.00	1,600.00
<p>Category 1</p>								
<p>Quote is valid for 30 days from date of issue</p>								
<p>Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:</p>								
<p>Signed: _____</p>								
<p>Name: _____</p>								
<p>Title: _____</p>								
<p>Date: _____</p>								
<p>Product Total: 1,600.00</p>								
<p>Freight, Delivery, & Installation: 341.19</p>								
<p>Total Supplied, Delivered & Installed: \$1,941.19</p>								



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: YOUTH PRINTER
DATE: 4/9/26
CC:

We plan to purchase a new desktop printer for the youth department office. The money for the printer purchase is available in our technology budget. However, we would like to purchase it through the vendor for our main photocopiers under a service agreement that would cover the cost of ink, service, and parts. The cost for the service agreement would be approximately \$20/month. The only time it is likely to go over that is during the summer reading program when we may need to pay overage fees.

This is our 3rd printer in the last 10 years. The initial cost is higher, but having access to service and parts makes up for it. Forward TS has been a reliable and fast service provider for us.



Proposal will expire 30 days from date created.
 Items & pricing are subject to availability
 4/10/2025

ST FRANCIS PUBLIC LIBRARY

PROPOSED SOLUTION

Qty	Manufacturer	Model	Description
1	Sharp	MX-C428P	42 PPM Desktop Color Printer

Service Agreement

	B/W Images		Color Images	
	Volume	Overage	Volume	Overage
MX-C428P	500	0.01890	100	0.08900

Copynet agreement includes all operating costs with the exception of staples and paper. Service parts, labor, drums, toners, developers, fuser rollers, maintenance kits and PM calls are provided at no additional cost under the terms of this agreement.

Outright Purchase Price	\$945.00
Service Agreement billed Monthly	\$18.35 + overages

Pricing includes delivery, integration, and driver installation on up to 10 devices.

Minimums are 500 b/w and 100 color.

If you do 500 b/w and 100 color or less each month then you will pay \$18.35 in maintenance.

If you do more then just multiply what you do times the rate and that will be how much you owe.

Example:

100 b/w x .0189= 18.9

150 color x .089 = 13.35

total maintenance = \$32.25



DATA SHEET



Sharp MX-C428P **42 PPM Desktop Color Printer**

KEY FEATURES & BENEFITS

- Up to 42 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality printing
- Easily manage tasks with the 4,3-inch touchscreen display panel
- Standard interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 2 host, 1 high speed ports (front), wireless LAN optional (IEEE 802.11 a/b/g/n/ac)
- Base model dimensions: 18W X 17D X 13H inches



The Sharp MX-C428P is a color printer. Designed to accommodate hybrid office models, this machine allows users to collaborate with remote colleagues and print from popular cloud storage applications using the Cloud Connector application. It supports letter and legal-size documents as well as envelopes with multiple paper source options. An optional wireless interface easily connects with mobile devices as well as office networks.