



Sun Prairie Public Library Foundation Board May Meeting Packet

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Sun Prairie Public Library Foundation Board of Directors Meeting

9:00 am, Thursday, May 26, 2022

Sun Prairie Public Library **Community Room**

Agenda

1. Call to order and introduction of guests(Herold)
2. Board Membership: Board application consideration and election (Herold)
3. Approval of minutes: March & April Foundation Board Meeting (Willems)
4. Executive Director Report (Stevens)
 - a. Recent training exercise
 - b. Student members
5. Committee Reports:
 - a. Executive Committee
 - b. Capital Campaign Planning Committee - updates
 - c. Event Coordination and Planning Committee
 - i. Post Gala report
 - ii. Thank you cards
 - d. Finance Committee
 - i. Budget amendment to increase Cindy's role to 20hrs/week
 - ii. Bylaws recommendations
 - iii. Capital Campaign – approval of naming opportunities
 - e. Giving Committee
 - f. Marketing Committee
 - g. Policy/HR Committee
6. Board and Director reports:
 - a. Library Board (Owens)
 - b. Friends Board (Mestelle)
 - c. Director (Hetzler)
7. Information sharing
8. Adjournment

Zoom Link

<https://us02web.zoom.us/j/81917366030?pwd=SlI6T2lEbUFsSTBxckdVTGhoRFdidz09>

Meeting ID: 819 1736 6030

Passcode: 244043



Sun Prairie Public Library Foundation Board of Directors Meeting

9:00 am, Thursday, March 31, 2024 via Zoom

Attendance

Present at Meeting:

Board members: Josh Erickson, Pat Harrington, Tracy Herold, Mindy Wara Maciolek Terry McIlroy, Janet Nelson, Tammy Ocampo, Pat Wende, Danielle Wendt, Staci Willems, Rekha Yarlagada

Liaisons: Rex Owens

Staff: Theresa Stevens

Guest: Chris Swenson

Absent from Meeting: Rod Ellenbecker, Carol Esser, Cindy Mestelle, Pat Miller, Cindy Stankey, Svetha Hetzler

Minutes

1) Call to Order(Herold):

- a) Meeting called to order at 9:04 am
- b) Tuesday March 29 was Theresa's last night on the city council. Focusing on the library expansion. Terry thanked her for her service.

2) Approval of Minutes: February Foundation Board Meeting (Willems):

- a) Motion to approve February minutes. Josh motions to approve. Rex seconds. Unanimously approved.

3) Executive Director Report (Stevens):

- a) \$500 raised in spring appeal so far. National library week is next week. Card making table at library; cards will be delivered to staff.
- b) Working on silent auction requests. Have \$3000 of sponsorships for the gala. We do have a band secured.

4) Committee Reports:

- a) Executive Committee – Met in February and identified some questions on finance and naming. Jodi will be helping us with that further. Having a meeting with the city coming up. Will have more information after that.
- b) Event Coordination and Planning Committee – Gala covered in Exec Director report. Tickets will be paper. Mindy created them.
- c) Finance Committee–some changes in the first part 2022 that may warrant some caution with how we move forward on capital campaign investment fund. Committee met yesterday. Chris Swenson is here to go over the annuity as a vehicle for our capital campaign donations. We would keep what is in our Edward Jones fund for now but any new moneys go into the annuity because of the benefit of stability. Also going to continue to look at this moving

forward. Market is volatile now, but it may not be in a year so will continue to assess. We are planning on making a contribution from our foundation investments to the capital campaign and plan to work with Jodi on what that amount might be – a lead gift? A lead gift with a match? Just need to work on the details. As a board, we said \$250,000. Jodi is testing that number in her interviews – is this an appropriate amount? Will need to decide where the money will come from and the timing. Jodi should have her report ready within the next month to discuss gaps and opportunities so we can work on a plan. Plan to break ground in 2024. Jodi's goal is to have 80% of it by 2023. Move to a more public phase for last 20% of the goal. Idea is we would offer the option to pledge over 5 years – can take donations as revenue over this period of time and this provides a flexible giving option.

- i) Chris Swenson with WI Wealth Advisors and manages our annuity is a guest today. Investing funds in our annuity is very stable. 100% liquid, 5-year fixed annuity. After 5 years it became 100% liquid and guaranteed rate is 3%. We use this specific company because of the liquidity feature. When you add new money, it does not start a new surrender period. Zero fees so every dollar you put in it starts earning interest. Only will accept 1 million dollars per contract year. We have had the annuity since 2014. This max does throw a bit of a wrench when only putting the money into the annuity. If we are so lucky to get that amount in one year, we will have to plan what to do after that. Chris will confirm if it's by calendar year or contract year. Finance committee will need to discuss this and have a strategy. Chris' thoughts on the stock market – wouldn't shy away from adding money to a stock portfolio. Don't be too afraid of a large sell off. This bouncy market could present opportunities.
- ii) Working out with the city the length of time that we will be accruing and holding these funds before we pay the city back. We would begin payments in 2025 and would have 5 years, so our investment window is like 6-7 years. Timing is more important 4-5 years from now when you start using the money.
- d) Giving Committee – This committee has not met
- e) Marketing Committee – This committee has not met
- f) Policy/HR Committee – Sponsorship policy needs to be approved. This would be the edits that were made after our last board meeting. Rex liked the changes – so he moves to approve and Pat seconds. Acceptance of this policy with the stated edits is unanimously approved.

5) Board and Director Reports:

- a) Library Board (Owens) – Board approved the plan to reimburse expenses.
- b) Friends Board – Report is in the packet. They are doing a membership drive next week and will be at the card making table.
- c) Library Director –
 - i) Funding request for Marketing & Communication Services submitted – info in this in packet. This is for the spring appeal, and trying to get out and connect – Connect with Your Library is national campaign this year. Working on expanding our programming and outreach as well as bringing people back into the library. Trips to elementary schools will resume so want to have a flyer for summer reading program. Numbers are lower than previous so want to build this. Table at Music in the Park so want to have materials to pass out. The welcome kit is something new – want to connect with new card holders. Pat questioned if you can register for a library card online? Believe it has to be in person to show a valid id with address. Is there a way to register for the summer program online? Think there is an option to register online with Beanstack. Does this money include translation of these

materials into another language? Will pose this question to Svetha. Both these efforts are spot on with what is recommended with library services.

- ii) Motion to approve the funding for the marketing & communication service made by Terry. Janet seconds. Motion unanimously approved.

6) Information Sharing:

- a) Theresa we had a national library proclamation come in from governor and one from the mayor. These are on display for everyone to read. Also reading of it can be seen on K-Sun.
- b) Notes from Svetha
 - i) Kanopy launch this month
 - ii) Now have a legendary women display in the library.
 - iii) Still having vaccination clinics on Friday afternoons
 - iv) Earth Day will be a clean-up day through the parks department. Library will be working on the prairie.
 - v) Starting on Sunday it is national library week. April 3-9.
- c) Harry Ripp's passing – were we going to do something to recognize his contributions to the foundation. He was a huge contributor to the foundations Book'n It run and sat on the board for many years. Would like to see a tree planted on library grounds in his honor – after the expansion. The city does have an approved list of trees. Open to other ideas as well. Friends had planted a tree for Dick Wanless, former president. Also, a tree planted on grounds for Tom Deaner – pine tree. Will make a side note to circle back to this not just planting the new tree but considering the ones already planted so they are considered during construction.

7) Adjournment:

- a) Motion to adjourn by Terry, seconded by Josh. Unanimously approved. Meeting adjourned at 9:55am

2022 FOUNDATION BOARD MEETINGS

4th Thursday, January- October at 9am: ~~1/27~~, ~~2/24~~, ~~3/31~~, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27

Strategic Planning Meeting: 2nd Thursday in December at 9am: 12/8

Minutes submitted for review by Staci Willems on April 6, 2022.



**Sun Prairie Public Library Foundation
Board of Directors Meeting Minutes**

Thursday, April 28, 2022 at 9 a.m.
Sun Prairie Public Library Community Room

Attendance

Present at Meeting:

Board members Present In Person: Josh Erickson, Terry McIlroy, Staci Willems, Pat Miller, Tracy Herold, Carol Esser, Janet Nelson, Rod Ellenbecker, Pat Wende, Patricia Harrington

Board Members Joined Remotely: Danielle Wendt, Rekha Yardogodda

Liaisons: Svetha Hetzler, Rex Owens

Staff: Theresa Stevens, Cindy Stankey,

Guest: Jodi Sweeney

Absent from Meeting: Cindy Mestelle, Mindy Wara Maciolek, Tammy Ocampo

Minutes

1) Call to Order and Welcome Guests(Herold) –

- a) Meeting called to order at 9:04 am

2) Capital Campaign Presentation (Sweeney):

- a) Following are notes and highlights from the presentation from Jodi Sweeney. Her full report was handed out to board members.
- b) Did have some difficulty scheduling people for this study – just didn't get a response from many.
- c) Talked to approx. 50 people
- d) We did have people interested in joining a campaign committee
- e) We had interesting in joining the 100 women committee
- f) A lot of interested expressed to involve the entire community with emphasis on people of color
- g) No impact to taxes is an important point to include
- h) Importance of getting the fly through out for people to see
- i) Goal of getting the ag community on board first
- j) Quarter of a million by foundation was an agreeable amount to those interviewed
- k) Want to reach out to the real estate developers –a way they can give back to the community
- l) Recognize EVERYONE that gives – community
- m) Start looking for in-kind donors
- n) City has agreed to cover 5-year pledges – should get this in writing
- o) Have one social event for the honorary committee
- p) Develop an FAQ
- q) Need to start with the large gifts
- r) Mural at Sacred Hearts might be a good example and St. Mary's, UW Children's Hospital

- s) Questions/Comments from board members:
 - i) Reasonable number on Jan 1, 2024 in cash? Don't know if the top gifts will be pledged yet. Guess between half and 1 mil. Want this to be a number that is feasible before communicating to the city.
 - ii) Staffing of the library – tax implications. This is why we need an FAQ. Operations will impact taxes.
 - iii) TIF – include this in an FAQ before the gala?
 - iv) Operational costs for this library are very low for the county. Right now, this community is not spending a lot of money on the library. We get less funding per capita than any other community. We should include this in the FAQ.
 - v) The city only funds 75% of our budget. Rest comes from other sources, primarily the county, foundation and friends.
 - vi) Maybe do a fast facts and something that is just the numbers.
 - vii) Numbers need to be tight and specific on how this will impact the community.
 - viii) Cottage grove impact? They won't be competition for us because of timing.
 - ix) Madison Public Library – American Family funded this
 - x) American family will not be a large donor
 - xi) City of sun prairie matching gift program – library is on there through the united way. United Way campaign is in the fall. Loan Executives
 - xii) Businesses coming into town we should reach out to? Hyvee? Cornerstone (in-kind)?
- t) Next steps
 - i) Getting materials put together
 - ii) Anyone that wants to sit on any of the committees from this group?
 - iii) Is there an Indian cultural group that could collectively come together? Hmong community?

3) Information Sharing

- a) Chamber is putting out a new community guide (magazine) we are doing 2 pages in that. Shelf life of 18 months. QR code for gift page and/or fly through.
- b) Gala is on the 20th. Can buy online or at the info desk. 85 total people. 200 was our goal. Ask all board members to promote the event.
- c) Finance committee meets on the 19th
- d) Library is closed on May 6 for staff inservice
- e) May is national mental health awareness month – programs will be at the library for staff and public
- f) Juneteenth program on June 17
- g) Back to almost full in person programs
- h) Youth services will be going out to all public elementary schools to visit

4) Adjournment:

Adjourned at 10:04 am

2022 FOUNDATION BOARD MEETINGS

4th Thursday monthly, Jan.- Oct. at 9am : ~~1/27~~, ~~2/24~~, ~~3/31~~, ~~4/28~~, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27

Strategic Planning Meeting: 2nd Thursday in December at 9am via Zoom: 12/8

Minutes submitted for review by Staci Willems on 5/17/22.

Executive Director's Weekly Reports

April/May 2022

Weekly Update

Theresa Stevens <execdirector@sunlibfoundation.org>

Fri, Apr 29, 2022 at 11:12 AM

To: Board of Directors <board@sunlibfoundation.org>

Happy Friday,

Thank you to everyone who attended our meeting on Thursday with Jodi. There was a lot of information within the packet, and to those who did not receive one I will make arrangements to get you a copy. If you have any questions, please do not hesitate to contact me. Before I go into the highlights, I want to give a special thank you to Cindy. She is much more than an Admin, and I am grateful for her work with the Foundation. Wednesday was a day of recognition for those who manage our organizations and businesses, and Cindy is a wonder.

This week:

- Chamber City Guide is a quick turnaround project and an opportunity to highlight the Library/Foundation over the next 18 months to those in and out of our community.
- Tickets have been sorted and are being delivered to sponsors and mailed to individuals. Sponsors are receiving posters to hang in their place of business - created and printed this week.
- MOU group met, still in draft and discussions
- Board meeting with Jodi, now the real work begins!
- Participated in an Equity Audit with the City
- Submitted ARPA Grant \$105,000 request
- Resubmitted Walmart Grant \$5,000

For the Gala:

- We need three volunteers to help work the check-in/welcome table. This will involve collecting tickets, issuing drink tickets, and offering name tags.
- We will need three volunteers to work with Cindy at the end of the night to help collect payment from the silent auction winners and disburse the auction items.
- We will need one-two volunteers at the end of the night to assist with picking up a few items, 20-30 minute commitment tops.

Please let me know if you are able to assist and which time slot you would prefer.

Thank you,
Theresa

Weekly Update

1 message

Theresa Stevens <execdirector@sunlibfoundation.org>

Fri, May 6, 2022 at 12:13 PM

To: Board of Directors <board@sunlibfoundation.org>

Hello!

Holy smokes this was a BIG week! You might get tired of hearing me say that or similar sentiments in the next few weeks, but there are big, wonderful things happening!

This week:

Capital Campaign:

- reviewed the documents from Jodi, began putting together campaign planning and 100 Women committee lists together. Many phone call invitations have occurred, three remain. First meeting will be May 25th, 4pm in the Community Room
- Created summary review of campaign planning study for Library Board and City Council meetings
- Created talking points to use at the Gala for board members and for library staff provided at the in-service
- Created a new webpage on the Foundation website (Next Chapter) Go check it out, and provide constructive feedback.

Foundation:

- Attended a Nonprofit Leadership Summit and made some great community connections. Learned several valuable tips and ideas for the board and will share those at the next meeting
- Gala tickets are 65% sold out! Let's make a final push to get friends to commit so we can all have a good time!
- Attended the Friends exec committee meeting, provided updates on Gala and Cap Campaign
- Attending the In-Service at the Library and providing information on Cap Campaign
- Attending a meeting with Tom Linfield at Madison Community Foundation later this afternoon

All for now, it's a lot to read and take in. Please ask questions, I'm happy to go into more detail.

Theresa

Weekly Update**Theresa Stevens** <execdirector@sunlibfoundation.org>

Fri, May 13, 2022 at 12:34 PM

To: Board of Directors <board@sunlibfoundation.org>

Good afternoon,

The AC is on at the Library, so if you need a cool place to hang out, consider coming in.

This week:

- Met with Caitlin Stene, Svetha and Tracy to discuss tax impact of the expansion project
- Several odds and ends in preparation for the Gala- 1 week away!
- Preparation for the Library Board meeting and Council meetings with Jodi, working on a few items for the first meeting
- Wrote the copy for the Community Guide and sent in to the Chamber
- Attended Library Board meeting
- On Mark Gonwa's radio show talking about the Gala
- Picked up 4 large foam boards with the renderings, will display at the Gala and then move to the Library

Next week:

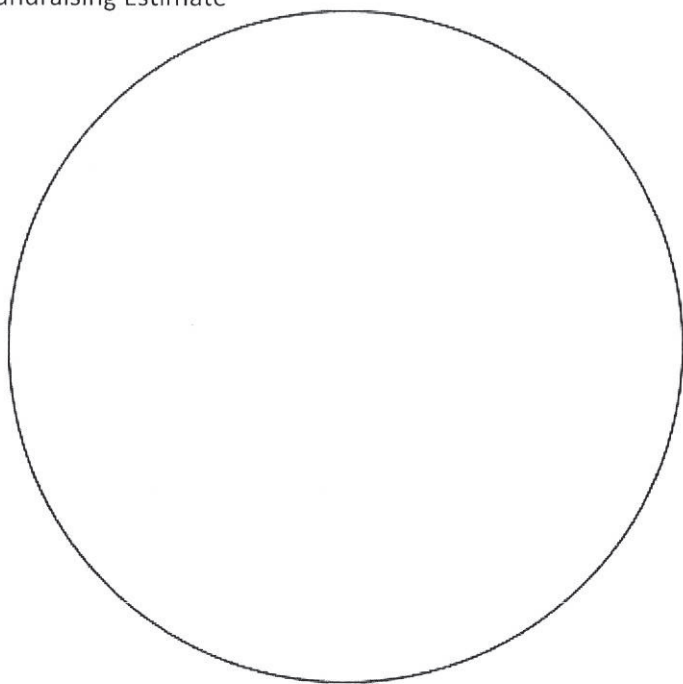
- Final preparations for the Gala
- Attend City Council meeting
- Attend Finance Committee meeting

I hope everyone who likes summer weather is getting out and enjoying it! Have a great weekend.

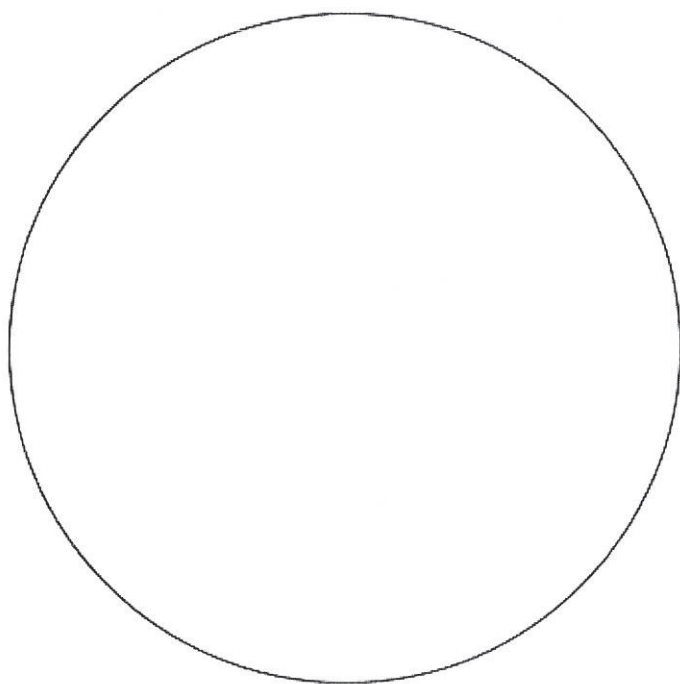
Theresa

Circle Exercise

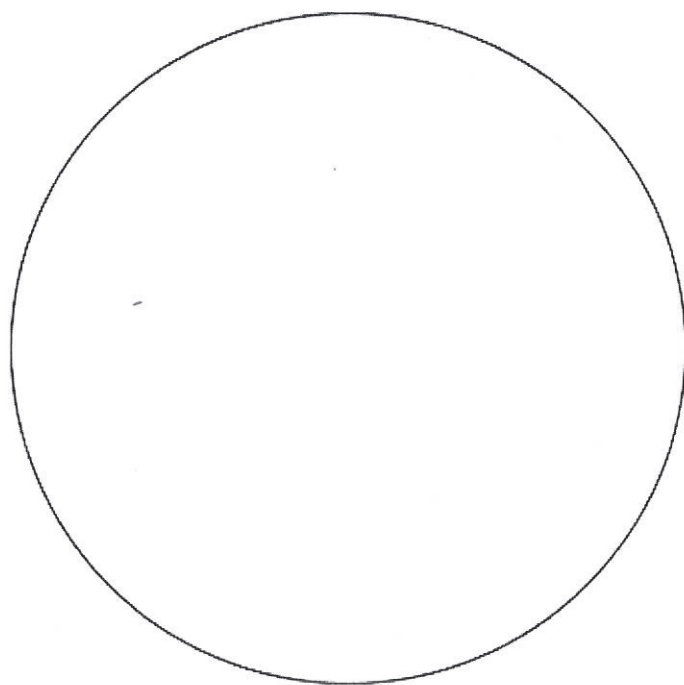
Fundraising Estimate



Time spent of fundraising activities



Actual fundraising



Sun Prairie Public Library Foundation

Statement of Financial Position Prev Year Comparison

As of March 31, 2022

	TOTAL	
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Bank Checking-BOSP	65,315.56	98,078.20
Bank of Sun Prairie Savings	1,095.68	946.34
Paypal	105.35	169.35
Total Bank Accounts	\$66,516.59	\$99,193.89
Other Current Assets		
Prepaid expense	5,914.36	1,054.17
Total Other Current Assets	\$5,914.36	\$1,054.17
Total Current Assets	\$72,430.95	\$100,248.06
Fixed Assets		
Furniture and Equipment	952.83	952.83
Furniture Accum. Depr.	-952.83	-952.83
Total Furniture and Equipment	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
Other Assets		
Edward Jones - Capital Campaign	67,923.73	
Edward Jones - Endowment	661,463.12	732,245.57
Edward Jones - Kind Fund	482,770.41	458,934.72
Wisconsin Wealth Advisors (GBU Annuity)	429,986.52	417,462.65
Total Other Assets	\$1,642,143.78	\$1,608,642.94
TOTAL ASSETS	\$1,714,574.73	\$1,708,891.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	715.00	6,776.81
Total Accounts Payable	\$715.00	\$6,776.81
Credit Cards		
Credit Card	463.14	2,320.06
Total Credit Cards	\$463.14	\$2,320.06
Other Current Liabilities		
2200 Payroll Payable	3,925.41	
Deferred Revenue	1,000.00	
Total Other Current Liabilities	\$4,925.41	\$0.00
Total Current Liabilities	\$6,103.55	\$9,096.87
Total Liabilities	\$6,103.55	\$9,096.87
Equity		
3900 Retained Earnings	1,538,982.02	1,337,952.76
Assets with Donor Restrictions	71,925.73	57,650.00
General Fund	191,584.23	191,584.23
Net Revenue	-94,020.80	112,607.14
Total Equity	\$1,708,471.18	\$1,699,794.13
TOTAL LIABILITIES AND EQUITY	\$1,714,574.73	\$1,708,891.00

Sun Prairie Public Library Foundation

Statement of Financial Position

As of March 31, 2022

	DEC 31, 2021	JAN 2022	FEB 2022	MAR 2022
ASSETS				
Current Assets				
Bank Accounts				
1072 Bill.com Money Out Clearing	0.00	231.41	0.00	0.00
Bank Checking-BOSP	89,158.19	79,406.06	75,507.36	65,315.56
Bank of Sun Prairie Savings	1,035.18	1,035.22	1,035.26	1,095.68
Paypal	24.01	148.47	105.35	105.35
Total Bank Accounts	\$90,217.38	\$80,821.16	\$76,647.97	\$66,516.59
Accounts Receivable				
1200 Accounts Receivable	41.42	41.42	0.00	0.00
Total Accounts Receivable	\$41.42	\$41.42	\$0.00	\$0.00
Other Current Assets				
Prepaid expense	11,685.95	10,413.60	7,463.96	5,914.36
Total Other Current Assets	\$11,685.95	\$10,413.60	\$7,463.96	\$5,914.36
Total Current Assets	\$101,944.75	\$91,276.18	\$84,111.93	\$72,430.95
Fixed Assets				
Furniture and Equipment	952.83	952.83	952.83	952.83
Furniture Accum. Depr.	-952.83	-952.83	-952.83	-952.83
Total Furniture and Equipment	0.00	0.00	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets				
Edward Jones - Capital Campaign	72,476.19	69,069.67	68,589.98	67,923.73
Edward Jones - Endowment	704,050.94	670,567.40	665,732.20	661,463.12
Edward Jones - Kind Fund	501,426.42	484,664.34	478,856.52	482,770.41
Wisconsin Wealth Advisors (GBU Annuity)	426,863.97	426,863.97	426,863.97	429,986.52
Total Other Assets	\$1,704,817.52	\$1,651,165.38	\$1,640,042.67	\$1,642,143.78
TOTAL ASSETS	\$1,806,762.27	\$1,742,441.56	\$1,724,154.60	\$1,714,574.73

Sun Prairie Public Library Foundation

Statement of Financial Position

As of March 31, 2022

	DEC 31, 2021	JAN 2022	FEB 2022	MAR 2022
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	990.00	1,100.00	715.00	715.00
Total Accounts Payable	\$990.00	\$1,100.00	\$715.00	\$715.00
Credit Cards				
Credit Card	192.00	326.71	400.52	463.14
Total Credit Cards	\$192.00	\$326.71	\$400.52	\$463.14
Other Current Liabilities				
2200 Payroll Payable	3,088.29	1,744.62	2,616.94	3,925.41
Deferred Revenue				1,000.00
Total Other Current Liabilities	\$3,088.29	\$1,744.62	\$2,616.94	\$4,925.41
Total Current Liabilities	\$4,270.29	\$3,171.33	\$3,732.46	\$6,103.55
Total Liabilities	\$4,270.29	\$3,171.33	\$3,732.46	\$6,103.55
Equity				
3900 Retained Earnings	1,323,126.57	1,544,336.08	1,535,815.77	1,538,982.02
Assets with Donor Restrictions	72,476.19	66,571.67	75,091.98	71,925.73
General Fund	191,584.23	191,584.23	191,584.23	191,584.23
Net Revenue	215,304.99	-63,221.75	-82,069.84	-94,020.80
Total Equity	\$1,802,491.98	\$1,739,270.23	\$1,720,422.14	\$1,708,471.18
TOTAL LIABILITIES AND EQUITY	\$1,806,762.27	\$1,742,441.56	\$1,724,154.60	\$1,714,574.73

Sun Prairie Public Library Foundation

Statement of Activity Prev Year Comparison

January - March, 2022

	TOTAL	
	JAN - MAR, 2022	JAN - MAR, 2021 (PY)
Revenue		
Operating Income		
Fundraising Income		
Contribution	3,288.00	11,435.00
Friends of SP Public Library		2,500.00
Total Fundraising Income	3,288.00	13,935.00
General Income		
Amazon Smile	60.37	88.72
Memorial		2,079.78
United Way		1,476.92
Total General Income	60.37	3,645.42
Total Operating Income	3,348.37	17,580.42
Restricted Donations		
Capital Campaign Contributions	11,502.36	57,650.00
Total Restricted Donations	11,502.36	57,650.00
Total Revenue	\$14,850.73	\$75,230.42
GROSS PROFIT	\$14,850.73	\$75,230.42
Expenditures		
Accounting	2,530.00	
Operating Expenses		
Administrative Expenses		
Bank Fees	6.36	100.00
Insurance	397.54	95.83
Interest Expense	1.38	0.92
Marketing Foundation Supplies	91.90	
PayPal Fees Expense	16.62	21.37
Payroll Expenses		
Payroll Processing Fees	454.19	
Payroll Taxes	1,972.20	
Wages	25,780.30	
Total Payroll Expenses	28,206.69	
Postage	58.00	
Printing	270.63	181.97
Processing Fees		
Credit Card Fees	14.80	
Total Processing Fees	14.80	
Software/Licenses	933.05	
Subcontract Services	7,500.00	
Tax Accountants Expense		10.10

Sun Prairie Public Library Foundation

Statement of Activity Prev Year Comparison

January - March, 2022

	TOTAL	
	JAN - MAR, 2022	JAN - MAR, 2021 (PY)
Total Administrative Expenses	37,496.97	410.19
Dues & Subscriptions		1,092.00
Fund Raising Expense		
Gala		
Gala General Expenses	123.52	
Total Gala	123.52	
Total Fund Raising Expense	123.52	
Telecommunications	47.43	47.43
Website		36.34
Total Operating Expenses	37,667.92	1,585.96
Staff		10,212.51
Total Expenditures	\$40,197.92	\$11,798.47
NET OPERATING REVENUE	\$ -25,347.19	\$63,431.95
Other Revenue		
Investment Income		
Interest Income	3,122.68	3,031.72
Unrealized Gain	3,913.89	60,752.88
Total Investment Income	7,036.57	63,784.60
Total Other Revenue	\$7,036.57	\$63,784.60
Other Expenditures		
Investment Expense		
Fees and Charges	5,702.43	2,423.71
Unrealized Loss	64,007.75	7,385.70
Total Investment Expense	69,710.18	9,809.41
Investment Income Sharing Exp		
Library Disbursement	6,000.00	4,800.00
Total Investment Income Sharing Exp	6,000.00	4,800.00
Total Other Expenditures	\$75,710.18	\$14,609.41
NET OTHER REVENUE	\$ -68,673.61	\$49,175.19
NET REVENUE	\$ -94,020.80	\$112,607.14

Sun Prairie Public Library Foundation

Statement of Activity by Month

January - March, 2022

	JAN 2022	FEB 2022	MAR 2022	TOTAL
Revenue				
Operating Income				\$0.00
Fundraising Income				\$0.00
Contribution	2,928.00	230.00	130.00	\$3,288.00
Total Fundraising Income	2,928.00	230.00	130.00	\$3,288.00
General Income				\$0.00
Amazon Smile			60.37	\$60.37
Total General Income			60.37	\$60.37
Total Operating Income	2,928.00	230.00	190.37	\$3,348.37
Restricted Donations				\$0.00
Capital Campaign Contributions	2.36	11,500.00		\$11,502.36
Total Restricted Donations	2.36	11,500.00		\$11,502.36
Total Revenue	\$2,930.36	\$11,730.00	\$190.37	\$14,850.73
GROSS PROFIT	\$2,930.36	\$11,730.00	\$190.37	\$14,850.73
Expenditures				
Accounting	1,100.00	715.00	715.00	\$2,530.00
Operating Expenses				\$0.00
Administrative Expenses				\$0.00
Bank Fees	6.36			\$6.36
Insurance	132.50	132.54	132.50	\$397.54
Interest Expense	1.38			\$1.38
Marketing Foundation Supplies	91.90			\$91.90
PayPal Fees Expense	5.54	5.54	5.54	\$16.62
Payroll Expenses				\$0.00
Payroll Processing Fees	222.19	116.00	116.00	\$454.19
Payroll Taxes	577.43	681.88	712.89	\$1,972.20
Wages	7,548.05	8,913.55	9,318.70	\$25,780.30
Total Payroll Expenses	8,347.67	9,711.43	10,147.59	\$28,206.69
Postage		58.00		\$58.00
Printing			270.63	\$270.63
Processing Fees				\$0.00
Credit Card Fees			14.80	\$14.80
Total Processing Fees			14.80	\$14.80
Software/Licenses	298.85	317.10	317.10	\$933.05
Subcontract Services	2,500.00	2,500.00	2,500.00	\$7,500.00
Total Administrative Expenses	11,384.20	12,724.61	13,388.16	\$37,496.97

Sun Prairie Public Library Foundation

Statement of Activity by Month

January - March, 2022

	JAN 2022	FEB 2022	MAR 2022	TOTAL
Fund Raising Expense				\$0.00
Gala				\$0.00
Gala General Expenses			123.52	\$123.52
Total Gala			123.52	\$123.52
Total Fund Raising Expense			123.52	\$123.52
Telecommunications	15.81	15.81	15.81	\$47.43
Total Operating Expenses	11,400.01	12,740.42	13,527.49	\$37,667.92
Total Expenditures	\$12,500.01	\$13,455.42	\$14,242.49	\$40,197.92
NET OPERATING REVENUE	\$ -9,569.65	\$ -1,725.42	\$ -14,052.12	\$ -25,347.19
Other Revenue				
Investment Income				\$0.00
Interest Income	0.04	0.04	3,122.60	\$3,122.68
Unrealized Gain			3,913.89	\$3,913.89
Total Investment Income	0.04	0.04	7,036.49	\$7,036.57
Total Other Revenue	\$0.04	\$0.04	\$7,036.49	\$7,036.57
Other Expenditures				
Investment Expense				\$0.00
Fees and Charges	898.72	4,016.74	786.97	\$5,702.43
Unrealized Loss	52,753.42	7,105.97	4,148.36	\$64,007.75
Total Investment Expense	53,652.14	11,122.71	4,935.33	\$69,710.18
Investment Income Sharing Exp				\$0.00
Library Disbursement		6,000.00		\$6,000.00
Total Investment Income Sharing Exp		6,000.00		\$6,000.00
Total Other Expenditures	\$53,652.14	\$17,122.71	\$4,935.33	\$75,710.18
NET OTHER REVENUE	\$ -53,652.10	\$ -17,122.67	\$2,101.16	\$ -68,673.61
NET REVENUE	\$ -63,221.75	\$ -18,848.09	\$ -11,950.96	\$ -94,020.80

Statement of Financial Position Prev Year Comparison

As of April 30, 2022

	As of Apr 30, 2022	As of Apr 30, 2021 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
Bank Checking-BOSP	59,608.65		109,305.77
Bank of Sun Prairie Savings	1,095.72		946.34
Paypal	181.30		1,891.41
Petty Cash	200.00		0.00
Total Bank Accounts	61,085.67		112,143.52
Other Current Assets			
1499 Undeposited Funds	757.66		
Prepaid expense	4,591.53		958.34
Total Other Current Assets	5,349.19		958.34
Total Current Assets	66,434.86		113,101.86
Fixed Assets			
Furniture and Equipment	952.83		952.83
Furniture Accum. Depr.	-952.83		-952.83
Total Furniture and Equipment	0.00		0.00
Total Fixed Assets	0.00		0.00
Other Assets			
Edward Jones - Capital Campaign	63,890.17		
Edward Jones - Endowment	622,156.34		752,620.04
Edward Jones - Kind Fund	456,579.51		474,360.58
Wisconsin Wealth Advisors (GBU Annuity)	429,986.52		417,462.65
Total Other Assets	1,572,612.54		1,644,443.27
TOTAL ASSETS	\$1,639,047.40		\$1,757,545.13
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	302.50		6,776.81
Total Accounts Payable	302.50		6,776.81
Credit Cards			
Credit Card	1,767.10		101.63
Total Credit Cards	1,767.10		101.63
Other Current Liabilities			
2200 Payroll Payable	4,361.56		
Deferred Revenue	8,154.64		
Total Other Current Liabilities	12,516.20		0.00
Total Current Liabilities	14,585.80		6,878.44
Total Liabilities	14,585.80		6,878.44
Equity			
3900 Net Assets w/o Restrictions	1,545,465.58		1,337,952.76

	Total	
	As of Apr 30, 2022	As of Apr 30, 2021 (PY)
Assets with Donor Restrictions	65,442.17	57,650.00
General Fund	191,584.23	191,584.23
Net Revenue	-178,030.38	163,479.70
Total Equity	1,624,461.60	1,750,666.69
TOTAL LIABILITIES AND EQUITY	\$1,639,047.40	\$1,757,545.13

Statement of Financial Position

As of April 30, 2022

	Dec 31, 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
ASSETS					
Current Assets					
Bank Accounts					
1072 Bill.com Money Out Clearing	0.00	231.41	0.00	0.00	0.00
Bank Checking-BOSP	89,158.19	79,406.06	75,507.36	65,315.56	59,608.65
Bank of Sun Prairie Savings	1,035.18	1,035.22	1,035.26	1,095.68	1,095.72
Paypal	24.01	148.47	105.35	105.35	181.30
Petty Cash	0.00	0.00	0.00	0.00	200.00
Total Bank Accounts	90,217.38	80,821.16	76,647.97	66,516.59	61,085.67
Accounts Receivable					
1200 Accounts Receivable	41.42	41.42	0.00	0.00	0.00
Total Accounts Receivable	41.42	41.42	0.00	0.00	0.00
Other Current Assets					
1499 Undeposited Funds					757.66
Prepaid expense	11,685.95	10,413.60	7,463.96	6,037.88	4,591.53
Total Other Current Assets	11,685.95	10,413.60	7,463.96	6,037.88	5,349.19
Total Current Assets	101,944.75	91,276.18	84,111.93	72,554.47	66,434.86
Fixed Assets					
Furniture and Equipment	952.83	952.83	952.83	952.83	952.83
Furniture Accum. Depr.	-952.83	-952.83	-952.83	-952.83	-952.83
Total Furniture and Equipment	0.00	0.00	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00	0.00	0.00
Other Assets					
Edward Jones - Capital Campaign	72,476.19	69,069.67	68,589.98	67,923.73	63,890.17
Edward Jones - Endowment	704,050.94	670,567.40	665,732.20	661,463.12	622,156.34
Edward Jones - Kind Fund	501,426.42	484,664.34	478,856.52	482,770.41	456,579.51
Wisconsin Wealth Advisors (GBU Annuity)	426,863.97	426,863.97	426,863.97	429,986.52	429,986.52
Total Other Assets	1,704,817.52	1,651,165.38	1,640,042.67	1,642,143.78	1,572,612.54
TOTAL ASSETS	\$1,806,762.27	\$1,742,441.56	\$1,724,154.60	\$1,714,698.25	\$1,639,047.40

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable	990.00	1,100.00	715.00	715.00	302.50
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Total Accounts Payable	990.00	1,100.00	715.00	715.00	302.50
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Credit Cards

Credit Card	192.00	326.71	400.52	463.14	1,767.10
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Total Credit Cards	192.00	326.71	400.52	463.14	1,767.10
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	Dec 31, 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022
Other Current Liabilities					
2200 Payroll Payable	3,088.29	1,744.62	2,616.94	3,925.41	4,361.56
Deferred Revenue				1,000.00	8,154.64
Total Other Current Liabilities	3,088.29	1,744.62	2,616.94	4,925.41	12,516.20
Total Current Liabilities	4,270.29	3,171.33	3,732.46	6,103.55	14,585.80
Total Liabilities	4,270.29	3,171.33	3,732.46	6,103.55	14,585.80
Equity					
3900 Net Assets w/o Restrictions	1,323,126.57	1,544,336.08	1,535,815.77	1,538,982.02	1,545,465.58
Assets with Donor Restrictions	72,476.19	66,571.67	75,091.98	71,925.73	65,442.17
General Fund	191,584.23	191,584.23	191,584.23	191,584.23	191,584.23
Net Revenue	215,304.99	-63,221.75	-82,069.84	-93,897.28	-178,030.38
Total Equity	1,802,491.98	1,739,270.23	1,720,422.14	1,708,594.70	1,624,461.60
TOTAL LIABILITIES AND EQUITY	\$1,806,762.27	\$1,742,441.56	\$1,724,154.60	\$1,714,698.25	\$1,639,047.40

Statement of Activity Prev Year Comparison

January - April, 2022

	Total	
	Jan - Apr, 2022	Jan - Apr, 2021 (PY)
REVENUE		
Operating Income		
Fundraising Income		
Contribution	3,369.49	17,690.00
Friends of SP Public Library		15,000.00
Spring Appeal	103.29	
Total Fundraising Income	3,472.78	32,690.00
General Income		
Amazon Smile	60.37	88.72
Memorial	100.00	2,079.78
Undesignated Giving	500.00	
United Way		1,476.92
Total General Income	660.37	3,645.42
Total Operating Income	4,133.15	36,335.42
Restricted Donations		
Capital Campaign Contributions	11,554.16	57,650.00
Total Restricted Donations	11,554.16	57,650.00
Total Revenue	15,687.31	93,985.42
GROSS PROFIT	15,687.31	93,985.42
EXPENDITURES		
82000 Capital Campaign Expenses		
82010 Capital Campaign Consulting	10,000.00	
82020 Processing Fee for Capital Campaign Donations	2.16	
Total 82000 Capital Campaign Expenses	10,002.16	
Accounting	2,832.50	
Advertising & Promotion	2,100.00	
Operating Expenses		
Administrative Expenses		
Bank Fees	6.00	100.00
Insurance	530.04	191.66
Interest Expense	1.38	3.23
Licenses, Permits & Filing Fees	25.50	
Marketing Foundation Supplies	182.63	
Office Supplies		24.50
PayPal Fees Expense	22.16	75.70
Payroll Expenses		
Payroll Processing Fees	570.19	
Payroll Taxes	2,623.09	
Wages	34,288.68	
Total Payroll Expenses	37,481.96	
Postage	174.00	
Printing	270.63	181.97

	Total	
	Jan - Apr, 2022	Jan - Apr, 2021 (PY)
Processing Fees		
Credit Card Fees	144.33	
Total Processing Fees	144.33	
Software/Licenses	1,250.15	
Stewardship	676.20	
Tax Accountants Expense		10.10
Total Administrative Expenses	40,764.98	587.16
Business Registration Fees		35.50
Dues & Subscriptions		1,142.32
Telecommunications	63.24	63.24
Website		36.34
Total Operating Expenses	40,828.22	1,864.56
Staff		13,616.68
Total Expenditures	55,762.88	15,481.24
NET OPERATING REVENUE	-40,075.57	78,504.18
OTHER REVENUE		
Investment Income		
Interest Income	3,122.72	3,031.72
Unrealized Gain	3,913.89	97,409.65
Total Investment Income	7,036.61	100,441.37
Other Misc. Income	250.00	
Total Other Revenue	7,286.61	100,441.37
OTHER EXPENDITURES		
Investment Expense		
Fees and Charges	6,551.65	3,280.15
Unrealized Loss	132,689.77	7,385.70
Total Investment Expense	139,241.42	10,665.85
Investment Income Sharing Exp		
Library Disbursement	6,000.00	4,800.00
Total Investment Income Sharing Exp	6,000.00	4,800.00
Total Other Expenditures	145,241.42	15,465.85
NET OTHER REVENUE	-137,954.81	84,975.52
NET REVENUE	\$ -178,030.38	\$163,479.70

Statement of Activity by Month

January - April, 2022

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
REVENUE					
Operating Income					0.00
Fundraising Income					0.00
Contribution	2,928.00	230.00	130.00	81.49	3,369.49
Spring Appeal				103.29	103.29
Total Fundraising Income	2,928.00	230.00	130.00	184.78	3,472.78
General Income					0.00
Amazon Smile			60.37		60.37
Memorial				100.00	100.00
Undesignated Giving				500.00	500.00
Total General Income			60.37	600.00	660.37
Total Operating Income	2,928.00	230.00	190.37	784.78	4,133.15
Restricted Donations					0.00
Capital Campaign Contributions	2.36	11,500.00		51.80	11,554.16
Total Restricted Donations	2.36	11,500.00		51.80	11,554.16
Total Revenue	2,930.36	11,730.00	190.37	836.58	15,687.31
GROSS PROFIT	2,930.36	11,730.00	190.37	836.58	15,687.31
EXPENDITURES					
82000 Capital Campaign Expenses					0.00
82010 Capital Campaign					
Consulting	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
82020 Processing Fee for Capital Campaign Donations	0.36			1.80	2.16
Total 82000 Capital Campaign Expenses	2,500.36	2,500.00	2,500.00	2,501.80	10,002.16
Accounting	1,100.00	715.00	715.00	302.50	2,832.50
Advertising & Promotion				2,100.00	2,100.00
Operating Expenses					0.00
Administrative Expenses					0.00
Bank Fees	6.00				6.00
Insurance	132.50	132.54	132.50	132.50	530.04
Interest Expense	1.38				1.38
Licenses, Permits & Filing Fees				25.50	25.50
Marketing Foundation Supplies	91.90			90.73	182.63
PayPal Fees Expense	5.54	5.54	5.54	5.54	22.16
Payroll Expenses					0.00
Payroll Processing Fees	222.19	116.00	116.00	116.00	570.19
Payroll Taxes	577.43	681.88	712.89	650.89	2,623.09
Wages	7,548.05	8,913.55	9,318.70	8,508.38	34,288.68
Total Payroll Expenses	8,347.67	9,711.43	10,147.59	9,275.27	37,481.96
Postage		58.00		116.00	174.00
Printing			270.63		270.63
Processing Fees					0.00
Credit Card Fees			14.80	129.53	144.33

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
Total Processing Fees			14.80	129.53	144.33
Software/Licenses	298.85	317.10	317.10	317.10	1,250.15
Stewardship				676.20	676.20
Total Administrative Expenses	8,883.84	10,224.61	10,888.16	10,768.37	40,764.98
Telecommunications	15.81	15.81	15.81	15.81	63.24
Total Operating Expenses	8,899.65	10,240.42	10,903.97	10,784.18	40,828.22
Total Expenditures	12,500.01	13,455.42	14,118.97	15,688.48	55,762.88
NET OPERATING REVENUE	-9,569.65	-1,725.42	-13,928.60	-14,851.90	-40,075.57
OTHER REVENUE					
Investment Income					0.00
Interest Income	0.04	0.04	3,122.60	0.04	3,122.72
Unrealized Gain			3,913.89		3,913.89
Total Investment Income	0.04	0.04	7,036.49	0.04	7,036.61
Other Misc. Income				250.00	250.00
Total Other Revenue	0.04	0.04	7,036.49	250.04	7,286.61
OTHER EXPENDITURES					
Investment Expense					0.00
Fees and Charges	898.72	4,016.74	786.97	849.22	6,551.65
Unrealized Loss	52,753.42	7,105.97	4,148.36	68,682.02	132,689.77
Total Investment Expense	53,652.14	11,122.71	4,935.33	69,531.24	139,241.42
Investment Income Sharing Exp					0.00
Library Disbursement		6,000.00			6,000.00
Total Investment Income Sharing Exp		6,000.00			6,000.00
Total Other Expenditures	53,652.14	17,122.71	4,935.33	69,531.24	145,241.42
NET OTHER REVENUE	-53,652.10	-17,122.67	2,101.16	-69,281.20	-137,954.81
NET REVENUE	\$ -63,221.75	\$ -18,848.09	\$ -11,827.44	\$ -84,133.10	\$ -178,030.38

Statement of Financial Activities Budget vs. Actual

January - April, 2022

	Total			% of
	Actual	Budget	over Budget	Budget
REVENUE				
Operating Income				
Fundraising Income				
Contribution	3,369.49	3,333.32	36.17	101.09 %
Spring Appeal	103.29	5,714.28	-5,610.99	1.81 %
Total Fundraising Income	3,472.78	9,047.60	-5,574.82	38.38 %
General Income				
Amazon Smile	60.37		60.37	
Memorial	100.00		100.00	
Undesignated Giving	500.00		500.00	
Total General Income	660.37		660.37	
Total Operating Income	4,133.15	9,047.60	-4,914.45	45.68 %
Restricted Donations				
Capital Campaign Contributions	11,554.16	50,000.00	-38,445.84	23.11 %
Total Restricted Donations	11,554.16	50,000.00	-38,445.84	23.11 %
Total Revenue	15,687.31	59,047.60	-43,360.29	26.57 %
GROSS PROFIT	15,687.31	59,047.60	-43,360.29	26.57 %
EXPENDITURES				
82000 Capital Campaign Expenses		39,660.32	-39,660.32	
82010 Capital Campaign Consulting	10,000.00		10,000.00	
82020 Processing Fee for Capital Campaign Donations	2.16		2.16	
Total 82000 Capital Campaign Expenses	10,002.16	39,660.32	-29,658.16	25.22 %
Accounting	2,832.50	833.32	1,999.18	339.91 %
Advertising & Promotion	2,100.00	1,666.68	433.32	126.00 %
Operating Expenses				
Administrative Expenses				
Bank Fees	6.00		6.00	
Insurance	530.04	733.32	-203.28	72.28 %
Interest Expense	1.38		1.38	
Licenses, Permits & Filing Fees	25.50	0.00	25.50	
Marketing Foundation Supplies	182.63		182.63	
Office Supplies		333.32	-333.32	
PayPal Fees Expense	22.16		22.16	
Payroll Expenses				
Payroll Processing Fees	570.19	166.68	403.51	342.09 %
Payroll Taxes	2,623.09	2,487.32	135.77	105.46 %
Wages	34,288.68	32,513.32	1,775.36	105.46 %
Total Payroll Expenses	37,481.96	35,167.32	2,314.64	106.58 %
Postage	174.00	100.00	74.00	174.00 %
Printing	270.63		270.63	
Processing Fees				

	Total			% of
	Actual	Budget	over Budget	Budget
Credit Card Fees	144.33		144.33	
Total Processing Fees	144.33		144.33	
Software/Licenses	1,250.15	1,333.32	-83.17	93.76 %
Stewardship	676.20		676.20	
Subcontract Services		666.68	-666.68	
Total Administrative Expenses	40,764.98	38,333.96	2,431.02	106.34 %
Dues & Subscriptions		100.00	-100.00	
Telecommunications	63.24		63.24	
Website		233.32	-233.32	
Total Operating Expenses	40,828.22	38,667.28	2,160.94	105.59 %
Professional Development		500.00	-500.00	
Total Expenditures	55,762.88	81,327.60	-25,564.72	68.57 %
NET OPERATING REVENUE	-40,075.57	-22,280.00	-17,795.57	179.87 %
OTHER REVENUE				
Investment Income				
Interest Income	3,122.72		3,122.72	
Unrealized Gain	3,913.89		3,913.89	
Total Investment Income	7,036.61		7,036.61	
Other Misc. Income	250.00		250.00	
Total Other Revenue	7,286.61	0.00	7,286.61	0.00%
OTHER EXPENDITURES				
Investment Expense				
Fees and Charges	6,551.65		6,551.65	
Unrealized Loss	132,689.77		132,689.77	
Total Investment Expense	139,241.42		139,241.42	
Investment Income Sharing Exp				
Library Disbursement	6,000.00		6,000.00	
Total Investment Income Sharing Exp	6,000.00		6,000.00	
Total Other Expenditures	145,241.42	0.00	145,241.42	0.00%
NET OTHER REVENUE	-137,954.81	0.00	-137,954.81	0.00%
NET REVENUE	\$ -178,030.38	\$ -22,280.00	\$ -155,750.38	799.06 %



Sun Prairie Public Library Foundation Finance Committee Meeting

8:30 am, May 19, 2022

2022 0519 SPPLF Finance Committee

Time: May 19, 2022 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94956167527>

Meeting ID: 949 5616 7527

AGENDA

Call to order

2022 Budget amendment: <https://docs.google.com/document/d/1U9-3MnhQRqZJU97w-hBDqnakM1mYl7sj/edit?usp=sharing&oid=103508853899375560556&rtpof=true&sd=true>

Moved: Janet; 2nd: Terry; motion passed.

Internal management makes sense; had Treasurer in past; moving toward operational/administrative role.

Next Chapter Naming opportunities: <https://docs.google.com/document/d/1C2x1V5Sw8-LVJXFiN3Ju1WwDd1sjENjP/edit?usp=sharing&oid=103508853899375560556&rtpof=true&sd=true>

Support for list and amounts suggested.

2022 Bylaws update:

<https://docs.google.com/document/d/1AGLKgA9UAMSY3tfcuIoml3NAKhmEBPV7/edit?usp=sharing&oid=103508853899375560556&rtpof=true&sd=true>

Moved: Terry; 2nd: Janet; motion passed.

Capital Campaign Pledge Form:

https://docs.google.com/document/d/1q9DHnWFKCS4sG446oKvKHxTr9Boc_R93/edit?usp=sharing&oid=103508853899375560556&rtpof=true&sd=true

Do we look at a limit on pledge amounts? Ask Jodi; individual donor discussion.

6. Other business

7. Adjourn



1350 Linnerud Drive, Sun Prairie, WI 53590
sunlibfoundation.org

May 12, 2022

Budget Amendment Proposal

Increase Cindy's hours to 20 hours from 15 hours currently, recognizing the addition of 5 hours will go to support the increased financial demands the organization is experiencing. Cindy's hours may continue to increase while in the capital campaign, however, those hours will be paid for by the Library / Library Board Fund Balance.

Starting June 1, 2022 there are 31 weeks remaining for the year. \$20/hour x 5 hours a week will result in a \$3,100 increase to the budget for 2022.

Cindy's work on integrating QuickBooks into our financial systems may allow us to move away from Numbers 4 Nonprofits, which would save the Foundation \$2500 annually.

Theresa Stevens
SPPLF Executive Director
execdirector@sunlibfoundation.org

**BYLAWS
of the
SUN PRAIRIE PUBLIC LIBRARY FOUNDATION, INC.**

ARTICLE 1
IDENTIFICATION

Section 1.1

Name. The corporation's name is the Sun Prairie Public Library Foundation, Inc. (the "Corporation").

Section 1.2

Registered Agent and Office.

The Corporation's registered agent shall be the **Executive Director**. The address of the Corporation's registered office shall be the Sun Prairie Public Library. When a registered agent is named, the Board of Directors shall cause filings to be made with the Department of Financial Institutions of the State of Wisconsin that will provide notice of changes in the Corporation's registered agent and registered office.

Section 1.3

Place of Keeping Corporation Records. The records and documents required by law to be kept by the Corporation shall be kept at the Sun Prairie Public Library.

ARTICLE 2
PURPOSES

The Corporation is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. To the extent consistent with the above general purposes, the specific purpose of the Corporation is to support the initiatives of the Sun Prairie Public Library of the City of Sun Prairie, Dane County, Wisconsin ("Library"). Such purpose shall include;

1. Develop and administer an active gift and memorial program for the Library;
2. Stimulate and encourage the gifts of funds, books, desirable collections, endowments and bequests to the Library;
3. Receive, hold, manage, use and dispose of funds and property of all kinds, whether given absolutely or in trust, for the benefit of the Library.

It is intended that the financial support provided by the Corporation to the Library shall be in addition to, and not a substitute for, any of the funds which are annually provided by the Common Council of the City of Sun Prairie in its budget for the Library.

ARTICLE 3 **OFFICERS**

Section 3.1

Elections. Officers shall be elected at the last meeting of the fiscal year and shall assume official duties immediately.

Section 3.2

Number and Titles. The Corporation's principal officers shall be a President, Vice President, Past President, **and** Secretary, **and** Treasurer. One person may not simultaneously hold more than one office.

Section 3.3 **Officers.**

1. **President.** The President shall be a director of the Corporation and will preside at all meetings of the Board of Directors. The President shall perform all duties attendant to that office, subject, however, to the control of the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors.
2. **Vice-President.** The Vice-President shall be a director of the Corporation and will preside at meetings of the Board of Directors in the absence of or request of the President and/or Past President. The Vice-President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors. The Vice President shall succeed to the office of President at the end of the President's term.
3. **Past President.** The role of the Past President is to ensure continuity during governance transitions. The Past President shall support and provide guidance to the President and the President-Elect on an as-needed basis and perform the duties of the President in the absence or disability of the President.
4. **Secretary.** The Secretary shall be a director of the Corporation and shall maintain all records of the Corporation and shall prepare minutes of all meetings of the board of directors.
- ~~5. **Finance Committee Treasurer.** The Treasurer shall:~~
 - ~~a. Be a director of the Corporation; and~~
 - ~~b. Have custody of the funds of the corporation; maintain all financial records of the corporation; and~~

- ~~c. Provide financial reports at all board meetings; and provide an annual financial report to the Board at the first board meeting of the year incorporating all of the prior year's financials~~

Section 3.4

Executive Committee. The ~~ffour~~five officers shall comprise The Executive Committee to manage the business of the Corporation.

Section 3.5

Terms. The officers of the Corporation shall be elected to serve a term of two years. Only the Secretary and Treasurer may serve unlimited terms.

Section 3.6

Nominations. Officers shall be nominated by a nominating committee. There shall be a nominating committee composed of the Executive Committee. Each member of the committee shall have one vote and a decision shall be made by the majority. The committee shall recommend to the board their recommendations of officers. Additional nominations can be made from the floor.

Section 3.7

Compensation. No officer shall receive compensation for any service he or she may render to the Corporation as an officer. An officer may be reimbursed for actual expenses incurred in the performance of his or her duties.

Section 3.8

Resignation and Removal. An officer may be removed from office without cause by a vote of two-thirds (2/3) of the directors at any board of directors meeting at which a quorum is present and notice has been provided pursuant to section 4.7. An officer may resign at any time by giving written notice to the board. The resignation shall take effect on the date of receipt of the notice or at any later time specified in the notice unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

Section 3.9

Vacancies. A vacancy in any office may be filled by the Board of Directors by a vote of two-thirds (2/3) of the directors at any board of directors meeting at which a quorum is present; **vacancy can also be filled via email vote per Section 4.13.** The officer selected to fill the vacancy shall serve for the remainder of the term of the officer he or she replaces.

ARTICLE 4

DIRECTORS

Section 4.1

General Powers. Business and property of the Corporation shall be managed and controlled by the Board of Directors.

Section 4.2

Number of Directors. The number of directors constituting the entire Board of Directors shall be no less than seven (7) voting and one (1) ex-officio.

1. The composition of the Board shall reflect a diverse array of talents and expertise in the areas of fundraising, legal matters, financial management, strategic planning, public relations, and marketing.
2. One director shall be the chairperson of the board of directors of the Friends of the Sun Prairie Public Library, Inc., or a person appointed in writing by the chairman of that board. This person shall serve on the Board of Directors until the Friends of the Sun Prairie Public Library, Inc., elects a new chairperson.
3. One director shall be the chairperson of the Sun Prairie Public Library Board or a person appointed in writing by said chairperson. This person shall serve on the Board of Directors until the Sun Prairie Public Library Board elects a new chairperson.

The director of the Sun Prairie Public Library, or a staff member designated by the director of the library, shall serve as an ex officio member of the board. The ex officio member shall have no voting rights. In addition, the Sun Prairie Public Library director may appoint a staff liaison who shall also have no voting rights.

Section 4.3

Elections and Terms.

1. Elected Directors shall serve terms of three (3) years coinciding with the fiscal year. Terms of directors shall be staggered in a manner so that each year one-third of the directors' terms expire.
2. Individual directors may submit names of candidates to serve as directors to the Executive Committee. **Nomination and election of new members can take place throughout the year at both meetings and via email per Section 4.13. The Executive Committee shall present a slate of candidates to be elected at the last meeting of the fiscal year. Additional nominations may be made from the floor.**
3. Directors may serve consecutive terms in office.

Section 4.4

Resignation. Any director may resign at any time by giving a written notice of such resignation to the President. The vacancy shall be filled in the manner set forth in Section 4.3 and the director shall serve for the remainder of the term of the director he or she replaces.

Section 4.5

Removal. A director may be removed from office at any meeting called for that purpose by a two-thirds vote of the members at a meeting at which a quorum is present. The vacancy shall be filled in the manner set forth in Section 4.3 and the director shall serve for the remainder of the term of the director he or she replaces.

Section 4.6

Meetings. Meetings of the board shall be called by the President or any two (2) directors. The board shall meet at least quarterly. The time and place of board meetings shall be set by the President or any two (2) directors.

Section 4.7

Notice. Notice of each meeting shall be sent to each voting member, at least five (5) days prior to the meeting.

Section 4.8

Waiver of Notice. Attendance of a director at a meeting of the board shall constitute a waiver of notice of such meeting, except where a director attends the meeting and objects as to the transaction of any business because the meeting is not lawfully called or convened.

Section 4.9

Meeting Chairperson. At all meetings of the board, the President, or in the President's absence, the Vice President shall preside.

Section 4.10

Quorum. Except as otherwise provided by law or by the articles of incorporation or these bylaws, a majority of the number of voting directors shall constitute a quorum for the transaction of business at a meeting of the board.

Section 4.11

Compensation. No Director shall receive compensation for any service he or she may render to the Corporation as a Director. A Director may be reimbursed for actual expenses incurred in the performance of his or her duties.

Section 4.12

Minutes. Written minutes of all meetings of the Board of Directors shall be prepared by the Secretary or designee and circulated to all directors prior to the next scheduled meeting.

Section 4.13

Informal Action Without Meeting. Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law to be taken by the board or any standing ad hoc committee at a meeting or by resolution may be taken without a meeting by electronic communication including emails, setting forth the action so taken, if it is agreed to by a majority of the directors then in office.

ARTICLE 5

STANDING AND AD HOC COMMITTEES

Section 5.1

Executive Committee. The Executive Committee shall have all the powers and authority of the board of directors including the authority to approve appropriations within budget guidelines in the intervals between meetings of the board of directors, and is subject to the oversight, review and reversal of the full board.

Section 5.2

Finance Committee.

1. The Finance Committee shall advise the board regarding financial management of the corporation. The Finance Committee will be composed of three to five board members who will serve two (2) year terms. ~~The Treasurer shall be the chair of the Finance Committee.~~ The Finance Committee shall at all times be subject to the oversight and review of the board of directors.
2. All checks shall require two signatures **from the following entities:**
 - a. **Officers**
 - b. **Executive Director**
 - c. **Development Analyst**
 - d. **Library Director.** Checks in the amount of \$1,000 or less must be signed by two officers of the Corporation or one officer and the **Foundation Executive Library Director.** Checks in excess of \$1,000 require the signature of two (2) officers of the Corporation.

Credit cards and automatic bank payment of budgeted expenditures can be used in lieu of checks.
3. **The Finance Committee will oversee investment of Foundation funds in separate accounts, including but not limited to:**

- a. Endowment Fund (Endowment Funds include the Edward Jones Account #818-16810-1-9 and the GBU Financial Life Annuity Account #29271301)
- b. Kind Fund (Edward Jones Account #818-25049-1-3)
- c. Capital Campaign Fund (Edward Jones Account #818-27703-16)

Section 5.3

Ad Hoc Committee(s). The board of directors may create such committees as it may deem necessary to promote the purpose and carry on the work of the Corporation.

ARTICLE 6

GIFTS AND BEQUESTS

All gifts and bequests given to the Corporation shall be governed by the Foundation's Gift Acceptance Policy.

ARTICLE 7

INDEMNIFICATION

Section 7.1

Indemnification of officers and directors. Officers and directors shall be entitled to indemnification for actions as officers and directors to the extent permitted by Wisconsin law.

Section 7.2

Allowance of expenses. Upon written request by a director or officer who is a party to a proceeding, the Corporation may pay or reimburse his or her reasonable expenses as incurred if the director or officer provides the Corporation with the following:

1. A written affirmation of his or her good faith belief that he or she has not breached or failed to perform his or her duties to the Corporation.
2. A written promissory note, executed personally or on his or her behalf, to repay the allowance and, if required by the Corporation, to pay reasonable interest on the allowance to the extent that it is determined that indemnification under sec. 181.0873(2), Statutes, is not required and that indemnification is not ordered by a court under sec. 181.0879(2)(b), Statutes. The promissory note shall be an unlimited general obligation of the director or officer and may be accepted without reference to his or her ability to repay the allowance. The promissory note may be secured or unsecured.

ARTICLE 8

CONFLICTS OF INTEREST WITH THE CORPORATION

A conflict of interest may arise when an officer, director or sub contractor for the Corporation has a financial, family, or other interest that may conflict directly or indirectly with their duty to work in the best interests of the Corporation. To avoid real and perceived conflicts of interest, all directors, officers, and employees are to promptly disclose in writing to the Board any conflicts of interest that emerge. The Board will determine whether a conflict exists, and whether the conflicted director, officer, or other individual may vote or otherwise make decisions on matters related to the conflict. All directors and officers must at least annually disclose in writing to the Board any potential conflicts of interest that may foreseeably arise.”

The Board may authorize the Corporation to enter contracts with its officers, directors and employees if the Board determines that it would be in the best interest of the Corporation to do so and the contract or transaction is fair and reasonable to the Corporation. Such contracts or transactions shall be approved by the vote of a majority of the disinterested Directors.

ARTICLE 9

NON DISCRIMINATION

The Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to the selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members, volunteers, participants, subcontractors, and vendors.

ARTICLE 10

DISSOLUTION

Section 10.1

Voting. The directors may vote to dissolve the Corporation by vote of two-thirds (2/3) of all of the directors at any meeting at which a quorum is present and for which notice has been given pursuant to paragraph 4.7 above.

Section 10.2

Assets. Upon dissolution of the Corporation, the Corporation's assets, after payment of outstanding debts, will be contributed to the Sun Prairie Public Library, or its successor.

ARTICLE 11
FISCAL YEAR

The fiscal year of the Corporation shall be from January 1 through December 31 and may be changed from time to time by resolution of the Board of Directors.

ARTICLE 12
AMENDMENTS

The Board of Directors and/or the members shall have the power to make, alter, amend and repeal the bylaws of the Corporation by a vote of two-thirds (2/3) of all of the directors at any meeting of the Board of Directors. The Secretary or designee shall submit all proposed amendments to the directors at least five (5) days in advance of a meeting at which they will be considered.

ARTICLE 13
PARLIAMENTARY PROCEDURE

The Standard Code of Parliamentary Procedure, when not in conflict with these bylaws, shall govern the proceedings of the Corporation.

ADOPTED: January, 1999
 Amended April 9, 2002
 Amended July, 23, 2007
 Restated March 15, 2011
 Amended September 18, 2012
 Amended May 20, 2014
 Amended November 18, 2014
 Amended January 26, 2017
 Amended May 24, 2018
 Amended July 25, 2019
~~Amended October ____ 2019~~
 Amended February ____ 2022



Sun Prairie Library Next Chapter Campaign Recognition/Naming Opportunities

\$500,000 Giving Level (pledged over 5 years)
Outdoor Amphitheater
Atrium
Children's Area
Outdoor Program Area (located outside of the Storytime Room)
\$250,000 Giving Level (pledged over 5 years)
Library and Media Center Maker Space
Teen and Young Adult Area
Adult Services Area
Storytime Room
New Entrance (new holds and Welcome Desk area)
Technology upgrades throughout the Library
\$150,000 Giving Level (pledged over 5 years)
Read Before Bookstore and Cafe Space
Local History Space
Library Administration Area
LED Lighting, Solar Panels and Thermal Efficiency throughout the Library
\$100,000 Giving Level (pledged over 5 years)
Community Garden
Sensory Room



\$75,000 Giving Level (pledged over 5 years)
Drive up Window
After Hours Book Lockers
\$50,000 Giving Level (pledged over 5 years)
Small Meeting rooms (2 available)
Group Study Rooms (8 available)
\$25,000 Giving Level (pledged over 5 years)
Library Director's Office
\$15,000 Giving Level (pledged over 5 years)
Foundation Director's Office
\$5,000 (pledged over 5 years)
Landscaping
\$2,500 Giving Level (pledged over 5 years)
Furniture
\$1,000 Giving Level (pledged over 5 years)
Large Mural Wall Tile
\$500 Giving Level (pledged over 5 years)
Small Mural Wall Tile



Sun Prairie Public Library Foundation
1350 Linnerud Drive
Sun Prairie, WI 53590
Sunlibfoundation.org

Capital Campaign Pledge Form

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Preferred name(s) for donor recognition: _____

I/we pledge to give a total of \$_____ to support the Sun Prairie Public Library Expansion Project Capital Campaign over a period of:

☐ 1 Year ☐ 2 Years ☐ 3 Years ☐ 4 Years ☐ 5 Years

In increments of \$_____ made ☐ Monthly ☐ Annually

Starting in (Month, year): _____

Please send pledge reminders ☐ Yes ☐ No Beginning: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Thank you for supporting the Sun Prairie Public Library Expansion Project!

Library Board Report for SPPL Foundation May 2022

1. Welcomed Alder Steve Stoker as liaison from Sun Prairie City Council.
2. Report from Kate Hull, Head of Technical Services, on a quality improvement project her team is working on. Results expected by end of year.
3. Appointed two student trustees with terms to begin in Sept.
4. Accepted report from Jodi Sweeney from the Sweeney Group which concludes it is feasible to raise \$3.5 million in private funds for the expansion/renovation project.
5. Reviewed fund balance projection which demonstrates ability to finance the cost of the capital campaign and an owner's representative for the expansion/renovation project.
6. Approved 3 year contract with Rethinking Libraries to guide us in developing the 3 year strategic plan 2023-2026.

Respectfully submitted,

Rex Owens
President, Sun Prairie Public Library Board of Trustees

Submitted: May 13, 2022

Friends' President's Report for Foundation Board Meeting in May 2022

We will be offering training to our RBBS volunteers and it is highly recommended that all volunteers attend. The training will be offered on both June 14 and June 15, 2022 from 2 pm until 4 pm in the Community Room at the library. We are asking volunteers to attend one of the two days since the training will be the same on both days.

We are reviewing our bylaws and position descriptions during May. Our bylaw changes must be approved by the members attending the annual meeting in November.

We are continuing to work on a list of items the Friends may be interested in funding for the library renovation project. We will be working closely with Svetha, Erin and Theresa Stevens so that we have an appropriate list. Sometime this summer, we will narrow this list down to a few to put to the membership in a survey to see what is important to them. After the survey results, we will have a better idea of what we will need to build into our 2023 budget and present to our membership at our annual meeting. The budget items will be pledges set aside for the Foundation.

Respectfully submitted,

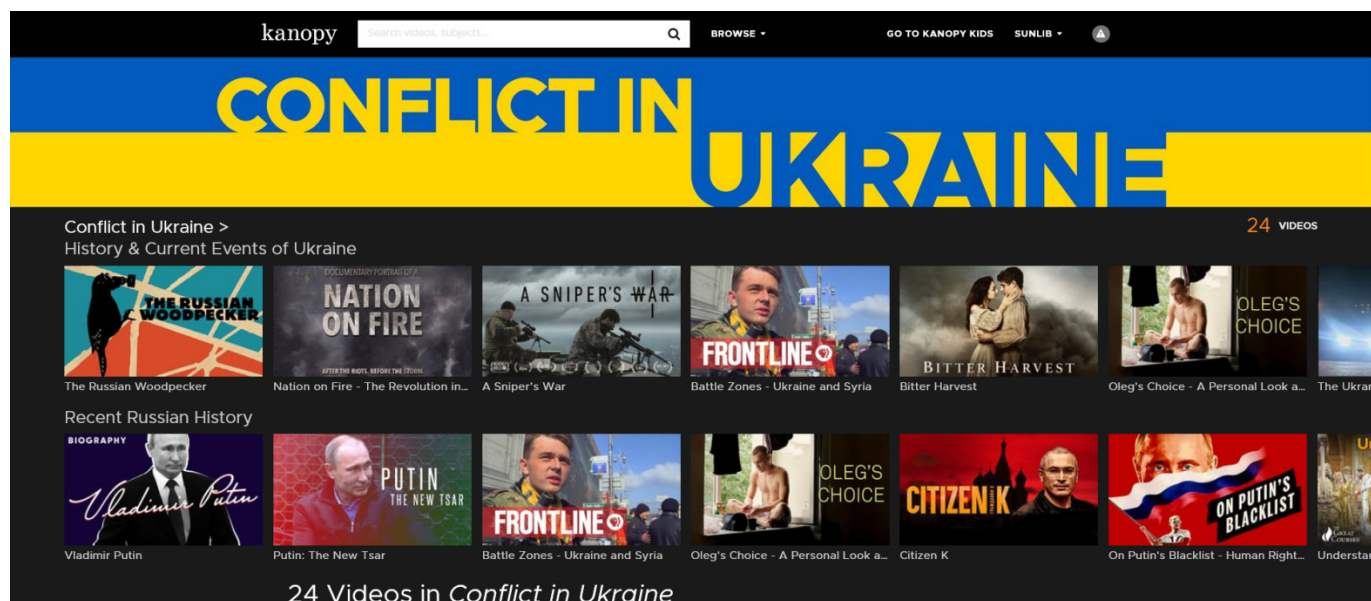
Cynthia Mestelle
President, Friends of the Sun Prairie Public Library board

Submitted: May 5, 2022

Celebrating Women's History Month!



Kanopy



Kanopy has officially launched on March 6th and since then, 138 accounts have been established and patrons have viewed 474 videos with 2,408 unique visitor sessions. The video content covers a broad range of subjects and interests for all ages.

CELEBRATING NATIONAL LIBRARY WEEK

https://www.hngnews.com/sun_prairie_star/news/local/article_c523569c-b05d-11ec-a22b-1bcc0ea41c07.html

(Hard copy of article located in Meeting Packet after Library Director Report)

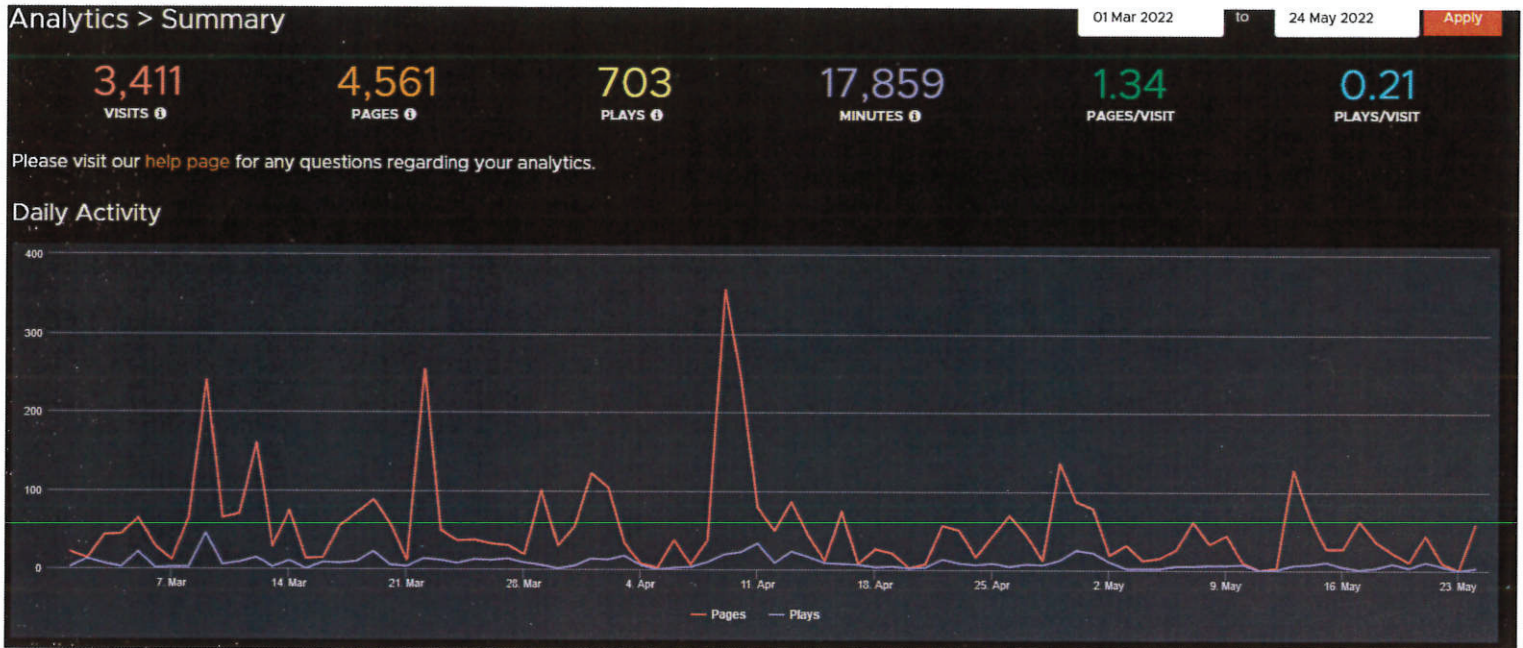
In April, the library continues to reconnect with our patrons with more in-person events including, Monday Maj-Jong, Dream Bus visits, Young Critics Book Club, Little Kid, Big Kid, and Small Fry Storytimes, Young Explorers Club, Teen Book Club, Genealogy Group, Afternoon Book Club, Vaccine Clinics, Eclectic Book Club, Backyard Composting, LEGO Club, Evening Book Club, and When I'm Gone, Look for Me in the East Book Talk with author Quan Barry.

We are also looking forward to National Poetry Month celebrations with an in-person program with Wisconsin Poet Carrie Voigt Schonhoff and with our monthly virtual Urban SUN: Black Voices Book Club with Former Madison Poet Laureate, Fabu.

Submitted by Svetha Hetzler, Library Director
April 16, 2022

Sun Prairie Public Library Kanopy Usage Snapshot

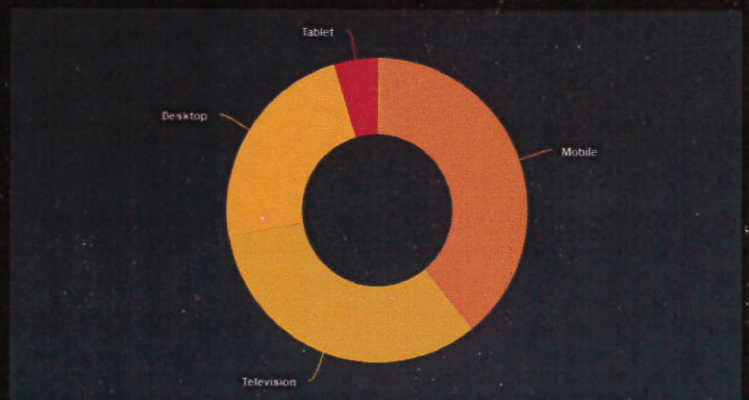
Since March 7, 2022, 149 accounts have been established. Highest usage falls on Saturdays and Sundays. Most popular device is mobile device (39%), followed by television (33%) desktop (23%) and tablet (5%). Adult films and documentaries are the most viewed.



Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	12678616	P.S. Burn This Letter Please	The Film Sales Company	37	30	101.25
2	12567130	Staged	Shout Factory	45	29	499.15
3	12899749	Coroner	Cineflix	78	23	354.38
4	13093299	The Capote Tapes	Greenwich Entertainment	38	23	189.97
5	11666622	Alone: Season 1	The History® Channel	22	20	436.32
6	11787336	Alone: Season 2	The History® Channel	19	19	463.50
7	12443414	Drag Becomes Him	Filmhub, Inc.	25	17	80.17
8	12344739	Staged	Shout Factory	31	17	290.77
9	12239501	My Year of Living Mindfully	Elemental Media	18	12	87.32
10	12833462	Space Crafts	Seeker	11	10	27.22

Plays by Device



Sun Prairie Public Library Foundation

Board of Directors Application

The Sun Prairie Public Library Foundation is a non-profit organization which oversees and develops an endowment to support the operations of the Sun Prairie Public Library. Established in 1999, the Foundation currently manages more than \$1,700,000 in assets. As the endowment grows, the Foundation increases the financial support it provides to the Library.

The Foundation is governed by a Board of Directors. The Board manages the endowment and guides fund-raising activities. Directors serve terms of three years, and each Director serves on one or more committees associated with specific Board activities. The Board meets monthly on the fourth Thursday at 9:00 a.m. (January-October), as well as an additional meeting in December for annual strategic planning on the second Thursday at 9:00 a.m.

Directors bring a variety of skills and knowledge to the Board. The Board benefits from expertise in fundraising, law, event management, public relations, investment strategy, and business development. Each Director brings a willingness to continually maintain and strengthen library service in the Sun Prairie area.

If you are interested in serving on the Foundation Board of Directors, please complete the following form and submit it to the Help Desk at the Library or via email to: sunlibraryfoundation@yahoo.com. You will be contacted by our Executive Director to discuss your interest.

Name: Shane Heim

Address: 3105 Prospect Dr. Sun Prairie, WI, 53590

Home Phone: " **Cell Phone:** 920-362-7265 **Work Phone:** "

Email address: heim.shane19@gmail.com

Education: Bachelor's degree Biology UW-Madison

Work Experience: Clinical Research Organization, IT

Write a statement about yourself, your involvement in the community, your interest in the library, employment, family, interests, etc., and what skills would make you an asset to the Foundation Board.

I am interested in being a Library Foundation Board member because I believe giving back to the community and helping to improve the community are very important. I continue to work as an election official as another way to be involved in giving back to the community. I was raised to have an appreciation for reading. I believe it is an important activity and to be able to ensure as many people as possible have access is very dear to me.



Sun Prairie Public Library Foundation Board – 2022 Roster

Executive Officers*

President: Tracy Herold (2020-2022)

Secretary: Staci Willems (2020-2022)

Vice-President: Josh Erickson (2020-2022)

Past President: vacant

Voting Board Members

Term Expires**	Name/Contact	Phone Number***	email
2024 (Member since 12/21) 1	Rod Ellenbecker 3726 Country Grove, Madison, WI 53719	575-6655 cell 467-1850 work	rod.ellenbecker@bankofsunprairie.com
2022 (Member since 7/19) 2	Josh Erickson 2189 Baptisia Pass, Sun Prairie, WI 53590	576-6941 home 241-8444 work	jericks1@amfam.com
2023 (Member since 3/18) 3	Carol Esser 201 E. Lane Street #304, Sun Prairie, WI 53590	213-3599 cell	clespwi@gmail.com
2022 (Member since 8/19) 4	Patricia Harrington 1020 Liberty Boulevard #207, Sun Prairie, WI 53590	825-6332 home	patharclovers@gmail.com
2024 (Member since 5/22) 5	Shane Heim 3105 Prospect Drive, Sun Prairie, WI 53590	920-362-7265	heim.shame19@googlemail.com
2022 (Member since 7/19) 6	Tracy Herold 366 Maynard Drive, Sun Prairie, WI 53590	577-3073 home 266-6388 work	herold@dcls.info
2022 (Member since 9/19) 7	Terry McIlroy 178 North Street, Sun Prairie, WI 53590	219-1906 home 318-1933 emergency	tmcilroy@proadspec.com
2023 (Member since 1/21) 8	Pat Miller 2678 Golden Wing Court, Sun Prairie, WI 53590	417-9287 cell	pzmauthor@gmail.com
2024 (Member since 12/21) 9	Janet Nelson 1218 McMahon Drive	444-1733 cell 825-4517 home	janet@rethinkinglibraries.org
2023 (member since 2/21) 10	Tammy Ocampo 2323 Richmond Court, Sun Prairie, WI 53590	698-8330 cell	trpineda@gmail.com
2022 (member since 12/19) 11	Pat Wende 1064 Derby Drive, Sun Prairie, WI 53590	577-9695 home	pw3nd3@gmail.com
2024 (Member since 9/21) 12	Danielle Wendt 146 North Street, Sun Prairie, WI 53590	426-0626 cell 203-7467 work	wendtdanielle@gmail.com
2022 (Member since 7/19) 13	Staci Willems 2065 Branch Road, Sun Prairie, WI 53590	628-9075 home 257-7652 work	stacim99@hotmail.com
2025 (Member since 1/22) 14	Rekha Yarlagadda 3169 Pleasant Street, Sun Prairie, WI 53590	692-3485 cell	rekhavarla@gmail.com
Annual Appt. (SPPL Library Board) 15	Rex Owens Sun Prairie Public Library Board Liaison	513-1951	rexowens00@gmail.com
Annual Appt. (Friends Board) 16	Cindy Mestelle Friends Liaison	658-8918	mestecj@charter.net

ex officio	Name/Contact	Phone Number*	email
SPPL Director	Svetha Hetzler Staff Liaison	825-0900 Work	shetzler@sunlib.org
SPPL Foundation Board Staff	Theresa Stevens Executive Director	886-0718	execdirector@sunlibfoundation.org
	Cindy Stankey Foundation Development Specialist	825-7323 (x2013) Work 609-5107 cell/text	admin@sunlibfoundation.org sunlibraryfoundation@yahoo.com

* Executive Officers serve 2-year terms; the secretary and treasurer may serve consecutive terms.

** Board members are elected to a 3-year term; expiration of term is December **31**; members can serve consecutive terms.

*** Area codes are (608) unless otherwise noted.

2022 Board Meetings:

General Business Meetings:

1/27, 2/24, 3/31, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27 (9-10 a.m. 4th Thursday)

Strategic Planning Meeting & Election of 2023 Officers:

12/8 (2nd Thursday) from 9:00-10:30 a.m.

2022 Events:

Gala: Friday, May 20th

Summer Outdoor Event: Saturday, September 10th

For those unable to attend in person: join via Zoom

<https://us02web.zoom.us/j/81917366030?pwd=SlI6T2lEbUFsSTBxckdVTGhoRFdidz09>

Meeting ID: 819 1736 6030

Passcode: 244043

2022 Committees				
Finance (3-5 members per bylaws)	Giving & Stewardship	Marketing	Policy & HR	Event Coordination & Planning
(Chair needed)	(Chair needed)	(Chair needed)	(Chair needed)	(Chair needed)
Rod Ellenbecker	Carol Esser	Josh Erickson	Rod Ellenbecker	Svetha Hetzler (liaison)
Terry McIlroy	Patricia Harrington	Pat Miller	Josh Erickson	Danielle Wendt
Janet Nelson	Rex Owens	Tammy Ocampo	Svetha Hetzler (liaison)	Staci Willems
	Pat Wende	Staci Willems		
	Danielle Wendt			