VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Library Board

Monday, December 6, 2021 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Approval of the draft minutes of the November 1, 2021 Library Board meeting
   b. Approval of the November 2021 general fund bills.
4. INFORMATION ITEMS
   a. 2021 Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. 2022 Library Board Calendar
   b. Meeting Room Policy
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, November 1, 2021 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Evan Richards, Peter Sobol, Michael Flaherty, Staci Fritz, Mona Nelson

Members not present: Ken Machtan

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

Without objection, at 5:17 p.m. the Board moved immediately to item 5a.

At 6:30 p.m. the board returned to item 2.

3. ACTION ITEMS

a. *Approval of the draft minutes of the October 4, 2021 Library Board meeting.*

Motion by Village Trustee Michael Flaherty, second by Member Evan Richards, to approve the draft minutes of the October 4, 2021 Library Board meeting. Motion carries 6 - 0 - 0 by acclamation.

b. *Approval of the October 2021 general fund bills*

Motion by Member Evan Richards, second by Member Karin Mandli, to approve the October 2021 general fund bills Motion carries 6 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *2021 Budget Update*

b. *Director's Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Discussion and participation in a diversity, equity, and inclusion SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Framework.

b. *Copier Lease*

Motion by Member Evan Richards, second by Member Mona Nelson, to approve a Copier Lease for four years. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Michael Flaherty, second by Member Evan Richards, to adjourn at 6:49

Pursuant to law, written notice of this meeting was given to the public and posted on the

public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

E. D. Locke Public Library

Invoices November 2021

Vendor	Amount	Description
ALLIANT ENERGY	$2,290.67	Utilities
AMAZON CAPITAL SERVICES	$3,250.87	AV & Supplies
ARAMARK	$261.65	Mat Rental
AVANT GARDENING & LANDSCAPING	$744.72	Landscaping Services
BAKER & TAYLOR BOOKS	$467.94	Books
CARDMEMBER SERVICE	$1,545.70	Visa Bill
CORPORATE BUSINESS SYSTEMS	$260.34	Copier Lease
DEMCO INC	$343.06	Library Supplies
ENVIRONMENT CONTROL	$2,499.00	Janitorial Services
FILE 13 E-WASTE SOLUTIONS	$74.00	Recycling of Self Check
FRONTIER	$70.30	Phone
HOUGHTLING, AMBER	$21.50	Refund of item replacement fees
INGRAM LIBRARY SERVICES	$8,336.52	Books
JEFFERSON FIRE & SAFETY	$68.40	Fire extinguisher inspection
LIBRARY PETTY CASH	$100.00	Petty Cash
MADISON WINDOW CLEANING	$2,105.00	Window Cleaning
MCFARLAND ACE HARDWARE	$2.05	Building Supplies
MICROMARKETING LLC	$835.88	Audio Books
PELLITTERI	$40.55	Confidential shredding
PREMIER PAINT & WALLPAPER	$49.18	Painting Supplies
SANCHEZ, MARIA	$20.00	Refund of item replacement fees
SOUTH CENTRAL LIBRARY SYS	$6,929.99	Database Fees
SPRINGSHARE, LLC	$1,624.00	Online meeting room reservation software
TDS	$45.07	Phone Bill
THE LIBRARY STORE INC	$231.38	Library Supplies
THE PENWORTHY COMPANY	$776.93	VOX books
WITSCHER, INGA	$500.00	Program Fee (later reimbursed by a grant)
(blank)		
Grand Total	$33,494.70	

2021 Budget Update

REVENUES									
		Budget Amount	September Actual	October Actual	November Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 626,250.00			$ -	$ 626,250.00	100.00%	92%	
County Library Aids		$ 328,250.00			$ -	$ 328,120.73	99.96%	92%	
State - COVID 19 Grants		$ -			$ -	$ -			
Library Fines		$ -	$ 30.15	$ 1.10	$ -	$ 282.43			
Miscellaneous Revenue		$ 500			$ -	$ -			
Interest		$ 3,500	$ 34.10	$ 49.93	$ -	$ 588.89	16.83%	92%	
Library Fees		$ 1,500	$ 109.48	$ 212.30	$ 93.25	$ 1,108.83	73.92%	92%	$ 1,375.00
		$ 960,000.00	**$ 173.73**	**$ 263.33**	**$ 93.25**	$ 956,267.91	**99.61%**		
Expenditures						$ -			
Salaries	110	$339,500.00	$ 26,421.68	$ 27,068.23	$ 27,039.39	$314,664.46	92.68%	92%	$ 311,208.33
Part-time	120	$175,500	$ 8,979.74	$ 9,689.22	$ 10,077.36	$106,405.33	60.63%	92%	$ 160,875.00
Health Insurance	130	$107,000	$ 8,389.32	$ (155.66)	$ 8,730.45	$92,186.56	86.16%	92%	
Retirement	131	$29,250	$ 2,230.85	$ 2,202.84	$ 2,206.16	$26,456.95	90.45%	92%	$ 26,812.50
SS/Medicare	132	$40,500	$ 2,612.50	$ 2,691.05	$ 2,729.00	$31,556.32	77.92%	92%	
Other Benefits	135	$2,000	$ 86.37	$ 86.37	$ 86.37	$1,304.62	65.23%	92%	
Wage Adjustment	140	$ 14,000	$ -		$ -	$0.00	0.00%	92%	$ 12,833.33
Expense Reimbursement	141	$ 500	$ -		$ -	$0.00			
Total Personnel		**$708,250.00**	**$48,720.46**	**$41,582.05**	**$50,868.73**	**$572,574.24**	**80.84%**	92%	**$ 649,229.17**
Support Services	210	$ 36,250	$ 2,499.00	$ 2,499.00	$ 2,499.00	$ 24,639.00	67.97%	92%	$ 33,229.17
Consulting Services	211	$ 45,500	$ -	$ -	$ -	$ 61,049.00	134.17%	92%	$ 41,708.33
Utilities	220	$ 28,000	$2,452.09	$3,037.86	$2,290.67	$ 24,344.79	86.95%	92%	$ 25,666.67
Communication	221	$ 1,500	$166.40	$115.37	$95.07	$ 1,727.86	115.19%	92%	$ 1,375.00
Equipment Maintenance	240	$ 9,000	$282.01	$920.83	$887.02	$ 6,968.77	77.43%	92%	$ 8,250.00
Facility Maintenance	242	$ 21,250	$9,884.59	$2,399.83	$301.44	$ 27,574.52	129.76%	92%	
Other Contractual Services	290	$ -	$0.00	$0.00	$0.00	$ 1,221.92	5.75%	92%	$ 19,479.17
Total Services		**$ 141,500.00**	**$ 15,284.09**	**$ 8,972.89**	**$ 6,073.20**	**$ 147,525.86**	**104.26%**	92%	**$ 129,708.33**
Office Supplies	310	$ 9,000	$ 339.49	$ 239.72	$ 1,147.09	$ 5,458.94	60.65%	92%	$ 8,250.00
Postage	311	$ 250	$ 16.86	$ 3.03	$ 35.96	$ 56.36	22.54%	92%	$ 229.17
Dues	320	$ 500	$ 228.00	$ -	$ -	$ 572.00	114.40%	92%	$ 458.33
Meeting Expenses	330	$ 1,000	$ -	$ -	$ -	$ 189.12	18.91%	92%	$ 916.67
Training Expenses	331	$ 2,750	$ 72.00	$ -	$ -	$ 1,373.04	49.93%	92%	$ 2,520.83
Operating Supplies	340	$ 5,500	$ 589.61	$ -	$ -	$ 905.90	16.47%	92%	$ 5,041.67
Technology	342	$ 15,500	$ 473.71	$ 1,399.81	$ 6,436.00	$ 11,852.09	76.47%	92%	$ 14,208.33
Collection - Print	344	$ 55,000	$ 4,742.80	$ 7,933.90	$ 6,573.00	$ 53,423.77	97.13%	92%	$ 50,416.67
Collection - AV	345	$ 12,500	$ 628.78	$ 1,788.74	$ 2,362.81	$ 10,023.13	80.19%	92%	$ 11,458.33
Library Miscellaneous	390	$ 250		$ -	$ -	$ -		92%	
Programming	391	$ 8,000	$ 1,293.81	$ 905.19	$ (324.11)	$ 6,014.93	75.19%	92%	$ 7,333.33
Other Total		**$ 110,250.00**	**$ 8,385.06**	**$ 12,270.39**	**$ 16,230.75**	$ 89,869.28	**81.51%**	92%	**$ 101,062.50**
Total Budget		**$960,000.00**	**$ 72,389.61**	**$ 62,825.33**	**$ 73,172.68**	**$ 809,969.38**	**84.37%**	92%	**$ 880,000.00**

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
December 2021

November Highlights

- **Village News -** Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment –**The current balance of the endowment fund as of October 31, 2021 is $165,110.51
- **Library Systems Report Facilities Management**
    - **New Bollards –**The work on the bollards has been completed.
    - **HVAC –**
        - **Seasonal Maintenance –**The maintenance on the boilers took place in November.
        - **Meeting Room Noise Reduction & Cleaning** – IKM added an extra air return which minimized the HVAC noise, they also cleaned the ceiling tiles and vent covers.
        - **Boiler Relay** – Boiler #1 has a bad relay and will not automatically switch on. I have been manually switching the workload for the boilers until the relay can get replaced.
    - **AV equipment-** I did a walk through with Fearings for the installation of the updated AV equipment that will allow us to do hybrid meetings. They are having some supply chain issues with the equipment that is needed and are currently expected to started the installation in late December.
    - **Door Closers and handicap buttons** – The door closer and handicap buttons for two of the doors leading from Milwaukee St. to the library have stopped working. We currently have them propped open with door stops. I am working with LaForce to replace them both. One of the closer replacements has been budgeted for 2022.
    - **Window Cleaning** – Window Cleaning was completed Nov. 30.
    - **Carpet Cleaning** - Carpet cleaning was completed December 3

Youth Services highlights (Heather Kent)

Storytime - This month we had big changes in storytime – the biggest being that we have moved it back inside the library. At the beginning of the month the wind chills were such that we could not do the programming outside. After much discussion we decided to try moving indoors. In order to do this, we implemented the registration for programming. Registration is limited to 12 families per program and masks are required for everyone over the age of 2.

The transition went really well and all participants are ready and willing to follow guidelines for us to meet safely. We spread out blankets on the floor, like when we were outside, and make personal "bubbles" to stay in.

Programming:

- Zumbini Session 1 ended on November 17th. This program is the only indoor program where we are always full. The children have adjusted very well to being indoors and following the guidelines.
- Magic Tree House Book Club met on Tuesday, November 9th with 8 kids this month. This month we discussed "The Knight at Dawn" and built marshmallow catapults. This program has moved indoors and the kids are easily able to socially distance from one another.

Other

Heather and Abby attended the South Central Youth Services Workshop at Olbrich. This is an annual event hosted by the South Central Library System focused on resources that could be used for programming. The morning presenters talked about the Sea Grant Resources as well as The Great Lakes Indian Fish & Wildlife Commission which is an organization

created by the Ojibwe Tribes in the area. The afternoon presenter gave insight in to programming around nature journaling and art.

Teen Services (Abby Seymour)

- The biggest change in teen programming this month is that it has moved indoors! We were so lucky to be able to do outdoor programming for as long as we could but the weather took a turn and it was just too cold to do anything outside. Plus, it was getting too dark outside! So far being indoors has not been an issue. Teens are very good about wearing a mask in the library. Even when we're eating a snack, they only pull it down briefly and put it right back on when they're done eating.
- I'm very happy to report that my Snack & Chat program has been growing! More and more teens are starting to discover this low-key after school program and they bring their friends along! At one Snack & Chat day this month, I had ten teens! Some of them stay for the whole hour, and some of them just pop in for a few minutes to grab a snack and talk with their friends. Even though the point of the program is to socialize at the library after school, a few kids have really enjoyed playing a card game I offered them and are asking for it every week now.
- The monthly program that hasn't been as successful is the Graphic Novel Book Club. The aspect of a book club is certainly nothing new but my hope is that the spotlight on graphic novels draws a new kind of crowd. I'm still keeping the book club aspect open ended and am not choosing to assign a book for them to read each month. My hope is that we can just have a discussion of graphic novels they love! Fingers crossed I start getting some regulars.
- On Thursdays, the Teen Hangout group has had low but consistent numbers. Not very many teens attend this one but the ones that do are coming every week. There is a different loose activity planned for each week and sometimes the kids stick to the planned activity and sometimes they'd rather just color and hangout. A big hit this month was the button maker! They love making their own designs and turning those designs into buttons. Other Teen Hangout programs included making clay magnets and playing Jackbox Games.
- The Teen Advisory Board met on Zoom at the beginning of the month. At the meeting, we touched base on how Fall programs are going, suggestions for board games the library should purchase, Teen Hangout ideas, and gave out assignments for the next issue of the Teen Newsletter. I'm glad some teens were able to attend and I hope the group keeps growing.
- With several days off of school around the Thanksgiving holiday, the library saw quite a few teens who needed something to do. This was a perfect opportunity to use the Teen Boredom Kits! Staff was able to offer up the kits and games to teens to help pass the time in the library (and distract them from getting into mischief). The kits include several card games, an origami kit, friendship bracelets, and coloring page

Adult Services (Ann Engler)

Programming

- Mystery Book Club went very well in November. I gave a final attempt at the Thursday evening book club and again no one attended, so I'm putting that one back on the shelf. Virtual Tip Tuesday was canceled due to no registration, virtual Maker's Meetup was likewise unattended, and Zumba was canceled due to our instructor's illness. I was genuinely surprised by the relatively low attendance at Inga Witscher's cooking demonstration (grant funded) despite a heavy advertising campaign, which reaffirmed for me that people are Zoomed out right now. So, a bit of a light month programming-wise, but that gave me time to work on other projects. I am moving my programming back into the library in January, although I am still holding off on any potentially big events due to Covid.
- I stopped by Marianne's Elder House to pick up their checked out books. They were focused on crafting this month so didn't need many new materials, but we were able to give them a stack of withdrawn large print Readers Digests, which was much appreciated.

- With the skills of the Communications and Technology department, I filmed my portion of the New Year's Eve video special. My husband Joe once again lent his bartending skills to our segment, and you'll see him pop up throughout the special. It made for a very late night, but it was fun.

Continuing Education - I attended a Niche Academy Library Dementia Services webinar with Timothy J. Dickey. I researched both Hoopla and Kanopy. I wasn't able to view the whole sessions live, but I did check in on and get the title lists for a Penguin Random House Book Buzz and a Simon and Schuster preview. I also attended a Q&A session for the Ripple Project that's rolling out next year. Most notably, I attended a lengthy webinar regarding the marketing grant we were recently awarded.

Miscellaneous

- A patron emailed me regarding her Booktober prizes: "Thank you so much! I picked it up yesterday! Thanks for having such great reading prizes for adults :)"
- I reached out to Town of Dunn and they agreed to list the library on their website.
- A patron asked for very specific, step by step help with logging into the library computer, which I wrote up for him using my past technical writing experience. He was pleased with the instructions, and Kelly suggested that this will be a helpful resource for people who are unfamiliar with logging into a computer.
- I've made good progress on setting up the LibCal module for future use.
- My reference desk shifts have gone well and it is fun to see the kids coming into the library after story time. One very young child (3, maybe?) stared at me from the doorway for a while after I said hello to him until he finally worked up the courage to approach me and ask for "Biscuit book?" His mom was browsing the new adult books and hadn't prompted him—she was impressed he was brave enough to ask. It certainly made my day.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	**187,193**	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	**90,754**	-52%
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076		**125,728**	51%
% change month to month	-49%	-48%	-5%	1168%	241%	280%	129%	91%	63%	75%	61%	-100%		
	Internet Use													
2019	611	491	625	669	554	756	708	749	600	598	522	569	**7,452**	-10%
2020	563	591	314	0	0	0	0	0	0	0	0	0	**1,468**	-15%
2021	8	16	27	20	92	206	192	236	216	220	187		**1,420**	-3%
	-99%	-97%	-91%			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
	Wireless Internet Use (# Unique Users)													
2020	2,019	1,910	1,606	804	866	974	1,178	1141	1178	1,258	1,408	1,175	**15,517**	-22%
2021	1,038	906	1,054	1,341	1341	1588	1,639	1,608	1677	1,533	1,501		**15,226**	6%
	-49%	-53%	-34%	67%	55%	63%	39%	41%	42%	22%	7%	-100%		
	visitor count													
2019	7,855	7,814	9,889	9,256	8,103	11,931	11,414	11,205	9,648	9048	8,110	8,524	**112,797**	0%
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	**22,842**	-11%
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256		**42,574**	-59%

2022 Library Board Calendar

Monday	3	January	• Present Calendar • DCLS Contract
Monday	7	February	• Approve Library Director Goals. • Annual Report Approved. • Nominating Committee Appointed.
Monday	7	March	• Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees. • Closing Parking Lot for Bike Rodeo
Monday	4	April	• Appointments of new board members made by the municipality.
Monday	2	May	• New board member terms begin. • Board officers elected.
Monday	6	June	• Library long-range plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.
Tuesday 5:15	**5**	**July**	• Director provides board with preliminary recommendations for budget priorities for coming year. • Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year. • Due date for providing prior year usage and expenditure statistics to county; Budget and funding request approved for upcoming year. • Discuss joint Trustee meeting.
Monday	1	August	• Discussion of needed trustee continuing education.
Tuesday 5:15	**6**	**September**	• Apply for exemption from next year's county library levy. • Board representatives attend municipal budget hearings to explain and advocate for budget.
Monday	3	October	• Trustee continuing education session held during meeting. • Municipality approves library appropriation. • Dates Closed • Vacation Carry Over - discussion
Monday	7	November	• Budget revised, if necessary, based on actual funding approved. • Library policies reviewed and revised if necessary.
Monday	5	December	• Director Presents Draft of 2020 Goals. • Library policies reviewed and revised if necessary. • Vacation Carry Over - approval

Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library's role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 15 tables and 50 chairs, the following items are available for use: projector and screen, DVD/Blu-Ray player, podium, microphone and white board.

For individuals with hearing difficulties, a personal sound amplification system is also available.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

The library does not provide storage space for groups or individuals using the meeting rooms.

Library staff will not relay messages to people attending meetings, except in emergencies.

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

Meetings must end on time so the room may be prepared for other meetings.

No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

Reservations for Rooms

Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to mcfarlandlibrary.org or a paper copy can be obtained and submitted at the circulation desk.

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are accepted up to three months in advance.

Groups will be limited to two reservations per month.

Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. Every effort will be made to contact the group holding the reservation.

Hours Available

The meeting room may be available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.

Library staff will not be available for assistance before and after library open hours.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. The meeting room is not available on days that the library is closed.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges

No fees will be charged by the library for use of meeting room by non-profit, volunteer, and community groups; however, voluntary donations are appreciated to defray costs of maintaining the room.

Businesses and commercial entities using the room for not-for profit activities will be charged the fee of $10 per hour.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

All programs or meetings presented by non-profit, volunteer, and community groups that don't pay a fee must be open to any member of the public.

Businesses may use the meeting room for not-for profit activities.

1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services are prohibited.
2. Use of the meeting room as a place to conduct regular business or to hold office hours is also prohibited.

~~Businesses, commercial entities and non-profit groups using the room paying a fee may be closed to the public.~~

Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc…

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment