



**ST. FRANCIS
PUBLIC LIBRARY**

**St. Francis Library Board
Meeting Agenda
May 13, 2026
4:30 p.m.**

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, May 13, 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 April 15, 2026.
5. Approval of April 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)
 - c. ICE guidelines (discussion/action)
10. New Business:
 - a. Independent Project Consultant for Library (discussion/action)
 - b. Full time hours reduction request (discussion/action)
 - c. NIR Roofing Maintenance Proposal (discussion/action)
 - d. Election of officers (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: June 10, 2026

PUBLIC NOTICE

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

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

Posted on Monday, May 11, 2026

ST. FRANCIS LIBRARY BOARD MINUTES
DATED April 15, 2026

Present: Steve Wattawa, Kathy Frymark, Kathy MacAvaney, Raymond Klug, and Evelyn Schaal

Excused: Charles Buechel & Richard Lentz

Also present: Library Director Amy Krahn, City Attorney Paul Alexy, Mayor Ken Tutaj & Lisa Liban

The meeting was called to order at 4:31 PM

Statement of Public Notice:

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

Approval of Minutes:

Moved by Raymond Klug, seconded by Kathy MacAvaney, to approve the March 2026 Library Board minutes. Motion carried.

Approval of Claims:

Moved by Raymond Klug, seconded by Kathy MacAvaney, to approve the March 2026 claims. Motion carried.

Correspondence:

- None

Public Comments:

- None

Reports:

- President:
 - Steve Wattawa has developed a group (awaiting one additional response). The group will begin meeting and reporting back to the Board with recommendations.
- School Representative:
 - Summer reading program prep has begun
 - Local teacher Christy Otto in the top national teacher competition
 - Willow Glenn is looking for a new Principle
 - STEM evenings—potential collaboration between the school and the Library
 - Stargazing Night generated significant interest but was impacted by cloudy weather (included volunteer high school students)
- Friends:
 - Book and Bake Sale: May 16, 2026, 10:00–11:00 AM presale for members; 11:00 AM–2:00 PM open to the public
 - Upcoming Author Visit: Kevin Kluesner

- Director:
 - Additions to the Library of Things
 - Custodian Steve is planning to return; he will meet with Amy to determine schedule and return date
 - Paul Alexy will provide Amy with a draft of the ICE in-service markups and legal suggestions
 - Tuesday, May 5: potential Council visit

Moved by Evelyn Schaal, seconded by Kathy Frymark, to receive and record the reports as presented. Motion carried.

Old Business:

- Building Committee Update: see directors report above.
- Outdoor sign replacement and RFP:

Moved by Evelyn Schaal, seconded by Raymond Klug, that the Board requests the Building Committee to prioritize and review quotes and provide recommendations for moving forward at the May Board meeting. Motion carried.

New Business:

- Purchase request from Reciprocal Borrowing Fund

Moved by Kathy MacAvaney, seconded by Evelyn Schaal, to accept the proposal and approve the purchase request. Motion carried.

- Maintenance agreement for new youth printer

Moved by Raymond Klug, seconded by Kathy MacAvaney, to accept the proposal and approve the purchase request. Motion carried.

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

Ray Klug: had questions on how the Library determines and purchases new material, clarified the process and how old materials are repurposed for fundraising.

Adjourn : Moved by Raymond Klug, seconded by Kathy Frymark, to adjourn. Motion carried.

Time: 5:21 PM

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	CINV040142 ()	LIBRARY	03/31/2026	54.80	54.80	04/10/2026
4746	DELTA DENTAL	2515809	LIBRARY	03/16/2026	117.81	117.81	03/19/2026
5034	ANTHEM BLUE CROSS AND BL	002127998A	LIBRARY	03/16/2026	3,261.32	3,261.32	03/19/2026
Total 25-5511-153 LIBRARY: HEALTH INS:					3,433.93	3,433.93	
25-5511-154 LIBRARY: LIFE INS							
741	MINNESOTA LIFE INSURANCE	MAY 2026	LIBRARY	04/07/2026	69.12	69.12	04/10/2026
Total 25-5511-154 LIBRARY: LIFE INS:					69.12	69.12	
25-5511-272 LIBRARY: CONTRACTED MAINT SERV							
593	KUJAWA ENTERPRISES	594129	CONTRACTED SERVICES	04/01/2026	60.00	60.00	04/21/2026
4438	JOHNSON CONTROLS SECURI	42251909	CONTRACTED SERVICES	03/14/2026	1,021.99	1,021.99	04/08/2026
4909	GREATAMERICA FINANCIAL SE	41687376	CONTRACTED SERVICES	04/05/2026	355.84	355.84	04/10/2026
4954	GRUNAU FIRE PROTECTION	1052-F439627	CONTRACTED SERVICES	03/11/2026	620.00	620.00	04/08/2026
5031	RAMOS MASTER CLEAN LLC	260316-05	CONTRACTED SERVICE	04/02/2026	1,200.00	1,200.00	04/08/2026
Total 25-5511-272 LIBRARY: CONTRACTED MAINT SERV:					3,257.83	3,257.83	
25-5511-276 LIBRARY: NEW EQUIPMENT REP							
1250	WOLTER HYDRAULIC & POWER	522649710	MAINTENANCE & PARTS	03/12/2026	1,238.11	1,238.11	04/21/2026
2190	TK ELEVATOR CORPORATION	3009320238	LIBRARY ELEVATOR	03/01/2026	356.95	356.95	04/08/2026
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	71.70	71.70	04/28/2026
Total 25-5511-276 LIBRARY: NEW EQUIPMENT REP:					1,666.76	1,666.76	
25-5511-302 LIBRARY: TELEPHONE							
2419	SPECTRUM	010972703212	TELEPHONE	03/21/2026	347.23	347.23	03/26/2026
Total 25-5511-302 LIBRARY: TELEPHONE:					347.23	347.23	
25-5511-353 LIBRARY: OFFICE SUPP							
160	COMPLETE OFFICE OF WISCO	108679	LIBRARY SUPPLIES	03/26/2026	35.88	35.88	04/08/2026
711	MILW CO FEDERATED LIBRARY	FL-03820	OFFICE SUPPLIES	01/28/2026	426.56	426.56	04/21/2026
864	QUILL CORPORATION	48268625	LIBRARY SUPPLIES	03/23/2026	50.48	50.48	04/21/2026
4800	FORWARD TS LTD	AR278217	LIBRARY: SUPPLIES	03/20/2026	14.00	14.00	04/08/2026
Total 25-5511-353 LIBRARY: OFFICE SUPP:					526.92	526.92	
25-5511-356 LIBRARY: COMPUTER SOFTWARE							
711	MILW CO FEDERATED LIBRARY	FL-03820	ELECTRONIC RESOURCES	01/28/2026	1,122.83	1,122.83	04/21/2026
711	MILW CO FEDERATED LIBRARY	FL-03838	ELECTRONIC RESOURCES	04/08/2026	5,162.00	5,162.00	04/21/2026
Total 25-5511-356 LIBRARY: COMPUTER SOFTWARE:					6,284.83	6,284.83	
25-5511-361 LIBRARY: PUBLIC RELATIONS							
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	265.41	265.41	04/28/2026
Total 25-5511-361 LIBRARY: PUBLIC RELATIONS:					265.41	265.41	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
25-5511-363 LIBRARY: POSTAGE							
711	MILW CO FEDERATED LIBRARY	FL-03820	POSTAGE	01/28/2026	9.62	9.62	04/21/2026
Total 25-5511-363 LIBRARY: POSTAGE:					9.62	9.62	
25-5511-366 LIBRARY: MAINT SUP							
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	77.82	77.82	04/28/2026
Total 25-5511-366 LIBRARY: MAINT SUP:					77.82	77.82	
25-5511-374 LIBRARY: BOOKS/PUBLICATIONS							
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY ANF	04/05/2026	25.18	25.18	04/28/2026
3349	CAVENDISH SQUARE	CAL355869I	Y BOOKS	03/31/2026	186.03	186.03	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	65136121	Y BOOKS	03/12/2026	20.22	20.22	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	65136121	ANF	03/12/2026	128.11	128.11	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	65136121	AD FIC	03/12/2026	164.62	164.62	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95167608	AD FIC	03/13/2026	17.60	17.60	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95167608	Y BOOKS	03/13/2026	617.06	617.06	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95193849	Y BOOKS	03/15/2026	29.88	29.88	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95215550	Y BOOKS	03/16/2026	166.18	166.18	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95265197	AD FIC	03/18/2026	48.10	48.10	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95265197	ANF	03/18/2026	14.85	14.85	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95265197	Y BOOKS	03/18/2026	10.44	10.44	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95294708	AD FIC	03/19/2026	51.94	51.94	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95317630	Y BOOKS	03/19/2026	6.74	6.74	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95325061	ANF	03/20/2026	101.00	101.00	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95325061	Y BOOKS	03/20/2026	32.07	32.07	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95325061	AD FIC	03/20/2026	64.90	64.90	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95357489	ANF	03/22/2026	55.46	55.46	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95362253	ANF	03/23/2026	18.95	18.95	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95362253	AD FIC	03/23/2026	17.60	17.60	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95362254	AD FIC	03/23/2026	486.81	486.81	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95362254	ANF	03/23/2026	32.45	32.45	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95362254	Y BOOKS	03/23/2026	24.80	24.80	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95416346	ANF	03/24/2026	30.23	30.23	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95416346	AD FIC	03/24/2026	58.48	58.48	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95434390	Y BOOKS	03/25/2026	65.04	65.04	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95434390	ANF	03/25/2026	73.79	73.79	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95447645	ANF	03/25/2026	16.47	16.47	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95447645	AD FIC	03/25/2026	54.06	54.06	04/08/2026
5018	INGRAM LIBRARY SERVICES LL	95563312	Y BOOKS	03/31/2026	68.04	68.04	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95563312	ANF	03/31/2026	20.16	20.16	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95563312	AD FIC	03/31/2026	143.69	143.69	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95615120	AD FIC	04/02/2026	97.90	97.90	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95615120	Y BOOKS	04/02/2026	17.90	17.90	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95615120	ANF	04/02/2026	165.42	165.42	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95615121	AD FIC	04/02/2026	19.50	19.50	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95678042	Y BOOKS	04/06/2026	42.92	42.92	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95678042	ANF	04/06/2026	272.46	272.46	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95697798	AD FIC	04/06/2026	16.49	16.49	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95697798	ANF	04/06/2026	35.95	35.95	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95773676	AD FIC	04/09/2026	19.50	19.50	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95799595	AD FIC	04/10/2026	20.60	20.60	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95867707	ANF	04/14/2026	50.58	50.58	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95867707	Y BOOKS	04/14/2026	449.29	449.29	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95867707	AD FIC	04/14/2026	128.11	128.11	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95881202	ANF	04/14/2026	26.39	26.39	04/21/2026
5018	INGRAM LIBRARY SERVICES LL	95881202	Y BOOKS	04/14/2026	147.08	147.08	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 25-5511-374 LIBRARY: BOOKS/PUBLICATIONS:					4,347.56	4,347.56	
25-5511-375 LIBRARY: PERIODICALS/SUBSCRIPT							
1009	ST FRANCIS LIBRARY	032426	PERIODICALS/SUBSCRIPTIONS	03/24/2026	26.00	26.00	04/08/2026
Total 25-5511-375 LIBRARY: PERIODICALS/SUBSCRIPT:					26.00	26.00	
25-5511-376 LIBRARY: AUDIO/VISUAL							
2355	MIDWEST TAPE	508557610	AD DVD	03/10/2026	24.74	24.74	04/08/2026
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY <i>ADD DVD 861.56 YNG 1568.97</i>	04/05/2026	1,050.55	1,050.55	04/28/2026
Total 25-5511-376 LIBRARY: AUDIO/VISUAL:					1,075.29	1,075.29	
25-5511-380 LIBRARY: MCFLS COMP CHRGS							
711	MILW CO FEDERATED LIBRARY	FL-03820	MEMBER COSTS	01/28/2026	444.21	444.21	04/21/2026
711	MILW CO FEDERATED LIBRARY	FL-03838	MEMBER COSTS	04/08/2026	7,262.00	7,262.00	04/21/2026
Total 25-5511-380 LIBRARY: MCFLS COMP CHRGS:					7,706.21	7,706.21	
25-5511-385 LIBRARY REPLACEMENT MATERIALS							
1009	ST FRANCIS LIBRARY	040726	REPLACEMENT	04/07/2026	5.99	5.99	04/21/2026
Total 25-5511-385 LIBRARY REPLACEMENT MATERIALS:					5.99	5.99	
25-5511-387 TECHNOLOGY							
711	MILW CO FEDERATED LIBRARY	FL-03820	TECHNOLOGY	01/28/2026	45.00	45.00	04/21/2026
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	75.85	75.85	04/28/2026
Total 25-5511-387 TECHNOLOGY:					120.85	120.85	
25-5511-401 LIBRARY: ELECTRIC							
1163	WE ENERGIES	5866286461	LIBRARY ELECTRIC	03/24/2026	1,852.95	1,852.95	04/08/2026
Total 25-5511-401 LIBRARY: ELECTRIC:					1,852.95	1,852.95	
25-5511-402 LIBRARY: GAS							
1163	WE ENERGIES	5848805743	LIBRARY GAS	03/11/2026	747.16	747.16	03/19/2026
Total 25-5511-402 LIBRARY: GAS:					747.16	747.16	
25-5511-404 LIBRARY: SEWER USER FEE							
1018	ST FRANCIS TREASURER	37412-34-3 4/2	4230 S NICHOLSON AVE	04/13/2026	281.26	281.26	04/21/2026
Total 25-5511-404 LIBRARY: SEWER USER FEE:					281.26	281.26	
25-5511-601 LIBRARY: CHILDRENS PROGRAMS							
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	25.47	25.47	04/28/2026
Total 25-5511-601 LIBRARY: CHILDRENS PROGRAMS:					25.47	25.47	
25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM							
719	MILW CO TREASURER	040726	PROGRAM	04/07/2026	110.00	110.00	04/21/2026
3008	CORPORATE PAYMENT SYSTE	04-05-2026 ST	LIBRARY	04/05/2026	216.24	216.24	04/28/2026
3173	KRAHN, AMY	040226	REIMBURSEMENT	04/07/2026	71.73	71.73	04/21/2026
Total 25-5511-605 LIBRARY: EDUCATIONAL/PROGRAM:					397.97	397.97	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:					<u>32,526.18</u>	<u>32,526.18</u>	

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	203.00	.00	Direct Deposit Net	12,560.17	D	Informational	.00
1-02	REGULAR PAY	325.50	.00	Net			Info Tips Reported	.00
15-02	SICK TIME	80.00	.00				Fringe Benefit	.00
15-03	VACATION	5.00	.00					
15-04	PERS TIME	5.00	.00					
24-00	PAID HOLIDAY	32.00	.00					
Totals:		650.50	.00		12,560.17			.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	6,213.24	1-02	REGULAR PAY	6,460.54	12-01	HEALTH INS P	920.00	15-02	SICK TIME	2,566.82
15-03	VACATION	139.46	15-04	PERS TIME	84.55	24-00	PAID HOLIDAY	991.06	38-01	HCFSA	65.00
39-05	HSA-ANTHEM	100.00	40-01	HEALTH INSU	83.37	40-02	HEALTH INSU	587.85	41-01	DENTAL INSUR	39.27
41-02	DENTAL INSUR	78.54	53-06	WRS GENERA	856.40	74-00	SOCIAL SECU	1,018.15	75-00	MEDICARE	238.10
76-00	FEDERAL WIT	1,103.17	77-00	STATE WITHH	845.84	86-00	DIRECT DEPO	12,560.17	Totals:		.00

LIBRARY GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
00-21400	.00	100.00	00-21401	.00	1,103.17
00-21402	.00	645.84	00-21403	.00	856.40
00-21405	.00	1,256.25	00-21406	.00	789.03
00-21408	.00	65.00	25-5511-101	9,985.12	.00
25-5511-108	6,480.54	.00	25-5511-153	920.00	.00
99-11101	.00	12,560.17	Totals:	17,375.66	17,375.66

LIBRARY Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
00	.00	4,815.49	25	17,375.66	.00	99	.00	12,560.17
Totals:							17,375.66	17,375.66

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	212.00	.00	Direct Deposit Net	12,962.00-	D	Informational	.00
1-02	REGULAR PAY	357.75	.00	Net	.00		Info Tips Reported	.00
15-02	SICK TIME	100.00	.00				Fringe Benefit	.00
15-03	VACATION	8.00	.00					
15-04	PERS TIME	6.50	.00					
Totals:		683.25	.00		12,962.00-			.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	6,413.40	1-02	REGULAR PAY	7,047.77	15-02	SICK TIME	3,274.04	15-03	VACATION	223.12
15-04	PERS TIME	89.76	38-01	HCFSA	65.00-	39-06	HSA-ANTHEM	100.00-	45-01	LIFE INSURAN	1.32-
53-06	WRS GENERA	893.82-	74-00	SOCIAL SECU	1,046.76-	75-00	MEDICARE	244.80-	76-00	FEDERAL WIT	1,088.12-
77-00	STATE WITHH	666.28-	86-00	DIRECT DEPO	12,962.00-						
										Totals:	.00

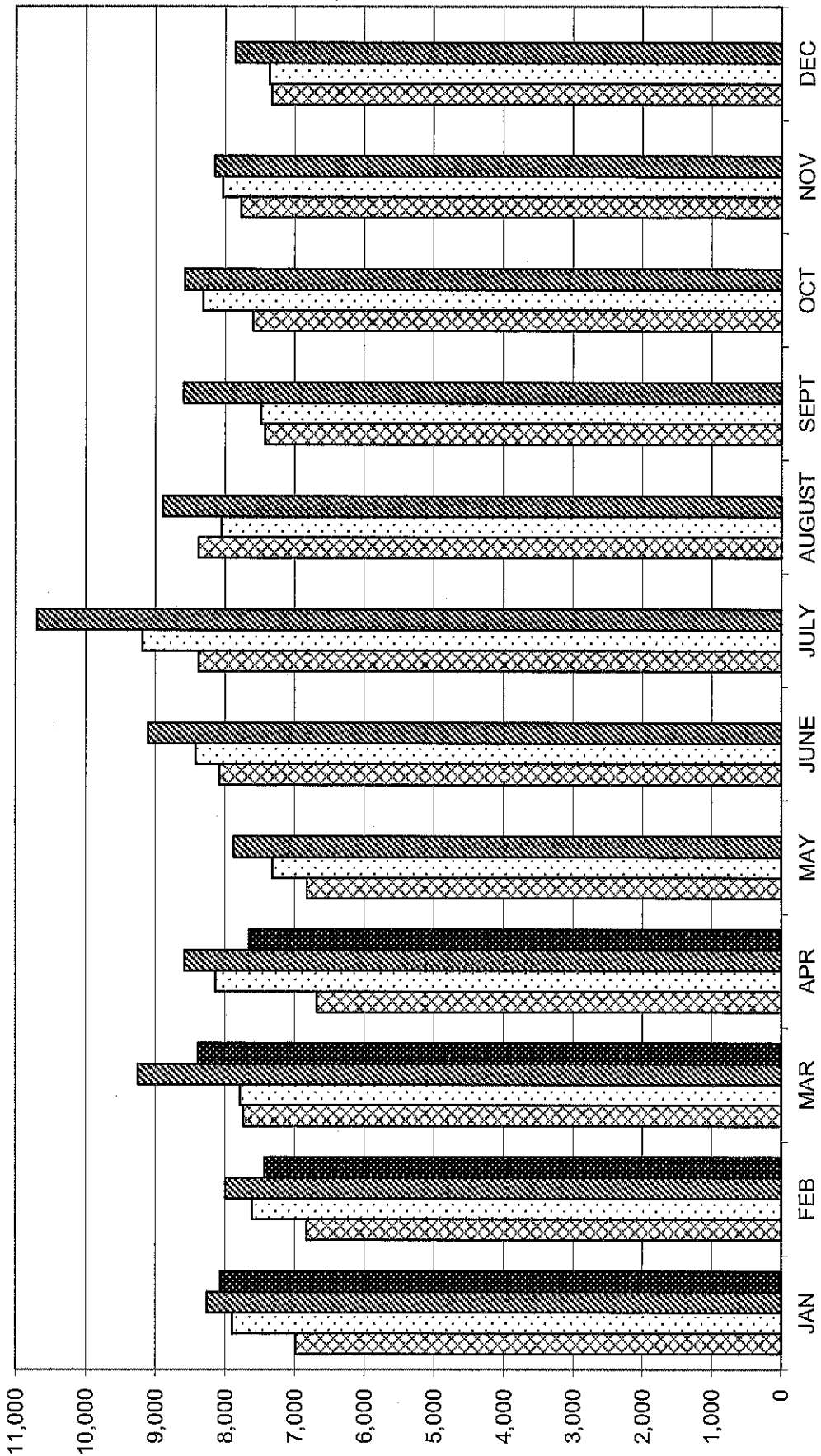
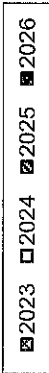
LIBRARY GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
00-21400	.00	100.00-	00-21401	.00	1,088.12-
00-21402	.00	666.28-	00-21403	.00	893.82-
00-21405	.00	1,291.55-	00-21407	.00	1.32-
00-21408	.00	65.00-	25-5511-101	10,000.32	.00
25-5511-108	7,047.77	.00	99-11101	.00	12,962.00-
			Totals:	17,048.09	17,048.09-

LIBRARY Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit	
00	.00	4,086.09-	25	17,048.09	.00	99	.00	12,962.00-	
							Totals:	17,048.09	17,048.09-

Circulation Comparison



Director's Report
May, 2026

1. Staff Update:
 - a. Jess is planning her return from maternity leave for early June. She has been communicating with library staff about plans for summer reading and doing a limited amount of work from home. She has also been monitoring how staff are doing with current programming.
 - b. Steve will return on a limited basis. His doctor has advised him to go slowly. He is still on medication protocols that make him very tired. We will be keeping the cleaning crew on for now and Steve will take care of other maintenance issues. In July, he will have a better idea of if/when he can return to regular duties. For now, staff is happy to have someone to contact when building issue arise and to not have to change any more light bulbs.
 - c. I will be on vacation the week of May 18th. There is also a strong possibility that I will be out on a medical leave for several weeks in late summer or fall.
2. Building Update:
 - a. During the wind events, a piece of trim from the roof was found in a front window well. Steve located where it came from and will take care of it. It is essentially a decorative piece to cover rubber edging.
 - b. Steve is going through the building assessment to determine what jobs could be done by the building custodian.
3. Giving Campaign Update:
 - a. I met with the patron from ElKay came out to see our current water fountain situation and said they would definitely be able to help out. They can also provide referrals for people to do the installation.
 - b. The 50/50 raffle has launched. Tickets will be available until mid-June. Celena is hoping to host a table at La Finca to sell tickets. If any Board members are interested in selling raffle tickets, we can make that happen.
4. Friends Update: The Friends' Books and Bakes sale is on May 16th. The first hour is reserved for Friends members. (Sign up and get first dibs!)
5. Programs and Outreach:
 - a. We are launching "Paws for Relaxation" in June, featuring our newest therapy dog. This program intended for seniors and will be on a drop-in basis.
 - b. I have a Family Puzzle Challenge set for June. Families with kids ages 6 and up will be able to participate.
 - c. Common Council visit: Still looking for a suitable date – most likely in June now.
6. New shelving displays: We received our face-out shelving display units and have begun to put them out in the adult print collection as we shift and make room. Staff are really pleased with them.

Board Report

Adult Services

May 2026

Programming:

Recent

- On Wednesday April 15th life and leadership coach Terri Wooldridge led a program titled The Clear Path: Reclaiming Your Confidence, Clarity and Calm. The interactive session provided take-home materials to help attendees better understand how to manage stress, strengthen resilience, and make more intentional choices that support overall well-being and personal success.
- The St. Francis Book Crawl met Thursday April 16th at Swansong. The group discussed The 7 ½ Deaths of Evelyn Hardcastle by Stuart Turton.
 - Evelyn Hardcastle will be murdered at 11:00 p.m. There are eight days, and eight witnesses for you to inhabit. We will only let you escape once you tell us the name of the killer. Understood? Then let's begin... Evelyn Hardcastle will die. Every day until Aiden Bishop can identify her killer and break the cycle. But every time the day begins again, Aiden wakes up in the body of a different guest. And some of his hosts are more helpful than others...
- On Monday April 20th the library hosted a Tai Chi Class led by Cathy Stocker.
- On Wednesday April 22nd the library hosted a presentation about the significance of the honeybee in terms of both historical and modern agricultural practices.
- On Wednesday April 29th the library hosted Daniel Klysh, a financial advisor from Edward Jones, led a presentation on various retirement income and savings strategies.
 - I am already in talks with Daniel to host another presentation later this summer, this one aimed more towards families and centering around saving up for college.

Upcoming

- On Wednesday 6th the library will host local historian James Heinz to lead a presentation talking about various Milwaukeeans who have been awarded the Medal of Honor.
- The newest Spice of the Month Kit will release on Friday, May 9th. The spice is adobo.
- On Wednesday May 13th the library will host a Paint 'n Sip: Flowerpots & Chamomile event.
- On Thursday May 14th, the Crafty Crew will be meeting again.
- On Tuesday May 19th, the Book Crawl Club will have its final meeting at Faklandia.
 - This will be the final meeting so that way I properly can focus my energies on summer programming.
 - The final book the group will discuss will be Tattoos on the Heart: The Power of Boundless Compassion by Gregory Boyle
 - Father Gregory Boyle's sparkling parables about kinship and the sacredness of life are drawn from twenty years working with gangs in LA. How do you fight despair and learn to meet the world with a loving heart? How do you overcome

shame? Stay faithful in spite of failure? No matter where people live or what their circumstances may be, everyone needs boundless, restorative love. Gorgeous and uplifting, *Tattoos on the Heart* amply demonstrates the impact unconditional love can have on your life.

Book Club:

- 5/5 Meeting: The Noon Book Club discussed *Dream State* by Eric Puchner. Cece and Charlie are in love and a few weeks away from their summer wedding. But when Cece meets Charlie's best friend from college, Garrett, her long-held expectations for her future begin to crumble. As Garrett's gruff mask slips, Cece begins to anticipate the big day with dread as her feelings for Garrett become impossible to bury. And as she decides to follow her instincts, ditching her groom for his best man, she will alter the three of their lives forever, the events of that July reverberating through marriage, parenthood, and, in the end, across generations.
- 6/2 Meeting: The next book to be read and discussed is *The Most Fun We Ever Had* by Claire Lombardo. A multi-generational novel in which the four adult daughters of a Chicago couple--still madly in love after forty years--match wits, harbor grudges, and recklessly ignite old rivalries until a long-buried secret threatens to shatter the lives they've built. When Marilyn Connolly and David Sorenson fall in love in the 1970s, they are blithely ignorant of all that's to come. By 2016, their four radically different daughters are each in a state of unrest: Wendy, widowed young, soothes herself with booze and younger men; Violet, a litigator-turned-stay-at-home-mom, battles anxiety and self-doubt when the darkest part of her past resurfaces; Liza, a neurotic and newly tenured professor, finds herself pregnant with a baby she's not sure she wants by a man she's not sure she loves; and Grace, the dawdling youngest daughter, begins living a lie that no one in her family even suspects. Above it all, the daughters share the lingering fear that they will never find a love quite like their parents'.

Miscellaneous:

Summer Reading

- Similar to what was done last year, adult patrons will be completing a checkbox pamphlet. The theme to this version is akin to a newspaper and the patron is the newest book reviewer at the fictitious newspaper. For every book the patron lists on their pamphlet (including title and author), they get a raffle ticket. If they write a little 2-sentence review of a book, they can get 2 more raffle tickets for a total of up to 3 per book. They will be able to fill out these tickets and apply them towards the raffle prize of their choice. Prize drawings will be done after summer reading is over to ensure fairness.

Library Board Report

Youth Department – April 2026

April Programming

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

During Explorer Zone we talked about the Human Body and about the many different skills and traits that different people have. The kids had a lot of fun testing to see if they had any special traits such as hypermobility, being ambidextrous, and having independent muscle control. The room was filled with giggles watching each other try to do things like raise one eyebrow at a time or seeing who could roll their tongue. We capped the class off by learning about the skeletal system and creating our own model/drawing of the bones in our hands.



We had a special Spring themed dance party for our Thursday morning Toddler program. There was a great group of kids who had a lot of energy and came ready to dance and have fun. Everyone had a great time, but our bubbles and ribbon bunches were by far the most popular accessory to dance with. There was also a very sweet moment where, when I played the song “Let’s Go Fly a Kite” from Mary Poppins, several of the adults starting singing out loud to the kids and they all looked at their grownups in amazement. A few kids did sing along as well.





We had a fun time learning about and discussing the artist Jeff Koons during our monthly Art Lab program. While a few kids were sad that we weren't making actual balloon animals, everyone had fun learning about how the artist used metal to create gigantic sculptures that look like real balloons. Then their creativity shone through as they imagined some very unique places to put their own balloon dog sculptures. My personal favorites were in a bedroom, an aquarium, and next to an amusement park.

Outreach

Besides our usual visits to Willow Glen to read to students, we did have one special group visit the Library this month. A group from Willow Glen came to the Library for a special field trip and got their own library cards! These students are multi-lingual learners of various ages/grades. We had a special story to share and had a tour of the Library. Then the students had time to explore the Youth Area and ask questions/find books to check out on their new cards! It was a lot of fun and great to see such enthusiastic readers!



Sincerely,

Mary Evers, Youth Librarian



4085 North 128th Street, Brookfield, WI 53005
 phone 262.781.1500 - fax 262.781.1540
 www.LembergElectric.com



SIGNAGE PROPOSAL & PURCHASE AGREEMENT

April 22, 2026

Drawing # St_Francis_Library_MON_v01_r01_D

Date : 4.21.26

Submit to:

Project Location:

Ship via:

St.Francis Public Library

St.Francis Public Library

Lemberg Truck

4230 South Nicholson Ave

4230 South Nicholson Ave

Terms:

St. Francis, WI, 53235

St. Francis, WI, 53235

Lead Time:

Amy Krahn

Amy Krahn

50% down with signed proposal,

balance upon completion.

10-12 weeks upon receipt of permit

and/or customer deposit.

**PRICING VALID FOR : 30 DAYS FROM QUOTE DATE
 BECAUSE OF MATERIAL FLUXUATIONS**

Item & Description

<u>Item</u>	<u>Qty.</u>	<u>Lemberg to perform the following:</u>	
A	1	Fabricate New monument sign "St. Francis Public Library" Face lit double sided 5'-8" X 6'-1" page 3. Price includes masonry Venner TBD by customer	\$ 11,003.50
		Auger, install the footer and center pole:	\$ 4,475.25
		Impact LED EMC: 15mm resolution RGB for full color. 2' X 5'	\$ 14,917.50
		includes: Lifetime Technical Support, 5-year parts, and 60-day parts replacement labor warranty Lifetime Subscription to Impact Cloud + CMS lifetime software training	
B	1	Install new sign	\$ 3,310.00

Assumptions/Clarifications

- *Assumes no removal of existing sign. Customer to remove, with foundation
- *Customer will need to have an electrician run 240 Volts out to the new sign location
- * The prices quoted above are based on normal working conditions and hours.
- * Weather may cause delays- Winds can't be above 15-20 MPH, safety concerns.
- * Assumes no sidewalk protection, if permits require it additional costs will be incurred.
- * Assume access w/ Lemberg truck for install, if specialty equipment is required additional costs will apply.

Survey - Technical survey of the building & property could uncover additional Labor & Materials. Any discoveries will be immediately communicated to the customer for plans of resolution and approvals.
 * Primary Electrical provided by owner/ GC with in 2' of sign for Lemberg to make final connection.
 Ground freeze conditions not quoted and will require change order
 No obstructions below grade

If, during the performance of this contract, the price significantly increases, through no fault of subcontractor, the price shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases.

1	Allowances:(exact costs, scope, or item are not yet determined)	
1	Tech Audit / Survey/Sign Designs	\$ 425.00
1	Environmental Fee-	
1	Permit Budget from Lemberg billed @ final permit costs to customer.	Budget \$450.00
1	Permit Procurement (if required) - additional charge of \$400.00	\$ 400.00
1	If a city variance is required, added additional \$1,000.00 for meetings attendance.	Subtotal \$ 34,531.25
1	*Final Taxes applied based on municipality.	Assumes Tax of 5.90% \$ 2,037.34

We impose a surcharge of 3.50% on the transaction amount on credit card products, which is not greater than our cost of acceptance.

Project Total \$ 36,568.59

X

X

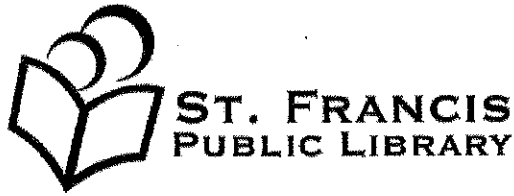
Authorized Client Signature

Chris Till
Chris Till -Lemberg Sign and Lighting Division

Date:

Date:

April 22, 2026



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: PROJECT MANAGER
DATE: MAY 7, 2026
CC:

I am proposing that the Library Board hire an independent project manager to guide the library through the major upcoming projects to correct deficiencies/needs in the library building. This would be similar to what we did with the rebuilding of the clerestory a decade ago.

As the Library will be undertaking this work for the next 5-10 years, it would be beneficial to have a consultant who is focused on the Library and can work on our timeline in consultation with the Library Board.

I have contacted several consultants and received interest from two. One proposal is attached and one is in process.

Key Reasons to Hire a Project Manager:

- **Project Success & Efficiency:** They ensure projects finish on time and within budget, minimizing waste and maximizing efficiency.
- **Risk Management:** They identify and mitigate potential issues before they cause significant disruption.
- **Clear Communication & Alignment:** They facilitate communication between teams and stakeholders, ensuring everyone is aligned on goals.
- **Strategic Focus:** They allow founders or executives to focus on the big picture, removing project oversight from their daily workload.
- **Quality Deliverables:** They ensure the final output meets quality standards by defining clear expectations and processes.
- **Resource Management:** They manage resources and workloads, preventing team burnout and ensuring proper task allocation.]

Signs You Need a Project Manager:

- Projects are consistently over budget or behind schedule.
- Unclear ownership of tasks and deliverables.
- Inefficient teamwork and communication between departments.
- High employee turnover or low morale due to disorganization



**ST. FRANCIS
PUBLIC LIBRARY**

"Bringing People, Information, and Ideas Together"

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

April 26, 2026

The St. Francis Library Board,

I will be returning to work from maternity leave in June. I am requesting a reduction in my hours from 40 to 32 hours a week at that time. This change would allow me to be home more with my newborn, who will be 3 months old when my maternity leave ends. I would still be full-time and capable of continuing to do my job and all tasks as assigned.

Thank you,

Jessica Kettner
Head of Youth Services
St. Francis Public Library



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: 32 HOUR POSITION
DATE: 4/22/26

I fully support Jessica Kettner's request to reduce her hours to 32 hours per week, while remaining a full-time employee. Jess is a very organized and hardworking staff member and I have no doubt that she will be able to continue to provide excellent service and support to the Library and the patrons.

Debbie Intile, who has been covering some of the storytimes during Jess's maternity leave, has agreed to continue doing the Tuesday morning storytime in order to accommodate a new schedule. We would pay her a librarian wage for her Tuesday hours. We normally pay her a librarian wage when she does professional librarian duties, like storytime. For the past year or so she has been paid that way for her Saturday storytime work.

Considering the decrease in Jess's wage due to decreased hours and Debbie's increased wage for 5 hours per week, we achieve a net savings of almost \$10,000/year.

I anticipate that the Board may choose to pro-rate Jess's benefits beginning in June, when she plans to return to work. She is no longer on the City's health insurance, so that will not be impacted. However, her sick time, personal time, future vacation, holidays, and WFH eligibility could all be prorated. I believe she would earn 6.4 hours of sick time per month. Holidays, vacations, and personal time could be reduced accordingly and she would be eligible for 12.8 hours of WFH time per pay period. Work from home time would be permitted in accordance with the current policy and restrictions.

Work/Life balance is being increasingly recognized as a benefit for both employees and the workplace. This is especially true for families with young children. I encourage the Board to approve Jessica's request for reduced full time hours.

Thank you.



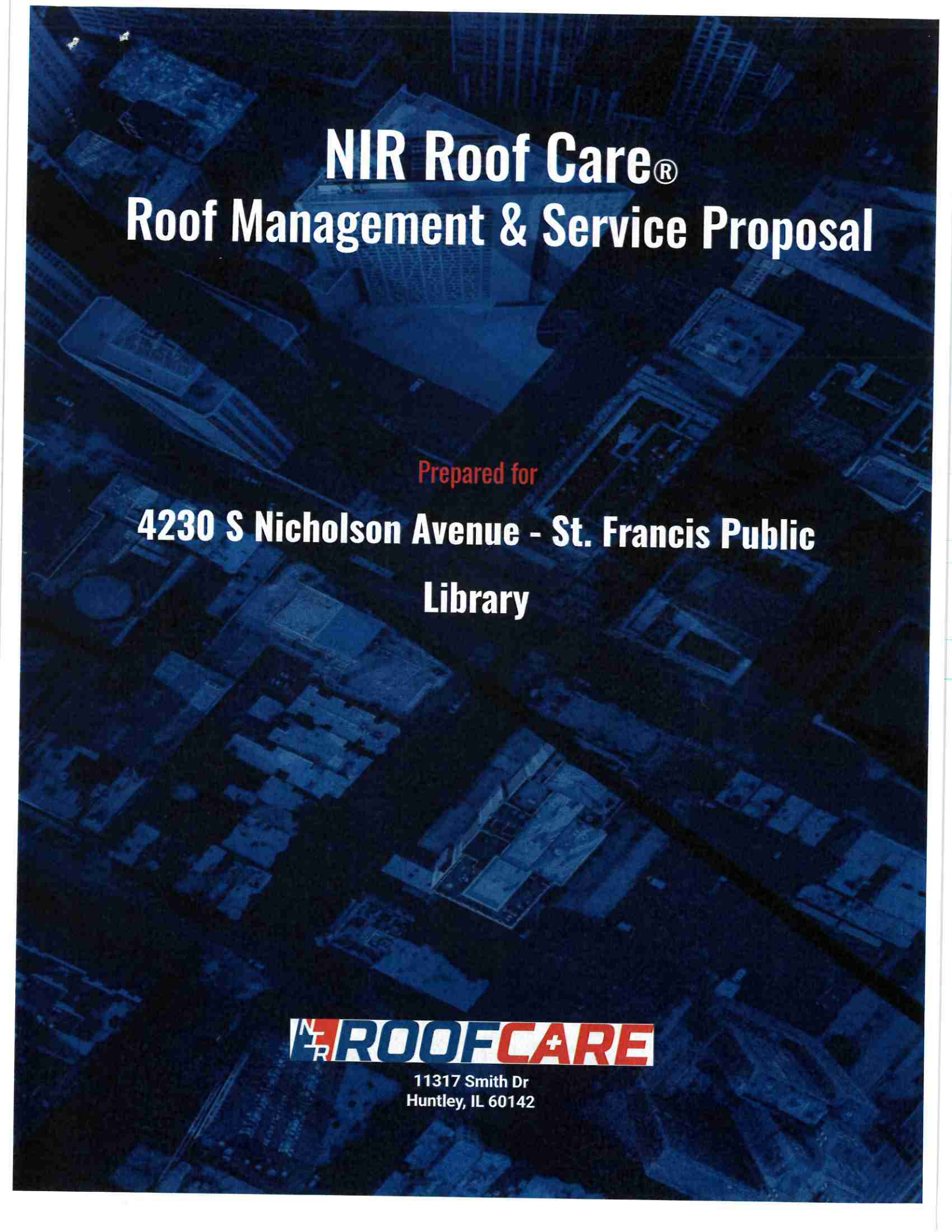
TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: NIR ROOFING MAINTENANCE PROPOSAL
DATE: MAY 7, 2026
CC:

Now that the building assessment has been done and the roof has been designated as medium priority with a target replacement date of 2031, NIR has once again submitted a proposal for routine maintenance of the existing roof. This could help us add a few years to the replacement date and minimize some of the interim issues that we have been experiencing. As you can see, there are several levels of service available.

In the first 3 months of this year, we spent \$1800.00 on call-outs for apparent roof leaks/issues. The Standard Plan is \$1400.00 and would cover two visits per year. The issues that caused the leaks could have been avoided.

If Steve is able to return in a fuller capacity as the building custodian in the future, this plan could be dropped next year.

In order to extend the life of the roof, I am recommending that we accept this plan at the Standard Plan level for one year.



NIR Roof Care®

Roof Management & Service Proposal

Prepared for

**4230 S Nicholson Avenue - St. Francis Public
Library**

NIR ROOFCARE

11317 Smith Dr
Huntley, IL 60142

NIR ROOFCARE

NIR Roof Care is the original commercial roof service and preventive maintenance company, focused on proactive roof asset management rather than reactive repairs or replacement-driven solutions. Because we are not tied to manufacturers, our recommendations are objective and centred on extending the life of your existing roof. Through structured maintenance, detailed inspections, and long-term planning, we help reduce unexpected costs, stabilize budgets, and maximize the value of your roofing investment.

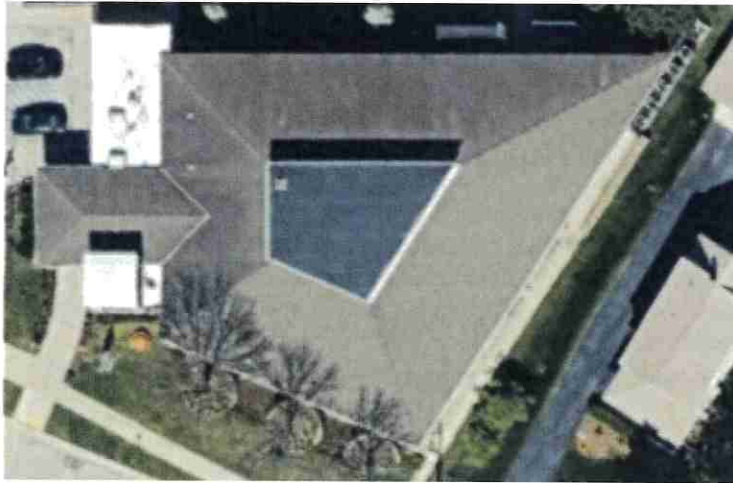
Our Roof Care Plan® and Warranty™ programs are designed to turn unpredictable roofing expenses into a controlled, budgeted strategy. Each property is assigned a dedicated Roof Care Specialist and Roof Management Advisor who become familiar with your building and operational needs. Through routine service visits annually prescheduled, we perform inspections, preventative maintenance, minor repairs, and provide detailed reports with condition ratings, life expectancy, and capital planning guidance.

With our Warranty program, leaks and emergencies between scheduled visits are handled immediately at no additional service call cost, with priority scheduling and 24/7 response. Every visit includes photo-documented reporting, debris removal, and repairs completed to manufacturer standards. For items outside routine maintenance, we provide clear, pre-approved recommendations—ensuring no surprise costs and giving you operational stability, cost control, and peace of mind.



Prepared on Apr 27, 2026

Property Covered



- **Site Address: 4230 S Nicholson Avenue**
- **Approx. Roof Size: 11,700 sq ft**
- **Roof Type: Multiple Systems**
- **Approx. Roof Replacement Value: \$210,600.00**

NIR Roof Care Warranty: 4230 S Nicholson Avenue

NIR Roof Care Warranty™ Includes:

The following are included under the annual asset protection investment of the Roof Care Warranty:

1. A dedicated NIR Roof Care Specialist® (RCS) and NIR Roof Management Advisor assigned to service and manage your roof system.
2. Three (3) comprehensive service visits annually (triannually), one approved maintenance service visit every 4 months.
3. Certified NIR Roof Care Specialist® arriving in a fully equipped Mobile Service Unit (MSU) with tools, materials, and safety equipment necessary to perform maintenance and routine service repairs.
4. Roof repairs are being completed per the system manufacturer's recommendations using high-grade commercial roofing materials.
5. A detailed 27-point inspection is conducted during each for: Reported leak areas (1), wall construction (2), wall flashing (3), base flashing (4), counter flashing (5), field membrane (6), debris on the roof surface (7), rooftop units (8), fans and vents (9), soil stacks (10), flue pipes (11), pipe boots (12), other rooftop conditions as applicable (13), walkway pads (14), pitch pans (15), skylights where present (16), expansion joints (17), gravel stop metal where applicable (18), termination bars (19), coping systems (20), roof drains (21), scuppers (22), gutters (23), drip edge (24), previous patch areas (25), portals (26), and roof hatches (27).
6. Each of the 27-point inspection roofing components is systematically evaluated for structural integrity, secure attachment, watertightness, and overall performance. Preventative maintenance measures and minor corrective repairs are performed during scheduled service visits. This includes repairing, securing, and/or sealing minor preventive deficiencies identified.
7. A detailed condition report of the roofing system with condition grade, life expectancy, budget planning recommendations, and before-and-after photos, will be submitted after each visit.
8. Cleaning of drains, gutters, and removing debris from the roof surface.
9. Priority response scheduling as well as 24-7 emergency services available, at no additional charge for mitigation.
10. Leak response for the mitigation and temporary repairs between scheduled visits related to: water infiltration and or intrusion, moisture penetration, and roof leaks will be completed at no additional service call charge under the annual asset protection investment of the Roof Care Warranty.

Items Requiring Separate Proposal & Approval:

The following are not included under the annual asset protection investment and will require written approval:

- A. Major membrane renovations (ex., large section replacements, coating systems, extensive restoration work).
- B. Structural modifications or significant system upgrades.
- C. Integration or flashing of newly installed rooftop equipment (ex., HVAC units or similar penetrations).
- D. Customer-requested improvements beyond maintenance scope.
- E. Capital improvement projects (ex. Full or partial roof replacements of membrane, decking, insulation, flashing system, or roofing components)

Roof Eligibility:

Roofs graded as severely deteriorated (F Grade or estimated 1–2 years of remaining life) may require major renovations, or replacement prior to participation or renewal. Roof Care Warranty is valid as a tax deduction to businesses.

Pricing Structure:

The NIR Roof Care Warranty™ is invoiced annually as an Asset Protection Investment Membership for the needed roof maintenance and management: NET ten (10) payment terms apply from the date of invoice.

Continuity of Service:

This service agreement begins upon authorization and renews annually to ensure uninterrupted roof protection. Either party may request cancellation with a written 30-day notice. In the event of property transfer, this agreement may be reassigned to new ownership.

NIR Roof Care Plan®: 4230 S Nicholson Avenue

NIR Roof Care Plan Includes:

The following are included under the annual asset protection investment of the Roof Care Warranty:

1. A dedicated NIR Roof Care Specialist® (RCS) and NIR Roof Management Advisor assigned to service and manage your roof system.
2. Customers selected one through four comprehensive preventive maintenance service visits annually.
3. Certified NIR Roof Care Specialist® arriving in a fully equipped Mobile Service Unit (MSU) with tools, materials, and safety equipment necessary to perform maintenance and routine service repairs per the system manufacturer's recommendations using high-grade commercial roofing materials.
4. A detailed 27-point inspection is conducted during each for: Reported leak areas (1), wall construction (2), wall flashing (3), base flashing (4), counter flashing (5), field membrane (6), debris on the roof surface (7), rooftop units (8), fans and vents (9), soil stacks (10), flue pipes (11), pipe boots (12), other rooftop conditions as applicable (13), walkway pads (14), pitch pans (15), skylights where present (16), expansion joints (17), gravel stop metal where applicable (18), termination bars (19), coping systems (20), roof drains (21), scuppers (22), gutters (23), drip edge (24), previous patch areas (25), portals (26), and roof hatches (27).
5. Each of the 27-point inspection roofing components is systematically evaluated for structural integrity, secure attachment, watertightness, and overall performance. Preventative maintenance measures and minor corrective repairs are performed during scheduled service visits. This includes repairing, securing, and/or sealing minor preventive deficiencies identified.
6. A detailed condition report of the roofing system with condition grade, life expectancy, budget planning recommendations, and before-and-after photos, will be submitted after each visit with photos of cleaned drains, gutters, and debris if present.

Items Requiring Separate Proposal & Approval:

The following are not included under the NIR Roof Care Plan® investment and will require written approval:

- A. Major membrane renovations (ex., large section replacements, coating systems, extensive restoration work).
- B. Structural modifications or significant system upgrades.
- C. Integration or flashing of newly installed rooftop equipment (ex., HVAC units or similar penetrations).
- D. Customer-requested improvements beyond maintenance scope.
- E. Capital improvement projects (ex. Full or partial roof replacements of membrane, decking, insulation, flashing system, or roofing components)
- F. Priority response scheduling as well as 24-7 emergency services available, at no additional charge for mitigation.
- G. Leak response for the mitigation and temporary repairs between scheduled visits related to: water infiltration and or intrusion, moisture penetration, and roof leaks will be completed at no additional service call charge under the annual asset protection investment of the Roof Care Warranty.

Roof Eligibility:

Roofs graded as severely deteriorated (F Grade or estimated 1–2 years of remaining life) may require service interval upgrades, per-visit upgrades, major renovations, or replacement prior to renewal. NIR Roof Care Plan® is valid as a tax deduction to businesses.

Pricing Structure:

The NIR Roof Care Plan® is invoiced annually as an Asset Protection Investment for needed roof maintenance and management: NET ten (10) payment terms apply from the date of invoice.

Continuity of Service:

This service agreement begins upon authorization and renews annually to ensure uninterrupted roof protection. Either party may request cancellation with a written 30-day notice. In the event of property transfer, this agreement may be reassigned to new ownership.

Authorization

Property Maintained: 4230 S Nicholson Avenue

Current Roof Replacement Value: \$210,600.00

-Estimated cost to replace your roofing system at today's market value

Estimated Tax Deduction: \$525.00

-Estimated savings on tax filings with preventive roof maintenance per year

Estimated ROI: \$17,280.00

-Estimated return on investment for saving the roof replacement cost per year

Choice 1	Choice 2	Choice 3	Choice 4	Choice 5
Elite	Premier	Essential	Standard	Entry
Roof Care Warranty	Quarterly Roof Care Plan	Tri-Annual Roof Care Plan	Semi-Annual Roof Care Plan	Annual Roof Care Plan
3 Service Visits Leak Mitigation Repairs Preventative Roof Repairs Roof Cleanings Full Condition Reporting Dedicated Team Priority Service 24-7-365 Availability Membership Pricing	4 Service Visits Preventative Roof Repairs Roof Cleanings Full Condition Reporting Dedicated Team Priority Service 24-7-365 Availability Membership Pricing	3 Service Visits Preventative Roof Repairs Roof Cleanings Full Condition Reporting Dedicated Team Priority Service 24-7-365 Availability Membership Pricing	2 Service Visits Preventative Roof Repairs Roof Cleanings Full Condition Reporting Dedicated Team Priority Service 24-7-365 Availability Membership Pricing	1 Service Visits Preventative Roof Repairs Roof Cleanings Full Condition Reporting Dedicated Team Priority Service 24-7-365 Availability Membership Pricing
<input type="checkbox"/> \$4,200.00	<input type="checkbox"/> \$2,800.00	<input type="checkbox"/> \$2,100.00	<input type="checkbox"/> \$1,400.00	<input type="checkbox"/> \$600.00

Customer Representative Signature

Printed Name

Date

Aaron Rutkowski

Aaron Rutkowski
 Vice President and Roof Management Executive
 NIR Roof Care, Inc