

Latitude Café Status Report

Menomonee Falls Public Library

September 2023 - July 2025

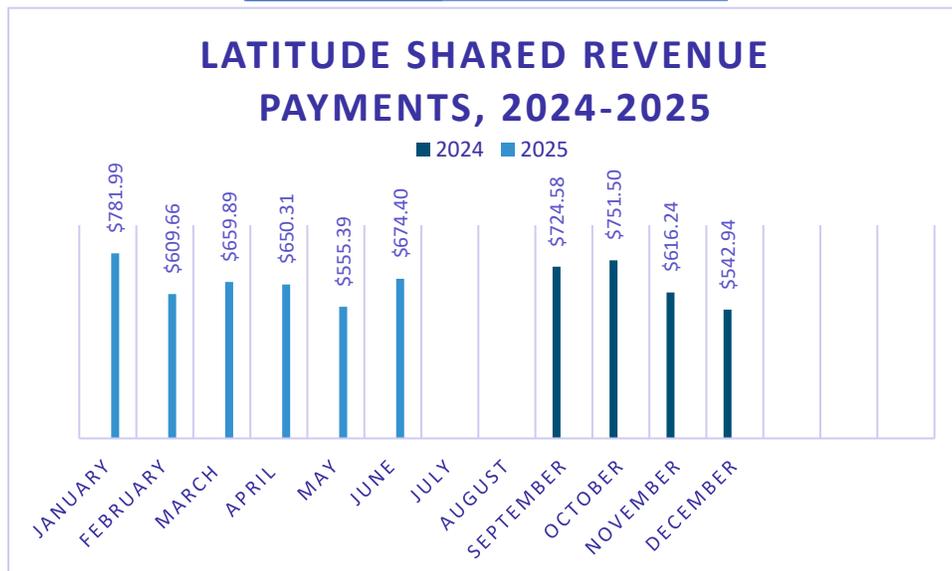
Operationally: September 2024-Present



Latitude Café Shared Revenue Payments to Library

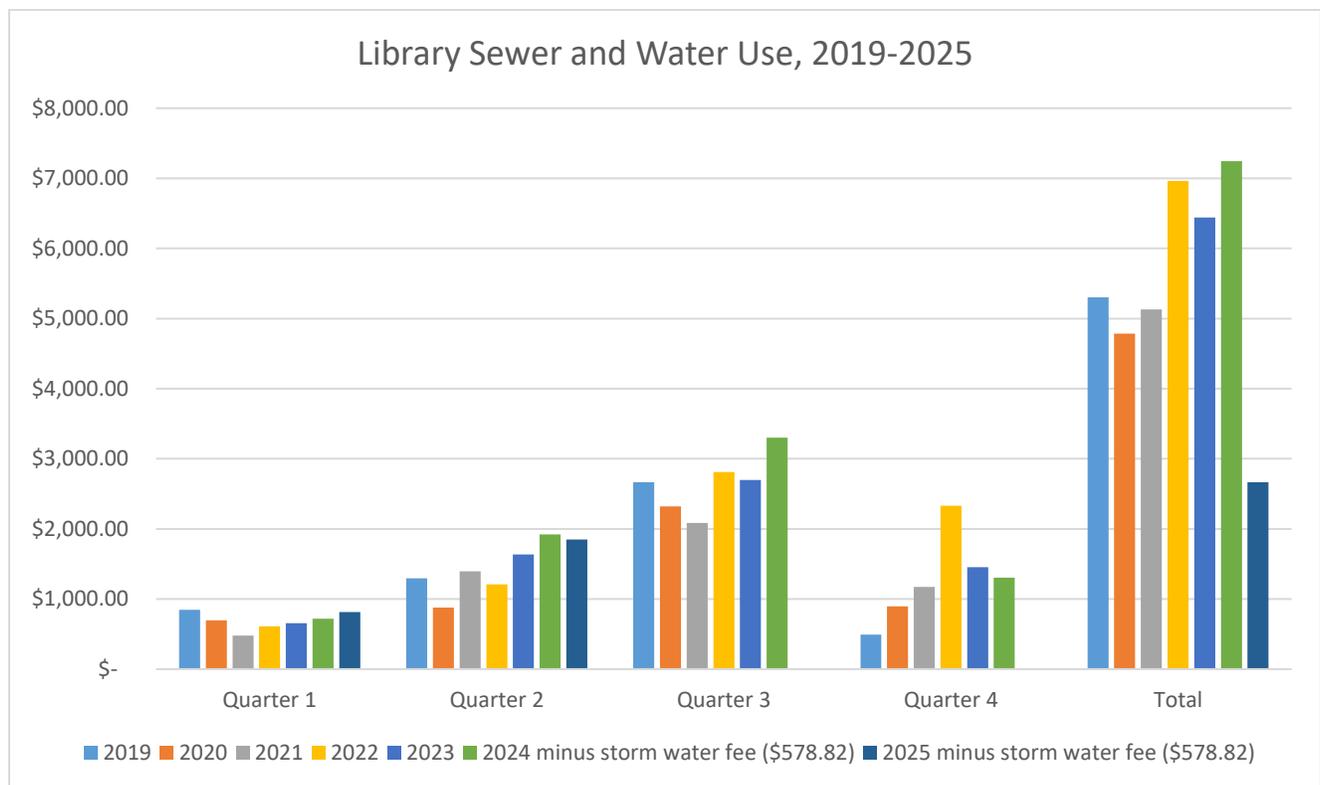
10% of gross revenue given to Library on a monthly basis

	2024	2025
January		\$ 781.99
February		\$ 609.66
March		\$ 659.89
April		\$ 650.31
May		\$ 555.39
June		\$ 674.40
July		
August		
September	\$ 724.58	
October	\$ 751.50	
November	\$ 616.24	
December	\$ 542.94	
Running Total	\$ 2,635.26	\$ 3,931.64
YTD Total:	\$ -	\$ 3,931.64
Grand Total:	\$ 6,566.90	



Library Water and Sewer Charges

	2019	2020	2021	2022	2023	2024	2025
						minus storm water fee (\$578.82)	minus storm water fee (\$578.82)
Quarter 1	\$ 844.20	\$ 695.52	\$ 476.64	\$ 612.36	\$ 656.03	\$ 718.69	\$ 816.19
Quarter 2	\$ 1,297.56	\$ 875.92	\$ 1,393.22	\$ 1,207.21	\$ 1,636.00	\$ 1,920.36	\$ 1,848.53
Quarter 3	\$ 2,666.70	\$ 2,319.71	\$ 2,084.79	\$ 2,812.21	\$ 2,697.97	\$ 3,301.42	
Quarter 4	\$ 491.80	\$ 893.99	\$ 1,173.36	\$ 2,330.33	\$ 1,452.85	\$ 1,303.80	
Total	\$ 5,300.26	\$ 4,785.14	\$ 5,128.01	\$ 6,962.11	\$ 6,442.85	\$ 7,244.27	\$ 2,664.72



Library Water and Sewer Charges, continued

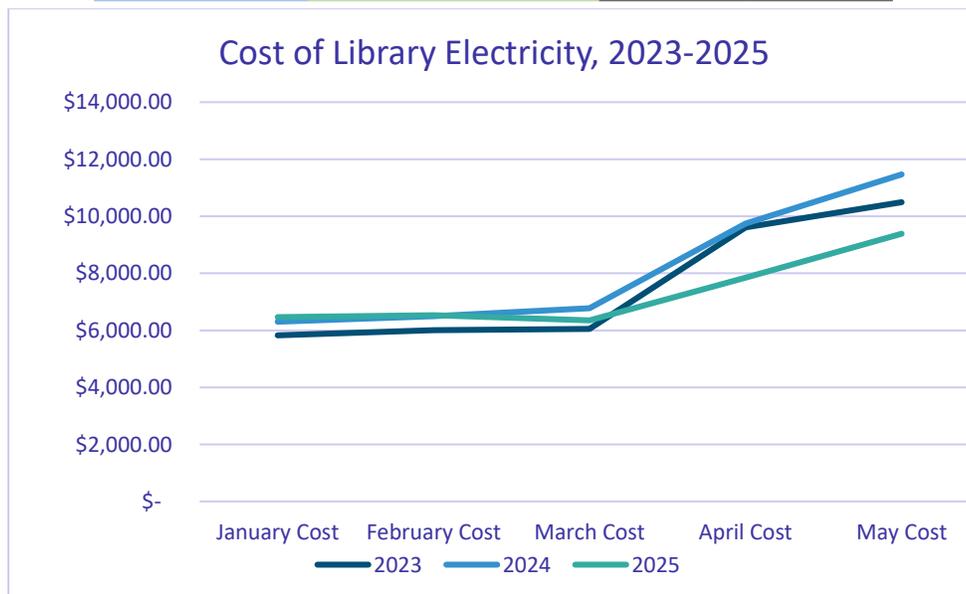
	2025	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Meter Read Date		3/25/2025	6/25/2025		
Water Consumption		42,400	137,100		
Sanitary Sewer		42,400	137,100		
Increase(decrease) from previous year		8800	(6,600)		
Water Consumption	\$	178.16	\$ 527.60		
Sprinkling Meter	\$	9.60	\$ 9.60		
Water Meter	\$	168.91	\$ 168.91		
Sanitary Sewer	\$	378.62	\$ 1,061.42		
Storm Water	\$	578.82	\$ 578.82		
Fire Protection	\$	81.00	\$ 81.00		
	\$	1,395.11	\$ 2,427.35	\$ -	\$ -

	2024	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Meter Read Date		3/15/2024	6/17/2024	9/25/2024	12/26/2024
Water Consumption		33,600	143,700	272,600	87,200
Sanitary Sewer		33,500	143,700	272,600	87,100
Increase(decrease) consumption from previous year		4,800	24,400	57,100	(13,600)
Water Consumption	\$	144.82	\$ 551.95	\$ 1,003.64	\$ 343.47
Sprinkling Meter	\$	9.60	\$ 9.60	\$ 9.60	\$ 9.60
Water Meter	\$	168.91	\$ 168.91	\$ 168.91	\$ 168.91
Sanitary Sewer	\$	314.46	\$ 1,109.00	\$ 2,038.37	\$ 700.92
Storm Water	\$	578.82	\$ 578.82	\$ 578.82	\$ 578.82
Fire Protection	\$	81.00	\$ 81.00	\$ 81.00	\$ 81.00
	\$	1,297.61	\$ 2,499.28	\$ 3,880.34	\$ 1,882.72

	2023	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Meter Read Date		3/14/2023	6/19/2023	9/15/2023	12/13/2023
Water Consumption		28,800	119,300	215,500	100,800
Sanitary Sewer		28,800	119,300	215,500	100,800
Water Consumption		124.13	\$ 461.92	\$ 811.78	\$ 393.65
Sprinkling Meter		9.6	\$ 9.60	\$ 9.60	\$ 9.60
Water Meter		168.91	\$ 168.91	\$ 168.91	\$ 168.61
Sanitary Sewer		272.39	\$ 914.97	\$ 1,626.68	\$ 799.69
Storm Water		-	-	-	-
Fire Protection		81	\$ 81.00	\$ 81.00	\$ 81.00
		\$ 656.03	\$ 1,636.40	\$ 2,697.97	\$ 1,452.55

Library Electricity Usage

	2023	2024	2025	Difference 2024 to 2025
January Cost	\$ 5,825.05	\$ 6,301.88	\$ 6,459.04	\$157.16
January Usage	46,720	50,240	51,680	1440.00
February Cost	\$ 6,010.88	\$ 6,493.43	\$ 6,531.07	\$37.64
February Usage	47,520	53,440	54,080	640.00
March Cost	\$ 6,053.04	\$ 6,776.87	\$ 6,349.93	-\$426.94
March Usage	47,680	58,560	50,400	-8160.00
April Cost	\$ 9,605.07	\$ 9,747.70	\$ 7,851.83	-\$1,895.87
April Usage	67,840	71,200	56,640	-14560.00
May Cost	\$ 10,492.36	\$ 11,467.20	\$ 9,386.16	-\$2,081.04
May Usage	79,200	101,600	77,920	-23680.00
June Cost	\$ 10,403.09	\$ 11,349.48		
June Usage	80,160	100,960		
July Cost	\$ 11,391.94	\$ 12,131.96		
July Usage	94,400	103,840		
August Cost	\$ 11,281.22	\$ 12,239.49		
August Usage	87,840	103,520		
September Cost	\$ 10,296.99	\$ 10,674.79		
September Usage	77,760	89,600		
October Cost	\$ 8,455.00	\$ 8,398.69		
October Usage	54,720	62,720		
November Cost	\$ 6,709.38	\$ 6,538.74		
November Usage	58,240	56,000		
December Cost	\$ 8,030.34	\$ 6,342.41		
December Usage	58,400	52,480		



Collaboration Timeline

September 2023

- Library Board approved exploration of coffee partnership with Library through an ad hoc committee

October 2023

- Library Board approved the formation of an ad hoc Coffee Shop Committee.

November 2023

- First meeting of Coffee Shop Committee led by Trustee Ann Lessila. Daniel & Amber Levy (Owners, Latitude Café) present at the meeting to determine their ideas and take a tour of the Snack Room.

January 2024

- Library Director and Library Board Trustee Schlotthauer met with representatives from 3 libraries with coffee shops inside them to ask questions and do research to be shared with Library Board.
- Comment box set up in Library lobby for public to voice opinions regarding possible Coffee Shop through February 16, 2024.

February 2024

- Coffee Shop Committee met with Village Manager Mark Fitzgerald regarding draft Coffee Shop Agreement.
- Library Board 5-2 Approval of Coffee Shop Agreement
- President Barker and Coffee Shop Committee organized FAQ document for public; Library staff posted it on Library's website and shared on email listserv and social media.

March 2024

- Unanimous approval by Village Board of Coffee Shop Agreement
- First monthly meeting between Latitude owners and Library Director
- Library Director facilitated moving of vending machines from Snack Room to Vestibule
- Library staff designed tabletop signs for near the computers, in Forge, and Local History Room explaining areas where food and beverage are not permitted.
- Library Director creating "Coming Soon" signage for windows of Snack Room; removed tables, chairs, and décor.
- Library Director provided Latitude with needed information for their permits including but not limited to total occupancy, total seating, and feedback regarding food and beverages that may be appealing to Library patrons.
- Library Director wrote Press Release regarding approval of Library Coffee Shop, coordinated with Latitude to get quotes for the article and tagged them on social media, shared with all Village staff and representatives.

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- Library staff created collaboration graphic for articles regarding coffee shop in Library (see cover image).
 - Library Director developed background check procedure for Latitude staff in coordination with Business Manager, Village IT, Village HR, and Latitude.
 - Library Director approved installation of vinyl plank flooring in Coffee Shop.
 - Library Director approved exterior signage for Latitude Café, helped facilitate sign permit through Village.
 - Latitude asked Library Director to assist with getting Zoning and Occupancy Permit moved through. Director called Village Planner to assist with this.
 - Library Director and staff worked with Village IT to get Village electronic sign updated with teaser.
 - Library Director approved interior window decal on Coffee Shop space and wall lettering.
 - Library Director closed Snack Room area for construction and developed signage to keep public out of area.
 - Library Director and Library Business Manager had a building walkthrough with Latitude owners to become familiar with space.

April 2024

- Waukesha County Health Department approved Café plans and equipment
- Falls Cable Access shoots promotional video with Levys about coffee shop, shared by Library on social media and via email

May 2024

- Library Board organized catered breakfast from Latitude for Library staff at annual Staff Education Day.
- Library Director kept in loop regarding building permit plans and conditional approval, worked with Village to investigate plumbing permit delay.
- Copies of the Library's magazine, *The Storyteller*, shared with Latitude's Germantown location to help build excitement for coffee shop.
- Library Director suggests to Latitude that they make sure to put new location on their website and on social media.

June 2024

- Library Director met with Chamber Director to discuss ribbon cutting planning.
- Plumbing permit approved
- Library Director issued correction request to *Waukesha Freeman* regarding incorrect update about plumbing permit.
- Library Director worked with Latitude Café on second floor signage for Lobby; Latitude Café paid for their sign as well as the Library's as an act of goodwill. Thank you to Latitude for this kind

gesture!

July 2024

- Library Director and staff began planning “Coffee Issue” of The Storyteller. Library Director and staff did photoshoot at Latitude Café to promote collaboration—images shared on social media and in The Storyteller.
- Electrical inspection and drywall repair completed.
- Latitude developed punch card bookmark for Library location exclusively for those with a Library Card. This was genius!
- Overhead signage installed on first floor.
- Library staff interviewed the Levys for article in The Storyteller.
- Library Director created Library scavenger hunt for grand opening celebration.
- Library Director worked with Village staff to have security camera in Coffee Shop moved to hone in on point of sale.

August 2024

- Library Director worked with Village Maintenance staff and Latitude on getting them a key to 2nd floor mop closet, which is required for their health code purposes. This endeavor took longer than desired due to uncertainty whether Maintenance could rekey the closet so that a master key was not required to be shared. Village Maintenance was eventually able to rekey the closet after a lot of back and forth about ability to do so and Library Director requesting hiring of a locksmith if necessary. Latitude Café said they would go to Village Board if Library cannot supply a key, even though Library Director was working with Village Maintenance staff closely to try to find a solution.
- Library Director worked with contractors and Latitude on addressing water leaks into Children’s Library (plumbing from dishwasher and icemaker).
- Library Director organized uniform messaging for Library and Latitude on grand opening date
- First plumbing/building inspection failed, then updated to partial pass
- Health, plumbing/building, and occupancy inspections passed
- Library Director met with Latitude staff to give them tour of the Library and developed Latitude Staff Training guide about Library operations, who to contact, emergency preparedness, et cetera.
- Library Director sent out Doodle poll to Village Board and Library Board for Grand Opening celebration.
- Library staff developed Latitude Friendly Faces staff wall so Library staff can recognize them and greet them in the building.
- Library Director wrote press release for grand opening.

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- Library staff created Facebook events for ribbon cutting, grand opening celebration, and Library Director Tours of the Library. Library staff planned special coffee-themed storytimes for grand opening day and purchased an active play coffee shop station for Early Literacy Corner.
 - Library Director held 3 team meetings with Library staff to go over the coffee shop grand opening plans and changes to Library staff workflows.
 - Library Director issued correction request for the *Milwaukee Journal Sentinel* regarding grand opening celebration date/times.
 - Library Director planned reorganization of 2nd floor to create seating area outside of first floor and worked with IT contractors and electricians to disconnect hardwired cabling to create space. Library Director and staff rearranged soft seating to be appealing to Café guests.

September 2024

- Library Director developed ribbon cutting invitation and list of people to be invited; coordinated with Chamber to invite Chamber members.
- Library Director coordinated with Falls Cable Access to record the ribbon cutting.
- Latitude asked Library Director if their staff could use Library staff lockers for their personal items during their shift (coats, etc.) Our lockers are reserved for Library staff, but Director was open to exploring separate lockers or revamping and cleaning the mop closet next to the shop to include personal items. Library Director thought Latitude staff may want to have closer access to their personal items nearer to where they are working versus having to go through hallways and doors on first floor to get to locker. Library Director had mop room professionally cleaned to see if it would be an appropriate space for lockers. After having it cleaned, Library Director and Latitude both agreed it was not a good space for lockers and too close to mop sink for personal items like coats. Daniel Levy replies “we will figure out a different solution, this is not that important.” The issue is dropped.
- Latitude suggested to Library Director that they be allowed to install outdoor patio curtains so that second floor patio could be used year-round as well as propane heaters. Library Director checked with Fire Department and propane heaters would not be permitted due to exhaust going into the building. Library Director provided feedback on the curtains that Latitude suggested and expressed concern that they are not meant for temperatures below 10 degrees. Library Director suggested they analyze what winter traffic looks like this year and talk again after winter.
- Library Business Manager was inundated with many requests for background checks for Library employees. Latitude Café says in email that Library Business Manager is creating “artificial restrictions” by asking them to consider streamlining background check requests for employees so they can stay organized. Library Director says they have “worked diligently to be accommodating and are merely trying to determine best workflows for our partnership together. Any accusations alleging differently are completely unjustified and are not in the best interest of our partnership. Addressing channels in a more positive and solution-oriented manner will benefit

us both as we work together.” Latitude says they will address things with the full Library Board “so our request and inquiries will not come off as offensive to yourself and your employees.”

- Daniel & Amber Levy meet with Library Director and form agreement to meet in person regarding anything that requires additional explanations or question in email. Library Director sends discussion summary to Latitude and writes, “I really value working with you and we remain committed to doing whatever we are able to in order to ensure your continued success.”
- Library Director responds to concern brought up to Latitude regarding Library staff not knowing information about the shop. Library Director informs Latitude that Library staff have their information posted clearly for reference and created extension on Library’s phones to direct people straight to Latitude’s business phone. Library Director reiterated Latitude information to staff.
- Latitude asked Library Director about putting external signage outside near the parking lot. Library Director said yes, but informed Latitude that in years past the Library was required to get a permit for exterior so she would ask Village Manager. Once clarified with Village Manager that they do not need permit, Library Director said that they are welcome to have an outdoor sign and can store it near vending machines in Lobby each night.
- Latitude said they would install banner inside first floor entry. Library Director said they are avoiding this style sign due to sightline issues they have had in the past with similar signs in that area. Daniel Levy replied, “We respect your no for this effort by us to highlight the coffee shop space connecting the first floor attendees to the second floor at your library in order o enhance your shared revenue and the viability of the coffee shop space.” Library Director met with Latitude Café and found feasible location in vestibule for their banner, which they said they would switch out seasonally.
- **Ribbon Cutting September 5th**

October 2024

- Library Director approves plastic table tent signs created by Latitude to go up around the Library so patrons can scan the QR code and order online.
- Library Director receives complaints from patrons and Library staff about the overpowering smell of bacon, particularly in the Teen Space. Library Director met with Latitude about the issue. Library Director checked with Village Maintenance and was told there is no way to reroute ventilation to have bacon smell vent out elsewhere. Library Director meets with owners and they say they are removing bacon breakfast sandwich from menu to address concerns and replaced it with ham and turkey sandwiches. Library Director expressed gratitude for that decision and asked owners to report back if they have any concerns about removing the menu.
- Amber and Daniel Levy write letter of complaint to Mark Fitzgerald, Ann Lessila, and Nicole Barker about the Library Director, saying that “contractually we gave only one person the authority to make decisions about the way we function here and what we are allowed to do or not instead of having the board collectively make decisions” and “The problem we are encountering is that 90%

of our suggestions/effort to be a part of the library space is perceived with resistance for us existing the library space outside of our physical location...we feel we are not getting a fair shake from one person...right now our ability to communicate on the first floor is controlled by one person's agenda." This email was forwarded to the Library Director by Daniel Levy on July 11, 2025.

November 2024

- Amber and Daniel Levy attend Library Board meeting to give an update on how things are going. Latitude informs that new signage is working well. Latitude informs Library Board and Director that bacon was not taken off menu after pushback from patrons for two weeks. Library Director mentioned she did not realize they brought bacon back; and has heard no complaints. They reported that they installed leak/flood alarms on their equipment. The Library Director reported that coffee shop being in the Library has assisted and supported the Library because it is bringing attraction to Library programs and services, as reflected in patron reviews. Daniel said, "We have to earn the trust of the people that we work with, be stewards of the space. I'd like to have the same response back...We are never intentionally coming here any day to take away from this building or to hurt its reputation or to create an unintended consequence that Latitude was disrespecting this or the employees, the individuals or the entity itself. We are strangers and we still are, the Board and the Library staff we see everyday on an individual base and as a corporate...and they are all really accommodating and responsive and answer questions and we try to do the same."

December 2024

- Latitude Café asks Library Director to reconsider decision about lockers on first floor for their staff and says, "If we are still at odds, we would like to bring this to the library board for consideration at the next meeting. If you can table this issue for us with the board, that would be appreciated." Library Director replies that there is a misunderstanding and she was not aware that Latitude still wanted lockers since Daniel's last email said it wasn't important and they would figure out a different solution. Library Director met with Latitude owners and they determined two different spots that Latitude could place their lockers. Latitude chose bottom of staff staircase.
- Library Director works with Village staff and Latitude to ensure proper response to recurring open records request for Latitude monthly revenue statements. Daniel and Amber Levy give Library Director permission to release full monthly report.
- Library Director creates flyers for Circulation Desk encouraging people to ask for a punch card.

January 2025

- Library Director suggests that Latitude provide information about online ordering and catering to Business Manager so that it can be advertised to groups reserving the Library's meeting spaces. To date, Library staff have not received that information to post on our website.
- Library Director worked with staff to ensure Latitude have free advertisement space in next edition of The Storyteller.
- Library Director coordinated photoshoot with Library staff for social media highlighting areas in the Library where beverages and treats are and are not permitted. Library Director purchased food and beverages for all participating Library staff. Received great feedback regarding this!
- Library Director assisted Latitude staff and Police Officers after emergency call made by Latitude employee regarding behavior of special needs patron.

February 2025

- Library Director works with Latitude Café to determine Library program that would be best suited for a collaboration—they decide to collaborate by providing coffee and treats for February Docs and Donuts program.
- Library Director gives talk to Docs and Donuts participants about how Latitude Café came to the Library and the good they give back to the Library. Library Director answered questions and handed out punch cards.
- Library Director developed flowchart for Library and Latitude staff to determine whose responsibility it is to clean up spills in the Library.
- Library Director wrote article for The Current about the Café.
- Library Director sends Latitude update on when to expect busy traffic in Library over next 3 months and continues doing so four times a year.
- Library Director partners with Latitude to give away 5 free drink coupons for Village Employee Health and Wellness Fair Raffle. Library Director and staff promote Café at Fair and hand out punch cards. Latitude Café made posters geared towards Village staff to be distributed at the Fair.

April 2025

- Library Director asks Village to fix typo on electronic sign at Village Hall.
- Library Director coordinates with Latitude to have free sample cart in Lobby during busy storytime hours; provides permanent storage area for their sample cart.
- Library Director shared blog post that a patron created shouting out the Café amenity with Latitude.

May 2025

- Library Director facilitates catering from Latitude for annual staff education day breakfast.

- Latitude Café offers Library/Village employees 50% discount. Library Director creates flyer announcing this and promotes it to Village staff. This is featured on the new employee portal.
- Library staff create poster about different types of Library resources available to residents of Germantown for the Latitude Germantown location after feedback from Latitude that they receive lots of questions about what Germantown residents are allowed to access.
- Library Director creates post for social media advertising that the Library receives 10% gross revenue for every purchase made at Latitude at the Library, asks Latitude to post it and the Library will share it.
- Library Director does audit of Latitude staff and badge access in collaboration with Latitude owners.
- Library Director creates seasonal graphics for Village electronic sign and electronic sign in Children's Library advertising Latitude Café.

June 2025

- Library Director suggests that Menomonee Falls Police Department consider holding their Coffee with a Cop program at the Library with Latitude Café. Assistant Chief of Police replies they will see if they can get something scheduled.
- Library Business Manager asks Latitude if they still have their elevator key because new employee was using main elevator instead of staff elevator for delivery. Amber replies, "If she forgets next time, we will go down to the car, get the key so we don't ask any of your employees for assistance moving forward." Library Director clarified that Ellen was just making sure the new employees had access to the elevator key for their convenience.
- Library Director authorizes Latitude to park mobile food truck outside front entrance during Mario Party—after consulting with Latitude regarding extreme heat, both parties feel it best not to have the mobile truck outside.
- Library staff report that unauthorized person is in staff area. Person entered staff area with Daniel Levy's 24/7 access badge. Library Director emails Latitude with urgent email asking about badge and if they gave someone the badge to use. Daniel replies that they gave one of their employees the badge to make deliveries. Library Director clarified that any Latitude staff must be background checked and badged before entering staff areas. Daniel replies back, "Maybe the giant coffee cup latitude Van on the dock is a giveaway that she works for us, nevertheless noted." Library Director replies that her concern is who has access to secure areas of the Library to protect the staff and privacy of our patrons. Daniel replies back, "Understude! Sometimes I wonder about that personally, it's apparent from last week's emails and past experience since we stood up and that we are treated as the orphan child by your operation and that will never Change, it's embedded in the culture. (again my Personal opinion) we will comply with your directive!"
- In monthly meeting between Latitude Café owners and Library Director, Amber and Daniel bring up that they feel that topics discussed during monthly meetings (like upcoming promotions or plans) are somehow "leaked" to the public and they wonder if it is Library Director doing it or one

of the Library staff. Library Director explains that she gives an update to the Library Board about what plans are moving forward with Café and that those meetings are open to the public, streamed live on YouTube, and available for playback. Library Director asserted that she is not “leaking” anything and is working diligently to support the Café as much as possible while also attempting to be responsive to and cognizant of community members who disagree with the concept of the Café in the Library.

- Library Director let Latitude Café know that the QR code on the Latitude Café table toppers throughout the Library no longer works.
- Library staff put out toy box for indoor seating area on second floor.
- Library Board member Scott Habegger offered his marketing expertise to assist with promoting the Café and met with Library Director and Latitude owners. Meeting discussed marketing strategies and ways for the Library and Café to promote usage of the Café. Scott sent out notes from the meeting with ideas that were shared.
- Latitude Café asks if we would consider removing the vending machines. Library Director explains that, since we are open three hours after the Café closes, there is a need for refreshments during those time, especially since the evening is a big snacking time when people are studying. Latitude said they would stock popular items in the vending machines and stay open later. Library Director reports she would think about it, talk to staff, and get back to them about the possibility. The agreement would have to be amended to reflect these changes.
- Library Director informs Latitude that she created “Food & Beverage Welcome” signs for Library, to be put up after window cleaning.

July 2025

- Daniel replies to marketing meeting summary notes and informs Scott and Library Director that he will be installing an electronic sign in the vestibule to replace their current signage. Library Director responded that it is a good idea but there is no power in that area for a sign. Daniel replies back that they were willing to get a plug installed or would like the sign in the Lobby.
- Library Director sweeps Library to look for any table tents that were not updated with new QR code and gives to Latitude staff
- Library Director works with Amber Levy to address a Latitude employee’s concern that she was not made to feel welcome at Library; Library Director interviewed staff working and reported back to Amber. Library Director offered to meet staff person individually, to take them on a tour of the Library and be formally introduced to Library staff, or anything else that Latitude may come up will to ensure staff person that they feel welcome and wanted at the Library. Amber spoke with employee and situation was resolved.
- Village Maintenance staff asks Library Director if she knows about the plug he is going to install in the vestibule for Latitude. Library Director says no, she was unaware they had spoken to him at all. Village Maintenance staff informs Daniel that he has to go through Library Director for any changes to building.

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- Latitude asks Library Director for permission to install a plug in vestibule. Library Director inquiries about specs of the sign they are interested in and explains that the Library is working with a designer to update the vestibule in 2026 so she is looking at this ask with that in mind.
 - Latitude sends specs. Library Director explains, “We are planning on installing wall-mounted electronic signs similar to the one in the Children’s Library as part of our upgrade. This would allow you to have your advertisements on our sign, and we have found with electronic signs like this in the past that they can actually be a real pain because the designs need to have odd dimensions vs. the standard portrait layout. Since we are completely overhauling the vestibule in 2026 (fingers crossed!), it would make the most sense to wait until we get our signage up and outlets exactly where we need them. That way you aren’t incurring unnecessary expenses and we don’t have to move the outlet later on.”
 - Latitude replies, “We already own the sign will take the same footprint of the sign that is there just allow us to change the message when we want and not wait on other signs to be produced. I don’t see why another outlet in the space will affect your vision, when your vision is built and in place, we can switch to what you want. I want to dedicate system for Latitude not something that carries everything Library. And we can pay for the outlet above the sign in the ceiling. Maybe you can allow to move the sign inside the vestibule to the Paul that already has an outlet until you develop your first floor.”
 - Library Director replies, “We can definitely discuss this at our July monthly meeting. I will send you a few dates and times that may work in a separate email. Louie also mentioned something about needing an outlet upgraded in your space for an espresso machine? Per 10. A. in the agreement, both Mark Fitzgerald and I need to approve it. Can you please share the details of that with us if something needs to be done? Thank you! Have a good weekend.”
 - Latitude replies, “We’re not upgrading our outlet. It’s something we contemplated, but we found a different solution (changing the settings on our machine to accommodate what is already there) as for the plug in the vestibule we can discuss it in our meeting, if we can’t agree, I would like you to to setup a meeting with library board upcoming monthly meeting so we can present this to them for their consideration and possible approval.Have a great weekend”
 - Library Director replies, “Thank you for the information about the outlet! Louie said he already had the electrician scheduled so I wasn’t sure what was happening. I am always open for discussion with you about any matters, and am looking forward to our conversation about signage. I am sure you understand that we are in the process of re-thinking that area and my hesitancy to have an outlet installed if everything will just be moved next year. I also am looking forward to discussing with you that we are reducing the amount of floor signage in an attempt to ensure ADA compliance, flexibility, and accessibility. I would also like to discuss in further detail your efforts to provide external advertisements about the Café, and what we can expect in the future. I have been asking you since May of 2024 to consider adding this location to your website and social media to attract new visitors. Let’s chat about that further. Scott had some excellent ways to pitch this location to people. Per the Agreement (attached for your convenience), you will

see in Section 10. B., “If more signage is beneficial to patrons and Library operations, it be installed by the Operator, subject to the approval of the Library Director.” It is my responsibility to ensure that any signage in the Library adheres to those benefits to patrons and Library operations, such as the table toppers that you have throughout the Library. That’s a great convenience to our patrons. If you do end up taking issue with my decisions related to any matters which fall under my authority per the contract, you are welcome to contact the Library Board to discuss it with them directly. If the Library Board President believes that the item warrants discussion at a Board meeting, she will direct me to put it on a future agenda. I hope this helps clarify the process.”

- Latitude replies, “Understood, and that’s why we need to take this to the board so everything can be considered your concerns and our ability to make this space successful and available for information purposes to the first floor crowd, we already approved the signed footprint. All we need is a simple power and if that spot doesn’t work, maybe we can consider other spots, but our present is necessary on the first floor if you want this to succeed, unfortunately, we cannot wait till next year for something to happen. It’s important that we capture the momentum and built on it and not stop hoping that something will change when it becomes available, like we did with the patio last year. Momentum is everything. See you Friday” and “Will take it to the board. Thank you for the clarification.”
- Latitude replies again with a PDF of an email sent to Mark Fitzgerald, Ann Lessila, and Nicole Barker on October 24, 2024 and wrote, “This is from Mark Fitzgerald and his opinion and interpretation for any disagreement and the role of the board inside the agreement. and the board's role and ability overriding decisions. something to consider before our meeting on Friday. I have contacted the board and was told we have a time build in every month for updates and concerns, so we will be there in the upcoming meeting to present this issue unless this is solved beforehand. thank you”
- Library Director forwarded email thread to Library Board President and Secretary/Treasurer. Board President asked that agenda reflect they have time speak.
- Library Director amended the agenda and invited Latitude to the meeting.
- Library Director prepared a status report of Latitude Café for Library Board with one year anniversary approaching in September.