

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, December 16, 2022—7:45 AM

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Melissa Hill, Erin Moran, Angie Rojas Agudelo, Cathy Sheffield, Library Director Erick Plumb.
- III. Public Comment
- IV. Consent agenda
 - A. Approve November, 2022 Library Board Minutes
 - B. Approve Schedule of Bills
 - C. Approve Financial Reports
- V. Director's Report
- VI. Old Business
 - A. Friends of the Library Update
 - B. Discuss Village of Waunakee Employee Recruitment & Retention Strategy
- VII. New Business
 - A. Discuss Community Hall Marketing & Fees
 - B. Discuss long-term fundraising and development goals
- VIII. Adjourn

Next Library Board meeting: Friday January 20, 2023 @ 7:45 AM in the Board Room, Waunakee Public Library

Notice is hereby given that the Village Board may attend this meeting. No action will be taken by the Village Board at this meeting.

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or form should contact the municipal clerk at (608) 850-8500, 500 West Main Street, Waunakee, Wisconsin.

Waunakee Public Library

Library Board Meeting

Friday, November 18, 2022- 7:45AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy called the meeting to order at 7:45 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Angie Rojas Agudelo, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf, Erin Moran and Erick Plumb.
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Melissa seconded. Passed.
- V. **Director's Report** Angie Hircock, Young Adult Librarian will be leaving in December. Erick will be advertising for the position and hope to have someone in place by the New Year. Interviews were held for the open Youth Services Librarian. An offer is pending. We had another successful Election Day, November 8 with over 3,100 people coming to vote. Twenty five new library cards were issued that day. The Library will be host to 50 SCLS Library Directors on November 17. Dinovember has returned to the Library and is as popular as ever. Dino adventures can be followed on social media. The Village will vote on the 2023 budget on November 21. Included in the budget is a 4% Cost of Living Increase.
- VI. **Old Business**
 - A. **Friends of the Library Update** The Friends of the Library Craft Fair and Raffle is tomorrow November 19 at the Intermediate School 9am-3pm. There will be a Silent Auction for gift baskets at the Library. The Silent Auction begins at 9am on Thursday, December 1 and continues until 3pm on Saturday, December 10.
 - B. **Discuss Community Hall Marketing** Will be discussed at the December meeting.
- VII. **New Business**
 - A. **Discuss Village of Waunakee Employee Recruitment & Retention Strategy** Erick went through the details of the proposed Village of Waunakee Employee Recruitment and Retention Strategic plan. We discussed how this affects the Library employees currently and in the future.
 - B. **Discuss plans for creation of Library Grounds Subcommittee** Will be working with the Village to determine how to form a sub committee.
- VIII. **Adjourn:** Jean made a motion to adjourn at 8:27. Annie seconded. Passed.

Library Board Meeting: Friday, December 16, 2022 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary

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1030243: Waunakee Library Forever Fund

	10/1/2022 To 10/31/2022
Balance	
Beginning Balance	291,288.01
Contributions/Gifts	
Contributions*	100.00
<i>*Contribution totals include net gift amounts for credit card gifts. Each credit card gift is assessed a merchant processing fee by the donor's credit card company of approximately 4%.</i>	
Transfers In	0.00
	100.00
Portfolio Gains (Losses)	
Investment Results, Net Of Fees	5,852.17
	5,852.17
Grants/Distributions	
Grants/Distributions	0.00
Transfers Out	0.00
MCF Support	(242.74)
	(242.74)
Ending Balance	\$296,997.44
Cash Available for Grants as of 10/31/2022	\$0.00

WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

November 2022

	2022			2021		% Change	% Change	YTD
	November	Prev Month	Yr-to-date	November	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	28	31	311	28	292	-9.7%	N/A	N/A
CIRCULATION								
Physical circulation	22,712	22,922	260,867	21,421	235,152	-0.9%	6.0%	10.9%
Digital circulation	3,697	3,903	41,685	3,606	38,924	-5.3%	2.5%	7.1%
Library Total	26,409	26,825	302,552	25,027	274,076	-1.6%	5.5%	10.4%
Per Day library was open	943	865	973	894	939	9.0%	5.5%	3.6%
Average of Deforest, Monona and Verona	24,211	23,694	284,284	24,121	253,935	2.2%	0.4%	12.0%
By Category								
Books								
Juvenile Fiction	3,183	3,475	38,635	3,093	36,414	-8.4%	2.9%	6.1%
Juvenile Non-Fiction	1,398	1,356	16,909	1,390	15,245	3.1%	0.6%	10.9%
Easy Readers	1,531	1,685	19,391	1,436	17,645	-9.1%	6.6%	9.9%
Picture books	5,325	5,477	55,781	4,605	45,181	-2.8%	15.6%	23.5%
Total Juvenile	11,437	11,993	130,716	10,524	114,485	-4.6%	8.7%	14.2%
Young Adult	633	583	8,032	553	8,819	8.6%	14.5%	-8.9%
Adult Fiction	2,909	2,840	32,944	2,644	30,130	2.4%	10.0%	9.3%
Adult non-Fiction	1,996	2,095	24,192	1,779	22,030	-4.7%	12.2%	9.8%
Large print	833	831	8,919	704	7,302	0.2%	18.3%	22.1%
Adult Paperbacks	69	55	701	81	936	25.5%	-14.8%	-25.1%
Total Adult	5,807	5,821	66,756	5,208	60,398	-0.2%	11.5%	10.5%
Magazines	467	423	4,729	513	4,855	10.4%	-9.0%	-2.6%
Audio	740	721	8,206	760	8,334	2.6%	-2.6%	-1.5%
DVD and Blu-ray	2,448	2,105	27,643	2,505	28,845	16.3%	-2.3%	-4.2%
Software and video games	94	97	1,229	96	941	-3.1%	-2.1%	30.6%
Kits	1,011	1,086	12,469	1,180	7,617	-6.9%	-14.3%	63.7%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	35	56	714	65	633	-37.5%	-46.2%	12.8%
E-books	3,697	3,903	41,685	3,606	38,924	-5.3%	2.5%	7.1%
% of total circulation	14.0%	14.5%	13.8%	14.4%	14.2%	-3.8%	-2.8%	N/A
PROGRAMS								
Children								
Number	29	34	335	26	160	-14.7%	11.5%	109.4%
Attendance	670	857	9,283	433	6,056	-21.8%	54.7%	53.3%
Young adult								
Number	5	5	63	9	57	0.0%	-44.4%	10.5%
Attendance	35	41	423	36	374	-14.6%	-2.8%	13.1%
Adult								
Number	19	13	154	7	88	46.2%	171.4%	75.0%
Attendance	306	330	2,619	89	1,719	-7.3%	243.8%	52.4%
NEW PATRONS ADDED	97	124	1,402	56	739	-21.8%	73.2%	89.7%
PUBLIC MEETING ROOM BOOKINGS	24	27	225	17	72	-11.1%	41.2%	212.5%
STUDY ROOM BOOKINGS	416	392	3869	292	1386	6.1%	42.5%	179.1%
PUBLIC PC SESSIONS	377	447	4,362	0	2,704	-15.7%	N/A	61.3%
UNIQUE WIRELESS USERS	2,145	2,072	20,841	6,994	21,932	3.5%	-69.3%	-5.0%
CURBSIDE TRANSACTIONS	41	37	560	0	1,565	10.8%	N/A	-64.2%
# OF VISITORS TO LIBRARY	12,727	12,312	128,814	8,559	81,836	3.4%	48.7%	57.4%

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November 2022

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>	SCLS	0.00
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	389.24
		0.00
	Total	389.24
<u>100-551400-292 Maintenance contracts</u>	SCLS	0.00
	Bibliotheca	0.00
	Envisionware	0.00
	Total	0.00
<u>100-551400-311 Postage</u>	Post Office	372.48
	Total	372.48
<u>100-551400-320 Publications, subscriptions and dues</u>	WILS	0.00
	ALA	0.00
	Wauaukee Rotary	0.00
	WLA	0.00
	Total	0.00
<u>100-551400-330 Travel and training</u>	SCLS	12.00
	UW- Madison	0.00
	Emily Harkins reimbursement	88.54
	Grand Geneva Resort	128.00
	Total	228.54
<u>100-551400-340 Programs</u>	Pig	0.00
	Culvers	25.00
	Amazon	756.61
	Michaels	0.00
	Target	0.00
	Boxed	355.01
	Kaitlin Walsch	150.00
	Jaime Statz-Paynter	114.00
	Illinois Library Association	58.13
	Ace Hardware	0.00
	Linda Conroy	0.00
	Sara Alvarado	0.00
	Minuteman Press	0.00
	Thysse	0.00
	Post Office	0.00
	Total	1,458.75
<u>100-551400-341 Equipment</u>		



	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	Laird Plastics	0.00
	SCLS	0.00
	Total	0.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	111.67
	Baker and Taylor	5,276.12
	Barnes and Noble	0.00
	Herff Jones Yearbook	59.99
	Total	5,447.78
<u>100-551400-381 Juvenile books</u>		
	Amazon	35.00
	Baker and Taylor	1,781.04
	Penworthy	0.00
	The Dot Central	0.00
	Total	1,816.04
<u>100-551400-383 Serial subscriptions</u>		
	Rivistas	0.00
	Total	0.00
<u>100-551400-384 - Digital Materials & Computer Software</u>		
	Amazon	0.00
	Demco Software	0.00
	TBS	0.00
	Verizon -Hotspots	200.05
	Wils	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	517.65
	Minuteman Press	0.00
	UPS Store	0.00
	LL Bean	0.00
	Total	517.65
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	215.99
	Midwest Tape	165.27
	Amazon	19.99
	Findaway	0.00
	Total	401.25
<u>100-551400-387 Videos</u>		
	Amazon	65.11
	Midwest Tape	156.67
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	221.78
<u>100-551400-390 Other</u>		
	Amazon	537.39
	Office Depot	0.00
	SCLS	420.00
	Ace Hardware	0.00
	Pig	0.00
	Demco	265.56
	Walmart	35.76
	Thermal Paper Direct Co	0.00
	Total	1,258.71
<u>100-551400-391 Personnel</u>		

<u>100-551400-392 Public relations</u>	Total	<u><u>0.00</u></u>
	Minuteman Press	0.00
	Fearings	0.00
	Target	10.38
<u>100-551401-210 Building serices</u>	Total	<u><u>10.38</u></u>
	Masters Building Solutions	0.00
	Reinders	0.00
	Ahern Co	0.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u><u>0.00</u></u>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	11.58
	Amazon	0.00
	Schilling Supply Company	317.88
	Capital Coffee	460.90
	Walgreens	22.99
	Gordon Electric Supply	44.79
	Kraemer Air Filter Corp	0.00
	Total	<u><u>858.14</u></u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u><u>0.00</u></u>
	Month Total	<u><u>13,180.79</u></u>

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Library Activity Report
Library Director Erick Plumb
December 2022

Library Activity in November/December

- The past month has been largely devoted to HR Affairs. In mid-November, we hired Caitlin Klabacka as our second FT Youth Services Librarian. Caitlin earned an MLIS at UW-Milwaukee and is currently a librarian at Madison Public Library where she has worked since 2011. Additionally, during the height of the pandemic, Caitlin worked for the City of Madison as a Financial Navigator, where she connected residents to a variety of social resources to help alleviate stress and financial hardships. Caitlin speaks Spanish, and worked in libraries in Barcelona, Spain and Oaxaca, Mexico, where she established a school library. She begins her duties here on December 19.
- We also hired Laura Huff, who will be Angela Hircock's replacement as Young Adult (Teen) Librarian. Laura currently serves as Youth Services Librarian at Monroe Public Library in Green County, with stints at Sun Prairie PL, Monona, and Verona libraries prior to that. During her time at Monroe, she has revived the YA collection and programming offerings, with a strong emphasis on STEM programs and technology. She will bring a new energy to the role, and will build on the strong foundations for teen services that Angie created. Laura will start on January 3, 2023. With Laura and Caitlin now on board, we have a dynamically-talented team in Youth Services. It'll be fun to see what services our Youth Services team plans and provides in 2023 and beyond.
- On a more bittersweet note, longtime library staff member Gay Strandemo announced her retirement. Gay has been with WPL since October 1997 (!!), and she has been an integral part of our staff in that time, while being a part of significant growth and changes in our services. She was (and is) tremendous with our patrons and has produced numerous great programs for our patrons. Needless to say, we are going to miss her a lot. But she will doubtlessly thrive in retirement! As her retirement day approaches, we will make plans to properly celebrate her career and accomplishments with us.
- December brings the return of our Winter Reading program, with reading incentives for kids, teens, and adults. The program runs through January 31.
- Also, in the spirit of the season, our Snow Much Fun collection of winter "stuff" is back out in the lobby for checkout. The collection has snowshoes, sleds, and winter fun kits.
- Courtney and I have been working with the Waunakee IDEA group on plans for MLK Day on January 16. As we've discussed, we will remain open on MLK Day to offer programming related to the holiday and as a place for area students to study for finals. All study and meeting rooms have been booked solely for teen study usage for the entirety of the day, excepting Community Hall. More on the specifics of the

program to come at our meeting. We thank Todd Schmidt for getting the planning going for this special day and for his support of the efforts.

Youth Services Report by Brittany Gitzlaff

November brought about a lot of change. All of our programs and activities continued on without much difference, and we once again celebrated "Dinovember" with fun, dinosaur-themed activities all month long. We interviewed and hired a new Youth Services Librarian. We're excited to have Caitlin Klabacka join the YS team. She's passionate about programming to kids and can speak Spanish, which is exactly the addition we need. We were incredibly sad to learn that Angie would be leaving us after four years, and immeasurable successes here at the library. Thankfully, our first round of interviews had potential to fill her position as well, and next month should have this decision finalized. This month I also met with the elementary school librarians to begin planning a district-wide book club for third and fourth graders that will offer activities for the kids over the next few months, and will conclude with a celebration here at the library.

Adult Services Report by Courtney Cosgriff

In November, I hosted 12 programs and my book club. My first community art swap was successful with 50-60 people attending. I attended the SCLS Inclusive Services meeting and SCLS Collection Development meeting where we discussed Native American outreach efforts, programming ideas, and how to best spend the end of the year collection budget. I've been taking a Library Journal course on how to best build LGBTQIA spaces and I'm happy to report that it seems Waunakee is one of the more progressive libraries taking the course. I attended WLA at the beginning of the month and attended sessions on programming and intellectual freedom. I am selecting my book club choices for next year. I helped Angie & Amy to establish two VR drop-on programs. I attended a VR check-in meeting with UW and the Play Lab to see what other libraries are doing with their headsets. I collected prizes for our first winter reading program starting in December. Erick and I are working with the Waunakee IDEA group to establish some MLK programming for next year—exciting!

Community Engagement Report by Amy Sampson

This November marked the 6th year of Dinos at the library for Dinovember! This included weekly social media posts of dinosaur antics highlighting the library along with some themed programming, like Jurassic World Virtual Reality. I hosted programs on LinkedIn 101 and partnered with Waunakee Community Cares Coalition to show the film Wisdom of Trauma. I also joined a WCCC planning session as a community partner and will join them again in December. I finalized the winter reading challenge sheets and marketing and continued revising the CH rental guide draft.



Waunakee
PUBLIC LIBRARY



Community Hall Rental Guide



About the Space

Waunakee Public Library's Community Hall is a 2,300 square foot event space that provides a bright, flexible room with large windows overlooking the library grounds. A warming kitchen is attached to the Hall and side doors lead directly to the patio for outdoor access.

Whether you're looking to host a corporate meeting, class reunion, or family gathering, we offer several seating configurations and many A/V features to suit your event.

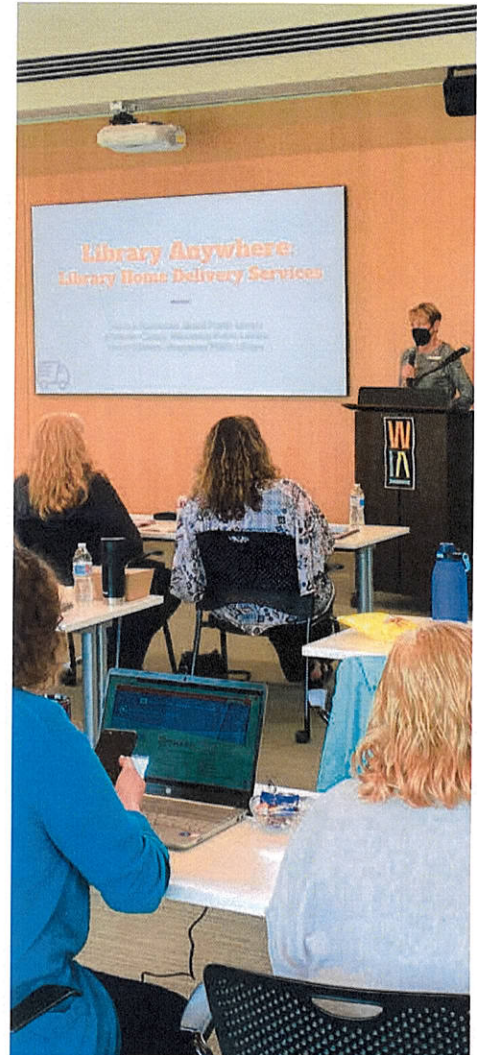
Capacity: 72 Classroom | 96 Banquet | 100 Auditorium



Amenities

- Full audiovisual system: projector, 5 wireless microphones with stands, Aux/HDMI connection and adapters, Blu-ray/DVD player, webcam
- Lectern
- 35 5'x2' Tables, 100 Chairs
- Hearing Loop enabled
- Access to the Patio (weather permitting)
 - Yard games may be available for event use with prior notice
 - *The Library cannot guarantee exclusive use of any outdoor venue as a public outdoor space.*
- Warming Kitchen includes: coffee maker, ice machine, microwave, refrigerator and freezer, counter space
- Caregivers Room located in the Children's Section for breastfeeding/chestfeeding and/or pumping during open hours.

Additional rooms for breakout sessions may be available during library open hours with prior notice.



Food and Beverages

- Food can be prepared off-site and served at no additional charge to the renter.
- Renters wishing to make use of the warming kitchen may do so at no additional charge.
- Cash bar/alcohol sales are not allowed in our facility.
- Renters are allowed to bring and serve alcohol to their guests as long as it is a private event, the amenity is provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

Pricing Guide

	Monday - 6pm Friday	6pm Friday - Sunday	Alcohol Service Fee
> 50 people	\$125 (4 Hours included)	\$350 (6 Hours included)	\$100
< 50 people	\$50 (4 Hours included)	\$125 (6 Hours included)	\$50
Additional Hours	\$50/hour	\$100/hour	

Fees are waived for all library-related events and events by local, state, or national governmental bodies.

Payment

Full payment is due 14 days prior to the event. Checks should be made payable to Waunakee Public Library.



Event Guidelines



The Waunakee Public Library Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group.

The library does not allow events in which

- funds are raised
- admission is charged
- donations are solicited
- tickets or products are sold prior to or during the activity
- there is canvassing or collecting signatures for a political campaign

Room Guidelines

All events must conclude by 9pm. Room must be returned to previous condition by 10pm.

Prohibited Decorations:

- Open flames or lit candles
- Items hung from the ceiling
- Confetti or glitter of any type
- Helium balloons
- When hanging or taping items to the wall or floor, only painters tape is permitted
- No decorations may be affixed to the front wooden wall or projector screen or to the back windows.



For a full list of guidelines and limitations, view the Community Hall Usage Policy located at:

<https://www.waunakeepubliclibrary.org/library-policies>



Contact Us

To check room availability, or for any other questions regarding a meeting space at the library, contact Courtney Cosgriff, Adult Services and Outreach Manager.

(608) 850-2533
ccosgriff@waupl.org



Waunakee Public Library
201 N Madison St
Waunakee WI 53597
(608) 849-4217
www.waunakeepubliclibrary.org



COMMUNITY HALL USAGE POLICY

As a public institution, the Waunakee Public Library encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups, including Community Hall, a large event space intended for use by both the library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

Community Hall is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use, and use of the library's event spaces does not constitute the Waunakee Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Waunakee Public Library's Behavior Policy applies to programs or meetings held within the building and on library grounds. Use of Community Hall should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

Community Hall Description

Community Hall is a 2,300 square-foot event space located on the west end of the building. The room offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 100 in seated auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and camera system for livestreaming or recording. Community Hall also features a Warming Kitchen which is available to all groups using Community Hall. Both Community Hall and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 10 PM.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor venue.

Rental Fees

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of

Waunakee bodies and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table.

General Guidelines for Using Community Hall

Users of Community Hall and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management. Users will abide event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms. Library staff may enter and remain in any event in Community Hall at any time.

Limitations

Community Hall may not be used for:

- Canvassing or collecting signatures for a political campaign on the Library's grounds, per the Library Behavior Policy.
- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Director.
- Any purpose which may interfere with the regular operation of the library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

Equipment

Users are responsible for any damage to Library-owned equipment, flooring, or furniture. The Library is not responsible for any damage to equipment brought into the building.

Decorations

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The library provides no tablecloths so if you wish to have table coverings, please plan to bring your own. There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on

the walls, only painter's tape is permissible. Please no duct tape, scotch tape, packing tape, or any other kind of tape besides painters. Nothing is to be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape. No candles or other open flames are permitted. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter.

Reservation Priorities for Community Hall

Room Reservations must be made by contacting the Library in person or via phone. Groups must complete a Room Reservation Form in print to reserve or rent Community Hall and agree to abide by this policy and all library conditions set forth for using a meeting room. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. Priorities for Community Hall usage is as follows:

1. Use for Library programming or library-related meetings.
2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Use by other organizations in order by date of application and payment received.
5. Private events and functions

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date. The library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a library-initiated cancellation, a full refund will be issued to the rental party.

Hold Harmless Agreement

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted. The Library's logo must not be used on any promotional material unless approved by the Library Director. The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

Approved by the Waunakee Public Library Board, June 21, 2019

Amended August 19, 2022