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**Date:** December 13, 2021  
**To:** Mayor and Town Council  
**From:** Tara Hall, Library Director  
**Re:** Consideration and Approval: Library Education Center (LEC) – Reservation Form, Agreement, and Addendum

**Objective:**

To establish guidelines for usage of the Library Education Center (LEC).

**Summary:**

The Library Board would like to establish guidelines for the use of the LEC. The purpose of the guidelines is to maximize reasonable accessibility to the room while minimizing scheduling conflicts and library staff burdens. The documents were designed to be consistent with established room usage guidelines per American Library Association (ALA) standards and the Lake County Library System (LCLS) cooperative agreements (with particular relevant criteria established in the 1998 County policy, “LCC-33: Use of Meeting Rooms in Lake County Library System Member Libraries”).

**Possible Motions:**

*The Town Council has the following options:*

1. The Town Council motions to approve  
OR
2. The Town Council motions to approve with the following conditions  
OR
3. Motion to Deny

**Fiscal Impact:**

There is no initial fiscal impact to the Town.  
There is no recurring fiscal impact to the Town.

**Staff Recommendation:**

Motion to approve the reservation form, agreement, and addendum.