

Waunakee Public Library
Library Board Meeting
Library Board Room
Friday, March 31, 2023 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 February 24, 2023 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
- VII. New Business
 - A. Discuss and approve Community Hall/Meeting Room Rental Damage Policy
- VIII. Adjourn

Next Library Board meeting: Friday, April 17, 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, February 24, 2023- 8:30AM

201 N. Madison Street, Conference Room

- I. **Call to order:** Cathy called the meeting to order at 8:30 AM
- II. **Roll Call:**
 - A. **Roll call:** Present: Cathy Sheffield, Melissa Hill, Erin Moran, Jean Elvekrog, Annie Ballweg, Kathy Grosskopf and Erick Plumb. Absent: Angie Rojas Agudelo
 - B. **Guests:** No guests
- III. **Public Comment** No public comment
- IV. **Approval of the consent agenda** Jean made a motion to approve. Kathy seconded. Passed.
- V. **Director's Report** Gay Strandemo retired on February 3. Two new Customer Service Assistants were hired and start on February 26. Courtney Cosgriff began her maternity leave on February 18. In Courtney's absence Erick will be covering her Thursday evening shifts. There was another successful Election held on February 21 in Community Hall and the Spring Election will be on Tuesday, April 4. A blog post on social media about the Library, brought some questions from patrons. Staff has been directed to direct questions to Erick.
- VI. **Old Business**
 - A. **Friends of the Library Update** The annual Pi Day Pie Sale is on Tuesday, March 14. The Perineal Sale information is available and all orders are due on Friday, March 24th.
 - B. **New Business**
 - A. **Discuss and possibly take action on Community Hall Use Policy** We discussed some changes to the policy. Melissa made a motion to approve the policy with the discussed changes. Erin seconded. Passed.
 - B. **Discuss and approve Community Hall/Meeting Room rental Damage Policy** We discussed and will revisit in March.
 - C. **Discuss and Approve 2022 DPI Annual Report** Jean made a motion to approve. Cathy seconded. Passed.
- VII. **Adjourn:** Jean made a motion to adjourn at 9:30. Annie seconded. Passed.

Library Board Meeting: Friday, March 31, 2023 at 7:45AM
Respectfully submitted, Kathy M. Grosskopf, Trustee and Secretary



February 2023

Account	Vender	Amount
<u>100-551400-210 Outside services</u>		
	Total	0.00
<u>100-551400-219 Automation levy</u>		
	Total	0.00
<u>100-551400-290 Leased items</u>		
	Total	0.00
	Gordon Flesch	379.73
		0.00
	Total	379.73
<u>100-551400-292 Maintenance contracts</u>		
	SCLS	0.00
	Bibliotheca	0.00
	Midwest Alarm	0.00
	Total	0.00
<u>100-551400-311 Postage</u>		
	Post Office	3.47
	Total	3.47
<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	0.00
	UW- Madison	0.00
	Expedia	0.00
	Total	0.00
<u>100-551400-340 Programs</u>		
	Pig	50.68
	Office Max	0.00
	Amazon	383.58
	Boxed	0.00
	Culvers	25.00
	Wauaukee Chamber	0.00
	Dollar Tree	0.00
	Dunkin	24.98
	Breakout Inc	199.00
	Zoom	0.00
	Claire Evans	0.00
	American Button Machines	0.00
	Minuteman Press	0.00
	Oriental Trading	0.00
	Cheap ass supplies	0.00
	Total	683.24
<u>100-551400-341 Equipment</u>		

	Minuteman Press	0.00
	Amazon	0.00
	Nassco	0.00
	TBS	640.00
	SCLS	0.00
	Total	640.00
<u>100-551400-350 Repairs and maint</u>		
	Total	0.00
<u>100-551400-380 Adult books</u>		
	Amazon	45.97
	Baker and Taylor	1,732.55
	Barnes and Noble	0.00
	Chicago Distribution Center	0.00
	Total	1,778.52
<u>100-551400-381 Juvenile books</u>		
	Amazon	0.00
	Baker and Taylor	1,288.29
	Penworthy	0.00
	Titleleaf	40.90
	Total	1,329.19
<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
	CDW - Adobe	0.00
	Total	200.05
<u>100-551400-385 Kit supplies</u>		
	Amazon	48.18
	Minuteman Press	0.00
	Dollar Tree	0.00
	Pig	0.00
	Total	48.18
<u>100-551400-386 Audio materials</u>		
	Blackstone Publishing	0.00
	Midwest Tape	136.31
	Amazon	39.99
	Findaway	77.90
	Total	254.20
<u>100-551400-387 Videos</u>		
	Amazon	366.85
	Midwest Tape	221.69
	Debbie Howard	0.00
	Greta Productions	0.00
	Total	588.54
<u>100-551400-390 Other</u>		
	Amazon	9.95
	Office Depot	0.00
	SCLS	0.00
	DuraReady	0.00
	Pig	0.00
	Demco	145.09
	Walgreens	0.00
	Uline	0.00
	Total	155.04
<u>100-551400-391 Personnel</u>		

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<u>100-551400-392 Public relations</u>	Total	<u>0.00</u>
	Minuteman Press	34.00
	Fearings	0.00
	Facebook	2.00
<u>100-551401-210 Building serices</u>	Total	<u>36.00</u>
	Masters Building Solutions	225.00
	Reinders	0.00
	The Electrician	0.00
	Amazon	0.00
<u>100-551401-350 Repairs/Maintenance</u>	Total	<u>225.00</u>
	Nassco	0.00
	Kraemer Air Filter Corp	0.00
	Menards	0.00
	Ace Hardware	0.00
	Amazon	13.97
	Schilling Supply Company	647.11
	Canteen	444.80
	Walgreens	0.00
	Interstate All Battery Center	269.90
	Walmart	35.76
	Total	<u>1,411.54</u>
<u>100-551401-390 Building other</u>	Gallagher Tent and Awning	0.00
	Total	<u>0.00</u>
<u>220 fund</u>	Out of print	0.00
	Waunakee Chamber of Commerce	0.00
	Tee Public	0.00
	Total	<u>0.00</u>
<u>430-55140-810 Capital budget</u>	SCLS	4,896.14
	Total	<u>4,896.14</u>
	Month Total	<u>12,628.84</u>

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VILLAGE OF WAUNAKEE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	PRIOR YEAR	
<u>LIBRARY OPERATIONS</u>							
100-551400-110	LIBRARY FULL TIME	34,821.00	69,568.22	459,227.00	389,658.78	15.15	65,010.50
100-551400-120	LIBRARY PART TIME	26,248.96	52,360.13	363,302.00	310,941.87	14.41	50,612.97
100-551400-130	LIBRARY FICA	4,385.14	8,755.79	62,926.00	54,170.21	13.91	10,336.77
100-551400-131	LIBRARY RETIREMENT	3,196.53	6,415.88	41,758.00	35,342.12	15.36	7,265.51
100-551400-132	LIBRARY HEALTH	12,095.83	33,589.11	164,505.00	130,915.89	20.42	33,673.87
100-551400-133	LIBRARY LIFE	64.91	174.33	706.00	531.67	24.69	155.91
100-551400-134	LIBRARY DENTAL	712.94	2,054.18	9,526.00	7,471.82	21.56	2,120.31
100-551400-210	LIBRARY OUTSIDE SERVICES	.00	.00	1,652.00	1,652.00	.00	.00
100-551400-219	LIBRARY AUTOMATION LEVY	.00	68,923.32	68,923.00	(.32)	100.00	62,993.00
100-551400-225	LIBRARY COMMUNICATIONS	.00	.00	8,700.00	8,700.00	.00	.00
100-551400-290	LIBRARY LEASED ITEMS	379.73	679.03	8,196.00	7,516.97	8.28	569.84
100-551400-292	LIBRARY MAINTENANCE CONTRACTS	.00	2,009.39	2,572.00	562.61	78.13	2,144.05
100-551400-311	LIBRARY POSTAGE	3.47	137.73	1,000.00	862.27	13.77	27.24
100-551400-320	LIBRARY PUBS/SUBS/DUES	.00	5,009.73	2,899.00	(2,110.73)	172.81	902.70
100-551400-330	LIBRARY TRAVEL/TRAINING	.00	260.00	2,200.00	1,940.00	11.82	780.20
100-551400-340	LIBRARY PROGRAMS	726.36	1,555.80	25,000.00	23,444.20	6.22	2,113.30
100-551400-341	LIBRARY EQUIPMENT	861.78	861.78	7,500.00	6,638.22	11.49	1,001.31
100-551400-380	LIBRARY ADULT BOOKS	1,078.30	2,343.40	44,000.00	41,656.60	5.33	3,657.51
100-551400-381	LIBRARY JUVENILE BOOKS	417.38	1,115.77	24,000.00	22,884.23	4.65	2,266.42
100-551400-383	LIBRARY SERIAL SUBSCRIPTIONS	.00	74.99	8,150.00	8,075.01	.92	69.99
100-551400-384	LIBRARY COMPUTER SOFTWARE	1,040.82	11,231.49	20,408.00	9,176.51	55.03	5,565.18
100-551400-385	LIBRARY KIT SUPPLIES	(20.37)	159.77	5,500.00	5,340.23	2.90	487.38
100-551400-386	LIBRARY AUDIO MATERIALS	346.63	544.19	8,500.00	7,955.81	6.40	847.49
100-551400-387	LIBRARY VIDEOS	599.97	1,002.76	8,000.00	6,997.24	12.53	1,007.41
100-551400-390	LIBRARY OTHER	526.92	1,824.82	18,125.00	16,300.18	10.07	1,112.17
100-551400-391	LIBRARY PERSONNEL	.00	.00	.00	.00	.00	56.00
100-551400-392	LIBRARY PUBLIC RELATIONS	34.00	68.00	3,500.00	3,432.00	1.94	299.16
TOTAL LIBRARY OPERATIONS		87,520.30	270,719.61	1,370,775.00	1,100,055.39	19.75	255,076.19
<u>LIBRARY BUILDING</u>							
100-551401-110	LIBRARY BLDG FULL TIME	5,680.08	10,515.60	63,731.00	53,215.40	16.50	9,090.31
100-551401-120	LIBRARY BLDG PART-TIME	1,676.98	3,374.90	24,691.00	21,316.10	13.67	3,098.38
100-551401-121	LIBRARY BLDG OVERTIME	.00	.00	.00	.00	.00	.15
100-551401-130	LIBRARY BLDG FICA	547.19	1,044.72	6,763.00	5,718.28	15.45	1,139.93
100-551401-131	LIBRARY BLDG RETIREMENT	386.25	715.06	4,334.00	3,618.94	16.50	717.61
100-551401-132	LIBRARY BLDG HEALTH	1,531.89	4,475.87	19,666.00	15,190.13	22.76	4,597.90
100-551401-133	LIBRARY BLDG LIFE	5.30	17.17	69.00	51.83	24.88	16.08
100-551401-134	LIBRARY BLDG DENTAL	142.60	411.03	1,857.00	1,445.97	22.13	413.34
100-551401-210	LIBRARY BLDG SERVICES	225.00	225.00	29,030.00	28,805.00	.78	.00
100-551401-220	LIBRARY BLDG UTILITIES	2,068.72	2,068.72	24,000.00	21,931.28	8.62	1,713.35
100-551401-221	LIBRARY BLDG GAS HEAT	.00	3,001.54	15,000.00	11,998.46	20.01	5,109.06
100-551401-350	LIBRARY BLDG REPAIRS/MAINT	413.24	1,204.57	21,000.00	19,795.43	5.74	1,837.93
100-551401-390	LIBRARY BLDG OTHER	.00	185.00	3,500.00	3,315.00	5.29	200.00
TOTAL LIBRARY BUILDING		12,677.25	27,239.18	213,641.00	186,401.82	12.75	27,934.04

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VILLAGE OF WAUNAKEE
BALANCE SHEET
FEBRUARY 28, 2023

LIBRARY SPECIAL REVENUE FUND

ASSETS

220-11110	COMMINGLED CASH	92,536.20	
220-11801	CASH ON HAND	350.26	
	TOTAL ASSETS		<u>92,886.46</u>

LIABILITIES AND EQUITY

FUND EQUITY

220-34300	FUND BALANCE	88,169.38	
	BEGINNING FUND BALANCE	88,169.38	
	REVENUE OVER EXPENDITURES - YTD	4,717.08	
	TOTAL FUND EQUITY		<u>92,886.46</u>
	TOTAL LIABILITIES AND EQUITY		<u>92,886.46</u>

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WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2023

	2023			2022		% Change Prev Month	% Change Prev Year	YTD % Change
	February	Prev Month	Yr-to-date	February	Yr-to-date			
# of Days Library was open	28	29	57	27	56	-3.4%	N/A	N/A
CIRCULATION								
Physical circulation	23,009	24,111	47,120	21,285	42,288	-4.6%	8.1%	11.4%
Digital circulation	4,039	4,526	8,565	3,301	6,987	-10.8%	22.4%	22.6%
Library Total	27,048	28,637	55,685	24,586	49,275	-5.5%	10.0%	13.0%
Per Day library was open	966	987	1,953	911	1,762	-2.2%	6.1%	10.9%
Average of Deforest, Monona and Verona libraries	24,968	26,105	51,073	23,386	48,807	-4.4%	6.8%	4.6%
By Category								
Books								
Juvenile Fiction	2,957	3,062	6,019	2,909	5,677	-3.4%	1.7%	6.0%
Juvenile Non-Fiction	1,577	1,671	3,248	1,471	2,815	-5.6%	7.2%	15.4%
Easy Readers	1,779	1,766	3,545	1,570	3,050	0.7%	13.3%	16.2%
Picture books	5,008	5,527	10,535	4,576	8,798	-9.4%	9.4%	19.7%
Total Juvenile	11,321	12,026	23,347	10,526	20,340	-5.9%	7.6%	14.8%
Young Adult	598	647	1,245	655	1,203	-7.6%	-8.7%	3.5%
Adult Fiction	2,883	3,110	5,993	2,576	5,252	-7.3%	11.9%	14.1%
Adult non-Fiction	2,343	2,437	4,780	2,003	4,131	-3.9%	17.0%	15.7%
Large print	801	835	1,636	656	1,347	-4.1%	22.1%	21.5%
Adult Paperbacks	45	85	130	75	142	-47.1%	-40.0%	-8.5%
Total Adult	6,072	6,467	12,539	5,310	10,872	-6.1%	14.4%	15.3%
Magazines	409	357	766	416	822	14.6%	-1.7%	-6.8%
Audio	748	710	1,458	623	1,274	5.4%	20.1%	14.4%
DVD and Blu-ray	2,663	2,669	5,332	2,594	5,321	-0.2%	2.7%	0.2%
Software and video games	113	108	221	115	244	4.6%	-1.7%	-9.4%
Kits	1,006	1,056	2,062	975	2,064	-4.7%	3.2%	-0.1%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	49	42	91	54	103	16.7%	-9.3%	-11.7%
E-books	4,039	4,526	8,565	3,301	6,987	-10.8%	22.4%	22.6%
% of total circulation	14.9%	15.8%	15.4%	13.4%	14.2%	-5.5%	11.2%	N/A
PROGRAMS								
Children								
Number	35	31	66	32	61	12.9%	9.4%	8.2%
Attendance	1,033	945	1,978	606	1,166	9.3%	70.5%	69.6%
Young adult								
Number	4	4	8	6	13	0.0%	-33.3%	-38.5%
Attendance	19	30	49	23	43	-36.7%	-17.4%	14.0%
Adult								
Number	11	17	28	2	12	-35.3%	450.0%	133.3%
Attendance	105	227	332	153	512	-53.7%	-31.4%	-35.2%
NEW PATRONS ADDED	76	109	185	131	202	-30.3%	-42.0%	-8.4%
PUBLIC MEETING ROOM BOOKINGS	31	24	55	15	29	29.2%	106.7%	89.7%
STUDY ROOM BOOKINGS	356	516	872	254	530	-31.0%	40.2%	64.5%
PUBLIC PC SESSIONS	422	449	871	377	676	-6.0%	11.9%	28.8%
UNIQUE WIRELESS USERS	2,032	2,235	4,267	1,396	2,866	-9.1%	45.6%	48.9%
CURBSIDE TRANSACTIONS	40	44	84	66	136	-9.1%	-39.4%	-38.2%
# OF VISITORS TO LIBRARY	10,963	11,467	22,430	8,199	16,399	-4.4%	33.7%	36.8%

March 1, 2023

Erick Plumb
Waunakee Public Library
201 N. Madison Street
Waunakee, WI 53597-1045

Dear Erick:

Thank you for your trust in Madison Community Foundation (MCF). We're honored to serve you, to steward your fund, and to help you achieve your charitable goals.

I write to share the amount that is available for distribution from the Waunakee Library Forever Fund for 2023, and to provide information on MCF's investment performance in 2022.

As you know, 2022 was a challenging year for the financial markets. With this in mind, I am pleased to report that MCF's endowment portfolios performed well relative to their respective benchmarks. Our diversified portfolio with Commonfund returned -8.7%, while its benchmark reflected a loss of -10.2%, and the S&P 500 was down -18.1%. The socially responsive portfolio, managed by Boston Trust Walden returned -12% relative to its benchmark, which was down -15.3%. MCF is succeeding in building portfolios that perform well in strong and weak markets.

Variations in markets also highlight the value of MCF's "total return spending policy," which is used to determine the annual amount available for endowment distributions. Historically this ranges between 4-5% of the average fund balance over the previous 20 quarters. It remains at 4.25% for 2023. Calculating spending in this manner protects distributions from market volatility and balances them with endowment preservation and long-term growth.

For 2023, the amount available to distribute from your fund is as follows:

Waunakee Library Forever Fund (#1030243)	\$12,252.43
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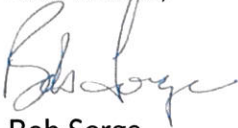
On the reverse side of this page, you will find additional details on the performance and activity associated with your fund over the previous year.

You are encouraged to recommend a grant at any time using any of these methods:

- Log in to your fund account at www.madisongives.org and select "Recommend A Grant"
- Complete and return a grant request form found at www.madisongives.org/grantform
- Call our Donor Engagement team: (608) 232-1763
- Email your request to: recommendagrants@madisongives.org
- Contact MCF to setup automatic annual distributions

Thank you for entrusting MCF to steward this endowed legacy for our community.

Best wishes,



Bob Sorge
President



Library Activity Report
Library Director Erick Plumb
March 2023

Library Activity in March

- We hired two new Customer Service Assistants: Andrea Brandt and Katherine Faust. They will begin their duties the week of February 26. Both have a wealth of customer service experience in various areas and will add to our talented staff.
- Adult Services Manager Courtney Cosgriff gave birth to a healthy baby boy, Max, on February 24. Both Max and Courtney are doing well. Courtney will rejoin us in June and we're very much looking forward to having her back. She's been missed. Big congratulations to Courtney and her partner, Hubert, on the arrival of their son.
- The Spring election will be held at the Library on Tuesday, April 4. The Library is thrilled to once again play a part in our democratic process and urge all Waunakee residents to vote on April 4.
- I've been focusing recent personal continuing education efforts on defending intellectual freedom and freedom of choice in libraries, handling book challenges, and supporting staff during difficult times when they are under personal attack. I also re-activated my American Library Association membership for the first time in several years, and joined the ALA'S Intellectual Freedom Roundtable.

Youth Services Report by Brittany Gitzlaff

February was an eventful month, to say the least. We had several days dealing with weather issues that resulted in cancelled or rescheduled programs, and low attendance in others. On a day that was intended to be a no-school day, we hosted Gee Funny Farm and 137 people got to learn about and pet a porcupine, pig, goat, skunk, goose, and rabbit. The animals and the presenters were awesome! Laura had a Pancake Party for teens, and they enjoyed creating some questionable pancake pairings. Caitlin had her second Bilingual Storytime, which was a small crowd, but the Tribune did a wonderful write-up on the library, and other community organizations adding more offerings for Spanish-speaking families, and we're hopeful the word continues to spread. Thankfully, by the time the month wrapped up, we were no longer hearing any comments about the unfortunate blog post written about the library. I would like to thank the entire library board, and all of the Village staff for being so supportive!

Community Engagement Report by Amy Sampson

In February, I started taking over Community Hall Rentals, Featured Artist Displays, and adult nonfiction ordering. The Community Hall rentals have been taking up more time than anticipated, but should get better as I get more familiar with the process. I added the rental guide to the website, and that has been very helpful to have people already know the basics of

room rentals by the time they contact me to book. At the beginning of the month, I met with Literacy Network, Angie, and WNC to revisit formal English classes at the library. Funding is the main barrier to getting this started, but Bex (Lit Network) and Angie are presenting to Rotary in March. I also continued planning Building Connections book clubs, our next blood drive, End of Summer Fest, and Waunakee Community Cares Coalition's April Wellness series.

Waunakee Public Library

Rental Damage Policy – DRAFT

Purpose

The Waunakee Public Library provides meeting and event spaces to the community for uses beyond the regular scope of library operations and programming. The Library has two rooms to rent: the Board Room and Community Hall. The Rental Damage Policy applies to renters and non-Library users of these two spaces. All users of these spaces – whether charged a rental fee or if the fee is waived, are subject to this policy and must agree to comply with the policy as a prerequisite for room usage. The purpose of the policy is to establish standard procedures and guidelines for covering the cost of excess damage/wear and tear caused by renters of the Waunakee Public Library. The library hosts a wide variety of events sponsored by a variety of hosts. While some renters treat our facility with the utmost care, others are less concerned with leaving the facility in the condition that it was when they arrived.

This policy will put into place a system that will identify specific charges for damage / additional clean-up for our facility and a mechanism for collection.

Authorization

The implementation of this policy will be the responsibility of the Library Director or his/her designee. The oversight of this policy will be the function of the Library Board. Additional review may be requested from the Village Attorney.

Objectives

- A. Approve policies and procedures that encourage all building users to treat our facility with great care and respect – with the goal of reducing potential damage or excessive wear and tear.
- B. Reduce the general tax-payers share of the cost of caring for our facility when the cause of excess cost is a private renter.
- C. Provide a system for the collection of additional fees that is easy to understand and administer.
- D. Identify specific charges for damage/additional clean-up caused by renters.

Collection of the Damage Deposit

Facility renters that have events that are of a nature where damage is possible, will be asked to provide a damage deposit. The damage deposit can be paid in one of two ways.

1. Provide a valid credit/debit card number and authorization to charge one week prior to the event. This card will be charged for any damage that occurs and a receipt will be mailed to the renter.
2. Write a check to the Village of Waunakee for an amount equal to the base rental fee for the event. The check will be cashed the day it is submitted and the damage deposit (minus any applied charges) will be returned within 30 days of the event.

Accounting for Charges

Building Supervisors will be responsible for reporting facility damage to the Building Maintenance Manager (their direct supervisor) and the Library Director. A camera will be available for their use to document issues at the time of the event. Detailed time records will be kept by our staff to document additional time spent addressing issues.

A notice will be sent to the renter detailing any damage that occurred and the appropriate charges. Charges will automatically be applied for renters who have provided a credit card. Renters providing deposit by personal check will be refunded the balance available once the damage charges have been applied.

Fees Defined

Failure to properly dispose trash in receptacles	\$50
Carpet cleaning other than customary	\$200
Kitchen cleaning other than customary	\$100
Misc cleaning other than customary by staff	\$40/hour – actual time billed
Replacement of event table	\$1000
Replacement of microphone	\$350
Replacement of AV cable	\$200
Replacement of stackable chair	\$100
Service of alcohol without prior permission	2X the current alcohol fee
Misc repairs to facility by staff or contractor	Actual costs incurred

Appealing Charges

Renters wishing to appeal the charges assessed must first request a meeting with the Library Director. A complete description of the issue will be reviewed including photographic documentation. If at that time the renter is still not satisfied, the issue will be reviewed and resolved by the Library Board.

Proposed March 31, 2023