

**Waunakee Public Library**  
**Library Board Meeting**  
**Library Programming Room**  
**Friday, March 15, 2019 7:45 AM**

Agendas may change prior to the commencement of the meeting. Please check the posting board at the entrance to the library.

- I. Call to order
- II. Roll call: Annie Ballweg, Jean Elvekrog, Kathy Grosskopf, Erin Moran, Mike Ricker, Cindy Turner, Geoff Vine, Erick Plumb. Introduction of guests.
- III. Consent agenda
  - A. Approve February 15, 2019 Library Board Minutes
  - B. Approve Schedule of Bills
  - C. Approve Financial Reports, plus *Forever Fund* and 220 Account balances
- IV. Public Comment
- V. Director's Report
- VI. Old Business
  - A. Construction Committee Report: Geoff Vine
  - B. Capital Campaign Committee Report: Annie Ballweg
  - C. Communications Committee Report: Mike Ricker
- VII. New Business
  - A. Library Board terms expiring 4/30/2019: Grosskopf, Ricker
  - B. Discuss National Library Workers Day (Tuesday, April 9<sup>th</sup>) recognition
  - C. Set date for Volunteer Recognition Breakfast
  - D. Discuss job description for full-time maintenance manager at new library
  - E. Discuss and approve plans for original art acquisition and display in new Library (Todd Schmidt)
  - F. Approve disbursement of \$9,946.89 from Forever Fund. 50% of disbursed funds will be used for collection and 50% for programming.
  - G. Discuss meeting rooms in new Library building
- VIII. Adjourn

**Next Library Board meeting:** Friday, April 19, 2019 at 7:45 AM---program room

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 15, 2019**

**7:45 AM**

**Library Programming Room**

- I. **Call to order:** Jean called the meeting to order at 7:45 AM
- II. **Roll Call:**
  - A. **Roll call:** Present: Annie Ballweg, Jean Elvekrog, Mike Ricker, Erin Moran, Kathy Grosskopf, Geoff Vine, and Erick Plumb, Director
  - B. **Absent:** Cindy Turner, Geoff Vine
- III. **Approval of consent agenda:**

Annie moved and Erin seconded to approve the consent agenda. Passed.
- IV. **Public comment:**

none
- V. **Approve 2018 Department of Public Instruction Library Annual Report:**

Erick explained the annual report to DPI and called out some specifics.

Erin moved and Jean seconded a motion to approve the DPI Library Annual Report
- VI. **Library Director's Report:**

Erick announced that Courtney has developed a New Member Packet. There is an adult version and a child version. New members are given the packet when they get a new library card.

Last month some programs were canceled due to weather. This is normal with our winter. Erick described improvements to the personnel manual describing the competencies which are expected from each member of the library staff. These standards are increasing in importance as we prepare to operate a much larger library. Erick described some of the actions being taken to help all staff be able to meet these standards.
- VII. **Old Business**
  - A. **Building Committee Report - Geoff Vine**

The building is on time and under budget. The furniture bids are in. The contribution from the Forever Fund has been transferred to the construction budget.
  - B. **Capital Campaign Committee - Annie Ballweg**

No report
  - C. **Communications Committee – Mike Ricker**

No report
- VIII. **New business**
  - A. **Emergency Closing Policy**

Erick presented the proposed updated Emergency Closing Policy. There is still some

work to be done on the policy. The Board will vote on the revised policy by the October 2019 meeting.

IX. **Adjourn:**

Erin moved and Mike seconded that **the meeting be adjourned**. Passed

The meeting was adjourned at 8:24 AM

***Next Library Board Meeting: Friday, March 15, 2019 at 7:45 AM at WPL Programming Room.***

**Respectfully submitted, Mike Ricker, Trustee substituting for Cynthia S. Turner, Trustee and Secretary**

February 2019

Account	Vender	Amount
100-551400-290 -Leased Items		
	Gordon Flesch	
	<b>Total</b>	<b>\$0.00</b>
100-551400-292 -Maintenance Contracts		
	SCLS	
	<b>Total</b>	<b>\$0.00</b>
100-551400-311 – Postage		
	Post Office	\$70.01
	<b>Total</b>	<b>\$ 70.01</b>
100-551400-320 - Pubs/Subs/Dues		
	WILS	
	ALA (Gitzlaff renewal)	
	Amazon Prime	
	<b>Total</b>	<b>\$0.00</b>
100-551400-330-Library Travel/Training		
	SCLS	
	UW Extension	
	Lone Girl	
	<b>Total</b>	<b>\$0.00</b>
100-551400-340 - Programs		
	Ace	
	Amazon	
	Piggly Wiggly	\$52.91
	Dollar Tree	\$9.44
	Jeff Pockat performer	\$250.00
	Michaels	\$53.78
	Apple iTunes	\$10.54
	Jessica Michna performer	\$180.00
	JoAnns	\$28.75
	<b>Total</b>	<b>\$585.42</b>
100-551400-341 - Equipment		
	Amazon	\$10.78
	Ace Hardware	
	<b>Total</b>	<b>\$10.78</b>
100-551400-380 – Adult Books		
	Amazon	\$17.98
	Great Courses	\$109.95
	Baker & Taylor	\$2,528.96
	<b>Total</b>	<b>\$2,656.89</b>
100-551400-381 – Juvenile Books		
	Amazon	
	Baker & Taylor	\$1,741.13
	Penworthy	
	<b>Total</b>	<b>\$1,741.13</b>



100-551400-383 Serial subscriptions		
	SCLS	\$400.22
	Wauaukee Tribune	\$116.46
	<b>Total</b>	<b>\$516.68</b>
100-551400-384 - Digital Materials & Computer Software		
	CDW-G (Adobe cloud suite)	
	Verizon -Hotspots	
	Kaspersky anti-virus for self-check	
	Demco	
	Amazon	
	Barnes & Noble	
	TBS faxing/scan service	
	<b>Total</b>	<b>\$0.00</b>
100-551400-385 – Kit Supplies		
	Amazon	\$51.15
	Walmart	
	Lakeshore	
	<b>Total</b>	<b>\$51.15</b>
100-551400-386 – Audio Materials		
	Penguin	
	Amazon	
	Books on Tape	
	Recorded Books	\$334.74
	Midwest tape	\$183.89
	<b>Total</b>	<b>\$518.63</b>
100-551400-387 – Videos		
	Amazon	\$334.61
	Midwest Tape	\$188.92
	<b>Total</b>	<b>\$523.53</b>
100-551400-390 - Other (Supplies)		
	SCLS	\$132.79
	Amazon	\$217.83
	Demco	\$198.32
	Findaway	
	UPS Store	\$79.00
	Office depot	\$89.78
	Pig	\$18.76
	<b>Total</b>	<b>\$736.48</b>
101-551401-210 - Building Services		
	Coverall	\$ 1,345.00
	Rhyme	
	Plunketts Pest control	25.00
	Russ' Plumbing Inc	
	ServiceMaster	
	<b>Total</b>	<b>\$ 1,370.00</b>
101-551401-390 - Building Other		
	<b>Total</b>	<b>\$0.00</b>
430-551400-810 - Equipment Replacement		
	SCLS	

	Amazon	
	<b>Total</b>	<b>\$0.00</b>
470-551400-210 - Library Outside Services		
	McDonald Schaefer	
	Guilty Café	
	<b>Total</b>	<b>\$0.00</b>
470-551400-215 - BLD Architect		
	OPN	
220-46740011- Special Revenue Fund		
	<b>Grand Total</b>	<b>\$8,780.70</b>



**GENERAL FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-551400-387	\$603.80	\$1,120.94	\$8,500.00	\$7,379.06	13.19%
100-551400-390	\$573.19	\$3,064.86	\$16,912.00	\$13,847.14	18.12%
100-551400-392	\$0.00	\$0.00	\$1,700.00	\$1,700.00	0.00%
100-551401-110	\$0.00	\$0.00	\$26,150.00	\$26,150.00	0.00%
100-551401-120	\$0.00	\$0.00	\$14,674.00	\$14,674.00	0.00%
100-551401-130	\$0.00	\$0.00	\$3,123.00	\$3,123.00	0.00%
100-551401-131	\$0.00	\$0.00	\$1,713.00	\$1,713.00	0.00%
100-551401-132	\$0.00	\$0.00	\$8,015.00	\$8,015.00	0.00%
100-551401-133	\$0.00	\$0.56	\$100.00	\$99.44	0.56%
100-551401-134	\$0.00	\$0.00	\$811.00	\$811.00	0.00%
100-551401-210	\$1,345.00	\$2,795.78	\$22,600.00	\$19,804.22	12.37%
100-551401-220	\$782.13	\$2,631.42	\$29,500.00	\$26,868.58	8.92%
100-551401-221	\$435.57	\$780.23	\$6,859.00	\$6,078.77	11.38%
100-551401-350	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
100-551401-390	\$0.00	\$0.00	\$600.00	\$600.00	0.00%
<b>TOTAL</b>	<b>\$70,543.10</b>	<b>\$169,272.61</b>	<b>\$1,123,945.00</b>	<b>\$954,672.39</b>	<b>15.06%</b>
<b>TOTAL FUND EXPENDITURES</b>					
	\$70,543.10	\$169,272.61	\$1,123,945.00	\$954,672.39	15.06%
<b>NET REVENUES OVER EXPENDITURES</b>					
	(\$65,211.10)	(\$163,940.61)	(\$941,115.00)	(\$777,174.39)	17.42%



VILLAGE OF WAUNAKEE  
REVENUES AND EXPENDITURES COMPARED TO BUDGET  
FOR 2 MONTHS ENDING FEBRUARY 28, 2019

**LIBRARY SPECIAL REVENUE FUND**

	Current	YTD	BUDGET AMOUNT	VARIANCE	% OF BUDGET
220-46740011	\$1,173.73	\$1,912.51	(\$16,000.00)	(\$17,912.51)	(11.95%)
220-46740014	\$173.42	\$307.73	(\$1,700.00)	(\$2,007.73)	(18.10%)
220-48140001	\$0.00	\$57.00	(\$225.00)	(\$282.00)	(25.33%)
220-48540070	\$337.16	\$337.16	\$0.00	(\$337.16)	100.00%
TOTAL	\$1,684.31	\$2,614.40	(\$17,925.00)	(\$20,539.40)	(14.59%)
<b>TOTAL FUND REVENUES</b>	\$1,684.31	\$2,614.40	(\$17,925.00)	(\$20,539.40)	(14.59%)
<b>NET REVENUES OVER EXPENDITURES</b>	\$1,684.31	\$2,614.40	(\$17,925.00)	(\$20,539.40)	(14.59%)

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VILLAGE OF WAUNAKEE  
 TRIAL BALANCE  
 FOR 3 MONTHS ENDING MARCH 31, 2019

	YTD ACTUAL	YTD BUDGET
220-11110 COMMINGLED CASH	\$39,850.69	\$0.00
220-11210 LIBRARY SPECIAL REVENUE CASH	\$0.00	\$0.00
220-11501 CD INVESTMENTS	\$0.00	\$0.00
220-11580 LIBRARY CD 599001246	\$0.00	\$0.00
220-11581 LIBRARY CD 12359399	\$0.00	\$0.00
220-11582 LIBRARY CD 5006134353	\$0.00	\$0.00
220-11583 LIBRARY MONEY MARKET	\$0.00	\$0.00
220-11584 LIBRARY T-BILL	\$0.00	\$0.00
220-11585 CD cert 791962692	\$0.00	\$0.00
220-11800 PETTY CASH - LIBRARY	\$0.00	\$0.00
220-11801 CASH ON HAND	\$175.00	\$0.00
220-13300 ACCRUED INTEREST RECEIVABLE	\$0.00	\$0.00
220-21100 MISC ACCOUNTS PAYABLE	\$0.00	\$0.00
220-21219 ACCOUNTS PAYABLE SYSTEM	\$0.00	\$0.00
220-21999 P/R ALLOCATED TO OTHER FUNDS	\$0.00	\$0.00
220-34220 DESIGNATED - CARBERRY FUND	\$0.00	\$0.00
220-34221 DESIGNATED - SCHUBERT FUND	\$540.00	\$0.00
220-34300 FUND BALANCE	\$37,874.51	\$0.00
220-43740091 SOUTH CENTRAL LIBRARY AID	\$0.00	\$0.00
220-46740011 PUBLIC CHARGES	\$1,912.51	(\$16,000.00)
220-46740012 BOOK SALES	\$0.00	\$0.00
220-46740013 DAMAGED BOOKS	\$0.00	\$0.00
220-46740014 PHOTOCOPIES	\$307.73	(\$1,700.00)
220-48040010 MISCELLANEOUS REVENUE	\$0.00	\$0.00
220-48140001 INTEREST INCOME	\$57.00	(\$225.00)
220-48340001 PROPERTY SALES	\$0.00	\$0.00
220-48540070 DONATIONS	\$337.16	\$0.00

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1030243: Waunakee Library Forever Fund

1/1/2019 To 1/31/2019

**Balance**

Beginning Balance 254,680.54

**Contributions/Gifts**

Contributions\* 0.00

*\*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%.*

Transfers In 0.00

**0.00**

**Portfolio Gains (Losses)**

Investment Results, Net Of Fees 11,419.99

**11,419.99**

**Grants/Distributions**

Grants/Distributions 0.00

Transfers Out 0.00

MCF Support (212.23)

**(212.23)**

**Ending Balance**

**\$265,888.30**

**Cash Available for Grants as of 1/31/2019**

**\$0.00**

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**WAUNAKEE PUBLIC LIBRARY MONTHLY ACTIVITY REPORT**

February 2019

	2019			2018		% Change	% Change	YTD
	February	Prev Month	Yr-to-date	February	Yr-to-date	Prev Month	Prev Year	% Change
# of Days Library was open	24	25	49	24	50	-4.0%	N/A	N/A
<b>CIRCULATION</b>								
Physical circulation	19,287	19,589	38,876	17,692	36,481	-1.5%	9.0%	6.6%
Digital circulation	2,283	2,442	4,725	1,800	3,839	-6.5%	26.8%	23.1%
Library Total	21,570	22,031	43,601	19,492	40,320	-2.1%	10.7%	8.1%
<i>Per Day library was open</i>	899	881	1,780	812	1,613	2.0%	10.7%	10.3%
Average of Deforest, Monona and	27,563	28,049	55,612	27,494	56,835	-1.7%	0.3%	-2.2%
<b>By Category</b>								
<b>Books</b>								
Juvenile Fiction	1,870	2,017	3,887	1,812	3,633	-7.3%	3.2%	7.0%
Juvenile Non-Fiction	1,554	1,314	2,868	1,281	2,449	18.3%	21.3%	17.1%
Easy Readers	1,077	1,074	2,151	1,101	2,124	0.3%	-2.2%	1.3%
Picture books	3,200	3,096	6,296	3,358	6,554	3.4%	-4.7%	-3.9%
Total Juvenile	7,701	7,501	15,202	7,552	14,760	2.7%	2.0%	3.0%
Young Adult	488	514	1,002	510	1,045	-5.1%	-4.3%	-4.1%
Adult Fiction	2,033	2,110	4,143	2,006	4,235	-3.6%	1.3%	-2.2%
Adult non-Fiction	2,019	1,997	4,016	2,340	4,487	1.1%	-13.7%	-10.5%
Large print	511	462	973	347	790	10.6%	47.3%	23.2%
Adult Paperbacks	187	251	438	244	511	-25.5%	-23.4%	-14.3%
Total Adult	4,750	4,820	9,570	4,937	10,023	-1.5%	-3.8%	-4.5%
Magazines	444	341	785	397	837	30.2%	11.8%	-6.2%
Audio	1,022	1,326	2,348	1,112	2,772	-22.9%	-8.1%	-15.3%
DVD and video	3,833	4,045	7,878	2,673	5,839	-5.2%	43.4%	34.9%
Software	36	23	59	32	75	56.5%	12.5%	-21.3%
Kits	864	849	1,713	950	1,826	1.8%	-9.1%	-6.2%
Electric Resources	0	0	0	0	0	N/A	N/A	N/A
E-reader, laptops, equipment	61	56	117	61	114	8.9%	0.0%	2.6%
E-books	2,283	2,442	4,725	1,800	3,839	-6.5%	26.8%	23.1%
% of total circulation	10.6%	11.1%	10.8%	9.2%	9.5%	-4.5%	14.6%	N/A
<b>PROGRAMS</b>								
<b>Children</b>								
Number	35	38	73	38	80	-7.9%	-7.9%	-8.8%
Attendance	835	990	1,825	971	1,893	-15.7%	-14.0%	-3.6%
<b>Young adult</b>								
Number	8	4	12	3	6	100.0%	166.7%	100.0%
Attendance	170	29	199	9	22	486.2%	1788.9%	804.5%
<b>Adult</b>								
Number	4	4	8	2	8	0.0%	100.0%	0.0%
Attendance	45	23	68	70	138	95.7%	-35.7%	-50.7%
<b># OF USES OF PUBLIC COMPUTERS *</b>	5,997	6,270	12,267	4,111	8,722	-4.4%	45.9%	40.6%
<b># OF VISITORS TO LIBRARY</b>	10,924	12,444	23,368	10,348	21,895	-12.2%	5.6%	6.7%



**Library Activity Report**  
**Erick Plumb**  
**March 2019**

- We hired Darlene Laufenberg as our newest Library Assistant I as Gay Miller and Beth Watson have moved on. Beth's last day was March 8. She has accepted a full-time teaching position. Darlene is a school district employee and Waunakee resident. She will assist our customers at the service desks.
- February and March has been a busy time showing off the progress of the construction project to the community and staff. Drywalling is nearly complete. Paint is being applied to some walls already. Windows are nearly all in. Work on the pedestrian bridge is slated to begin in late March. The building should be water-tight on April 15. We remain on-time and, most importantly, within budget.
- We continue to do a brisk business, with circulation continuing to rise as well as our visitor count to the library. Special note should be made of our outreach to teens – you'll notice that our attendance at teen programs is up a modest 800% over the first two months of 2018! Angela Hircock continues to do a fine job building a portfolio of services for this age group. We are particularly looking forward to the week of March 18-23 (Spring Break) for a full docket of great programs for Waunakee youth.

**Youth Services Report by Brittany**

Despite the ongoing unfortunate weather, program numbers haven't fallen too far and people continue to surprise us by their willingness to make it to the library for storytimes and kids programs. This month Molly attended the Prairie Elementary Family Learning Night and held storytime for families in attendance and we also hosted the annual 4K Dr. Seuss Night. There seems to be a pretty consistent group of pre-teens attending Angie's programs and office hours and all seem to be building a good relationship with her. Both of us have found ourselves busier with requests from teachers recently. Angie has visited Intermediate several times to give book talks to different classes and more and more teachers have been contacting me with requests to pull books for their classrooms on various topics for class projects.

**Adult Services Report by Courtney**

In February, I hosted 2 programs and the Ales and Tales bookclub. I met with Karl from REI to collaborate on some outdoors/National Parks programs this summer. I assisted Emily with the hiring of a new library assistant. We had a STEM committee meeting in which we established roles, activities, and vendors. I set up a Biblioboard (and other self-publishing resources) webinar for the Writer's Group. We will do it again in March to reach more people. I met with the Waunakee Food Pantry on doing a "Food for Fines" program in April.

**Erick's Meetings and Appearances in February**

- Staff Meeting, February 1

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- Todd Schmidt, February 1
- Library construction meeting with Vogel Bros., February 5 and 19
- Moving pre-bid meeting, February 5
- Village Department heads, February 5
- Rotary Board of Directors, February 5
- Mill House Quilts current library walk-through, February 12
- Todd Schmidt, artist tour, February 14
- Staff walk-throughs of new library, February 14, 15, 20, 21
- Library Board, February 15
- Thyse design walk-through, February 18
- Rotary, February 14, 21, 28
- Library Management Team, February 27

## VILLAGE OF WAUNAKEE POSITION DESCRIPTION

<b>Position Title:</b>	Building Maintenance Supervisor
<b>Reports To:</b>	Library Director
<b>Employment Category:</b>	Full - Time
<b>Supervision Received:</b>	Works under general supervision of the Library Director (92.5%) and Assistant Village Administrator (7.5%)

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### General Summary

Under the direction of the Library Director, the position is responsible for the over-all maintenance and upkeep of the new Library building and grounds, and Village Hall. The Building Maintenance Supervisor will ensure a clean, attractive and well maintained facility. They will also assist with the hiring, training, supervision and evaluation of other custodial staff. This position requires the knowledge and experience to operate and maintain a variety of plumbing, electrical and HVAC equipment.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### Equipment/Mechanical Responsibilities:

- Responsible for maintenance and repair of the following types of equipment: gas and electric motors, high and low pressure steam systems, electrical and plumbing fixtures, compressors, furnaces, meters, electric generators, elevator, refrigeration, water softening equipment and other mechanical structures.
- General duties include requisitioning materials, parts and maintaining stock records and inventories.
- Perform as many of the routine maintenance tasks as possible.
- Coordinate all on-going service contracts with outside vendors.
- Coordinate major repair contracts when necessary.

#### Building Care and Cleaning:

- Study and implement appropriate cleaning methods to ensure that the facility is clean and safe for daily operations.
- Train part-time staff and verify the results of their duties related to facility cleaning.
- Insure room set-ups are completed prior to any scheduled event and tear-down/clean-up after completion of event. Works cooperatively with other library staff to assure the effective and efficient use of spaces.
- Insure security of facility and inventory at all times.
- Maintain cleaning supply inventory. Ensure all chemicals are used in accordance with manufacturer instructions. Maintain safety at all times.
- Research and recommend purchase of all facility maintenance equipment. Perform all routine maintenance on this equipment.



- Remove snow and ice from entryway, sidewalks and outdoor stairways.
- Care for lawns, landscaping and other vegetation as needed.

#### Managerial and Budget Responsibilities

- Works with the Village Center Building Supervisor to recruit, hire, train and supervise personnel hired for building maintenance duties (including Building Supervisor I and II employees – typically 5 – 6 employees). This includes, but is not limited to, investigating and following up on performance issues, recommending disciplinary actions, and assisting with annual review process.
- Develops and executes training programs for new and continuing employees.
- Responsible for directing personnel hired for building maintenance duties, including generating daily work assignments.
- Facilitates staff meetings for building supervisors.
- Assists with the preparation of the annual operating budget for building maintenance functions of the Library and Village Hall – following financial policy and planning guidelines defined by the Library and Village Boards – and responsible for working within the guidelines of the annual operating budget.
- Investigates, prioritizes and makes recommendations regarding the need for equipment, maintenance and repairs to the facility that will fall under the annual capital budget.

#### Physical Demands

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required. The Building Maintenance Supervisor must be able to lift a minimum of 70 pounds, routinely climb stairs and steep ladders, and be able to use standard cleaning equipment such as a mop, broom, vacuum, cleaning chemical and other equipment required to clean the facility. He/she must be able to bend and reach to any area requiring maintenance.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is sometimes outdoors subject to inclement weather and noisy conditions. The work schedule requires flexibility on the part of the Building Maintenance Supervisor.

#### Required Qualifications

- A minimum of two years experience in a related position is required.
- Graduation from an approved high school or trade school.
- A two year degree in building maintenance preferred.
- Thorough knowledge of mechanical, electrical and maintenance repair work.
- Considerable knowledge of construction and operation of mechanical equipment.
- Valid Wisconsin driver's license and an excellent driving record.
- Demonstrated ability to handle multiple tasks in a labor intensive setting.
- Must have the ability to follow instructions and work with little or no supervision.



- Must successfully complete pre-employment medical/fitness evaluation prior to beginning employment.
- Must successfully complete pre-employment drug and alcohol screening.
- All required conditions must be maintained for continued employment.

*The Village of Waunakee is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

Created August, 2018



March 4, 2019

Erick Plumb  
Waunakee Public Library  
710 South Street  
Waunakee, WI 53597

Dear Erick:

Thank you for choosing Madison Community Foundation to be part of your philanthropy.

I write to share the amount available for distribution from the Waunakee Library Forever Fund this year and to provide information on fund performance and requesting grant distributions.

Despite a year when the S&P 500 was down 4.4%, in 2018 MCF's diversified portfolio limited losses to 1.2%, outperforming our policy and traditional benchmarks by 1.6% and 5.3%, respectively. Additionally, we are pleased to report this performance places MCF in the top ten percent of our community foundation peers for the 1, 3, 5 and 7-year time periods. A 12/31/2018 fund summary is included on the reverse side of this letter for your reference.

2019 Available Distribution:

Waunakee Library Forever Fund (#1030243)                      \$9,946.89

The available distribution is calculated as 4.25% of the fund's average balance over the previous 20 quarters. This rate reflects industry best practices and seeks to balance distributions with endowment preservation. Averaging over five years allows giving to remain steady through market volatility.

You are welcome to request a grant distribution at any time during 2019. Here's how:

- Log in at [www.madisongives.org](http://www.madisongives.org) to "Recommend A Grant"
- Complete and mail a grant recommendation form. You can print a form from [www.madisongives.org/grantform](http://www.madisongives.org/grantform)
- Call the Donor Engagement Team with your recommendation at (608) 232-1763.
- Set-up an automatic distribution to occur the same time each year. Contact Connie Tibbetts at [ctibbetts@madisongives.org](mailto:ctibbetts@madisongives.org) to submit your request. Be sure to include the preferred month to receive the annual distribution.

Thank you for entrusting MCF to steward your endowed legacy for our community. Please contact us at any time to discuss how we can be of further service to you.

Best wishes,

Bob Sorge  
President

15

[\(/\)](#)

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# Meeting and Study Room Policy

I. [Intended Purpose and Sharing of Space](#)

II. [Public Use of Meeting Rooms](#)

III. [Public Use of Study Rooms](#)

IV. [Private Meeting Room Rentals](#)

See also: [Events at Madison Public Library \(/special-events\)](/special-events) | [Application \(/sites/default/files/media/MPLMeetingRoomApplication.pdf\)](/sites/default/files/media/MPLMeetingRoomApplication.pdf) | [Rules of Use \(/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf\)](/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf)

## I. Intended Purpose and Sharing of Space

The Madison Public Library Meeting and Study Room Policy and Rules of Use support the Library's mission to "provide free and equitable access to cultural and educational experiences and celebrate ideas, promote creativity, connect people, and enrich lives." Madison Public Library is committed to racial equity and social justice, including the City of Madison's Racial Equity & Social Justice Initiative. Our libraries strive to maintain welcoming and inclusive public spaces. Meeting and Study Rooms are heavily used and the Meeting and Study Room Policy aims to support equitable distribution of a shared community resource.

Meeting and Study 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 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 \(http://www.ala.org/advocacy/intfreedom/librarybill\)](http://www.ala.org/advocacy/intfreedom/librarybill) and the Meeting Rooms and Equity, Diversity, & Inclusion statements.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Madison Public Library's [Behavior Policy \(/policies/behavior-policy\)](/policies/behavior-policy) applies to programs or meetings held within meeting and study rooms. Use of meeting and study rooms should not interfere with the normal functions of the library. Library staff will have free access to rooms at all times. Exceptions to the Meeting and Study Room Policy may be made at the discretion of library management.

## II. Public Use of Meeting Rooms

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements; minimum attendance requirements may be imposed. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other functions. Preference is always given to Madison Public Library programs. Details about reservation and use of meeting rooms can be found in the [Rules of Use \(/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf\)](/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf).



### III. Public Use of Study Rooms

The primary purpose of the study rooms is to provide space for small groups and/or individuals to meet and work. Capacities vary at each library. Details about reservation and use of study rooms can be found in the [Rules of Use \(/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf\)](/sites/default/files/media/Meeting%20and%20Study%20Room%20Rules%20of%20Use%20rev04012018.pdf).

### IV. Private Meeting Room Rentals

Only the Central Library provides meeting space for rent. Rental spaces are designated for use by:

1. non-profit groups requiring a closed private meeting space.
2. individuals/organizations from outside the South Central Library System service area that wish to reserve a room in advance. The South Central Library System consists of Dane, Green, Columbia, Sauk, Wood, Portage and Adams counties.
3. for-profit organizations/individuals
4. private meeting or social events
5. State of Wisconsin or U.S. Federal government meetings

Fee schedules detail rental costs. All groups must complete a [Meeting Space Rental Agreement \(/sites/default/files/media/MPLMeetingRoomApplication.pdf\)](/sites/default/files/media/MPLMeetingRoomApplication.pdf). Contact the Administration office at 608-266-6363 for more information about or to begin the rental process. Find fees, preferred caterers, and reservation information on our [Events page \(/special-events\)](/special-events).

*This policy was approved by the Library Board on January 4, 2018.*

<https://launcher.linkcat.info/go.cgi>



[My Account \(http://launcher.linkcat.info/go.cgi?menu=account\)](http://launcher.linkcat.info/go.cgi?menu=account)

[Search LINKcat \(http://launcher.linkcat.info/go.cgi\)](http://launcher.linkcat.info/go.cgi)

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[Library Cards \(/library-cards\)](/library-cards)

[Kids \(/kids\)](/kids)

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[Adults \(/adults\)](/adults)

[Research & Discovery \(/research\)](/research)

[Reading and Viewing \(/reading-and-viewing\)](/reading-and-viewing)

[eBooks \(/reading-and-viewing/ebooks\)](/reading-and-viewing/ebooks)

[Services & Collections \(/services-collections\)](/services-collections)

[Events & Classes \(/events\)](/events)

[Special Events \(/special-events\)](/special-events)

[About the Library \(/about\)](/about)

[Contact Us \(/about/contact-us\)](/about/contact-us)

[Library Board \(/about/library-board\)](/about/library-board)

[Library Policies \(/policies\)](/policies)





MADISON  
PUBLIC  
LIBRARY

201 W. Mifflin St.  
Madison, WI 53703

608.266.6300 ph  
608.266.4338 fax

# Meeting and Study Room Rules of Use

Revised April 2018

These Rules of Use for meeting & study rooms at Madison Public Library supplement the Library Board approved Meeting and Study Room Policy, which is located at <http://www.madisonpubliclibrary.org/policies/meeting-and-study-room-policy>.

## I. Locations, Contacts and Capacities

Availability varies by location. Some libraries have rooms that are mixed use and may have some limitations. Maximum capacity will vary by set up

Library	Maximum Capacity
<a href="#">Central Library</a> 201 W. Mifflin St. 608-266-6300	Conference Room 104 ( <a href="#">view photos</a> ): 14 persons 2 Meeting Rooms 301 and 302 ( <a href="#">view photos</a> ): Room 301 (capacity 110 persons) and Room 302 (capacity 140 persons) can be combined for capacity of 250 12 Study rooms Rooms ( <a href="#">view photos</a> ): Rooms 102, 203, 204, 205, 206, 210: 4 Rooms 103, 201, 211: 6 Rooms 111, 201, 209: 8-10 Maps: <a href="#">Lower level</a>   <a href="#">1st floor</a>   <a href="#">2nd floor</a>   <a href="#">3rd floor</a> Other spaces are available with additional restrictions. Please call staff at 608-266-6363 for details.
Alicia Ashman Library 733 N. High Point Rd. 608-824-1780	1 Study Room: 6 1 Meeting Room: 80
Goodman South Madison Library 2222 S. Park St. 608-266-6395	3 Study Rooms: Aqua, Navy rooms: 6 Green Room: 10 1 Meeting Room: 60

Hawthorne Library 2707 E. Washington Ave. 608-246-4548	1 Study Room: 6 1 Meeting Room: 75
Lakeview Library 2845 N. Sherman Ave. 608-246-4547	2 Study Rooms: 4 3 Meeting Rooms: 15, 25 and 50 (can be combined for capacity of 75; all have additional restrictions: call staff for details)
Meadowridge Library 5726 Raymond Rd. 608-288-6160	1 smaller Study Room: 4 1 larger Study Room: 10 2 Meeting Rooms: 50 and 54 (can be combined for capacity of 104)
Monroe Street Library 1705 Monroe St. 608-266-6390	1 meeting room: 30 (has additional restrictions and is not handicapped accessible)
Pinney Library 204 Cottage Grove Rd. 608-224-7100	1 meeting room: 50
Sequoia Library 4340 Tokay Blvd. 608-266-6385	3 study rooms: 103: 2 (includes desktop computer) 104, 105: 6 (can be combined for capacity of 12 and is then treated as a meeting room) 2 meeting rooms: 40 (can be combined for capacity of 80)

## II. Customer Responsibilities

1. Customers must adhere to all library policies, including the [Behavior Policy](#). Staff will address inappropriate use and discuss with customers any activities that are unsuitable for the public gathering places.
2. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting and study rooms at all times.

3. At Neighborhood Libraries, customers are responsible for room set-up. At the Central Library, room set-up must be arranged at least one week in advance (call 608-266-6363 for details).
4. Customers are responsible for leaving the room in the condition in which it was found.
5. Late Arrivals, No-Shows, and Cancellations
  - a. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
  - b. Library staff should be notified of Meeting Room cancellations at least 24 hours in advance.
  - c. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.
6. Customers must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo must not be used on any promotional material unless approved by the library's marketing department (call 608-266-4953). Signs or posters placed anywhere in a library building must be approved by library staff.

### **III. Public Rules of Use of for Meeting Rooms**

#### **Introduction/purpose**

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements; minimum attendance requirements may be imposed. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other functions. Preference is always given to Madison Public Library programs. After that preference may be given to City of Madison and Dane County government agencies and local non-profit/community groups. Except for private rentals (see V below), meeting room uses must be free and open to the general public at all times.

#### **1. Who can use meeting rooms without charge?**

- a. Groups with an approved Room Reservation Application on file that is less than one year old.
  - i. local non-profit/community groups within the South Central Library System (SCLS)
  - ii. City of Madison agencies
  - iii. Dane County government agencies



- b. Representatives of University of Wisconsin, State of Wisconsin or United States government agencies should contact the Administration office at 608-266-6363.
- c. Madison Metropolitan School District (MMSD) partners with Madison Public Library on many programs and events. When meeting rooms are needed for these activities, the responsible Library staff member will arrange for reservations. For MMSD room usage that is a non-partnered events, such as staff meetings, the MMSD staff member should contact the Library Administration office at 608-266-6363 for rental options at the Central Library only.
- d. Applicants from outside SCLS (*SCLS consists of Dane, Green, Columbia, Sauk, Wood, Portage and Adams counties*) should contact the Administration office at 608-266-6363 for further information about reserving a meeting room.
- e. Meeting rooms are intended for larger groups, but if a meeting room is not reserved individuals and small groups may use it at staff discretion.

## **2. Application Forms**

- a. Groups interested in using Meeting Rooms must first fill out an [application form](#) and have it approved by Library staff.

## **3. Open Meetings**

- a. Meetings must be free and open to the general public at all times.
- b. The Meeting and Study Room Policy details rental of space for non-public meetings/events.

## **4. Food and Drink**

- a. Food and non-alcoholic beverages are permissible.
- b. At the Central Library, use of preferred catering services is required. Contact Library Administration at 608-266-6363 for details.

## **5. Frequency of use**

- a. Meeting rooms can be reserved twice per month.

## **6. Advance reservations**

- a. At the Central Library, reservations may be made up to one year in advance.
- b. At Neighborhood Libraries, meeting rooms may be reserved in advance for the remainder of the current month plus two months. (For example, any time in June, a room may be booked through the end of August.)
- c. The Library reserves the right to cancel a scheduled meeting within two weeks' notice if the room is needed for library programming; the Library will make every effort to avoid cancellations.



#### **7. Late Arrivals, Cancellations, and No-Shows**

- a. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
- b. Library staff should be notified of Meeting Room cancellations at least 24 hours in advance.
- c. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.

#### **8. Duration and Time of Use**

- a. Meeting rooms can be reserved for as long as library staff indicates there is availability.
- b. Use must conclude 15 minutes prior to the library's closing time.

#### **9. Use of library audiovisual media equipment**

- a. Audiovisual media equipment varies from library to library, and may not be the same equipment the library uses in our programs. Public access to some equipment may be prohibited.
- b. Specific audiovisual media needs must be indicated at the time the room reservation is made. Equipment availability must be confirmed by library staff.
- c. Users are required to receive training on audiovisual media equipment in advance of the meeting at a time that is mutually convenient for users and library staff. Library staff may only be able to provide limited assistance during the time of the meeting.
- d. Groups bringing their own equipment may arrange for a time to test equipment in advance. The Library cannot guarantee compatibility with all consumer electronics.

#### **10. Marketing of events**

- a. Customers must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo must not be used on any promotional material unless approved by the library's marketing department (contact 608-266-4953).
- b. Signs or posters placed anywhere in a library building must be approved by library staff.

### **IV. Public Rules of Use of for Study Rooms**

#### **Introduction/purpose**

The primary purpose of the study rooms is to provide space for small groups to meet and work.

Groups may reserve study rooms in advance. Individuals may only reserve study rooms in advance

at the Central Library, and may use study rooms at neighborhood libraries on a first come, first served basis.

**1. Group use of study rooms**

**a. Advance reservations**

- i. Reservations may be made for the remainder of the current month plus two months. (For example, any time in June, a room may be booked through the end of August.)
- ii. Study rooms at the Central Library must be reserved with a library card from Madison Public Library or any other library within the South Central Library System.
- iii. Study rooms at Neighborhood Libraries may be reserved by Groups with a [Room Reservation Application](#) on file
- iv. Groups from outside the South Central Library System cannot reserve rooms at neighborhood libraries, and may be able to reserve a study room at the Central Library with a payment of \$20. Call 266-6363 for details. See section V below.

**b. Frequency of use**

- i. At Central, Sequoya and Alicia Ashman Libraries, groups may have advance reservations for a study room once per week.
- ii. At other neighborhood libraries, groups may have advance reservations for a study room twice per month.

**c. Late Arrivals, No-Shows, and Cancellations**

- i. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
- ii. Library staff should be notified of Meeting Room cancellations at least 2 hours in advance.
- iii. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.

**d. Walk-in Use and Same Day Reservations**

- i. As with individuals (see section 2.a.iii. below) groups may request same-day reservations or use study rooms on a walk-in basis.
- ii. Walk-in groups do not require a library card to use a study room.

**e. Duration of use**

- i. At the Central Library, Groups may use a study room for 3 hours, but time may be extended if no one is waiting.
  - ii. At Neighborhood Libraries, Groups may use a study room for 2 hours, but time may be extended if no one is waiting.
- f. Reservations for other people**
  - i. Card holders making reservations must be present while room is in use.
  - ii. Reservations are not transferrable.
- g. Age requirements**
  - i. Reservations may be made by library card holders aged 12 or older.
  - ii. Children aged 7 and above may use study rooms on a walk-in basis.
- 2. Use of study rooms by individuals**
  - a. Advance reservations**
    - i. At the Central Library, individuals may make reservations two weeks in advance.
    - ii. At all libraries other than the Central Library, individuals may only make same-day reservations.
    - iii. Advance reservations require a library card.
  - b. Walk-in use** does not require a library card.
  - c. Duration of use**
    - i. At the Central Library, individuals may use a study room for 3 hours, but time may be extended if no one is waiting.
    - ii. At Neighborhood Libraries, individuals may use a study room for 2 hours, but time may be extended if no one is waiting.
  - d. Frequency of use**
    - i. Individuals may use study rooms daily

## V. Private Meeting and Study Room Rentals

See the [Meeting and Study Room Policy](#).





# Madison Public Library Meeting Room Application

Organization or group name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Contact person's address: \_\_\_\_\_

Contact person's e-mail address: \_\_\_\_\_

Purpose of the group/organization: \_\_\_\_\_

(For Central Library reservations) How would you like your meeting posted on our daily schedule board? (space is limited) \_\_\_\_\_

The undersigned user of a meeting room has read the Madison Public Library Meeting Room Policy, found at <http://www.madisonpubliclibrary.org/about/policies.html>, understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the organization from future use of the rooms. The user hereby indemnifies and holds harmless the City of Madison, its Library Board, and provider agency employees and volunteers from all liability directly or indirectly related to an event or meeting held at a Madison Public Library under this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Responsible party for user group)

Applications are held on file for one (1) year. If the group intends to continue meeting at the library the responsible party for the group should submit a new updated application.

If the organization/group/user has entered into a written agreement with the Madison Public Library or the City of Madison for meeting room reservations, the terms and conditions of that agreement shall supersede this application.





## RENTAL FEE TABLE

	<u>Monday through Friday</u> (*Four Hour Time Limit)	<u>Friday Evening and Saturday</u> (*Six Hour Time Limit)	<u>Sunday</u> (*Six Hour Time Limit)
<u>Waunakee Resident Users</u> Must have a current address within the Village of Waunakee.	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$35.00 <u>Community Rooms A, B or C</u> \$55.00 <u>Large Room A, B and C together</u> \$150.00	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$55.00 <u>Community Rooms A, B or C</u> \$175.00 <u>Large Room A, B and C together</u> \$500.00	<u>Conference Room</u> \$25.00 <u>Activity Room/Studio</u> \$45.00 <u>Community Rooms A, B or C</u> \$110.00 <u>Large Room A, B and C together</u> \$300.00
<u>Non-Resident Users</u> All users outside the Village of Waunakee.	<u>Conference Room</u> \$35.00 <u>Activity Room/Studio</u> \$70.00 <u>Community Rooms A, B or C</u> \$90.00 <u>Large Room A, B and C together</u> \$250.00	<u>Conference Room</u> \$35.00 <u>Activity Room</u> \$90.00 <u>Community Rooms A, B or C</u> \$250.00 <u>Large Room A, B and C together</u> \$700.00	<u>Conference Room</u> \$35.00 <u>Activity Room/Studio</u> \$80.00 <u>Community Rooms A, B or C</u> \$170.00 <u>Large Room A, B and C together</u> \$500.00
<u>Additional Hours</u>	\$50.00 per additional hour over four hour time limit.	\$100.00 per additional hour over six hour time limit.	\$100.00 per additional hour over six hour time limit.
<u>Kitchen Fees</u>	\$35.00 - Resident \$50.00 - Non-Resident Fee for the use of the catering kitchen.	\$50.00 - Resident \$100.00 - Non-Resident Fee for the use of the catering kitchen.	\$35.00 - Resident \$50.00 - Non-Resident Fee for the use of the catering kitchen.
<u>Caterer's Fee</u>	10% of the total bill (excluding tax, service, and gratuity) Caterers must be pre-approved. This fee takes the place of the kitchen fee.		
<u>Alcohol Service Fee</u>	Charged to renters serving alcohol without the use of a beverage vendor.	2 rooms - \$100.00 3 rooms - \$150.00	2 rooms - \$75.00 3 rooms - \$100.00
<u>Gym Rental</u>	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour	Residents - \$50.00/hour Non-Residents - \$80.00/hour
<u>AV Equipment</u>	Contact Village Center staff for pricing		
<u>Pricing effective January 1, 2017</u>			



## Pre-Approved Caterers

**Blowin Smoke Barbeque**  
Robert Bishop – (608) 850-9848  
[www.blowinsmokebbq.org](http://www.blowinsmokebbq.org)

**Blue Plate Catering**  
Tim Dimenra – (608) 827-7200  
[www.blueplatecatering.com](http://www.blueplatecatering.com)

**Cranberry Creek Catering**  
Jim Norton – (608) 222-9752  
[www.cranberrycreek-cafe.com](http://www.cranberrycreek-cafe.com)

**Dickey's Catering**  
Nick Ziegler – (608) 516-8428  
[dickeysfmadison@gmail.com](mailto:dickeysfmadison@gmail.com)

**Edith's Cakes, Catering and Café Inc.**  
Marian Huettner – (920) 887-8861  
[www.edithscakesandcatering.com](http://www.edithscakesandcatering.com)

**Famous Dave's BBQ**  
Josh Pryne – (608) 286-9400  
[www.famousdaves.com/madison](http://www.famousdaves.com/madison)

**Gaylord Catering Service**  
Connie Ziegler – (608) 222-1267  
[www.gaylordcatering.com](http://www.gaylordcatering.com)

**Hy-Vee Catering (East)**  
Jeff Ham – (608) 244-4696  
[www.hy-vee.com](http://www.hy-vee.com)

**Hy-Vee Westgate/MSN #2**  
Steve Keip – (608) 277-6735  
[www.hy-vee.com](http://www.hy-vee.com)

**Lodi Sausage Company**  
Larry Cook – (608) 592-3534  
[www.lodisausage.com](http://www.lodisausage.com)

**Market Street Diner and Catering**  
Jasmin Meier – (608) 825-3377  
[www.marketstreetdiner.com](http://www.marketstreetdiner.com)

**Mazo Catering**  
Chris Kettner – (608) 401-1068

**Pasqual's Cantina**  
Emily Zweber – (608) 669-5880  
[www.pasqualscantina.com](http://www.pasqualscantina.com)

**Rodeside Grill**  
Pete Beeber - (608) 846-1874  
[www.rodesidegrill.com](http://www.rodesidegrill.com)

**T. J.'s Catering**  
Tim Scanlon – (608) 643-2498  
[www.tjcatering.com](http://www.tjcatering.com)

**Upstairs Downstairs Catering**  
Dan Brown – (608) 256-4600  
[www.updowncatering.com](http://www.updowncatering.com)

Any caterer that is not pre-approved needs to be authorized by the Parks and Recreation Director.  
A catering fee of 10% of the total bill (excluding tax and gratuity) will be charged to all caterers.



## Beverage Service at the Waunakee Village Center

### Service with the Assistance of a Beverage Vendor

A listing of pre-approved beverage vendors is available for your use. These vendors meet all of the state and local requirements to hold a Class B Beer and Alcohol License. They are fully insured and provide trained and licensed operators to serve your guests. To utilize the services of one of these vendors, these guidelines must be followed.

- Arrangements for all alcoholic beverages will be made directly between the beverage vendor and the renter.
- Renter is responsible for the total cost of the service including all beverages, supplies, service fees, etc.
- On-site cash bar is NOT allowed at any time in our facility.

A beverage catering fee equal to 10% of the product provided will be collected by the Beverage Vendor and passed on to the Village Center.

### Pre-Approved Beverage Vendors:

Hy-Vee – East  
Jeff Ham  
608-244-4696  
1391kitchenmgr@hy-vee.com

Upstairs Downstairs Catering  
Dan Brown  
608-256-4600  
sales@updowncatering.com

Rodeside Grill  
Pete Beeber, GM  
608-846-1874  
pete@rodesidegrill.com

Blue Plate Catering  
David Porto, Owner  
608-827-7200  
david@blueplatecatering.com

### Service on Your Own

Renters are allowed to serve alcohol to their guests without additional permit as long as these guidelines are followed.

- The rental must be a private, invitation only event.
- The beverages are provided free of charge to the guests.
- The renter accepts complete responsibility for the service of alcohol as well as any issues that might arise from it.

There is an additional room rental fee charged for renters serving alcohol at an event. Please refer to our rental fee table for these details.